

Exhibitor Guide

SITL

SALON INTERNATIONAL DU TRANSPORT ET DE LA LOGISTIQUE

31 MARS - 2 AVRIL 2026

PARIS NORD VILLEPINTE - HALL 7

RX France



Welcome!

The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at SITL.

This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.).
2. You have received your username and password for your online Exhibitor Portal by e-mail: no-reply@rxglobal.com Remember to check your spam!

You haven't received your login details?

Contact our customer service: [Helpdesk formulaire - SITL](#)

We're looking forward to seeing you very soon!

Exhibitor Guide

Contents

1 - Preparing for the trade show

A – General Information

- Contacts
- Schedule
- Reverse schedule

B – How to get to the site

- Site map
- Vehicle access & deliveries
- Access badges

C – Practical Information

- Stand security
- During the build-up
- During the opening
- During the dismantling

* Formalities for foreign workers
(for stand designers and decorators)

* Safety rules for people working on site

D – Responsible exhibitor

E – Architectural technical regulations

2 - Forms that need to be read and returned

A – Fire safety regulations

B – Exhibitor health & safety instructions

C – Additional coverage (optional)

D – Form to be returned to AFS Conseils Declaration of equipment in operation

E – Temporary and dismantlable structures

3 - Preparing your stand

A – Turnkey stands

B – Space-only stands

C – Additional options

D – Referenced service providers

1. Preparing for the Trade Show



A. General information Contacts

Organizer

RX France

Tel : +33 (0)1 47 56 00 00
52, quai de Dion Bouton
92800 Puteaux

Trade show management

Laurence GABORIEAU

Technical Department

Julien ALGOUD

Operations Manager
julien.algoud@rxglobal.com

Laurie GARNIER

Responsable technique
laurie.garnier@rxglobal.com

Caroline MEZARD

Technical Exhibitors Service
service.technique.sitl@rxglobal.com

Customer service

<https://www.sitl.eu/en-gb/helpdesk-form.html>

Find the whole team on our website :
[SITL Team](#)

Sales Department

Nathalie CHARBONNIER

Head of Sales

Jérémie MAUGER

Sales Director

Sara GODOMEN

Key Account Director
sara.godomen@rxglobal.com

Tariana CARVALHO

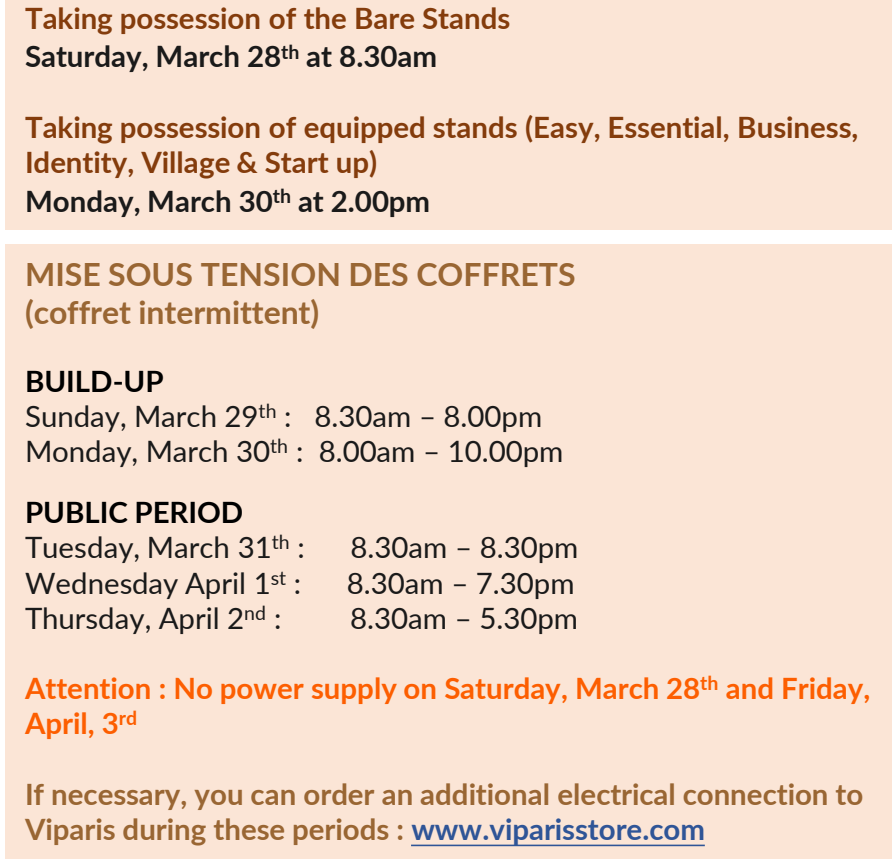
Sales manager
tariana.carvalhoch@rxglobal.com

André MONCHOT

Sales manager
andre.monchot@rxglobal.com

Nadoi JLIL

Sales support coordinator
nadoi.jlil-ext@rxglobal.com



All waste (carpets, demolition rubble, adhesives, etc.) must be removed by 7.00 PM on Friday, April 3rd. Exhibitors and their service providers must follow the schedule drawn up by the organiser for access to the site during the build-up and dismantling periods.

Reverse schedule

Actions	To be done no later than	Contact	
Submit the name of your decorator	February , 17th, 2026	ASTECH	ASTECH plateforme www.astech-prod.com
Submit your stand design	February, 17th, 2026	ASTECH	pascal.redon@astech-prod.com
Choose furniture	To do quickly	Trade show online Exhibitor Space	https://www.sitl.eu/fr-fr/exhibitor-hub.html
Park services (electricity, water, slings, trusses and suspended sign, parking, wifi..)	Closure of the platform March 24th, 2026 at 11.59pm (date of increase: March ,13th 2026)	VIPARIS STORE website	www.viparisstore.com
Additional options		Trade show online Exhibitor Space	https://www.sitl.eu/fr-fr/exhibitor-hub.html
Equipment in operation	March, 2nd , 2026	Safety Officer	sitl26@afsconseils.fr
Supplementary insurance	March, 13th, 2026	Customer service	https://www.sitl.eu/en-gb/helpdesk-form.html
Safety instructions	February, 28th, 2026	Trade show online Exhibitor Space	sps@d-o-t.fr
LOGIPASS		Online (opening 1 month before the show)	www.logipass.viparis.com

B. How to get on the site

Access

By car :

Exhibitor access: Take exit n°1 from the A104, then on arrival at the site, choose the other car parks.

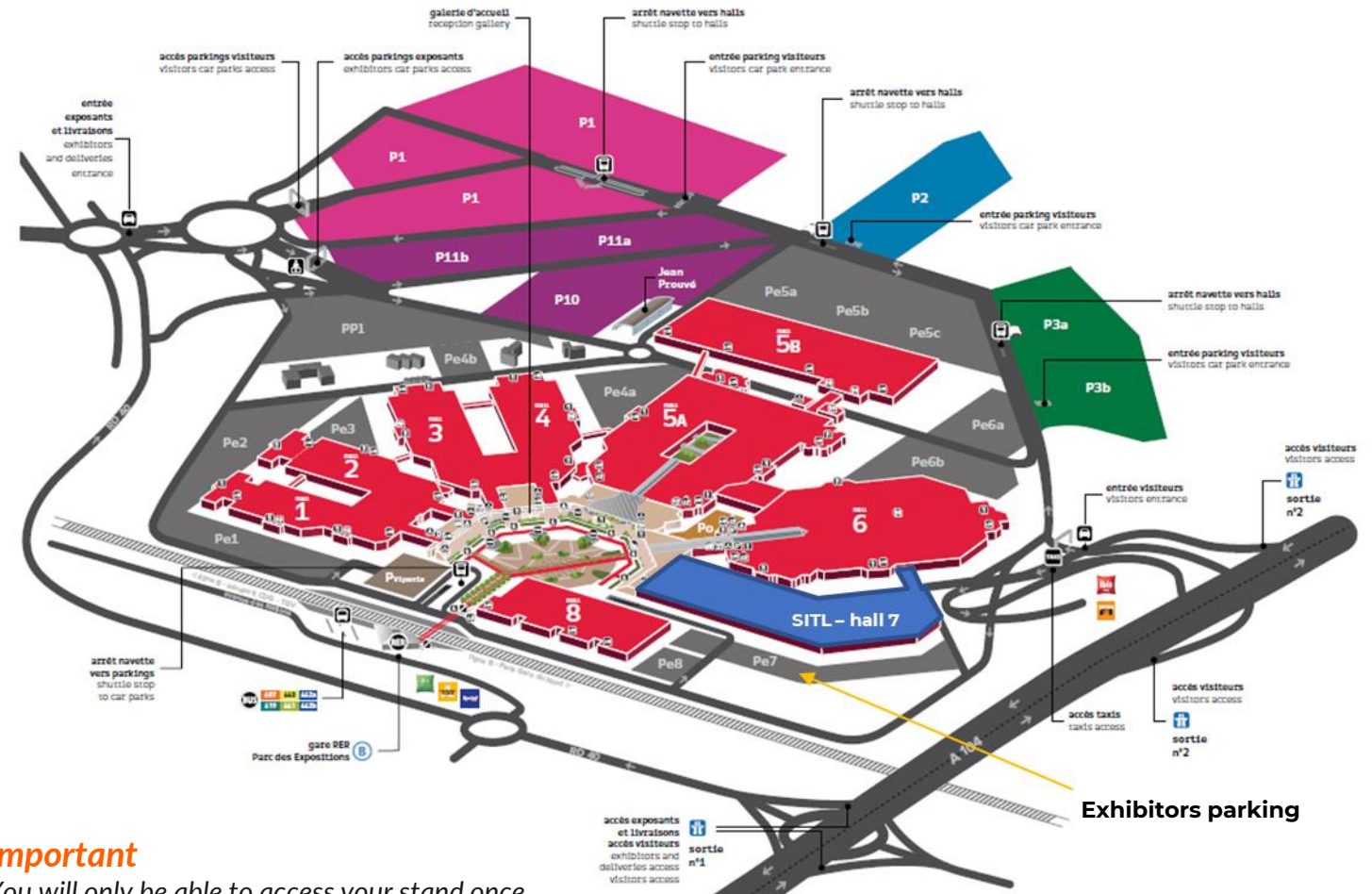
Visitor access: Take exit n°2 from the A104, then on arrival at the venue, choose car parks P1, P2 and P3 (your choice).

By public transport :

RER B - Take line B towards Paris-Charles-de-Gaulle airport, then exit at Parc des Expositions station.

PARIS NORD
VILLEPINTE
un site  VIPARIS

Location: Exhibitions Centre
Paris Nord Villepinte
ZAC Paris Nord 2, 93420 Villepinte
Hall 7



Important

You will only be able to access your stand once you have paid RX France in full for your stand.

Vehicles access & deliveries



Access to **parking areas** is free of charge during setup but **vehicles must be registered** on the **LOGIPASS** platform:

<https://logipass.viparis.com>

Please contact the dedicated hotline for any questions about **LOGIPASS**:
contact@e-viparistore.com
Tel: +33 (0)1 40 68 11 30



Daily setup, takedown and delivery times

The LOGIPASS request concerns all vehicle accesses during the assembly and dismantling periods and for daily deliveries around the hall.

Parking in delivery areas is only authorised for delivery purposes.

**Trucks and passenger vehicles are not authorised in the hall.
Only handling equipment is allowed..**

1 - Creating an account and access request

Exhibitors must each create their own user account to create their access request. Use your account to track requests and print your entry pass.

2 - Request approval

Requests made in designated timeslots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved. Other requests are subject to manual approval (special authorisations).



Deliveries during the show

Opening hours: March 31 from 7:30am to 8:30am, April 1st and 2nd from 8am to 8:30am

During delivery, parking at the site is limited to 1 hour.

If exceeded, vehicles in violation will be removed without notice, at the expense of their owners

Exhibitors are in charge of their deliveries and must be present on their stand.

The organiser will not be in charge of the delivery of the products.

ADDRESS FOR DELIVERIES

VIPARIS – Paris Nord Villepinte

Salon SITL – Hall 7

Stand number+ Contact+ Phone number

ZAC Paris Nord 2, 93420 Villepinte

Access badges



Unidentified persons will not be allowed to access the site.

During setup, the venue is a worksite closed to the public.

Access to the hall during set-up/dismantling and during the opening of the show is subject to the presentation of a name badge and an identity document.



Decorators/drivers

Setup/takedown badges

Afin de pouvoir **accéder au hall lors du montage et démontage**, chaque personne devra être enregistrée au préalable et munie de son badge de montage/démontage associé à un papier d'identité. Vous devrez imprimer votre badge de montage / démontage après validation de celui-ci.

Badge de maintenance : accès en ouverture

Afin de pouvoir **accéder au hall lors de l'ouverture du salon**, chaque personne devra être enregistrée au préalable et munie de son badge de maintenance associé à un papier d'identité.

To register, click on the link: <https://solar.rxfrance.fr>

How to do it: [SOLAR user guide](#)

For any questions, please contact: operations.registration@rxglobal.com



Exhibitors

Exhibitor badges

Exhibitor badges are mandatory for exhibitor access during the **trade show**. Exhibitor badges are also valid during build-up and dismantling periods.

To register, you need to go to your online Exhibitor Portal.

To print your exhibitor badges, make sure you have paid for all your services with your billing manager. For any questions, please contact customer service: <https://www.sitl.eu/en-gb/helpdesk-form.html>

Presence of minors

We remember you that minors (except declared young workers) are prohibited on build-up and dismantling of the show.



C.

Practical information

Stand security



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night.

We remind you that there is a high risk of theft during setup and takedown.

Please keep a close eye on your personal effects.

Durant ces périodes, la surveillance des stands n'est pas prise en charge par l'organisateur.

See Private Stand Security order form in your online Exhibitor Space.



Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor. This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form.

Within 24 hours

Report the theft to the local police:

Commissariat de Police

1, av. Jean Fourgeaud - 93420 Villepinte Tel : +33 (0)1 49 63 46 10

Within 48 hours

Give a copy of the police report to the Exhibitor service desk or after the exhibition, post it to:

RX France - Salon SITL 26

52-54 Quai de Dion Bouton

92800 PUTEAUX

Practical information

During the build-up



Empty packaging – material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the pavilions.

There is no storage space in the hall.

Storage companies are selected to work at the show. You'll find their order forms in your Exhibitor Portal.



Handling

Handling companies (**CLAMAGERAN** and **CLASQUIN**) are selected to work and handle your parcels at the show.

You'll find their order forms in your Exhibitor Portal.



Customs

It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad. The organiser cannot be held responsible for any difficulties that may arise during these formalities.

Practical information

During the opening



Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand. The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted.

Illuminated signs or signage are permitted.

Under no circumstances may they have strobe or flashing lights.

Practical information

During the opening



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited. Handing flyers out in aisles is not allowed.



Car park

Car park at the exhibition center will be charged during the opening of the exhibition. VIPARIS proposes for the exhibitors, parking places for the all duration of the event. This parking pass allow you to access unlimited time in and out for your vehicle. To order, go directly to: <https://www.viparisstore.com>



Caterers

Each exhibitor presenting samples and other food products at the exhibition agrees to adhere to and follow good hygiene practice guidelines.

Please familiarise yourself with these regulations : [RX_catering_regulations.pdf](#)

Exhibitors may use either the caterers at the site (Horeto) or caterers approved by the VIPARIS administration. All caterers are authorized to provide services in the exhibition center, provided they register with VIPARIS before providing the service and sign a one-off-fee based contract.

Contact: Myriam MOTTIN - Tel: +33 (0)1 40 68 14 46 / myriam.mottin@viparis.com

Without this authorization, access to the exhibition center will be denied.

=> Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.

Practical information

During the dismantling

We recommend that you pass on this information to your transport companies, carriers and decorators.



Turnkey stands and additional fittings

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 7.00pm at the latest, so that the installation crews can take down the stand.



Bare stands – Cleaning

Exhibitors and their service providers must follow the schedule established by the organiser. **Stand dismantling will begin on Thursday, April 2nd from 5.45pm to midnight and will end on Friday, April 3rd from 7.00am to 7.00pm.**

The non-respect of this schedule will lead to:

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

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

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed by April 3rd at 7.00pm. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.

Exhibitors must dispose of their own rubbish and may not use the organiser's dumpster under any circumstances.

For waste removal, we advise you to contact the company **MILLENIUM** in charge of cleaning the hall. See Cleaning Service in your online Exhibitor Portal.

Formalities for foreign workers

Reminders of the rules

Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

NOTE: if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal**: www.sipsi.travail.gouv.fr

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: [Sipsi \(travail.gouv.fr\)](http://Sipsi(travail.gouv.fr)), or : [Professional immigration: recruitment of foreign workers - Direccte Ile-de-France](#)

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a **PRELIMINARY DECLARATION CONCERNING THE POSTING** of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

Safety rules for people working on site



During setup and takedown, access to the exhibition and event spaces is regulated. You must follow the instructions given to you by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the trade show setup and takedown periods. Please bring safety shoes.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force. The use and operating conditions for aerial work platforms must be posted on the platforms. The driver and spotter **must wear a helmet**. The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test. The driver must be at least 18 years of age. 17

D. Responsible exhibitor

Let's work together
towards a sustainable
Trade Show



Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, **CLAMAGERAN** and **CLASQUIN**, organise grouped transport.



Reduce packaging

Avoid extra packaging as much as possible.

Try to use materials that can be recycled or even better, reused.



Think ecodesign

Try to use reusable and recyclable materials, as well as LED lighting.

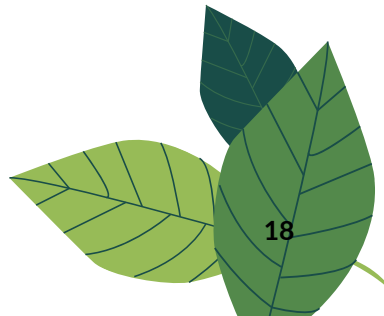
We offer custom-made eco-designed stands.

We use "recyclable" and "reusable" pictograms on our order forms for easy comprehension.



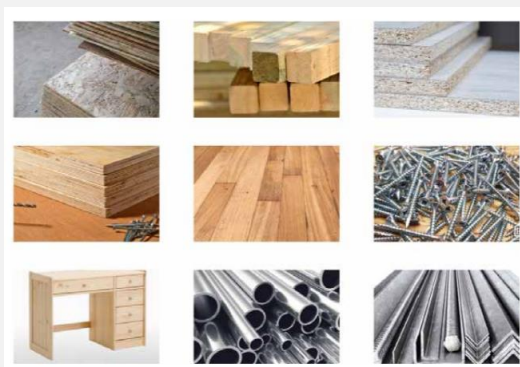
Use responsible advertising

We recommend that you avoid flyers and goodies, replacing them with a nice experience at your stand. If you still want to use them, try to adapt the print run to your needs, use environmentally friendly materials, and ethical and or zero waste goodies.



BUILD UP/ DISMANTLING

Responsible exhibitor: Best practices



Upcycle your waste (stand structures, heavy materials, carpets, etc.)

We organize the reuse of your materials by our eco-responsible channels. Let us know as soon as you set up if you identify materials or stands that can be recycled! set-up if you identify any materials! [please contact us](#)

REUSE PROCESS

1. I have materials from my stand that can be reused (in good condition)
2. Upstream, I fill in the [FORM TO SUBMIT](#) and I contact **RE'UP**
3. When dismantling, I dismantle my materials **cleanly, put them on strapped pallets**
4. I **validate my pallets with RE'UP** and I deposit them at the massification point.
5. **RE'UP** recovers recyclable materials free of charge* and donates them to its solidarity sectors



SENSIBILISATION



ECO-CONCEPTION



RÉEMPLOI



IMPACT



SOLIDARITÉ

**This service is offered to you by the organizer*

BUILD UP/ DISMANTLING

Responsible exhibitor: Best practices

I organise the removal of my wastes

I have LESS than 1m³ of waste on my booth

Please identify 4 waste categories whose be sorted and place them in front of your stand:

- Packaging
- Paper
- Magazines



- Wood



- Scrap metal



- PE Plastic- Film
Clear plastic



- Other waste
(excluding hazardous waste and waste electrical / electronic equipment)



I have MORE than 1m³ of waste on my booth

I order the disposal of my waste with the service provider **MILLENIUM**.

They will be used in treatment centres

**TO ORDER
DISPOSAL OF MY WASTE**

Online before the start of the build-up

EXHIBITION

Responsible exhibitor: Best practices



Waste sorting

Thank you for dropping each evening in front of your stand, the diverse waste separated, thus the glass which we will also retrieve. You will be also able to drop directly your waste in the sorting boxes placed in the hall entrance and in the organization areas.



Reuse, sorting follow-up

RE'UP

contact@bereup.com

Cleanness, waste disposal

MILLENIUM

Tel: +33 (0)1 60 19 72 72

I share my best ideas and practices:
service.technique.sitl@rxglobal.com

E.

Architectural technical regulations

If you are using a stand designer, please send them this document so that they can take these regulations into account when designing your stand.

1 – For all exhibitors (turnkey stands, bare stands, My Stand Maker):
Please consult the online Safety forms on your Exhibitor area.

2 – For space-only stands

a) TECHNICAL FLOORPLAN

If you have technical restrictions on your location, please contact our exhibitor technical department before starting your stand design to receive your technical floorplan (Fire Hose Reel, connection channel, pillars, construction headroom...)

Contact : caroline.mezard@rxglobal.com

b) COMPLIANCE WITH ARCHITECTURAL REGULATIONS → before February, 17th 2026

Once your project is complete, send two dimensioned drawings showing the floor plan and elevation to: **ASTECH** - tél : +33 (0)6 83 25 95 12 - pascal.redon@astech-prod.com
Our service provider will check compliance with architectural regulations.

c) TECHNICAL SERVICE ORDER / FEASIBILITY

Order your slings, fluids... to VIPARIS: [Manifestation home](#)

To finalize your order, a technical drawing will be requested.

This drawing is necessary not only to install your order, but also to study the feasibility of your project (especially for slinging).

The order will not be validated until the feasibility has been confirmed by VIPARIS.

E. Architectural technical regulations



RX France

d) NEW: CONTROL OFFICE – MANDATORY VERIFICATIONS FOR TEMPORARY AND DISMOUNTABLE STRUCTURES

All light bridge whose highest point is equal to or greater than 3.50 meters and less than 6.20 meters, including rigging :

You will need to be able to provide our **AFS** security officer:

- Certification of proper assembly from the builder (to be dated and signed after assembly)
- Assessment of the file or standard model by a control office or accredited organization (to be completed before assembly begins) *
- Inspection of the assembly by a **Control Office** or **Competent Technician**** (to be completed on site).

* Find possible cases (please see page 38/39)

** Find the contact details of the inspection offices on page 47

e) FINAL APPROVAL

Your project will only be validated upon receipt of the ASTECH validation and confirmation of the project feasibility by VIPARIS.

E. Architectural technical regulations

By signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and takedown.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design.

Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

Hanging elements/slings:

Elements to be hung from the pavilion's rafters must be installed by the Parc des Expositions technical teams. Requests must be made to the park's exhibitor service:

VIPARIS

www.viparisstore.com

contact@e-viparistore.com

Tel:+33(0)1 40 68 16 16

In all cases, hanging elements must comply with the architectural rules.

Your hanging structures (or strung elements) must be inspected by a certified company in order to obtain a stability report. Exhibitors must provide a certificate of compliance (you can contact companies at your best convenience)

This document will be required by the head of security before the show opening.

Discover 360 (choose hall 7)

Discover Paris Nord Villepinte :

[Paris Nord Villepinte](#) | [Espaces](#) | [VIPARIS](#)

E. Architectural technical regulations

Stand constructions must take into account the following heights* (from the ground) and clearances:

	Maximum high	Clearance	Rules
Construction (Stand structures and decoration items)	5.00m	1.00m	Clearance from the edges of the neighbour stand only, for constructions between 3.50m and 5m high.
Partitions/Shared partitions walls	NEW 2,50m	/	The partitions facing neighboring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs, electric cables or wooden braces for assembling partitions.
Signs	6.00m	1.00m	Clearance from the edges of the neighbour stand only. Caution: a minimum distance of 1m must be observed between the top of the partitions / structures and the bottom of the suspended signage in order to have a maximum of visibility (no derogation available) Important: hung signage on the ceiling can only be installed by the VIPARIS Technical Services. Please, order to www.viparisstore.com
Hanging sign structures	6.00m	1.00m	Open superstructure that can include the exhibitor's label or illuminated logo. Sign structures must be slung or only be attached to the structure by a light frame. Clearance from the edges of the neighbour stand only.
Lighting fixtures or truss lighting	6.00m (according to feasibility of the hall)	1.00m	Independent lighting fixtures hung above the stand structures are authorised. Clearance from the edges of the neighbour stand only.
Multi-level stands (Additional cost, please contact your sales manager)	5.00m	2.00m	Clearance from the edges of the neighbour stand only. Stands located on either side of the 6.00m safety aisles must respect a setback of 2.50m inside the stand. (Please contact our Security Manager sit126@afsconseils.fr)
Vehicle / exposed material	5.00m (if beyond, please contact us)	1.50m from the aisle and 1m from neighbour partitions	Please contact us for the arrival and the positioning on the booth

*Please ask your technical contact for the height restrictions specific to your spot. .

Architectural technical regulations

Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser, or the safety teams will be allowed to cross the stands if necessary.

Stand openings

Each side of a stand facing an aisle must have **a minimum 50% opening**. Any decoration or installation must be designed in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility through the stands.

The following may be considered as openings:

- Any decoration or furniture not exceeding 1.10m high, (ex: low partitions, plant, reception desk...)
- Any mobile element, over its entire height, allowing physical access to the stand

Caution : Glazed partitions, windows/glazed doors or claustras will be not considerate as opening.

For any closing beyond, a clearance limit from the aisles of 2m must be respected.

Equipment in operation

Exhibitors wanting to present equipment in operation, must return the "Equipment in operation" form to the safety officer.

Damage

Exhibitors are responsible for any damage to the building's structures during the transport, installation or removal of their equipment made by themselves and/or companies working on their behalf.

Partitions/walls, floors, and pillars may not be drilled into, sealed, chased, cut or painted.

Architectural technical regulations

Reused stands

Reused stands are subject to the trade show's Architectural Regulations, just like newly built stands must be submitted and be approved to **ASTECH**: pascal.redon@astech-prod.com _

Multi-level stands

Upper floor are authorized but you have to inform before the sales manager.

Multi-levels stands are allowed but must respect a 2.00m clearance from neighboring stands. Those located on either side of the 6.00m safety aisles must respect a setback of 2.50m inside the stand so that the multi-levels stands are 11.00m apart.

All multi-levels stands must have a stability certificate issued by an approved and competent organization when they are examined by the prefectural safety commission. For any high-rise construction, please contact our safety manager: Cabinet AFS for approval :

sitl26@afsconseils.fr

Awnings

If you wish to install an awning, you will first need to have the amount of coverage approved by our safety officer: sitl26@afsconseils.fr

Flooring

Stands are delivered with carpeting except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

Cladding on posts

Exhibitors may use any part of the cladding to hang signs or decorative elements. At the end of the trade show, exhibitors must remove any elements attached with staples and ensure that all staples have been removed from the cladding. Poles must not be drilled into or damaged. In the event of non-compliance, the exhibitor will be charged for repairs.

Architectural technical regulations

Attractions/events, sound systems and illuminated signs

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show. Rotating and similar lights are not permitted. Illuminated signs or signage are permitted. Under no circumstances may they have strobe or flashing lights.

Attractions/events must be declared to the organiser. The noise level coming from the stand must not exceed 70dB at the stand boundary. The organizers reserve the right to determine the acceptable sound level in the event of complaints from other exhibitors.

Tethered balloons

Balloons inflated with a gas lighter than air and used as a sign must respect the authorised heights and clearances. **The balloon must be settled into the stand boundaries and must be set at least at 0.50m back from the aisles and 1.00 back from the edges of the neighbour stand.**

Authorised gas: air and helium. Once the balloon is inflated with helium, no helium storage bottles (empty or full) will be authorised in the pavilion. It is also forbidden to put pressure during the presence of the public in the pavilion.

If the balloon is lit, the envelope must have a C reaction to fire.

The length of their attachments must not change and follow the same clearances as hanging elements. Failure to comply with this obligation will authorise the organiser to remove them.

Vehicle

The vehicles set up on the booth must have their tank emptied of their fuel, the battery inaccessible to the public and a means of extinguishing adapted to the vehicle.

For more information, please contact our security officer: sitl26@afsconseils.fr

Architectural technical regulations

Wheelchair accessibility

All stands equipped with a technical floor higher than 2 cm which the public may have to climb must have a wheelchair ramp. It must be 0.90 m wide and have a slope of between 2% and 5%. The ramp must be integrated into the stand and not extend into the aisles.

Smoke ventilation control systems and fire fighting systems

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

The Fire Hose Reel

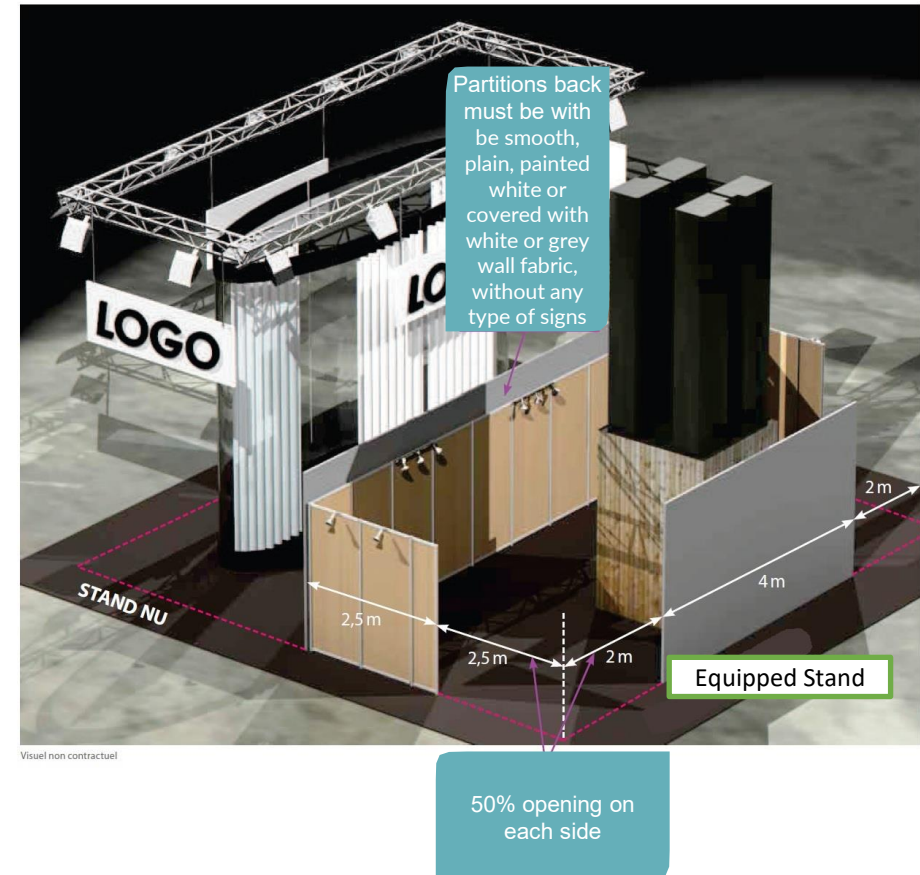
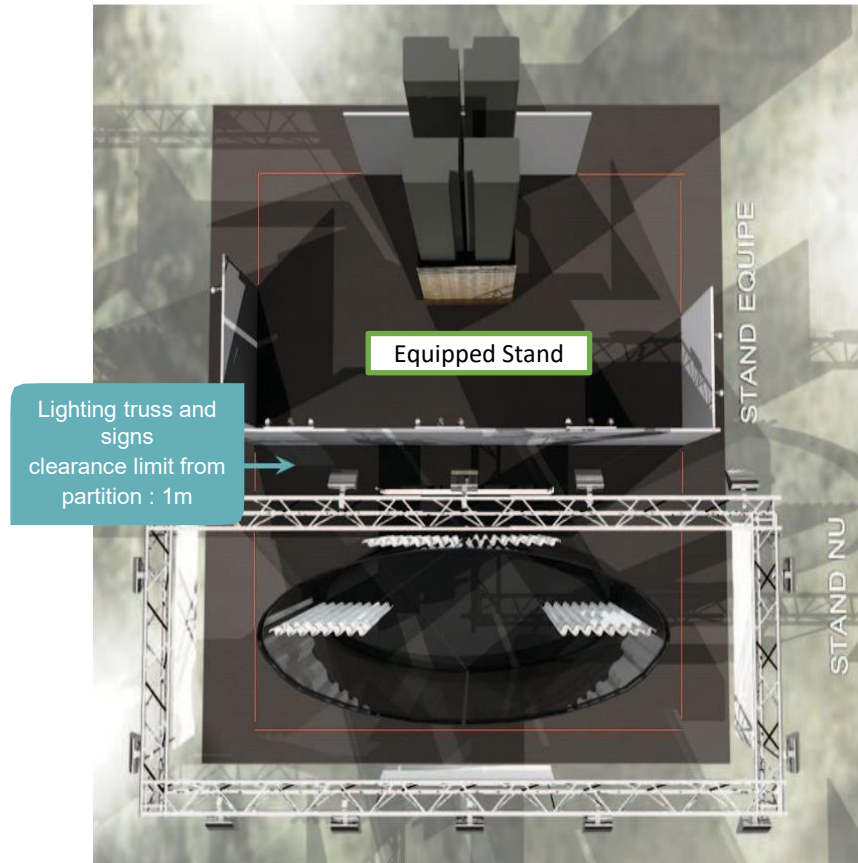
The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements.

However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, RIA in white lettering or pictogram, 40 cm x 15 cm). It must be fully accessible, with a 1 m wide path (at least) from the nearest aisle.

Fire safety inspection

All installations must comply with the regulations issued by the Préfecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to trade show regulations. Due to the Fire Safety Inspection, stand setup must be completed the day before the opening.

Architectural technical regulations



Please ask your technical contact for the height restrictions specific to your spot.

Architectural technical regulations



All floor is concrete



FIRE HOSE REELS



ELECTRICAL SWITCHBOX
(from 1 to 20 KW)
L 375x D 300 x H 400



ELECTRICAL CABINET
(from 30KW)
L 45 x D 31 x H 98



Technical duct
on the floor

2. Forms that need to be returned



A. Fire safety regulations

Please carefully read the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Space.

Please note: there is a form you will need to read in your online **Exhibitor Space**. The **Equipment in Operation** document (pages 36/37) must be completed based on the equipment displayed at your stand.

For any questions relating to fire safety and equipment in operation, please contact :
AFS Conseils & Sécurité - Tél : +33 (0)6 70 61 95 11 - sitl26@afsconseils.fr

CONSIGNES DE SECURITE					
INCENDIE  SERVICE SECURITE N° _____ POMPIERS N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	ATTACHEZ LE FEU AU MOYENS DES EXTINCTEURS APPROPRIES 	DANS LA FUMEE BAISSEZ-VOUS L'AIR FRAIS EST PRES AU SOL 	N'UTILISEZ PAS LES ASCENSEURS 	FACILITEZ L'ACCES DES POMPIERS N'ENCOMBEZ PAS LES MOYENS DE SECOURS	
EVACUATION  DES L'AUDITION DU SIGNAL SONORE  GARDEZ VOTRE SANG-FROID 	FERMEZ LES PORTES ET LES FENETRES EN QUITTANT VOTRE POSTE DE TRAVAIL 	 DIRIGEZ-VOUS CALMEMENT VERS LE POINT DE RASSEMBLEMENT 	N'UTILISEZ PAS LES ASCENSEURS 	LOCALISATION DU POINT DE RASSEMBLEMENT 	
ACCIDENT  PREMIERS SECOURS N° _____ AMBULANCE N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	PRECISEZ LA NATURE DE L'ACCIDENT BLESSURES BRULURES ASPHYXIE FEU SUR UNE PERSONNE ?  EMPECHEZ-LA DE COURIR, COUCHEZ-LA, ENVELOPPEZ-LA AVEC UNE COUVERTURE OU EN VETEMENT.		RESPONSABLES DE SECURITE M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____		

B. Exhibitor health & safety instructions

Please read carefully the **Exhibitor Health & Safety Instructions** which you will find in full in your exhibitor area.

For Start up / Essential / Easy / Identity / Business stands and My Stand Maker bare stands, tick the **box A** "my stand is built by the Organiser"

The form should be sent by email to: sps@d-o-t.fr before **February 28th, 2026**

☐ **A** - If your stand is built by the Organiser or by yourself or by a single company without subcontractors:

THEN YOU MUST:

Return this certificate to D.Ö.T with a visual representation of your stand and forward the information in this **Exhibitor Health & Safety Instructions to the service provider** (appointed by you) who will be working on your stand during the assembly and dismantling periods. The service provider must send us the information requested in the CERTIFICATE (on page 2 of this document).

For bare stands:

Fill in the requested information and return the form with a view of your stand.

The form should be sent by e-mail to: sps@d-o-t.fr

C. Additional coverage (optional)

Reminder of the general exhibition regulations

Article 10.3 – Exhibitor's comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented. This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility.

The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.

The following are covered, within the coverage limit of €15,000:

- Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;
- Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers;
- Audiovisual material and plasma/LCD screens. During the hours when the public and/or exhibitors are closed, audiovisual equipment used for advertising purposes (such as VCRs, cameras, camcorders, microportables) must be stored in a locked unit and/or a specific room.

The exhibitor has the possibility, by contacting the Organiser, to take out an optional additional guarantee of up to €1,000,000..

The application form for this additional optional coverage is available at the following link:
[APPLICATION FORM](#)

Please complete the form and return it by e-mail before March 13th 2026 to:
helpdesk.sitl@rxglobal.com

D.

**Form to be
returned to
AFS Conseils**

**Declaration
of equipment
in operation 1/2**

Form to be completed and returned before March 2nd, 2026

By email : sitl26@afsconseils.fr

By post : **AFS Conseils**

56, rue Roger Salengro
93110 Rosny sous Bois - France

Company name:.....

Aisle:..... Stand number:.....

Adress:.....

Postcode :

Town/City:

Country:.....

Tel.: Contact :.....

Email :

Type of equipment or device in operation:

.....

.....

.....

D. Form to be returned to AFS Conseils

Declaration of equipment in operation 2/2

1. Specific risks

Electrical power source over 100 kW:

Power :

Flammable liquids:

Type:

Quantity:

Method of use:

Please note : The organiser will notify the exhibitor of Administration decisions concerning requests for authorisation.

Important

Equipment displayed in operation must either have fixed and well adapted screens or covers that keep any dangerous parts out of reach of the public or be arranged so that the dangerous parts are kept out of reach of the public, and at a distance of at least one meter from the aisles.

Demonstrations are carried out under the sole responsibility of the exhibitor.

2. Risks requiring a special authorisation or declaration

Thermal or combustion engine:

Smoke generator:

Liquefied gases (acetylene, oxygen, hydrogen or gases presenting the same risks):

Type:.....

Quantity:

Radioactive Source:.....

X -Ray:

Laser :

Company stamp:

Signature :

E. Temporary and dismountable structure 1/2

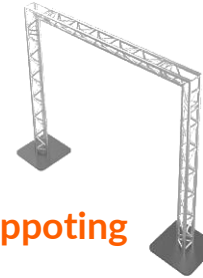
*(in application of the Order of 25
July 2022 amended and the
specifications of venue)*

MANDATORY VERIFICATIONS FOR TEMPORARY AND DISMOUNTABLE STRUCTURES

Structure examples:



Totem



Self-supporting
arch



Suspended light
bridge with sign

POSSIBLE CASE FOR APPROACHES (Case n°1)

You have ordered your structure
through VIPARIS and/or your stand is built by the organizer
AND
you do not hang
anything under this structure

**You don't have to do anything:
all regulatory audits are managed by
VIPARIS and/or the organizer**

E. Temporary and dismountable structure 2/2

(in application of the Order of 25 July 2022 amended and the specifications of venue)

MANDATORY VERIFICATIONS FOR TEMPORARY AND DISMOUNTABLE STRUCTURES

POSSIBLE CASE FOR APPROACHES (Case n°2)

**Your structure has not been ordered from the organizer
(you are building your own structure)**

	OS1 cat. Lower than 3,50m*	OS2 cat. Between 3,5m and 6,2m*	OS3 cat. Height above 6,2m* and/or more than 12 slings and/or more than 1000 kg
You must:			
Mandate a control office or an accredited agency before the start of the assembly to obtain an opinion on file (verification: notes of calculations, plans,...)		✓	✓
Mandate a control office or a competent and <u>trained</u> technician for the verification after installation of your structure		✓	✓ <i>Control office only</i>
Filled a certificate of correct installation of your structure (please find a template on your exhibitor area)	✓	✓	✓

*Height of the highest point

Attention: Please note that a **competent technician** must be referred to and trained by one of the training organizations authorized by the Synpase. **Find contacts of control offices on page 47.**

3. Preparing your stand



A. Turnkey stands

HOW DOES IT WORK?

1

You have confirmed the location of your stand
A stand number is assigned to you, as well as your login details for your online [Exhibitor Space](#)
The service provider responsible for your stand will contact you

2

Complete the form received from the service provider
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs)

3

If you would like to order other services for your stand, please consult the list of our recommended service providers and on your online [Exhibitor Space](#)

4

Your turnkey stand will be ready the day before the trade show opens.
The technical teams will be available on site for any requests concerning your stand.

SERVICES INCLUDED

- Modular or wood with brushed cotton rental partitions (depending on the type of stand)
- Carpet (choice of colours on the form)
- 1 intermittent current power supply (3KW, 4KW or 6KW depending on the type of stand)
- Lighting adapted to the size of the space
- Signs
- Furniture (except for the Essentiel formula)
- Cleaning (before opening and daily)

Preparing your stand

A. Turnkey stands

Our turnkey stand services are managed by our official partners.

Essentiel formula (Créatifs by GL Events)



Easy formula (Créatifs by GL Events)



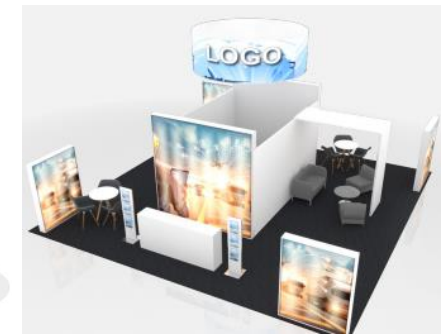
Start-up formula (2L Concept)



Business formula (Standing)



Identity & Identity + formulas (Links Event)



The power supply is not permanent (interruption at night)

3KW : Essentiel & Easy

4KW : Identity et Business

6KW : Identity +

B. Space-only stands

The floor area
is marked out
on the ground

Partitions and carpeting
are not provided

SEVERAL OPTIONS

Option 1: Contact My Stand Maker

Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on the following page.

Option 2: You have your own stand designer / decorator

Declare your service provider in your online Exhibitor Space.

Your stand design must comply with the architectural rules as well as fire safety regulations.

Option 3: Design your stand using catalogue of additional options

Find all the services in the catalogue of additional options available in your online Exhibitor Space and proposed by our supplier **CREATIFS** by **GL EVENTS**.

IMPORTANT

- You must have your stand design approved by our service provider
ASTECH pascal.redon@astech-prod.com
tél : +33 (0)6 83 25 95 12
- Please return mandatory forms to RX France and our service providers (you can find them in your Exhibitor Space).
- On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

Remember to reserve on www.viparisstore.com

- Your electrical power supply
- Your fluids (air, water) and slings if necessary
- Your internet and phone lines
- Your parking places

Preparing your stand



For more information:

www.mystandmaker.com

mystandmaker.france@rxglobal.com

RX France

My Stand Maker is an RX France service

Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

Our method

Listen to your needs, stay within your budget, advise you.

Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.



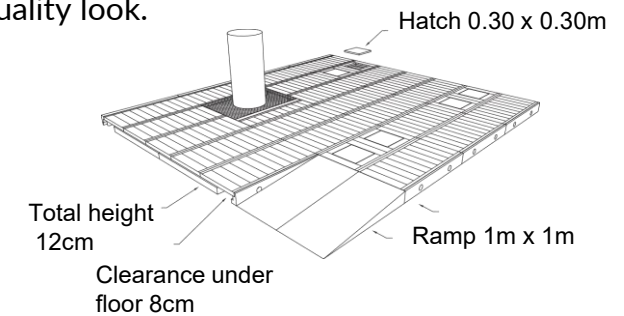
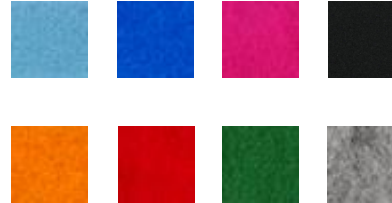
C. Additional options

Design your own stand with our catalogue of design options.

Please do not hesitate to contact us for a detailed estimate : sitl@creatifs.fr

Flooring

Choose your carpeting from a wide range of colours.
We also offer technical flooring for a high-quality look.



Lighting

Don't forget the lighting for your stand: track lighting, spotlights on rods



Partitions

Choose from two types of partitions:
White modular or wood with brushed cotton with the col

Signs

Stand out and personalise your stand with
customisable partitions or hanging signs

3D Structure suspended

For this service, please go on:

www.viparisstore.com



D. Referenced service providers

Safety Management
AFS Conseils & Sécurité
sitl26@afsconseils.fr

Security /Health protection
Cabinet DÖT
+33 (0)1 46 05 17 85
sps@d-o-t.fr

Furniture
Camerus
+33 (0)1 57 14 25 25
SITL - Camerus
exposant@camerus.com

Turnkey stands
Créatifs (Essentiel - Easy)
sitl@creatifs.fr

Links Event (Identity)
identity@linkseventgroupe.com

Standing (Business)
configureur@stand-ing.com

2L Concept (Start-up)
enora.naudin-ext@rxglobal.com

Layout approval
Astech - Prod.com – Pascal REDON
+33 (0)6 83 25 95 12
pascal.redon@astech-prod.com

Technical Services
(Electricity, water, parking, WIFI..)
VIPARIS
+33 (0)1 40 68 16 16
www.viparisstore.com

Equipment rental
Computer & audio-visual
COM LM
location-salon@comlm.fr

Handling / Customs / Transport
Clamageran Expositions
+33 (0)1 57 25 18 01
paris@clamageran.fr

Clasquin Fairs & Events
+33 (0)1 48 63 33 81
parisevents@clasquin.com

Floral decoration
Gally
+33 (0)1 39 63 48 33
location@gally.com

Bar équipement
G.D.M (Grain de malice)
+33 (0)1 43 08 60 88
adv@graindemalice.net
www.graindemalice.net

Nettoyage
Millenium
+33 (0)1 60 19 72 72
stand@millenium-sas.com

Catering
Poirier
+33 (0)1 39 13 42 42
www.poirier.fr
info@poirier.fr

Security
GPS
+33 (0)6 72 18 79 99
tsevellec@gps-securite.fr

Meet & Greet staff
Mahola
+33 (0)1 70 38 28 80
commercial@mahola-hotesses.fr

Police station
1, av. Jean Fourgeaud
93420 Villepinte
+33 (0)1 49 63 46 10

D. Referenced service providers

Control offices (cf pages 38 et 39)

ICE

Pierre BEILLE DOMECCQ
+33 (0)6 88 88 15 91
pierrebdq@gmail.com

QUALICONSLT

Didier FAIVRE
+33 (0)7 63 65 62 53
sdvam@qualiconsult.fr

SOCOTEC

Patrick PEREIRA
+33 (0)6 08 12 08 21
patrick.pereira@socotec.com



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52, quai de Dion Bouton
92800 Puteaux

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