

11-12
DECEMBER
2024



Montpellier
Exhibition
Centre



enerGaia

Renewable energy Forum

LET'S POLL OUR ENERGIES!

EXHIBITOR MANUAL

Forum EnerGaia 2024



TABLE OF CONTENTS

1. COMING TO THE EXHIBITION CENTER	4
1.1. ACCESS BY CAR AND TRUCK	4
1.2. TRAFFIC AND PARKING IN THE PARK	5
1.3. DURING ASSEMBLY	5
1.4. DURING THE PUBLIC OPENING OF THE FORUM.....	5
1.5. THE EVENING OF DISMANTLING	5
1.6. COMING TO THE PARK DURING THE SHOW	6
1.7. DISCOUNT OFFERS.....	7
2. ENERGAÏA FORUM SCHEDULE.....	8
2.1. BADGES.....	8
2.2. INSTALLATION INSTRUCTIONS	9
2.3. PARCEL DELIVERIES.....	9
2.4. SECURITY / GUARDING	10
3. BUILDING YOUR STAND	11
3.1. ARCHITECTURAL RULES	11
3.2. SLINGS/HANGERS FOR BARE STANDS.....	12
3.3. ELECTRICITY	13
3.4. INTERNET.....	14
3.5. WATER	15
3.6. INSURANCE.....	16
4. STAND SECURITY	17
4.1. SAFETY MEASURES AND REGULATIONS	17
4.2. STANDS, PODIUMS, BLEACHERS	17
4.3. VELUMS, COVERED STANDS, CEILINGS AND FALSE CEILINGS, RAISED STANDS	18
4.4. MARQUEES AND TENTS.....	18
4.5. MEETING ROOMS, CONFERENCE ROOMS, PROJECTION ROOMS, AUDITORIUMS, MULTI-PURPOSE ROOMS AND STAGE FITTINGS	19
4.6. ACCESSIBILITY FOR PEOPLE WITH REDUCED MOBILITY	19
4.7. HORIZONTAL CIRCULATION	20
4.8. CATERING - SPECIAL APPLIANCES	21
4.9. MACHINES AND SPECIAL SUBSTANCES.....	21
4.10. CONTROL.....	23

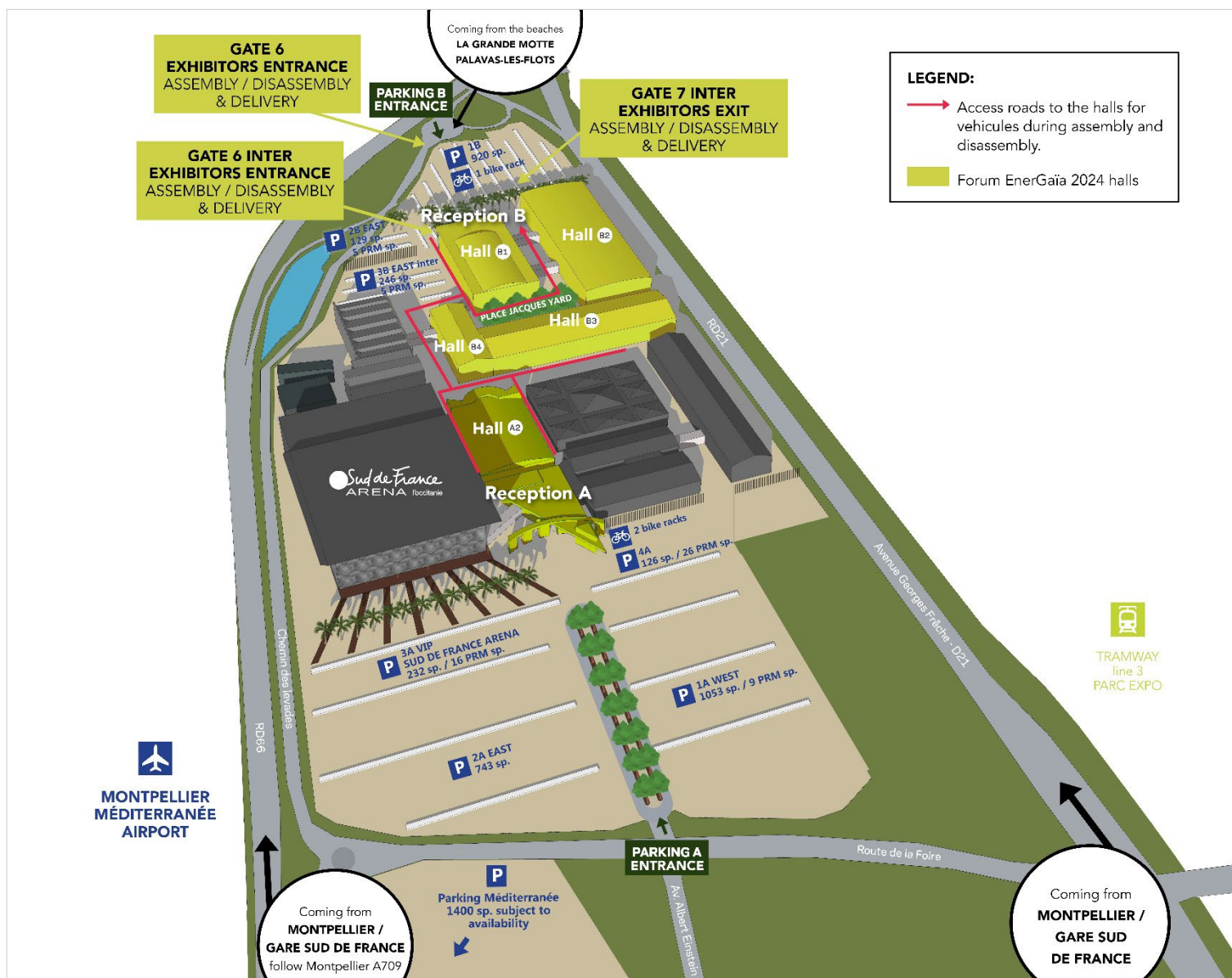
5. ECO-DESIGNING YOUR STAND.....	25
5.1. CHOICE OF STAND AND DECORATION	25
5.2. LIGHTING AND SOUND	26
5.3. ELECTRICAL AND ELECTRONIC EQUIPMENT	26
5.4. ENERGY / FLUID	26
5.5. VEGETATION	26
5.6. ECO-RESPONSIBLE STAND: AREC SHARES ITS BEST PRACTICES WITH YOU!	27
5.7. WASTE	27
6. ENERGAÏA FORUM'S ECO-RESPONSIBLE ACTIONS.....	30
7. CONTACTS AND USEFUL NUMBERS	32
7.1. THE FORUM TEAM	32
7.2. TECHNICAL CONTACTS.....	32
7.3. USEFUL CONTACTS	33
7.4. EMERGENCY NUMBERS.....	33
8. APPENDICES: HALL DATA SHEETS	33

1. COMING TO THE EXHIBITION CENTER

1.1. ACCESS BY CAR AND TRUCK

From the A9: exit n°29 Montpellier Est - Follow the Arena/Parc des Expositions signs.

From Montpellier Centre : D21 - Follow Arena/Parc des Expositions signs.



1.2. TRAFFIC AND PARKING IN THE PARK

Traffic inside the Park is subject to certain measures. You must comply with them and notify your installers, transporters and various suppliers.

- Access to the Exhibition Centre is forbidden to personal and/or tourist vehicles.
- Access for heavy goods vehicles is authorized during the set-up and dismantling phases. Heavy goods vehicles may not be parked inside the Park during assembly/operation/dismantling. They are prohibited during public opening hours.
- All vehicles are prohibited from entering the halls.
- Respect for the highway code.
- Speed limited to 15 km/h.
- No stopping or parking on traffic lanes.

The Parc des Expositions has set up agents to help you get around and park: follow their instructions carefully.

1.3. DURING ASSEMBLY

- Don't forget to inform your carriers of your location: Hall - Aisle - Stand No.
- Free entry and exit.
- No unflagged personal vehicle will be allowed to freely enter the exhibition grounds.
- Parking is free in the Exhibition Centre parking lots, subject to compliance with access times and the areas and parking lots reserved for this purpose by the Exhibition Centre.
- Truck access via parking lot B and gate P6 Inter will be authorized only outside public opening hours.

ADVICE

- During assembly, avoid the 10:00 am / 1:00 pm period.
- Avoid deliveries the day before the show opens.
- Drive your vehicles away as soon as they have been unloaded.



CAUTION

From Tuesday, December 10, 2024 at 10:00 p.m., all vehicles parked in the vicinity of the halls must vacate these spaces and park in the designated parking lots. Overnight parking is prohibited during assembly/operation/dismantling for liability reasons. The parking lots are not manned.

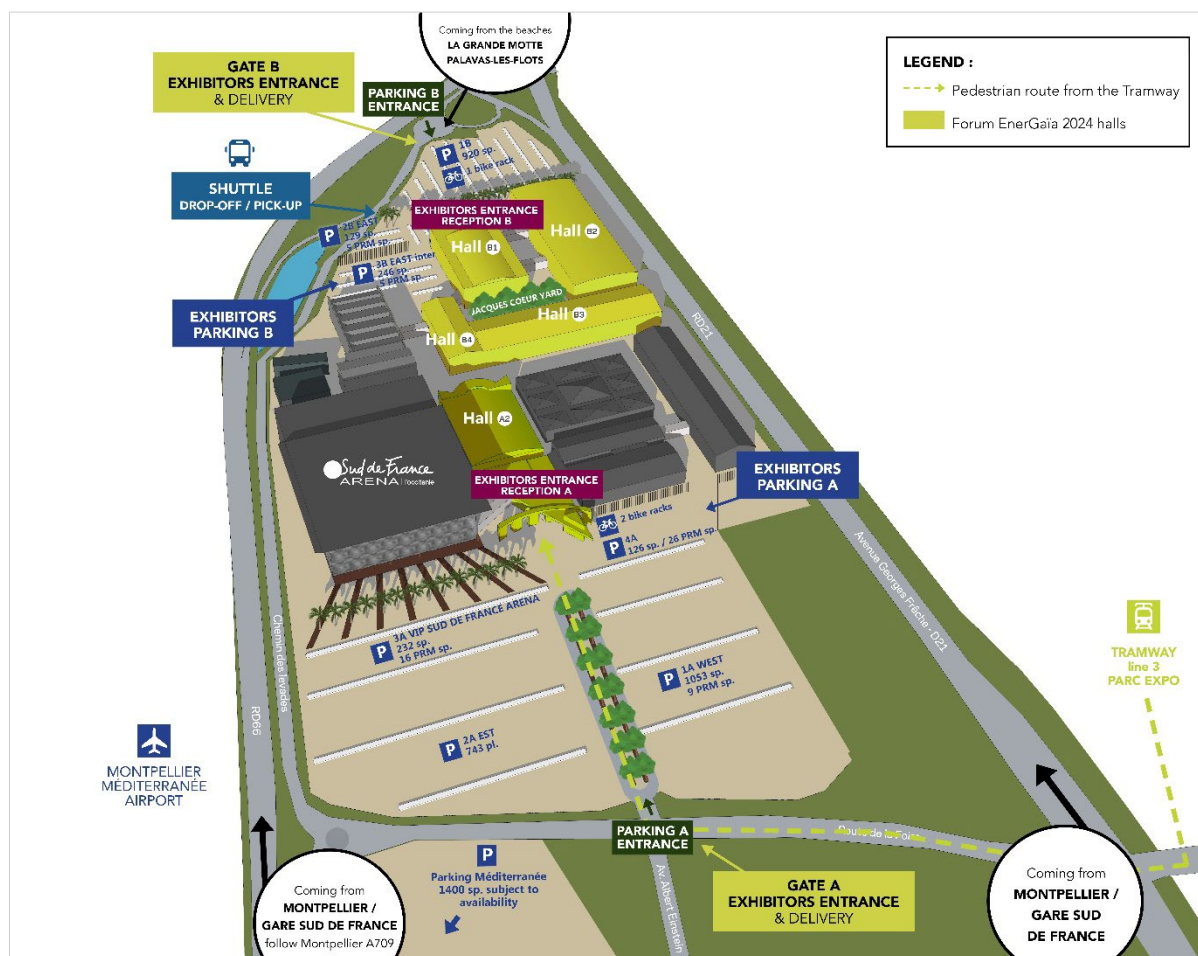
1.4. DURING THE PUBLIC OPENING OF THE FORUM

- **It is strictly forbidden to park vehicles** inside the Exhibition Center, on the traffic lanes and on the safety perimeters during the Forum. Should the need arise, the Exhibition Centre management will take all necessary measures to evacuate the vehicles, without recourse for exhibitors (damage, impounding, etc.) Parking is prohibited.
- No vehicles will be allowed on the premises.
- No storage of any kind is permitted inside the Exhibition Centre.
- Deliveries will be made at GATE P3 and/or P6.

1.5. THE EVENING OF DISMANTLING

- When the show closes, only handcarts and flatbeds are allowed.
- Motorized access to the halls is authorized 2 hours after closing to the public, subject to the progress of the site and the agreement of the safety officer.

1.6. COME TO THE PARK DURING THE SHOW



By streetcar



Line 3 direction "Pérols - Etang de l'Or".
Parc Expo stop
Information Allo Tam +33 (0)4 67 22 87 87
www.tam-voyages.com

By car



From A709: exit n°29 - Montpellier Est Follow
Arena/Parc des Expositions signs
From Montpellier Centre: D 21
Follow Arena/Parc des Expositions signs

By train



Information and reservations: 3635
Montpellier SNCF station: +33 (0) 892 35 35 35
www.sncf-connect.com

By cab



Cab Bleu du Midi: +33 (0)4 67 03 2000
www.taxibleudumidi.fr
First Class VTC: +33 (0)6 25 77 23 82
www.first-class-vtc.fr

By plane



Montpellier Méditerranée International Airport:
+33 (0)4 67 20 85 00
www.montpellier.aeroport.fr

Free shuttles



Montpellier Méditerranée International Airport
Gare Sud de France and Gare Saint-Roch
Parc Expo" streetcar stop

1.7. DISCOUNT OFFERS

AIR FRANCE & KLM Global Meetings

Event: **FORUM ENERGIAIA**

Code identifier: **41354AF**

Validity of shipment from: **December 4, 2024 to December 19, 2024**, inclusive

Location of event: **Montpellier, France**

Discounts on a very wide range of public fares on all Air France and KLM flights, up to -15% on international routes, as well as preferential sales and after-sales conditions on routes in mainland France (including Corsica).

Connect directly to [GLOBAL MEETINGS AIR FRANCE & KLM](#)

2. ENERGAÏA FORUM SCHEDULE

		HALL B1	HALLS B2, B3, B4	HALL A2	EXHIBITOR RECEPTION (+33) 4 67 17 68 20	TECHNICAL SUPPORT +33 (0)4 67 17 68 58
ASSEMBLY	Sunday 08/12/24	"BARE STANDS 8:00 am - 8:00 pm with exemption only			9:00 am – 6:00 pm	8:00 a.m.-8:00 p.m.
	Monday 09/12/24	"BARE STANDS 8:00 am – 12:00 pm	"BARE STANDS 10 :00 – 12:00 pm			
	Tuesday 10/12/24	"ALL STANDS" 7:00 am – 10:00 pm			8:00 am – 8:00 pm	
FORUM OPENING	Wednesday 11/12/24	EXHIBITOR OPENING 7h00-19h00 PUBLIC OPENING 9h00 - 18h00				
	Thursday 12/12/24	EXHIBITOR OPENING 8h00-18h00 PUBLIC OPENING 9h00 - 17h00				
DISASSEMBLY	Thursday 12/12/24	"ALL STANDS 5:00 pm – 12:00 pm			8:00 am – 6:00 pm	
	Friday 13/12/24		"ALL STANDS 8:00 am – 12:00 pm			

ASSEMBLY EXEMPTION ONLY :

- For bare stands
- Sunday, December 8, 2024, from 8:00 a.m. to 8:00 p.m.

Please complete the compulsory "**Derogation Request**" form (Exhibitor Area) and return it to your Sales Manager before **02/12/24**.

No derogation possible for hall A2.

FOR OUTDOOR STANDS :

We advise you to set up your stand at 8.00 am on Sunday.

Please complete the compulsory "**Derogation Request**" form (Exhibitor Area) and return it to your Sales Manager before **02/12/24**.

STAND DISMANTLING :

Forbidden before the official closing of the Forum for security reasons, i.e. Thursday, December 12, 2024 at 5:00 pm.

It is imperative that all halls be vacated by 12:00 noon on Friday, December 13, 2024.

- * Empty the contents of your rented furniture by 6:00 p.m. on Thursday, December 12, 2024. Leave the keys in the locks.

If you need transport and storage, our service provider is at your disposal:

Transports JP GADEAU & FILS MIDI PYRENEES : Bernard GADEA

Tel : +33 (0)5 62 87 62 18 ou +33 (0)6 61 91 82 66

Mail : b.gadea@jpgadeau.fr

2.1. BADGES

- During set-up and dismantling periods, no badges are required for exhibitors or stand attendants anywhere in the park, including exhibitor parking.
- The access badge is compulsory from Wednesday 11/12/2024 7:00 am to Thursday 12/12/2024 5:00 pm.

2.2. INSTALLATION INSTRUCTIONS

- Personal protective equipment (safety shoes, helmets, etc.) is mandatory during assembly and dismantling.
- Empty packaging must be removed without delay and stored by exhibitors or their carriers.
- It is forbidden to clutter the storerooms with packaging and miscellaneous goods that could provide fire-fighting fuel in the event of a fire.
- Evacuation of goods and empty packaging must be completed **by 10:00 pm on Tuesday, December 10, 2024**. Otherwise, pallets and other identified and uncleared materials will be removed by our cleaning service.
Collection and delivery of these items to the exhibitor's stand will be at the exhibitor's expense.
- Final assembly operations, including cleaning, must be completed **by 10:00 p.m. on Tuesday, December 10, 2024**.

2.3. PARCEL DELIVERIES

- Postal delivery is not recommended, as deliveries cannot be made on site. The ENERGAIA Forum cannot guarantee receipt of your parcel.
- Deliveries are possible from Monday 09 December 2024 **if and only if the exhibitor is present** on site to receive his parcel. No parcel can be delivered before this date.
- If technical equipment is to be delivered, please complete the mandatory "Safety Protocol" form (Exhibitor Area).
- When the Park is open to the public, delivery vehicles are not authorized to enter or circulate within the grounds.
- If the delivery is to be made during the event, the delivery person must contact the Exhibitor Reception - Reception B (south).
- Each envelope/package must be legibly labelled:

ENERGAIA FORUM December 11 and 12, 2024
Hall: Aisle: Stand no.:
Name of exhibiting company:
Name of booth contact:
Telephone number:
Exhibition Center Route de la Foire Parking lot B, Exhibitor reception area Reception area B (south) 34470 PEROLS - FRANCE

2.4. SECURITY / GUARDING

- The Exhibition Centre has no facilities for storing empty packaging during the exhibition period.
- Set-up and dismantling phases are sensitive. Rented equipment is your responsibility.
- The organizer is responsible for the general security of the exhibition area. However, this is an obligation of means and not of result. It is therefore up to each exhibitor to keep an eye on his stand. **Stands are not guarded during set-up, dismantling and public opening hours.** In order to reduce the risk of theft, exhibitors must be present at their stands during these periods until all equipment has been removed.

GUARDING ASSEMBLY	
Monday night 09/12	From 00:00 pm to 8:00 am
Tuesday night 10/12	From 10:00 pm to 7:00 am
FORUM SECURITY	
Wednesday night 11/12	From 8:00 pm to 8:00 am



CAUTION

Do not leave any valuables unattended on your stand. Under no circumstances will. SPL Occitanie Events be held responsible for any damage or theft (articles 7.2, 7.3 and 7.4 of the General Terms and Conditions).

3. BUILDING YOUR STAND

By signing the reservation form, the exhibitor undertakes to comply with all the clauses of this document and of the general show regulations (on the reverse of the reservation form), and to ensure that his service providers (decorators, fitters) comply with them, a copy of which will be kept by the exhibitor.

The show organizer reserves the right to modify or dismantle by the exhibitor or his stand operator any installations that do not comply with the architectural regulations and are likely to disturb neighboring exhibitors or the public.

3.1. ARCHITECTURAL RULES

- Any signage suspended above a stand must be set back 1 m from the edge of the stand.
- The minimum height for hanging signs is set at 3 m from the ground.
- Where several banners are hung on the same structure, exhibitors are required to maintain a distance of 1.50 m between two banners; any folding screen effect obscuring the neighbouring competitor's signage must be rectified.
- No signage from stand A may be hung over the adjoining stand B, in order to avoid any signage confusion for the public.
- Illuminated signs may be installed, but flashing signs are not permitted.
- All stands are required to have a partition wall if they border another stand or a common area. The height of these partitions is limited to 2.50 m (including the technical floor).
- Stand sides facing an aisle must be 2/3 open.
- No item of decoration, furniture, signage or lighting may extend beyond the boundaries of the stand.

Design your stand project with an awareness of the time/realization ratio, according to the official set-up and dismantling schedules. If you're using a stand builder, send him this document so that he can take these regulations into account when designing your stand.

If you need an assembly dispensation (see Planning page 8), return the compulsory "dispensation request" form in your Exhibitor Area.

Detailed plans of bare stand projects must be returned to the Organizer for approval. They must be sent no later than October 31, 2024 to your Sales Manager (hchampel@spl-occitanie-events.com or nrossignol@spl-occitanie-events.com).

Please send us at least 2 dimensioned plans showing ground and elevation views (in 3D if possible).

- The use of green letters or a combination of white letters on a green background is not permitted, as these colors are reserved for safety signs.
- The use of duct tape to lay carpet is strictly forbidden. If necessary, you will be charged for restoring the floor.
- It is strictly forbidden to paint on any part of the building, or to hang, glue or fix anything else.
- Any damage caused and observed during set-up and dismantling will be repaired by the Montpellier Exhibition Centre's maintenance department and invoiced to the exhibitor, who is also responsible for his service providers and contractors.
- Stand dismantling may under no circumstances begin before 5 p.m. on December 13, 2023, out of respect for visitors.

- All stands, decorations, equipment and goods must be removed by: please refer to the schedule on page 8. Once these deadlines have expired, the organizer may, at the exhibitor's expense and risk, take any measures it deems necessary for the removal of goods and equipment that have not been removed, and for the destruction of structures and decorations of any kind that have not been dismantled and removed, without incurring any liability.
- The removal and treatment of waste left behind voluntarily by exhibitors or their subcontractors will be invoiced to the exhibitor at €150 per m3 excluding VAT.

Please refer to the attached hall data sheets for stand construction.



CAUTION - HALL TRAFFIC REGULATIONS

Vehicles are not allowed in the halls, to avoid any risk of collision with personnel, equipment or stand structures. Forum security reserves the right to deny access to exhibitors who fail to comply with this rule.

3.2. SLINGS/HANGERS FOR BARE STANDS

For all hanging requests, please contact our approved service provider:

SCENEXPO

Mr Reginald PELLEGRINI

r.pellegrini@scenexpo.fr / Tel: +33 (0)6 82 87 51 83

- All primary fastenings (fastenings taken directly from our building structures) must be carried out by the service provider indicated above.
- They will be subject to inspection by an approved body appointed by the Exhibition Centre's technical operations department, at the exhibitor's expense.
- The service provider is responsible for compiling the complete file and sending it to the Exhibition Centre's Technical Operations Department for analysis and authorization.
- On the other hand, **secondary fixtures (heavy signage, light bridges, scenery, etc.) attached to these primary fixtures may be installed by one of the Park's approved service providers, or by a service provider of your choice. They must be inspected by an approved body appointed by you or your service provider. The cost of inspection is borne by the exhibitor.**
- **A certificate of conformity issued by this organization must be presented when the event's safety officer visits the stand, who reserves the right to close the stand if the document is not presented.**



CAUTION

Only hall B2 is suitable for HEAVY ACCROACHES.

Halls B1, B3, B4, A2 **can only accommodate ACCROCHES weighing up to 2 kg.** For your visuals, therefore, use structures starting from the ground.

See hall data sheets (appendices).

3.3. ELECTRICITY

ADVICE

- **Calculate** the electrical power required by the general lighting installation, the motive power of machines, small electrical equipment...
For information: 1 KW = 1,000 Watts
1 computer = 500 Watts
1 coffee machine = 1,500 Watts
1 refrigerator = 500 Watts.
- Every evening, **switch off** the stand's power supply when you leave.

Services

- The energy is supplied by the Exhibition Centre in direct current, or intermittently depending on the type of box chosen, three-phase 50 Hertz, average voltage 410 volts phase-to-phase or 240 volts phase-to-neutral.
- Power is supplied to each exhibitor's stand by a power cable terminating in a leaded box fitted with a circuit breaker and differential switch, which must be accessible to Park representatives at all times.
- A phase-neutral terminal block is provided for exhibitors at the bottom of the cabinet.
- The box is equipped with one or more separate sockets (depending on the power required).



CAUTION

For safety reasons, only the Exhibition Center's technical staff is authorized to make the connection, and to make modifications if necessary.

Power on

From Monday December 09 to Thursday December 12, 2024 at midnight. Outside these hours, please contact your Sales Manager (hchampel@spl-occitanie-events.com or nrossignol@spl-occitanie-events.com)

Electrical box location

- For bare stands: the stand will be set up in accordance with the information provided by the exhibitor on his stand design.
- For equipped stands: please return the compulsory "Stand Prestations Techniques" form (Exhibitor Area) by November 15, 2024 at the latest.

In the absence of a plan, the box will be installed in an inside corner of the stand.

Important for bare indoor and outdoor stands

- Safety regulations in force for trade shows require that a power supply can only supply one stand.
- Before working on your installation, check that the power supply to your stand is switched off.
- **Exhibitors wishing to increase their electrical power must order it via the online store in the Exhibitors' Area and check what they have already ordered on their participation contract.**
- The exhibitor remains responsible for all equipment supplied for hire and for any damage or injury caused or suffered in the event of incorrect use. He also remains responsible for his electrical installation.

Electricity for stand

Equipped stands supplied by the Forum have a 3 kW electrical connection. Exhibitors wishing to increase their electrical power must order this via the online Boutique in the Exhibitor Area.

Security

Each stand is supplied from the site's network of switchboards, connection boxes or electrical cabinets (fixed and semi-permanent installations).

- Each stand or exhibitor is provided with a box protected at the top by a leaded cover. It is strictly forbidden to remove the seal from this box.
- The cabinet must remain accessible to the PARC des EXPOSITIONS technician at all times, but out of the immediate reach of the public.
- In the part reserved for the exhibitor's use (electrification of the stand) it includes at least :
 - 1 set of HPC fuses calibrated to the height of the exhibitor's control panel
 - 1 circuit breaker 30mA
 - 2 x 16A sockets
 - 1 terminal block for stand electrical installations.
- The boundary between the establishment's fixed or semi-permanent installations (the construction, operation and maintenance of which are the sole responsibility of the establishment) and the stand installations (which are the responsibility of the Exhibitor) is at the level of this box.
- Specific electrical installations for stands, particularly lighting, must be carried out under the responsibility of exhibitors by people who are particularly well informed about the risks of the event and who have the knowledge to design and carry out the work in compliance with regulations.

The work must be carried out in accordance with the provisions of :

- Standard N F C 15 - 100.
- Articles T.35 and T.36 (modified order of November 18, 1987).

During the power-up period, permanent surveillance is carried out by qualified personnel familiar with the installations.

3.4. INTERNET

Temporary connection to an INTERNET line if you have a computer equipped with an ETHERNET card.
For equipped stands: please return the compulsory "Stand Prestations Techniques" form (Exhibitor Area) no later than November 15, 2024 for cable location.

Services

- Rates include connection and consumption.
- I.P. addresses are supplied automatically by the network (DHCP).
- The computer is installed and supplied by you.
- Exhibitors must not create their own wifi network in order to avoid saturating the SPL Occitanie Events network.
- The use of routers is strictly forbidden.
- For exhibitors presenting WIFI applications, please contact the Management Department.
- The wired connections will be installed directly on the stand on Monday, December 09, 2024 by Park technicians.



CAUTION

- Park technicians are not authorized to configure your computers. Please contact your own team.
- Your login code will be given to you at the Exhibitor Reception Area B (south).

3.5. WATER

Please order this service via the online store in the Exhibitor Area.

Service

The water supply to the stands is provided by SPL Occitanie Events (Parc des Expositions).

The water system includes :

- A 15/21 mm diameter flexible pipe inlet terminated by a 26/34 mm male thread shut-off valve.
- A 40/49 mm ID wastewater drain.
- Water consumption.

Commissioning

From Monday December 09 to Thursday December 12, 2023 5:00 PM.

Outside these hours, please contact your Sales Representative (hchampel@spl-occitanie-events.com or nrossignol@spl-occitanie-events.com).

Location of water stations

It will be installed in accordance with the layout plan. In the absence of a plan, the water inlet will be positioned close to a technical gutter.

For equipped stands: please return the compulsory "Stand Prestations Techniques" form (Exhibitor Area) by November 15, 2024 at the latest for the location of the water supply.

ADVICE

- **Use** technical channels to position water outlets in the best possible way.
- **Avoid** disposing of materials in sinks that could clog the drain.
- **Specify** whether the connected equipment generates hot water.



CAUTION

The exhibitor remains responsible for all equipment supplied for hire and for any damage or injury caused or suffered in the event of incorrect use.



NEED MORE INFORMATION ABOUT YOUR STAND?

Contact your Sales Manager

Hélène CHAMPEL: hchampel@spl-occitanie-events.com

Tel: +33 (0)4 67 17 68 60 / +33 (0)6 80 90 49 31

Naomi ROSSIGNOL: nrossignol@spl-occitanie-events.com

Tel: +33 (0)4 67 17 69 63 / +33 (0)6 70 08 30 52

Salon Assistant

Laure BOURACHOT : E-mail : lbourachot@spl-occitanie-events.com

Tel: +33 (0)4 67 17 68 20

3.6. INSURANCE

The various services subscribed to and paid for by an exhibitor when registering for the EnerGaïa 2024 Forum do not include civil liability insurance or insurance of the goods or products exhibited.

It is the responsibility of each exhibitor to take out the insurance necessary for the exercise of his activity and to return to the organizer a certificate of civil liability insurance before the opening of the event.

Exhibitors are also invited to take out additional property damage insurance. Under no circumstances will they be able to turn to SPL OCCITANIE Events in the event of damage, loss or theft.



CAUTION

If you are exhibiting equipment with a real market value, please complete the mandatory "Exhibited Equipment Declaration" form in your Exhibitor Area.

4. STAND SECURITY

4.1. SAFETY MEASURES AND REGULATIONS

Stands and fittings

- The exhibitor must return to SPL Occitanie Events the "Declaration of Exhibited Material", "Safety Protocol" and "Machinery in Operation" forms (Exhibitor Area) by November 15, 2024 at the latest.
- Any infringement of the provisions of the regulations published in this booklet or to which it refers may result in the immediate exclusion of any offending exhibitor or company, at the sole discretion of the Show's Organizing Committee. This applies in particular to failure to take out insurance, non-compliance with fixtures and fittings, non-compliance with safety regulations and the "schedule of regulations", non-occupation of stands, etc.
- In this respect, the Organizing Committee has a right of retention on exhibited items and furniture or decorative elements belonging to the exhibiting company. In the event of a dispute, the Montpellier Commercial Court shall have sole jurisdiction, the French text of these regulations being authoritative.
- This document constitutes the specifications against the risks of fire and panic in establishments open to the public of type T for the event provided for in article T5 §3 of the decree of November 18, 1987.

Defining layouts

For the purposes of the regulations, interior fittings include interior decorations, drapes, doors and curtains, floor, wall, partition and ceiling coverings, ducts and pipes not incorporated in a duct or not embedded, false ceiling components, furniture attached to structures or fixed to the floor.

For all electrical installations, sound systems, light bridges, aerial infrastructure, stages and bleachers, and regardless of how they are mounted, hung or fixed, it is imperative that :

- The installation must be inspected by an approved body or technician before it is opened to the public,
- The exhibitor must apply to the Exhibition Centre for prior authorization.
- The exhibitor must provide a certificate of verification to the safety officer.
- It is forbidden to drill, seal, cut or paint on the floors, walls and pillars of the halls and partitions of the "Classic/Plus/Premium" stands.
- For safety reasons, it is forbidden to handle the cast-iron plates covering the fluid distribution channels.

Exhibitors are responsible for any damage they may cause to stand partitions and buildings when setting up or dismantling their stand.

4.2. STANDS, PODIUMS, STANDS, BLEACHERS

- They must in no way interfere with the proper operation of fire safety systems (fire extinguishers, fire extinguishers, smoke extraction controls), nor with the movement of people.
- The material exhibited must not exceed the height of the stand partitions or the surface area rented.
- All materials used for furnishings and decorations must comply with the standards set out in the Safety Regulations.
- The use of white lettering on a green background is prohibited, as these colors are reserved exclusively for emergency exits.
- Stands and light-floor superstructures capable of accommodating people (grandstands, stands, podiums, bleachers) must be made of M3-category materials, whether they are located on the premises or in passageways.

- Floors, steps and, if present, stair risers must be flush with each other. Their underside must be free of all deposits of combustible materials, and they must provide openings for inspection, while remaining inaccessible to the public.
- For stands with a slight rise (10 cm maximum), provide an access ramp for people with reduced mobility.
- If underfloor areas exceed 100 m², they must be divided by M1 partitions into cells of up to 100 m² each.
- Horizontal or non-horizontal coverings for podiums, stands or bleachers with a height of over 30 cm and a total surface area of over 20 m² may be made of M3 category materials; those equal to or less than 20 m² may be made of M4 category materials.
- Materials displayed on stands are not subject to fire reaction requirements. However, if these materials are used to decorate partitions or false ceilings, their surface area is limited to 20% of the total surface area of the stand elements, beyond which the materials must meet fire reaction classification requirements.

4.3. VELUMS, COVERED STANDS, CEILINGS AND FALSE CEILINGS, RAISED STANDS

Horizontal velums are authorized, provided they are made of M1 materials.

These canopies must be equipped with a sufficient number of hanging systems or safety fittings to prevent them from falling during any evacuation of the public Article AM10 (Arrêté du 25 juin 1980 modifié). The certificate of compliance must be submitted to the event's safety officer, who reserves the right to have any non-compliant installation dismantled.

Extract from article T.23 (Order of November 18, 1987 modified) :

§ 1 Stands or premises with a ceiling, false ceiling or full canopy, as well as those with a raised level or those which do not meet the conditions of article T 21.

(§ 1) (Decree of November 18, 1987 modified), must simultaneously meet the following conditions:

- have a surface area of less than 300 square metres;

- be at least 4 metres apart;

- have a total surface area of ceilings and false ceilings (including those of raised levels) equal to no more than 10% of the surface area of the level concerned. Each stand or room may have only one raised level.

§ 2 If the surface area of these stands or premises exceeds 50 square meters, each of them must be equipped with appropriate extinguishing equipment permanently manned by at least one safety officer while the public is present in the establishment.

4.4. MARQUEES AND TENTS

- If a marquee, tent or structure is installed in the exhibition hall, it must be made of M2 materials.
- Marquees and tents must be located outside the structure at a minimum distance of 5m from the walls of the exhibition halls.
- Installed outdoors, it must be designed and installed to remain stable under the simultaneous effects of a normal wind and snow load. The safety register must be forwarded to the Safety Officer.
- The plant must be set up in areas where there is no risk of rapid ignition, and away from hazardous neighborhoods.
- They must not obstruct the aisle reserved for emergency vehicles.
- Its framework (masts, brackets, frames, cables) must allow sufficient volume to be maintained to ensure public evacuation in all circumstances, should the roof collapse.

- All heating, lighting and decorating installations must comply with the specific provisions of Articles CTS.1 to CTS.37 (modified Order of January 23, 1985).
- Cooking and reheating appliances are not permitted inside marquees or tents open to the public. They may be installed in a kitchen tent made of M2-category materials, and may be connected to the structure receiving the public by a tunnel made of M2-category materials.
- The provisions of the "Catering and special equipment" section (see page 21) apply in full to tents and marquees.



CAUTION - The premises must be evacuated in the event of :

- Snowfall in excess of 4 cm where accumulation could not be avoided on the roof (by heating, clearing, etc.).
- Normal wind speed in excess of 100 km/h (or a higher value taken into account during stability calculations and justified by a calculation note).
- Exceptional circumstances that could jeopardize public safety.

4.5. MEETING ROOMS, CONFERENCE ROOMS, PROJECTION ROOMS, AUDITORIUMS, MULTI-PURPOSE ROOMS AND STAGE FACILITIES

The construction, layout and occupancy of meeting, conference, projection or audition rooms must comply with the specific provisions of Articles L.1 to L.85 (Decree of February 05, 2007), as well as Articles CO.38, CO.39, CO.42, CO.43 and AM.18 (Decree of June 25, 1980, as amended).

4.6. ACCESSIBILITY FOR PEOPLE WITH REDUCED MOBILITY

Making buildings accessible means enabling people with temporary or long-term disabilities to exercise their citizenship, and offering well-being for all. Accessibility is just as much a part of general building regulations as safety. The dimensional aspects that characterize it have been defined on the basis of a standard occupied wheelchair. These dimensions are designed to meet the functional requirements of all users with reduced mobility.

In accordance with current legislative and regulatory provisions, the effective implementation of accessibility must be reflected in the possibility of :

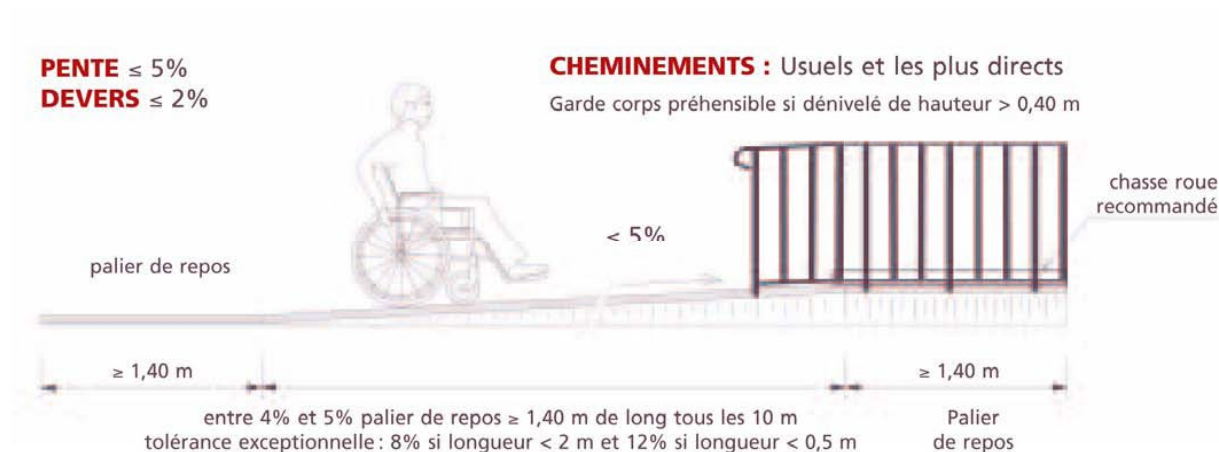
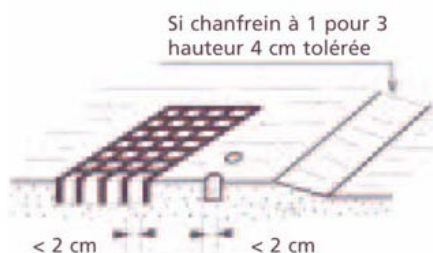
- Move around without running into obstacles created by designers or other construction professionals.
- Access to buildings of any kind.
- To use all the services available to the public.

When a stand is equipped with a floor, provide access for people with reduced mobility (ramp).

Accessibility does not erase deficiencies; it must contribute to abolishing disadvantages. It helps preserve the degree of autonomy of people with motor impairments. Accessibility is an essential condition for the safety, autonomy and social integration of people with reduced mobility.

4.7. HORIZONTAL CIRCULATION

- The walkway must be the usual walkway or one of the usual walkways. It must lead as directly as possible and without discontinuity, from the boundary of the establishment to areas or facilities open to the public.
- Floors must be unfurnished, non-slip and free of obstacles to the wheel.
- The longitudinal profile should preferably be horizontal, with no projections. If a slope is unavoidable, the values shown in the drawing below are acceptable. If there is no elevator, any difference in level must be crossed by an inclined surface.



- Horizontal rest landings at least 1.40 m long, excluding door clearance, are required every 10 m on ramps between 4% and 5%, at the top and bottom of each incline in front of all doors and inside each airlock.
- The projections are rounded or chamfered. The minimum distance between two steps is 2.50 m. Slopes with successive *steps* are forbidden.
- If unavoidable, the cant or cross-section must be less than 2%. The minimum width of paths is 1.40 m (1.20 m if there is no wall on either side).
- Attention must be paid to grids, slots and holes, which are obstacles to wheels or walking sticks (see diagram opposite). Blind people moving around need to be able to detect the various obstacles with their cane, and these should be in contrasting colors to the immediate environment for the visually impaired and blind.

4.8. CATERING - SPECIAL APPLIANCES

Temporary catering equipment

- Only cooking and reheating appliances with a total power rating of less than 20 kW per stand, used in accordance with the conditions laid down in Articles GC.16 and GC.17 (Arrêté du 25 juin 1980 modifié), are permitted inside exhibition areas.
- All measures must be taken to ensure a minimum distance of 3 meters between two cooking systems of less than 20 kW installed on different stands.

Cooking appliances with a total rated output of more than 20 kW per stand must be installed :

- Or in a large insulated kitchen meeting the requirements of Sections I and II of Articles GC (Arrêté du 25 juin 1980 modifié).
- Or in specialized modules or containers under the conditions stipulated in Article GC 18 (Arrêté du 25 juin 1980 modifié). In addition to article T 31 (§ 1) (Arrêté du 18 novembre 1987 modifié), 35 kg gas cylinders are authorized.

Cooking or regenerating appliances must :

- Comply with the relevant French standards,
- Be fixed to the ground when they are not sufficiently stable,
- Features an emergency fuel shut-off,
- Be insulated by a protective device and a clearance of 0.50m from all flammable parts.

In the case of small portable appliances, only those with a maximum power output of 3.5 kW are authorized.

- All kitchen fumes and vapours must be extracted by an enveloping hood with a sufficiently powerful fan, then filtered and deodorized. Grease-laden water must be discharged into grease traps before being discharged into the wastewater network.
- All cooking and reheating equipment must be maintained in good working order and inspected at least once a year. An up-to-date maintenance booklet must be provided at the request of the safety officer.



CAUTION - Materials, products and gases strictly forbidden:

- Use of flammable liquids.
- Distribution of samples or products containing flammable gas.
- Balloons inflated with flammable or toxic gas.
- Balloons inflated with any lighter-than-air gas.
- Celluloid items.
- Pyrotechnics and explosives.
- The presence of ethylene oxide, sulfur, carbon, sulfuric ether and acetone.

4.9. MACHINES AND SPECIAL SUBSTANCES

Use of liquefied hydrocarbons (butane, propane)

Extract from article T.31 (Order of November 18, 1987 modified) :

§ 1 Notwithstanding the provisions of Articles GZ 7 and GZ 8 (Arrêté du 25 juin 1980 modifié), receptacles containing up to 13 kg of liquefied gas are permitted in exhibition halls.

§ 2 Cylinders without regulators not used for demonstration purposes are forbidden.

Cylinders in service must always be kept out of reach of the public and protected against impact. They must be :

- Either separated from each other by a rigid, non-combustible screen, with a minimum of one bottle per 10 square metres and a maximum of six per stand;

- At least 5 metres apart, with a maximum of six per stand.

§ 3 Unconnected cylinders, empty or full, must be stored outside the building. Article T38-1 - Temporary cooking appliance installations

Only cooking and reheating appliances with a total power rating of less than 20 kW per stand, used in accordance with articles GC 16 and GC 17, are permitted inside exhibition halls.

All measures must be taken to ensure a minimum distance of 3 meters between two cooking installations of less than 20 kW installed on two different stands.

Cooking appliances with a total power rating of more than 20 kW per stand are prohibited.

In addition to article T 31, paragraph 1, 35 kg gas cylinders are authorized:

Section VII - Appliances installed in premises accessible or not to the public

Article GC 19 - Equipment power limits

§ 1 The use of cooking or reheating appliances is authorized if their total power output is less than or equal to 20 kW.

§ 2 For small portable devices, only :

- Electric or gas appliances with a maximum output of 3.5 kW
- Butane gas appliances fuelled by a cylinder weighing one kilogram or less
- Unpressurized alcohol flame devices, with a maximum capacity of 0.25 liters. They must be refilled away from the public.

Article GC 20 - Installation conditions

§ 1 Appliances must be immobilized, with the exception of small portable appliances.

§ 2 In premises accessible to the public and notwithstanding the provisions of article GZ 8, the use of :

- A butane cylinder weighing no more than 13 kilograms, provided that it supplies a single appliance and that the cylinder and its supply system are located out of public reach;
- One or more cylinders weighing one kilogram or less for small portable appliances. Section VIII - Maintenance and checks

Machines and equipment in operation

- In accordance with Article T.39 (Order of November 18, 1987 as amended), the following provisions are designed to protect the public against the risks of injury, burns and crushing.
- Moving parts, hot surfaces, points and cutting edges must either be protected by a rigid screen, or set back at least one meter from the aisles.
- Hydraulic safety devices on machines in static high position must be supplemented by a mechanical device to prevent accidental folding.
- All equipment on display must be properly stabilized to avoid any risk of tipping over.



CAUTION - DECLARATION OF MACHINES IN OPERATION

Remember to declare your machines in operation in your Exhibitor Area in the mandatory forms.

Thermal or combustion engine machines

- In accordance with Article T.41 (modified Order of November 18, 1987), the conditions under which these installations are set up and operated are subject to special authorization, after consultation with the Safety Commission.
- Combustion gases must be evacuated to the outside in accordance with plans approved by the Exhibition Centre.
- The installations (in accordance with NF standards) will be shut down as soon as the demonstrations are over.
- By extension, the use of ethanol fireplaces for demonstration purposes is subject to the same authorization requirements.

In addition, the following safety rules will be required for non-NF-certified appliances:

- The equipment must be stable.
- It must be installed on M0 flooring (over a perimeter of 1 m).
- A protective screen must be installed at least 1 m around the device.
- It must not be recharged while the public is present.
- It must be equipped with an emergency shut-off device.

Radioactive substances - x-rays

In accordance with Article T.43 (modified Order of November 18, 1987) and Decree no. 66-450 of June 20, 1966, the site plan must be sent to the Parc des Expositions to be kept at the central security station (PCS). Their location must be the subject of a special authorization request to the competent administrative authority.

Lasers

In accordance with Article T.44 (Decree of November 18, 1987 as amended), prior to their use, lasers must be subject to the exhibitor's :

- A request for authorization from the appropriate administrative authority.
- Delivery of the technical note accompanied by the installation plan.
- Delivery of a document drawn up and signed by the installer, certifying compliance with the provisions of Article T. 44 (Order of November 18, 1987 as amended).

4.10. CONTROL

Obligations of exhibitors and stand renters

Stand fittings must be completed by the time the Safety Commission arrives. The exhibitor or his representative must be present at each stand during this inspection. He must be able to provide valid fire reaction certificates for all materials used. SPL Occitanie Events declines all responsibility in the event of closure of a stand ordered by the Sub-Commission for non-compliance with regulations. The safety officer must ensure compliance with the safety measures described in this document. In matters of fire safety, he is your sole point of contact.

With regard to exhibitors, the safety officer is responsible for :

- Informing and advising exhibitors on the technical safety measures to be taken for their installations.
- Examine declarations and requests for authorization of operating machines, and hold the list of stands in which these machines are located.
- Monitor the application of safety measures from the start of stand set-up to the end of the opening to the public.
- To ensure that the establishment's safety equipment is not neutralized by the installations of the event in progress.

Mezzanine - light bridge - elevated structure

All elements of this type, regardless of how they are assembled, hung or fastened, must be inspected by an approved organization or a competent technician (depending on regulatory requirements), before opening to the public. For free-standing light bridges, only an electrical check by an approved organization is required after assembly. For suspended light bridges, an electrical and strength check must be carried out after assembly.

Classification of materials according to reaction to fire

RANKING	COMBUSTIBILITY	FLAMMABILITY	EXAMPLES
M0	Non-combustible	Non-flammable	Lead, steel, slate, ceramics, plaster, concrete, glass, rock wool
M1	Fuel	Non-flammable	Composite materials, PVC, mineral tiles for false ceilings, polyester, cotton
M2	Fuel	Low flammability	Wall-to-wall carpet, particleboard
M3	Fuel	Moderately flammable	Wood, rubber flooring, polyamide carpeting, wool
M4	Fuel	Highly flammable	Paper, polypropylene, mixed fiber carpets
NC	Uncategorized	Uncategorized	

Euroclass reaction-to-fire equivalence table for materials

RANKING			SOILS			
CLASSES TO NF EN 13501-1			REQUIREMENT	CLASSES ACCORDING TO NF EN 1301-1		REQUIREMENT
A1	/	/	Non-combustible	A1fl	/	Non-combustible
A2	S1	D0	M0	A2fl	S1	M0
A2	S1	D1	M1	A2fl	S2	M3
A2	S2	D0		Bfl	S1 S2	
	S3	D1		Cfl		
B	S1					
	S2					
	S3					
C	S1		M2	Bfl	S1 S2	M4
	S2					
	S3					
D	S1		M3	S: smoke; d: flaming debris. Admissible classes are defined by a combination of performance levels when additional classification(s) are used.		
	S2		M4			
	S3		Non-drip			
All classes other than E-d2 and F			M4			

5. ECO-DESIGNING YOUR STAND

Ephemeral décor is often the hallmark of the event industry... But since ephemerality and sustainable development are, by their very nature, contradictory, here are a few ideas to reconcile the two: **eco-design** of décor, like furniture, minimizes the impact of its manufacture on the environment, as well as its use and disposal at the end of its life.

5.1. CHOICE OF STAND AND DECORATION

- Choose rental: there are certainly local suppliers who offer these, and there's also a vast choice of natural and renewable materials or recyclable synthetics.
- Choose a sober style and colors that generally go out of fashion less quickly (if the imposed graphic charter allows).

Design:

- If you want to reuse it for several events, it can be designed from the outset to evolve: to be repainted, adapted, stored and easily assembled/dismantled... and to be modular (adapted to different surfaces).
- Design built-in elements to reduce the volume to be transported (less costly and less risky).
- Manufacturing using less material and reducing transport distances.
- Choose robust, reusable, repairable equipment to extend its lifespan.
- Check with the organizers to find out about the environmental recommendations in place (waste sorting channels, for example), so that you can design your stand in line with these solutions.

Materials :

- Careful selection of materials (local or nearby provenance, collection and eventual recycling, construction waste).
- Think PEFC or FSC-certified, renewable or recycled materials, while remaining very cautious about safety (e.g. cardboard furniture must be fireproof).
- Avoid harmful glues, paints and solvents (explosive, corrosive, flammable or poisonous). Eco-labeled paints are now available.
- Choose panels for which treatments and adhesives using hazardous products are limited: formaldehyde-free, OSB (Oriented Strand Board).
- Choose sturdy floor coverings in modular tiles, in colors that won't stain.
- Choose more durable, solid carpets that are easy to care for, sometimes even made from recycled materials (from tires, for example) so that they can be reused. Some suppliers offer recyclable carpets with the same color chart, but at a slightly higher price (+15%). In these cases, it's important to find a local collection channel, with a suitable skip and guaranteed waste treatment.

Recycling:

- Reuse, reduce and recycle packaging and protective materials.
- Remember to recycle all disposable décor (donations, school recycling, associations or selective bins).
- Identify in advance the waste and recyclable parts of your stand. Even if dismantling is often carried out in a hurry, and there are numerous safety constraints, remember to clarify this point upstream.

5.2. LIGHTING AND SOUND

The use of halogen spotlights, which consume a lot of energy, is still often perceived, wrongly, as a prerequisite for good stand lighting.

- Opt for low-consumption electrical equipment and light-emitting diodes (LEDs).
- Install a master switch for each stand to ensure that power is completely cut off when the stand is closed to the public.

5.3. ELECTRICAL AND ELECTRONIC EQUIPMENT

Audiovisual and information technologies are subject to the same economic considerations as all electrical equipment. The more they work, the more energy they consume and the more they wear out.

- Opt for equipment that consumes the least energy.
- Don't forget that behind the virtual world are machines that consume a lot of resources in production and generate very harmful waste.

5.4. ENERGY / FLUID

Eco-responsible actions

To help us in this process, we ask you to switch off all lighting and machinery (except fridges and freezers) during set-up, operation and dismantling.

5.5. VEGETATION

Plants contribute to the artistic universe of the event. Above all, they contribute to everyone's well-being by making the space more welcoming. But where they come from, if they're exotic, and how they're grown, particularly for cut flowers, can have a significant environmental impact (pesticides, fertilizers, CO2 emissions from heating the greenhouse, transport, cold storage, etc.).

- Opt for plants and flowers grown in France, rented locally.
- As soon as you have conceptualized the décor and chosen the species, check which ones will withstand the conditions (draughts...) and plan their watering.
- Make sure they're happy after the event.

5.6. ECO-RESPONSIBLE STAND: AREC SHARES ITS BEST PRACTICES WITH YOU!



It's perfectly possible to combine a professional stand with eco-responsibility!

The Agence Régionale de l'Energie et du Climat (AREC) d'Occitanie has chosen a stand integrating criteria of energy and ecological responsibility in line with its missions:

- Mobilizing stakeholders
- Identifying specific service providers
- Design of reception areas
- Choosing the right equipment
- Organizing thoughtful catering
- Responsible communication
- Raising public awareness of the approach
- Recovery and storage for maximum reuse
- Cleaning and waste recovery.

A great deal of thought went into designing a stand that would be eco-responsible, usable over several years and modular enough to adapt to different surfaces, while ensuring an aesthetically pleasing, professional finish.

AREC Occitanie shares its best practices with you:

<https://www.arec-occitanie.fr/un-stand-ecoresponsable-pour-larec.html>



5.7. WASTE

Single-use plastics

- Straws, steak picks, spinners, balloon stems and plastic confetti have been banned by law since 2021 and, in accordance with current regulations, single-use crockery must be recyclable or compostable when it cannot be avoided.

For https://www.ecologie.gouv.fr/sites/default/files/20018_InterdictionPlastique.pdf more information:

- In the same spirit of waste reduction, we invite you to limit the use of goodies and paper media to promote your image.
- Water fountains will be available at reception areas and other points of passage around the Parc des Expositions. Please bring your own containers.

Ashtrays

Because 1 cigarette butt takes up to 12 years to degrade and pollutes 500 liters of water, we have set up a cigarette butt collection system with ashtrays installed throughout the Exhibition Centre. The butts are collected and recycled by a specialized company.

We're counting on you to deposit your cigarette butts in the Eco Mégot ashtrays.

Waste management & disposal

- Any exhibitor renting a bare stand surface or his stand operator/subcontractor is responsible for the condition of the rented surface and for restoring it to its original state; he is required to return the rented surface free of any waste (stand components, packaging, carpeting, magazines,).
- During dismantling, all stands, decorations, equipment, goods and waste must be removed by: please refer to the schedule on page 8. Once these deadlines have expired, the organizer may, at the exhibitor's expense and risk, take any measures it deems necessary to remove any goods, materials or waste not removed.
- The organizer reserves the right to remove (and destroy) scenery and structures of any kind, without incurring any liability.
- The removal and treatment of waste left behind voluntarily by exhibitors or their subcontractors will be invoiced to the exhibitor at €250 ex VAT per m3.

Waste sorting

- Waste sorting will be in place throughout the EnerGaïa Forum and must be respected by exhibitors and visitors alike.
- To achieve this, indoor and outdoor collection points will be set up. These collection points will be identifiable and visible thanks to precise signage. Color codes will be used to ensure correct sorting.
- The company in charge of cleaning the EnerGaïa Forum will provide the necessary means to collect the sorted waste.
- Identifiable ambassadors are on hand to help you sort your waste and answer any questions you may have.

Collection points

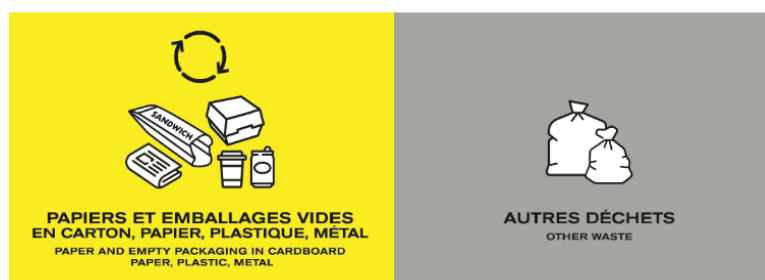
During event set-up



For exhibitors (indoor and outdoor collection). Outdoor collection points, located against the halls, will enable you to dispose of your waste according to the following flows:

This system will be accompanied by the presence of containers identified by type of waste in the halls during set-up and dismantling periods.

During the event, inside the Halls (public collection points):



During the event outside the Halls (Exhibitor Collection Points) :



Flows in catering areas (specific to restaurants) :



As well as used oils collected in special containers made available to each restaurant owner.

6. ENERGAÏA FORUM'S ECO-RESPONSIBLE ACTIONS

Dedicated to renewable energies and the energy transition, the EnerGaïa Forum sets an example for sustainable development.

That's why the EnerGaïa Forum is pursuing its actions set up since 2017:

- Reducing energy, water and paper consumption.
- Limitation and control of waste generated by the organization of the event (reduction, recovery, recycling of waste).
- Promoting soft transport.
- Local, seasonal catering.
- Raising environmental awareness among partners and the general public.



Local, responsible catering

In order to meet the new demands and expectations of our visitors, we want to move towards responsible eating:

- Local, seasonal catering.
- A healthy (not too fatty, not too salty, not too sweet) and diversified food offer.
- A vegetarian menu as a minimum.
- The implementation of a system to avoid all forms of waste and the reprocessing of bio-waste.
- Raising public awareness of responsible eating.

No plastic bottles are available in the catering area.

Plastic bottle caps are recovered from takeaway outlets offering plastic bottles.

Responsible communication

- All communication materials are printed on recycled and recyclable paper, by a company with the Imprim'Vert label.
- Collection of necklaces and badge holders for reuse in the next edition.
- Promoting our service providers and other committed players who participate alongside us in our eco-responsible approach.

Promoting soft transport

- Parking area for two-wheelers.
- Signage for tramway access.
- Shuttles to and from the station/airport/exhibition center.

Waste management

- Improved sorting system.
- Reuse of tarpaulins by a recycling center to make bags.
- No more carpet in the aisles, i.e. almost 5,000 m² removed.

Building

- Use of LED bulbs.
- Decoration with ornamental plants that can be replanted.
- Installation of dual flush systems in M/F/PMR washrooms.
- Use ECOLABEL or ECOCERT* cleaners.

**ECOCERT Ecodetergent certification is awarded to products that respect the three fundamental principles of the standard: protecting our planet and its resources, protecting and informing the consumer, and reducing unnecessary waste.*

If you are interested, please contact :

Hélène BRUNIER

hbrunier@spl-occitanie-events.com

SPL Occitanie Events is committed to an eco-responsible approach and has been ISO 20121 certified by AFAQ (responsible management standard applied to the events business) since January 2021.

We are committed to continuous improvement and to involving all our stakeholders, because we know that only together can we make progress.

You can find the complete process on our website: <https://www.energaia.fr/exposer/un-evenement-eco-responsable/>

TOGETHER, let's take action and adopt eco-responsible gestures before, during and after the event!



7. CONTACTS AND USEFUL NUMBERS

7.1. THE FORUM TEAM

DIRECTION			
FORUM MANAGER	Caroline GIGNON	+33 (0)4 67 17 69 63 +33 (0)6 33 74 31 99	cgignon@spl-occitanie-events.com
SALES			
COMMERCIAL MANAGER	Hélène CHAMPEL	+33 (0)4 67 17 68 60 +33 (0)6 80 90 49 31	hchampel@spl-occitanie-events.com
COMMERCIAL MANAGER	Naomi ROSSIGNOL	+33 (0)4 67 17 68 76 +33 (0)6 70 08 30 52	nrossignol@spl-occitanie-events.com
ASSISTANT	Laure BOURACHOT	+33 (0)4 67 17 68 20	lbourachot@spl-occitanie-events.com
MARKETING / COMMUNICATION			
COMMUNICATIONS / MEDIA MANAGER	Carole MALLET	+33 (0)4 67 17 69 66	cmallet@spl-occitanie-events.com
STAGE MANAGEMENT / TECHNICAL			
MANAGER	Mélanie CHICHEPORTICHE	+33 (0)4 67 17 68 10 +33 (0)7 87 08 00 95	mchicheportiche@spl-occitanie-events.com
TECHNICAL PERMANENCE		+33 (0)4 67 17 68 58	
SALES ADMINISTRATION			
ADV MANAGER	Nelly SERRANO	+33 (0)4 67 17 68 14	nserrano@spl-occitanie-events.com
ASSISTANT ADV / ACCOUNTANT	Anic LARGE	+33 (0)4 67 17 68 78	alarge@spl-occitanie-events.com
SAFETY			
SECURITY MANAGER	Stéphane LEVASSEUR	+33 (0)6 82 56 54 63	levasseurstephane@outlook.fr

7.2. TECHNICAL CONTACTS

PARTNERS			
SLINGING HOOKS LIGHTING BRIDGES	Réginald PELLIGRINI	+33 (0)6 82 87 51 83	r.pelligrini@scenexpo.fr
FREIGHT FORWARDER / CUSTOMS / TRANSPORT / STORAGE			
Transports JP GADEAU & FILS MIDI PYRENEES	Bernard GADEA	+33 (0)5 62 87 62 18 +33 (0)6 61 91 82 66	b.gadea@jpgadeau.fr

7.3. USEFUL CONTACTS

EXHIBITION SECURITY			
PC SECURITY		+33 (0)4 67 17 68 68	
POLICE STATION			
POLICE STATION		+33 (0)4 99 13 67 00	Avenue de l'Agau 34970 LATTES
CUSTOMS AND DIRECT TAXES			
REGIONAL CUSTOMS DIRECTORATE		+33 (0)4 67 27 14 20	22 rue de Claret 34000 Montpellier
POST OFFICE			
POST OFFICE		+33 (0)4 99 52 25 80	15, place G Brassens 34470 PEROLS
TICKET DISPENSER			
TICKET DISPENSER			Hall B1- Catering area

7.4. EMERGENCY NUMBERS

Fire department	18 or 112	SOS Doctors	+33 (0)4 67 72 22 15
SAMU	15	Poison control center	+33 (0)5 61 77 74 47
Police rescue	17	Hand emergencies	+33 (0)4 67 33 81 67 +33 (0)4 67 33 85 46

8. APPENDICES : HALL DATA SHEETS



HALL A2



Building surface area
3,500 sqm
Hospitality area (level 1):
380 sqm / capacity 100 pax
Access by lift
Catering premises: 55 sqm



Building measurements
L 80 x W 45 m



Ceiling height
5.30 to 8.76 m
Hospitality ceiling: 3.90 m



Uniform load
2,000 Kg/m²



Services
4 toilet blocks
Catering premises
2-stream dustbin



Access – Doors
> Doors / emergency exits: H 2.19 m.
> 2 truck access doors: W 4.25 m – H 4.15 m.



Lighting
> Lighting using 80W HighBay LEDs divided into 5 separate circuits.
Lighting use invoiced separately.



Heating
> Hall heated by circulation of warm air using 8 air treatment units and a gas boiler. *Heating use invoiced separately.*



Electricity
> 4 electricity junction boxes at the ends of the hall: 2 x 160 A and 2 x 250 A.



Sound
> Speaker system throughout the hall for public address announcements.



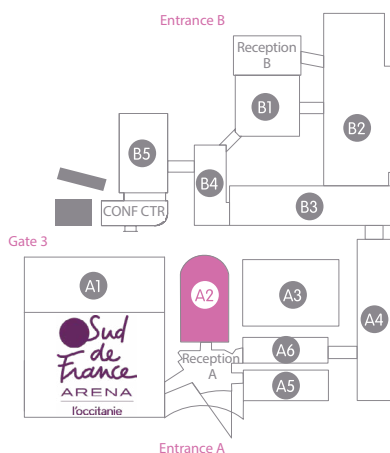
Rigging
> 5 metal beams each with 5 hoist rings (see plan). Each ring can bear a weight of up to a tonne, total load limited to 5 tonnes per beam. e.
• Items can also be hung on structures other than the hoist rings, on request from the Exhibition Centre.
• Each request for rigging points will be examined in detail by our technical services. *A load plan in DWG format must be supplied at least 3 weeks before the beginning of event set-up. An approved body must check the plans.*



Telephone / Internet
> Internal phone network (private automatic branch exchange) – dial 0 to phone out.
> Internet connections possible: wired or Wi-Fi networks.



Water
> Water supply through floor (trenches, diameter 32) with or without sink (15/21 fitting).



HALL B1



Building surface area
3,600 sqm



Building measurements
L 60 x W 60 m



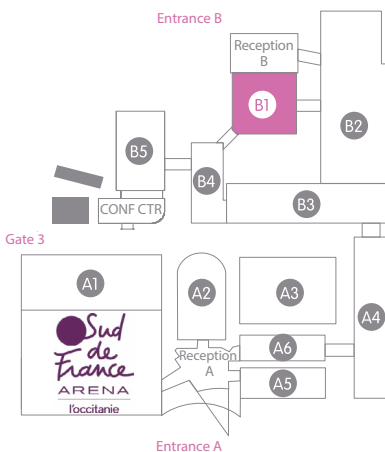
Ceiling height
4.25 to 8.74 m



Uniform load
2,000 Kg/m²



Services
2 toilet blocks
2-stream dustbins



Access – Doors

- > Doors / emergency exits H 2.33 m.
- > 2 truck access doors:
W 3.95 m – H 4.10 m.



Lighting

- > Lighting using fluorescent lights divided into 4 separate circuits.
- Lighting use invoiced separately.*



Electricity

- > Distribution though ceiling-mounted 160 A power tracks.
- > Possibility of having a range of electricity outputs in the hall (on order): from 3 kW single phase to 80 kW three-phase + neutral (i.e. from 16 to 125 amperes).



Sound

- > Speaker system throughout the hall for public address announcements.



Heating

- > Hall heated using hydronic unit heaters. *Heating use invoiced separately.*



Rigging

- > Rigging/hanging is possible. Each request for rigging points will be examined in detail by our technical services. *A load plan in DWG format must be supplied at least 3 weeks before the beginning of event set-up. An approved body must check the plans.*



Telephone / Internet

- > Internal phone network (private automatic branch exchange) – dial 0 to phone out.
- > Internet connections possible: wired or Wi-Fi networks.



Water

- > Water supply through floor (trenches, diameter 32) with or without sink (15/21 fitting).

HALL B2



Building surface area
9,400 sqm
Patio (level 1) 285 sqm
(on quotation) / 250 pax
standing reception
Lift access
Catering premises: 22 sqm
B2 side halls (on B3 side):
170 sqm



Building measurements
L 160 x W 60 m
(extension: W 55 m)



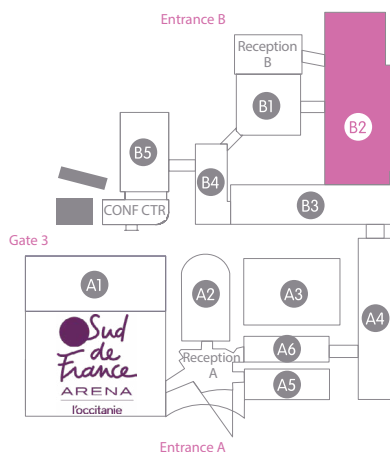
Ceiling height
8.80 to 12.00 m



Uniform load
2,000 kg/m²



Services
6 toilet blocks
Catering premises
2-stream dustbins
Water fountain



Access – Doors

- > Doors / emergency exits H 2.10 m – W 1.79 m and H 2.04 m – W 1.80 m.
- > 8 truck access doors
- 5 doors: H 4.40 m x W 4.30 m
- 1 door: de H 4.45m x W 4.80m,
- 1 door: H 4.80m x W 4.40m et
- 1 door: H 5.00 m x W 5.00 m..



Lighting

- > Indoor lighting using evenly distributed 200W HighBay LEDs and dimmable 200W LED lights.
- > Hall lighting divided into 6 separate circuits. *Lighting use invoiced separately.*



Heating

- > Hall heated by circulation of warm air using 5 air treatment units and 2 gas boilers. *Heating use invoiced separately.*



Electricity

- > 5 junction boxes of 160 A each.
- > 12 power tracks of 250 A each + 2 power tracks of 160 A each fitted on technical bridge.
- > Possibility of having a range of electricity outputs in the hall (on order): from 3 kW single phase to 160 kW three-phase + neutral (i.e. from 16 to 250 amperes).



Sound

- > Speaker system throughout the hall for public address announcements.



Technical

- > Electric roller blinds to black out upper windows.
- > South glazed facades fitted with blackout curtains (excluding emergency exits) on electric curtain tracks.



Rigging

- > 19 metal beams can be used to hang elements from. Each beam can hold up to 3 tonnes, with a maximum of 1 tonne for occasional hanging items.

SPL Occitanie Events has outsourced its rigging to professionals. Requests for rigging points must be sent to the contractors and will be examined in detail in liaison with the SPL Occitanie Events technical officer. List of contractor supplied at a later date.



Telephone / Internet

- > Internal phone network (private automatic branch exchange) – dial 0 to phone out.
- > Internet connections possible: wired or Wi-Fi networks.



Water

- > Water supply through floor (trenches, diameter 32) with or without sink (15/21 fitting).



LE PARC DES
EXPOSITIONS
MONTPELLIER

HALL B3



Building surface area
6,000 sqm



Building measurements
L 152.50 x W 40 m



Ceiling height
4.10 to 7.80 m



Uniform load
2,000 kg/m²



Services
4 toilet blocks
2-stream dustbins
Water fountain



Access – Doors

- > Doors / emergency exits H 2.10 m.
- > 1 truck access door:
W 3.90 m – H 4.35 m.
- > 1 truck access door:
W 3.95 m – H 3.95 m.
- > 1 truck access door:
W 4 m – H 4.40 m.



Lighting

- > Lighting using fluorescent lights divided into 4 separate circuits.
- Lighting use invoiced separately.*



Electricity

- > Distribution through ceiling-mounted 160 A power tracks and P17 (32 A) wall sockets.
- > Possibility of having a range of electricity outputs in the hall (on order): from 3 kW single phase to 80 kW three-phase + neutral (i.e. from 16 to 125 amperes).



Sound

- > Speaker system throughout the hall for public address announcements.



Heating

- > Hall heated using hydronic unit heaters – gas boiler. *Heating use invoiced separately.*



Rigging

- > Only lightweight signage can be suspended. Each request for rigging points will be examined in detail by our technical services.



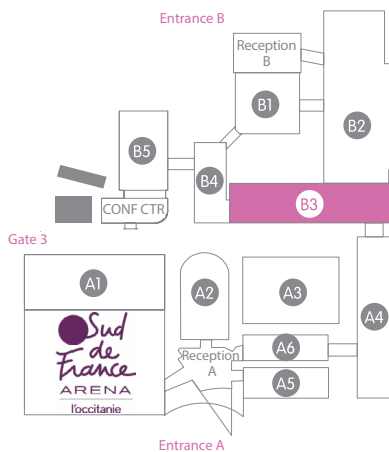
Telephone / Internet

- > Internal phone network (private automatic branch exchange) – dial 0 to phone out.
- > Internet connections possible: wired or Wi-Fi networks.

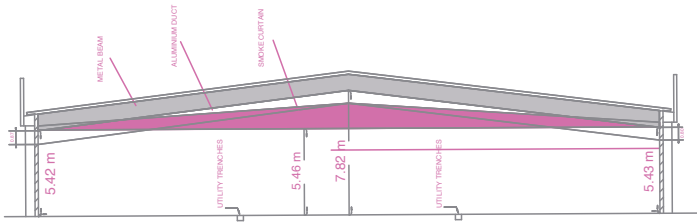


Water

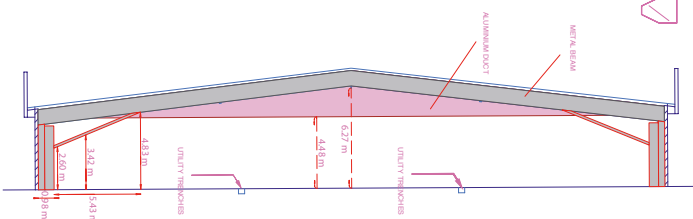
- > Water supply through floor (trenches, diameter 32) with or without sink (15/21 fitting).



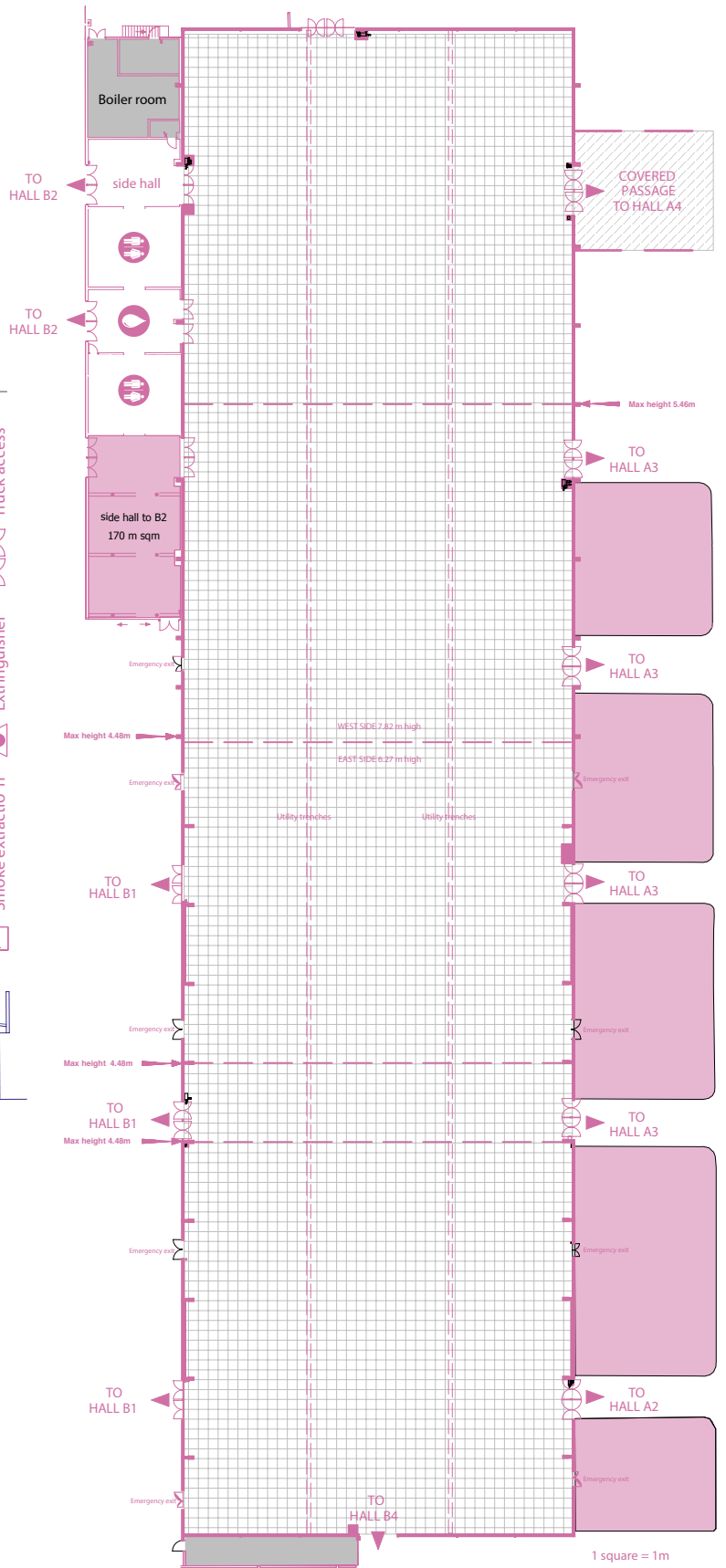
WEST ELEVATION



EAST ELEVATION



-  Truck access
-  Extinguisher
-  Smoke extraction





LE PARC DES
EXPOSITIONS
MONTPELLIER

HALL B4



Building surface area
2,400 sqm



Building measurements
L 80 x W 30 m



Ceiling height
4.03 to 5.58 m



Uniform load
2,000 kg/m²



Services
2-stream dustbins



Access – Doors

- > Doors / emergency exits H 2.20 m.
- > 1 truck access door:
W 3.95 m – H 4.50 m.
- > 1 truck access door:
W 4.00 m – H 3.95 m.



Lighting

- > Lighting using fluorescent lights divided into 6 separate circuits.
Lighting use invoiced separately.



Electricity

- > Distribution through ceiling-mounted 160 A power tracks and P17 (32 A) wall sockets.
- > Possibility of having a range of electricity outputs in the hall (on order): from 3 kW single phase to 80 kW three-phase + neutral (i.e. from 16 to 125 amperes).



Heating

- > Hall heated using hydronic unit heaters – gas boiler. Heating use invoiced separately.



Rigging

- > Only lightweight signage can be suspended. Each request for rigging points will be examined in detail by our technical services.



Telephone / Internet

- > Internal phone network (private automatic branch exchange) – dial 0 to phone out.
- > Internet connections possible: wired or Wi-Fi networks.



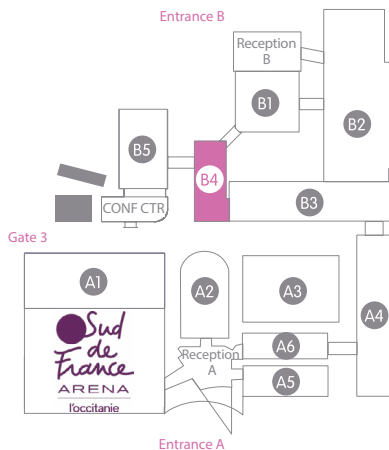
Water

- > Water supply through floor (trenches, diameter 32) with or without sink (15/21 fitting).



Sound

- > Speaker system throughout the hall for public address announcements.



ELEVATION

HALL B4 PLAN

