



Pierre Baudis Congress Centre – Toulouse, France

Exhibitor Guide

ESREF2015

Your contact in Pierre Baudis Congress Centre, Toulouse

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ACCESS MAP PIERRE BAUDIS CENTER

Centre de Congrès Pierre Baudis - 11, Esplanade Compans Caffarelli – 31000 Toulouse
 Tél : +33 (0)5 62 30 40 42 - Fax : +33 (0)5 62 30 40 43



Direct access by the Toulouse ring road, exit n°30 to the town centre.

GETTING THERE

- The Conference Center borders a 17 acre park set around a Japanese garden.
- Adequate parking facilities: 1000 places under the Conference Center; 400 more on the Place de l'Europe, and neighbourhood further 200 in the nearby Arnaud Bernard.

TRANSPORTS

REGULAR FLIGHTS

High frequency service to Paris; 51 daily return flights to the capital (Orly/Roissy) 55 minutes flying time. 18 airline companies; flights to 34 destinations.

National links

Caen, Carcassonne, Clermont-Ferrand, Lille, Lyon, Marseille, Metz-Nancy, Mulhouse, Nantes, Nice, Paris, Poitiers, Rennes, St-Denis-de-la-Réunion, Strasbourg.

International links

Amsterdam, Basle, Birmingham, Brussels, Casablanca, Dusseldorf, Frankfurt, Geneva, Lisbon, London, Madrid, Milan, Munich, Oran, Porto, Tunis.

ROAD LINKS

Toulouse, located in the Paris-Bordeaux-Montpellier motorway network is intersected by several other motorways: the A62 (to Bordeaux), the A20 (to Paris via Montauban and Limoges), the A61 (to Carcassonne, Montpellier and Barcelona), the A68 (to Albi and Lyon), the A64 (to Tarbes and Lourdes).

Direct access by the Toulouse ring road, exit n° 30 to the town centre.

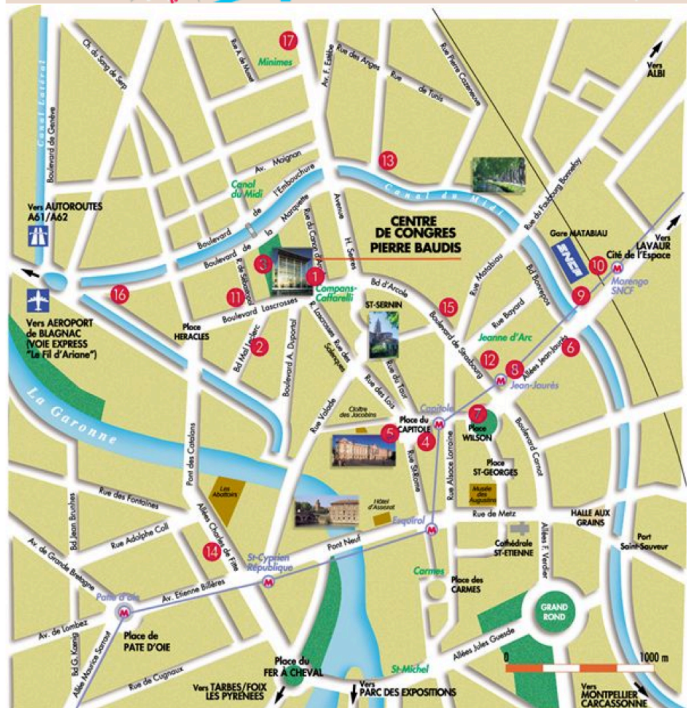
RAIL LINKS

- Toulouse Matabiau train station
- 15 daily links to Paris including 4 by high speed train to Paris Montparnasse (travelling time 5 hours 1/2).

10 minutes from the Conference Centre by car.

METRO :

Line A to Jean Jaurès station, correspondance Line B, Compans Caffarelli station, or Line B directly.



EXHIBITION PACKAGES

Big Booth 9m²

- Acknowledgement as « Exhibitor » in publications related to the conference
- Acknowledgement on the conference website as « Exhibitor »
- 9m² free exhibition space
- Shell scheme and carpet
- 1 power socket (1.5 kW)
- 3 spotlights for booth
- 1 table (60cm x 120cm) and 3 chairs
- 1 free full registration to the conference (including gala dinner)
- 2 free expo only registration (including all exhibition caterings : coffee breaks, Cocktails and lunches)
- 9 personalized half-day exhibition invitation (coffee break included)
- Free wireless LAN access
- General clean-up
- Booth with name banner
- General illumination
- Security service

Standard Booth 6m²

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For any additional order, contact before september 10, 2015 :

Stéphanie Dham – Phone : +33(0)5 62 30 40 08 email : stephanie.dham@gl-events.com

Exhibition Planning and Exhibition Area

	DATES	HOURS
Exhibitors set up	Monday, oct. 5	10.00-14.00
Exhibition opening hours	Monday, oct. 5	15.40-22.00
	Tuesday, oct. 6	09.00-18.00
	Wednesday, oct.7	08.00-18.00
	Thursday, oct. 8	08.00-15.00
Dismantling	Thursday, oct.8	16.00-18.00

The exhibition will be located at the first floor in Ariane 1 and 2, foyer Ariane. All the coffee breaks, lunches and cocktail will be held in the exhibition area also Poster session, Author Corners, Photo contest.

Exhibit only hours will be setup in conjunction with cocktails (Monday evening and Thursday afternoon) and with poster sessions.



PRACTICAL INFORMATION

DELIVERY

No deliveries will be accepted before October 2, 2015

As the delivery area does not have an unloading bay, it is preferable for lorries (trucks) to be equipped with tailgates.

Delivery on setting up day recommended, to make the dispatch easier on booths ;

Any delivery made directly by a haulage contractor to the Pierre Baudis Congress Center will only be accepted on the exhibitor's set up day and in the presence of a person in charge of the stand.

Delivery is carried out under the exhibitor's responsibility. Under no circumstances can the Toulouse Convention Center be held responsible.

Your equipment will be delivered at your booth by the staff of the Congress Center on October 5 in the morning.

Any equipment delivered to Toulouse Convention Center should clearly indicate :

Centre des congrès Pierre Baudis
11 esplanade Compans Caffarelli
F 31000 Toulouse
ESREF 2015
BOOTH NUMBER AND NAME :
EXHIBITORS CONTACT :
ATTN : Stéphanie DHAM

STORAGE

For security reasons, all empty boxes must be removed from the Pierre Baudis Congress Center since there is no space set aside for this purpose. Any empty box or other packaging material found in the hall will be destroyed.

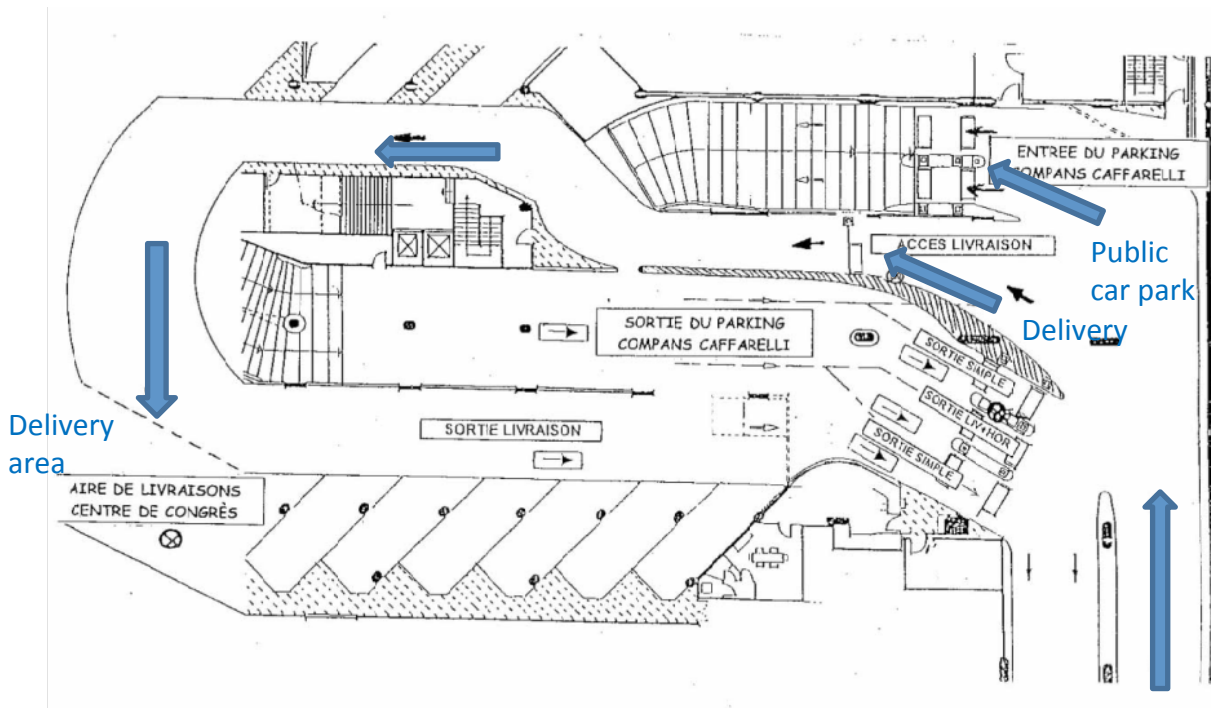
RETURN OF PACKAGES

Any package or object left behind after the exhibition in the Pierre Baudis Congress Center which has not been left in the storage area is not under the responsibility of the exhibition organizers. The Congress Center is in no way responsible for the disappearance or destruction of any such packages.

The technical Team will pick up your equipment on your booth the Thursday October 8 after 6 p.m. Don't forget to put on your etiquette of return with name, address of your company, by booth with transporter's name and phone number. Contact your transporter for a Rendez-Vous to pick up your material.

DELIVERIES ACCESS MAP

All the deliveries must be carried out on the delivery area in the car park Compans Caffarelli (access from the boulevard Lascrosses)



The size of the vehicle should not exceed:

Height: 2,95m

Length: 12m

Maximum weight: 13 tons

The exhibitors or deliverers whose vehicles exceed the above-mentioned dimensions have to park along the boulevard Lascrosses and load or unload with a tailgate and a forklift.

The distance is approx.50m.

FIRE SAFETY REGULATIONS

FIRE SAFETY REGULATIONS

1. The obligations of the exhibitors

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations and those specific to the event, detailed in the schedule of conditions given to them by the organiser.

The layout work must be complete at the time of the approval visit by the safety manager (in the case of a standard layout) or at the time of the visit from the Commission Départementale de Sécurité (in the case of a different layout). The exhibitor must take all measures to ensure that these layouts, fixtures and features can be examined in detail.

The exhibitor or his qualified representative must be present during this approval visit. He must make available to the safety manager and/or the members of the Commission Départementale de Sécurité all information concerning the installations and materials comprising the stand, except for those covered by a recognised quality mark.

The exhibitor must submit any special authorisation requests or special declarations to the safety manager or to the Prefect within the deadlines mentioned in paragraphs 1.1 to 1.1.3.

1.1 Stand layout

1.1.1 Protecting the structure

The access routes, circulation walkways and areas used for the transportation of equipment from the unloading point to the event site must be protected:

- ° Use of forklifts or other handling equipment with rubberised treads
- ° Use of weight distribution boards
- ° Carpets must be protected by a highly resistant covering in order to avoid puncturing

No means of attachment that risks damaging the room surfaces (floors, walls, posts or ceilings) will be allowed.

1.1.2 Frames and partitions

All materials with a M0, M1, M2 and M3 rating are authorised for the construction of the frameworks and partitioning on stands.

In accordance with the decree dated 30 June 1983, the formal classification of wood-based materials states that the following are considered to meet to the characteristics of materials classification M3:

- ° Solid, non-resinous wood with a thickness in excess of or equal to 14 mm
- ° Solid resinous wood, with a thickness in excess of or equal to 18 mm.
- ° Wood-based panels (chipboard, plywood, etc) with a thickness in excess of or equal to 18 mm

1.1.3 Extending, sliding or removable partitions

Extending, sliding or removable partitions must have an M3 rating

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FIRE SAFETY REGULATIONS

1.1.4 Wall coverings

Coverings (natural or plastic textiles) with a M0, M1, M2 rating may be used. These must be taut and should be secured using staples.

Miscellaneous coverings (fabrics, paper, plastic film, etc) which are slightly or easily flammable, and which are thin (maximum 1 mm), must be glued onto solid M0, M1, M2 or M3 surfaces.

In all cases, the following are forbidden within the Congress Center :

- ° Soft cellulose chipboard
- ° Boards, panels or sheets of expanded plastic materials which do not have at least an M2 rating.
- ° Coverings which are not rated at least M2

1.1.5 Floor coverings

Floor coverings must be produced from materials with a rating of at least M4 and solidly attached. However, for those coverings (horizontal and vertical) with a total surface area in excess of 20 m², and for podiums, platforms and tiered terraces with a height in excess of 0.30 m, these must be at least category M3.

1.1.6 Curtains, drapes and veils

Curtains, drapes and veils may be “flowing” if they have a classification of M0, M1 or M2. They are however forbidden for all entrance doors to stands, but are allowed on the doors of booths. The materials exhibited may be shown without any fire reaction requirements, except if they are used to decorate partitions or false ceilings, and if their total surface area exceeds 20% of the total surface area of these structures.

In this case, they must observe the requirements detailed in the paragraphs above for partitions, and of the paragraph below for canopies, ceilings and false ceilings.

However, these provisions do not apply to shows and stands specific to interior decoration in which textiles and wall coverings are present.

1.1.7 Canopies, ceilings and false ceilings

Canopies must be produced from materials rated M0 or M1. They must moreover be supported by a wire mesh structure, with squares of a maximum of 1 m x 1 m.

Ceilings and false ceilings must be produced from M0 or M1 rated materials.

These features must not hinder the correct operation of the fire detection and smoke removal installations.

1.1.8 Floral decorations

Floral decorations produced from synthetic materials must be kept to a minimum. Otherwise, the decorations must be produced from category M2 materials

These provisions do not apply to shows and stands specialising in floral activities.

1.1.9 “Flowing” decorative features

“Flowing” decorative features or coverings (advertising material with a surface area in excess of 0.50m², garlands, buntings, lightweight decorative items, etc) must be produced from M0 or M1 rated materials or made as such through fireproofing.

The use of signs or advertising panels involving white letters on a green background is strictly forbidden. These colours are exclusively reserved for the signposting of "exits" and of "emergency exits".

FIRE SAFETY REGULATIONS

1.1.10 Furniture

There are no special requirements for normal furniture (tables, chairs, desks etc).

1.1.11 Fire reaction certificates

All materials used should be covered by a fire reaction certificate issued by an approved French laboratory, and dating from at least during the last five years.

So-called "traditional" materials and materials covered by a quality mark from a certification issuing body (NF, etc) are excluded from this obligation.

Where fireproofing is concerned, this can only be carried out on wooden panels, natural fabrics or fabrics including a high proportion of natural fibres. It cannot be carried out on plastic or synthetic materials. The fireproofing certificate is supplied by the company or organisation applying the treatment, stipulating the authorisation granted to it to issue such a document.

1.1.12 The presence of a marquee, a tent or other removable structures.

If, during an event, it is planned to use a marquee, a tent or similar structure on a stand, the organiser must ensure that the exhibitor observes the safety provisions detailed in CTS 1 to CTS 37 (excluding CTS 5).

Under no circumstances should this temporary structure hinder the effectiveness of the technical facilities of the establishment, with respect to the safety of the staff and the public.

1.1.13 Enclosed stands

In the case of enclosed stands, the latter must have direct outlets onto the walkways. Their number and width vary according to the surface area of the stand, and as a minimum the following requirements should be observed:

- ° Less than 20 m²: 1 exit of 0.90 m
- ° From 20 to 50 m²: 2 exits: one of 0.90 m, the other of 0.60 m.
- ° From 50 to 100 m²: either 2 exits of 0.90 m or 2 exits, one of 1.40 m, the other of 0.60 m
- ° From 100 to 200 m²: either 2 exits, one of 1.40 m, the other of 0.90 m or 3 exits of 0.90 m.
- ° From 200 to 300 m²: 2 exits of 1.40 m
- ° From 300 to 400 m²: 2 exits, one of 1.40 m, the other 1.80 m

The exits must be carefully located and if possible opposite (facing) one another.

Each of these must be signposted with the wording "SORTIE" (in English = EXIT) in white letters on a green background.

If the stand is enclosed by doors, these must open in the direction of the exit, with no means of locking them, and without opening on the public walkway.

If the stand is covered, the provisions of article

1.1.14 here after must be observed.

1.1.14 Covered stands/ raised stands

Those stands possessing a ceiling, false ceiling or solid canopy, as well as raised stands, must:

- ° Have a surface area below 300 m²
- ° Have a distance between them equal to or in excess of 4 m
- ° Have a total size for the ceiling and false ceiling (including those of the upper levels) equal to a maximum of 10% of the surface area of the level concerned.

Each stand may have only one raised level.

FIRE SAFETY REGULATIONS

If the surface area of the stand is in excess of 50 m², it must:

- ° Feature signposting with standalone emergency lighting indicating the exits,
- ° be equipped with the appropriate means of extinction, permanently manned by at least one safety officer during the presence of the public in the establishment
- ° Have floodlighting if the surface area is in excess of 100 m²

1.2 Electrical installations

1.2.1 Limits of liability

Electrical installations include:

- ° Fixed and semi-permanent installations, for which the installation, operation and maintenance are carried out by the agent, at his liability.
- ° Installations fitted in the stands for the use of the exhibitors and installed by them, or on their behalf, and at their liability.

The dividing line between these two installations is considered to be at the service box¹ for each stand.

In conformity with article T35 of the decree dated 18 November 1987, supplementing the decree dated 25 June 1980 (modified). Semi-permanent installations must terminate in each stand at a panel or service box¹ which includes the switchgear to provide the control and protection functions defined in this article.

Therefore, this formally excludes the possibility of connecting several stands from a single box or from a single panel

1.2.2 Special stand installations

The special installations of the stands must be produced by personnel particularly aware of the special risks inherent to the event, and possessing sufficient knowledge to enable them to design and carry out the work in conformity with the present regulations.

The electrical installation for each stand must be protected at its source against overloads and against earth faults.

All metal grounds must be interconnected and linked to the earth wire of the electrical service box¹ on the stand.

Electrical connections must be located inside the branch boxes

Electrical cut-off features included in the service box¹ must be permanently accessible to the stand personnel.

1.2.3 Electrical equipment

All electrical equipment must conform to French or European standards.

1.2.4 Electrical cabling

Electrical cables must be insulated for a minimum nominal voltage of 500 volts, which rules out among others H 03 VHH cable (Scindex).

The cable used must obligatorily be that for which each conductor features its own protective sheath, with all of the conductors being contained in a joint protective sheath.

Conductors with a gauge below 1.5 mm² are forbidden

All cabling must include a protective conductor connected to the terminal of the service box connected to the general earth network.

FIRE SAFETY REGULATIONS

1.2.5 Switchgear and control gear

Class 0 devices should be protected by nominal differential current devices equal to a maximum of 30mA.

Class 1 devices must be connected to the protective conductor of the cable feeding them.

The use of individual protective earth connections is forbidden.

High voltage discharge lamps must be installed in conformity with the rules of standard NF C 15.150. If they are enclosed in insulating jackets, these jackets must be comprised of category M3 materials

The switch detailed in article 5 of NF C 15.150 can be attached to the control device mentioned in article T 35 (§3) for the corresponding stand.

Plug sockets must be connected to circuits including devices for the protection of rated current overloads equal to a maximum of 16A.

Notwithstanding the provisions of article EL 6 (§5), the use of a multiple adapter or a multiple housing fed from a fixed socket is authorised (with current taps being forbidden).

1.2.6 Illuminated signs

Class 2 spotlights (NF standard C 20.030) are the only ones permitted.

High voltage illuminated signs located within reach of the public or of personnel working on the stand must be protected, in particular the electrodes, by a screen made from at least M2 grade material.

The emergency cutout control must be clearly signposted and the transformers located in an area which presents no danger to the public or to staff. If necessary, indicate their presence with a sign marked "DANGER HAUTE TENSION" (DANGER HIGH VOLTAGE)

1.3 Flammable liquids and gases

1.3.1 Authorized liquids

The use of particularly flammable liquids (diethyl ether, carbon disulphide, etc.), is forbidden, and only the use of category 1 flammable liquids (up to a maximum limit of 5 litres per stand) is authorised, in addition to those of category 2, limited to 10 litres/10 m² (with a maximum of 80 litres).

For information, petrol falls under category 1, heating oil and alcohol substances between 40° and 60° GL are in category 2.

The following precautions should be taken:

- ° Fire extinguishers should be kept nearby (with 9 kg of powder)
- ° Underneath the tanks, a watertight receptacle should be placed which is able to contain if necessary all of the combustible liquid in the event of a leak.
- ° The device containing liquid should be refilled well away from the public.

1.3.2 Showing flammable products

All recipients of flammable liquids present on the stands must be empty (paint tins, varnish tins, bottles, sprays, etc) with the exception of a few samples in limited quantities.

FIRE SAFETY REGULATIONS

1.3.3 Compressed gases and liquefied hydrocarbons

The use of these products is only allowed for the special requirements of those demonstrations carried out within the framework and theme of a special event.

Bottles of air, nitrogen and CO₂ gas are allowed without restrictions.

Compressed gases and liquefied hydrocarbons may be allowed (bottle of 13 kg maximum)

Bottles without pressure regulators which are not used for demonstration purposes are forbidden.

Bottles in the process of being used should always be placed well away from the public and should be protected against impacts.

These must be:

° either separated from one another by a rigid and fireproof screen, or dispersed at a density of one bottle per 10 m² (at least), with a maximum of six per stand.

° Or be at least 5 m away from one other, with a maximum of six per stand.

No bottle (empty or full) which is not connected may be stored inside the establishment.

The bottles must be either upright or laid down on the ground taking care to rest the head on a support of some kind to ensure that it is slightly tilting, with the tap uppermost.

Bottles of oxygen, hydrogen or acetylene are forbidden, except in the event of a special dispensation being granted by the manager of the Palais des Congrès.

1.3.4 Fireworks and similar devices

All fireworks and similar effects generating audible detonations, sparks, flames or smoke are strictly forbidden.

The use of carbon dioxide (CO₂) to create smoke effects must be the subject of a special request to the manager of the Palais des Congrès.

1.4 Machines and devices in operation

If machines are to be shown running, a protected area must keep the public at least 1 m from these machines. This distance may be increased if the safety manager considers this necessary, according to the risk noted.

Moving parts, hot surfaces, and/or sharp or cutting protrusions must be protected by a rigid screen, or placed at least 1 m back from walkways or areas accessible to the public.

Hydraulic safety devices for machines shown in the upright static position must be supplemented by a mechanical device to prevent sudden telescoping.

All equipment exhibited must be correctly secured in order to avoid any risk of it toppling.

FIRE SAFETY REGULATIONS

1.4.1 Machines with heat or combustion engines, and motor vehicles

Exhaust gases must be carried outdoors in accordance with the provisions approved by the agent.

These machines must be turned off at the end of demonstrations.

Within the Centre de Congrès Pierre Baudis, the fuel tanks for petrol operated vehicles must be empty. If these are not equipped with an anti theft cap, an adhesive tape strip must be fitted to prevent opening.

Alarm systems must be turned off.

Batteries must be disconnected and their lugs made inaccessible.

The floors must be protected

1.4.2 Radioactive substances / x-rays

When showing machines or equipment using radioactive substances or generating x-rays, a special authorisation request must be submitted by the exhibitor to the competent administration.

The stipulations of article T43 of the safety regulations must be observed.

The stands on which radioactive substances are present must be built and decorated using category M1 materials.

Authorisation to present devices emitting x-rays on the stands can only be granted if these are fully compliant with the rules and appurtenances established by standard NF C 74.100.

1.4.3 Forbidden equipment, chemicals and gases

The following are forbidden within the Centre de Congrès Pierre Baudis :

- ° The distribution of samples or products containing a flammable gas.
- ° Balloons inflated with a flammable or toxic gas.
- ° Celluloid items
- ° Fireworks and explosives
- ° The presence of diethyl ether, carbon disulphide, sulphuric ether and acetone.

FIRE SAFETY REGULATIONS

AUTHORIZATION FORM

(This form is to be completed when displaying operating machines; it has to be sent to the organizer at the latest 30 days prior to the beginning of the event)

Fair or exhibition:
Location:
Stand Number:
Exhibitor's corporate name:
Address:
Person in charge of stand:
Phone Number: Fax Number:

SPECIFIC RECOMMENDATIONS

Electrical energy source over 100 KVA

Power used:

Inflammable liquids (others than car tank liquids):

Nature:

Use:

HAZARDS REQUIRING AN APPLICATION TO EXHIBIT AND PRELIMINARY AUTHORIZATION

If you plan to use any material or equipment listed below, please refer to the relevant section in the document entitled « specifications »

Thermal or combustion engine.....

Smoke generator:

Liquid gases (Acetylene, oxygen, hydrogen or any other hazardous gas)

Nature :

Radioactive source:

X-Ray source.....

Laser:

NOTA: The exhibitor will be informed of the final decision concerning the application to exhibit by the organizer.

TYPE OF OPERATING APPLIANCE OR DEVICE ON DISPLAY

.....

CAUTION: The operating equipment or appliances on display must be fitted with the appropriate screens or cases to protect the public from any hazard or must be installed so that the dangerous parts are out of reach or at least at one meter distance from the passageways.

The demonstrations are the sole responsibility of the exhibitor

Date :Signature :