

EXHIBITOR'S GUIDE

EQUIPVILLE

The town planning and equipment trade fair

INLIGHT EXPO

The interior lighting international trade fair

LUMIVILLE

The exterior and public lighting international trade fair

EQUIPVILLE LUMIVILLE INLIGHT EXPO

A team at your service

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Technical services

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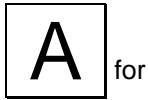
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AUTHORISATION AND ORDER FORMS:

Stand cleaning - Order form BC.A	p. 16
Exhibitor badges, additional invitations and SNCF train 20% reduction vouchers - Order form BC.B	p. 17
Storage unit - Order form BC.C	p. 18
Additional insurance - Order form BC.D	p. 20
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For electrical connections, additional electrical equipment, telephone connections, dedicated lines, water service supplies, air connection, parking permits, material handling and transit, slings and duty, please refer to the EUREXPO venue internet site: www.eurexpo.com, then Exhibitors part

ALPHABETICAL GUIDE



ACCESS

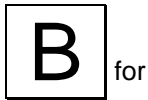
Please see details of access to the EUREXPO venue on the internet site: www.eurexpo.com.

ADDITIONAL INVITATION CARDS

The invitation cards that you receive when you register, in unlimited quantities, allow your clients unrestricted access to the trade show. Cards are provided free of charge. Only a contribution to postal expenses is requested. Refer to order form BC.B at the end of this document.

ASSEMBLY

Assembly of stands is permitted from Saturday 29 May 2010 at 2 p.m. till Monday 31 May 2010 at 8 p.m., non stop. **To assemble any stand on Saturday 29 May 2010, it is imperative that you request authorisation from Technical Services**, so that you can access the exhibition halls : phone +33 4 37 40 31 61 - fax: +33 4 37 40 31 69.



BADGE READERS

You can read and store instantly your visitors data by using a badge reader. Please refer to order form BC.G at the end of this document.



CATALOGUE

You will get a free copy of the Visitor catalogue when arriving at the Exhibitor office. All companies exhibiting at the trade show appear in it.

CATERERS

If you need a caterer to organise receptions at your stand, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

COCKTAIL

If you wish to organise a reception in the area reserved for this purpose and available to you free of charge, please contact us on +33 4 37 40 31 61.

COMPRESSED AIR

If you require compressed air for any equipment on your stand, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

CONFERENCES

For all information, please contact us on +33 4 37 40 31 61 - contact@cdo-events.com.

D for

DISASSEMBLY

Disassembling stands starts on Thursday 3rd June 2010, from 6p.m. till midnight. Heavy vehicles access will be permitted from 7 p.m.

On Friday 4 June 2010, schedules are:

- for hall 6: from 7 a.m. to 11.30 a.m
- for hall 66: from 7 a.m. to 3 p.m.

No additional time will be granted, for any reason: please plan carefully the disassembly of your stand.

DUTIES

Please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

E for

ELECTRICITY

Fully equipped stands, partially equipped stands and stands with floor space only are **all provided without electrical connection. To order electricity, please refer to the Eurexpo Internet site: www.eurexpo.com**, then to the Exhibitors part.

EMPTY PACKAGING

There will be an area for empty packaging on the site. For precise location, please contact Technical Services on +33 4 37 40 31 61.

EXHIBITOR BADGES

Exhibitor badges give you full access to the trade show throughout its duration. Four badges will be given to you on Monday 31 May 2010 when you arrive at the Exhibitor Office.

If you want to order more badges, please refer to order form BC.B at the end of this document.

EXHIBITOR OFFICE

This will be set up at the trade show from Sunday 30 May 2010 onwards.

EXHIBITOR PARKING

You will have one parking permit per stand. If you want to order additional parking permits, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

Your parking permits should be collected from the Exhibitor Office on Monday 31 May 2010. Throughout the duration of the trade show, the exhibitor car park is open from 8 a.m. to 8 p.m.

This car park is reserved for light vehicles, which will only be able to enter the centre upon presentation of an exhibitor parking permit.

F for

FAX MACHINE

You can hire a fax machine for the duration of the trade show, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part

FITTING OUT YOUR STAND

“Fully equipped stands”, “partially equipped stands” and “stands with floor space only” are described on at the “Fitting your stand” chapter, on page 10 of this guide.

You can add to your stand’s furnishings by installing a storage unit. Please refer to “Storage unit”, order form BC.C at the end of this document.

Please remember that for any special layout you must contact Technical Services for approval before 14 May 2010 on +33 4 37 40 31 61.

The height of the stand must not exceed 2m50 (5 m for high signs), which themselves must not exceed 2 m in width. Where stand installation includes a platform floor, its height must not be above 10 cm and must be deducted from the height of the partition walls.

All stands with a floor area greater than 50 sq m and a platform floor, must have a ramp for disabled access, 90 cm in width.

Island stands and one-wall stands:

It is prohibited to erect partitions over a length greater than 70% of the openings. Clearance of 1 m is required in relation to the stand corners. Any structure supporting a high sign (limited to 5 m in height) must observe clearance of 1 m in relation to the aisles, at all partition walls.

FLORAL DECORATION

If you want to order plants and flowers for your stand, please contact Carole at the trade show’s official florist: AMBIANCE FLORALE – carole@ambianceflorale.com - tel. +33 4 78 43 56 38 - fax +33 4 78 43 56 96 - www.ambianceflorale.com.

FURNISHINGS

For furnishing orders, please contact the official supplier SQUARE – tel. +33 4 74 16 16 20 – fax +33 4 74 16 02 00 - info@square-mobilier.com - www.square-mobilier.com.



HEAVY VEHICLES

During assembly:

Heavy vehicles will be able to enter the exhibitor car park from Saturday 29 May 2010 onwards, after 2 p.m. **However, heavy vehicles are not permitted to enter the halls.**

During the trade show:

Heavy vehicles must only park on the overflow car park.

During disassembly:

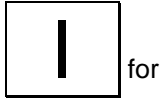
Heavy vehicles will only be able to enter the centre from Thursday 3rd June 2010 at 7 p.m.

HOSTESSES

If you require hostesses for your stand, please call the CITY ONE agency on +33 4 78 42 53 92 - fax +33 4 78 42 67 98 – contact.lyon@cityon.fr - www.cityone.fr.

HOTELS

Lyon Tourist Office : tel. +33 4 72 77 69 69 – www.lyon-france.com (with access to on-line booking)



INSURANCE

To find out details concerning risk coverage relating to your participation or to order additional coverage, please refer to "Insurance conditions" on page 11 of this document and order form BC.D

INTERNET

To get Internet access, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

INVITATIONS

See heading "Additional invitation cards", on page 4 of this document.



MACHINES IN OPERATION

If you want to demonstrate a machine in operation on your stand, please notify the trade show Safety Department. See the Authorisation BC.F form at the end of this document.

MATERIALS HANDLING

To get the names of companies present at the Eurexpo venue, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

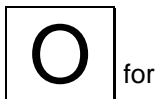
MEETING ROOM

If you want to book a meeting room, please contact us on +33 4 37 40 31 61 (free of charge - subject to availability).



NEW PRODUCTS / PRESS KIT

The trade show Press Department informs journalists of the specialised press, technical press and business press about new products you are exhibiting, before and during the trade show. To this end, please return form BC.E found at the end of this document so that we can act as an intermediary between yourself and the press and send them any information that you deem useful.



ON-SITE RESTAURANTS

1 restaurant, 1 brasserie and 2 bars will be open.

ORDER FORMS

Each order form has its own recipient and its own return date. **Please check carefully who it must be sent to, the return date and who the payment must be made out to. Orders not accompanied by payment will not be processed.**



PRESS

A Press Centre is available throughout the duration of the trade show. Here you will be able to submit press kits about your company. Journalists visiting the event will have unrestricted access to the Press Centre.

PRESS KIT

See "New products", form BC.E, at the end of this document.

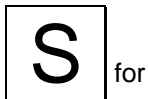
OPENING TIMES

The trade show will be open to the public from Tuesday 1st June to Thursday 3rd June 2010, from 9 a.m. to 6 p.m.



RECEPTION

Please refer to the "Caterers" heading.



SAFETY

Exhibitors must respect safety regulations, also described in this manual. If you have specific requests, please consult Technical Services on +33 4 37 40 31 61 before Friday 14 May 2010.

SECURITY

This is carried out by a specialised company. Surveillance concerns access to the trade show both day and night. This will commence on Monday 31 May 2010 at 10 p.m. and end on Thursday 3rd June 2010 at 6 p.m.

It is essential that you supervise your stand when the show is open to the public and at assembling and disassembling times.

SHUTTLES

From the PART-DIEU station, go to the VILLETTE exit: take tram line T3 (final destination Meyzieu) to VAULX-EN-VELIN- LA SOIE (runs every 7 minutes); then take the "Direct Eurexpo" shuttle (runs every 20 minutes).

From Lyon city centre or from PERRACHE station: take metro line A to VAULX-EN-VELIN LA SOIE; then take the "Direct Eurexpo" shuttle (runs every 20 minutes).

SPECIAL STAND LAYOUT

For **special** or **custom-made** stands, please contact the S.F.D.M company – Ms Nadège TREFFOT – tel. +33 4 37 40 31 67 - fax +33 4 37 40 31 69 - be@sfdm-concept.com.

STAND

See "Fitting out your stand", on page 6 of this document.

STAND CLEANING

The aisles are cleaned daily while the trade show is open. This does not include the removal of plastic films protecting the carpet of your stand neither its daily cleaning. If you want to order cleaning for your stand, you can choose among several offers: please refer to the order form BC.A at the end of this guide.

STAND STORAGE UNIT

You have the option of adding to your stand's furnishings with a storage unit that locks by key. To order, please refer to order form BC.C (2 pages) at the end of this document.



TAXI

A taxi rank is available throughout the duration of the trade show. It is located on the EUREXPO square, opposite the visitor entrance.

TELEPHONE

To order a telephone line on your stand, refer to www.eurexpo.com then to the Exhibitors part.

TRANSPORT / FLIGHTS

AIR FRANCE :

You can get a reduction on your return ticket when you visit the trade show, if you travel between 27 May and 8 June 2010.

Order your ticket on-line: www.airfrance-globalmeetings.com - ID code for this reduction: 08122 AF.

To find the nearest AIR FRANCE agency: www.airfrance.com.

EASYJET :

There are flights to Lyon from Germany, England, Spain, Italy, Morocco and Portugal at the cost of 21 € the one-way ticket, taxes included. There are also daily Lyon/Bordeaux and Lyon/Toulouse flights at the cost of 21 € the one-way ticket, taxes included. Order your ticket on-line : www.easyjet.com.

TRANSPORT / TRAIN

You can get a 20% reduction on your SNCF train ticket when you visit the tradeshow. To get the voucher, please return to us the order form BC.B, found at the end of this guide.



VAT

Foreign exhibitors can submit their VAT reimbursement applications to:

DIRECTION GÉNÉRALE DES IMPÔTS (*DIRECTORATE GENERAL FOR TAXES*)

Service des remboursements de TVA des assujettis étrangers (*Foreign Taxable Persons VAT Reimbursement Department*)

10, rue du Centre -TSA 60015

FR-93465 Noisy-le-Grand Cedex

Tel. +33 1 57 33 84 00 - email: sr-tva.dresg@dgi.finances.gouv.fr.

For further information, consult www.impots.gouv.fr.

VIDEO/ COMPUTER / MULTIMEDIA / VIDEO EQUIPMENT HIRE

Contact the official partner EUROSONO - Mr Alexandre JEANNEROD – tel. +33 4 72 44 34 34 – fax: +33 4 78 17 27 54 - eurosono@wanadoo.fr - www.eurosono.com.

VISITORS TO THE TRADE SHOW

Access to the trade show is free upon presentation of an invitation card. The price of entrance to the trade show without an invitation card is 30 euros, including taxes.



WATER

If you require a water supply, please refer to the Eurexpo Internet site: www.eurexpo.com, then to the Exhibitors part.

FITTING YOUR STAND

Your stand is supplied with the following services:

STAND WITH FLOOR SPACE ONLY:

- Demarcation of stand area, drawn on the floor

Any specific installation must be validated **before 14 May 2010** by Technical Services – tel. +33 4 37 40 31 61 – fax +33 4 37 40 31 69.

Please remember to order an electrical connection through the Eurexpo venue Internet site: www.eurexpo.com, then Exhibitors part.

PARTIALLY EQUIPPED STAND:

- Your double-sided sign
- Dark grey stand carpet
- Melamine stand partition walls (height 2.50 m)
- Stiffener with 1 lighting track housing 3 spotlights (3x100 watts), per module of 9 sq m

Please remember to order an electrical connection through the Eurexpo venue Internet site: www.eurexpo.com, then Exhibitors part.

FULLY EQUIPPED STAND:

- Dark grey stand carpet with clear grey outline
- Melamine stand partition walls (height 2.50 m)
- Storage unit (1 sq m for stands inferior to 18 sq m; 2 sq m for stands of 18 sq m or more)
- High sign (4 m) with logo on both sides
- Banner with canopy
- Stiffener with 1 lighting track housing 3 spotlights (3x100 watts), per module of 9 sq m
- Furnishings package: allowance of 12 euros per sq m, to be selected from the SQUARE catalogue (www.square-mobilier.com).

To obtain the order form, please contact us on +33 4 37 40 31 61.

Please remember to order an electrical connection through the Eurexpo venue Internet site: www.eurexpo.com, then Exhibitors part.

Notice to exhibitors of the LumiVille and InLight Expo trade shows:

In response to your requests and to enhance your products, lighting in the LumiVille and In Light Expo halls will be lit by natural light only.

INSURANCE CONDITIONS

Insurance coverage per exhibitor for goods exhibited is set at 6,100 euros with the option of acquiring additional coverage within the limit of 30,500 euros. If the objects being exhibited have a value greater than 6100 euros, complete the "Additional Insurance" order form BC.D, located at the end of this guide.

Excess:

The insurance includes an excess of 380 euros, to be paid by the insured person. In case of an act of God, the legal excess is applied.

Duration of coverage:

Coverage starts two days before the trade show opens and finishes on the last day of the trade show.

Exclusions:

Goods exposed to the following are not covered for damage:

- Damage caused or brought about intentionally by the person insured, or damage caused intentionally in which the insured person colluded;
- Damage caused by one of the following events:
 - Foreign or civil war;
 - Earthquakes, backflow or overflow of natural or artificial bodies of water, run-off water, flooding, tsunami, masses of moving snow or ice or other disasters (except those covered by the law relating to acts of God);
- Damage caused by any type of nuclear fuel, any other source of ionizing radiation, or any other heat action;
- Damage resulting from:
 - An inherent defect or a manufacturing fault;
 - Very inadequate maintenance;
 - Deterioration over a long period of time, or wear;
 - Scuffs, chips, scratches and tears;
- Damage to exhibited machines resulting solely from their operation, an operator error, an assembly or manufacturing fault or a fault in the power supplied in order to run them.
- Damage due to:
 - oxidation, corrosion, clogging;
 - insects, rodents or other parasites;
 - consequences of the action of light or atmospheric conditions (mould, damp);
 - Shortages at stands where food, drink and goods are distributed, tried or sold;
- Non-accidental damage sustained by the insured goods.
- Theft and misappropriation caused by members of the insured person's family (article 380 of the penal code), his/her representatives or any person responsible for looking after the insured objects;
- Damage caused by rain, hail or any other atmospheric conditions, for objects exhibited in the open air;
- Theft when the trade show is open to the public and/or exhibitors, as well as at installation and dismantling times; the stand must be supervised at all times by the exhibitor or one of his/her assistants;
- Fines and the consequences of confiscation, sequestration, seizure or destruction by any foreign or French authority;
- Loss, destruction, disappearance, deterioration or damage arising whilst the insured objects are being transported;
- Breaking of objects considered to be fragile;
- Precious and valuable objects.
 - Definition of precious objects: objects, gems, items of jewellery and plated items in precious metals (gold, silver, platinum, vermeil), precious stones, gemstones, pearls or items mainly created from precious materials.
 - Definition of valuable objects: clothing and items in leather or natural fur, real lace, rugs, tapestries, paintings, statuettes with a unit value higher than 2,740 euros.
- At closing times, audiovisual equipment that has not been put back in a piece of furniture or room that is locked by key.

SAFETY MEASURES (extracts)

Article T5 – Organiser obligations

Paragraph 2:

The organiser has appointed as chief safety officer:

CABINET ATH

Mr Alain THERIAUX

Architecte DPLG/Conseil en sécurité

262, Avenue Jean Jaurès

69150 DECINES -FRANCE

Phone. +33 4 78 49 49 34 - e-mail: alain.theriaux@wanadoo.fr - Website: cabinet-ath.com

He is responsible for ensuring that the safety measures described in this document are observed. On matters concerning fire safety, he is your single point of contact.

Article T8 – Obligations of exhibitors and persons hiring stands

Paragraph 1:

Persons hiring stands and exhibitors must respectively apply these specifications.

Paragraph 2:

Stand fitting must be completed by the time the chief safety officer carries out his acceptance inspection. All arrangements must have been made so that he can examine everything in detail. For each stand, the exhibitor or his/her authorised representative must be present when this acceptance inspection takes place. They must make available to members of the committee any information concerning installations and equipment stipulated in Article T21 below, except for those covered by a quality label.

Paragraph 3:

Exhibitors and persons hiring stands using machines, heat or combustion engines, lasers or any other dangerous product, must notify the chief safety officer 1 month before the trade show opens to the public. See form BCF at the end of this guide.

Article T21 – Stands – podiums – platforms – tiers – marquees - tents

Paragraph 2:

Items used to construct the stand, stand furnishings and, in particular, partition walls and frame must be made from category M3 materials.

Paragraph 3:

Floral decorations in synthetic materials must be limited. Where this is not the case, these decorations must be made from category M2 materials.

Paragraph 4:

Coverings, whether horizontal or otherwise, podiums, platforms and tiers, higher than 0.30m and with a total surface area greater than 20m², can be made from category M3 materials. If their total surface area is less than or equal to 20m², these coverings can be made from category M4 materials.

Paragraph 5

Exhibited materials can be presented on the stands without requiring a fire-resistance rating. However, if these materials are used to decorate partitions or false ceilings and if they represent 20% of the total surface area of these elements, the provisions in this article apply to them.

Paragraph 6

If a marquee, tent or structure is installed in the exhibition hall, it must comply with the provisions in articles CTS 1 to CTS 37, with the exception of article CTS 5.

Article T22– Canopies

Taking into account the temporary nature of trade shows, horizontal type canopies are authorised throughout the duration of the show.

They must be made from category M1 material. According to their fire-resistance rating, furnishing materials come under 5 categories:

- M0 non-combustible (glass, brick, plaster, iron, steel, aluminium, ceramics).
- M1 non flammable
- M2 fire resistant
- M3 flame retardant (non-resinous wood \geq 14mm; softwood and softwood-based panels \geq 18mm
- M4 highly flammable (non-resinous wood \leq 14mm; softwood and softwood-based panels \leq 18mm).

- Proof of fire-resistance category must be provided - either by a test report drawn up by an approved laboratory or by a marking showing conformity with the French NF standard.
 - **Wall coverings** (natural or plastic textiles) must be in M0, M1 or M2 materials. They can then be hung or affixed by staples. Various very thin coverings (fabric, paper, plastic film) (1mm maximum) can be used, stuck straight onto supports in M0, M1, M2 or M3 materials. On the other hand, embossed paper and paper with raised patterns must only be stuck straight onto M0 materials.
 - **Curtains, drapes and net curtains** can be freely hanging if they fall under category M0, M1 or M2. They are prohibited on stand entrance and exit doors and in front of emergency exits, but authorised on booth doors and stand storage units.
 - **Paint and varnish** are formally prohibited, if they are considered flammable (nitrocellulose or glycerophthalic, for example).
 - **Floor coverings** must be made from M4 category materials and securely affixed.

Article T23– Covered stands – Solid false ceilings and ceilings – Raised stands.

Paragraph 1

Stands or rooms with a solid canopy, ceiling or false ceiling, as well as those with a raised level or those which do not comply with the conditions in article T21, paragraph 1, must simultaneously comply with the following conditions:

- Have a surface area of less than 300m²
- Have a distance between them of at least 4m.
- Total a solid false platform and platform surface area (including that of the raised levels) equal to 10%, at most, of the surface area of the level concerned.
- Each stand or room can only have one raised level.

Paragraph 2

If the surface area of these stands or rooms is greater than 50m², they must each have suitable fire extinguishing equipment, with at least one safety officer constantly on hand whenever the public are in the establishment.

ENCLOSED STANDS

These stands must have direct exits to the aisles. Their number and width depend on the area of the stand, namely:

- Less than 20m² ; 1 exit of 0.90m in passage width.
- From 20 - 50m² : 2 exits, one 0.90m, the other 0.60m
- From 50 - 100m² : either 2 exits measuring 0.90m, or two exits, one of which measures 1.40m and the other 0.60m.
- From 100 - 200m² : either 2 exits, one 1.40m, the other 0.90m, or 3 exits measuring 0.90m.
- From 200 - 300m²: 2 exits measuring 1.40m
- From 300 - 400m²: 2 exits, one 1.80m, the other 1.40m.

Exits must be suitably spread out and if possible be opposite each other. Each exit must be labelled with the word "Exit" in white letters, clearly visible on a green background. If the stand closes by doors, these must open in the direction of the exit, not have any locking system and not cause any nuisance to the public walking down the aisles.

RAISED LEVEL

In compliance with standard NF P 06.001, raised levels must be strong enough to stand an excess load of:

- Level of less than 50m² : 250 kilos per m²
- Level of 50m² and over: 350 kilos per m²

N.B.: raised level plans (elevation, sections, details), calculation notes, the opinion of the approved body on the design (stability and strength), must be submitted to the chief safety officer at the latest 1 month before the trade show starts.

An approved body must check the assembly in situ and draw up a certificate of compliance. Without these elements, the organiser reserves the right to forbid the public from accessing the raised level. Crush resistance must not be greater than that authorised in the place concerned.

Raised levels must have suitably spaced steps, the number and width of which depend on the surface area of these levels, namely:

- Up to 20m² : 1 0.90m step
- From 21 - 100m² : either 2 steps of 0.90m, or 2 steps, one measuring 1.40m and the other measuring 0.60m.
- From 101 - 200m² : 2 steps, one measuring 1.40m, the other measuring 0.90m.
- Access to the steps from the raised level must be marked by panels with "Exit" written on them in white letters, clearly visible on a green background.

Article T31 – Use of liquid hydrocarbon

Paragraph 1:

Contrary to the provisions in articles G27 and G28, containers holding no more than 13kg of liquid gas are authorised in the exhibition rooms.

Paragraph 2:

Bottles without pressure reducing valves, not being used and for demonstration purposes only are prohibited. Bottles being used must always be placed out of reach of the public and be protected from impact. They must be either separated from each other by a rigid, non-combustible screen, located at a rate of 1 bottle per **10m²**), at least, and with a maximum of 6 per stand or separated from each other by at least 5m and with a maximum of 6 per stand.

Paragraph 3:

Bottles which are not connected up, whether empty or full, must be stored outside the building.

Article T36 – Electricity – Special stand installations

Paragraph 1:

Special stand installations must be carried out by persons well aware of the specific risks relating to trade shows, possessing knowledge that will allow them to design and have the work carried out in conformity with this regulation.

Paragraph 2:

The electrical switchboard must be inaccessible to the public, whilst remaining easily accessible to the stand staff, as well as to the owner of the establishment.

Paragraph 3:

The wiring systems of stand installations must be implemented in compliance with article EL23. Wall socket plugs must be connected to circuits protected by over current protective devices equal, at most, to 16A. Any appliance requiring greater power must have a specially adapted circuit.

- Electric cables must be insulated for a minimum voltage of 500 volts, which precludes the use of cable H.03.VHH (scindex).
- Only use cables for which each conductor has its own protective sheath, all conductors being housed in a single protective sheath.
- The use of conductors less than 1.5mm² in size is prohibited.
- Class 0 electrical appliances must be protected by rated differential current devices equal to 30mA, at most.
- Class 1 electrical appliances must be connected to the protective conductor of the wiring system supplying them.
- Class 2 electrical appliances bearing the CE mark are recommended.
- Only multi-gang installations or adapters from a fixed socket (moulded multi-plug adapters) are authorised.
- High voltage illuminated signs located within reach of the public or staff working on the stand must be protected, in particular electrodes, by a screen, in at least M3 category material.
- The power disconnection controls must be indicated, and transformers placed in an area where they will cause no danger to persons.
- Indicate their presence by a sign stating "Danger high voltage".

Article T38-1 – Temporary installations of cooking appliances

Only reheating and cooking appliances for which the total wattage rating is less than 20Kw per stand are authorised inside the exhibition rooms, used according to the conditions stipulated in articles GC16 and GC17. All steps must be taken to distance (by at least 3m) two cooking installations less than 20Kw, located on 2 different stands.

Article T39 – Machines and appliances demonstrated when in operation

Paragraph 1:

All presentations and demonstrations are entirely the responsibility of the exhibitor.

Paragraph 2:

Machines and appliances demonstrated when in operation must not carry any risk to the public, and the organiser must be notified of them, in line with the provisions stipulated in the annex of this chapter (notification sheet).

Article T41 – Machines with combustion or heat engines – motor vehicles

Paragraph 1:

The list of stands presenting machines and appliances in operation must be given to the organiser and the safety committee.

Paragraph 2:

Engine fuel tanks presented when not running must be emptied or provided with locking caps. The battery cable terminators of accumulator batteries must be rendered inaccessible.

Article T43 – Radioactive substances – X-rays

Paragraph 1:

Any presentation of machines or equipment using radioactive substances or generating rays must be subject to an authorisation request, submitted by the exhibitor to the relevant administration.

Paragraph 2:

Authorisation to present radioactive substances on exhibitor stands can only be granted for demonstrating appliances and when the activities of these substances are less than:

- 37 kilobecquerels for those made up of or containing group 1 radioelements.
- 370 kilobecquerels for those made up of or containing group 2 radioelements.
- 3700 kilobecquerels for those made up of or containing group 3 radioelements.

Paragraph 3:

Authorisation to present on exhibitor stands appliances emitting X-rays can only be granted if they, and any accessories, comply with the rules stipulated by standard NFC 74-100.

In particular, the following arrangements must be made:

- Removal of unnecessary objects close to the X-ray generator of the sample to be examined.
- Marking and putting up signs to indicate the area not accessible to the public.
- The leakage radiation exposure rate must not exceed 0.258 microcoulombs per kilogram and per hour at a distance of 0.10m from the radiogenic focal spot.

Article T44 - Lasers

The use of lasers is authorised in the rooms, provided that the following provisions are observed:

- The public must under no circumstances have the direct or reflected beam of the laser directed at them.
- The appliance and its related equipment must be firmly fixed with secure elements.
- The environment of the appliance and the area scanned by the beam must not include elements reflecting the wavelengths considered.
- Exhibitors must ensure (when carrying out tests when the public are not present) that materials, decoration and protection equipment will not set on fire due to the heat yielded by the light beams.
- Before implementation, the exhibitor must submit to the relevant administrative authority, for all installations:
 - a declaration,
 - technical instructions, together with the plan of the installation,
 - a document drawn up and signed by the fitter, certifying compliance with these provisions.

Article T45 – Prohibited gas – products – equipment

Paragraph 1:

The following are prohibited, in establishments of this type:

- The distribution of samples or products containing flammable gas;
- Balloons blown up with a toxic or flammable gas;
- Items made from celluloid;
- The presence of pyrotechnic fireworks or explosives;
- The presence of diethyl ether, carbon disulphide, ethyl ether and acetone.

Paragraph 2:

The use of acetylene, oxygen, hydrogen or gas presenting the same risks is prohibited, unless special dispensation is granted to the exhibitor by the relevant administrative authority.

COMMENTS

Bottles of air, nitrogen, helium and carbon dioxide are freely authorised.

Article T46 – Flammable liquid

The use of flammable liquid per stand is limited to the following amounts:

- 10 litres of 2nd category flammable liquid per 10m² with a maximum of 80 litres;
- 5 litres of 1st category flammable liquid.

Article T52 – Operating instructions

Paragraph 1:

You are not permitted to make up, in working areas, stands and passages, deposit boxes, of wood, straw, cardboard...

ORDER FORM BC.A

STAND CLEANING

Deadline for returning form: 14 May 2010

To be returned to: CDO - Immeuble Le Portant - 152 Grande Rue de Saint-Clair - 69300 Caluire (France) – tel. +33 4 37 40 31 61 - fax +33 4 37 40 31 69

Your company's nameStand number:
Address.....

Postcode..... Town..... Country.....

Phone..... Fax.....

Order processed by :e-mail

DESCRIPTION	Cost in € per m ² (tax excluded)	Number of m ²	Total in € (tax excluded)
Option A: Monday 31 May 2010, the day before the trade show opens Removal of protective film and stand cleaning (floor and furnishings), in the evening	4.00		
Option B: Tuesday 1st June and Wednesday 2nd June 2010 Stand cleaning (floor and furnishings), on both evenings	5.00		
Option A + B: Monday 31 May, Tuesday 1st and Wednesday 2nd June 2010 Removal of protective film and stand cleaning (floor and furnishings), all three evenings	7.00		
Total in € (tax excluded)			
Tax 19.60 %			
Total in € (tax included)			

Date:.....2010

Company stamp and signature

Orders cannot be fulfilled if not accompanied by the corresponding payment (taxes included).
For bank transfer, please use the following IBAN code:

FR76 3000 4006 2200 0229 3289 556
Bank Identification Code : BNPAFRPPTAS
SA CDO

ORDER FORM BC.B

INVITATION CARDS EXHIBITOR BADGES SNCF TRAIN REDUCTION VOUCHERS

Deadline for returning form: 14 May 2010

To be returned to: CDO - Immeuble Le Portant - 152 Grande Rue de Saint-Clair - 69300 Caluire (France) – tel. +33 4 37 40 31 61 - fax +33 4 37 40 31 69

Your company's name Stand number
 Address.....

 Postcode..... Town..... Country.....
 Phone..... Fax.....
 Order processed by : e-mail

DESCRIPTION	Unit price in € (tax excluded)	Amount	Total in € (tax excluded)
Postage costs for 1000 invitation cards	30,00		
Additional exhibitor badges	10,00		
SNCF Train 20% reduction vouchers	FREE		
Total in € (tax excluded)			
Tax 19.60 %			
Total in € (tax included)			

Date:.....2010

Company stamp and signature

Orders cannot be fulfilled if not accompanied by the corresponding payment (taxes included).

For bank transfer, please use the following IBAN code:

FR76 3000 4006 2200 0229 3289 556
Bank Identification Code : BNPAFRPPTAS
SA CDO

ORDER FORM BC.C STORAGE UNIT

Deadline for returning form: 14 May 2009

To be returned to: CDO - Immeuble Le Portant - 152 Grande Rue de Saint-Clair - 69300 Caluire (France) – tel. +33 4 37 40 31 61 - fax +33 4 37 40 31 69

Your company's nameStand number:

Address.....

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Postcode..... Town..... Country.....

Phone..... Fax.....

Order processed by :e-mail

Description	Unit price in € (tax excluded)	Amount	Total in € (tax excluded)
Corner unit 1 m x 1 m	370,00		
Corner unit 2 m x 1 m	450,00		
Total in € (tax excluded)			
Tax 19.60 %			
Total in € (tax included)			

Important: please indicate the location of the unit on your stand, using the sketch on the next page.

Date:.....2010

Company stamp and signature

Orders cannot be fulfilled if not accompanied by the corresponding payment (taxes included).

For bank transfer, please use the following IBAN code:

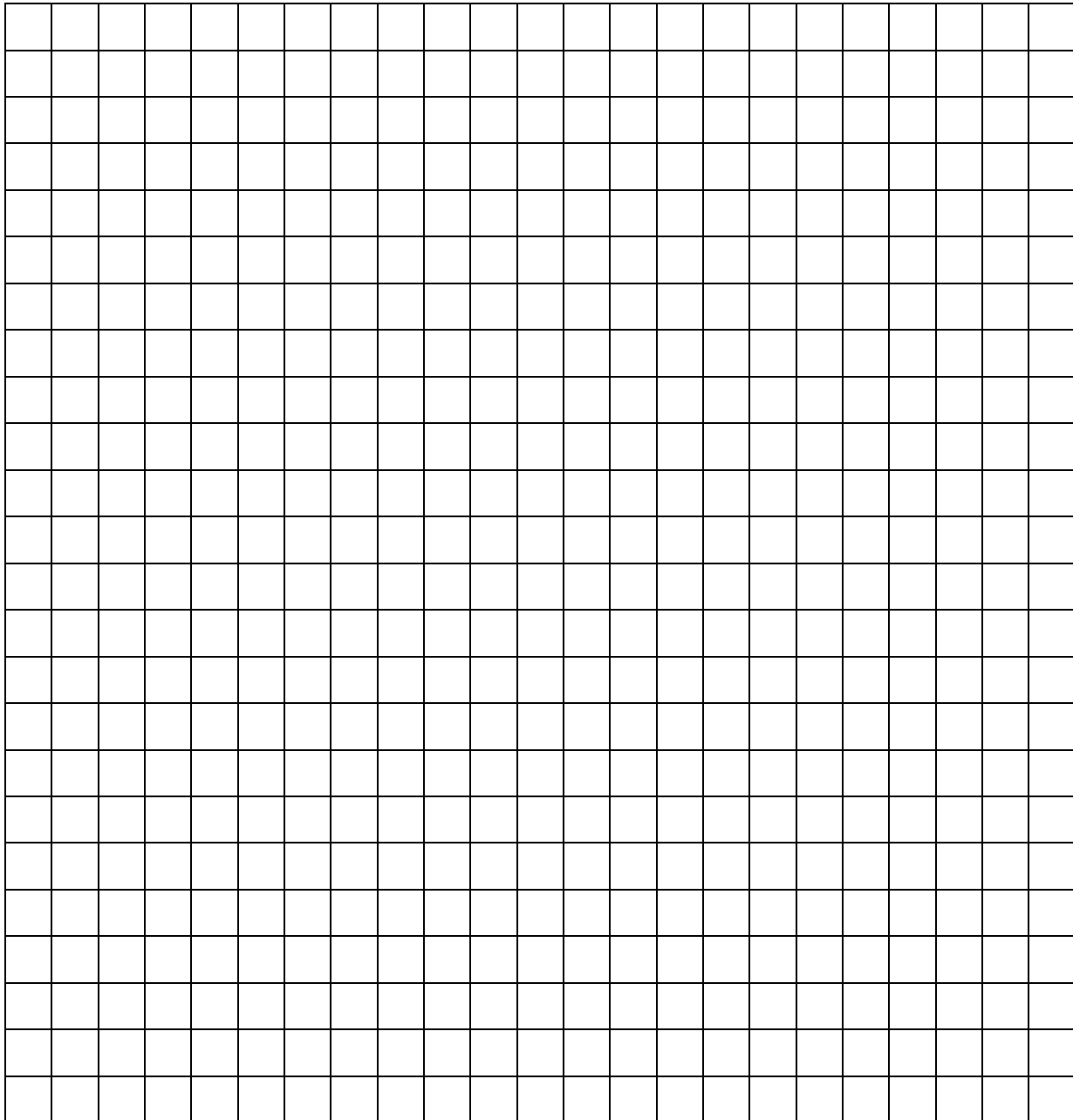
FR76 3000 4006 2200 0229 3289 556
Bank Identification Code : BNPAFRPPTAS
SA CDO

STORAGE UNIT LOCATION

Please draw your stand, showing the storage unit location and writing next to it:

- R1 for a 1 m x 1m unit
- R2 for a 2 m x 1m unit

Scale: one square = 0.50 m x 0.50 m



ORDER FORM BC.D

ADDITIONAL INSURANCE FOR EQUIPMENT AND GOODS

Deadline for returning form: 14 May 2010 accompanied by payment, made out to:
 CERIP Assurances groupées,
 76 Bd du 11 Novembre 1918
 FR -69100 VILLEURBANNE
Phone: +33 4 72 75 97 97 - **Fax:** +33 4 78 24 69 01

Your company's name Stand number:
 Address.....

 Postcode..... Town..... Country.....
 Phone..... Fax.....
 Order processed by :e-mail

Type of products displayed	Sum of the assets to be ensured in €	Mill rate	Sum of the premium in €
Furnishings, installation of stands and packaging		4.20	
Goods (<i>objects in general</i>), including taxes and customs duties. Exhibitors carrying out take-away sales must keep an inventory of ingoing and outgoing goods. All exhibitors must be able to present their book to Export at any given time. Failure to do so may result in their coverage being rendered invalid.		4.20	
Extra premium for fragile objects , for which it is necessary to cover against risk of damage		5.5	
Total premiums and extra premiums, including taxes and expenses			
To be deducted, 'samples' stock			-25.20
Balance to be paid (coverage shall only be acquired once payment has been received)			

Date:.....2010

Company stamp and signature

Form BC.E
SERVICE AVAILABLE FREE OF CHARGE TO EXHIBITORS
NEW PRODUCTS

Form to be returned before 14 April May

To be returned to: CDO - Immeuble Le Portant - 152 Grande Rue de Saint-Clair -
69300 Caluire (France) – tel. +33 4 37 40 31 61 - fax +33 4 37 40 31 69

Your company's name Stand number:
Address.....
.....
Postcode..... Town..... Country.....
Phone..... Fax.....
Contact :e-mail

NEW PRODUCTS (to appear in the new products file, please do not exceed 600 signs).

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APPLICATIONS (please do not exceed 600 signs)

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Form BC.F

EQUIPMENT IN OPERATION AND USE OF COMBUSTIBLES

Exhibitors with equipment in operation on their stand and/or using combustibles must request authorisation to use this equipment.

Brief description of the equipment.....
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.....

IMPORTANT: it is essential to attach to this form the equipment documentation and the installation plan on the stand.

Please return to Mr THERIAUX,
262 avenue Jean Jaurès,
FR-69150 DECINES, FRANCE
Phone: +33 4 78 49 49 34, Fax: +33 4 78 49 41 39

Your company's name Stand: Hall:.....

Address.....
.....

Postcode.....Town.....Country.....

Phone..... Fax.....

Name of the person in charge on site:Phone:

Name of the fitter.....

RULES CONCERNING THE BUILDINGS

ACCESS: access to the inside of the halls is via doors located at the boundary. No vehicles are permitted to enter the halls. Car parks located very close to the halls are available to fitters and exhibitors. These car parks are inspected but not supervised.

HALL FLOORS, WALLS AND PILLARS: it is prohibited to drill, seal, cut or paint the floors, walls and pillars in the halls.

FLUID DISTRIBUTOR GUTTERS: for safety reasons, it is prohibited to handle the cast iron plates covering the fluid distributor gutters.

DAMAGE: exhibitors are responsible for any damage they cause to the buildings when assembling their stand

AISLES: it is imperative that exhibitors leave aisles free from any wiring, cables or decorative elements, both on the floor and higher up.

HANGING: hanging things on the framework is strictly prohibited. It is reserved for trade show general signs.

BADGE READERS DESCRIPTION

1- The LEM SCAN - Leads Event Management

A designer, high performance reader to optimise client monitoring

This service includes:

- provision of a bar code reader (LEM SCAN)
- private access to the database made up of all your scans, via the Internet
- creation of your trade show database with information on sales representatives, products your potential customers were interested in as well as actions to take
- a completely private and personalised service to qualify and trace contacts

The deposit required in both cases is 400 euros to be paid when retrieving the badge reader on site.

FORM BC.G

BADGE READER RESERVATION

To be returned, with payment, before 14 MAY 2010

CDO – « Immeuble le Portant » 152 grande rue de St Clair - 69300 Caluire (France) –
Tel +33 4 37 40 31 61 fax +33 (0)4 37 40 31 69

Company: Stand and hall no.:

Full invoice address:

Phone: email:.....

Order processed by:

Badge reader (see description on previous page)	Quantity	Unit price (excluding tax)	Amount in € (excluding tax)
LEMSCAN		250,00	
Amount in € (excluding tax)			
VAT 19.60 %			
Total in € (taxes included)			

CONDITIONS OF HIRE:

- Orders must be sent by post with payment, before the trade show begins
- When you collect your badge reader, in the "Organisation area" the team will give you a rental contract to be signed. Please remember to bring the deposit of 400 euros per reader hired.
- Hired readers will be available for collection at the ORGANISATION counter, on Monday 31 May 2010 from 10 a.m. onwards at the trade show office.
- The deposit will be given back when you return the reader(s) on Thursday 3 June 2010, before 7p.m.

TERMS OF PAYMENT:

This form must be accompanied by a proof of bank transfer. Payment to be done to the bank

Company name: SA CDO

IBAN code: FR76 3000 4006 2200 0229 3289 556

Bank identification code: BNPAFRPPTAS

Bank adress: BNPPARB LYON GRENETTE (00622) FRANCE

Beneficiary's Bank Name & Address: **BNP Paribas LYON GRENETTE 39, RUE GRENETTE 69002 LYON FRANCE**

Beneficiary's Name & Address; SA CDO "immeuble le Portant" 152 grande rue de st Clair 69300 Caluire FRANCE

The receipted invoice will be sent to you when we receive your payment. You will be charged up to 50% for any readers cancelled after the reservation date. You will be charged the full price for any readers not collected on site.

"I declare that I have read and understood the conditions of hire and that I accept them"

Date:

Signature and stamp: