

10^e
édition



P A C K

Salon de
l'innovation packaging
& technologique
des Vins & Spiritueux

3.4.5 DÉC.
2019

Parc des Expositions
Espace 3 000
Boulevard Oscar Planat - Cognac - France

www.vspack.com



CHARENTE
LE DÉPARTEMENT



Organisé par  ATLANPACK

TECHNICAL FILE EXHIBITORS

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I –GENERAL INFORMATION

1. Interlocutors

General Exhibition Organization	ATLANPACK 71 Boulevard de Javrezac–CS60013 16121 COGNAC CEDEX
Exhibition Manager	Virginie LEVEN y.leven@atlanpack.com Tel:+33 (0) 545 360 102
ExhibitorContacts	VirginieLEVEN Tel:+33 (0) 545 360 102
Organization of stands / Implantation	ATLANPACK Virginie LEVEN y.leven@atlanpack.com Tel:+33 (0) 545 360 102
General Installation And Premium Stands	GLEVENTS 15 Allée de la Détente 86360 CHASSENEUIL DU POITOU Tel:+33 (0) 549 880839 Sylvie LEGOUBIN sylvie.legoubin@gl-events.com
Security Officer	CAFEX PREVENTION INCENDIE Didier VEILLON 2 rue St Marcel 16200 JARNAC Tel:+33 (0) 662 048835
Technical coordinator	ExpoPlus Jean BARON 48 Allée Montour Guillé 16200 NERCILLAC Tel:+33 (0) 677 104991 jbaron@expoplus.fr
Furniture Rental	GL EVENTS 15 Allée de la Détente 86360 CHASSENEUIL DU POITOU http://www.gl-events-mobilier.com/vs-pack Tel:+33 (0) 549 881209 Fax :+33 (0) 549 410335
Furniture Rental Decoration and / or specific layout	ExpoPlus Jean BARON Tel:+33 (0) 677 104991 jbaron@expoplus.fr

2. Schedule of the event

	Saturday 11 30th	Sunday 12, 1st	Monday 12, 2nd	Tuesday 12, 3rd	Wednesday 12 , 4th	Thursday 12, 5th
Exhibitors montage Naked stand	2pm -6pm	9 am- 6 pm	9am- 8 pm			
Exhibitors montage Stand equiped			2 pm- 8 pm			
Opening exhibitor				8am– 6 pm	8am– 6 pm	8am– 6pm
Opening visitors				9 am-6 pm	9 am-6 pm	9 am- 5 pm
Dismantling Exhibitors						5 pm-20 pm

Attention: Friday the 29th the hall is closed so no reserve or storage!

Delivery of parcels, goods, pallets, etc. only on Monday 12, 2nd.

No dismantling will be allowed before 5 pm on Thursday 12, 5th. Everything must be empty at 12am on Friday 12 , 6th maximum - Storage possible on filmed pallet, ready to be removed.

Attention: Any pallet or material not removed on Friday 12, 6th, before 12 am, will be out of the hall by the teams of the Parc des Expositions and will remain outside without guarding!

3. Home Exhibitors

The reception of the exhibitors will be located in the main reception of the show, on Monday 02 December from 2 pm. ccueilExposants

4. Exhibitor badges

Exhibitor badges are to be withdrawn at the main reception of the fair on Monday 12, 2nd from 4 pm and on Tuesday 12, 3rd (morning only), before the opening of the Salon at 9 am.

The badges must be worn permanently in a visible way.

Please make sure with your account that the payment of invoices due has been made. We remind you that the balance of your booth invoice must be paid 60 days before the event

Receipt of packages: Only from Monday, December 2 at 9 am.

Attention: no parcel will be received before this date.

Each parcel must be carefully labeled, bear clearly the name and address of the sender, as well as the following address.

Check with your carrier that this instruction will be respected.

Any package requiring handling must have been ordered from its carrier.

SENDERCONTACT SENDER ADDRESS PHONE SENDER	SALON VSPACK2019 PARC DES EXPOSITIONS ESPACE 3000 BOULEVARD OSCAR PLANAT 16100 COGNAC
STAND N °: PORTABLE EXHIBITOR	

CAUTION NOT GUARDING PARCELS.

Each exhibitor must receive his parcels.

The reception of the exhibitor parcels during the show is authorized on Tuesday 12, 3rd from 10am after the opening of the show, following the opening hours of the show at the Commissariat General.

Each exhibitor is responsible for the transportation of his equipment, the receipt and the return of his parcels.

ATLANPACK and the Exhibition Center are not liable for any theft, loss or damage to stored goods.

5. General provisions

Stands must be ready on Tuesday December 3rd at 8:00 am before public opening at 9:00 am. Only companies that have settled their entire stand will be able to settle.

We remind you that the dismantling of the stands is not authorized before the official closing of the show, Thursday 12, 5th 5 pm.

The general guarding of the exhibition areas is the responsibility of the organizer but it is an obligation of means and not of result. It is up to each exhibitor to monitor his stand and leave nothing in evidence (computer, phone ...).

During the hours of assembly, dismantling and opening to the public, the stands are not guarded. It is necessary, during these periods, that the exhibitors are present on their stand until the total removal of the material, in order to reduce the risks of theft.

No equipment should remain unattended and this especially at the end of the show. Neither the responsibility of the organizer nor that of the Parc des Expositions, can in any case be committed.

6. Inssurance

ATLANPACK has taken out a professional and multi-risk civil liability insurance policy covering the assembly, storage, dismantling and transportation periods. This insurance is included in the registration fee.

Attention, this insurance policy does not cover the theft and any damage caused by the exhibitor to the assembly and disassembly...

These claims are the sole responsibility of the exhibitor.

7. Véhicles

Be sure to park properly and do not leave valuables inside your vehicle.

8. Cleaning

Only the cleaning of the common areas of the show is ensured by the organizer for the duration of the show.

Garbage bags will be at your disposal at the Commissariat Général. Each evening, they must be placed in the aisle at the closing of the lounge, to be recovered by the cleaning company. During the assembly and disassembly period, as well as on Tuesday morning only, bins will be placed in the hall for large packaging (plastics, cardboard, pallets ...)

9. Numbering and layout of the stands

The numbering of the stands is intended to facilitate the identification during the location bookings. This numbering established by the Organizer is purely indicative and may be modified later.

The organizer is solely competent to decide on the location and allocation of stands, as well as the assignment of numbers.

II –STAND EQUIPMENT

PRE-TEAM STAND



Non-contractual image given as an indication

GROUND	<ul style="list-style-type: none"> <input type="checkbox"/> Carpet with protective film (film to be removed by you finally assembly) <input type="checkbox"/> Color: Black
STRUCTURE	<ul style="list-style-type: none"> <input type="checkbox"/> Gray lacquered aluminum frame <input type="checkbox"/> Height of the structure: 2,50m <input type="checkbox"/> Melamine honeycomb filling panels : <ul style="list-style-type: none"> - Useful dimensions of the panel: width 0,945 m, height 2,389 meter - Overall height of the panel: partition 2,50 meter, width 1 meter
TEACHES	<ul style="list-style-type: none"> <input type="checkbox"/> Front stand- Lg.1,50m x h.50 cm <input type="checkbox"/> Maximum 25 characters (spaces included). One sign per stand.
ELECTRICITY	<ul style="list-style-type: none"> <input type="checkbox"/> 1 2 kW electrical box <input type="checkbox"/> 1 LED bar - dimensions: 900x65x39 mm - power: 40W-power supply: 200v
FURNITURES	<ul style="list-style-type: none"> <input type="checkbox"/> Not provided <p style="margin-left: 40px;">To be ordered in addition via the website if needed</p> <p style="margin-left: 40px;">http://www.gl-events-mobilier.com/vs-pack/</p>
YOUR FORMALITIES	<p>FORMS AND CERTIFICATE SECURITY REGULATIONS TO BE RETURNED COMPULLY BEFORE October the 1st 2019</p>

PRE-EQUIPPED STAND WITH PACK FURNITURE - ORIGAMI



Non-contractual image given as an indication

GROUND	<ul style="list-style-type: none"> <input type="checkbox"/> Carpet with protective film (film to be removed by you finally assembly) <input type="checkbox"/> Color: Black
STRUCTURE	<ul style="list-style-type: none"> <input type="checkbox"/> Gray lacquered aluminum frame <input type="checkbox"/> Height of the structure: 2,50m <input type="checkbox"/> Melamine honeycomb filling panels : <ul style="list-style-type: none"> - Useful dimensions of the panel: width 0,945 m, height 2,389 meter - Overall height of the panel: partition 2,50 meter, width 1 meter
TEACHES	<ul style="list-style-type: none"> <input type="checkbox"/> Front stand- Lg.1,50m x h.50 cm <input type="checkbox"/> Maximum 25 characters (spaces included). One sign per stand.
ELECTRICITY	<ul style="list-style-type: none"> <input type="checkbox"/> 1 2 kW electrical box <input type="checkbox"/> 1 LED bar - dimensions: 900x65x39 mm - power: 40W-power supply: 200v
FURNITURES	<ul style="list-style-type: none"> <input type="checkbox"/> 1 Tulip Pedestal Black Ø80 <input type="checkbox"/> 3 Origami black chairs <input type="checkbox"/> Furniture package sold: 490 € H
YOUR FORMALITIES	<p>FORMS AND CERTIFICATE SECURITY REGULATIONS TO BE RETURNED COMPULLY BEFORE October the 1st 2019</p>



Non-contractual image given as an indication

YOUR INTERLOCUTOR

Cindy DUDOGNON cindy.dudognon@gl-events.com

Tel: 0549 881209 - Fax: 0549 41 0335

GROUND

- Carpet with protective film (film to be removed by you finally assembly)
- Color: Black

STRUCTURE

- WOOD bottom panel - white or black color
- Height of the structure: 2,50m
- Facade cross
- Corner post
- Shelves (length 90cm) white or black
- Bottom shelf stand to put your product: Lg.2900 mm x D.500 mm

TEACHES

- Front of the stand - Lg.1,50 m x h.50cm
- Maximum 25 characters (spaces included).
- YOUR VISUAL printed on pvc 5mm - Dimensions 80 x 120 cm that can be recovered at the end of the show (the print files will be provided by you)

ELECTRICITY

- 1 electrical box of 2kW
- 1 LED bar - dimensions: 900x65x39 mm-power: 40W -power supply: 200v.

FURNITURES

- 1 high barge Nymphéa black tray Ø80cm
- 3 Maxim white hulls
- 3 lockable 2-door storage units Dimensions L.95xL.45xH.57cm

YOUR FORMALITIES

FORMS AND CERTIFICATE SECURITY REGULATIONS TO BE RETURNED COMPULLY BEFORE October the 1st 2019



Non-contractual image given as an indication

<p>YOU INTERLOCUTOR</p>	<p>Cindy DUDOGNON cindy.dudognon@gl-events.com Tel : 0549 881209-Fax: 0549 41 0335</p>
<p>GROUND</p>	<ul style="list-style-type: none"> □ Carpet with protective film (film to be removed by you finally assembly) □ Color: Black
<p>STRUCTURE</p>	<ul style="list-style-type: none"> □ WOOD bottom panel - white or black color □ Height of the structure: 2,50m □ Facade cross □ Panneau de fond en Bois couleur noir ou blanc □ Hauteur de la structure: 2,50m □ Traverses de façade et poteaux en angle □ 6 presentation cubes in the form of niches with integrated lighting 380x380mm Fixed on apparent console □ Shelf bottom shelf to put your product: Lg.2900 mm x p.250mm Above storage furniture
<p>TEACHES</p>	<ul style="list-style-type: none"> □ Front of the stand - Lg.1,50 m x h.50cm □ Maximum 25 characters (spaces included). □ YOUR VISUAL printed on pvc 5mm - Dimensions 80 x 120 cm that can be recovered at the end of the show (the print files will be provided by you)
<p>ELECTRICITY</p>	<ul style="list-style-type: none"> □ 1 electrical box of 2kW □ 1 LED bar - dimensions: 900x65x39 mm-power: 40W -power supply: 200v.
<p>FURNITURES</p>	<ul style="list-style-type: none"> □ 1 high barge Nymphéa black tray Ø80cm □ 3 Maxim white hulls □ 3 lockable 2-door storage units Dimensions L.95xI.45xH.57cm
<p>YOUR FORMALITIES</p>	<p>FORMS AND CERTIFICATE SECURITY REGULATIONS TO BE RETURNED COMPULLY BEFORE October the 1st 2019</p>



FOLLOWING THE MAIN TECHNICAL POINTS:

ARCHITECTURE & DECORATION

- 2,50m Maximum high for **partitions**, and specific decoration structures on the booth border
- Construction under 1,50m high are allowed with no setback from the alley
- **2,50m Maximum high for specific sign/banner**
- Size of screening on the floor cannot exceed 1/4 of the booth surface.
- **Remember to provide 1m setback from the booth border for any structure of 2m50 high**

LIGHTS & SPECIAL EFFECTS

- Lights effects out of your stand, sounds above 85db, Stroboscopic projectors, smokes inflatable elements unmaintained to the ground, are strictly prohibited.

ANIMATIONS

- The distribution of leaflets, documents, can only be carried out inside the stand.
- Canvassing is strictly prohibited
- Demos are allowed only 20mns per hour on stand
- It's strictly prohibited to keep the demos running
- Sounds limit: 85db (at the speakers).
- Speakers (including the proper media system) have to be set up inside the stand, not in direction of the alley
- Speakers cannot be installed over 1m 50 high.
- Exhibitors wanting to make demos must do it inside their own booth, in order to let circulate in the alley
- **Remember to provide 2m set back from the booth border for screens and digital wall**

VSPACK reserves the right , without exhibitors being entitled to claim, to proceed to the removal of the sound system in case of non-compliance.

VS PACK 2019 EXHIBITION – 71 Boulevard de Javrezac – CS 60013 – 16121 COGNAC CEDEX – FRANCE
www.vspack.com – + 33 (0) 5 45 36 01 02 – contact@vspack.com

ARCHITECTURE REGULATIONS FOR SQUARE BARE STANDS

This document presents the architectural regulations of the exhibition, it must be sent to your decorator.

Thank you to scrupulously respect this architectural regulation to avoid any disassembly of stand on site. The organizers of VS PACK 2015 provide decoration for the exterior and interior of the building and, in order to maintain a balance and order of the entire presentation, establish certain standards that are specified to the exhibitors and their decorator in these Regulations. Architecture.

Stand layout and decoration projects must be submitted to the Salon Architecture Department for approval. These plans will give the dimensions of congestion and the general aesthetics of the project ... **No stand will be able to be mounted without the signed agreement of our architectural service.**

Plans must be sent before 30 October 2019

The plans must be at least 5 cm / m. The plans must show the detail of the partitions (elevation quoted) for each side and the view from above (projection on the ground) The parts of lights and suspended signage must be indicated obligatorily.

These documents must be sent **before 30 October 2019** to:

ExpoPlus - Jean BARON
Logis de Montour - 16200 Nercillac
Phone : 06 77 10 49 91
E-mail: jbaron@expoplus.fr

Any freedom of design is left to the exhibitors subject to the application of the provisions of these architectural regulations, including security measures. The organizers of the show reserve the right to have the general installer modify or dismantle any installations likely to disturb neighboring exhibitors.

DECORATION OF STANDS

The decoration of the stands must take into account the easements and prohibitions listed below and must not in any way prejudice or interfere with neighboring stands or the general decoration of the Exhibition. **All stands, architectural motifs, signs, decorative panels, etc., requiring a derogation and not approved by the Commissariat Général will be refused.**

VSPACK wishes to receive by post or by e-mail (jbaron@expoplus.fr) photos of the model from different angles by accompanying plans (scales 5 cm / m, partitions, side elevations for each side, seen from above, signs and Safety).

1. STAND HEIGHT

Withdrawal of 1 m obligatory for any structure equal to 2,50m overlooking an alley.

No building (or decor) within 1 meter of dividing walls and walkways shall exceed **height of 2.50 m**, from the ground (respecting the requirements of the general installation). This rule aims, among other things, inscriptions of any kind (name, company name, mark, emblem, etc.), as well as partitions. Derogation: on presentation of the project to the organization, a derogation can be obtained from of the VSPACK Architecture service (pole cover ...) for a height of up to 2.5 m (leaving free access to the technical hatches and the RIA) - within this perimeter, any superstructure of a height greater than 2.50 m is referred to as a "signal" and is subject to the signal size limits expressed below.

2. Signal / Sign.

The organizers mean by signal / signboard a perforated superstructure that can include label or luminous acronym of the exhibitor. **The signal is limited to 2.5 m in height and must be set back at least 1 m** from the perimeter limits of the stand. Each sign must not exceed 0 m 50 in height. The ground projection of this signal must not exceed 1/4 of the surface of the stand, the length and width of this projection on the ground must not be greater than half the length and half the width of the stand .

3. STAND LIMITS

No element of decoration (furniture, sign, poster, etc.) must exceed the limits of the stand, materialized on the ground by the carpet provided by the Organizers or by the floor tracing. For stands separated by an aisle, no carpet of

continuation of stand is allowed on the floor of the alley. The passage of technical cables between 2 stands can be tolerated if protected by a passage of cable standards, after written request to the Organizer

4. PARTITIONS AND DECORATION STRUCTURES

In order to respect the exhibitors opposite, the partitions at the edge of the aisle must in no case exceed 50% of the length of each facade and in all cases will not exceed 4 m. A space of 2 m completely free to traffic must be reserved between two continuous walls.

Installations with a height of less than 0 m 50 may be located without a recess at the edge of the aisles.

5. SCREENS AND IMAGE WALL

In order not to interfere with the general circulation of visitors in aisles, screens and picture walls are not allowed at the edge of the aisle. A withdrawal of 2 m from the aisle is imposed by the organizers and the Security Service of the Show. This shrinkage is proportional to the size of the screen or image wall. It must be at least equal to the diagonal of the screen or their image.

6. SOUND

The sound level of the demonstrations, of low intensity, should not bring any disturbance or claim of the neighboring exhibitors and should not exceed 85 dB. If these conditions were not respected, the Commissariat Général would impose with the means in his possession (including the power cut), the stop of the sound of the stand.

7. HEADBAND

The height of the façade strips must not exceed 2.50 m. If this banner must receive a sign or an acronym exceeding the height of 2.50 m, this element must respect the withdrawal requested, particularly in joint ownership.

8. AISLE

Exhibitors must leave the aisles free of any pipes, cables or decorative elements, both on the ground than in height. On the other hand, the pipes and cables meeting the requirements of the fair or the Security Services will be able to pass on the location of the stands if necessary. For stands separated by an aisle, permission to lay carpets on the aisle must be obtained from the organizers, as well as the passage of cables. Under no circumstances should the color of the stand mats be identical to the color of the aisle carpets in the living room.

9. HANGING -SLING

It is forbidden to use the false ceilings of the halls to suspend any teaser, lighting ramp, or sign.

10. SOILS, WALLSPILLARS OF THE HALL

Floors, walls and pillars of the building are concrete. It is forbidden to pierce, seal, bleed or cut. It is also forbidden to paint them.

11. SPECIAL PROHIBITIONS

It is strictly forbidden to paint on any part of the building (walls, floor, beams, ramps, pillar, cladding, etc.). It is absolutely forbidden to proceed: For all work related to flues, water pipes, compressed air, circuits Electric, telephone, water or drain piping, elevators, escalators. At all holes holes for hanging or sealing. When removing doors, attaching antennas, etc.

12. MEANS OF EMERGENCY RELIEF

The layout of the stands must not prevent access to fire and rescue equipment, such as RIA and TL (fire stations and smoke trap controls) mentioned on the plans. All these devices must remain permanently visible and completely unobstructed. The marking of these installations must also remain visible. Nothing should be opposed to spilling water Sprinklers.

13. LIQUEFIED GAS

The use of butane bottles or other, is prohibited in the enclosure of VS PACK 2019. Only electrical devices are allowed.

14. COMPRESSED GAS

Bottles of air, nitrogen, helium, argon and carbon dioxide are allowed without restriction. Oxygen, hydrogen and acetylene cylinders are prohibited except special exemptions.

15. MACHINERY AND EQUIPMENT IN OPERATION

Machines and appliances in operation must be the subject of a special declaration, at least 30 days before the opening of the exhibition. They must not pose any risk of accident to visitors. Any machine in operation must be placed 1m away from the edge of the stand unless it is protected by a screen securely fixed. In all cases it is recommended to forbid access by means of barriers or red and white chain links.

16. DEPOSITS OF MATERIAL

It is forbidden to clutter booths with packaging and various goods that may constitute a food for fire in case of fire.

17. DAMAGE

Exhibitors are responsible for themselves and for the companies working on their behalf for all damage and damage caused to the construction of the building during transport, installation or removal of their equipment.

18. ACCESS for people with reduced mobility

The lobby is wheelchair accessible. The sanitary facilities are adapted and indicated by international symbol of accessibility. The entire show will be accessible to people with reduced mobility. The number of people with disabilities in wheelchairs will not exceed 2% of the workforce on the total area exploited. Stands with a height difference greater than 4 cm, will have a fixed or removable inclined plane to allow access to disabled people. This plan will not spill over the driveway. The projections less than or equal to 2cm will be rounded or chamfered. The projections greater than 2cm and less than 4cm will be chamfered.

19. SECURITY COMMISSION

A Security Commission, composed of members of the Police Prefecture, the Central Laboratory, the Fire Brigade, the National Police and a security architect, will check the facilities. They will be accompanied by our safety advice, CAFEX PREVENTION FIRE. The facilities must be completed, and the presence of the manager of your stand is mandatory. A CAFEX PREVENTION FIRE security consulting engineer will be present during the assembly and 3 days of exposure to ensure the application of safety standards; documents relating to materials (fire resistance certificates, etc.) and materials (structures ...) must be made available.

20. INSTRUCTIONS TO RESPECT

The wearing of personal protective equipment is mandatory (safety shoes, gloves and helmets) and under the responsibility of the employees' employer.

Driveways during assembly and disassembly must remain clear

21. DECORATOR DISMANTLING

The entire stand must be evacuated on Thursday, December 5, 2019 at 22:00 at the latest.

Any item remaining beyond this time will be dumped and the costs will be re-invoiced to the exhibitor.

SAFETY RULES FOR NINE STANDS

This document presents the safety rules of the show, it must be sent to your decorator.

FIRE SAFETY IN SALONS AND EXHIBITIONS

1 - GENERAL

The safety rules against fire and panic risks in establishments open to the public are laid down in the amended Order of 25 June 1980 (general provisions). The amended Decree of 18 November 1987 gives the special provisions applicable in the exhibition halls. The text below is an excerpt from this regulation, to facilitate understanding.

The Safety Commission is very strict regarding the realization of the stands (stability, building materials and decoration, electrical installation, etc.). The decisions taken by her during her visit, which takes place the day before or the morning of the opening of the event, are immediately enforceable.

When passing this commission, the installation of the stands must be completed. The exhibitor (or his representative) must be present on the stand and **be able to provide the minutes and certificates of reaction to fire**, all materials used. Failure to comply with this rule may result in the removal of materials or the ban on opening the stand to the public.

Any major project must be submitted for approval to the Show Security Manager. The plans and technical information must be sent to the Show Organizer for this purpose at least one month before the opening of the event.

During the assembly period, the safety officer ensures the application of the security measures recalled below. On the other hand, any information regarding fire safety can be obtained from:

CAFEX PREVENTION FIRE:

Tel: 06 62 04 88 35

2 rue Saint Marcel - 16200 Jarnac - France

FIRE CLASSIFICATION OF MATERIALS (Order of 21 November 2002)

The materials are classified in 5 categories: M0, M1, M2, M3 and M4. M0 corresponds to an incombustible material.

2 - AMENAGEMENT OF STANDS

2-1 - Frame and partitioning of Stands / Wholesale Furniture

Are authorized for the construction of the frame and the partitioning of the stands and for the construction of the big furniture (box, counter, shelving, bar, screen, separative, display, etc.) all the materials of category M0, M1, M2 or M3 (1).

Conventional Classification of Wood-based Materials. (Extr .: of the art of the 30.11.2002)

Are considered to correspond to the characteristics of materials of category M3:

- non-resinous solid wood with a thickness greater than or equal to 14 mm,
- solid coniferous wood with a thickness greater than or equal to 18 mm,
- wood-based panels (plywood, blockboards, particles, fibers) with a thickness of 18 mm or greater.

(1) or made such by fireproofing.

WARNING: It is absolutely forbidden to have any arrangement above the aisles (structure or signage, gangway, etc.).

2-2 - Coating materials

2-2 .1 - Wall coverings

Wallcoverings (natural or plastic textiles) must be of category M0, M1 (1) materials. They can be stretched or stapled. Various coatings (fabrics, papers, plastic films) of very small thickness (1mm maximum) can be used glued solid on supports made of materials M0, M1, M2 or M3. Embossed and embossed papers, on the other hand, should be glued to category M0 materials only. The exposed materials can be presented on the stands without fire reaction requirements. However, if these materials are used for the decoration of partitions or false ceilings and if they represent more than 20% of the total surface of these elements, the provisions of the paragraphs apply to them. However, these provisions do not apply to lounges and stands specific to interior decoration in which textiles and wall coverings are presented.

2-2.2 - Curtains - Hangings - Sheers

Curtain draperies and curtains can be floating if they are of category M0, M1 or M2 (1). They are however forbidden on the entrance and exit doors of the stands, but are allowed on the cabin doors.

2-2.3 Paints and varnishes

Paints and varnishes are formally forbidden if they are considered flammable (nitrocellulosic or glycerophthalic for example).

2-2.4 Floor coverings, podiums, stands and terraces

IMPORTANT: Arrange the stands on one level. In accordance with Decree No. 94-86 of 26 January 1994 on the accessibility of persons with disabilities in establishments intended for public reception, stands with a floor height greater than 2 cm and less than 4 cm shall have chamfer. For higher floor heights, a ramp for easy access must be installed. It will not overflow on the driveway.

Floor coverings must be made of M3 or M4 materials bonded to M0 support and securely fastened. Pavements, whether horizontal or not, of podiums, platforms or terraces with a height greater than 0.30 meters and a total surface area greater than 20 m², must be made of M3 category materials. Attention: For carpets classified M3 or M4 placed on wood, take into account the installation method. The reaction to fire reports must indicate: "Valid for stretched laying on any M3 support".

2-3 Decoration Elements

2-3-1 – Floating Elements

Floating decoration or covering elements (advertising panels with an area of more than 0.50m², garlands, light decorative objects, etc.) must be made of category M0 or M1 materials. The use of signs or billboards in white letters on a green background is absolutely forbidden, these colors being exclusively reserved for the indication of emergency exits and exits.

2-3-2 Floral decorations

Floral decorations in synthetic materials must be limited. Otherwise, these decorations must be made of materials of category M2. These provisions do not apply to salons and stands specific to floral activities.

NOTE: For natural plants, preferably use peat moss that must be permanently moist.

2-3-3– Furniture

No requirement is required for the current furniture (chairs, tables, desks, etc.), except the cardboard furniture which must be M1. On the other hand, lockers, counters, shelves, etc. must be made of materials of category M3 (or made such by fireproofing).

2-3-4- Velums - Ceilings – False ceilings

Stands with ceilings, false ceilings or full canopies must have a covered area of less than 300 m². If the surface area is greater than 50 m², appropriate fire-extinguishing media, provided by at least one safety officer, must be provided during the presence of the public.

(1) or made such by fireproofing.

(2)

2-3-4.1 - Canopies. Only nets are allowed.

The awnings are authorized under the following conditions:

- in establishments defended by an automatic water extinguishing system, the awnings must be made of materials of category M0, M1 or M2 (1),
- in establishments not defended by an automatic water extinguishing network (1), they must be made of materials of category M0 or M1. They must also be equipped with an effective hooking system to prevent their eventual fall and be supported by a crossed network of wire so as to form meshes of 1 m² maximum.

In all cases, the suspension and the fixing of ceilings and false ceilings must be made of M0 materials. When insulation materials are placed in the plenum of ceilings and false ceilings, they must be made of M1 materials.

2-3-4.2 - Ceilings and false ceilings.

Ceilings and false ceilings must be of materials of category M0 or M1.

2-5 - Ignifugation

The guarantee of classification of reaction to fire of the materials used in the exhibition halls must be provided at the request of the Security Manager, in the form of labels, minutes or certificates.

Coatings and materials meeting all safety requirements are available from specialized dealers who must provide the corresponding certificates for the classification of the material. For a list of these merchants, contact:

GROUPEMENT TECHNIQUE CONTRE L'INCENDIE - 10, rue du Débarcadère 75017 Paris Tél. : 01 40 55 13 13 – Fax : 01 40 55 13 19

Fireproofing can confer quality M1 or M2 on materials which, in the normal state, are moderately or easily flammable. It can be done by spraying a special liquid, by brushing with a special paint or varnish or by soaking in a special bath.

Fireproofing jobs can be performed:

- by the decorators, who must be able to provide any information regarding the treatment of the material
- by an approved applicator who issues to the exhibitor a certificate of an approved model bearing the following information: nature, surface and color of the treated coating; date of the operation; product used; stamp and signature of the operator.

Contact information for approved applicators can be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère 75017 Paris Tél. : 01 40 55 13 13 - Fax : 01 40 55 13 19

NOTE: Fireproofing may only be performed on wood panels or natural fabrics or with a high proportion of natural fibers. It is impossible on synthetic and plastic fabrics.

Very important: With the exception of EUROCLASS, minutes of foreign origin can not be taken into consideration. Only minutes from accredited European laboratories are accepted.

Correlation table

Correspondence of new European Classes of construction products other than soil with regard to categories M mentioned in the fire safety regulations according to Table IV-1 of the Order of 21 November 2002

<http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=LEGITEXT000020397555#LEGIARTI000020397570>

3-ELECTRICITY

3-1- Electrical installation

The electrical installation of each stand must be protected against overcurrent and earth faults. All metal masses must be interconnected and connected to the earth ground of the booth electrical box. The box must remain permanently open. Electrical connections must be located inside junction boxes. Electrical cut-off devices must be permanently accessible to stand personnel and inaccessible to the public.

3-2- Electrical equipment

All electrical equipment must be permanently accessible to the stand staff.

3-2-1- Electrical Conduits

It should be used only pipe not propagating the flame. These pipes consist of either category C2 cables, or by insulated conductors placed in ducts or profiles non-propagating flame. All pipes must have a protective conductor connected to the general protection network via the earth terminal of the booth electrical panel.

3-2-2- Electrical appliances

Class 0 (1) electrical apparatus shall be protected by devices having a rated differential current of not more than 30 MA. Class I electrical equipment (1) must be connected to the protective conductor of the line supplying them. Class II electrical appliances (1) bearing the sign are recommended.

(1) within the meaning of NFC 20-03

3-2-3- Multiple sockets and adapters

Multiple plugs and adapters are prohibited. Only connection boxes are allowed.

3-2-4- Halogen lamps (standard EN 60598)

Stand luminaires with halogen lamps must:

- be placed at a height of at least 2.25 m
- be away from all flammable materials (at least 0.50 m from wood and other decorative materials)
- be fixed firmly
- be equipped with a security screen (glass or fine mesh screen) to protect against the effects of possible explosion of the lamp.

3-2-5- High-voltage illuminated signs

High-voltage illuminated signs located within the reach of the public or the personnel working on the stand must be protected, and in particular the electrodes, by a screen made of material of category M2 at least. The cut-off command must be signaled, and the transformers placed in a place inaccessible to the public. Report their presence by a sign "Danger, high voltage".

3-3 – ELECTRICAL POWER INSTALLED

In booths where the electric power used is greater than 100Kwa, a plan and an explanatory note concerning the isolation of the electrical cabinets or the technical room must be sent to CAFEX PREVENTION FIRE, Security Manager, for an opinion.

4 - CLOSED STANDS - CLEAN ROOMS IN THE HALLS

4-1- Closed stands

Sometimes exhibitors prefer to isolate themselves in closed stands. These stands must have direct exits on the circulations. Their number and width depend on the size of the stand, namely:

- less than or equal to 19 m²: 1 outlet of 0.90 m
- more than 19 to 50 m²: 2 exits, one of 0.90 m, the other of 0.60 m
- from 50 to 100 m²: either 2 exits of 0.90 m, or 2 exits, one of 1.40 m, the other of 0.60 m
- 100 to 200 m²: either 2 exits, one of 1.40 m, the other of 0.90 m, or 3 exits of 0.90 m
- from 200 to 300 m²: 2 exits of 1.40 m
- 300 to 400 m²: 2 exits, one of 1,80 m, the other of 1,40 m

The issues must be judiciously distributed and, if possible, opposed. Each of them must be indicated by the mention "exit" in white letters clearly visible on a green background. If the stand is closed by doors they must open in the direction of the exit, without system of conviction and without debate on the public circulation lane.

4-2- Rooms in the Halls

Regardless of the exhibition space, there may be meeting rooms, restaurants, cinemas, presentations with platforms or stands, etc. Stands and stands with standing positions must have a ground resistance of 600 kilos 2 per square meter. Stands and stands with seats must have a resistance of 400 kilos per meter.

The service steps of the terraces may have a height of at least 0.10 meters and a maximum of 0.20 meters with a lap of at least 0.20 meters. In this case, the flight of steps is limited to 10 and the alignment of the nose of the steps must not exceed 45 °. Each case being particular, a detailed plan must be submitted to the safety officer who will define the measures to be applied.

5 – LASERS

The use of lasers in showrooms is permitted subject to the following provisions:

- the public must not under any circumstances be subjected to the direct or reflected beam of the laser,
- the appliance and its ancillary equipment must be firmly attached to stable elements,
- the environment of the apparatus and the space swept by the beam shall not include reflecting elements at the wavelengths considered,
- the box containing the laser and its optical deflection device must be class I or II (in accordance with standard NF C 20-030),

- exhibitors must ensure, during tests carried out outside the presence of the public, of the absence of reaction of the materials of arrangement, decoration and equipment of protection against the fire with the calorific energy ceded by the light beams.

Any laser installation must be the subject of a declaration addressed to the organizer at least 30 days before the opening of the event. This declaration, written on free paper (to be attached to the declaration form of the machine or appliance in operation in the appendix), must be accompanied by a technical data sheet of the appliance, an installation plan of the device on the stand and a document prepared and signed by the installer, certifying compliance with these provisions. No device of this type can be put into service if the declaration has not been made in due time.

6 – RESCUE MEANS

The emergency means must remain permanently visible.

Access to various emergency means (fire hydrants and fire hydrants, armed fire hydrants, telephones, fire extinguishers, controls for smoke evacuation doors, etc.) must be constantly cleared.

On stands that are equipped with an armed faucet, a passage of one meter to the right of the device must be left free of any material up to the public circulation lane.

The presence of panels or fabrics to mask the device is absolutely prohibited.

7 – OPERATING INSTRUCTION

It is forbidden to create in the exhibition surfaces, stands and clearances deposits of crates, wood, straw, cardboard, etc.

Regular cleaning (daily) must rid the premises of dust and waste of all kinds. All garbage and garbage from cleaning and sweeping must be removed daily, before public opening, and transported out of the facility.

(1) within the meaning of NFC 20-030

- * All furniture, lighting or show accessories must be set by two separate systems of different design.
- * The use of any device producing sparks is strictly prohibited in the presence of the public.

MACHINE DECLARATION SHEET OR OF APPLIANCE IN OPERATION

To be completed only if you are concerned by one of the following items and to return to the organizer no later than 30 days before the opening of the show.

Trade Show: **VSPACK 2019** Place: **COGNAC**

Stand name: Stand number:

Reason exhibitor:

Address :

Name of stand manager:

Telephone: Fax:

E-mail :

SPECIFIC RISKS

Electric power source greater than 100 KW:

Power used:

Flammable liquids (other than those of motor vehicle tanks):

Nature, Quantity:

How to use :

RISKS REQUIRING A SPECIFIC AUTHORIZATION REQUEST OR DECLARATION

CAUTION: If you plan to use any material listed in this section, refer to the chapter dedicated to it in the "FIRE SAFETY" section of the event specifications.

Thermal or combustion engine:

Smoke generator:

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

Nature : Amount :

Radioactive source:

X-ray transmitter:

Laser:

NOTE: The decisions of the administration concerning the authorization requests will be notified to the exhibitor by the organizer.

TYPE OF EQUIPMENT OR DEVICE PRESENT IN OPERATION

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IMPORTANT: The equipment presented in operation must either have screens or fixed and well adapted casings putting out of reach of the public, and at least at a distance of one meter of the general circulations.

THE DEMONSTRATIONS ARE CARRIED OUT UNDER THE ENTIRE LIABILITY OF THE EXHIBITOR

Date:

Signature:

III.SECURITY / CONTROL

guarding

In the exhibition halls, only nights are insured according to the following schedule:

Monday, december 2 nd 2019	8 pm – 8 am
Tuesday, december 3 rd 2019	8 pm – 8 am
Wednesday, december 4 th 2019	8 pm – 8 am

The Organizer takes care of the guarding of the event in the best conditions, but this is an obligation of means and not of result.

It is the responsibility of each exhibitor to monitor their stand during the day, during the opening hours of the show, as well as during assembly and dismantling periods.

We draw attention to the risks of theft during the assembly and disassembly phases. As a general rule, it is advisable:

- * To respect scrupulously the opening hours reserved for exhibitors
- * Not to give up the stands during the day
- * Cover with a net or tarpaulin M2 category products and goods exposed at night, or close access to the stand
- * To leave no valuables on the stands outside opening hours (pc and cell phones, video ...)

IV – USEFUL INFORMATION

1. Access to the Exhibition Center

- By road:

Highway A10, exit Pons, D732 - 20 minutes from Cognac GPS coordinates: 45 ° 41'22.2 "N 0 ° 20'27.4" W 45.689495, -0.340954

- By plane

Bordeaux Airport - 33700 Mérignac www.bordeaux.aeroport.fr
Phone: 05 56 34 50 50

- Various direct links.

Direct international connections with Barcelona, London, Milan, Algiers, Brussels, Copenhagen, Geneva, Frankfurt, Rome, ...

Domestic and international flights with correspondence: Air France.

- By train

SNCF station of Angoulême

15 daily rotations between Paris-Montparnasse and Angoulême (2h30) Correspondence to Angoulême for Cognac (15mn)

List of Hotels: www.vspack.com

List of taxis: www.vspack.com

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