

Exhibitor Guide

Forum LABO LYON
Cité Centre des Congrès Lyon

19 and 20 September 2022

RX France



Welcome!

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

You'll find all the information required to prepare your time at Forum Labo Lyon.

This guide has 3 parts:

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

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.). You can verify these aspects once you receive your Confirmation Form from your sales representative.
2. You have received your username and password for your online Exhibitor Space by email.

We're looking forward to seeing you very soon!

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1. Preparing for the Trade Show



A.

General information

Your contacts

Organiser

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

Trade show management

HEBERT Anne-Manuèle
Director of Forum Labo trade shows

Technical department

CHAOUKI Sabah
Technical Director
+33 (0)1 47 56 5023
Sabah.chaouki@rxglobal.com

DOYEN Marine

Technical Exhibitor Service
+33 (0)6 70 47 70 13
marine.doyen@gl-events.fr

Marketing and communications department

MOULLEC HOUDRET Valérie
Marketing Director
+33 (0)1 47 56 24 97
valerie.moullec-houdret@rxglobal.com

Sales department

Audrey BELLALOUM
Sales Director
+33 (0)1 47 56 24 73
audrey.bellaloum@rxglobal.com

Customer service / Accounts payable department

<https://www.forumlabo.com/lyon/en-gb/helpdesk-form.html>

Schedule

| BUILDUP | OPENING HOURS | OPENING HOURS / DISMANTLING |
|---|---|--|
| Sunday 18 September | Monday 19 September | Tuesday 20 September |
| | 7:30 am – 8:30 am | |
| | Visit of the Fire Safety Commission from 8 a.m. | |
| | 9:00 am – 6:00 pm | 9:00 am – 6:00 pm |
| | | |
| 2:00 pm – 8:00 pm Build-up of your stands | | |
| | 6:00 pm – 7:30 pm | |
| | | 6:30 pm – 10:00 pm |
| | | All goods must be removed. All furnishings and materials must be removed. |
| | | |



Power supply
 - From 8:30 am to 8:00 pm 09/19
 - From 8:30 am to 06:30 pm on 09/20



Buid-up



Delivery



Visitors
opening hours



Exhibitors
cocktail



Dismantling

Reverse schedule

| Actions | To be done no later than | Contact | |
|-----------------------------------|--------------------------|-------------------------------------|---|
| Submit the name of your decorator | D-30 | Trade show exhibitor area | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Exhibitor badges | D-30 | Trade show exhibitor area | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Submit your stand design | D-30 | ASTECH | www.astech-prod.com |
| Fire safety | D-30 | Trade show online Exhibitor Space | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Equipment in operation | D-30 | HANDI'SECURE | handisecur@icloud.com |
| Supplementary insurance | | Customer service | service.clients.forumlabo@rxglobal.com |
| Safety instructions | D-30 | Trade show online Exhibitor Space | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Additional options | D-30 | GL EVENTS | marine.doyen@gl-events.fr |
| Choose furniture | D-30 | Trade show online Exhibitor Space | https://forumlabo.portail-exposant.com/ |
| Venue services | D-30 | Cité des Congrès de Lyon | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Other services | D-30 | Forms on the online Exhibitor Space | https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html |
| Parking | D | Cité des Congrès de Lyon | On site, at your arrival |

B.

How to get to the site

Site map

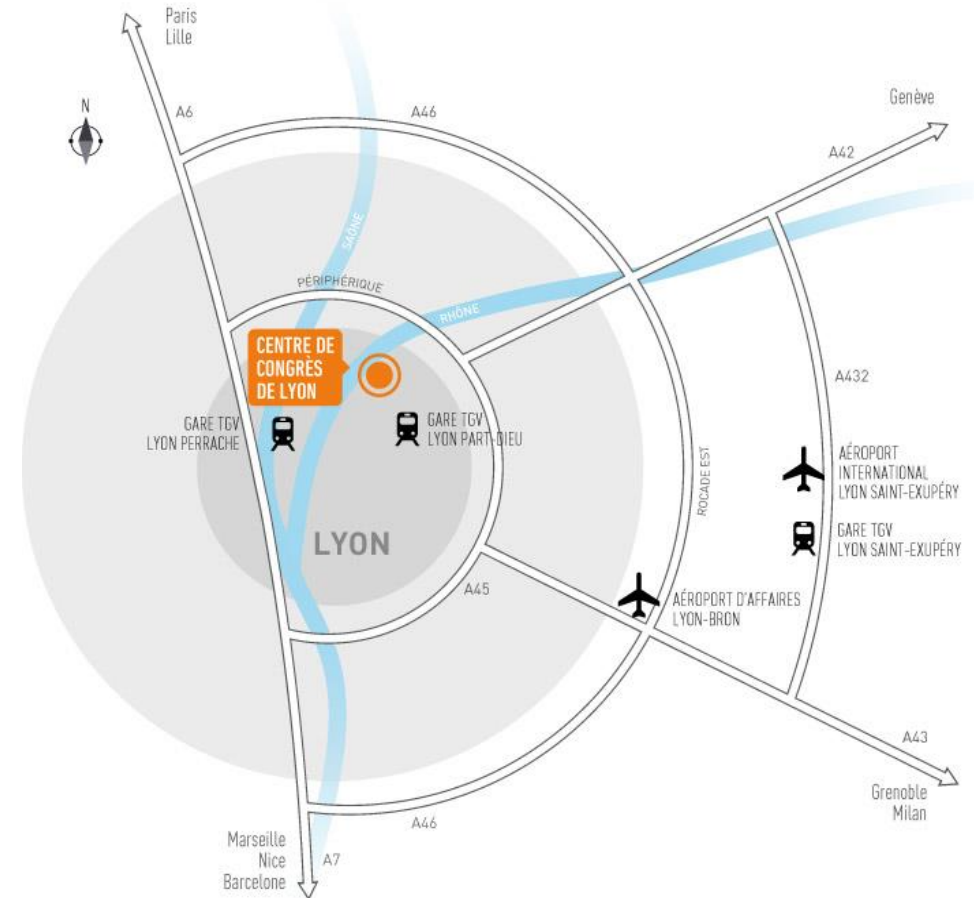
Important

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

Location: Lyon Cité des Congrès
50 quai Charles de Gaulle - 69 006 Lyon

- **...fast and simple access**
 - > 10 minutes from the historical city centre in public transport
 - > 12 minutes from the TGV train station Lyon Part-Dieu
 - > 30 minutes from Lyon Saint-Exupéry airport international
 - > 15 minutes from Lyon Bron business airport

- **...in an exceptional surrounding**
 - > located between the Rhône river and the Tête d'Or park, in the heart of the Cité internationale designed by Renzo Piano
 - > The Cité internationale : 500 hotel rooms, many restaurants, casino, cinema, museum of Contemporary Art...



B.

How to get to the site

Public Transport

Location: Lyon Cité des Congrès
50 quai Charles de Gaulle - 69 006 Lyon

BY PUBLIC TRANSPORTATION



 **Cité internationale
Centre de Congrès**

C1 | C2 | C4 | C5

- C1 : Gare Part Dieu Jules Favre - Cuire
- C2 : Gare Part Dieu Jules Favre - Rilleux
- C4 : Jean-Macé - Cité internationale
- C5 : Cordeliers - Rillieux Semailles / Vancia Château Bérard

 **Cité internationale
Transbordeur**

C26 | Bus 70

- Bus70 : Gare Part Dieu - Neuville
- C26 : Cité internationale Transbordeur - Grange Blanche



INFOS TCL

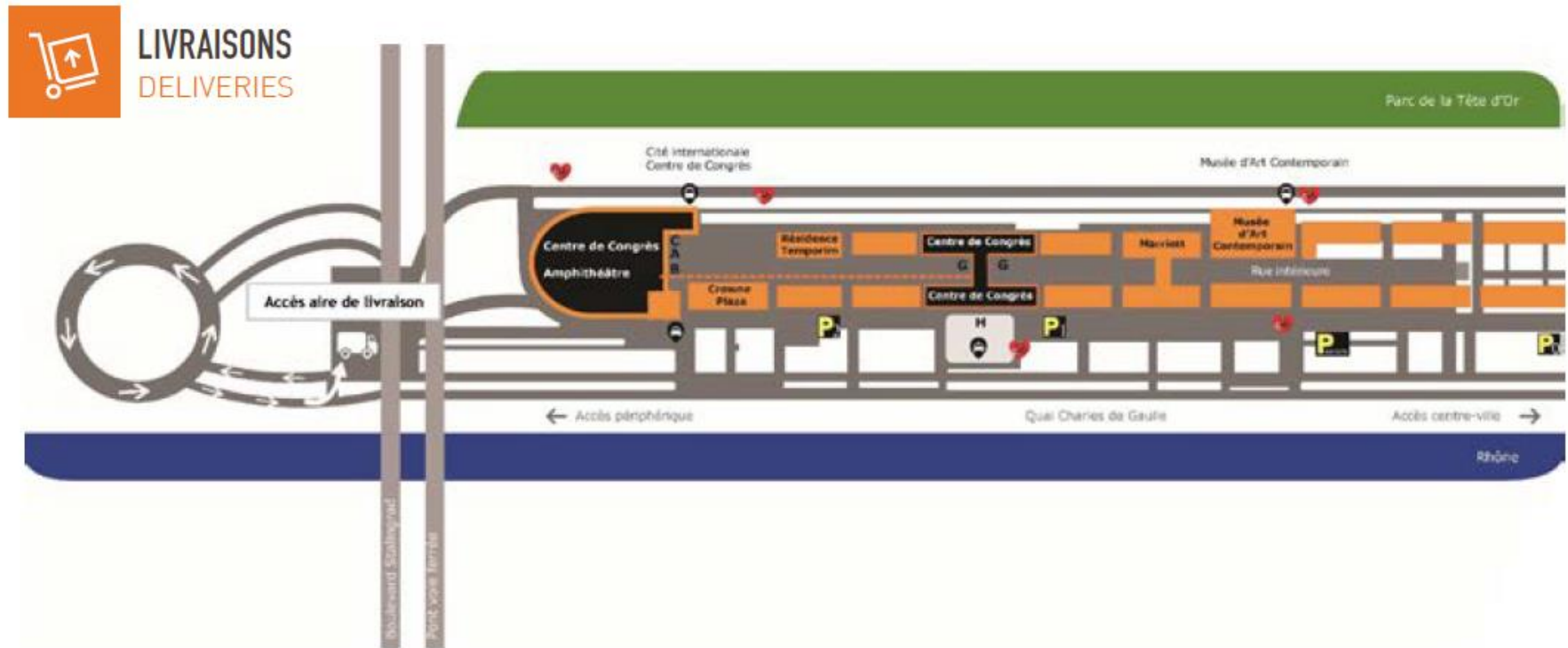
+33(0)4 26 10 12 12
www.tcl.fr



Access floorplan Deliveries



VEHICLE HEIGHT



ACCÈS

ACCESS

| | HAUTEUR VÉHICULES < À 2,70M | HAUTEUR VÉHICULES > À 2,70M | VEHICLES HEIGHT < TO 2,70 M | VEHICLES HEIGHT > TO 2,70 M |
|---------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| FORUMS 1-2-3 | Aire de livraison (Accès 12 - 16) | Aire de livraison (Accès 12 - 16) | Delivery area (Access 12 - 16) | Delivery area (Access 12 - 16) |
| FORUMS 4-5-6 | Parking P2 niveau -1 | Aire de livraison (Accès 5 - 11) | Parking P2 level -1 | Delivery area (Access 5 - 11) |
| PLACE HAUTE | Aire de livraison (Accès 13) | Aire de livraison (Accès 13) | Delivery area (Access 13) | Delivery area (Access 13) |

Accès en aire de livraison : 1 QUAI CHARLES DE GAULLE | 69006 LYON
(GPS : 45,47.132°N - 4,51.637°E)
Zone de (dé)chargement de votre matériel, stationnement limité à 20 minutes.

Accès par parking P2 (payant) : QUAI CHARLES DE GAULLE | 69006 LYON
(GPS : 45,78601 - 4,85681)

Si prévu par l'organisateur, pour les salons en forums 4-5-6, accès direct par monte-charge à la zone d'exposition pendant les périodes de montage et démontage uniquement.

Access to delivery area: 1 QUAI CHARLES DE GAULLE | 69006 LYON
(GPS: 45,47.132°N - 4,51.637°E)
(Un)loading area, parking limited to 20 minutes.

Access to carpark P2 (paying carpark): QUAI CHARLES DE GAULLE | 69006 LYON
(GPS: 45,78601 - 4,85681)

If proposed by the organizer, for trade fairs in forums 4-5-6, direct access is available by freight elevator to the exhibition area during assembly and disassembly periods only.

Entry badges

New



Unidentified persons will not be allowed to access the site.



Decorators/drivers

Build-up/dismantling badges

In order to **gain access to the hall(s) during setup and takedown**, each person must be registered beforehand and have their setup badge and proper ID. To register, you must go to your online Exhibitor Space (<https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html>).

Exhibitors

Exhibitor badges

Exhibitors must have a badge to enter the site during the **trade show and during setup and takedown**.



To register, you need to go to your online Exhibitor Space (<https://forumlabo.portail-exposant.com>).

Procedure:

Order your exhibitor badges for access to the trade show before **Wednesday 14 September 2022**. Your badges will be sent and available to print starting on **(Tuesday 6 September 2022)**.

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

For any questions, please contact customer service thanks to the following webform:

<https://www.forumlabo.com/lyon/en-gb/helpdesk-form.html>

The exhibitor badge is also compulsory for access to the build-up and dismantling of the show.

C. Practical information

Setup



Entry and traffic

In the Halls

Trucks and passenger vehicles are not authorised in the halls. Only handling equipment is allowed.

Setup



Access control on site

During setup, the venue is a worksite closed to the public. A badge with your name and a piece of ID are required to access the Parc des Expositions. Your setup badges need to be ordered in your online Exhibitor Space.

Important

We now need to be able to identify all staff on site during trade show setup and takedown. Anyone working on setup and/or takedown will therefore need to pre-register using the Setup/Takedown Badges form available in your online Exhibitor Space.

Only people who have registered using this form will be permitted to access the site during trade show setup and takedown.

During trade show opening hours, people must be registered as usual to access the site, in the online Exhibitor Space, under the Exhibitor Badge tab.

Registration deadline:

After Wednesday, September 14, 11:59 p.m., you can continue to print or send your badges already registered, but adding and modifying collaborators will no longer be possible. If you need additional badges, you can go to the show's general office from Sunday 18 September - 11 a.m. (build-up day), with your business card and ID.

Setup



Site opening hours

See the trade show schedule.
Stand decorators/designers must follow the schedule established by the organiser to access the site during setup.



Empty packaging - material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the halls (see Handling Order Form in your online Exhibitor Space). Empty packaging may not be stored in the halls.



Fire safety inspection

Your stand must be ready before the Fire Safety Inspection, with the person in charge of the stand present. Date and time to be announced.
If your stand does not comply with the regulations, you will be asked to take the necessary measures to make your stand compliant before opening to the public.



Handling

Handling companies are available inside the hall for a fee. See the Handling Order Form in your online Exhibitor Space.

During the trade show



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited.



Sound attractions and flyers

Attractions (sounds, videos, mascots, etc.) must be declared with the organiser for approval. The maximum sound level must not exceed 85 decibels.

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

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

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

All attractions and sales activities are strictly prohibited outside the stand. Handing flyers out in aisles is not allowed.

During the trade show



Exhibitor badges

Exhibitors must have a badge in their name and for entry during the trade show, and during build-up and dismantling.



Caterers

There are no exclusive catering contracts at la Cité des Congrès de Lyon. Therefore, exhibitors may use either the caterers at the site (see <https://www.forumlabo.com/lyon/en-gb/exhibitor-area1.html>) or caterers.

All caterers are authorised to provide services at the Cité des Congrès de Lyon, provided that they declare themselves to the Venue before the service is provided and sign a one-off fee-based contract.

Contact : Roxane Guérin – Tél : + 33 (0)4 72 82 27 30 / expo@ccc-lyon.com
Ou Raphaëlle Berger-Perrin – Tél : + 33 (0)4 72 82 27 40 / expo@ccc-lyon.com

Without this authorisation, they will be denied access to the park.

During the trade show



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night, and remind you that there is a high risk of theft during setup and takedown. Please keep a close eye on your personal effects (see Private Stand Security in your online Exhibitor Space).



Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor. This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form.

Dismantling

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



Dismantling times

Stand dismantling will start on 20th September from 6.30 pm (see schedule).

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

During this time, stand security is not provided by the organiser. If you want security for your stand, please contact a specialised company (see Security Order Form).



Access and parking lots

See access floorplan.

Breakdown

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



Fully-equipped stands and additional options

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



Cleaning

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

For waste removal, we advise you to contact the companies in charge of cleaning the pavilions (see stand cleaning).

You will be invoiced for any deterioration or damage noted after your stand has been dismantled.

Exhibitors are also responsible for all their service providers (see Dismantling Certificate).

Foreign workers

Reminder

Article L 341-6 of the French Labour Code:

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

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

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

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

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

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

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

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

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

Basic safety rules

Reminders

During setup and takedown, access to the exhibition and event spaces is regulated. You must follow the instructions given to you by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the trade show setup and takedown periods.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.



Basic safety rules

Reminders

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



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

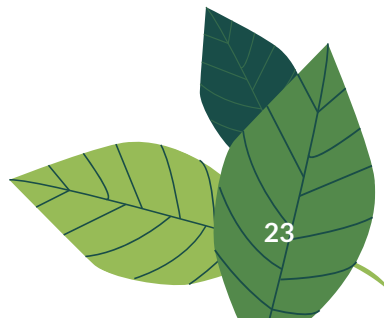


D. Responsible exhibitors



Let's work together towards a sustainable Trade Show

Forum LABO is conscious of environmental and social issues and committed to a sustainable development approach. **Let's work together.** We've put together this tool to help you (re-)discover the best practices that you can follow to do your part.



Responsible exhibitors



Use low-carbon transportation

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

Pool deliveries with other participants at the event.

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



Reduce packaging

Avoid extra packaging as much as possible.

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



Think eco-design

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

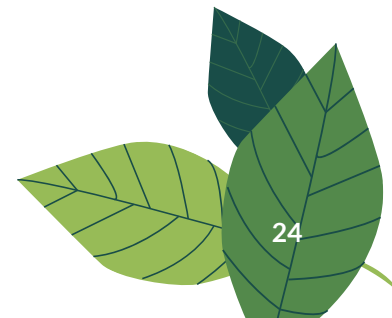
We offer custom-made eco-designed stands.

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



Use responsible advertising

To avoid any risk of spreading the COVID virus, we recommend that you avoid flyers and goodies, replacing them with a nice experience at your stand. If you still want to use them, try to adapt the print run to your needs, use environmentally friendly materials, and ethical and or zero waste goodies.



Responsible exhibitors



Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

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

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



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

During setup and takedown, use one of the collection points to recycle your waste.

During the trade show, recycle your sorted waste in the bins available to the public.

For masks, gloves and wipes, please dispose of these consumables in the designated bins.

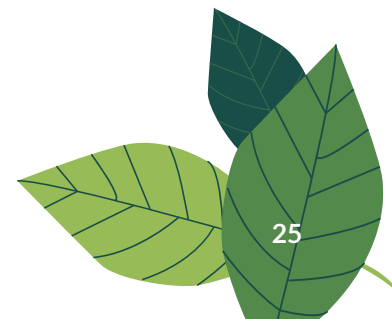


Upcycle your waste (stand structures, heavy materials, carpets, etc.)

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

For space-only stands, organise the removal and recycling of your waste.

Use our takedown assistance option



E.

Architectural technical regulations

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

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

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

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

Hanging elements/slings: Elements to be hung from the pavilion's rafters must be installed by the Cité des Congrès de Lyon technical teams. Requests must be made to the park's exhibitor services

(Raphaëlle Berger-Perrin 04 72 82 27 40 et Roxane Guérin +33 (0)4 72 82 27 30
Mail Expo CCCL : expo@ccc-lyon.com).

In all cases, hanging elements must comply with the architectural rules. Your hanging structures (or strung elements) must be inspected by a certified company in order to obtain a stability report. Exhibitors must provide a certificate of compliance.

Architectural technical regulations

Two drawings with dimensions showing floor plan and elevation views must be submitted to ASTECH company in charge of approving stand designs before 22 August 2022. www.astech-prod.com

Email : pascal.redon@astech-prod.com

Tél : +33 (0)6 83 25 95 12



Architectural technical regulations

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

| | Height | Clearance | Rules |
|--|---|---|---|
| Construction | 5m | Aisles: 0.5m Neighbouring stands: 1m | Any construction or decorative element whose height is > 2.50 m must respect the setbacks from the aisles 0.5 m and the neighboring stands 1 m |
| Partitions/shared partition walls | 2.5m | | The partitions facing neighbouring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs. |
| Signs | 5m | Aisles: 0.5m Neighbouring stands: 1m | Any signage whose height is > 2.50 m must respect the setbacks from the aisles 0.5 m and neighboring stands 1 m |
| Hanging sign structures | 5m | Aisles: 0.5m Neighbouring stands: 1m | Open superstructure that can include the exhibitor's label or illuminated logo. Sign structures must be slung or only be attached to the structure by a light frame. Raphaëlle Berger-Perrin tél : 04 72 82 27 40 Mail Expo CCCL : expo@ccc-lyon.com |
| Lighting fixtures or truss lighting | 5m | Aisles: 0.5m Neighbouring stands: 1m | Independent lighting fixtures hung above the stand structures are authorised. Contact Raphaëlle Berger-Perrin tél : 04 72 82 27 40 Mail Expo CCCL : expo@ccc-lyon.com |
| Aisles | The aisles must always remain clear. The stand must maintain a minimum opening of 50% on each side opening onto an aisle. Any solid decorative element is considered a closure. All decorative elements and installations must be designed so that the aisles remain well-cleared, they do not interfere with neighbouring stands, and they allow high visibility of the trade show through the stands. | | |
| Other items | For all other items please contact the technical team. | | |

*Please ask your technical contact for the height restrictions specific to your spot. .

Architectural technical regulations

Stand boundaries

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

Clear aisles

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

Stand openings

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

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

Equipment in operation

Exhibitors wanting to present equipment in operation, must return the “Equipment in operation” form to the safety officer (Handi’Secure).

Damage

Exhibitors are responsible for any damage to the building's structures during the transport, installation or removal of their equipment made by themselves and/or companies working on their behalf.

Partitions/walls, floors, and pillars may not be drilled into, sealed, chased, cut or painted.

Architectural technical regulations

Stands over 200m²

Please contact the trade show's technical and safety advisor.

Reused stands

Reused stands are subject to the trade show's Architectural Regulations, just like newly built stands.

Multi-level stands

These types of stands are not allowed.

Awnings

If you wish to install an awning, you will first need to have the amount of coverage approved by our safety officer.

Flooring

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

Ground load

Maximum allowed in the halls is 400kg/m². Contact exhibitor services for more information. Distribution plates are required beyond the maximum authorized load.

Cladding on posts

Walls, floor, pillars, walls: it is forbidden to make holes, seals or cuttings. It is also forbidden to paint them.

In the event of non-compliance, the exhibitor will be charged for repairs.

Architectural technical regulations

Attractions/events, sound systems and illuminated signs

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser. All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show. Rotating and similar lights are not permitted. Illuminated signs or signage are permitted. Under no circumstances may they have strobe or flashing lights. Attractions/events must be declared to the organiser. The noise level coming from the stand must not exceed 70dB at the stand boundary. The organizers reserve the right to determine the acceptable sound level in the event of complaints from other exhibitors.

Tethered balloons

Balloons inflated with a gas lighter than air and used as a sign must respect the authorised heights and clearances.

The length of their attachments must not change and follow the same clearances as hanging elements. Failure to comply with this obligation will authorise the organiser to remove them.

Wheelchair accessibility

All stands equipped with a technical floor higher than 2 cm which the public may have to climb must have a wheelchair ramp. It must be 0.90 m wide and have a slope of between 2% and 5%. The ramp must be integrated into the stand and not extend into the aisles.

Architectural technical regulations

If you are using a stand designer, please send them this document so that they can take these regulations into account when designing your stand.

Smoke ventilation control systems and fire fighting systems

On the perimeter cladding or the posts are placed smoke extraction controls or fire extinguishers. The fire hose reel must be visible and accessible within a radius of 1 m. The intercoms must remain unobstructed at all times. The marking of these installations must remain visible.

The fire hose reel

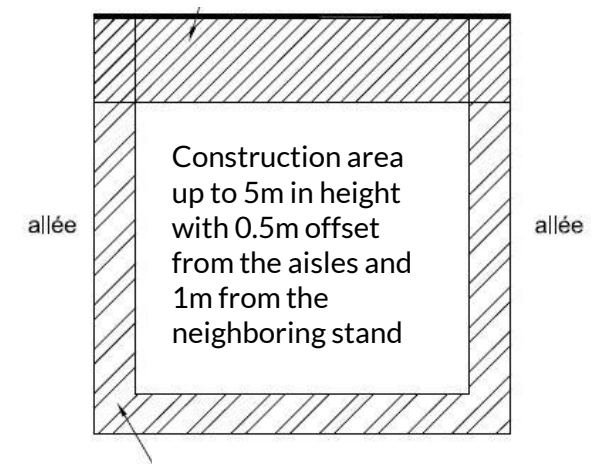
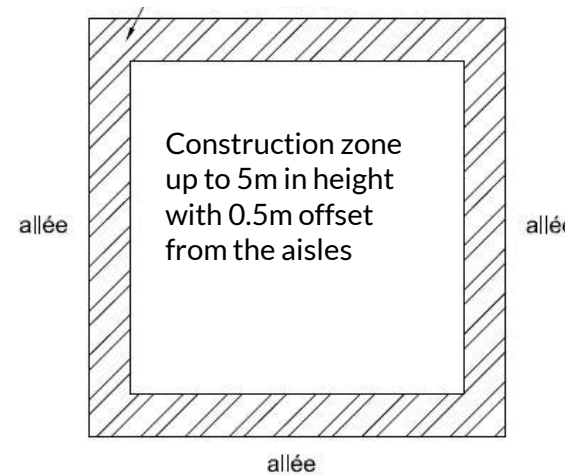
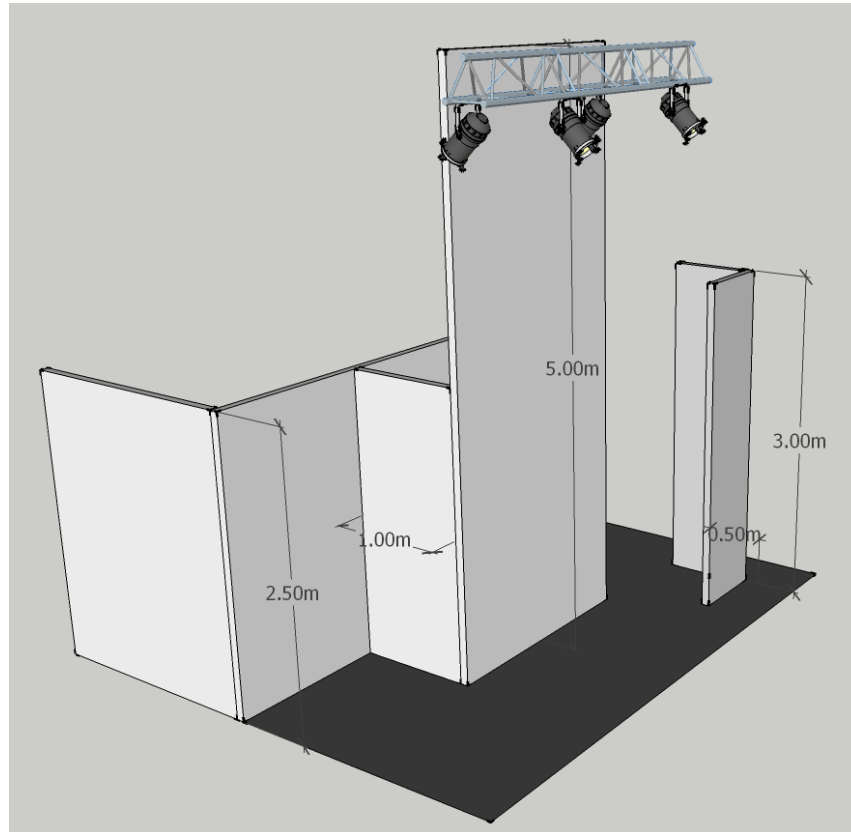
The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements. However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, RIA in white lettering or pictogram, 40 cm x 15 cm).

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

Fire safety inspection

All installations must comply with the regulations issued by the Préfecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to trade show regulations. Due to the Fire Safety Inspection, stand setup must be completed by 09/18/2022 – 8:00 pm.

Architectural technical regulations



Architectural technical regulations



2. Forms that need to be returned



A. Fire safety regulations

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

Please note: there is a form you will need to read in your online **Exhibitor Space**. The **Equipment in Operation** document must be completed based on the equipment displayed at your stand.

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

B. **Specific health and safety plan**

Please carefully read the specific health and safety plan DOT which you will find in full in your online Exhibitor Space.

Please note that a SAFETY NOTICE form must be completed.

C. Form to be returned to customer service

**Complementary
insurance (optional)
1/3**

Form to be returned before 08/19/22

By email: helpdesk.forumlabo@rxglobal.com

By mail: RX France - Forum LABO LYON - Service Administration des Ventes
52-54, quai de Dion Bouton - CS 80001 - 92806 Puteaux cedex - France

Company name:.....

Aisle:..... Stand number:.....

Adress:.....

..... Postcode:.....

Town/City: Country:.....

Tel.: Contact :.....

Email :

C. Form to be returned to customer service

Complementary insurance (optional) 2/3

The mandatory insurance covers your stand and the objects in it against theft, damage and destruction, for up to €15,000. Please refer to Articles 18, 19 and 20 of the General Regulations for trade shows organised by RX France and to the detailed Terms and Conditions of the exhibitor insurance.

Exhibitors are responsible for monitoring their stands during trade show exhibitor opening hours. In the event of theft of property or goods left unattended during trade show exhibitor opening hours, it will not be covered by the exhibitor insurance.

The supplemental insurance lets you insure your stand and the objects in it if their value exceeds €15,000. The table below allows you to calculate the additional capital to be insured and the corresponding premium to be paid.

| Items | | Values |
|--|--|----------|
| Total value of the stand and the items in it* | (A) | € |
| Capital of the mandatory insurance | (B) | € 15.000 |
| Capital to be insured in supplement | (C) = (A) - (B) | € |
| | Value of regular equipment* to be insured in supplement (D) | € |
| Value of audiovisual equipment and plasma screens* to be insured in supplement | (E) | € |
| (* See Definitions in the Exhibitor Guide) | | |
| Premium to be paid incl. VAT | (F) = (D) x 0.208% | € |
| | (G) = (E) x 1.26% | € |
| Total premium to be paid | (F) + (G) | € |

C. Form to be returned to customer service

Complementary insurance (optional) 3/3

In order for your application for supplemental insurance to be considered, you must include the following documents:

1. Payment by cheque, made out to Name of Forum LABO LYON 2022/ RX France;

For money transfers from foreign exhibitors: the statement "payments must be made without cost for the beneficiary" (les règlements devront impérativement être faits sans frais pour le bénéficiaire) must be noted on the transfer. CIC SWIFT CODE: CMCIFRPP.

| Banque Bank | Guichet Branch | No de compte Account number | Clé RIB Account verification No. | Motif Reason | Domiciliation Branch address | No TVA Intracommunautaire VAT identification No |
|----------------|-------------------|-----------------------------------|--|-------------------------|---|--|
| 30066 | 10947 | 00010067602 | 68 | Forum Labo Lyon 2022 | CIC 102 bld Haussmann 75008 PARIS | FR 92 410 219 364 |

2. A costed description of the equipment insured in supplement.

The undersigned hereby declares that they have read, understood and shall comply with the general regulations for trade shows organised by RX as well as with the documents to which they refer and, for cases not covered by the aforementioned documents, with the general regulations of the Union Française des Métiers de l'Événement.

I, the undersigned, hereby certify that the information concerning the insurance policy subscribed to below is accurate and complete.

Company stamp:

Signature :

For your information

DEFINITIONS OF AUDIOVISUAL EQUIPMENT AND ORDINARY EQUIPMENT

Audiovisual Equipment and Plasma Screens:

Audiovisual material means any electronic material related to the processing of sound and / or image such as:

- VCR
- Camera
- Camcorder
- DVD player
- Television
- Hi-fi system
- Camera
- Amp
- Audio speaker
- Flat screens
- Plasma screens
- LCD screens
- LED screens

Ordinary Material:

By default, all equipment that does not fall into the Audiovisual Equipment and Plasma Screens category.

D.
Form to be returned to the dedicated service providers
Declaration of equipment in operation 1/2

Form to be completed and returned before 08/22/2022

By email : handisecur@icloud.com

HANDI'SECURE - Isabelle FERRANDES / +33 6 87 99 86 59

Company name:.....

Aisle:..... Stand number:

Adress:.....

..... Postcode :.....

Town/City: Country:.....

Tel.:..... Contact :.....

Email :

Type of equipment or device in operation:

.....

.....

.....

D. Form to be returned to the dedicated service providers Declaration of equipment in operation 2/2

1. Specific risks

Electrical power source over 100 kW:

Power :

Flammable liquids:

Type:

Quantity:

Method of use:

Please note : The organiser will notify the exhibitor of Administration decisions concerning requests for authorisation.

Important

Equipment displayed in operation must either have fixed and well adapted screens or covers that keep any dangerous parts out of reach of the public, or be arranged so that the dangerous parts are kept out of reach of the public, and at a distance of at least one meter from the aisles.

Demonstrations are carried out under the sole responsibility of the exhibitor.

2. Risks requiring a special authorisation or declaration

Thermal or combustion engine:

Smoke generator:

Liquefied gases (acetylene, oxygen, hydrogen or gases presenting the same risks):

Type:.....

Quantity:

Radioactive Source:.....

X-Ray:

Laser :

Company stamp:

Signature :

3. Preparing your stand



A. Turnkey stands

Our turnkey stand services are managed by our official partners.

How does it work?

1. You sign your Confirmation Form and confirm the location of your stand. A stand number is assigned to you, as well as your login details for your online **Exhibitor Space**.
Please read this Exhibitor Guide and the health measures carefully. The service provider responsible for your stand will contact you.
2. **Complete the form received from the service provider**
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs).
3. If you would like to order other services for your stand, please consult the list of our recommended service providers on page 54 and in your online **Exhibitor Space**.
4. Your turnkey stand will be ready the day before the trade show opens.
The technical teams will be available on site for any requests concerning your stand.

Health measures:

Please refer to the health policy, which is updated regularly in line with the latest government regulations.

A. Turnkey stands

Our turnkey stand services are managed by our official partners.

Services included

- Modular or wood with brushed cotton rental partitions (depending on the type of stand)
- Carpet (choice of colours on the form)
- 1 intermittent current power supply (3KW or 4KW depending on the type of stand)
- Lighting adapted to the size of the space
- Signs
- Furniture
- Cleaning (before opening and daily)

Information

- Don't forget to select your **furniture** in the My Stand section of your online **Exhibitor Space**. You can choose between different types of options, however you cannot change the content of an option.
- **Please note:** to complete the process, you should receive a confirmation email when the order is processed. (Remember to check your spam).

A. Turnkey stands

Easy



Our service provider, **GL Events**, will contact you to help you choose the layout and design of your stand.

Identity



Our service provider, **LINKS EVENT** will contact you to help you choose the layout and design of your stand.

High signage: hanging sign 2000 x ht 1000 mm, recto/verso printing
For technical reasons related to the Cité des Congrès de Lyon, the installation of the suspended hoops is not feasible
Lower signage: personalized bank facade (digital printing)

B. Space-only stands

The floor area
is marked out
on the ground.
Partitions and
carpeting are
not provided.

Several options

1. You sign your Confirmation Form and confirm the location of your stand.
A stand number is assigned to you as well as your login details for your online **Exhibitor Space**.
Please read this Exhibitor Guide and the health measures carefully.

Option 1: Design your stand using our catalogue of additional options.

Find all our services in the catalogue of additional options available in your online **Exhibitor Space**.

Please contact us! We will be pleased to advise and assist you: marine.doyen@gl-events.fr

2. Option 2 : Contact My Stand Maker

Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on the following page.

3. Option 3: You have your own stand designer/decorator.

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

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

B. Space-only stands

The floor area
is marked out
on the ground.
Partitions and
carpeting are
not provided.

Remember to reserve:

With the exhibitor service of the Lyon Congress Center

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

Contact :

Raphaëlle Berger-Perrin: +33 (0)4 72 82 27 40

Roxane Guérin: +33 (0)4 72 82 27 30

Mail Expo CCCL : expo@ccc-lyon.com.

Important

You must have your stand design approved by our service provider ASTECH.

Please return mandatory forms to RX and our service providers (you can find them in your [Exhibitor Space](#)).

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

My Stand Maker



My Stand Maker is an RX France service

Our mission

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

Our goal

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

Our method

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

For more informations: www.mystandmaker.com



My Stand Maker



One reliable contact person

Our sales representatives have extensive trade show experience and are ready to provide you with all the help, support and advice you need, from defining your needs to building your stand at the show.



Customised support

We offer solutions that meet your exhibition goals and budget. We discuss your expectations with you so that we can offer you the stand and services that will best meet your needs.



Affordable prices

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

For more informations: www.mystandmaker.com

C. Additional options

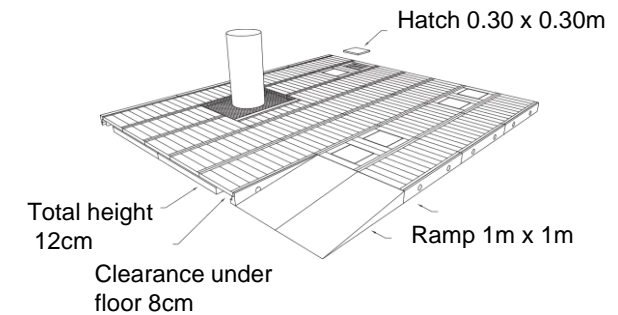
1/2

Design your own stand with our catalogue of design options. Please do not hesitate to contact us for a detailed estimate. We will be happy to help you.

marine.doyen@gl-events.fr

Flooring

Choose your carpeting from a wide range of colours. We also offer technical flooring for a high-quality look.



Lighting

Don't forget the lighting for your stand: track lighting, spotlights on rods, truss lighting, etc.



C. Additional options

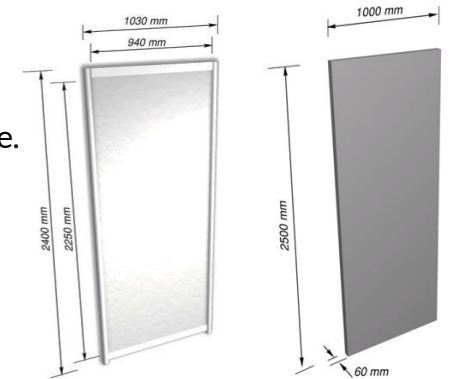
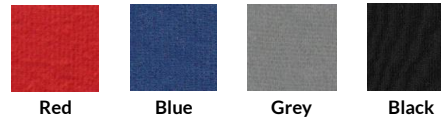
2/2

Design your own stand with our catalogue of design options. Please do not hesitate to contact us for a detailed estimate. We will be happy to help you.

marine.doyen@gl-events.fr

Partitions

Choose from two types of partitions: modular or wood with brushed cotton in the colour of your choice.



Signs

Stand out and personalise your stand with customisable partitions or hanging signs.



D. Prestataires référencés

1/2

Security adviser

HANDI'SECURE
Fire Security
+33 (0)6 87 99 86 59
handisecur@icloud.com

DOT

Security - Health protection
+ 33 (0) 1 46 05 17 85
sps@d-o-t.fr

Furniture

GL Events Mobilier
+33 (0)1 30 11 98 00
info.mobilier@gl-events.com

Turnkey stands

GL EVENTS/ Stand EASY
+33 (0) 7 85 99 92 86
juliette.couasse@gl-events.com

LINKS EVENTS / Stand IDENTITY

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

Stands project validation

ASTECH
+33 (0)6 83 25 95 12
pascal.redon@astech-prod.com

Meet & Greet staff

DECIBELLES
+33 (0)1 40 60 11 28
ana@deci-belles.com

Handling / Transport

Clamageran Foireexpo
Arnaud ALOTH
T : +33 (0) 472 794 721
M : +33 (0) 613 092 320
a.aloth@clamageran.fr

GONDRAND

Didier Fanton
+33 (0)472 223 022
didier.fanton@gondrand.fr

Floral decorations

Centre de Congrès de Lyon :
+33 (0)4 72 82 27 30
+33 (0)4 72 82 27 40
expo@ccc-lyon.com

Computer & audiovisual equipment Bar Equipment & refrigeration appliances

Stand cleaning

Catering

Security

Centre de Congrès de Lyon :

+33 (0)4 72 82 27 30
+33 (0)4 72 82 27 40
expo@ccc-lyon.com

RX France

52 quai de Dion Bouton
92800 Puteaux

+33 (0)1 47 56 00 00
www.reedexpo.fr