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THE SAME PASSION



EQUIP AUTO  
THE INTERNATIONAL EXHIBITION  
FOR AUTOMOTIVE PROFESSIONALS



## EXHIBITOR GUIDE

14-18 OCTOBER 2025 • PARIS EXPO PORTE DE VERSAILLES

[equipauto.com](https://equipauto.com)

#equipauto in X f @ d v

An exhibition by *KeytoS*

Fiev



COMEXPOSIUM

Organised by EQUIP AUTO SAS



**USER GUIDE**

**USEFUL  
INFORMATION**

**STAND FITTINGS**

**REGULATIONS  
& FORMALITIES**

## USER GUIDE

### TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS EXHIBITOR GUIDE IS INTERACTIVE**

With streamlined navigation, you can quickly access the various sections of the Exhibitor Guide and find all the key information to help you prepare for your participation.

- **THE ONLINE STORE**

Accessible from your Exhibitor Area, the Technical and Logistics Shop allows you to order your technical services until **Monday October 6, 2025**, at midnight.

From Friday 10 October 2025, technical services must be ordered directly on-site at the Exhibitor Desk.

**Please note: Orders placed after 7 October will be subject to a surcharge.**

## USEFUL INFORMATION

**To easily navigate through this Guide, click on the titles to go directly to the corresponding sections.**

- Exhibitor opening hours: Assembly/Event/Dismantling
- Access / Traffic & parking
- Travel / Accommodation
- Events on your stand
- Architecture & Decoration
- Additional insurance
- Access passes
- Health and Safety
- Stand cleaning & Tidying
- Catering for exhibitors
- Meeting / Conference rooms
- Pavilion monitoring / Stand security
- Exhibitor Evenings
- Useful contacts

## EXHIBITOR OPENING HOURS ASSEMBLY / EVENT/ DISMANTLING

### OPENING HOURS FOR ASSEMBLY, EVENT PERIOD, DISMANTLING & POWER SUPPLY

		Dates	Exhibitor access	Power supply
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Assembly	Bare stands	Friday 10 October	7.30 am – 7.00 pm	-
		Saturday 11 October	7.30 am – 7.00 pm	-
	Bare stands Fitted stands <sup>(1)</sup>	Sunday 12 October	7.30 am – 8.00 pm	7.30 am – 8.00 pm
		Monday 13 October	7.30 am – 12.00 am	7.30 am – 12.00 am

Event period	Tuesday 14 October	7.30 am – 7.00 pm	8.00 am – 6.30 pm
	Wednesday 15 October	8.00 am – 7.00 pm	8.00 am – 6.30 pm
	Thursday 16 October	8.00 am – 7.00 pm	8.00 am – 6.30 pm
	Friday 17 October	8.00 am – 7.00 pm	8.00 am – 6.30 pm
	Saturday 18 October	8.00 am – 6.00 pm	8.30 am – 6.00 pm

Dismantling	Bare stands Fitted stands <sup>(2)</sup>	Saturday 18 October	6.00 pm – 12.00 am	-
	Bare stands <sup>(3)</sup>	Sunday 19 October	7.00 am – 12.00 am	-
		Monday 20 October	7.00 am – 12.00 pm	-

<sup>(1)</sup> Fitted stands will be delivered on **Monday 13 October 2025** from 8:00 am.

<sup>(2)</sup> Fitted stands will be dismantled starting at 8.00 pm on Saturday 18 October 2025.

<sup>(3)</sup> For bare stands (stand space only), all breakdown operations must be finished by 20 October at 12:00 midday. **Store cupboards and furniture must be emptied on 18 October between 18:00 and 21:00.**

During the show, access to the exhibition halls will be granted to exhibitors **with their badge from 7.30 am or 8.00am depending on the day.**

Deliveries during the show must be made **between 7.30 am and 8.30 am.**

For safety reasons, it is forbidden to work in the halls outside of the hours indicated above.

## EXHIBITOR OPENING HOURS ASSEMBLY / EVENT/ DISMANTLING

### ASSEMBLY INSTRUCTIONS

**IMPORTANT** : if you need electricity on your stand **before Sunday 12 October 2025 at 7.30 am**, please order a special worksite power box in your online store.

**NB** : If you already have a non-permanent electrical connection and need a permanent one (24 hours a day), you must order it online; the same applies if you wish to increase your wattage (from 3kW to 4kW for example).

Empty goods and packaging must be removed from the site by **Monday 13 October 2025 at 11.59pm**.

Pallets and other unlabelled material that has not been removed will be stored outside the buildings. Any costs incurred to remove or deliver these items back to the stand will be charged to the Exhibitor.

Final assembly work (including cleaning) must be completed by 11.59pm. on Monday 13 October.



**No motorised vehicles will be allowed into the pavilions on Monday 13 October 2025, the final day for assembly (unless otherwise authorised by the organiser).**

### EXHIBITION PUBLIC OPENING HOURS

Dates	Open to visitors
<b>Tuesday 14 October</b>	9.00 am – 6.00 pm
<b>Wednesday 15 October</b>	9.00 am – 6.00 pm
<b>Thursday 16 October</b>	9.00 am – 6.00 pm
<b>Friday 17 October</b>	9.00 am – 6.00 pm
<b>Saturday 18 October</b>	9.00 am – 5.00 pm

### DELIVERY ADDRESS

EQUIP AUTO 2025  
VIPARIS  
Parc des Expositions - Porte de Versailles  
75015 Paris – France

[Your company name] - [stand number]  
[delivery contact on-site] - [contact mobile phone number]

#### Important :

For deliveries to Pavilion 1 and Pont des Expositions, access is via gate T.

For deliveries to pavilions 2.2, 2.3 and 7.1, access is via gate D.

### GETTING TO PARIS EXPO PORTE DE VERSAILLES

#### By road

##### From “Boulevard Périphérique”

Exit Porte de Versailles or Porte de Brancion

→ Calculate your route on [www.mappy.fr](http://www.mappy.fr)

#### On public transport

- Metro :** Line 12, Porte de Versailles station
- Tram :** Line T3a, Porte de Versailles station  
Line T2 under maintenance: get off at Suzanne Lenglen station
- Bus :** Line 80, station Porte de Versailles or Line 39, Porte de la Plaine stop



USEFUL  
INFORMATION

## ACCESS / TRAFFIC & PARKING

BACK TO  
CONTENTS

# PARIS EXPO PORTE DE VERSAILLES

un site  VIPARIS

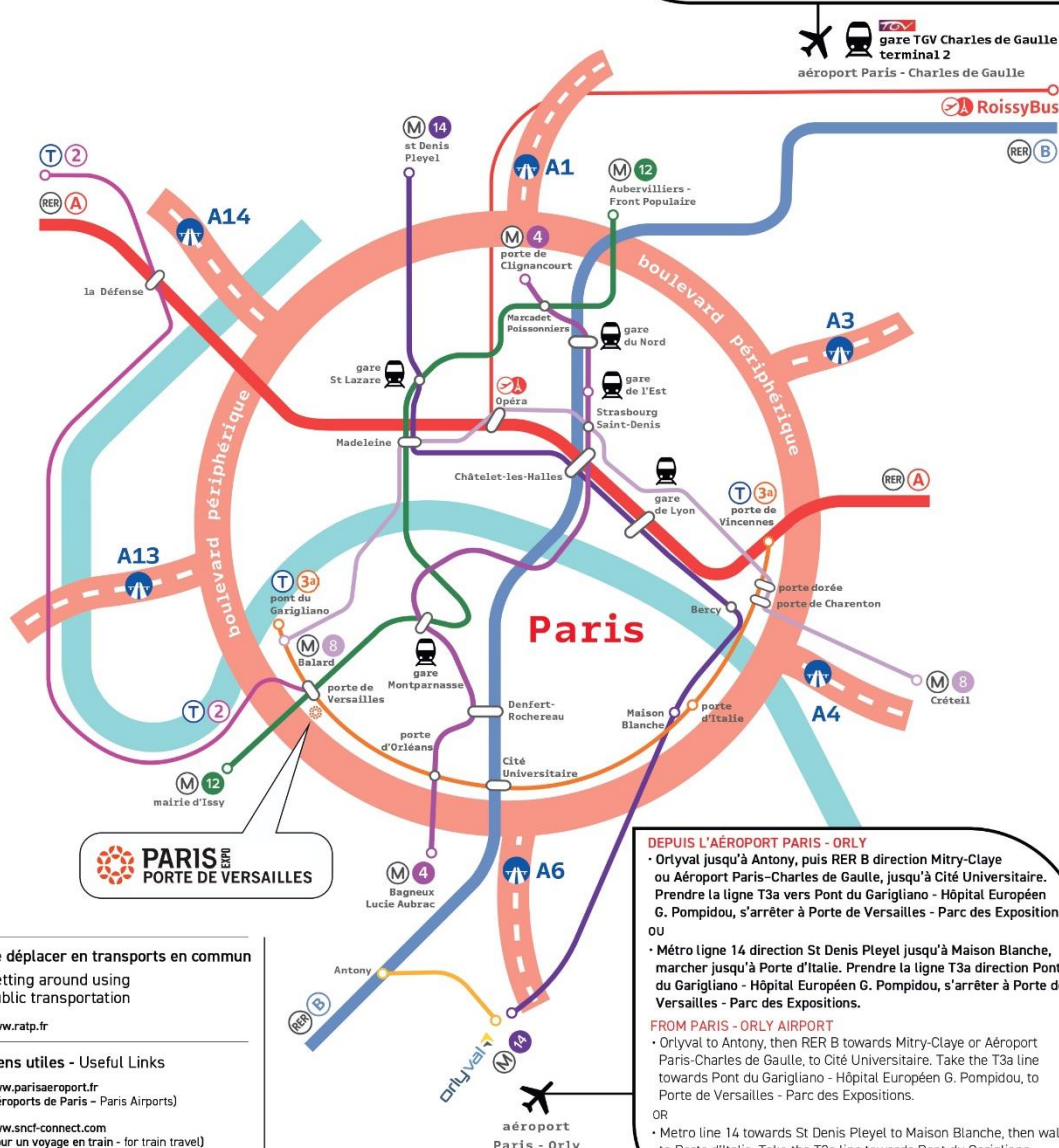
## Comment y accéder ? How to get there?

### DEPUIS L'AÉROPORT PARIS - CHARLES DE GAULLE

• RER B direction Saint-Rémy-lès-Chevreuse, Massy-Palaiseau ou Robinson jusqu'à Cité Universitaire. Prendre la ligne T3a vers Pont du Garigliano - Hôpital Européen G. Pompidou, s'arrêter à Porte de Versailles - Parc des Expositions.

### FROM PARIS - CHARLES DE GAULLE AIRPORT

• RER B towards Saint-Rémy-lès-Chevreuse, Massy-Palaiseau, or Robinson to Cité Universitaire. Take the T3a line towards Pont du Garigliano - European Hospital G. Pompidou, to Porte de Versailles - Parc des Expositions.



**PARIS EXPO**  
PORTE DE VERSAILLES

### Se déplacer en transports en commun

Getting around using  
public transportation

[www.ratp.fr](http://www.ratp.fr)

### Liens utiles - Useful Links

[www.parisaeroport.fr](http://www.parisaeroport.fr)  
(Aéroports de Paris - Paris Airports)

[www.sncf-connect.com](http://www.sncf-connect.com)  
(pour un voyage en train - for train travel)

[parisjetaime.com](http://parisjetaime.com)  
(office du tourisme et des congrès de Paris  
Paris Tourist and Convention Bureau)

### DEPUIS L'AÉROPORT PARIS - ORLY

• Orlyval jusqu'à Antony, puis RER B direction Mitry-Claye ou Aéroport Paris-Charles de Gaulle, jusqu'à Cité Universitaire. Prendre la ligne T3a vers Pont du Garigliano - Hôpital Européen G. Pompidou, s'arrêter à Porte de Versailles - Parc des Expositions.

OU

• Métro ligne 14 direction St Denis Pleyel jusqu'à Maison Blanche, marcher jusqu'à Porte d'Italie. Prendre la ligne T3a direction Pont du Garigliano - Hôpital Européen G. Pompidou, s'arrêter à Porte de Versailles - Parc des Expositions.

### FROM PARIS - ORLY AIRPORT

• Orlyval to Antony, then RER B towards Mitry-Claye or Aéroport Paris-Charles de Gaulle, to Cité Universitaire. Take the T3a line towards Pont du Garigliano - Hôpital Européen G. Pompidou, to Porte de Versailles - Parc des Expositions.

OR

• Metro line 14 towards St Denis Pleyel to Maison Blanche, then walk to Porte d'Italie. Take the T3a line towards Pont du Garigliano - Hôpital Européen G. Pompidou, to Porte de Versailles - Parc des Expositions.



### VEHICLE REGISTRATION / LOGIPASS

#### PLEASE NOTE

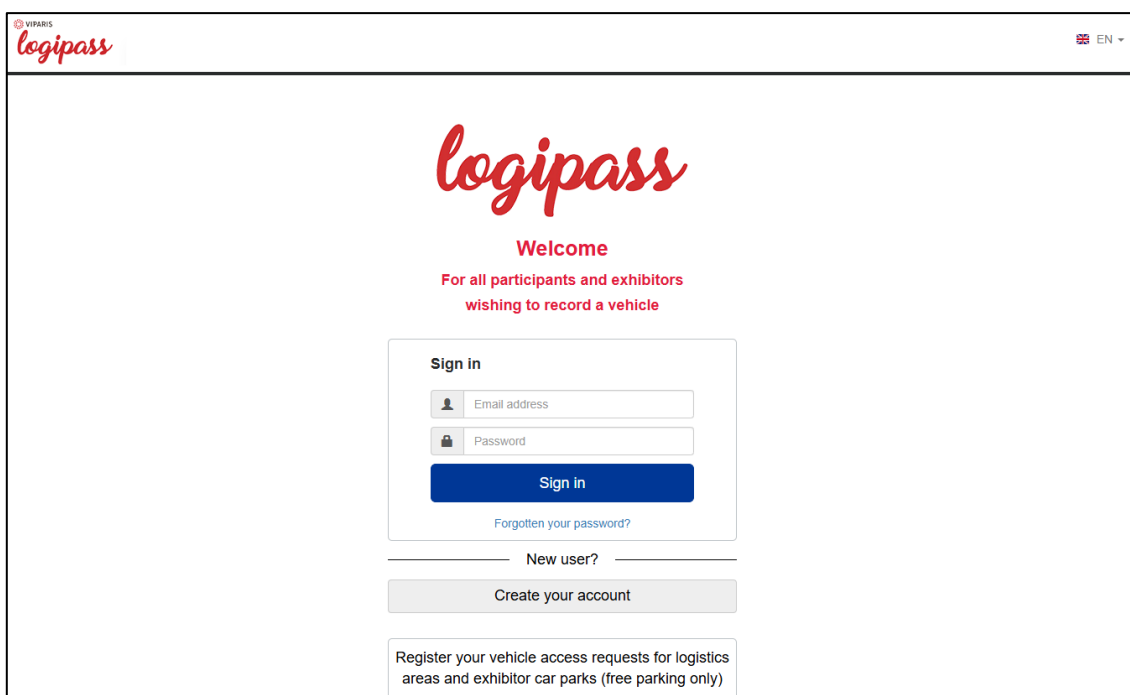
All vehicles requiring access to the Parc des Expositions **during assembly and dismantling, or for deliveries during the event**, will have to register on the web platform <http://logipass.viparis.com/en>.

Any company or person who so requires can create their own account.  
This account gives the opportunity to register for a specific delivery time slot.

In the interests of smooth logistics and fair access for deliverers, **parking durations are restricted to 2 hours for vans / light commercial vehicles, and 4 hours for heavy goods vehicles.**

For any additional information, please contact the hotline:

- Tel.: + 33(0)1 40 68 11 30
- E-mail: [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)



The screenshot shows the logipass website interface. At the top left is the VIPARIS logo and the logipass logo. At the top right is a language selector showing 'EN'. The main content area features the logipass logo in a large, stylized red font. Below it, the text 'Welcome' is followed by 'For all participants and exhibitors wishing to record a vehicle'. There is a 'Sign in' section with fields for 'Email address' and 'Password', and a 'Sign in' button. Below the sign in section is a link for 'Forgotten your password?'. A 'New user?' section contains a 'Create your account' button. At the bottom, there is a box with the text 'Register your vehicle access requests for logistics areas and exhibitor car parks (free parking only)'.

### ACCESS TO PAVILIONS

DATES	VEHICULE TYPE	PAVILION	ACCESS GATE	STATIONNEMENT	EXIT GATE
ASSEMBLY					
From 10 (8.00 am) to 13 October	LCVs & HGVs	Pavilion 1	T	Next to Pavilion 1	T, M & S
		Pont des Expositions	T	Pont des Expositions	T, M & S
	LCVs & HGVs	Pavilions 2/2 and 2/3	D	Next to Pavilions 2.2 and 2.3	D
	LCVs & HGVs	Pavilions 3 and 7.1	D	Next to Pavilions 3 and 7.1	D&H (except HGVs)
	Personal vehicles	Pavilion 1 Pavilion 2 et 3 Pavilion 7.1		Car park P1 Car park P6 Car park P7	
EVENT OPENING PERIOD					
From 14 to 18 October	<div>Deliveries authorised from 7.30 am to 8.30 am at gate M for Pavilion 1 and gate D for the other pavilions.</div> <div><div>- Deliveries must be completed within one hour with PASS TIME-STAMPED at gate D or M</div><div>- No parking or storage of any kind is authorised inside the Parc des Expositions</div><div>- Stopping and parking forbidden on the traffic corridors</div><div>- No parking on the safety perimeters, as soon as event opens to the public</div><div>- EXHIBITOR &amp; VISITOR CAR PARKS OPEN from 8.00 am to 11.00 pm (Car parks will remain open for longer if there is late night opening.)</div></div>				
DISMANTLING					
From 18 (6.00 pm) to 20 October (12.00 pm)	LCVs & HGVs	Pavilion 1	T	Next to Pavilion 1	T, M & S
		PDE	T	Pont des Expositions	T, M & S
	LCVs & HGVs	Pavilions 2/2 et 2/3	D	Next to Pavilions 2.2 and 2.3	D
	LCVs & HGVs	Pavilions 3 et 7.1	D	Next to Pavilions 3 and 7.1	D&H (except HGVs)
	Personal vehicles	Pavilion 1 Pavilion 2 et 3 Pavilion 7.1		Car park P1 Car park P6 Car park P7	

Free parking ends at 11:59pm on 13/10/2025.

VIPARIS reserves the right to direct vehicles smaller than 1.90 m towards free parking so as to ease circulation around the pavilions during the event's assembly and dismantling times.



### PARKING

#### During assembly

It is free to park in the exhibition grounds as long as the regulations regarding parking times and areas are respected. Car parks P1, P6, and P7 will no longer be free as of 11.59pm on 13 October.

Campervans and mobile homes are not allowed within the exhibition grounds except for unloading for a maximum of 1 hour.

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

No motor vehicles may enter the pavilions on Monday 13 October 2025 (except where special permission has been granted by the organiser).

- During assembly, try not to park between 10.00 am and 1.00 pm.
- Avoid ordering deliveries for the day before the exhibition.
- As soon as you have unloaded your vehicles, please move them on.

#### While the event is open

Deliveries are authorised from 7.30 am to 8.30 am once vehicles have been approved for entry into the exhibition grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorised within the exhibition grounds. Parking is not permitted on traffic corridors or safety perimeters once the exhibition is open to the public.

**Please note:** starting Tuesday 14 October at 8.30 am, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

#### On dismantling evening

Only hand trucks and dollies may be used when the show closes.

Motor vehicles may enter the pavilions two hours after public closing time, and only if circumstances allow.

→ Do not arrive before the exhibition grounds open, as you will be wasting your time and causing congestion in the surroundings.

### BOOKING A PARKING SPACE

Parking passes for use during the show can be bought in the online store (car parks P1, P6 and P7).

You can download light vehicle passes in the Online Store, through the Exhibitor Area. Passes for vans and lorries can be picked up on site at the Exhibitor Desk in Pavilion 1.

While the show is open to the public you can buy car park passes the Exhibitor Desk in Pavilion 1.

Exhibitor car parks are open from 8.00 am to 11.00 pm every day throughout the event.

### YOUR AIR FARE AT THE BEST PRICE WITH AIR FRANCE AND KLM GLOBAL MEETINGS



#### Offer

**10% discount** on the Air France or KLM  
airfare for the attendees.

Discount is only available via dedicated  
websites:

[www.airfrance.fr](http://www.airfrance.fr) | [www.klm.fr](http://www.klm.fr)

*Please make sure you are connected on one  
of these websites in order to benefit from  
the discount.*

#### Dates

To benefit from the offer, your travel dates  
must be between the following dates:

**Departure** date: from 07/10/25 to 18/10/25

**Return** date: from 14/10/25 to 25/10/25

You can book your air tickets  
between **03/07/24** and **25/10/25**

#### BOOKING STEPS

##### 1 - When booking:

- When asked if "travelling for business" select YES
- Use MICE as "contract name", this ensures the Air France-KLM corporate recognition associated with "Global Meetings and Events" program during your flights.

##### 2 - After completing your personal details:

- Click on "Proceed to payment details" at the bottom of the page
- Enter in the "Your discount code" field the discount code: **GME50036AF**

##### 3 - Click on 'Send discount code.' If conditions are met the discount will be applied.



### FIND YOUR HOTEL WITH REVOLUGO

**Revolugo** is EQUIP AUTO Paris 2025's official travel agency partner. They offer a wide choice of accommodation at specially negotiated rates

With our partner, you'll be guaranteed that your hotel reservation, data and personal information will be protected and secure. If you would like to take advantage of the best offers, we invite you to book as soon as possible.

[Click here](#) to discover the list of hotels offered.

#### Practical information:

- For further assistance with your accommodation search only, please contact our dedicated project manager: [sacha@revolugo.com](mailto:sacha@revolugo.com)
- E-mail: [reservations@revolugo.com](mailto:reservations@revolugo.com)
- Tel.: +33 (0)1 80 06 62 88 (toll-free – 9am to 7pm).

EQUIP AUTO Paris 2025 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 wishing to play 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. Submit your declaration online at : <https://clients.sacem.fr/en> and 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 may close 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 grounds (unless otherwise authorised by the organiser).
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

### In your Exhibitor Area

- The show's Architecture & Decoration Rules

The EQUIP AUTO Paris 2025 Architecture and Decoration Rules cover all the presentation standards for stand fittings, which have been established to ensure a smooth and show and a good visitor experience. These standards also cover the Safety & Fire Rules applicable to tradeshow, fairs and exhibitions.

EQUIP AUTO Paris 2025 has special regulations relating to its specific characteristics. Plans for self-built stands, reused stands, or stands fitted by EQUIPAUTO but supplemented with additional elements must be submitted for approval **by 8 September 2025 at the latest**.

Your stand plans must be submitted to the show's Architecture department by 8 September:

#### DECOPLUS

Tel.: +33 (0)9 67 78 93 85

E-mail : [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

### Each plan must include:

- Overhead plan with scale, dimensions and positioning of borders (shared walls and aisles),
- Elevations along with scale and dimensions of the projected lengths and volumes.

**PLEASE NOTE** : any stands which do not respect established rules will be refused, and any stands set up without the agreement of EQUIPAUTO can be dismantled at the exhibitor's own expense.



### In your Exhibitor Area

Check (Special) Terms and conditions of insurance in your Administrative Area.

#### PLEASE NOTE

The General Terms and Conditions of Participation for EQUIP AUTO Paris 2025 require several specific insurance guarantees.

Exhibitors are obliged to take out multi-risk insurance and third-party liability insurance for the Event in accordance with the conditions and limits set out in the general conditions of participation.

By default, registration for the event implies **acceptance of the insurance policy taken out by EQUIP'AUTO SAS** on behalf of exhibitors with GENERALI. Guarantees and coverage amounts are specified in the Insurance Regulations attached to the participation file.

Exhibitors have the option to purchase **additional insurance coverage** if needed, available in the Annex Store accessible from the Exhibitor Area, Annex Shop:

- Insurance extension with a content limit to 50,000€
- Insurance extension with a content limit to 80,000€

**For an English-speaking contact for any insurance-related questions, please send an e-mail to the following address : [charentonlepont@agence.generalif.fr](mailto:charentonlepont@agence.generalif.fr)**

## CLAIMS

Claims cannot be accepted as valid unless the event has been reported the show's Exhibitor desk within 2 working days (in the event of theft) or 5 working days for other damage.

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

#### 15TH ARRONDISSEMENT POLICE STATION

250, rue de Vaugirard – 75015 PARIS - FRANCE  
Tel.: +33 (0)1 53 68 81 00

#### VIPARIS SECURITY DESK (in front of Pavilion 5)

To report a theft if the third party has not been identified and no violence was committed.

### PASSES MUST BE WORN AT ALL TIMES

To enter the exhibition halls, **all individuals must have an EQUIP AUTO Paris 2025 badge**, which must be worn during the assembly, event and dismantling periods.

**Identity checks** may be conducted around the pavilions.

**During assembly and dismantling, safety shoes must be worn.** Failure to comply can result in access to the pavilions being denied.

### EXHIBITOR BADGES

Exhibitor badges grant access to the exhibition grounds during the assembly, event opening and dismantling periods as specified by the exhibitor opening hours.

The number of badges to which you are entitled is automatically calculated according to the stand size:

**Bare stand, Fitted stand, Co-exhibitor & Collective stand:**

Stand	Exhibitor Badge	VIP Passes
Stand $\leq 30 \text{ m}^2$	1 badge/ $\text{m}^2$ with a maximum of 15 badges	2 VIP passes
Stand from $31 \text{ m}^2$ to $150 \text{ m}^2$	1 badge/ $\text{m}^2$ with a maximum of 50 badges	5 VIP passes
Stand $\geq 151 \text{ m}^2$	100 badges	10 VIP passes

**Village Stands (Talent, Circular Economy, Energy, Startups)**

Village	Stand	Badge Exposant	VIP Passes
Startups	$4\text{m}^2$	4 badges	2 passes
Talent, Circular Economy & Energy	Corner & Start up	3 badges	2 passes
	$9\text{m}^2$	9 badges	2 passes
	$15\text{m}^2$	15 badges	2 passes
Circular Economy & Energy	$25\text{m}^2$	15 badges	2 passes
	$36\text{m}^2$	36 badges	5 passes
	$50\text{m}^2$	50 badges	5 passes

**Exhibitor badges are also valid during the exhibition from 14 to 18 October 2025.**

### ASSEMBLY/DISMANTLING BADGES

The assembly/dismantling badge allows exhibitors and their contractors wearing safety shoes to enter the exhibition pavilions solely during assembly and dismantling.

Declare your contractors and yourself directly **online in your Exhibitor Area** in order to generate assembly/dismantling badges.

**Assembly and dismantling badges are not valid during the exhibition from 14 to 18 October 2025**, during which your contractors must hold an exhibitor badge.



### In your Exhibitor Area

- **Read the Health & Safety Notice**, please refer to the “Technical Area” section.
- **Complete the Health & Safety Attestation**, please refer to the “Technical Area” section.

## HEALTH AND SAFETY NOTICE

### General Health and Safety Protection Plan

To enter the exhibition halls, all individuals must be equipped with an access pass for EQUIP AUTO Paris 2025 (Exhibitor badge, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition halls being refused.

### IMPORTANT

The Health & Safety Notice must be shared with all your subcontractors.

### HALL & STAND CLEANING

Halls, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.

Cleaning on eve of opening and daily cleaning **are not included for all stands**. Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 8:30 am.

### DURING ASSEMBLY AND DISMANTLING

- The exhibition's cleaning service providers are on hand at the Exhibitor desks in Pavilion 1 to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- **Once the dismantling deadline has passed, the organiser may take any measures it deems appropriate to remove the materials and waste that remain on the stand at the exhibitor's expense, risk and peril, as well as measures to destroy structures and décor of any kind which the exhibitor may have failed to dismantle.**

**Tip:** If you call upon the services of a stand fitter, make sure that the quote includes waste removal.

**If you have booked one of the following stands, complete stand cleaning before opening, and stand dismantling are included:**

- Fitted stand : Essential and Premium
- Villages Stands: Talent, Circular Economy, Energy
- Startups Stand

### DURING THE EVENT OPENING PERIOD

**Important:** For bare stands, daily cleaning is not included.

**If you have booked one of the following stands, daily cleaning of your stand is included:**

- Fitted stand : Essential and Premium
- Villages Stands: Talent, Circular Economy, Energy
- Startups Stand

### OPTIONAL SERVICES

The additional services listed below must be ordered via the Online Store, accessible through your Exhibitor Area.

#### COMPLETE STAND CLEANING BEFORE OPENING

At the end of the set-up period before the opening day, the following services will be provided:

- Partitions cleaning (excluding glass)
- Floor cleaning, regardless of type of floor covering (carpeting, parquet, etc.)
- Dusting of furniture and decorative elements.
- Polyane removal

#### STAND CLEANING

Every opening day, the following services will be provided:

- Daily floor cleaning, regardless of type of floor covering (carpeting, parquet, etc.)
- Emptying of waste bins
- Complete dusting of your stand's furniture and decorative elements (excluding display cases and fragile objects such as scale models, etc.)

#### EVACUATION AND TREATMENT OF WASTE

This service includes:

- Evacuation and sorting (at collection) of waste such as cardboard, plastic, glass, wood, etc. (excluding pollutants)
- Waste recovery

#### CARPET REMOVAL

This service includes:

- Removal of your stand carpet after the event

### PERMANENT AND TEMPORARY FOOD SERVICE

At EQUIP AUTO, restaurants and bars are open for you and your customers.

### RÉCEPTIONS ET COKTAILS

Official Hospitality and Event partner, CASTEL MOMENTS accompanies you in the design, deployment and organisation of your hospitality receptions and events, whether on-site at EQUIP AUTO Paris 2025 or off-site in Paris.

Official Supplier - Service on your booth - for EQUIP AUTO Paris 2025, la Maison Poirier is here to support you in the success of your welcoming customer. Enjoy the convenience of a 'room service' experience - delivered straight to your booth.

<b>Hospitality &amp; Events</b> CASTEL MOMENTS Jennifer CASTEL Tel.: +33 6 88 90 24 06 Email : jennifer.castel@castel-moments.com	<b>Delivery on booth – Room service</b> Maison Poirier Tara COLSY Tel. : +33 (0) 1 39 13 42 42 Email: tara@poirier.fr Website: <a href="https://poirier.fr">https://poirier.fr</a>
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All caterers are authorised to provide their services in the exhibition centre on the condition that they notify VIPARIS and sign a temporary service contract.

#### For further information, please contact:

##### External caterer declaration

VIPARIS  
 Concession department  
 Myriam MOTTIN  
 Tel.: +33 (0)7 60 86 65 23  
 Email: myriam.mottin@viparis.com

For catering access to Porte de Versailles, please also contact Myriam MOTTIN.

In general, deliveries during the event opening days must be made **between 7:30 and 8:30 a.m.** or in the **evening after 6:00 p.m.**

#### If you are granted a pass and access the venue in the late afternoon before opening:

- Parking near the halls is only allowed during loading/unloading.
- Pallet trucks are not permitted; only trolleys are allowed inside the halls when they are open to the public.
- Catering setup must not obstruct the aisles.
- Aisles must remain completely clear of any installation.



Conference/meeting rooms are available for hire during the show.

You can order directly on [Viparis Store](#).

## PAVILION SUPERVISION & STAND SECURITY

### In your Exhibitor Area

To order a stand security service, visit the Online Store accessible through the Exhibitor Area.

### PAVILION SUPERVISION

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 has observed an increase in thefts and will provide heightened surveillance in shared areas.

Car parks are not guarded: valuables should not be left within eyesight so as not to attract thieves.

### STAND SECURITY

Exhibitors who choose to employ security guards for their stands are asked to inform the organiser by providing a list of the people who will be working on the stand as well as the name and contact details of the chosen security 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 security has been put in place.

**Please note: Stand store cupboards are not secure premises.**

**If you have booked a stand within the Talent, Circular Economy, or Energy Villages, security for the Village and your space (during the day and at night) is included.**

### THEFT PREVENTION

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

- Avoid leaving invitations on exhibition furniture, lock them away,
- Do not leave your personal belongings in view (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 on the stand.

**This person serves as your only guarantee against theft.**

### In your Exhibitor Area

- To **order** an Exhibitor Evening Package, visit the Annex Shop.
- To then **fill in** the Evening Event Declaration Form, visit the Technical Area.

Exhibitors have the opportunity to organize their client evenings, private events, or cocktails on **Thursday, October 16th, and Friday, October 17th, 2025.**

- We recommend that guests arrive **before the official closing** of the trade show to facilitate smooth organization.
- The event will take place from **6:00 pm to 11:00 pm.**
- The number of guests is strictly limited to 1 person per sqm of surface area dedicated to the evening event.
- You are free to use your own catering service.

### ACCESS

- **Before 6:00 pm:** guests must hold a valid trade show access badge.
- **After 6:00 pm:** access is granted upon presentation of a valid access badge and an invitation letter or card provided by the exhibitor.

All guests must wear a dedicated **wristband** identifying them as authorized to be on site after official opening hours. Wristbands must be collected on the day of your event at the Exhibitor Desk, located in Pavilion 1.

#### Access doors:

- Access doors until 9 pm: A1 (Pavilion 1 side) and A2 (rest of the venue).
- Access doors from 9 pm onwards: A2 only.

### INCLUDED SERVICES

EQUIP AUTO Paris 2025 provides the following services to support your evening events:

- Lighting in the hall maintained until 11 p.m.
- Access to restrooms within the hall (specific locations will be indicated).
- Reinforced hall security (logistics) and continuous guard presence at venue exits to supervise your guests' departure (the location of the designated exit will be communicated).

**Please note:** exhibitors are responsible for the specific security of their stand during the evening.

**FOR FURTHER INFORMATION, CONTACT THE HOTLINE : +33 (0)1 46 25 02 48**  
Monday to Friday, 9.00 am – 6.00 pm

<b>On-site access for people with disabilities</b>	<b>VIPARIS INFORMATION DESK</b>	+33 (0)1 57 25 15 15
<b>Architecture decoration rules (floor plan approval)</b>	<b>DECOPLUS</b>	Contact : Elisabeth TOUGARD Tel.: +33 (0)9 67 78 93 85 Email: <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
<b>Insurances</b>	<b>GENERALI</b>	22 avenue Jean Jaurès 94220 Charenton-le-Pont Tel.: + 33 (0)6 37 76 95 12 Email: <a href="mailto:charentonlepont@agence.generalif.fr">charentonlepont@agence.generalif.fr</a> <a href="mailto:jpetrovic@agence.generalif.fr">jpetrovic@agence.generalif.fr</a>
<b>French customs</b>	<b>INFO DOUANES SERVICE</b>	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 (0)1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr/">http://www.douane.gouv.fr/</a>
<b>Music royalties</b>	<b>SACEM</b>	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: + 33 (0)1 76 76 74 80 Website: <a href="http://www.sacem.fr/">http://www.sacem.fr/</a>
<b>Accommodation – Hotel Reservations</b>	<b>Revolugo</b>	Tel: +33 (0)1 80 06 62 88 Email: <a href="mailto:sacha@revolugo.com">sacha@revolugo.com</a> <a href="mailto:reservations@revolugo.com">reservations@revolugo.com</a>
<b>Health and Safety</b>	<b>D.Ö.T.</b>	93, rue du Château 92100 Boulogne – France Tel.: + 33 (0)1 46 05 17 85 Fax: + 33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>
<b>Hospital</b>	<b>HÔPITAL GEORGES POMPIDOU</b>	20 rue Leblanc 75015 - Paris - France Tel.: + 33 (0)1 56 09 20 00



**USEFUL  
INFORMATION**

## USEFUL CONTACTS

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<b>Fireproofing</b>	<b>GROUPEMENT NON FEU</b>	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: <a href="http://www.securofeu.com/">http://www.securofeu.com/</a> Email: <a href="mailto:securofeu@textile.fr">securofeu@textile.fr</a>
<b>Parc des Expositions</b>	<b>GOODS DELIVERY</b>	EQUIP AUTO 2025 VIPARIS - Porte de Versailles <i>Your Company name</i> <i>Hall / Stand number</i> Porte de Versailles - 75015 Paris - France
<b>Parc des Expositions</b>	<b>VIPARIS PORTE DE VERSAILLES</b>	Tél. : + 33(0)1 40 68 23 00
<b>Logistics / Handling</b>	<b>CLAMAGERAN</b>	Contact: Bouchaib EL OUADI Tel.: +33 (0)6 07 55 34 85 Email: <a href="mailto:b.elouadi@clamageran.fr">b.elouadi@clamageran.fr</a>
<b>Police</b>	<b>15th ARRONDISSEMENT POLICE STATION</b>	250, rue de Vaugirard 75015 Paris - France Tel.: + 33 (0)1 53 68 81 81
<b>Catering on stand (External suppliers declaration)</b>	<b>VIPARIS</b>	Contact: Myriam MOTTIN Tel.: +33 (0)7 60 86 65 23 Email: <a href="mailto:myriam.mottin@viparis.com">myriam.mottin@viparis.com</a>
<b>Hospitality &amp; Events</b>	<b>CASTEL MOMENTS</b>	Contact : Jennifer CASTEL Email: <a href="mailto:jennifer.castel@castel-moments.com">jennifer.castel@castel-moments.com</a> Tel.: +33 6 88 90 24 06
<b>Delivery on booth – Room service</b>	<b>MAISON POIRIER</b>	Tara COLSY Tel. : +33 (0) 1 39 13 42 42 Email: <a href="mailto:tara@poirier.fr">tara@poirier.fr</a> Website: <a href="https://poirier.fr">https://poirier.fr</a>
<b>Fire safety</b>	<b>CABINET AFS CONSEIL &amp; SECURITE</b>	76, rue Baudin 93130 Noisy le Sec – France Contact : Alain FRANCONI Tel.: + 33 (0)6 70 61 95 11 Email: <a href="mailto:afrancioni@afsconseils.fr">afrancioni@afsconseils.fr</a>
<b>First Aid Service</b>	<b>PAVILION 1</b>	+ 33 (0)1 72 72 16 48

## STAND FITTINGS

**To easily navigate through this Guide, click on the titles to go directly to the corresponding sections.**

- Bare stands
- Recommended Stand builders
- Fitted stands
  - Essentiel Stand
  - Premium Stand
- Villages (Talent, Energy, Circular Economy)
- Startups Stand

### IF YOU HAVE RESERVED A BARE STAND

**Minimum surface area  $\geq$  30.00 sqm.**

Equipment included in your surface area hire includes:

- Demarcation of your surface area on the floor,
- **Stand occupancy start date: 10/10/2025 at 7.30 am**

### STAND LAYOUT PREP STEPS, BARE STAND

#### ***Step 1: stand allocation***

EQUIP AUTO will send you a floor plan for you to accept your stand location offer.

Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

#### ***Step 2: plan approval***

The decoration and design plan of your stand must be submitted for approval to the show's Architecture & Decoration department **before 8 September 2025** to:

**DECOPLUS**

Tel.: +33 (0)9 67 78 93 85

Email : w.decoplus@free.fr

For information on the details to be supplied, check the Architecture & Decoration Rules (in the regulations chapter of this guide, or in your Exhibitor Area, section "Technical Area").

#### ***Step 3: order any technical services (power supply, phone lines, car park passes, etc.)***

Find all available services in your Exhibitor Area, under the Online Store?

#### ***Step 4: setting up your stand at the show***

Your space will be available from **Friday 10 October** at 7.30 am.

### MANDATORY: HEALTH & SAFETY PLAN

#### General Health and Safety Protection Plan

The Health and Safety Notice and attestation should be read and completed in your Exhibitor Area under "Technical Area".

The Notice must be distributed to all suppliers and sub-contractors.

To be granted access to the halls, everyone must hold an EQUIPAUTO access badge (Exhibitor/Service Provider Badge) and wear appropriate PPE (safety boots, hard hat, etc.)

Failure to meet these conditions will result in you being refused entry to the hall.

### ADDITIONAL SERVICES

The organiser offers a full range of services to improve the organization of your stand and get the most out of your participation. Details can be found in your Exhibitor Area, under "Marketplace".

#### Additional services to be ordered before set-up:

- Electricity
- Water and compressed air
- Telephony and Internet
- Parking
- Signage
- Multimedia, audiovisual, IT and office equipment
- Stand layout
- Floral decorations
- Furnitures
- Cleaning
- Staff on stand
- Stand security

**Tip:**

Equipment stock on site during assembly is limited, so please order in advance.



### CLEANING/WASTE REMOVAL

#### During fitting and dismantling:

The organiser is at your disposal at the **Exhibitor Desk** to cost the disposal of materials and waste.

To estimate and/or order this service in advance, visit your Online Store accessible through the Exhibitor Area.

### IMPORTANT

All stands, equipment, merchandise and waste (adhesive, carpet, etc.) must be removed and evacuated before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

Once the dismantling deadlines have passed, the Organizer may, at the cost and liability of the Exhibitor, take any measures deemed useful to dispose of the remaining equipment and waste on the stand location, as well as the destruction of structures and decoration of any kind that have not been dismantled.

#### Recommendation:

If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote.

### GALIS

# GALIS<sup>®</sup>

STAND | EVENT | RETAIL | VIRTUAL

[www.galis.fr/en/](http://www.galis.fr/en/)  
+33 (0)1 64 11 34 34

**The agency GALIS offers a dedicated bilingual team, with a network of 100% CSR certified service providers and suppliers!**

Galis is a family group founded in 1973. In the space of four decades, the agency has become an unavoidable reference in consulting, design and installation of brand spaces and exhibition stands.

Galis offers an integrated service comprising stand design, construction and installation, along with space design.



References: MOTUL - UTAC - VARTA - OSRAM - BIOMOTORS - MICHELIN - YAHAMA - BOUTIQUE YAMAHA...

**For further information, please contact:**

**Noémie Paquet**  
Development officer  
noemie.paquet@galis.fr  
+33(0)6 43 18 50 89



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## RECOMMENDED STAND BUILDERS

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### CON-NECT



[www.co-nect.fr/en/](http://www.co-nect.fr/en/)

**Let's bring your project to life together!**

CO-NECT is one of the top 5 French full-service event communication agencies, involved in over 300 events each year.

CO-NECT manages your project from A to Z with a turnkey service.

**For further information, please contact:**

**David Delaneau**  
+33 6 60 48 70 52  
[d.delaneau@co-nect.fr](mailto:d.delaneau@co-nect.fr)







<https://www.matchconcept.fr/>

**MATCHconcept is a specialist in the design and production of custom-made stands and is part of the MATCH360 group.**

MATCHconcept supports your entire project with:

- An in-house design office for 3D concepts and technical drawings
- An integrated carpentry workshop for stand production
- An in-house digital printing workshop
- A stock of audiovisual equipment
- A team of technicians to handle the installation and dismantling of your stand

Certified ISO 20121, MATCHconcept ensures environmentally responsible project management, with optimal responsiveness and tailored support to deliver a service that meets your exact expectations.

References: Porsche, Alpine, Aston Martin, Renault, Elf, Alliance Automotive, Le Mondial de l'Auto



**Pour en savoir plus, contactez :**

**Milène Croizet**  
Event Project Manager  
[m.croizet@matchconcept.fr](mailto:m.croizet@matchconcept.fr)  
+33 06 44 20 87 05





### PREP STEPS FOR YOUR FITTED STAND

#### *Step 1: stand allocation*

EQUIP AUTO will send you a stand location proposal for your approval.

#### *Step 2: plan approval*

An EQUIPAUTO Fitted Stand advisor will contact you by email regarding your choice of carpet colour, the positioning of your store cupboard, the wording of your stand sign, and the various services included with your stand.

#### *3ème étape : ordering additional technical services (power supply, phone line, car park passes)*

You can order all additional services necessary for the organization of your participation in your Exhibitor Area, Online Store.

#### **Additional services to be ordered before stand set-up:**

- Additional fittings, signage,
- Furniture, floral decoration, audio-visual, office equipment,
- Stand security, stand staff, caterers, handlers.

If you book additional services, they must be ordered as soon as possible and in any case before the show, to guarantee the best possible choice in terms of range, colours, quantity, and delivery dates.

Any services ordered on site, **during stand assembly**, will be fulfilled subject to availability.

**If you add any extra decorative items to your Fitted stand** (high signage, ballon, etc.) you must submit your stand plan for approval to the show's Architecture department **by 8 September 2025**:

#### **DECOPLUS**

Tel.: +33 (0)9 67 78 93 85

Email : w.decoplus@free.fr

To learn about the required specifications, check the Architecture & Decoration Rules (in the regulations chapter of this guide, or in your Exhibitor Area, section "Technical Area").

#### *Step 4: setting up your stand at the show*

Your space will be available from **Sunday 12 October** at 7.30 am.

### IF YOU HAVE RESERVED A ESSENTIAL STAND

- *Surface area: from 9 sqm to 30 sqm*
- **Stand occupancy start date: 12/10/2025 at 7.30 am**



*(Image non contractuelle)*

#### Your stand fittings include:

- **RSE partitions in polycarbonate.** Grey partitions and structure 2m40 high
- **Carpet « blue »**
- **1 sqm lockable storage room:** 1 x 1 m (this storage room is not a secured area). By default, it will be placed in the corner of your stand
- **Sign:** 1 hanging sign 40 x 40 cm (includes only your company name and stand number)
- **Lighting :** 1 track of 3 100w spotlights per 9m<sup>2</sup> of stand space
- **Intermittent power supply:** 1kW up to 11.99 sqm - 3 kW from 12 sqm - By default, your electrical box will be placed directly in the storage room.
- **Package decoration:** €200 excl.vat
- **Daily cleaning for your stand** (including the day before the opening).

Option: Printed stretched canvas covering your partitions in your own colours

*Please note: Additional services are available in your Exhibitor Area.*

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## PREMIUM STAND

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### IF YOU HAVE RESERVED A PREMIUM FITTED STAND (18 to 79.99 sqm)

- Minimum surface area: 18.00 sqm
- Stand occupancy start date: 12/10/2025 at 7.30 am



Stand 24m2/24sqm

(Non-contractual image)



Stand 36m2/36sqm

(Non-contractual image)

**Your stand fittings include:**

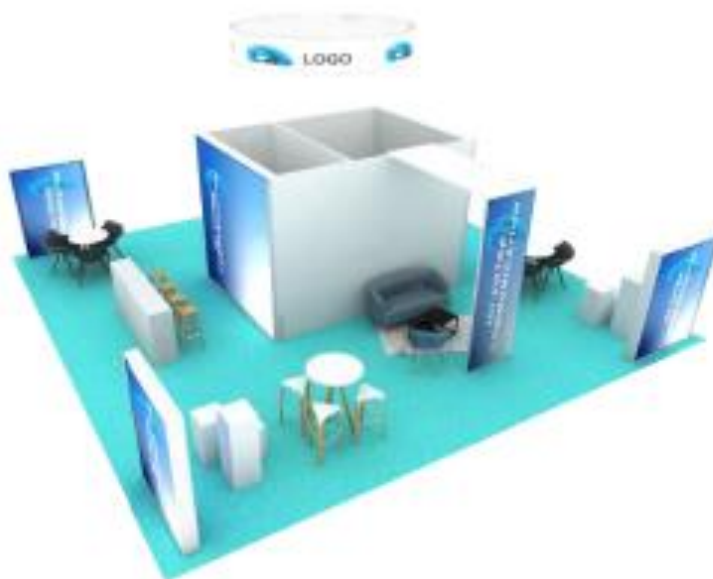
- **Partitions** : height 2.50m
- **Carpet** : choice of 3 colors > "turquoise" (0924), "royal blue" (0824) or "anthracite" (0045)
- **Signage** :
  - ≤ 36 sqm stand : suspended half round signage – 3m diameter, 50 cm high
  - > 36 sqm stand : suspended round signage – 3m diameter, 50 cm high
- **Your personalised visuals printed on a backlit canvas** – maximum 2 partitions
- **Storage area** :
  - from 18 to 24.99 sqm : 1 m<sup>2</sup> with a lockable door and coat hook
  - from 25 to 35.99 sqm : 2 m<sup>2</sup> with a lockable door, coat hook and shelf unit
  - from 36 to 79.99 sqm : 3 m<sup>2</sup> with a lockable door, coat hook and shelf unit
- **Intermittent electric box** : 3 kw
- **Furniture allowance** :
  - ≤ 36 sqm stand : credit of 600 € exl.
  - > 36 sqm stand : credit of 900€ exl.
- **Daily cleaning for your stand** (including the day before the opening).

*Please note: Additional services are available in your Exhibitor Area.*



### IF YOU HAVE RESERVED A PREMIUM FITTED STAND (≥ 80m<sup>2</sup>)

- From 80.00 sqm
- Stand occupancy start date: 12/10/2025 at 7.30 am



(Non-contractual image)

#### Your stand fittings include:

- **Cloisons Partitions:** height 3 m
- **Carpet:** choice of 3 colors: "turquoise (0924)", "royal blue (0824)" or "anthracite (0045)"
- **Your personalized visuals printed on a backlit canvas** - maximum 2 partitions
- **Suspended unlit round signage** - 3 m diameter, 50 cm high
- **Central storage area:** length 3 m x width 1.5 m x height 3 m with lockable door, coat hook and shelf unit.
- **Business area:** length 3 m x width 3 m x height 3 m
- 1 Sign arch ht 3m inclusive of backlit totem (one side)
- **4 independent totem walls** 2m x depth 400 mm x height 2m50 backlit facing the aisle and digital printing on the back
- **Intermittent electric box:** 10 kw
- **Furniture allowance:** credit of €1,500 excluding VAT\*
- **Daily cleaning for your stand** (including the day before the opening).

Please note: Additional services are available in your Exhibitor Area.

### PREP STEPS FOR YOUR VILLAGE STAND VILLAGE (Talent, Circular Economy, Energy)

#### *Step 1: your stand allocation*

Once your participation is confirmed, EQUIP AUTO takes full charge of your involvement and sends you a **Roadmap** detailing every step of your participation.

#### *2<sup>ème</sup> étape : Stand and signage production*

- Visuals must be provided by the exhibitor for the design and printing of your signage, partitions, and reception counter.
- Approval of the proofs (BAT): summary of your stand's design and the planned furniture.

#### *3<sup>ème</sup> étape : ordering additional services*

You can order additional services directly from your Exhibitor Area via the Online Store:

- Additional parking spaces
- Additional furniture
- Electricity
- ...

#### *4<sup>ème</sup> étape : setting up your stand at the show*

Your stand will be available from **Monday, October 13, 2025**, at 5:00 p.m. A briefing will take place on the morning of Tuesday, October 14 to introduce the key contacts for the 5-day show.

### YOUR DEDICATED CONTACTS

EQUIP AUTO provides turnkey packages and personalized support for the Talent, Energy & Circular Economy Villages.

For any questions, please refer to the relevant contacts:

- [village.ecocirculaire@equipauto.com](mailto:village.ecocirculaire@equipauto.com)
- [village.avenir@equipauto.com](mailto:village.avenir@equipauto.com)
- [village.energies@equipauto.com](mailto:village.energies@equipauto.com)
- Or
- +33 (0)6 50 36 96 72

Type of stand	Stand features
<b>Corner &amp; Start Up Stand</b>	<ul style="list-style-type: none"> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• 1 TV screen on option</li> <li>• Top- end furniture</li> <li>• Shared store cupboard</li> <li>• Wi-Fi connection</li> </ul>
<b>9 sqm stand</b>	<ul style="list-style-type: none"> <li>• 2 open sides minimum</li> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• 1 TV screen (minimum 47")</li> <li>• Top- end furniture</li> <li>• Private store cupboard</li> <li>• Wi-Fi connection</li> </ul>
<b>15 sqm stand</b>	<ul style="list-style-type: none"> <li>• 2 open sides minimum</li> <li>• Customisable partitions and reception desks</li> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• 1 TV screen (minimum 55")</li> <li>• Fridge on option</li> <li>• Top- end furniture</li> <li>• Private store cupboard</li> <li>• Wi-Fi connection</li> </ul>
<b>25 sqm stand</b>	<ul style="list-style-type: none"> <li>• 3 open sides minimum</li> <li>• Customisable partitions and reception desks</li> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• 1 TV screen (minimum 55")</li> <li>• Fridge on option</li> <li>• Top- end furniture</li> <li>• Private store cupboard</li> <li>• Wi-Fi connection</li> </ul>
<b>36 sqm stand</b>	<ul style="list-style-type: none"> <li>• 3 open sides minimum</li> <li>• Customisable partitions and reception desks</li> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• 2 TV screens (minimum 65")</li> <li>• Fridge included</li> <li>• Top- end furniture</li> <li>• Private store cupboard</li> <li>• Wi-Fi connection</li> </ul>
<b>50sqm stand</b>	<ul style="list-style-type: none"> <li>• 3 open sides minimum</li> <li>• Customisable partitions and reception desks</li> <li>• POS promotion (high sign, wall panels, reception desk...)</li> <li>• Video wall (5 TV screens)</li> <li>• Fridge included</li> <li>• Top- end furniture</li> <li>• Customised lounge built into your space</li> <li>• Private store cupboard</li> <li>• Wi-Fi connection</li> </ul>

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## STARTUPS STAND

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### IF YOU HAVE RESERVED A STARTUPS STAND



*(Non-contractual image)*

#### Your stand fittings include:

- Grey carpet
- 1 adjustable spotlight per stand
- 1 circular sign Ø0.60 m
- Self-supporting structure 2m x 2.50m x 0.25m with red wood-effect decorative edges
  - 1 printed stretch fabric 1956x2360mm with exhibitor visual (1m x 1.50m)
  - Logo on counter (50x50cm)
  - Furniture package per stand including: 1 locking counter and 2 high stools
- 1 wastepaper basket; Wi-Fi; electrical box with 3-socket adapter



## REGULATIONS & FORMALITIES

To easily navigate through this Guide, click on the titles to go directly to the corresponding sections.

### REGULATIONS

- Disabled Access at the show
- Architecture & Decoration Rules
- Fire & Panic Risks Prevention Regulations

### FORMALITIES

- Customs
- Using Foreign Service Providers & Labour

***Find all other rules & formalities in your Exhibitor Area:***

- General Terms and Conditions of Participation
- Health & Safety Notice

## 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 EQUIP AUTO, 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). Up to 4 cm, the chamfer angle must not exceed 33% of the slope. Above 4 cm, regulations on ramps shall apply.

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

- 5% slope for all types of access
- 5% to 8% on a length of up to 2 m
- 8% to 10% slope on a length of up to 0.5 m
- Slopes steeper than 10% are prohibited.

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

### CHEMINEMENTS

- Width of 1.4 m minimum.

### ACCESS TO STANDS ON UPPER FLOORS

1) When the number of people on the upper floor does not exceed 50, the provision:

- On the upper floor must be equivalent to that on the ground floor.
- Otherwise, and/or if the number of people on the upper floor exceeds 50, the upper floor shall be accessible by means of a lift that complies with standard NF EN 81-70. This installation must be checked by a body approved by the Ministry of the Interior before it is put into service.

2) Comply with the provisions of Article 7.1 of the aforementioned decree with regard to stairs.

- Width of 1.20 m between handrails.
- 2 continuous handrails, extended at the top and bottom of the stairs, horizontally, in line with or returning on a partition, of a length equal to the tread of a step.
- Step height must not exceed 16 cm and the tread must be at least 28 cm. - Step nosings must be in a contrasting colour.
- A tactile strip must be installed at the top and bottom of the staircase over a width of 0.50 m.
- Follow best practice in staircase design:  $60 \text{ cm} < 2H + G < 64 \text{ cm}$  (H = step height, G = step tread).
- Handrails and guardrails must comply with standards NF P 01-012 and NF P 01-013.

## DISABLED ACCESS AT THE SHOW

### **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.

### **INFORMATION 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.

### IMPORTANT

The EQUIP AUTO Paris 2025 Architecture Regulations cover the stand layout and construction rules which have been drawn up to guarantee the proper operation of the exhibition and optimum visit comfort.

**Reused stands are subject to the 2025 Architecture Regulations**, in the same way as newly constructed stands. They must comply with the required setbacks and heights, and must be approved by the Architecture Department.

To pre-empt any disputes, stand layout plans **must** be submitted for approval by **8 September 2025**.

**These must necessarily include the following elements:**

- Overhead view including scale, measurements, and positions of setbacks (from neighbouring stands and aisles);
- Elevation view including scale, measurements and heights of projected volumes;
- 3D view

Any project that does not comply with the rules will be rejected, and consequently any stand erected without the approval of the Architectural Department may be dismantled at the exhibitor's expense.

Send your plans to:

**DECOPLUS**

Tel.: +33 (0)9 67 78 93 85

E-mail: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

### REMINDER

In signing their application, exhibitors undertake to abide by every clause in the regulations detailed hereafter, and ensuring all contractors (installation workers, decorators, etc.) also abide by them.

**Agreements between exhibitors are not authorised.** Only the organiser can make exemptions, on submission of a request in writing.

The pitch provided to the exhibitor must be returned in its initial state.

**All waste (carpeting, adhesive tape, etc.) must be removed.**

**The exhibitor responsible will be billed for any damage observed during dismantling.**

**Exhibitors are responsible for their service providers (decorators, fitters, contractors, etc.).**

### 1. HALL FLOORS, WALLS AND PILLARS

The floors, walls and pillars in pavilions are made from concrete or clad with wood. It is prohibited to drill or make fixing holes, grooves or cuts in them. It is also prohibited to paint them.

**The height to which pillars may be covered is limited to the maximum height of fittings. Exhibitors with a pillar on their stand marked HSC ("height below cabinet" in French) must allow for access to the electrical cabinet.**

### 2. STAND HEIGHTS, OPENINGS AND SETBACKS

#### 2.1 Heights

Height restrictions do not apply to the equipment on display.

- The height of the partitions along aisles or separating adjacent stands must not exceed 4 meters from the floor of the building (including the flooring).
- Your constructions are limited to 5 meters (depending on the pavilions) with a mandatory one-meter setback at the shared boundaries.

Pavilion	Maximum construction and fitting height	Signage and light truss: highest point from the floor	Sling: Highest point from the floor
<b>1</b>	5 m	6 m <sup>(1)</sup>	6,50 m
<b>2.2</b>	5 m <sup>(1) (2)</sup>	5,50 m <sup>(1) (2)</sup>	6 m <sup>(1) (2)</sup>
<b>2.3</b>	4 m <sup>(1)</sup>	4 m <sup>(1)</sup>	4 m <sup>(1)</sup>
<b>3</b>	5 m <sup>(1) (2)</sup>	6 m <sup>(1) (2)</sup>	6,50 m <sup>(1) (2)</sup>
<b>7.1</b>	5 m	6 m <sup>(1)</sup>	6,50 m
<b>PDE</b>	3 m	3 m	/



<sup>(1)</sup> The maximal heights of constructions, signs and slings will be approved depending on your stand location.

<sup>(2)</sup> Pavilions 2.2, 2.3, 3 & Pont des Expositions: slings cannot be suspended in certain zones: please contact us on +33(0) 9 67 78 93 85.

#### 2.2 Stand openings and walls bordering aisles



All stand facades opening onto an aisle may close off no more than 50% of the stand with a maximum length of consecutive partitioning of 8 m. **It must be possible to walk through openings.**

**The following are considered to be closures:** curtains, windows, window films, blinds, mid-height partitions etc., which are therefore not permitted.

Any closure above 50% must be set back by 2 m from the aisles.

The construction of walls or screens constituted by partitions or walls of offices, impairing the overall view of the exhibition or masking neighbouring stands, is prohibited.

Walls facing onto neighbouring stands must be clean, smooth, in a plain colour or covered in white or grey fabric and with no electric cables in evidence.

### 3. DOUBLE-DECKER STANDS

Exhibitors wishing to build a double-decker stand must apply for permission to build **by 5 September 2025 at the latest.**

Mezzanine floors are allowed **solely in pavilions 1, 7 and 7.1 (subject to feasibility)** and must be approved in advance by the organisers.

**Mezzanine floors will be invoiced €128 ex. VAT per m<sup>2</sup>.**

#### 3.1 Certificate of compliance with safety standards

As soon as they have received permission, exhibitors should draw up their plans, taking into account the surface area allocated, and send them to the EQUIPAUTO Paris Architecture Department which will confirm its final approval and forward copies to the Safety Department. Detailed plans of both stands and upper levels should therefore be submitted for approval.

##### IMPORTANT

The structure of double-decker stands in halls (including signs or towers) must not be **higher than 6 m.**

**The upper level must absolutely be set back 1 metre from aisles and 2 metres from adjoining stands.**

For solid horizontal structures such as the floors of upper levels and full ceilings, there must be a 2-metre setback from the neighbouring wall in order to leave a distance of at least 4 metres between two adjoining double-decker stands or full ceilings.

Fascia boards must not extend higher than 2.50 metres above the floor. If a sign or logo exceeding the 2.50 metre limit is to be fixed to the fascia, it must be the required distance from the edges of the stand, in particular if there is an adjoining stand.

#### 3.2 Surface area

Upper floors are authorised only for stands with a floor area of more than 150 m<sup>2</sup>, up to a maximum of 1/3 of the floor area, but not exceeding 300 m<sup>2</sup>. Only one upper level is permitted. Any infringement of these duties and obligations may result in the immediate dismantling of the stand.

In all cases, the plans corresponding to such constructions must be approved by the Organiser and the Safety Officer (AFS Conseils et Sécurité).

The stand stability certificate issued by an approved body(\*), plans and strength calculation notes and assembly instructions must be submitted (before 5 September 2025).

No floor and/or overhead structures can link two stands across an aisle, except for interior aisles within island booths.

### 3.3 Weight limits

- 250 kg/m<sup>2</sup> for upper levels under 50 m<sup>2</sup>.
- 350 kg/m<sup>2</sup> for upper levels over 50 m<sup>2</sup>.

#### IMPORTANT

Exhibitors shall produce their calculations for their double-decker stand and have them checked during build-up by a registered control body (**see article 3.6**).

These documents must be submitted to AFS so that they can be presented to the Safety Committee when they inspect the stand to approve the upper level for opening to the public.

### 3.4 Stairs

#### 3.4.1 Number of staircases per upper level and minimum width

Careful consideration must be given to the exact position of staircases leading to upper levels, their number and width being dependent on the surface area of such levels:

- Up to 50 m<sup>2</sup>: 1 x 0.90-metre staircase
- 51 -100 m<sup>2</sup>: either 2 x 0.9-metre staircases or 2 staircases, one 1.4 metres wide and the other 0.6 metres wide
- 101 – 200 m<sup>2</sup>: 2 staircases, one 1.4 metres wide and the other 0.9 metres wide
- 201 – 300 m<sup>2</sup>: 2 x 1.4-metre staircases. Only staircases whose closest outer uprights are at least 5 metres apart can be taken into account in the number of exits and stair widths. Exits must be clearly pointed out by a sign bearing the word "Sortie" (exit) in white letters on a green background.

#### 3.4.2 Straight staircases

Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. Step height must be at least 13 cm and 17 cm at the most; step depth must be at least 28 cm but not more than 36 cm. Step height and depth is calculated using the formula  $0.60 < 2H + D < 0.64$  m. All steps in the same flight must be of uniform height and depth, although an exception may be made for the first step. Landings should be the same width as the staircase: in the case of flights not continuing in a different direction, landings should be longer than one metre. Single-width staircases (0.9m) must be fitted with one handrail. Double-width staircases (1.40m) or wider must have one handrail on each side.

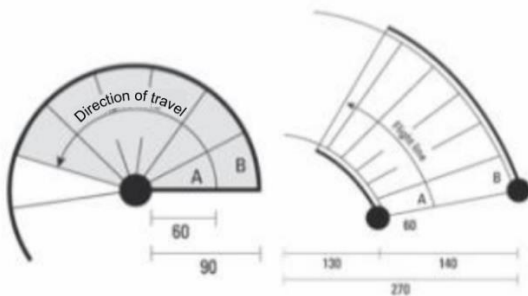
#### 3.4.3 Spiral staircases

Standard or additional spiral staircases shall be continuous, with no other landings apart from those serving upper levels. The depth and the height of the steps on the line of flight, 0.6 metres

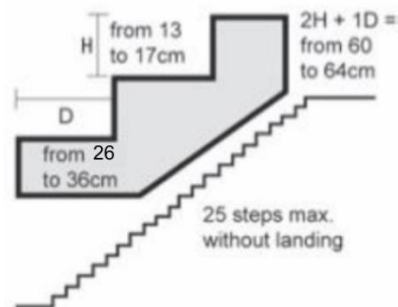
from the newel or central void, shall conform to the regulations mentioned in the previous article. In addition, the outer stair depth must not exceed 0.42 metre. The handrail for single-width staircases must be located on the outside.

- Single-width:  $A > 28 \text{ cm} / B < 42 \text{ cm}$ .
- Double-width:  $A > 28 \text{ cm} / B < 42 \text{ cm}$ .

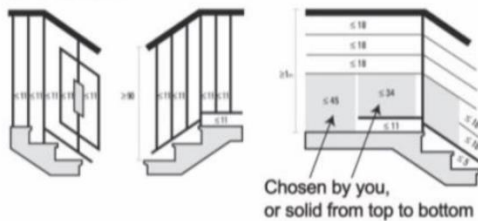
### Spiral staircase - CO56



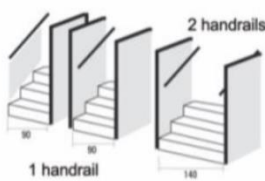
### Steps - CO55



### Guardrails: minimum heights and maximum opening NF P 01-012



### Stairs: widths and handrails



### Guardrail: Height/thickness ratio (cm)

Height	Thickness
> 20	100
25	97.5
30	95
35	92.5
43	90
45	85
50	80
55	75
60 +	70

### 3.4.4 Stairs combining straight and spiral elements

On condition that both the spiral and straight elements comply with the aforementioned regulations, staircases of this type can be considered as complying with the regulations defined above and, consequently, nothing prevents their being used in establishments open to the public.

### 3.4.5 Stair railings and banisters

On condition that both the spiral and straight elements comply with the aforementioned regulations, staircases of this type can be considered as complying with the regulations defined above and, consequently, nothing prevents their being used in establishments open to the public.

### 3.4.6 Location

Stairs must be located at least 1 metre from a stand's shared boundary in order to avoid overlooking any neighbouring stand. When two staircases are necessary, they shall be diametrically opposite one another.

### 3.5 Fire prevention

Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity cabinet. If the surface area of the upper level is greater than 50 m<sup>2</sup>, appropriate additional fire extinguishing facilities shall be constantly provided by at least one safety officer while the public is present, and fitted with autonomously powered emergency lighting.

### 3.6 Protection of upper levels

Upper levels may be used to display a sign while remaining open-work. Not more than half the sides of the upper level may be filled in. The parts of sides left open shall be fitted with guard-rails in compliance with safety regulations.

The stand stability certificate issued by an approved body(\*), plans and strength calculation notes and assembly instructions must be submitted (before 05 September 2025) to:

#### AFS CONSEIL & SECURITE

56, rue Roger SALENGRO  
93110 Rosny-Sous-Bois  
Contact: Alain FRACIONI  
Tel.: +33 (0)6 70 61 95 11  
Email: [afs@afsconseils.fr](mailto:afs@afsconseils.fr)

#### (\*)INSPECTION BODY, DOUBLE-DECKER STRUCTURE & STAND STABILITY

MR PATRICK PEREIRA  
TEL.: +33 (0)1 45 18 21 90 / MOB: +33 (0)6 08 12 08 21  
[PATRICK.PEREIRA@SOCOTEC.COM](mailto:PATRICK.PEREIRA@SOCOTEC.COM)



### 4. SIGNAGE - STAND SIGNS – LIGHTING TRUSSES

#### 4.1 Signage

By “signage” EQUIP AUTO refers to understands an open superstructure that may display a sign bearing the exhibitor’s graphic identity or lit logo. The from-floor height of signage is limited as per article 2.1 of these architecture and decoration rules, and must be at least 1 m away from any neighbouring stands.

Standalone structures bearing the exhibitor’s lit-up logo or symbol must be kept at a distance from any adjoining stands.

**PAVILION 3 : under the Boulevard Périphérique, no powered access equipment may be used (chain or electric hoist).**

#### 4.2 Captive balloons

Balloons which are inflated with a gas lighter than air, and which serve as signs must comply with the authorized heights and setbacks.

Gases permitted: air and helium.

If the balloon is filled with helium, no helium bottles (empty or full) may be stored in the halls.

It is also prohibited to supply pressure while the public is in the halls. If the balloon is a backlit one, the envelope must meet fire safety specifications (M2 or C classification).

#### 4.3. Flags

Flags must not be taller than the stand. Only one flag can be used for each open-sided part of the stand, and must be positioned at least 2 m away from aisles and neighbouring stands.

#### 4.4. Sound system and lit-up signage

Requests to display any advertising using lighting or sound must be submitted for approval to EQUIP AUTO Paris 2025, who may withdraw such permission if the item in question causes a disturbance to neighbouring exhibitors, causes an obstruction or detracts from the appearance of the show. Flashing signs and the like are not permitted. Illuminated signs are permitted. They may under no circumstances be flashing or intermittent.

Gobos are allowed but must imperatively respect the borders of the stand. No projection will be permitted on the ceiling, aisles and walls of the pavilion.

Sound may only be used upon agreement from EQUIP AUTO Paris 2025. If the sound system requires amplification (podiums, special features, etc.) it must be designed to mute whenever the pavilion’s sound system is used, for safety reasons (order from your Exhibitor Area, Online Store).

#### 4.5. TV screens (and video walls)

TV screens placed together to form a wall of no more than 5 m in height are considered to be flashing signage. As such they are only permitted if they are kept 2 m away from aisles. The sound level must be limited to 80 dBA.

### 5. PLATFORMS AND CEILINGS

#### 5.1 Platforms

Refer to Fire & Panic Risk Prevention Regulations in the Exhibitor Guide.

#### 5.2 Ceilings

Refer to Fire & Panic Risk Prevention Regulations in the Exhibitor Guide.

#### 5.3. Disabled access

Refer to the regulations concerning Disabled Access in the Exhibitor Guide.

### 6. INSTALLATIONS ON STANDS AND PRESENTING EQUIPMENT

Any equipment presented must not block or inconvenience neighbouring stands. No equipment may extend beyond the stand's surface area.

### 7. RIGGING SLINGS – SUSPENSION FROM ROOF STRUCTURE

Only specialist departments from VIPARIS Porte de Versailles can hang installations from building structures. Only departments from VIPARIS are authorised to work on pavilions' structural frameworks. Slings are designed to hold a maximum weight of 50-80 kg per attachment point, depending on your stand's location (including temporary loads, e.g.: motors, electrical cables, etc.), in accordance with the sling layout plan (order from your Exhibitor Area, Online Store).

Please refer to the table of maximum heights.

**Pavilion 3, beneath Boulevard Périphérique:** Y-shaped slings are prohibited. Only direct rigging points beneath the wire grid are permitted. No powered access equipment may be used (chain or electric hoist). Any plans to suspend items must be submitted for approval.



#### New regulations

We wish to draw your attention to requirements issued by the Paris local safety commission concerning the inspection of hanging structures.

These apply to all temporary installations hung from attachment points with slings at the exhibition centre, such as lighting trusses, framed structures and signage.

The safety specifications for the Paris Expo Porte de Versailles exhibition centre have been modified to include control procedures for these installations. **It is now mandatory for installations to be inspected and certified by an approved control body(\*) before they are mounted on attachments.** This body may require the design calculations provided to the exhibition centre to check attachment weights. Following the inspection, stand stability certificated are issued for presentation to the safety officer before the show opens.

To help you in these procedures, we have selected the inspection body below, although you are free to use any body of your choice.

**(\*) INSPECTION BODY, DOUBLE-DECKER STRUCTURE & STAND STABILITY**

**SOCOTEC**

MR PATRICK PEREIRA

TEL: +33 (0)1 45 18 21 90 / MOB: +33 (0)6 08 12 08 21

[PATRICK.PEREIRA@SOCOTEC.COM](mailto:PATRICK.PEREIRA@SOCOTEC.COM)

## 8. ENVIRONMENTAL CRITERIA FOR STAND DESIGN

Goal: combine sustainable innovation and regulatory compliance for more environmentally friendly stands.

### 8.1 Materials and safety

- Certified materials: Use sustainable materials (FSC wood, recycled aluminium) complying with environmental and safety regulations.
- Examples: Reusable partition walls, fireproofed (M3 rated) modular or recycled and recyclable carpeting, recycled and recyclable coverings and paints free from volatile organic compounds (VOCs).

### 8.2 Waste disposal on stands

- Sorting is compulsory: use separate bins for paper, plastic and biowaste.
- Reusable materials: Refrain from single-use items and aim to use modular or recyclable materials.
- Disposal after the show: ensure that materials recovered and, in order of priority, reused, recycled or disposed of in a waste-to-energy facility.

### 8.3. Energy consumption

- LED lighting: Install lighting compliant with EN 60598 to reduce electrical consumption.
- Protected cabling: ensure fittings comply with NF C 15-100 standard

### 8.4. Transport and logistics

- Optimise transport: keep trips to a minimum, try to pool logistics and use certified vehicles (Euro VI and biofuels)
- Prefabricated structures: Reduce assembly time with pre-built modules meeting exhibition specifications (height, stability).

### 8.5. Accessibility and modularity

- PRM standards: ensure stands can be used by people with reduced mobility using compliant ramps (inclination  $<5\%$ , width  $\geq 0.9\text{m}$ ).
- Reuse: Design modular stands to reduce waste and extend their lifespan.

To obtain an eco-design guide, visit your Exhibitor Area.



## FIRE & PANIC RISK PREVENTION REGULATIONS

### 1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition Halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m<sup>2</sup>) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

**During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:**

#### AFS Conseils et Sécurité

M. Alain FRANCIONI

76, rue Baudin – 93130 Noisy le Sec – France

Tel.: + 33 (0)6 70 61 95 11 - Fax : + 33 (0)1 41 55 07 21

Email : [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)

**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. STAND FITTINGS

#### 2.1 - Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 or D class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

**N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)**

#### 2.2 - Surfacing Materials

##### 2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall

## FIRE & PANIC RISK PREVENTION REGULATIONS

not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

### 2.2.2 - Curtains - Wall hangings - Sheer curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

### 2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerophthalic)

### 2.2.4 - Floor, podium, stage, and tier surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 sqm must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m<sup>2</sup> said surfacing may be constructed in M4 class materials.

**N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."**

## 2.3 - Decorative elements

### 2.3.1 - Free-hanging elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m<sup>2</sup>, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials. The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

### 2.3.2 - Floral decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to

trade shows and stands specific to floral activities

*N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.*

### 2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

## 2.4 - Canopies - Ceilings - Suspended Ceilings

Les stands possédant un plafond, un faux plafond ou un vélum plein doivent avoir une surface couverte inférieure à 300 m<sup>2</sup>. Si la surface couverte est supérieure à 50 m<sup>2</sup>, des moyens d'extinction appropriés, servis en permanence par au moins un agent de sécurité, doivent être prévus pendant la présence du public.

### 2.4.1 - Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system, the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m<sup>2</sup>. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

### 2.4.2 - Ceilings and suspended ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the

## FIRE & PANIC RISK PREVENTION REGULATIONS

ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

### 2.5 – Disabled access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

### 2.6 - Fireproofing

Proof of fire reaction classification for the materials used in the exhibition Halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

#### GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 249  
92113 Clichy – France  
Tel.: +33 (0)1 47 56 30 81

*N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.*

#### VERY IMPORTANT:

**Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)**

### 2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

**This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor ((M. Alain Francioni, Cabinet AFS Conseils & Sécurité) for information regarding the steps to take.**

## 3. ELECTRICITY

### 3.1 - Electrical facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

### 3.2 - Electrical equipment

#### 3.2.1 - Electric wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only



## FIRE & PANIC RISK PREVENTION REGULATIONS

wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

### 3.2.2 - Conductors

The use of conductors with a cross-section less than 1.5 mm<sup>2</sup> is prohibited.

### 3.2.3 - Electric devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

### 3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

### 3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs. /

### 3.2.6 - High-voltage lit signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(1) as defined in standard NF C 20-030

(2)

## 4. CLOSED STANDS - ROOMS SET UP IN THE HALLS

### 4.1 - Closed stands

Some Exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways.

Their number and size shall be based on stand surface area, i.e.: moins de 20 m<sup>2</sup> :

- Less than 20 m<sup>2</sup>: one 0.9 m exit
- from 20 to 50 m<sup>2</sup>: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m<sup>2</sup>: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m<sup>2</sup>: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 5 m) and on opposite sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

### 4.2 - Rooms setup in the halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m<sup>2</sup>. Platforms and tiers with seats must have a resistance of 400 kilos per m<sup>2</sup>.

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

## 5. RAISED LEVELS

### 5.1 - General

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m<sup>2</sup> surface area: 250 kilos per m<sup>2</sup>,
- for levels of 50 m<sup>2</sup> and over: 350 kilos per m<sup>2</sup>.



## FIRE & PANIC RISK PREVENTION REGULATIONS

Under no circumstances may raised levels be covered.

**N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.**

**In addition, a certificate from an approved organization must certify stand stability.**

**In addition, an approved organization must verify the stability of all raised levels.**

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m<sup>2</sup>. Each stand must be fitted with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m<sup>2</sup>, the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

### 5.3 – Entrances and exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- Up to 50 m<sup>2</sup>: 1 x 0.90-metre staircase,
- from 51 to 100 m<sup>2</sup>: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m<sup>2</sup>: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m<sup>2</sup>: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account. Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

### 5.3 – Straight stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have

no more than 25 steps. In so far as possible, flights must be in opposite directions. Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows:  $0.6 \text{ m} < 2 H + G < 0.64 \text{ m}$ . Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

### 5.4 – Spiral stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

### 5.5 - Stairs with straight and spiral sections

In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

### 5.6 - Guardrails and stairway ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

## FIRE & PANIC RISK PREVENTION REGULATIONS

Glass panels used as protection must be reinforced or ply glass. So called "securit" glass is prohibited.

### 6. LIQUEFIED GASES

#### 6.1 - General

Only butane gas bottles shall be allowed up to one 13 kilo bottle at most for every 10 m<sup>2</sup> of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and fitted with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

#### 6.2 - Device supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

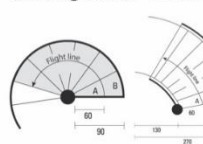
#### 6.3 - Installing cooking equipment

In addition to the abovementioned rules, the following measures must be taken:

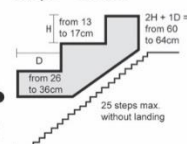
- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.

- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed

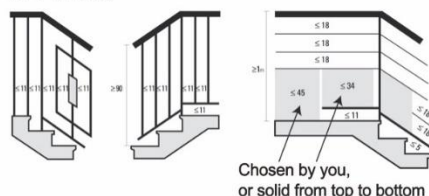
Curving stairs - C056



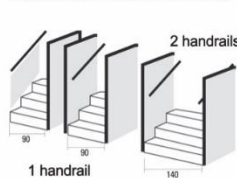
Steps - C055



Guardrails: minimum heights and maximum opening  
NFP 01-012



Stairs: widths and handrails



Guardrail: Height/  
thickness ratio (cm)

Height	Thickness
> 20	100
25	97.5
30	95
35	92.5
43	90
45	85
50	80
55	75
60 +	70

so as to prevent any fire danger.

- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.

Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be fitted with one or more extinguishers.

### 7. OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the

## FIRE & PANIC RISK PREVENTION REGULATIONS

event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation

present a danger to the public and for which no measures have been taken to eliminate them.

### 7.1 - Equipment presented in operation at a permanent station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

### 7.2 - Equipment presented in movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

### 7.3 - Equipment with hydraulic cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

### 7.4 - Internal combustion engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

**WARNING: in any case, combustion gases must be evacuated outside the Halls.**

## 8. FLAMMABLE LIQUIDS

### 8.1 - General

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids for every 10 m<sup>2</sup> of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited.

The following measures must be taken:

- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public,
- place the appropriate extinguishers nearby.

### 8.2 - Exhibiting automobiles inside the halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery



## FIRE & PANIC RISK PREVENTION REGULATIONS

terminals must be protected so as to be inaccessible.

### 8.3 - Presenting flammable products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

### 8.4 – Prohibited materials, products, gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

#### 8.4.1 – The following shall be prohibited in the exhibition Halls (pursuant to Article T45 of the safety regulations)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- elluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

**8.4.2 – The use of acetylene, oxygen, hydrogen,** or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).

**AFS Conseils et Sécurité** - M. Alain FRANCIONI

76, rue Baudin – 93130 Noisy le Sec - France  
Tel.: + 33 (0)6 70 61 95 11 - Fax : + 33 (0)1 41 55 07 21

Email : [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)

**WARNING: storage of empty of full bottles shall not be tolerated within the Halls.**

### 8.5 – Smoke production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information

regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

## 9. RADIOACTIVE SUBSTANCES - X-RAYS

### 9.1 - Radioactive substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container,



## FIRE & PANIC RISK PREVENTION REGULATIONS

- bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

**WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.**

### 9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour)

at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

### AUTORITE DE SURETE NUCLEAIRE (ASN)

6, place du Colonel Bourgoin  
75572 Paris Cedex 12 - France  
Tel: +33 (0) 1 43 19 70 75  
Fax: + 33 (0) 1 43 19 71 40

## 10. LASERS

The use of lasers in the exhibition Halls shall be permitted subject to compliance with the following provisions:

- Lasers with classification rates 3 or 4 are prohibited.
- Lasers holding classification 1 and 2 may be authorised subject to a ruling by the safety commission, and within the conditions of the EN 60825 standard.
- in no case shall the public be subjected to the direct or reflected laser beam,
- the device and its ancillary equipment must be solidly attached to stable elements,

## FIRE & PANIC RISK PREVENTION REGULATIONS

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

### 11. EMERGENCY RESOURCES

Emergency resources must remain constantly visible and accessible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, alarm casings etc.) must remain unblocked at all times.

Signage indicating these installations must remain visible.

### 12. OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands fitted with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

## FIRE & PANIC RISK PREVENTION REGULATIONS

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
<p><b>M0</b> or <b>A</b> European Standards = Non combustible  <b>M1</b> or <b>B</b> European Standards = Non flammable  <b>M2</b> or <b>C</b> European Standards = Flammable with difficulty  <b>M3</b> or <b>D</b> European Standards = Moderately flammable  <b>M4</b> or <b>E</b> European Standards = Easily flammable</p>		
MATERIALS	AUTHORIZED	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm non laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood - Agglomerate < 5 mm wood-based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standard	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 or fireproofed or B European standard	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	M1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

### IMPORTANT : CUSTOM INFORMATION

**+33 (0)8 11 20 44 44 \* (0,06€min)**

<http://www.douane.gouv.fr/>

Economic Regimes Office

Customs and excise duties

Open: Monday - Friday 9.00 am – 5.00 pm

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

During EQUIP AUTO, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

This temporary admission starts on the first day of stand set-up and is valid until the last official day of dismantling 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 Documents

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.

#### 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.

**Attention :** 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.

## 2. 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.

## USING FOREIGN SERVICE PROVIDERS & LABOUR

### MANDATORY

Exhibitors and stand installers may use non-French service providers. The organiser informs them 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 Deadline 1 September 2025

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

In addition, the minimum wage to be paid to any employee working on French soil is indicated on the Ministry of Labour website.

### 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:

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

## USING FOREIGN SERVICE PROVIDERS & LABOUR

These provisional work permits must be declared on the "SIPSI website" by 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 – Direction Logistique & Sécurité  
Elodie GANGAND [elodie.gangand@comexposium.com](mailto:elodie.gangand@comexposium.com)  
17 quai du président Paul Doumer - CS60160 – 92672 Courbevoie Cedex - France

### 4 – 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](http://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  
Tél. : + 33(0)8 20 39 56 70 - Fax. : + 33(0)3 88 18 52 74  
Email: [cnfe.strasbourg@urssaf](mailto:cnfe.strasbourg@urssaf)

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

### RETURN BEFORE 1ST SEPTEMBER 2025 TO: :

**COMEXPOSIUM** – Direction Logistique & Sécurité  
Elodie GANGAND [elodie.gangand@comexposium.com](mailto:elodie.gangand@comexposium.com)  
17 quai du président Paul Doumer - CS60160 – 92672 Courbevoie Cedex - France

### EXHIBITOR

Company name : .....

Pavilion : .....Aisle : .....Stand numer : .....

Région : .....Enseigne du stand : .....

Adress : .....

Postcode : ..... Town/City : ..... Country : .....

Tel. : .....Fax : ..... Email : .....

Cellphone : .....

### IMPORTANT : sworn statement

I the undersigned .....

Acting as : .....

From 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.

**Company stamp (mandatory)**

Signed in..... On.....

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



# CONTACT

[technique@equipauto.com](mailto:technique@equipauto.com)

# 50 YEARS



**EQUIP AUTO**  
LE SALON INTERNATIONAL DES  
PROFESSIONNELS DE L'AUTOMOBILE



## EXHIBITOR GUIDE

[equipauto.com](http://equipauto.com)

#equipauto in X f @ d v

An exhibition by



Fiev



COMEXPOSIUM

Organised by **EQUIP'AUTO SAS**