



VINEXPO

PARIS

10 - 12 FEB. 2020



**STAND LAYOUT &
INSTALLATION**

VINEXPO.COM | THE WORLD OF WINE & SPIRITS



VINEXPO PARIS 2020 will take place at the Paris Convention Centre in the hall 7.1 (refer to Vinexpo Paris General Map).

The documents, “ACCESS REQUIREMENTS” (document I), “FRENCH REGULATIONS” (document II), and “**STAND LAYOUT AND INSTALLATION**” (document III) are designed to remind Exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

- 1 - The requirements regarding access, installation and dismantling (document I)
- 2 - The conditions of work, health and safety regulations (document II)
- 3 - The safety and fire-fighting measures (document II)
- 4 - The VINEXPO PARIS rules (document III)**
- 5 - The exhibition centre technical specifications (document III)**
- 6 - The VINEXPO PARIS stand design regulations (document III)**

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.

Reception on site:

- **Set-up/dismantling reception:** from Thursday the 6th of February to Sunday the 9th of February 2020, then from Thursday the 13th to Friday the 14th 2020, from 7:00 to 17:00.

- **Exhibitor reception:** Monday the 10th of February from 7h30 to 19h00
from Tuesday the 11th to Wednesday the 12th of February 2020, from 8:30 to 19:00.

1. VINEXPO RULES

1.1. "STAND LAYOUT" FORM

Each Exhibitor must complete the online form and send the stand project from his own exhibitor's space, the E-guide (www.vinexpoparis.com: Exhibitor's e-guide) in the dedicated section (Exhibitor Home Page > STAND > Your stand project) before **January the 30th of 2020**.

Under conditions the form must be sent with: (See the Paris Regulations document: §2 « Safety and fire-fighting measures »)

- the SHP Coordination form and associated your PGCSPS (General Safety and Health Protection Coordination Plan) (contact: **DÖT** – see lexicon),
- certificates testifying the fire resistance of the materials constituting the stand
- the original architect's plan for stands with upper levels
- a certificate attesting the soundness and stability of the upper floor from a building inspection body.

>>> NEW

Fire certificate of materials used for the stand layout and stand drawings have to be sent to the responsible of security:

A.F.S Conseils et Sécurité

Alain FRANCONI

Tel: +33 (0)6 70 61 95 11

E-mail: afrancioni@afsconseils.fr

>>> REMINDER

Vehicle and pedestrian passes will only be issued after stand project reception and approval by architecture department of Vinexpo.

The stand's construction must comply in every way with the approved plan. The use of stands that do not correspond to their drawings is strictly forbidden and

supply of electricity and other utilities to such stands will be systematically refused by VINEXPO.

The stand drawings must include all plans, elevations, façades and 3D representations necessary to understand what is intended and to immediately assess compliance with the 6 architecture rules.

For example:

- distances from neighbouring boundaries should be shown on plans,
- heights of partitions, "signboard structures" should be shown in elevations and façades,
- "signboard structures", decoration on pillars, etc. should be shown in 3D representations or drawings.

>>> PLEASE NOTE

Only stand plans sent by internet from the personal online form will be accepted.

>>> REMINDER

VINEXPO will make on site investigations regarding the respect of the stand design regulations (see Chapter 3 "Vinexpo stand design regulations"):

- examination of the installation in accordance with the layout approved or annotated by VINEXPO,
- report of the stand design regulations violation.

At the end of the dismantling operations, VINEXPO will proceed to an inventory of fixtures:

- After stands have been fully dismantled and the floor space occupied by the Exhibitor (or person in charge of the stand) is returned to the condition in which it was initially made available for stands to be installed.
- No damage or loss has been incurred by the Paris Convention Centre and his equipments, caused by Exhibitors' or their sub-contractors or suppliers.
- Should the opposite occur, a report will be

established and the costs of restoration will be charged to the Exhibitor.

1.2. HANDLING WITH MACHINERY

>>> REMINDER

Where mechanical handling within the exhibition halls is required, only the official supplier, CLAMAGERAN may be appointed. Forklifts, lifting gear and pallet trolleys from any other forwarder will not be allowed into the exhibition halls.

CLAMAGERAN (see lexicon)

>>> REMINDER

VINEXPO has appointed the official supplier CLAMAGERAN to deliver to stands wine and spirits cases and small decorations/advertising in a single batch and in a single delivery for each Exhibitor.

CLAMAGERAN (see lexicon)

1.3. REMOVAL OF WASTE

Exhibitors, stand designers and stand installers are requested to progressively remove all litter and waste materials generated while setting up and dismantling their stands.

1.4. STORING EMPTY PACKAGING MATERIALS

Exhibitors, designers and stand installers must contact the approved forwarder W&S Logistics with regard to handling and storing empty packaging materials during stand installation and dismantling.

1.5. CLEARWAYS

>>> REMINDER

In order to facilitate assembly and dismantling work and to ensure the safety of property and people, VINEXPO has set up clearways in the exhibition halls. These aisles are intended for the movement of people and vehicles (fork lift trucks, pallet trolleys,

etc.) and must be freely accessible and kept clear of all stand materials (crates, litter, etc).

1.6. LIABILITY/SURVEILLANCE

Exhibitors shall be liable for any deterioration or damage caused by themselves or by companies working for them to floors or the fabric of the building during the transportation, installation, or use of their equipment.

>>> REMINDER

The Paris Convention Centre, including inside the exhibition halls, is equipped with a video-surveillance system which will be in operation during the 3 exhibition phases: installation, exhibition, dismantling.

2. EXHIBITION HALL TECHNICAL SPECIFICATIONS

2.1. EXHIBITION HALLS PILLARS

Structural pillars are to be found in the exhibition halls and are shown on the map of exhibitors' stands. When pillars are located on the site of a stand, exhibitors must:

- not use these pillars as structural elements of the stand,
- ensure that all fire-fighting equipment (fire-hose stations and extinguishers) supported by the pillars is visible, easily accessible and easy to handle,
- The flashing light boxes on all pillars must be visible at all times. The stand close to the pillars should not exceed 3mh.

2.2. ACCESSIBILITY OF FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not in any way prevent access to fire fighting equipment and facilities. Hose reels (H.R.) and extinguishers, fixed to the columns of the exhibition areas are shown on the plans of the individual sites. They must remain constantly visible and unencumbered.

For safety reasons, some zones must be respected:

- RIA deployment zone 1 m x 1 m
- 1m wide access from the main aisles to this RIA deployment zone.

Furthermore, the exhibition hall being protected by an automatic sprinkler system, the sprinklers must not be blocked.

2.3. AIR CONDITIONING

A constant temperature around 22°C will be maintained in the hall from Saturday the 8th to Wednesday the 12th of February.

2.4. PARIS CONVENTION CENTRE DELIVERIES

Paris Convention Centre is the official supplier for the fluids delivery (electricity, telephone, internet, wifi, water, hanging) on site.

For any order or information, the exhibitor have to refer to the Technical deliveries Guide of the Paris Convention Centre (www.vinexpoparis.com).

PARIS CONVENTION CENTRE (See lexicon)

2.5. GLASS FACILITIES

VINEXPO provides each morning clean glasses to each Exhibitor on his stand (proportional quantity with the surface of the stand).

2.7. ICE SUPPLY

Many free delivering of ice area are at disposal in the hall.

2.8. SINKS

Many areas with sinks are at disposal in the hall.

2.9. DAMAGES

Exhibitors shall be held responsible for any damage which they or their appointed contractors working on their behalf may cause to the fabric of the exhibition halls during transport, installation or removal of their equipment.

The floors, partitions and pillars must not be drilled, cut or painted.

Any deterioration (including paint stains) will be invoiced to the Exhibitor. Likewise, the evacuation of any material or equipment (carpet, earth, building components, etc.) not taken away at the end of the exhibition will be invoiced to the Exhibitor.

3. VINEXPO PARIS ARCHITECTURE RULES

Subject to compliance with these regulations, Exhibitors are free to design their stands in their own way.

However, to avoid the inevitable spatial one-upmanship and to ensure that all stands are clearly visible, the VINEXPO Architecture Department requires 5 simple rules to be followed concerning:

Rule n° 1: stand boundaries

- Rule n° 2: stands with upper levels
- Rule n° 3: stand façades
- Rule n° 4: stand activities
- Rule n° 5: aisles

This also applies for Exhibitors re-using a stand which is modified for the new site that has been assigned to them for this exhibition.

VINEXPO PARIS

Département architecture
E-mail: architecture@vinexpo.com

All stand layout drawings and specifications must be sent in the section "Stand Project" of the Exhibitor E-Guide by E-mail (as a pdf file), before **January the 3rd 2020**, for prior approval to the VINEXPO Architecture Department.

The VINEXPO Architecture Department will make on site investigations on the respect of the stand design regulations:

- examination of the installation in accordance with the layout approved by the VINEXPO Architecture Department,
- report of the stand design regulations violation.

>>> PLEASE NOTE

It is necessary and obligatory to all Exhibitors to install a floor covering and its own partitions on their stands.

3.1. RULE N° 1: STAND BOUNDARIES

(Also see document : PARIS Regulations "2.15. STANDS WITH UPPER LEVELS - COVERED STANDS").

Spirit of the rule:

This rule ensures that every stand in the exhibition can identify itself clearly without masking the other stands.

>>> IMPORTANT

The partition walls between stands and technical floor will not be provided.

Each stand must plan its own partition walls even if is leaning against another stand.

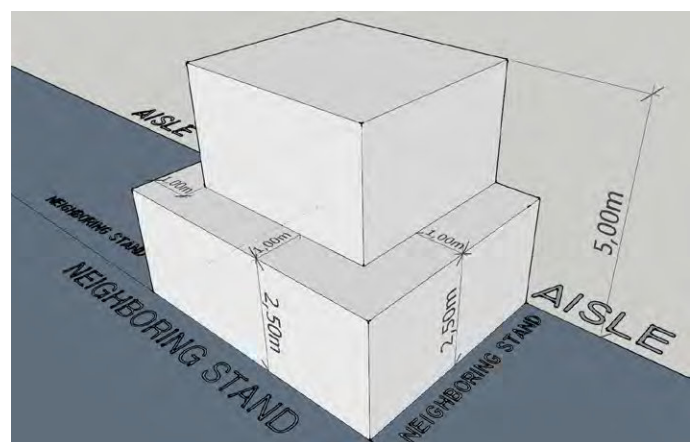
In general, the stand must not be more than 2.50m high (above the platform).

- To accommodate stand identification requirements, Vinexpo accepts the erection of one or a few "signboard structures" - standing on the ground, suspended, on the facade, above the stand, etc.

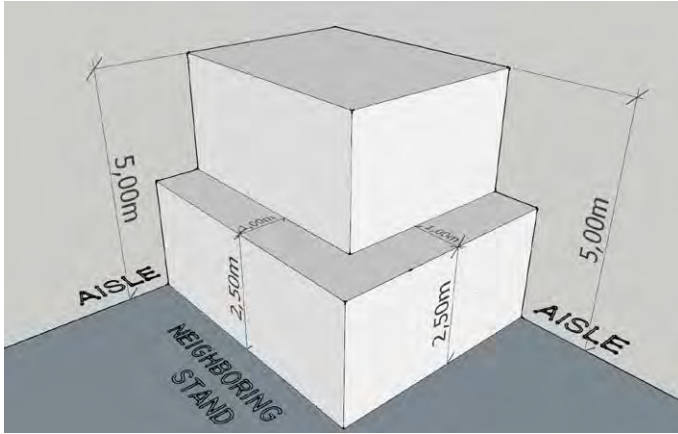
- There are no restrictions on the design of the signboard structure or on how it is used. It may exceed the 2.50 m height limit so long as it satisfies the conditions specified below:

The stand must be contained within a zone, must be more than 5mh and must be contained inside the boundaries of the stand's site, all equipment or accessories included (hanging signal, banners, balloons...).

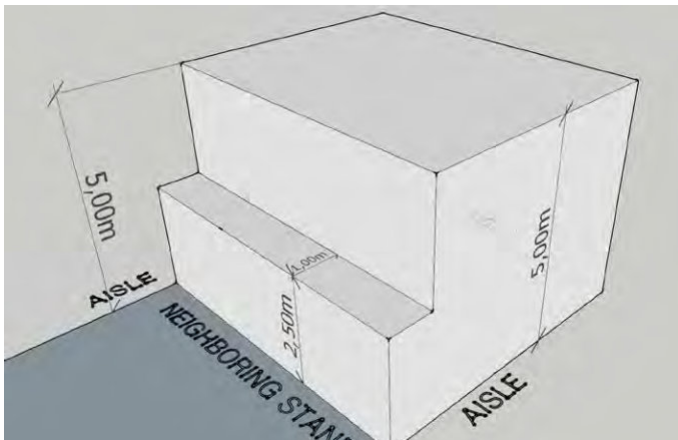
3.1.1. 1 open side stand - no corner:



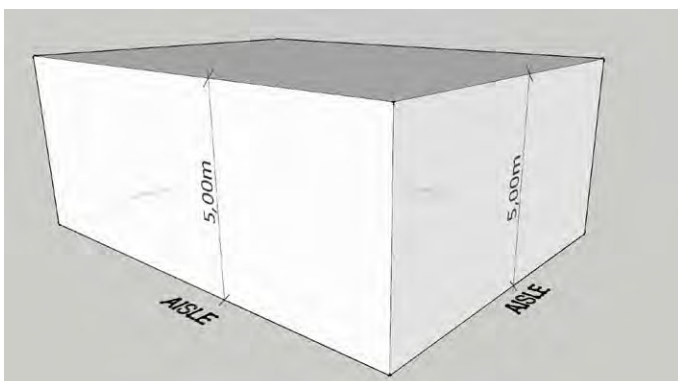
3.1.2. 2 open sides stand - 1 corner:



3.1.3. 3 open sides stand - 2 corners:



3.1.4. 4 open sides stand - 4 corners (island stand):



3.1.5. Stands adjoining the AVENUE specificity:

Exceptionally, in order to respect stand height uniformity, all stands placed against an «Avenue» stand partition wall must be aligned with the height of the wall of 4 meters (not 2.5 meters) and plan this specificity in the stand layout project.

3.1.6. Particularities of the 7.2. pavilion :

Exceptionally, in order to respect stand height and because of the short time of set-up (only 2 days), the stands of the 7.2. pavilion must follow the heights written below:

- Be Spirits area: same rules as the 7.1., except that the partition must not exceed 3,50mh.
- Partners area: same rules as the 7.1., except that the partition must not exceed 2,50mh.

No hanging are allowed for high signage in the 7.2., except in case of exemption, in that case please contact architecture@vinexpo.com.

3.2. RULE N°2: STANDS WITH UPPER LEVELS

See document PARIS Regulations: section « 2.15. Stands à étage – stands couverts. »

The construction of stands with upper stores must respect:

- the section “3.1. Rule n°1: Stand boundaries”
- plus at least 2m from boundary walls above 2.5mh (i.e. always at least 4m between neighboring upper stores).

Particularity of the 7.2. pavilion :

Exceptionally, in order to respect stand height and because of the short time of set-up (only 2 days), stands with upper level are not allowed in the 7.2. pavilion.

3.3. RULE N° 3: STAND FACADES

To enhance visitor interest and the liveliness of the exhibition, no stand facade can be left completely blank.

Designers should provide for at least one quarter of partitions' surface area to be open allowing the inside of the stand to be seen at the level of eye: bays, slits, circular windows, see-through showcases, etc. all of which can be glazed or simply left open. Furthermore, opaque panels must be decorated attractively with materials, colors, lighting or promotional features, wall acting.

3.4. RULE N° 4: STAND ACTIVITIES

The use of sound and the tastings/presentations are tolerated only if there is no discomfort from other Exhibitors.

3.5. RULE N° 6: AISLES

The aisles are equipped by VINEXPO and should be considered as common areas.

For safety reasons and in order to ensure their purpose, they must be left:

- any occupation (tasting area),
- any private decoration overflowing the stands (spotlights, lighting supports, plants, furniture, carpet, image projections on the ground, communication supports, glass racks ...).

- 1 GENERAL MAP
- 2 MAP OF THE CLEARWAYS