



- **ACCESS AND TRAFFIC GUIDELINES**

Access to the hall 6 can easily be done thanks to numerous side gates. Vehicles are not allowed to enter into the hall. Handling engines are the only ones allowed to. Car parks Pe6a et Pe6b to the pavilion is available to stand fitters during build-up and breakdown periods. **Do not forget to register your vehicle on the website <http://logipass.viparis.com>**

- **DELIVERIES TO THE HALL**

There is no loading area in the hall. We recommend you use a fork-lift truck and a pallet truck to deliver your goods to your stand. You can also contact the official suppliers of the exhibition: **CLAMAGERAN** or **ESI**.

**Note: During build-up and breakdown periods, an access badges will be requested.**

- **FLOOR, WALLS AND PILLARS**

Floor, walls and pillars are either made of concrete or steel, or clad with wood panels (height: 3m). It is forbidden to drill, cut or deface these surfaces. Painting them is also prohibited.

- **AISLES**

Exhibitors must not obstruct the aisles with ducts, cables or decorations either at ground level or above ground.

- **HALL WALL SURFACES**

- **PERMANENT HALL WALL SURFACES**

Permanent wall surfaces must be neither painted, nor drilled nor glued.

- **PERMANENT SURFACES OF PILLARS**

Permanent panelling must be neither painted, nor drilled nor glued. Exhibitors can use the panelling (that is inside the limit of their stand) in order to hang signs or decorations.

**Anything staple to the panelling must be removed by the exhibitor at the end of the exhibition and staples must be removed from the panelling. Failing this, the exhibitor will be charged for restoration into its original condition.**

- **SERVICE DUCTS**

Utilities are supplied via a system of service ducts. Ducts are encased by cast iron plates which cannot be removed. Only the Exhibition Centre operating company is authorised to use these ducts.



# REGULATIONS & TECHNICAL INFORMATION

- **DAMAGE**

Exhibitors shall be held liable for any damage which they or their appointed contractors could cause to the building during transport, installation or removal of their equipment.

- **SUSPENDED ITEMS AND RIGGINGS**

Items suspended from the framework of the hall must be installed by the Exhibition Centre's Technical Department. Orders are to be done online through [www.viparisstore.com](http://www.viparisstore.com) only. Suspended items must comply with the SITL stand design regulations (see maximum height regulations).

- **SMOKE EXTRACTION CONTROL AND FIRE POINTS**

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

**BUILD- UP PERIOD : 2 - 3 - 4 April 2022**

- **ACCESS AND TRAFFIC GUIDELINES**

Vehicles and lorries are not allowed to enter into the hall. Handling vehicles are the only vehicles allowed to. Access and parking are free during build-up and breakdown periods. **(Subject to specifics security measures set up by the authorities).**

- **ANTICIPATED BUILD-UP AUTHORISATION**

The organiser reserves its right to grant or to refuse a special authorisation for the build-up period, on receipt of a written request from the exhibitor before **February 25<sup>th</sup> 2022**, giving reasons. Any authorisation can only be granted once the full application (stand layout, security commitment) is received by the Organiser.

- **DELIVERIES OF STANDS**

Bare spaces: April 2<sup>nd</sup>, 2022 from 9.00am  
Essentiel, Easy, Identity and Business stands: April 4<sup>th</sup>, 2022 from 8.00am

- **EMPTY PACKAGING**

Empty packaging must be removed as soon as possible and stored by the exhibitors or their carriers. There are no on-site storage facilities inside the hall.

- **SAFETY COMMITTEE**

All stand installations must be completed in time for the Safety committee inspection. The person in charge of the stand must be present during the control of the Safety Committee inspection.

- **CONTROL OF ACCESS ON THE WORKSITE**

During build-up and breakdown periods, access to the exhibition worksite is strictly forbidden to the public. Operators will have to produce evidence of their rights to be on the worksite. Visits of the worksite are forbidden.

- **NO-SMOKING AREA**

Smoking is prohibited inside the hall.

- **DELIVERIES**

Deliveries are possible during the build-up according to the official planning. Parking is free, except on traffic lanes and emergency lanes. Do not forget to register your vehicle on <http://logipass.viparis.com>

**Salon SITL – Hall 6**  
Parc des Expositions PARIS NORD VILLEPINTE  
Company (to be filled in)/ Stand n°  
Contact + mob phone  
ZAC de PARIS NORD 2 – 93420 VILLEPINTE

- **IMPORTANT**

Exhibitors are in charge of their deliveries and must be present on their stand for the delivery. **The organiser will not take in charge any delivery.**

- **CATERING**

Catering deliveries are authorised only on presentation of delivery slip. Exhibitors may use, the official caterer or VIPARIS approved caterers. All outside caterers must obtain specific authorisation by applying to:

VIPARIS - Mme MOTTIN  
Tel.: +33 (0)1 40 68 14 46  
Mail: [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)

Failure to obtain approval will result in access to the Exhibition Centre being refused.

**EXHIBITION PERIOD : 5 - 6 - 7 & 8 April 2022**

## OPENING HOURS

	5th April	6th April	7th April	8th April
<b>Exhibitors</b>	7.30am – 6.30pm	7.30am – 6.30pm	7.30am – 6.30pm	7.30am – 5.00pm
<b>Visitors</b>	9.00am – 6.00pm	9.00am – 6.00pm	9.00am – 6.00pm	9.00am – 4.00pm

- **SECURITY**

The Organiser is responsible for the general security during the exhibition (with responsibility limited to the sole provision of this service). If necessary, individual security of stands can be ordered, by the exhibitors themselves, especially during build-up, breakdown or at night.

- **DELIVERIES DURING THE SHOW**

From 7.30am to 8.30am only.

- **ADVERTISING / SALES OPERATIONS**

Distribution of advertising material or special sales or marketing events must be confined to stands.

- **PARKING**

During the exhibition, parking tickets can be ordered through [www.viparisstore.com](http://www.viparisstore.com); they are valid for the 4 public opening days.

**No vehicle will be authorized to be parked near pavilion during the opening days of the show. Improperly parked vehicles will be towed away and impounded.**

**BREAKDOWN PERIOD: April, 8<sup>th</sup> from 5.00pm and this, all night until April, 9<sup>th</sup> at 4.00pm**

Decorators must follow the planning established by the Organiser to access to the hall during the dismantling period.

**Equipments and decorations must be removed from the hall before**

**Saturday, April 9<sup>th</sup> at 4.00pm**

**Products and installations that would not be removed by this deadline will be carried out and destroyed at the exhibitor's own risk and expense. Your area must be restored into its original condition.**

**Any rubbish (carpet, adhesives, etc.) must be removed from the area.**

**Exhibitors are liable for any damage to the area/stand during breakdown as well as for the damage caused by their stand contractors, suppliers, etc.**

- **ACCESS TO THE HALL**

As during the buildup period, you will have to register your vehicle through <http://logipass.viparis.com>. Please note that heavy trucks will not access to the hall before 08.00pm. Access to the hall 6 will be authorized for trolleys and for pallet trucks by 5.00pm. For security reasons, handling engines (forklift, Fenwick...) will be allowed of access from 6.00pm.

- **STOREROOMS**

Storerooms for « EASY, ESSENTIEL, IDENTITY and BUSINESS» stands will have to be emptied by 4.30pm, on Friday, April 8<sup>th</sup>.

- **EMPTY PACKAGING**

Empty packaging can be brought back to stands by CLAMAGERAN & ESI companies from 5.00pm, on Friday, April 8<sup>th</sup>

- **SECURITY**



**CAUTION: Risks of theft are particularly high during breakdown periods.**

- **DAMAGE OR THEFT**

1/ To benefit under the terms of the insurance, exhibitors should report any incident to the Police within 24 hours:  
**Commissariat de Police -1, avenue Jean Fourgeaud**  
93420 VILLEPINTE - Tel. : +33 (0)1 49 63 46 10

2/ Fill the claim form given by the Organisers Office Hall 6.

3/ Send the original copy of the police report and the claim form for the insurer to: **AXA / Agence SMAGGHE**  
5, rue des Ponts - 78290 CROISSY  
Tel. : +33 (0)1 88 60 02 73 - Mail : [agence.smagghe@axa.fr](mailto:agence.smagghe@axa.fr)