

EXHIBITOR'S GUIDE

EUROPYRO 2023

Monday 11th to Thursday 14th Sept. 2023

EXHIBITION

EXHIBITION SCHEDULE

	Acceptance of deliveries <i>You must return the next page receipt</i>	Exhibitor set-up at stands	Exhibition opening	Departure of exhibitors and dismantling of stands	Collection of packages
Friday 8 th Sept. 2023	9:00 am to 12:00 am				
Monday 11 th Sept. 2023	9:00 am to 12:00 am	2:00 pm to 4:00 pm	4:00 pm to 7:30 pm		
Tuesday 12 th Sept. 2023			8:00 am to 8:00 pm		
Wed. 13 th Sept. 2023			8:00 am to 6:00 pm		
Thursday 14 th Sept. 2023			8:00 am to 5:00 pm	4:00 pm to 6:00 pm	
Friday 15 th Sept. 2023					9:00 am to 12:00 am

* Any plans to bring private fitted stands must be submitted for acceptance by email to: aparis@legrandlarge-congres.com

No exhibitor may be admitted to the event area outside the above-mentioned hours.

Exhibitors must identify all persons they authorise to work on their stands during installation and dismantling. Wearing of badges is obligatory. No minor person may be present within Convention Center during exhibitors' assembly and dismantling hours, with the exception of young people aged 16 or over under an apprenticeship contract. Persons over 16 years of age must be able to show proof of the reason for their presence on the site.

DELIVERY/COLLECTION OF PACKAGES

DELIVERY: Friday 8th Sept. 2023
Or Monday 11th Sept. 2023

TEXT TO BE USED FOR THE DELIVERY ADDRESS:

Recipient
Conference name
Stand name + stand number
Name of the person responsible for the stand

CHEZ LE GRAND LARGE - PALAIS DES CONGRES
Cour Logistique - 2 bis Chaussée du Sillon
35400 SAINT MALO

For any deliveries, it is imperative that you return the receipt available on next page to us.
Any deliveries made without a receipt shall be rejected.

Exhibitors are solely responsible for deliveries. Palais du Grand Large may not be held liable for any damaged packages or contents, or for any incomplete, non-compliant, lost or incorrectly labelled deliveries. Once delivery has been made, the exhibitor is responsible for equipment.

NB: parcels sent to LA POSTE (French postal service) are not delivered to the Palais. You must collect them from SAINT MALO ROCABEY post office.

COLLECTION: Friday 15th Sept.2023

If a carrier needs to collect your parcels, please:

- Properly close all packages
- Label them with the return address on all packages and number them (e.g.: 1/5, 2/5... 5/5)
- Include a name and mobile phone number
- Bring them to the removal area located in the storage room on the ground floor

UNLOADING DELIVERIES FORM

To be returned to the address: aparis@legrandlarge-congres.com

Deliveries accepted on Friday 8th Sept. 2023 or Monday 11th Sept. 2023

- Name or Company Name:
.....
- Address:
.....
- Email:
- Telephone:
- On-site contact (name + mobile phone number):
.....
- Name or stand number:
- Number of parcels and weight :
- Carrier name

I, the undersigned, request that the items intended for my stand during the EUROPYRO CONFERENCE, be received by the Palais du Grand Large on **Friday 8th Sept. 2023 or Monday 11th Sept. 2023.**

I acknowledge that I am solely liable for delivery, and that Palais du Grand Large cannot therefore be held liable for any damaged packages or contents, or for any incomplete, non-compliant, lost or incorrectly labelled deliveries.

Signature:

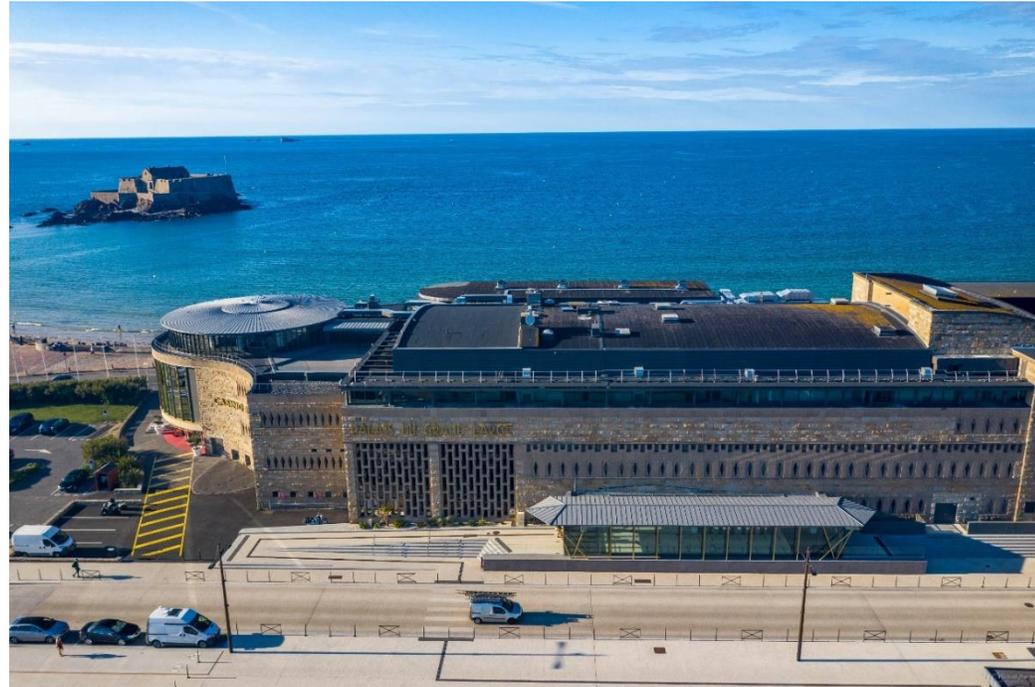


EXHIBITION SITE

LE GRAND LARGE - Palais des Congrès

1 Quai Duguay Trouin - 35400 SAINT MALO

+33 (0)2 99 20 60 33 / aparis@legrandlarge-congres.com



ACCESS TO THE HALL



SEA SIDE:

Address: Cour Logistique - 2 bis Chaussée du Sillon - 35400 SAINT MALO

Goods lift: Width: 1.10 m - Depth: 3.63m - Height: 2m - Max. load: 1 tonne

Trolleys are provided to exhibitors under the supervision of Palais du Grand Large staff.
We remind you that recipient exhibitors are solely responsible for any deliveries made in their absence.

Vehicles are not permitted to park in the delivery area under any circumstances.

Load-bearing capacity: 400 kg/m²

Delivery vehicles must be equipped with a tail-lift.

You must make your own arrangements to carry any loads not compatible with our lifts due to their weight or size up the stairs.

Please ensure that you book a sufficient number of porters.
(This portering service can be provided by Le Grand Large)

EXHIBITION HALL

GRAND LARGE ROOM

- Level: 1
- Surface area: 440 m²
- Lowest Room height: 2.70 m
- Load-bearing capacity: 400 kg/m²
- Flooring: carpet / wooden floor
- Access: goods lift on level 1



STAND DESCRIPTION

FITTED BOOTH : 6m² (3m x 2m), 9 m² (3m x 3m)
or 12 m² (3m x 4m)

This is delivered:

- with a white aluminium structure, height 2.40m
- with melamine white partitions
- with 1 x powered spotlight rail
- with 1 x double-sided blade sign
- with 1 x 3kW electrical unit and 2 power sockets
- with 1 table (dimension: 120 x 60 cm) and 2 chairs
- with free Wi-Fi access (speed not guaranteed)

Please provide us with:

- your delivery receipt on page 5

Non-contractual image



ADDITIONAL ORDERS

To be returned to the address: aparis@legrandlarge-congres.com

Before August, 11th.
30% increase for later order

The total price of the order is due immediately
Cancellation fees : D-30 to D-day : 100 %

Order by : Mr / Mrs
 Company name
 Billing address.....
 Intra community VAT n°.....
 Phone : @ :
 On site contact : Mobile phone:
Booth n° :

Bank details for payment, by wire transfer:

CREDIT AGRICOLE
 ILLE ET VILAINE

RELEVÉ D'IDENTITÉ BANCAIRE - IBAN

	Banque	Guichet	Numéro de compte	Clé
RIB FRANCE	13606	00106	46322268505	21
IBAN ETRANGER	FR76 1360 6001 0646 3222 6850 521			BIC AGRIFRPP836
Domiciliation	Nom et adresse du titulaire			
CA IMMO ET INST (00106)	SPL DESTINATION ST MALO LE GRAND LARGE - CONGRES			
Tél : 0299033664	1 QUAI DUGUAY TROUIN			
	35407 ST MALO CEDEX			

Items	Qty	Unit price Excl VAT	Total Excl VAT
Additional chair		25.00 €	
Additional table		25.00 €	
Private wifi access		80.00 €	
		TOTAL Excl VAT	
		Increase 30% Order after August 11th	
		VAT 20%	
		TOTAL Incl VAT	

Signature :



INFORMATION 1/2

ALLOCATION OF STANDS

The stands will be allocated by the organiser, who will provide exhibitors with the exhibition plan. Exhibitors must keep to the pitches and areas allocated to them. They must not obstruct or encroach on walkways or thoroughfares or, under any circumstances, obstruct neighbouring stands.

Exhibitors are reminded that pitch numbering may be changed if required on technical grounds.

STAND INSTALLATION

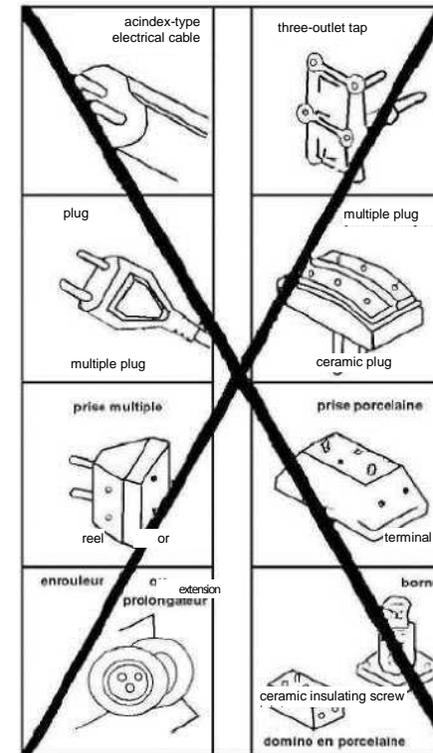
Exhibitors may arrange their area as required, provided they ensure that overall balance is maintained and do not impinge on neighbouring stands.

It is strictly prohibited to modify basic structures in place by removing or concealing all or part of their components. Installations must not encroach on the walkways.

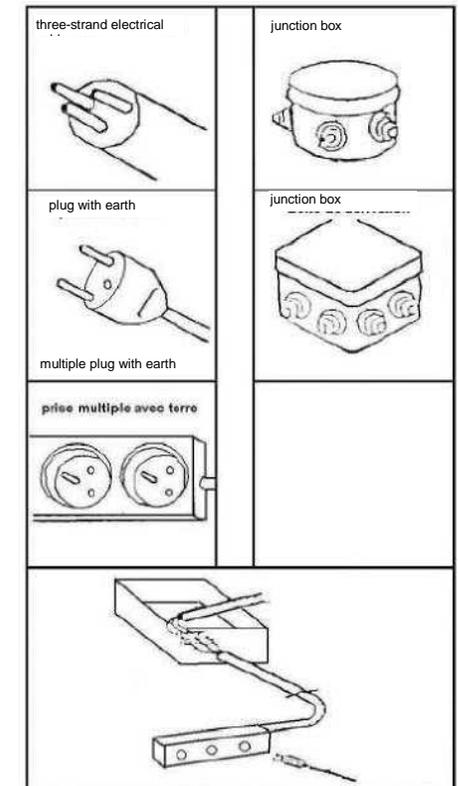
For areas supplied unequipped and any work performed by a private stand supplier:

Any plans to bring equipped stands must be submitted for approval.

PROHIBITED



PERMITTED



INFORMATION 2/2

STAND CONDITION

Stands must be kept in immaculate condition. All packages must be unpacked on arrival and empty packaging removed very quickly before the exhibition is opened to visitors.

At the end of the day, any paper and cardboard intended for disposal must be left in the walkways; the cleaners will remove it after closure. Any bulk packaging, objects not used to present the stand and staff coats/other garments must be kept out of visitors' sight.

Exhibitors must finish setting up their stands and displaying their products before the exhibition opens. Stands must be occupied by an authorised individual at all times during the exhibition opening hours.

STAND CLEANING

The walkways and toilets are cleaned daily.

INSURANCE

Exhibitors shall be liable for any damage caused to others either by themselves, their staff or their installations. Exhibitors must be covered by a corporate liability insurance policy with the addition of exhibitor damage cover for property belonging to or entrusted to them.

The Palais du Grand Large waives all liability for the above.

SECURITY

At night, the building is monitored by the Palais du Grand Large intruder alert system.

In addition to locking their stands, exhibitors exhibiting sensitive samples are strongly advised to use padlocks to secure stocks of goods.

Exhibitors are responsible for ensuring compliance with the safety measures described in this document.

RULES

RULES 1/3

The obligations set out in this document are provided for by the Ministerial Order of 18 November 1987. The articles of this Order are identified by the letter T followed by a serial number.

Stand construction: materials used

Depending on their reaction to fire, construction materials are divided into 5 categories:

M0: non-combustible M1: non-flammable M2: not easily flammable M3: moderately flammable M4: easily flammable

Reports

Proof of materials' reaction-to-fire classification must be provided:

- either by a test report drawn up by an accredited laboratory
- or by an NF standard compliance marking

For fireproof fabrics, proof of the resistance-to-fire classification must be provided:

- either by identification on the edging if the fireproofing treatment is carried out in a factory or workshop
- or by a stamp or seal if the fireproofing treatment is carried out "in situ"

The following conventional classifications apply to traditional materials (in such cases, proof of classification is not required):

- M0 classification: glass, brick, plaster, slate, iron, steel, aluminium, ceramic products
- M3 classification: solid non-resinous wood at least 14mm thick, solid resinous wood and wood-derived panels (plywood, particle or fibre board) at least 18mm thick
- M4 classification: solid non-resinous wood less than 14mm thick, solid resinous wood and wood-derived panels less than 18mm³ thick.

The materials used must be classified as follows:

- stand composition and construction and in particular, the partitioning and framework: M3
- high-volume synthetic floral decoration: M2
- coatings on podiums, platforms or seating over 0.30m in height and over 20m² in surface area: M3
- coatings on podiums, platforms or seating under 0.30m in height and under 20m² in surface area: M4
- cover, any double cover and straps for marquees and tents: M2 nominally horizontal awnings: M1

Stands with ceilings, false ceilings or awnings must meet all the following conditions:

- their surface area must be under 300m²
- the total surface area of ceilings and full false ceilings must not exceed 10% of the floor area

RULES 2/3

Electrical installations

Exhibitors are responsible for setting up and operating these installations.

The main regulatory obligations are as follows:

- flexible cables must be provided for rated voltage at least equal to 500 volts
- the socket-outlets' power supply circuits must be protected by rated current devices of 16 Amps or under
- all wiring must have an earthing conductor connected to the earth terminal of the stand delivery box
-
- individual protective earth connections are prohibited
- class 0 devices must be protected by differential current devices of no more than 30 mA

Use of bottled butane or propane

Only bottles containing a maximum of 13kg of gas are permitted.

Version of 3 March 2017 27/58ag

Bottles must always be fitted with standardised pressure regulating valves.

Connected bottles must be placed out of reach of the public and protected against impacts.

The number of connected bottles per stand is limited to 6. Connected bottles must be at least 5 metres apart, or separated by a rigid, non-combustible screen, with one bottle per 10m².

Flexible connecting pipes:

- must comply with the appropriate standard for their diameter
- must be less than 2 metres long
- must not be used after the date indicated on the pipe

Unconnected bottles must not be kept in the building

Fire-fighting

Stands must not be positioned or laid out in such a way as to compromise access to fire hose stations, extinguishers and smoke extraction consoles.

Stands with ceilings, false ceilings or awnings and stands with raised levels must be equipped with portable fire extinguishers if the surface area is greater than 50m². These extinguishers must be used by a designated person.

Prohibited products

The following products are prohibited on stands:

- samples or products containing flammable gas
- balloons inflated with flammable or toxic gas
- celluloid items
- pyrotechnic and explosive devices
- diethyl ether, carbon disulphide, sulphuric ether and acetone
- acetylene, oxygen and hydrogen (unless officially authorised)

RULES 3/3

Technical regulations and instructions

Electrical boxes and cabinets must be compliant with legislation:

- metal casing
- inaccessible to the public
- easily accessible to emergency personnel
- away from any flammable materials and products
- installation of a CO2-type fire extinguisher
- M3 barrier

Machinery and equipment for demonstrations

Machinery and equipment must:

- be declared to the organiser 30 days before the event opens
- not put the public at risk
- as regards machinery or equipment in operation or not exhibited at a fixed station, hazardous components must be positioned more than 1m from the public walkway or protected by a rigid screen
- the following should be considered as hazardous components: moving parts, hot surfaces, sharp tips
- as regards exhibited machinery or equipment that is under development, this must be exhibited in a protected area with at least 1m between the public and the machinery
- cardboard or wooden crates must not be left on stands, at the rear of stands, or in the exit routes

Flammable liquids

On each stand, flammable liquids are limited to the following quantities:

- 10 litres of category 2 flammable liquids (fuel oil, diesel, alcohol of an ABV higher than 40°)
- 5 litres of category 1 flammable liquids (benzene, toluene, hexane, butanol, xylene, turpentine)

Version of 3 March 2017 28/58ag

Highly flammable liquids (diethyl ether, carbon disulphide, ether) are PROHIBITED.

Ethanol fireplaces

The operation of ethanol-based fireplaces is prohibited.

Prohibition of smoking

Smoking ban:

Decree no. 92-478 of 29 May 1992, since codified in articles R3511-1 to R3511-13 of the French Public Health code, provides in particular that the smoking ban applies in all enclosed and indoor areas open to the public.

Finally, articles R3512-1 and R3512-2 provide for infringements and penalise them with the fine for 5th class offences.

Pursuant to this, the organisation prohibits anyone from smoking on a stand and/or in the exhibition walkways.

Prevention of alcohol abuse

According to the provisions of articles L3342-1 to L3342-3 of the French Public Health Code, the organisation prohibits serving alcoholic drinks to minors under 16 years of age and to anyone showing signs of inebriation, as well as serving 3rd, 4th or 5th group drinks to minors over 16 years of age.