

> Interactive
browsing, click
on the titles
to access the
information
you need

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS INTERACTIVE EXHIBITOR GUIDE

With this document, you can easily access all the information needed to get you up and running.

- THE EXHIBITOR SPACE

In this store, you can order all of the technical services you need until **Tuesday 26th November 2024 – 8.00 a.m**

*Please note: from Tuesday 26th November 2024 – 8.00 am, **technical services must be ordered directly on-site** at the Exhibitor office located in the Pavilion 6.*

USEFUL INFORMATION

- Access/traffic & parking
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables
Assembly/Opening/Dismantling
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

1/6

ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

2/6

ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS



> Via Public Transport

Metro:

- Line 12, station Porte de Versailles
- Line 8, station Balard

Bus:

- Line 39, station Porte de la Plaine
- Line 42, station Balard
- Ligne 80, station Porte de Versailles

Tramway:

- Line T2, station Porte de Versailles
- Line T3, station Porte de Versailles

> By road

- From A1, A4, A6, A10, A15 motorway: go in the direction of Paris, exit Porte de Versailles
- From A3, A13, A14 motorway : go in the direction of Paris, exit Porte de Versailles

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

3/6

ACCESS TO PAVILIONS

	STANDS TYPE	DATES	VEHICLE TYPE	PAVILIONS	ACCESS GATE	PARKING	EXIT GATE
ASSEMBLY	FITTED STANDS	26th November	All types	Pavilion 6	C	Parking P6 for VL Heliport for VUL et PL	C
OPENING TO THE PUBLIC		From 27th November to 1st December	<ul style="list-style-type: none"> • Deliveries authorised from 7 am to 8.30 am at gate B the 29th et 30th November and Gate C from 1st until 3rd December for Pavilion 6. Exit gate C. • Deliveries must be completed within one hour • No parking or storage of any kind is authorised inside the Parc des Expositions - Stopping and parking forbidden on the traffic movement corridors. • No parking on the safety perimeters, as soon as open to the public. • EXHIBITOR & VISITOR CAR PARKS OPEN from 8 am to 11 pm. 				
DISMANTLING	FITTED STANDS	1st December	All types	Pavilion 6	C	Parking P6 for VL Heliport for VUL et PL	B & C

Free parking ends at 11.00 pm on 26/11/2024. The Exhibition centre reserves the right to direct vehicles smaller than 1.9m towards free parking so as to ease circulation around the pavilions during the event's assembly and dismantling times.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

4/6

TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and inform all your installation workers, transporters and suppliers about them.

Do not forget to tell them your stand and hall numbers.

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

Parking is free during assembly and dismantling.

Attendants are on site to help you move around and park: please follow their advice carefully.

USEFUL INFORMATION

ACCESS / TRAFFIC
& PARKING

5/6

PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car parks P6 will no longer be free as of 11 pm on 28th November.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

- Avoid ordering deliveries for the day before the exhibition
- As soon as you have emptied your vehicles, move them on

> On dismantling evening

Only trolleys and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilions two hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.

OFFERED ! HANDLING SERVICE

During set-up and on the evening of dismantling, staff are available to help you with the handling of your goods from your vehicle to your stand

Thursday 26 Nov. : 8am – 8pm

Sunday 1st Dec. : 5pm – 8pm

Take advantage of this service offered by contacting +33 (0)6 72 60 69 11 on the times indicated

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

6/6

> During opening times

Deliveries are authorised from 7.00 am to 8.30 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Please note: as of **Wednesday 27th November at 09.00 pm**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park P6).

They can be reserved via your Exhibitor online shop.

During the set up and the opening, you can buy car park spaces at the Exhibitor Office at the entrance of Pavilion 6.

The exhibitors' car parks are open from 8 am to 11 pm every day throughout the event.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

4/7

REGISTER YOUR VEHICLES ON LOGIPASS web platform

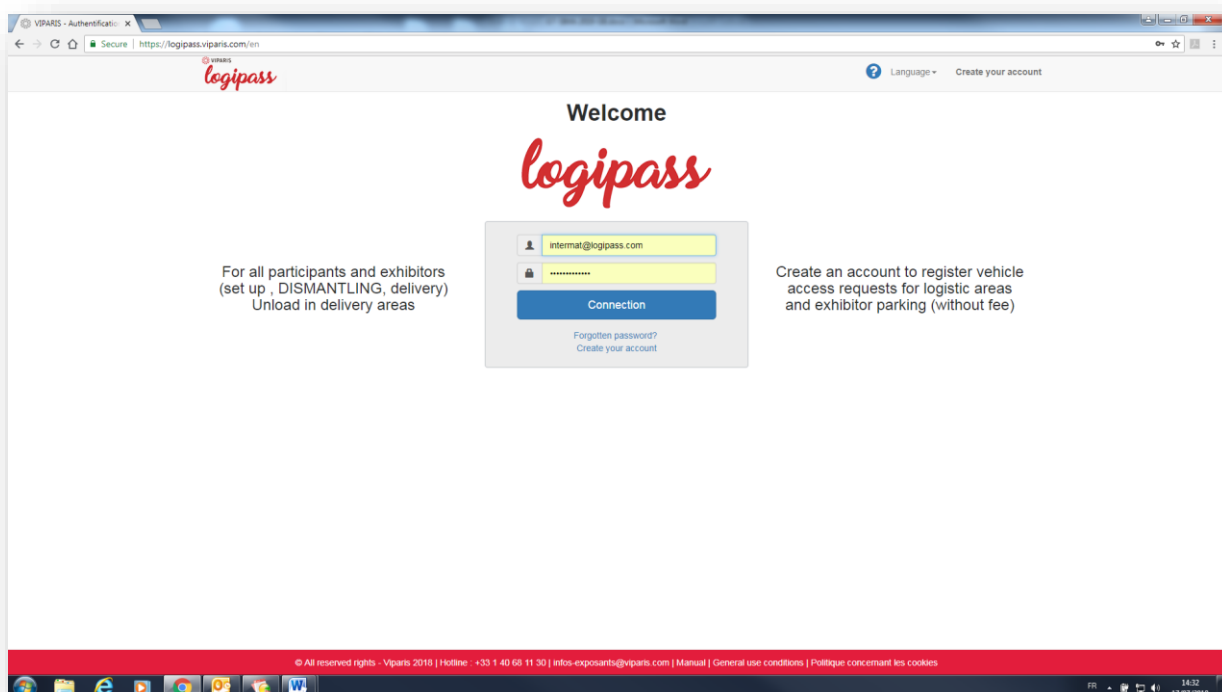
All the vehicles accessing the Parc des Expositions during the assembly and dismantling periods, or for deliveries during the event, will have to register on the web platform <http://logipass.viparis.com>.

Any company or person involved on the fair can create an account. This account allows registering on specific time slot depending on the planning defined by the Organizer.

Maximum time slot for deliveries:

- Utility Vehicle: 2 hours max.
- Heavy truck: 4 hours max.

If you have any question about Logipass and registration, please contact the Hotline:
+ 33(0)1 40 68 11 30 Infos-exposants@viparis.com



USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

CREATION & SAVOIR-FAIRE 2023 has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish, provided they adhere to the conditions below and respect the exhibitor timetable.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

Make your payment before the show begins.

Speakers must never be more powerful than **30 watts**. They must face inwards towards the stand and lean downwards. Volume must be no higher than **80 dB**.

If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events for more than **two hours** per day and only to hold events at times agreed in advance with the organiser.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles, at the show entrance, in the central aisle or any other part of the Exhibition centre (unless prior agreement has been granted by the organiser).
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> REFER TO YOUR EXHIBITOR AREA (PRACTICAL INFO)

- Rules for Architecture & Decoration at the show
- Special regulations

CREATION & SAVOIR-FAIRE 2024 architecture and decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

CREATION & SAVOIR-FAIRE 2024 has special regulations relating to its specific characteristics. Plans for any fitted and equipped by CREATION & SAVOIR-FAIRE 2024 but supplemented with new, extra decorations must be submitted **for approval by 7th November 2024 at the latest.**

CREATION & SAVOIR-FAIRE 2024 LOGISTICS DEPARTMENT

Contact : Tiphaine Colin – Logistics operations manager

tiphaine.colin.contractor@comexposium.com

EACH PLAN MUST INCLUDE

- Plan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of CREATION & SAVOIR-FAIRE 2024 can be dismantled at the exhibitor’s own expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE IN YOUR EXHIBITOR AREA

To find out what rules and regulations govern your insurance during the show, check the **"Regulations" (practical info)** section in your Exhibitor area and order complementary insurance in the **"My Store" section**.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by CREATION & SAVOIR-FAIRE 2024 to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public (at 9:30 am on 27/11/2024 to the evening on which the show closes to the public (5 pm on 1/12/2024).

The premium will be equal to 0,27 % of the value of the insured goods.

LOSSES

No losses may be accepted as valid without having been declared to the show's Exhibitors' office within 2 working days (in the event of theft) or 5 working days for other damage.

All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft.

Cases of theft that are not covered by CREATION & SAVOIR-FAIRE 2024 but are insured by the exhibitor's own policy must be documented in a complaint form sent within the required time-frame to the Commissariat de Police du XV° or the exhibitor's home town (if in Metropolitan France) :

COMMISSARIAT DE POLICE DU XV°

1/3, rue Jean Fourgeaud

250, rue de Vaugirard – 75015 PARIS - FRANCE

Tel.: +33 (0)1 53 68 81 00

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition halls, **all individuals must have been issued a CREATION & SAVOIR-FAIRE 2024 access pass**, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply shall result in access to the pavilions being denied.

EXHIBITOR PASS

- The exhibitor access pass grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document – [Click here](#))
- You can declare and personalize your badges in the Exhibitor Area.
- The number of badges provided is calculated automatically according to the surface area of the stand: 1 badge per 3 sq.m (minimum 2 badges).

Exhibitor's access pass can be printed out directly from your Exhibitor space, or at the Exhibitor Office, located Pavilion 6.

ASSEMBLY/DISMANTLING BADGES

Register your service providers in your Exhibitor Area so that you can generate your assembly and dismantling Badge.

The assembly/dismantling badge grants access to the Exhibition Centre during the assembly and dismantling periods in accordance with the timetables that feature on the badge.

Assembly and dismantling badges are not valid during the exhibition opening period which runs from 27th November to 1st December 2024.

USEFUL INFORMATION

USEFUL CONTACTS

1/3

GO TO YOUR EXHIBITOR SPACE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)1 57 25 15 15
Complementary Insurances	SIACI	18, rue de Courcelles - 75008 Paris -France Tel.: + 33(0)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 E-mail: philippe.huet@s2hgroup.com
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 1 72 40 78 50 Website: http://www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: + 33(0)1 76 76 74 80 Website: http://www.sacem.fr/
Health and Safety	SOCIÉTÉ D.O.T.	81, rue de Paris - 92100 Boulogne - France Tel.: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 E-mail: sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc - 75015 – Paris – France Tel.: + 33(0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel.: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: http://www.securofeu.com/ E-mail: securofeu@textile.fr

USEFUL INFORMATION

USEFUL CONTACTS

2/3

USEFUL CONTACTS

Parc des Expositions	GOODS DELIVERY	CREATION & SAVOIR-FAIRE 2023 Exhibition VIPARIS- Porte de Versailles Your Company name Hall / Stand number Porte de Versailles - 75015 Paris- France
Parc des Expositions	VIPARIS PORTE DE VERSAILLES	Tel.: + 33(0)1 40 68 23 00
Police	COMMISSARIAT DE POLICE DU XV ^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel.: + 33(0)1 53 68 81 81
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33(0)1 42 24 96 96 Fax: + 33(0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
Stand Catering	HORETO PARIS	HORETO PARIS Parc des expositions Porte de Versailles commercial@horeto-paris.com 01.57.25.10.00
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Fire Safety	CABINET SÉCURITÉ & INCENDIE HANDI'SECUR	CABINET GUILMIN 50 Rue Gilbert Cesbron 75017 PARIS Portable : +33 (0)6 60 87 27 43 Email : cabinetguilmin@gmail.com
First Aid Service	PGS	+ 33(0)1 72 72 18 18

USEFUL INFORMATION

EXHIBITORS TIMETABLES

1/2

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

	Dates	Working hours	Power supply
SET UP			
Fitted booth	Tuesday 26 November	From 8.00am to midnight	De 8.00am to 10.00pm
OPENING	Wednesday 27 November	From 7.30 to 7.00pm	From 7.30am to 7.00pm
	Thursday 28 November	From 8.30am to 9.30pm	From 9.00am to 9.30pm
	Friday 29 November	From 8.30am to 7.00pm	From 9.00am to 7.00pm
	Saturday 30 November	From 8.30am to 7.00pm	From 9.00am to 7.00pm
	Sunday 1st December	From 9.00am to 7.00pm	From 9.00am to 6.00pm
DISMANTLING	Sunday 1st December		Until 6.00pm
Bare booth	Sunday 1st December	From 6.00pm to midnight	---
Fitted booth	Sunday 1st December	From 6.00pm to midnight	---

- **For safety reasons, it is forbidden to work in the halls outside of the hours indicated.**
- **Equipped stands are dismantled from 8 pm on Sunday 1st December 2024.**
- **Storage spaces and furnishings have to be emptied between 6 pm and 7 pm on Sunday 1st December 2024**

PLEASE NOTE

NB: For each order of a permanent electrical connection (24h x 24x), it in the online shop for your supply to be changed from intermittent to permanent and for the power to be increased if, for example, you require 4KW rather than 3KW.

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

2/2

ASSEMBLY PERIOD INFORMATIONS FOR EXHIBITORS**From Tuesday 26th November 2024**

- Stand will be delivered on Tuesday 26th November by 8 am

OPENING PERIOD INFORMATIONS FOR EXHIBITORS**From Wednesday 27th November to Sunday 1st December 2024**

- The hall is accessible for exhibitors **provided with a badge from 7:30 am on 27th November and from 8:30 am from 29th to 1st December.**
- Deliveries during opening hours must be done between 7:00 and 9:00 am at the latest, at risk of the vehicle being removed.

DISMANTLING PERIOD INFORMATIONS FOR EXHIBITORS**From Sunday 1st December from 5:00 to 12:00 pm**

- **IMPORTANT:** every vehicle must be registered on Logipass during dismantling period.

Empty goods and packaging must be removed from the site by 8 pm on Sunday 1st December 2024.

Otherwise, pallets and other identified material not cleared away will be stocked outside the buildings. Unidentified elements will be stored outside the buildings. The removal and the delivery of these elements to the stand will be charged to the Exhibitor.



No motorised vehicles will be allowed into the pavilions on Tuesday 26th November 2024, which is the final day for assembly (except where special permission has been granted by the organiser).

USEFUL INFORMATION

CLEANING VACATING THE STAND

HALL CLEANING

- Pavilions and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor office located in Pavilion 6 to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, CREATION & SAVOIR-FAIRE 2024 may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.
- **Tip:** If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

DURING THE OPENING PERIOD

Daily cleaning of the stand is not included. This service is available on your exhibitor area

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

CREATION & SAVOIR-FAIRE 2024 makes restaurants available to you and your clients in the pavilion 6.

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails.

All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, contact:**Exhibition Centre Concessionaire**

HORETO
Service commercial
Tél. : + 33(0)1 57 25 10 00
E-mail : commercial@horeto-paris.com
Site internet : www.horeto.com

External caterer declaration

VIPARIS
Concession department
Myriam MOTTIN
Tel.: +33(0)1 40 68 14 46
E-mail : myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

> FIND OUT MORE IN YOUR EXHIBITOR AREA

Conference/meeting rooms are available to hire during the duration of the show.

Regarding the hire offers, please send your email to:

Tiphaine Colin – Logistics operations manager

tiphaine.colin.contractor@comexposium.com

In order to ensure your request is processed as quickly as possible, please supply us with the following information:

- Your contact details,
- The subject of your request (team meeting/general meeting/cocktail reception/events, internal, other, etc.)
- The size of the room (number of people)
- If you need a conference room for a specific time or day.

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

> FIND OUT MORE IN YOUR EXHIBITOR AREA

To order a security service, please refer to the “Useful Information” section of your Exhibitor area.

PAVILION MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored, objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.

FITTINGS

- CLASSIC stand
- PRE-FITTED stand
- DISCOVERY stand
- ARTISANS & CREATOR FITTED stand
- First participation stand
- POLE ETHIQUE stand
- CREATORS VILLAGE stand
- WORKSHOP FITTED stand

The steps to prepare the layout of your stand

> 1st step : Your booth assignment

- Créations & savoir-faire exhibition sends you a plan to accept your location.
- Once validated, this plan allows you to prepare the layout of your stand with the decorator of your choice.

> 2nd step : Control of your plan

The decoration plan of your stand must be submitted for acceptance to the architecture & decoration service of the show before November 9th 2024 to:

> 3th step: order technical services (electrical, parking, stand cleaning, guarding, hostesses ...)

All services can be ordered directly in your Exhibitors Area under « My shop »

Attention: All service orders made from Monday, November 11th 2024, are increased by 20%.

> 4th step : your installation on the show

Please consult the assembly schedule on your Exhibitors Area “Schedule” form – Click here to access the form. During assembly, suppliers will be present at the Exhibitors ‘Welcome desk located in pavilion 6

COMEXPOSIUM

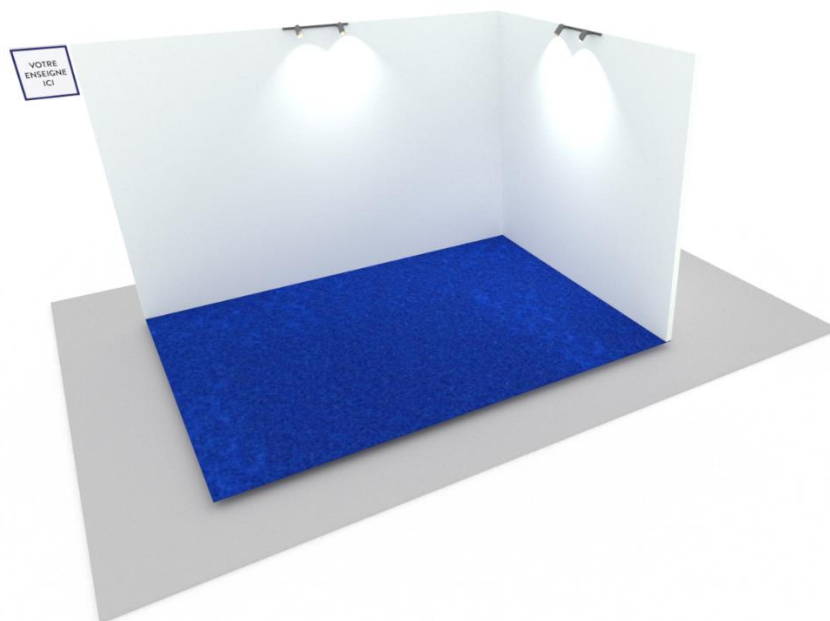
Tiphaine Colin Tél. : +33 (0)7 62 51 25 77

E-mail : tiphaine.colin.contractor@comexposium.com

FITTINGS

CLASSIC STAND,

IF YOU HAVE RESERVED A CLASSIC STAND

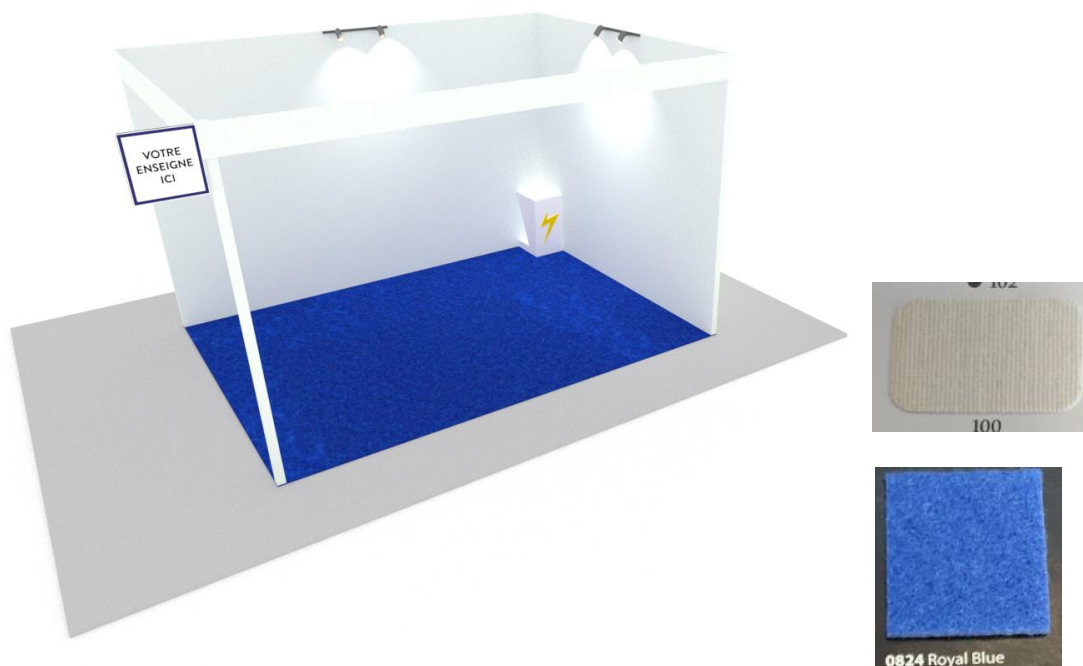


Fitting includes:

- Royal Blue Carpet (unique color)
- Walls (2.5m high) covered with white washed cotton (unique color)
- **Sign** : 1 hanging (includes only your company name and stand number)
- 1 rack of 3 spots per 9 sq.m (1 spot /3 sq.m)
- **Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity ". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

FITTINGS

PRE-FITTED STAND

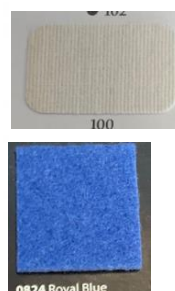
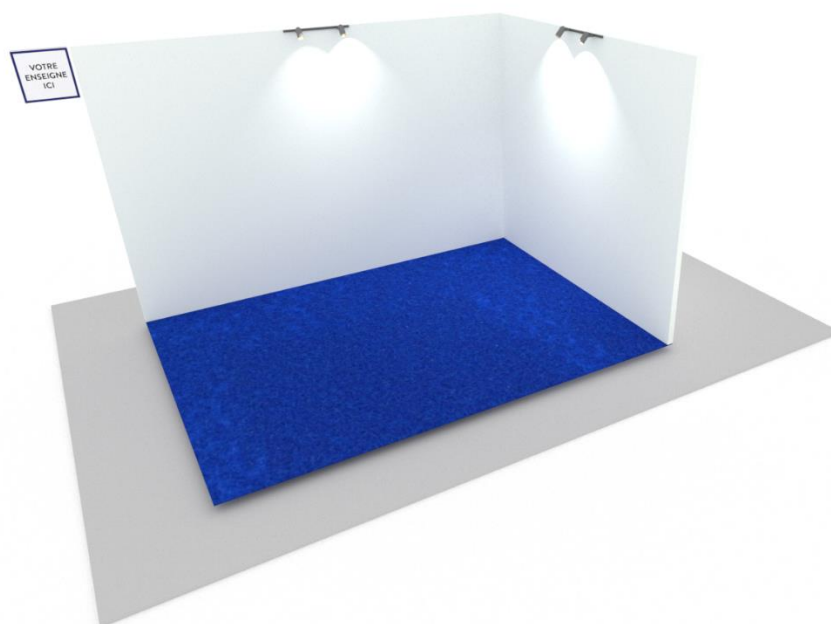
IF YOU HAVE RESERVED AN PRE-FITTED STANDFitting includes:

- Royal blue Carpet (unique color)
- partition wall (2.5m high) covered with white washed cotton (unique color)
- 1 rack of 3 spots per 9 sq.m (1 spot/3 sq.m)
- Not-permanent power supply 1 kW
- A white 2.50m peripheral band structure (Headband height : 15cm - Ep 57mm)
- **Sign** : 1 hanging (includes only your company name and stand number)

FITTINGS

DISCOVERY STAND

IF YOU HAVE RESERVED A DISCOVERY STAND



Fitting includes:

- Royal Blue Carpet
 - partition wall (2.5m high) covered with white washed cotton (unique color)
 - **Sign** : 1 hanging (includes only your company name and stand number)
 - 1 rack of 3 spots per 9 sq.m (1 spot /3 sq.m)
- **Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity ". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

ARTISANS & CREATOR FITTED STAND

IF YOU HAVE RESERVED A ARTISANS & CREATOR FITTED STAND



Fitting includes:

- Beige Carpet
 - partition wall (2.5m high) covered with white washed cotton (unique color)
 - **Sign** : 1 hanging (includes only your company name and stand number)
 - 1 rack of 3 spots per 9 sq.m (1 spot/3 sq.m)
- Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity ". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

FITTINGS

FIRST PARTICIPATION STAND

IF YOU HAVE RESERVED A 1st PARTICIPATION STAND



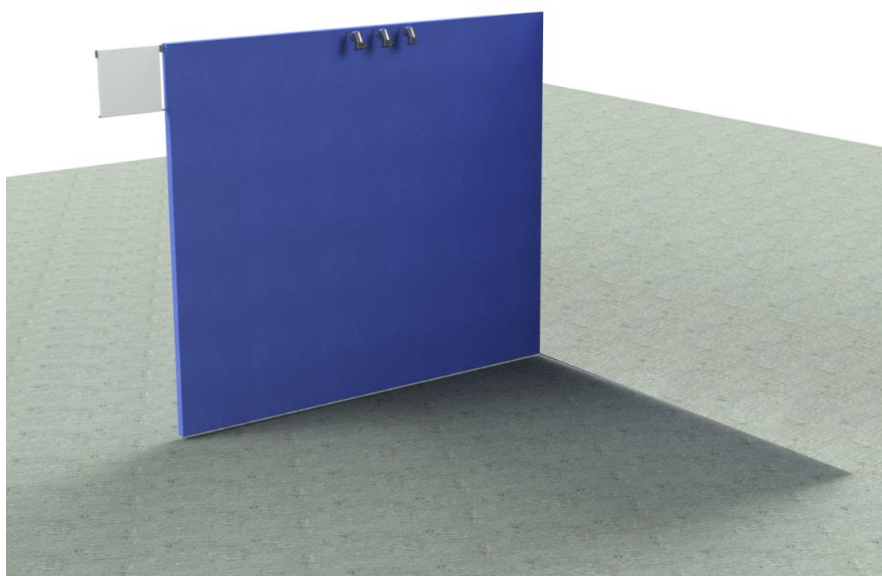
Fitting includes:

- Royal Blue Carpet
- partition wall (2.5m high) covered with white washed cotton (unique color)
- **Sign** : 1 hanging (includes only your company name and stand number)
- 1 rack of 3 spots per 9 sq.m (1 spot/3 sq.m)
- **Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity ". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

FITTINGS

POLE ETHIQUE STAND

IF YOU HAVE RESERVED A POLE ETHIQUE STAND

Fitting includes:

- No carpet
 - Back walls (2.5m high) covered with blue navy cotton (unique color)
 - **Sign** : 1 hanging (includes only your company name and stand number)
 - 1 rack of 3 spots per 9 sq.m (1 spot/3 sq.m)
- **Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

FITTINGS

CREATORS VILLAGE

IF YOU HAVE RESERVED A CREATORS VILLAGE STAND



Fitting includes:

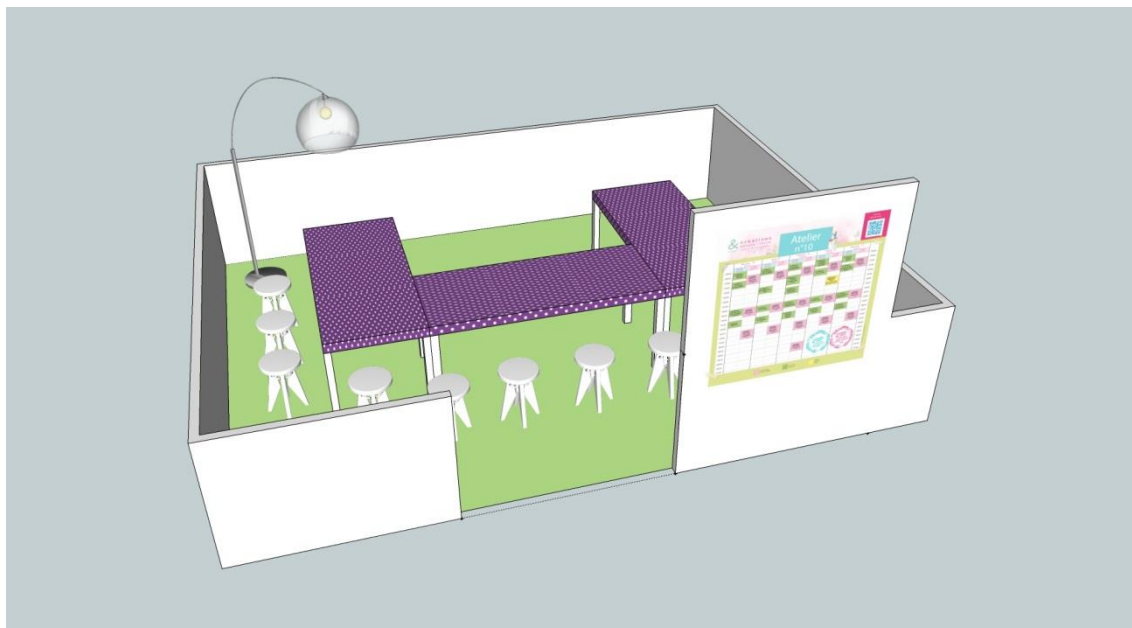
- Navy blue carpet
 - Back walls (2.5m high) covered with brown beige cotton (unique color)
 - **Sign** : 1 hanging (includes only your company name and stand number)
 - 1 rack of 3 spots per 9 sq.m (1 spot/3 sq.m)
- Attention: The electrical box is not included in this stand offer. If you need it, you must order it on your Exhibitor Area, under the heading "Shop - water, electricity ". The same applies to the banner, which must be ordered in the "Shop - Fitting, cleaning, insurance" section.**

FITTINGS

WORKSHOP FITTED STAND

IF YOU HAVE RESERVED A WORKSHOP FITTED STAND

- Surface area : 20 or 30 sq.m
- 1 stand per company



The layout of your stand includes:

- The stand carpet (colors to be defined with the organizer)
- Half walls covered with brushed cotton (colors to be defined with the organizer)
- Tables and stools depending on the surface of the workshop (3 tables + 12 chairs for 20m², 4 tables + 16 chairs for 30m²)
- 1 power supply 3kw

REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- CREATION & SAVOIR-FAIRE 2024 general rules
- Fire & panic risks prevention regulations

READ OTHER REGULATIONS IN YOUR EXHIBITOR SPACE

- General terms and conditions of surface space hire and stand layout
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Special Regulations
- General Terms and Conditions for the Sale of Communication Tools

FORMALITIES

- Customs
- Using foreign service providers
- Refound of French VAT (TVA)

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

No floorboard allowed at CREATION & SAVOIR-FAIRE 2023.

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

- Stands on upper floors are forbidden.

**FITTING OF ROOMS OR AREAS RECEIVING
SEATED MEMBERS OF THE PUBLIC
(CONFERENCES, STANDS, GRANDSTAND, ETC.)**

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.


New regulation

We bring to your attention the new measures regarding suspended structures. Every temporary installation that is suspended to the attachment points of the exhibition center by lanyards: lightning bridge, carpented structure, signing...

Security specifications of Paris Porte de Versailles Exhibition Centre has been modified to those installations inspection form into account. There by, **it is mandatory to control and certify installations by the Control Office certified, before being attached.** The Control Office can require the calculation note provided to the exhibition centre to verify the weight of the hangs, this control will allow you to obtain the installation stability's official report and to present it to the safety officer before the show opening.

You will find the Control Office that has been registered; you can choose the Control Office of your choice:

SOCOTEC *

Mr Patrick PEREIRA

Tél. : + 33 (0)6 08 12 08 21

E-mail : patrick.pereira@socotec.com

QUALICONSULT

Mr Nicolas RABILLER

Tél. : +33 (0)6 31 61 96 83

E-mail : nicolas.rabiller@qualiconsult.fr

BUREAU VERITAS EXPLOITATION

Mme Laetitia ATLAN

Tél. : +33 (0)6 11 84 81 61

E-mail : laetitia.atlan@bureauveritas.com

REGULATIONS

GENERAL RULES

IMPORTANT

According to your participation at CREATION & SAVOIR-FAIRE 2024, it is important to underline that the Organiser offer only fitted stands and that by signing your admission request, you are committing to respecting every clause in the decorations and events regulations detailed hereafter.

ARCHITECTURE & DECORATION RULES

CREATION & SAVOIR-FAIRE 2024 decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and that visitors are comfortable.

Agreements between exhibitors are not authorised. Only the Organiser is able to make exemptions, once a written request has been submitted.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of the Logistics service from CREATION & SAVOIR-FAIRE 2024 will be dismantled at the exhibitor's expense.

All plans must be submitted **before 7th November 2024** and must include:

- ✓ Plan « seen from above » with scale, dimensions, and setback positioning (shared walls and aisles).
- ✓ Cross-section plan with scale, dimensions, and heights for projecting volumes.

COMEXPOSIUM
CREATION & SAVOIR-FAIRE 2024
70 av du Général De Gaulle
92058 Paris La Défense cedex

E-mail : tiphaine.colin.contractor@comexposium.com

1-STAND BUILDING – SIGNS - FLOORS

Construction and decoration maximum height:

2.50 m

All construction, decoration or signage, and furniture (sign, advertisement, and balloons) must not exceed 2.50 m from the floor.

Concerning the stand facades opening onto an aisle, only the furniture or decorative items not exceeding 1 m height will be allowed (no signage can replace the stand frame on a width of 0.50 m).

Otherwise, a 0.50 m clearance limit will be requested. No decorative items of furniture can be located under the stand sign.

No floorboard is allowed in the building of your stand.

No showcases or furniture exceeding 1 m height can be located at the edge of the stand or they must respect a 0.50 m clearance limit.

The floors can be customized, except for 0.50 m at the stand edge. Chocolate carpet will be installed by the Organiser.

Equipment and products exhibited must not cause any damage to the neighbouring stands. Equipment must not exceed the stand surface.

It is forbidden to close a stand. Mezzanines are not allowed.

The exhibitor's location must be left in its initial state. The exhibitor responsible will be billed for any damage done during dismantling. Exhibitors are responsible for their service providers (decorators, installation workers, etc.).



REGULATIONS

GENERAL RULES

2- PILLAR COVERING

Maximum height of 2.50 m from the floor.

3- ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the Exhibition centre (e.g. hall ducts, water ducts) for laying electrical cables to the stands.

4- SIGN / LIGHTING BRIDGE

Lighting bridge, high signage and slinging are not allowed.

Flashing lights and beacons are prohibited.

5- MACHINERY IN OPERATION

All machines and equipment shown in operation during the exhibition must be declared to the exhibition Organiser otherwise they will have to cease operation (e.g. hotplate).

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area must be provided to ensure that the public is kept at a minimum distance of 1 m from operating machines. This distance may be increased depending on the exhibit's features. Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

OVERALL RULES

1- HALLS' FLOORS, WALLS AND PILLARS

It is strictly forbidden to drill or make fixing holes, grooves or cuts in floors, walls and pillars.

A € 300 excl. VAT fee will be applied by hole in case of non-respect of these instructions.

It is also forbidden to paint the walls, floors and pillars.

2- SOUND PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power reflected by the decoration or presentation items shall not exceed 80 dB (A) – when measured within a 2.50 m area surrounding the stand. The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighbouring stands.

Moreover, for playing music or organising musical presentations on your stand, you must pay fees before the exhibition opening to the following French music rights body:

SACEM
16, avenue Gabriel Péri
95210 SAINT GRATIEN - France
Tel. +33 (0)1 39 34 19 10
sylvie.bizouard@sacem.fr

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The Organiser reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

3- LEAFLETS

Unless a commercial agreement has been specifically reached, it is strictly forbidden to distribute leaflets, handouts, etc. outside the stands, including in the areas around the halls (i.e. check-in gallery, car parks, front square).

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

1/4

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

CABINET GUILMIN

50 rue Gilbert Cesbron

75017 PARIS

Portable : +33 (0)6 60 87 27 43

Email : cabinetguilmin@gmail.com

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R 111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,*

- wall coverings (natural or plastic textiles with at least **M2 classification**,*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,*
- firmly fixed floor covering with at least **M4 classification**,*
- coverings for podiums, platforms or terraces (if $h > 0.30$ metres and if $S > 20 \text{ m}^2$) with a minimum of **M3 classification**,*
- decorative items with at least **M1 classification**,*
- full velums with at least **M2 classification**,*
- ceilings and suspended ceilings, with at least **M1 classification**.*
- **M1 classification, EU class B*
- *M2, EU class C*
- *M3, EU class D*
- *M4, EU class D*

3.1.3 – Equivalences

- Solid non-resinous wood: if thickness $>14 \text{ mm}$, classified **M3*** or **D**,
- solid resinous wood: if thickness $>18 \text{ mm}$, classified **M3*** or **D**,
- panels derived from wood (plywood, slats, fibres, particles): if thickness $>18 \text{ mm}$, classified **M3*** or **D**.

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

2/4

3.2.2 – open stands (ceiling, velum, upper floors)

- - each stand must be at a 4m distance,
If $S > 50 \text{ m}^2$:
- * appropriate extinguishers,
- -presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1m^2 maximum).

3.3 - FIRE-PROOFING

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France
Tel.: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months). Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France
Tel.: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48

4. ELECTRICITY**4.1 - GENERAL REMARKS**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – ELECTRICITY CABINETS

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if $P > 100 \text{ kVA}$

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

- Protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
- Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

3/4

5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

6. TEMPORARY COOKING APPLIANCE
INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet HANDI'SECUR,
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR
DEMONSTRATION PURPOSES (INCLUDING
COOKING AND HEATING APPLIANCES AND
BURNERS)

8.1 – GENERAL REMARKS

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:

*dangerous parts must be more than 1m from the public or protected by a rigid screen.

*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:
- protected area placing the public at least 1m from the machines.
- if a machine presents exposed hydraulic cylinders in static raised position:
- hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.
- correctly stabilised positions.

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be compliant with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public,
- direct contact between the public and the flame will be impossible.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

4/4

9. SPECIAL EFFECTS

(Please contact the Cabinet RAILLARD)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet RAILLARD).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.

FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS INFORMATION[+33 \(0\)8 11 20 44 44 *](tel:+330811204444) (€0.06/min)www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

**BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS
(NOT INCLUDING EU)**

During CREATION & SAVOIR-FAIRE 2024, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and ends 30 days after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches exhibitors' stands.

GENERAL COMMON LAWS**Arrival of goods:**

Goods must be presented to the Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris by an accredited customs clearance officer with one of the following documents:

1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between this country and France.

Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

Important: Any apparatus which is to operate on stands must have documentation to certify its conformity.

FORMALITIES

CUSTOMS

2/3

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Exhibitor Space for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers.

They cannot be sent on to the exhibitor's stand until all these formalities have been completed.

For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

Important: Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

Outgoing goods:

As indicated above, no foreign goods from non-EU countries may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

Important: All procedures overseen by customs clearance officers are at the exhibitor's own expense.

ATA Carnet systems for exhibitions

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in paragraph 1 (transit document).

Entry formalities can be done at the border to European Union territory (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

COLLECTIVE ORGANISATION OF THE SHOW

GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18
FIRE SAFETY: +33 (0)1 72 72 15 32

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods, and reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) from the Ministry of Labour.

It is important to underline that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, however long they are working in France for.

According to law, no employee can therefore work in France:

- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2- PROVISIONAL WORK PERMIT

Certain foreign service providers must also ask the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etrangère for provisional work permits for employees sent temporarily on secondment to France;

Countries of origin which do not currently require this provisional work permit are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

These provisional work permits must be declared on the "[SIPSI website](#)" from the Ministry of Labour.

3 – MANDATORY FORM WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

You must complete this interactive form from your computer and send it to:

COMEXPOSIUM – Logistics and Security Department

Tiphaine Colin Tél. : +33 (0)7 62 51 25 77

E-mail : tiphaine.colin.contractor@comexposium.com

70, avenue du Général de Gaulle F – 92508 Paris la Défense Cedex - France

SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed on the website www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF in Bas-Rhin:

URSAFF – 16, rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74 - Email: cnfe.strasbourg@urssaf

FORMALITIES

MANDATORY FORM when using a service provider in France residing or established abroad

RETURN BEFORE 28TH AUGUST 2024 TO:

COMEXPOSIUM – Direction Logistique & Sécurité
 Tiphaine Colin
 70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
 Pavilion: Aisle: Stand No:
 Stand name:
 Address:
 Postcode: Town/City:
 Country:
 Tel: Fax: E-mail:
 Cellphone:

IMPORTANT: SWORN STATEMENT

I the undersigned:
 Acting as:
 For the company:
 Located:
 Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name,
 and signature, preceded by the wording
 "lu et approuvé" [read and approved]

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative,

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75002 Paris – France

Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr - Website: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with CREATION & SAVOIR-FAIRE 2023, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form bellow to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

Stand construction contractors, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign services providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative intermediary to the Tax Authority, deduction made for the VAT on purchases.

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

Please note: Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of TVA refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO:**TEVEA INTERNATIONAL**

29-31 rue Saint Augustin– 75002 Paris - FRANCE

Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 –

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

CREATION & SAVOIR-FAIRE 2024 from 27/11/24 to the 1/12/24 – Parc des Expositions de Paris Porte de Versailles

Please send us all information and documents concerning your TVA refund claim in the following languages:

☐ FRENCH

☐ ENGLISH

☐ GERMAN

☐ ITALIAN

☐ SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:



marie claire
idées

Une



COMEXPOSIUM – 70 avenue du Général de Gaulle – 72058 Paris la Défense Cedex - France
SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)