

## PRACTICAL INFORMATION

## GENERAL INFORMATION



### Opening hours to public:

#### For visitors:

- from Sunday November 11<sup>th</sup> to Thursday November 15<sup>th</sup>,  
from 9:30 am to 7:00 pm / Thursday 9:30 am to 3 pm

#### For exhibitors (except for build-up and breakdown period):

- from Sunday November 11<sup>th</sup> to Thursday November 15<sup>th</sup>,  
from 8:00 am to 8:00 pm, and 8:00 am to 3:00 pm on thursday

### IMPORTANT!

The access to the stand will only be authorized to exhibitors who have paid all their invoices to Reed Expositions France.

### CAUTION!

During build-up and breakdown, we strongly recommend exhibitors to watch their materials and goods to avoid theft, especially during the opening hours of the hall.

### Breakdown period:

The dates and times scheduled for breakdown and for giving the stand space back are definitive and can't be changed. We kindly ask you to respect them and make sure your stand builder and transporter does too.

The non-respect of this schedule will lead to:

- the dismantling of the booth, with costs at the charge of the exhibitor,
- the payment of a compensation for overstaying on your stand in proportion of the space (price per sqm)
- the payment of damages to the renter of the space.

The exhibitor is bound to pay every costs caused by his default, his decorator/installer's default or by every physical or legal person under his responsibility.

### NEW!

To improve security and ensure free flowing traffic during operations, it is mandatory to register all vehicles on <http://logipass.viparis.com>.

For all questions, please contact the hotline:

Hotline: + 33 (0)1 40 68 11 30

By mail: [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

### Technical supports:

Damien Rose - [damien.rose@reedexpo.fr](mailto:damien.rose@reedexpo.fr) - Tel.: +33(0)1 47 56 52 83

Elodie Gangand - [elodie.gangand@reedexpo.fr](mailto:elodie.gangand@reedexpo.fr) - Tel.: +33(0)1 47 56 50 76

## PRACTICAL INFORMATION

### 1. Safety committee

All stand installations must be completed in time for the Safety committee inspection. The person in charge of the stand must be present during the control of the Safety Committee inspection.

### 2. PA system events - advertising

Any PA system event as well as the distribution of advertising documents outside the stand boundaries is strictly prohibited.

### 3. Empty packaging

Empty packaging must be removed as soon as possible and stored by the exhibitors or their carriers. There are no on-site storage facilities at the Exhibition Centre. Empty packaging can be brought back to stands by handlers on Thursday 15<sup>th</sup> November from 3.00 pm.

### 4. Handling

At the porte de Versailles and inside the pavilions, only Clamageran and ESI will be the handling companies allowed (see order form available on [equiphotel.fr](http://equiphotel.fr)).

### 5. Anticipated build-up authorisation

The organiser reserves its right to grant or refuse a special dispensation for build-up period, on receipt of a written request from an exhibitor giving reasons before the **October 15<sup>th</sup>**. Limited capacity. Any dispensation can only be granted once the full application (stand project, certificate of commitment) and endorsement have been returned.

### 6. Official catalogue

You can collect your free official catalogue at the Organisers office from 10<sup>th</sup> November 2018 and during the exhibition opening hours.

### 7. Non-smoking area

Smoking is prohibited inside the pavilions.

### 8. Restoration of the stand location into its original condition

Any damage to rent partitions and to the pavilions structures (posts, cladding) as well as affixing, piercing, painting or marking is strictly prohibited. The stand site must be restored into its original condition. Rubbish (including carpets, adhesive, decorations etc.) must be removed by 2.00 pm on 16<sup>th</sup> November for pavilions 2.2 / 3 / 4 / 7.1 / 7.3, and by 2.00 pm on 17<sup>th</sup> November for pavilion 7.2. Exhibitors are liable for any damage relative to their stand during breakdown and will also be liable for damages caused by contractors, suppliers, etc. Skip rental can be ordered (see additional fittings order form).

Failure to respect this rule will result in billing of extra charges.

### 9. Customs (see the PDF on the EquipHotel web site)

Customs services - tel.: +33 (0)1 40 40 60 24

A special service can be arranged for Saturdays and bank holidays. Requests must be made in advance.

French customs clearance can be provided by your carrier.

## VARIOUS INFORMATION

### 10. Damage or theft (procedure)

#### • Within 24 hours

Report the theft to the local police:

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

#### • Within 48 hours

Give a copy of the police report to the organiser or after the exhibition, post it to:

Reed Expositions France - Equip'Hôtel  
52-54 Quai de Dion Bouton - 92800 PUTEAUX

**NEW:** A complaint form is available at the security office of VIPARIS (pavilion 5.1) for exhibitors wishing to file a complaint against unknown person (**for theft without violence or intrusion**). VIPARIS will forward the complaint directly to the police station and to the lower court.

### 11. Catering deliveries

Catering deliveries are authorised only on presentation of delivery slip. Exhibitors may use the on-site caterers or the VIPARIS approved caterers. Any other caterers must obtain specific authorisation by applying to:

VIPARIS - Mme Mottin  
Porte de Versailles - 75015 Paris - France  
Tel.: + 33 (0)1 40 68 14 46 - Fax: + 33 (0)1 53 30 68 99

Without this approval, access to exhibition site will be refused.

### 12. Security

The organiser is responsible for general security during the exhibition (with responsibility limited to the sole provision of this service). Exhibitors can get individual stand security arrangements, especially at night (see recommended supplier contact on the website: [www.equiphotel.fr](http://www.equiphotel.fr))

**Be vigilant! There is a high risk of theft during build-up and breakdown periods.**

### 13. EQUIPHOTEL 2018: the venue

EquipHotel will take place in pavilions 2.2 / 3 / 4 / 7.1 / 7.2 / 7.3 at Paris Porte de Versailles Exhibition Centre from 11<sup>th</sup> to 15<sup>th</sup> November 2018.

### 14. Access to the pavilions

Pavilions 7.2 / 7.3 have a maximum floor load (see respectively fig. 1, fig.2), whereas pavilions 3, 4 and 7.1 do not.

Pavilion 3, 4 and 7.2 are subject to different construction heights (see respectively fig. 1, fig. 3 and fig. 4). Other pavilions are not concerned by this constraint.

Access to the pavilions can easily be done thanks to numerous side gates. Each pavilion is accessible for download operations by using the dedicated access gates. Vehicles are not allowed to enter into the pavilions. Adjacent car parks to the pavilion are available to stand fitters during build-up and breakdown periods.

During the build-up and breakdown periods, exhibiting badges will not be required in order to access to the Pavilions.

### Technical supports:

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## TECHNICAL SPECIFICATIONS

Access and parking are free during build-up and breakdown periods. No access badge will be required.

### 15. Floor, walls and pillars

Floor, walls and pillars are either made of concrete or enamelled metal, or clad with wood panels. It is forbidden to drill, cut or deface these surfaces. Painting them is also prohibited.

### 16. Pavilions wall surfaces

#### PERMANENT PAVILION WALL SURFACES

**Permanent wall surfaces must be neither painted, nor drilled nor glued.**

Walls of pavilions 3, 7.1, 7.2 and 7.3 have permanent wooden panelling.

Wall panels height:

- 4 meters for pavilion 3
- 3 meters for pavilions 7.1 / 7.2 and 7.3

#### PERMANENT SURFACES OF PILLARS

**Permanent panelling must be neither painted, nor drilled nor glued.**

Height of wood panelling:

- 4 meters for pavilions 3 and 4 (only some of them)
- 3 meters for pavilion 7

Exhibitors can use the panelling in order to hang signs or decorations. Any staple to the panelling must be removed by the exhibitor at the end of the exhibition. Failing this, the exhibitor will be charged for restoration into its original condition.

### 17. Service ducts

Utilities are supplied via a system of service ducts. Ducts and hatches are encased by cast iron plates which cannot be removed. Only the Exhibition Centre operating company is authorised to use these ducts. [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

### 18. Damage

Exhibitors shall be held liable for any damage which they or their appointed contractors could cause to the building during transport, installation or removal of their equipment.

### 19. Aisles

Exhibitors must not obstruct the aisles with ducts, cables or decorations either at ground level or above ground. However, ducts and cables for the requirements of EquipHotel or the Safety Department can be installed above the stand site should it be necessary.

For your information, colors of carpet in the aisles are navy blue and on the peripheral pathway blue atoll.

Pavilion 4: Hygiene area will be quartz blue ; Build fitting area in navy ; Bathroom area in electric blue ; the washing area in atoll blue and the Spa in black.

### 20. Suspended items

Items suspended from the framework of the pavilion must be installed by the Exhibition Centre's Technical Department.

## PAVILION SPECIFICATIONS

Requests must be done to the Exhibitors' Department on +33 (0)1 40 68 16 16 or [www.viparis.com.epex](http://www.viparis.com.epex).

Suspended items must comply with the EquipHotel Stand Design Regulations.

### 21. Regulations for Large-Scale Kitchen

#### Installations 20 kW or greater:

Should food catering areas be set up and equipped with kitchen in which the total rated output of the appliance (cooking, reheating or group of appliances) is 20 kW or greater, the regulations prescribed in the Articles GC (in particular GC14 and GC15) of the amended Safety Regulations of 25 June 1980, would have to be respected. The appliances are to be installed in premises called «grandes cuisines» (large-scale kitchens). These large-scale kitchens are to be delimited by 1 hour fire partitions and flooring. The fire resistance of the materials used must be certified by an approved French testing laboratory.

Considering the technical requirements of the building, these kitchens are to be set up on the periphery of the building, in accordance with VIPARIS - Porte de Versailles. Each Kitchen must be fitted with a device for mechanically extracting polluted air, steam, and fat. This device should be made in category M0 materials.

#### Installations less than 20 kW:

Installations of cooking (or reheating) appliances in which the total rated output is less than 20 kW are to be fitted with an enveloping cooker hood and a mechanical extraction device. Any steam should first be extracted and deodorized through 3 successive filters:

- The first a filter made of metallic material.
- The second with media or electrostatic finishing filter.
- The third with an active carbon deodoriser.

The filter section should be around 0.5 m per square meter of cooking surface. The rate of evacuation is to be 400 m<sup>3</sup> per hour per sqm of cooking surface. The hood should be closed on 3 sides with a drop of 0.80m above the hob or stove top.

### 22. Smoke extraction controls and fixed fire points

Smoke extraction controls and fire extinguishers are mounted on the side panelling or on pillars, and are indicated on the plans. They must be visible and accessible from 1 metre all around. The intercoms must remain accessible anytime. Signs indicating fire control apparatus must be visible anytime.

### 23. Deliveries to the pavilions

There is no loading area in the pavilions. For fork-lift truck and a pallet truck to deliver your goods to your stand.

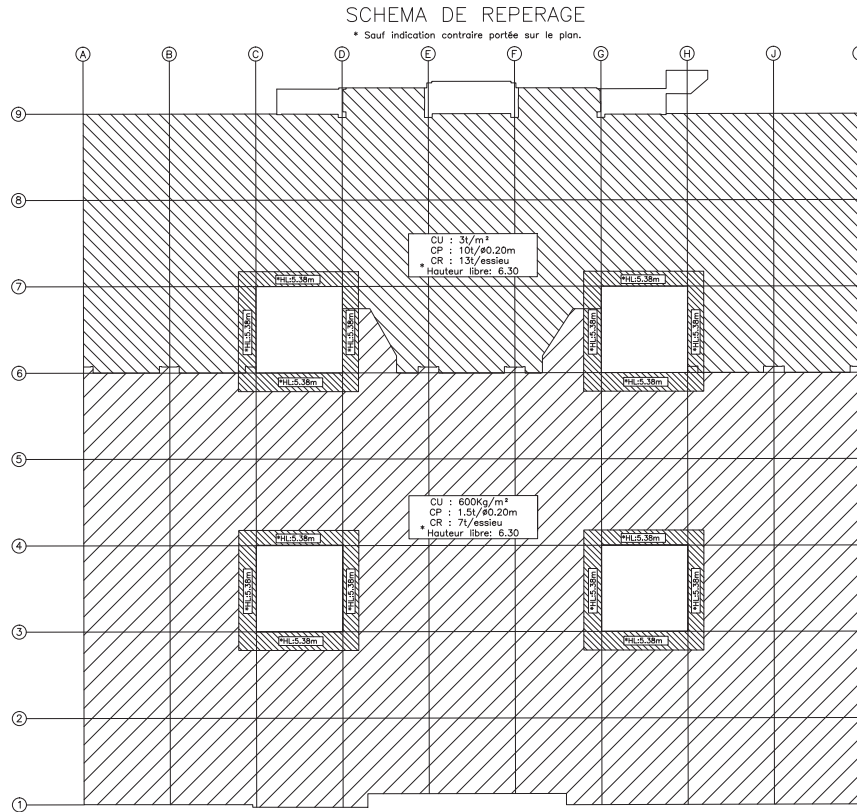
Contact CLAMAGERAN - Tel: +33 (0)1 43 95 18 01  
or ESI - Tel: +33 (0)1 30 11 93 46.

#### Technical supports:

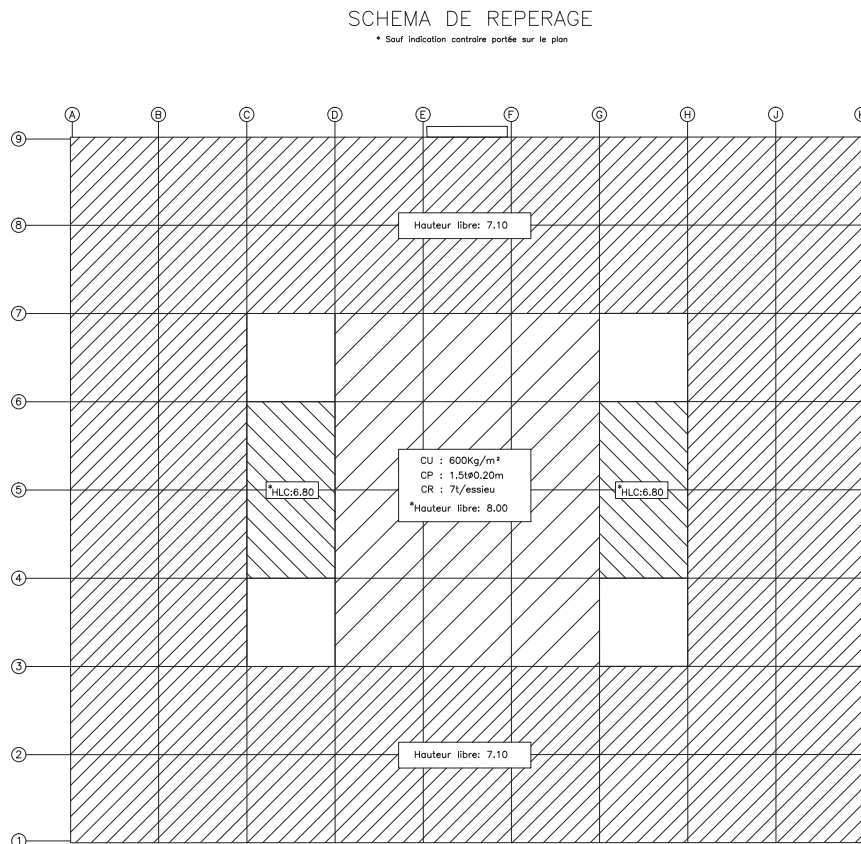
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**Fig. 1 · § 14**  
**Pavilion 7.2**



**Fig. 2 · § 14**  
**Pavilion 7.3**



**Technical supports:**

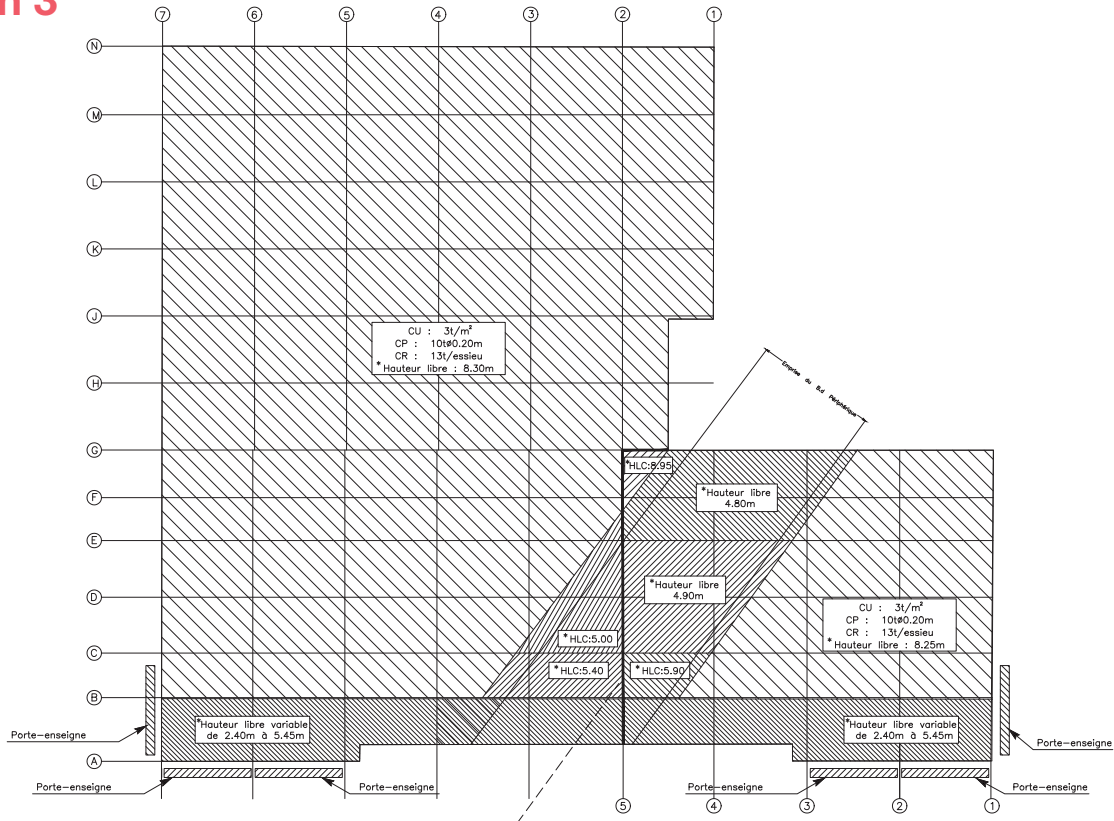
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**Fig. 3 · § 14**

**Pavilion 3**

SCHEMA DE REPERAGE

\* Sauf indication contraire portée sur le plan.

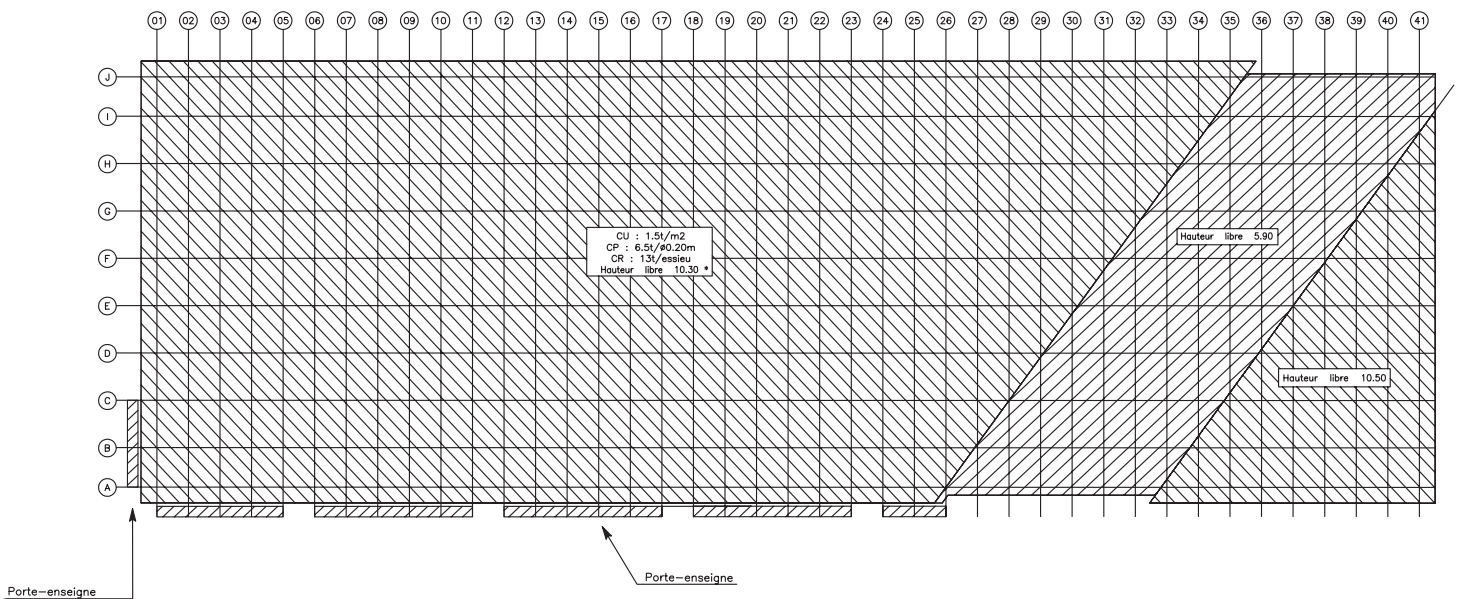


**Fig. 4 · § 14**

**Pavilion 4**

SCHEMA DE REPERAGE

\* Sauf sous périphérique voir indication portée sur le plan



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**RIGGING POINT**



**FIRE HOSE CABINETS – RIA**  
(example for pavilion 3)



**TECHNICAL HATCH**



**ELECTRICAL CABLE**



**ELECTRICAL BOX**  
(power > 20kW)



**POWER SWITCHBOX**  
(power < 20kW)

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