

RULES

**Installation rules,
construction and sign heights**

P. 51

**Specific conditions for exhibitors in the Heavy Machinery
sector – Public Works (hall 1 and outdoor terraces)**

P. 53

Fire safety rules

P. 54

**Statement for device(s) and appliance(s)
in fuel use and operation**

P. 59

Exhibitor Safety Instructions



P. 60

Complementary Insurance

P. 77

General terms and conditions of sale

P. 78

Installation rules, construction and sign heights

In signing the request for participation, the exhibitor undertakes to comply with and ensure all subcontractors, decorators, installers and entrepreneurs comply with all of the ARTIBAT exhibition's general regulations, security regulations and decoration regulations provided below.

The exhibition organiser therefore reserves the right to change or have the general installer disassemble (at the exhibitor's expense) any installations deemed likely to inconvenience neighbouring exhibitors or the public, if the installations in question do not comply with the installation rules provided below. To avoid any dispute, exhibitors and/or their decorators must submit their scale stand layout plan with dimensions to the organiser (including bird's eye and ground views) in order to ensure they are valid, and this by **9th of July 2021** at the latest.

MAXIMUM PERMITTED HEIGHTS (from the building's floor)

Maximum construction and sign heights: 5.00m maximum.

Depending on the halls and the stand's position in the hall, different heights are available, particularly along the outside of the halls (2.50m). Because of this, it is imperative you contact ARTIBAT's technical department as soon as possible in order to confirm the available height above your stand.

Maximum height of shared partition walls: 4.00m maximum.

Partition walls giving on to neighbouring stands must be clean, smooth, and plain, with no type of sign displayed.

RECESSES

Stand construction must be carried out taking into account the following recesses:

- **Recess from the aisles:** no recess for any component.
- **Recess from the shared partition walls :** any construction or component 4m or more above the ground and erected next to a neighbouring stand must comply with a recess of 1m
- **Recess of signs in shared space:** all signs facing neighbouring stands and measuring over 2.4m must comply with a recess of 1m.

WARNING: NO EXCEPTIONS SHALL BE MADE

STAND OPENING ON TO AISLES

Any constructions, installations, equipment or exhibited products that block general visibility, conceal neighbouring stands or are an inconvenience to public circulation are prohibited.

Each side of your stand that is open on to one of the aisles must have an opening that is a minimum of 1/3 of its length (for example, a stand that is 6m long must have an opening that is at least 2m wide). An opening is deemed to be space through which a person may physically pass.

WARNING: NO EXCEPTIONS SHALL BE MADE

STAND LIMITS

Decorative elements (signs, spotlights, furniture, lighting beams, balloons) must remain within the stand limits as measured from the ground..

For exhibitors located outdoors, hangings, structures and ballasting must be located within the stand perimeter and must ensure aisles are kept clear.

SLINGING

All slinging is prohibited.

Installation rules, construction and sign heights

STAND SIGNS

All signs facing neighbouring stands and measuring over 2.4m must comply with a recess of 1m.

Signs with revolving, intermittent and flashing lights as well as laser beams are forbidden.

FLOORING/PILLARS/HALL WALLS

Drilling, screwing, nailing and embedding of any kind is forbidden on hall walls, cladding, pillars, and flooring, in particular when designed to fix exhibition machines.

Painting or marking hall walls, pillars and floorings in any way is also forbidden.

Exhibitors are guarantors of their spaces and are responsible for their service providers (decorators, installers, etc.) Any damage shall be invoiced to the exhibitor responsible.

SETTING-UP OF STANDS AND PRESENTATION OF EXHIBITS

Equipment on display must not inconvenience or cause damage to neighbouring stand and must not breach the stand limits.

For exhibitors in the HEAVY MACHINERY - PUBLIC WORKS sector, specific constraints must be complied with.

(cf. «specific conditions for exhibitors in the HEAVY MACHINERY - Public Works sector»).

ACOUSTIC ANIMATION AND LEAFLET

All events, sales canvassing, leaflet and prospectus distributing, etc. are strictly prohibited outside the stand's perimeter.

With respect to sound at the stand, the maximum level must not exceed 70 dB (A) (decibels measured at a distance of 2.50m around the stand).

This limit aims to minimise noise disturbance that may inconvenience neighbouring exhibitors. For these reasons, the exhibitor must take all necessary measures to bring an end to any activity that does not comply with these regulations.

STANDS WITH MULTIPLE LEVELS

For any multiple-level stand, you must send us your project plans before 9th of July 2021. The plans will be submitted to the safety commission for approval.

You must also ask a certified inspecting body to provide a report certifying the stability of the project and the validity of it being set up on site.

PLEASE NOTE : The organiser will check these installations and have them dismantled if they do not comply with regulations.

DISABLED ACCESS

Stands must provide disabled access and in particular access to individuals with reduced mobility (Articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the French Construction and Housing Code and the decree of 1 August 2006 relating to accessibility for disabled people in establishments and installations that are open to the public). These regulations apply in particular to stands with a raised floor of over 2cm high.

Any questions ?



ARTIBAT technical department
Tél. : +33 (0)2 40 89 81 95
technique@artibat.com

Specific conditions for exhibitors in the Heavy Machinery sector – Public Works (hall 1 and outdoor terraces)

In view of your participation in the ARTIBAT 2021 exhibition in the exhibition space and with respect to equipment that may be presented, please find below the specific conditions of exhibition..

SPACE MADE AVAILABLE

Authorised heights are 20.00m maximum on the terraces and 5.00m in hall 1.

Should you wish to extend past this height in hall 1, please seek prior approval from the organiser in order to check feasibility and to ensure the security of the building, of suspended equipment and people in the hall.

You must comply with the limitations of the space provided for you whether on the floor or above ground level. The exhibitor's installation must be contained within the boundaries of the stand, including any hangings, structures and ballasting, leaving the aisles completely clear.

Installation plans must be submitted to ARTIBAT for approval by our head of security.

CRANES AND EQUIPMENT ABOVE FLOOR LEVEL

Any product exhibited on the terraces measuring over 10.00m high (crane, articulated arm, telescopic equipment, signs, etc.) must be approved by the organiser.

In all cases, exhibiting a crane or telescopic equipment is subject to a declaration made to the organiser in order to pre-empt any conflict with site constraints and other exhibitors.

The organiser reserves the right to impose a specific height for the crane, to put limits on extension lengths of the boom, and to request that the crane's rotational capacities be blocked in order to ensure security and compliance with the overall exhibition.

The organiser reserves the right to impose limits on extension lengths of the boom for all telescopic material in order to ensure security and compliance with the overall exhibition.

For cranes and telescopic material, an individual capable of handling the equipment, or folding it away, must be present for the entirety of the event and in the event of safety checks of the equipment.

For all material comprising hydraulic cylinders in a static upright position, hydraulic safety must be completed by a mechanical device to prevent all untimely redeployment (Article T40 §3 of ERP legislation and regulations).

STRUCTURE

With respect to the exhibition tent or marquee, you must comply with CTS regulations and amendments of 02/18/2010 (including guidelines and compliance with necessary ballasting, equipment compliance and installation, heating installation distances and essential fire safety measures).

You must provide the organiser with extracts from the security register as well as certification of proper set-up and binding with the ground prior to the exhibition being opened to the public.

Installed structures must be ballasted (welding forbidden).

As the security committee forbids all gas heating systems within the rooms, please be informed that only electric heating (extra heating units, heated umbrellas, etc.) are permitted.

ELECTRICITY

You must take note of distribution cables on the floor and electrical boxes (any damage will be invoiced). In order to protect equipment and its functioning during the exhibition, the boxes may only be installed on the stands at the end of the set-up period. Please provide us with information concerning your electricity requirements for the period before **July 9th, 2021**

Fire safety rules

The exhibitor (or his representative) must be present upon inspection from the Safety Commission on **Tuesday 12th of october from 2pm**. The stand manager must be able to show upon request all certificates and statements for structural pieces (marquees, etc.) that require approval from the control office, and proof of fire resistance ratings for the stand's construction and installation materials.

1. GENERAL GUIDELINES

Safety rules to prevent the risk of fire and panic in establishments open to the public are laid down in the following documents :

- Decree of 25 June 1980 amended (general guidelines),
- Decree of 18 November 1987 amended by decree of 3 February 2000 providing specific measures applicable to exhibition halls

This non-exhaustive document summarises these regulations.

The Safety Commission is extremely vigilant with respect to assembling stands (stability, construction and decoration materials, electrical installations, etc.) Observations made upon its inspection are immediately enforceable.

Installation of stands must be finished when the commission begins its inspection. The exhibitor (or representative) must be present at the stand and be able to provide statements for reaction to fire for all materials used. Non-compliance with this rule may lead to the removal of the materials in question or the stand being barred from opening to the public..

Special projects must be submitted for approval by the head of the exhibition's security. Plans and technical information must be submitted to the Organiser on July, 9th 2021 at the latest.

During set-up, the head of security will monitor proper application of the security measures reiterated below. For information pertaining to fire safety, you may contact the head of security (Mr Hervé PIERRE) by phone on +33 (0)6 75 71 56 98 or by email at: herve@hervepierre.com

2. ORGANISING YOUR STAND

Fire classification of materials is subject to measures provided in the decree of 21 November 2002, French or European standards.

2.1. CORRESPONDENCES WITH EUROCLASSES

| Classes according to NFEN 13501-1 (ABOVE GROUND) | | | | Classes according to NF EN 13501-1 (ABOVE GROUND) | | | |
|--|----|----|---------------|---|----|----|-----------|
| A1 | - | - | Incombustible | C | s1 | | M2 |
| A2 | s1 | d0 | M0 | | s2 | d0 | |
| A2 | s1 | d1 | M1 | | s3 | d1 | |
| A2 | s2 | d0 | M1 | D | s1 | | M3 |
| | s3 | d1 | | | s2 | d0 | M4 |
| B | s1 | | | | s3 | d1 | drip-free |
| | s2 | d0 | | E-d2 à F | | | M4 |
| | s3 | d1 | | SOL | | | |
| C | s1 | | M2 | Bfl | | | M4 |
| | s2 | d0 | | | s1 | | |
| | s3 | d1 | | | s2 | | |

Fire safety rules

2.2. STAND FRAMEWORKS AND PARTITIONING - LARGE FURNITURE UNITS

For construction of stand frameworks and partitioning and for construction of large furniture units (crates, counters, display shelves, separator screens, etc.), all M0, M1, M2 or M3 (1) materials are permitted.

CONVENTIONAL CLASSIFICATION OF WOOD-BASED MATERIALS (Decree of 21 November 2002)

The following are deemed to correspond to the characteristics of M3 category materials:

- solid softwood with thickness equal to or above 14mm,
- resinous wood with thickness equal to or above 18mm,
- wood-based panels (plywood, slatted boards, wood fibre, particleboard) with thickness equal to or above 18mm.



WARNING : Placing any kind of construction above the aisles (structure, sign banners, gangways, etc.) is strictly prohibited.

2.3. COVERING MATERIALS

2.3.1. Wall coverings

Wall coverings (natural or plastic textiles) must be composed of M0, M1 or M2 (1) materials. They can be stretched across or held in place with staples. Various coverings (fabric, paper, plastic film) that is very thin (1mm maximum) may be used to be stuck directly onto props made from M0, M1, M2 or M3 materials.

In contrast, embossed and waffled paper may only be directly stuck onto M0 materials. Exposed materials may be displayed on stands with no fire reaction requirements. However, if these materials are used to decorate partitions or false ceilings, and if they account for over 20% of the total surface area of these elements, the measures laid down in the above paragraphs apply.

These measures do not apply, however, to rooms and stands dedicated to interior design in which textiles and wall coverings are showcased. A water spray fire extinguisher must be set up in the stand in question.

2.3.2. Curtains - Hangings - Net curtains

Curtains, hangings and net curtains may be left loose if they are made of M0, M1 or M2 (1) materials. They are nevertheless forbidden from being hung on the stand's entrances and exits, but permitted on booth doors.

2.3.3. Paints and varnishes

Paints and varnishes are officially forbidden if they are known to be flammable (nitrocellulose or oil-based paints, for example).

2.3.4. Floor, podium, platform and terrace coverings

Floor coverings must be made from M4 materials and solidly fixed in place. Whether horizontal or not, coverings on podiums, platforms or terraces measuring over 0.30m in height and with a total surface area of over 20m² must be made from M3 materials. If their total surface area is equal to or less than 20m², these coverings may be made from M4 materials.



WARNING : For M3 or M4-classed carpeting on wood, please consider the way in which the carpet is laid. Reports on fire reaction must indicate: «Valid for tightened laying on all M3 props.

2.4. DECORATIVE ELEMENTS

2.4.1. Loose components

Loose decorative or cladding elements (billboards with a surface area of over 0.50m², garlands, light decorative items, etc.) must be made from M0 or M1 materials. It is strictly prohibited to use signs or billboards featuring white letters on a green background, as these colours are exclusively reserved for indicating exits and emergency exits..

2.4.2. Floral decorations

Use of floral decorations made from synthetic materials must be kept to a minimum: If not kept to a minimum, these decorations must be made from M2 materials. These measures do not apply to rooms and stands dedicated to floral activity

2.4.3. Furniture

No particular requirements are needed for everyday items of furniture (chairs, tables, desks, etc.) In contrast, filing cabinets, counters, shelving, etc. must be made from M3 materials (1)..

Fire safety rules

2.5. AWNINGS - CEILINGS - FALSE CEILINGS

Stands with ceilings, false ceilings or full awnings must have a covered interior surface area of less than 300m². If the covered surface area measures over 50m², suitable extinguishing methods permanently monitored by at least one security guard must be planned for periods where the exhibition is open to the public.

2.5.1. Awnings

Awnings are permitted under the following conditions:

- in establishments protected by a network of automatic sprinkler extinguishing systems (2), awnings must be made from M0, M1 or M2 (1) materials,
- in establishments not protected by a network of automatic sprinkler extinguishing systems (2), awnings must be made from M0 or M1 materials.

They must also be fitted with an effective hanging system to protect them against potentially falling, and they must be supported by a network of crossed steel wires to form a lattice network of 1m² maximum.

In all cases, hanging and fixing ceilings and false ceilings must be carried out using category M0 materials. When insulation materials are placed in ceilings' and false ceilings' plenums, they must be made from M1 materials..

2.5.2. Ceilings and false ceilings

Ceilings and false ceilings must be made from M0 or M1 materials. However, 25% of the total surface area of these ceilings and false ceilings may be made from M2 materials. Lights and accessories are included in this percentage. If ceiling and false ceiling components feature openwork or latticework, they may be made from M2 materials when the total surface area is less than 50% of the total surface area of these ceilings and false ceilings..

2.6. FIRE PROTECTION

Guarantees of reaction to fire classification of materials used in the exhibition halls must be provided upon request to the head of security, in label, report or certificate form. Materials and coverings that satisfy security requirements are available to purchase from specialised stockists who must provide certificates bearing the material's classification. You can obtain a list of these stockists by writing to GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tel: +33 (0)1 47 56 30 81).

Fire protection may consider as being in the M2 category materials that in their usual state are averagely or easily flammable. Fire protection may be carried out by spraying on a special liquid, using a brush to apply a special paint or varnish, or by soaking materials in a wash. Fire protection work may be carried out by decorators, who must be able to provide all information concerning material processing, or by a certified applicator who must provide the exhibitor with a certificate for an approved design which features: the type, surface and colour of the processed covering, the product used, the date of the operation, and the operator's signature and stamp. Contact details for certified applicators may be obtained from the GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION, 10, rue u Débarcadère, 75017 PARIS (Tel.: +33 (0)1 40 55 13 13)..

NOTA : Fire protection may not be carried out on wood panels or on natural fabrics or fabrics containing a high proportion of natural fibres. Fire protection is impossible on synthetic or plastic fabrics.



VERY IMPORTANT : Reports from countries other than France cannot be taken into consideration. Only reports issued from French-certified laboratories will be accepted.

(1) Or made so through fire protection.

(2) This is the case for all rooms equipped with a sprinkler type automatic extinguishing system.

PLEASE READ CAREFULLY

3. ELECTRICITY

Everyone's safety is everyone's business

3.1. ELECTRICAL INSTALLATIONS

Electrical installations for each stand must be protected at their starting points against overcurrent and earth fault. All metallic masses must be interconnected and linked to the grounding connections of the stand's electrical box.

Electrical installations must be fixed inside the junction boxes.

Power interruption devices must be permanently accessible to stand staff.

3.2. ELECTRICAL MATERIAL

3.2.1 Electric cables

Electric cables must be insulated for a minimum voltage of 500 volts, meaning that the use of H-03-VHH (scindex) cables in particular is prohibited. Only use cables where each conductor has its own protective conduit, with all conductors housed inside a single protective conduit.

3.2.2 Conductors

It is forbidden to use conductors with areas of less than 1.5mm².

Fire safety rules

3.2.3 Electrical appliances

Class 0 (1) electrical appliances must be protected by devices with a nominal differential current equal to 30MA at the very most.

Class I (1) electrical appliances must be connected to the protective conductor of the channel that feeds them. Among the class II (1) electrical appliances, those bearing a sign are advised..

3.2.4 Multi-outlets

The only multiple adaptors or electrical boxes authorised are those with a fixed base (multi-outlet mould block).

3.2.5 Halogen lamps (EN 60 598 standard)

Stand lighting that includes halogen lamps must::

- be placed at a minimum height of 2.25m,
- be kept at a distance from all flammable materials (at least 0.50m from wood and other decorative materials),
- be solidly fitted in places.
- be equipped with a security screen (glass or fine latticed grills) that ensure protection against the effects of the lamp potentially exploding

3.2.6 High-voltage illuminated signs

High voltage illuminated signs located within the public's reach or the reach of staff working on the stand must be protected, and in particular its electrodes must be protected, via a screen made from M3 materials at the very least. Cut-off controls must be indicated, and transformers placed in one spot must not represent a potential danger to the public and staff. You may want to indicate their presence by using a «Danger - High Voltage» sign.

(1) As defined by standard NF c 20-030.

4. EQUIPED ROOMS IN THE HALLS

As well as areas reserved for exhibitors, meeting rooms, restaurants, cinemas, presentation rooms with platforms and rows of seats, etc. may also be set up.

Terraces and stands with standing space must have floor resistance of 600 kilos per m2. Terraces and stands with seating must have floor resistance of 400 kilos per m2. Stairs leading up to the stand seats may have a minimum height of 0.10 metres and 0.20 maximum with a tread board measuring at least 0.20 metres. In this case, flights of stairs are limited to 10, and the edge of the steps must not be inclined any further than a 45° angle.

As each case is different, a detailed plan must be submitted to the head of security who will identify the measures to be applied..

5. COOKING AND HEATING IN THE HALLS

5.1. HEATING

As the safety commission forbids all gas heating systems within the rooms (in compliance with Article T27 and CH56 of ERP legislation and regulations), please be informed that only electric heating (extra heating units, heated umbrellas, etc.) are permitted.

5.2. COOKING

According to the Parc des Expositions de Rennes specifications, all cooking installations are forbidden inside the rooms and temporary structures designed to host members of the public.

Only devices designed to keep food warm such as hot water vats, infra-red lamps and microwaves with a unit power equal to or under 3.5KW and installed as self-service units will be permitted.

Fire safety rules

6. EMERGENCY MEASURES

Emergency measures must be permanently visible. Access to the different emergency measures (fire hydrants and hoses, protected fire extinguishers, phone boxes, extinguishers, smoke extraction hatch controls, etc.) must be kept permanently clear.

With regards to stands fitted with a protected fire extinguisher, an aisle of one metre to the right-hand side of the device must be left clear of any equipment until the public aisle is reached. Any boards or fabrics for concealing the device are strictly prohibited.

7. OPERATIONAL INSTRUCTIONS

It is forbidden to dump crates, wood, straw, cardboard, etc. in the exhibition areas, stands and cleared passageways. Frequent (daily) cleaning must be carried out to clear the premises of any dust or waste of any kind. All waste and refuse resulting from cleaning and sweeping must be removed every day before the exhibition opens to the public, and must be removed from the hall.

8. DISABILITY ACCESSIBILITY

8.1. RECEPTION DESKS, BARS AND BUFFETS

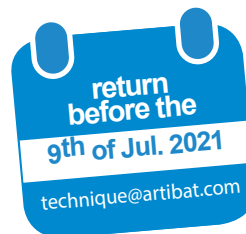
They will be fitted with a user-friendly block of less than 0.80m with empty space in the lower section of at least 0.30m in depth, 0.60m in width and 0.70m in height, allowing an individual in a wheelchair to fit legs and feet inside.

8.2. RAISED PLATFORM

Stands with a raised platform equal to or over 2cm high will be equipped with a device to enable disabled access. Raised platforms are to include wheelchair ramps in line with the following values :

- 5% over 10 metres,
- 8% over 2 metres,
- 10% over 0.50 metres
- 33% for a 4cm threshold.

Statement for device(s) and appliance(s) in fuel use and operation



Hall : Stand n°: Legal company name: :
Name of the person in charge of the order :
Tel : Email :

REMINDER

All equipment in operation is subject to authorisation from the Rennes safety commission (see Articles T39 and T40 of the ERP legislation and regulations).

Demonstrations carried out are the full responsibility of the exhibitor and are subject to compliance with exhibition regulations and security guidelines.

It is compulsory to leave a security perimeter around devices and appliances in use, using ropes, barriers, etc.

IMPORTANT

You must bring compliance reports for your devices and appliances on site.

1 - Equipment or appliances displayed in use

Type:

Associated risks:

IMPORTANT: Equipment displayed in use must either be fitted with suitable fixed screens or casings removing all hazardous components from public reach, or be laid out in such a way as to keep hazardous components out of public reach and at a distance of at least a metre away from general aisles.

2 - Use of products requiring specific statements

Source of electrical power greater than 100 KVA:

Consumption used :

Flammable liquids (other than those used in automobile vehicle tanks):

Type: Quantity:

Use:

Liquid gas (acetylene, oxygen, hydrogen or gases with the same associated risks) :

Type: Quantity:

3 - Use of equipment requiring authorisation requests

Heat or combustion engine :

Smoke generator :

Radioactive source :

X-ray emitter :

Laser :

IMPORTANT : administrative decisions concerning requests for authorisation will be communicated to the exhibitor by the Security Officer.

IMPORTANT

The Rennes safety commission forbids any cooking inside the rooms (griddles, ovens, etc.) Only devices designed to keep food warm are authorised.

For more information, please contact ARTIBAT's technical department.

HEATING APPLIANCES :

Only electrical heating appliances are permitted.

BUTANE GAS and PROPANE GAS :

Please be aware that gas heating is forbidden.

Exhibitor Safety Instructions

ARTIBAT 2021 1/17



CERTIFICATE TO BE RETURNED TO ARTIBAT



To be returned to ARTIBAT.
1, rue Louis Marin - 44200 Nantes
Tél. : +33 (0)2 40 89 81 95
E-mail : technique@artibat.com



A question ?

Contact D.Ö.T.
93, rue du Château - 92100 BOULOGNE
Tél. : +33 (0)1 46 05 17 85
E-mail : sps@d-o-t.fr

Stand N° : Exhibitor :
Represented by the person in charge of the stand : Mrs / Mr
Phone number : Email :
stand builder information : Name :
..... Tel :
..... Email :

PLEASE FILL THE SECTION THAT APPLIES TO YOU

IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor ☐

Please return this certificate (page 1) to the DÖT Company on or before **July 9th 2021** and pass on this document to all contractors who you have appointed to work on your stand during the build up and breakdown of the show.

IF YOUR STAND IS :

- Installed by at least two independent companies (including sub-contractors) ☐ Quantity ☐
- Includes a mezzanine floor ☐
- Includes partitions walls more than 3.00 meters high ☐

You must :

- Return this certificate to ARTIBAT before the **July 9th 2021** with a visual of your stand
- Appoint a health and safety coordinator

WARNING: communicate their contact details together with their GHSPCP General Health and Safety Protection Coordination Plan to the D.Ö.T Company. Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159

Your decorator/stand builder or yourself are not allowed to carry out this task. Only a Health and Safety Coordinator having an official certificate of competence is allowed to complete this form.

In observance of current legislation, the Health and Safety Protection coordinator appointed by the exhibitor is obliged :

1 - To send to the DÖT Company, the G.H.S.P.C.P of the stand in hard copy, at least 30 days before the event assembly begins.

2 - To specify their dates of work on site arranged under contract with their client.

☐ I Declare that I have read the document relating to the prevention of accidents at work and health protection concerning my participation in ARTIBAT 2021 and undertakes to conform to it without reserve or restriction.

COMPANY STAMP AND SIGNATURE MANDATORY

Done at :

Exhibitor Safety Instructions

ARTIBAT 2021 2/17

IMPORTANT PLEASE NOTE

Legislation regarding the prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another. The exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator Mr Christophe MONNIER in accordance with the provisions defined by the texts in force and in particular the following law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159 modified and complemented by the decree nr 2003-68 of 24.01.2003.

You are therefore asked to study it and apply the regulatory measures defined in this document.

This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.

For ARTIBAT 2021, this coordination mission is carried out by the ARTIBAT Company via a delegated coordinator assisted by a team of experts who make up the safety group of ARTIBAT 2021.

This document is a **General Coordination Plan for safety and health protection dedicated to Exhibitors, its suppliers and its subcontractors.**

Founded on general prevention principles, namely:

- **To avoid risks.**
- **To evaluate risks which cannot be avoided.**
- **To combat risks at source**
- **To take account of technical developments**
- **To replace what is dangerous by what is not or by what is less dangerous.**
- **To plan prevention measures by coherent integration of techniques, work organization and working conditions.**
- **To take collective protection measures giving them priority over individual protection measures.**

The exhibitor has a duty and legal obligation to:

1°) Complete the safety instructions certificate by post or email to :

SALON ARTIBAT 2021
1 rue Louis Marin - 44200 NANTES
FRANCE
Email : technique@artibat.com

Faster : Fullfil your Certificate on line on your exhibitor area

2°) Pass on the information about these instructions to all service providers appointed by himself whwork during the assembly and dismantling periods on his stand

Each supplier must complete an I.H.S.P.P., which must be returned to the exhibitor. A copy of each I.H.S.P.P. must emain available for consultation on the worksite.

Exhibitor Safety Instructions

ARTIBAT 2021 3/17

OBLIGATORY

During the assembly and dismantling periods, **access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge.**

Obligation of protection reminder Cf: Chapter 8-2 of this document.

You are reminded that wearing safety shoes (reinforced toe caps + antiperforation soles) **is obligatory** for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

Art. R 4412-70 of code of work
To be accepted into the halls, **electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.**

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS

| BUILDING | DISMANTLING |
|---|--|
| HALL 1 ET TERRACES ONLY October 8 th to 10 th - from 8am to 6pm October 11 th - from 7am to 8pm October 12 th - from 7 am to midnight | October 15 th from 6pm to midnight October 16 th from 8am to noon |
| OTHER HALLS October 8 th to 10 th - from 8am to 6pm October 11 th from 7am to 8pm October 12 th from 7am to midnight | |

EQUIPED STANDS (INSIDE HALLS)

| SETTING UP | DISMANTLING |
|---|--|
| October 11 th from 7am to 8pm October 12 th from 7am to midnight | October 15 th from 6pm to midnight October 16 th from 8am to noon |

On the last assembly day, no motorised vehicle will be allowed into the halls
(Unless special dispensation has been granted by the organizer).

In the dismantling period, on October 15th, motorised vehicles
may only work after 7 pm in the halls.

Exhibitor Safety Instructions

ARTIBAT 2021 4/17

SOMMAIRE

- | | |
|--|--|
| 1. GENERAL INFORMATION ABOUT THE OPERATION | 7. ACCESS CONTROL |
| 2. ADMINISTRATIVE INFORMATION | 8. PROTECTIONS |
| 3. GENERAL ORGANIZATION OF THE SHOWN | 9. GENERAL RULES OF CONSTRUCTION |
| 4. HANDLING CONDITIONS | 10. FIRE SAFETY |
| 5. CLEANING | 11. ORGANIZATION OF EMERGENCIES |
| 6. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING | 12. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN |

1. GENERAL INFORMATION ABOUT THE OPERATION

1.1. DÉFINITION

The Exhibitors' Safety Instruction is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of ARTIBAT 2021

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have named them. It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

1.2. COMPOSITION

The Safety Instructions including a certificate.

The safety regulations of the Venue and the Fire Safety instructions are available from the organizer.

1.3. DEFINITION OF THE COME

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the organizer.

In addition, it is supposed that companies have :

- Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.
- Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

Exhibitor Safety Instructions

ARTIBAT 2021 5/17

2. ADMINISTRATIVE INFORMATION

2.1. THE PARTICIPANTS

2.1.1. General organization

The ARTIBAT Company acts as the general exhibition organizer of ARTIBAT 2021

| ORGANIZER / EMPLOYER | GENERAL SHOW DIRECTOR |
|---|--|
| ARTIBAT 1 rue Louis Marin 44200 NANTES Tel : +33 (0)2 40 89 54 81 | Valérie SFARTZ |
| TECHNICAL MANAGER | |
| Jorge FERNANDES Tel : +33 (0)2 40 89 81 95 Email : technique@artibat.com | |
| INSURANCE AGENCY – Civil resp / Dam.to property | TOWN HALL |
| CABINET DEVORSINE 7 rue Racine 44001 NANTES Tel : +33 (0)2 40 69 83 13 Fax : +33 (0)2 40 69 56 37 | MAIRIE DE BRUZ 12 place du Docteur Joly 35170 BRUZ Tel : +33 (0)1 55 76 75 15 |

2.1.2 HSP Coordination / Fire Safety

| HSP COORDINATOR | FIRE SAFETY REPRESENTATIVE |
|---|--|
| D.Ö.T 93 rue du Château 92100 BOULOGNE Tel : +33 (0)1 46 05 17 85 Email: sps@d-o-t.fr | Hervé PIERRE 2 rue Maurice Utrillo 95110 SANNOIS Tel: +33 (0)6 75 71 56 98 Email: herve@hervepierre.com |
| The safety commission inspection is expected on Tuesday 12 th of october from 2pm | |
| FIRE PROOFING | |
| Groupeement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: +33 (0)1 47 56 31 48 | Groupeement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13 |
| EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE | |
| SOCOTEC INDUSTRIE TECHNOPARC 4E avenue des Peupliers 35510 CESSON SEVIGNE Tél. : +33 (0)2 99 83 55 80 Fax : +33 (0)2 99 83 55 81 | ICE - Monsieur Hani KURDI 67 route d'Orléans 45270 QUIERS SUR BEZONDE Tél. : +33 (0)2 38 61 65 30 Mob : +33 (0)6 29 89 29 76 |

Exhibitor Safety Instructions

ARTIBAT 2021 6/16

2.2. DEFINITION OF WORK AREAS

| VENUE | HALLS |
|---|-------------|
| Parc Expo RENNES AEROPORT La Haie Gautrais CS 27211 - 35172 BRUZ Cedex Tél. : +33 (0)2 99 52 68 42 Email : info@parc-expo.com | All of them |

2.3. THE OFFICIAL BODIES

| INSPECTION OF WORK | CRAMIF |
|--|---|
| 18, Avenue Henri Fréville 35200 RENNES Tél. : +33 (0)2 99 26 57 57 Fax : +33 (0)2 99 26 57 52 | Service prévention 236, Rue de Châteaudun 35030 RENNES Cedex 9 Tél. : +33 (0)2 99 26 74 74 Fax : +33 (0)2 99 63 33 45 |
| O.P.B.T.P. | Glossary |
| 18-20 Rue Babon Rault 35000 RENNES Tél. : +33 (0)2 99 38 29 88 Fax : +33 (0)2 99 63 33 45 | CRAM : Caisse Régionale d'Assurance Maladie OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics |

2.4. EMERGENCY SERVICES ON THE SHOW SITE:

| EMERGENCY POST | FIRE SAFETY |
|--|--|
| Information displayed at the halls entrances | Information displayed at the halls entrances |

2.5. OFF SITE

| FIRE SERVICE | POLICE STATION |
|----------------------------|--|
| Tél. : 18 or 112 (mobiles) | 8, Avenue du Général de Gaulle 35170 BRUZ Tél. : 17 ou + 33 (0)2 99 52 61 06 |
| SAMU | NEAREST HOSPITAL |
| Tél. : 15 or 112 (mobiles) | Hôpital Sud 16 Boulevard Bulgarie 35200 RENNES Tél. : + 33 (0)2 99 28 43 21 |

Exhibitor Safety Instructions

ARTIBAT 2021 7/17

3. GENERAL EVENT ORGANIZATION

3.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

3.2. SCHEDULE OF USE OF HALLS

Public opening

DATES & TIME

The 13th of October 2021 from 9 am to 7pm
the 14th of October 2021 from 9 am to 7 pm (night session until 9 pm)
The 15th of October 2021 from 9 am to 6 pm

3.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's technical guide

3.4. SITE CONSTRAINTS

3.4.1 Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the halls and in the park. (See Exhibitor Guide)

Private vehicles must be parked in the car parks.

They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified.

3.4.2 Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (**motorised or not**) such as: scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entrances.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of the halls .

| RESPECT: INSIDE | RESPECT: OUTSIDE |
|---|---|
| The paths marked out for fire services and traffic movement areas The storage areas The environment by using non-polluting machines | Access routes for fire services Parking areas Unloading areas Access gates |

Exhibitor Safety Instructions

ARTIBAT 2021 8/17

4. HANDLING CONDITIONS

4.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

They must be kept in good working order and have satisfied regular inspections in conformity with the Article R4535-7 of Code of work.

Machines must hold the following documents (Article L 4711-1 of Code of work.) :

- Valid insurance certificate
- Valid certificate of conformity (checking report of lifting devices)..

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn

It is strictly forbidden to climb on machine not provided to transport passenger

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum. (Article R 4541-3 of Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during handling (Mechanical assistance, grasping means).

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions. (Working space, reduction of the distance that the loads need moving...).

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loose loads on the forks of the lifting trucks is obligatory.

4.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificatee.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NONPOLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls.

Exhibitor Safety Instructions

ARTIBAT 2021 9/17

4.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The work area of the crane must be secured

The conformity certificate of the lifting equipment and accessories must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company.

Which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions.

This equipment is the sole responsibility of this company.

Movements with loads in high position are banned, except with the presence of a guide who must warn the people of this operation

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the articles R 4534-95 à 102 of the French Code of Work

REMINDER : IT IS FORBIDDEN

- | | |
|---|---|
| <ul style="list-style-type: none">- To drive a truck without a driving licence.- To allow your truck to be driven by an unauthorised person.- To lift a load greater than the machine's capacity..- To increase the value of the truck's counterweight.- To lift a poorly balanced load.- To lift a load with only one arm of the fork..- To move around with a high load.- To move around with a high load..- To take corners at high speed- Not to observe traffic signs.- To use traffic lanes other than those established.- To carry people on trucks not specially designed for the purpose.s. | <ul style="list-style-type: none">- To leave the engine running in the absence of the driver.- To lift people with trucks not specially designed for the purpose- To abandon a truck in the movement aisles or on a slope<- To leave the ignition key in the vehicle when the driver is absent..- To park or go under a fork in the high position, even unloaded..- To park or go under a fork in the high position, even unloaded.- To smoke near a charging battery or while thermal trucks are being filled.- To place metal parts on accumulator batteries. |
|---|---|

4.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc... must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls..

Exhibitor Safety Instructions

ARTIBAT 2021 10/17

5. CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds. The work-site must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand. They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around

You are reminded that no worker must climb into a skip or truck.

6. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

6.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demands to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.

6.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the organizer. There will be no canteen for meals.

6.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

6.4. ACCOMMODATION

The Company is responsible for providing

The Company is responsible for providing off-site accommodation for its staff.

7. ACCESS CONTROL

7.1. PROTECTION OF WORKERS

7.1.1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site..

7.1.2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

7.2. REGISTERS

7.2.1. Legal Registers

The company must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services. All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway. Access to the online declaration portal: www.sipsi.travail.gouv.fr

7.2.2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager..

Exhibitor Safety Instructions

ARTIBAT 2021 11/17

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to

the state of the site at the time of the visit and the way the visit is carried out..

7.3. ACCÈS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by the organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

8. PROTECTION

The workers are reminded that they must give priority to COLLECTIVE protections over INDIVIDUAL protections, anytime that it is technically possible..

8.1. COLLECTIVE PROTECTION

Définition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition. The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.

The stairs cavities must be protected (Closed or with a guardrail). Material deliveries access must be secured.

It is reminded that the structure of the mezzanine, or high decorative parts must be designed to take collective protection.

For the dismantling all these protection must be reinstalled.

Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company..

Any ensuing work stoppage will also be charged to the defaulting company.

Exhibitor Safety Instructions

ARTIBAT 2021 12/17

8. 2 INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

- Work clothes,
- Gloves adapted to the work,
- Safety hard hats compliant with standards,
- Safety shoes (reinforced toes + anti-perforation soles),
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Work Code).
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

- Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.
- For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

9. GENERAL RULES OF CONSTRUCTION

9.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling.

9.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90))

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff.

The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for the building and dismantling must have a certificate to work at height and a valid authorization from his employer.

Ladders, stepladders and footstep platforms must not be used as work positions
(Article R 4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code).

L'entreprise doit fournir la prévention mise en place lors de l'utilisation dudit matériel.

The companies may work at heights with scaffoldings or mobile platforms.

Exhibitor Safety Instructions

ARTIBAT 2021 13/17

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, guardrails and stability props must be in place.

Article R 4323-77 – scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R 4323-59.

- The scaffolding must be level when it is used.
- The wheels of mobile scaffolding must be locked in position when it is in use.
- No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective. Legal restrictions concerning work at heights must be respected.



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

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



Exhibitor Safety Instructions

ARTIBAT 2021 14/17

9.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly.

The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

9.4. SITE CONNECTIONS / LIGHTING

9.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

The technical traps of the hall must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.

An approved body must inspect the worksite electrical installation before being brought into service.

This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line: Unauthorised connections on the existing power points in the halls will not be tolerated

.

Exhibitor Safety Instructions

ARTIBAT 2021 15/17

All the worksite cables and extension leads must be in good condition and compliant with current standards. Worksite electricity cabinets are available from the Park.

9.4.2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 to 12:

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles

The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided..

9.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

9.5.1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, **and put in place the protection measures specified on the sheet.**

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

9.5.2. Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

9.6 RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE.

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (Central vacuum, masks, glasses...).. Only water disc cutters will be allowed for cutting tiles, stones...

To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of code of work

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use

9.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc...).

For any grinding or welding operation, a fire permit must be applied for from the venue department in charge.

Exhibitor Safety Instructions

ARTIBAT 2021 16/17

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the halls.

10. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately. At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc... Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

11. ORGANIZATION OF EMERGENCIES

11.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P. 1 First Aid worker for 10 employees.

In case of accident precise : The hall

The stand name

The lane and the stand number

Number of people involved and injuries kinds

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE

11.2. COLLECTIVE ORGANIZATION OF THE SHOW

EMERGENCY POST & FIRE SAFETY

Displayed on site

FIRE SERVICE : 18 or 112 (mobiles)

SAMU : 15 or 112 (mobiles)

12. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document.

- . At least 30 days before any assembly for main contracts.**
- . At least 8 days for work of short time and/or finishing work.**

All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site..

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

Exhibitor Safety Instructions

ARTIBAT 2021 17/17

12.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

12.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P

12.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies.

Complementary Insurance



ORDER FORM

Legal Company name :

Name of the person in charge of the order :

Address :

Postcode: Town/City : Country :

Tel. : Fax :

REMINDER

This document is a contract

If you want to take our additional insurance, in addition to the insurance included in your stand (Articles 24-28 of the general conditions of sale), you must send us this form before the beginning of the show.

ORDER DESCRIPTION

Your insurance coverage is :

Inside the hall €183 x.....m²= €.....

or

Outside the hall €76,22 x.....m²= €.....

If you want to subscribe a complementary insurance:

Amount of the additional value €.....

INVOICE

Amount to be paid:

Amount of the additional value HT €.....

for an **inside hall stand** **bonus of 7 ‰** : €.....

For an **outside hall stand** **bonus of 5 ‰** : €.....

Total EXCL. VAT : €.....

VAT 20 % : €.....

COMPANY STAMP AND SIGNATURE MANDATORY

Done on :

TOTAL INCL. TAX → €.....

***VAT payable by the recipient of the service.** VAT not applicable to foreign companies, with VAT No. mandatory for members of the EU - Articles 44 and 196 of directive 2006/112/EC as amended. Rates subject to revision depending on future tax regulations.
For non-EU exhibitors: in order to be able to invoice the services ordered with exemption from French VAT, it is essential to provide us with the completed AFFIDAVIT declaration and an official document proving the liability to VAT of the company receiving the service.

ARTIBAT 2021 : General terms and conditions of sale - 1/3

This translation is brought to you for guidance only. In the event of a claim, the original French General terms and conditions and French law shall be applicable. The French version is available on request from the Sales Department.

Art. 1 – General conditions

The ARTIBAT 2021 trade show will be held on 13st, 14nd and 15rd of October 2021 in Rennes. ARTIBAT is organised on the initiative of and is the property of the CAPEB Regional Union Pays de la Loire, hereinafter referred to as "the Organizer". The receipt by the Organizer of the Exhibitor's application form implies that the Exhibitor has read these terms and conditions as well as the terms and conditions of use for Rennes Airport Exhibition Park and accepts them tacitly and unreservedly. Also, the Exhibitor undertakes to comply with all terms and conditions which may be drawn up at a later date or communicated verbally by the Organizer in the interests of the event.

The Organizer reserves the right to change the category listing of the event without the participants being able to claim compensation.

The Organizer reserves the right to modify at any time the opening and/or closing date and the duration of the exhibition, or to cancel or extend it.

In all cases the Exhibitor assumes all risks should the exhibition be changed or not take place at all, including exclusive responsibility for the costs he has incurred in preparing for the exhibition.

In the event that, for external reasons beyond the control of the Organizer (such as fire, flooding, destruction, accident, fortuitous events, strike, riot, storm, terrorist threat, health situation (...) at the local, national or international level), the exhibition cannot take place, applications to participate which had been accepted are cancelled. In this case, only the amounts available, after payment by the Organizer of the expenses incurred, are distributed between the Exhibitors, pro rata to the amounts paid by each of them. The Exhibitor leaves it to the Organizer to assess whether the exhibition should be suspended or evacuated due to threats to the public and undertakes not to make any objection or to claim financial compensation.

PARTICIPATION

Art. 2 – Admission

General obligation of conformity - All French or foreign companies and individuals manufacturing or distributing products or services for the construction sector are authorised to exhibit. The Exhibitor may only present on its stand products and/or services which comply with classification by activity as defined by the Organizer in the application form and in accordance with public order and the laws in force. To that end, Exhibitors are formally prohibited from exhibiting illicit products or products resulting from illicit activities. It is also forbidden for any person not authorised to do so by law to offer services or products considered to be regulated activities within the meaning of the law. Exhibitors who infringe these provisions may be subject to legal proceedings without prejudice to any measures which the Organizer may take to prevent the situation.

Exhibitors undertake to occupy their site with a view to presenting and promoting their products and services to the public. In the event of non-compliance with this rule, the Organizer reserves the right to refuse the stand or to close it during the event.

Concerning the digital application form - registration by the ARTIBAT web platform

The Exhibitors can apply online.

The Exhibitor, after identifying himself with his login and password, increments his basket of services (stand layout, communication tools ...).

The request is made by entering datas on successive screen pages.

At each step, the Exhibitor clicks to go to the next step and gradually fills his basket. At the end of the process, all the datas entered by the Exhibitor will be gathered in a "request summary" page that allows the Exhibitor to check the content and the amount of his request and to correct any errors.

After verification and if necessary, the Exhibitor may cancel or confirm his request after reading and accepting the general terms and conditions. Once the digital application form has been sent, the client receives an e-mail confirming the receipt of his request, recalling the details of it and the general conditions previously accepted by him.

Once the digital application form has been submitted, no changes can be made online.

The Organizer clears himself of any computer malfunctions beyond his control.

Admission All requests to participate, including those submitted via the digital application form, will be validated subject to review by the Organizer. The Organizer decides at all times on refusals or admissions, without being obliged to give the reasons for its decisions. Admission is sanctioned by a written confirmation, by all means, from the Organizer to the Exhibitor. The application form will become final once the application has been registered, validated by ARTIBAT and the 40% deposit paid by the Exhibitor under the conditions referred to in Article 9 of this Regulation.

Refusal of admission may not give rise to the payment of any compensation other than the refund of any sums paid. Furthermore, ARTIBAT, organised by the CAPEB Regional Union Pays de la Loire, is a promotional tool of the CAPEB, associated employers' organisations and various organisations which are members of it; as well as a coordination tool for encouraging the distribution of technical information for the benefit of tradesmen, small construction companies and public works companies. Therefore, it is legitimate that the presence of any professional organisation of employees or company directors will be subject to the approval of the Board of the CAPEB Regional Union Pays de la Loire. The Board will assess independently the compatibility of their presence in terms of competition, the interests defended and the positions expressed with the promotion of the image, development and ideas supported by the CAPEB, as well as those of the other organisations belonging to the U2P. To that end, it may refuse any admission which is believed to be contrary to these objectives.

Exhibitor's bankruptcy - Despite its acceptance and even after the stands have been distributed, any application to participate from an Exhibitor whose business

is managed, for whatever reason, by an official receiver or with his assistance is considered to be void. The same applies to any application from a company which has gone into receivership between the date of its application being received and the show's opening date. Nevertheless, should the company be legally authorised to pursue its operations, the Organizer is free to decide to maintain its participation.

Art. 3 – Commitment to participate

All applications to participate must be sent to ARTIBAT 1, rue Louis Marin, 44200 NANTES - FRANCE.

Once registered and validated by the Organizer, an application unequivocally and definitively commits its subscriber, which is then required to pay the full amount of the invoice (Chapter 3 Art. 0302 of the General Terms and Conditions of the Federation of Fairs, Shows and Congresses of France). By signing the application or sending it by the digital application form, the Exhibitor is obliged to occupy the stand or the space allocated during the opening hours defined by the Organizer, to leave the stand in place until the closure of the show and to only remove goods on the evening the show closes to visitors. It is forbidden to leave exhibited goods covered during opening hours.

Art. 4 – Transfer / Joint Exhibitor

Transfer of stand - The transfer of all or part of the stand or space is forbidden. Any company wishing to participate in the show, on the stand of another exhibiting company, even temporarily, must apply to the show's Organizer.

Joint Exhibitor: individual or company which, within a dedicated exhibition space, occupies its own area under its own brand name and presents its products or services through the intermediary of its own staff. Such a company must pay the registration fee of €290 regardless of the surface area occupied.

Art. 5 – Additional services (options)

Packs and communication tools ... are considered as optional services / products. All additional services and products are subject to these general terms and conditions. Those ordered outside this application form must be paid in full.

Art. 6 – Withdrawal

Notice of withdrawal must be sent to ARTIBAT - 1, rue Louis Marin, 44200 NANTES CEDEX 2 - FRANCE, by all means.

Withdrawal before the 15th of June 2021 the down payment of 40% is retained by the Organizer. The Organizer can also retain in totality any amount already paid by the Exhibitor as additional services or products.

If the Exhibitor withdraws after the 15th of June 2021, regardless of the reason, it is required to pay its participation fee in full and to pay any invoice which concerns it, even if another Exhibitor benefits from the exhibition service.

- In the event of the cancellation of an additional service, the Exhibitor is liable for the total amount of the sums billed and paid.

Art. 7 - Non-occupation of the exhibition space 24 hours before the show's opening

- If an Exhibitor, for whatever reason, does not take possession of its exhibition space 24 hours before the show's opening, it is considered to have withdrawn. In this case, the Organizer is free to do what it wants with the missing Exhibitor's exhibition space without the latter being entitled to claim a refund or compensation.

FINANCIAL PARTICIPATION

Art. 8 – Revision of the price of participation

The price of participation may be revised if there is a slight change to one of the components between the date of the receipt of the application accompanied by payment and the date of the show's opening.

Art. 9 – Terms of payment

Only applications duly completed and signed or agreed in the digital application form and accompanied by a deposit of 40% of the total amount including VAT will be taken into account.

Payment by cheque payable to ARTIBAT or by bank transfer should be as follows:

Before the 15th of June 2021 : Payment of a deposit of 40% of the total amount, including taxes, when applying to participate, or when the invoice for the deposit is sent. Without payment of this sum, the application will not be registered.

Balance must be paid before the 15th of June 2021. In the absence of the payment of this balance, the Organizer reserves the right to keep the sums already paid and to use the stand space as it wishes

An application returned after the 15th of June must be paid in full when registering. An order for a technical service may only be registered if all earlier invoices have been paid in full.

Apart from the Worksite equipment and vehicles universe, stands are provided pre-equipped; no reduction is granted for the provision of "floor space only", whether for a main stand or a complementary stand.

No reduction will be applied in the event of early payment.

Art. 10- Non-payment

Non-payment of the participation fee in accordance with the payment schedule provided for in these general terms and conditions results in the cancellation of the right to access the allocated space. Sums already paid remain owing in the event of a booking cancellation or of non-payment by the specified deadlines.

In the case of the Exhibitor's non-compliance with the payment schedule, ARTIBAT reserves the right to apply, from the date of the Exhibitor's receipt of a formal demand sent by registered letter with acknowledgement of receipt, a penalty of three times the legal interest rate per month of late payment of the sums owing, with this amount increased by a fixed-rate compensation of 10% by virtue of the penalty clause and without prejudice to any costs which may be incurred for the debt's collection. Furthermore, Act No.2012-387 of 22 March 2012 concerning the simplification of law and administrative procedures requires the Organizer to claim a fixed-rate compensation of €40 for debt collection charges in the event of late payment.

STANDS

Art. 11 – Notification of your stand location

The Organizer decides how the stands will be allocated (in the halls or outdoors) as well as the groups of stands exhibiting together. The Organizer may, at any time, if it deems it to be necessary for whatever reason, in particular in the event of a large number of registrations, modify the surface area occupied or the siting of the stands. No reserve will be accepted from the Exhibitors.

If the modification concerns the agreed surface area, this will give rise to a proportional reduction in the price of the service. Wishes expressed for the siting of stands will be taken into account whenever possible, subject to availability.

The siting of stands allocated to Exhibitors is communicated by the "notification of your stand location". Any complaint concerning the final siting laid down in the plan must be presented within eight days. After this date, the suggested siting is considered to have been accepted by the Exhibitor.

The Organizer may not be held liable for the following:

- differences between the dimensions indicated and the actual dimensions of the space,
- modifications in the stand's environment (modification of neighbouring stands, reconfiguration of aisles following receipt of registrations).

Participation in earlier events does not give the Exhibitor any right to participate in subsequent events or to occupy a specific space.

Art. 12 – Stand with upper floor

The installation of stands with an upper floor is only possible if the plan is validated and prior authorisation is received from the Organizer and the Security Manager. The Exhibitor must produce a conformity certificate for the structure and its assembly at the exhibition issued by an inspection body. Authorisation for installation also depends on the siting of the stand inside the hall and its floor space. The impact of the stand on the general appearance and good visibility inside the hall, as well as on neighbouring stands, is a decisive criterion for the authorisation of this type of stand. Stands may only include one floor.

The surface area must be equal to no more than 10% of the stand's surface area of less than 300m².

Art. 13 – Security Committee

Under the general security plan imposed by the Prevention and Security Department, the Security Committee is in charge of examining all construction or personal installation projects which may be planned by Exhibitors (houses, mezzanines or stands with an upper floor, advertising...).

Stand installations must be completed before the Security Committee's checks on 12 of October 2021.

During the Security Committee's visit, Exhibitors must be present on their stands and be able to present conformity certificates for the structure, certification of good assembly on the site by an approved service provider and reports concerning fire resistance classification for the stand's structure and installation.

The Organizer declines all responsibility in the event of a decision by the Security Committee to close a stand for non-compliance with the regulations in force.

Art. 14 – Modification of stands – Damages

When taking possession of the stand allocated to it, the Exhibitor must note any damages which may have occurred to the premises and equipment provided. This report must be submitted to the Organizer on the day that the Exhibitor takes possession of the stand; after this date, all repairs will be invoiced to the Exhibitor. The Organizer declines any responsibility concerning the constructions or installations built by the Exhibitors

On the stands, it is forbidden to cut, pierce, modify, paint, glue, or damage in any way the partition walls, floors or ceilings and any equipment supplied by the Organizer. The Exhibitor will be held fully liable for any infringement of this rule in the case of damages, disturbances to neighbours, or accidents.

All exhibition spaces must be returned in their original condition, at the Exhibitor's expense, and must be vacated by Saturday 16 of October 2021 at midday at the very latest. Exhibitors are liable for any accident or claim which may result from the non-execution or late execution of these provisions.

Art. 15 – Installation and dismantling

The Organizer determines the timetable for assembling and dismantling exhibition spaces:

- During the assembly and the dismantling, it is the responsibility of the Exhibitor to ensure that him or his installer respect the schedules and the safety rules imposed by the french authorities and the Organizer. Failure by an Exhibitor to respect the installation or dismantling timetable allows the Organizer to claim the payment of penalties of a lump sum of 1,500 euros including taxes.

The Exhibitor shall bear responsibility for all actions taken by him or his installer outside the schedule and times set by the Organizer.

- In case of not dismantling within the specified time, the Organizer may proceed with the removal and/or destruction of any equipment remaining on site after the deadline, as well as the refurbishment of the space conceded. It allows the Organizer to claim to the Exhibitor the payment of penalties of a lump sum of 1,500 euros including taxes.

The organizer will proceed, at the expense of the Exhibitor, to the removal and / or the destruction of the material remaining in place after the deadline, as well as the restoration of the conceded site.

Art. 16 – Installation and decoration of stands

Stand layout and decoration is carried out by the Exhibitors and under their responsibility.

The installation of the stands must not, in any case, damage or modify the permanent installations of the exhibition venue and they must not affect the convenience or safety of other Exhibitors and visitors.

ARTIBAT 2021 : General terms and conditions of sale - 2/3

Under the general architecture and decoration plan for stands, the Organizer reserves the right to remove or modify any installations which are harmful to the show's general appearance, which might disturb neighbouring Exhibitors or the public, or which do not comply with the stand equipment and layout submitted for approval two months before the show. The Organizer may withdraw the authorisation granted in the event of a disturbance to neighbouring Exhibitors, the public's circulation or the show's general organisation. For each failure by an Exhibitor to respect the installation and decoration of stands allows the Organizer to claim to the Exhibitor the payment of penalties of a lump sum of 1,500 euros including tax.

SUBCONTRACTING

Art.17- Subcontracting

The Exhibitor may, if he wishes, and under his full responsibility subcontract to third parties, hereafter the subcontractors, all or part of the layout of the site which has been allocated to him provided that:

- the subcontractors have not previously been involved in a significant dispute with the Organizer,

The contract he will conduct with his subcontractors includes:

- all clauses of the general conditions of sale of the Organizer, which may concern them,

- the safety notice

The contract must not contain any modifying or derogating provisions to the general conditions and the safety notice.

The contract contains:

- a waiving recourse by subcontractors of the Exhibitor regarding the Organizer, for any direct or indirect damage, tangible or intangible, that the latter could cause to the Exhibitor, to his sub-contractors contractors, their property, their servants and the property of the latter,

- the irrevocable undertaking by subcontractors of the Exhibitor to obtain an identical waiver of recourse by their insurance companies.

The Exhibitor is strongly in favor of the Organizer that the waivers referred to above will actually be subscribed by its subcontractors and its insurance companies and undertakes to compensate the Organizer direct or indirect consequences of any claim or legal action that the Exhibitor's subcontractors, their agents and / or their insurance companies may make or bring against the Organizer, including the costs and fees that the latter must have owed engage to assert his rights.

The fact for the Exhibitor to contract with subcontractors will not modify in any way the contractual relations between the Organizer and him, **the Exhibitor remaining single and only responsible regarding the Organizer of the perfect execution of the ARTIBAT'S General terms and Conditions.** Subcontractors of the Exhibitor will be regarding the Organizer deemed to have received a mandate from the Exhibitor to act in his place.

SIGNS - POSTERS

Art. 18 - Signs, posters

It is forbidden to place boards or advertising signs outside the surface area allocated to the Exhibitor. In the case of an infringement, the Organizer will remove, at the Exhibitor's expense and without prior warning, any elements affixed in defiance of this rule. Furthermore, it is forbidden to add any form of inscription to the external side of the banners supplied.

CATALOGUE - WEBSITE

Art. 19 - Official Guide and Website

The Exhibitor is obliged to appear in the show's Official Guide as well as in the Exhibitors' 2021 section of the show's website, both published by the Organizer and designed to present the companies participating in the show and the products and services they offer.

Only the Organizer has the right to edit, or have edited, and distribute the show's Official Guide.

The information published both in the show's Official Guide and on the website is taken from the information provided by the Exhibitor in the registration form or on www.artibat.com which must be sent to the Organizer before the specified deadline. The Organizer declines all responsibility for errors or omissions which may appear in the Official Guide or on the website and reserves the right to modify the presentation or content whenever it deems it to be necessary.

The Organizer can promote the Event by using the brand of Exhibitors already registered except express request from an Exhibitor.

BROCHURES - LOUDSPEAKERS - SOLICITING

Art. 20 - Brochures, Loudspeakers, Soliciting

The distribution of brochures is only possible inside stands.

Advertising by voice or with a microphone and soliciting is strictly forbidden. The Organizer reserves the right to forbid any form of advertising which may cause damage to another individual or organisation. Advertising of prices and the distribution of advertising objects are subject to the regulations in force.

For failure to comply with this requirement, the Organizer is allowed to claim to the Exhibitor the payment of penalties of a lump sum of 1,800 euros including tax for each offence.

ENTRY BADGES

Art. 21 - Exhibitor's badges

Each Exhibitor will be allocated Exhibitor's badges in proportion to the surface area of its stand (see the Exhibitor's online guide) and after full payment of the sums owed.

CONSUMPTION OF ALCOHOL

Art. 22 - Consumption of alcohol

In order to limit the excessive consumption of alcohol on stands, which may be harmful

to the show's general atmosphere and dangerous to public safety, Exhibitors are asked to limit their distribution of alcohol and to opt for alcohol-free drinks. In this respect, in the case of repeated complaints from visitors and/or Exhibitors concerning the general attitude of certain Exhibitors, the Organizer reserves the right to demand the closure of the stand of the Exhibitor at fault, supervised by a bailiff.

ACCESS AND CIRCULATION OF VEHICLES AND GOODS

Art. 23 - Access and circulation of vehicles

Stands are accessible to Exhibitors and visitors on the days and times stipulated in the "Exhibitor's online guide". During the event, parking places will be provided for Exhibitors. Exhibitors and their delivery services must have finished supplying their stands half an hour before the show opens to the public.

The times, parking and vehicle admission conditions will be communicated in the "Exhibitor's online guide". Parking is strictly forbidden in and around the exhibition halls in order to ensure access for security vehicles. Any vehicle parked outside of the authorised times and spaces will be removed at the owner's expense.

Art. 24 - Goods

Each Exhibitor is in charge of the transport and receipt of its own goods. It is obliged to read the Organizer's instructions concerning the entry and exit of goods, especially everything concerning the circulation of vehicles within the show's enclosure. Products and equipment taken to the show may not, under any circumstances, be removed during the show.

CLEANING - WASTE

Art. 25 - Basic stand cleaning and stand packs

This service is provided by a specialist company approved by the show's Organizer. Cleaning concerns basic stands and stand packs and includes vacuum cleaning and floor sweeping.

On the day before opening, it is up to Exhibitors to remove the film covering the stands' carpeting and to deposit it in the aisles so that it can be removed by the cleaning teams.

Art. 26 - Elimination of waste

New European directives concerning the sorting and elimination of waste and their inevitable generalisation to all sectors of activity require the Organizer to conform to regulations in this field. Thus, the Organizer undertakes to provide Exhibitors with containers outside the halls where they can remove waste (cardboard, wood, glasses, etc.) and also to raise Exhibitors' awareness about the interest for them in managing their waste production. The Organizer reserves the right to pass on any costs concerning the removal and/or destruction of waste for any Exhibitor which does not comply with these requirements.

INSURANCE

Art. 27 - Exhibitor's public liability insurance

Exhibitors are required to purchase a comprehensive insurance policy and a public liability insurance policy from the insurers issuing the group policy drawn up on behalf of the Exhibitors and approved by the Organizer. The fixed cost of this mandatory insurance guarantees:

- Comprehensive cover for the goods exhibited and the layouts and installation of stands for a sum of €183 per sqm in the hall and €76.22 per sqm on the exterior terrace. If the actual value of the objects exhibited exceeds the sum guaranteed, the insurer is considered as its own insurer for the excess. Through ARTIBAT, a complementary insurance policy is available to Exhibitors (see the 2021 Exhibitor's online guide). This guarantee only applies if the Exhibitor has submitted the "Insurance" form in the Exhibitor's guide before the show's opening duly completed with a description of the products and equipment exhibited.

- The Exhibitor's civil liability regarding third parties, with the exception of prevention of use, loss of benefits, loss of earnings, indirect losses, etc., and, more generally, any exclusions provided for in contracts of this type.

The Exhibitor is liable, as much with regard to the Organizer as with regard to the other participants and third parties, for any damage which may be caused by its employees or by products exhibited by it.

Art. 28 - Exclusions

In particular, the following is excluded from the mandatory insurance cover:

- Inherent defects, normal or gradual wear and tear caused by usage, time or variations in humidity or temperature;

- Leakage of liquids;

- Abrasion, scratching and chipping;

- Damage caused by rain, hail or any other atmospheric events, as well as animal waste when the insurance concerns objects exhibited outdoors or in tents with a surface area of less than 20m², or in tents with open sides or marquees which are not closed;

- Theft;

- under cover of a strike, riot, fire, explosion or flood;

- following the abandonment of the exhibition site by the Organizer and the Exhibitors after the event's closure, or after evacuation, even partial, has been decreed by the public authorities;

- Theft or misappropriation by the Insured's family members, as per article 308 of the Penal Code, or with their complicity;

- Theft or misappropriation by the Insured's employees or any other person in charge of the stand's supervision;

- Theft or damage to the goods insured during opening hours when the stand is left unsupervised;

- Personal effects, identity documents, valuables, cash and mobile phones belonging to Exhibitors and their employees, as well as any person participating in the exhibition's organisation or installation;

- Items missing from stands following the distribution or free tasting of goods, foodstuffs or beverages of any kind;

- Missing items noted in the inventory at the end of the event concerned;

- Removable programmes and software packages; for all other programmes and

software packages, the guarantee only applies if the Insured has kept a backup copy; the Insurer's cover is limited to the cost of reproducing this backup copy;

- CDS, DVDs;

- Damage, theft or missing items among goods and equipment made available to the public for handling or testing;

- Damage as a result of insufficient packaging, lack of packaging or an error in packaging or stowage;

- Any loss, theft and damage caused to objects placed aboard a road vehicle parked inside the event's enclosure;

- The consequences of customs infringements or other fines, confiscations, seizures, or sequestrations;

- Any non-material damages, such as loss of use, commercial prejudice, or loss of earnings;

- Damage to tools or interchangeable parts such as fuses, contact brushes, tubes, lamps, valves, condensers, resistors and transistors, unless they are the consequence of a guaranteed event;

- Transport risks, including loading and unloading;

- The risk of breakage of fragile objects such as terracotta, plaster, marble, glass, porcelain, ceramic, cast iron, windows wax models, paintings under glass and similar objects;

- Theft without forced entry during the show's closing times;

The aforementioned list only mentions the main exclusions, and is only an extract of the General and Special Conditions of the insurance policy, which alone prevail in the settlement of a claim.

The Exhibitor irrevocably undertakes that the insurance policies that he subscribes to include an identical waiver of recourse by his insurers. The Exhibitor and his insurers undertake to abandon all recourse against CAPEB Pays de la Loire, its insurers, any Exhibitor and any other intervenor on their behalf, because of any bodily injury, material and / or immaterial, direct and / or indirect, resulting from fire, explosion or water damage, as well as any loss of exploitation.

Art. 29 - Prevention measures

During the show's opening days and times, small fragile and valuable objects must be kept in solid glass cases fitted with thick glass and lever tumbler locks. Objects are only insured against theft if the glass cases or safes holding them are broken, burgled, or the lock has been picked. It is the Exhibitor's responsibility to provide proof of the value of the missing or damaged object by means of the purchase invoice or an expert assessment carried out at its own expense.

Laptop computers, computer equipment and plasma screens must be protected against theft using security systems adapted to this type of material. Outside of opening hours and at night time, any equipment of a size which allows it must be removed from stands or locked up, and only theft by forced entry will be covered during these periods.

Art. 30 - Surveillance

The Organizer is in charge of the show's general surveillance and ensures its smooth running under the very best conditions, but this is an obligation of means and not an obligation of result. There is a major risk of theft while the stand is being assembled and dismantled, and your stand must therefore be supervised at all times. The insurance period starts two clear days before the show's opening and stops on the second day after closing (except for theft, for which the guarantee applies from two days before the opening date up until the show's closure).

Art. 31 - How the guarantee works

In the event of damage or theft during the event, the Organizer should be informed immediately by contacting the Show Manager in order to draw up a claim form. A complaint receipt will be submitted to the Organizer or sent to its office: CAPEB Pays de la Loire- ARTIBAT - 1 rue Louis Marin 44200 NANTES FRANCE. In the event of theft during the guarantee period, a report must be filed at Bruz police station within 48 hours of the event being noted (failure to do so may result in the insured losing the right to benefit from the insurance cover). The non-payment of the total of the invoices before the show's opening may lead to a loss of cover. In particular, in the event of theft, the insurer reserves the right not to pursue a refund claim.

RESTAURANT FACILITIES

Art. 32 - Restaurant area

Any service provider or Exhibitor with a restaurant activity must comply with the regulations laid down in decree 26/09/80 which requires it to declare its activities to the Veterinary Services of Brittany, which has visiting rights for the show, chapter III of annex II of EC regulation 852/2004 laying down the general and specific rules of hygiene which apply to foodstuffs for mobile and/or temporary sites, and the 1987 security regulation.

Art. 33 - Cooking

Only ≤ 3.5 Kw microwaves, bains-maries and electric heat-maintaining ovens are authorised inside the halls. All working devices must have been declared. It should be noted that it is strictly forbidden to place any form of cooking point outside of the halls (barbecue, French fries, pancakes, etc.).

TAKEAWAY FOOD SALES

Art. 34 - Takeaway food sales

Takeaway food sales are limited to samples and articles of a value of less than €80.00 inc. VAT, in accordance with article 1 of decree No.2006-768 of 29 June 2006 concerning the upper limit for the value of goods available for sale on site and destined for the acquirer's professional use during a professional show. Over this limit, takeaway sales are forbidden.

ARTIBAT 2021 : General terms and conditions of sale - 3/3

SECURITY

Art. 35 - General terms

The organizer is in charge of the general surveillance of the show and ensures its progress in the best conditions, but this is an obligation of means and not of result. Indeed, surveillance is the sole responsibility of the Exhibitor. Throughout the event the Exhibitor undertakes to respect and enforces the security measures imposed by the administrative or judicial authorities, as well as the security measures transmitted by the Organizer. The stand fittings must comply with the safety specifications and may be subject to the control of the Departmental Safety Commission, which may issue opinions, obligations or even decide that the stand can not be operated. (Safety Notice available on request from our sales department commercial@artibat.com).

During the assembly, disassembly and during the event, the Exhibitor undertakes to use only duly declared persons and under the conditions laid down by the laws and regulations in force regarding working conditions. It will impose the same constraints on its subcontractors. Controls, at the sole initiative of the labor inspectorate, are likely to occur during the preparation and during the event. The Organizer declines all responsibility in the event of a decision to close an orderly stand following a control due to non-compliance with the safety rules.

Art. 36 - In the event of fire or panic

Exhibitors must comply with the decree of 18 November 1987 concerning security regulations against fire and panic risks in establishments open to the public (type T).

Art. 37 - Working machines and demonstrations

Working equipment is subject to an authorisation by the Rennes Security Committee (see articles T39 and T40 in the legislation and regulation concerning public buildings). Demonstrations are carried out under the Exhibitor's sole responsibility and are subject to the present regulation and security instructions. A security perimeter is mandatory around working devices or machinery and should be installed with ropes, barriers, etc.

All machines used for demonstrations must be fitted with a security device and must have been declared on the "Declaration of working devices and machines" sheet in the Exhibitor's online guide.

SERVICES

Art. 38 - Intellectual property

The Exhibitor ensures the intellectual protection of the materials, products and services he exhibits (patents, brands, models, ...), in accordance with the legal and regulatory provisions in force. These measures must be taken before the presentation of materials, products or services, the organizer does not accept any responsibility, especially in case of dispute with another Exhibitor or a visitor.

The Exhibitor guarantees the Organizer that it has acquired the intellectual property rights for the goods/creations/brands which it exhibits and all of the rights and/or authorisations required for their presentation at the show. The Organizer does not accept any responsibility in this field.

The Organizer will be entitled to exclude Exhibitors with convictions in the field of intellectual property, in particular for forgery.

The Exhibitor authorises the Organizer to reproduce and represent the goods, creations and brands which it exhibits for the duration of the rights concerned, free of charge and in all territories, in the show's communication tools (internet, exhibition catalogue, invitation cards, visitors' plans, promotional video, etc.), and, more generally, on all material designed to promote the show (photography at the show to be published in the traditional press or on the internet, television programmes made at/during the show, etc.). The Exhibitor guarantees the Organizer that it has obtained all the rights and/or authorisations required for the aforementioned uses from the holders of the intellectual property rights of the goods/creations/brands which it exhibits.

Art. 39 - Collecting society

In the absence of an agreement between copyright collection and distribution companies (e.g. SACEM) and the Organizer, the Exhibitor will deal directly with these organisations if it uses music in any way within the show's enclosure, with the Organizer declining all liability on this matter.

The Organizer may, at any time, ask the Exhibitor to produce the corresponding documentation.

Art. 40 - Personal data

The personal data provided by the Exhibitor to the organizer is necessary for the contract and the related services. The persons mentioned in the ARTIBAT's application form may be contacted for the purposes of monitoring the file and to facilitate the participation of the Exhibitor at the show.

The information collected is necessary for the processing of your request by the ARTIBAT services. It will be used, exploited and processed for this purpose and in the context of the commercial relationship that may result. ARTIBAT is expressly authorized to use the information collected for the purposes of direct or indirect prospecting by him or his partners.

In accordance with the law "Informatique et Libertés" of January 6th, 1978 as amended and the European Data Protection Regulation EU 2016/679, you have the right to access, rectify, port, erase them or a limitation of the treatment for the information which concerns you. You may object to the processing of your personal data and have the right to withdraw your consent at any time by contacting this address: commercial@artibat.com

Regarding the personal data that the Exhibitor may have access to during the exhibition, the Exhibitor agrees to comply with all laws relating to the protection of personal data, including the EU regulation 2016/679 of the European Parliament and the Council of 27 April 2016. It is up to the Exhibitor and alone, to implement in particular the appropriate technical and organizational measures to meet the legal requirements, respect the rights of the persons concerned. The organizer declines all responsibility in case of non-compliance by an Exhibitor of the applicable regulations. In case of collecting data during the show, the Exhibitor must honour his legal obligations regarding the personal data protection according to the law, mentioned above.

APPLICATION OF GENERAL TERMS AND CONDITIONS

Art. 41 - Application of general terms and conditions

By filing the 2021 ARTIBAT application, the Exhibitor commits to respecting these general terms and conditions and the additional terms and conditions and instructions in the "Exhibitor's online guide" or any other document published by the Organizer, as well as the acceptance of public order and police measures which may be stipulated by the authorities or by the administration of the EXPO RENNES AEROPORT Committee. Any infringement of these general terms and conditions and instructions will give rise to the Exhibitor's immediate, temporary or definitive exclusion, without any compensation or refund of sums paid and without prejudice to any legal proceedings which may be taken against it. This applies, in particular, for failure to take out insurance, non-compliance with security regulations, non-occupation of the stand, etc. Compensation will be owed by the Exhibitor for moral or material damages to the event. This compensation is at the very least equal to the amount of the Exhibitor's participation participation, which is forfeited to the Organizer without prejudice to any additional damages which may be claimed. Exhibitors must leave the spaces, decorations and equipment provided for them in the same condition as when they arrived. Any damage caused by their installation or goods, whether to the equipment, the building, or the ground occupied, will be assessed by the Organizer and invoiced to the Exhibitors responsible for them.

Furthermore, Exhibitors undertake to occupy the dedicated space mainly for exhibiting their products, services or demonstrations. For any Exhibitor which does not

comply with these conditions, the Organizer, accompanied by a bailiff to record the situation, reserves the right to refuse the opening of its space.

Art. 42 - General Terms and Condition modifications

The organizer reserves the right to decide on all the cases foreseen or not provided for in the present regulations and to introduce new terms whenever it deems it necessary. The nullity, for whatever reason, of all or part of one of the terms of these general conditions of sale, will not affect the other terms thereof. In case of invalidity of a term, the parties undertake to negotiate in good faith terms having as far as possible an equivalent effect

Art.43 - Responsibility limitations

The liability of the organizer is likely to incur, either of his own or of an attendant, or to make a third party, whatever the cause, is limited, all damages, 15,000 € (fifteen thousand euros) plus the amount of the Exhibitor's participation. The ceiling is reduced to 10,000 (ten thousand euros). If several Exhibitors are involved for the same fact.

The amount of the participation was requested, whatever the circumstances, even the revision of the terms art.8, or the resolution of the contract.

In the event that the Exhibitor receives an indemnity under the insurance contract referred to in Article 27 this compensation reduced any sum due to the organizer to Exhibitor;

The amount that the Exhibitor will receive by the Organizer will be the residual part of the amount of indemnity already received by the Exhibitor.

- If the Exhibitor has already been paid by the Organizer, the Exhibitor will have to pay back the Organizer the amount corresponding to the residual portion after the insurance compensation.

Art. 44 - Disputes

In the case of dispute, whatever the subject, the exhibitor undertakes to submit his complaint to the organizer, before any procedure, by letter with acknowledgment of receipt to submit his complaint to the organizer.

Any action brought before the expiration of a period of 15 days following receipt will be inadmissible.

Pursuant to article 2254 of the French Civil Code, the parties agree to set a one-year limitation period for the rights and actions whatever the cause. This period shall run from the expiry of the period of 15 days provided for in the preceding paragraph.

The courts of the organizer headquarter are only competent (courts of Nantes), even in case of plurality of defendants.