

RULES ON THE PREVENTION OF FIRE AND PANIC

The logo for APG (Association of Professional Exhibitors) is a red circle containing the letters 'APG' in white.

1. SAFETY RULES ON THE PREVENTION OF FIRE AND PANIC

The exhibitor must comply with the safety rules on the prevention of fire and panic in establishments open to the public fixed by the 25 June 1980 order (general provisions).

The 18 November 1987 order defines the particular provisions applicable to exhibition Halls.

The text below is made up of aspects from this legislation and is designed to facilitate understanding.

During the build-up period, the Security Manager will ensure that the security measures reiterated below are applied.

Further information regarding fire safety is available from:

HANDI'SECUR
Isabelle FERRANDES
36 rue Jean Moulin
94300 VINCENNES
Tel : +33 6 87 99 86 59
e-mail : handisecur@icloud.com

2. RECALL OF SOME IMPORTANT RULES FOR THIS EXHIBITION

2.1. Accessibility for Persons of Reduced Mobility (PRM)

The exhibitor must comply with French regulations and with the accessibility order.

- **All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility.** Applied to the show, this means that:

* Ramps must comply with legal requirements. A slope of less than 4 % or 5% up to 10,00 m, or 8% up to 2,00 m, or 10% up to 0.50 m, or a slope at 33% if floor height is < 4 cm.

* The slope must include a level landing at the top and bottom of each ramp run.

* All internal routes and exit signs must contrast visually with the surrounding environment.

- **People with reduced mobility could use the registration banks** (H maximum of 0.80 m, empty under the table of registration bank of 0.30 m wide, 0.70 m height and 0.60 m deep).

- **The elevated stands** must be accessible to people with reduced mobility. **One of staircases** must comply with the accessibility order (see the file attached). For persons with motor disabilities: the benefits located on the 1st floor must be made accessible to the ground floor.

3. FIRE REGULATIONS AS THEY RELATE TO THE FITTING OUT OF STANDS

3.1. Materials, rating requirements

3.1.1. General information

All materials used must have a specific fire rating (French class or Euroclass).

3.1.2. Requirements

- Stand structure and partitions with **M3 or D** minimum rating (European classification system).

- Large furniture items (cash till, counter, display unit, separator screens, etc.) with **M3 or D** minimum rating.

- Wall coverings (natural or plastic materials) with **M2 or C** minimum rating.

- Curtains, hangings or loose voiles with **M2 or C** minimum rating.

- Firmly fixed floor coverings with **M4 or D** minimum rating.

- Draped decorative or stand-dressing items (advertising panels if surface area >0.5m², string decorations, small decorative objects etc.) with **M1 or B** minimum rating.

- Full canopies with **M2 or C** minimum rating.

- Ceilings and false ceilings with **M1 or B** minimum rating.

- Mesh canopies must be CNPP (French test laboratory) certified.

3.1.3. Equivalence

- Non resinous solid wood: if thickness > 14 mm, rated **M3 or D**.
- Resinous solid wood: if thickness > 18 mm, rated **M3 or D**.
- Wood-based panels (plywood, boarding, particleboard and fiberboard): if thickness > 18 mm, rated **M3 or D**.

ATTENTION: Have the fire resistance test reports for materials used available on each stand. Failing this, have the equivalent fireproofing certificates available on each stand.

3.2. Construction and fit-out rules

3.2.1. Prohibited

- Curtains, hangings and voiles in front of exits.
- Paints and varnishes classified as flammable (for example nitrocellulose or glycerophthalic paint).
- The use of signs or advertising panels which features white letters on a green background.
- Stands with several raised levels.
- Covered upper levels (ceiling, false ceiling)

3.2.2. Covered stands (ceiling, canopy, raised level)

- Area < 300sq.m.
- 4m between stands.
- If area >50sq.m:
 - Appropriate extinguishers.
 - **One security guard holding the “SSIAP1” qualification present.**
 - Equipped with autonomous unit security lighting. This security lighting must be put on standby when the normal lighting is intentionally switched off.
- Canopies, if used, must be attached securely and supported by a network of perpendicular wires (minimum mesh 1sq.m).

3.2.3. Raised stands.

Exhibitors must send a dossier by email (handisecur@icloud.com) to the HANDI'SECUR COMPANY for its opinion and approval, with scale plan (s) in the format A4 or A3 indicating in the subject of the email the name of the exhibition, the stand number, the name of the exhibitor (e.g. “APS, stand n°....., exhibitor name”).

Respect the following constraints:

- One upper floor only.
- **If area accessible to the public is greater than 19sq.m, there must be 2 stairways.**
- Railings must conform to French standards NF P 01-012 and NF P 01-013 (see the attached file).
- **The solidity and stability of the structure must be verified by an authorized French inspection service.**
- Fire extinguishers adapted to the risks placed on each mezzanine,
- No electric spaces (energy and distribution) with a total output > 100 kVA below or above the mezzanine,
- Use of mesh velum or smoke out type for any coverage above the mezzanine.

3.2.4. Closed stands or rooms

- If S > 20 sqm, it's necessary to have 2 emergency exits.
- Exits suitably spaced.
- Exits signed.
- If S > 300 sqm, *please contact by email HANDI'SECUR COMPANY (handisecur@icloud.com).*

3.3. Fireproofing

Fireproofing can give materials, which are normally fairly or easily flammable M2 or C rating qualities. Spraying, applying with a paintbrush or soaking the material can carry out fireproofing.

To obtain certified applicators' contact details, contact:

Groupement Technique Français de l'Ignifugation :

10, rue du Débarcadère – FR 75852 Paris cedex 17

Phone. : 00 33 1 40 55 13 13

3.4. Fire certificates.

Exhibitors must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold equivalent fireproofing certificates on the stand.

It is in the exhibitors' interest to obtain these floor and wall coverings and materials from specialized suppliers or shops, which will avoid the issues associated with on-site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months).

Contact: **Groupement NON FEU**

37-39, rue de Neuilly BP 121 – FR 92113 Clichy Cedex

Phone : 00 33 1 47 56 30 80

4. ELECTRICITY

4.1. Exhibitors' 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 flame-retarding material, in compliance with European standards,
- all electrical apparatus, cables and conduits must be earthed,
- if class 0 equipment is to be powered up (exceptionally), it must be equipped with a residual current (maximum 30 mA) differential switch or safety device,
- class I equipment must be connected to the earth wire of the main supply line,
- the use of individual ground plates is forbidden.

4.2. Electrical equipment cabinets and boxes. 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.

IMPORTANT: if P > 100 kVA :

- electric cabinet in an enclosed room for this purpose only,
 - local area reported,
 - installation of a CO2 or powder type fire extinguisher,
 - partitions M3,
 - do not lie under a mezzanine accessible to the public or upstairs.
- Transmit operating "equipment and equipment declaration" form attached.

4.3. Halogen lamps (EN 60 698 standard). Stand lighting that includes halogen lamps must :

- be a minimum of 2.25 meters from the ground,
- be located a safe distance from all flammable materials (at least 0.50 meters from wood and other decorative material),
- be well secured,
- be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

4.4. High voltage neon signs. Neon signs :

- must be protected by a screen made of material with an M3 fire rating,
- the power switch must be clearly marked,
- transformers must not be within reach,
- a sign marked "Danger: high voltage" should be visible nearby.

5. HELIUM BALLOONS

- **No helium cylinders (empty or full) are to be stocked in the Hall.**
- Balloons must not be filled whilst the public is present.
- Balloons must be kept within the confines of the stand.
- If the balloon is lit, the exterior must be M2-rated.

6. MACHINERY

6.1. Operational equipment and machinery for demonstration. Must comply with the following rules:

- the Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in annexe and send it by email (handisecur@icloud.com) to the HANDI'SECUR COMPANY for its opinion and approval, indicating in the subject of the email the name of the exhibition, the stand number, the name of the exhibitor (e.g. "APS, stand n°, exhibitor name").
- such equipment must not present any risks to public safety,
- stationary equipment or machinery (whether or not operational):
 - any dangerous parts must be more than 1 meter from the public thoroughfare or protected by a rigid screen,
 - dangerous parts: moving parts, hot surfaces, blades and sharp objects;
- moving equipment or machinery:
 - must be presented in a protected area where members of the public are kept at a distance of at least one metre from the equipment itself;
- hydraulic jacks presented in a raised static position:
 - the equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation;
- all equipment must be properly stabilized.

6.2 REMOTELY PILOTED AIRCRAFT

Drones are not allowed to fly inside the hall.

7. SPECIAL EFFECTS

If technical installations are set up at the stand in order to create special effects (“smoke machine”, “effects using carbon dioxide” and “lasers” equipment), they must conform to the technical instructions on using particular installations (French Decree of 11 December 2009, JORF of 16 February 2010).

- Furthermore, the presence of automatic smoke detectors in some Halls or pavilions imposes restrictions on using this type of technical installation.
- These installations must, 30 days before the Show opens, be declared or a request to authorize their use (laser) must be made to the competent administrative authority (contact HANDI’SECUR COMPANY).

Important : the machines or the appliances comprising of the lasers with protections (cutting, reading, measurement ...), which are operational at the show, are authorized by the Departmental Safety Commission at the Prefecture. But the Organizer must receive a list of this equipment and machinery, at least 30 days before the Show begins.

8. RADIOACTIVE SUBSTANCES -X-RAYS (contact HANDI’SECUR COMPANY).

Any system using radioactive source or X-rays generator must be declared and submitted to the French Nuclear safety Authority (Authority de Surety Nuclear - ASN).

Specific regulations will apply to the stand.

The exhibitors will transmit to the organiser/Safety Manager:

- **The form joined, “exhibit working machines and appliances”,**
- **A technical data sheet,**
- **the ASN authorizations.**

9. PROHOBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:

- distribution of samples or products containing an inflammable gas,
- balloons inflated with a flammable or toxic gas,
- articles made of celluloid,
- the presence of pyrotechnic or explosives devices,
- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone,
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases (note : a request for dispensation can be submitted to the French authorities. Apply through HANDI’SECUR COMPANY, two months before the exhibition opens)
- pyrotechnic effects devices producing detonations, sparks or flames.

10. LIQUEFIED HYDROCARBONS

The use of containers containing not more than 13 kg of liquefied gas shall be permitted on stands provided that they are:

- used for demonstration purposes (bottles without a regulator not used for demonstration purposes are prohibited),
- out of public reach and protected from shocks,
- either separated from each other by a rigid and incombustible screen with a maximum of 6 bottles per stand implanted at the rate of one bottle for at least 10 sqm or separated from each other by at least 5 meters with a maximum of 6 bottles per stand.

11. FIREFIGHTING EQUIPMENT

- Must remain visible and accessible at all times.
- If there is a fire hose cabinet on the stand, it must be visibly marked and remain accessible at all times via a 1m-wide passageway leading from the aisle.

12. SAFETY AND CLEANING

- it is prohibited to leave crates, cartons, boxes or pieces of wood on the stands and in the passageways.
- the premises must be cleaned on a daily basis.

EXHIBIT WORKING MACHINES AND APPLIANCES

Refer "Safety Regulations" of the Technical Guide

To be returned by 30 days before the opening to HANDI'SECUR COMPANY :

handisecur@icloud.com

EXHIBITION	APS 2019		
STAND:	PAVILION:	NUMBER:	
Company:			
Contact:			
Phone:	e - Mail:		

1. OPERATIONAL EQUIPMENT AND MACHINERY	
Type	
Risks involved for the public	
Envisaged protections	

2. USE OF PRODUCTS REQUIRING DECLARATION	
Source of electrical power in excess of 100 kVA:	
Type and power:	
Flammable liquids (other than those in the equipment or machinery)	
Nature	
Use	On the stand limited quantity at 5 l (1 ^{ère} category) or 10 l (2 ^{ème} category)
Liquefied Gas (as acetylene, oxygen, hydrogen or equivalent gas with the same risks)	
Nature	Quantity:

3. USE OF EQUIPMENT REQUIRING AUTHORIZATION (contact HANDI'SECUR COMPANY)			
Special effects (as smoke generator, fog generator or laser)	YES	NO	Nature:
Radioactive source.	YES		NO
	Authorization ASN	YES	
X rays generator	YES		NO
	Authorization ASN	YES	

Date:	Signature: Name & surname of the person duly authorized to act on the Client's behalf, preceded by "Read and approved".
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