

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.

