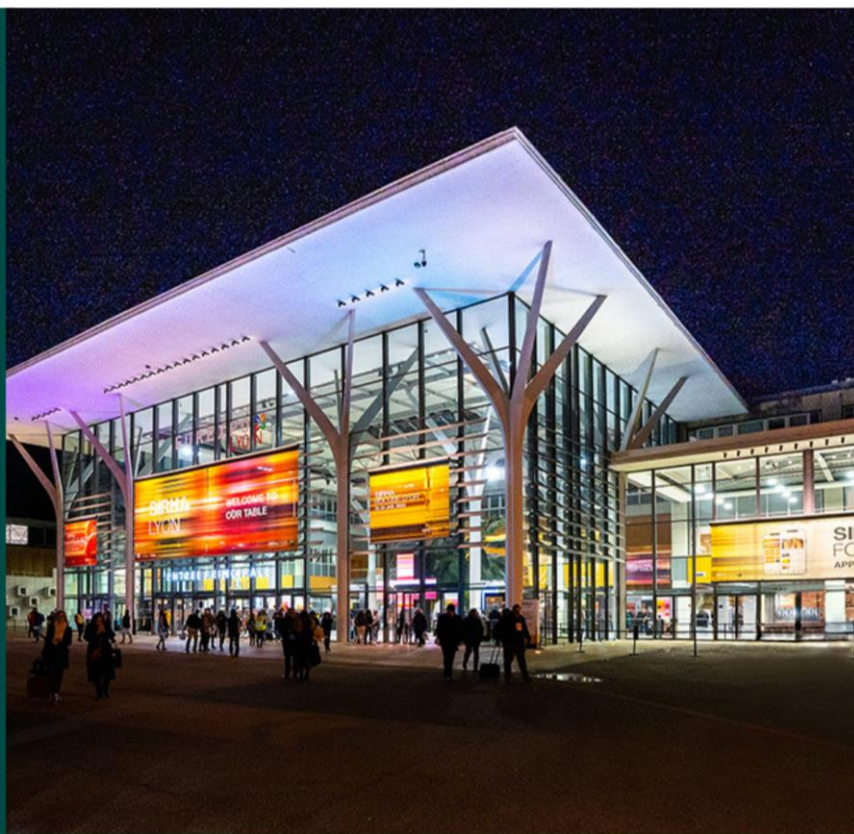




INTERNAL REGULATIONS OF THE EXHIBITION CENTRE

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1. GENERAL POINTS

1.1 Scope of application

These regulations set out the health and safety rules, as well as the conditions concerning the access, occupation and use of all or part of the premises, outdoor areas, installations, services and equipment of the "Centre de conventions et d'expositions de Lyon" (Lyon Convention and Exhibition Centre) named **EUREXPO**, located in the municipality of Chassieu (69680), France.

All occupants and users of **EUREXPO**, regardless of their roles and positions, as well as all persons present within the grounds of the Eurexpo site, are required to apply and comply with all of these provisions. These rules and regulations do not exempt people from complying with the French regulations relating to *Établissements Recevant du Public* (Establishments that Receive the Public) and the Fire Safety Specifications in force on the Eurexpo site.

The "Société d'Exploitation du Parc des Expositions de Lyon", known as SEPEL EUREXPO, reserves the right to amend and/or supplement these rules and regulations with any other provisions deemed necessary in the interest of public order or for the protection of persons and property, without prior notice.

Furthermore, SEPEL EUREXPO cannot be held responsible for any accidents that may occur in the event of non-compliance with these regulations and may initiate legal proceedings against offenders in the event of an infringement.

1.2 General Terms and Conditions

- 1.2.1 Unless expressly authorised by SEPEL EUREXPO, only authorised vehicles and/or persons linked to Eurexpo's activities may enter and circulate on Eurexpo's roads or park in the car parks provided.
- 1.2.2 SEPEL EUREXPO reserves the right to call on the police or the vehicle-impound service to officially record, prohibit and punish any access or parking of unauthorised vehicles and/or persons not linked to the activities of Eurexpo.
- 1.2.3 It is strictly forbidden to bring dangerous, toxic, flammable or combustible materials (apart from the normal contents of a vehicle's fuel tank), explosives or radioactive substances onto the Eurexpo site, unless expressly authorised by SEPEL EUREXPO.
- 1.2.4 It is strictly forbidden to engage in events that are contrary to public order or not authorised by SEPEL EUREXPO, under penalty of legal proceedings.
- 1.2.5 No animals are allowed on the Eurexpo site, unless for the specific needs of an event. Animals found wandering on the Eurexpo site, regardless of the area in which they are found, shall be impounded.
- 1.2.6 It is strictly forbidden to deposit any objects or waste of any kind on the Eurexpo site, apart from in the specific areas provided for this purpose. All the equipment provided for this purpose must be used, such as waste-paper baskets, bins, skips, etc.
- 1.2.7 Any infringements may result in legal proceedings.
- 1.2.8 It is also forbidden to carry out the following activities within the Eurexpo site (unless expressly authorised by SEPEL EUREXPO):

- Surveys, distribution of leaflets, flyers, or propaganda in any form,
- The sale of any products or services whatsoever and, in particular, of consumable products, apart from the products or services authorised by SEPEL EUREXPO,
- Service offers of any kind,
- Picnics.

1.2.9 Traffic circulation lanes, vehicle parking areas and pedestrian areas must be used in accordance with their purpose and kept in a clean condition. Any degradation, deterioration or damage observed on the traffic circulation lanes, the passage ways, the esplanade, the buildings and technical facilities or the urban furniture – notably including benches, demarcation and signposting systems, shuttles, masts, sound and lighting equipment, fire hydrants, trees and plants, advertising boards – shall result in legal proceedings.

1.2.10 The use of roller-skates, skateboards, scooters and Segway-type machines is prohibited on the Eurexpo site, except in the case of events which involve the use of these items or unless specifically authorised by SEPEL EUREXPO.

1.2.11 Emergency doors and evacuation corridors must always be kept clear.

1.2.12 Please note that the security services shall have open access to all rented and private spaces located within the Eurexpo site for the purpose of their duties and missions.

1.2.13 As a general principle, drivers/operators of any type of motor vehicle must comply with the provisions of the Highway Code and with the traffic and parking regulations brought to their attention by signs or by traffic circulation officers.

Within the EUREXPO "Convention and Exhibition Centre" site, the speed limit is 30 km/h.

1.3 Parking

1.3.1 It is formally forbidden to park any vehicle on the traffic lanes or road-sides within the Eurexpo site, and in particular on fire-brigade access roads or other places of passage (pavements, green spaces, pedestrian areas). Vehicles in violation of this regulation shall be removed and impounded. In the event of an infringement, the legal proceedings brought may also include any damage caused to the road-side edges.

1.3.2 The parking spaces available within the Eurexpo site are managed by SEPEL EUREXPO, which makes them available to users (event organisers, exhibitors and visitors) at fixed rates.

NB: The terms and conditions of use concerning the "visitors", "exhibitors" and "external service providers" car parks are specified in the corresponding sections.

1.3.3 The fees charged cover simple parking rights and do not cover any monitoring or surveillance fees.

1.3.4 The available parking spaces are made available to people who request them, without discrimination, ... except for exhibitors who must park in the area set aside for them.

1.3.5 It is strictly forbidden to carry out mechanical repairs or to clean vehicles in the car parks and traffic lanes

- 1.3.6 Persons who encounter mechanical problems requiring the immobilisation of their vehicle and the intervention of an outside repair service must inform Eurexpo's Central Control Station (PCC) as soon as possible, failing which the vehicle shall be impounded at the request of Eurexpo's services.

1.4 Pedestrian areas

- 1.4.1 The pedestrian circulation zones, areas and premises accessible to Visitors and/or Exhibitors on foot, include:

Inside the buildings:

- The reception hall,
- The permanent administrative offices of the SEPEL EUREXPO,
- The premises and areas rented and occupied by the Organiser or the Exhibitor, as set out in a specific rental contract for each of the premises/areas concerned. The Lessee is free to determine the terms and conditions of access,
- The exhibition halls,
- Bars, restaurants, shops and service-company premises.

Outside the buildings:

- The alleys, and the pedestrian walkways crossing the green spaces.

- 1.4.2 In all cases, visitors are strictly forbidden from accessing the perimeter around the workshops, exhibition halls, service halls and material-handling buildings (as well as the interior of the latter).

1.5 Green spaces

- 1.5.1 Any degradation, deterioration or damage observed in the park's green spaces (i.e. lawns, trees, shrubs, plant gardens/boxes, as well as the accessories protecting them (fences, stakes), decorative elements and ancillary equipment (sprinklers, etc.) shall be punished and may result in legal proceedings.
In particular, it is forbidden to cut and/or remove plants, flowers, fruit and any other plant material.
- 1.5.2 Any traffic circulation (whether on foot or using any kind of vehicle) outside the aisles and lanes reserved for this purpose is strictly forbidden.

1.6 Liability

- 1.6.1 Vehicle owners are solely responsible for any risks or incidents that may occur when driving and parking vehicles of any kind within the Eurexpo site.
- 1.6.2 Under no circumstances can SEPEL EUREXPO be held responsible for any damage to vehicles caused by bad weather (rain, frost, hail, snow, flooding, etc.) or by other users.
- 1.6.3 SEPEL EUREXPO declines all responsibility for any damage, accidents and theft of any kind that may occur during the parking period, as regards the vehicles themselves and any accessories, as well as any objects left inside or stowed outside the vehicles.

- 1.6.4 Any vehicle driver/operator must immediately inform SEPEL EUREXPO of any accident or damage they have caused or suffered.

1.7 Health measures in the event of a pandemic

List of rules in force as of 9 August 2021

1.7.1 HYGIENE MEASURES:

- 1.7.1.1 Wash your hands regularly with soap and water (access to which should be facilitated on site, with single-use paper towels also made available) or apply hand sanitiser.
- 1.7.1.2 - Always cover your nose and mouth when coughing or sneezing (cough or sneeze into your elbow).
- 1.7.1.3 - When blowing your nose, use a single-use paper handkerchief, which should be disposed of immediately afterwards in a waste bin (which does not need to be opened by hand).
- 1.7.1.4 - Avoid touching your face, especially your nose, mouth and eyes, or touching your mask.
- 1.7.1.5 Do not shake hands or exchange kisses or hugs when greeting someone.

1.7.2 AIRING - VENTILATION

- 1.7.2.1 Regularly ventilate closed rooms using a mechanical or natural ventilation system (the French High Council for Public Health (HCSP) recommends ventilating closed spaces for a few minutes every hour, at least) or ensure an adequate supply of fresh air through the ventilation system, which is regularly inspected and compliant with the regulations in force.

1.7.3 PHYSICAL DISTANCING AND WEARING A MASK

- 1.7.3.1 Systematically wear masks in enclosed spaces or areas shared with other people.
- 1.7.3.2 Maintain a physical distance of at least 1 metre.
- 1.7.3.3 Increase this distance to two metres, if a mask cannot be worn, for example in situations described in the French Labour Ministry's online Q&A page ([link](#), in French), and in outdoor areas.

1.7.4 COMPULSORY VACCINATION AND HEALTH PASSES

- 1.7.4.1 All visitors must comply with the French government recommendations on vaccinations, health passes and other matters in relation to health and hygiene issues.

1.7.5 OTHER RECOMMENDATIONS

- 1.7.5.1 Use a disinfectant product to regularly clean any objects and surfaces that people touch with their hands, including lavatories.
- 1.7.5.2 Dispose of any waste that may be contaminated in waste bins (which do not need to be opened using the hands).
- 1.7.5.3 Avoid wearing gloves: they give a false sense of protection. The gloves themselves become a vector

of transmission, and the likelihood you will touch your face with your hands is the same as without gloves, so the risk of contamination is equal or even greater.

1.7.5.4 Stay at home if you have been in contact with a person who is infected or if you have symptoms that suggest you may have contracted the pandemic virus in question and contact your GP (in the event of serious symptoms, dial "15" (to contact the medical emergency call centre in France)).

1.7.5.5 If you notice a person with symptoms in the workplace, implement the relevant protocol established by your company.

1.7.5.6 Employees should self-monitor their temperature, although systematic temperature checks at the entrance to establishments/structures are not compulsory. However, everyone is encouraged to take their own temperature, if they feel feverish before leaving for work and, as a general rule, self-monitor themselves for any symptoms that suggest they may be infected by the pandemic virus.

1.7.5.7 Encourage employees to be vaccinated, including during working hours.

2. OPERATION AND MANAGEMENT OF THE EUREXPO SITE

The Eurexpo site is operated and managed by SEPEL EUREXPO.

2.1 Access and parking

- 2.1.1. Access to the offices is via the East Gate (*Porte Est* - Avenue Louis Blériot).
- 2.1.2. The premises and areas housing technical operating systems – technical ducts, boiler rooms, transformers, exhibition hall troughs, terraces and roofs, etc. – cannot be accessed by any person who has not received the express authorisation of SEPEL EUREXPO.
- 2.1.3. Private vehicles visiting the SEPEL EUREXPO offices must park in the car park that is reserved for them, accessible via the exhibitors' entrance (Avenue Louis Blériot).
- 2.1.4. For the purpose of their activity, taxis must park in the spaces set aside for them.
- 2.1.5. For the purpose of their activity, public transport vehicles must park on the spaces set aside for them.

2.2 Opening times

- 2.2.1. The normal times during which people may access the Eurexpo offices are from 7.00am to 8.00pm on working days, Monday to Friday included. Outside of these times, any persons present inside the building must justify their presence when so requested by the surveillance staff.
- 2.2.2. Exemptions concerning these times may be granted, according to the events.

2.3 Safety

- 2.3.1. Any person that uses Eurexpo's offices must read and comply with the safety guidelines. These are available from Eurexpo's Site Safety Manager and from the Central Control Station.

2.4 Use of Eurexpo's outdoor areas

Commenté [MW1]: NDT l'anglais est ok, mais je pense que le FR se répète, à contrôler en FR " Rester chez soi si vous êtes en contact est cas contact ou en cas de symptômes évocateurs..."

Commenté [MK2R1]: C'est ok tel quel

- 2.4.1 It is forbidden, including for exhibitors, to place signs or any other communication media (exhibition vehicles, distribution of flyers, posters, banners, etc.) in any of Eurexpo's outside areas (visitors' and exhibitors' car parks, esplanade, etc.) without prior authorisation from SEPEL EUREXPO.

3. ORGANISERS – EXHIBITORS – EXTERNAL SERVICE PROVIDERS

SEPEL EUREXPO reserves the right to ask any person who wishes to access the Eurexpo site:

- To provide their name, and possibly to deposit an identity card on entering the site,
- To provide the name of their Company,
- To agree to a visual inspection of the vehicle(s) used to enter or leave the Eurexpo site.

3.1 Access, traffic circulation, parking

- 3.1.1. Exhibitors, organisers, suppliers, stand fitters, delivery personnel, hauliers and, generally, any person working for the companies present at the *Centre de Conventions et d'Expositions* (Eurexpo Convention and Exhibition Centre) or for SEPEL EUREXPO, should access the Eurexpo site via the East Gate (*Porte Est* – Avenue Louis Blériot) and/or, depending on the event, via the North Gate (*Porte Nord* – rue Marius Berliet), and/or via the South Gate (*Porte Sud* – Boulevard des Expositions).

During the assembly and dismantling of events, the exhibitors, suppliers, stand fitters and organisers must present a valid pass for assembly/dismantling operations in order to access the Eurexpo site.

When the event is open to the public, the exhibitors and organisers will only be able to enter the Eurexpo site by showing a valid parking card, which must be affixed to the windscreen of their vehicle.

- 3.1.2. Any person or vehicle circulating in the area set aside for the exhibition is supposed to be present in one of the capacities mentioned above and should possess an exhibitor's card or an identification badge provided by SEPEL EUREXPO, clearly displayed or stuck on the windscreen of their vehicle. Any person who is not in compliance with the aforementioned provision shall be expelled from the site.
- 3.1.3. Any convoy or exceptional load may only access and circulate within the Eurexpo site with the express authorisation of SEPEL EUREXPO.
- 3.1.4. Any person or vehicle travelling on the Eurexpo site is supposed to have fulfilled all customs formalities.
- 3.1.5. The exhibition halls must be accessed via the service roads located around the buildings, in order to park towards the entrance closest to the stands to be fitted out or delivered, unless other specific instructions are given by SEPEL EUREXPO. The traffic circulation lanes and the doors of the exhibition halls are equipped with signage to allow the access areas to be quickly identified.
- 3.1.6. All private vehicles are strictly prohibited from accessing the halls. Only material-handling equipment belonging to companies expressly approved by SEPEL EUREXPO, and duly marked as such, may enter the halls. SEPEL EUREXPO reserves the right to take legal action against any vehicle that does not comply with this rule.

- 3.1.7. External service providers and exhibitors must comply with the instructions given by SEPEL EUREXPO or by the Organiser, by the intermediary of the security officers.
- 3.1.8. The allocation of space and parking time in the car parks is limited to the area of the Eurexpo site and the period set out in organiser's rental contract, i.e. including the periods of assembly and dismantling, the opening of the event, and according to the times specified.
Any vehicle parked outside the above-mentioned areas or beyond the periods defined above (and any vehicle that is obstructing traffic or access) shall be removed and impounded.
- 3.1.9. During an event (and outside the assembly and dismantling periods), heavy goods vehicles must park in the dedicated car park.
- 3.1.10. Only exhibitors' vehicles with a parking permit or vehicles expressly authorised with a specific SEPEL EUREXPO card shall be allowed to park in the "exhibitor parking" area.
- 3.1.11. All other vehicles that are normally allowed in this area must park in the "Service Providers" car park, subject to available spaces, including permanent service-providers' vehicles such as freight forwarders, material handlers, etc.
Exceptions will be made for Eurexpo's technical services (fire brigade, maintenance) and for catering companies.
- 3.1.12. Personal Protective Equipment (PPE) must be worn during the assembly and dismantling phases:
 - Safety shoes
 - Coloured and appropriately marked safety jacket
 - PPE adapted to the risks concerned: aerial-work harness, gloves, helmets, goggles, protective clothing, ear plugs, etc.

3.2 Opening times

- 3.2.1 The normal access times for users of Eurexpo during events are from 7am to 8pm on working days, from Monday to Friday included, with the following exceptions:
 - Express exemptions granted by SEPEL EUREXPO,
 - Specific, different times indicated to exhibitors and external service providers by the event Organiser.
- 3.2.2 SEPEL EUREXPO shall be kept informed of the list of personnel (and their work times) that enter the Eurexpo site for the purpose of their jobs to prepare the opening of shops, services and restaurants located within the site. This information shall be kept up to date.

3.3 Terms and conditions of use

3.3.1. Event organisers

Event organisers must comply with the specific conditions of the Occupancy agreement signed with SEPEL EUREXPO including, notably:

- These internal rules and regulations,
- EUREXPO's fire-safety specifications file,
- The floor plans of the rented premises, common areas, access points and surrounding areas.

3.3.2. Exhibitors

Exhibitors must refer to and comply with all the information provided by the Organiser, and notably the fact that is forbidden to drill holes in the floor and partitions and that the space occupied must be cleaned and returned to its original state after the event. Any additional work that needs to be carried to restore the space to its original state may be invoiced to the Organiser.

3.3.3. External providers

- 3.3.1.1 All external service providers, tradespeople and any other person working on the Eurexpo site must read and comply with these internal rules and regulations, as well as with the specific safety guidelines.
- 3.3.1.2 Companies that work on the Eurexpo site must comply with the French Labour Code and have valid professional liability insurance. SEPEL EUREXPO cannot be held responsible for any theft or damage.
- 3.3.1.3 Access to the shops and services must be kept open. The shop fronts and windows must be kept clear.
- 3.3.1.4 Each person who is responsible for the services and restaurants on site must ensure that their premises are regularly cleaned and that their waste is removed to a controlled and approved waste-disposal site, unless otherwise expressly agreed with SEPEL EUREXPO.

3.4 Safety

Any person using Eurexpo's premises must comply with the safety regulations and the French Labour Code in force, and comply with the French fire safety regulations for T-type establishments (exhibition/event venues).

4. VISITORS

4.1 Access – Parking

- Visitors are allowed to park in the car parks provided.
- The principal access routes to these car parks are via the West Gate (*Porte Ouest* - Boulevard de l'Europe) and South Gate (*Porte Sud* - Boulevard des Expositions) and/or, depending on the event, the North Gate (*Porte Nord* - rue Marius Berliet).
- Vehicles that circulate in car park P0 must use the asphalt lanes and not the gravel parking areas.
- The fees charged cover simple parking rights and do not cover any monitoring or surveillance fees.
- Parking spaces for People with Reduced Mobility (PRM) are indicated with signposts and only vehicles that provide public transport for disabled people or vehicles displaying a valid disabled sticker may park in these specific spaces.

Any vehicle which is parked in these spaces without a valid disabled badge/sticker shall be removed.

4.2 Public opening times

- The car parks are open half an hour before the opening of the exhibition/event concerned, unless other provisions have been put in place by the organiser.
- They close two hours after the closing time of the event.
- Any vehicle parked for more than 24 hours in a row shall be removed and impounded.
- Public access to the car parks is prohibited outside these times, unless a special dispensation has been granted.

4.3 Liability

Vehicle owners are solely responsible for their vehicles on the Eurexpo site and for any risks or incidents that may occur when driving and parking on the site.

SEPEL EUREXPO declines all responsibility in the event of damage to vehicles, accidents or theft of any kind.

4.4 Safety

Visitors must comply with these internal rules and regulations and must read and comply with the safety guidelines posted in the buildings, as well as any instructions that may be given via the site's official public address system.

Any incident, accident or anomaly observed must be reported immediately to the Site Safety Manager.

5. SAFETY ASSURANCE SERVICE

The premises of the EUREXPO site must be laid out in accordance with the regulatory texts in force, and notably:

- The French Labour Code,
- The French Construction Code
- The French fire-safety regulations applicable to the category of establishment concerned,
- Etc.

For the purpose of its mission, SEPEL EUREXPO, which is responsible for safety, has access to all the areas of the premises and has the sole authority to take any decision it deems necessary to ensure compliance with safety measures.

In the event of non-compliance with SEPEL EUREXPO's requests, closure or expulsion measures may be taken on the spot.

6. APPENDIX 0 - GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF PREMISES/SPACES PROVIDED BY SEPEL EUREXPO

The Organiser's obligations

The ORGANISER shall comply strictly with the regulations in force, and with any other regulations that may be added or amended, and notably the following:

1. Compliance with the internal regulations

The ORGANISER shall comply with the Internal Regulations of the EUREXPO Park and shall ensure that said regulations are complied with by exhibitors, visitors, suppliers and any other person intervening on the site within the framework of the Event, in accordance with the Contract for the Rental of Spaces and Sale of Services and the associated General Terms and Conditions of Sale (GTCS).

The ORGANISER shall ensure that all persons working on the site for the purposes of the Event are aware of these Internal Regulations.

2. Administrative authorisations

In addition to the procedures for declaring events, the ORGANISER shall be solely responsible for filing the timely applications for the various administrative approvals and authorisations required for the Event, in particular in relation to advertising, organising and running the event and opening it to the public.

The ORGANISER may not use the failure to obtain the timely granting of all or part of the aforementioned approvals or authorisations as an argument to claim a reduction in the amounts due to SEPEL-EUREXPO or to terminate the Contract for the Rental of Spaces and Sale of Services.

3. Fire/Safety

The fire/safety specifications for the EUREXPO Park (contractual document) set out the regulatory provisions to be complied with. The ORGANISER shall read these specifications fully and shall comply with all the provisions and shall inform all its staff and third-parties involved in the event of said provisions.

3.1 In the event the Prefecture sets out specific measures for the Event (in particular the VIGIPIRATE (anti-terrorist) PLAN), the ORGANISER shall draw up and implement all the measures that fall within its remit concerning the safety of people and property. The ORGANISER shall inform SEPEL-EUREXPO of the measures adopted. The ORGANISER shall not to divulge any information relating to safety on the site or how the Exhibition Park operates.

3.2 The motorised access gates to the Halls must be operated by the security staff. The doors and gates in the halls must never be blocked or locked.

NB: the term fire/safety does not concern the security guard service or other services such as car park surveillance, stand surveillance, visitor or exhibitor checks or anti-theft security services.

4. Health and Safety - Subcontracting conditions - Clandestine labour

4.1 The ORGANISER, as the Project Manager of the Installations used for hosting its event and the contracting authority, must comply with all the regulations relating to subcontracting, health and safety, clandestine labour, and all the associated legal and regulatory constraints, and shall ensure that all its exhibitors and subcontractors (including the subcontractors employed by its exhibitors) are informed of the aforementioned regulations and comply fully with the latter.

4.2 During the assembly and dismantling of the Installations used to host its event at the EUREXPO Park:

THE ORGANISER of the Event shall comply with the provisions of the French Labour Code relating to work-site safety and to companies that receive personnel from external companies, including the staff of SEPEL, which is an external company in relation to the Event being hosted:

In this respect, the ORGANISER, in its capacity as Project Manager, shall appoint a Health and Safety Coordinator (*Coordonnateur de la sécurité et de la protection de la Santé* or CSPS). This Health and Safety Coordinator shall be responsible for drawing up a General Coordination Plan (PGC) for health and safety on the site where the Event is to be installed (assembly/dismantling/reception of exhibitors and companies working on their behalf). This plan shall be drafted in line with the French Decree no. 94-1159 of 26/12/1994 governing the activities of building and civil engineering companies and shall notably set out the risk prevention measures applicable on the site.

The companies involved in the event installations shall be made aware of this General Coordination Plan (PGC) during a prior joint inspection of the site. Each company will then be required to send the Health and Safety Coordinator a Specific Health and Safety Protection Plans (PPSPS) tailored to the needs of the site and which complies with the requirements and prevention measures set out in the General Health and Safety Protection Coordination Plan.

4.3 The ORGANISER shall be responsible for complying with regulations concerning work at night, on Sundays and on public holidays

4.4 The ORGANISER must be present for the duration of the event, including during the assembly and dismantling phases. The ORGANISER shall appoint a person to represent it. This person shall be responsible for managing all the issues for which the ORGANISER is responsible and for responding to requests from its exhibitors and subcontractors. In the event the ORGANISER does not comply with this obligation, it shall nonetheless be responsible for any problems that arise during its absence. In this regard, SEPEL-EUREXPO shall be entitled to pass on to the ORGANISER any costs incurred for any extra work or inconvenience that it may have suffered as a result of the ORGANISER's absence.

5. Technical inspection

The ORGANISER shall ensure that the general layout of its event and stands complies with the standards defined in appendix A of the NFP 03.100 standard. If necessary, it shall call on the services of an approved inspection body for this purpose.

6. Insurance

6.1 Upon taking possession of the premises, the ORGANISER must have taken out:

- an insurance policy covering all the goods belonging to it, as well as coverage for the furniture, equipment and installations belonging to SEPEL-EUREXPO and entrusted to the ORGANISER for the purposes of the Event. This insurance shall cover risks of all kinds: in particular fire, explosion, water damage, theft, deterioration and vandalism;
- "Civil liability" insurance covering all bodily injuries, property damage and consequential losses caused to third parties, notably in the event of food poisoning, for an amount of not less than €1.5 million, as well as any claims that may be brought against it, notably by neighbours.

6.2 The ORGANISER shall also ensure that its exhibitors and all the persons that take part in the event's activities are properly insured, both in terms of their civil liability and for damage to the goods exhibited.

6.3 The Event's internal regulations must include a waiver for all claims against SEPEL-EUREXPO and its insurers.

The ORGANISER hereby waives its right to file any claims against SEPEL-EUREXPO and COFIL (owner of the Exhibition Park) and their insurance companies.

6.4 The ORGANISER shall provide proof of these insurance policies, including proof of payment of the premiums, no later than two and a half months before the premises/spaces are handed over for use.

7. Inventory of the spaces provided

7.1 Inventories of the spaces shall be drawn up in the presence of authorised persons representing the ORGANISER and SEPEL-EUREXPO at the beginning and end of the rental period.

7.2 The ORGANISER shall be represented during the inventory of the spaces by any person of its choice. That person shall have full authority for this purpose. If the ORGANISER is not represented during the inventory of the spaces, then the inventory drawn up shall be deemed to have been accepted by the ORGANISER, who expressly foregoes any right to contest the content, validity or conditions of said inventory for any reason whatsoever.

7.3 The spaces must be given back in their initial state.

7.4 The incoming and outgoing inventories shall serve as the basis for determining any repair work required.

7.5 The ORGANISER shall be invoiced for any repairs required, on the basis of the costing carried out following the exit inventory..

7.6 During the course of the Event, at any time it chooses, SEPEL-EUREXPO reserves the right to check (or have checked by an agent of its choice) the ongoing presence and condition of the property/goods placed at the disposal of the ORGANISER.

7.7 SEPEL-EUREXPO reserves the right to carry out any repairs or work that it deems necessary or useful at any time. In this event, the ORGANISER may not claim any compensation, regardless of the extent of the work or its duration, even if the duration of the work exceeds

40 days, although it is understood that such work should be carried out, outside the event periods, except in exceptional cases.

How the Exhibition Park operates during an event

8. Opening times

8.1 Outside event opening times, the daily working hours at The Exhibition Park are as follows: 7am to 8pm on working days (Monday to Friday included), with the following exceptions:

- Express exemptions granted by SEPEL EUREXPO
 - Specific times indicated to exhibitors and external service providers by the event Organiser.
- To carry out any activity in the Exhibition Park outside these hours, the ORGANISER must pay for the costs of the Guard Post situated at the Exhibitor entrance.

8.2 The assembly and dismantling times for exhibitors or participants must be approved by SEPEL-EUREXPO.

9. Cleaning and maintenance

9.1 Exhibition halls and annex spaces:

The ORGANISER shall be responsible for cleaning the premises and areas made available as part of a "Contract for the Rental of Spaces and Sale of Services" and shall be personally responsible for this;

SEPEL-EUREXPO may carry out checks at any time.

Before the start of any cleaning work, the ORGANISER must give this document and the Fire Safety Specifications to the company providing the cleaning services.

9.2 Common areas:

The term Common Areas refers to all the areas not rented by the ORGANISER.

SEPEL-EUREXPO is responsible for cleaning and maintaining these areas before, during and after the event.

9.3 Washroom facilities:

SEPEL-EUREXPO is responsible for cleaning and maintaining the washroom/lavatory facilities (see "Associated charges" section in the "Contract for the Rental of Spaces and Sale of Services")

10. Waste management

In accordance with the terms of the French law of 13/07/1992 concerning waste disposal, SEPEL EUREXPO is responsible for:

- removing waste from the halls used for the event,
- storing the waste in a dedicated storage area,
- transporting the waste to an approved sorting centre or landfill site, depending on the nature of the waste produced by the event.

11. Infirmary

SEPEL Eurexpo has an infirmary that is accessible during standby periods and throughout public opening hours for park users. The presence of medical staff may vary depending on the events.

12. Signage

- The fixed signage at the EUREXPO Park must not be moved, altered or removed.
- It may be concealed to hide erroneous information, due to the partial use of the halls, but it must be returned to its initial state after the event.
- A contract must be signed with SEPEL-EUREXPO for all outdoor and indoor signage displays.

13. Cloakrooms

When SEPEL-EUREXPO is open to the public, it has 3 fully-equipped cloakrooms located at the Gallery 2, 4, 6 and 1 cloakroom located at the Confluence reception area. These cloakrooms are fitted out for the purpose (capacity: 500 items of clothing).

14. Ventilation - Thermal comfort (heating/cooling)

14.1 Ventilation:

Ventilation of the spaces is compulsory (local health regulations - Prefecture's decree of 10 April 1980). This ensures that the air is renewed.

Ventilation is only provided when the event is open to the public.

During the assembly and dismantling phases, this service can be provided on request (see "Associated charges" in the "Contract for the Rental of Spaces and Sale of Services").

14.2 Thermal comfort (heating, cooling)

- 14.2.1 The service is provided throughout the exhibition period based on a flat-rate charge for the entire exhibition period. It is included in the price specified in the Contract (see Associated charges).
- 14.2.2 Any order for heating or cooling during the assembly and/or dismantling period, as well as any specific request from the ORGANISER, will be invoiced separately (see associated charges).
- 14.2.3 This service ensures a certain ambient temperature according to the following conditions:
- a) The guideline Temperature (T°) must be reached when the doors are opened.
 - b) Any request to change the target guideline temperatures must be sent to the Building Manager. The temperature-trade-off decision is taken jointly by the Site Management and Building Management. The Building Management passes the decision down to its teams, according to the trade-off decided.
 - c) The guideline heating temperature, before any trade-off decision, is 19°C.
 - d) The guideline cooling temperature, before any trade-off decision and during hot weather, is 26°C.

Outside temperature (°C)	Expected indoor temperature (°C)	Thermal comfort
-10° to 19°	19°	Thermal comfort regulated in warm mode
19° to 31°	19° to 26°	Thermal comfort regulated
31° to 35°	Up to an exterior T° of - 5°C (Example if max. ext. temp. 31°C → int. temp. 26°C)	Thermal comfort regulated in cool mode

- 14.2.4 The heating service for the Place des Lumières is optional. An inside temperature of 16°C is guaranteed for an outside temperature of up to -5°.

15. Lighting

This service is billed on a flat-rate basis (see Associated Charges)

- a) During assembly and dismantling operations, the lighting will be provided at 50% of its power maximum.
- b) Lighting at 100% power during the event.

For information: the luminosity in the halls comply with the regulatory standards for Public Access Buildings.

16. Catering services

EUREXPO has 14 food-service points.

The permanent restaurants and vending machines at EUREXPO are managed exclusively by approved providers.

The additional food-service points in the halls are also managed by these approved providers (or another service provider chosen by SEPEL EUREXPO).

Other food services on stands must be provided by other providers approved by the Exhibition Park. List available at: <https://www.eurexpo.com/espace-exposants-services-annexes>

A few reminders about the on-site infrastructures

- ◆ **Suspending signage or equipment from the roof structure** Prior authorisation must be granted for any overhead fittings to be suspended from the roof.

- Height
 - The height of the suspended fittings from the ground can be no more than:
 - 4.50m in galleries 2 and 6
 - 5m in halls 2.2 – 2.3.A – 3.2 – 5.2
- Places where fittings cannot be suspended from the roof:
 - Passageways 21, 22, 3, 34, 45, 5
 - Area between hall 4.1 and hall 4.2.B (across a 21m wide area)
 - Gallery 2, across the entire width of the gallery and extending over a length of 6m (from the Place des Lumières)
 - Gallery 4
 - Gallery 6, across the entire width of the gallery and extending over a length of 8.50m (from the Place des Lumières)
 - A 3-metre-wide strip around the perimeter of the halls.
 - At the location of the movable partitions in hall 4.2 and between halls 6.2 and 6.1.

- ◆ **Admissible loads on the technical troughs and hall floors:** 1.5 tonne/m²

Fire-hose stations Fire-hose stations are located against the central columns of the halls and near the emergency exits.

Access to these Fire-hose stations must be kept clear at all times.

- ◆ **Free spaces**

For T-type (trade-fair/consumer fair) exhibitions, Halls 6.2 and 4.2 are divided by an 8m-wide free space (over the total height of the hall) . This free space must be kept completely clear and comply with the following requirements:

- no equipment or fittings
- no electrical wiring.

These spaces are marked on the ground with yellow and black stripes.

♦ **Electrical installations for stands**

It is strictly forbidden to use the private installations of the EUREXPO Park (notably the technical troughs in the halls) to run electrical cables to the stands.

♦ **It is forbidden to:**

- paint, mark or put screws in the floors
- paint, screw or drill holes in the partitions, walls and posts

The Exhibition Park's on-site teams for your Trade Fair

Customer Coordination and Logistics Team:

The Event Coordinator is your single point of contact during the event.

Before the start of the event, he/she will have helped and advised you on the logistical preparations for your trade fair.

Services and Technical Assistance Department:

Specifically aimed at supporting the Organiser and exhibitors, this department looks after orders for the following services: electricity, water, compressed air, suspended roof fittings, car-park cards; the team provides assistance and carries out repairs.

This department is open from 8.30am to 6.30pm (with extended opening hours the day before the event) and then according to the opening times of the event.

Stand design and fitting team:

This department can provide your exhibitors with customised layouts for their stands.