



# enerGaia

Renewable energy Forum

## EXHIBITOR MANUAL ENERGAÏA 2023



SPL  
**OCCITANIE**  
Events



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## 1. YOUR STAND

By signing the application form, the exhibitor has agreed to comply with, and obtain compliance by their service providers (stand decorators, fitters) of all of the clauses of this document, as well those of the general regulations relating to the exhibition (available on the reverse side of the application form), and keep a copy of them on file. The exhibition organiser reserves the right to have the exhibitor or stand operator modify or dismantle any fixtures or fittings that do not comply with the architectural regulations and are likely to disturb neighbouring exhibitors or the public.

### 1.1. ARCHITECTURE RULES

- All suspended signage over a stand must be at least 1 metre back from the stand edge.
- The minimum high requirement for signage is 3m from the ground.
- In the event that several banners are suspended over the same structure, the exhibitor must observe a distance of at least 1.50m between two banners. If banners combine to block the view of a neighbour's sign, corrective action must be taken.
- The signage of Stand A may not be hung on the edge of the neighbouring stand B, so as to avoid confusion among visitors as to the identity of the stand.
- Backlit signs may be installed but flashing signs are not permitted.
- All stands are required to have a partition wall if they are back-to-back with another stand or a shared area. The maximum height of this separation is 2.50 m (including raised floor).
- Stand sides bordering an aisle should allow an opening of at least 2/3.
- No items of decoration, furniture, signs or lighting may extend beyond the boundaries of the stand.

**Design your stand keeping in mind the time need to build it, and the official assembly and dismantling schedules. If you are using a stand designer, send them this document so that they can take these rules into account when designing your stand.**

**If you need an exemption for set-up (see the schedule under the heading "Assembly/Dismantling/Acces" on page 26), return the compulsory "Exemption Request" form (in your Exhibitor Area) to your Sales Manager.**

**Detailed plans of stand projects must be submitted to the Organiser for approval. They must be submitted by 10 November 2023 at the latest to your sales manager: ([hchampel@spl-occitanie-events.com](mailto:hchampel@spl-occitanie-events.com) or [nrossignol@spl-occitanie-events.com](mailto:nrossignol@spl-occitanie-events.com)).**

**There must be at least two plans indicating measurements with overhead and side elevation views.**

- The use of green lettering or white letters on a green background is not permitted as these colours are used exclusively for safety signage.
- The use of duct tape to fix carpeting is strictly forbidden. In the event of damage to the floor, a charge will be incurred.
- It is strictly forbidden to paint any parts of the building or to hang, suspend, glue or fix anything onto its structure.
- Any damage caused and noted during dismantling will be repaired by the Montpellier Exhibition Centre's maintenance department and rebilled to the exhibitor, the latter being also responsible for its suppliers and contractors.
- Stand dismantling may under no circumstances commence before 17.00 on 14 December 2023 out of consideration for visitors.
- All stands, items of décor, equipment and goods must be removed from the hall before 15 December 2023 at 12:00. Once this deadline has passed, the organiser may take any measures it deems necessary, at the expense, risks and perils of the exhibitor, to remove goods and equipment which have not been removed, and to destroy structures and items of décor of any sort which have not been dismantled and removed, without accepting any liability.



- The removal and disposal of waste voluntarily left behind by exhibitors or their contractors will be charged to the exhibitor at the rate of €150 per cubic metre.



## VEHICLE TRAFFIC IN HALLS

Vehicles are not permitted to enter halls to prevent the risk of collision with people, equipment or stand structures in place at the time. Exhibition centre security reserves the right to decline access to the hall to exhibitors in breach of this rule.

### 1.1.1. INSURANCE

The services subscribed to and paid for by exhibitors as part of their registration for EnerGaia 2023 do not include either third party liability or the insurance of goods and products exhibited. It is the duty of each exhibitor to take out insurance coverage relevant to their activity and submit proof of third party liability insurance cover to the organiser before the exhibition opens. Furthermore, we advise exhibitors to additionally take out property damage insurance coverage. SPL Occitanie Events cannot be held responsible in the event of damage, loss or theft.



## NOTE

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

### 1.1.2. RIGGING SLINGS / HOOKS FOR STAND SPACE ONLY

Exhibitors requiring hooks or rigging are invited to contact our approved supplier:

**SCENEXPO**

**M. Reginald PELLEGRINI**

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

- All primary hooks (directly secured in our building structure) must be carried out by the supplier indicated above.
- They will be inspected by an approved certification body appointed by the technical services department of the Exhibition Centre, at the expense of the exhibitor.
- The service provider is responsible for compiling the application and sending it to the Exhibition Centre Technical Service Department for examination and approval.
- However, **secondary hooks (heavy signage, lighting rigs, decor, etc.), which will be attached to these primary hooks can be attached by one of the suppliers approved by the exhibition centre or by a supplier of your choice. These will be inspected by an approved certification body appointed by you or by your supplier. The cost of their inspection and approval is also at the expense of the exhibitor.**
- **A certificate of compliance issued by this body must be produced during the inspection of the safety commission who may, failing presentation of this document, reserves the right to close the stand.**



## REMINDER

Some buildings are suitable for **HEAVY WEIGHT HANGING: HALL B2**

Others are only suitable for **LIGHT HANGING: HALL B1, HALL B3, HALL B4**

*See hall technical sheets (appendices)*

## 1.1.3. ELECTRICITY

### Advice

- **Calculate** the electrical power you need for your light fittings, your machine operation, and your small electrical appliances.

For information purposes 1 KW = 1 ,000 Watts  
 1 computer = 500 Watts  
 1 coffee machine = 1 500 Watts  
 1 fridge = 500 Watts.

- **Switch off** the stand electricity every evening.

### Services provided

- Power is supplied by the exhibition centre permanently or daytime only according to the type of junction box selected in direct current, three-phase 50 Hz, average power 410 V phase to phase or 240 V phase-neutral.
- The current is brought to the stand of each exhibitor by means of a supply cable arriving at a sealed junction box fitted with a circuit breaker and a switch to which the Exhibition Centre's representatives must have access at all times.
- A terminal indicating phase and neutral is provided for exhibitors in the lower part of the junction box.
- The junction box has one or several separate sockets (according to power requested).

**Please note:** for safety reasons, only the Exhibition Centre's technical staff is authorised to connect the junction box and make any modifications deemed necessary.

### Power supply times

From Monday 11 December to Thursday 14 December at midnight. If you require power outside these hours, please contact your sales manager (hchampel@spl-occitanie-events.com or nrossignol@spl-occitanie-events.com )

### Location of junction box

- Stand space only: installed according to the indications provided by the exhibitor in their stand project.
- Fitted stands: please return the compulsory "Technical Services" form (Exhibitor Area) by 16 November 2023.

If there is no plan, the junction box will be placed in an inside corner of the stand.

### Important for stand space only

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

### Electricity on fitted stands

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

### Safety

Each stand has access to the building's electricity supply through the network of switchboards, electrical boxes and electrical cabinets (permanent or semi-permanent installations).

- Each exhibitor has access to an electrical box, which is protected at the top by a lead seal. It is forbidden to remove the seal from the electricity box.
- The electrical box must remain accessible to an Exhibition Centre technician, but be out of immediate reach of the general public.
- The part reserved for the exhibitor (when current is turned on), has a minimum of:
  - 1 x set of HRC circuit breakers calibrated in accordance with the exhibitor's order;
  - 1 x 30mA circuit breaker;
  - 2 x 16A sockets;
  - 1 x terminal block for the stand's electricity installations.
- The limit between the building's fixed or semi-permanent installations (for which the setting-up, use and repair are the sole responsibility of the establishment) and that of the stand installations (which are under the responsibility of the exhibitor) is deemed to be at this junction box.
- Electrical installations on stands, especially lighting, must be carried out by people who are aware of the risks which can occur at exhibitions and who are able to set up installations in compliance with safety regulations.

**Works must be carried out according to the provisions of:**

- French standard NF C 15 – 100
- French articles T.35 and T.36 (amended decree, dated 18th November 1987).

During the period when current is switched on, permanent supervision is made by qualified personnel familiar with the installations.



**NEED ADDITIONAL INFORMATION?**

**Contact your sales manager**

**Hélène CHAMPEL : E-mail : [hchampel@spl-occitanie-events.com](mailto:hchampel@spl-occitanie-events.com)  
Tel : +33(0)4 67 17 68 60 / +33 (0)6 80 90 49 31**

**Naomi ROSSIGNOL : E-mail : [nrossignol@spl-occitanie-events.com](mailto:nrossignol@spl-occitanie-events.com)  
Tel : +33(0)4 67 17 69 63 / +33 (0)6 70 08 30 52**

**Exhibition Development Assistant**

**Estelle SALLEI : E-mail : [esallei@spl-occitanie-events.com](mailto:esallei@spl-occitanie-events.com)  
Tel : +33(0)4 67 17 68 20**

### 1.1.4. INTERNET

A temporary line giving you access to the Internet if you own a computer equipped with an Ethernet card.

#### Services

- The price includes the connection and data.
- IP addresses are supplied automatically by the network (DHCP).
- The computer is installed and supplied by you.
- Exhibitors may not create private networks so as not to saturate the SPL Occitanie Events network.
- It is prohibited to use routers.
- Exhibitors presenting Wi-Fi applications must contact the technical department.
- Wired connections are installed directly on the stand on Monday 11 December 2023 by the Exhibition Centre's technicians.



#### PLEASE NOTE

- The Exhibition Centre's technicians are not approved to connect your computers. Please use your own teams for this task.
- You can obtain your connection codes at the Exhibitor Desk (Hall B2).



#### NEED ADDITIONAL INFORMATION?

Contact your sales manager

Hélène CHAMPEL : E-mail : [hchampel@spl-occitanie-events.com](mailto:hchampel@spl-occitanie-events.com)

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Exhibition Development Assistant

Estelle SALLEI : E-mail : [esallei@spl-occitanie-events.com](mailto:esallei@spl-occitanie-events.com)

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



### 1.1.5. WATER

#### *Service provided*

Water is supplied to stands by SPL Occitanie Events (Exhibition Centre). The water connection includes :

- Water supply through a flexible pipe of diameter 15/21 mm capped by a stopcock with a male thread, diameter 26/34 mm.
- A wastewater evacuation pipe of 40/49 mm diameter
- The water consumed.

Please order this service online in your Exhibitor Area.

#### *Water supply times*

From Monday 11 December to Thursday 14 December 2023 17:00.

If you require water outside these hours, please contact your sales manager (hchampel@spl-occitanie-events.com or nrossignol@spl-occitanie-events.com)

#### *Location of water point*

This will be installed in accordance with the layout plan. If there is no plan, the water will be installed near to a technical services trench.

#### *Our tips*

- **Use** the technical services trenches to place your wastewater installations.
- **Avoid** pouring any matter into the sink that might block the outflow pipe.
- **State** whether the equipment connected will be generating hot water.
- 



#### **IMPORTANT**

The exhibitor is responsible for all the equipment supplied on hire and for any damage or losses caused or suffered in the event of misuse.

## 1.2. SAFETY

### 1.2.1. SAFETY MEASURES AND REGULATIONS

#### *Stands and fittings*

- The exhibitor must return the forms “Exhibited Equipment Declaration”, “Safety Protocol” and “Machines in Operation” (Exhibitor Area) duly filled in and signed, to SPL Occitanie Events.
- Any infringement of the rules stated in this booklet or of other rules to which he has agreed may lead to the immediate exclusion of the offending person or company, at the discretion of the exhibition organisation Committee. This particularly applies to absence of insurance, not abiding by stand fitting rules, not respecting safety measures or payment deadlines, having an unoccupied stand, etc.
- The Organising Committee also has a right to retain any articles, furnishings or decoration belonging to the exhibiting company. In the event of a dispute, the Montpellier commercial court (tribunal de commerce) has sole jurisdiction, the French version of this text being the prevailing version.
- This document contains the technical specifications against the risk of fire and panic in “T” type establishments open to the general public, provided for in article T5 §3 of the French decree dated 18 November 1987.

#### *Definition of fittings*

In these regulations, the following items are considered to be interior fittings: interior decorations; wall hangings; doors; curtains; floor, wall, partition and ceiling coating materials; ducts and pipes which are not encased or recessed; elements used for false ceilings; furniture incorporated into structures or fixed to the floor.

**With regard to work relating to electricity, sound systems, lighting trusses, overhead infrastructures, stages, tiered seating, regardless of how they are set up, hung or fixed, it is essential that:**

- the installation is inspected by an authorised certifying body or technician before the event is opened to the public;
- the exhibitor has sought prior authorisation from the Exhibition Centre;
- the exhibitor is able to present a safety check certificate to the safety officer;
- it is forbidden to drill, seal, cut out or paint any part of the hall floors, walls and pillars, or the partition walls of Classique / Plus / Premium stands;
- Por safety reasons, it is forbidden to handle the cast iron plates covering fluid distribution ducts.

Exhibitors are responsible for the damage they may cause to stand walls and to the building during the setting-up and dismantling of their stand.

### 1.2.2. STANDS, PODIUMS, STAGES, TIERED SEATING

- These must not in any way hamper fire safety installations (fire extinguishers, fire hose cabinets, smoke extraction operating systems) or the flow of people.
- Materials exhibited must not exceed the stand's partition wall height or the rented surface.
- All materials used to fit out the stand, or for decorating, must respect the characteristics set out in the Safety Regulations.
- Signs or advertisements which use white letters on a green background are prohibited, as this is the colour code used for emergency exits.
- Stands or superstructure installations designed to accommodate people (tiered seating, stands, platforms or stages) must be made of French standard M3 category material, be they in closed spaces or open areas.
- Floorboards, steps and risers must be carefully sealed together. There must be no flammable elements stocked under these structures, and they must be accessible for inspection but remain inaccessible to the general public.
- For those booths featuring a low raised floor (max. 10cm high), a ramp for disabled access is obligatory.
- If the space under the floor of the stand exceeds 100sqm, the space must be divided into areas of no more than 100sqm, using French standard M1 category material.
- Floor coverings, be they horizontal or not, of podiums, stages or tiered seating which measure more than 0.3m high and which have a surface area of more than 20sqm may be made of French standard M3 category material. Those measuring 20sqm or less may be made of French standard M4 category material.
- Material exhibited on stands does not have to follow any fire safety regulations. However, if material is used to decorate partition walls or false ceilings, its surface area must not exceed 20% of the total stand surface; above this, it must respect fire safety regulations.

### 1.2.3. CANOPIES, COVERED STANDS, CEILINGS AND FALSE CEILINGS, ELEVATED STANDS

**Horizontal canopies are allowed as long as they are made of French standard M1 category material.**

Canopies must have sufficient hanging systems or frameworks to ensure that they will stay in place and not collapse in case of evacuation of the general public (French Act AM10, amended decree dated 25th June 1980). The certificate of conformity must be given to the event's safety officer, who reserves the right to have any non-compliant installation dismantled.

#### *Excerpt from article T.23 (amended decree dated 18th November 1987):*

*§1. Stands or premises which have a ceiling, a false ceiling or a canopy, as well as those which are on a raised level or which do not fit the requirements stated in article T 21 (§1) (amended decree dated 18th November 1987), must satisfy all of the following conditions:*

- *have a surface area of less than 300sqm;*
- *be more than 4m apart;*
- *have a surface area of ceilings or false ceilings (including those on raised levels) of 10% at the most of the total respective surface area. Each stand or area may only have one raised level.*

*§2. If the surface area of these stands or areas is above 50sqm, a suitable extinguishing system must be installed which can be used at all times by at least one safety officer during the presence of the general public on the premises.*

#### 1.2.4. MARQUEES AND TENTS

- If any marquees, tents or structures are installed inside the exhibition hall, they must be made of French standard M2 category material.
- Marquees and tents must be located outside the structure at a minimum distance of 5m from the walls of the exhibition halls.
- If they are built outside, they must be able to withstand normal simultaneous wind and snowfall conditions, and the safety register must be given to the safety officer.
- the structure must be located in a place which cannot easily catch fire, and must be positioned away from any dangerous areas.
- They must not obstruct the traffic lane reserved for emergency vehicles.
- Its framework (masts, poles, frames and cables) must allow, in case the cover gives way, enough space to ensure the evacuation of the general public in all circumstances.
- All heating, lighting and decoration inside the structure must respect French Articles CTS.1 to CTS.37 (amended decree dated 23rd January 1985).
- Cooking or re-heating appliances are prohibited inside marquees or tents intended for the general public. They must be located at a minimum distance of 5m away from the structure. They may be placed in a kitchen tent made of French standard M2 category material which can be joined to the main structure housing the general public by a tunnel made of French standard M2 category material.
- The provisions set out in the "Catering - specific equipment " chapter (see page 15) must be strictly adhered to in all marquees and tents.



#### **The structure must be evacuated if:**

- snow levels exceed 4cm and if snow accumulation cannot be avoided (by way of heating or clearing);
- wind speeds exceed 100km/h (or above, depending on the measures taken when calculating the stability of the structure and proven by a calculation note);
- any other exceptional circumstances which may be hazardous to the general public.

#### 1.2.5. MEETING, CONFERENCE, SCREENING, HEARING, MULTI-PURPOSE ROOMS AND SCENERY

Building, fitting-out and occupation of meeting, conference, screening and hearing rooms must respect French law Articles L.1 to L.85 (decree dated 5th February 2007) and comply with provisions laid down in Articles CO.38, CO.39, CO.42, CO.43 and AM.18 (amended decree dated 25th June 1980).

### **1.2.6. ACCESS FOR PERSONS WITH REDUCED MOBILITY**

Making a location accessible means to enable persons in a temporary or prolonged condition of handicap to exercise their rights as citizens, and offer well-being for all. Accessibility forms part of the general building rules, in the same way as safety does. The dimensional aspects that characterise it have been defined on the basis of a standard occupied wheel chair. This size makes it possible to make arrangements likely to satisfy the functional requirements of all persons with reduced mobility.

In accordance with the legislative and regulatory provisions in force, the effective implementation of accessibility must be translated by the possibility:

- of moving around without knocking into obstacles created by designers or other building professionals;
- of accessing buildings of all descriptions;
- of using all the service provisions placed at the disposal of the general public.

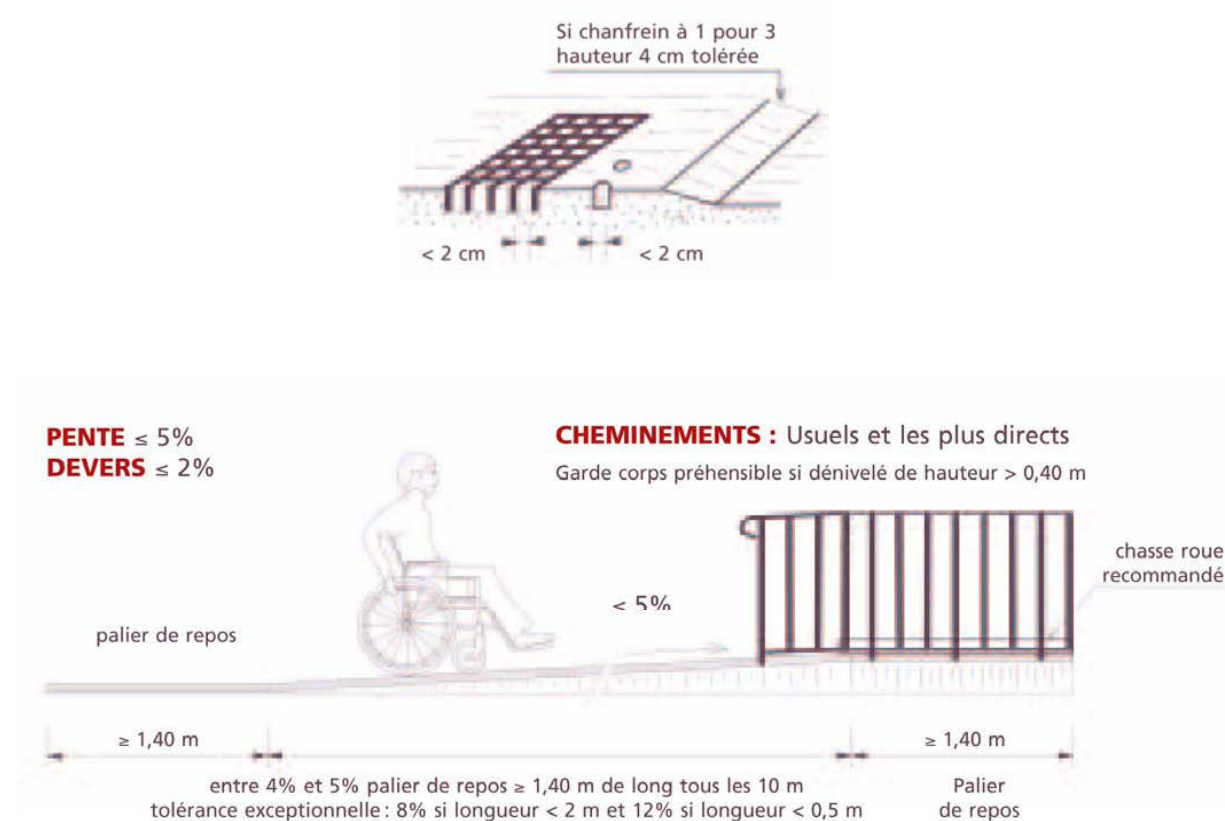
When a stand has a raised floor, a ramp must be fitted for persons with reduced mobility.

Accessibility does not eliminate physical deficiency, but it should contribute to abolishing disadvantages. It makes it possible to preserve a degree of independence for those who are affected by a motor deficiency. Accessibility is an essential condition for safety, independence and the social integration of persons with reduced mobility.



### 1.2.7. HORIZONTAL CIRCULATION

- The route that is the most easily negotiable should be the most common or one of the most common routes. It must lead as directly as possible and without interruption from the limit of the defined building permit or works areas to the spaces or installations open to the public.
- The floors must not be soft or slippery and must present no obstacles to the passage of wheels.
- Throughout its length it should ideally be horizontal with no irregularities. If a slope is unavoidable, the values on the drawing hereafter are acceptable. Any uneven surface must be crossed by a sloping surface if there is no lift.



- Horizontal rest landings of a minimum length of 1.40m, not including clearance for doors, are required every 10m for ramps of between 4% and 5%, at the top and bottom of each slope in front of all doors and inside each double entrance door.
- Changes in floor level, or lips, must be rounded or chamfered. The minimum distance is 2.50m between two lips. Slopes with "coltsfoot" steps or successive lips are forbidden.
- If a transverse or sideways slope cannot be avoided, it must be under 2%. The minimum width of passageways is 1.40m (1.20m if there are no walls on either side).
- Care must be taken to avoid grills, gaps and holes that present an obstacle to wheels or walking sticks (see diagram below). Visually impaired persons must be able to detect various obstacles with their stick while moving around, and for the partially sighted, obstacles must be in colours that contrast with their immediate surroundings.

### 1.2.8. CATERING - SPECIFIC EQUIPMENT

#### *Installation of temporary equipment used for catering*

- The only cooking and re-heating equipment allowed in exhibition areas is that for which the total power output is less than 20kW per stand, and if it is used in the conditions stated in French law Articles GC.16 and GC.17 (amended decree dated 25th June 1980).
- Care must be taken so that two cooking devices of less than 20kW on two different stands are placed further than 3m away from each other.

Cooking devices for which the total wattage is higher than 20kW per stand must be installed as follows:

- either in a large isolated kitchen which respects the provisions stated in French law Article GC 18 (amended decree dated 25th June 1980).
- or in one of the specialised modules or containers set out in French law Article GC 18 (amended decree dated 25th June 1980). In addition to French article T 31 (§1), (amended decree dated 18th November 1987), 35 kg gas bottles are authorised

Cooking or re-heating equipment must:

- comply with current French standards;
- be fixed to the ground if it is not sufficiently stable;
- be fitted with an emergency fuel stop device;
- be screened off for protection and provide an open space of 0.5m around inflammable parts.

With regard to small portable equipment, only equipment with a maximum power supply of 3.5kW is allowed.

- All steam and smoke must be evacuated through a sufficiently powerful extractor hood, then filtered and deodorised. Water containing fat must be poured into grease separators before being poured into the wastewater system.
- All cooking and re-heating equipment must be maintained in good working order and serviced at least once a year. The maintenance booklet must be presented to the safety officer upon request.



#### **Prohibited materials, products and gases**

**The following are strictly forbidden on the Exhibition Centre's grounds:**

- flammable liquid;
- the distribution of items containing flammable liquid;
- balloons inflated using toxic or inflammable gas;
- balloons inflated with gas which is lighter than air, whatever the type;
- articles made of celluloid;
- pyrotechnical or explosive articles;
- the presence of ethylene oxide, sulphur, carbon, sulphuric acid or acetone.

### 1.2.9. MACHINERY AND PARTICULAR SUBSTANCES

#### Use of liquified hydrocarbons (butane, propane)

##### Excerpt from French article T.31 (amended decree dated 18th November 1987):

§1. Notwithstanding the provisions of Articles GZ 7 and GZ 8 (amended decree dated 25th June 1980), recipients containing maximum 13 kg of liquid gas are permitted in exhibition halls.

§2. Cylinders intended for public demonstrations without pressure regulators are prohibited.

Cylinders must always be placed out of reach of the general public and be protected from shocks. They must be:

- either separated from each other by a rigid and incombustible screen, and set out with one cylinder per 10 sqm at the most and a maximum of 6 cylinders per stand;
- or be set apart by a distance of at least 5m with a maximum of 6 cylinders per stand.

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

The only cooking or re-heating equipment authorised inside exhibition halls is that which has a maximum power of 20kW per stand, and on the condition that they respect the rules stated in articles GC 16 and GC 17.

Care must be taken so that two cooking devices of less than 20kW which are on two different stands are no less than 3m away from each other.

Cooking devices for which the total wattage is higher than 20kW per stand must be installed as follows:

- either in a large isolated kitchen which respects the provisions stated in sections I and II of articles GC;
- or in one of the specialised modules or containers set out in article GC 18.

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

Section VII – Equipment fitted in premises which may be accessed by the general public

Article GC 19 – Maximum equipment power

§1. The use of cooking or re-heating equipment is only authorized if the power output is less than, or equal to, 20 kW.

§2. Concerning small portable equipment, the only kind authorized is:

- electrical and gas equipment with a power output of no more than 3.5kW
- equipment powered by butane gas which is fuelled by a cylinder weighing no more than 1kg
- non-pressurised flame equipment, with a capacity of no more than 0.25 litres. Refuelling must not take place in the presence of the general public.

##### Article GC20 – Installation Conditions

§1. Equipment other than small portable devices must be secured.

§2. In all areas which are accessible to the general public, and notwithstanding the rules stated in article GZ 8, the following elements are allowed:

- a cylinder of butane gas weighing more than 13kg, on condition that it is only intended for one piece of equipment and that the cylinder and its feeding system are placed out of reach of the general public;
- one or more cylinders weighing 1kg at the most can be used to fuel small portable equipment.

#### Machines and equipment in operation

- In accordance with French Article T.39 (amended decree dated 18th November 1987), the following rules are intended to protect the general public from any risk of injury, burns or crushing.
- Moving parts, hot surfaces, spikes and sharp edges must be either protected by a screen or be placed 1m away from the aisles.
- Hydraulic engines which are displayed in a high position must include a mechanical system in their safety features stopping them from any sudden movement.
- All equipment presented must be correctly secured to prevent any risk of toppling over.

**MACHINES IN OPERATION DECLARATION**

Please ensure you declare your machines in operation in your Exhibitor Area in the compulsory forms.

*Machines with internal combustion engines*

- As set out in French law Article T.41 (amended decree dated 18th November 1987), conditions for the location and use of this Equipment must be approved by the Safety Commission.
- Combustion gases must be evacuated outside and comply with the drawings which have been approved by the Exhibition Centre.
- Installations (in accordance with NF standards) will be switched off at the end of demonstrations.
- By extension, the use of ethanol-fuelled burners for demonstrations is subject to the same authorisation rules.

The following safety rules must also be respected for non NF-certified equipment:

- the equipment must be proven to be stable
- it must be installed on French standard M0 surfacing (with a 1m perimeter)
- a protective screen must be installed at least 1m away from the equipment
- it must not be refuelled in the presence of the general public
- it must feature an emergency fuel stop device

*Radioactive substances – X-rays*

In accordance with French Article T.43 (amended decree dated 18th November 1987), and decree N°66-450 dated 20th June 1966, the layout plan must be sent to the Exhibition Centre and be kept in the central safety office (PCS). Their characteristics must be declared in a submission to the relevant administrative authority.

*Lasers*

In accordance with French law Article T.44 (amended decree dated 18th November 1987), before they are used, exhibitors wishing to use lasers must:

- request authorisation from the relevant administrative authority
- produce a technical notice and installation layout plan
- produce a document which has been signed by the installer, certifying that the installation respects the rules set out in French Article T.44 (amended decree dated 18th November 1987)

### 1.2.10. INSPECTION

#### *Obligations of exhibitors and stand occupants*

Stand set-up must be completed before the Safety Commission's visit. The exhibitor, or the exhibitor's representative, must be present on the stand during the inspection. He/she must be able to present valid written records concerning the fire resistance of all the materials used. The SPL Occitanie Events declines all responsibility for any stand closures due to non-compliance with regulations. The safety officer must respect the safety regulations stated in this document, and is your main contact with regards to fire safety.

The safety officer has the following duties with regards to exhibitors:

- to inform and advise them about the technical safety arrangements to be respected for their installations;
- to examine declarations and requests for the use of machines in operation and have the list of stands on which these machines are present;
- to make sure that safety rules are observed from the start of the setting-up period until the end of the dismantling period;
- to make sure that the facility's safety equipment is not hindered by any of the event's installations

#### *Mezzanine – lighting truss – elevated structure*

All of these elements, however they are installed, hung or fixed, must be inspected by a certified company or a qualified technician (depending on regulatory requirements), before opening to the general public. A certified company must carry out electricity checks on self-standing light structures after they have been installed. Electricity and safety checks must be carried out on light trusses once they have been installed..



*Classification of materials according to their fire resistance*

CLASSIFICATION	COMBUSTIBILITY	FLAMMABILITY	EXAMPLES
<b>M0</b>	Non-combustible	Fireproof	lead, steel, slate, ceramic, plaster, concrete, glass, rock wool
<b>M1</b>	Combustible	Non-inflammable	composite materials, PVC, ceiling tiles made of mineral matter, polyester, cotton
<b>M2</b>	Combustible	Flame-retardant	wall carpeting, chipboard
<b>M3</b>	Combustible	Mildly inflammable	wood, rubber floor covering, polyamide carpeting, wool
<b>M4</b>	Combustible	Easily inflammable	paper, polypropylene, mixed fibre rugs
<b>NC</b>	Non-classified	Non-classified	

*Euroclass standard equivalence for the reaction of materials to fire*

CLASS ACCORDING TONF 13501-1			REQUIREMENTS			
CLASS UNDER NF 13501-1			REQUIREMENTS	CLASS UNDER NF 13501-1		REQUIREMENTS
A1	/	/	Incombustible	A1fl	/	Incombustible
A2	S1	D0	M0	A2fl	S1	M0
A2	S1	D1	M1	A2fl	S2	M3
A2	S2	D0		Bfl	S1 S2	
	S3	D1				
B	S1			Cfl		
	S2					
	S3					
C	S1		M2	Bfl	S1 S2	M4
	S2					
	S3					
D	S1		M3	s: smoke; d: burning debris. The acceptable classes are defined by a mix of performance levels when additional classifications are used.		
	S2		M4			
	S3		Non drip			
Any classes other than E-d2 and F			M4			

## 1.3. ECO-DESIGN YOUR STAND AND ITS DECORATION

An ephemeral decor is often part and parcel of an event... But since sustainable development is in essence contradictory to the short term, here are a few ideas to reconcile them: eco-designing your stand decor and furniture, thus reducing the environmental impact of its manufacture, but also its use and disposal at the end of its life.

### 1.3.1. CHOICE OF STAND AND DECORATION

- Opt for rental: there are certainly local service providers who offer equipment for hire and there is a wide selection of natural and renewable or recyclable synthetic materials.
- Favour a sober style and colours which generally go out of fashion less quickly (if your brand guidelines permit!).

#### *Design:*

- If you wish to reuse it for several events, it can from the outset be designed to last: be repainted, modified, stored and assembled/dismantled easily... and it should be modular (adapt to different surface areas).
- Design items that fit into one another to reduce the volume to be transported (this costs less and is less risky).
- Make your items using less materials and reducing the distances that parts are required to be transported.
- Choose solid, reusable and repairable fittings to extend their lifespan.
- Contact the organisers to find out the environmental recommendations they have made (waste sorting, for example) so as to design your stand in accordance with these solutions.

#### *Materials:*

- Select materials with care (local or nearby sourcing, collection and recycling at life end, construction waste).
- Consider using materials bearing labels PEFC or FSC, renewable or recycled, while paying particular attention to safety) for example, cardboard furniture must be made fireproof).
- Avoid using harmful adhesives, paints and solvents (explosive, corrosive, inflammable or toxic). There now exist paints with environmental approval labels.
- Choose panels which make limited use of hazardous products for their processing and gluing: formaldehyde free, OSB (Oriented Strand Board).
- Favour solid floor coverings in colours which do not show up dirt, in modular tile format.
- Aim to use more sustainable and solid carpets that are easy to clean, and which can exist in recycled format (made from old tyres for example) so as to be able to reuse them. Some suppliers offer recycled carpets with the same colour range but which are slightly more expensive (+15%). The carpet should then be collected locally with a recycling skip and the guarantee of waste recovery.

#### *Recycling:*

- Reuse, reduce and recycle packaging and protective materials.
- Try to recycle any disposable décor (donation, recovery by schools, charities or selective sorting).
- Before the show, identify the parts of your stand that will be waste and the parts that can be recovered. Even if dismantling is a rush job and there are many safety requirements, make sure you clarify this point in advance.

### 1.3.2. LIGHTING AND SOUND

Using halogen spotlights that consume a lot of energy is often seen, mistakenly, as the essential way of lighting stands well.

- Choose low consumption electrical fittings, LEDs.
- Install a circuit breaker for each stand to ensure that electricity is switched off when the show is closed to the public.

### 1.3.3. PLANT DECOR

Plants contribute to the artistic appeal of the event. They also, and above all, contribute to the well-being of participants by making the stand more welcoming. But their origin, if they are exotic plants, and their cultivation, particularly for cut flowers, can generate high environmental impact (pesticides, fertilisers, carbon dioxide emissions from greenhouse heating, cold rooms, etc.).

- Choose plants and flowers that were grown in France, and rent them locally.
- In the stand design stage and when choosing plant species, check which ones will withstand exhibition conditions (draughts, etc) and make plans to water them.
- Take care of what happens to them after the event.

### 1.3.4. ECO-FRIENDLY STANDS: AREC SHARES ITS BEST PRACTICES WITH YOU!



*A professional stand and an eco-friendly approach are not mutually exclusive!*

The Regional Energy and Climate Agency (AREC) of Occitania has chosen a stand incorporating energy and ecological responsibility criteria consistent with its missions:

- Mobilisation of stakeholders
- Identification of specific suppliers
- Design of hospitality venues
- Selection of appropriate equipment
- Organisation of conscious catering
- Responsible communications
- Awareness raising of audiences to the approach
- Recovery and storage to reuse as many items as possible
- Cleaning and waste recovery.

Work took place in advance to design an eco-friendly stand that can be used over several years, and modular so as to adapt to different surface areas, while also guaranteeing a good-looking and professional stand.

AREC Occitanie shares its best practices:

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



### 1.3.5. *ELECTRIC & ELECTRONIC EQUIPMENT*

Display and sound appliances and IT equipment should follow the same consumption saving rules as any other electrical appliance. The more they operate, the more energy they consume, and the more they wear.

- Choose equipment that consumes the least energy.
- Limit their use as far as possible, do not forget that behind virtual technology, there are machines that consume a lot of resources in production and which generate harmful waste.

### 1.3.6. *POWER / FLUIDS*

#### *Eco-friendly reflexes*

To help us in this process, we ask you to ensure that during the set-up, operation and dismantling periods, you turn off the lights and machines in operation (except fridges and freezers) when you close your stand.

### 1.3.7. *WASTE*

#### *Single use plastics*

- Plastic straws, steak spikes, stirrers, balloon stems and confetti, are banned by law since 2021 and that, in accordance with the regulations in force, single-use tableware must be recyclable or compostable when it cannot be avoided.  
To find out more: [https://www.ecologie.gouv.fr/sites/default/files/20018\\_InterdictionPlastique.pdf](https://www.ecologie.gouv.fr/sites/default/files/20018_InterdictionPlastique.pdf)
- In the same logic of waste reduction, we invite you to limit the use of goodies and paper supports in promoting your image.
- Finally, water fountains will be set up in the reception areas and points of passage of the Exhibition Centre. We invite you to bring your own drinking vessels.

#### *Ashtrays*

Because one cigarette butt takes up to 12 years to degrade or pollutes 500 litres of water, we have set up a cigarette butt collection system with ashtrays installed throughout the Exhibition Centre. These butts are collected and recycled by a specialised company.

**We are counting on you to deposit your cigarette butts in the EcoMégot ashtrays.**

#### *Waste management and disposal*

- Any exhibitor renting a bare stand area or their stand fitter/sub-contractor is responsible for the condition of the rented area and for restoring it to its original state; they are required to return the rented area free of any waste (stand components, packaging, carpeting, magazines, .....).
- During dismantling, all stands, decorations, equipment, merchandise and waste must be removed before Friday, 15 December 2023 at 12:00. Once these deadlines have expired, the organiser may take, at the exhibitor's expense and risk, any measures it deems necessary for the removal of goods and equipment or waste that have not been removed.
- The organiser reserves the right to evacuate (and destroy) elements of decorations and structures of any nature whatsoever and without being held responsible.
- The evacuation and treatment of waste left voluntarily by exhibitors or their subcontractors will be invoiced to the exhibitor at €250 per m3 excluding VAT.

### Waste sorting

- Waste sorting will be deployed throughout Forum EnerGaïa and must be applied by all exhibitors and visitors.
- To do so, outdoor and indoor collection points will be set up. These collection points will be identifiable and visible thanks to precise signage. Colour codes will allow sorting to be carried out correctly.
- The company in charge of cleaning Forum EnerGaïa will provide the necessary means to collect the sorted waste.
- Identifiable ambassadors will be on hand to help you with your sorting activities and answer your questions.

### Sorting points

#### During stand assemble

For exhibitors (exterior and interior disposal), external collection points, located against the halls, will allow you to dispose of your waste in the following ways:



This system will be supplemented by containers labelled by type of waste in the halls during assembly and dismantling.

#### During the event Inside the halls (general public collection):



#### During the event outside the halls (Exhibitor sorting points):





**Sorting in the restaurant and catering zones (specific for caterers):**

And used oil is collected in specific drums provided to all caterers.

**1.3.8. ECO-FRIENDLY INITIATIVES BY FORUM ENERGAÏA**

As it is dedicated to renewable energy and the transition to a low-carbon world, Forum EnerGaïa has a duty to lead by example in terms of sustainability.

This is why Forum EnerGaïa is continuing to pursue the actions that it has implemented since 2017

- A reduction in the consumption of energy, water and paper.
- Limitation and control of waste generated by the organisation of the event (reduction, reuse and recycling of waste).
- The promotion of green transport modes.
- The introduction of locally sourced and seasonal catering.
- Initiatives to raise the awareness of partners and the public to environmental issues.

**Local and responsible catering**

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

- A seasonal and local food offering.
- A healthy and diversified food offering (attention paid to fat, salt and sugar content).
- Increased plat-based options including at least one vegetarian menu.
- The implementation of a system to avoid all forms of waste and the reprocessing of biowaste.
- Raising public awareness of responsible eating.

Plastic bottles are no longer sold in restaurants.

In takeaway outlets offering plastic bottles, the screw tops are collected.

**Responsible communication**

- All communications materials are printed on recycled and recyclable paper by a company holding Imprim'Vert certification.
- Badge lanyards and badge holders will be collected for re-use at the following edition.
- Promotion of our contractors and other sustainable contributors who work alongside us in our eco-responsible approach.

**Promotion of green transport**

- Parking area for two-wheelers.
- Wayfinding to the tram.
- Connections between railway station, airport, tram and exhibition centre.

## Waste management

- Improvement of waste sorting.
- Recovery of display banners by a recycler to make bags.
- The aisles are no longer carpeted, resulting in 5,000 sqm less carpet used.

## Buildings

- Use of LED light bulbs.
- Decoration with ornamental plants that can be replanted.
- Implementation of dual flush systems in men's, women's and disabled toilets.
- Use of ECOLABEL or ECOCERT\* cleaning products.

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

Anyone interested in finding out more on this initiative can contact:

**Hélène BRUNIER**

[hbrunier@spl-occitanie-events.com](mailto:hbrunier@spl-occitanie-events.com)

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

We are committed to continuous improvement and wish to involve all stakeholders because we know that it is together that we will progress.

You can find full details of our policy on our website: <https://www.energaia.fr/en/exhibit/an-eco-friendly-event/>

TOGETHER, let's act and adopt eco-friendly reflexes before, during and after the event!



## 2. ASSEMBLY / DISMANTLING / ACCESS

### 2.1. EVENT SCHEDULE

	TECHNICAL DESK +33 (0)4 67 17 68 10	EXHIBITOR ASSEMBLY & DISMANTLING	EXHIBITOR OPENING	EXHIBITOR DESK +33(0)4 67 17 68 20	OPEN TO PUBLIC
<b>SUNDAY 10/12</b>		Stand space only, 8:00 – 20:00 <b>on authorisation only</b>			
<b>MONDAY 11/12</b>	8:00 - 20:00	Stand space only, 8:00 – 20:00			
<b>TUESDAY 12/12</b>	8:00 - 20:00	Assembly for "all stands" 08:00 – 22:00		8:00 - 20:00	
<b>WEDNESDAY 13/12</b>	7:00 - 19:00		7:00 - 19:00	7:00 - 19:00	9:00 - 18:00
<b>THURSDAY 14/12</b>	8:00 - 20:00	Dismantling* 17:00 – 00:00	8:00 - 00:00	8:00 - 18:00	9:00 - 17:00
<b>FRIDAY 15/12</b>	8:00 – 18:00	Dismantling 8:00 – 18:00			

**Assembly authorisation for stand space only on Sunday 10/12/23 from 8:00 to 20:00**

Please complete the "Authorisation Request" form in the Exhibitor Area and return it to your sales manager by 06/12/23.

Stand dismantling is not permitted before the show's official closing time on Thursday 14 December 2023 at 17:30

**It is imperative that the halls are empty by 12:00 on Friday 15 December 2023.**

\* Please empty the furniture you have hired of its contents before 18:00. Leave the keys in the locks.

### 2.1.1. STAND SECURITY

- The exhibition centre does not have premises in which to store empty packaging during the show.
- Assembly and dismantling periods are sensitive times. Rented equipment remains under your responsibility.
- The general security of the exhibition halls is the responsibility of the organiser. While the latter is obliged to provide the means, it is not liable for the results. It is therefore the duty of each exhibitor to keep watch over their stand. **During assembly, dismantling and opening to the public, there is no stand surveillance.** To reduce the risk of theft, exhibitors should remain present on their stands during these periods until all of their equipment has been fully removed.

SECURITY – ASSEMBLY	
Night of Monday 11/12	From 20:00 to 8:00
SECURITY DURING FORUM	
Night of Tuesday 12/12	From 20:00 to 7:00
Night of Wednesday 13/12	From 19:00 to 8:00



#### PLEASE NOTE

Do not leave any valuables unattended on your stand. SPL Occitanie Events cannot be held responsible for damage or theft (articles 7.2, 7.3 and 7.4 of Terms & Conditions).

### 2.1.2. BADGES

- During assembly and dismantling, badges are not required.
- Access badges become obligatory from Wednesday 7:00 to Thursday 19:00.

### 2.1.3. STAND ASSEMBLY INSTRUCTIONS

- Personal protective equipment (safety shoes, hard hats) is compulsory during assembly and dismantling.
- Empty packaging must be removed without delay and stored by exhibitors or their transporters.
- It is prohibited to store packaging or various goods in store cupboards which might act as fuel in the event of a fire.
- All goods and empty packaging must have been removed by **Tuesday, 12 December 2023 at 20.00.** Failing this, any pallets and other identified equipment that has not been removed shall be removed by our cleaning service.  
The removal and/or delivery of these items to the exhibitor's stand will be invoiced to the exhibitor.
- Final assembly operations including cleaning must be finished **by 22.00 on Tuesday 12 December.**

## 2.1.4. PARCEL DELIVERIES

- It is not advisable to send items by post, since deliveries cannot be made on site. Forum EnerGaia cannot take delivery of parcels on your behalf.
- Deliveries can be made from Monday, 11 December 2023, and **only if the exhibitor is on site** to receive their package. No parcels will be accepted before this date.
- In the event of technical equipment being delivered, please complete the compulsory form "Safety protocol" in the Exhibitor Area.
- Vehicles may not drive in the Exhibition centre grounds during public opening hours.
- If deliveries are to take place during the show, the deliverer must report to the exhibitor desk, hall B2.
- Each parcel should be clearly labelled.

**FORUM ENERGAIA**  
**13 and 14 December 2023**

Hall : ..... Aisle : ..... Stand no: .....

Exhibiting company: .....

Contact person – name: .....

Contact phone number: .....

**Parc des Expositions**  
**Route de la Foire**  
**Parking B, Exhibitor Desk Hall B2**  
**34470 PEROLS – FRANCE**



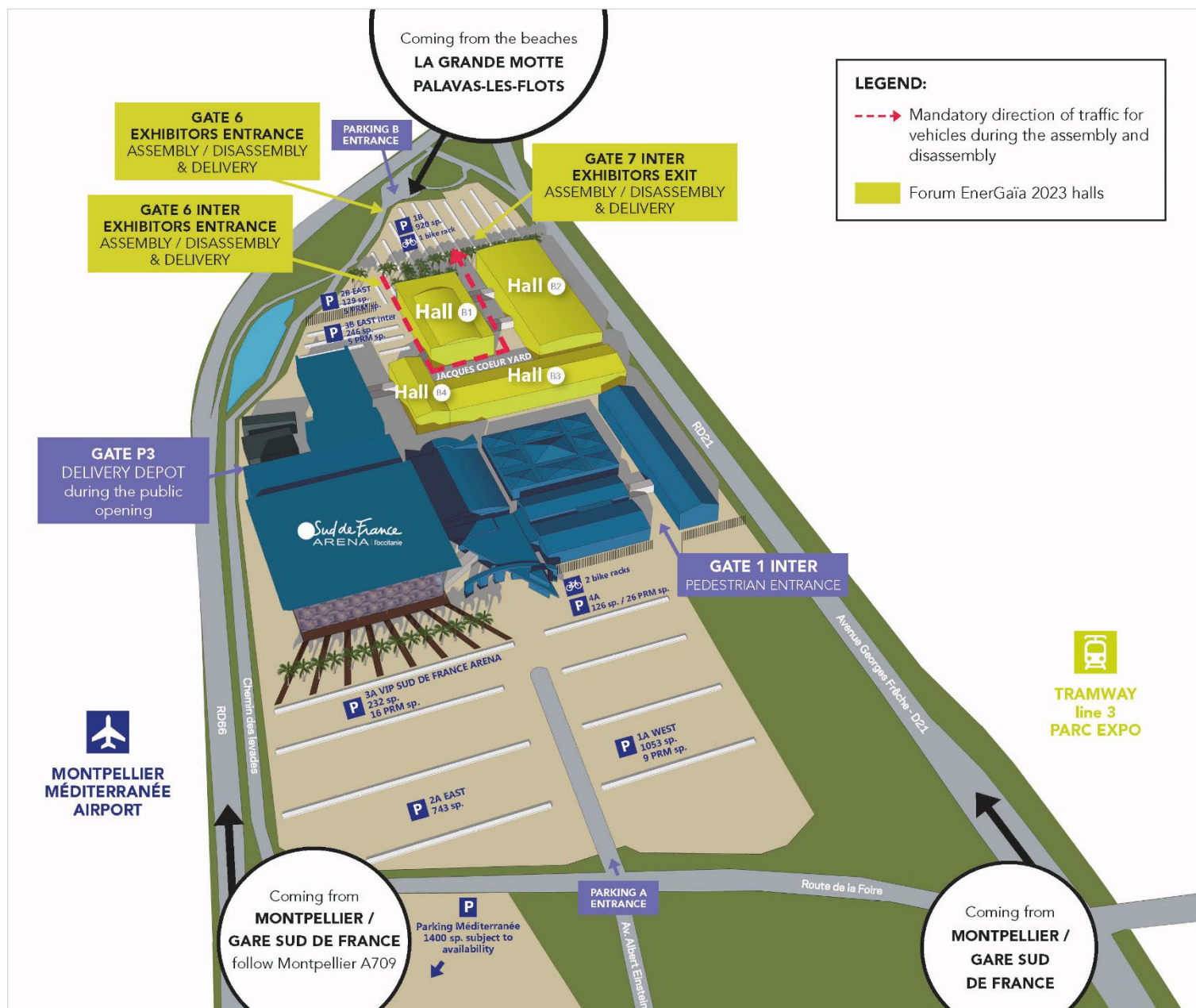
## 2.2. HOW TO GET TO THE EXHIBITION CENTRE

### 2.2.1. ACCESS

#### By road

From A709 – junction 29 “Montpellier Est” – follow signs to Arena/Parc des Expositions

From Montpellier city centre: D21 - follow signs to Arena/ Parc des Expositions.



### 2.2.2. TRAFFIC AND PARKING IN THE EXHIBITION CENTRE GROUNDS

Driving a vehicle in the exhibition grounds is subject to several rules. You must abide by these and make them known to your stand fitters, transporters and any other suppliers.

- Access inside the Exhibition Centre is prohibited for personal vehicles.
- Heavy goods access is authorised during stand assembly and dismantling. Heavy goods vehicles may not be parked inside the grounds during assembly and dismantling. They are prohibited during opening hours to the public.
- Vehicles are strictly prohibited in the exhibition halls.
- Vehicles must comply with French highway laws.
- Speed limit of 15 km/h.
- No stopping or parking in the traffic alleys.

The Exhibition Centre has appointed traffic marshals to help you find your way around the grounds: please follow their instructions.

### 2.2.3. DURING STAND ASSEMBLY

- Make sure you give your transporters your stand number and hall number
- The halls are free to enter and leave.
- Personal vehicles without a pass will not be admitted in the grounds.
- Parking is free in the exhibition grounds car parks subject to compliance with opening hours and parking in the spaces designated for the purpose by the Exhibition centre.
- Trucks will be granted access via car park B and gate P6 Inter only outside of opening hours.

#### Advice

- During stand assembly, avoid the period from 10.00 to 13.00.
- Avoid deliveries on the eve of the exhibition.
- Once your vehicles are unloaded, take them away.



#### PLEASE NOTE

From Tuesday 12 December at 20:00, any vehicles parked next to the halls must be removed and be parked in the designated car parks. Overnight parking is prohibited during assembly, exhibition opening and dismantling due to liability issues. There is no security provided in car parks.

### 2.2.4. DURING FORUM OPENING DAYS AND HOURS

- **Vehicle parking** in the exhibition grounds, in the traffic roads and in the security perimeter during the Forum **is strictly prohibited**. If necessary, the management of the Exhibition Centre will take all necessary measures to evacuate them, without recourse for exhibitors (damage, impounding, etc.).
- Vehicles may not drive in the grounds.
- Nothing may be parked or stored inside the exhibition grounds.
- Deliveries can be made via gates P3 and/or P6.

### 2.2.5. ON THE EVENING OF DISMANTLING

- When the exhibition closes, only pallet trucks and hand dollies are allowed.
- Motorised machines are allowed in the halls 2 hours after the show closes to the public, subject to the progress of dismantling and the approval of the safety officer.

## 3. USEFUL INFORMATION

### 3.1. USEFUL CONTACTS AND NUMBERS

#### 3.1.1. FORUM TEAM

MANAGEMENT			
<b>FORUM MANAGER</b>	Caroline GIGNON	+33 (0)4 67 17 69 63 +33 (0)6 33 74 31 99	cignon@spl-occitanie-events.com
SALES			
<b>SALES MANAGER</b>	Hélène CHAMPEL	+33 (0)4 67 17 68 60 +33 (0)6 80 90 49 31	hchampel@spl-occitanie-events.com
<b>SALES MANAGER</b>	Naomi ROSSIGNOL	+33 (0)4 67 17 68 76 +33 (0)6 70 08 30 52	nrossignol@spl-occitanie-events.com
<b>EXHIBITION DEVELOPMENT ASSISTANT</b>	Estelle SALLEI	+33 (0)4 67 17 68 20	esallei@spl-occitanie-events.com
MARKETING / COMMUNICATION			
<b>MARKETING COMMUNICATIONS / MEDIA MANAGER</b>	Carole MALLET	+33 (0)4 67 17 69 67	cmallet@spl-occitanie-events.com
<b>PRESS OFFICER</b>	Claudie VERGNES	+33 (0)6 72 72 32 28	cvergn@relationspresse.net
TECHNICAL			
<b>TECHNICAL DIRECTOR</b>	Mélanie CHICHEPORTICHE	+33 (0)4 67 17 68 10 +33 (0)7 87 08 00 95	mchicheportiche@spl-occitanie-events.com
SALES ADMINISTRATION			
<b>ADMIN MANAGER</b>	Nelly SERRANO	+33 (0)4 67 17 68 14	nserrano@spl-occitanie-events.com
<b>ADMIN / ACCOUNT ASSISTANT</b>	Anic LARGE	+33 (0)4 67 17 68 78	alarge@spl-occitanie-events.com
SAFETY			
<b>SAFETY OFFICER</b>	Stéphane LEVASSEUR	+33 (0)6 82 56 54 63	levasseurstephane@yahoo.fr

#### 3.1.2. TECHNICAL CONTACTS

PARTNERS			
<b>RIGGING HOOKS SLINGS LIGHTING RIGS</b>	Réginald PELLIGRINI	+33 (0)6 82 87 51 83	r.pelligrini@scenexpo.fr
CUSTOMS - FREIGHT FORWARDERS - TRANSPORT - STORAGE			
<b>TRANSPORT ALBERT FRERE</b>	Bernard GADEA	+33 (0)5 62 87 62 16 +33 (0)6 61 91 82 66	b.gadea@albert-freres.fr

**3.1.3. USEFUL CONTACTS**

EXHIBITION GROUNDS SAFETY			
<b>SAFETY/SECURITY DESK</b>		+33 (0)4 67 17 68 68	
POLICE			
<b>POLICE STATION</b>		+33 (0)4 99 13 67 00	Avenue de l'Agau 34970 LATTES
CUSTOMS AND EXCISE			
<b>DIRECTION RÉGIONALE DES DOUANES</b>		+33 (0)4 67 27 14 20	22 rue de Claret 34000 MONTPELLIER
POST OFFICE			
<b>POST OFFICE</b>		+33 (0)4 99 52 25 80	15, place G Brassens 34470 PEROLS
CASH DISPENSER - ATM			
<b>CASH DISPENSER</b>			Hall B1- Catering area

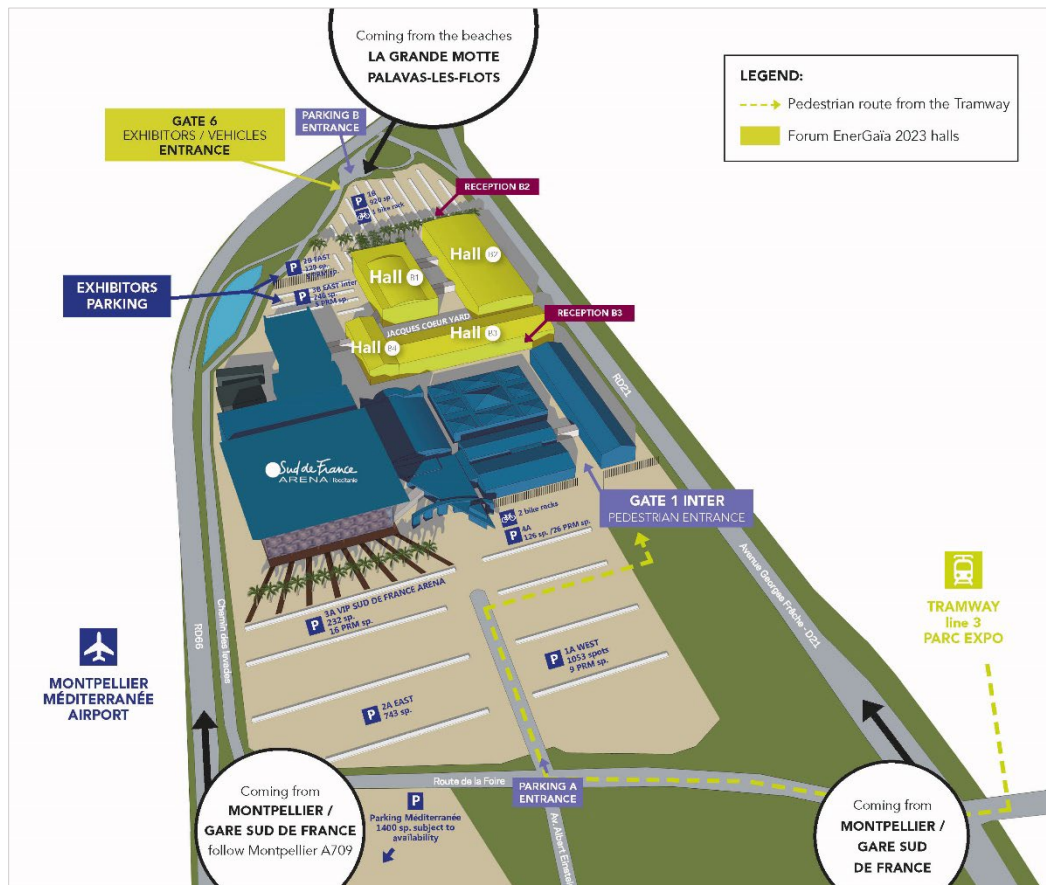
**3.1.4. EMERGENCY NUMBERS**

<b>Fire</b>	18 or 112	<b>On-call doctor</b>	+33 (0)4 67 72 22 15
<b>Ambulance</b>	15	<b>Poison centre / advice</b>	+33 (0)5 61 77 74 47
<b>Police</b>	17	<b>Hand injury emergencies</b>	+33 (0)4 67 33 81 67 +33 (0)4 67 33 85 46



## 3.2. GETTING TO THE SHOW

### 3.2.1. ACCESS MAP



#### Tram



Line 3 direction "Pérols - Etang de l'or" Parc Expo stop

Information from Allo Tam on +33 (0)4 67 22 87 87  
[www.tam-voyages.com](http://www.tam-voyages.com)



#### Taxi

Airport taxi rank phone no: +33 (0) 4 67 20 65 29  
Taxis Méditerranée airport alliance:

+33 (0) 4 30 96 50 00  
Boulangier Taxi: +33 (0)6 71 08 47 56

#### Road



From A709: junction 29 "Montpellier Est" – follow signs to Arena/Parc des Expositions  
From Montpellier city centre: D21 - follow signs to Arena/ Parc des Expositions



#### Air

Montpellier Méditerranée international airport:  
+33 (0)4 67 20 85 00  
[www.montpellier.aeroport.fr](http://www.montpellier.aeroport.fr)

#### Rail



Information at [www.sncf-connect.com](http://www.sncf-connect.com)  
Montpellier railway station: +33 (0)8 92 35 35 35



#### Free shuttles

Montpellier Méditerranée International Airport  
Sud de France and Saint-Roch railway stations  
Tram Stop "Parc Expo"



### 3.2.2. TRAVEL DISCOUNT

#### *AIR FRANCE & KLM Global Meetings*

Event : **ENERGAIA**

ID Code: **39995AF**

Travel valid period : **6 December 2023 to 21 December 2023**

Event location: **Montpellier, France**

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## 4. APPENDICES : HALL TECHNICAL SHEETS



LE PARC DES  
EXPOSITIONS  
MONTPELLIER

# HALL B1



**Building area**  
3 600 m<sup>2</sup>



**Length of the building**  
60 m



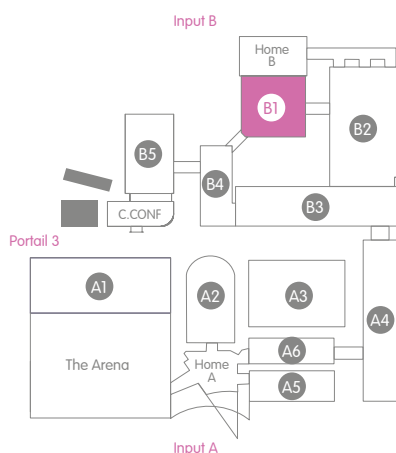
**Width of the building**  
60 m



**Height of the building**  
8.74 m  
(highest point)  
4.25 m  
(lowest point)



**Distributed load on the ground**  
2 000 kg/m<sup>2</sup>



## Access - doors

- > Emergency exits / doors: 2.33 m
- > 2 doors of access trucks:  
L 3.95 m - H 4.10 m



## Heating

- > Hall heated by hot water heaters.  
Gas boiler. *Consumption heating extra.*



## Lighting

- > Fluo-mixed 400 Watt lamps  
Lighting divided into 4 circuits  
separate. *Consumption lighting plus.*



## Hangs

- > Opportunities for hooks.  
Each application grabber  
will be an accurate study  
by our technical services.  
*Imperative: a load plan of (DWG  
file) must be provided 3 weeks  
before the beginning of the  
installation. The control must be  
made by an approved body.*

## SUPPLEMENTARY SERVICES



## Electricity

- > Distribution by rails of 160 amp-  
ceiling energy.
- > Opportunity to lobby different  
arrivals electric (on order): 3  
mono Kw to 80 kW three phase  
+ neutral (i.e. 16 to 125 AMPS).



## Phone / Internet

- > Internal telephone system (PBX)  
imposing the 0 prefix before  
dialing.
- > Possibility of Internet connection:  
wired or WIFI.



## PA System

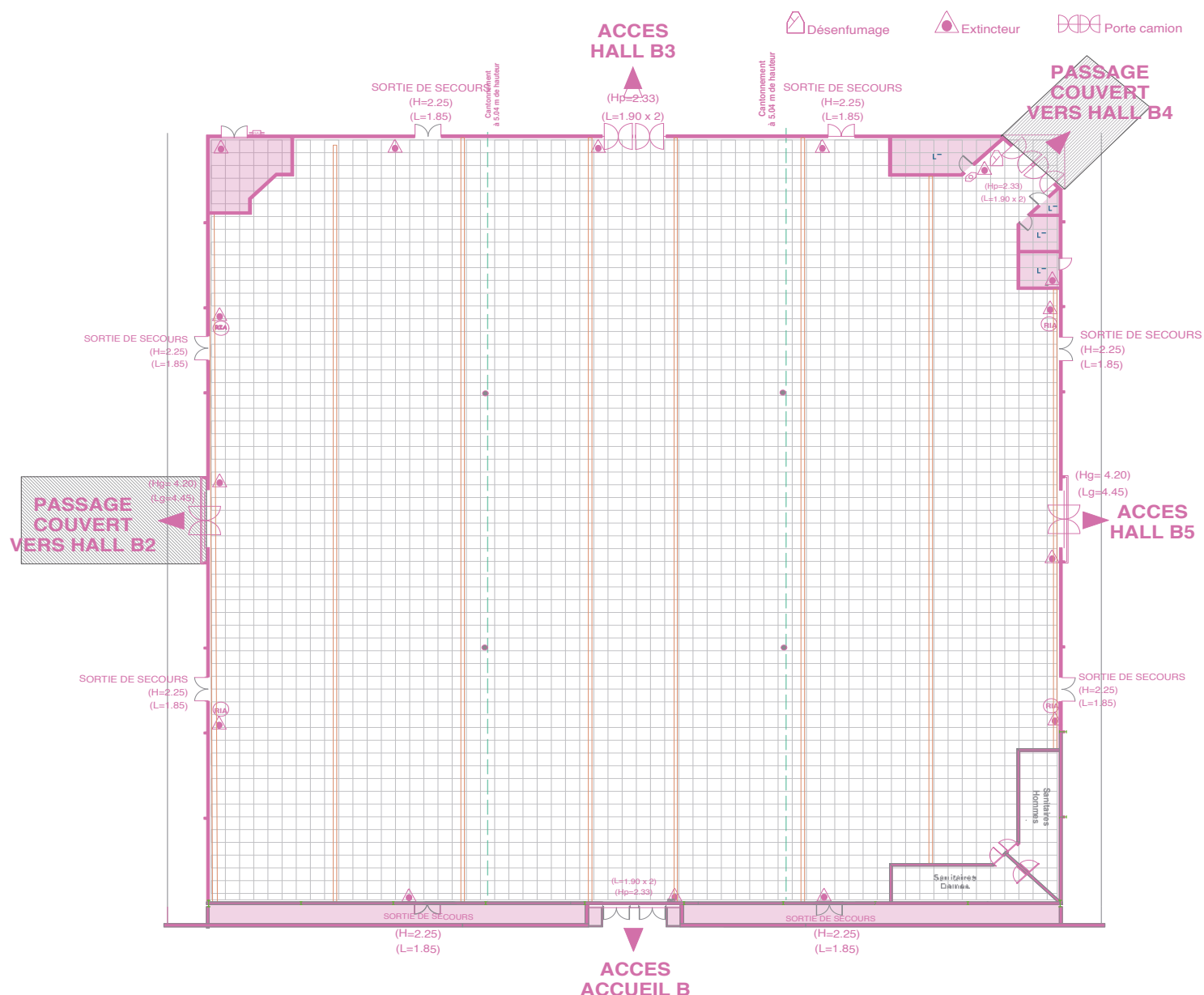
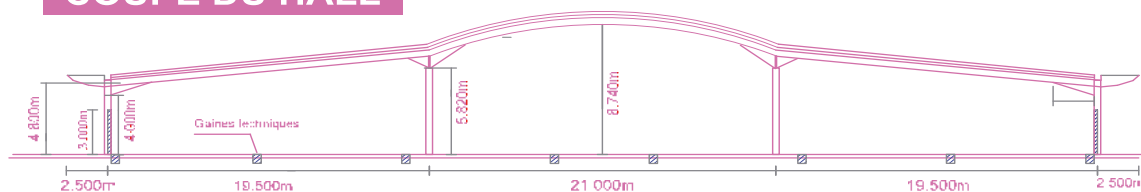
- > PA of atmosphere allowing ads  
in the hall.



## Water

- > Water distributed by tillage  
(gutter).
  - Either by water without sink  
(connection 15/21) supply.
  - Either with sink water supply.  
In 2 cases a water outlet to the  
ground is laid down in the  
gutter (diameter 32).

## COUPE DU HALL





LE PARC DES  
EXPOSITIONS  
MONTPELLIER

# HALL B2



## Building area

9 400 m<sup>2</sup>

Closed passage to B2  
(next to B3) : 170 m<sup>2</sup>

South side terrace : 285 m<sup>2</sup>



## Length of the building

164 m



## Width of the building

60 m / 55 m



## Height of the building

12 m (highest point)

8.80 m (lowest point)



## Distributed load on the ground

2 000 kg/m<sup>2</sup>



## Access - doors

> Emergency exits / Access doors :

H 2.10m x W 1.79m

H 2.04m x W 1.80m

> 8 doors trucks :

5 doors of H 4.40m x W 4.30m

1 door of H 4.45m x W 4.80m

1 door of H 4.80m x W 4.40m

1 door of H 5m x W 5m



## Lighting

> Interior lighting with 200W HighBay LED luminaires and 200W LED projectors evenly distributed.

> Hall lighting divided into 6 separate circuits. Lighting consumption not included.



## Heating

> Hall heated by warm air diffusion using 5 air handling units and 2 gas boilers. Heating consumption not included.



## Technique

> Motorised roller shutters to block out the upper glazed elements.

> South-facing glazed facades equipped with blackout curtains (excluding emergency exit doors) on motorised patiences.



## Hangs

> 19 metal beams for hanging (see attached plan). Each beam is limited to a total weight of 3 tonnes with a maximum of 1 tonne for one-off hangings.

SPL Occitanie Events has delegated its hangers to professionals. For all hangings, requests must be communicated to the service providers and will be the subject of a precise study in conjunction with the technical manager of SPL Occitanie Events. List of service providers provided on request.

## SUPPLEMENTARY SERVICES



## Electricity

> 5 electrical boxes of 160 Amps each.

> 12 energy rails of 250 Amps each + 2 energy rails of 160 Amps each located in the technical walkway.

> Opportunity to have different arrivals electric (on order) : from 1 kW single-phase to 160 kW three-phase + neutral (i.e. from 16 to 250 Amps).



## PA

> Hall sound for atmosphere and passage of ads in space.



## Phone / Internet

> Internal telephone system (PBX) imposing the 0 prefix before dialing.

> Possibility of Internet connection: wired or WIFI.



## Water

> Water distributed by tillage (gutter).

• Either by water without sink (connection 15/21) supply.

• Either with sink water supply. In 2 cases a water outlet to the ground is laid down in the gutter (diameter 32).



Maximum load per beam:  
3 tonnes  
Point load:  
max. 1 tonne

# HALL B3



**Building area**  
6,000 m<sup>2</sup>



**Length of the building**  
152,50 m



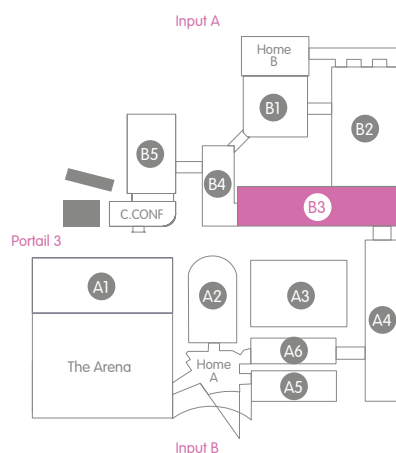
**Width of the building**  
40m



**Height of the building**  
7.80 m  
(highest point)  
4.10 m  
(lowest point)



**Distributed load on the ground**  
2 000 kg/m<sup>2</sup>



## Access - doors

- > Emergency exits / doors: 2.10 m
- > 1 door trucks:  
L 3.90 m - H 4.35 m
- > 2 doors of access trucks:  
L 3.95 m - H 3.95 m
- > 1 door trucks:  
L 4 m - H 4.40 m



## Lighting

- > Lighting by fluorescent tubes divided into 4 separate circuits. Use extra lighting.



## Heating

- > Hall heated by heaters hot water - gas boiler. Consumption heating extra.



## Hangs

- > Only by slight rating type hangers. Each application grabber will be an accurate study by our technical services.

## SUPPLEMENTARY SERVICES



## Electricity

- > Rails of energy of 160 Amp to the ceiling and distribution of PC type P17 (32 Amp.) against the walls.
- > Opportunity to lobby different arrivals electric (on order): 3 mono kW to 80 kW three phase + neutral (i.e. 16 to 125 AMPS).



## Phone / Internet

- > Internal telephone system (PBX) imposing the 0 prefix before dialing.
- > Possibility of Internet connection: wired or WIFI.



## Water

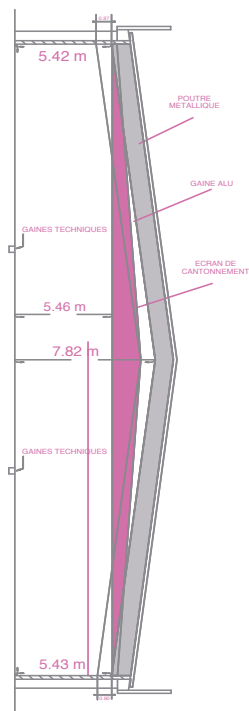
- > Water distributed by tillage (gutter).
  - Either by a water without sink (connection 15/21).
  - Is water with sink supply.
- > In 2 cases a water outlet to the ground is laid down in the gutter (diameter 32).



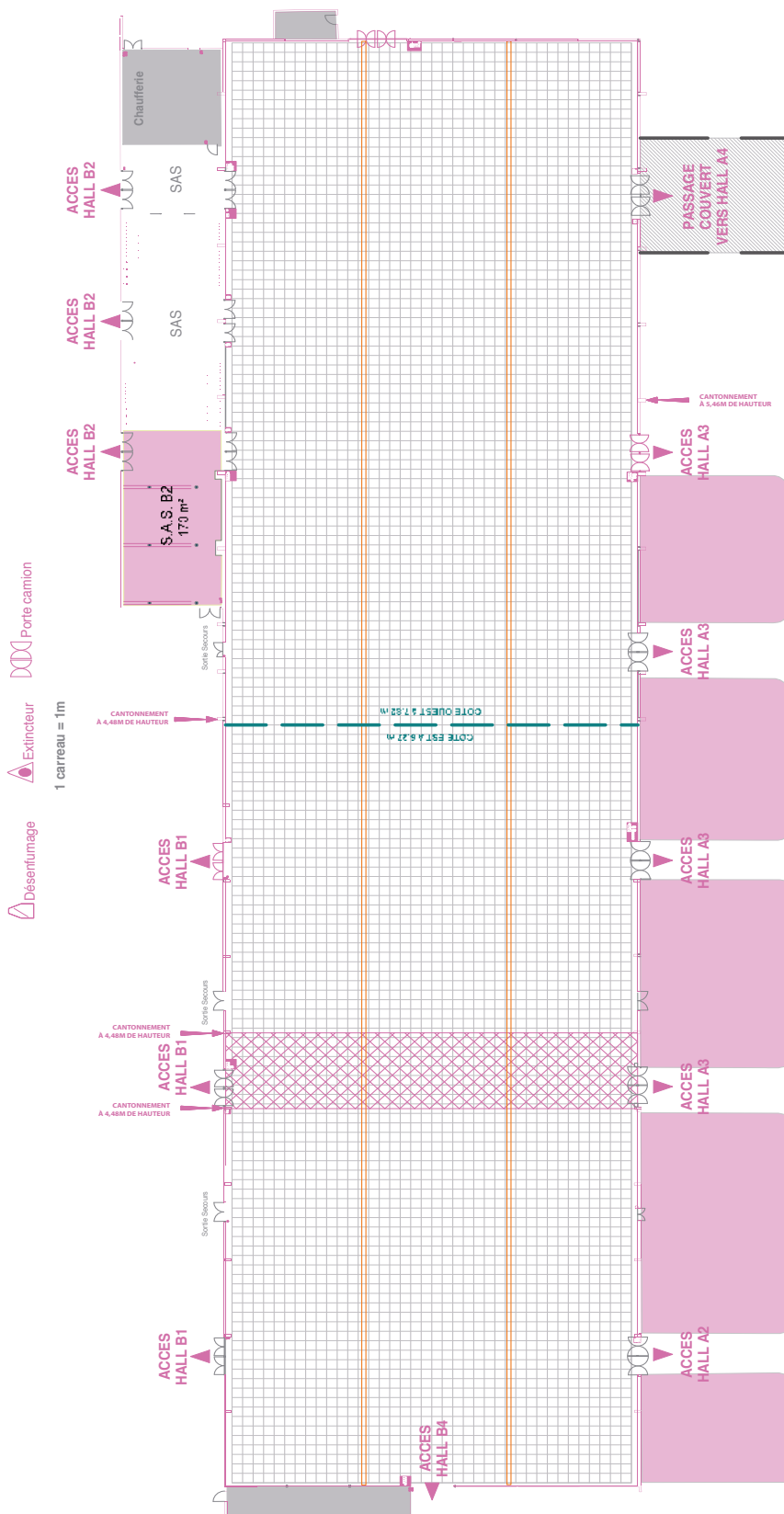
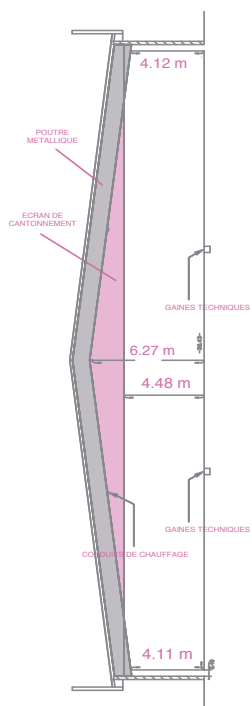
## PA System

- > PA of atmosphere allowing ads in the hall.

## COUPE OUEST



## COUPE EST





LE PARC DES  
EXPOSITIONS  
MONTPELLIER

# HALL B4



**Building area**  
2 400 m<sup>2</sup>



**Length of the building**  
80 m



**Width of the building**  
30 m



**Height of the building**  
5.58 m  
(highest point)  
4.03 m  
(lowest point)



**Distributed load on the ground**  
2 000 kg/m<sup>2</sup>



## Access - doors

- > Emergency exits / doors: 2.20 m
- > 1 door trucks:  
L 3.95 m - H 4,50 m
- > 1 door trucks:  
L 4 m - H 3.95 m



## Lighting

- > Lighting by fluorescent tubes divided into 6 circuits separate.  
*Consumption lighting plus.*



## Heating

- > Hall heated by heaters hot water - gas boiler. Consumption *heating extra.*



## Hangs

- > Only by slight rating type hangers. Each application grabber will be an accurate study by our technical services.

## SUPPLEMENTARY SERVICES



## Electricity

- > Rails of energy of 160 Amp to the ceiling and distribution of PC type P17 (32 Amp.) against the walls.
- > Opportunity to lobby different arrivals electric (on order): 3 mono kW to 80 kW three phase + neutral (i.e. 16 to 125 AMPS).



## Phone / Internet

- > Internal telephone system (PBX) imposing the 0 prefix before dialing.
- > Possibility of Internet connection: wired or WIFI.



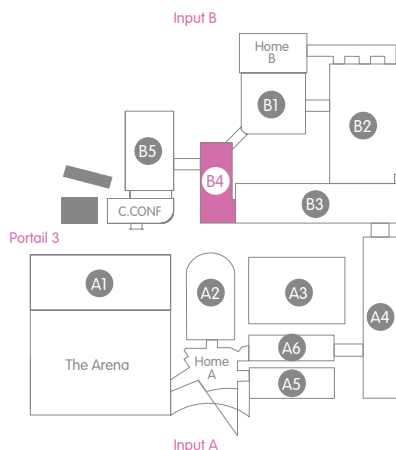
## Water

- > Water distributed by tillage (gutter). • either by a water without sink (connection 15/21). • is water with sink supply.
- > In 2 cases a water outlet to the ground is laid down in the gutter (diameter 32).



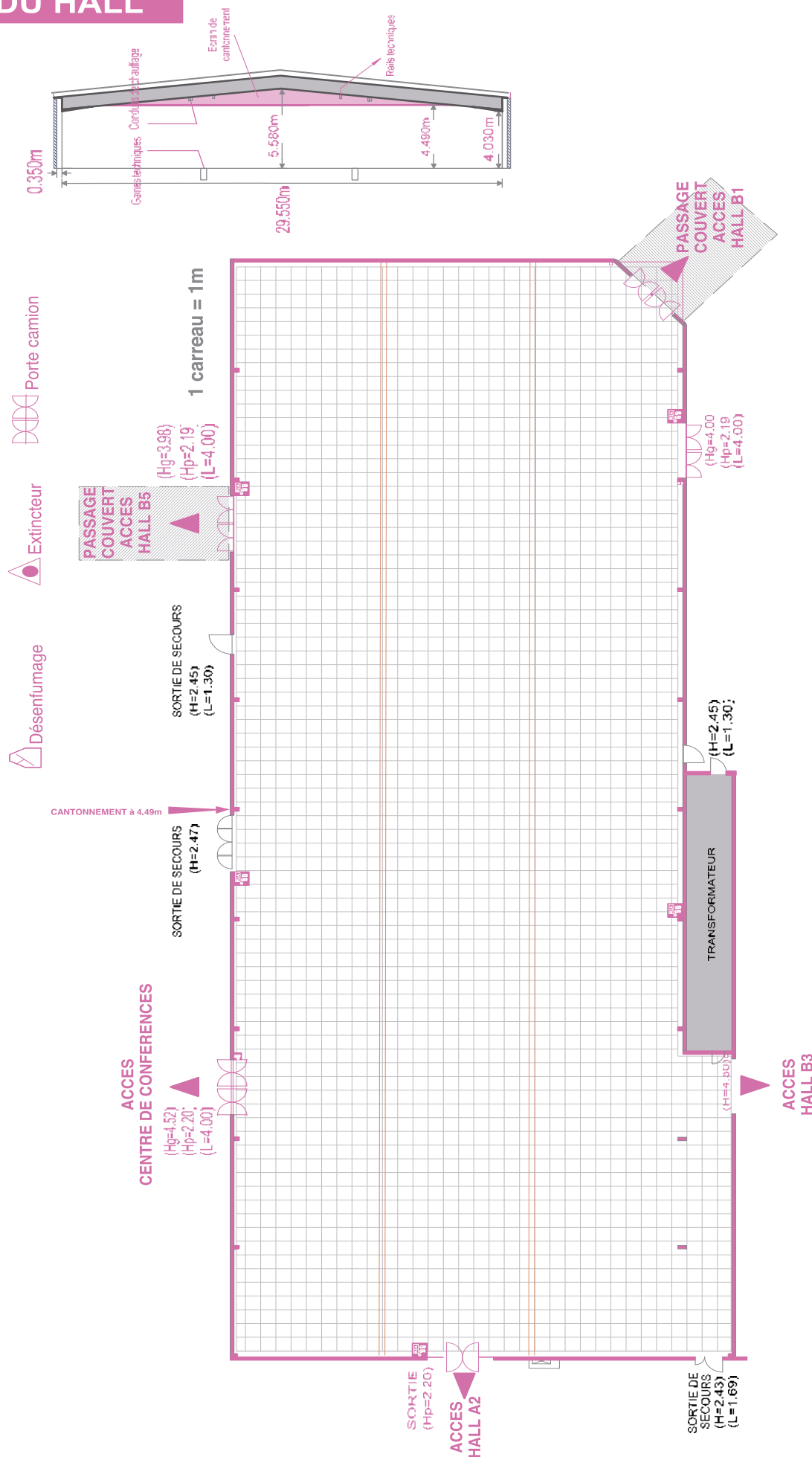
## PA System

- > PA of atmosphere allowing ads in the hall.



# COUPE DU HALL

## PLAN HALL B4



\* éincelle