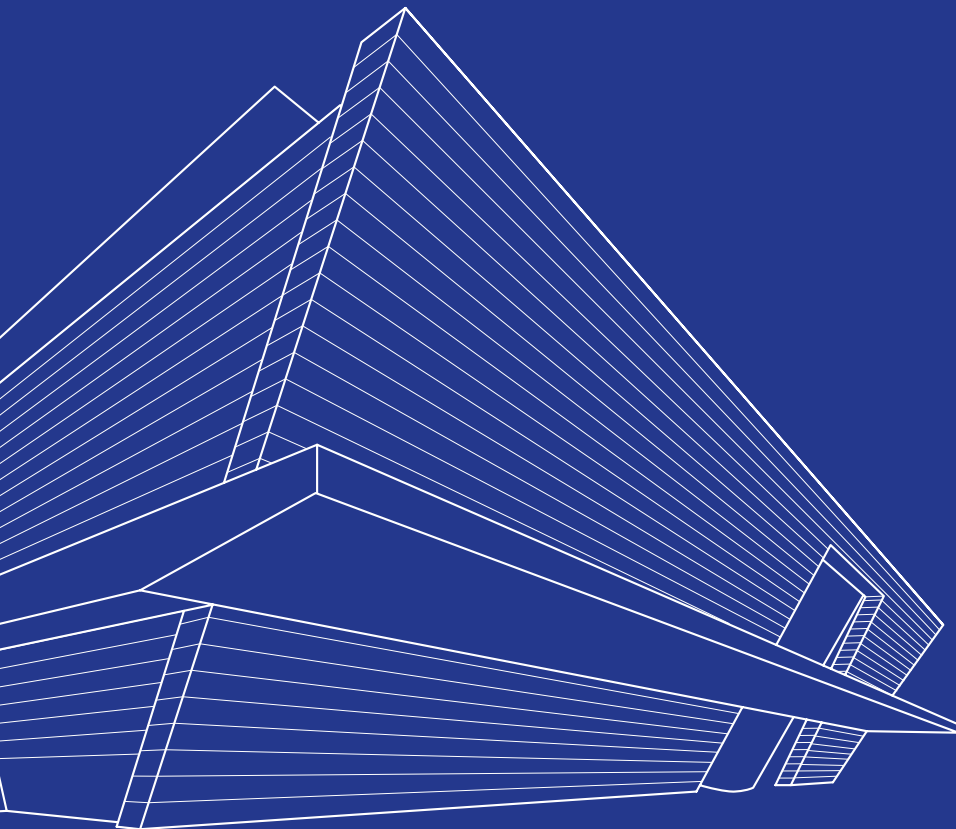




palais des congrès  
de paris

**SAFETY SPECIFICATIONS**



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# PREAMBLE

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*The purpose of these Safety Specifications is to provide a framework for the reciprocal legal obligations concerning fire safety between the various tenants and the Palais des Congrès de Paris, including the Hyatt with respect to the use of spaces that are the subject of the emphyteutic leasehold.*

*They are also intended to define and assign the various obligations and liabilities of each of the parties involved in holding trade shows, exhibitions, conventions, conferences, performances and other temporary events (hereinafter referred to as «Events»), including the Hyatt, as well as to set out the conditions of use specific to each space made available to each Organiser.*

*The complete acceptance of these Safety Specifications by event Organisers is a necessary prerequisite for any hire agreement for Viparis Le Palais des Congrès de Paris. For the Hyatt, this acceptance is an essential prerequisite for retaining its leasehold.*

*These Safety Specifications, which have been approved by the competent administrative authorities, form an integral part of any agreement. In signing an agreement with Viparis Le Palais des Congrès de Paris, the Organiser undertakes to comply with these safety specifications and ensure that all its customers, exhibitors, visitors, participants and service providers, as well as any person whose presence is justified by the Organiser, also comply with these specifications, regardless of the nature and type of occupation or access they have been granted. It is explicitly stated here that the same is true with respect to the Hyatt as concerns its visitors, participants or service providers as well as any person whose presence is justified by the Hyatt, regardless of the nature and type of occupation or access they have been granted, including any and all sub-lessees.*

*The provisions of the following Safety Specifications may be supplemented by Specifications specific to an event.*

# SITE DESCRIPTION

## A. EVENT CLASSIFICATION, CATEGORIES AND TYPES

### I. Background

The Palais des Congrès de Paris (hereinafter referred to as the «Site») is a Category 1 Public Access Building for Type L, M, N, P, T, X, R and W events, and is the subject of a leasehold agreement granted by the City of Paris to SCI PROPEXPO.

The part of the building referred to as «the existing area» was built in 1974, and the part referred to as «the extension» was built in 1999.

The site is operated:

1. Directly by SCI PROPEXPO with respect to commercial activity, and
2. Indirectly by:
  - Viparis Le Palais des Congrès de Paris, under the terms of a lease granted by SCI PROPEXPO with respect to conference/exhibition activities, and
  - La Société du Louvre Lafayette SAS (hereinafter referred to as «the Hyatt»), under the terms of an emphyteutic lease granted by SCI PROPEXPO with respect to food service and reception rooms.

Customers entering into an agreement with Viparis Le Palais des Congrès de Paris for the hiring of spaces and the purchase of various services are known as event organisers (hereinafter the «Organisers»). Customers entering into an agreement with the Organiser for the hiring of a stand for the purpose of taking part in an event shall hereinafter be referred to as «Exhibitors».

It is explicitly stated here that the provisions of these Safety Specifications relative to Organisers, as defined hereinabove, are also applicable to organisers who are direct customers of the Hyatt, as part of the use of premises made available to the Hyatt as set out in the point above. As a result, these direct customers of the Hyatt must comply with the same obligations as Organisers.

The various documents defined in these Specifications must be submitted by the Hyatt to Viparis Le Palais des Congrès de Paris in accordance with the procedures and deadlines defined below.

### II. Introduction

The site includes exhibition areas, amphitheatres and rooms spread out across Levels 0, 1, 2, 3 and 4, as well as ancillary premises such as washrooms, catering areas, technical booths, Interpreters' booths, organisers' offices, etc.

The site is able to accommodate trade shows and exhibitions, conventions, shareholder's meetings, conferences, seminars, exams, concerts, performances and any other events of a temporary nature.

### III. Updates to the specifications

These specifications shall be updated in the event of any amendment to the Site's operating conditions and subsequently transmitted to the Paris Prefecture of Police for validation. They will then be notified to the Organisers and to the Hyatt.

## B. MAXIMUM OCCUPANCY

Given how the spaces at the Palais des Congrès de Paris are configured, there are two types of capacity:

- The theoretical capacity, which is based on the total surface areas of exhibition spaces, conference rooms, all areas accessible to the public, shops, the mall and the large auditorium.
- The operational capacity, which depends on the configuration of the various spaces, the possibilities of simultaneous events and the type of events being held (Types T, L, W, etc.).

### I. Maximum capacity

LEVEL	CAPACITY
5	116
4	2,003
M3 -3	4,347
M2 -2	8,033 including 1,123 if the auditorium is in use
M1 -1	9,503
M0 -0	4,388 including 1,123 if the auditorium is in use
-1	2,807 (3,640) for exit accesses if lower levels are being evacuated
-2	75
-3	125

i.e. a maximum of 31,397 people using the Palais's exit accesses (32,230 for exit accesses in case of evacuation of the lower levels), plus 1,757 people from other establishments (Rural Paris, the UGC cinema, the Palais Maillot nightclub and the Temple boxing club).

**At any given moment, the maximum capacity of the Palais des Congrès de Paris is 33,154 people.**

### II. Professional trade shows

During professional trade shows and in the spirit of Article T 20 of the Order of 18 November 1987, as amended, dealing with Type T provisions, the allowable capacity shall be calculated on the basis of two people per 3 m<sup>2</sup>, in which case no exit access shall be made inaccessible.

In light of this calculation method, there must never be more than 23,149 people simultaneously on site for professional trade shows.

### III. Capacity per room

ROOM	CAPACITY
Grand Amphitheatre	3,723
Blue Amphitheatre	826
Bordeaux Amphitheatre	650
Havana Amphitheatre	373
Maillot	380
Passy	165

# APPLICABLE REGULATORY PROVISIONS



## A. PROVISIONS APPLICABLE TO VIPARIS SITES

These Specifications are based on the following regulatory provisions:

- Articles R.123-1 to R.123-55, R.152-4, and R.152-5 of the French Construction and Housing Code.
- The Order of 25 June 1980, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Public Access Buildings.
- The Orders of 31 August 1994, 21 March 2007 and 8 December 2014 concerning accessibility for persons with disabilities to Public Access Buildings.

### For Levels 1, 2, 3, 4 and 5

- The Order of 5 February 2007, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type L Public Access Buildings (rooms for hearings, conferences, meetings, performances and multiple uses).
- The Order of 21 June 1982, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N Public Access Buildings (seated dining, buffets, cocktail receptions).
- The Order of 18 November 1987, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type T Public Access Buildings (exhibitions).

- The Order of 21 April 1983, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type W Public Access Buildings (administrations, banks, offices).

### For Levels -1 and 0

- The Order of 5 February 2007, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type L Public Access Buildings (rooms for hearings, conferences, meetings, performances and multiple uses).
- The Order of 22 November 1981, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type M Public Access Buildings (retail shops, shopping centres).
- The Order of 21 June 1982, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N Public Access Buildings (seated dining, buffets, cocktail receptions).
- The Order of 7 November 1983, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type P Public Access Buildings (dance halls and gaming establishments).



## B. LEGISLATION APPLICABLE TO THE ORGANISER

Organisers shall be solely responsible for the organisation, setup and operation of their events.

In all areas and throughout the duration of the event, including during the setup and dismantling periods, the Organiser undertakes, generally speaking, to comply with all applicable regulations and to ensure compliance by exhibitors, service providers and various participants. These regulations include:

- The Order of 25 November 1980, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Public Access Buildings.
- Articles R.123-1 to R.123-55, R.152-4, and R.152-5 of the French Construction and Housing Code.
- Decree no. 2006-1386 of 15 November 2006 and the Orders of 31 May 1994, 1 August 2006, 21 March 2007 and 8 December 2014 concerning accessibility for persons with disabilities to Public Access Buildings.
- The Order of 18 November 1987, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type T Public Access Buildings (exhibition halls).
- The Order of 5 February 2007, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type L Public Access Buildings (rooms for hearings, conferences, meetings, performances and multiple uses).
- The Order of 21 November 1982, as amended, approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N Public Access Buildings (seated dining, buffets, cocktail receptions).
- The French Highway Code.
- The French Labour Code, and in particular Article R.332-7-2 of the Labour Code which stipulates that the minimum lighting in the halls during setup and dismantling shall be 200 lux.
- Standard NF C 15-100 regarding low-voltage electrical installations.
- Section 1 of Book V of the Environmental Code relating to legislation of facilities requiring an environmental impact assessment and its implementing order of 21 September 1977.
- The provisions of the Evin Act (anti-smoking law).
- The Ministerial Order of 31 March 1980 concerning compliance of electrical equipment for facilities requiring an environmental impact assessment in situations presenting a risk of explosion.

Any and all additional provisions specific to the type of event.

# ORGANISER'S OBLIGATIONS



## A. ADMINISTRATIVE PROVISIONS

### I. Organisers' obligations

From the start of the setup period and until an event closes to the public, the Organiser must be assisted by one or more Fire Safety Officers in accordance with Article 6 of the Order of 18 November 1987 concerning Type T events. The person chosen shall be continually present throughout the event and/or when the public is present. The Fire Safety Officer shall have all the qualifications required by Article T 6.2, as amended by the Order of 24 September 2009.

If the Fire Safety Officer has not been approved by Viparis Le Palais des Congrès de Paris, the Organiser must, no later than three months prior to the date of entry into the premises, provide the Site's Safety Manager with a file containing the contact details and qualifications of the designated Fire Safety Officer. Viparis shall reserve the right to refuse the appointment of the Fire Safety Officer selected by the Organiser within fifteen days of the date on which the file is received.

Please note that the Organiser must file a permit application with the administrative authorities no later than two months prior to the planned opening date.

The permit application shall include a complete description of the proposed event. It must include all documents and plans required for a thorough understanding of the nature of the event. This could include, for example (list not exhaustive):

- The type of exhibition or event, with a brief description.
- Its location, total occupied floor space, areas reserved for aisles.

- The type of public expected (general public or professionals only).
- The dates the event is open and closed to the public.
- The number of visitors expected.
- The makeup of the fire safety service as defined in Article T 48 of the aforementioned Order of 18 November 1987, as amended, and in these Safety Specifications.
- The name and contact information of the event's Safety Officer.
- Plans showing the site's access and accessibility conditions, the location of firefighting equipment and the use of exterior spaces.
- A detailed plan of the event showing:
  - Aisles, entrances and exit accesses
  - The location of stands or spaces reserved for exhibitors, as well as the company name associated with each stand
  - Platforms, tiered seating or podiums
  - Stands with ceilings or upper floors
  - Installations created at the level of the Palais des Congrès de Paris
  - The location of structural pillars.
  - Temporary buffet sorbars
  - Food-service areas outside the areas provided to that effect
- Provisions or arrangements that apply to certain specific trade shows listed in the specifications, e.g. meeting rooms set up in the exhibition halls.

For permit applications submitted to the Prefecture for examination, the Organiser agrees to follow the instructions drawn up by the administration in response to the permit application.

Organisers shall assume full responsibility for applying the safety rules in the buildings, the immediate vicinity and outside exhibition areas that have been hired or made available to them. They shall take all the necessary steps to ensure that the companies they employ are in compliance with regulations governing health, safety and working conditions, as well as with the Highway Code and the protection of worksites using hoisting equipment and scaffolding.

The Organiser shall be obliged to attend or be represented at meetings convened at the request of either the administrative authority or Viparis Le Palais des Congrès de Paris.

At the suggestion of the Safety Officer, whose role is set out in Article T 6 (Order of 18 November 1987, as amended by the Order of 11 January 2000), the Organiser shall prohibit the operation of stands that are not in compliance with the provisions of these Safety Specifications. In such a case, the Organiser shall refuse to supply electricity and other utilities, and can order that the stand be closed.

This point must be included in the hire agreement between the Organiser and the Exhibitor or the lessee of the stand, and in the hire agreement between Viparis Le Palais des Congrès de Paris and the Organiser.

In addition, the Organiser shall take all reasonable steps to inform Exhibitors of health and safety regulations, and of any operating restrictions with which they must comply throughout the entire event, particularly regarding the installation and operation of their stands. As part of a general obligation to provide information, the Organiser must issue and provide an “Exhibitor’s Guide” to each Exhibitor which must include:

- The identity of the Fire Safety Officer, as well as the postal address and telephone numbers at which he or she can be contacted, including at the Event, as of the start of the setup period until the event closes to the public.
- All of the operating constraints and health and safety rules with which the Exhibitor must comply, as established by these Safety Specifications and the event specifications.
- The postal address and telephone numbers of the department within the Organiser’s company that is tasked with informing Exhibitors concerning matters relating to compliance with the aforementioned requirements and rules
- A requirement for Exhibitors to provide the Organiser with any permit applications or declarations where these are called for.

Organisers must ensure that the safety rules are applied to all installations at an event as soon as the stand locations are made available to them.

The Organiser must make available to the Safety Committee an extract from the “Specifications between the Organiser and the exhibitors and lessees” and, prior to the event, provide all exhibitors with this extract, which must specify:

- The identity and qualifications of the Fire Safety Officer(s).
- The specific safety rules to follow.
- The obligation to provide the Fire Safety Office with a permit application or declaration concerning the use of machines and devices, heat or combustion engines, lasers or any other hazardous materials. This must be done one month before the Organiser files the application for a permit to open the event to the public.

These extracts comprise the «Specifications between the Organiser and the exhibitors and stand lessees», which must be consistent with the present Safety Specifications. They may be consulted by the site owner.

The Organiser shall inform exhibitors of any opinions issued by the administration relating to the permit declarations addressed to the Organiser and shall provide a copy of these opinions to the Fire Safety Officer.

In the event that the Prefecture examines the application, the administration's response to the Organiser must be provided by the Organiser to the Viparis Le Palais des Congrès de Paris Safety Manager within 8 days following its reception and, in any case, prior to the event.

Viparis Le Palais des Congrès de Paris must be informed about any planned installations that have an impact on the structure, access or existing technical facilities.

The provision in these Safety Specifications are applicable to all users of the Site.

All users must allow unobstructed access to the head of the site or his/her representatives (Safety Manager, Head of the Safety Department and their respective teams), whose remit includes ensuring compliance with the Safety Specifications.

## II. Trade shows and exhibitions

No later than 75 days before the event opens to the public, the Organiser shall, via the Safety Officer, provide the Palais des Congrès de Paris's Safety Manager with 2 copies of the permit application, which must fully comply with the provisions in these Safety Specifications.

Within 15 days of receiving the permit application:

- If the application is in conformity, Viparis will send the Organiser or Fire Safety Officer an event declaration.
- If the application contains requests for waivers or makes reference to Article T20, Viparis will ask the Organisers to submit the application to the administrative authorities for examination.

If Viparis is unable to process the application in due time, or if the safety notice or plans contain inconsistencies, or if the information in the application is incomplete, the Palais des Congrès may transfer the file to a third party for assessment.

## III. Single-company trade shows and invitation-only trade shows

For single-company trade shows (reserved for employees of one firm) and invitation-only shows (for which invitations are non-transferable or function-specific) for which the number of attendees is known in advance, the total capacity shall be that supplied in the Organiser's declaration.

In any case, all exit accesses in the hired space must be kept unobstructed.

## IV. Other events

A copy of the installation files must be submitted to the Palais des Congrès de Paris's Safety Department by the Fire Safety Officer appointed by the event Organiser prior to being forwarded to the Prefecture.

## V. Events for which a permit application does not need to be filed with the prefecture

Activities may be organised in the halls, reception areas, auditoriums, conference rooms, and restaurants without having to file a permit application with the administrative authorities provided they fulfil the following conditions:

- The premises are used in their standard configuration without any additional installations (conference rooms, auditoriums, etc.).
- \* Use of the halls for cocktail receptions, lunches and buffet meals does not require installation of a kitchen or additional warming points.
- \* Miscellaneous events, shows, performances, etc. that do not require special provisions (checks by an accredited body or attestation of correct assembly, etc.).

\* For Type N events, the Organiser shall submit an application (safety notice plus floor plans) to Viparis that shall stipulate any additional structures or technical installations. The wattage of cooking devices must be given (in any case if the wattages are greater than 20 kW, the application must be submitted to the Prefecture's investigative departments).

In cases marked with an asterisk (\*), a permit application must be provided to the Fire Safety Control Centre's Safety Manager for approval 45 days prior to the event. This application must be accompanied by an explanatory note and layout plans. Upon receiving this request, the Safety Manager must either approve the event as it stands or with instructions, or request that the Organiser submit the file to the competent authorities for approval.

Additionally, the Organiser must comply with the provisions in the Order of 25 June 1980, the provisions specific to each type of event, and those set out in the venue's Safety Specifications.

Moreover, in the case of specific events other than Type T events, Viparis Le Palais des Congrès de Paris shall be entitled to require the Organiser to have a Fire Safety Officer in attendance when the public is present.

## VI. Specific declarations and permits

After consulting with the Fire Safety Officer, the organiser must provide the administrative authority with all of the exhibitors' declarations and permit applications. He or she must notify the exhibitors in a timely manner of all decisions made by the administrative authority or Fire Safety Officer.

## VII. Risk prevention plans and safety protocol

All organisers must ensure compliance with the provisions of the Labour Code and, more generally, with all applicable regulations in terms of occupational health and safety (coordination of safety and health protection, and establishment of risk prevention plans during the setup and dismantling phases). The measures taken by the Organiser must in no way conflict with the present Safety Specifications.

## VIII. User maps

Only the user maps and outline maps provided by the Palais des Congrès de Paris (format AO, 1:200 scale) may be used by the Organiser to design the event and create the plans that he or she shall submit to the administrative authorities, the exhibitors and Viparis Le Palais des Congrès de Paris.

These maps indicate the buildable areas on the various levels, together with the safety constraints. These maps are appended to this document.

## IX. Event installation

Events may only be installed in the space made contractually available by Viparis Le Palais des Congrès de Paris in accordance with the provisions set out in the general site plan and those in these Safety Specifications that are applicable to the Organiser.

## X. Obligations of the fire safety officer

### Fire safety officer for exhibitions

Under the responsibility of the Organiser, the Fire Safety Officer referred to in Article T5 shall fulfil the obligations set out in Article T6. In addition, he or she must comply with the following provisions:

He or she shall provide the Viparis Safety Manager with a copy of the safety file that has been submitted to the administration, as well as with the safety committee's requirements.

The obligations of the Fire Safety Officer are set out in Article T 6 of the Order of 18 November 1987, as amended by the Order of 11 January 2000. In particular, it should be noted that the Fire Safety Officer appointed by an Organiser using both internal and external areas shall ensure the application of the safety regulations as well as these specifications with regard to these surface areas and any installations.

To perform his or her duties as defined above, the Fire Safety Officer mandated by the Organiser must be physically present at the event site from the start of the setup phase and until the date on which this same event closes to the public.

The Fire Safety Officer must ensure that the Palais des Congrès de Paris's firefighting equipment is always available and accessible.

The Fire Safety Officer shall record in the final report his or her decision as to whether part or all of the event shall be opened to the public. The Organiser shall make this final report available to the administration.

In particular, the Fire Safety Officer mandated by the Organiser is responsible for:

- Examining, together with the event's Organiser, the event's general installation file and for helping draft the safety file that will be submitted to Viparis and to the administration for review. This file, which must be very specific regarding the installation and setup of the various areas, shall be co-signed by the Organiser and the Fire Safety Officer.
- Ensuring that the Organiser applies the guidelines formulated by the administration.
- Informing and advising Exhibitors on all technical safety measures to be undertaken with respect to their installations
- Examining the declarations and applications for permits to operate machines, as well as drawing up a list of stands at which these machines will be located
- From the start of setup and until the event closes to the public, monitoring stands and ensuring compliance with the fire safety measures set out in these specifications, with the exception of detailing provisions.
- Ensuring that stands with upper floors have been inspected for structural solidity by an accredited person or body.
- Maintaining a permanent presence while the public is present at the event site.
- Informing the administration in a timely manner of any difficulties encountered when enforcing these Safety Specifications.
- Where appropriate, providing emergency response teams with information regarding the location of radioactive devices, of installations covered by Sections VII and Section X, and of areas where there are many stands using cylinders of liquefied hydrocarbons.
- Informing the Organiser and the owner of the premises about any incidents arising from the establishment's other permanent services (cafeteria, restaurant, canteen, etc.) that are liable to affect the safety level of the event in progress.

- Ensuring that the establishment's safety equipment is not compromised by the event's installations.
- Examining any documents ensuring that firefighting equipment maintenance inspections have been properly carried out.
- Monitoring the presence and qualifications of members of the event's fire safety service.
- Drafting a final report relative to compliance with these specifications, and with any recommendations issued by the administrative authority that authorised the event. Before the event opens to the public, this report shall be submitted simultaneously to the event's Organiser and the owner of the premises. This report states whether part or all of the event should be opened to the public and shall be made available to the administration by the Organiser.
- Monitoring that rigging points are located in the areas designated for this purpose.
- Ensuring that all the event's technical installations and temporary facilities, whether they are mandatory under existing regulations or require specific scrutiny, are inspected by an accredited body.

Any requests addressed by the Fire Safety Officer to the Exhibitors as part of his or her duties shall be the direct result of the regulatory provisions in force.

The Fire Safety Officer shall undertake to ensure communication between the firm providing security for the event and the Site's Fire Safety Control Centre (PCS).

Each day, upon arriving at the Site, the Fire Safety Officer shall report to the PCS and present his or her identity card and leave his or her contact number. The Fire Safety Officer shall inform the PCS when he or she leaves the site.

The connection between the Fire Safety Officer and the PCS may be via landline or walkie-talkie.

### **Fire safety officer for events**

The Fire Safety Officer reports to the Organiser and is responsible for the following:

- Examining, together with the event's Organiser, the event's general installation file, and helping draft the safety file to be submitted to the administration for review. This file, which must be very specific regarding the installation and setup of the various areas, shall be co-signed by the Organiser and the fire safety officer.
- Ensuring that the Organiser enforces the guidelines formulated by the administration.
- Verifying enforcement of the fire safety measures up to the day the event opens to the public.
- Informing the Organiser of any difficulties encountered before the event opens to the public.
- Ensuring that the establishment's safety equipment is not compromised by the installations of the event in progress.
- Monitoring the presence, and checking the qualifications, of the members of the event's fire safety service prior to the event's opening to the public.
- Ensuring that all the event's technical installations and temporary facilities, whether they are mandatory under existing regulations or require specific scrutiny, are inspected by an accredited body.
- Drafting a final report concerning compliance with these specifications, and with any recommendations issued by the administrative authority that authorised the event. Before the event opens to the public, this report shall be simultaneously submitted to the Organiser and the owner of the premises.

Depending on the event's size, the PCP may require a Fire Safety Officer to be on site during the entire time the public is present.

In addition to the aforementioned general rules, Organisers must comply with the following special provisions for this type of activity:

- Installations of projection equipment:
  - Only devices in which the light source is contained in a sealed enclosure (or other image projection equipment) are allowed.
  - Devices must be placed at least 1 metre from each other and from exit accesses or areas accessible to the public.
  - Projection screens must be made of category M3 fire-resistant materials and their borders must be made of category M0 materials. Screen frames must be non-combustible. M0.
- Suspended technical equipment:
  - All technical equipment must be held in place by two separate systems, each with a different design. In the event that one system fails, the second will continue to support the equipment in question.
- Public address system / public alarm:
  - The commercial public address system must be overridden as soon as the general alarm sounds

## B. ADMINISTRATIVE AUTHORISATIONS

The administrative permits required to open an event are issued to the Organiser by the Paris Prefecture of Police, after consultation with the safety sub-committee.

The Organiser shall be solely responsible for taking all the necessary steps to obtain these permits.

Where events are held on premises occupied by the Hyatt, either the Hyatt in its capacity as organiser or the Organiser shall provide a copy of the permits issued by the administrative authorities to the Viparis Safety Manager.



## C. FIRE SAFETY PERSONNEL

### I. Organisers' fire safety service

The Organiser must ensure the safety of the event through the deployment of fire safety officers (with SSIAP 1 or SSIAP 2 qualifications) under the conditions set out in Article T 48 of the Order of 18 November 1987, as amended, in accordance with the present Safety Specifications. These officers shall be informed of the procedures to follow in case of an evacuation, and shall have access to the Site's firefighting equipment, fire hose reels and fire extinguishers. All fire safety personnel in the halls on Levels 1, 2 and 3 shall be at the disposal of the Fire Safety Officer to ensure compliance with safety rules. If they are called on to intervene, they shall do so in addition to the Viparis Le Palais des Congrès de Paris teams and shall be under the authority of the head of the Site's Security Department.

Their fire safety remit can be carried out in complement to a security mission.

It is explicitly stated here that the safety personnel appointed by the Organisers shall be responsible for:

- Ensuring a permanent presence in the halls.
- Ensuring that safety aisles are kept free at all times.
- Deploying the available firefighting equipment (extinguishers, fire hose reels).
- Alerting the Fire Safety Control Centre by telephone at 01 40 68 27 18.
- Helping organise the public's evacuation.
- Ensuring the smoking ban is observed

The composition of the safety team present on the hall's various levels during events and exhibitions when the public is present is defined as follows:

LEVEL	CONFIGURATION	CAPACITY
1	< 3 000 m <sup>2</sup>	1 officer with SSIAP 2 qualification and 1 officer with SSIAP 1 qualification
	> 3 000 m <sup>2</sup>	1 SSIAP 2 fire safety officer and 2 SSIAP 1 fire safety officers
	All halls in use	1 SSIAP 2 fire safety officer and 2 SSIAP 1 fire safety officers
2	Half of Maillot Room	1 officer with SSIAP 2 qualification and 1 officer with SSIAP 1 qualification
	All of Maillot Room	1 SSIAP 2 fire safety officer and 2 SSIAP 1 fire safety officers
3	Havana and/or Bordeaux Halls	1 SSIAP 1 fire safety officer
	Performance in the Bordeaux Amphitheatre	1 SSIAP 1 fire safety officer
1,2 1, 2 and 3	All levels	1 SSIAP 2 fire safety officer and 5 SSIAP 1 fire safety officers

Please note: on Level 0, the presence of an SSIAP 1 fire safety officer for the Palais Maillot nightclub. These SSIAP-qualified personnel (under the terms of the Order of 22 December 2008), trained in the Site's safety procedures, have the direct telephone line of the Fire Safety Control Centre for all requests for intervention, reinforcements, etc.

The organisation of safety teams is defined in Appendix 2.

## D. SIMULTANEOUS OCCUPATION OF SPACES

### I. Setup and dismantling operations concurrent with an event that is open to the public

In such a case, all Organisers must scrupulously comply with these safety specifications. The Palais des Congrès de Paris reserves the right to prohibit any actions that could put the public at risk.

### II. Occupation by two events simultaneously open to the public

When several events are open to the public simultaneously, coordination of general safety issues will be placed under the sole authority of the site's Fire Safety Officer, who will monitor the event that occupies the largest surface area.

In the case that an intervention requires a coordinated response, all Fire Safety Officers shall be under the head of the Palais des Congrès de Paris's Safety Department or his or her representative.

## E. TECHNICAL CHECKS

Moreover, similar to Type L (L57) and GEEM (Art. 7), regardless of the type of event, non-standard fastening systems and technical installations (light bridges, structures, gantries, risers accommodating more than 300 people, two-level stands, etc.) must be inspected, depending on the type of installation, by an organisation accredited either by the Ministry of Housing (Section A1) or the Ministry of the Interior (Section 15.4 design / construction).

## F. MANAGING ENTRANCES AND COUNTING VISITORS

### I. Unrestricted access

The Organiser must, at all times, allow Viparis SAS staff unrestricted access to the hired space, including any person wearing a badge authorised by Viparis, all ministerial, customs and police officers in the performance of their duties, and members of the Safety Committee.

# EXHIBITOR OBLIGATIONS



## A. SPECIFIC DECLARATIONS AND PERMITS

### I. Exhibitors and stand lessees obligations

Exhibitors shall be fully liable for the services and demonstrations at their stands. They shall take all necessary measures to ensure the safety of the public that visit them. They must comply with the operating guidelines issued by the Organiser and in particular the «Exhibitor's Specifications».

Exhibitors and stand lessee obligations are set out in Articles T8 and T9 of the Order of 11 January 2000. Exhibitors and stand lessees must apply the specifications referred to in Articles T4 § 1 and T5 § 2, respectively.

Exhibitors must provide the following items to the organiser in a timely manner:

- Declarations for live demonstrations of machines and devices, so that the Organiser can draw up a list to be provided to the Safety Committee.
- Specific permit applications relative to thermal or combustion engines, so that the Organiser can submit these applications to the authorities and draft the site plan to be provided to Viparis Le Palais des Congrès de Paris.
- Specific permit applications relative to radioactive substances and X-rays, so that the Organiser can submit these applications to the authorities and draft the site plan to be provided to Viparis Le Palais des Congrès.

- Declarations relative to the use of laser beams (accompanied by the technical notice, installation plan and the document drawn up and signed by the installer certifying their compliance with the provisions of Article T44 of the Decree of 18 November 1987 (as amended), so that the Organiser can submit these applications to the authorities.
- Requests for exemptions to the prohibition from using acetylene, oxygen, hydrogen or another gas with the same risks, so that the Organiser can submit these requests to the authorities.

## B. FITTING OUT AND INSTALLATION OF STANDS

### I. General principles

All installations must be completed by the time of the acceptance visit by the Fire Safety Officer or the Safety Committee.

Every effort must be made to ensure that all installations can be fully inspected.

At each stand, the Exhibitor or a qualified representative must be present during the acceptance visit.

#### Exhibitions:

- Stands, podiums, platforms and tiered seating must be made of category M3 materials (see Article T21 of the safety regulations).
- Cladding (whether or not it is horizontal) for podiums, platforms, tiered seating, etc., must, at a minimum, be made of Category M3 materials (see Article T21 of the safety regulations).

- Awnings must, at a minimum, be made of Category M1 or M2 materials (see Article T22 of the safety regulations concerning enclosed stands, ceilings and solid drop ceilings).
- Hanging decorations (hanging advertising panels, garlands, light decorative objects) must be made of Category M1 category materials (see Article T10 of the safety regulations).
- Placing tents, doors, drapes or curtains in exit paths is prohibited (see article AM11 of the safety regulations).
- Installers, exhibitors and their suppliers must provide the building's Fire Safety Officer with reaction- to-fire reports for the materials used or valid fireproofing certificates.

## II. Fitting out and installations of stands

### Guiding principle

Notwithstanding the provisions in the specifications drawn up by Viparis Le Palais des Congrès de Paris and the event specifications, the following provisions must be complied with by exhibitors as part of the setup and operation of their stands.

### Measures and provisions

Exhibitors must comply with all operating guidelines given by the Organiser. All installations must be completed at the time of the acceptance visit by the Fire Safety Officer or the Safety Committee. Every effort must be made to ensure that these installations can be fully inspected.

All operational measures (stand installation, storage, distribution of fluids, etc.) shall apply to all current establishments.

Exhibitors may only use exhibitor power boxes for the electrical equipment at a single stand.

## III. Covered stands and stands with two levels

Strengthening the provisions of Article T 23 of the Decree of 18 November 1987, and taking into account the site's low ceiling height, ceilings and false ceilings are generally not allowed. However, for specific events, an exemption may be granted for structures of less than 100 m<sup>2</sup>. Additional means are mandatory (SSIAP fire safety officer – firefighting equipment, etc.). For structures larger than 100 m<sup>2</sup>, additional means must include the installation of a smoke vent (equal to 1% of the structure's usable surface area).

Each stand may only have a single upper level and must have been inspected by an accredited body, which shall attest to the structure's stability after its assembly at the venue. A complete file must be submitted to the Fire Safety Officer.

## IV. Completion of installations

All installations must be completed before the event's public opening, with sufficient time for them to be inspected by the Safety Committee.

## C. SAFETY COMMITTEE

### Inspection by the safety subcommittee and safety manager

Exhibitors or their qualified representatives must be present at their stands during the inspection by the Safety Committee or the event's Safety Officer.

Exhibitors must provide members of the committee with any and all information concerning the stand's fittings and materials, except for those with a recognised certification mark.

# REGULATIONS GOVERNING INSTALLATIONS



## A. ELECTRICAL INSTALLATIONS

### I. Regulatory provisions and compliance

Please note that the following regulations are particularly applicable:

- Order no. 88-1056 of 14 November 1988 relative to the protection of workers against electrical currents
- The safety regulations of public access buildings, as stated in the Order of 25 June 1980, as amended
- Standard NF C 15-100 relative to low-voltage electrical installations
- Standard NF C 15-150 relative to the installation of high-intensity discharge lamps

The electrical equipment must comply:

- Either with French standards
- Or with harmonised standards
- Or with the equivalent foreign standards, if this equivalence has been recognised by France's *Journal Officiel*.

### II. General conditions

Article T 35 § 3: «At each stand, semi-permanent installations must lead to a switchboard or power box whose equipment must be capable of the following:

- Complete control of all active conductors
- Overcurrent protection
- Protection against indirect contacts

Electricity is supplied to stands via the site's fixed and semi-permanent installations, which are set up and maintained by VIPARIS Le Palais des Congrès de Paris.

For each stand, each semi-permanent installation includes a power cable and power box adapted to the power level requested by the Exhibitor and/or Organiser.

Each electrical connection may only supply a single stand. Electrical power is supplied to each exhibitor's stand via a power cable ending in a power box. Any specific electrical installations beyond the power box are the sole responsibility of the Exhibitor, and shall be performed by a contractor chosen by him or her.

Each power box consists of:

- An emergency shutoff device.
- An overcurrent protection device.
- Protection against indirect contacts (30 mA)

The power box, closed and locked by the service provider selected by Viparis Le Palais des Congrès de Paris, is equipped with a power surge protection device and provides protection against indirect contacts using a residual current device. Overcurrent protection devices must be sealed, and the terminals for the various devices, excluding downstream terminals, must remain inaccessible. The power box has a grounding terminal and connecting terminals or clamps available to Exhibitors for the various electrical installations at their stands.

Electrical switchboards with a capacity greater than 100 kVA must have been installed by Viparis Le Palais des Congrès de Paris and must consist of materials (circuit breakers, disconnectors, etc.) bearing a CE marking. These switchboards must be checked on an annual basis by an accredited body. If equipment specific to certain stands is installed by the Organiser, it must be placed in rooms with a 1-hour fire resistance rating, whose doors have a 1/2 hour fire resistance rating. This room must be ventilated by baffle grills. The equipment must not be installed beneath stands with upper levels.

Viparis Le Palais des Congrès de Paris must be allowed to check the power boxes and switch boxes at all times. They must be inaccessible to the public but accessible to Viparis staff.

The boundary between the semi-permanent power distribution system and a stand's own electrical installation is located at the terminals or connection points of the power box. This box is the Exhibitor's responsibility, and he or she must periodically verify that it is functioning properly. Any problems should be reported to the Site electricians.

It is the Exhibitor's responsibility to ensure that the box's residual current device is adequate with regard to regulations applicable to its installation. Any anomalies should be reported to the Site electricians.

### III. Specific conditions

- All electrical equipment and connecting components must be adapted to relevant conditions as regards external influences. Electrical power cables must be used in accordance with installation regulations (standard NF C 15-100), notably with respect to the routing of power cables in aisles and under flooring and ground coverings.
- Electrical connections must be placed inside junction boxes.
- Stand lighting equipment that contains halogen bulbs must be placed out of the public's reach, either by installing such equipment at a height of at least 2.25 meters, or by placing a barrier between it and the public. This equipment must be kept away from flammable materials and solidly anchored in place.
- Electrodes and conductors for high-voltage neon signs must be electrically insulated. Signage must be mechanically protected using a high-quality screen with a reaction-to-fire rating of at least M3. Power supply circuits must be identified, and high- and low-voltage wiring must be kept separate.
- Ducts providing power to safety devices must be kept separate from other electrical ductwork.

Special installations at stands must be carried out by individuals who are aware of the event's specific risks and who have the ability to plan and carry out the work in accordance with the fire safety regulations in ERPs.

Electrical sheathing may be attached to temporary stand installations. Flexible cables must have a rated voltage of at least 500 volts. The installations must not, under any circumstances, impede the public's circulation.

Socket outlets must be connected to circuits protected by overcurrent protection devices equal to 16 A at most. Any device that requires a higher rated capacity must be powered by a specially-adapted circuit. The use of a single adapter or multiple boxes supplied by a fixed socket is allowed.

All wiring must include a protective conductor that is individually connected to the main protective conductor for the stand's power box or distribution box.

Class 0 electrical devices are not permitted except in the case of lamps displayed to the public as part of the exhibition and powered by circuits that include high-sensitivity ground fault circuit breakers.

The use of individual groundbeds is prohibited.

High-voltage discharge lamps must be installed in accordance with Standard NFC 15-150, specifically with regard to insulation of electrical conductors. If they are wrapped in insulating sheaths, the sheaths must be made of Category M3 materials.

Devices that provide lighting at stands may be portable. Their power supply must comply with the above requirements.

For specific needs, and for certain machines, the trip sensitivity of the differential switches may be raised to 300 mA, provided that:

- The only terminal boxes used are those that have been installed by Viparis and have been checked by a qualified technician.
- The installation is only to be used for a specific piece of equipment (such as a machine). It is forbidden to use this installation for other equipment at the stand. Over 300 mA, a technical check must be carried out by an accredited body.

It is strictly prohibited for an Exhibitor to power another stand from the switch box placed at his or her own stand.

Electrical installations must be carried out in compliance with standard NFC 15100 and the provisions of Article T36 (stand installations) of the Order of 18 November 1987.

The use of battery-type energy storage units (lead-acid, lithium-ion, NCM, redox flow, sodium-sulphur, ZEBRA, etc.) is prohibited.

#### **IV. Electricians**

In accordance with Article T33, when the stands' power supplies are being connected, Viparis Le Palais des Congrès de Paris shall make a staff of electricians available to the Organiser and exhibitors.

Only these electricians are authorised to work on the event's permanent and semi-permanent installations.

When the event is open to the public, at least one electrician will be on duty for this purpose.

## B. ALLOWABLE LOADS

### I. Restrictions on live loads

The Organiser must comply with the following live load limits when installing stands and ensure that Exhibitors comply with these limits:

Level 0: Entrance hall	500 kg/m <sup>2</sup>
Level 1: Paris, Neuilly, Passy and Ternes Halls	
Level 2: Maillot Hall	
Level 3 : Havana and Bordeaux Halls	

The amphitheatre and conference room areas have a weight-bearing capacity of 500 kg/m<sup>2</sup>.

### II. Floor point loads

During handling, normally allowable loads are sometimes shifted onto smaller surface areas. The resulting pressure may seriously damage the flooring, regardless of the surface material. The Organiser is responsible for ensuring that these loads are appropriately distributed by having the handling personnel place flat, rigid surfaces on the route taken by the lifting machinery.

### III. Rigging

The Organiser must prohibit all suspended items and any signage attached to cabling, the automatic sprinkler system, ventilation and smoke extraction ducts and, in general, any existing device or ductwork. For safety reasons, all suspension (sling) requests must be submitted exclusively to the Palais des Congrès de Paris's Exhibitor Department.

## C. USE OF THE HIRED SPACES

### I. Locations of hall meeting rooms

If exhibition spaces are used as meeting rooms, examination rooms or conference rooms, the installations must comply with:

- The Order of 25 June 1980, and in particular Articles C38, C39, C043 and AM 18 relating to the room's exits, exit accesses and furnishings.
- The Order of 12 December 1984 supplementing and amending the Order of 25 June 1980, relating to Type L events (meeting rooms, conference rooms, etc.).
- The Order of 1 August 2006 concerning accessibility for persons with disabilities in Public Access Buildings

Ambient lighting may be provided by the site's lighting system. If this is not possible, emergency ambient lighting must be put in place.

The commercial public address system must be overridden as soon as the general alarm sounds. Exits must be clearly marked by emergency lighting systems.

The theoretical density of the public is limited to the number of seats in the hall.



## II. Storage

In exceptional cases, Viparis may permit storage (upon receipt of a written request) depending on:

- The volume and nature of the materials to be stored (non-combustible materials).
- The method of storage (no storage at height).
- Unobstructed access to firefighting equipment and exterior exits, which must remain unlocked.
- Continuous monitoring by qualified personnel assigned to security duties
- A hire agreement signed between Viparis Palais des Congrès de Paris and the Organiser.
- Storage must not impede the proper functioning of the smoke extraction systems.
- Emergency equipment must remain accessible at all times

In all cases, the storage area must not be accessible by the public. If this area is adjacent to the exhibition area, the person storing the equipment must install partitions around the storage area, which must be at least 2.5 m tall and made of category M3 materials. This partition must have adequate structural stability to withstand pressure from the public.

## III. Signage

The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for «Exit» signs or fire safety teams.

## IV. Sound, lighting and audiovisual management

Supplementary sound installations must be connected to devices enabling the programme underway to be overridden in the event of an evacuation.

## D. OPERATIONAL CONFIGURATIONS AND EXIT PATHS

### I. Operating configurations

Events are likely to be held on the following levels:

- Level 0: Grand Amphitheatre (central part of the establishment between Level 0 and Level 2) as regards the general public.
- Level 1: 4 exhibition halls (Passy, Paris, Neuilly and Ternes) and a conference room (Passy). The Paris, Neuilly and Ternes Halls are modular spaces that can be used either for Type T events or – with the installation moveable partitions to create seven rooms – Type L events.
- Level M1: Offices
- Level 2: 1 exhibition hall (Maillot), 1 amphitheatre (Bleu), 9 conference rooms
- Level M2: Offices
- Level 3: 2 exhibition halls (Havane and Bordeaux), 2 amphitheatres (Havane and Bordeaux), 8 conference rooms and 1 recording studio.
- Level M3: Offices
- Level 4: Lounges and food-service areas managed by the Hyatt hotel.

## II. Level 1 modular configurations

The Paris, Neuilly and Ternes Halls include a set of moveable partitions that can be used to create seven conference rooms (3 in the Paris Hall, 3 in the Neuilly Hall and 1 in the Ternes Hall). When the partitions are not deployed, these spaces can be used for conferences or exhibitions.

The conference room configuration is subject to the provisions of the Order of 5 February 2007, as amended (Type L). The use of the halls for exhibitions is subject to the provisions of the Order of 18 November 1987, as amended (Type T).

In addition, an engineering study of the smoke extraction systems in the Paris, Neuilly and Ternes Halls was carried out with respect to conference room configuration. Based on the report's findings regarding the efficiency of the smoke extraction systems in the aforementioned halls, the following specific measures must be taken:

- No installations are permitted in the corridor adjacent to the auditorium, which is bordered by the conference rooms' sliding partitions.
- The heat potential of materials used in the corridors flanking the Ternes Hall must be kept to a minimum. To ensure this, no installations specific to Type T activities (stands in particular) may be placed in these corridors when the Ternes Hall is in use.
- Organisers must create the shortest possible path between the Ternes Hall exits and exits that lead directly to the outside. Installations in the corridors must not block these exit paths.
- It is forbidden to change the arrangement of the sliding partitions and the rooms.

Moreover, the rooms may not be used if the automatic sprinkler system is not functioning properly.

## III. Restrictions concerning the grand amphitheatre and exhibition hall levels

### Level 0: Shops

Except for permanent reception areas, information desks and portable cloakrooms, any temporary installation that becomes a long-term or a permanent installation must be the subject of a permit application submitted to the Palais des Congrès de Paris's Safety Department or the Paris Prefecture of Police.

### Level 1: Paris and Neuilly Halls

The Grand Amphitheatre's two emergency exits that open onto the Paris and Neuilly Halls must remain permanently unobstructed.

### Level 2: Maillot Hall

The foyers of the Bleu Amphitheatre may not be used for an exhibition if the Amphitheatre is being used for another event.

If an exhibition in the Maillot Hall is being set up or dismantled while the public is present in the Grand Amphitheatre, in addition to Viparis Le Palais des Congrès de Paris staff, at least three SSIAP 1 fire safety officers will be assigned to keeping the Hall's walkway area clear. Furthermore, the officers will direct the public to emergency exits in the event of an evacuation.

### Level 3: Havana and Bordeaux Halls

A straight passageway of at least 5 exit units located in the aisle linking the Havana and Bordeaux halls must be kept free at all times.

### Level 4: Exhibition and conference space used by the Hyatt.

Although these spaces are made available to the Hyatt, they must be in compliance with these specifications and must, as soon as the regulations in force so require, be the subject of a permit application submitted to the Prefecture under the conditions defined herein.

#### IV. Exit accesses

Number of people evacuating via the Palais exit accesses, by level and by scenario

NUMBER OF PEOPLE EVACUATING FROM ALARM ZONES 1-3		
LEVEL	ALARM ZONE 1	ALARM ZONE 3
5	116	/
4	90	/
3.5	60	/
3	3,030	/
2.5	42	/
2	5,561	1,123
1.5	42	/
1	4,961	/
0.5	/	1,800
0	991	/
-1	2,572	/
-2	10	/
-3	/	/
TOTAL PER ALARM ZONE	17,475	2,923
TOTAL ALARM ZONE 1 + ALARM ZONE 3	20,398	

NUMBER OF PEOPLE EVACUATING EVACUATING FROM ALARM ZONES 2-3		
LEVEL	ALARM ZONE 2	ALARM ZONE 3
5	116	/
4	90	/
3.5	60	/
3	3,030	/
2.5	42	/
2	5,561	1,123
1.5	42	/
1	4,961	/
0.5	/	1,800
0	991	/
-1	2,572	/
-2	10	/
-3	/	/
TOTAL PER ALARM ZONE	17,475	2,923
TOTAL ALARM ZONE 2 + ALARM ZONE 3	20,398	

## V. Installations

In accordance with Article L75, paragraph 3 of the Order of 5 February 2007, decorative elements may be made of category M2 / C-s2, d0 materials, and wooden elements may be made of category M3 / D-s3, d0 materials providing the following conditions are met (a minimum one-third increase in the number of exit accesses at least 3 exit units wide – for the Palais des Congrès de Paris: 14 exit accesses totalling 54 exit units for evacuating 3,723 persons). If fireworks, open flames or candles are used, these materials must be category M1.

The décor must be made of category M1 or B-s1, d0 materials.

## E. ACCESS TO EMERGENCY EQUIPMENT (FIRE HOSES, ETC.) AND TO EXITS

### I. Provisions applicable to all types of installations

No installation may hide or obstruct the normal use or functioning of ventilation or smoke extraction systems, automatic sprinklers, fire hose cabinets, manual switches and other preventative or emergency response devices installed by Viparis Le Palais des Congrès de Paris or the Organiser. If fire hose reels are located inside stands, they must remain visible and accessible.

The Organiser must ensure that stands are installed in accordance with the provisions of Articles T21 to T24 of the Order of 18 November 1987, as amended.

## II. Maintenance and use of fire safety facilities

### Detection systems

The entire premises of the Palais des Congrès de Paris has a Category A fire safety system located in the Site's Fire Safety Control Centre.

### Firefighting equipment

Protection from fire on these premises is provided by:

- Fire extinguishers
- An automatic sprinkler system
- Fire hose reels
- Nine dry risers
- A deluge system (in case of a large-scale emergency) on the stage of the Grand Amphitheatre
- A network of public fire hydrants

### Alarm systems

Occupants can use the manual fire alarms located near each emergency exit to trigger the general evacuation alarm. Internal telephones are also located on every level.

For the amphitheatres, cinemas and discotheque, just before the alarm sounds, the programme underway will be automatically halted and normal lighting will be restored.

### External alert systems

Under the provisions of Article MS70 of the Order of 25 June 1980, the Fire Safety Control Centre is linked to the Paris Fire Department by a direct telephone line.

### Fire permit

Persons wishing to perform hot spot works must request a fire permit from the Fire Safety Control Centre.

### III. Smoke extraction

The design and installation of the Palais des Congrès de Paris's smoke extraction facilities are in compliance with the applicable regulatory provisions.

### IV. Accessibility for persons with disabilities

Most of the Palais's public areas are accessible to persons with reduced mobility.

The public car park has parking spaces that are reserved for those with reduced mobility.

#### Lifts

All levels are accessible by lift.

#### Access routes

Accessibility conditions for persons with reduced mobility must in no case be modified by installations without prior consultation with the accessibility sub-committee. Obstacles such as hoses and cables placed on aisle floors must be covered with «boat» type cable guards.

#### Installations, reception areas and furniture

Any installation, equipment or furniture located in a reception area must be easy for a person with reduced mobility to locate, reach and use.

Means of communication shall be accessible and brightly lit.

Reception desks should be usable from both standing and sitting positions and should allow visual communication between users and staff.

#### Washrooms

Accessible washrooms are signposted throughout the Palais des Congrès de Paris.

### Exhibitions

All differences in level must be offset either via ramps with a low slope for accessibility (a 8% slope if the ramp is less than two metres and a 10% slope if the ramp is below a half-metre) or via regulation-compliant flights of stairs (at least three steps, with white stair nosings).

Moreover, accessibility to stands with flooring must be ensured via the installation of a ramp, as mentioned above, or with a chamfer for protrusions less than or equal to 2 centimetres.

### F. CEILING HEIGHTS

A gap of 60 centimetres must be maintained between the top level of each installation and the sprinkler network.

## G. FIRE CLASSIFICATION OF MATERIALS

Exhibitors must provide members of the committee with any and all information concerning installations and the materials used. Resistance-to-fire reports for the materials used to construct stands must be issued by an accredited French or European body. In the latter case, the reports must have an equivalent listed in the table below.

CLASSES ACCORDING TO STANDARD NF EN 13501-1			REQUIREMENT
A1	–	–	Non-combustible
A2	S1	D0	M0
A2	S1	D1	M1
A2	S2	D0	M1
A2	S3	D1	M1
B	S1	D0	M1
B	S2	D1	M1
B	S3	–	M1
C	S1	D0	M2
C	S2	D1	M2
C	S3	–	M2
D	S1	D0	M3
D	S2	D2	M4 (no dripping)
D	S3	–	M4 (no dripping)
All other classes except E – D2 and F			M4

The reaction-to-fire ratings of installation materials must be able to be demonstrated:

- Either via an NF reaction-to-fire rating
- Or through the presentation of a reaction-to-fire report drawn up by an accredited French test laboratory
- Or by compliance with the fire classification conditions set out in Appendix 21 of the Order of 30 June 1983

All materials used must have reaction-to-fire certificates in compliance with the Order of 21 November 2002 relative to the fire resistance of construction materials and installations. The Exhibitor must provide these certificates to the Fire Safety Officer, who shall make them available to the Safety Committee.

Installers must, no later than one week prior to the event's opening to the public, provide the Palais des Congrès du Paris's Safety Department with reaction-to-fire reports for the materials used or with valid fireproofing certificates.

## H. TEMPORARY INSTALLATION OF COOKING DEVICES

### I. Live demonstrations of devices

Installation rules shall comply with the safety regulations for Public Access Buildings.

Installation of these devices must comply with the conditions set out in Articles T39 and T40 of the Order of 18 November 1987.

The Exhibitor is wholly liable for all presentations and demonstrations.

Live demonstrations of machinery and equipment must not pose any risk to the public and must be declared in writing to the Organiser.

Fixed locations for displaying machinery and equipment, whether or not they are in operation, must have safeguards for keeping hazardous elements out of the reach of visitors moving through the aisles. This requirement is deemed to have been met if the hazardous element is more than one meter from the aisle designated for the public or if it is protected by a rigid screen. The following are considered hazardous components:

- Moving parts
- Hot surfaces
- Pointed ends and sharp edges

During live demonstrations of machinery or equipment, members of the public should be restricted to a protected area at least one meter from the machinery; this distance may be increased upon recommendation from the Safety Committee, based on the risks posed.

If equipment with a hydraulic cylinders is displayed in a raised static position, there must be several hydraulic safety devices or they must be supplemented by a mechanical device to prevent any unexpected collapse.

All equipment must be properly stabilised to prevent it toppling over.

### II. Catering areas

Setting up catering areas in an exhibition hall or room that are outside the areas designated for this purpose requires the joint approval of the Fire Safety Officer and the Site's Safety Department.

Reheating devices may be accepted, however, provided that:

- It is within an enclosure consisting of Category M3 partitions
- The total wattage of the devices remains under 20 kW
- The devices do not emit a quantity of steam likely to trigger a fire-detection device

### I. HYDROCARBONS

Liquid hydrocarbons are strictly prohibited.

### J. LASERS

The use of lasers must comply with the conditions set forth in Article T44 of the Order of 18 November 1987, as amended, as well as with the provisions stipulated in the technical guidelines concerning the use of specific technical installations.

The use of Class 3 and 4 lasers is prohibited within the site. Their use must also be declared to the authorities.

## K. HEAT ENGINES, RADIOACTIVE MATERIALS

### I. Machines with heat engines or internal combustion engines

A list of stands presenting live demonstrations of machines and equipment must be provided to the Organiser and the Safety Committee.

In any case, exhaust gases must always be evacuated to the hall's exterior.

Fuel tanks must be emptied or equipped with a screwdriver cap. Battery terminals must be rendered inaccessible using a protective device.

When power is needed to activate certain equipment on display at stands, it should be electrical. However, heat engines or internal combustion engines are permitted provided that they comply with the articles in the safety regulations following approval by the Safety Committee.

### II. Radioactive materials – X-rays

To present any devices or equipment that use radioactive or X-ray generating substances, the Exhibitor must submit a permit application to the competent administrative authorities (with a copy for the Fire Safety Officer). The application must be filed with the Safety and Services Directorate of the firm BDSC and the Industrial and Transport Activities Department of the ASN no later than 60 days before the trade show opens to the public.

Permission to present radioactive substances at exhibition stands may be granted only for the demonstration of devices and only when the radiation activity of such substances is less than:

- 1 microcurie for substances composed of / or containing group I radionuclides
- 10 microcurie for substances composed of / or containing group II radionuclides
- 100 microcurie for substances composed of / or containing group III radionuclides

Strengthening the provisions of Article T.21, category M2 materials must be used to construct and decorate stands at which radioactive substances are presented.

Permission to display X-ray-emitting devices at stands shall only be granted when these devices and their accessories comply with the rules set out in standard NF C 74-100.

Specifically, the following measures must be taken:

- Removal of unnecessary objects from the area around the X-ray generator and from the sample to be examined.
- Markings and signage indicating the area that is off limits to the public.
- The leakage radiation exposure rate must not exceed 0.258 microcoulombs per kilogram and per hour (1 milli-rontgen per hour) at a distance of 0.10 meter from the X-ray emitting object.



### III. Prohibited materials, products and gases

In accordance with article T45 of the Order of 18 November 1987, the following are prohibited:

- Distributing samples or products that contain a flammable gas.
- Balloons inflated with a flammable or toxic gas.
- Items made of celluloid.
- The presence of fireworks or explosives.
- The presence of diethyl ether, carbon disulphide, ethyl ether or acetone.

The use of acetylene, oxygen, or a gas presenting the same risks is prohibited, unless a specific exemption.

has been granted to the operator by the competent administrative authority.

Furthermore, in accordance with Order no. 97.11628 of the Paris Prefecture of Police, the use of any motorised or remote-controlled flying device is prohibited.

Exhibitor shall be fully liable for the services and demonstrations provided at their stand. They shall take all necessary measures to ensure the safety of the public that visit them.

### IV. Constraints connected with fire detection

The use of open flames, fireworks, smoke or fog machines, candles or sparklers on cotton candy or birthday cakes, etc. is prohibited on all levels. Smoke or fog machines may not be used in amphitheatres without the prior agreement of the Safety Department, which may, where appropriate, request compensatory safety measures. In any case, the use of such devices must comply with the provisions laid down in the technical guidelines concerning the use of specific technical installations.

During the setup and dismantling phases, carpentry tools (electric saws, sanders etc.) must be equipped with an attachment to collect any sawdust.

In addition, any triggering of a fire alarm activates the site's safety facilities (general fire alarm, closing of fire doors and fire dampers, opening of smoke extraction vents) as well as the total shutdown of the air-conditioning system, thus disrupting all on-site activities.

### V. Grand Amphitheatre

Organisers of performances in the amphitheatre must file a permit application with the Paris Prefecture of Paris concerning the use of fireworks or flames. During performances, smoke and fog machines may be installed on an exceptional basis after approval by the Site's Safety Department.

# THE FIRE SAFETY SERVICE

## A. FIRE SAFETY SERVICE COMPOSITION

### I. Set staff

In accordance with Article L.14 of the Order of 5 February 2007, SSIAP-qualified fire safety officers must be on duty in auditoriums during conferences or performances.

### II. Viparis's fire safety service

General fire safety for the Site is provided 24 hours a day by the Fire Safety Control Centre (PCS), located in the 1st basement level of the shopping centre. It is staffed by SSIAP-qualified fire safety officers (within the meaning of the Order of 22 December 2008).

The operation of this fire safety service was approved by the Prefecture of Police on 15 July 2019. Its makeup is as follows:

- Shopping centre:
  - The permanent presence of two SSIAP 2 heads of service and two SSIAP 1 fire safety officers.
- Exhibitions:
  - An SSIAP 2 head of service and five SSIAP 1 fire safety officers hired by Viparis.
  - An SSIAP 2 head of service and five SSIAP 1 fire safety officers hired by the Organiser.
- Performances in the Grand Auditorium:
  - The permanent presence of an SSIAP 2 head of service and two SSIAP 1 fire safety officers.
- The Palais Maillot nightclub:
  - 1 SSIAP 1 fire safety officer

These fire safety officers operate throughout the Palais, carrying out verifications, responding to fire alarms, dealing with illnesses, etc.

The Fire Safety Control Centre of the Palais des Congrès de Paris property complex is placed under the responsibility of a Safety Manager with SSIAP 3 qualifications or higher.

## B. MAINTENANCE AND INSPECTIONS

### I. Owner's obligations

The owner of the Site is the representative of the various occupants with regard to fire safety. The owner must ensure that the fire safety facilities and equipment are in place and maintained in accordance with the regulatory provisions in force.

Regulatory technical verifications for all of these facilities must be carried out by an accredited organisation and/or a technical inspector accredited by the Ministry of the Interior. The reports of these inspections shall be recorded in the Site's safety log.

### II. Maintenance and inspection, safety log

The space made available under agreement to each lessee by Viparis Le Palais des Congrès de Paris, as well as the building and permanent installations that are part of it, are maintained by Viparis Le Palais des Congrès de Paris in accordance with best practices and the applicable regulatory provisions.

A safety log is kept by the head of the Site's Safety Department for the entire property complex. The results of regulatory inspections and live tests of emergency equipment are recorded in the safety log. It is provided to those hiring spaces and to the Paris Prefecture of Police's Safety Committee.

### C. SITUATION REGARDING THIRD PARTIES (IN ADJACENT STRUCTURES)

The north façade of the Palais des Congrès de Paris is adjacent to a high-rise building (the Hyatt hotel) and the south façade is adjacent to an underground car park. These structures do not abut the Site.

### D. ACCESS FOR FIREFIGHTERS

MEANS FOR ENABLING FIREFIGHTERS TO OPERATE (MS41)

From the public roadway, clearly-marked spaces are reserved for rescue and fire-fighting equipment. No parking or installations are authorized in these spaces:

- East side: Boulevard Gouvion Saint-Cyr
- West side: Boulevard Pershing
- South side: Place de la Porte Maillot (Esplanade of the Palais des Congrès de Paris)

Two «fire towers» serving all of the Palais's levels are situated at the following locations:

- East side: Boulevard Gouvion Saint-Cyr
- West side: Boulevard Pershing

A number of bay windows (within the meaning of Article CO 3 § 3) in the building's façades allow emergency teams to access every level of the Site.

# APPENDICES



## APPENDIX I

### **Organisation and coordination of safety teams**

In the event of an incident, the safety teams, consisting of officers from the Safety Control Centre, the intervention team and SSIAP fire safety officers shall apply the following procedures:

#### **If an incident is discovered by the ssiap fire safety officers appointed by the organiser:**

1. The SSIAP fire safety officers shall report to the Fire Safety Control Centre (type of incident, location, initial measures taken, etc.).
2. They shall take initial safety measures (extinction, cutting the power, administration of first aid, etc.).
3. In any event, the Fire Safety Control Centre shall send at least two individuals from the fire safety team (in all cases, the fire safety team shall intervene on its own initiative).
4. The fire safety team shall report to the Fire Safety Control Centre, which will choose the course of action to take (outside emergency assistance, evacuation, alerting the Safety Manager, the Fire Safety Officer, the Organiser, etc.).

#### **If an incident is discovered by the fire safety team's fire safety officers:**

1. The team shall report to the Fire Safety Control Centre (type of incident, location, initial measures taken, members of staff present, etc.).
2. The Fire Safety Control Centre may send the fire safety team.
3. The fire safety team shall report to the Fire Safety Control Centre, which will choose the course of action to take (outside emergency assistance, evacuation, alerting the Safety Manager, the Fire Safety Officer, the Organiser, etc...).

#### **If a call or an alarm is received at the fire safety control centre**

1. The Fire Safety Control Centre shall send a team to the scene of the incident.
2. The fire safety team shall report to the Fire Safety Control Centre, which will choose the course of action to take (outside emergency assistance, evacuation, alerting the Safety Manager, the Fire Safety Officer, the Organiser, etc...).

## APPENDIX 2

### Declaration of a Type T event (exhibitions, trade shows) IN A PUBLIC ACCESS BUILDING (ERP)

(to be filed with the local town hall or with the Paris Prefecture of Police, no later than two months prior to the opening of the event)

#### The building in which the event will take place

Company name and address:

Type(s):

Category:

Date of the Safety Committee's most recent inspection:

#### The event

Name:

Date:

Expected number of attendees for the entire event:

Maximum capacity at any given time:

Organiser's contact details:

Fire Safety Officer:

#### Certification

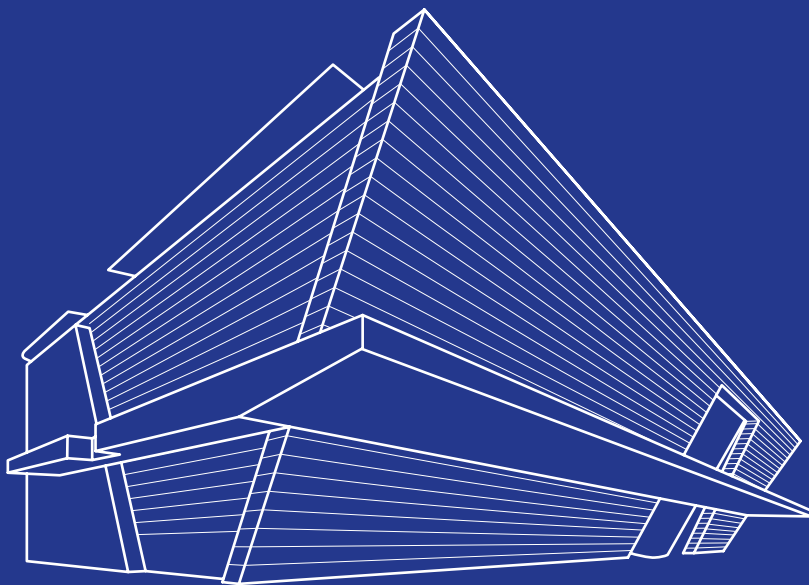
I, the undersigned

Organiser of the event described above

- Certify that there shall be no derogations either from the building's operational specifications or from the provisions for Type T events (Order of 18 November 1987)
- Certify that, pursuant to Article T20(2), no exits shall be closed

Organiser's signature

Operator's stamp



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#### **Our sites:**

CNIT Forest • Espace Champerret • Espace Grande Arche •  
Hôtel Salomon de Rothschild • La Serre • Les Salles du Carrousel •  
Palais des Congrès d'Issy • Palais des Congrès de Paris • Paris Convention Centre •  
Paris Expo Porte de Versailles • Paris Le Bourget • Paris Nord Villepinte

**[www.viparis.com](http://www.viparis.com)**