9. RULES AND REGULATIONS

9.1 DECORATION REGULATIONS

IMPORTANT

When the exhibitor signs his/her admission request, s/he agrees to abide by all clauses Exhibition Regulations and to ensure that all decorators and contractors abide by them.

Once you have received and accepted your allocation in the hall it is mandatory to return the N°17 Form is this exhibitor manual following the guidelines and including the requested information.

In case an exhibitor, or his contractor, does not submit his booth design project or if the project build at the exhibition site is not in accordance with the decoration rules, **the organiser may oblige the exhibitor or the builder to dismantle his construction.**

For any additional information:
DECOPLUS
Mrs. Elizabeth TOUGARD
w.decoplus@free.fr
Tel: + 33 9 67 78 93 85

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The fully completed form must be submitted with all the necessary documents before the 23rd February 2021.
Please make sure to send your first project in time to be able to make potential changes.
Late or incomplete submissions may jeopardize your participation in the event.

Your booth area must be restored to its original condition**.**
All rubbish (carpet, adhesive, etc) must be removed.
Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly forbidden.
Any damage reported during the dismantling period will be invoiced to the responsible exhibitor.
The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

Hall floors and walls

It is strictly forbidden to drill, screw, nail or embed in the walls, partitions and floors of the halls. Exhibitors must not paint or mark walls or floors.

Weight allowance on the floor: 2.5 tons per sqm. max.
Your booth area must be restored to its original condition. Any rubbish (carpet, adhesive, etc.) must be removed.

DECC recommended types of tape:
• Euro tape
• Eurocel
• Advance tape

Any damage reported during disassembly of the booth will be invoiced to the exhibitor responsible. The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

Setting up and presentations

Exhibits on display must not disturb or damage neighboring booths.
No exhibit may exceed the surface area of the booth.

In case of an unbalanced booth structure, stabilization must be done in holding the said structure on a heavy sole because screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly forbidden.

Acoustic animations

The maximum sound level must not exceed 80 dB (A) – in a 2.50 meters area surrounding each booth and this without any exception, even for a short period.

Electrical fittings on booths

For obvious reasons of safety, it is strictly forbidden to use the Exhibition Centre's private installations (hall raceways, water gutters, etc.) as a passageway for the booths electrical cables. Only the designated qualified people by DECC or the appointed official contractor are authorized to do so.

Height of construction

Decoration and fitting of the booths (partitions, structures) must comply with the following prescriptions (heights are stated from the ground level of the building):

Decoration and construction items: Maximum height: 5.00 m (upper part). Signs and light trusses: Maximum height: 6.00 m (upper part)

No Rigging will be ordered 3 days prior the opening on the show.
No Rigging will be done during the last 2 days of Build-up.

It is strictly forbidden to dispose any fitting above the aisles (structure or signboard, bridge, flag...).

Partitions and constructions bordering the Aisles and neighbouring stands

Any construction at the edge of a booth having one or several open sides must respect the maximum closure of 50% (on each side of the booth) with a maximum of 6.00 linear meters.
Transparent structures (e.g. glass, see-through fabric which clearly allow to see inside a booth cannot be considered as an opening.

Openings must definitely be physical walk- through passages.
Sides of offices, decor or panels facing towards the neighboring stands must be smooth, plain colored and painted or covered with M1 fireproof mural fabric. No electrical cable is allowed to be seen.
It is forbidden to erect a wall or screen made up of partitions or office sides that impairs the overall view of the show, or hides the neighboring booths.

Platform edges

It is a practical need to reduce the number of injuries from trips, slips and falls caused by platform edges. Therefore, it is recommended that all platforms whereby the visitor can gain access to a stand have a gently sloping non-slip edge. There should be no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be incorporated into any such ramped edge at a maximum 1:12 gradient, but must have its sides clearly guarded.

Ramps for the Disabled

Any such ramp should be clearly delineated in a contrasting colour from that of the main stand and both edges must be protected by a handrail at a Height of between 840mm-

1100mm, with continuous clear headroom of 2m. The ramp width should be at Least 1000mm and the gradient not more than 1:12. Where a Risk Assessment has highlighted the possibility of having large numbers of disabled persons at a show, these measures may require further consideration.

Re-used booths
Re-used booths are subject to the architecture regulations in the same way as newly built booths. They must abide by prescribed height limits and recesses.

Lighting
Flashing lights and revolving lights must be oriented in a way to avoid any trouble to the visitors and neighboring booths. Rotating and flashing lightsmay only be lit by periods of 15 minutes each hour.

Double Decker stands
Raised levels are forbidden on MILIPOL QATAR 2021.

Use of gas containers
The number of gas containers must be kept to a minimum. Their on-booth storage is strictly forbidden. Their connection and fixing to the machine is obligatory. The use of empty or fake bottles is to be preferred whenever possible. Empty or fake bottles must be identified and marked by the exhibitor.

Scheme shell booth
Any additional or structural changes have to be declared to the organizer via the N°15 Form in this manual. Please refer to the Booth installation section.

Advertising and promoting inside the exhibition
The booth allocated to the exhibitor is the only place where it is permitted to show or promote the products or services from an exhibiting company. Any advertising or promotional action (handing out of brochures or objects at the exhibition entrances or in the aisles, demonstrations, etc.) is strictly forbidden outside the booth limits or in the areas around the hall (reception gallery, car parks and square).

On his booth, the exhibitor is not permitted to use equipment or take actions that cause visual, auditory or other nuisance to his neighbours or to the visitors. The organizer reserves the right to judge what constitutes a nuisance and to take the necessary measures in each case.

Any advertising or promotional campaign of erotic nature – or considered as such by the organizer – is strictly forbidden inside the MILIPOL PARIS exhibition premises.

Equipment in motion / hazardous exhibits
Exhibitors accept full responsibility for all presentations and demonstrations made by them, under penalty of being inactivated. Nevertheless, only machines and equipment certified by the safety commission as being in accordance with the regulations will be authorized to be displayed in working order.

Whenever equipment is presented in motion, a protected area should be reserved for these maneuvers so that there will always be a minimum distance of 1.00 meter between the equipment and visitors; this minimum distance may be increased according to the characteristics of the equipment on display. These regulations will be valid for all booths.

9.2 HEALTH AND SAFETY - WORKING ON SITE

The PPE (Personal Protective Equipment) needs to be of the correct type and suitable for the purpose for which it is being used. **NO access will be permitted to workers without a PPE equipment.**

Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular the following rules apply:

For the attention of the companies working on site:

Reminder of the main Health and Safety rules to be respected on site

It is forbidden to smoke in the halls (setting-up and dismantling periods included)

Wearing the mandatory badge is compulsory: (setting-up and dismantling periods) to access in the halls.

Wear of the individual protections (safety boots compulsory, helmets, gloves, safety eyeglasses for work with special risks)

A safety vest is mandatory to access the halls.

Respect the traffic lanes where access must remain free at all time for the fire services and other emergency services and handling machines. It is forbidden to keep the fixed electric tools in the traffic lanes.

You must keep clean at anytime your stand space as well the peripheral area.

For the work at height, use always means providing a collective protection (French legal standards scaffoldings, cherry pickers, scissor lifts). Reminder that the ladders must not be used as work position

It is mandatory to have a vacuum set in all jigsaw or sanding machines when operating in the hall.

PAL - Powered Access License
or any other Safe Machines Driving License

Ladders, stepladders and footsteps must not be used as work positions.
Article R 4323-63 of the work code

However these facilities may be used when it is technically impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time

Lifting and transportation of people must be done only with specially designed equipment.

COMPULSORY DOCUMENTS ON SITE

Valid Technical Visit certificate for the machine
(Less than 6 month)

PAL - Powered Access License
or any other Safe Machines Driving License

Employer driving authorization on site

Valid medical certificate

The electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system to be accepted inside the halls. Moreover they must respect the French standards in force and be equipped with a 30mA differential circuit breaker.

Welding

Before carrying out any welding works, the welding permit must be filled in and approved by DECC Operations before carrying out any welding works.

- The condition of the insulation and connections of the equipment and the board must be periodically inspected.
- The earth of the casing must be connected in order to prevent any defects in the insulation.
- The grip of the electrode carrier clamp must be perfectly insulated and in good condition.
- Operators must wear officially approved leather gloves.
- Fireproof screens, canvas or sheets must be placed around the welding area in order to protect not only people but the surrounding materials.
- The electrode armour and the nature of the parts to be welded, due to the high temperatures that they reach, make a large part of these elements volatile, giving rise to harmful gases and metal fumes that in some cases can be toxic.
- Localized extractions must be employed at the same point as the welding, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Certain solvents and degreasers that may have been recently used on the parts could decompose due to the heat and the radiation forming phosgene (toxic). For these types of parts, it is recommended to first clean them with hot water before welding. Furthermore, localized extractions must be employed at the same point as the welding, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Oxygen must not be used as a substitute for breathing air, since excess oxygen entails serious risk of fire.
- If a gas inflammation occurs as a consequence of an acetylene leak in the tap or in the hand reducer, simply close the valve on the bottle.
- Copper and copper alloys must not be used in the acetylene drive line, since copper acetyl ide could form, which is explosive.
- If spontaneous heating of an acetylene bottle occurs, take it into the open air in a demarcated and clear area, spraying it at a distance until it cools. The supplier must be notified so that it can be removed. Do not use it again.
- Oxygen and acetylene bottles both full and empty must be stored separately from each other except when in service at the same welding equipment.
- Bottles must always be attached to casing frames on the carts, both in storage and in service.
- Bottles must always be stored away from heat sources and electric contacts, and protected from direct sunlight.
- Bottles must always be transported on carts, avoiding rolling them or bumping them.
- Bottles in service must always be kept in a vertical position and well fastened to their supports or a cart.
- Before starting to use a bottle, check that the manometer shows zero with the tap closed.
- Do not completely use bottles so that air does not enter them. Leave a slight surge

pressure inside.

- Open the valves on the bottles slowly.
- Checking for leaks must only be done with soap water or a suitable detector, never with flames.
- The valves of the bottles must be closed when finishing the work session or during long interruptions. After the valve is closed, the hand reducer, the hoses and the blowpipe must always be discharged. Do not force the valve on a bottle when it got stocked or ever try to take it apart. Breakdowns must be fixed by the supplier.
- Periodically clean the mouth of the blowpipe to avoid flame fly backs, which could be dangerous. Use a brass needle for cleaning.
- Check the pressure scale in order to ensure the correct gas pressure for each job. Incorrect pressure could lead to explosions or flame fly backs that could deteriorate the inside of the hoses.
- To light the blowpipe, first slightly open the oxygen valve, and then open the acetylene valve in a greater proportion. Next light the mixture with a spark igniter, and finally regulate the flame in order to obtain the correct dart flame.
- Do not light the blowpipe with a flame as this could cause serious burns. Always use a spark igniter.
- To turn off the blowpipe, first close the acetylene valve and then the oxygen valve.
- Never hang the blowpipe on the bottles even when turned off.
- Hot blowpipes must be stored far from raw materials that could burn or ignite.
- Keep away the hoses from hot objects, from water, from sharp edges and from vehicle passage areas.

Individual Protection Equipment must be worn:

- Protective shield for the face and eyes.
- Long leather gloves.
- Leather gaiters.
- Apron.
- Safety shoes with non-conductive soles.
- Replacement glass must be available in case of wear-out.

Working at Height

A person is working ‘at height’ if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally this means above 2m. The above guides offer clear information on the correct use of access equipment such as ladders, cherry-pickers, mobile work platforms and scaffolding, along with guidance on ways prevent falls and ensure safe working practices whilst erecting steelwork. A brief summary of steps that the stand contractor should take before working at height includes:

- Undertake a suitable and sufficient Risk Assessment and Method Statement;
- Ensure that stairs and handrails (or temporary guardrails) are fitted as early as possible to provide safe access to higher levels of the stand;

- Ensure that any welding or cutting on the upper-decks do not present a fire risk or hazard to passers-by or contractors working on lower decks. A hot work permit will usually be required;
- Ensure that a safety-zone is created around the stand to protect passers-by against materials accidentally falling off the stand;
- Ensure that ladders are not to be used as workplaces, only as a means of access. Ladders used must be of industrial strength and not ones designed for domestic use;
- Ensure that suitable lighting, heating, signage, PPE and rest periods are provided;
- Ensure that the Exhibitor or their principal contractor provides hard hats to their crew and erects suitable signage.

All reasonable steps should be taken to eliminate or minimize work at height. Works at height should be properly planned and supervised and the correct equipment selected.

Contractors are to ensure that:

- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Those working at height must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment for work at height is appropriately inspected and free from safety defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons working or walking beneath work at heights
- Persons working in the vicinity of high works should wear hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height exceeding 3 meters
- Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:
- Ladders must have ‘industrial’ rating (this type are more durable and resilient)
- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach

- Steps and ladders should be checked for suitability and defects each time they are used
- When working at heights riggers must be clipped on to a rigging point via a safety lanyard or be wearing fall arrest equipment.
- Suitable head protection must be worn to prevent injury to the head when falling.
- The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

Access Equipment

Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden. Riggers working outside a platform with guard rails must be clipped via a safety lanyard or use fall protection equipment to prevent falling from height.

Mobile Scaffold Towers (MST)

- When using a MST, check that the exhibitor or their contractors:
- Follow the manufacturer's or hirer's instructions for safe use;
- Use 3:1 height to base ratio;
- Fit the correct guard rails, toe-boards and stabilizers;
- Ensure that the MST is vertical and set up on a firm, level surface away from overhead hazards. Lock the wheels and outriggers;
- Do not overload the platform;
- Do not access the MST from the outside – use an internal ladder or stair;
- Do not push the MST with persons or equipment on the platform;
- Do not overreach or put boxes on the platform to stand on.

Construction of scaffolding structures

They must be installed by accredited and qualified personnel. Any scaffolding that does not fulfill the following conditions will be dismantled and removed from the facilities.

- The platform must have a 90-cm handrail, an intermediate bar and a 15 20 cm skirting board.
- Access shall be busing an inside stair through a practicable flap door.
- The support surfaces on the scaffolding must be horizontal and compact. If they are erected on inclined planes wedges must be placed for the vertical displacement of the load.
- During scaffolding assembly, all personnel must wear safety harnesses, fastened to the structures as bodies are added.
- Scaffolding shall not be used for other purposes than the reasons for which it was installed (storing of materials, access to vertical holes, lowering and raising materials, etc.)

Hanging scaffolding / nacelles

- All personnel that are on hanging scaffolding must wear safety equipment to prevent falls.
- They must have a double handrail, one at 90 cm and another at 70 cm, an intermediate bar and a 15 – 20 cm skirting board.
- The floor must be anti-slip and will operations will always take place horizontally.
- The attachment of the hanging systems must be inspected periodically and load checks must have been effected and duly documented before usage.
- All of the parts that comprise the elevation systems must be inspected prior to assembly, with the results of the revision being documented in writing.
- This system cannot be used when working with heavy materials.
- Ascents and descents cannot be carried out with only a single person on the structure.

Vertical Physical Protection

Establishment of safe workplaces, independently of the location, using a platform that is at least 60 cm wide, a handrail at 90 cm height, an intermediate bar placed at 45 cm and a 15 – 20 cm skirting board. All vertical holes must have a vertical protection system that prevents people from falling. The different auxiliary means used during the activity, such as scaffolding, baskets, platform lifts, etc. must have an identical protection system for the worker using them. Only when the above is not feasible shall the following be done:

- Placement of horizontal nets.
- Placement of resistant horizontal and/or vertical nets along the length and width of the work zone.
- Load tests for the nets must be carried out, being recorded and reviewed periodically by the parties in charge of the installation companies.

Usage of Individual Protection Equipment.

A harness must always be used and accompanied by:

- Secure anchorage points.
- Suitable worker training.
- Review of the individual protection equipment on a weekly basis.
- Drawing up of a rescue and evacuation plan for workers affected by any potential fall with suitable equipment and adequately trained personnel.

Ladders with a Single Section

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Single-section stairs must be equipped with anti-slip studs and will be fixed onto the top part. The operator must also wear the safety harness and fasten it at a fixed point. It must be extended at least one meter above the resting point, maintaining a comfortable and safe space for accessing the upper level without jumping over the protective handrail. Nothing can be carried in hands while ascending or descending. If loads are carried on your back, the maximum weight will be 25 kg. The ladder cannot be moved horizontally while working on it. Due to this, the two ends must be securely fastened. The ladder will always be placed at an angle of 30o with respect to the vertical plane it is resting against, or 30 cm horizontally for each 120 cm of vertical displacement

Lift Platforms

They must be installed by accredited and qualified personnel and must have an anti-fall system. All lift platforms must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board. The work surface must be smooth, compact and resistant. Periodic inspections of the machines must be carried out, inspecting the visual and acoustic signaling devices, as well as for any possible oil leaks, the condition of the wheels, etc. It is prohibited to work on a different level than the platform base, or in other words, on the handrails, using ladders or other items on it, etc.

Scissor Ladders

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Scissor ladders will be equipped with studs. The operator must also wear the safety harness and fasten it at a fixed point if carrying out long static works at a great height. All scissor ladders must have a locking system to prevent opening. Metal scissor ladders shall not be used in the presence of electrocution risk due to the existence of conductive equipment and materials in the area.

Mobile Work Platforms

These must be installed by accredited and qualified personnel. Any platform that does not fulfil the following conditions will be dismantled and removed from the facilities. The platform must have a 90- cm height handrail, an intermediate bar and a 15 – 20 cm skirting board. Access shall be by using an inside stair through a practicable flap door. There must be a braking system on each of the legs of the mobile platform. Transport will be done horizontally close to the base and never while there is someone still up on to the minimum width of the work platforms will be 1.2 m and will always be equipped with a complete surface of metal trays at the working level and will never be stepped. The platform height must be adjusted to the level where the works are being carried out, and this does not represent an excuse for not placing protections.

Manual Handling

All persons involved in manual handling should be trained in the correct techniques and competent to carry out the task involved. A risk assessment should be undertaken prior to operations commencement to assess the risk of injury from any hazardous manual handling that can't be avoided and mitigate the risk of injury from hazardous manual handling.

Employees involved in manual handling of materials must:

- Follow appropriate systems of work laid down for their safety (ref to Safe System of Work-SSW)
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health & safety issues;
- Apply the duties of employers, as appropriate, to their own manual handling activities;
- Ensure that their activities do not put others at risk

Housekeeping and Discarding of Materials

Exhibitors and contractors must maintain clear and safe walkways around the halls during build-up and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction. Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. Discarded material should be bagged to enable a safe and efficient removal. All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be detailed to eliminate this hazard.

Safe stacking methods

- Do not obstruct corridors, stairs, extinguishers, doors or emergency exits.
- Immediately clean any spilling or discharge of liquids.

9.3 FIRE SAFETY MEASURES

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition Halls.
The text below is excerpted from said regulations in order to facilitate understanding.
The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.
The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.
All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:
David Humphrey, Safety and Security Manager - david.humphrey@decc.qa

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.
Reports only in English from approved French laboratories under current regulations as of November 1988 or by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member State. Reports mus be written in English.

2. STANDS FITTING-OUT

2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)
Conventional classification for wooden materials (Order dated June 30th, 1983)
The following shall be deemed to have the characteristics of M3 class materials:

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

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

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.
Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

2.2.3 - Paints and Varnishes

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

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 sqm must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

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

2.2.4 bis - Platform Edges

It is a practical need to reduce the number of injuries from trips, slips and falls caused by platform edges at busier Exhibitions. Therefore, it is recommended that all platforms whereby the visitor can gain access to a stand have a gently sloping non-slip edge. There should be no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be incorporated into any such ramped edge at a maximum 1:12 gradient, but must have its sides clearly guarded.

2.2.5 - Stands with Barriers Stands

Stands that are totally enclosed by barriers must feature extra emergency exits to keep the maximum travel distance off the stand to 10m (check distance with Venue). Disabled access and egress should also be considered, along with a queuing area within the stand boundaries to keep crowding in the aisle to a minimum. The barriers themselves should be of sufficient strength and height for their application.

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.
The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colors are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities
N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

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

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswire with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.
Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

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

2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition Halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates. Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification. To obtain a list of such merchants, contact:

GROUPEMENT NON FEU
37-39, rue de Neuilly
BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 31 48)

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

VERY IMPORTANT:
It is mandatory to send the fireproof reports of all the used material on your stand. Original foreign reports may not be used, only English documents will be accepted. Please refer to the Euroclass classification table at the end of the present rules.

2.7 – Exterior Stands and Marquees, Tents, and Structures

Exterior Stands and Marquees, Tents, and Structures **are not authorized on MILIPOL QATAR 2021.**

3 – ELECTRICITY

3.1 - Electrical Facilities

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

Any electrical equipment or installation on booths should be protected at the source from excess and earth fault current. All metallic masses should be interrelated and also related to the earth connection of the connection panel on the booth.
All current connections should be placed inside derivation boxes. There should be an easy access to all disconnection devices at any time.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.
Class I (3) electric devices must be connected to the protective conductor in their supply line.
For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

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

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

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

3.2.6 - High-Voltage Lighted Signs

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

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

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some Exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 27 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an “Exit” sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

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

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

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

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

5 – RAISED LEVELS

Raised levels are not authorized on MILIPOL QATAR 2021

6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 meters of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.
Bottles must be connected to the device by a standard-compliant flexible hose.
Such hoses must:

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

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.
Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighboring device.

6.3 - Compressed Gas Cylinders

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour Identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

6.4 - Installing Cooking Equipment

Cooking equipment is not authorized in MILIPOL QATAR 2021

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.
All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.
No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.
The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

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

7.2 - Equipment Presented in Movement

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

including those in the open air. All machinery or moving products on display should ideally be electrically and mechanically disconnected when exhibited, and fitted with all suitable and sufficient safeguards in place.

All machinery at the show must use the correct guards, control systems and warning signs, especially when cleaning, setting and checking production quality. However, if an Exhibitor wishes to run a machine or remove a safeguard in order to demonstrate a particular function during the show, then the following hierarchy of guarding controls MUST be observed, as well as other control measures which the Exhibitor or manufacturer recommend. HSSE staff in charge must be informed before any guards are removed and any demonstration takes place and full safeguards closely monitored by that person onsite:

- Suitable and sufficient alternative safeguards (such as strong, transparent guards or screens, etc.) must be provided to make the exhibiting or demonstrating of any moving products safe to all persons.

Note: A distance barrier (such as post'n'rope) may be used as well as guards and screens, but not instead of. This option is viable only where there is no other danger such as ejection of materials from the machine and the original level of safety must still be maintained;

- Large, distinct Warning Notices must be displayed, preferably pictographic for the benefit of foreign language
- The Organizer's HSSE should inspect the machine prior to it working on-site. This includes the Build-up, Opening and Breakdown phases;
- Safe systems of demonstration must be set up by the Exhibitor;

7.3 - Equipment with Hydraulic Cylinders

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

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.
No device of this type may be started if the authorization request was not submitted on time.

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

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

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

- 10 liters of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 liters,
- 5 liters of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public,
- place the appropriate extinguishers nearby.

No flammable liquid or liquid petroleum gas shall be used within the venues without the prior written consent of DECC

Please note that LPG cylinders within the Venues are subject to approval by Civil Defence.
If the approval is granted, the cylinders must be placed outside the halls.

- The burning of charcoal or smoking fuels is not permitted within the venues.
- If it is determined by the Organiser that gas is an essential part of a particular event, then an application can be made to consider the option of piping from an external source, which must be stored safely to open air.
- Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles.
- The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval.
- It is obligatory for the exhibitor to provide a fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition. Installing “stand” semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.
When featuring any exhibits with fuel tanks, including vehicles, boats, plant or machinery then the following steps are suggested as a general guide,

The fuel tank should contain the absolute minimum necessary, usually one gallon (approx. 5 liters), i.e.: only the amount required to move the exhibit into/out of the Venue.

The same applies for Vehicles parked within 3 meters of the building, whether temporary or otherwise. Diesel vehicles are not subject to this requirement, however, where possible fuel levels must be reduced to a minimum. There is evidence that draining the fuel tank completely may increase the risk of explosion from fumes and vapors. If, however, the fuel tank has never contained fuel (in the case of brand- new vehicles) then it may be better to keep the tank totally empty. Advice should be sought from the relevant vehicle manufacturer or safety specialist.

- Emptying or filling of fuel tanks must not be done during the exhibition’s open hours, or anywhere on the premises.
- The fuel tank must be fitted with a locked or otherwise secured fuel-cap.
- Internal combustion engines must not be run during any Open Period.
- Any and all batteries must be fully disconnected and made safe.
- Keys or equivalent starting device must be handed over to security staff after inspection

Please note:

- Combustion engines are not permitted to be run at any time during the event

- It is advisable to use a drip tray where is a risk of damage to the venues floor.
- Damage identified during the dilapidation survey will be charged by the organizer of the event.

8.3 - Presenting Flammable Products

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

8.4 – Prohibited Materials, Products, Gases

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

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

Distributing samples or products containing flammable gas;

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

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board) at least one month before the start of the event for the required regulatory administrative procedure.

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

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.
See form n° 15.

8.6 - Candles in the Venues

The use of candles or similar flame equipment within the venues is not permitted without prior approval from the venue.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

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

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,

- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (CIVIL DEFENSE QATAR) at least one month before the beginning of the event.
Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

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

9.2 – X-rays

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

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

10 – LASERS

The use of lasers in the exhibition Halls shall be permitted subject to compliance with the following provisions: in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements,

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

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.
Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the

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

Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers varies widely. Three aspects of laser application may influence hazard evaluation and therefore influence control measures, these being;

- **Capability of injuring persons, which may include burns or eye damage**
- **The environment in which the laser is used**
- **The persons operating the laser (if not computer controlled) and the persons who may be exposed**
- Class 1: Safe under all viewing conditions
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons
- Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses
- Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- **Only Class 1 and Class 2 lasers will be considered for approval by DECC.**

11 – HAZARDOUS SUBSTENCES, CHEMICAL WASTE AND FUMES

It is essential that you seek the guidance of a Competent Person when identifying the control measures needed when dealing with any hazardous substance. A Risk Assessment is vital, and should cover:

- Storage (at the Venue and on the stand)
- Usage (how, when, what, where, why)
- Emission (fumes and vapours)
- Waste removal. The following six steps that can be taken to reduce the risks in any given situation. In order they are:

Eliminate the hazard (e.g.: use an alternative safer substance such as coloured water for demonstration purposes);

Reduce the risk (e.g.: bring only the minimum necessary amount to site);

Isolate the hazard (e.g.: enclosing the area with barriers or encasing chemical);

Control the risk (e.g.: issuing instructions to all visitors, or using a member of staff to control visitors and ensuring that all operatives are trained and experienced);

Personal protection (e.g.: providing protection such as masks, gloves and other protective work wear to operatives);

Discipline (e.g.: providing a sign warning of the dangers; set up a safe system of work and ensure staff adheres to control measures by monitoring onsite).

Steps 1, 2 and 3 are considered hard measures, steps 4, 5 and 6 are considered soft measures. Hard measures should always be used first.

Any hazardous substances to be brought onto site, for any reason, must be clearly identified and brought to the attention of the Venue's at least three months prior to the start of tenancy. This should include suitable times for access and deliveries on to the stand and this responsibility may be able to be given to the appointed lifting contractor for the show if they are suitably experienced at dealing with hazardous substances.

All spillages of hazardous substances on site must be cleared up immediately and dealt with in accordance with the manufacturer's Safety Data Sheet. Exhibitors must be made aware of the reporting procedures on site, and the venue managers trained in the handling of any hazardous material they might come into contact with. Where demonstrations are likely to create toxic or noxious fumes, due thought must be given to the necessity of allowing the process on site in the first place. A safer alternative, i.e.: substitute the hazardous substance for a safe one specifically for the exhibition, should be sought whenever possible.

11.1 - Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner and declared to the organizer. Any equipment used to produce, supply or transfer gases (including pressurized air) must get switched off at the close of daily exhibition activities, where a 24 hour requirement is not provided.

11.2 - Chemical Products

All chemical products must be correctly indicated with their respective labels, always keeping them in their original packaging, and with the safety data sheet, so that users can be notified about the product risks and the preventive measures to be adapted for its control. Chemical products must not be heated or placed near ignition sources, except those that require heating for their usage. Safe and ergonomically designed packaging must be used, preferably metal. Glass bottling is only suitable for small amounts. Plastic containers must be watched over for any possible deterioration and must not be placed in the sun. Individual protection equipment must be employed in accordance with the instructions on the label\ and the safety data specifications. They must be handled in properly ventilated areas and if necessary, personnel shall be equipped with the corresponding respiratory protection means. When finishing works, the brushes, chamois, rags, etc. impregnated with these products must be placed in especially covered metal containers for disposal. The elimination and transformation of waste shall only be carried out via a supplier.

11.3 - Waste Collection & Removal Services

The following waste items are strictly forbidden from skips: Explosive materials such as large metallic objects, masonry, spray cans, solvent containers, inkjet cartridges, batteries, fuel, flammable liquids, cleaning agents, paint tins, fluorescent tubes, glass & all organic waste including food & liquid products.
All waste resulting from wood cutting, drilling & sanding etc. must be collected & bagged immediately & disposed of in the skips provided. Careful consideration should be given to the trenches to ensure waste & various detritus does not collect & pose a threat to utility services inside.

11.4 - Emissions in the Halls

Any exhibit or process which generates fumes or hazardous bi-products will require permission for use, depending on the circumstances of the equipment operations. A Risk Assessment together with Method Statement is required prior to granting of permission. Equipment running on energy sources such as petrol and diesel which emit fumes into the halls, will not be allowed during the public opening times of the event. Such equipment will be required to be located outside the building. Combustible engines must only be started to allow movement on and off of stands or for access and egress from the halls. Where vehicles are required in the halls, the batteries should be disconnected and the key should be handed over to DECC Security. On site, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DECC Security.

12 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.
Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

13 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.
Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.
On stands fitted with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.
The presence of panels or cloth masking the device is absolutely prohibited.

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
M0 or **A** European Standards = Non combustible **M1** or **B** European Standards = Non flammable **M2** or **C** European Standards = Flammable with difficulty **M3** or **D** European Standards = Moderately flammable **M4** or **E** European Standards = Easily flammable		
	AUTHORIZED	**DOCUMENT TO BE SUBMITTED**
Wood (or wood composite) > 18 mmnot laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 ou ignifugé ou B normes Européennes	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only in English from approved French laboratories under current regulations as of November 1998 **or, by equivalence**, officially recognized by any report corresponding to European Standards applicable within Union Member State.
REPORTS MUST BE WRITTEN IN ENGLISH.

9.4 GENERAL RULES AND REGULATIONS

We remind you that the “Standard terms and conditions of exhibition floor space letting and booth equipment” and the “General terms of sale of communication tools” are available on the last pages of the exhibition application form that you have signed to register as an exhibitor. This information is also available on the web site and we thank you to pay attention to it.