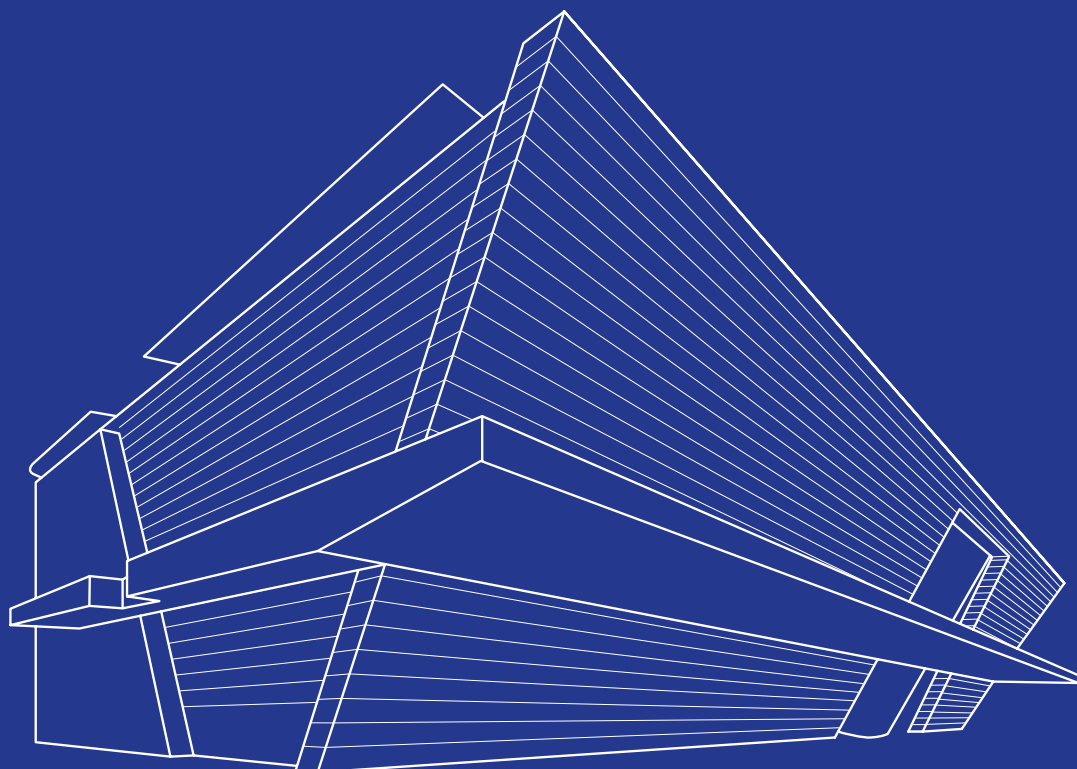




palaisdescongrès  
deparis

**ORGANISERS' TECHNICAL  
SPECIFICATIONS**



# CONTENTS

These specifications, which form part of your hire agreement, set out your rights and obligations and are designed to facilitate each stage of your event.

We put all our expertise towards making your event a success.



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# WELCOME TO THE PALAIS DES CONGRÈS DE PARIS

//////////

Viparis is the Operator of the Palais des Congrès de Paris. Viparis makes the Palais's spaces available to its Customers for the purpose of holding trade shows, exhibitions, meetings, conferences, performances, seated dinners and other events of a cultural, economic or professional nature. Activities other than those mentioned above may also be held, subject to compliance with certain regulatory provisions as described below.

These specifications are intended for Organisers. They describe Organisers' rights and obligations, as well as rules to be followed, and are designed to facilitate every stage of their events.

These Organisers' Technical Specifications are part of the contractual documents that the Customer accepts as part of the execution of an agreement with the Operator. They are binding upon the two aforementioned parties with respect to the site's operational rules.

This guide will open the doors of the Palais des Congrès de Paris to you. In it, you will find all the technical, legal, contractual and practical information you need to organise and host your event.

# THE PALAIS DES CONGRES DE PARIS THE ESSENTIALS



## A – OUR SPACES

### I. Building overview

The Palais des Congrès de Paris is part of a real estate complex that it shares with Les Boutiques du Palais, a shopping centre consisting of 68 retail outlets, a multiplex cinema and a selection of restaurants, located on Levels –1 and 0 of the site.

Levels 1, 2 and 3 of the Palais des Congrès de Paris contain a total of some 29,000 m2 that include:

- 7 exhibition spaces
- 4 amphitheatres
- 82 meeting rooms, including 3 organiser's offices
- 25 conference rooms
- One level of modular spaces that can be configured as conference rooms or exhibition halls

From popular musical shows and sporting events to major international conferences, its three levels and Grand Amphitheatre are the ideal setting for customised, multi-dimensional events.

### II. Spaces for hire

The spaces for hire are located on Levels 1, 1.5, 2, 2.5, 3, 3.5 and 5, depending on the hire agreement.

Only those spaces explicitly made available to the Customer (central reception area, Neuilly and Paris reception areas, cloakroom if required) may be used. All services provided on Level 0 are exclusive to Viparis.

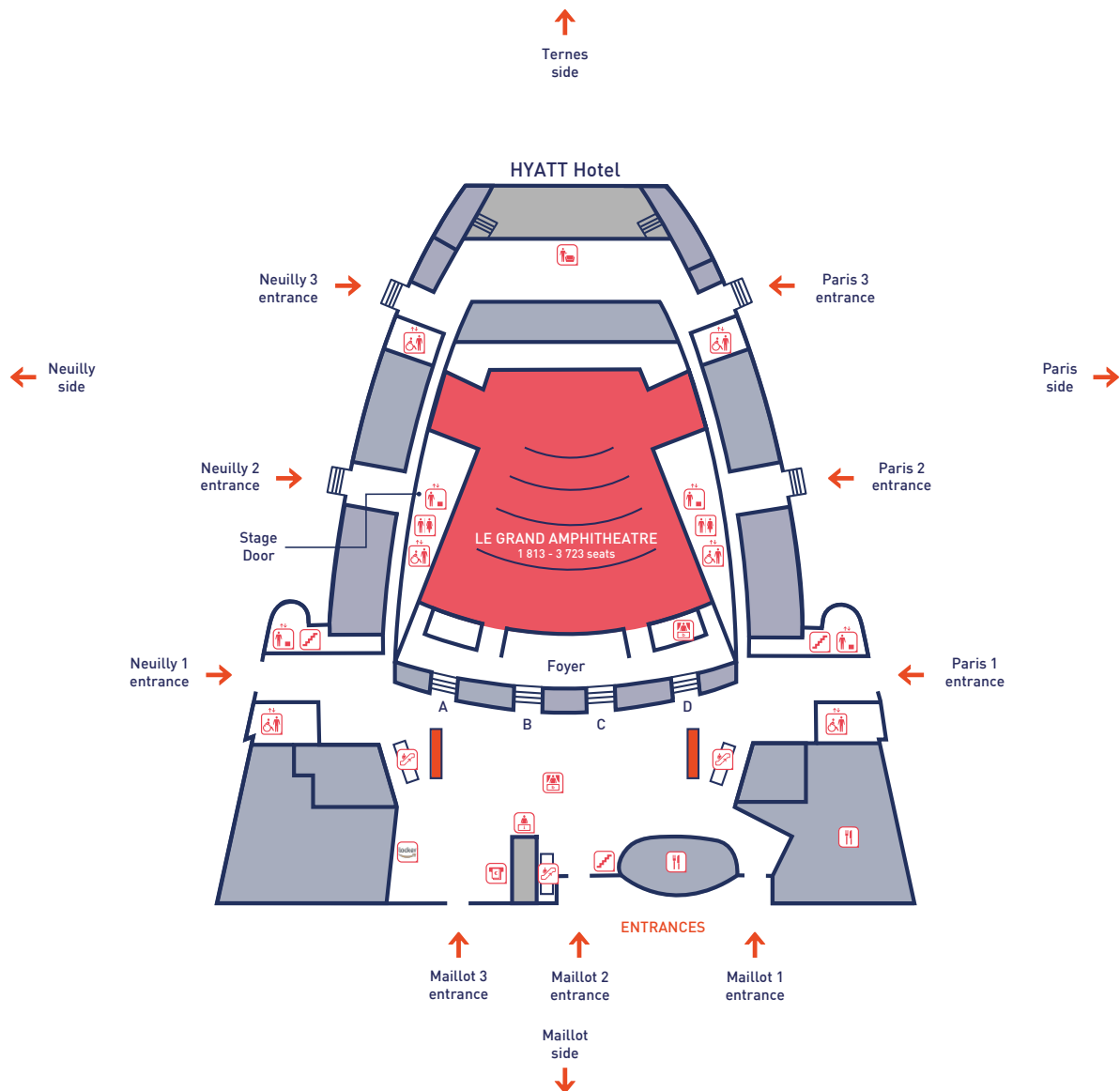
As a result:

- You may have to share levels with another customer, or use the same infrastructure (goods lifts, lifts and escalators) as well as the same pedestrian pathways (corridors).
- You will not have the right to access the content of the Clear Channel screens on Level 0.
- It is forbidden to deploy security staff in any space other than those listed in the hire agreement.

Please contact your Project Manager for information about technical arrangements for installing elements in the case of simultaneous events (folding screens, methods for co-use of infrastructure, etc.).

### III. Floor plans

#### Level 0



#### services



amazon locker



cashpoint



escalator



freight lift



lift



reception



rest area



restaurant



stairs



ticket office



toilets



toilets



reception



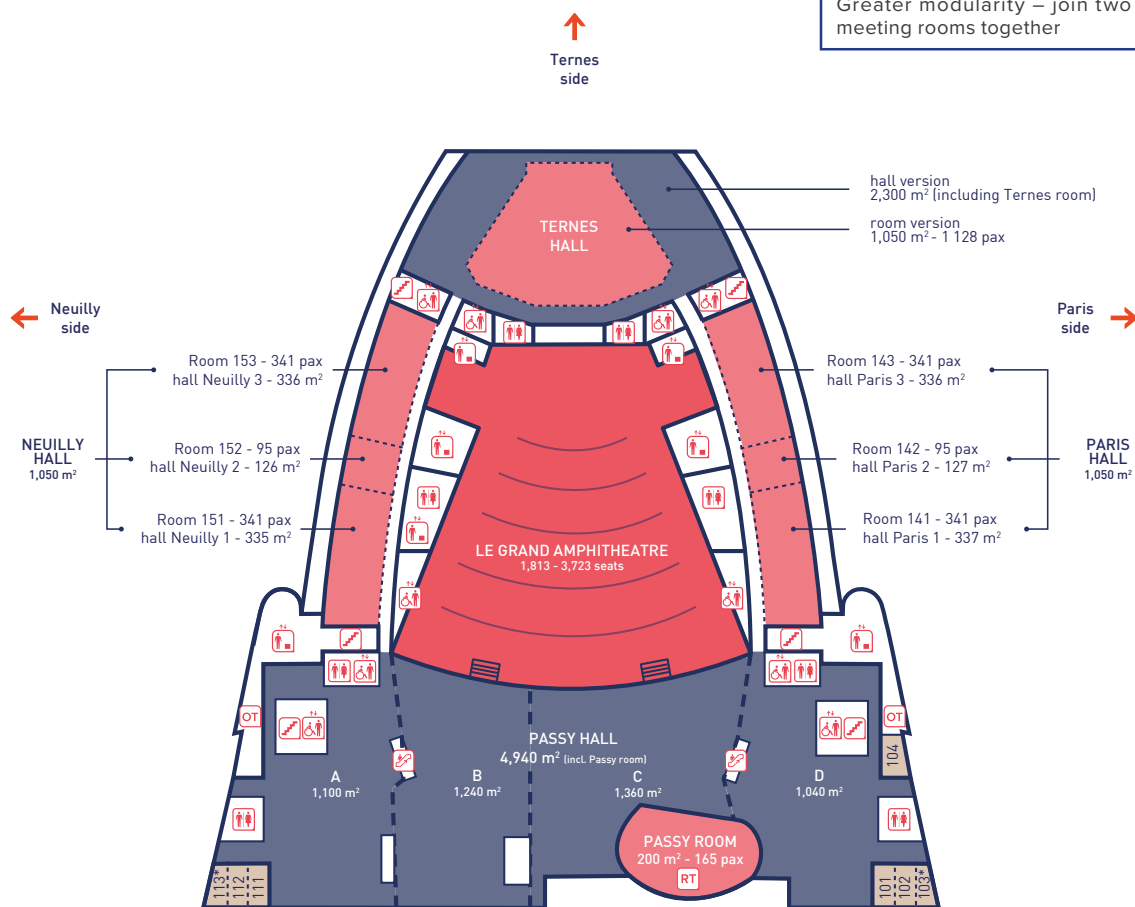
shops

### III. Floor plans

#### Level 1

#### NEW

Greater modularity – join two meeting rooms together



- \* daylight
- M mezzanine
- removable walls
- ■ delination of rented areas

#### services



catering office



escalator



freight lift



lift



control booth



rest area



stairs



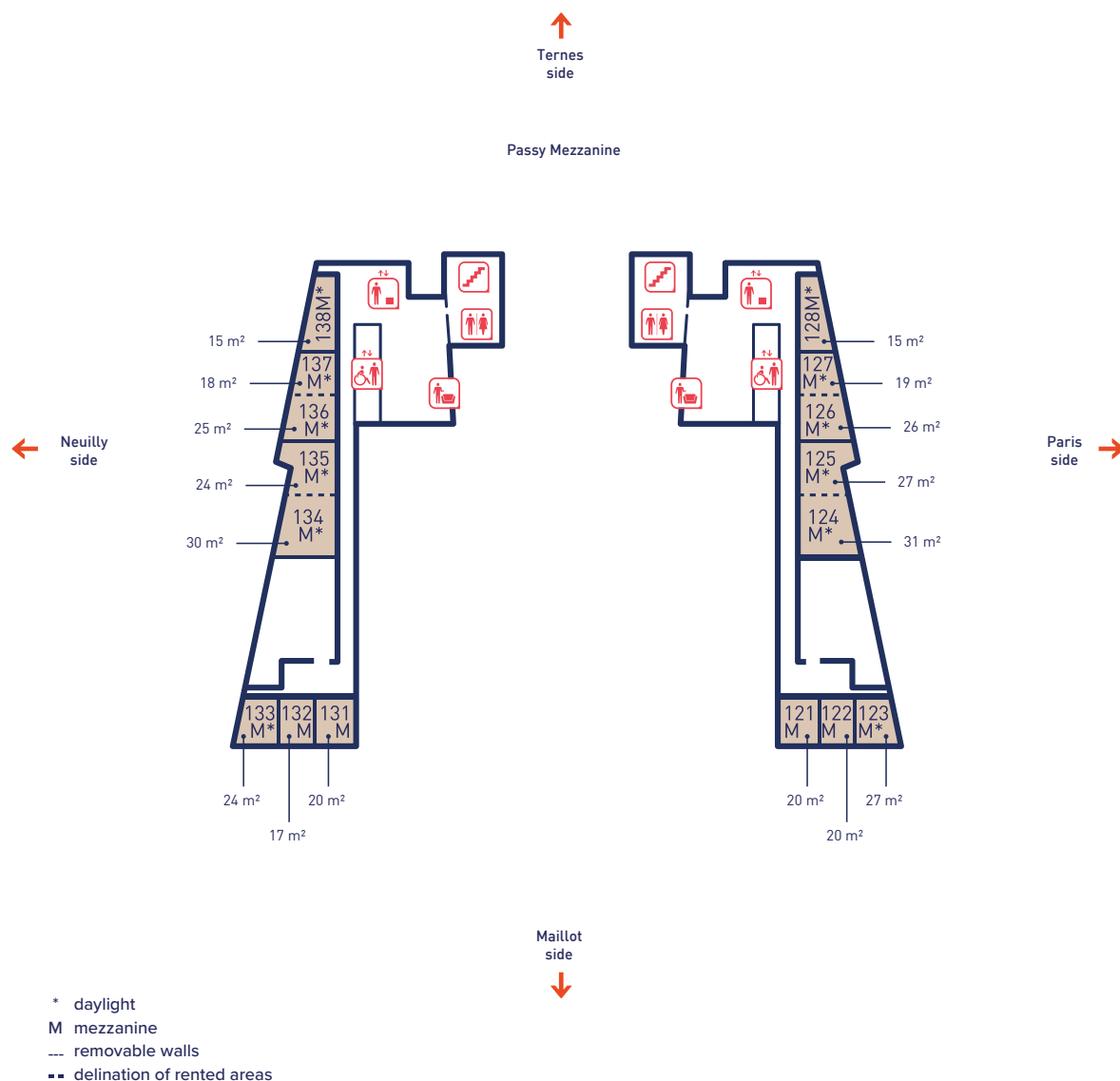
toilets



toilets

### III. Floor plans

#### Level 1.5 - Mezzanine



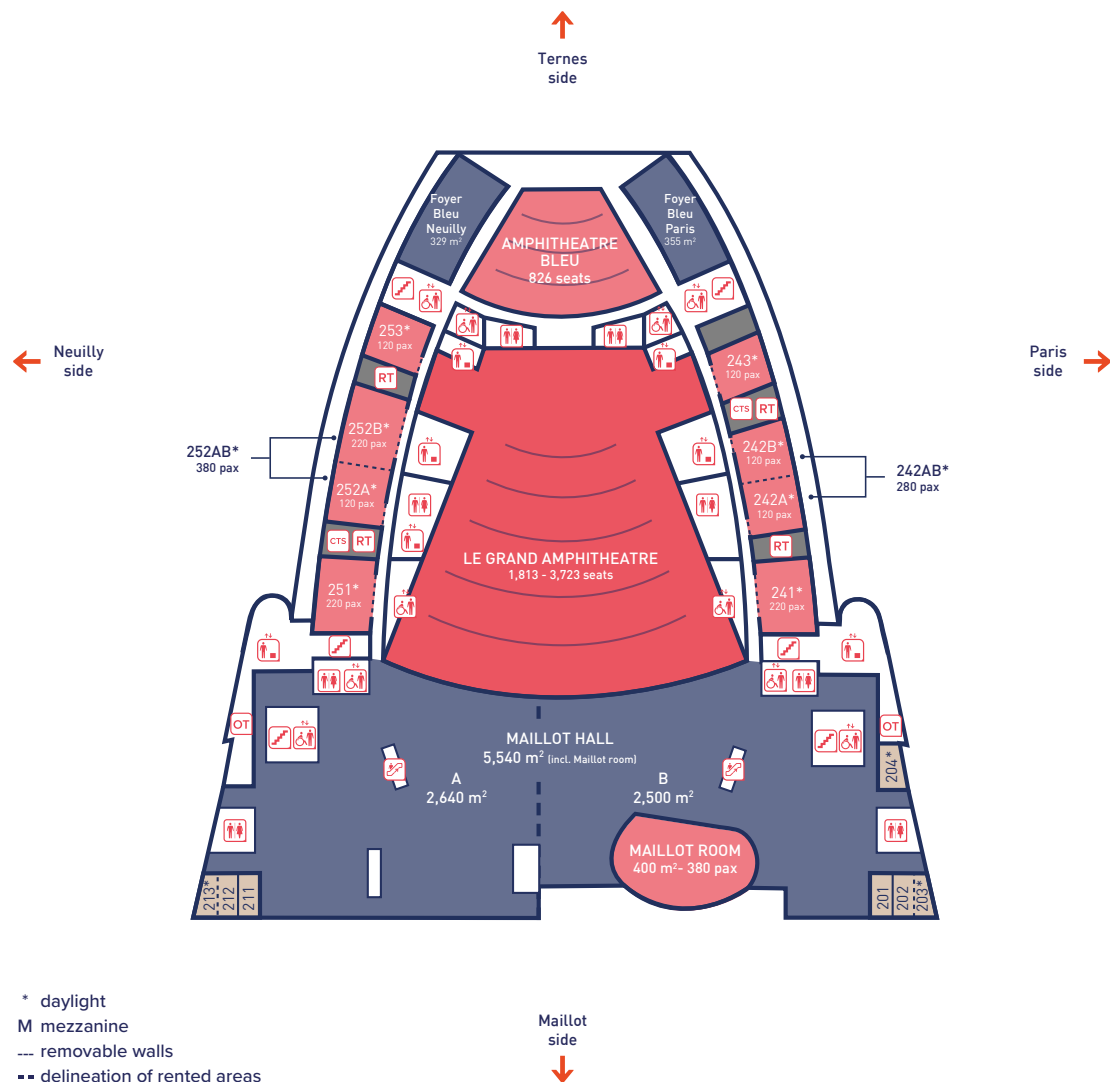
services





### III. Floor plans

#### Level 2



#### services



catering office



control booth



escalator



freight lift



interpreter booth



lift



rest area



stairs



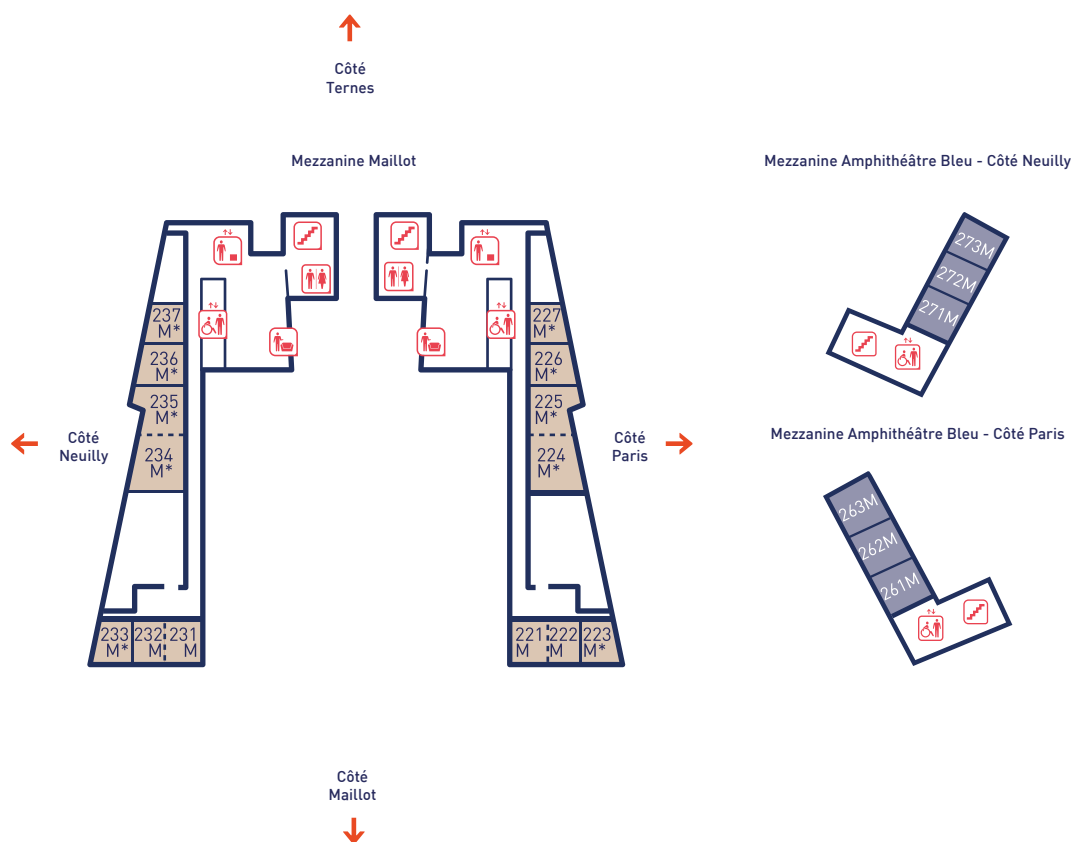
toilets



toilets

### III. Floor plans

#### Level 2.5 - Mezzanine



- \* lumière du jour
- M mezzanine
- cloisons amovibles
- délimitation locative

services



aire de repos



ascenseur



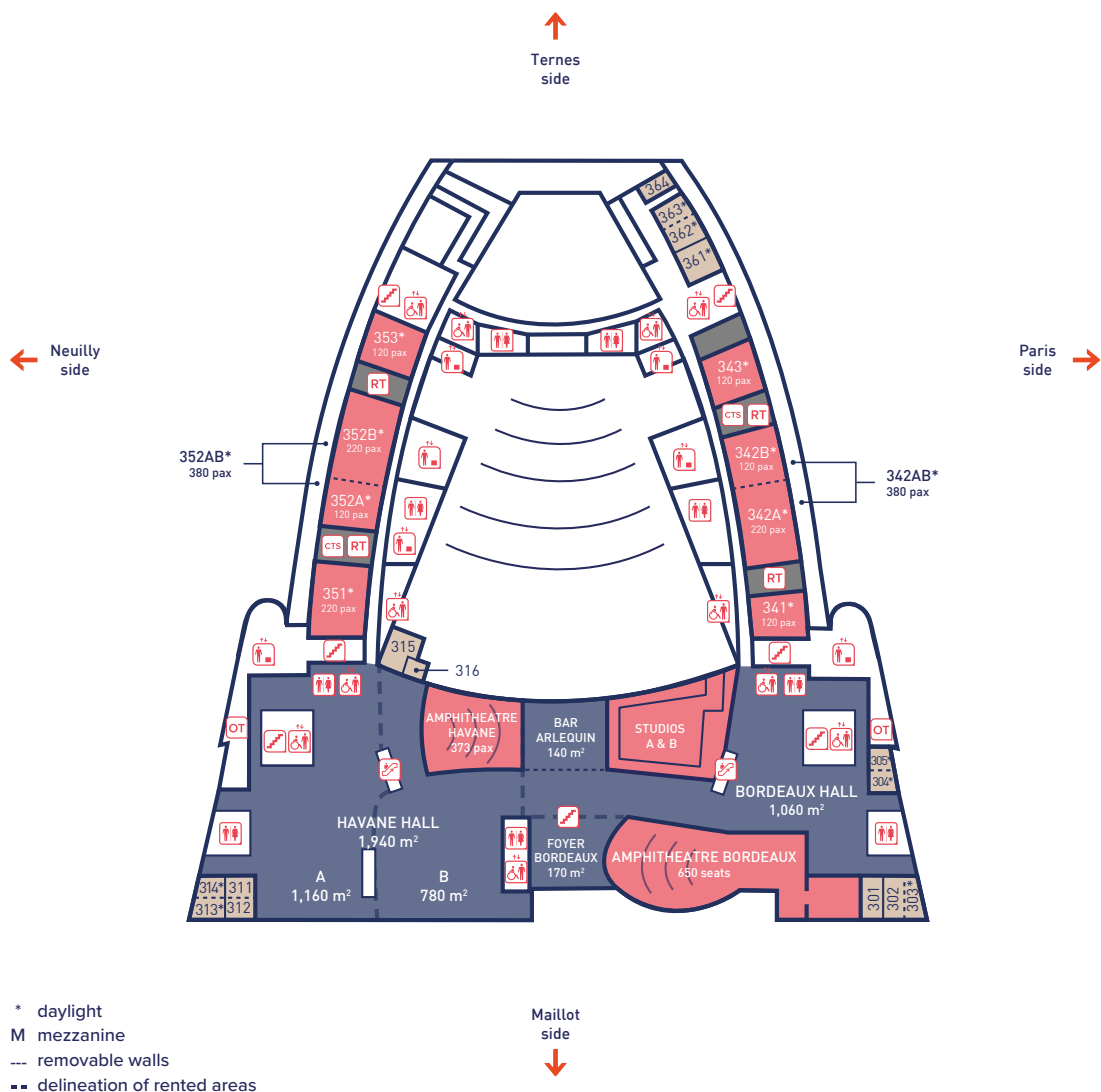
escaliers



monte-charges

### III. Floor plans

#### Level 3



#### services



catering office



control booth



escalator



freight lift



interpreter booth



lift



rest area



stairs



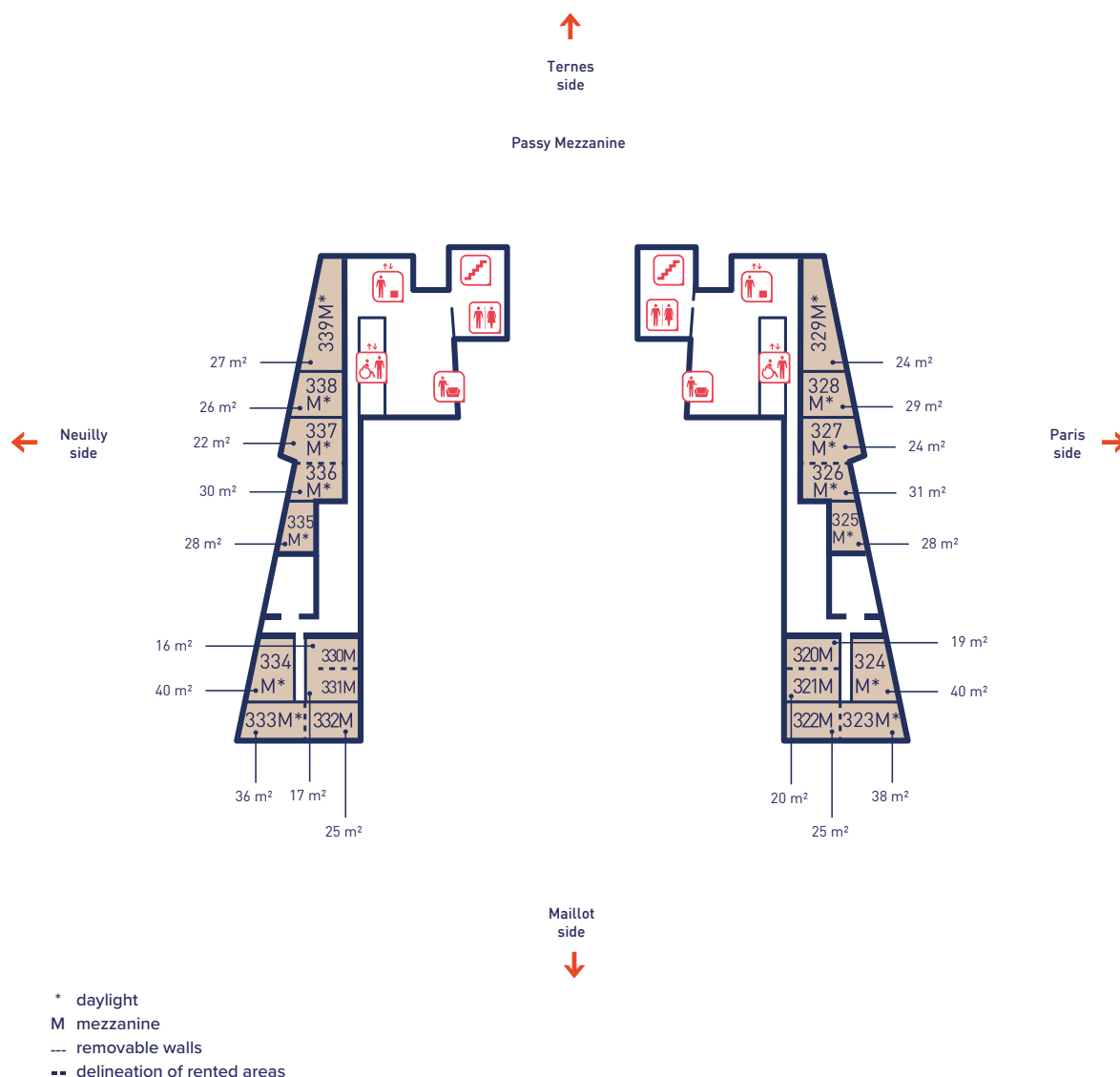
toilets



toilets

### III. Floor plans

#### Level 3.5 - Mezzanine



services



## IV. General technical specifications

						CAPACITÉ* CAPACITY			
		NIVEAU LEVEL		SURFACE (m²) AREA (sqm)	HAUTEUR MAX. SOUS PLAFOND MAX. CEILING HEIGHT	THÉÂTRE THEATRE	CLASSE CLASSROOM	COCKTAIL RECEPTION	REPAS ASSIS SIT-DOWN DINNER
Amphithéâtre Auditorium	Le Grand Amphithéâtre	1		–	–	3,723	–	–	
Hall d'exposition Exhibition hall	Ternes	1		2,300	3 m	–	–	2,300	
Hall d'exposition Exhibition hall	Paris	1		1,050	3 m	–	–	1,100	
Hall d'exposition Exhibition hall	Neuilly	1		1,050	3 m	–	–	1,100	
Hall d'exposition Exhibition hall	Passy	1		4,740	3 m	–	–	4,940	
Salle de conférence Conference room	Passy	1		200	3.70 m	165	92	200	
Amphithéâtre Auditorium	Bleu	2		–	–	826	–	–	
Halls d'exposition Exhibition halls	Foyers de l'Amphithéâtre Bleu	2		440	3 m	–	–	348	
Hall d'exposition Exhibition hall	Maillot	2		5,140	3 m	–	–	5,540	
Salle de conférence Conference room	Maillot	2		400	4.10 m	380	184	400	
Amphithéâtre Auditorium	Bordeaux	3		–	–	650	–	–	
Amphithéâtre Auditorium	Havane	3		–	–	373	–	–	
Hall d'exposition Exhibition hall	Bordeaux	3		1,060	3 m	–	–	1,060	
Hall d'exposition Exhibition hall	Havane	3		1,940	3 m	–	–	1,940	
Salles de réunion Meeting rooms		TOUS ALL		10 à 82	–	4 à 80	4 à 42	–	–
Salles de conférence Conference rooms		1, 2, 3		130 à 325	–	95 à 1,128	40 à 204	–	–
Salon d'Honneur		5		150	3.70 m	88	50	150	

## V. Use of the concourse

No signage or installations of any kind are permitted on the Palais des Congrès de Paris's concourse..

### B – OPENING HOURS AND GETTING HERE

#### I. Opening hours

The Palais des Congrès de Paris is open from 7 am to 11 pm, seven days a week.

When an event is underway, the site's accessibility, and each space's opening hours, are adapted to your event, based on the schedule set out in the hire agreement.

The Boutiques du Palais shopping centre is open:

- From 10:30 am to 7:30 pm, Monday to Saturday
- From 11 am to 7 pm on Sunday

The UGC multiplex cinema is open from 10 am to 12:30 am

Please note that the Palais's Fire Safety Control Centre is on duty 24 hours a day, seven days a week.

## II. Getting to the Palais des Congrès de Paris (provisional map)

### ADDRESS

Palais des Congrès de Paris  
2, place de la Porte Maillot  
75017 Paris



### PUBLIC TRANSPORT

- 🚇 Line 1, Porte Maillot-Palais des Congrès station
- 🚌 Lines PC, 82, 73, 43 and 244
- 🚆 Line C, Neuilly-Porte Maillot - Palais des Congrès station



### PASSENGER VEHICLES / DELIVERIES

- From the A1, A4, A6, A10 and A15 motorways: drive in the direction of Paris, get onto the Périphérique Ouest (ring road), take the Porte des Ternes exit.
- From the A3, A13 and A14 motorways: drive in the direction of Paris, get onto the Périphérique Sud (ring road), take the Porte Maillot exit.



An underground car park with nearly 1,500 spaces gives direct access to the Palais des Congrès.



### FROM PARIS-CHARLES DE GAULLE AIRPORT

33 min: Bus Direct\* coaches (green line)  
By car: 25 minutes

### FROM PARIS-ORLY AIRPORT

55 min: Bus Direct\* coaches (red line) + Bus no. 73  
By car: 25 minutes

\*Bus Direct coaches: arrivals/departures every 15 mins.

### Horaires d'ouverture

### du Palais des Congrès de Paris

De 7h à 22h30 tous les jours

Palais des Congrès de Paris opening hours

From 7am to 10.30pm daily

### accès / access



métro  
subway



bus  
bus



RER  
RER



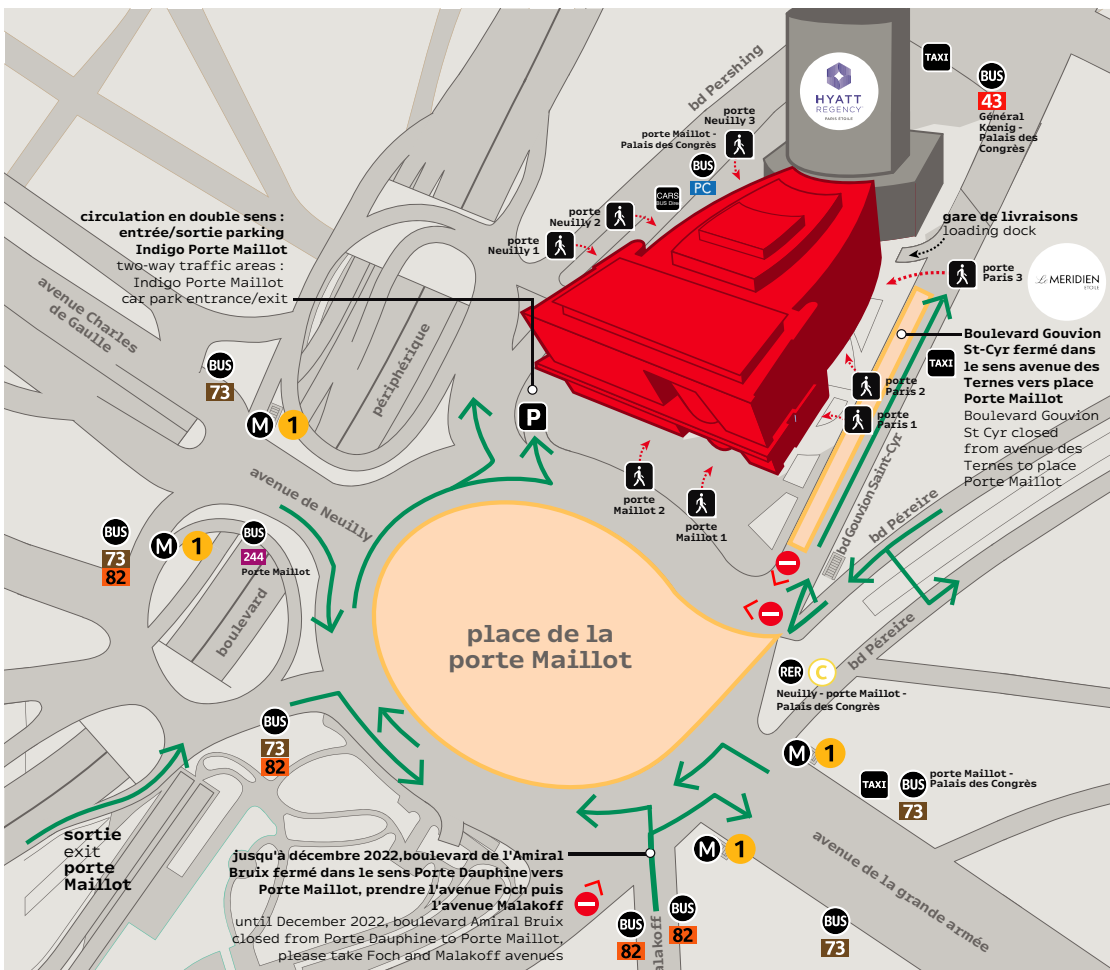
cars bus direct  
bus direct coaches



taxi  
taxi



zone en travaux  
work area



### USEFUL TIP

The area surrounding the Palais des Congrès de Paris is being transformed into a multimodal transport hub. As a result, works on the RER E regional train station and the T3b tramway have altered traffic patterns. Use our online route planner to find the best way to get here: [www.palaisdescongresdeparis.com](http://www.palaisdescongresdeparis.com)

### III. Vehicle entrance and parking

The regulations governing vehicle movements and parking within the Palais des Congrès de Paris have been designed to facilitate entry and optimise traffic flows, in complete safety and in compliance with the rules in force.

Entry, movement and delivery of goods within the site and at the loading dock are limited to vehicles and/or persons connected to the activities of the Palais des Congrès de Paris or those that are duly authorised to enter the site.

### IV. Restrictions

Fire safety-related restrictions are given in the Safety Specifications. However, this section summarises the restrictions concerning the use of hazardous materials and access to the site:

- The use of LPG-powered forklifts and electric pallet trucks is prohibited in all areas of the Espace Grande Arche, except the loading dock
- Pedestrian areas, including the goods lift access ramps are off-limits to all motor vehicles, handling equipment, two-wheeled vehicles (including motorcycles, mopeds, bicycles, scooters) and any other means of transport
- Parking in the vicinity of the Palais des Congrès de Paris's entrances is strictly forbidden.
- The presence of hazardous, toxic, flammable and combustible, explosive or radioactive materials in the Palais des Congrès de Paris is prohibited without the express approval of Viparis

# LOGISTICS

//////////

Safety is everyone's business. Our logistical regulations are intended to keep the site safe and secure.

To save time, keep everything moving efficiently and ensure the safety of both people and goods, they describe the conditions for supplies, deliveries, vehicle traffic, and loading and unloading within the Palais des Congrès de Paris.

They guarantee that the site's various users – whether permanent staff or temporary visitors – can work or visit under optimal conditions, and in complete safety.

## A – VEHICLE ACCESS BY TYPE

### I. Passenger vehicles, light commercial vehicles (height not exceeding 2.60 m) and HGVs (height not exceeding 4.2 m)

All HGVs delivering goods and materials must enter the Palais des Congrès de Paris site at 60 Boulevard Gouvion Saint-Cyr, 75017 Paris.

### II. Coaches

Under the provisions of the French Highway Code, coaches and other means of group transport are not allowed to drop off passengers along Paris's no-stopping zones («axes rouges»). The Pershing–Porte Maillot terminal can accommodate coaches. Please contact your Project Manager to reserve parking spaces.

### III. Material handling equipment

The provisions of the French Highway Code govern the movement of handling equipment on-site and when making deliveries.

Loading and unloading are prohibited along the Palais des Congrès de Paris's entry and exit lanes. Vehicles must be equipped with lights and signalling devices in compliance with the standards and regulations in force for motor vehicles and battery-powered ride-on industrial trucks. Users are fully responsible for checking that vehicles comply with standards in force and are maintained in good working order. Drivers must be in possession of a forklift driver's licence and must be able to show it upon request. Handling equipment must clearly display the name of the company operating it.

Equipment can be parked in a dedicated area, subject to availability. At the event's end, equipment must be returned within the hours set out in the contractual schedule. A safety vest and personal protective equipment (PPE) must be worn.



## B – SUPPLIES AND DELIVERIES

### I. Parking and occupation of public property

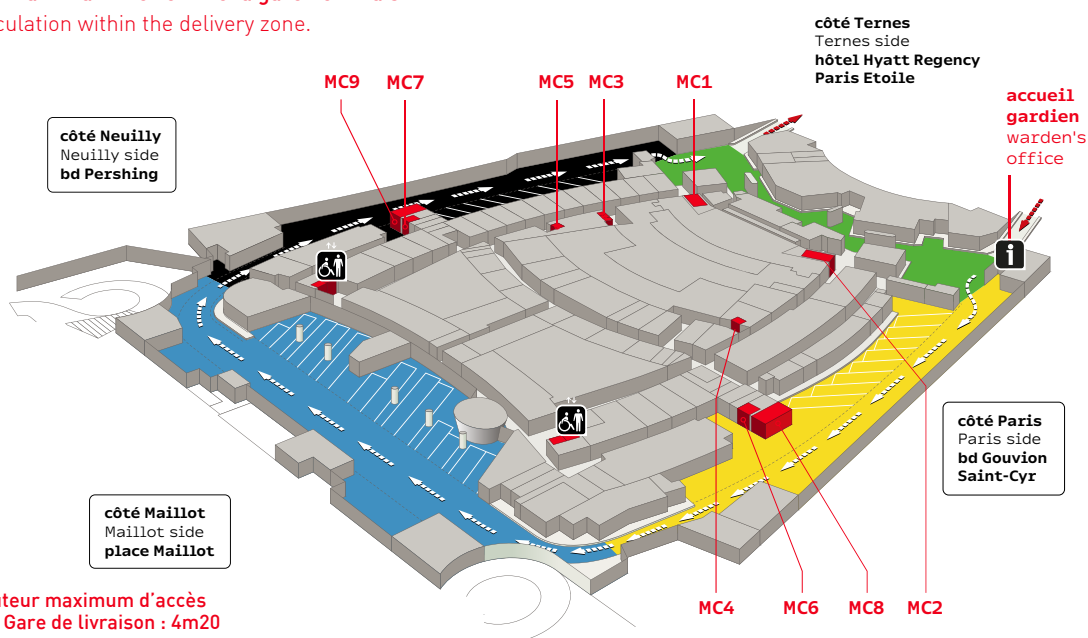
If you need to use regulation areas, or a public parking zone in the vicinity of the Palais des Congrès de Paris for HGVs, coaches, television vans, etc., you must submit a request to your Project Manager.

On receipt of your request, we will submit and follow up on an occupancy application to the Roadway Department of the Paris's 17th arrondissement City Hall.

### II. Delivery access

#### Circulation à l'intérieur de la gare de livraison.

Circulation within the delivery zone.



Hauteur maximum d'accès  
à la Gare de livraison : 4m20

Maximum height for access to  
delivery dock: 4.2 metres

56, boulevard Gouvion St Cyr 75017 Paris  
Gps : 48.880399, 2.285029

#### services



lift



information

#### 4 loading zones to manage traffic in the delivery area



### III. Logipass: Viparis's access management system

For security reasons, the Customer must be able to provide real-time data about vehicles present at the loading dock (registration number, name of driver, company and contact details).

To do so, requests for vehicle access can be submitted via Viparis's online registration system at <http://logipass.viparis.com>

The Customer must, no later than one month prior to the event, provide a schedule that includes:

- The exact dates and times of the event's various phases (setup, opening hours, dismantling)
- Entry needs, broken down by phase and type of vehicle
- The contact details of services providers
- Any special vehicles expected (by derogation)

Any vehicle that has not been registered using Logipass may be turned away.

Drivers who exceed their parking time-slot will be fined.

Compliance with these rules is essential in order to keep the site running properly.

Based on this data, Viparis configures the Logipass system, which assigns time-slots to each vehicle. Before arriving at the site, the driver (or the person requesting access) must print out a badge that indicates the licence plate, driver's name, company name and the assigned time-slot. This badge must be affixed to the windscreen of the registered vehicle.

Viparis reserves the right to adjust these time-slots in real time, based on the number of parking slots actually available.

## PLEASE NOTE

### MONITORING LOADING DOCK PARKING TIMES

#### As of 1 September 2019

- Vehicles that have not been registered with the Logipass website ([logipass.paris.com](http://logipass.paris.com)) will be assigned shorter parking times than other vehicles.
- A fine will be imposed on vehicles that exceed the authorised parking period. This fine must be paid by credit card on the Logipass website.
- Vehicles not in compliance with Viparis's in-house regulations will be refused entry.

Type of vehicle	First violation	Second violation(after a minimum 4-hour interval)
Passenger vehicle	50€	200€
Light commercial vehicle < 3,5t		
HGV	100€	500€

#### IV. Loading dock

Access to the loading dock is organised by the Customer and Viparis based on needs and on the hire schedule as defined in the hire agreement.

Deliveries are limited to 2 hour for light commercial vehicles and 4 hours for HGVs. For organisational purposes, however, the Organiser may specifically request exceptions to this rule. To property organise these exceptions, requests must be made sufficiently in advance of the event. The Customer/ Organiser and/or Viparis may change the length of the time-slot. The loading dock is for the delivery of goods only, and may not be used for parking.

During their time at the loading dock, and during entry and exit, drivers and handlers must maintain visual contact with their goods and must immediately report any irregularities to the Viparis employee present at the dock.

Exhibitors, drivers and all other individuals involved are reminded that no parking place may be privately allocated. Exemptions from this rule must be the subject of a specific request by the Organiser. Requests must be submitted no later than one week prior to the event. These requests require use of the Logipass system, under the heading «requests for extended access». Viparis reserves the right to approve or deny such requests.

Owners or operators of vehicles and/or trailers must, at the request of Viparis staff or its representatives, move them immediately. Storage of equipment such as scaffolding, lifting platforms, ladders, forklifts, etc. is strictly prohibited.

#### V. Access to the spaces

Deliveries to the Palais des Congrès de Paris's spaces must be made using the designated goods lifts.

Any use of goods lifts 1, 2, 8 and 9 requires the presence of a Viparis lift operator.

A schedule for using the goods lifts will be drawn up between Viparis and the Customer based on the hours listed in the hire agreement.

Any use of the goods lifts outside the hire schedule is subject to authorisation and may incur surcharges.

	DIMENSIONS	ACCESSIBLE LEVELS	MAXIMUM LOAD
	Height x Width x Depth of Doors		
GOODS LIFT 1	235 x 260 x 760 cm	Levels -2, -1, 0, 4, 1 and 3.5 (Neuilly side)	4,000 kg
GOODS LIFT 2	235 x 260 x 770 cm	Levels -3, -2, -1, 0, 1, 2 and 3 (Paris side)	4,000 kg
GOODS LIFT 3	200 x 230 x 160 cm	Levels -2, -1, 0, 1, 2, 3 and 4 (Neuilly side)	2,500 kg
GOODS LIFT 4	199 x 090 x 130 cm	Levels 2, -1, 1.5, 2, 2.5, 3, and 3.5 (Paris side)	600 kg
GOODS LIFT 5	199 x 090 x 130 cm	Levels -3, -2, -1, 1.5, 2, 2.5, 3, and 3.5 (Neuilly side)	600 kg
GOODS LIFT 6	210 x 220 x 280 cm	Levels -3, -2, -1, 0, 3, 1 and 5 (Paris side)	4000 kg
GOODS LIFT 7	208 x 210 x 269 cm	Levels -2, -1, 0, 4, 1, 5 and 3.5 (Neuilly side)	4000 kg
GOODS LIFT 8	220 x 260 x 680 cm	Levels -3, -2, -1, 0, 1, 2, 3, 0 and 5 (Paris side)	11,000 kg
GOODS LIFT 9	220 x 260 x 680 cm	Levels -2, -1, 0, 1, 2, 4, 4, 5 and 3.5 (Neuilly side)	11,000 kg

## C - LIABILITY

Use of the public roadway is governed by the General Order of 1 June 1969, the key articles of which are given in the Appendices.

Viparis may not, under any circumstances, be held liable for damage to vehicles resulting from inclement weather (rain, frost, snow, floods, etc.) or the carelessness of other drivers. The Palais des Congrès de Paris may not be held liable for any damage, accidents or theft of any kind whatsoever which may occur to vehicles – or any equipment or items left inside or stowed outside them – when they are entering, exiting or parked within the site.

In addition, drivers are requested to report accidents and damage – whether or not they are at fault – to the Palais des Congrès de Paris's safety department.

### **Entry for service providers and their vehicles**

Anyone entering the site must familiarise themselves with the Palais des Congrès de Paris's main technical aspects, which are posted at the entrance.

Any person whose vehicle is not on the approved list will be asked to leave the site immediately.

Vehicle and trailer owners must ensure that their vehicles are insured and in compliance with regulations.

They may be denied access if the vehicle's condition presents a danger to others or to the surroundings.

# SAFETY AND SECURITY

## A – OVERVIEW OF SAFETY MEASURES

The provisions relating to safety rules, which event organisers must apply at the Palais des Congrès de Paris, are set out in a specific document entitled «Safety Specifications».

These specifications, which have been validated by the relevant administrative authorities, are intended to define and assign the obligations and liabilities of each of the parties involved in holding trade shows, exhibitions, conventions, conferences, congresses and other events of a temporary nature.

Any user of the Palais des Congrès de Paris site must, under penalty of legal action, fully comply with the provisions of the safety regulations in force. The Customer is responsible for complying with all safety rules relating to installations at his or her event, as well as with rules relating to the protection of goods and persons from the beginning of setup to the end of the dismantling period.

## B – SAFETY MANAGEMENT

The Palais des Congrès de Paris is a Category 1 Public Access Building. As such, it has a fire safety service, specific technical and safety facilities and a Fire Safety Control Centre.

### I. Human resources

The Fire Safety Service is under the responsibility of a Safety Manager. There are always two fire safety managers and two fire safety officers on duty. Depending on events taking place and the areas open to the public, the team may be expanded by up to one additional manager and five additional officers.

Please see the Safety Specifications for a description of the safety team that the Organiser must provide.

Coordination of the safety and security teams is handled by an Operational Coordinator.

### II. Fire safety facilities

The Palais des Congrès de Paris shall provide the Customer with a certain number of fire safety facilities and equipment. The principal fire safety resources are as follows:

- A Category A fire safety system with comprehensive automated fire detection
- A fire sprinkler system
- Fire hose reels
- 9 dry risers
- Fire extinguishers that correspond to various risks

The Customer must allow unrestricted access to all such safety equipment and must not interfere with their proper operation. In addition, the Customer must not obstruct fire safety signage. If it becomes obstructed, it is the Customer's responsibility to restore its visibility

Moreover, the Customer must ensure that the emergency exits for the general public remain unobstructed at all times and that no obstacle exists that could prevent or impede their evacuation.

## C – OVERVIEW OF SECURITY MEASURES

### I. Security management

The Palais des Congrès de Paris has a security service and a Central Security Station.

#### Human resources

Under the leadership of a Security Manager, the service consists of a Team Leader, a CCTV operator based at Paris expo Porte de Versailles and three 2-person intervention teams. The service is on duty when the Palais is open to the public.

Coordination of the safety and security teams is handed by an Operational Coordinator.

#### Security equipment

The Palais des Congrès de Paris has a network of video surveillance cameras, anti-intrusion detectors and portable metal detectors.

### II. Hired spaces - access conditions

The Customer shall have the primary responsibility for security within the area dedicated to his or her event and its surroundings (Guidelines: «Gérer la sûreté et la sécurité des événements et sites culturels» [Managing safety and security of cultural events and sites] - April 2017.

Throughout the entire period of occupation (from the date and time of entry to the date and time of exit from the premises as recorded in the aforementioned official reports), security services are mandatory and at the Customer's expense in every area of the Palais des Congrès de Paris that is the subject of the hire agreement. The Customer must ensure the supervision and protection of the hired premises and the property located therein but – under his or her sole and full responsibility – may decide not to guard spaces used only as meeting rooms, amphitheatres or offices, provided that these spaces do not contain any equipment or material likely to be damaged or stolen.

The Customer's choice of security service provider must be approved by the CNAPS (National Council

for Private Security Activities). Its employees must be in possession of valid private security agent credentials as well as company badges allowing them to be identified.

The Customer shall be responsible for the arrival and departure of both personnel and equipment at all times of the day and night. Viparis may not be held liable in the event of theft or other criminal acts in the spaces made available to the Customer.

General security services are provided by the Palais des Congrès de Paris's Safety Department, which reserves the right to remove any person whose attitude or behaviour is deemed to be incompatible with the quality of the establishment or who refuses to follow the staff's instructions.

### III. Procedure

The Customer, via the security provider he or she has selected, must implement security and operational procedures that satisfy the following criteria:

- Coordination of the various security measures between the site and the service provider
- Shared radiocommunications
- Application of the Site's crisis management guidelines where necessary.

In the event of a visit by VIPs, the Customer undertakes to put in place all necessary measures in cooperation with the police and the Palais des Congrès de Paris's security department. In the event of a visit by, or the presence of, a VIP during an event, or if the knowledge of possible disturbances to public order requires installation of a particular security device in the hired premises and their surroundings (in particular the site's common areas), the latter shall be the Customer's responsibility in liaison with the police services. In such cases, it is understood that the Customer shall inform Viparis in advance.

#### IV. Monitoring and security

Viparis provides surveillance and vehicle checks for the Palais des Congrès de Paris's loading dock. It is the Customer's responsibility to monitor and safeguard the hired premises.

Specifically, the Customer must monitor these premises at all times of the day or night and throughout the period covered by the hire agreement, including when the event is open to the public, as well as during setup and dismantling.

To monitor the arrival and departure of both personnel and equipment, surveillance during the setup and dismantling periods is mandatory.

The Client undertakes to comply with any legally-mandated safety requirements relating to the premises and the equipment made available to him or her.

Since Viparis is only obliged to provide the Customer with general surveillance of the complex, it cannot be held liable in the event of theft or any other criminal acts in the spaces made available to the Customer.

The Customer must obtain a list of the names of security staff who will be present on site from the security company he or she has selected and provide it to Viparis. All persons working on site under the Customer's responsibility must wear a badge identifying the name of the event for which they have been employed.

#### V. Checkpoints

The Customer shall be fully responsible for the entrances to his or her event. All persons working on site under the Customer's responsibility must wear a means that identifies them and event for which they have been employed.

Throughout the period of occupation of the premises, the Customer shall be responsible for setting up checkpoints at the event's entrances. The Customer shall be fully responsible for his or her equipment.

These checkpoints must make it possible to prevent unauthorised items, as well as food and beverages that have not been declared in advance, from being brought into the hired spaces.

# GENERAL TERMS AND CONDITIONS OF OCCUPATION



## A – ENTRY INTO THE PREMISES

### I. -Inventory

Your project manager will contact you to confirm whether your event will be subject to an inventory or not. Before the start of setup, as well as at the end of the dismantling period, the Customer and Viparis shall carry out a joint inventory.

In the event that the Customer and his or her representative is absent at the date and time established by the Palais des Congrès de Paris's management, the inventory carried out by Viparis shall be binding on all parties. If, for any reason whatsoever, it is not possible to carry out an inventory prior to entry into the premises, it will be replaced by the previous Customer's exit inventory, which shall be jointly binding.

Every hired space shall be subject to this procedure. Any damage observed during an event attributable to the Customer directly or to his or her service providers shall be the responsibility of the holder of the hire agreement, who shall agree in advance to settle the cost of repairs.

In the event that the Customer wishes to be represented, he or she must specify this in advance in writing to Viparis for it to be considered as a transfer of responsibility.

If, on the date and time set for the inventory, the Customer has not settled any and all outstanding amounts owed to Viparis, or if he or she has not provided Viparis with the information and/or

documentation that he or she undertook to provide prior to the entry into the premises, or if he or she has not fulfilled any of his or her obligations, Viparis shall reserve the right to prohibit access to the spaces to the Customer and to any person acting on his or her behalf until such time as the Customer has completely fulfilled all of his or her obligations. In addition, the Customer shall bear any and all direct and/or indirect costs that such a postponement may cause to Viparis as well as any claims of any third party.

The purpose of the entry inventory is to check that the spaces made available are in good working order. To this end, an official report, drawn up jointly and in duplicate, shall list any damage observed. The representative of each party shall keep one original copy signed by the representative of the other party.

Unless otherwise stated in the official report, the spaces shall be deemed to have been made available to the Customer in good working order. It is hereby stated that the Customer shall only be given access to the site from the date of entry into the premises. The pre-event meetings and inventories shall be used as the basis for determining any work required to restore the site to its original condition and establish any associated costs.



## II. Occupation of the premises

Generally speaking, the Customer shall undertake to arrange and to use the hired spaces solely for the purpose of setting up, operating and dismantling an event, in accordance with regulations applicable to this type of occupation and with instructions provided to him or her that shall be included, where applicable, in the hire agreement's technical appendix.

To this end, the Customer shall refrain from undertaking or commissioning any activity, and from operating or ordering any equipment to be operated, which is likely to disturb the peaceful occupation of the premises adjacent to those made available to him or her. The Customer shall specifically ensure that his or her event does not interfere with the orderly functioning of other events or with the work of the staff of the companies present within the Palais des Congrès de Paris. Similarly, the Customer shall refrain from carrying out or delegating the installation of any structure that is likely to impede the proper functioning of safety equipment or hinder access to the premises, in particular by fire safety teams.

The Customer undertakes to not carry out any work of any kind whatsoever in the hired spaces, and in particular:

- Any drilling, modification or creation of structures
- Any changes in layout or any construction (except for stands)
- Any demolition or removal, including of decorative elements, air conditioning, and electrical or electronic installations
- Any drilling or destruction of any part of the facade, roof, flooring, ceilings and suspended ceilings, walls, partitions, tiling, vaults or pillars. Where appropriate, if the Customer still wishes to carry out such work, he must first submit a request to Viparis, which shall retain the right to refuse.

The Customer undertakes to inform Viparis without delay of any damage or deterioration to the hired spaces and, if necessary, to allow Viparis to access the premises to make the necessary repairs or to implement any protective measures.

The Customer undertakes to allow unrestricted access to the hired spaces by any member of the Palais des Congrès de Paris's security and safety teams, any person in possession of a Viparis badge, Viparis's technical and operational staff and any administrative or judicial authority.

To facilitate the preparation and functioning of the event, the Customer is encouraged to provide his or her staff, and any person on the site employed by him or her, with an identification badge.

Members of the public must have free access to the doors to the halls at all times while on the premises.

Signs in white letters on a green background are prohibited, as these colours are reserved exclusively for «emergency exit» signs.

The doors' colours may not be changed.

Occupation of the hired spaces must come to an end at the time and date stipulated in the hire agreement. The Customer may, however, be granted an extension, provided that it does not interfere with the preparation or functioning of upcoming events. This extension must be requested and granted in writing. Any additional hours will be invoiced on the basis of the current rates for the premises in question. In the absence of such authorisation, Viparis shall be entitled to evacuate the spaces without prior notice. Any court costs, in particular those of a bailiff, shall be borne by the Customer. This provision does not deprive Viparis of the right to claim, where applicable, compensation for improper occupation of the premises. Similarly, the Customer may only have access to the spaces and entrances that have been allocated to him or her. Unauthorised occupation of other spaces or additional spaces will be automatically invoiced as a supplementary hire.

## B – CUSTOMER OBLIGATIONS

For the proper performance of the Agreement, the Customer undertakes to provide Viparis with the following information and documents:

- A detailed programme of the event and its opening hours
- For trade shows, a floor plan of the stands and a list of exhibitors

These elements must be submitted no later than:

- For trade shows, forty-five (45) days prior to the opening date, with an updated version submitted no later than ten (10) days prior to the opening date
- For congresses and conventions with more than one hundred (100) attendees, thirty (30) days prior to the event
- For congresses and conventions with fewer than one hundred (100) attendees, seven (7) days prior to the event

The Customer undertakes to provide Viparis, prior to distribution, with the «Exhibitor's Guide» that he or she has had prepared for the event and to take into consideration any comments by Viparis concerning this document, in particular any comments relating to the use of the hired spaces and the services made available by Viparis and/or its service providers.

He or she must also clearly indicate the deadline for exhibitors placing orders with Viparis for services, as indicated by Viparis.

The Customer shall be liable for any dispute with any third party arising from the drafting or distribution of the «Exhibitor's Guide». Since the design and production of the Guide is his or her sole responsibility, Viparis cannot in any way be held liable on these grounds.

The Client undertakes to provide Viparis with fifty (50) invitations to the event free of charge.

During the entire occupancy period, Viparis may show potential customers around the spaces included in the Agreement, with the understanding that Viparis shall notify the Customer in advance.

The Management of the Palais des Congrès de Paris and/or the Viparis Sales Department shall reserve the right to refuse the installation in the case that it differs significantly from the initial proposal (in terms of floor space used, height of installations, materials used, or if the setup/ dismantling schedule conflicts with other events taking place on site before, during or after the event in question).

Upon receipt of the proposal, the Management of the Palais des Congrès de Paris or the Viparis Commercial Department shall reserve the right to reclassify it, either in terms of the nature of the event or in terms of the surface area.

## C – SETUP AND DISMANTLING

### I. General terms and conditions

The entrances, corridors and spaces used to transport materials from the loading docks to the event locale must be protected via:

- The use of trolleys and other handling equipment with rubberised tyres
- The use of temporary load distribution flooring
- A resistant coating to prevent punctures

Any use whatever of adhesives, nails, pins and staples in the walls, vertical partitions and floors of the Palais des Congrès de Paris is strictly forbidden.

### II. The Level 4 terraces

Under certain conditions, the Level 4 terraces can be used as loading docks.

These areas have a load-bearing capacity of 500 kg/m<sup>2</sup> provided that the user first lays down synthetic non-deformable distribution plates that are at least 15 mm thick.

These plates should be sized so that they can be delivered using goods lifts 6 and 7 (2.6 m x 2.1 m).

## D – EXITING THE PREMISES

The Customer undertakes to pay Viparis, upon request, the sums invoiced by Viparis for repairing any damage noted in the official exit report. The cost of repairing any damage or deterioration observed shall be determined on the basis of the rate schedule in force on the day the premises are occupied. Any other work shall be subject to quotes. The Customer shall expressly undertake to not challenge the cost of this work unless it can be proved that it does not correspond to normal market prices, taking into account the time constraints in carrying out work to restore the spaces to their original state.

## E – ALTERNATING HIRES

Viparis hereby informs the Customer that the hire of the Grand Amphitheatre or the Bordeaux Amphitheatre includes adjoining spaces (dressing rooms, offices, lobby, etc.). These spaces are listed in the hire agreement.

Viparis also states that that the spaces hired by the Customer (amphitheatres and adjoining spaces) may also be made available to another customer for a different event on the same days, **at times other than those stipulated in the agreement.**

As a result, the Customer undertakes to dismantle any and all installations that may be present in the so-called “public” spaces and to leave the spaces listed below free of all installations:

- In the Grand Amphitheatre: the entire volume of the stage extending from the apron to the line of batten no. 6, for a total depth of 8.57 m.
- In the Bordeaux Amphitheatre: the entire volume of the stage starting from the apron, for a total depth of 6.4 m.

Installations shall be dismantled by the Customer within the time-frame stipulated in the hire agreement. Failing this, they will be dismantled by Viparis at the Customer’s own expense and risk.

It is hereby stated that, as an exception to the above, lighting installations for the Customer’s

event that are suspended from the amphitheatre’s own structures within the volume shared with other events shall be allowed to remain, on the formal condition that they do not interfere in any way with the lighting installations required for other events.

Viparis hereby informs the Customer that the hire of the Grand Amphitheatre or the Bordeaux Amphitheatre includes the adjoining spaces (dressing rooms, offices, lobby, etc.).

The offices and dressing rooms are listed in the hire agreement and shall, prior to the event, be shared between customers in such a way as to enable alternating events to be held in the amphitheatre without affecting the adjoining spaces assigned to the organisers.

## F – REGULATIONS

### I. -Health and Safety Manual

Viparis’s comprehensive system for monitoring and limiting environmental impacts goes beyond its legal and regulatory obligations.

As part of this, the Customer acknowledges that he or she is fully aware of the existence of a «Health and Safety Manual», provided by Viparis, that can be consulted upon request. The Manual contains documents certifying:

- The identification, in accordance with the regulations in force, of materials and products that are likely to contain substances whose use is prohibited by law, such as asbestos (compilation of the Asbestos Technical File)
- Water and air analyses (for legionella, dust, bio-contamination, etc.), lead exposure risks, and so forth

The Customer expressly acknowledges that the content and accuracy of technical documents issued by any organisation, advisory body, expert or third party and comprising the Health and Safety Manual are not warranted by Viparis and/or its representatives, such documents being binding only on their authors.

# OUR SERVICES

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Viparis can offer you a wide range of services.

Glossary: **Approved service provider:** one of Viparis's partner service providers

**Exclusive services:** these are services that the Customer must order from Viparis or one of Viparis's approved service providers

**Mandatory services:** these are services that the Customer is obliged to order.

**Optional services:** these are all the services that are not exclusive, you are free to choose your service provider.

In the case of non-exclusive services, the Customer shall be responsible for the premises made available to its service providers (offices, cloakrooms, etc.).

PRESTATIONS	EXCLUSIVE	MANDATORY	OPTIONAL
RECEPTION			X
CLOAKROOM			X
SIGNAGE			X
ADHESIVE SIGNAGE/TARPAULINS	X		
FIRST-AID STATION			X
AUDIOVISUAL			X
SAFETY COSTS		TYPE T	
CONCIERGE SERVICES			X
FLORAL DECORATION			X
INTERNET, NETWORKS & TELEPHONY	X		
ELECTRICITY	X	X	
SLINGS	X		
CELLPHONE CHARGING STATIONS			X
COMPUTERS/PERIPHERALS			X
GENERAL INSTALLATIONS LEVELS 1/2/3			X
GENERAL INSTALLATIONS LEVEL 0	X		
WALKIE-TALKIE HIRE			X
OUTSOURCED LOGISTICS	X	X	
HANDLING SERVICES			X
FURNITURE			X
CLEANING	X	X	
PIANO TUNING			X
PREVIEW			X
SECURITY			X
CATERING	X		
WATER FOUNTAIN			X

## A – EXCLUSIVE SERVICE PROVIDERS

### I. Viparis

For the purposes of ensuring compliance with the regulations in force and as part of its overall remit in terms of safety, Viparis shall be the Customer's exclusive source for electricity, water, compressed air, wired telecommunications and Internet connections, computer networks and the routing of any cabling in the buildings' infrastructure.

In particular, the Customer may not intervene or have a third party intervene with respect to low- and high-voltage networks. Similarly, any installation of a wireless network (such as Wi-Fi, Wimax, Edge, etc.) is prohibited within the site without Viparis's express prior permission.

### II. Cleaning

In addition, given the operating constraints of the site's conference and exhibition areas and the need to maintain the premises in optimal condition for its various Customers, cleaning services shall be performed by an exclusive service provider. All facilities falling within these areas of exclusivity, as well as any related services as detailed in the service sheet(s) attached to the agreement, may only be operated by Viparis personnel, or those duly authorised by Viparis and under its supervision.

### III. Non-commercial food service providers

Viparis can provide you and your visitors with non-commercial food services (hereinafter referred to as «catering» providers) that are flexible and adaptable to your needs. Catering services are not paid for by the consumer (i.e. payable on invoice, no immediate payment). These services shall be subject to a fee based on the total cost of the services provided by the on-site caterer, including food services, personnel, decoration and hired equipment other than that hired by Viparis.

Food services may include coffee breaks, refreshments, drinks parties, buffets, lunches, catering for technical teams, snacks and lunch boxes, offered

by an organiser or exhibitor to his or her customers or employees either at a stand or within one of the site's rooms. Viparis can provide you with a complete list of accredited caterers, which shall be the only ones allowed to operate and serve on site. A list of these caterers is available in the Salles du Carrousel Organiser's Guide or on our website: <https://www.viparis.com/fr/site/palais-des-congres-paris/traiteurs>

### IV. Outsourced logistics

With the exception of events considered to be «trade shows» or «exhibitions», Viparis has, based on objective criteria (service quality and price of the services offered), approved companies specialising in logistics to perform the following services:

- Handling and storage of empty packaging
- Routing materials to and from the exhibition site via a remote logistics platform.

With regard to logistical services, the Client undertakes to use only the services of the accredited company, whose contact details will be provided by the Project Manager.

As part of the performance of the Agreement, Viparis undertakes to provide, in a timely manner, the approved service providers with the Customer's contact details such that they are able to offer, for the event in question, services that comply with all of the Site's organisational constraints and deadlines.

The Customer shall enter into agreements directly with the companies concerned and shall be personally responsible for any disputes or disagreements that may arise during the performance of said services. Under no circumstances may Viparis be held liable in this regard.

## B – APPROVED SERVICE PROVIDERS

Given the operating constraints of the Site's congress and exhibition spaces and the need to maintain the facilities made available to its various customers in optimal condition, Viparis has, based on objective criteria (service quality and price of the services offered), approved companies specialising in food service and catering.

For these type of services, the Customer undertakes to make exclusive use of the approved companies listed in the sales proposal.

As part of the performance of the Agreement, Viparis undertakes to provide, in a timely manner, the approved service providers with the Customer's contact details such that they are able to offer, for the event in question, services that comply with all of the Site's organisational constraints and deadlines.

The Customer shall enter into agreements directly with the companies concerned and shall be personally responsible for any disputes or disagreements that may arise during the performance of said services. Viparis cannot be held liable in any way in this regard.

## C – NON-EXCLUSIVE / OPTIONAL SERVICE PROVIDERS

For all non-exclusive or optional services listed in the table above, the Customer may engage the service providers of his or her choice, provided that they are able to prove that they have proven professional qualifications.

For services requiring special permits, the Customer must obtain said permits and be prepared to present them to Viparis upon request.

The Customer shall remain, in all cases, solely responsible with respect to Viparis and to third parties, for the service providers acting on his or her behalf, and shall be liable for the financial consequences of any physical, material or immaterial damage arising from the actions of said service providers.

### I. Commercial food services

The Customer is free to choose commercial catering activities (temporary restaurants with table service, bars, takeaway points of sale, etc.), whose products are sold within the Palais des Congrès de Paris and are paid for by the end consumer.

These activities, which are subject to fees, must be declared prior to the event to Viparis, which shall draw up a one-time contract with the catering service provider. Any undeclared catering service provider will be denied access to the site.

### II. Audiovisual services

The Customer is free to use any company of his or her choice for the provision of audiovisual services, it being understood that, in such cases, the third party service provider will not have access to the site's audiovisual facilities (technical control booths, video control booths, sound studios, interpreters' booths, light dimmer, modulation centre, audio and video cabling systems, routing for television and radio feeds) and will have to provide for the installation of substitute mobile equipment.

# COMMUNICATION

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At the Palais des Congrès de Paris, you can give your event special visibility via media supports placed at strategic locations inside and outside of the Site.

## A – SIGNAGE

As the showcase for your event, the Palais des Congrès de Paris provides visibility for your spaces and enhances your message. Viparis and its partners can provide you with quality exterior and interior signage that gives your exhibitors maximum visibility.

Prior to their distribution or display, Viparis must approve any documents and related signage that the Customer may prepare for the event.

Apart from the spaces reserved for general signage for events taking place within the Palais des Congrès de Paris, no signage may be displayed without Viparis's prior approval.

Viparis shall inform the Customer of the signage locations assigned to him or her and any restrictions that apply.

Consequently, the Customer undertakes not to place any sign or advertising panel visible within or outside the perimeter of the Palais des Congrès de Paris without the prior approval of Viparis.

## B – ADVERTISING

### I. In the Level 0 public spaces

In addition to signage supports, various permanent and temporary displays are available for signage or to display advertising.

The permanent equipment consists of 24 high-definition digital displays owned by the JCDecaux Lioté Group. These displays, which are marketed exclusively by the Group, are intended for exhibitors, sponsors and other advertisers seeking visibility in the Boutiques du Palais shopping centre during your event.

Permanent signage can be supplemented with temporary elements. These are primarily in the form of free-standing banners, adhesives, large tarpaulins, etc.

They can be marketed directly by you or through Lioté, which can offer you tailor-made advertising management solutions.

In the absence of a marketing agreement with this company, however, Lioté will retain the exclusive right to print, manufacture and install all of the signage supports on offer.

As such, it will provide you with an exhaustive list of the site's advertising supports.

### II. Advertising in washrooms

Viparis has granted an event communication company exclusive rights to provide advertising placements in the site's washrooms. These take the form of digital displays in stalls and over urinals.

As such, this company is authorised to market advertising campaigns to your exhibitors or third-party advertisers not included in your event.

# IMAGE RIGHTS

## A – GENERAL RULES FOR IMAGE RIGHTS

Any sound recording, filming, photography or any other partial or total representation of the site's premises by the Customer or any person operating on his or her behalf must have previously received written approval from Viparis.

Any unauthorised use of the Viparis logo shall result in legal proceedings.

## B – FILMING

The Palais des Congrès de Paris can be used as a film location. The production company will be charged an hourly rate. For more information, please contact Viparis's Sales Department.



# APPENDICES

## DECREE NO. 91-10014

### REGULATING THE CIRCULATION, PARKING AND STOPPING OF GOODS VEHICLES WITHIN PARIS

#### (...) *Article 2 – Authorisation is hereby granted:*

- Between 9:30 pm and 7:30 am, vehicles of any size may circulate, park and stop.
- Between 7:30 am and 1 pm:
  - Vehicles occupying less than 20 m<sup>2</sup>
  - Such vehicles are allowed to stop for deliveries:
    - \* At locations where any vehicle is allowed to stop
    - \* At locations reserved for vehicles making deliveries
    - \* On roadways listed in prefectural decrees no. 90-11156 of 21 August 1990 and no. 90-11195 of 31 August 1990 that are designated as «no-stopping zones («axes rouges») and on any roadways that may be so designated at a later date.
    - \* On roadways reserved for buses (in the direction of traffic)
- Between 1 pm and 5:30 pm:
  - Vehicles occupying less than 16 m<sup>2</sup>
  - Such vehicles are allowed to stop for deliveries:
    - \* At locations reserved for vehicles making deliveries
    - \* At locations where any vehicle is allowed to stop

With the exception of roadways reserved for buses and those designated as «no-stopping zones» («axes rouges»).

- Between 5:30 am and 9 pm:
  - Vehicles occupying less than 12 m<sup>2</sup>
  - Such vehicles are allowed to stop for deliveries:
    - \* At locations reserved for vehicles making deliveries
    - \* At locations where any vehicle is allowed to stop

With the exception of roadways reserved for buses and those designated as «no-stopping zones» («axes rouges»)

- After 8:30 pm, provisions concerning roadways designated as «no-stopping zones» («axes rouges») are applicable.

For articulated lorries, the applicable surface area shall be that of the trailer.

In the case of a lorry towing a semi-trailer, the applicable surface area shall be that of both vehicles added together

#### *Article 3 – Roadway restrictions listed in Article 2 are not applicable to:*

##### (...) Refrigerated lorries:

- from 7:30 am to 1 pm for vehicles occupying less than 28 m<sup>2</sup>
- — from 1 pm to 9 pm for vehicles occupying less than 20 m<sup>2</sup>

(...)

## DECREE No. 90-11156

### DESIGNATING ROADWAYS WHERE THE STOPPING AND PARKING OF VEHICLES IS PROHIBITED AND DEEMED TO BE AN OBSTRUCTION OF TRAFFIC

#### *Municipal Bulletin of the City of Paris*

- (...) East/west axes – Right Bank:
    - Rue de Rivoli, odd-numbered side, from Rue Lobau to Rue Saint Martin and from Boulevard Sébastopol to Rue de l'Amiral Coligny
    - Quai de la Mégisserie, even-numbered side
    - Quai du Louvre, even-numbered side, from Rue de l'Arbre Sec to Rue de l'Amiral Coligny
- (...)

#### *Article 2: The stopping and parking of vehicles on the following roadways is prohibited and deemed to be an obstruction of traffic*

- (...) East/west axes – Right Bank:
  - Rue de Rivoli, odd-numbered side, from Rue Saint-Martin to Boulevard Sébastopol
  - Quai de l'Hôtel de Ville, from Rue Lobau to Place de l'Hôtel de Ville
  - Quai de Gesvres, odd-numbered side and, on the even-numbered side, from Rue de la Tâcherie to Place du Châtelet
  - Quai de la Mégisserie, odd-numbered side, from Place du Châtelet to the expressway exit

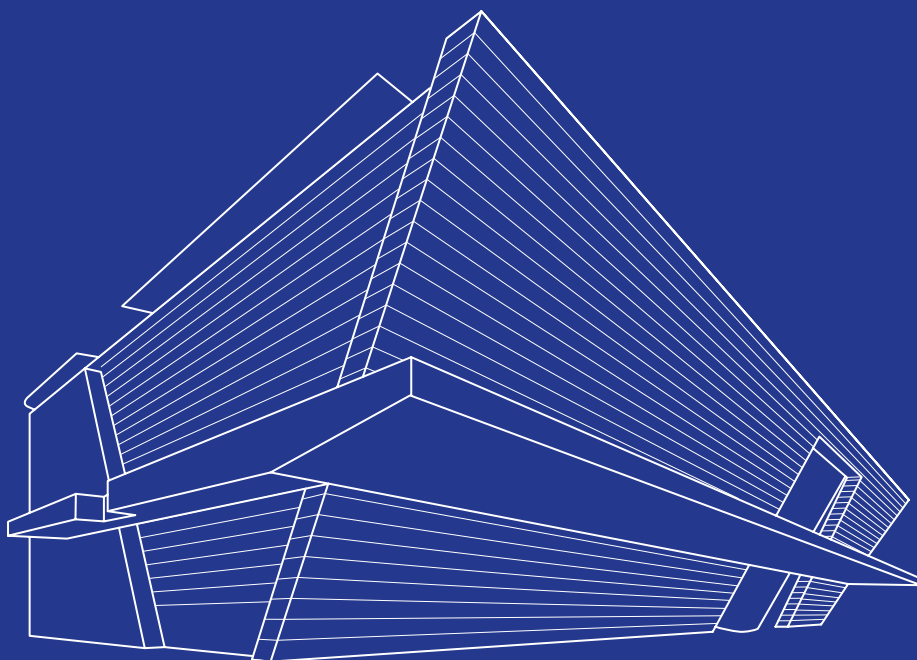
## DECREE NO. 2016-0148

### AMENDING DECREE No. 02006-130 OF 13 DECEMBER 2006 AND DECREE No. 02206-21575 OF 22 DECEMBER 2006 REGULATING THE CIRCULATION, STOPPING AND PARKING OF VEHICLES DELIVERING OR COLLECTING GOODS IN PARIS

#### *Article 1: Section 2° of Article 3 of decrees 02006-130 and 2006-21575 shall be replaced by the following:*

- (...) East/west axes – Right Bank:
  - « 2°) A delivery area is considered to be a physical zone on a roadway that is primarily dedicated to the stopping of commercial vehicles that are authorised to deliver or collect goods or products. In these areas, the driver must remain in the vehicle's

vicinity in order to make way for priority vehicles. Parking may not exceed 30 minutes and shall be controlled by means of a parking disk, the model of which is appended hereto, or by means of the disk defined in the decree of 6 December 2007 relating to the standard model of a device for controlling the duration of urban parking, placed in a visible location behind the windscreen».



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**our sites:**

CNIT Forest • Espace Champerret • Espace Grande Arche  
Hôtel Salomon de Rothschild • La Serre • Les Salles du Carrousel • Palais des Congrès d'Issy  
Palais des Congrès de Paris • Paris Convention Centre  
Paris Expo Porte de Versailles • Paris Le Bourget • Paris Nord Villepinte

**[www.viparis.com](http://www.viparis.com)**