

10-11
DECEMBER
2025



Montpellier
Exhibition
Centre



enerGaïa

Renewable energy Forum

LET'S POLL OUR ENERGIES!

EXHIBITOR MANUAL

Forum EnerGaïa 2025



What is the purpose of this guide?

This Technical Guide contains all the information you need to prepare for your participation in the EnerGaïa 2025 Forum, whether you are an exhibitor, installer or service provider.

You'll find :

- ✓ Access and delivery arrangements
- ✓ Assembly and dismantling schedule
- ✓ Safety rules and technical standards
- ✓ Stand layout instructions
- ✓ Technical services available
- ✓ Useful contacts (organisation, approved service providers, security, etc.)
- ✓ Eco-responsible features of the show

Why consult it?

This guide is your one-stop reference for :

- ✓ Organise your participation in full compliance
- ✓ Respecting deadlines and technical instructions
- ✓ Guarantee a safe and professional installation
- ✓ Meeting EnerGaïa's environmental commitments

Please read it carefully, **refer to it throughout the preparation of your event and send it to your technical teams and suppliers.**



1

ACCESS TO THE
EXHIBITION CENTRE

ACCESS DURING THE ASSEMBLY
ASSEMBLY PASS

TRAFFIC AND PARKING IN THE EXHIBITION CENTER DURING ASSEMBLY
TRAFFIC PLAN DURING ASSEMBLY

COME TO THE EXHIBITION CENTER DURING THE EVENT

TRANSPORT TO THE FORUM
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TRAFFIC DURING DISMANTLING



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ACCESS DURING THE ASSEMBLY

From the A9/A709 motorway, take exit 29 towards Sud de France Arena / Parc des Expositions.

From Montpellier follow signs for Aéroport / Sud de France Arena / Parc des Expositions.

Don't forget to tell your carriers your location: Hall - Aisle - Stand number.

Access to the Exhibition Centre is controlled during the 4 days of assembly. No Assembly Pass will be issued if the amount of your participation has not been paid. The first 2 days of set-up (Saturday 6 and Sunday 7 December 2025) are by dispensation only and are reserved for setting up bare stands. No unmarked personal vehicle will be allowed to enter the Exhibition Centre. Access for lorries via car park B, gate P6 Inter and gates P6, P7 and P8 Inter will be authorised in accordance with the assembly schedule mentioned on page 8. Once the lorries have been unloaded, they must be parked in the retention car park indicated on the assembly plan. Once unloaded, light vehicles must be parked in the public or exhibitor car park. Overnight parking is prohibited. All vehicles parked in the vicinity of the buildings must have left the Parc by 10pm on Tuesday 9 December 2025 at the latest.

NEW! ASSEMBLY PASS

During the assembly period, only vehicles identified with an Assembly Pass will be allowed access to the Park. It must be collected from the algeco located at Entrance B (South) of the Exhibition Centre.

TRAFFIC AND PARKING IN THE EXHIBITION CENTER DURING ASSEMBLY

Traffic inside the Park is subject to rules. You must comply with them and inform your installers, transporters and various suppliers.
L'accès à l'intérieur du Parc des Expositions est interdit aux véhicules personnel et/ou de tourisme.

- HGV access is authorised during the set-up and dismantling phases. It is forbidden during the opening to the public
- HGVs are not allowed to park inside the Park during assembly, operation or dismantling.
- All vehicles are prohibited from entering the halls.
- Parking is free in the Exhibition Centre car parks during set-up periods, provided that access times and the parking areas and car parks reserved for this purpose by the Exhibition Centre are respected.
- Respect for the highway code.
- Speed limited to 15 km/h.
- No stopping or parking on traffic lanes.
- The Parc des Expositions will have agents on hand to help you get around and park: follow their instructions carefully.

ATTENTION

All vehicles parked in the vicinity of the halls must have left the Parc by 10pm on Tuesday 9 December and be parked in the car parks shown on the map (page 7). For reasons of liability, overnight parking is prohibited during assembly/operation/dismantling. The car parks are not guarded.

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BACK



COME TO THE EXHIBITION CENTER DURING THE EVENT

The access badge is compulsory for all participants (exhibitors, service providers, etc.) from Wednesday 10/12/2025 7am to Thursday 11/12/2025 5pm.

- ✓ **It is strictly forbidden** to park vehicles inside the Exhibition Centre, on the traffic lanes and on the safety perimeters during the Forum. If necessary, the Exhibition Centre management will take all necessary measures to remove these vehicles, without recourse for exhibitors (damage, impounding, etc.).
- ✓ **Traffic is prohibited** within the Exhibition Centre during public opening hours.
- ✓ **Deliveries** will be made outside public opening hours, via gate P3 and/or P6 inter. See page 12



TRANSPORT TO THE FORUM



By tram

Line 3 - Pérols-Étang de l'Or direction, Parc Expo stop
Access to reception A by footpath.
Information: www.tam-voyages.com



By car

From Higtway A9/A709 take exit 29 direction Sud de France
Arena / Parc des Expositions
From Montpellier follow direction Aéroport / Sud de France
Arena - Parc des Expositions



By train

Informations et booking : 3635
SNCF station of Montpellier : +33 (0) 892 35 35 35
www.sncf-connect.com



ByTaxi

Taxi pick-up/drop-off at reception A (Noth entrance)

Taxi Bleu du Midi : +33 (0)4 67 03 2000

www.taxibleudumidi.fr

First Class VTC : +33 (0)6 25 77 23 82

www.first-class-vtc.fr



By plane

International Montpellier Méditerranée Airport
+33 (0)4 67 20 85 00

www.montpellier.aeroport.fr



Free shuttles

International Montpellier Méditerranée Airport
Sud de France station

DICOUNT OFFERS

AIR FRANCE & KLM Global Meetings

10% discount on Air France ou KLM tickets for EnerGaïa Forum participants.

Event : FORUM ENERGAIA

Identifier code: GME50576AF

Booking period from 13/01/25 to 11/12/25

Date of departure: du 03/12/25 au 11/12/25

Date of return: du 10/12/25 au 18/12/25

Place of event: **Montpellier, France**

More informations on: <https://www.energaia.fr/infos-pratiques/offre-de-reduction/>

TRAFFIC DURING DISMANTLING

- ✓ Stands may only be dismantled and removed once the exhibition closes to the public at 5pm on Thursday 11 December.
- ✓ Authorisation to dismantle the stand will be confirmed by the Security Officer as of the closing time of the show and depending on the actual exit of the public.
- ✓ Entry for dismantling will be only from the north (gate 1 inter) and exit only from the south (gate 6).
- ✓ During the dismantling period, no badges are required for exhibitors or stand staff.



2

EXHIBITOR LOGISTICS

PLANNING

DELIVERY

EXHIBITION SCHEDULE

ASSEMBLY INSTRUCTIONS

DISMANTLING INSTRUCTIONS

PARCEL DELIVERY

SECURITY / GUARDING



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EXHIBITION SCHEDULE

		HALLS B1,B2, B3, B4, A4, A6	HALL A2	EXHIBITORS' RECEPTION +33 (0)4 67 17 68 20	TECHNICAL PERMANENCE +33 (0)4 67 17 68 58	
ASSEMBLY	Saturday 06/12/25	«BARE STANDS » 8:00 am – 08:00 pm with early assembly Authorisation only		8:00 am - 6:00 pm	8:00 am to 8:00 pm	
	Sunday 07/12/25	« BARE STANDS » 8:00 am – 08:00 pm with early assembly Authorisation only				
	Monday 08/12/25	« BARE STANDS » 7:00 am – 10:00 pm	« BARE STANDS » 8:00 am – 8:00 pm			
	Tuesday 09/12/25	"ALL STANDS" 7:00 am – 10:00 pm		8:00 am - 8:00 pm		
OPENING FORUM	Wenesday 10/12/25	EXHIBITOR OPENING 7:00 am to 7:00 pm				
		PUBLIC OPENING 9:00 am - 6.00 pm				
	Thursday 11/12/25	EXHIBITOR OPENING 8:00 am - 6:00 pm				
		PUBLIC OPENING 9:00 am- 5:00 pm				
DISASSEMBLY	Thursday 11/12/25	"ALL STANDS" 6:00 am – 12:00 pm		8:00 am - 8:00 pm		
	Friday 12/12/25	"ALL STANDS" 9:00 am – 5:00 pm				

➤ Early assembly authorisation, only :

- ✓ For bare stands
- ✓ On Saturday 6 an sunday 7 of december 2025, from 8:00am to 8:00pm

You must complete the compulsory form « **Request Form for early assembly Authorisation** » (available in your Exhibitor Area) and return to your Sales Manager before the **01/12/24**.

Please note: This year, a fee will be charged for applying for an exemption. No exemption possible for hall A2.

➤ For outdoor stands:

We advise you to set up your stand from Saturday 8.00am. Please fill in the compulsory form « **Request Form for early assembly Authorisation** » (in your Exhibitor Area) and return it to your Sales Manager before **01/12/24**. **Please note:** This year a fee will be charged for applying for an exemption. No exemption possible for hall A2.

ASSEMBLY INSTRUCTIONS

- ✓ Personal protective equipment (safety shoes, helmets, etc.) is compulsory during assembly and dismantling.
- ✓ Smoking is strictly prohibited in the halls.
- ✓ Empty packaging must be removed immediately and stored by exhibitors or their transporters.
- ✓ For the handling of packaging and storage of your equipment, please contact the service provider listed on page 8.
- ✓ It is forbidden to clutter up the storerooms with packaging and miscellaneous goods that could provide fire-fighting fuel in the event of a fire.
- ✓ The removal of goods and empty packaging must be completed by 10.00 pm on **Tuesday 9 December 2025**. If this is not the case, pallets and other identified and uncleared materials will be removed by our cleaning service.
- ✓ The removal and delivery of these items to the exhibitor's stand will be at the exhibitor's expense. You can contact our service provider listed on page 8.
- ✓ Final assembly operations, including cleaning, must be completed by 10.00 p.m. on **Tuesday 9 December 2025**.

If you need transport and storage, our service provider is at your disposal:

Sté MANH TRANSPORT

José PEREIRA

Tel: +33 (0)7.59.51.85.31

manh.transport31@gmail.com

DISMANTLING INSTRUCTIONS

- ✓ It is forbidden to dismantle stands before the official closing of the Forum for safety reasons, i.e. no earlier than Thursday 11 December 2025, 5:00 pm.
- ✓ It is imperative that all the halls be vacated by 5.00 pm on Friday 12 December 2025 at the latest.
- ✓ If you have hired furniture from the exhibition organizers: empty the contents of the furniture and leave the keys in the locks, no later than 5.00 pm on Thursday 11 December 2025.

PARCEL DELIVERY

- ✓ Postal delivery is not recommended. The ENERGAIA Forum cannot in any way guarantee receipt of your parcels.
- ✓ Deliveries are possible from Monday 8 December 2025 if and only if the exhibitor is present on site to receive the parcel. If a delivery is left on your stand without your presence or consent, the exhibition organizers cannot be held responsible for any loss or damage. No parcels may be delivered before this date.
- ✓ In the event of delivery of technical equipment, please complete the mandatory 'Safety Protocol' form (in your Exhibitor Area).
- ✓ Delivery vehicles are not authorised to enter or circulate within the grounds of the Exhibition Centre while it is open to the public.
- ✓ If the delivery must be made during the show, the delivery person must go to the reception desk in Reception A (North), to the 'Delivery Point'.

Each package must be clearly labelled:

FORUM ENERGAIA 10 et 11 décembre 2025
Hall : Allée : N° de stand :
Nom de la société exposante :
Nom de la personne contact sur stand :
N° de téléphone :
Parc des Expositions Route de la Foire Accueil A – Point Livraison (Entrée nord) 34470 PEROLS – France

SECURITY / GUARDING

- ✓ Outside the operating phase, all equipment on the stand is the responsibility of the exhibitor. Under no circumstances can SPL OCCITANIE EVENTS be held liable for theft or damage during the set-up and dismantling periods.
- ✓ General security of the exhibition areas is the responsibility of the organizer. However, this is an obligation of means and not of result. It is therefore the responsibility of each exhibitor to keep an eye on his stand. **Stands are not guarded during the hours of set-up, dismantling and opening to the public.** In order to reduce the risk of theft, exhibitors must be present on their stands during these periods until all equipment has been removed.
- ✓ Stand security is the responsibility of the organizer from 10pm on Tuesday 9 December 2025 until 5pm on Thursday 11 December 2025.

ASSEMBLY SECURITY	
Night of Monday 08/12	to 10:00pm from 7:00am
Night of Tuesday 09/12	to 10:00pm from 7:00am
FORUM SECURITY	
Nigh	to 6:00pm from 8:00am

ATTENTION

Do not leave any valuables unattended on your stand. Under no circumstances will SPL Occitanie Events be held responsible in the event of damage or theft (articles 7.2, 7.3 and 7.4 of the General Terms and Conditions).

3

BUILD YOUR STAND TECNICAL SERVICES

GENERAL RULES

ENERGAIA ARCHITECTURE DEPARTMENT

STAND CONSTRUCTION HEIGHT, SETBACKS AND OPENINGS ONTO AISLES

SIGNAGE / SIGNS / LIGHT BRIDGE SLINGS / HANGING FOR BARE STANDS

ELECTRICITY

INTERNET

WATER

INSURANCE



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GENERAL RULES

- ✓ No item of decoration, furniture, signage or lighting may extend beyond the boundaries of the stand.
- ✓ The use of duct tape to lay carpet is strictly forbidden. If necessary, you will be charged for restoring the floor.
- ✓ It is strictly forbidden to paint on any part of the building, or to hang, glue or fix anything whatsoever.
- ✓ Any damage caused and observed during set-up and dismantling will be repaired by the Montpellier Exhibition Centre's maintenance department and invoiced to the exhibitor, who is also responsible for his service providers and contractors.
- ✓ Dismantling of stands may under no circumstances begin before 5:00 p.m. on 11 December 2025, out of respect for visitors.
- ✓ All stands, decorations, equipment and goods must be removed by 5 p.m. on Friday 12 December 2025. Once this deadline has expired, the organiser may, at the exhibitor's expense, risk and peril, take any measures it deems necessary for the removal of goods and equipment that have not been removed and for the destruction of structures and decorations of any kind whatsoever that have not been dismantled and removed, without being held liable.
- ✓ The removal and treatment of waste left behind voluntarily by exhibitors or their subcontractors will be invoiced to the exhibitor at €250 per m3 excluding VAT.

ATTENTION

Vehicles are not allowed in the halls, to avoid any risk of collision with staff, equipment or stand structures in place. Forum security reserves the right to deny access to the halls to exhibitors who do not comply with this rule.

ENERGAIA ARCHITECTURE SERVICE - BARE STANDS

By signing the booking contract, the exhibitor undertakes to comply with all the clauses of this document and those of the general regulations (reverse side of the booking contract) relating to the exhibition, and to ensure that his service providers (decorators, fitters) comply with them, a copy of which he shall keep. The show organiser reserves the right to modify or have dismantled by the exhibitor or his stand operator any installations that do not comply with the architectural regulations and are likely to disturb neighbouring exhibitors or the public.

In all cases, each bare stand project must, prior to construction, be submitted to the Exhibition's Architecture Department, which will authorise, or not, its construction on site. Any project that does not comply with the rules laid down will be rejected and, a fortiori, any stand erected without the agreement of the Architectural Department may be dismantled at the exhibitor's expense.

Bare stand design projects must be submitted by e-mail to the Forum's Architecture Department by 31 October 2025 at the latest:

DECO PLUS

Elisabeth TOUGARD

Email : w.decoplus@free.fr / Tel + 33 (0)6 16 28 77 93

You must send:

- ✓ The 'top view' plan, indicating the scale, dimensions and position of the recesses (party walls + driveways).
- ✓ Cross-section plan, with details of the scale, dimensions and height of the proposed volumes.
- ✓ 3D views

Design your stand project bearing in mind the time/completion ratio, according to the official set-up and dismantling times. 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 assembly dispensation (see Schedule page 12), return **the compulsory 'Assembly Derogation'** form to your Exhibitor Area.

HAUTEUR DE CONSTRUCTION DES STANDS, RETRAITS ET OUVERTURES SUR ALLÉES

➤ BUILDING HEIGHTS

Stand constructions must comply with the following heights and setbacks. No agreement between neighbouring stands that contravenes these rules is permitted.

Please note that building heights vary depending on the location (heights given are from the ground level of the building, including the technical floor):

- Hall A2 : 4,50 m
- Hall A6 : 3,50 m
- Hall A4 : 4,50 m
- Hall B1 : 4,00 m
- Hall B2 : 4,50 m
- Hall B3 : 4,00 m
- Hall B4 : 4,00 m

- ✓ Technical location constraints may apply.
- ✓ All stands are required to have a partition wall if they border another stand or a common area. The height of these partitions is limited to 2.50 m.
- ✓ Partitions along the aisles must comply with the maximum authorised height of 2.50 m.

➤ OPENINGS ONTO ALLEYS

Each façade overlooking an alley must have a minimum opening of 2/3 of its length.

Each opening onto an alleyway must retain a passageway free of traffic (green plants, glass panes, half-height partitions, etc. are not permitted). Any additional closures must be set back 2.00 m from the aisles.

➤ WITHDRAWS

Stand constructions must be set back from adjacent aisles and stands as follows:

- ✓ Elements 0 to 2.50 m high: no setback
- ✓ Stands 2.50 m to 5.00 m high: set back 1.00 m from adjacent stands and aisles.

➤ STANDS WITH SELF-SUPPORTING STRUCTURES

Self-supporting structures will be authorised depending on the height of the halls (see 'Building heights' paragraph) and must be set back 1.00 m from adjacent stands and aisles.

➤ STANDS WITH A HALL PILLAR

Stands with a hall pillar with or without an RIA (Armed fire valve) will have the option of covering the pillar to a height of 3.00 m. Signage may be installed in compliance with the setbacks imposed.

The RIA must remain freely accessible at the front and sides over a perimeter of 1.00 m.

Pillars straddling a stand and a traffic aisle may be clad to a height of 3.00 m with signage but without spotlights for stands overlooking a safety aisle.

➤ REUSED STANDS

They are subject to the 'Architectural Regulations' in the same way as newly built stands.

They must comply with the setbacks and heights requested.

SIGNS / SIGNS / LIGHT BRIDGE

➤ STAND STRUCTURE

- ✓ Its height will be limited according to the height of the halls (see 'Building heights' paragraph), and it must comply with the setbacks requested (page 19). The signage/light bridge must be independent of the height of the building.
- ✓ The regulatory minimum height for hanging signage is set at 3.00 m from the ground.
- ✓ No signage from stand A may be hung over the adjoining stand B, in order to avoid any confusion of signs for the public.
- ✓ Only the Park's services are authorised to work on the hall's framework.
- ✓ Any signage suspended above a stand must be set back 1.00 m from the edge of the stand.
- ✓ The sling point order will be authorised according to the height of the halls (see 'Building heights' paragraph) and will be subject to approval by our Architecture Department. The Architecture Department will be able to make the necessary recommendations.
- ✓ Illuminated signs may be installed, but flashing signs are not permitted.
- ✓ Balloons are permitted, but they must be attached in a fixed manner, respecting the height and recess. You must be able to send the minutes of your envelope.
- ✓ Banners must be set back 2.00 m from adjacent aisles and stands.
- ✓ Authorised weight: contact the Exhibition Centre.

Please refer to the attached technical sheets for the construction of your stand.

SLINGS/HANGING FOR BARE STAND

Please contact our approved service provider for any hanging requests:

SCENEXPO

M. Reginald PELLEGRINI

contact@scenexpo.fr / Tel: +33 (0)6 82 87 51 83

- ✓ All primary fastenings (fastenings taken directly from our building structures) must be carried out by the service provider indicated above.
- ✓ They will be subject to inspection by an approved body appointed by the Exhibition Centre's Technical Operations Department, the cost of which will be borne by the exhibitor.
- ✓ Our service provider is responsible for compiling the complete file and sending it to the Exhibition Centre's Technical Operations Department for analysis and authorisation.
- ✓ However, secondary fixtures (heavy signage elements, light bridges, scenery, etc.) which will be attached to these primary fixing points may be installed by one of the service providers approved by the Exhibition Centre or by a service provider of your choice. They must be inspected by an approved body appointed by you or your service provider. The cost of the inspection is borne by the exhibitor.
- ✓ Depending on the category, a document must be presented to the Exhibition Security Officer (certificate of correct assembly or report from an approved technical inspector or accredited body), who reserves the right to close the stand if the document is not presented.

ATTENTION

Only halls A2 and B2 are suitable for receiving HEAVY ACCROCHES.

For all other halls, please contact our service provider directly. He will study the feasibility of the project.

ELECTRICITY

➤ Advice

Calculate the electrical power required for the general installation of lighting, small electrical equipment, etc.

For information (1 kW = 1,000 Watts):

- ✓ 1 computer = 500 Watts
- ✓ 1 coffee machine = 1,500 Watts
- ✓ 1 refrigerator = 500 Watts.

Switch off the stand's power supply every evening when you leave.

➤ Services

- ✓ Energy is supplied by the Exhibition Centre in direct current.
- ✓ The power is brought to each exhibitor's stand by a power cable terminating in a leaded box fitted with a circuit breaker and a differential switch, which must be accessible to the Exhibition Centre's representatives at all times.
- ✓ The box has one or more separate sockets (depending on the power required).

ATTENTION:

For safety reasons, only the Exhibition Centre's technical staff are authorised to make the connections and to make any necessary modifications.

➤ Power on

From Saturday 6 December for bare stands with a paying exemption.

From Monday 8 December for equipped stands.

➤ Location of the electrical box

- ✓ For bare stands: it will be installed in accordance with the information provided by the exhibitor on his stand design.
- ✓ For equipped stands: please return the compulsory 'Stand Technical Services' form (in your Exhibitor Area) by 14 November 2025 at the latest.

In the absence of a plan, the box will be installed in an inside corner of the stand. For any relocation of technical services, a surcharge of €58 excluding VAT will be applied.

➤ **Electricity for bare indoor and outdoor stands**

- ✓ Current safety regulations for trade shows require that an electrical box can only supply power to 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 before 23/11/25. All orders placed after the deadline will be subject to a 20% surcharge.
- ✓ 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. He also remains responsible for his electrical installation.

➤ **Electricity for equipped stands**

- ✓ Equipped stands supplied by the Forum have a 3 kW electrical connection (1 kW for Starter Packs).
- ✓ Exhibitors wishing to increase their electrical power must order it via the online shop in the Exhibitor Area before 23/11/25. All orders placed after the deadline will be subject to a 20% surcharge.

➤ **Security**

- ✓ Each stand is supplied from the Exhibition Centre's network of switchboards, connection boxes or electrical cabinets (fixed and semi-permanent installations).
- ✓ Each stand or exhibitor is provided with a box protected at the top by a leaded cover. It is strictly forbidden to remove the seal from this box.
- ✓ The box must remain accessible to the Exhibition Centre's competent technician at all times, but out of the immediate reach of the public.
- ✓ In the part reserved for the exhibitor's use (for the electrification of the stand), it includes at least:
 - 1 set of HPC circuit breakers calibrated to the height of the exhibitor's control
 - 1 30mA circuit breaker
 - 2 16A sockets
 - 1 terminal block for connecting the stand's electrical installations.
- ✓ The boundary between the Exhibition Centre's fixed or semi-permanent installations (the construction, operation and maintenance of which are the sole responsibility of the Exhibition Centre) and the stand installations (which are the responsibility of the exhibitor) is located at this box.
- ✓ Specific electrical installations on stands, in particular lighting, must be carried out, under the responsibility of exhibitors, by persons who are particularly aware of the risks of the exhibition and who possess the knowledge enabling them to design and carry out the work in compliance with regulations.

➤ **The work must be carried out in accordance with the provisions of :**

- ✓ Standard N F C 15 - 100.
- ✓ Articles T.35 and T.36 (Order of 18 November 1987 as amended).

INTERNET

➤ Information

The WIFI offer is not intended to replace the wired Internet offer (by cable), which is the only one with guaranteed speed and security. It is a complementary service to the cable network.

For information, the transmission of data via the Wifi network may be severely hindered or even rendered impossible by sources of interference or external causes over which SPL Occitanie Events has no influence. For example, the type of construction or materials used on your stand can greatly reduce or prevent connection to the Wifi network.

In addition, the installation of private networks by certain exhibitors, microwave ovens, wireless cameras, Bluetooth equipment or other wireless data transmission systems in a stand may disrupt or prevent Wifi reception.

As SPL Occitanie Events does not wish to restrict Exhibitors from setting up applications of this type on their stand, it is not possible to guarantee reliable Wifi reception. The operation of VPN links, Internet telephony or live broadcasts via the Wifi network cannot be guaranteed.

As a reminder, exhibitors are strictly forbidden to install their own routers.

The "Multi-station connection with router" package allows the simultaneous connection of several items of equipment (see Wired connection services). SPL Occitanie Events declines all responsibility for damage caused by disturbances or lack of connection to the network.

- ✓ **For equipped stands:** please return the mandatory 'Technical Services on Stand' form (in your Exhibitor Area) no later than 14 November 2025 for the cable location.
- ✓ **For bare stands:** please specify the location of the cable on your plans.

➤ Wifi connection services

The "**Connection 1 Station**" package allows the connection of a single device. Any connected device will have to authenticate itself via a captive portal. Consequently, only one device at a time will be able to benefit from the connection, unless a router is installed by our teams (see Wired connection services).

- ✓ The price includes the connection and consumption.
- ✓ The package is valid for the 2 days of the show
- ✓ I.P. addresses are provided automatically by the network (DHCP).
- ✓ The computer is installed and supplied by you.
- ✓ Exhibitors must not create their own WIFI network so as not to saturate the SPL Occitanie Events network.
- ✓ For exhibitors presenting Wifi applications, please contact the Management Department.

The Wifi Internet connection is not guaranteed. It includes a password-protected network.

➤ Wired connection service

The **'Connect 1 Station'** package allows a single device to be connected. Any connected device will have to authenticate itself via a captive portal. Consequently, only one device at a time will be able to benefit from the connection, unless a router is installed by our teams (see multi-device option).

- ✓ The **'Multi-device connection with router'** package allows up to 4 devices to be connected simultaneously without individual authentication via a captive portal. A pre-configured router will be installed by our teams, providing direct Internet access for all connected devices within the chosen symmetrical speed limit. **For information, it is not recommended to put more than 4 devices on a 20Mb/s connection. In general, you should allow 5 Mb/s per device.**

Wired connections will be installed directly on the stand before exhibitors arrive by the Parc's technicians. Only routers given by the organiser are authorised. You can order this service via your online shop.

For all specific requests and/or for speeds in excess of 50Mb/s, please contact your Sales Manager,

Wifi and wired network connection:

SPL Occitanie Events has a wired and wireless network infrastructure.

To connect via RJ45 cable, use one of the sockets indicated by the technician.

To connect via Wifi, the connection ticket will be given to the Organisation Office / Exhibitor Reception (Reception B).

➤ Captive portal :

When you log in for the first time, you are automatically redirected to the Exhibition Centre's captive portal. After reading the general conditions of access, you must tick the boxes **'I am 15 or over'** and **'I accept the general conditions of access'**.

You will then be given a ticket (one ticket per connection & per device):

1. Click on the ticket icon
2. Fill in the login and password fields indicated on the ticket and click Next.

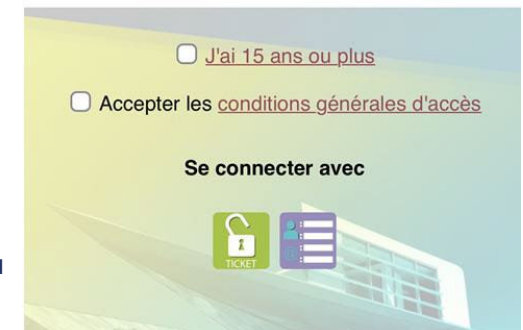


If you do not have a ticket, you must use one of the following connection methods:

1. Click on the padlock icon
2. Fill in the information required to log in (email address, first and last name, etc.).



In these 2 cases, you will then be automatically redirected to the page you wanted to reach when you logged in. You will not need to fill in this information again for the duration of the ticket or service.



➤ Special cases:

If your device does not have an Internet browser (photocopier, digital camera, router, etc.), please contact the IT Department to connect your device to the Internet.

For any specific request, please contact IT Services: sinfo@spl-occitanie-events.com

➤ The right choice of speed for wired and wireless connections:

	Symmetrical speed	E-mail consultation without attachments	E-mail consultation with attachments <10 mb	Streaming video conferencing	VPN	File transfer >50 mb	Video streaming
wired connection	5 Mb/s	GOOD	MEDIUM	MEDIUM	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT
	10 Mb/s	EXCELLENT	GOOD	GOOD	MEDIUM	MEDIUM	MEDIUM
	20 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	GOOD	GOOD	GOOD
	50 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT
wifi connection	5 Mb/s	GOOD	MEDIUM	MEDIUM	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT
	10 Mb/s	EXCELLENT	GOOD	GOOD	MEDIUM	MEDIUM	MEDIUM
	20 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	GOOD	GOOD	GOOD

ATTENTION

Reminder: one ticket per device and one device per connection.

The Park's technicians are not authorised to configure your computers. Please contact your own team.

Your connection ticket will be issued to you at the Organisation/ Exhibitor Reception desk in Reception B (south).

WATER

➤ Service

Please order this service via the online shop in the Exhibitor Area.
The water supply to the stands is provided by the Exhibition Centre.

The water installation includes :

- ✓ A flexible pipe with a diameter of 15/21 mm terminating in a 26/34 mm male threaded stopcock.
- ✓ A waste water drain with an internal diameter of 40/49 mm.
- ✓ Water consumption.

➤ Commissioning

From Sunday 7 December for bare stands with a paying exemption.
From Tuesday 9 December for equipped stands.

➤ Location of water points

For bare stands: it will be installed in accordance with the layout plan given by the exhibitor.
In the absence of a plan, the water supply will be placed near a technical gutter.

For equipped stands: please return the mandatory 'Technical Services Stand' form (in your Exhibitor Area) no later than 14 November 2025 for the location of the water supply.

- ✓ For any order after the deadline of 23/11/25 a surcharge of 20% will be applied.
- ✓ A surcharge of €58 (excl. VAT) will be applied to any request to move the stand.

➤ Advice

- ✓ **Use** the technical gutters to position the water outlets in the best possible way.
- ✓ **Avoid** disposing of materials in sinks that could cause the drain to become blocked.
- ✓ **Specify** whether the connected equipment generates hot water.

ATTENTION

The exhibitor remains responsible for all equipment given on hire and for any damage or injury caused or suffered in the event of incorrect use.

INSURANCE

The various services taken out and paid for by an exhibitor to register for the EnerGaïa 2025 Forum do not include civil liability insurance or insurance for the goods or products exhibited.

It is the responsibility of each exhibitor to take out the insurance required for his activity and to return a certificate of civil liability insurance to the organiser before the exhibition opens.

Exhibitors are also invited to take out additional property damage insurance. Under no circumstances will they be able to turn to SPL Occitanie Events in the event of damage, loss or theft.

ATTENTION

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



NEED MORE INFORMATION ABOUT YOUR STAND?

Contact your Sales Manager

Hélène CHAMPEL: hchampel@spl-occitanie-events.com

Tel: +33 (0)6 80 90 49 31

Naomi ROSSIGNOL: nrossignol@spl-occitanie-events.com

Tel: +33 (0)6 70 08 30 52



NEED MORE INFORMATION ABOUT YOUR EXHIBITOR SPACE AND THE ONLINE SHOP?

Contact the Exhibition Assistant

Laure BOURACHOT: lbourachot@spl-occitanie-events.com

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

4

ECO-DESIGN YOUR STAND

CHOICE OF STAND AND DECORATION

ECO-RESPONSIBLE ACTIONS

ECO-RESPONSIBLE STAND: ADEME SHARES BEST PRACTICE



[Back to summary](#)

CHOICE OF STAND AND DECORATION

Ephemeral décor is often a feature of events... To reconcile ephemerality and sustainable development, here are a few ideas: **eco-design** the décor, like the furniture, to minimise the impact of its manufacture on the environment, as well as its use and disposal at the end of its life,

- ✓ Choose to hire: many local suppliers offer this option, and there is a vast choice of natural and renewable materials or recyclable synthetics.
- ✓ Choose a sober style and colours, which generally go out of fashion less quickly (if the imposed graphic charter allows).

➤ Design:

- ✓ If you want to reuse it for several events, the stand can be designed from the outset to evolve: to be repainted, adapted, stored and easily assembled/dismantled... and to be modular (adaptable to different surfaces).
- ✓ Design built-in elements to reduce the volume to be transported (this costs less and is less risky). Manufacture using less material and reducing the distances involved in the various stages of transport.
- ✓ Choose equipment that is robust, reusable and repairable, to extend its lifespan.
- ✓ Ask the organiser about the environmental recommendations in place (e.g. waste sorting) so that you can design your stand in line with these solutions.

➤ Materials:

- ✓ Select materials with care (local or nearby origin, collection and eventual recycling, construction waste).
- ✓ Think about PEFC or FSC labelled, renewable or recycled materials, while remaining very careful about safety (e.g. cardboard furniture must be fireproof).
- ✓ Avoid harmful glues, paints and solvents (explosive, corrosive, flammable or poisonous). There are now eco-labelled paints. Choose panels for which treatments and adhesives using dangerous products are limited: formaldehyde-free, OSB (Oriented Strand Board). Prefer sturdy floor coverings in colours that don't stain, in modular tiles.
- ✓ Choose more durable, solid carpets that are easy to maintain, sometimes even made from recycled materials (from tyres, for example) so that they can be reused. Some suppliers offer recyclable carpets with the same range of colours, but at a slightly higher price (+15%). In this case, you'll need to find a local collection channel, with a skip provided and the waste processed. Find out more from the organiser.

➤ Recycling:

- ✓ Reuse, reduce and recycle packaging and protective materials.
- ✓ Think about recycling all disposable decorations (donation, school collection, association or selective skip).
- ✓ Identify the waste and recoverable parts of your stand beforehand. Even if dismantling is often carried out in a hurry and there are numerous safety constraints, remember to clarify this point beforehand.

SPL Occitanie Events has teamed up with MAS Réemploi to collect materials destined for landfill sites for re-use (page 48).

ECO-RESPONSIBLE ACTIONS

➤ LIGHTING AND SOUND

The use of halogen spotlights, which consume a lot of energy, is still often perceived, wrongly, as a must if stands are to be well lit.

- ✓ Opt for low-consumption electrical equipment and light-emitting diodes (LEDs).
- ✓ Install a master switch for each stand to ensure that consumption stops completely when the stand is closed to the public.

➤ ELECTRICAL AND ELECTRONIC EQUIPMENT

Audiovisual and information technology equipment is subject to the same principle of economy as all electrical equipment. The more they operate, the more energy they consume and the more they wear out.

- ✓ Choose equipment that consumes as little energy as possible.
- ✓ Don't forget that behind the virtual world are machines that consume a lot of resources in production and generate very harmful waste.

➤ ENERGY / FLUIDS

- ✓ During the set-up, operation and dismantling periods, make sure that when you close your stands, you switch off all lighting and machines that are in operation (except fridges and freezers).
- ✓ Close the access doors to the halls after you have left (to limit heat loss).

➤ GREEN SPACES

- ✓ Plants contribute to the artistic atmosphere of the event. Above all, they contribute to everyone's well-being by making the space more welcoming. But their origin, if they are exotic, and their cultivation, particularly for cut flowers, can have a significant environmental impact (pesticides, fertilisers, CO2 emissions from heating the greenhouse, transport, cold storage, etc.).
- ✓ Opt for plants and flowers grown in France and hired locally.
- ✓ As soon as you have designed the décor and chosen the species, check which ones can withstand the conditions (draughts, etc.) and plan for their watering.
- ✓ Make sure they are disposed of after the event.

Lack of sound info (decibel).

ECO-RESPONSIBLE STAND: ADEME SHARES ITS BEST PRACTICES!



It's perfectly possible to combine a professional stand with eco-responsibility!

The **Agence de la Transition Ecologique (ADEME)** stand has been designed and conceived with the environment in mind, with the aim of reducing its environmental footprint to a minimum, thanks to the choice of sustainable and recyclable materials and the search for solutions for recovery or secondary use beyond the EnerGaïa exhibition.

■ STRUCTURE AND FURNITURE

All the elements of the stand are made from a metal structure and untreated wood from the Cévennes.

Coffee tables: recycled drums.

Benches: recycled pallets and raw wood planks.

■ FLOORING

Sea rush - natural fibre.

■ THE PAINT

Solvent-free, water-based paint and varnish.

■ LIGHTING

Low consumption LED.

■ TV SCREEN

LED display, on hire.

■ PRINTING

Printing on tarpaulins and fabrics using natural inks by a company with the Imprim'vert label. These materials, as well as the flooring, will be reused for a second life by the Association ERCA Initiative-Ressourcerie 34.

■ CONSUMABLES

Cardboard or glass crockery, no plastic on the stand.

■ SELECTIVE SORTING

A selective sorting bin on the stand to separate recyclables from other waste.



■ STAND REUSE

Structures and furniture in good condition will be reused for another event. Benches and coffee tables will be reused by ADEME or donated to associations.

MESURES ET REGLEMENT DE SECURITE

ANIMATIONS SUR STAND

STANDS, ESTRADES, GRADINS

STANDS COUVERTS, STANDS EN SURÉLÉVATION

CHAPITEAUX ET TENTES

SALLES DE REUNIONS, ESPACES PITCHS ET AMENAGEMENTS SPECIFIQUES

ACCESSIBILITE DES PMR

RESTAURATION - APPAREILS SPECIFIQUES

MACHINES ET SUBSTANCES PARTICULIERES

MACHINES ET APPAREILS EN FONCTIONNEMENT

CONTROLE



SAFETY MEASURES AND REGULATIONS

➤ Stands and fittings

- ✓ Exhibitors must return to the EnerGaia Forum the "Declaration of Exhibited Equipment", "Safety Protocol" and "Machinery in Operation" forms (in your Exhibitor Area) by 14 November 2025 at the latest.
- ✓ Any infringement of the provisions of the regulations published in this Guide or to which it refers may result in the immediate exclusion of any offending exhibitor or company, at the sole discretion of the show organiser. This applies in particular to failure to take out insurance, non-compliance with the layout, failure to comply with safety rules and the schedule of regulations, failure to occupy stands, etc.
- ✓ In this respect, the show organiser has a right of retention over the items exhibited and the furniture or decorative items belonging to the exhibiting company. In the event of any dispute, the Montpellier Commercial Court shall have sole jurisdiction, the French text of these regulations being authoritative.
- ✓ This document constitutes the specifications against the risks of fire and panic in establishments open to the public of type T for the event, as provided for in article T5 §3 of the decree of 18 November 1987.

➤ Definition of facilities

For the purposes of the regulations, the following are considered to be interior fittings: interior decorations, hangings, doors and curtains, floor, wall, partition and ceiling covering materials, ducts and pipes not incorporated into a duct or not embedded, false ceiling components, furniture attached to structures or fixed to the floor.

➤ Technical installations

- ✓ For all electrical installations, sound systems, light bridges, aerial infrastructure, stages and bleachers, and regardless of how they are mounted, hung or fixed, it is imperative that :
- ✓ The exhibitor must apply to the Exhibition Centre for prior authorisation.
- ✓ The installation must be inspected by an approved organisation or technician before it is opened to the public.
- ✓ The exhibitor provides a certificate of verification to the Safety Officer.
- ✓ It is forbidden to drill, seal, cut or paint on the floors, walls and pillars of the halls and partitions of the "Classic/Plus/Premium/Starter pack/Pavilion" stands.
- ✓ For safety reasons, it is forbidden to tamper with the cast-iron plates covering the fluid distribution channels.
- ✓ Exhibitors are responsible for any damage they may cause to stand partitions and buildings when setting up or dismantling their stand.

STAND ENTERTAINMENT

The EnerGaïa Forum has established standards to ensure the smooth running of the show and optimum visitor comfort. Exhibitors are free to organise their own entertainment, subject to compliance with the provisions below and the exhibitors' timetable.

➤ Musical entertainment

- ✓ Exhibitors wishing to provide musical entertainment on their stand must inform the organiser in advance. Any musical entertainment will only be authorised with the agreement of the organiser, on presentation of a detailed project (equipment and sound source used, type of entertainment, etc.).
- ✓ To use recorded media (CDs, DVDs, etc.) on a stand and obtain prior authorisation from SACEM, simply make your declaration online (click [here](#)).
- ✓ The power radiated by entertainment elements (sound, video, etc.) must under no circumstances exceed 80dB(A) - a value measured in a 2.50 m zone around the stand - and this without exception, even for short periods.
- ✓ -In order to avoid any disputes, we ask you to contact the organiser the day before the opening to have your installation calibrated.
- ✓ In the event of disagreement, the organiser remains the final decision-maker as to whether or not to hold the event.

➤ Fun and sports activities on the stands

Entertainment and sports activities organised on the stands (petanque pitch, ball games, games of skill, etc.) can add a friendly and dynamic dimension to your participation. However, these activities are strictly regulated to ensure the safety of everyone and the smooth running of the Forum. **We recommend that you send us a precise description of your event (type, planned installation, floor space) to your sales representative, well in advance so that we can carry out a study.**

Submission for approval:

Whatever type of event you are planning, it must be submitted for approval beforehand:

- ✓ By the **Forum Organisers**,
- ✓ By the **Architecture Department**, if the event is an integral part of the stand construction,
- ✓ By the **Safety Officer**, to ensure compliance with current safety standards.

Respect for common areas:

These events must take place within the confines of the stand and must under no circumstances encroach on the aisles, nor impede the movement of visitors, exhibitors or technical services.

Please note: Any device or installation that has not been validated may be refused or withdrawn on site, without any possible compensation.

ATTENTION: PROHIBITED SERVICES

- ✓ The distribution or placing of leaflets in the exhibition aisles, at the exhibition entrance, inside the Exhibition Centre, on the stands and in the common areas of the exhibition.
- ✓ Entertainment in the aisles (robots, hostesses, sandwich makers, etc.).

STANDS, BLEACHERS

- ✓ They must not, in any way, interfere with the proper operation of fire safety installations (extinguishers, fire extinguishers, smoke extraction controls), or with the movement of people.
- ✓ The equipment exhibited must not exceed the height of the stand partitions or the surface area rented.
- ✓ All materials used for furnishing and decoration must comply with the standards set out in the Safety Regulations.
- ✓ The use of signs or advertising panels with white letters on a green background is prohibited, as these colours are reserved exclusively for indicating emergency exits.
- ✓ Stands and light floor fittings in superstructures that can accommodate people (stands, podiums, bleachers) must be made of M3 category materials, whether they are located in the premises or in corridors.
- ✓ Floors must be well joined, as must the steps and, if present, the risers of staircases. The underside must be free of all deposits of combustible materials, and there must be openings for visitors while remaining inaccessible to the public.
- ✓ For stands that are only slightly raised (10 cm maximum), a ramp must be provided for access by people with reduced mobility.
- ✓ If the area underneath is greater than 100 m², it must be divided by partitions of M1 materials into cells of no more than 100 m² each.
- ✓ Horizontal or non-horizontal coverings for podiums, stands or bleachers with a height of more than 30 cm and a total surface area of more than 20 m² may be made of M3 category materials; those equal to or less than 20 m² may be made of M4 category materials.
- ✓ The materials displayed on the stands are not subject to reaction to fire requirements. However, if these materials are used to decorate partitions or false ceilings, their surface area is limited to 20% of the total surface area of the stand elements, beyond which the materials must meet the reaction to fire classification requirements.

COVERED STANDS, RAISED STANDS

Horizontal velums are authorised provided they are made of M1 category materials.

These canopies must be fitted with a sufficient number of hanging systems or safety fittings to prevent them from falling during any evacuation of the public (Article AM10, Order of 25 June 1980 as amended).

The certificate of compliance must be submitted to the Exhibition Safety Officer, who reserves the right to have any non-compliant installation dismantled..

Extract from Article T.23 (Order of 18 November 1987 as amended) :

§ 1. Stands or premises with a full ceiling, false ceiling or canopy, as well as those with a raised level or those which do not meet the conditions of article T 21 (§ 1) (Order of 18 November 1987 as amended), must simultaneously meet the following conditions:

- ✓ Have a surface area of less than 300 square metres;
- ✓ Be at least 4 metres apart;
- ✓ Have a total surface area of solid ceilings and suspended ceilings (including those of raised levels) equal to no more than 10% of the surface area of the level concerned. Each stand or premises may have only one raised level.

§ 2. If the surface area of these stands or premises exceeds 50 square metres, each of them must have appropriate fire extinguishing equipment permanently manned by at least one safety officer while the public is present in the establishment..

MARQUEES AND TENTS

- ✓ If a marquee, tent or structure is installed in the exhibition hall, it must be made of M2 materials.
- ✓ Marquees and tents located outside the halls must be at least 5 m from the walls of the exhibition halls.
- ✓ Set up outside, they must be designed and installed so as to remain stable under the simultaneous effects of a normal wind and snow load; the safety register must be sent to the Safety Officer.
- ✓ They must be installed in areas where there is no risk of rapid ignition and away from dangerous neighbours.
- ✓ They must not obstruct the traffic lane reserved for emergency vehicles.
- ✓ Its framework (masts, brackets, frames, cables) must allow sufficient volume to be maintained to ensure the evacuation of the public in all circumstances in the event of the roof collapsing.
- ✓ All heating, lighting and decorative installations must comply with the specific provisions of Articles CTS.1 to CTS.37 (Order of 23 January 1985 as amended).
- ✓ Cooking or reheating appliances are prohibited inside marquees or tents open to the public. They may be installed in a kitchen tent made of M2 category materials and may be connected to the structure receiving the public by a tunnel made of M2 category materials.
- ✓ The provisions of the "Catering and special equipment" chapter (page 40) apply in full to tents and marquees.

ATTENTION - Marquees must be evacuated in the event of :

Snowfall in excess of 4 cm where it has not been possible to prevent accumulation on the roof (by heating, clearing, etc.).

Normal wind exceeding 100 km/h (or a higher value taken into account when calculating stability and justified by a calculation note).

Exceptional circumstances that could endanger public safety.

MEETING ROOMS, PITCHES AND SCENIC INSTALLATIONS

The construction, fitting out and occupation of meeting rooms, pitching rooms, projection rooms or auditoriums must comply with the specific provisions of Articles L.1 to L.85 (Order of 05 February 2007) and with the provisions of Articles CO.38, CO.39, CO.42, CO.43 and AM.18 (Order of 25 June 1980 as amended).

ACCESSIBILITY FOR PEOPLE WITH REDUCED MOBILITY

Making a building accessible means enabling people with temporary or long-term disabilities to exercise their rights as citizens, and offering well-being for all. Accessibility is one of the general building regulations, in the same way as safety. The dimensional aspects that characterise it have been defined on the basis of a standard occupied wheelchair. This size encourages the development of facilities that meet the functional requirements of all users with reduced mobility.

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

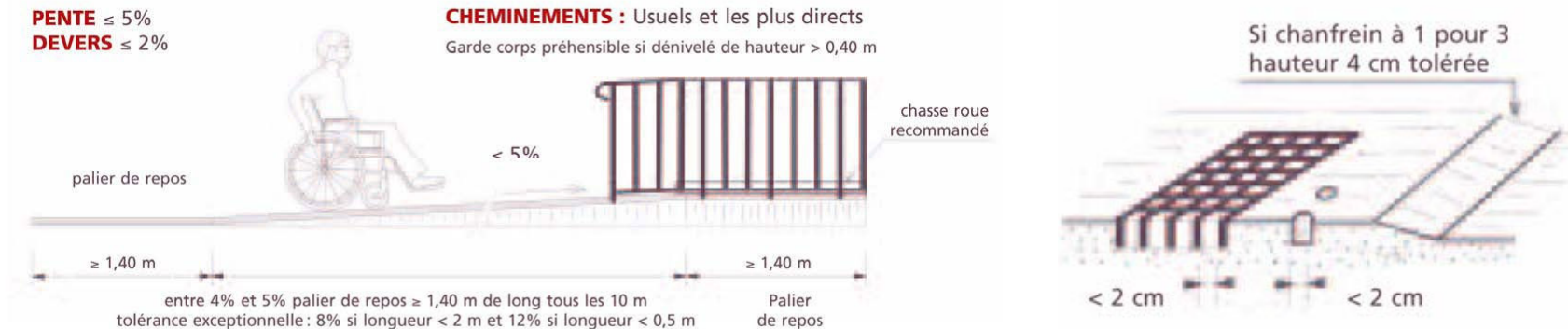
- ✓ Move around without coming up against obstacles created by designers or other construction professionals.
- ✓ Access buildings of all kinds.
- ✓ To use all the services available to the public.

When a stand is equipped with a floor, provide access for people with reduced mobility (ramp, bevelled edge, etc.).

Accessibility does not erase deficiencies; it must contribute to abolishing disadvantages. It helps to preserve the degree of autonomy of people with a motor impairment. Accessibility is an essential condition for the safety, autonomy and social integration of people with reduced mobility.

➤ HORIZONTAL CIRCULATION

- ✓ The route must be the usual route or one of the usual routes. It must lead as directly as possible and without a break, from the edge of the floor to spaces or installations open to the public.
- ✓ Floors must be unfurnished, non-slip and free of obstacles to the wheel.
- ✓ The longitudinal profile should preferably be horizontal, with no jumps. If a slope is unavoidable, the values shown in the drawing below are acceptable. Any difference in level must be crossed by an inclined surface if there is no lift.
- ✓ Horizontal rest landings at least 1.40 m long, excluding door clearance, are required every 10 m on ramps between 4% and 5%, at the top and bottom of each incline in front of all doors and inside each airlock.
- ✓ The steps should be rounded or chamfered. The minimum distance between two steps is 2.50 m. Slopes with successive steps, known as "donkey steps", are prohibited.
- ✓ If it cannot be avoided, the slope or cross-section must be less than 2%. The minimum width of paths is 1.40 m (1.20 m if there is no wall on either side).
- ✓ Attention must be paid to gratings, slots and holes, which are obstacles to wheels or walking sticks. Blind people who are moving around must be able to detect the various obstacles with their cane, and these should be colour contrasted with the immediate environment for the visually impaired and the partially sighted.



CATERING - SPECIAL APPLIANCES

➤ Temporary installation of catering equipment

Cooking and reheating appliances with a total rated output of less than 20 kW per stand:

Only cooking and reheating appliances with a total rated power of less than 20 kW per stand, used under the conditions stipulated in Articles GC.16 and GC.17 (Order of 25 June 1980 as amended), are authorised inside exhibition halls.

All measures must be taken to ensure a minimum distance of 3 metres between two cooking installations of less than 20 kW located on two different stands.

Cooking or storage appliances must be insulated by a protective device and a free space of 0.50 m from all flammable parts

Cooking or reheating appliances must be fixed to the floor if they are not sufficiently stable on the ground.

As far as small portable appliances are concerned, only electrical appliances with a maximum power output of 3.5 kW are permitted.

Cooking appliances with a total rated output of more than 20 kW per stand must be installed :

- ✓ Either in a large insulated kitchen meeting the provisions of sections I and II of Articles GC (Decree of 25 June 1980 as amended)
- ✓ Or in specialised modules or containers under the conditions laid down in Article GC 18 (Order of 25 June 1980 as amended).

In addition to Article T 31 (§ 1) (Order of 18 November 1987 as amended) 35 kg gas cylinders are authorised.

Cooking or reheating appliances must :

- ✓ Comply with the relevant French standards
- ✓ Have an emergency fuel shut-off.
- ✓ All cooking and reheating appliances must be maintained and regularly kept in good working order and checked at least once a year. The up-to-date maintenance booklet must be provided at the request of the Safety Officer.
- ✓ All cooking fumes and smoke must be collected by an enveloping hood using a sufficiently powerful fan, then filtered and deodorised.
- ✓ Grease-laden water must be discharged into grease traps before being discharged into the waste water system.

ATTENTION - Equipment, products and gases strictly prohibited:

- ✓ Use of flammable liquids.
- ✓ The distribution of samples or products containing a flammable gas.
- ✓ Balloons inflated with a gas lighter than air (whatever its nature), with a flammable or toxic gas.
- ✓ Celluloid items.
- ✓ Pyrotechnic and explosive fireworks.
- ✓ The presence of ethylene oxide, sulphur, carbon, sulphuric ether and acetone.

MACHINES AND SPECIAL SUBSTANCES

➤ Use of liquefied hydrocarbons (butane, propane)

Extract from Article T.31 (Order of 18 November 1987 as amended) :

§ 1. Notwithstanding the provisions of Articles GZ 7 and GZ 8 (Decree of 25 June 1980 as amended), containers containing no more than 13 kg of liquefied gas are permitted in exhibition halls.

§ 2. Cylinders without regulators not used for demonstration purposes are prohibited.

Cylinders in service must always be kept out of reach of the public and protected against impact. They must be :

- ✓ Either separated from each other by a rigid, non-combustible screen, with a minimum of one bottle per 10 square metres and a maximum of six per stand;
- ✓ or at least 5 metres apart, with a maximum of six per stand.

§ 3. Unconnected cylinders, whether empty or full, must be stored outside the building.

In addition to Article T 31(1), 35 kg gas cylinders are authorised:

Section VII - Appliances installed in premises accessible or not accessible to the public, Article GC 19 - Power limits for appliances

§ 1. Cooking and reheating appliances may be used if their total power output is less than or equal to 20 kW.

§ 2. Only small portable devices are allowed:

- ✓ Electric or gas appliances with an output of no more than 3.5 kW
- ✓ Butane gas appliances fuelled by a cylinder weighing one kilogram or less
- ✓ Non-pressurised alcohol flame appliances with a maximum capacity of 0.25 litres. They must be filled when the public is not present.

Article T38-1 - Temporary installations of cooking appliances

Only cooking and reheating appliances with a total rated power of less than 20 kW per stand, used under the conditions stipulated in Articles GC 16 and GC 17, are authorised inside the exhibition halls.

All measures must be taken to ensure a minimum distance of 3 metres between two cooking appliances of less than 20 kW installed on different stands.

Cooking appliances with a total rated power of more than 20 kW per stand are prohibited.

Article GC 20 - Installation conditions

§ 1. All equipment must be immobilised, with the exception of small portable devices.

§ 2. In premises accessible to the public and notwithstanding the provisions of Article GZ 8, the use of :

- ✓ A butane cylinder weighing no more than 13 kilograms, provided that it supplies a single appliance and that the cylinder and its supply system are kept out of reach of the public;
- ✓ One or more cylinders weighing one kilogram or less to supply small portable appliances. Section VIII - Maintenance and checks.

MACHINERY AND EQUIPMENT IN OPERATION

- ✓ In accordance with Article T.39 (Order of 18 November 1987 as amended), the following provisions aim to protect the public against the risks of injury, burns and crushing.
- ✓ Moving parts, hot surfaces, points and cutting edges must either be protected by a rigid screen or set back at least 1 m from the aisles.
- ✓ The hydraulic safety devices of equipment in a static high position must be supplemented by a mechanical device to prevent accidental folding.
- ✓ All equipment on display must be properly stabilised to avoid any risk of tipping over.

ATTENTION - Declaration of machines in operation

Remember to declare your machines in operation in your Exhibitor Area in the technical data sheets.

➤ Thermal or combustion engine machines

- ✓ In accordance with Article T.41 (Order of 18 November 1987 as amended), the installation and operating conditions of these installations are subject to special authorisation, after consultation with the Safety Commission.
- ✓ Combustion gases must be evacuated to the outside in accordance with plans approved by the Exhibition Centre.
- ✓ The installations (in accordance with NF standards) will be shut down as soon as the demonstrations are over.
- ✓ By extension, the use of ethanol fireplaces for demonstration purposes is subject to the same authorisation provisions.

In addition, the following safety rules will be required for non-NF certified appliances:

- ✓ The equipment must be stable.
- ✓ It must be installed on an M0 covering (with a perimeter of 1 m).
- ✓ A protective screen must be installed at least 1 m around the equipment.
- ✓ It must not be recharged while the public is present.
- ✓ It must have an emergency stop device.

➤ Radioactive substances - X-rays

In accordance with Article T.43 (Order of 18 November 1987 as amended) and Decree no. 66-450 of 20 June 1966, the site plan must be sent to the Exhibition Centre to be kept at the Central Security Station (PCS). Their location must be the subject of a special authorisation request to the Exhibition Centre and the Safety Officer.

➤ Lasers

Conformément à l'Article T.44 (Arrêté du 18 novembre 1987 modifié), avant leur mise en œuvre, les lasers doivent faire l'objet de la part de l'exposant :

- ✓ A request for authorisation from the Exhibition Centre and the Safety Officer.
- ✓ Submission of the technical note together with the installation plan.
- ✓ Submission of a document drawn up and signed by the installer, certifying compliance with the provisions of Article T. 44 (Order of 18 November 1987 as amended).

CONTROL

➤ Exhibitors' obligations

Stand fittings must be completed by the time the Safety Commission arrives.

The exhibitor or his representative must be present on each stand during this inspection. The exhibitor must be able to provide valid fire reaction certificates for all materials used.

SPL Occitanie Events declines all responsibility in the event of closure of a stand ordered by the Safety Officer for failure to comply with regulations.

The Safety Officer must ensure compliance with the safety measures described in this document. In matters of fire safety, he is your sole contact.

With regard to exhibitors, the Safety Officer is responsible for :

- ✓ Informing and advising exhibitors on the technical safety measures to be taken for their installations.
- ✓ Examining declarations and applications for authorisation of operating machines and holding the list of stands where these machines are located.
- ✓ Checking that safety measures are applied from the time stands are set up until they are open to the public.
- ✓ Ensure that the establishment's safety equipment is not neutralised by the installations of the event in progress.

➤ Mezzanine - light bridge - elevated structure

All elements of this type, regardless of how they are assembled, hung or fixed, must be inspected by an inspection body and by the Safety Officer (in accordance with regulatory requirements) before they are opened to the public.

For self-supporting light bridges, only an electrical check by an approved inspection body and by the Safety Officer must be carried out after assembly.

For suspended light bridges, an electrical and strength check must be carried out after assembly.

➤ Classification of materials according to their reaction to fire

RANKING	COMBUSTIBILITY	FLAMMABILITY	EXAMPLES
M0	Non-combustible	Non-flammable	Lead, steel, slate, ceramics, plaster, concrete, glass, rock wool
M1	Fuel	Non-flammable	Composite materials, PVC, mineral tiles for false ceilings, polyester, cotton
M2	Fuel	Low flammability	Wall-to-wall carpet, particleboard
M3	Fuel	Moderately flammable	Wood, rubber flooring, polyamide carpeting, wool
M4	Fuel	Highly flammable	Paper, polypropylene, mixed fiber carpets
NC	Uncategorized	Uncategorized	

➤ Table of equivalence of euroclass reaction to fire of materials

RANKING			SOILS			
CLASSES TO NF EN 13501-1			REQUIREMENT	CLASSES ACCORDING TO NF EN 1301-1		REQUIREMENT
A1	/	/	Non-combustible	A1fl	/	Non-combustible
A2	S1	D0	M0	A2fl	S1	M0
A2	S1	D1	M1	A2fl	S2	M3
A2	S2	D0		Bfl	S1 S2	
	S3	D1				
B	S1					
	S2					
	S3					
C	S1		M2	Bfl	S1 S2	M4
	S2					
	S3					
D	S1		M3	S: smoke; d: flaming debris. Admissible classes are defined by a combination of performance levels when additional classification(s) are used.		
	S2		M4			
	S3		Non-drip			
All classes other than E-d2 and F			M4			

6

WASTE MANAGEMENT

RECYCLING MATERIALS WITH MAX

ECO-RESPONSIBLE ACTIONS

COLLECTING POINTS



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NEW! REUSE OF MATERIALS WITH MAS

As part of its eco-responsible approach, SPL Occitanie Events has joined forces with Mas Réemploi (a centre for the re-use of construction materials) to test the collection of materials destined for landfill sites with a view to their re-use at EnerGaïa.

The aim of collecting waste from exhibitors is to reduce the amount of waste at the show while giving it a second life.

➤ Here are the types of materials we can recover:

- ✓ Wooden materials (natural or melamine, plywood, etc.). Size greater than 50 cm, minimum surface area 1 m². In good condition.
- ✓ For sections (wood or metal): any type of section with a minimum length of 150 cm.
- ✓ You can also specify other materials whose recovery will be studied on a case-by-case basis: miscellaneous equipment, electricity, fabrics, carpets, linoleum, etc.

➤ How to do this?

Complete the "Materials for re-use" form (making sure you fill in the first 2 lines) and send it to dam@mas-reemploi.fr before **14/11/2025**.

The form is available in the ECO-RESPONSIBILITY section of your Exhibitor Area.

We will then tell you what to do when it comes time to dismantle.

We're counting on you to join us in reducing the waste from the EnerGaïa Forum and giving it a second life.

Together, let's do the right thing!



ECO-RESPONSIBLE BEHAVIOUR

➤ Single-use plastics

- ✓ Straws, steak spikes, spinners, balloon stems and plastic confetti have been banned by law since 2021 and, in accordance with current regulations, single-use crockery 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
- ✓ In the same spirit of reducing waste, we invite you to limit the use of goodies and paper media to promote your image.
- ✓ Water fountains will be available at the Exhibition Centre's reception desks and points of passage. Please bring your own containers.

➤ Ashtrays

Because 1 cigarette butt takes up to 12 years to decompose and pollutes 500 litres of water, we have set up a cigarette butt collection system with ashtrays throughout the Exhibition Centre. The butts are collected and recycled by a specialist company.

We're counting on you to put your cigarette ends in the Eco Mégot ashtrays.

➤ Waste management & disposal

- ✓ Any exhibitor renting a stand area is responsible for the condition of the area rented and for restoring it to its original state; he is required to return the area rented free of any waste (stand components, packaging, carpet, magazines,).
- ✓ During dismantling, all stands, decorations, equipment, goods and waste must be removed by 5pm on Friday 12 December.
- ✓ Once these deadlines have expired, the organiser may, at the exhibitor's expense and risk, take any measures it deems necessary to remove any goods, materials or waste that have not been removed.
- ✓ The organiser reserves the right to remove (and destroy) decorations and structures of any kind whatsoever, without incurring any liability.

The removal and treatment of waste left behind voluntarily by exhibitors or their subcontractors will be invoiced to the exhibitor at €250 per m3 excluding VAT.

➤ Waste sorting

Waste sorting will be in place throughout the EnerGaïa Forum and must be respected by exhibitors and visitors.

To this end, indoor and outdoor collection points will be set up. These collection points will be identifiable and visible thanks to precise signage. Colour codes will make it easier to sort waste correctly.

The company in charge of cleaning the EnerGaïa Forum will provide the necessary resources to collect the sorted waste.

Identifiable ambassadors will be on hand to help you sort your waste and answer any questions you may have.

COLLECTING POINTS

➤ During the assembly

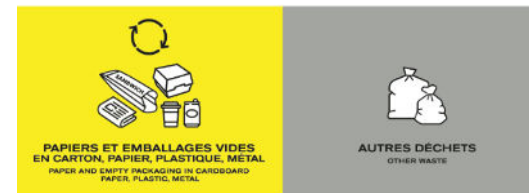
Outdoor and indoor collecting.

External collection points, located near the halls, will enable you to dispose of your waste in accordance with the flows shown opposite. These will enable you to dispose of your waste in accordance with the flows shown opposite.

This measure will be accompanied by the presence of containers identified by type of waste in the halls during the set-up and dismantling periods.



➤ During the event in the halls (Public Collection Points):



➤ During the event outside the halls (Exhibitor Collection Points):



➤ Flow in catering areas (specific to restaurants):

As well as used oils collected in special containers made available to each restaurant owner.



7

AN ECO-RESPONSIBLE
EVENT

THE ENERGAIA FORUM MAKES A COMMITMENT



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SPL Occitanie Events, organiser of the EnerGaïa Forum, is committed to an eco-responsible approach. It has been ISO 20121 certified by AFNOR since January 2021 for all its activities.

The Forum approach

Dedicated to renewable energies and the energy transition, the EnerGaïa Forum has a duty to set an example in terms of sustainable development. That's why the EnerGaïa Forum is pursuing its actions with a view to continuous improvement.



The EnerGaïa Forum is also inviting its exhibitors, partners and visitors to commit to adopting good practices before and during the event:

- ✓ Favour soft transport
- ✓ Help save energy: turn off the stand lights when you leave and close the doors when you leave
- ✓ Help reduce waste by avoiding advertising goodies, limiting the distribution of paper and bringing reusable containers.
- ✓ Sort waste and deposit necklaces and badges in a dedicated recycling box
- ✓ Take care of rented equipment to extend its lifespan.
- ✓ Offer a vegetarian alternative in my stand cocktails...

A tool to calculate the carbon emissions of the journey to the show is also available online, to encourage people to adopt more sustainable modes of transport. For exhibitors, the Forum's Technical Guide also provides practical advice on how to eco-design stands and limit energy consumption and waste production during the event.



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

We are committed to continuous improvement and want to involve all our stakeholders, because we know that we can only make progress together.

You can find the complete process on our website: <https://www.energaia.fr/en/an-eco-friendly-event/>
TOGETHER, let's take action and adopt eco-responsible gestures before, during and after the event!

For more information: <https://www.energaia.fr/en/an-eco-friendly-event/>

If you are interested, please contact us:

Hélène BRUNIER

hbrunier@spl-occitanie-events.com

8

CONTACTS AND
USEFUL NUMBERS
HALL DATA SHEETS

THE FORUM TEAM

TECHNICAL CONTACTS

USEFUL CONTACTS

EMERGENCY NUMBERS

HALL DATA SHEETS



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THE FORUM TEAM

MANAGEMENT			
FORUM MANAGER	Caroline GIGNON	+33 (0)6 33 74 31 99	cgignon@spl-occitanie-events.com
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SECURITY			
SECURITY MANAGER	Stéphane LEVASSEUR	+33 (0)6 82 56 54 63	levasseurstephane@outlook.fr

TECHNICAL CONTACTS

PARTNERS			
SLINGING HOOKS LIGHTING BRIDGES	Réginald PELLIGRINI	+33 (0)6 82 87 51 83	contact@scenexpo.fr
ENERGAIA ARCHITECTURE SERVICE	Elisabeth TOUGARD	+ 33 (0)6 16 28 77 93	w.decoplus@free.fr
FREIGHT FORWARDER / CUSTOMS / TRANSPORT / STORAGE			
Sté MANH TRANSPORT	José PEREIRA	+33 (0)7.59.51.85.31	manh.transport31@gmail.com

USEFUL NUMBERS

EXHIBITION CENTRE SECURITY		
SECURITY OFFICE	+33 (0)4 67 17 68 68	
POLICE STATION		
COMMISSARIAT DE POLICE	+33 (0)4 99 13 67 00	Avenue de l'Agau 34970 LATTES
DOUANES CUSTOMS ET CONTRIBUTIONS DIRECTES		
REGIONAL CUSTOMS DIRECTORATE	+33 (0)4 67 27 14 20	22 rue de Claret 34000 Montpellier
POST OFFICE		
POST OFFICE	+33 (0)4 99 52 25 80	15, place G Brassens 34470 PEROLS
TICKET DISPENSER		
TICKET DISPENSER		Reception hall A

EMERGENCY NUMBERS

Fire service	18 ou 112	SOS doctors	+33 (0)4 67 72 22 15
SAMU	15	Poison advice centre	+33 (0)5 61 77 74 47
Police rescue	17	Hand emergencies	+33 (0)4 67 33 81 67 +33 (0)4 67 33 85 46

HALL DATA SHEETS

- Technical data sheets Hall B1
- Technical data sheets Hall B2
- Technical data sheets Hall B3
- Technical data sheets Hall B4

- Technical data sheets Hall A2
- Technical data sheets Hall A4
- Technical data sheets Hall A6