Space only stands

A **space only stand** is an area, which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

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**Compulsory forms to be submitted by each Space Only exhibitor:**

The following documents are mandatory and should be returned to EWEA Exhibition Operations Team, by the given deadline: **4 September 2015**

- Stand plans for approval
- Risk assessment
- Health and Safety Declaration
- Structural calculations for stands over 4m in height and double deckers.
- Waste Removal form

In case any of these documents is missing, delay in build-up might occur.

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All exhibitors must read and abide by all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

**Stand plans submission**

Exhibitors are responsible and liable for their appointed contractors’ compliance with all of the rules and regulations specified in this manual.

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**All Space Only exhibitors must submit stand drawings, including:**

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by a **risk assessment and method statement.** Approval will be forwarded to all non-complex stands as soon as possible.

- Structural calculations may be required for some stands. This is explained in the section below.

Once the stand plans, the risk assessment and method statement, and the structural calculations have been received, they will be forwarded to the venue and to the Bureau de Contrôle for approval.
Stands Exceeding 4m

Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Structural calculations are required to prove that the stand is stable and capable of supporting relevant loads i.e. lights, speakers, plasma screens etc.

A technical floor plan showing the position of any service duct on your stand can be requested from the EWEA Exhibition Operations Team.

Complex stands require sign-off by the Safety Officer and Bureau de Contrôle. They will receive final approval when these official bodies have checked the stand plans and proceeded to the site inspection onsite during the build-up. Additional costs occur for this service which will be charged directly to the exhibitors. Paris Expo Porte de Versailles reserves the right to proceed with additional inspections and ask for any modifications they consider useful or necessary in accordance with safety regulations.

Contact
EWEA Exhibition Operations Team
Dianne Wright, Gina Walls
Email: exhibitionoperations@eweaevents.org
Tel: +44 247 651 0015

Deadline: 4 September 2015

Risk assessment

All space only exhibitors are required to fill in a risk assessment form by 4 September 2015.

Health & Safety Declaration

It is important for all exhibitors to read and comply with EWEA Regulations, Fire and Safety Regulations and Prevention of Accidents At Work. Therefore it is mandatory for all exhibitors to complete and return the Health & Safety Declaration form, confirming that they have read and received the manual.

All exhibitors are required to fill in a Health and Safety Declaration form by 4 September 2015.

EWEA Exhibition Operations Team will ask for this Health & Safety Declaration form on the first build up day if missing. Please make sure you complete it in order to avoid any delays during build up.

HEALTH AND SAFETY DECLARATION is accessible in the Exhibitor Zone
Waste removal

Compulsory for Space Only exhibitors
All space only exhibitors are obliged to manage their waste during build up and breakdown, as well as during the exhibition opening days.

### Period

<table>
<thead>
<tr>
<th>Build-up / break down</th>
<th>Event days</th>
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| Exhibitors or contractors may either:  
- manage waste removal themselves, or  
- order waste removal from the venue | During the event 2€ per sqm will be charged to all space only stands to cover the removal of paper, boxes and general waste during the event.  
This is a compulsory flat rate, which will be charged to all space only exhibitors, without exceptions. |

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**WASTE REMOVAL SERVICES – BUILD UP / BREAK DOWN – ORDER FORM**

**Exhibitor Services - VIParis**
Email: infos-exposants@viparis.com  
Tel: +33 140 68 16 16

**EWEA**
Smita Pati  
Event Assistant - Logistics  
Email: spa@ewea.org  
Tel: +32 2 213 18 05

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**Deadline: 30 October 2015**

If the rented exhibition space is not returned in proper condition, EWEA will have it cleaned and restored at the exhibitor’s expense; a minimum of €500 + VAT will be charged to the exhibitor.

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**Fire Safety Regulations**

It is important for all exhibitors to read and comply with EWEA Fire Safety Regulations.

**FIRE SAFETY REGULATIONS**

For all information contact the safety officer:
Important notes:
1. No equipment must block smoke evacuation installations, automatic water sprinklers, nor fire detection devices in the hall.
2. There must be an area of 1 meter left clear around fire equipment.
3. Covering fire equipment is prohibited.
4. Exhibitors must have available on site, all official reports on the fire resistance classification of all materials used on their stand. If official reports are not available, exhibitors must have all fireproofing certificates available on site at their stand. Before our event, the Safety Officer and the EWEA Floor Managers may conduct a fire inspection, which includes inspection of your choice of construction and decor materials.

The Safety Officer reserves the right to reject the use of material that does not comply with the aforementioned requirements. Fire-retardant materials must be approved. Fabric ceilings and other decor must be impregnated against fire.

Fire-proofing of materials may be carried out using approved fireproofing companies whose details are available from:

Contact
Groupement Technique Français de l'Ignifugation
10, rue du Débarcadère 75017 Paris – France
Tel: +33 140 55 13 26
www.gtfi.org

To obtain materials that comply with safety requirements, you may contact:

Contact
Groupement Non Feu
37-39, rue de Neuilly
BP249
92113 CLICHY France
Tel: +33 147 56 30 81

If you are planning to exhibit working machinery on your stand you will need to complete and return the form below to Cabinet Raillard.

EXHIBIT WORKING MACHINES AND APPLIANCES FORM

If you have any questions regarding fire safety or working machinery, please contact the Safety Officer directly:

Contact
Cabinet Raillard,
Gerard Raillard
Email: g.raillard@cabinet-raillard.com
Mobile: +33 607 91 37 72
### Structural calculations for stands

The following list is a brief description of Exhibition stands requiring Structural Calculations:

- Walls over 4 m in height
- Two-Storey Stands
- All stands with an accessible/platform level higher than 20cm above hall floor level

For all stands exceeding 4m in height and double decker stands exhibitors are required to forward stand plans and structural calculations to the Exhibition Operations team by 4 September 2015.

### Stand Design

- The maximum build height is 6m. This may be lower in certain areas of the Hall. Please check your stand location and any indicated height restrictions on the technical floor plan,
- Lighting rigs are permitted up to 8m (depending on the hall height) as long as they have no build elements, ceiling or branding,
- Non-island stands must provide walling for the full length of their side / back walls to at least a height of 2.5m,
- Shared walling must be clad and finished in plain white only, down to a height of 2.5m, no branding is permitted on the back of the shared wall,
- At least 50% of each stand side facing onto an aisle should remain open or fitted with transparent material,
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Long walling of 4m or more, facing onto an aisle, could be asked to be stepped back by a minimum of 1m into the stand,
- Stands over 4m in height will need to provide structural calculations and be checked on site, at an additional cost to the exhibitor,
- Ceilings, suspended ceilings, and full roof linings should cover no more than 300m2.
- Displays using open-mesh roof linings are not subject to this limit.
- All platforms over 38mm in height must include a ramp for wheelchair access.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take the service ducts in the floor into consideration

### Shared Walling

Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The section of walling facing your neighbour's stand must be clad and plain white. No branding or logos can be added. The tops of stands must be finished tidily, especially if visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

### Double Decker Stands

Plans for Double Decker stands must be submitted to the EWEA Exhibition Operations Team by 4 September 2015. General stability of stands with one upper floor only, must be approved by a structural engineer appointed by EWEA. Structural calculations must be provided along with stand plans, risk assessment and method statement, once the layout (non-structural element) has been approved.

All documents will be forwarded to both:
- Bureau de Contrôle
- Health & Safety Coordinator

Documents and plans will then be checked and approved prior to build-up and the stand will be inspected on site. Bureau de Contrôle charge 550 EUR per stand, invoiced directly to the exhibitor/contractor.
The Health & Security Coordinator will liaise directly with the exhibitor /contractor to help provide the necessary Health & Safety Protection Coordination Plan – this is mandatory, respecting French Law.

For any further enquiries regarding the Health & Safety Protection Coordination Plan, please contact:

Contact

DÖT – EWEA 2015
Email: sps@d-o-t.fr
Fax: + 33 (0) 1 46 05 76 48
81 rue de Paris – 92100 BOULOGNE – BILLANCOURT

The free height on the bottom level must be a minimum of 2.3m. There must be 1m between the bottom step of the staircase and the edge of the stand, the area between the aisle and the steps must be kept clear at all times.

The stability of Double Decker stands must be approved by the Safety Officer and the Bureau de Contrôle. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service.

It is important to note:
- Ceilings, suspended ceilings and full roof linings should cover no more than 300 sqm
- Displays using open mesh roof linings are not subject to this limit
- One upper floor only
- If area accessible to the public is greater than 19 sqm there must be two stairways
- Railings must conform to French standards NF P 01-012 and NF P 01-013
- The solidity and stability of the structure must be verified by an authorised French inspection service – EWEA will be contracting this service for the exhibitor to liaise with.

Electricity

General Obligations

Exhibitors must ensure that the following regulations are applied:
- Only fixed wiring may be used for electrical systems
- Cables and wires must be Category C2
- Conduits and wire mouldings used for cable troughs, wire ways and cable ducts must be made of fire-retarding material, in compliance with European standards
- All electrical apparatus, cables and conduits must be earthed
- If class 0 equipment must be connected to the earth wire of the main supply line
- The use of individual ground plates is forbidden

Electrical Equipment Cabinets and Boxes must comply with legislation, namely:
- Must comply with legislation, namely
- Must have a metal casing
- Must not be accessible to the public
- Must be easily accessible to staff and emergency services
- Must be located a safe distance from all flammable and combustible materials
- Halogen Lamps (EN 60 698 standard), stand lighting that includes halogen lamps must:
  - Be a minimum of 2.25 metres from the ground
  - Be located a safe distance from all flammable materials (at least 0.50 metres from wood and other decorative material)
  - Be well secured
  - Be fitted with safety glass or fine mesh wire, providing protection against the consequence of a bulb blowing
**General Rules**

- Escape routes shall be kept clear at all times.
- Doorways along escape routes must be easy to open to their full width from inside, but should not block the hall aisles when open.
- Doors to emergency exits, emergency escape hatches and their identifying signs or markings shall not be obstructed, obscured, have anything built over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please remember to keep all your exhibits inside your stand area at all times.
- Do not store cardboard boxes behind your stand or in void areas.
- Building work or decorations, signs or lighting over gangways are not permitted.
- Bear in mind that these aisles represent escape routes in the event of an emergency!
- During Build Up and Break Down access to the hall will be authorised only to people wearing a Contractor Pass (Wristband).
- Wearing safety shoes is obligatory for anyone who enters the hall during build or breakdown.
- People working at height (elevated platforms) and any task presenting a risk, wearing a hard hat is compulsory.
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.

**Venue Care**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fitted to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

**Damages**

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the halls or site, for example, paint and adhesive tape marks, damage to the walls or the exhibition carpet.

**Demonstrations**

- Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team by 4 September 2015.
- Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- Plans must also show any proposed queuing and viewing areas within the stands. EWEA reserves the right to ban working demonstrations onsite if they disturb neighboring stands or pose a threat to the public in any way.

**Distribution of Promotional Material**

Please bear in mind that all business, including the dispensing of literature and promotional material, must be conducted from your stand.

It is not allowed to distribute leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from EWEA - European Wind Energy Association. At the discretion of the organiser, a penalty fee will be charged to exhibitors who fail to respect this rule.

Please note that materials must not be attached to the fabric of the building. Any costs which result from the removal of these kind of materials will be charged to the exhibitor responsible.

**Contact**

EWEA Exhibition Operations Team
Dianne Wright, Gina Walls
Email: exhibitionoperations@eweaevents.org  
Tel: +44 247 651 0015

Deadline: 4 September 2015

Rules and regulations

All exhibitors must read and comply with:

- Exhibition rules, listed below and in the ‘Space only stands’ section of the manual
- Exhibition policies,
- Cahier des Charges de Sécurité (Contractual safety instructions and requirements),
- Règlements intérieur de Paris Expo Porte de Versailles (Internal regulations of Paris Expo Porte de Versailles ),*
- Code du travail (French Labour Code, see Art.R4412-70)

Exhibition rules

**Balloons**
The use of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited.

Any exhibitor wishing to use a tethered advertising balloon should contact the EWEA Exhibition Operations Team, e-mail: exhibitionoperations@eweaevents.org

If permitted, the balloon can only be inflated with helium or air. All gas canisters must be removed from the site once the balloon is inflated.

**Children**
EWEA 2015 is a trade show and as such we regret that no one under the age of 16 is permitted on site during the build-up, opening and breakdown period, even if accompanied by an adult. The exhibition halls are regarded as a building site during build-up and breakdown.

**Complaints**
It is in the interest of exhibitors and visitors that any faults or failures in the services provided by official suppliers or the European Wind Energy Association should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us at events@ewea.org, or onsite in the organisers’ office.

**Demonstrations**
Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team: exhibitionoperations@eweaevents.org Demonstration areas must be indicated on stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands.

The Organisers reserve the right to ban working demonstrations on-site if they disturb neighbouring stands or pose a safety issue to the public in any way.

**Disabled visitors**
All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We ask that you ensure that your stand and exhibits are easily accessible to
disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact the EWEA Exhibition Operations Team exhibitionoperations@eweaevents.org

**Distribution of promotional material**
Please bear in mind that all business, including the dispensing of literature and promotional material, must be conducted from your stand.
It is not allowed to hand out leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from EWEA - the European Wind Energy Association. At the discretion of the organiser, a penalty fee will be charged to the exhibitor for not adhering to this rule.

**Emergency gangways**
Exhibition hall (pavilion 1) will have designated emergency gangways. These must be kept clear at all times throughout build-up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear. Please ensure that your contractors are aware of the location of the emergency gangways. There will be Health & Safety Floor Manager present who is in possession of an evacuation plan. Evacuation plans will also be available from the organisers’ office.

**Fire Regulations**
Fire hydrants in the exhibition halls and on outdoor exhibition areas shall not be obstructed or rendered unrecognisable or inaccessible. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.
The necessary fire department entry routes and manoeuvring areas designated by “no-parking” signs must be kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners’ expense and risk.

**FIRE SAFETY REGULATIONS**

**LPG / compressed gases**
No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact the EWEA Exhibition Operations Team, e-mail: exhibitionoperations@eweaevents.org

**Music / Entertainment**
The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three meters from the source of sound using a directional decibel meter.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand cut off.

Subject to the approval of the organiser, it is possible to broadcast music from your stand. You must obtain prior authorisation from SACEM. Click on the following link to apply for authorisation online:

[ONLINE APPLICATION FOR APPROVAL - COPY RIGHTS](https://www.sacem.fr/en)

**Contact**
SACEM
225 avenue Charles de Gaulle
92528 Neuilly sur Seine Cedex
Tel : +33 1 47 15 47 15
[https://www.sacem.fr/en](https://www.sacem.fr/en)
Musical reproductions that have not been registered with SACEM may result in damage claims being filed by the latter (cf. Section 97 of the Copyright Act).

**Neon**
If you wish to use neon lighting, please contact the Operations Team, e-mail: exhibitionoperations@eweaevevents.org
All neon installations must incorporate a fireman's switch.

**Smoking**
Smoking is not permitted in the venue at any time.

**Stand construction rules**
For detailed rules related to stand construction, please refer to the ‘Space only stands’ section of this manual.

**Venue care**
No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device to be fixed to, or suspended from, any overhead items. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.
Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the hall or site, for example, paint and adhesive tape marks, damage to the walls or the exhibition floor.

**Water Features / Displays**
Please notify dianne.wright@inside-events.co.uk if you are planning any features containing tanked or re-circulating water on your stand; a full risk assessment must be submitted with details of the control measure for the control of Legionella, including treatment methods.

All equipment and/or exhibits are required to conform to HSE approved code of practice L8 ‘The control of Legionella Bacteria in Water Systems’ (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.