

**51<sup>ST</sup> CONGRESS  
OF THE  
INTERNATIONAL  
SOCIETY OF  
PAEDIATRIC  
ONCOLOGY  
LYON, FRANCE  
OCTOBER 23-26,  
2019**

*by/illustration*



No child should die of cancer

In conjunction with:



With the kind permission of the Antoine de Saint Exupéry - d'Agay Succession.  
Avec l'aimable autorisation de la Succession Antoine de Saint Exupéry - d'Agay.

Congress Website: [SIOP-Congress.org](http://SIOP-Congress.org) | SIOP Membership: [siop-online.org](http://siop-online.org)

# Exhibitors' Technical Manual



Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **SIOP 2019** Congress Exhibition.

The Exhibition will be held as part of the International Society of Paediatric Oncology, Lyon, France | October 23-26, 2019.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

**Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.**

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Lyon and wish you a successful Congress and Exhibition.

Best Regards,

**Yulia Rijinsky**  
Exhibition Manager

Tel: +41 22 9080488 Ext 995

Fax: +41 22 9069140

Email: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

Site: [www.kenes.com](http://www.kenes.com)



## Table of Contents

### Section 1: General Information

- Congress Secretariat
- Exhibition Contacts
- Registration & Hotel Accommodation
- Sponsorship and Exhibition Sales Contact
- Venue Address
- Website
- Exhibition Related Table
- Exhibition Timetable at-a-glance
- Off Exhibition Information

### Section 2: Exhibition Floor Plan, List of Exhibitors

- Exhibition Floor Plan
- List of Exhibitors

### Section 3: Exhibition Services

- Exhibitors' Badges
- Access to the Exhibition Hall During Set-up and Dismantling
- On Site Exhibition Management Desk
- Lead Retrieval Wireless Barcode Reader

### Section 4: Technical information

- Stand Design
- Build-up Height
- Ceiling Hangings
- Electricity and Electrical Installations
- Exhibition Area
- Floor
- Accommodation
- Flowers & Plants
- Hostesses
- Internet
- Parking
- Platforms
- Security
- Site Visit
- Stand Catering
- Stand Cleaning
- Waste Removal
- Rules and Regulations



## **Section 5: Official Contractors**

- Stand Fittings, Hostess Services, Electricity, Storage, Cleaning Services, Internet, Plants & Floral Arrangements
- Catering Services
- Freight Handling & Customs Clearance

## **Section 6: Delivery Regulations & Instructions**

## **Section 7: Order Forms**

- Badges
- K-Lead App

## **Section 8: General Regulations**



## Section 1: General Information

### Congress Secretariat / Organising Secretariat

#### **Kenes International**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

E-mail:

### Congress Dates

Wednesday, October 23 until Saturday, October 26 2019.

### Exhibition Manager

#### **Mrs. Yulia Rijinsky**

Tel: +41 22 9080488 Ext 995

Fax: +41 22 9069140

Email: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

### Registration Manager

#### **Ms. Anna Stoycheva**

Tel: +41 22 908 0488 Ext. 7019

Fax: +41 22 906 9140

E-mail: [astoycheva@kenes.com](mailto:astoycheva@kenes.com)

### Sponsorship and Exhibition Sales Contact

#### **Mrs. Marta Enes**

Tel: + 31 207630108

E-mail: [Menes@kenes.com](mailto:Menes@kenes.com)

### Venue

Centre de Congrès de Lyon (CCC-Lyon)

50 Quai Charles de Gaulle | 69463 Lyon cedex 06 | France

[www.ccc-lyon.com](http://www.ccc-lyon.com)

### Website

For updated information regarding the Congress, please visit the website:

<https://siop-congress.org>



### Exhibition Related Table

Action Item	Deadline	Contact Person	
Hotel Reservation for Staff	<i>As soon as possible</i>	Mrs. Irina Sapir <a href="mailto:isapir@kenes.com">isapir@kenes.com</a>	
Company profile	As soon as possible	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>	
Designed Stand Approval	Monday, September 9, 2019		
Text for Fascia (Shell Scheme stands only)	Monday, September 9, 2019		
Lead Retrieval Wireless Barcode Reader	Monday, September 9, 2019		
Badge Order <b>Available only after submitting company profile</b>	Monday, September 9, 2019		
Action Item	Deadline	D&P Architecture de Communication	
Furniture Rental	Tuesday, October 1, 2019	26-28 rue du Chemin Vert 78610 LE PERRAY-EN-YVELINES - France Tél. +33 (0)1 34 84 84 84 Fax +33 (0)1 34 84 84 85 E-mail: <a href="mailto:exhibitors@dparchi.com">exhibitors@dparchi.com</a> <b>** Any order received after the official deadlines a 20% surcharge will apply to all services and will be a subject to availability</b>	
Shell Scheme Extras	Tuesday, October 1, 2019		
Graphics/Signage	Tuesday, October 1, 2019		
Catering	Tuesday, October 1, 2019		
Stand Cleaning	Tuesday, October 1, 2019		
Telecommunications (Telephone, Wi-Fi, Laptop, Desktop)	Tuesday, October 1, 2019		
Electricity	Tuesday, October 1, 2019		
Delivery			
Door to Door Shipments	Please contact for instructions		Zehavit Akerman <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a>
Airfreight Shipments - Arrival to recommended airport	Please contact for instructions		
Shipment via Germany Warehouse	No later than October 17, 2019 <b>We highly recommend to use this option, storage is free of charge</b>		
Exhibition goods - Direct Deliveries to Congress Venue	No later than 09:00 am on October 22-23, 2019		
Move out	October 26, 2019		



**Exhibition Time Table At-A-Glance (subject to change)**

<b>Set up</b>	Tuesday, October 22	08:00-20:00 Space only booths 17:00 – 20:00 All Exhibitors
	Wednesday, October 23	08:00-12:00 -set up 12:00-16:00- decoration only/quiet set up time
<b>Exhibition hours</b>	Wednesday, October 23	18:30 - 21:00 (end of WR)
	Thursday, October 24	08:30 - 16:30
	Friday, October 25	09:30 - 16:30
	Saturday, October 26	09:30 - 16:30
<b>Breakdown</b>	Saturday, October 26	17:00 - 22:00

**\*\*Dismantling of the stands before the official hour is not permitted.**

**Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.**

**PLEASE NOTE:**

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, October 23 at 12:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on **Saturday, October 26 after 22:00** will be considered discarded and abandoned.

**Off Exhibition Information**

Please note that participants will be walking through the Exhibition area to reach the Poster area which will be active before and after the Exhibition Opening Hours. Ropes and poles will be placed around the stands during times when exhibition is not open.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

**Social Events**

You are cordially invited to the Welcome Reception on **Wednesday, October 23 at 20:00** In the Exhibition Area.

**Please note:**

It is the exhibitor's responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.



**Section 2: Exhibition Floor Plan, List of Exhibitors**

Online Exhibition Floor Plan:

<https://apps.kenes.com/floorplan/#/congress/SIOP19>

**Exhibition Floor Plan (As of July 2019)**







**List of Exhibitors (as of July 2019)**

Company	Booth #	Size	Layout
Association Aïda	13	9	Shell
C3 Medical	11	9	Shell
CCI	18	9	Shell
Cook Children's Medical Center	12	9	Shell
EUSA Pharma	04	36	Space
French African Group of Pediatric Oncology	13A	9	Shell
International Society of Paediatric Oncology	15	18	Shell
Jazz Pharmaceuticals	01	20	Space
Lucane Pharma	17	9	Shell
Medscape		0	
Princess Máxima Center	03A	9	Shell
Research Institute of the McGill University Health Centre	10	9	Shell
Roche	23	12	Shell
Servier	08	18	Space
	14	9	Shell
SFCE	20	9	Shell
St. Jude Children's Research Hospital	TBA1	6	Space
Wisepress LTD	13	9	Shell



## Section 3: Exhibition Services

### Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 m<sup>2</sup> thereafter.

Any additional exhibitor badges for pre-advanced orders will be charged the exhibitor registration fee of **EUR 180**.

The Exhibitor badge permits free access to the exhibition area, refreshments served as indicated in the programme timetable and attendance at the Welcome Reception.

You can submit your order through the **Kenex Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

**Deadline:** Wednesday, October 9, 2019

Individual participants' names will not appear on the badges, only the company's name will be stated. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the Registration Desk.

### Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk.

### On Site Exhibition Management Desk

The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.

Prior to this time, if you have any queries regarding your participation at SIOP 2019

please feel free to contact:

**Ms. Yulia Rijinsky**

**Exhibition Manager**

Tel: +41 22 9080488 Ext 995

Fax: +41 22 9069140

Email: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

Site: [www.kenes.com](http://www.kenes.com)



## Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.



Lead Retrieval App **(no device is included)**.

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from the Apple store or Google play: "Kenes K-Lead App".

Cost per unit - **€400**

### **Please Note:**

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details. In addition, please note that neither Kenes International nor the Organising Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although participant visited your booth and was scanned by your barcode reader, we are unable to forward you his/her contact details.

### **Data Protection Information included for our registrants**

In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy.

Kenes will not share personal data with third parties without your consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share personal details with the company that is scanning badge so that it may contact delegate in the future.

You can submit your order through the **Kenes Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

**Deadline:** Monday, September 9, 2019



## Section 4: Technical Information

### Stands Design ( Space Only )

Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.

**Each exhibiting company should submit the name and details of their construction company.**

You can submit your order through the **Kenes Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

**Deadline:** Monday, September 9, 2019

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

Entire sideways walls will not be approved.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

**Work cannot commence until the exhibitor layout is approved by the Organisers**

Multi-level structures are not permitted.



**Shell Schemes, that have been pre-booked from Kenes, include:**

- 2.4 meters high, white infill panels, including ceiling grid
- Blue Carpet
- Fascia
- One spotlight per 3 sqm booth or a rail of 3 spotlights per 9 sqm booth

\* Actual panel size: 100 cm wide x 240 cm high

\* Visible panel size: 954 mm wide x 2288 mm high

**Stand Package does not include:**

- Stand cleaning
- Electricity
- Furniture



**Special offer: you may book furniture package at a reduced price €170+VAT**

Please contact the Exhibition Manager: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

1 table, 2 chairs and a trash bin



Electricity should be ordered via the venue – form can be found at the end of the manual, once completed please e mail it to -Clemence MOTTE [clemence.motte@ccc-lyon.com](mailto:clemence.motte@ccc-lyon.com)  
<https://www.ccc-lyon.com/en/exhibitor-space>

- All basic shell scheme booths will be designed and built by the official stand contractor.
- All booths are on rental basis.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor.
- No additional booth-fitting or display may be attached to the standard booth structure.
- No free-standing booth-fitting or display(s) may exceed a height of 2.4 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor



- No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the Congress.
- All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth, they must submit all lighting distribution details and pay the light connection charges to the official stand contractor.

**If you require additional furniture or services for your stand, please refer to the order forms at the end of the manual.**

#### **Fascia Sign**

\*7 characters, including spaces, may be written on your fascia for every one meter of fascia length.

You can submit your design/Fascia on the Exhibitors' Portal:

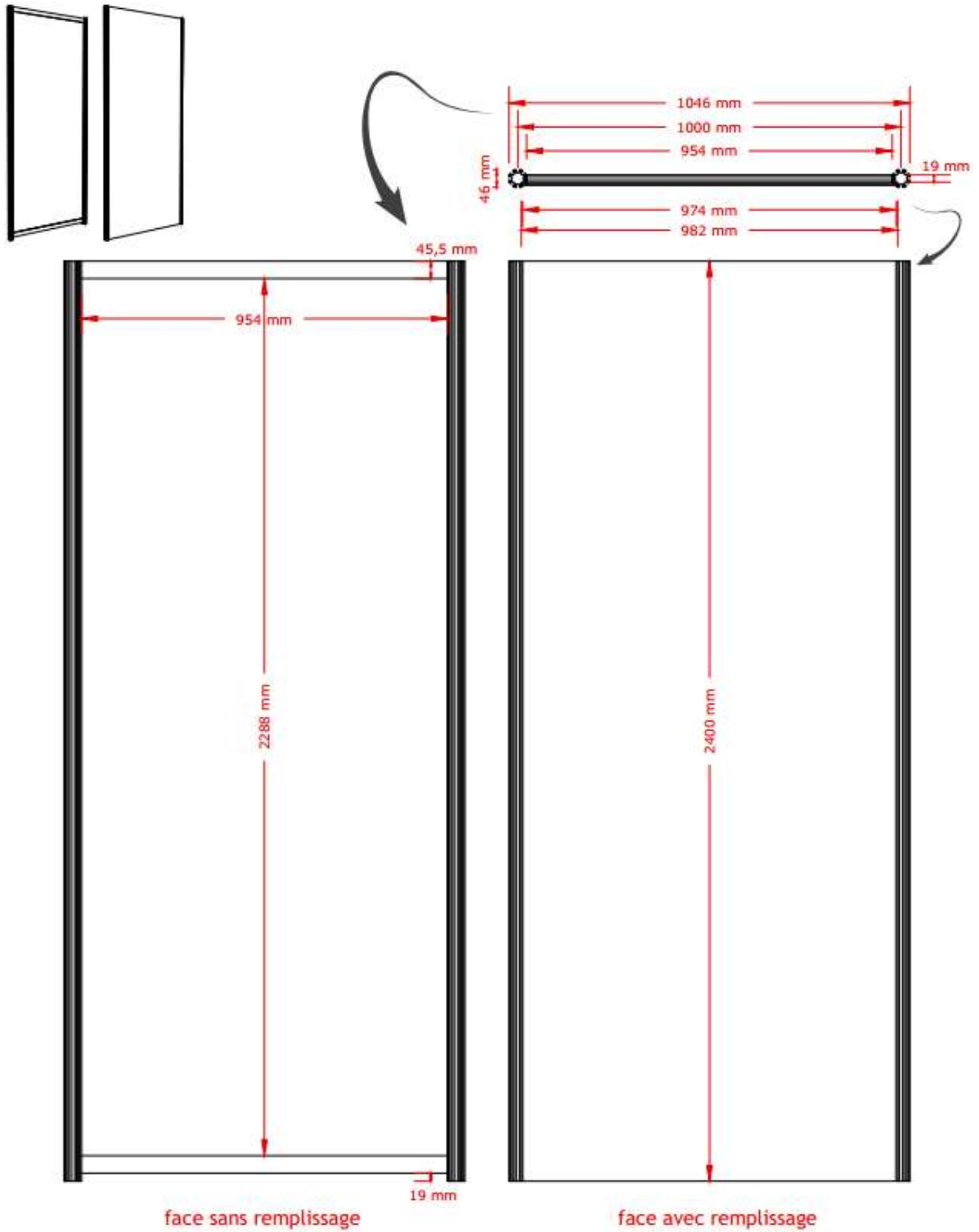
<https://exhibitorportal.kenes.com>

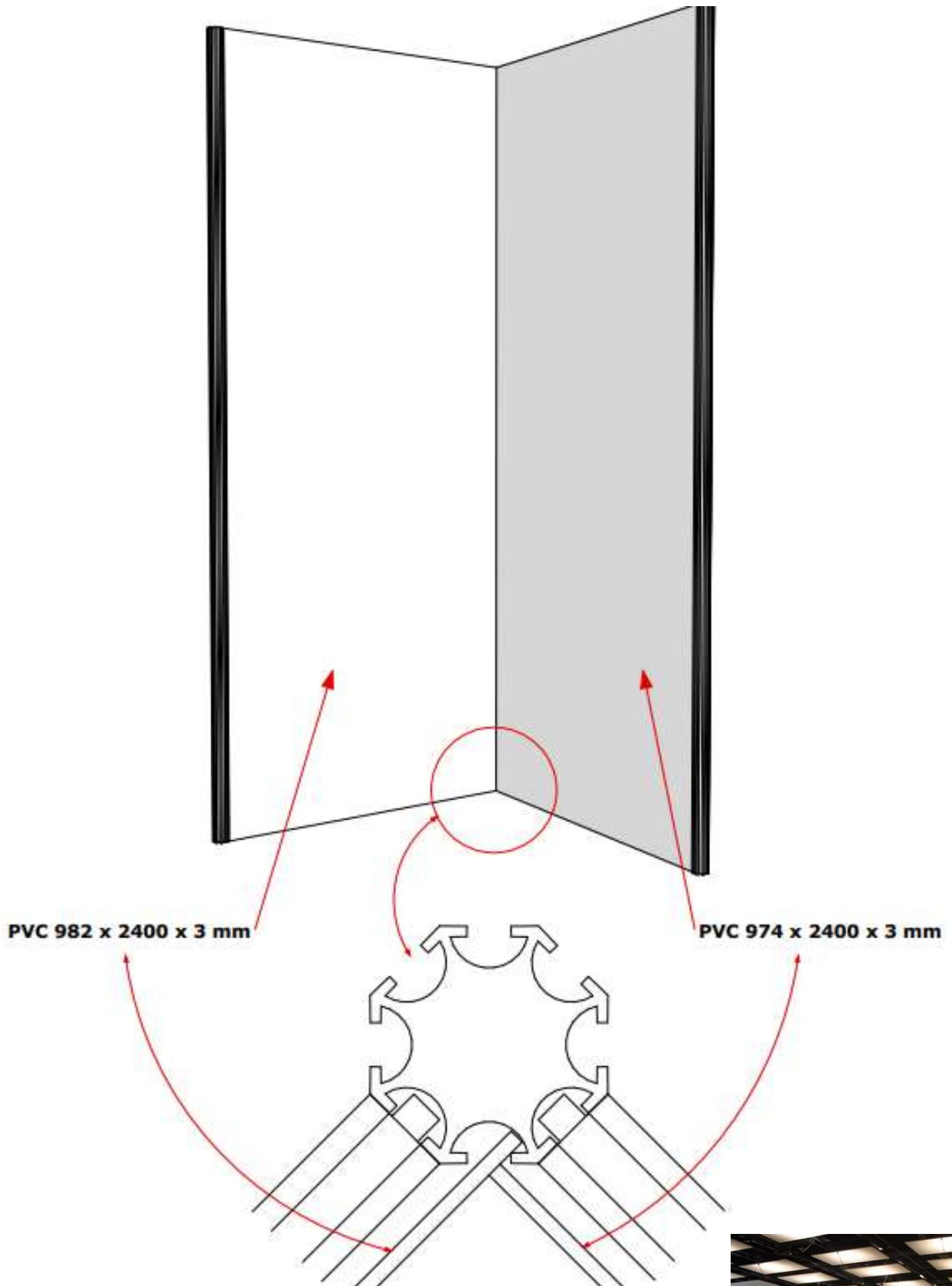
**Deadline:** Monday, September 9, 2019

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

*If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.*

If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.









## Technical details for all stands Types

### Technical Details

- **Exhibition Hall Name:** Forums 4 & 5
- **Floor Finish:** Pierre de Montanay it is a kind of beige color marble
- **Ceiling Height:** 6.20 m
- **Maximum Build-up Height:** 4 m
- **Load Capacity:** 400 kg per sq. m
- **Electricity-** For the booth near building walls -> from the walls ; for the booth in the middle of the Forums -> from the ceiling
- **Rigging Options:** if needed please send the venue- Clemence MOTTE clemence.motte@ccc-lyon.com>plan and the filled Hanging form (at the end of the manual), then you will receive a quote and rigging height maximum
- **Loading Door:** dimensions are :

<b>FORUM 4</b>	<b>Largeur Width</b>	2m65	<b>Hauteur Height</b>	4m30
<b>FORUM 5</b>	<b>Largeur Width</b>	3m15	<b>Hauteur Height</b>	4m30

### Electricity and Electrical installations

Electrical box are reserved exclusively for the official Supplier.

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor. To ensure maximum safety, all electrical connections to power supply can only be carried by the official contractor.

**Important:** The daily power to the booths will be switched on 30 minutes before the Exhibition's opening, and will be switched off 15 minutes after closing time.

### Cleaning

For ordering daily stand cleaning, please refer to the order forms at the end of this manual or via the website:

<https://www.ccc-lyon.com/en/exhibitor-space>

### Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

### Catering

Catering and the sale of all food and drinks on site are reserved exclusively for Centre de Congrès de Lyon.

If you wish to order Catering services for your booth, please fill out the order form at the end of this manual - <https://www.ccc-lyon.com/en/exhibitor-space>



### **Internet and WIFI**

- A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection and for additional information, please contact the Exhibition Manager [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

Should you require an internet connection for any product demonstrations on your exhibition stand, we recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high quality service inclusive of technical support.

- Exhibitors who wish to order internet connection to their booth please contact:  
[yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

**Private Wi-Fi networking in your booth is not allowed.**

### **Accommodation**

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue. Information, pictures, location and rates are available on the hotel accommodation page: <https://siop-congress.org/> or email us to: [booking@kenes.com](mailto:booking@kenes.com)  
You may also book a room online through the above link.

### **Security**

The Organizers will provide security guard services in the exhibition hall during closing hours. Neither the venue nor the organizers can accept responsibility for security of the stands and their contents or damage to or theft of any good. Exhibitors are responsible for the security of their stand and equipment. If you wish to order individual stand security, please complete the security order form at the end of this manual.

### **Storage**

The **Centre de Congrès de Lyon** has no storage facilities for empty containers and other materials required for the Exhibition. Excess stock, literature, or packing cases may not be stored on, around, or behind stands unless contained within a lockable storeroom, doors to which must have a vision panel. The venue does not have any storage facility for materials left on-site outside of tenancy times. Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.



## **Rules and Regulations -Binding for all exhibitors and their subcontractors**

### **Build-Up & Dismantling Period**

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

### **Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

### **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

### **Fire Regulations**

Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

### **Insurance (compulsory)**

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the GR2019 -and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

**No children under the age of 16 are allowed on the premises of the Exhibition area during the set up/dismantling.**



### **Liability**

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

### **Promotional Activities**

All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**



## Section 5: Official Contractors

### Stand construction \ Additional Stand Fittings \ Furniture Rental \ Graphics and signage

#### D&P Architecture de

#### Communication

26-28 rue du Chemin Vert  
78610 LE PERRAY-EN-YVELINES - France

Tél. +33 (0)1 34 84 84 84

Fax +33 (0)1 34 84 84 85

E-mail: [exposants@dparchi.com](mailto:exposants@dparchi.com)

[xavier@dparchi.com](mailto:xavier@dparchi.com)

#### Catering Services

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the SIOOP Congress Caterer.

Please contact:

[christelle.jourand@ccc-lyon.com](mailto:christelle.jourand@ccc-lyon.com)

[stephane.fructus@ccc-lyon.com](mailto:stephane.fructus@ccc-lyon.com)

[christian.best@ccc-lyon.com](mailto:christian.best@ccc-lyon.com)

#### Freight Handling & Customs Clearance Agent

#### Hermes/Merkur

Ms. Zehavit Akerman

Tel: +49 69 747 848

Tel: +972 8 914 6382

Mobile: +972 52 511 4982

E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

Web site : [hermes-exhibitions.com](http://hermes-exhibitions.com)



## Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

### Delivery & Logistic Services

**Hermes/Merkur Ltd.** has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, **Hermes/Merkur is the sole official agent to handle cargo inside the venue.**

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

### Insurance of Goods

All cargo should be insured from point of origin.

### Exhibition Goods

Please note that all materials entering the venue incur a handling charge

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-Advise" form included in the shipping instructions.

**Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.**

**In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual.**

**Please complete this form and return it to Ms. Zehavit Akerman:**

[zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com).

**You will then receive confirmation of your material arrival.**



51<sup>ST</sup> CONGRESS OF  
THE INTERNATIONAL  
SOCIETY OF PAEDIATRIC  
ONCOLOGY



### Customs Clearance

Hermes Exhibitions & Projects Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Tel: +972 8 914 6382

Mobile: +972 52 511 4982

E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

Website: [hermes-exhibitions.com](http://hermes-exhibitions.com)



## Section 7: Order Forms

The following orders below are to be filled and submitted through the **Kenes Exhibitors' Portal**:  
<https://exhibitorportal.kenes.com>

**Deadline: as soon as possible**

- **Company Profile & Logo**

**Deadline:** Monday, September 9, 2019

- **Fascia for Shell Scheme only exhibitors**
- **K-Lead- Application**
- **Stand design for space only exhibitors**

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

**If you require any additional services which do not appear in this manual, please contact:**

**Ms. Yulia Rijinsky**

**Exhibition Manager**

Tel: +41 22 9080488 Ext 995

Fax: +41 22 9069140

Email: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

Site: [www.kenes.com](http://www.kenes.com)





**Shell Scheme Furniture Package ORDER FORM**

Deadline for Return: **Tuesday, October 1, 2019**

Return to: Mrs. Yulia Rijinsky

E mail: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

Please complete the following:

Name \_\_\_\_\_

Company Name + Booth# \_\_\_\_\_

Street: \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_

Country \_\_\_\_\_

VAT# \_\_\_\_\_

Item	Unit Price	Total Price
Full Furniture Package (2 chairs, table, bin)	170.00Euro	170.00 Euro

Please note that you will receive an invoice by e mail.  
You may either pay by bank transfer or credit card.  
Credit card payment will incur 4% bank service charge.

Thank you for your order.



**Authorization for Credit Card Charges**

Dear Sir/Madam,

In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in **your own handwriting** and sign.

Name of Company:

We authorize Kenes International – Organizers of Congresses to make the charge of EURO 170.00

for shell scheme package fees

for Congress: SIOP 2019

(Site & dates of the congress:.....)

Credit Card details to be charged:

Number:

Expiration date:

Name of Card holder:

Address: (as per Credit card records):

Telephone number:

Security digits (on the back of the credit card):

**Date:**

**SIGNATURE of Card holder:**

# ÉLECTRICITÉ

# ELECTRICITY

## COFFRETS ÉLECTRIQUES - 24h/24

Coffret avec 2 prises

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

*L'installation électrique de base est en monophasé. Veuillez nous consulter pour toute demande spécifique.*

## ELECTRICITY SUPPLY - 24h/24

Switchbox with 2 sockets

**Please indicate the location on the "STAND PLAN" form**

*Electricity supply installed is single phase. Please contact us for any specific request.*

**HT EX VAT**

EM15	Coffret électrique - 1,5 kW	1,5 kW Electricity supply	199,00 €
EM30	Coffret électrique - 3 kW	3 kW Electricity supply	299,00 €
ET06	Coffret électrique - 6 kW	6 kW Electricity supply	450,00 €
ET09	Coffret électrique - 9 kW	9 kW Electricity supply	599,00 €
ET12	Coffret électrique - 12 kW	12 kW Electricity supply	750,00 €
ET15	Coffret électrique - 15 kW	15 kW Electricity supply	899,00 €
ET18	Coffret électrique - 18 kW	18 kW Electricity supply	1 100,00 €
ET24	Coffret électrique - 24 kW	24 kW Electricity supply	Sur devis / upon estimate
ET36	Coffret électrique - 36 kW	36 kW Electricity supply	Sur devis / upon estimate
ET40	Coffret électrique - 40 kW	40 kW Electricity supply	Sur devis / upon estimate
	<b>Évaluez vos besoins électriques (puissance moyenne) :</b> - Machine à café : 1,5 kW - Réfrigérateur : 0,2 kW - Ecran : 0,3 kW	<b>Estimate your electricity requirements (average power):</b> - Coffee machine: 1,5 kW - Fridge: 0,2 kW - Screen: 0,3 kW	

## AUGMENTATIONS DE PUISSANCE - 24h/24

**Ce tarif concerne les exposants dont le stand est déjà équipé d'un coffret.**

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

## POWER INCREASE - 24h/24

**The price concerns only those exhibitors whose stand is already equipped with an electricity supply.**

**Please indicate the location on the "STAND PLAN" form**

**HT EX VAT**

PA01	Augmentation de 1,5 kW à 3 kW	Increase from 1,5 kW to 3 kW	130,00 €
PA02	Augmentation de 1,5 kW à 6 kW	Increase from 1,5 kW to 6 kW	310,00 €
PA03	Augmentation de 1,5 kW à 9 kW	Increase from 1,5 kW to 9 kW	490,00 €
PA04	Augmentation de 1,5 kW à 12 kW	Increase from 1,5 kW to 12 kW	640,00 €
PA05	Augmentation de 1,5 kW à 15 kW	Increase from 1,5 kW to 15 kW	775,00 €
PA10	Augmentation de 1,5 kW à 18 kW	Increase from 1,5 kW to 18 kW	995,00 €

## ACCESSOIRES

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

## ACCESSORIES

**Please indicate the location on the "STAND PLAN" form**

**HT EX VAT**

ER01	Rallonge électrique de 5m	5m Electric extension cable	9,00 €
ER02	Multiprise de 3 prises	Socketstrip with 3 sockets	12,00 €
ER03	Rallonge électrique sous moquette	Electric extension cable under carpet	52,00 €

**Chaque coffret ne pourra alimenter qu'un seul stand (selon arrêté du 25 juin 1980). La mise sous tension des coffrets est de la seule responsabilité du Centre de Congrès. Les installations particulières seront effectuées sous la responsabilité de l'exposant. Pour des raisons de sécurité, il est strictement interdit de modifier les raccordements sur les coffrets.**

**Le tableau électrique doit être inaccessible au public tout en restant facilement accessible au personnel du stand ainsi qu'au propriétaire de l'établissement (selon arrêté du 19 novembre 2001).**

**En cas de détérioration ou de vol, le prix du coffret vous sera facturé deux fois son prix de location.**

**Each power supply is for a single stand usage only (compliant with fire safety standards - decree of June 25, 1980). Supplying power to the switchboxes is the Lyon Convention Centre's sole responsibility. Any special installations from the switchbox are carried out under the exhibitor's sole responsibility. For safety reasons, it's forbidden to modify connections to the switchbox.**

**The electrical supply must be inaccessible to the public but easily accessible to stand staff and Lyon Convention Center teams and staff (according to decree of November 19, 2001).**

**In case of damage or theft, the price of the electric box will be charged twice its rental cost.**



Dear Exhibitor/Stand Builder,

Merkur is the official handling agent for KENES congresses in 2019. We are a full door to door service company, and sole on site logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

### **Onsite Handling**

Due to security, insurance and organizer policy, Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

### **Contact Details**

#### **Merkur Expologistics**

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

### **Please note these important dates:**

Service	Deadline
Door to door	For this service please contact Merkur
Airfreight Shipments	For this service please contact Merkur
Shipment via Germany advance Warehouse	No later than October 17, 2019 <b>We highly recommend to use this option , storage is free of chare</b>
Exhibition goods - Direct Deliveries to Congress Venue	October 22, 23 2019
Move out	October 26, 2019

## Shipment Categories

### Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

### Categories:

- (1) **Insert-for participant bags**
- (2) **Marketing and display**
- (3) **Exhibition goods-for exhibition stand only**

## Services, Delivery Address and Shipping Instructions

### 1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

### 2. Air freight shipment

Please contact Merkur for, shipping instructions and labels.  
Documents must be send to Merkur 5 working days before dispatching the goods,  
Cargo arriving beyond deadlines an additional 30% handling surcharge will be added

### 3. Shipment via Germany advance warehouse

Warehouse Address:  
Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F DE M HÖHCHEN 2  
56587 Oberhonnefeld – Germany  
Dirk Dewald: +49 2634 / 95 44 50  
C/O Conges:  
Exhibitor: \_\_\_\_\_

### 4. Direct Deliveries to Congress Venue

Centre de Congrès de Lyon (CCC-Lyon)  
1 quai Charles de Gaulle | 69 463 Lyon Cedex 03 | France

Deliveries and collections - All deliveries need to be handled via the official freight forwarder appointed. Please note that The CCC Lyon will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event

### 5. Domestic Cargo / Courier Shipments

**Entry to the loading area is subject to confirmed time slot & pre alert.**

Every van / truck / car needs a time slot for unloading. After they are finish with unloading the vehicle need to leave the loading area

## 6. Courier Shipments – Customs cleared only

It is **highly** recommended not to use international courier service.

**All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the France customs and / or are delay in delivery.**

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

**All Courier Shipments must be send on DDP terms ( delivery duty paid ).**

## **Please contact Merkur for labels**

### **Dangerous Cargo**

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

### **Insurance**

**All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.**

### **Heavy & Oversized Shipments**

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

### **Payment Terms**

In order to ensure move in/out of your shipment/s, please complete and sign the attached **Material Handling form/payment confirmation** and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “ Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

### **Terms and conditions**

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

**Merkur wishes you a successful experience**

## HANDLING RATES –2019

### **Inbound / out bound**

#### **1. Air Freight 1 CBM= 167 KG**

**From free arrival Frankfurt airport up to free delivered booth including:**

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 325.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min  
Outlay fees + 10% for pre payment

#### **2. Handling via Germany Warehouse**

**From free arrival warehouse up to free delivered booth including:**

Intermediate storage **1 CBM= 333 KG**

Shipment up to 50 kg	€ 175.00
Min	€ 275.00
Per 100 Kg	€ 36,50

#### **3. Direct Delivery to Venue –**

**From free arrival venue up to free delivered stand, first time spotted:**

**1 CBM= 333 KG, 1 LDM =4 CBM**

Shipment up to 50 kg	€ 105.00
Shipment over 50 Kg	
Min	€ 225.00
Per 100 Kg	€ 21,50
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

#### **4. Truck Registration & Time Slot Management Fees**

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250.00

Exhibitor / Stand builders who will use MERKUR won't be charged.

#### 4. Customs Formalities

##### Carnet ATA

Temporary importation under ATA Carnet € 190.00

##### Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice / Carnet € 190.00

Customs bond fee 2.5% CIF Value Min € 150.00

Transit document € 105.00

##### Permanent Importation

Per shipment / per document / per exhibitor € 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ 10% for pre payment

Use of customs broker import tax registration €115.00

##### Customs inspection

€ 65.00

##### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

#### 5. Other Charges

- Handling of empties (including storage) € 75.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

##### Outbound Handling Charges

The same rates will apply for outbound services.

##### Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

##### Please Note:

- ❖ **1 CBM= 333 KG , 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 50% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**



CENTRE  
DE CONGRÈS  
DE LYON



**Guide de l'exposant 2019**  
*Exhibitor's Guide*

LYON  
FOR  
EVENTS



# ÉLECTRICITÉ

# ELECTRICITY

## COFFRETS ÉLECTRIQUES - 24h/24

Coffret avec 2 prises

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

*L'installation électrique de base est en monophasé. Veuillez nous consulter pour toute demande spécifique.*

## ELECTRICITY SUPPLY - 24h/24

Switchbox with 2 sockets

**Please indicate the location on the "STAND PLAN" form**

*Electricity supply installed is single phase. Please contact us for any specific request.*

**HT EX VAT**

EM15	Coffret électrique - 1,5 kW	1,5 kW Electricity supply	199,00 €
EM30	Coffret électrique - 3 kW	3 kW Electricity supply	299,00 €
ET06	Coffret électrique - 6 kW	6 kW Electricity supply	450,00 €
ET09	Coffret électrique - 9 kW	9 kW Electricity supply	599,00 €
ET12	Coffret électrique - 12 kW	12 kW Electricity supply	750,00 €
ET15	Coffret électrique - 15 kW	15 kW Electricity supply	899,00 €
ET18	Coffret électrique - 18 kW	18 kW Electricity supply	1 100,00 €
ET24	Coffret électrique - 24 kW	24 kW Electricity supply	Sur devis / upon estimate
ET36	Coffret électrique - 36 kW	36 kW Electricity supply	Sur devis / upon estimate
ET40	Coffret électrique - 40 kW	40 kW Electricity supply	Sur devis / upon estimate
	<b>Évaluez vos besoins électriques (puissance moyenne) :</b> - Machine à café : 1,5 kW - Réfrigérateur : 0,2 kW - Ecran : 0,3 kW	<b>Estimate your electricity requirements (average power):</b> - Coffee machine: 1,5 kW - Fridge: 0,2 kW - Screen: 0,3 kW	

## AUGMENTATIONS DE PUISSANCE - 24h/24

**Ce tarif concerne les exposants dont le stand est déjà équipé d'un coffret.**

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

## POWER INCREASE - 24h/24

**The price concerns only those exhibitors whose stand is already equipped with an electricity supply.**

**Please indicate the location on the "STAND PLAN" form**

**HT EX VAT**

PA01	Augmentation de 1,5 kW à 3 kW	Increase from 1,5 kW to 3 kW	130,00 €
PA02	Augmentation de 1,5 kW à 6 kW	Increase from 1,5 kW to 6 kW	310,00 €
PA03	Augmentation de 1,5 kW à 9 kW	Increase from 1,5 kW to 9 kW	490,00 €
PA04	Augmentation de 1,5 kW à 12 kW	Increase from 1,5 kW to 12 kW	640,00 €
PA05	Augmentation de 1,5 kW à 15 kW	Increase from 1,5 kW to 15 kW	775,00 €
PA10	Augmentation de 1,5 kW à 18 kW	Increase from 1,5 kW to 18 kW	995,00 €

## ACCESSOIRES

**Veillez indiquer l'emplacement sur la fiche "PLAN DU STAND"**

## ACCESSORIES

**Please indicate the location on the "STAND PLAN" form**

**HT EX VAT**

ER01	Rallonge électrique de 5m	5m Electric extension cable	9,00 €
ER02	Multiprise de 3 prises	Socketstrip with 3 sockets	12,00 €
ER03	Rallonge électrique sous moquette	Electric extension cable under carpet	52,00 €

**Chaque coffret ne pourra alimenter qu'un seul stand (selon arrêté du 25 juin 1980). La mise sous tension des coffrets est de la seule responsabilité du Centre de Congrès. Les installations particulières seront effectuées sous la responsabilité de l'exposant. Pour des raisons de sécurité, il est strictement interdit de modifier les raccordements sur les coffrets.**

**Le tableau électrique doit être inaccessible au public tout en restant facilement accessible au personnel du stand ainsi qu'au propriétaire de l'établissement (selon arrêté du 19 novembre 2001).**

**En cas de détérioration ou de vol, le prix du coffret vous sera facturé deux fois son prix de location.**

**Each power supply is for a single stand usage only (compliant with fire safety standards - decree of June 25, 1980). Supplying power to the switchboxes is the Lyon Convention Centre's sole responsibility. Any special installations from the switchbox are carried out under the exhibitor's sole responsibility. For safety reasons, it's forbidden to modify connections to the switchbox.**

**The electrical supply must be inaccessible to the public but easily accessible to stand staff and Lyon Convention Center teams and staff (according to decree of November 19, 2001).**

**In case of damage or theft, the price of the electric box will be charged twice its rental cost.**

# PRESTATIONS SUSPENDUES

# HANGING SERVICES

**Toute demande doit être effective 3 semaines avant le début du montage.  
Veuillez nous envoyer un plan coté et orienté avec implantation dans le salon et la "FICHE ÉLINGAGE" complétée.**

**Requests must be made 3 weeks prior to the beginning of set up.  
Please return the plan of the stand with the location of hanging points including dimensions and orientation  
and also the completed "HANGING FORM".**

STRUCTURE AÉRIENNE		HANGING STRUCTURE	HT EX VAT
ENS07	Forfait de 1 à 3 points d'élingues <i>accroche et décroche de la structure incluses</i>	1 to 3 hanging cables package <i>hanging and removing of your truss included</i>	799,00 €
ENS08	Elingue supplémentaire <i>accroche et décroche de la structure incluses</i>	Additional hanging cable <i>hanging and removing of your truss included</i>	120,00 €
ENS11	Kit tournette : 1 point d'élingue, 1 alimentation électrique, <i>accroche et décroche de l'enseigne incluses</i>	Rigging reel: 1 hanging cable, 1 electric supply, hanging & <i>removing of signage included</i>	520,00 €
ENS12	Pont en prolyte alu ou noir Ø 300 X30	Truss aluminium or black Ø 300 X30	18.00 € / ml

ÉCLAIRAGE AÉRIEN (en complément de votre commande d'élingage)		HANGING LIGHTS (only in case of hanging services order)	HT EX VAT
AE10	Alimentation électrique sur élingue	Electricity supply on hanging cable	120,00 €
ECL02	Projecteur PAR ETC - 575W	PAR ETC - 575W projector	21,00 €
ECL03	Projecteur HQI - 150W	HQI - 150W projector	21,00 €
ECL04	Projecteur HQI - 400W	HQI - 400W projector	41,00 €
ECL05	Projecteur à découpe ETC - 575W	ETC 575W profile projector	31,00 €
ECL06	Projecteur à Led Mini Beam Oxo - 35 W	Mini Beam Oxo 35W Led projector	61,00 €

SIGNALETIQUE AÉRIENNE		HANGING SIGNAGE	HT EX VAT
<b>Fichier à nous fournir S-3 avant manifestation :</b> <i>PDF HD (300 dpi, échelle 1/2) ou EPS vectorisé Image prête à imprimer</i>		<b>File to provided 3 weeks before your event:</b> <i>HD PDF (300 dpi, scale 1/2) or vectored EPS Ready to print file</i>	
SA01	Cube rétroéclairé suspendu <i>tissu imprimé recto-verso sur cadre aluminium 2000 x 2000 x H 1000 mm</i>	Hanging backlit cube <i>both sides printed fabric on aluminium frame 2000 x 2000 x 1000 mm H</i>	2 250,00 €
SA02	Enseigne rétroéclairée suspendue <i>tissu imprimé recto-verso sur cadre aluminium 2000 x H 1000 mm</i>	Hanging backlit signage <i>both sides printed fabric on aluminium frame 2000 x 1000 mm H</i>	1 250,00 €

**Tout élément suspendu au-dessus du public ou de toute circulation, doit :**

- être fixé de manière à ne jamais constituer un risque
- être suspendu par 2 systèmes de conception différente
- faire l'objet d'une vérification par un organisme agréé
- être conforme aux directives européennes applicables

**Leur respect sera certifié par le Chargé de Sécurité. En l'absence de cette certification, le Centre de Congrès de Lyon se réserve le droit pour des raisons de sécurité de refuser le levage des éléments en cause, voire de les adapter. Le personnel en charge de l'accroche sera en droit de vous demander de rajouter des points d'accroche si nécessaire.**

**For any object to be hung above people it must:**

- be fixed so as not to constitute a risk
- be hung using 2 different conception systems
- verified by a recognized body
- comply with French or European standards

**Exhibitors are obliged to strictly adhere to safety regulations provisions. For safety reasons, if the rule is not respected or approved by the Safety manager, the Convention Centre could refuse the set-up of the stand or even to adapt it. The rigging staff will be authorized to request to add hanging points.**



Tout traiteur extérieur devra s'acquitter d'une redevance auprès du CCCL : 18% pour prestation sur place | 10% pour les livraisons

A fee will be applied for any intervention of an external caterer: 18% onsite | 10% delivery

<b>SALON :</b> <b>N° &amp; NOM DU STAND :</b> <b>JOUR :</b>	<b>EVENT NAME:</b> <b>N° &amp; NAME OF THE STAND:</b> <b>DATE:</b>	<b>10% TVA VAT</b>	<b>Qtité Qty</b>	<b>Total</b>
---	--	--------------------	------------------	--------------

<b>PETIT DÉJEUNER</b>		<b>BREAKFAST</b>		<b>HT EX VAT</b>	
<i>Livraison à l'ouverture - entre 8h et 9h</i>		<i>Delivered at opening time - 8am to 9am</i>			
BR11	1 thermos de café 1L + 20 tasses carton + sucre	1 thermos of coffee 1L + 20 paper cups + sugar	14,00 €		
BR12	1 thermos de thé 1L + 20 tasses carton + sucre	1 thermos of tea 1L + 20 paper cups + sugar	12,00 €		
BR13	Corbeille de 20 mini viennoiseries	Basket of 20 mini-pastries	15,00 €		
BR23	Boîte de 240 capsules de lait	Box of 240 milk capsules	24,00 €		
NES150	Machine à café Nespresso avec dosettes / 1500W * <i>Livrée avec 150 doses + gobelets</i>	Coffee machine with capsules / 1500W * <i>Delivered with 150 capsules + plastic cups</i>	220,00 €		
RNE150	150 doses supplémentaires *	150 additional capsules *	176,00 €		
RNE300	300 doses supplémentaires *	300 additional capsules *	275,00 €		

<b>BOISSONS</b>		<b>DRINKS</b>		<b>HT EX VAT</b>	
<i>Livraison à l'ouverture - entre 8h et 9h</i>		<i>Delivered at opening time - 8am to 9am</i>			
BR04	24 bouteilles eau Nestlé Pure Life - 50cl	24 bottles of Nestlé Pure Life still water - 50cl	24,00 €		
GZZ521	Fontaine à eau 20 L / 100Wl * <i>Livrée avec 2 bonbonnes + 200 gobelets</i>	Water fountain 20 L / 100W * <i>Delivered with 2 bottles + 200 plastic cups</i>	167,00 €		
GZZ516	Bonbonne à eau *	Water Bottle *	47,00 €		
BR31	8 bouteilles Coca-Cola - 50cl	8 bottles of Coca-Cola - 50cl	21,00 €		
BR35	8 bouteilles Coca-Cola light - 50cl	8 bottles of diet Coca-Cola - 50cl	21,00 €		
BR32	8 bouteilles Perrier - 50cl	8 bottles of Perrier sparkling water - 50cl	21,00 €		
BR33	8 bouteilles jus orange - 33cl	8 bottles of orange juice - 33cl	21,00 €		
BR34	8 bouteilles thé glacé pêche - 40cl	8 bottles of peach iced tea - 40cl	21,00 €		
BR05	8 canettes bière Kronenbourg "1664" - 33cl *	8 cans of Kronenbourg "1664" beer - 33cl *	25,00 €		
BR06	1 bouteille vin rouge - 75cl * <i>avec 10 verres plastique</i>	1 bottle of red wine - 75cl * <i>with 10 plastic glasses</i>	20,00 €		
BR07	1 bouteille vin blanc - 75cl * <i>avec 10 verres plastique</i>	1 bottle of white wine - 75cl * <i>with 10 plastic glasses</i>	20,00 €		
BR08	1 bouteille Champagne brut - 75cl * <i>avec 10 flûtes plastique</i>	1 bottle of brut Champagne - 75cl * <i>with 10 Champagne plastic glasses</i>	40,00 €		
BR09	1 bouteille Champagne Prestige brut - 75cl * <i>avec 10 flûtes plastique</i>	1 bottle of brut Champagne Prestige - 75cl * <i>with 10 Champagne plastic glasses</i>	50,00 €		
	<b>* TVA à 20%</b>	<b>* 20% VAT</b>			

<b>ACCESSOIRES</b>		<b>ACCESSORIES</b>		<b>HT EX VAT</b>	
<i>Livraison à l'ouverture - entre 8h et 9h</i>		<i>Delivered at opening time - 8am to 9am</i>			
BR24	50 gobelets boissons froides - 100% compostable	50 cold beverages cups - 100% biodegradable	8,00 €		
BR26	10 flûtes à Champagne plastique	10 Champagne plastic glasses	6,10 €		
BR27	150 serviettes papier	150 paper serviettes	8,10 €		
BR28	50 gobelets boissons chaudes - 100% compostable	50 hot beverages cups - 100% biodegradable	8,00 €		
<b>TOTAL à reporter sur le bon de commande</b>		<b>TOTAL to be noted on the order form</b>	<b>TOTAL</b>		<b>€</b>

Pour la location d'un réfrigérateur reportez-vous à la page "MOBILIER".

If you wish to rent a fridge, see the "FURNISHING" page.



Photos non contractuelles | Non-contractual pictures

Tout traiteur extérieur devra s'acquitter d'une redevance auprès du CCCL : 18% pour prestation sur place | 10% pour les livraisons

A fee will be applied for any intervention of an external caterer: 18% onsite | 10% delivery

<b>SALON :</b> <b>N° &amp; NOM DU STAND :</b> <b>JOUR :</b>	<b>EVENT NAME:</b> <b>N° &amp; NAME OF THE STAND:</b> <b>DATE:</b>	<b>10% TVA VAT</b>	<b>Qtité Qty</b>	<b>Total</b>
---	--	--------------------	------------------	--------------

<b>GAMME SALÉE (sans service)</b>	<b>SAVOURY SELECTION (without waiters)</b>	<b>HT EX VAT</b>
-----------------------------------	--	------------------

Livraison entre 11h et 12h  
Photos non contractuelles

Delivered from 11am to 12pm  
Non-contractual photos

BR16	<b>Pain surprise saumon - 30 pièces</b>	Salmon mini-sandwiches - 30 items		45,00 €		
BR17	<b>Pain surprise fromage &amp; fines herbes - 30 pièces</b>	Herb cheese mini-sandwiches - 30 items		45,00 €		
BR18	<b>Pain surprise charcuterie - 30 pièces</b>	Cooked pork meat mini-sandwiches - 30 items		45,00 €		
PC01	<b>Plateau de crudités - 1 kg</b> sauce fromage blanc 100 g	Tray of prepared raw vegetables - 1 kg cottage cheese sauce 100 g		29,00 €		
BR19	<b>Plateau de canapés froids - 48 pièces</b>	Tray of cold canapés - 48 items		49,00 €		
BR21	<b>Corbeille de mini-sandwichs assortis - 50 pièces</b> - 10 mini Moricette au poulet, sauce caesar - 10 mini Moricette au fromage frais et noix - 10 mini pains pointus, jambon cuit, tranchette de Comté affiné, sauce mayonnaise - 10 mini pita : Tartinade de thon et pesto, tomate et oignons rouges - 10 mini pain aux céréales, carpaccio de bœuf mariné, pesto et copeaux de parmesan	<b>Basket of assorted mini-sandwiches - 50 items</b> - 10 mini Moricette with chicken, Caesar sauce - 10 mini Moricette with cottage cheese and walnuts - 10 mini bread, cooked ham, slice of Comté, mayonnaise sauce - 10 mini pita: Tuna and pesto spread, tomato and red onions - 10 mini cereal bread, marinated beef carpaccio, pesto and Parmesan		97,00 €		
PCH01	<b>Plateau de charcuterie - pour 15 personnes (1200 g)</b> - jambon blanc - jambon cru - pâté crouste - rosette - saucisson de Lyon - pain de campagne tranché	<b>Charcuterie platter - for 15 people (1200g)</b> - cooked ham - raw ham - pâté crouste - rosette - Lyon sausage - sliced country bread		65,00 €		
PFR02	<b>Plateau de fromage - pour 15 personnes (750 g)</b> - baratte - tomme - comté - saint-félicien - pain de campagne tranché	<b>Cheese platter - for 15 people (750g)</b> - baratte - tomme - comté - saint-félicien - sliced country bread		65,00 €		
BL01	<b>Plateau de brushettas aux légumes - 20 pièces</b> - 5 mini tartines préparation fromagère, avocat et duo de tagliatelles - 5 mini tartines préparation fromagère pimentée, poivron et tomate - 5 mini tartines préparation fromagère curry, carotte, oignon rouge et fèves de soja - 5 mini tartines préparation fromagère ail et fines herbes, carotte, concombre et poivron	<b>Vegetable brushettas tray - 20 items</b> - 5 toasts with cheese, avocado and tagliatelle - 5 toasts with spicy cheese, pepper and tomatoe - 5 toasts with curry cheese, carrot, red onion and soya beans - 5 toasts with garlic and herbs cheese, carrot, cucumber and pepper		40,00 €		
GGPSA	<b>Plateau canapés salés "Gourmet" - 35 pièces</b> Composition à confirmer auprès de nos services	<b>"Gourmet" tray of savoury snacks - 35 items</b> Please check with us about the composition		66,00 €		
<b>TOTAL à reporter sur le bon de commande</b>		<b>TOTAL to be noted on the order form</b>		<b>TOTAL</b>		<b>€</b>

Pour la location d'un réfrigérateur reportez-vous à la page "MOBILIER".

If you wish to rent a fridge, see the "FURNISHING" page.

Tout traiteur extérieur devra s'acquitter d'une redevance auprès du CCCL : 18% pour prestation sur place | 10% pour les livraisons









A fee will be applied for any intervention of an external caterer: 18% onsite | 10% delivery

<b>SALON :</b> <b>N° &amp; NOM DU STAND :</b> <b>JOUR :</b>	<b>EVENT NAME:</b> <b>N° &amp; NAME OF THE STAND:</b> <b>DATE:</b>	<b>10% TVA VAT</b>	<b>Qtité Qty</b>	<b>Total</b>
---	--	--------------------	------------------	--------------

<b>GAMME SUCRÉE (sans service)</b>	<b>SWEET SELECTION (without waiters)</b>	<b>HT EX VAT</b>
------------------------------------	--	------------------

Livraison entre 11h et 12h  
Photos non contractuelles

Delivered from 11am to 12pm  
Non-contractual photos

BR15	<b>Plateau de mignardises sucrées - 48 pièces</b>	Tray of sweet nibbles - 48 items		52,50 €		
BR20	<b>Plateau de macarons sucrés - 72 pièces</b>	Tray of assorted sweet macarons - 72 items		58,50 €		
GGPSU	<b>Plateau de canapés sucrés "Gourmet" - 35 pièces</b> <i>Composition à confirmer auprès de nos services</i>	"Gourmet" tray of sweet snacks - 35 items <i>Please check with us about the composition</i>		66,00 €		
GGPT	<b>Plateau de tartelettes - 24 pièces</b> <i>citron, praline et chocolat</i>	Tray of mini-tarts - 24 items <i>lemon, praline and chocolate</i>		48,00 €		
CM01	<b>Cake au citron - 10-12 tranches</b>	Lemon cake - 10-12 slices		18,00 €		
CM02	<b>Cake aux fruits confits - 10-12 tranches</b>	Confit fruit cake - 10-12 slices		18,00 €		
CM03	<b>Cake au chocolat - 10-12 tranches</b>	Chocolate cake - 10-12 slices		18,00 €		
CM04	<b>Cake à la praline - 10-12 tranches</b>	Praline cake - 10-12 slices		18,00 €		
PF01	<b>Plateau de fruits frais prédécoupés</b> <i>1,3 kg</i>	Tray of prepared fresh fruits <i>1,3 kg</i>		40,00 €		
GGBF	<b>Plateau de mini-brochettes de fruits frais - 20 pièces</b>	Tray of mini-fresh fruit kebabs - 20 items		36,00 €		
BR22	<b>Corbeille de fruits frais - 20-25 personnes</b> <i>4,5 kg</i>	Fruit basket - 20-25 persons <i>4,5 kg</i>		67,00 €		

<b>SERVICE</b>	<b>SERVICE</b>	<b>HT EX VAT</b>
----------------	----------------	------------------

Si vous souhaitez organiser un cocktail sur votre stand, nous contacter pour un devis personnalisé :  
list\_fandb@ccc-lyon.com

If you wish to organize a cocktail reception at your booth, please contact:  
list\_fandb@ccc-lyon.com

HO07	Prestation de service - forfait 4h minimum <i>Mise en place du cocktail, service, débarrassage</i>	Service delivery - 4h package minimum <i>Setting up of cocktail, service and clearing</i>	160,00 €		
HO08	Heure supplémentaire de service	Additional hour of reception service	40,00 €		
<b>TOTAL à reporter sur le bon de commande</b>		<b>TOTAL to be noted on the order form</b>	<b>TOTAL</b>		<b>€</b>

Pour la location d'un réfrigérateur reportez-vous à la page "MOBILIER".

If you wish to rent a fridge, see the "FURNISHING" page.

Tout traiteur extérieur devra s'acquitter d'une redevance auprès du CCCL : 18% pour prestation sur place | 10% pour les livraisons

A fee will be applied for any intervention of an external caterer: 18% onsite | 10% delivery

<b>SALON :</b> <b>N° &amp; NOM DU STAND :</b> <b>JOUR :</b>	<b>EVENT NAME:</b> <b>N° &amp; NAME OF THE STAND:</b> <b>DATE:</b>	<b>10% TVA VAT</b>	<b>Qtité Qty</b>	<b>Total</b>
---	--	--------------------	------------------	--------------

### PLATEAUX REPAS FROIDS (sans service)

Livraison entre 11h et 12h

Sont inclus :

- Vaisselle en consommable
- Serviette en papier
- Photos non contractuelles

### COLD MEAL TRAYS (without waiters)

Delivered between 11am to 12pm

Are included:

- Disposable dishes
- Paper napkins
- Non-contractual photos

HT EX VAT

<b>PRA01</b>	<b>Affaire n° 1</b> - Salade de lentilles assaisonnée, pomme, graines de grenade et cerfeuil frais - Filet de poulet en salaison, taglioni, sauce thym et piment d'Espelette, sauce vierge, roquette et tomates cerise mi-séchées - Fromage affiné et mini pain aux céréales - Tiramisu aux fruits	<b>Business n° 1</b> - Lentils, apple, pomegranate and fresh chervil salad - Salted chicken fillet with taglioni, thyme and pepper sauce, diced tomato and basil sauce, arugula salad, dried cherry tomatoes - Cheeses and mini cereal bread - Fruits tiramisu		23,50 €		
<b>PRA02</b>	<b>Affaire n° 2</b> - Roulé de courgette à la carotte, tartare de tomates, caramel balsamique de modène et roquette - Dos de colin d'Alaska, risotto aux lentilles cuisinées et petits pois, tomates cerises fraîches, sauce à la marjolaine et gomasio - Fromage affiné et mini pain aux céréales - Merveilleux au chocolat	<b>Business n° 2</b> - Zucchini roll with carrot, tomato tartar, Modène balsamic caramel and aragula - Hake fish, cooked lentils risotto and peas, fresh cherry tomatoes, marjoram and gomasio sauce - Cheeses and mini cereal bread - Chocolate cake		23,50 €		
<b>PRA04</b>	<b>Affaire n° 4   Végétarien</b> - Tartelette à la crème de parmesan et fondant d'artichaut, tomates cerises mi-séchées et basilic frais - Falafels, boulgour assaisonné de menthe et piment d'Espelette, carottes grillées marinées, yaourt grec et graines de grenade - Fromage affiné et mini pain aux céréales - Tarte fraise-menthe	<b>Business n° 4   Vegetarian</b> - Parmesan cheese cream small pie and artichoke cake, dried cherry tomato and fresh basil - Falafels, seasoned bulgur with mint and pepper, marinated toasted carrots, Greek yoghurt and pomegranate seeds - Cheeses and mini cereal bread - Strawberry mint pie		23,50 €		

### PLATEAUX REPAS CHAUDS (sans service)

Livraison entre 11h et 12h en housse isotherme (plat garanti chaud pendant 2 heures)

Sont inclus :

- 1 verre en verre
- Couverts en inox
- Serviette en papier
- Photos non contractuelles



### HOT MEAL TRAYS (without waiters)

Delivered between 11am and 12pm in an insulated bag (hot dish guaranteed for 2 hours)

Are included:

- 1 glass glass
- Stainless steel cutlery
- Paper napkin
- Non-contractual photos

HT EX VAT




<b>PRC01</b>	<b>Plateau repas chaud Côté mer</b>	<b>Hot meal tray - fish</b>		29,50 €		
<b>PRC02</b>	<b>Plateau repas chaud Côté terre</b>	<b>rando</b>		29,50 €		
<b>TOTAL à reporter sur le bon de commande</b>		<b>TOTAL to be noted on the order form</b>		<b>TOTAL</b>		<b>€</b>


Pour la location d'un réfrigérateur reportez-vous à la page "MOBILIER".



If you wish to rent a fridge, see the "FURNISHING" page.


*Les prix sont valables pour la durée de l'exposition. Livraison incluse.*

*The prices, for the duration of the exhibition, include delivery.*

COMPOSITIONS AVEC ORCHIDÉES		ORCHIDS ARRANGEMENTS	HT EX VAT
CF04	Composition avec orchidée blanche dans cylindre de verre H 25 cm - Ø 10 cm	White orchid arrangement in glass cylinder 25cm H - Ø 10 cm	 35,00 €
CF05	Composition avec orchidée blanche dans aquarium Ø 17 cm	White orchid arrangement in glass bowl Ø 17 cm	 35,00 €
CF06	Composition avec orchidée blanche dans carré de verre H 13 cm	White orchid arrangement in glass square shaped glass container 13 cm H	 35,00 €

COMPOSITIONS FLORALES		FLORAL ARRANGEMENTS	HT EX VAT
<i>Veillez préciser la couleur sur le bon de commande</i>		<i>Please specify the colour on the order form</i>	
FL04	Composition florale dans un vase tube transparent H 40cm - Ø 7cm	Floral arrangement in a transparent tube vase 40cm H - Ø 7cm	 60,00 €
FL05	Composition florale dans un vase tube transparent H 50cm - Ø 7cm	Floral arrangement in a transparent tube vase 50cm H - Ø 7cm	

DÉCORS FLORAUX		FLORAL ARRANGEMENTS	HT EX VAT
<i>Veillez préciser la couleur sur le bon de commande</i>		<i>Please specify the colour on the order form</i>	
CF07	Composition florale   support en verre rectangulaire avec calla, anthuriums, rose et orchidée 8 x 22 x H 8 cm	Floral decoration   rectangular glass support with calla, anthuriums, rose and orchid 8 x 22 x 8 cm H	 59,00 €
CF08	Composition haute Amaryllis H 50 cm - Ø 14 cm	High Amaryllis floral decoration 50 cm H - Ø 14 cm	 69,00 €

DÉCORATIONS EN LOCATION		DECORATION RENTAL	HT EX VAT
FCO FCB FCV	Flower Cube Au choix orange, blanc ou violet L 15 x l 15 x H 16 cm	Flower Cube Orange, white or purple 15 x 15 x 16 cm H	 35,00 €



*Les prix sont valables pour la durée de l'exposition. Livraison et reprise incluses.*

*The prices, for the duration of the exhibition, include delivery and removal.*

PLANTES EN LOCATION		PLANTS RENTAL	HT EX VAT
F14	Ficus dans pot blanc H 140/160 cm - ø 40 cm	Ficus in white pot 140/160 cm H - ø 40 cm	 60,00 €
K14	Kentia dans pot blanc H 140/160 cm - ø 40 cm	Kentia in white pot 140/160 cm H - ø 40 cm	 75,00 €
MAN	Mandarinier dans pot blanc H 120/140 cm - ø 40 cm	Mandarin tree in white pot 120/140cm H - ø 40cm	 90,00 €
OLIB	Olivier boule dans pot blanc H 160/180 cm - ø 50 cm	Olive tree ball in white pot 160/180 cm H - ø 50 cm	 100,00 €
LB5	Laurier boule dans pot blanc H 160/180 cm - ø 50 cm	Bay tree ball in white pot 160/180 cm H - ø 50 cm	 100,00 €
CIT	Citronnier dans pot blanc H 160/180cm - ø 50cm	Lemon tree in white pot 160/180cm H - ø 50cm	 100,00 €
BRF	Haie de Fagots vert ou fushia au choix - dimensions bac 100x30 cm - hauteur fagots 180 cm	Green or fushia faggot hedge - tray dimensions 100x30 cm - faggot height 180 cm	 110,00 €
BZ	Bac Zen Couleur au choix : blanc ou gris anthracite L 40 x l 40 x H 80 cm	Zen tray Choice of color: White or charcoal grey 40 x 40 x 80 H cm	 155,00 €

# CONDITIONS GENERALES DE LOCATION ET DE VENTE

## ARTICLE 1 – COMMANDE

### 1.1. ADHESION AUX CONDITIONS GENERALES

Le fait pour le CLIENT de passer COMMANDE avec GLECCCL implique l'adhésion entière et sans réserve aux présentes conditions générales de location et de vente.

### 1.2. PASSATION DE COMMANDE

- Toute commande du CLIENT à GLECCCL devra être passée au minimum 20 jours ouvrés avant le 1<sup>er</sup> jour de montage / installation / livraison / prestation par la signature d'un BON DE COMMANDE. Il en sera de même pour toute demande de modification de COMMANDE et pour toute commande supplémentaire.
- Toute commande du CLIENT devra être passée à GLECCCL par la signature d'un BON DE COMMANDE. Il en sera de même pour toute demande de modification de COMMANDE et pour toute commande supplémentaire.
- Il ne sera consenti au CLIENT aucune déduction sur le montant de la COMMANDE pour toute demande de changement de matériel après une livraison conforme à celle-ci.
- Sauf conventions particulières contraires arrêtées avec notre service exposition, le règlement de la totalité du montant TTC de la COMMANDE devra être joint à celle-ci et sera payable par chèque, virement, ou carte bancaire.

### 1.3. ANNULATION DE COMMANDE

Sans préjudice de l'article 11 des présentes conditions générales de vente, toute annulation de commande devra être faite par courrier recommandé 10 jours ouvrés minimum avant la date de livraison du matériel, date de première présentation faisant foi.

## ARTICLE 2 – TARIFS

### 2.1. EXISTENCE D'UNE TARIFICATION DANS LE GUIDE DE L'EXPOSANT

Sauf accords particuliers, le tarif hors taxes (HT) de location ou de vente applicable est celui du GUIDE DE L'EXPOSANT.

### 2.2. ABSENCE DE TARIFICATION DANS LE GUIDE DE L'EXPOSANT

Le tarif de l'ensemble des autres produits et services du GUIDE DE L'EXPOSANT sera arrêté par GLECCCL au cas par cas et sur devis.

### 2.3. MAJORATION DE LA TARIFICATION

- Toute COMMANDE passée hors délai précisé dans l'article 1.2 sera majorée de 20 % du tarif hors taxes (HT) en vigueur.

## ARTICLE 3 - OBLIGATIONS DU CLIENT

Aucune réclamation sur l'état du matériel loué ne sera prise en compte si elle n'a fait l'objet, dès la livraison, d'un courrier de réclamation justifié. Le CLIENT est responsable du matériel loué, de la livraison à la reprise. Il accepte de devenir le gardien juridique (article 1384 du Code Civil) du matériel pris en location. A ce titre, il est responsable des dommages causés ou subis par le matériel qui leur est confié.

Le CLIENT s'engage en outre à utiliser le matériel loué conformément à sa destination usuelle, à ne rien faire ou laisser faire qui puisse entraîner sa détérioration ou sa " disparition, à lui apporter l'entretien normal nécessaire, à le maintenir en bon état d'usage, à respecter s'il y a lieu les recommandations particulières et conseils " d'utilisation spécifiques et mises en garde appropriées de GLECCCL. Il s'interdit d'y apporter toute modification aussi minime soit-elle et/ou de procéder à toute réparation. Le matériel loué reste la propriété de GLECCCL. Il ne peut être ni cédé, ni déplacé, ni saisi. GLECCCL se réserve le droit de récupérer le matériel loué dès la fin de la manifestation. Le CLIENT doit prendre toutes les dispositions en ce sens et retirer en particulier tous les objets ou documentations pouvant lui appartenir. GLECCCL ne peut en aucun cas être tenu pour responsable d'une disparition éventuelle ou de tout autre dommage lors de la reprise du matériel.

Les désordres, dommages et manquants constatés et consignés au moment de la restitution seront facturés au CLIENT à la valeur de remplacement du bien et/ou aux coûts et frais de remise en état engagés par GLECCCL et payables par chèque à réception de la facture émise par GLECCCL. Pour tout dommage causé au matériel durant la période de location nécessitant son remplacement le CLIENT devra payer en sus de la valeur de remplacement, le prix de la mise à disposition du nouveau matériel pour la durée restant à courir jusqu'à la fin de la manifestation.

Le CLIENT s'engage à assurer à ses frais le gardiennage des matériels loués. Pour ce faire, il prendra toutes les mesures utiles et mettra en œuvre tous les moyens et effectifs qu'il jugera nécessaire. Il est recommandé aux exposants de ne jamais laisser le stand sans surveillance pendant le montage et le démontage des installations. Les objets de valeur doivent être fermés à clef. Le Centre de Congrès de Lyon décline toute responsabilité quant aux vols, pertes et dommages qui pourraient être occasionnés, et recommande à chaque exposant de protéger leur matériel et de l'assurer pour la totalité de sa valeur.

## ARTICLE 4 – ASSURANCES – DEPOT DE GARANTIE

### 4.1. ASSURANCES – RESPONSABILITE CIVILE

Le CLIENT déclare être assuré en responsabilité civile professionnelle.

GLECCCL déclare être assuré en responsabilité civile en tant que :

- loueur d'espace ;
- prestataire de service lié à cette location ;
- exploitant des immeubles en installations fixes, mobiles, définitives ou provisoires servant à l'exposition.

### 4.2. FRAIS DE DOSSIER

La participation aux frais de dossier est obligatoire - son règlement sera joint à la commande. En cas de défaut de règlement des frais de dossier, la commande ne sera pas prise en compte.

## 4.3. RECOURS

Quel que soit le type de manifestation et pour certaines prestations [téléphonie, audiovisuel, informatique...] une caution par chèque sera exigée à la COMMANDE pour la location du matériel. Le montant de cette caution est spécifié dans le GUIDE DE L'EXPOSANT et est fonction du type de prestation [la caution est majorée de la TVA]. En l'absence de versement par chèque de cette caution, la COMMANDE ne sera pas prise en compte et sera considérée comme annulée. La caution sera restituée au CLIENT, après paiement intégral des sommes dues et restitution en bon état et à la date indiquée du matériel. Dans le cas contraire, elle sera encaissée.

## 4.4. RECOURS

Tant GLECCCL que le Client renoncent à l'exercice de toute recours à l'envers l'autre pour les dommages résultant d'un incendie, d'une explosion et /ou d'un dégât des eaux, pouvant atteindre les biens meubles et immeubles mis à disposition et/ou utilisés durant la manifestation.

La même renonciation sera consentie par leurs assureurs respectifs.

## ARTICLE 5 - MODALITES DE REGLEMENT

Sauf conventions particulières contraires arrêtées avec notre service exposition, le " règlement de la totalité du montant TTC de la COMMANDE devra être joint à celle-ci et sera payable par chèque, virement, ou carte bancaire. Aucun escompte ne sera accordé au CLIENT pour les paiements anticipés.

Tout retard dans le paiement des sommes dues, à quel que titre que ce soit, par le CLIENT à GLECCCL, quelle qu'en soit la cause, rendra exigible le paiement d'une " majoration mensuelle de 2%, sans mise en demeure. Tout mois commencé étant dû en totalité.

## ARTICLE 6 - AGREMENT AUX NORMES

GLECCCL fournira à première demande tout justificatif de conformité et d'agrément des matériels installés conformément aux normes en vigueur dans son domaine " d'activité. En cas de modifications, après la commande, de la réglementation applicable ou de mesures exceptionnelles prises par les autorités compétentes (service de police, pompiers ou autres), les parties renégocieront à la hausse les conditions financières applicables aux présentes de manière à prendre en compte les incidences financières desdites modifications et mesures exceptionnelles à prendre par GLECCCL.

## ARTICLE 7 - ATTRIBUTION DE COMPETENCE

Il est expressément convenu que seul le Tribunal de Commerce de LYON est compétent pour connaître des litiges relatifs à l'interprétation ou à l'exécution du présent contrat. Les clauses contraires stipulées sur les documents commerciaux du CLIENT, sont réputées non écrites.

## ARTICLE 8 - PRIORITE DES CONDITIONS GENERALES DE LOCATION ET VENTE

Il est expressément convenu que les CONDITIONS GENERALES s'appliquent de " façon exclusive dans toutes les relations commerciales qui lient GLECCCL avec le présent CLIENT signataire. Elles se substituent à tout autre document antérieur, à tout accord écrit ou oral " antérieur, ainsi qu'aux conditions générales d'achat ou de location du CLIENT, en tous ses termes.

## ARTICLE 9 - ELECTION DE DOMICILE

Pour l'exécution des présentes, le CLIENT et GLECCCL font élection de domicile en leur siège social respectif.

## ARTICLE 10 - CLAUSE RESOLUTOIRE

GLECCCL peut mettre fin à sa relation contractuelle avec le CLIENT, après qu'une mise en demeure par L.R.A.R. soit restée infructueuse plus de 8 jours, et/ou interrompre immédiatement sa PRESTATION en cas d'inexécution par le CLIENT de l'une ou l'autre de ses obligations sans préjudice des autres droits et recours qui pourraient en résulter.

## ARTICLE 11 - ANNULATION DE COMMANDE DU CLIENT

Toute annulation totale ou partielle de commande du client sera exigible en totalité si elle intervient moins de 8 jours ouvrés avant le 1<sup>er</sup> jour de l'installation, montage, livraison et ce, même lorsque la cause de cette annulation lui est étrangère, extérieure ou due à un cas de force majeure. En tout état de cause, les paiements TTC déjà effectués resteront la propriété de la société GLECCCL. L'annulation devra être obligatoirement adressée à la Société GLECCCL par courrier recommandé avec accusé de réception et ce dans les délais pré-définis.

## ARTICLE 12 - ANNULATION DE GLECCCL

GLECCCL ne pourra être tenu pour responsable en cas de survenance d'un événement de Force Majeure ou d'un cas fortuit tels que définis à l'article 1148 du Code Civil.

Dans l'hypothèse de fermeture administrative imposée par des événements graves et /ou décidée par une autorité détenant les pouvoirs en matière de sécurité et de police administrative, il sera remboursé au Client les acomptes versés, sous déduction des frais engagés par GLECCCL pour la préparation de la commande.

Date : .....

Signature client obligatoire : .....



# TERMS AND CONDITIONS OF HIRE AND SALE

## ARTICLE 1 - ORDERS

### 1.1.COMPLIANCE WITH THE TERMS AND CONDITIONS

The act of the CUSTOMER placing an ORDER with GLECCCL implies his full and -unreserved compliance with the present terms and conditions of hire and sale.

### 1.2.PLACEMENT OF ORDER

- Any order by the CUSTOMER with GLECCCL must be placed a minimum of 20 working days before the first day of set-up / installation / delivery / service by the signing of an ORDER FORM. The same stipulation applies to any requests for changes to an -ORDER and any additional orders.
- Any order by the CUSTOMER must be placed with GLECCCL by the signing of an ORDER FORM. The same stipulation applies to any requests for changes to an ORDER and any additional orders.
- The CUSTOMER will be granted no deduction from the ORDER total in the case of any requests for changes to equipment after delivery in compliance with the -ORDER.
- Except in the case of special agreements to the contrary made with the Exhibitions Department, payment including VAT of the total amount due for the ORDER must be sent with the ORDER and is payable by cheque, bank transfer or bank card.

### 1.3.CANCELLATION OF ORDER

Without prejudice to article 11 of the present terms and conditions of sale, any order cancellation must be made by registered post at least ten working days before the date of delivery of the equipment as per the date of first presentation.

## ARTICLE 2 - PRICES

### 2.1.EXISTENCE OF PRICES IN THE EXHIBITORS' GUIDE

Except by special agreement, the price not including taxes (net) of hire or sale -applicable is that stated in the EXHIBITORS' GUIDE.

### 2.2.ABSENCE OF PRICES IN THE EXHIBITORS' GUIDE

The price of all other products and services in the EXHIBITORS' GUIDE shall be set by GLECCCL on a case-by-case basis and by quotation.

### 2.3.INCREASE OF PRICES

- Any ORDER placed after the deadline stated in article 1.2 shall be increased by 20% of the price net including taxes (net) applicable.

## ARTICLE 3 - OBLIGATIONS OF THE CUSTOMER

No complaint regarding the condition of the hired equipment shall be taken into -account unless it is reported at the time of delivery in a justified letter of complaint.

The CUSTOMER is responsible for the hired equipment from the time of delivery to the time of return. He agrees to become the legal custodian (article 1384 of the Civil Code) of the hired equipment. As such he is responsible for any damage caused to or sustained by the equipment in his care.

Furthermore, the CUSTOMER undertakes to use the hired equipment in accordance with its ordinary purpose, to do or allow to be done nothing that might lead to it -becoming damaged or lost, to carry out any normal maintenance required and to maintain it in good working order, where applicable respecting the special recommendations and any specific instructions for use and appropriate warnings issued by GLECCCL. The CUSTOMER shall refrain from making any modifications however minor and/or from carrying out repairs to the hired equipment. The hired equipment remains the property of GLECCCL. It cannot be sold nor moved nor seized. SECIL reserves the right to recover the hired equipment at the end of the event.

The CUSTOMER must take all necessary steps to this end, in particular removing all objects and documents that belong to him. In no case can SECIL be held responsible for any disappearance or other damage caused when recovering equipment.

Any disruption, damage and missing equipment observed and advised at the time of return shall be invoiced to the CUSTOMER at the value of the replacement good and/or costs and charges for repair incurred by GLECCCL and payable by cheque on reception of the invoice issued by GLECCCL.

In the case of damage caused to the equipment during the period of hire and requiring its replacement, the CUSTOMER must pay, in addition to its replacement value, the price of providing the new equipment for the remaining duration until the end of the event.

The CUSTOMER undertakes to ensure, at his expense, that the hired equipment is guarded. To this end he shall take all appropriate steps and make use of all the resources and personnel that he considers necessary. We recommend that exhibitors never leave their stand unattended during assembly or dismantling of the installations. All valuable objects should be locked away. The Lyon Convention Centre cannot be held responsible for any theft, loss or damage of any sort, and recommends that each exhibitor should protect their material and insure it for its full value.

## ARTICLE 4 - INSURANCE - SECURITY DEPOSIT

### 4.1.INSURANCE - THIRD PARTY LIABILITY

The CUSTOMER declares that he holds professional third party liability insurance.

GLECCCL declares that it holds third party liability insurance as:

- hirer of the venue;
- service provider in connection with this hire;
- operator of the fixed and mobile installations, whether permanent or temporary, used for the exhibition.

### 4.2. ADMINISTRATIVE FEE

The administrative fee is mandatory. It must be paid at the time of the order is placed. In case of non-payment of the fee, the order will not be processed.

### 4.3.SECURITY DEPOSIT

Regardless of the type of event and in the case of certain services (telephony, audio-visual, IT, etc.) a security deposit payable by cheque shall be required at the time of the ORDER for equipment hire. The amount of the security deposit is specified in the EXHIBITORS' GUIDE and depends on the type of service (VAT is payable on the deposit). In the absence of payment by cheque of the security deposit, the ORDER shall not be accepted and shall be considered cancelled.

The deposit will be returned to the CUSTOMER after full payment of the sums due and return of the equipment in good condition and on the date stated. Failing this it will be cashed.

### 4.4.RECOURSE

Both GLECCCL and the CUSTOMER renounce the use of any recourse with respect to each other for damage resulting from fire, explosion and/or water damage that may affect movable and immovable property made available and/or used during the event. The same renunciation shall be granted by their respective insurers.

## ARTICLE 5 - METHODS OF PAYMENT

Except in the case of special agreements to the contrary made with the Exhibitions Department payment including VAT of the total amount due for the ORDER must be sent with the ORDER and is payable by cheque, bank transfer or bank card. No discount will be granted to the CUSTOMER for payments in advance. Any delay, on whatever grounds, in the payment of the sums due by the CUSTOMER to GLECCCL, for whatever cause, will require the payment of a monthly surcharge of 2% without formal notice. Payment in full shall be due for any month begun.

## ARTICLE 6 - APPROVAL OF STANDARDS

GLECCCL shall provide at the first request all certificates of conformity and approvals of equipment installed in accordance with the standards in force in its field of activity.

In the event of modifications after the order of the applicable regulations or exceptional measures taken by the competent authorities (police, fire brigade or other), the parties shall negotiate an increase in the financial terms applicable to this agreement in order to take into account the financial effects of the exceptional modifications and measures to be taken by GLECCCL.

## ARTICLE 7 - ASSIGNMENT OF JURISDICTION

It is expressly agreed that the Commercial Court of LYON is alone competent to deal with disputes regarding the interpretation or execution of the present contract.

Contrary clauses stipulated in the commercial documents of the CUSTOMER are deemed not to be written.

## ARTICLE 8 - PRIORITY OF THE TERMS AND CONDITIONS OF HIRE AND SALE

It is expressly agreed that the present TERMS AND CONDITIONS apply exclusively in all of the commercial relations that link GLECCCL with the present signatory CUSTOMER.

They replace any previous document, any previous written or oral agreement and the CUSTOMER's terms and conditions of purchase or hire in all its terms.

## ARTICLE 9 - ELECTION OF DOMICILE

For the purposes of this agreement the CUSTOMER and GLECCCL elect domicile at their respective registered offices.

## ARTICLE 10 - CANCELLATION CLAUSE

Any total or partial cancellation of the order by the CUSTOMER after a formal notice sent by registered letter with acknowledgement of receipt has remained unanswered for more than 8 days and/or can interrupt its SERVICES immediately in the event of nonfulfillment by the CUSTOMER of any of his obligations without prejudice to the other rights and remedies that may result from it.

## ARTICLE 11 - CANCELLATION OF THE ORDER BY THE CUSTOMER

Any total or partial cancellation of the order by the CUSTOMER will be payable in full if it is made less than 8 working days before the first day of installation, set-up or delivery even if the cause of the cancellation is external to the CUSTOMER or due to force majeure. In any event, payments including taxes already made - will remain the property of GLECCCL. Notice of cancellation must be sent to GLECCCL by registered letter with acknowledgement of receipt within the predefined timescale.

## ARTICLE 12 - CANCELLATION BY GLECCCL

GLECCCL cannot be held responsible in the case of an event of Force Majeure or Act of God 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 invested with powers pertaining to security and administrative police, the CUSTOMER will be reimbursed for any deposits paid after deduction of costs incurred by GLECCCL in preparing the order.

Date: Customer's signature compulsory



# HANGING FORM (to be filled in the stand builder)

TO BE RETURNED **NO LATER THAN 3 WEEKS** BEFORE TO THE BEGINNING OF SET UP



PLEASE PROVIDE THE PLAN WITH LOCATION OF HANGING POINTS INCLUDING DIMENSIONS AND ORIENTATION IN THE HALL

**WITHOUT THESE 2 DOCUMENTS, THE ORDER WILL NOT BE PROCESSED**

For any hanging request, a survey is required to valid the technical feasibility of your project depending on the position of your stand. **Our technical plan must be validated by the exhibitor or his stand builder.**

For any object to be hung above people it must:

- be fixed so as not to constitute a risk
- be hung using 2 different conception systems
- verified by a recognized body
- comply with French or European standards

Exhibitors are obliged to strictly adhere to safety regulations provisions. For safety reasons, if the rule is not respected or approved by the Safety manager, the Convention Centre could refuse the set-up of the stand or even to adapt it.

**The rigging staff will be authorized to request to add hanging points.**

Cable hanging from the roof structure is to be carried out **only** by service providers approved by Lyon Convention Centre. Owing to the roof structure, hanging cable positioning is provided with a tolerance of 50cm horizontally and 10cm vertically depending on the Forum and the weight to be suspended.

During lifting of slings and lowering phases, the work area must be **secured and marked below.**

Name of exhibition	<b>SIOP 2019</b>
Stand name	
Stand number	

Stand builder	
Name	
Phone	
Email	

Weight of items	
Number of hanging cables	
Height of hanging loops installed by Lyon Convention Center	
Electric supply	<b>YES</b> <b>NO</b> Provide for the power requested in your electric supply of the stand.
Detailed description of the equipment to be suspended <i>Length, width, kind of material</i>	

Hanging cables will be installed at a height of 1,80 m at your arrival.

Pleas specify the hours to lift your structre during set-up : .....  
and lowering during the dismantling : .....

**Must be confirmed with exhibitor service.**

**Signature and stamp**

# THE OBLIGATIONS OF THE EXHIBITORS

## 1. THE OBLIGATIONS OF THE EXHIBITORS

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations and those specific to the event, detailed in the schedule of conditions given to them by the organiser.

The layout work must be complete at the time of the approval visit by the safety manager (in the case of a standard layout) or at the time of the visit from the 'Commission Départementale de Sécurité' (in the case of a different layout). The exhibitor must take all measures to ensure that these layouts, fixtures and features can be examined in detail.

The exhibitor or his qualified representative must be present during this approval visit. He must make available to the safety manager and/or the members of the 'Commission Départementale de Sécurité' all information concerning the installations and materials comprising the stand, except for those covered by a recognised quality mark.

The exhibitor must submit any special authorisation requests or special declarations to the safety manager or to the Prefect within the deadlines mentioned in paragraphs **1.1 à 1.1.3**

### 1.1 STAND LAYOUT

#### 1.1.1 Protecting the structure

The access routes, circulation walkways and areas used for the transportation of equipment from the unloading point to the event site must be protected:

- ▶ Use of forklifts or other handling equipment with rubberised treads
- ▶ Use of weight distribution boards
- ▶ Carpets must be protected by a highly resistant covering in order to avoid puncturing.

No means of attachment that risks damaging the room surfaces (floors, walls, posts or ceilings) will be allowed.

#### 1.1.2 Frames and partitions

All materials with a M0, M1, M2 and M3 rating are authorised for the construction of the frameworks and partitioning on stands. In accordance with the decree dated 30 June 1983, the formal classification of wood-based materials states that the following are considered to meet to the characteristics of materials classification M3:

- ▶ Solid, non-resinous wood with a thickness in excess of or equal to 14 mm
- ▶ Solid resinous wood, with a thickness in excess of or equal to 18 mm.
- ▶ Wood-based panels (chipboard, plywood, etc) with a thickness in excess of or equal to 18 mm.

#### 1.1.3 Extending, sliding or removable partitions

Extending, sliding or removable partitions must have an M3 rating.

#### 1.1.4 Wall coverings

Coverings (natural or plastic textiles) with a M0, M1, M2 rating may be used. These must be taut and should be secured using staples.

Miscellaneous coverings (fabrics, paper, plastic film, etc) which are slightly or easily flammable, and which are thin (maximum 1 mm), must be glued onto solid M0, M1, M2 or M3 surfaces.

In all cases, the following are forbidden within the Convention Centre:

- ▶ Soft cellulosic chipboard
- ▶ Boards, panels or sheets of expanded plastic materials which do not have at least an M2 rating.
- ▶ Coverings which are not rated at least M2.

#### 1.1.5 Floor coverings

Floor coverings must be produced from materials with a rating of at least M4 and solidly attached. However, for those coverings (horizontal and vertical) with a total surface area in excess of 20 m<sup>2</sup>, and for podiums, platforms and tiered terraces with a height in excess of 0.30 m, these must be at least category M3.

#### 1.1.6 Curtains, drapes and veils

Curtains, drapes and veils may be "flowing" if they have a classification of M0, M1 or M2. They are however forbidden for all entrance doors to stands, but are allowed on the doors of booths. The materials exhibited may be shown without any fire reaction requirements, except if they are used to decorate partitions or false ceilings, and if their total surface area exceeds 20% of the total surface area of these structures.

In this case, they must observe the requirements detailed in the paragraphs above for partitions, and of the paragraph below for canopies, ceilings and false ceilings.

However, these provisions do not apply to shows and stands specific to interior decoration in which textiles and wall coverings are present.

#### 1.1.7 Canopies, ceilings and false ceilings

Canopies must be produced from materials rated M0 or M1. They must moreover be supported by a wire mesh structure, with squares of a maximum of 1 m x 1 m.

Ceilings and false ceilings must be produced from M0 or M1 rated materials.

These features must not hinder the correct operation of the fire detection and smoke removal installations.

### 1.1.8 Floral decorations

Floral decorations produced from synthetic materials must be kept to a minimum. Otherwise, the decorations must be produced from category M2 materials.

These provisions do not apply to shows and stands specialising in floral activities.

### 1.1.9 "Flowing" decorative features

"Flowing" decorative features or coverings (advertising material with a surface area in excess of 0.50m<sup>2</sup>, garlands, bunting, light-weight decorative items, etc) must be produced from M0 or M1 rated materials or made as such through fireproofing.

The use of signs or advertising panels involving white letters on a green background is strictly forbidden. These colours are exclusively reserved for the signposting of "exits" and of "emergency exits".

### 1.1.10 Furniture

There are no special requirements for normal furniture (tables, chairs, desks etc).

### 1.1.11 Fire reaction certificates

All materials used should be covered by a fire reaction certificate issued by an approved French laboratory, and dating from at least during the last five years.

So-called "traditional" materials and materials covered by a quality mark from a certification issuing body (NF, etc) are excluded from this obligation.

Where fireproofing is concerned, this can only be carried out on wooden panels, natural fabrics or fabrics including a high proportion of natural fibres. It cannot be carried out on plastic or synthetic materials. The fireproofing certificate is supplied by the company or organisation applying the treatment, stipulating the authorisation granted to it to issue such a document.

### 1.1.12 The presence of a marquee, a tent or other removable structures

If, during an event, it is planned to use a marquee, a tent or similar structure on a stand, the organiser must ensure that the exhibitor observes the safety provisions detailed in CTS 1 to CTS 37 (excluding CTS 5).

Under no circumstances should this temporary structure hinder the effectiveness of the technical facilities of the establishment, with respect to the safety of the staff and the public.

### 1.1.13 Enclosed stands

In the case of enclosed stands, the latter must have direct outlets onto the walkways. Their number and width vary according to the surface area of the stand, and as a minimum the following requirements should be observed:

- ▶ less than 20 m<sup>2</sup>: 1 exit of 0.90 m
- ▶ from 20 to 50 m<sup>2</sup>: 2 exits : one of 0.90 m, the other of 0.60 m
- ▶ from 50 to 100 m<sup>2</sup>: either 2 exits of 0.90 m or 2 exits, one of 1.40 m, the other of 0.60 m
- ▶ from 100 to 200 m<sup>2</sup>: either 2 exits, one of 1.40 m, the other of 0.90 m or 3 exits of 0.90 m
- ▶ from 200 to 300 m<sup>2</sup>: 2 exits of 1.40 m
- ▶ from 300 to 400 m<sup>2</sup>: 2 exits, one of 1.40 m, the other 1.80 m

The exits must be carefully located and if possible opposite (facing) one another.

Each of these must be signposted with the wording « SORTIE » (in English = EXIT) in white letters on a green background.

If the stand is enclosed by doors, these must open in the direction of the exit, with no means of locking them, and without opening on the public walkway.

If the stand is covered, the provisions of article 1.1.14 hereafter must be observed.

### 1.1.14 Covered stands / Raised stands

Those stands possessing a ceiling, false ceiling or solid canopy, as well as raised stands, must:

- ▶ have a surface area below 300 m<sup>2</sup>
- ▶ have a distance between them equal to or in excess of 4 m
- ▶ Have a total size for the ceiling and false ceiling (including those of the upper levels) equal to a maximum of 10% of the surface area of the level concerned.

Each stand may have only one raised level.

If the surface area of the stand is in excess of 50 m<sup>2</sup>, it must:

- ▶ feature signposting with standalone emergency lighting indicating the exits,
- ▶ be equipped with the appropriate means of extinction, permanently manned by at least one safety officer during the presence of the public in the establishment
- ▶ have floodlighting if the surface area is in excess of 100 m<sup>2</sup>.



# THE OBLIGATIONS OF THE EXHIBITORS

## 1.2 ELECTRICAL INSTALLATIONS

### 1.2.1 Limits of liability

Electrical installations include:

- ▶ Fixed and semi-permanent installations, for which the installation, operation and maintenance are carried out by the agent, at his liability.
- ▶ Installations fitted in the stands for the use of the exhibitors and installed by them, or on their behalf, and at their liability. The dividing line between these two installations is considered to be at the service box<sup>1</sup> for each stand.

In conformity with article T35 of the decree dated 18 November 1987, supplementing the decree dated 25 June 1980 (modified). Semi-permanent installations must terminate in each stand at a panel or service box<sup>1</sup> which includes the switchgear to provide the control and protection functions defined in this article. Therefore, this formally excludes the possibility of connecting several stands from a single box or from a single panel.

### 1.2.2 Special stand installations

The special installations of the stands must be produced by personnel particularly aware of the special risks inherent to the event, and possessing sufficient knowledge to enable them to design and carry out the work in conformity with the present regulations. The electrical installation for each stand must be protected at its source against overloads and against earth faults.

All metal grounds must be interconnected and linked to the earth wire of the electrical service box<sup>1</sup> on the stand. Electrical connections must be located inside the branch boxes. Electrical cut-off features included in the service box<sup>1</sup> must be permanently accessible to the stand personnel.

### 1.2.3 Electrical equipment

All electrical equipment must conform to French or European standards.

### 1.2.4 Electrical cabling

Electrical cables must be insulated for a minimum nominal voltage of 500 volts, which rules out among others H 03 VHH cable (Scindex).

The cable used must obligatorily be that for which each conductor features its own protective sheath, with all of the conductors being contained in a joint protective sheath.

Conductors with a gauge below 1.5 mm<sup>2</sup> are forbidden. All cabling must include a protective conductor connected to the terminal of the service box connected to the general earth network.

### 1.2.5 Switchgear and controlgear

Class 0 devices should be protected by nominal differential current devices equal to a maximum of 30mA.

Class 1 devices must be connected to the protective conductor of the cable feeding them.

The use of individual protective earth connections is forbidden. High voltage discharge lamps must be installed in conformity with the rules of standard NF C 15.150. If they are enclosed in insulating jackets, these jackets must be comprised of category M3 materials.

The switch detailed in article 5 of NF C 15.150 can be attached to the control device mentioned in article T 35 (§3) for the corresponding stand.

Plug sockets must be connected to circuits including devices for the protection of rated current overloads equal to a maximum of 16A.

Notwithstanding the provisions of article EL 6 (§5), the use of a multiple adapter or a multiple housing fed from a fixed socket is authorised (with current taps being forbidden).

### 1.2.6 Illuminated signs

Class 2 spotlights (NF standard C 20.030) are the only ones permitted. High voltage illuminated signs located within reach of the public or of personnel working on the stand must be protected, in particular the electrodes, by a screen made from at least M2 grade material.

The emergency cutout control must be clearly signposted and the transformers located in an area which presents no danger to the public or to staff. If necessary, indicate their presence with a sign marked "DANGER HAUTE TENSION" (DANGER HIGH VOLTAGE).

## 1.3 FLAMMABLE LIQUIDS AND GASES

### 1.3.1 Authorized liquids

The use of particularly flammable liquids (diethyl ether, carbon disulphide, etc.), is forbidden, and only the use of category 1 flammable liquids (up to a maximum limit of 5 litres per stand) is authorised, in addition to those of category 2, limited to 10 litres/10 m<sup>2</sup> (with a maximum of 80 litres).

For information, petrol falls under category 1, heating oil and alcohol substances between 40° and 60° GL are in category 2.

The following precautions should be taken:

- ▶ Fire extinguishers should be kept nearby (with 9 kg of powder)
- ▶ Underneath the tanks, a watertight receptacle should be placed which is able to contain if necessary all of the combustible liquid in the event of a leak.
- ▶ The device containing liquid should be refilled well away from the public.

### 1.3.2 Showing flammable products

All recipients of flammable liquids present on the stands must be empty (paint tins, varnish tins, bottles, sprays, etc) with the exception of a few samples in limited quantities.

### 1.3.3 Compressed gases and liquefied hydrocarbons

The use of these products is only allowed for the special requirements of those demonstrations carried out within the framework and theme of a special event.

Bottles of air, nitrogen and CO<sub>2</sub> gas are allowed without restrictions. Compressed gases and liquefied hydrocarbons may be allowed (bottle of 13 kg maximum).

Bottles without pressure regulators which are not used for demonstration purposes are forbidden.

Bottles in the process of being used should always be placed well away from the public and should be protected against impacts.

These must be:

- ▶ either separated from one another by a rigid and fireproof screen, and dispersed at a density of one bottle per 10 m<sup>2</sup> (at least), with a maximum of six per stand.
- ▶ or be at least 5 m away from one other, with a maximum of six per stand.

No bottle (empty or full) which is not connected may be stored inside the establishment.

The bottles must be either upright or laid down on the ground taking care to rest the head on a support of some kind to ensure that it is slightly tilting, with the tap uppermost.

Bottles of oxygen, hydrogen or acetylene are forbidden, except in the event of a special dispensation being granted by the manager of the Lyon Convention Centre.

### 1.3.4 Fireworks and similar devices

All fireworks and similar effects generating audible detonations, sparks, flames or smoke are strictly forbidden.

The use of carbon dioxide (CO<sub>2</sub>) to create smoke effects must be the subject of a special request to the manager of the Lyon Convention Centre.

## 1.4 MACHINES AND DEVICES IN OPERATION

If machines are to be shown running, a protected area must keep the public at least 1 m from these machines. This distance may be increased if the safety manager considers this necessary, according to the risk noted.

Moving parts, hot surfaces, and/or sharp or cutting protrusions must be protected by a rigid screen, or placed at least 1 m back from walkways or areas accessible to the public.

Hydraulic safety devices for machines shown in the upright static position must be supplemented by a mechanical device to prevent sudden telescoping.

All equipment exhibited must be correctly secured in order to avoid any risk of it toppling.

### 1.4.1 Machines with heat or combustion engines, and motor vehicles

Exhaust gases must be carried outdoors in accordance with the provisions approved by the agent.

These machines must be turned off at the end of demonstrations. Within the Lyon Convention Centre, the fuel tanks for petrol operated vehicles must be empty. If these are not equipped with an anti theft cap, an adhesive tape strip must be fitted to prevent opening.

Alarm systems must be turned off.  
Batteries must be disconnected and their lugs made inaccessible.  
The floors must be protected.

### 1.4.2 Radioactive substances / x-rays

When showing machines or equipment using radioactive substances or generating x-rays, a special authorisation request must be submitted by the exhibitor to the competent administration. The stipulations of article T43 of the safety regulations must be observed.

The stands on which radioactive substances are present must be built and decorated using category M1 materials. Authorisation to present devices emitting x-rays on the stands can only be granted if these are fully compliant with the rules and appurtenances established by standard NF C 74.100.

### 1.4.3 Forbidden equipment, chemicals and gases

The following are forbidden within the Lyon Convention Centre:

- ▶ the distribution of samples or products containing a flammable gas
- ▶ balloons inflated with a flammable or toxic gas
- ▶ celluloid items
- ▶ fireworks and explosives
- ▶ the presence of diethyl ether, carbon disulphide, sulphuric ether and acetone.