



DRAWING NOW ART FAIR

EXHIBITOR MANUAL

From Thursday 19th to Sunday 22rd May 2022
Preview Press / VIP - Wednesday May 18th
Settlement - Tuesday May 17th

LE CARREAU DU TEMPLE — 4 RUE EUGENE SPULLER — 75003 PARIS

TABLE OF CONTENTS

1. Contacts	3
TEAM	3
SUPPLIERS – USEFUL ADDRESSES	3
2. Security.....	4
3. Health instructions	4
4. Site access – parking	5
USEFUL ADDRESSES	5
5. Planning	6
6. Booth settlement.....	7
SETTING UP.....	7
BOOTH INSTALLATIONS	8
DURING THE FAIR.....	10
DISMANTLING	10
7. Services.....	11
BADGES	11
VIP PROGRAM.....	11
CATALOGUE.....	11
INSURANCE.....	11
GENERAL CLEANING.....	12
CARETAKING.....	12
EXHIBITOR’S SERVICES	12
TRANSPORTS / HANDLING CUSTOMS.....	12
8. Invitations	13
PUBLIC OPENING NIGHT INVITATIONS	13
TRADE OPENING INVITATIONS	13
ONE DAY INVITATIONS	13
9. Drawing Now prize.....	14
THE DRAWING NOW PRIZE 2022	14
EXHIBITION OF THE 2021 DRAWING NOW PRIZE	14
10. Documents to fill in and to send back.....	15
INSURANCE CERTIFICATE	15
POLICE FORM	16
EXHIBITORS BADGES.....	17
ADDITIONAL BOOTH FITTINGS	18
FITTINGS – BOOTH DESIGN	19
SETTING-UP INFORMATION.....	20
11. Additionnal informations	21

1. Contacts

CPCT Arts & Events

12 rue Jules Guesde 75014 Paris

www.drawingnowartfair.com

T: +33 (0) 1 45 38 51 15

F: +33 (0) 1 45 38 54 75

TEAM

Christine Phal

Chairwoman

+33 (0)1 84 17 21 84

+33 (0)6 80 08 59 44

christinephal@drawingsociety.org

Marine Bernier

Communication & Partners Manager

+33 (0)1 84 17 22 18

+33 (0)6 26 14 49 34

marine.bernier@drawingsociety.org

Carine Tissot

Director

+33 (0)1 84 17 22 17

+33 (0)6 64 16 41 72

carine.tissot@drawingsociety.org

Sophie Fremont

Coordination assistant

+33(0)1 85 08 44 65

Sophie.fremont@drawingsociety.org

Joana P.R. Neves

Artistic director

+44 (0)7 307 26 22 66

joana.neves@drawingnowartfair.com

Thomas André

Digital Manager

thomas.andre@drawingnowartfair.com

Manon Topalovic

Exhibitors Relations Manager

+33 (0)1 84 17 22 16

manon.topalovic@drawingnowartfair.com

Pascal Auquier

Logistics manager

+33 (0)6 81 17 42 92

Press Relations:

Agence Observatoire, 20 rue du Pont Neuf, 75001 Paris

Aurélie Cadot

aureliecadot@observatoire.fr

+33 (0)1 43 54 87 71

SUPPLIERS – USEFUL ADDRESSES

Insurance: Albingia (organizer liability)

Fire Safety: PCSI Jean-Michel Gaschet +33 (0) 1 49 03 71 72 - +33 (0)6 11 72 10 54

Police: 4 bis-6 rue aux Ours 75003 PARIS - +33 (0) 1 42 76 13 00

French customs: LP ART, 17 bd Ney 75018 Paris

Tel: +33 (0) 1 55 26 14 14 / Tel: +33 (0)6.07.42.79.32 / www.lpart.fr

Poste: 160 Rue du Temple, 75003 PARIS

Fourrière: Pré-Fourrière Les Halles - +33 (0)8 99 03 21 84 – Monday – Saturday, from 8am to 8pm.

2. Security

Considering the implementation of the **Vigipirate plan** and the recommendations of the police station, we thank you for taking into account the following instructions and to enforce them by your teams.

1/ In order to be able to reach the Carreau du Temple, it will be necessary to wear a **badge** supplied by the organization. Without any badge, the access to the building can be refused to you by the security.

2/ **Body searches** will systematically be made. The security will ask, in every passage, to open your **bags** to verify the contents, and open your **coats** and jackets.
No bag or luggage upper to the cabin format (35 x 55 x 25 cm) will be admitted within the fair, **even deposited in the cloakroom.**

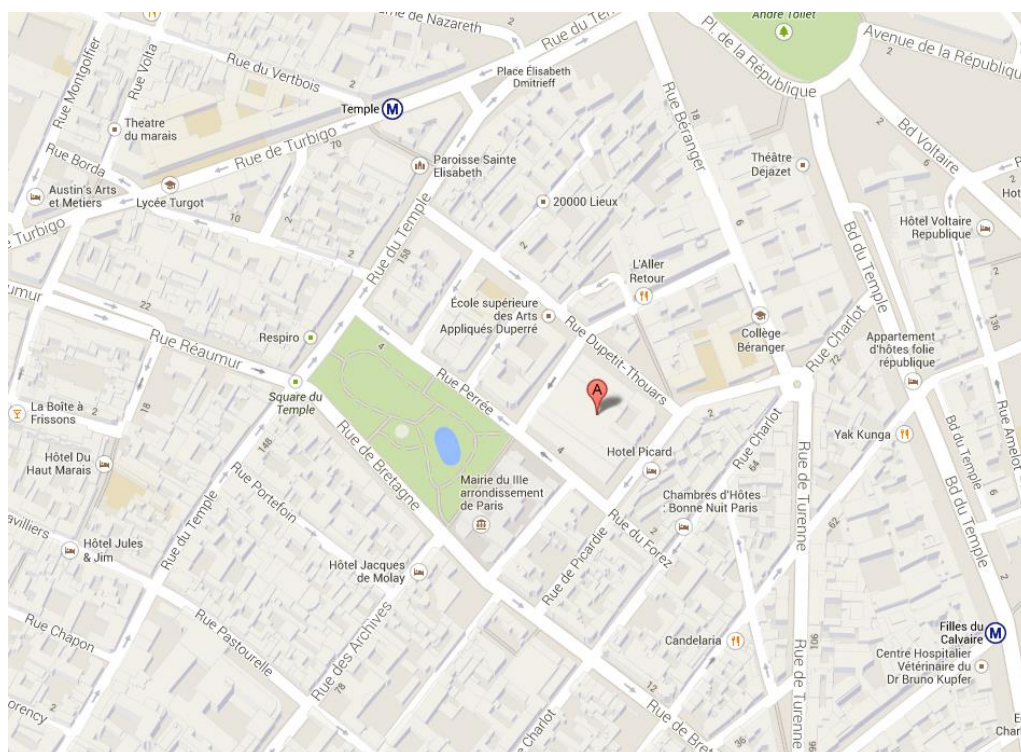
3/ The Carreau du Temple does not accept **entries before 8am and exits after 10pm** (either for the settlement nor the dismantling). The booths must **absolutely** be empty before 9.45pm on Sunday May 22st 2022.

The entry of the fair can be denied to any person who does not respect the security measures.

3. Health instructions

The event will be held in strict compliance with the health regulations in force at the time of the exhibition.

4. Site access – parking



Drawing Now Art Fair
Le Carreau du Temple
4 rue Eugène Spuller 75003 Paris

USEFUL ADDRESSES

Parking Temple
132, rue du Temple, 75003 Paris
Phone: 01.48.87.14.06
140 places, 3 levels, high: 1,85m
24h/24h, 7j/7 (badge or ticket to access
between 9pm and 7am)
prices: from 5,50€ / hour

Parking Saint-Martin, 253, rue Saint-
Martin
Tel.: 01.42.74.16.00
553 places, 2 levels, high: 1,90m
24h/24, 7j/7
prices: 1h/ 3,70€
2h/ 7,40€
24h/ 36,00€

Métro :
Temple : line 3
République : lines 3, 5, 8, 9, 11

Vélib: 2 rue Duphot, 75001 Paris

Bus :
Line 75
Stop : Mairie du 3^e, Carreau du Temple

Taxis:
One number for Paris: 01 45 30 30 30,
Station square du Temple 01.42.78.00.00.

5. Planning

TUESDAY MAY 17TH 2022 – SET-UP

Exhibitor's arrival: **Insight** and **Process**: from 8.30am until 1pm.

General: from 2pm to 6pm.

Access and delivery of badges at the reception after payment of all invoices

Booth installation: 8.30am – 11pm

All artworks must be delivered on your booth before 6pm.

Please be aware: there is no storage for your packing material or your works.

WEDNESDAY MAY 18TH 2022 – PREVIEW ON INVITATION ONLY

Exhibitor's access: from 9am

VIP and press opening: from 10am – 1pm

Professional Preview: from 1pm – 5pm

Drawing Now Prize at 6.30pm

General public pre-opening: 5pm – 9pm

THURSDAY MAY 19TH 2022

Exhibitor's access: from 10.30 am

Deliveries are allowed during the fair only between 10.30am and 11am and only after obtaining prior permission from the general commission.

General public opening: 11am – 8pm

FRIDAY MAY 20TH 2022

Exhibitor's access: from 10.30 am

Deliveries are allowed during the fair only between 10.30am and 11am and only after obtaining prior permission from the general commission.

General public opening (online ticketing): 11am – 8pm

Private evening in one of the Drawing Collection's establishments: 8:30 pm - 10 pm

Access if RSVP – 2 exhibitors maximum per gallery and 2 collectors maximum per gallery

SATURDAY MAY 21TH 2022

Exhibitor's access: from 10.30 am

Deliveries are allowed during the fair only between 10.30am and 11am and only after obtaining prior permission from the general commission.

General public opening: 11am – 8pm

SUNDAY MAY 22TH 2022

Exhibitor's access: from 10am

Exhibitor's breakfast (in the VIP Club) at 10am

Deliveries are allowed during the fair only between 10.30am and 11am and only after obtaining prior permission from the general commission.

General public opening: 11am – 7pm

Booth dismantling: 7pm – 9.45pm

The dismantling must be finished by 9.45pm. No artwork can leave the venue after this time.

THE HOURS ARE FIXED AND CANNOT BE MODIFIED.

NO ENTRY BEFORE AND NO EXIT AFTER THE INDICATED TIME.

6. Booth settlement

SETTING UP

The assembly of the exhibition will take place on **Tuesday 17 May 2022** from **8.30 am to 1pm** for the **Process and Insight sectors**, and from **2pm to 6pm** for the **General sector**. Please [fill in the form](#) and send it back by the 1st of April.

1/ Delivery access

Parking limited to 1 hour. Over this hour a fine will be charged. To access to the delivery area, you must have send all the information regarding the driver and his vehicle. Without these information, you may not access the exhibition hall.

A person at the street entrance will give you a badge with your booth number and your mobile phone written on it. Please **unload immediately and leave** the delivery area. Any employee, deliveryman, etc. will have to present his ID to get into the fair during the setting-up period, either by the delivery area or the main doors.

2/ Works conveyance

In the delivery area, be sure to have a trolley to carry your works to your booth. Be sure to bring your own carrying means.

3/ Parking

Once you have unload your works, you will have the opportunity to park near the parking mentioned in page 5. Parking costs are at your charge.

4/ Delivery

Delivery address:
Le Carreau du Temple – Drawing Now Art Fair
4 rue Eugène Spuller, 75003 Paris

All the works must be delivered before 6pm on Tuesday May 17th 2022. During the works deliveries, make sure that somebody will be on your booth to check and sign the delivery form from your transportation company.

The fair team of Drawing Now Art Fair will not handle any delivery for you.

5/ Reception

Access to the site and delivery of all your badges will be at the organizer's front desk. The badges will be given after the payment of all the invoices and the check of the requested forms and certifications.

THE SETTING-UP MUST BE COMPLETED BY TUESDAY MAY 17TH 11PM.

BOOTH INSTALLATIONS

1/ Walls

The walls of your booth are wooden partition covered with white polyester fabric.

Paint is not allowed on the walls. If you wish a wall of a different color please order colored cotton. Painted walls will be billed on account of damage to property.

BE AWARE: the partition resistance is **5 Kg/sqm**. For heavy works or screen, you must order a plywood partition to double it.

It is forbidden to hang works anywhere else. Any damage on the partitions will be invoice to the exhibitor after the fair.

2/ Equipment

Corner booths are delivered without partitions on the alleys (unless stated otherwise). Any additional partition will be at your charge and it allows you to exhibit on both side of the wall.

Floor: Wooden floor

Sign: Standard flag type

Lighting: Booths are delivered with spots A HQI 70 W (1 spot of 70W/6sqm):

1 to 18 sqm = 3 spots,

19 to 24 sqm = 4 spots,

25 to 32 sqm = 5 spots,

33 to 38 sqm = 6 spots,

39 to 44 sqm = 7 spots.

An electricity technician will be present during the setting-up – on Tuesday May 17th only – in order to add optional spots at your charge.

BE AWARE: The setting-up period is short: look closely your booth lighting when you will send back your booth design.

A technical and electricity maintenance will be provided during the setting-up.

Our advice: if you only need electricity for your phone and computer batteries, you should buy an additional battery, which is less expensive than an electricity box. Also, **please let us know what you wish to plug (beside computers or mobile phones) so we can adapt the electricity power.** You should also indicate as precisely as possible the location wished for the plug. When you order a plug it comes with an electrical box on your booth.

BE AWARE: there is no storage area for your packaging. Please take back your wrapping at the end of the setting-up.

3/ Furniture

No furniture is included on your booth. You can rent furniture through our partner Alisés.
Online catalogue: www.alises.fr
Your contact : infos@alises.fr / +33 (0)1 64 11 22 22

4/ Hanging

Ground Floor / Main section

Wooden separation partition of 3,00 m high recovered with white brush cotton.

Drillings others than hooks X, screws or nails of standard dimensions are forbidden at the risk of invoicing of deterioration of partitions.

Level -1 / Process section and Insight section

Wooden separation partition 2,50 m high recovered with white brush cotton.

Drillings others than hooks X, screws or nails of standard dimensions are forbidden at the risk of invoicing of deterioration of partitions.

5/ Fittings options

You can order additional fittings before **March 1st 2022** (see page 19)
For any special project, other booth fittings are available. Please contact us so we can find the best option with our technical team.

6/ Phone & Internet

You will have access to free WIFI of the venue.

7/ Police Book

For all sales exhibitions, the police ask for the attendees list. You must fill in the form and send it back by **March 1st 2022**.

DURING THE FAIR

1/ Technical details

The technical staff will be present during the setting-up on Tuesday and on Wednesday morning only.

There can be no booth modification or additional fittings after.

2/ Deliveries

Deliveries are allowed during the fair only between 10.30am and 11am and only after obtaining prior permission from the general commission. For exemptions please ask the general commission for an exceptional permission.

DISMANTLING

Please remove all hooks X, screws or nails from the walls.

THE DISMANTLING MUST BE FINISHED BY SUNDAY MAY 22ST 2022 9.45PM.

For organization and safety reasons, the setting-up and dismantling schedule must be respected.

7. Services

BADGES

1/ Setting-up / Dismantling

We will send you badges for your technical staff. They will have to be shown at every entry in the fair during the setting-up and dismantling and will be valid on Tuesday May 17th from 8.30am to 11pm and on Sunday May 22th from 7pm to 9.45pm.

2/ Exhibitors / Artists

Exhibitors badges (maximum 4 per booth) and artists badges (maximum 10 per booth) can be picked up at the reception desk upon your arrival provided that you settled all your invoices.

These badges will have to worn during the entire fair and will be valid from Tuesday May 18st 8.30am and for the whole duration of the fair.

These badges are strictly nominative, personal and with photo.

Please fill in the [online form](#) before March 15th 2022.

We remind you that the fair is caretaken and that you can access the fair only with a VIP card, an exhibitor or artist badge, an invitation or an entry ticket. Please keep some invitations if you want to invite guests to come in.

All invitations are dematerialised this year.

Ticketing will be exclusively online via our website : www.drawingnowartfair.com

VIP PROGRAM

As every year, Drawing Now Art Fair is putting in place a special operation for your collectors thanks to the sending of a VIP pass and a program of visits reserved for them. The VIP pass allows your guests to access the fair in preview on Wednesday May 18, 2022, to come back to the fair as often as they wish and to enjoy free of charge the exhibitions of the partner places of the route all the week of the fair.

The catalog is offered to them and the dedicated checkroom is free.

The Printemps du Dessin federates institutions, art centers and national monuments that give pride of place to contemporary drawing with workshops, conferences, meetings or any other artistic action involving drawing.

Your exhibitor badge also gives you access to these venues from May 18 to 22, 2022.

We will send you the list of the partners of the course later.

CATALOGUE

You will be given two catalogues to pick up at the organizer's office.

You can purchase others catalogues at a special price of 8 euros on the fair.

INSURANCE

Only the third-part insurance is included in the exhibitor and fair insurance. The exhibitor must undertake all the insurances to cover the works.

Please send us your [insurance certificate](#) for your works by March 1st 2022.

All damages must be reported to the organizer's office and the insurance within 5 days. In case of robbery, the declaration must be done within 24h to the insurance and to the police station: 4 bis-6 rue aux Ours 75003 PARIS - 01 42 76 13 00. Without that declaration, the insurance would not cover the damages.

GENERAL CLEANING

The cleaning of the alleys is done every day. Please note that any work on the floor will not be moved.

CARETAKING

The fair affords a caretaking/security but it is essential that your property is attended during the setting-up and dismantling periods and all other times when the venue is open to occupation or use by exhibitors. Failure to do so will mean that theft losses will not be paid. Losses due to unexplained shortages are also excluded from the insurance.

EXHIBITOR'S SERVICES

A dedicated exhibitors' area will be settle in the organizer's office in order to allow you make copies, recharge your phone or laptop batteries.

TRANSPORTS / HANDLING CUSTOMS

LP ART
17 bld Ney 75018 Paris
Phone: +33(0)1.55.26.14.14 – Phone: +33(0)6.07.42.79.32
<http://www.lpart.fr>

8. Invitations

PUBLIC OPENING NIGHT INVITATIONS

WEDNESDAY MAY 18TH 5PM-9PM

50 general public opening invitations for 2 persons.

These invitations allow access only during the public opening night – Tuesday May 17th 2022 – and must be **stamped** with your gallery name.

TRADE OPENING INVITATIONS

WEDNESDAY MAY 18TH 1PM-9PM OR THURSDAY MAY 19TH UNTIL SUNDAY MAY 22TH 11AM-8PM (7PM ON SUNDAY)

10 professional invitations valid **for 2 persons**. This invitation will be valid once during the opening or during the entire be **stamped** with your gallery name.

We will open a platform dedicated to professionals. Each professional of the art sector will be able to submit a request for a trade opening invitation. We will give you the link to the platform beginning of April. The direction handles the requests, if granted invitations will be sent per email.

ONE DAY INVITATIONS

THURSDAY MAY 19TH UNTIL SUNDAY 22TH MAY 11AM-8PM (7PM ON SUNDAY)

20 daily invitations to be activated online, **valid for 2 people / one day**, will be sent to you, regardless of the size of your stand.

Beyond this quantity, you can order additional invitations online.

BE AWARE

We remind you that **no other invitation than the ones we provide will be accepted and allow to enter the fair**. Every year we are obliged to refuse access to people who received a gallery invitation (paper or email) which is an unpleasant experience for both the person and our staff.

9. Drawing Now prize

THE DRAWING NOW PRIZE 2022

This year, five artists will be nominated by the Prize selection committee in January. The committee, including members of the fair's selection team and the principal Prize patron SOFERIM, represented by Jean Papahn, will draw up the list of the five nominations from the 100 eligible artists in the fair.

At the 15th edition of Drawing Now Art Fair in May 2022, the committee will meet on Wednesday 18 May after seeing the work of the five nominated artists on the gallery stands to choose the winner.

The winner will receive an endowment of 10,000 euros, including 5,000 euros for the artist and 5,000 euros for a production budget for an exhibition at Drawing Lab, the art centre dedicated to contemporary drawing, in the year following the nomination. The Drawing Now Prize is supported by SOFERIM, the main sponsor of Drawing Now Art Fair since its creation in 2007.

The Drawing Now Prize is now open to all artists presented within the Focus category by exhibitors on the ground floor as well as all artists exhibited on the lower ground level (Insight and Process sections). There are no age restrictions. This allows for the recognition not only of an innovative work with the medium of drawing among the younger generation but also mid-career artists, often less supported by international art prizes.

These five artists will be announced on 28 January at 7.30pm by invitation at Drawing Lab, a private contemporary art centre dedicated to drawing at 17 rue de Richelieu Paris 1^{er}, during the exhibition of the winner of the Drawing Now 2021 Prize, Nicolas Daubanes

Shortlisted artists will be highlighted to the public with specific signage in the Drawing Now Art Fair booths, and the winner will be announced at 18:30 on Wednesday, May 18, the day the fair opens.

EXHIBITION OF THE 2021 DRAWING NOW PRIZE

Nicolas Daubanes

The Drawing Lab, 17 rue de Richelieu, Paris 1^{er} presents the exhibition of Nicolas Daubanes from January 29 to March 04 2022.

The exhibition is open every day from 11am to 7pm.

Free entrance.

More info : www.drawinglabparis.com

10. Documents to fill in and to send back

Documents to send back	Before March 1st	Before March 15th	Before Avril 1st
Insurance Certificate			x
Police form	X		
Badges exhibitors / artists		X	
Additional booth fittings	X		
Booth design	X		
Setting-up planning			X

INSURANCE CERTIFICATE

TO SEND BEFORE APRIL 1st 2022

Please ask your insurance company to guarantee the stock that you will showcase to the fair and join the certificate.

POLICE FORM

TO SEND BEFORE MARCH 1st 2022

Fill in the information below:

Gallery name:

.....

Creation date:

.....

Name of the company:

.....

Business or commercial number:

.....

Or VAT Number:

.....

EXHIBITORS BADGES

TO SEND BEFORE MARCH 15th 2022

Form to complete [here](#)

You are entitled to 4 exhibitors' badges and 10 artists' badges, all nominative, non-transferable and with identity photo.

The badges are to be picked up at the reception desk upon your arrival at the Carreau du Temple on Tuesday May 17th 2022 (provided that you settled all your invoices). You will have to show your badge at every security passage during all the fair. Please keep your badges with you at all times.

Badges are strictly nominative and personal, valid for one person only. Please keep invitations if you want to have guests coming in.

We will send you setting-up/dismantling badges for your technical staff. Please let your staff know that these badges will have to be shown at every security passage and are valid only on Tuesday May 17th from 8.30am to 11pm and on Sunday May 22th from 7pm to 9.45pm.

Access to the fair can be denied for anyone that does not respect this security measure.

ADDITIONAL BOOTH FITTINGS

TO SEND BEFORE MARCH 1st 2022

Gallery name:

Booth n°:

Stamp & signature:

PRODUCT DESCRIPTION	QUANTITY	PRICE excl. VAT	TOTAL PRICE excl. VAT
Additional wood partition/wall for the General Section (ground floor)3,00 m high <i>(in linear meters)</i>		150	
Additional wood partition/wall for Insight or Process (lower level)2,50 m high <i>(in linear meters)</i>		120	
Plywood partition for the General Section (ground floor) In addition to wooden partition for heavy works (in linear meters) Height 3,00 m, 12mm		80	
Plywood partition for Insight or Process (lower level) In addition to wooden partition for heavy works (in linear meters) Height 2,50 m, 12mm		70	
Door to close the storage area		200	
Curtain to close the storage area		60	
Additional Spots <i>Be aware that on site (during the setting-up) the price is 85€ excl. VAT. Please think ahead of the impact of lighting.</i>		75	
3 plugs socket <i>(A plug comes with an electrical box on your booth)</i>		250	
Colored brush cotton <i>(in linear meters)</i> Colors available on request		40	
Total excl. VAT (VAT 20%)			
Total incl. VAT (VAT 20%)			

For any special project, other booth fittings are available. Please contact us so we can find the best option with our technical team.

Place:

Seal and signature :

Date:

A final invoice will be issued before the fair.

The settlement has to be at the order of CPCT ARTS & EVENTS:

- By check, they are to be made out to the order of CPCT Arts & Events
- By bank transfer (please include a photocopy of the transfer).

It is imperative that the order of transfer specifies the company name under which the gallery is registered, as well as the specific mention "payment to be remitted without charge for the beneficiary".

Account CPCT Arts& Events

Bank Code 30 788	Code Branch 00 100	N° Account 20204 77 0001	Key 25	Bank Neuflyze OBC Hoche
IBAN SWIFT	FR76 3078 8001 0020 1947 7000 125 NSMBFRPPXXX			

SETTING-UP INFORMATION

TO SEND BEFORE MARCH 1st 2022

Arrival for the setting-up on Tuesday May 17th 2022:

Insight and Process sectors :

- 08.30am – 09.30am
- 09.30am – 10.30am
- 10.30am – 11.30am
- 11.30am – 01.00pm

General sector:

- 02.00pm – 03.00pm
- 03.00pm – 04.00pm
- 04.00pm – 05.00pm
- 05.00pm – 06.00pm

Please pick the appropriated time

Name of the delivery company:

.....

Name of the driver:

.....

Passengers' names:

.....

Expected vehicle (tonnage and high empty):

.....

Expected parking time (limited to one hour):

.....

11. Additional informations

SAFETY INSTRUCTIONS FIRE IN THE ADDITIVE SHOWS AND EXHIBITIONS

ADDITIVES IN THE REGULATION AND THE GENERAL CONDITIONS OF THE SHOW OF THE SALON

Art. 17 - Exception made the acts of hostility of the Company, the Customer and his insurers give up any appeals, including call in guarantee, against the owner of the Site, the Company and their insurers, for any damage to property and immaterial, consecutive and/or not consecutive, undergone by the Customer and/or his exhibitors and whose responsibility would fall to the owner of the Site and/or to the Society, that it that is the cause.

I - GENERAL OBSERVATION

Safety precautions against risks of fire, and panic resulting from it, inside buildings open to the public have been stated in the decree of 25 June 1980 (General Regulations). The decree dated 18 November 1987 stipulates the special precautions to be applied within exhibition halls. The decision of 23 January 1985 prescribes the safety rules applicable to marquees, tents and structures. The following text is made up of extracts from these regulations so as facilitate their comprehension.

The Safety Commission is very strict as to the set-up and installation of stands (stability, construction material, decoration, electrical fittings etc.). All decisions taken by this commission during its inspection - which will take place the day before or early in the morning of the opening day - will have to be carried out immediately. All stand installations must be terminated by the time of the inspection visit. The exhibitor or his representative is obliged to be present on the stand and should be able to produce all official reports concerning the fire resistance/reaction of any material applied. Any nonobservation of this regulation might result in the removal of material or the interdiction of opening the stand to visitors.

All projects of a certain importance must receive the approval of the person in charge of fire safety in all exhibitions. All plans and technical information in this respect should be passed on to the organizers of the show at least one month before the opening of the event. During the installation period of exhibition, the person in charge of fire safety will supervise the application of the safety regulations mentioned hereafter. In addition, all further information regarding fire safety and security may be obtained by calling the PCSI (tel. 01.46.92.16.11/34.19 Material for classification (Decree of 30 June 1983)

Materials are classified into five categories:

M0, M1, M2, M3 and M4. M0 applies to fireproof materials.

1 - STRUCTURE AND WALLS

- Large-scale furnishings All M0, M1, M2 or M3 (1) category materials are authorised for the construction of the structure and walls of the stands and for the construction of large-scale furnishings (ticket office, counter, bar, display unit, separating screen, etc.).

1.1 CONVENTIONAL CLASSIFICATION OF WOOD-BASED MATERIALS (DECREE OF 30 JUNE 1983)

The following are deemed to correspond to the features of M3 category materials:

- non-resinous solid wood of thickness greater than or equal to 14 mm;
- resinous solid wood of thickness greater than or equal to 18 mm; - wood-derivate panels (plywood, laths, fibres, particles) of thickness greater than or equal to 18 mm.

CAUTION: It is strictly forbidden to arrange any fitting whatsoever above the alleys (signs, walkways, etc.).

1.2 COVERING MATERIALS

1.2.1 Wall coverings

Wall coverings (natural or artificial textiles) must be M0, M1 or M2 (1) category materials. They may be hung or stapled.

Various thin coverings (fabrics, paper, and plastic films - maximum thickness 1 mm) may be used if pasted to supports of M0, M1, M2 or M3 materials.

However, embossed or relief paper may only be pasted to M0 category materials. Exhibition equipment may be displayed on stands without reaction to fire requirements. However, if such equipment is used to decorate partitions or false ceilings and if they represent more than 20% of the total surface of these elements, the provisions laid down in the above paragraphs shall apply. However, these provisions do not apply to exhibitions or stands devoted to interior decoration at or on which wall decorations or textiles are presented.

1.2.2 Curtains, Hangings and Veiling

Curtains, hangings and veiling may be loose if made from M0, M1 or M2 (1) category materials. They are however prohibited on stand entry/exit doors, but authorised on compartment doors.

1.2.3 Paint and Varnish

Paints and varnishes are strictly prohibited if they are known to be flammable.

1.2.4 Coverings for floors, podiums, platforms and banks of seats

Floor coverings must be made from M4 category materials and be firmly fixed. Coverings, horizontal or otherwise, for podiums, platforms and banks of seats over 0.30 meters high and over 20 m² in total area, must be manufactured from M4 category materials.

CAUTION: For carpets classified M3 or M4 laid on to wood, please take into account the laying method. The reaction to fire report must state: «Valable en pose tendue sur tout support M3» (valid when laid stretched on all M3 supports).

1.3 DECORATIVE MATERIALS

1.3.1 Floating materials

Floating or loose decorative materials or trim (publicity panels over 0.50 m², garlands, light decorative objects, etc.) must be made from M0 or M1 category materials. The use of white letters on a green background is strictly forbidden for banners or publicity panels, as these colours are exclusively reserved for exits and emergency exits.

1.3.2 Floral decorations

Synthetic flower decorations must be restricted. Otherwise these decorations must be made from M2 category materials. These provisions do not apply to exhibitions and stands specialising in floral activities.

NB: For natural plants, we recommend that you use peat soil which should be kept permanently moist.

1.3.3 Furniture

There are no special requirements for common furniture (chairs, tables, desks, etc.). Racks, counters, shelving, etc. must however be made of M3 (1) category materials.

CANOPIES - CEILINGS - FALSE CEILINGS

The covered area of stands with a full canopy, ceiling or false ceiling must be less than 300 m². If the covered area is over 50 m², provisions for suitable fire extinguishing methods and the permanent presence of at least one safety officer must be made whenever the Show is open to the public.

Canopies Canopies are authorised under the following conditions: In buildings protected by an automatic sprinkler system, canopies must be made from M0, M1 or M2 (1) category materials; In buildings without an automatic sprinkler system, they must be made from M0 or M1 category materials. They must also be fitted with an effective fixing system to prevent them from falling down and be supported by criss-crossed wires forming a mesh which must be a maximum of one square metre apart. In all cases, ceilings and false ceilings must be suspended and fixed using M0 category materials. Furthermore, if the components of the ceilings or false ceilings are open or form a grid pattern, they may be made of M2 category materials if the area of the solid parts is less than 50% of the total area of the ceiling or false ceiling.

FIREPROOFING

Proof of the reaction to fire classification for the materials used in exhibition halls must be provided when requested by the chief safety officer. This may be in the form of labels, reports or certificates. Coverings and materials which comply with the safety requirements are on sale at specialist shops that must provide certificates corresponding to the category of the material. To obtain a list of these shops, write to
Le Groupement Non Feu, 37-39 rue de Neuilly, BP 249, 92113 Clichy, France - tel. +33 (0)1 47 56 30 71.

Fireproofing may give M2 properties to materials which are normally inflammable. This may be done by spraying with a special liquid, by applying a special paint or varnish with a brush, or by soaking in a special bath. The fireproofing work may be carried out by the decorators, who must be in a position to provide full information concerning the treatment of the materials, or by an approved applicator, who will issue a standard form certificate to

the exhibitor; this certificate will include the nature, area and colour of the covering treated, the product used, the date of the operation and the operator's stamp and signature.

The names and addresses of approved applicators can be obtained from :

Le Groupement Technique Français de l'Ignifugation,
10 rue du Débarcadère,
75017 Paris, France
Tel. +33 (0)1 40 55 13 13 – Fax : 01.40.55.13.19

N.B. Fireproofing may only be carried out on wood panels or on natural fabrics or comprising a high proportion of natural fibres. It is impossible on synthetic materials and plastics.

VERY IMPORTANT:

Reports issued in other countries cannot be taken into consideration. Only reports issued by approved French laboratories are accepted.

2 - ELECTRICITY

2.1 ELECTRICAL INSTALLATION

The electrical installation on each stand must be protected at source against surges and against defects at the earth. All metallic masses must be interconnected and then connected to the earthing point of the stand switch box.

Electrical connections must be arranged inside the branch box. Power disconnection devices must be accessible to the stand personnel at all times.

2.1.1 Electrical equipment

Electric cables must be insulated to a minimum voltage of 500 V. Only use cable which has a protective coating on each of its conductors which are housed in a further protective coating.

2.1.2 Conductors:

The use of conductors of less than 1.5 mm² is prohibited.

2.1.3 Electrical appliances

Class 0 (1) electrical appliances must be protected by nominal differential current devices equal to 30 MA maximum.

Class I (1) appliances must be connected to the protective conductor of the supply line.

Only class II (1) appliances bearing the symbol are recommended.

2.1.4 Multiple sockets

Only multiple adaptors or cases connected to a fixed socket are authorised (moulded adaptor plugs).

2.1.5 Halogen lamps (EN standard 60598)

Stand lighting using halogen lamps must:

- be placed at a minimum height of 2.25 metres;
- not be placed near inflammable materials (at least 0.5 m from wood and other decorative materials);
- be firmly fixed;
- be fitted with a safety screen (glass or fine wire mesh) guaranteeing protection from the effects of an exploding lamp.

2.1.6 High voltage illuminated signs

High voltage illuminated signs situated in the range of the public or stand personnel must be protected, particularly the electrodes, by a screen made of material of at least category M3. The disconnection device must be indicated and the transformers positioned in a place out of danger to the public and personnel. They may also be identified by a sign with the words «Danger, haute tension».

3 - ENCLOSED STANDS - ROOMS SET UP WITHIN THE HALLS

3.1 Enclosed stands

Occasionally exhibitors prefer enclosed stands. In this case, the stands must have direct exits to the aisles. The number and size of the exits depend on the area of the stand:

- less than 20 sqm: one 0.90 m exit
- 20-50 sqm: one 0.90 m and one 0.60 m exit
- 50-100 sqm: either two 0.90 m exits, or one 1.40 m and one 0.60 m exit.
- 100-200 sqm: either one 1.40 m and one 0.90 m exit, or three 0.90 m exits
- 200-300 sqm: two 1.40 m exits
- 300-400 sqm: one 1.80 m and one 1.40 m exit.

The exits must be judiciously spaced and if possible on opposite walls. Each must be indicated by a sign with the word «Sortie» in legible white letters on a green background. If the stand has doors on the exits, they must not be lockable and must open outwards, but not directly into the aisles.

3.2 Rooms set up within the halls

Apart from the areas reserved for exhibition purposes, meeting rooms, restaurants, cinemas, or presentation rooms with banks of seats or platforms, etc. Galleries with standing places must have a ground resistance of 600 kg/ sqm.

Galleries with seats must have a ground resistance of 400 kg/ sqm. The steps up to the gallery seats must be between 0.10 m and 0.20 m in height and a minimum tread board of 0.20 m. Flights of steps are limited to ten and the alignment of the nosing must not exceed an angle of 45°. As each case is particular, a detailed drawing must be submitted to the head of safety who will define the measures to be applied.

4 - EMERGENCY DEVICES

All emergency devices must stay clearly visible.

At any time there must be free access to any emergency device (fire hydrants and stand pipes, fire plugs with hose and spout, telephones, fire extinguishing cartridges, smoke outlet controls, etc.)

Fire plugs with hose and spout.

On stands equipped with fire plugs with hose and spout, there must be a free passage of 1 metre from the closest hall gangway for public passage to this safety device; no material or exhibits must be in the way. It is strictly forbidden to hide or cover up the device with any fabric or panelling.

5 - GENERAL INSTRUCTIONS

It is forbidden to stock any cases, wood, straw, cardboard boxes etc. on stands or free passages close to stands. Dust and rubbish from all stands and structures should be removed in the course of regular daily cleaning. All such garbage resulting from the daily cleaning should be removed every day and brought outside the exhibition premises before opening to the public.

6 - PARTICULARITIES OF THE VENUE PROHIBITIONS

Distribution of samples or products containing flammable, toxic or incapacitating gas

Balloons inflated with flammable or toxic gas

Celluloid articles

Creation of a deposit of boxes, wood, cardboard, straw, plastic

Presence of pyrotechnics or explosives

Presence of Ethyl Oxide - Carbon Sulphide - Sulphurous Ether and Acetone.