

Exhibitor's guide

APS

Paris – Porte de Versailles
Pavilion 5.1

7 to 9 October 2025

RX France

APS



Welcome!

The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at APS 2025.

This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.).
2. You have received your username and password for your online Exhibitor Portal by e-mail: no-reply@rxglobal.com Remember to check your spam!

You haven't received your login details?

Contact our customer service: [Helpdesk Form](#)

We're looking forward to seeing you very soon!

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1. Preparing for the Trade Show



A. General information Your contacts

Organiser

RX France
+33 (0)1 47 56 50 00
52 quai de Dion Bouton
92800 Puteaux

Trade show management

Jean-François Sol-Dourdin
Exhibition director

Marketing & communication team

Jana Zitnanska
Marketing Director
jana.zitnanska@rxglobal.com

Eliska Chodelkova
Marketing coordinator
eliska.chodelkova@rxglobal.com

Sales department

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Commercial director

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Customer director
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Technical department

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Exhibitor's Service Manager
+33 (0)9 87 39 99 13
+33 (0)6 59 85 49 17
service.technique.aps@rxglobal.com

Customer service

Send your question through our link:
[Helpdesk Form](#)

Build-up / dismantling schedule

	Sunday 05 October	Monday 6 October	Tuesday 7 October	Wednesday 8 October	Thursday 9 October	Friday 10 October	
			EXHIBITION				
7:00 AM			7:00 AM - Deliveries / Exhibitors access			7:00 AM	
8:00 AM	8:00 AM 8:00 PM	8:00 AM 2:00 PM - Exhibitor arrival – Turnkey stands BUILD-UP Space-only stands Turkney stands	8:00 AM - Deliveries / Exhibitors access			DISMANTLING Space-only stands 2:00 PM	
9:00 AM			9:00 AM	9:00 AM			
10:00 AM			OUVERTURE PUBLIC				
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM			6:30 PM	6:30 PM	5:00 PM 6:30 PM - 7:30 PM DISMANTLING Turnkey stands		
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM					7:30 PM - 11:00PM		
10:00 PM					DISMANTLING Space-only stands		
11:00 PM							

All waste (carpets, demolition rubble, adhesives, etc.) must be removed before 02:00 PM on Friday 10 October.

The storage spaces and rental furniture of turnkey stands must be emptied of all their contents on the evening when the trade show closes, by 7:30 PM on Thursday 09 October at the latest.

Exhibitors and their service providers must follow the organiser schedule to access to the venue during the build-up and dismantling periods.

Warning! No power supply on 05 October and Friday 10 October (see power-up timetable). If necessary, you can order an additional electrical connection to **VIPARIS:** www.viparisstore.com

You have booked a space-only stand? Remember to order an electcal connection from **VIPARIS:** www.viparisstore.com



Timetable / power up:

- 6/10: 08:00 AM – 08:00 PM
- 7/10: 08:00 AM – 08:00 PM
- 8/10: 08:00 AM – 08:00 PM
- 9/10: 08:00 AM – 06:00 PM

Reverse schedule

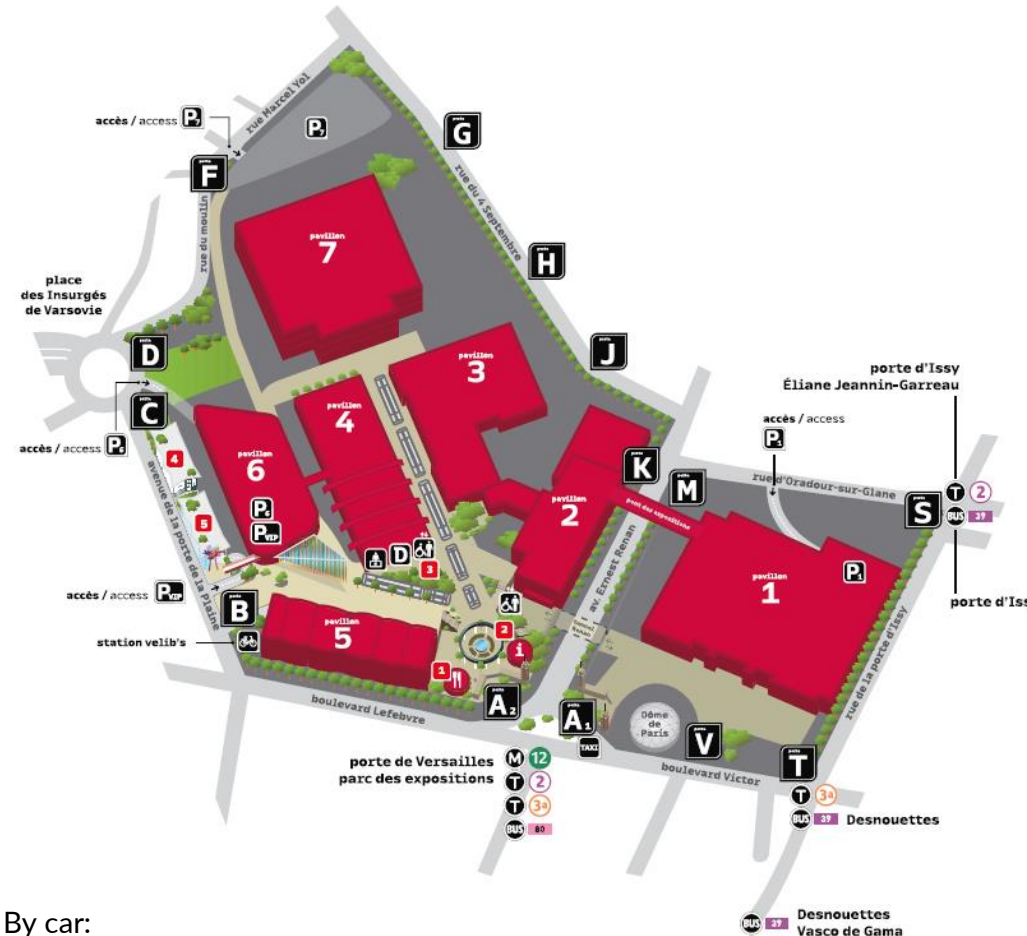
Actions	To be done no later than	Contact	
Choose furniture (only for Turnkey stands except PRESENCE)	15 september 2025	CAMERUS	Espace Exposant → Dotation mobilière
Services	08 september 2025	Formulaires sur l'Espace exposant	Espace Exposant → Préparer mon stand
Submit the name of your decorator	08 september 2025	Espace exposant du salon	Espace Exposant → Déclarer mon prestataire
Submit your stand design (only for space-only stands)	01 september 2025	DECOPLUS	w.decoplus@free.fr
Fire safety regulations (page 33) Equipment in operation	08 september 2025	Chargée de sécurité AFS	Espace Exposant / afs@afsconseils.fr
Exhibitor health & safety instructions (page 34)	08 september 2025	D.Ö.T.	Espace Exposant / sps@d-o-t.fr
VIPARIS technical services	22 september 2025	VIPARIS STORE	https://www.viparisstore.com/
LOGIPASS	29 september 2025	En ligne sur Internet	https://logipass.viparis.com/

B. How to get to the site Site map

Important

You will only be able to access your stand once you have paid RX France in full for your stand.

Location: parc des expositions Paris Porte de Versailles
1, place de la porte de Versailles – 75015 PARIS



By car:

Paris Expo Porte de Versailles : 1, place de la Porte de Versailles, Paris
Parking 6 : access Place des Insurgés de Varsovie, 75015 Paris

By public transport:

METRO : ligne 12, station Porte de Versailles – sortie 1 pour accéder aux pavillon 5.1

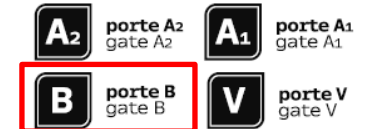
TRAMWAY : T2 et T3a, station Porte de Versailles – Parc des Expositions

BUS : ligne 80, station Porte de Versailles – Parc des Expositions et ligne 39, station Desnouettes

BIKE : station Vélib' avenue Ernest Renan

ACCÈS - ACCESS

entrées piétonnes - pedestrian entrances



transports - transports



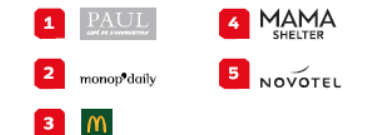
SERVICES SUR LE SITE - SERVICES



hub des services



restauration et hôtels
food and drink / accommodation



Vehicle access Deliveries



Access to **delivery areas** is free, but vehicles **must be registered** on the **LOGIPASS** platform:

<https://logipass.viparis.com/en>

For all enquiries about LOGIPASS, please contact:
infos-exposants@viparis.com
tel : +33 (0)1 40 68 11 30



Build-up, dismantling and daily deliveries

LOGIPASS concerns all requests for vehicle access during build-up, dismantling and for daily deliveries.

Parking in delivery areas is only authorised for delivery purposes.

**Trucks and passenger vehicles are not allowed inside the pavilions.
Only handling equipments is permitted.**

1 – Creating an account and access request

Exhibitors must each create their own user account to create their access request .
Use your account to track requests and print your entry pass

2 – Request approval

Requests made in designated time slots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved.
Other requests are subject to manual approval (special authorisations) subject to availability.



Deliveries during the opening period

Exhibitor delivery access:

October 7 from 7:00 AM to 9:00 AM, Gate B,
and from October 8 to 9, 2025, from 8:00 AM to 9:00 AM, Gate B.

During deliveries, parking at the site is limited to 1 hour.
If exceeded, vehicles in violation will be removed without notice, at the expense of their owners.

Vehicle access Deliveries

If there is too much traffic, the security services may be forced to temporarily close the entrance to the exhibition site.

No vehicles will be allowed inside the building (except with special authorisation from the organiser).

Information on access, traffic, parking:
Tel. : +33 (0)1 40 68 11 30

Pavilion 5.1

Vehicle entry:
Through door B.

Vehicle exit:
Through door B.



During build-up and dismantling, only light vehicles loaded with boxes will be allowed to park, with a time limit of one hour.

**Access to the site will be closed during the opening period.
All vehicles will be directed to the car park.**



Access to the site
Build-up and dismantling
entry and exit
DOOR B

Delivery address

VIPARIS - Porte de Versailles

Salon APS

Pavilion 5.1

Company (to be filled in)

Stand n° (to be filled in)

Contact + phone number

Each exhibitor is responsible for his own deliveries.

The exhibitor must be present on the stand at the time of delivery.

The organiser will not accept any deliveries.

Access badges



Unidentified persons will not be allowed to access the site.

During build-up / dismantling, the venue is a worksite closed to the public.

A badge with your name and proper ID are required to gain access to the pavilion during build-up / dismantling and during the trade show.



Decorators / drivers

Build-up / dismantling badges

To gain access to the pavilion during build-up and dismantling, each person must be registered beforehand and have their build-up / dismantling badge and proper ID.
You will need to print it after our approbation.

Maintenance badges : access during the trade show

To gain access to the pavilion during the trade show, each person must be registered beforehand and have their build-up / dismantling badge and proper ID.
Maintenance badges are subject to moderation.

To register, please click on the following link: <https://solar.rxfrance.fr>

Procedure: [SOLAR user guide](#)

For any questions, please contact: operations.registration@rxglobal.com



Exhibitors

Exhibitor badges

Exhibitor badges are mandatory for exhibitor access during the trade show.
Exhibitor badges are also valid during build-up and dismantling periods.

To register, you need to go to your online Exhibitor Portal: [Se connecter](#)

To print your exhibitor badges, make sure you have paid for all your services with your billing manager.

For any questions, please contact customer service: [formulaire en ligne](#).



Presence of minors

Minors (except declared young workers) are prohibited on build-up and dismantling of the show.

C. Practical information

Stand security



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. Exhibitors are responsible for maintaining a supervisor on their stand for as long as there is equipment on it. We recommend that you have security on your stand, especially at night.

Computer or audiovisual equipment (such as cameras, camcorders, microphones, excluding TV screens fixed to the stand structure or on a floor stand) must be kept in a locked storage room during the hours when the show is closed to the public and to exhibitors.

We remind you that there is a high risk of theft during build-up and dismantling, please don't leave your stand unsupervised. The exhibitor must ensure that his stand is supervised during build-up, during the opening hours of the exhibition and during dismantling. Please keep a close eye on your personal effects.

See Stand Security Guard in your online Exhibitor Portal.



Accidents and theft

Any incident must be reported in writing to the organizer and, under penalty of forfeiture of insurance coverage, must also be declared to the insurance company using the standard forms available to the exhibitor. This report must be submitted within twenty-four (24) hours in the event of theft, or within five (5) days for all other incidents, detailing the circumstances and providing an approximate estimate of the damages. In the case of theft, a police report must be filed by the exhibitor with the police authorities having jurisdiction over the location of the event. The original copy of the police report must be attached to the insurance claim.

Within 24 hours :

File a complaint with the Police Station corresponding to the location where the incident occurred:
Police Station / 250 rue de Vaugirard - 75015 PARIS Tel.: +33 (0)1 53 68 81 00

Within 48 hours :

Send the original police report to the General Commissariat or at the end of the event:
RX France
52-54 Quai de Dion Bouton - 92800 PUTEAUX

Practical information

Build-up



Empty packaging – material disposal

Empty packaging must be removed without delay and stored by exhibitors or their service providers outside the pavilion. No storage facilities are available within the pavilion.

Approved transport and logistics companies are authorized to operate at this event. Their order forms are available in your Exhibitor Portal.



Handling

Handling companies are selected to work and handle your parcels at the show. You'll find their order forms in your Exhibitor Portal.



Customs

It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad. The organiser cannot be held responsible for any difficulties that may arise during these formalities.

Practical information

During the opening



Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand. The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted.

Illuminated signs or signage are permitted.

Under no circumstances may they have strobe or flashing lights.

Practical information

During the opening



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited. Handing flyers out in aisles is not allowed.



Car park

Car park at the exhibition center will be charged during the opening of the exhibition. VIPARIS proposes for the exhibitors, parking places for the all duration of the event. This parking pass allow you to access unlimited time in and out for your vehicle. To order, go directly to: <https://www.viparisstore.com/en/>



Caterers

Exhibitors may use either the caterers at the site (Horeto) or caterers approved by the VIPARIS administration. All caterers are authorized to provide services in the exhibition center, provided they register with VIPARIS before providing the service and sign a one-off-fee based contract.

Contact: VIPARIS – Myriam MOTTIN

Tel: +33 (0)7 60 86 65 23 / myriam.mottin@viparis.com

Without this authorization, access to the exhibition center will be denied.



Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.

Practical information

Dismantling

We recommend that you pass on this information to your transport companies, carriers and decorators.



Turnkey stands and additional fittings

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 7:30 PM at the latest, so that the installation crews can take down the stand.



Bare stands – Cleaning

Exhibitors and their service providers must follow the schedule established by the organiser. Stand dismantling will begin on Thursday 09 October from 6:00 PM and will end on Friday 10 October at 2:00 PM.

The non-respect of this schedule will lead to:

- the dismantling of the booth, with costs at the charge of the exhibitor,
- the payment of a compensation for overstaying in proportion of the space (price per sqm),
- the payment of damages to the renter of the space.

The exhibitor is bound to pay every costs caused by his default, his decorator/installer's default or by every physical or legal person under his responsibility.

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed by 10 October at 2:00 PM. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.

Exhibitors must dispose of their own rubbish and may not use the organiser's dumpster under any circumstances.

For waste removal, we advise you to contact the companies in charge of cleaning the pavilion. See Cleaning Service in your online Exhibitor Portal.

Foreign workers

Reminder of rules

Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

NOTE: if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal**: www.sipsi.travail.gouv.fr

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: Sipsi (travail.gouv.fr), or : Professional immigration: recruitment of foreign workers - Direccte Ile-de-France

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a **PRELIMINARY DECLARATION CONCERNING THE POSTING** of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

Worker safety

Reminder of rules



During build-up and dismantling periods, access to the exhibition and event areas is restricted. You must follow the instructions given by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the exhibition build-up and dismantling periods.
- Safety shoes mandatory during build-up and dismantling.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force.
The use and operating conditions for aerial work platforms must be posted on the platforms.
The driver and spotter **must wear a helmet**.
The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test.
The driver must be at least 18 years of age.

D. Responsible exhibitors



Let's work together towards a sustainable Trade Show

APS is conscious of environmental and social issues and committed to a sustainable development approach.

Let's work together. We've put together the following advice to help you (re-)discover the best practices that you can follow to do your part.



Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, organise grouped transport.



Reduce packaging

Avoid extra packaging as much as possible.

Try to use materials that can be recycled or even better, reused.



Think ecodesign

Try to use reusable and recyclable materials, as well as LED lighting.

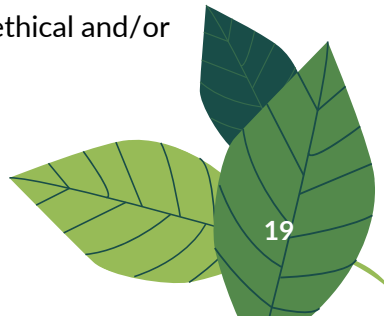
We offer custom-made eco-designed stands.

We use "recyclable" and "reusable" pictograms on our order forms for easy comprehension.

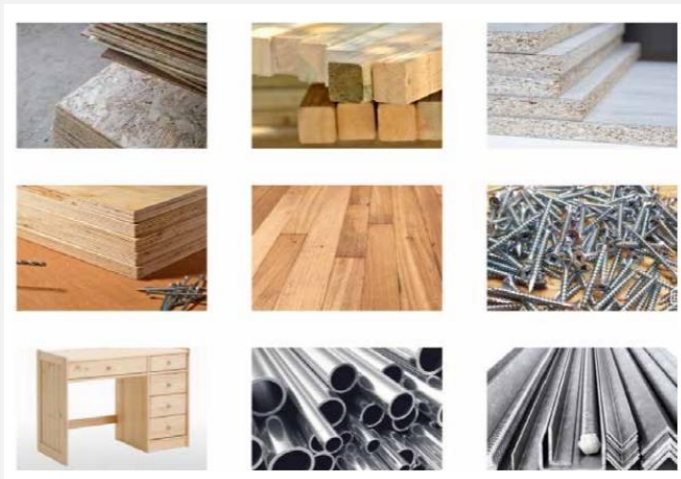


Use responsible advertising

Adapt the print run to your needs, use environmentally friendly materials, and ethical and/or zero waste goodies.



Responsible exhibitors



Upcycle your waste (stand structures, heavy materials, carpets, etc.)

Please do not use handling equipment for two hours after the event ends so that we can recycle our carpets.

Space-only stands: let us know as soon as you set up if you have materials or stands that can be recycled!

Organize your waste removal:

I have LESS than 1CBM of waste on my stand

I sort waste into piles according to its type:

- Cardboards
- Papers
- Catalogues



- Wood



- Scrap metal



- Plastic PE - clear plastic film



- Others
Excluding electrical waste and electronic equipment



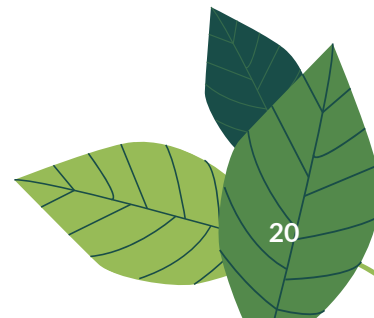
I have MORE than 1CBM of waste on my stand

I order waste collection from the service provider MILLENIUM. It will be recycled in a treatment centre.

TO ORDER WASTE COLLECTION:



You will find the order form for the cleaning service provider in your Exhibitor Portal.



Responsible exhibitors



Reduce and recycle waste (packaging, magazines, flyers, bottles, etc.)

During build-up and dismantling, use one of the collection points to recycle your waste.
During the trade show, recycle your sorted waste in the bins available to the public.
After visitors have left, put the waste in the aisles, sorted according to its type:



Reuse, sorting follow-up

RE'UP

contact@bereup.com

Cleanliness, waste disposal

Millenium

stand@millenium-sas.com



Share your ideas

Do not hesitate to share your ideas, actions or strategies used at your own stand by contacting us at the following email address:

service.technique.aps@rxglobal.com

We look forward to hearing from you.



E.

Architectural technical regulations



RX France

1 – For all exhibitors (turnkey stands, bare stands, My Stand Maker):

Declare the equipment operating on your stand **before 08 september 2025**

The form is available on your Exhibitor Portal.

2 – For space-only stands:

a) TECHNICAL FLOORPLAN

If you have technical restrictions on your location, please contact our exhibitor technical department before starting your stand design to receive your technical floorplan (Fire Hose Reel, connection channel, pillars, construction headroom...)

Contact: service.technique.aps@rxglobal.com

b) COMPLIANCE WITH ARCHITECTURAL REGULATIONS → **before 01 september 2025**

Once your project is complete, submit your drawings showing the floor plan and : DECO PLUS / w.decoplus@free.fr

. Our service provider will check compliance with architectural regulations. Contact: DECO PLUS / +33 (0)9 67 78 93 85 / w.decoplus@free.fr

c) TECHNICAL SERVICE ORDER / FEASIBILITY

Order your slings, fluids... to VIPARIS: <https://www.viparisstore.com/en/>

To finalize your order, a technical drawing will be requested.

This drawing is necessary not only to install your order, but also to study the feasibility of your project (especially for slinging).

The order will not be validated until the feasibility has been confirmed by VIPARIS.

d) FINAL APPROVAL

Your project will only be validated upon receipt of the DECOPLUS validation and confirmation of the project feasibility by VIPARIS.

Architectural technical regulations

Important: by signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and dismantling.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design.

Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

Hanging elements/slides:

The suspended items to the Pavilion ceiling must only be installed by the VIPARIS technical service.

Orders must be taken on VIPARIS STORE : <https://www.viparisstore.com/en/>

Hanging elements must comply with the architectural rules.

Your hanging structures (or strung elements) must be inspected by a certified company in order to obtain a stability report.

Exhibitors must provide a certificate of compliance.

Virtual Visit:

Discover Paris Expo Porte de Versailles with the virtual visit:

<https://explore.viparis.com/places/paris-expo-porte-de-versailles/>

Architectural technical regulations

If you use a decorator, remember to send him this document so that he can take these regulations into account when designing your stand.

Stand constructions must take into account the following heights* (from the ground) and clearances:

	Height	Rules
Construction	5,00m	<p>This rule applies to all booths, provided the height or configuration of the pavilion allows it.</p> <p>Setback from aisles: From the floor up to 5 meters in height: no setback required.</p> <p>Setback from adjoining partition walls: From the floor up to 2.50 meters in height: no setback required. From 2.50 meters to 5 meters in height: a 1-meter setback is required.</p>
Partitions/shared partition walls	2,50m	<p>The partitions facing neighbouring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs no electric cables or cleats..</p>
Signs	5,00m*	<p>The height of the sign is limited to 5.00 m from the floor of the building and must be set back at least 1 m from adjoining stands. NEW: Signs may only be hung on halyards by VIPARIS technical services. >>Order event on www.viparisstore.fr</p>
Lighting fixtures or truss lighting	5,30m	<p>The maximum height of lighting columns is 5.30 metres where the height or area of the pavilion permits. They may be slung free-standing above stand structures, set back 1m from adjoining stands. The installation of a canopy is possible after validation of the percentage of coverage with our safety officer. Reminder: the surface area to be covered must be less than 299 m² and the canopy must be of the fire hook type, net canopy, etc...</p>
Structure sign with sling	5,00m*	<p>Openwork superstructure that may include the exhibitor's label or illuminated logo. They must be slung down or attached to the structure only by a light frame. The height of the sign is limited to 5.00 m from the floor of the building and must be set back at least 1 m from adjoining stands.</p>
Other items	-	<p>For all other items please contact the technical team.</p>



* Depending on the location of your stand, this height may be lower.

Please get in touch with your technical contact to find out about the limited height zones specific to your location. .

Architectural technical regulations

Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser, or the safety teams will be allowed to cross the stands if necessary.

Stands opening

Each side of a stand facing an aisle must have a **minimum opening of 50%**, in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility and flow of visitor traffic.

The following may be considered as openings:

- Any decorative elements or furniture not exceeding 1m in height, excluding low partitions. (e.g.: plants, reception counters, etc.)
- Any mobile elements, up to the full height of the stand, allowing physical access to the stand.

The organiser reserves the right to have the layout of the project received modified for any purpose.

Damage

Exhibitors are responsible for themselves and for their suppliers for all damage caused to building structures during transport, installation or removal of their equipment.

Walls, floors, pillars: it is forbidden to drill, seal, bleed or cut them.

It is also forbidden to paint them.

Architectural technical regulations

Stands over 200 sqm

Please contact the technical team and our fire safety officer.

Reused stands

Reused stands are subject to the architectural technical regulations, just like newly built stands. The plans must be submitted to our service provider in charge of approving stand designs.

Multi-level stands

Multi-level stands are not allowed.

Velum

If you wish to install a velum, please confirm the percentage of coverage with our fire safety officer. A velum, classified M1 for reaction to fire, can be installed.

Flooring

Stands are delivered with carpet except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

Post and pavilion cladding

Permanent cladding on posts may not be painted, drilled or glued.

The height of the cladding on the posts is :

- 4 metres for Pavilion 5.1 (some posts only)

They may be used in their entirety by exhibitors to hang signs or decorative elements. All items fastened with staples must be removed by the exhibitor at the end of the show, and the cladding must be free of staples. It is forbidden to pierce, to paint, to coat or damage the pole. Otherwise, the restoration will be invoiced to the exhibitor.

Architectural technical regulations

Accessibility for disabled people

Any stand equipped with a technical floor higher than 2 cm, on which the public may have to climb, must have an access ramp. The ramp must be 0.90 m wide and have a gradient of between 2% and 5%. The ramp must be integrated into the stand and must not extend into the aisles.

Fluid distribution channels

Fluids distribution in the pavilion is ensured by a set of channels .
Channels and hatches are completely closed by cast iron plates that are forbidden to be handled. Only VIPARIS is authorised to use these channels.

For more information, please contact: contact@e-viparisstore.com

CAUTION!

Access to water is not guaranteed for all stands and must be validated by the Exhibitor service.
It is strongly recommended to install a technical floor to cover the water inlet and drain pipes.
In addition, the organiser cannot provide chutes on the stands.

Access to the pavilions

Please find below the weight limits for Pavilion 5.1:

1.2 t/m² for surfaces of 30 m² or more,
0.96 t/m² for surfaces under 30 m².

Access to the pavilions can easily be done thanks to numerous side gates. Trucks and passenger vehicles are not allowed inside the pavilions. Only handling equipments is permitted.
A car park adjacent to the pavilion is available to stand builders during set-up and dismantling periods.

Architectural technical regulations

Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand.

The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted.

Illuminated signs or signage are permitted.

Under no circumstances may they have strobe or flashing lights.

Tethered balloons

Balloons inflated with a lighter-than-air gas (air or helium) and used as signs must comply with authorized heights and clearances. If the balloon is inflated with helium, no storage of helium cylinders (empty or full) will be authorized in the pavilion. It is also forbidden to re-pressurize the balloon while the public is present. If the balloon is illuminated, the envelope must have a M2 reaction to fire. The length of their attachments must be definitive and respect the same recesses as the slung elements. Failure to comply with this requirement will entitle the organizer to remove the balloon.

Exhibited vehicles

Vehicles set up on stand must have their fuel tank emptied, the battery inaccessible to the public and a fire extinguisher adapted to the vehicle.

For any further information, please contact our fire safety officer: **AFS Conseils & Sécurité** / afs@afsconseils.fr

Architectural technical regulations

Smoke control and fire-fighting systems / fire hose reel

Smoke control and fire-fighting systems are mounted on cladding or perimeter pillars. Intercoms must always remain accessible. Signs indicating fire-fighting systems must remain visible.

The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements.

However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, R.I.A. in white lettering or pictogram, 40 cm x 15 cm).

It must be fully accessible, with a 1 m wide path (at least) from the nearest aisle.

Fire Safety Inspection

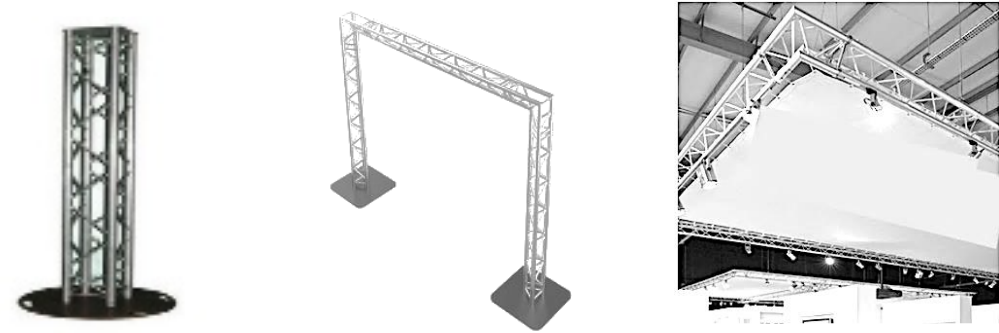
All installations must comply with the regulations issued by the Prefecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to the architectural technical regulations.

Due to the Fire Safety Inspection, stand build-up must be completed the day before the opening.

Temporary and dismantlable structures

MANDATORY VERIFICATIONS FOR TEMPORARY AND DISMOUNTABLE STRUCTURES

(in application of the Order of 25 July 2022 amended and the specifications of the venue)



Example of temporary and dismantlable structures from left to right: totem, self-supporting arch, suspended light bridge with sign

POSSIBLE CASES FOR APPROACHES

You have ordered your structure
through VIPARIS and/or your stand is built by the organizer
AND
you do not hang
anything under this structure



You don't have to do anything:
all regulatory audits are managed by
VIPARIS and/or the organizer

Temporary and dismountable structures

Find contacts of control offices on page 42

*Please note that a **competent technician** must be referred to and trained by one of the training organizations authorized by the Synpase*

POSSIBLE CASES FOR APPROACHES

Your structure has not been ordered from the organizer (you are building your own structure)

	OS1 cat. Lower than 3,50m*	OS2 cat. Between 3,5m and 6,2m*	OS3 cat. Height above 6,2m* and/or more than 12 slings and/or more than 1000 kg
You must :			
Mandate a control office or an accredited agency before the start of the assembly to obtain an opinion on file (verification: notes of calculations, plans,...)		✓	✓
Mandate a control office or a competent and <u>trained</u> technician for the verification after installation of your structure		✓	✓ Control office only
Filled a certificate of correct installation of your structure	✓	✓	✓

*Height of the highest point

Preparing for the Trade Show

Architectural technical regulations

Pavilion 5.1



2. Forms that need to be returned



Forms that need to be returned

A. Fire safety regulations --- Equipment in operation

Please read carefully the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Portal.

CONSIGNES DE SECURITE			
INCENDIE  SERVICE SECURITE N° _____ POMPIERS N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	 ATTACHEZ LE FEU AU MOYEN DES EXTINCTEURS APPROPRIES	 DANS LA FUMEE BASSEZ-VOUS L'AIR FRAIS EST PRES AU SOL	 N'UTILISEZ PAS LES ASCENSEURS FACILITEZ L'ACCES DES POMPIERS RYENCOMBES PAS LES MOYENS DE SECOURS
EVACUATION  DES L'AUDITION DU SIGNAL SONORE GARDEZ VOTRE SANG-FROID	 FERMEZ LES PORTES ET LES QUATRE VOTRE PORTE DE TRAVAIL	 ORIENTEZ-VOUS CALMEMENT VERS LE POINT DE RASSEMBLEMENT	 N'UTILISEZ PAS LES ASCENSEURS LOCALISATION DU POINT DE RASSEMBLEMENT
ACCIDENT  PREMIERS SECOURS N° _____ AMBULANCE N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	 PRECISEZ LA NATURE DE L'ACCIDENT BLESSURES BRULURES ASPHYXIE ? FEU SUR UNE PERSONNE EMPECHEZ LA DE COURIR, COUCHEZ-LA, ENVELOPPEZ-LA AVEC UNE COUVERTURE OU EN VETEMENT.	RESPONSABLES DE SECURITE M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____	

You can declare the **equipment operating on your stand** directly using the form available on your Exhibitor Portal.

For any questions relating to fire safety and equipment in operation, please contact:
:AFS Conseils & Sécurité / afs@afsconseils.fr

B.

Exhibitor health & safety instructions

Please read carefully the **Exhibitor health & safety instructions** which you will find in full in your online Exhibitor Portal.

For Turnkey stands: PRESENCE / Easy / Identity and My Stand Maker stands

Tick the box built by the Organiser.

The form should be sent by e-mail to: sps@d-o-t.fr

IF YOUR STAND IS:

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



YOU MUST return this certificate to the DÖT Company on or before 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 exhibition.

For space-only stands

Complete the information requested and return the form with a drawing of your stand.

The form should be sent by e-mail to: sps@d-o-t.fr

C. Additional coverage (optional)

Reminder of the general exhibition regulations

Article 10.3 – Exhibitor’s comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented. This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility.

The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.

The following are covered, within the coverage limit of €15,000:

- Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;
- Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers;
- Audiovisual material and plasma/LCD screens.

Exhibitors can take out additional optional coverage.

The limits and details of basic coverage and optional supplementary coverage can be consulted at the following link: [BULLETIN D'ADHESION](#)

The application form for this additional optional coverage is available at the following link: [BULLETIN D'ADHESION](#)

Please complete the form and return it by e-mail to: helpdesk.aps@rxglobal.com

3. Preparing your stand



A.

Turnkey stands

Our turnkey stands are managed by our official partners.

The power supply for your stand
PRESENCE (3Kw),
EASY (3Kw) ou
BUSINESS (4kw) ,
IDENTITY (4Kw)
is intermittent (day only).

How does it work?

1. You have been allocated a stand number and your login details for your **Exhibitor Portal**.
You will be contacted by our service provider to assist you with your stand.
2. **Complete the form received from our service provider.**
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs).
3. Would you like to order other services for your stand? Consult the list of our recommended service providers on page 42 or in your online **Exhibitor Portal**.
4. Your turnkey stand will be ready the day before the trade show opens (see schedule).
The technical teams will be available on site for any requests concerning your stand.

Furniture (except PRESENCE stand)

- For EASY , BUSINESS et IDENTITY stands:
You can select your **furniture endowment** from your **Exhibitor Portal**.
You can choose between different types of furniture.
However, you cannot change the content of an endowment.
- **Please note:** your choice of furniture will only be finalised once you have received a confirmation e-mail indicating that the order has been considered. (Remember to check your spam.)

A. Turnkey stands



Easy

You will be contacted by our service provider, **CREATIFS**, regarding the layout options and follow-up for your stand.



PRESENCE

You will be contacted by our service provider, **CREATIFS**, regarding carpet selection and stand follow-up.

Furniture is not included in the package. You may order it separately through your **Exhibitor Area**.



Business

You will be contacted by our service provider, **STAND ING**, regarding the layout choices and follow-up for your stand.

Visuel non contractuel



Identity

You will be contacted by our service provider, **LINKS EVENT**, regarding layout options and follow-up for your stand.



The power supply for your stand
PRESENCE (3Kw),
EASY (3Kw) ou
BUSINESS (4kw) ,
IDENTITY (4Kw)
is intermittent (day only).

B. Space-only stands

The floor area
is marked out
on the ground.

Partitions and
carpeting are
not provided.

You have confirmed the location of your stand.

You have been allocated a stand number and your login details for your **Exhibitor Portal**.

Several options:

Option 1: Contact My Stand Maker

Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on page 40 and at <https://www.mystandmaker.com/>

Option 2: You have your own stand designer/decorator

Declare your service provider in your online **Exhibitor Portal**.

Your stand design must comply with the architectural rules as well as fire safety regulations.

Option 3: Design your stand thanks to the additional fittings provided by our supplier Créatifs by GL.

For more information, visit your Exhibitor Portal.

Remember to reserve:

- Your electrical power supply
- Your fluids (air, water), if necessary
- Your Internet and phone lines

On the **Parc des Expositions de Paris Porte de Versailles website**: www.viparisstore.com/en/

Important

You must have your stand design approved by our service provider:

DECO PLUS - w.decoplus@free.fr

Please return mandatory forms to RX and our service providers (you can find them in your **Exhibitor Portal**).

On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

Preparing your stand



For more information, visit www.mystandmaker.com

For all enquiries please contact:
mystandmaker.france@rxglobal.com
ou au +33 (0)1 47 56 21 10

RX France

Exhibitor Guide - APS - October 2025

My Stand Maker is an RX France service

Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

Our method

Listen to your needs, stay within your budget, advise you.

Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.



C. Referenced providers

Fire safety

AFS Conseils & Sécurité
afs@afsconseils.fr

Exhibitor health & safety

DOT
+33 (0)1 46 05 76 48
sps@d-o-t.fr

Stands approval

DECO PLUS
+33 (0)9 67 78 93 85
w.decoplus@free.fr

Turnkey stand

Créatifs
aps@creatifs.fr

Links Event (Identity)
+33 (0)1 80 84 49 06
identity@linkseventgroupe.com

STAND ING (Business)

virginie@stand-ing.com

Technical services

(Electricity, Parking, Water,
Internet, Wi-Fi)

VIPARIS

+33 (0)1 40 68 16 16
contact@e-viparisstore.com
<https://www.viparisstore.com>

Equipment rentals

Computer & audiovisual
A-LOC
+33 (0)1 71 16 19 80
info@a-loc.com

Inspection of Suspended Structures

ICE
Pierre BEILLE DOMECCQ
+33 6 88 88 15 91
pierrebdq@gmail.com

SOCOTEC

Patrick PEREIRA
+33 6 08 12 08 21
patrick.pereira@socotec.com

QUALICONSLT

Didier FAIVRE
+33 63 65 62 53
sdvam@qualiconsult.fr

Furniture

Camerus
+33 (0) 1 57 14 25 25
exposant@camerus.com
[Showroom Produits - Camerus](#)

Floral decoration

Gally
+33 (0)1 39 63 20 20
location@gally.com

Handling / Transport

Clamageran Foirexpo
+33 (0)1 57 25 18 01 ou 03
paris@clamageran.com

CLASQUIN

Tel : +33(0)1 48 63 33 81

Cocktail / Catering

Poirier
+33 (0)1 39 13 42 42
info@poirier.fr

Cleaning service

Millenium
+33 (0)1 60 19 72 72
stand@millenium-sas.com

RE'UP

contact@bereum.com

Stand Security Guard

GPS
+33 (0)1 53 02 01 18
commercial@gps-securite.fr

Hosts / Hostesses

DECIBELLES
+33 (0)7 83 77 18 67
commercial@deci-belles.com



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