YOUR EXHIBITOR’S MANUAL IS CONSTITUTED BY SEVERAL PARTS:

1. TECHNICAL INFORMATION
Contains technical information, terms and conditions for delivery & use of areas.

2. SERVICES CATALOGUE
- Stand fitting
- Personalized your stand
- Your visual communication
- Your furniture
- Electricity
- Water
- Get connected!
- Stand technology
- Available services

3. REQUIRED DOCUMENTS: MUST BE RETURNED TO US
- Complementary sheets services
- Safety Forms

4. SAFETY RULES

5. GENERAL TERMS & CONDITIONS

ATTACHED DOCUMENTS
- Order form Services
- Florale decoration brochure
- Signage brochure
INFORMATION

SOE 2019 CONGRESS

TECHNICAL INFORMATION

PRACTICAL INFORMATION DELIVERIES

TERMS & CONDITIONS USE OF AREAS

"READ CAREFULLY"
EVENT NAME
SOE 2019 CONGRESS

ORGANISER
SOE 2019 Congress
Contact : Josephine Gordon
Tel : +44(0)7830221032
E-mail : soe2019.industry@soevision.org

EVENT SCHEDULE

<table>
<thead>
<tr>
<th>DATES</th>
<th>Tuesday, 11 June 2019</th>
<th>Wednesday, 12 June 2019</th>
<th>Thursday, 13 June 2019</th>
<th>Friday, 14 June 2019</th>
<th>Saturday, 15 June 2019</th>
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<tbody>
<tr>
<td>Deliveries</td>
<td></td>
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<tr>
<td>Bare surface installation</td>
<td>08:00 20:00</td>
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<tr>
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<td>08:00 18:00</td>
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<td>Event opening</td>
<td>09:15 17:45</td>
<td>09:15 17:45</td>
<td>09:15 17:45</td>
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</tr>
<tr>
<td>Event closing</td>
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<tr>
<td>Exhibitor tear down</td>
<td>18:00 00:00</td>
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<tr>
<td>Return deliveries</td>
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<td></td>
</tr>
</tbody>
</table>

YOUR CONTACTS

EVENT PREPARATION
Orders - Technical issues - Exhibitor sales:
Contact details ☎ : +33 (04) 93 92 83 51 / 83 50 - Fax : +33 (04) 93 92 82 55
Email : exposition@nice-acropolis.com

Your safety manager : Claude SARTORI
☎ : +33 (04) 93 92 83 72 - Fax : +33 (04) 93 92 82 55
E-mail : claude.sartori@nice-acropolis.com

GUIDE 2019
NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4 - France
Service Exposants : exposition@nice-acropolis.com
REGIE AUTONOME POUR L’EXPLOITATION DU PALAIS ACROPOLIS ET NIKAIA - APE : 8230Z - SIRET : 210 600 888 02409
Conception : Nice Acropolis - Crédits photos : DR © Nice Acropolis
Exhibitors shall take possession of the surfaces, fittings and materials requested in the condition in which they are provided and acknowledged to be in working order. They must return them at the agreed time in the same condition. Exhibitors shall be required to repair or replace lost or damaged material entrusted free of charge or in exchange for payment.

When laying carpet and due to the specific nature of our floors (fragile floor), a SCAPA sticky tape must be used to the exclusion of any other.

For the same reasons (fragile soil), electrics pallet trucks are strictly forbidden inside the congress center (except in the delivery area).

Wearing safety equipment (safety shoes, safety gloves at minimum) is compulsory during the set up and the dismantling periods.

This note on "essentials" does not, under any circumstances, dispense with the respect of the general terms and conditions of the exhibitor's guide.
**DELIVERY ADDRESS**

NICE ACROPOLIS
Palais des Congrès
1 Esplanade Kennedy - 06300 Nice - France (delivery access point: Avenue Gallieni)

Please refer to the plan to locate delivery access points.

**EXHIBITION AREAS**

**A - ACCESS**
- Use the exposition zone entrance on boulevard Gallieni.
- Espace Méditerranée is on ground floor.
- To access other exhibition areas, two goods lifts are available.
- Espace Rhodes is on level 2.
- Espace Muses is on level 3.

**Goods Lift specifications (overall dimensions):**

<table>
<thead>
<tr>
<th></th>
<th>N°1</th>
<th>N°2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depth</td>
<td>5.50 m</td>
<td>2.49 m</td>
</tr>
<tr>
<td>Width</td>
<td>2.43 m</td>
<td>2.44 m</td>
</tr>
<tr>
<td>Height</td>
<td>2.14 m</td>
<td>2.15 m</td>
</tr>
<tr>
<td>Height under lintel</td>
<td>1.98 m</td>
<td>2.07 m</td>
</tr>
<tr>
<td>Maximum spread load</td>
<td>2000 kg</td>
<td>2000 kg</td>
</tr>
</tbody>
</table>

**DELIVERIES PALAIS DES CONGRÈS**

**EXHIBITOR'S GUIDE**

**NICE ACROPOLIS**
Palais des Congrès
1 Esplanade Kennedy - 06300 Nice - France (delivery access point: Avenue Gallieni)

Please refer to the plan to locate delivery access points.

**PALAIS DES CONGRÈS ACCESS PLAN**

**EXHIBITION AREAS**

**A - ACCESS**
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<td>2.07 m</td>
</tr>
<tr>
<td>Maximum spread load</td>
<td>2000 kg</td>
<td>2000 kg</td>
</tr>
</tbody>
</table>
**B - FLOOR LOAD TOLERANCES**

- **Espace Méditerranée:** 500 kg per m²
- **Espace Rhodes:** 350 kg per m²
- **Espace Agora 2 & 3:** 400 kg per m²
- **Espace Muses:** 350 kg per m²
- **Terrasses Muses:** 150 kg per m²

In the event that these values should be exceeded, please consult us. For calculation purposes loads apply for the installation of exhibited equipment as well as handling operations. Entry of vehicles into the exhibition space is prohibited, except where authorised. All handling apparatus must be fitted with rubber banded tyres.

- For forklift trucks: please contact the shipping agents (see “approved service providers”)
- For personnel cherry pickers/lifting platforms: please contact us.
- Electrical pallet truck are forbidden to prevent carpet degradation.

**C - FLOOR-TO-CEILING HEIGHTS**

Floor-to-ceiling heights in the exhibition areas vary depending on the location of your stand. Please contact us for further information where necessary.

**PACKAGES**

**A - DELIVERY**

Delivery the earlier 24 hours (business day) before the beginning of the event.

Packages sent by exhibitors must comply with the following terms and conditions in order to be accepted:

- Every package must bear the duly completed ticket featured on the following page.
- You may contact a forwarding agent/transport organisation who can deliver your packages to your stand.

**THE SITE CANNOT BE HELD RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO PACKAGES IF THESE CONDITIONS (DELIVERY DEADLINE AND LABELLING) ARE NOT MET.**

**B - COLLECTION**

Packages must be removed on dismantling day or 24 hours after the 1st dismantling day.

Take packages back down to the Delivery passage, bearing the haulier’s sticker. Nice Acropolis refuses all liability for the loss or destruction of any equipment left behind after the event.

**WASTE RECYCLING PROTECT THE PLANET**

Nice Acropolis remains at your disposal, throughout the exposition set up and dismantling period, for containers depending on the type of event in order to facilitate appropriate recycling of your waste.

Exhibitors who have products with the following pictograms: toxic products (paint, adhesives, solvents etc.) must use the containers (special wastes) provided for use with these.

The skip location plan is available on site.
LABEL
Please print this sheet and stick it on EACH package. (1)

NO PACKAGES WILL BE ACCEPTED WITHOUT THIS LABEL.
Inform the stand designer where necessary.

DO NOT COVER

EVENT NAME:
SOE 2019 CONGRESS

MANDATORY INFORMATION TO THE ATTENTION OF THE CARRIER:
All packages without the fully completed section below shall be refused.

Stand number:
Stand Manager:
Manager's mobile N° on site:

DELIVERY ADDRESS:
Client/Exhibitor Name (society):
Chez:
NICE ACROPOLIS
Palais des Congrès
Aire de livraison avenue Galliéni
1 Esplanade Kennedy
06300 NICE - FRANCE
☎ : +33 (0)4 93 92 83 74

(1) Note: International packages must be sent with "International Commercial Terms" as ODP (Delivered Duty Paid). Goods delivered to a final destination, import customs clearance and taxes are the responsibility of the seller / dispatching organisation.
GENERAL TERMS & CONDITIONS GOVERNING THE USE OF EXHIBITION AREAS

1 - HOURS – OCCUPATION
Fittings or products belonging to exhibitors must be removed before the end of the periods allowed for exhibitors to leave or for shell stands to be dismantled. On failure to do so, Nice Acropolis shall proceed with the removal of said fittings at the expense, risks and perils of the exhibitor, without prejudice to any additional occupation supplement that Nice Acropolis might claim.

2 - INVENTORY MEASURES IN THE EVENT OF DAMAGE
Exhibitors shall take possession of the surfaces, fittings and materials requested in the condition in which they are provided and acknowledged to be in working order. They must return them at the agreed time in the same condition and in compliance with the following measures:
• All hooks from ceilings or fixings on to walls or pillars, even a poster, are formally prohibited. Exhibitors shall be invoiced for any damage resulting from non-compliance with said clause.
• Exhibitors shall be required to repair or replace lost or damaged material entrusted free of charge or in exchange for payment.
• Exhibitors shall be liable to pay for any damage to floors resulting from their actions. They shall be responsible for taking all measures (plastic, chipboard…) to ensure floors are protected in the event of risk.
When laying carpet and due to the specific nature of our floors, a SCAPA sticky tape must be used to the exclusion of any other. (see “Stand fitting out” sheet).

3 - SIGNAGE
All signs hung outside any of the buildings (Palais des Congrès or the Palais des Expositions) or inside the hired spaces or provided are subject to prior consent from Nice Acropolis. Putting up of all types of signage shall be exclusively performed by Nice Acropolis.

4 - PACKAGE DELIVERY
See “Deliveries” sheet.

5 - STORAGE OF PACKAGING - REMOVAL OF WASTE
See “Deliveries” sheet.

6 - CLEANING
Cleaning services are reserved exclusively for Nice Acropolis which is in charge of cleaning the aisles and communal areas of the exhibition spaces.
Exhibitors shall be responsible for daily stand cleaning (see “Services” sheet “Stand cleaning” heading).

7 - ANIMALS
No animals are allowed within the Palais precinct.

ACCESS SURVEILLANCE & CONTROL
General surveillance of the two buildings (Palais des Congrès & Acropolis Expositions) is provided 24 hours a day, 7 days a week, by Nice Acropolis security service. Personalised stand surveillance shall be paid for by exhibitors (see “Services” sheet, “Personnel” heading).
Nice Acropolis shall not be responsible or held liable for any loss, theft or damage to property or materials left on stands.
• Access to the Palais is conditional to presentation of a badge issued by the organiser.
Nice Acropolis reserves the right to ban access to the Palais, or to evict, any person, even badge holders, whose attitude or clothing is deemed to be incompatible with the brand image of the establishment, or who refuses to comply with health and safety regulations governing the premises.

TAXES - DUTIES - ROYALTIES
Exhibitors must pay all taxes and duties associated with their participation in the event.

1 - SACEM
Exhibitors must comply with regulations governing literary and artistic property. Please contact:
• Sacem
Délégation de Nice - 35 rue Pastorelli,
BP 1707 - 06012 Nice Cedex 1
+33 (0)4 93 62 79 60

2 - TVA
Nice Acropolis invoices its services exclusive of VAT, plus VAT applicable in accordance with valid French and European regulations.
**CUSTOMS**

Please contact the following agency:

Bureau de Douane de Nice Aéroport  
Aéroport Nice Côte d’Azur  
BP 459 - 06008 Nice Cedex 1  
📞 +33 (0)4 93 21 37 78 - Fax: +33 (0)4 93 21 40 50

**PARKING**

Parking around the Palais is strictly regulated. It is restricted to equipment unloading and loading, during set up and dismantling periods. It is prohibited during the event.

- **Light vehicles:**  
  There is a car park nearby  
  (see detailed plan on the “Deliveries” sheet):  
  Parc Auto Vinci Park Complexe Jean Bouin  
  Place du XVe Corps - 06000 NICE  
  📞 +33 (0)4 93 85 58 85 - Fax: +33 (0)4 93 13 47 77

- **“Lorries”:**  
  A parking area belonging to the city of Nice may be available (subject to availability). You will be duly informed by the event organiser.

**CATERING**

Catering and the sale of all food and drinks on site are reserved exclusively for Nice Acropolis.  
It is strictly forbidden to bring any food and/or drinks (not alcoholic and/or alcoholic) inside the congress center / exhibition hall.

**ACTIVITIES SUBJECT TO CONDITIONS**

The following activities are prohibited within the Palais precinct unless prior, written consent has been received from Nice Acropolis:

- All filming or sound recordings, all photographs, all total or partial reproduction (in the event of express consent from Nice Acropolis, the latter reserves the rights thereto).
- All screenings of cinematographic and other documents not accompanied by the necessary statutory documents.

The use of the exhibitor’s own personnel and equipment for the services listed below:

- Technical services (audiovisual, electricity, telephone, IT, water and compressed air connections)
- Space cleaning
- Security service

Exhibitors undertake to comply with the health and safety rules governing hired areas, and not to breach the rules of applicable commercial legislation. In the event of serious breach, Nice Acropolis reserves the right to terminate a contract with immediate effect and with no liability for damages. Electric power supply distribution to stands is reserved exclusively for Nice Acropolis.

**APPLICABLE LAW IN THE EVENT OF DISPUTES**

The present contract shall be governed by French law. In the event of problems and failure of mediation, the Nice Courts shall have sole jurisdiction.
SERVICES

SOE 2019 CONGRESS

STAND FITTING
PERSONALIZED YOUR STAND
YOUR VISUAL COMMUNICATION
YOUR FURNITURE
ELECTRICITY
WATER
GET CONNECTED!
STAND TECHNOLOGY
AVAILABLE SERVICES

Acropolis
YOUR MODULAR STAND

PARTITIONS
- Uprights and cross-pieces painted aluminium, stand height: 2.50 m.
- Melamine-coated infill partition on a maximum of 3 sides.

CARPET
- Needle loom carpet covered by protective film (polyane).
- Film removed before opening of exhibition.
- Colour selected by your organiser.

EXHIBITOR SIGN
- One double-sided aisle sign per stand, with 20 characters 50 mm in height per side (Helvetica Medium).
- Lettering on a background.

MODULAR STAND PLAN

Aisle sign

9 sqm module

Internal measurement: 2.40 m
External measurement: 3.02 m
Height: 2.5 m

Melamine-coated panel

3 x 3 m carpet

Aluminium structure

Guide 2019
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Service Exposants : exposition@nice-acropolis.com
Regie Autonome pour l’exploitation du Palais Acropolis et Nikaia - APE : 8230Z - Siret : 210 600 888 02409
Conception : Nice Acropolis - Crédits photos : DR © Nice Acropolis
LAYOUT YOUR MODULAR STAND

DEcoration
Rental, installation and removal: rate for the duration of the exhibition

Specify colour required on order form.
Contact us for visuals.

DS 01 - CARPET
Covered with polyane
Needle loom carpet (M3 norm) price per m².

DS 02 - STRETCHED FABRIC
Wall covering (M1 norm) on stand panel, price per m².

DS 03 - CANOPY
Ceiling fabric (M1 norm), price per m².

DS 04 - DOUBLE-SIDED CARPET ADHESIVE/MELAMINE PARTITION
SCAPA BARNIER 101.
For all carpets not laid by Nice Acropolis.
Price per roll (5 cm x 25 m). Nice Acropolis will invoice all supplementary cleaning and/or damage to the floor or partitions due to use of non-homologous adhesives.

Storage

EF 02 - RENTAL OF STORAGE ROOM 1 SQM
EF 03 - RENTAL OF STORAGE ROOM 2 SQM
EF 04 - RENTAL OF STORAGE ROOM 3 SQM

For any order of storage over 3m², please use the articles below.

ED 01 - MELAMINE-COATED STAND PARTITION
(H x W = 0.95 x 2.50 m) - With aluminium structure.

ED 02 - SECURITY DOOR UNIT LOCKING SECURITY DOOR
Painted aluminium framework.

Be very careful to use a repositionable adhesive tape and easy to remove which will not leave traces of glue on the panel.
We remind you that any damage / replacement of panels will be charged to you.

Illustration not contractual
Find out how to save time producing your stand decoration with our digital printing service.

**SIGN**
Specify sign name on order form.

EN 01 - Stand sign with double-sided printing (lettering on a white background).
EN 02 - Printed stand-front sign (lettering on a white background).

**COLOUR PRINTING ON FOREX**

FO 01 - Full height panel - 0.944 m x 2.40 m.
FO 02 - Panel 1.50 m high - 0.944 m x 1.50 m.

**COLOUR PRINTING ON FABRIC STRETCHED**

BA 02 - Colour printed fabric stretched over aluminium frame.
BA 03 - Colored printing on tilt sign (Jet Tex) stretched on aluminium frame - L1.935 m x H 2.52 m (+10 cm bleed area).
BA 04 - Colored printing on tilt sign (Jet Tex) stretched on aluminium frame - L2.925 m x H 2.52 m (+10 cm bleed area).
BA 05 - Colored printing on tilt sign (Jet Tex) stretched on aluminium frame - L3.915 m x H 2.52 m (+10 cm bleed area).
FURNITURE & DECORATION

A sample selection of furniture and decorative elements for your stand.
Wide choice of products available. We can create a wide range of personalised decorative schemes.

- furniture selection.
- different colours and materials, design, lights...
- very large elements, themed decoration, etc.

Please contact your Project Manager or the Exhibitor Service to consult our offer and check availability.
Any move of the electrical box will be charged 70 € excl. VAT

N.B.: only order extra power where necessary if your electrical connection is included.

Note:
- 1 kW = 1 000 W
- Frequency: 50 Hz
- Electrical consumption included.
- 1 x 220 V 10 to 16 A socket + earth supplied with each cabinet
- Cabinet protection: 30 mA circuit breaker
- For safety reasons, each electrical cabinet can only supply one stand.
- All electrical cabinet relocation shall be invoiced.

CONNECTIONS

BM 01 - 1 kW/220 V single phase connection.
BM 02 - 3 kW/220 V single phase connection.
BM 03 - 6 kW/220V single phase connection (= 2 x BM 02).

Supplied with a female TETRA P17 32:
BT 01 - 6 kW/380 V tri phase connection with neutral.
BT 02 - 10 kW/380 V tri phase connection with neutral.
BT 03 - 15 kW/380 V tri phase connection with neutral.
BT 04 - 20 kW/380 V tri phase connection with neutral.
  Power > 20 kW (please contact us for details)

EXTRA POWER*

* Only if the connection is already included in your stand.

PS 01 - Additional 1 kW power.
PS 03 - Additional 3 kW power.
PS 05 - Additional 6 kW power.
PS 06 - Additional 9 kW power.
PS 09 - Additional 19 kW power.

LIGHTING

EC 02 - 150 W halogen spotlight (please consult us).
EC 03 - Track fitted with 3 x 75 W spotlights.
CONNECTIONS

A service floor (in accordance with access standards for PMR) must be included to cover service supply lines.

Compulsory: (Quotations available or supplied by yourself).
- Access ramp for disabled person (booth welcoming public)
- An inspection cover for access is mandatory in case of problems with services and supplies.

BE 01 - WATER CONNECTIONS & CONNECTION OF YOUR SINK
- Water supply: pipe (15 x 21 diameter) with female connection (20 x 27 or ¾ diameter).
- Water waste: pipe (32 mm diameter) with connector (49 mm or ½ diameter).

BE 02 - WATER CONNECTION WITH WASTE & SINK HIRE
Sink dimensions: (L X H X D) = 75 x 90 x 55 cm

BE 03 - ADDITIONAL CONNECTION OF OTHER APPLIANCES

PL 01 - RENTAL & SET-UP OF FLOOR WITH SKIRTING

PL 02 - ACCESS RAMP

Mandatory: please state on your order form the type of machine you wish to connect and in which location (on the enclosed plan).

Important, please consult us:
- N.B. certain locations cannot be supplied.
- Must consult us at the start of your project so that we indicate to you:
  > feasibility of your request;
  > any extra cost depending on the location.
- All water connection relocation shall be invoiced.

Water Heater 15 L available on quotation.
INTERNET CONNECTIONS

1 - INTERNET CABLE CONNECTION
(SYMMENTRICAL AND GUARANTEED ON RJ 45 OUTLET)*

* Please indicate the locations of RJ 45 points on the stand plan.

IB 01 - 1 Mo/s
IC 01 - 2 Mo/s
ID 01 - 4 Mo/s
IW 01 - Additional AJ45 connection (on wired connection 1 Mo/s ;
2 Mo/s ; 4 Mo/s).

Please contact us for faster internet requirements.

2 - WIRELESS CONNECTION
IW 02 - Individual WIFI internet access with password, including
speed (for 1 connexion, all inclusive price for duration of trade
show regardless of length).

We can provide a WI-FI installation to meet your requirements : please
contact us.

Notes: Prices include delivery and installation on eve of event.
Speeds in excess of 4 Mo/s : please consult us for details.
We shall not be liable for distortion caused by your active equipment.
We can provide all installations and equipment to suit your needs : please
consult us for details.

In order to prevent interference with our WI-FI network
we do not allow installation of individual WI-FI routers on
stands.
AUDIOVISUAL EQUIPMENT - SCREEN HIRE

<table>
<thead>
<tr>
<th>Screen Type</th>
<th>1 TO 2-DAY PACKAGE</th>
<th>3-DAY PACKAGE</th>
<th>4 TO 5-DAY PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB - 46&quot; LCD screen</td>
<td>AB 01</td>
<td>AB 02</td>
<td>AB 03</td>
</tr>
<tr>
<td>AC - 55&quot; LCD screen</td>
<td>AC 01</td>
<td>AC 02</td>
<td>AC 03</td>
</tr>
<tr>
<td>AD - 60&quot; LCD screen</td>
<td>AD 01</td>
<td>AD 02</td>
<td>AD 03</td>
</tr>
</tbody>
</table>

Our screens are delivered on a standard stand which sits on your item of furniture (table...) see photo below.

Stand screen available:

- AE - Special stand hire (height of bottom of screen 1.50 m - adjustable)  
  | AE 01 | AE 02 | AE 03 |
- AF - Screen mounting on partition (except on shell scheme booth with melamine partitions)  
  | AF 01 |

For longer than 5 days, please contact us.

Illustration not contractual

N.B.: Screens may not be fixed to walls of our modular stands. A special partition is required for orders which involve fixing screens on partitions.

AUDIOVISUAL EQUIPMENT - OTHER HIRE

Public address systems: microphones, amplifiers, speaker systems etc...on request.

Audio and video players in all formats.

N.B.:

- Prices include delivery and installation on eve of the event
- We can provide all the equipment and installations to meet your requirements: please contact us.
- For periods longer than 5 days, please consult us for details.
## DATA PROCESSING

<table>
<thead>
<tr>
<th>Description</th>
<th>1 TO 2-DAY PACKAGE</th>
<th>3-DAY PACKAGE</th>
<th>4 TO 5-DAY PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB - Laptop - 15” LCD screen</td>
<td>OB 01</td>
<td>OB 02</td>
<td>OB 03</td>
</tr>
<tr>
<td>French or English keyboard (to specify on your order form)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OC - iMac Computer 20”</td>
<td>OC 01</td>
<td>OC 02</td>
<td>OC 03</td>
</tr>
<tr>
<td>French or English keyboard (to specify on your order form)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OD - “All-in-one” Computer and Screen 24”</td>
<td>OD 01</td>
<td>OD 02</td>
<td>OD 03</td>
</tr>
<tr>
<td>French or English keyboard (to specify on your order form)</td>
<td></td>
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**Notes:**
- Prices include delivery and installation on eve of the event.
- For periods longer than 5 days, please consult us for details.
- We can provide all the equipment and installations to meet your requirements: please consult us for details.

Illustration not contractual

## PRINTER HIRE

- OE 01 - iPad Touch Tablet
- OF 01 - iPad Tablet Support - Anti-theft - Height 1m

Copiers all capacities, please consult us.

## SCREEN HIRE

<table>
<thead>
<tr>
<th>Description</th>
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<th>3-DAY PACKAGE</th>
<th>4 TO 5-DAY PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB - 24” LCD screen</td>
<td>SB 01</td>
<td>SB 02</td>
<td>SB 03</td>
</tr>
<tr>
<td>SC - 32” LCD screen</td>
<td>SC 01</td>
<td>SC 02</td>
<td>SC 03</td>
</tr>
</tbody>
</table>

All screen sizes available upon demand.

**N.B.:**
Screens may not be fixed to walls of our modular stands.
A special partition is required for orders which involve fixing screens on partitions.
AN IDEA ? A TECHNICAL SOLUTION !

• Decorative and animated lightings.
• Metal structures for stands.
• LED walls, very large LCD screens.
• Specific sound system, personalized atmosphere...

Please contact your Project Manager or Exhibitor Service, to help you for stand equipement and personalization.
Please indicate on the complementary information sheet enclosed with your order form:
• Times & dates;
• Assignment and tasks to be performed;
• For hostesses only:
  > Languages required in addition to French for bilingual or trilingual personnel;
  > Outfit (contact us for visuals).

Please contact us for hostess and handler working hours after midnight or on bank holidays.
Consult us for an English-speaking handler or a security agent.
Other personnel: please consult us.

N.B.: minimum 4 hour service.

1 - HOSTESS
HO 01 - Hostess or host, daytime hours (6 am to 10 pm).
HO 02 - Bilingual hostess or host (English, French), daytime hours (6 am to 10 pm).
HO 03 - Trilingual hostess or host English, French + another language (Italian, German, Spanish), daytime hours (6 am to 10 pm).
(Other language available price on application)

2 - HANDLER
MA 01 - Handler, daytime hours (6 am to 9 pm).

3 - SECURITY GUARD
AS 01 - Security guard from Monday to Saturday, daytime hours (8 am to 9 pm).
AS 02 - Security guard from Monday to Sunday, night-time hours (9 pm à 6 am).
AS 05 - Security guard Sunday, daytime hours (6 am to 9 pm).

All other service (bank holidays...) shall be subject to a surcharge. Price on application.

STAND CLEANING
NS 01 - Daily stand cleaning (floor, waste removal)
NS 04 - Daily stand cleaning (specific acquired floors + waste removal)
NS 02 - Stand tidying prior to event opening (floor, partitions, furniture, waste, glass)

For all specific cleaning jobs, please contact us for details.

WASTE REMOVAL
- Skip hire with waste removal.
  Please contact us for details.
REQUIRED DOCUMENTS MUST BE RETURNED TO US

TECHNICAL SERVICES COMPLEMENTARY SHEETS
SAFETY FORMS
ORDER FORMS

TO SPEED UP ORDER PROCESSING, PLEASE CHECK THAT YOUR FILE IS COMPLETE AND RETURN IT TO US AT THE FOLLOWING ADDRESS:

EXPOSITION@NICE-ACROPOLIS.COM
Order deadline: May 10, 2019

After the deadline, a 15% surcharge will apply to all services.

PLEASE COMPLETE ONE ORDER FORM ONLY PER STAND

This order form together with the price list/order form must be returned to the following address before the order deadline (see opposite):
NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4
Tel: +33 (0)4 93 92 83 49 / 83 50  - Fax: +33 (0)4 93 92 82 55
Email: exposition@nice-acropolis.com

EVENT NAME
SOE 2019 CONGRESS

STAND NAME

N.B.: even if no items are ordered, it is OBLIGATORY FOR ALL EXHIBITORS to complete and return pages 1 (general information) and 3 (stand diagram) of this form.

CONTACTS
DOSSIER PREPARATION & TRACKING CONTACT

Name
Company
Tel
Fax
Email

STAND MANAGER ON SITE

Name
Company
Tel
Fax
Email

STAND DESIGNER

Name
Company
Tel
Fax
Email

INVOICING ADDRESS

Company name
Adress
Postcode
Town/City
Country
Company Siret N°
(French companies)

and Intra-community VAT N°
(OBLIGATORY)

and Federal Tax ID or TIN (Non-CEE foreign companies)

GOVERNMENT AGENCIES ONLY

☐ Administrative order form sent

TYPE OF STAND USED

☐ We have reserved a pitch measuring ______ m²

☐ We will set up our own stand (our own partitions, our own signage)

☐ We will use modular design stands available from Nice Acropolis

INDICATE THE NAME ON THE SIGN FEATURED ON YOUR STAND

Your stand sign: (maximum 20 characters)

We wish to make an appointment with Nice Acropolis to design and build a customised stand.
Contact: Exhibitor Service
Tel: +33 (0)4 93 92 83 49 / 83 50  - Fax: +33 (0)4 93 92 82 55
Email: exposition@nice-acropolis.com
or your Project Manager
Order deadline: May 10, 2019
After the deadline, a 15% surcharge will apply to all services.

PLEASE COMPLETE IF YOU WISH TO ORDER ONE OF THE PRODUCTS OR SERVICES STATED BELOW.

EVENT NAME: SOE 2019 CONGRESS
STAND NAME
STAND N°
HANDLER
Duties & tasks to perform:
Days & times:
SECURITY
Duties & tasks to perform:
Days & times:
HOSTESS
Duties & tasks to perform:
Days & times:
Language: French ☐ English ☐ German ☐ Italian ☐ Other:
Hostess outfit (contact us for visuals):

STAND DECORATION
☐ Carpet - Specify colour:
☐ Canopy - Specify colour:
☐ Stretched fabric - Specify colour:
Sign on your stand other than sign included with PEGASE stand: (maximum 20 characters)

COMPUTER KEYBOARD
Language: French ☐ English ☐

COMMENTS
Order deadline: May 10, 2019

After the deadline, a 15% surcharge will apply to all services.

PLEASE COMPLETE ONE ORDER FORM ONLY PER STAND

EVENT NAME: SOE 2019 CONGRESS

STAND PLAN: Please show the alleyways and stand clearly

Indicate connection locations using the following symbols:

- E = Electricity
- I = Wired Internet connection
- T = Telephone line
- S = Spotlight track
- P = Socket under carpet with flat cable
- R = Store room + door
- D = Screen/Display

Without information from you on this plan, the Acropolis will decide of the location.
An extra charge will be invoiced on site for any changes.

PLEASE RETURN YOUR ORDER FORM + COMPLEMENTARY SHEETS + SAFETY FORMS + PLAN TO:

BY POST
NICE ACROPOLIS / Service Vente Exposants
1 Esplanade Kennedy – 06364 Nice Cedex 4 - France

BY FAX
+33 (0)4 93 92 82 55

BY EMAIL
exposition@nice-acropolis.com

GUIDE 2019
NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4 - France
Service Exposants: exposition@nice-acropolis.com
REGIE AUTONOME POUR L’EXPLOITATION DU PALAIS ACROPOLIS ET NIKAIA - APE : 8230Z - SIRET : 210 600 888 0 2409
Conception: Nice Acropolis - Crédits photos : DR © Nice Acropolis
**SAFETY FORM**

**Must be returned**

**Deadline:** April 10, 2019

**EVENT NAME**  SOE 2019 CONGRESS

**STAND NAME**

**STAND N°**

**COMPANY**  
Company name  
Address  
Stand manager  
Job title  
Tel  
Email

**STAND DESIGNER / DECORATOR**  
Company name  
Address  
Stand manager  
Job title  
Tel  
Email

---

**This safety form is MANDATORY for ALL exhibitors.**

- **Working equipment declaration:** If you have nothing to declare, simply tick the corresponding box.
- **Electrical conformity certificate:** tick the box corresponding to your situation.
- **Working equipment & use of fuel request**
- **Stand authorisation request:** upper level / full ceiling / canopy
- **Safety questionnaire:** to be completed only for stand materials provided by you (materials, furniture, construction materials…). Do not complete for fittings or furniture supplied by Nice Acropolis. If you have nothing to declare, simply tick the corresponding box. Please return the materials certificates to us with this form.
- **Customised stands:** please provide us with your project plans for approval by our security manager.
- **Marquee erection certificate**

**STAND SURFACE AREA**  
M²

- [ ] We will be providing and assembling our own stand
- [ ] No floor

- [ ] We have chosen the Nice Acropolis modular stand

- Floor area _______ m²
  - Floor height: _______ cm

**Date**  
Name

**Job title**

**Signature:**

---

**Reminder: Wheelchair access mandatory**

**COMPANY STAMP**  
**SAFETY MANAGER’S SIGNATURE**

---

**GUIDE 2019**

NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4 - France  
Service Exposants : exposition@nice-acropolis.com  
REGIE AUTONOME POUR L’EXPLOITATION DU PALAIS ACROPOLIS ET NIKAIA - APE : 8230Z - SIRET : 210 600 888 0 2409  
Conception : Nice Acropolis - Crédits photos : DR © Nice Acropolis
SAFETY FORM

EVENT NAME

STAND NAME

STAND NO.

WORKING EQUIPMENT DECLARATION

☐ I hereby declare that I have not brought in or will not be using any apparatus or product requiring this form to be completed.

FORM

SPECIFIC RISKS

Electrical energy source > 100 KVA:

Inflammable liquids (other than car petrol tanks):

Type: Quantity:

Mode of use:

RISKS REQUIRING AN AUTHORISATION REQUEST OR A SPECIAL DECLARATION

N.B.: If you plan to use an item of equipment featured in this heading, please refer to the chapter devoted to it in the “FIRE SAFETY” section of the event schedule of conditions.

Thermal or combustion engines:

Smoke generators:

Liquid gas (acetylene, oxygen, hydrogen, etc.):

Type: Quantity:

Radio-active source:

X-ray emitter:

Laser:

N.B.: The authorities’ decisions concerning authorisation requests shall be notified to the exhibitor by the organiser.

TYPE OF EQUIPMENT OR APPLIANCE INVOLVED IN WORKING PRESENTATION

N.B.: Equipment presented as part of working displays must either feature fixed screens or housing that keep all dangerous parts out of the reach of the general public, or everything must be positioned at least one metre back from the general circulation routes. Demonstrations are performed wholly at the exhibitor’s liability.

GUIDE 2019

NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4 - France

Service Exposants : exposition@nice-acropolis.com

REGIE AUTONOME POUR L’EXPLOITATION DU PALAIS ACROPOLIS ET NIKAIA - APE : 8230Z - SIRET : 210 600 888 02409

Conception : Nice Acropolis - Crédits photos : DR © Nice Acropolis
Must be return

**Deadline**: April 10, 2019

<table>
<thead>
<tr>
<th><strong>EVENT NAME</strong></th>
<th>SOE 2019 CONGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAND NAME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>STAND N°</strong></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL CONFORMITY CERTIFICATE**

- I wish to use a modular PEGASE stand installed by Nice Acropolis.
- I hereby declare that I will not be performing any electrical installation work.
- I declare that stand electrical installations have been fitted by skilled personnel in compliance with industry practice and that the equipment used complies with valid french norms governing public venues.

**AUTHORISATION REQUEST: WORKING EQUIPMENT & FUEL USE**

Exhibitors with working equipment on their stand and/or using a fuel defined in article T8 (« Exhibitor & stand hire party obligations ») must submit an authorisation request to use this type of equipment.

**Summary description of the equipment:**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STAND AUTHORIZATION REQUEST: UPPER LEVEL / FULL CEILING / CANOPY**

All stands with a full ceiling (including brushed cotton type canopies), as defined in articles T22 and T23 must be the object of a MANDATORY authorisation request using this form. Requests shall be processed on a first come, first served basis and shall take into account measures already taken for general installation.

**Mandatory documents to enclose with this request:**

1 stand installation plan, calculation memos and certificates for materials used.

**Comment**: « net » and sprinkler-certified canopies do not fall under this category.

<table>
<thead>
<tr>
<th>Surface area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
</tr>
<tr>
<td>Upper level</td>
<td></td>
</tr>
<tr>
<td>Full ceiling</td>
<td></td>
</tr>
</tbody>
</table>

**Type of material used:**

<table>
<thead>
<tr>
<th>Material</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B.: Acceptance is subject to safety commission consent, complementary measures may be requested at the exhibitor's expense.
SAFETY QUESTIONNAIRE

☐ I hereby declare that I have not brought in any items that require this table to be completed.

<table>
<thead>
<tr>
<th>MATERIALS</th>
<th>PLAN LOCATION REF.</th>
<th>THICKNESS IN mm</th>
<th>DESCRIPTION / COMMERCIAL BRAND</th>
<th>REQUIREMENT</th>
<th>CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRAMEWORK</td>
<td></td>
<td></td>
<td></td>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>PARTITIONS</td>
<td></td>
<td></td>
<td></td>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>Hard wood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft wood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laminate</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Chipboard</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Melamine-coated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARTITION COVERINGS</td>
<td></td>
<td></td>
<td></td>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>FLOOR COVERINGS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet (floor)</td>
<td></td>
<td></td>
<td></td>
<td>M4</td>
<td></td>
</tr>
<tr>
<td>Carpet (podium or platform)</td>
<td></td>
<td></td>
<td></td>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>CEILING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canopy</td>
<td></td>
<td></td>
<td></td>
<td>M1 PERMEABLE TO SMOKE</td>
<td></td>
</tr>
<tr>
<td>PLASTIC MATERIALS</td>
<td></td>
<td></td>
<td></td>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>PAINTS</td>
<td></td>
<td></td>
<td></td>
<td>WATER-BASED</td>
<td></td>
</tr>
<tr>
<td>DECORATIVE ELEMENTS</td>
<td></td>
<td></td>
<td></td>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>Hangings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtains</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relief elements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSPARENT OR TRANSCENT ELEMENTS</td>
<td></td>
<td></td>
<td>GLASS: toughened or laminate PVC or polycarbonate:</td>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>LAYOUT &amp; LARGE ITEMS OR FURNITURE</td>
<td></td>
<td></td>
<td></td>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>ARTIFICIAL FLOWERS</td>
<td></td>
<td></td>
<td></td>
<td>M2</td>
<td></td>
</tr>
</tbody>
</table>
SAFETY FORM

Must be return

Deadline: April 10, 2019

EVENT NAME: SOE 2019 CONGRESS

STAND NAME: STAND N°: (IF KNOWN)

MARQUEE ERECTION CERTIFICATE

COMPANY

Place: Date:

Company name:

Company address:

I, the undersigned (family name, first name):

Job title or function in the company:

Do hereby certify that the marquee:

☐ Assembly corresponds to manufacturer’s requirements
☐ Assembly and equipment comply with safety register requirements
☐ Is weighted down to withstand a minimum wind speed of 90 km per hr

Safety register N°:

Manufacturer:

Erection performed for: Stand N°

Operator:

Job title or function:

To speed up order processing please check that your file is complete and return it to us at the following address:

By Email: exposition@nice-acropolis.com
By Fax: +33 (0)4 93 92 82 55
By Post: NICE ACROPOLIS
Service Vente exposants
1 esplanade Kennedy
06364 NICE CEDEX 4 - FRANCE

Signature:

COMPANY STAMP

NICE ACROPOLIS - Direction des Opérations - 1 Esplanade Kennedy - 06364 Nice Cedex 4 - France
Service Exposants: exposition@nice-acropolis.com
REGIE AUTONOME POUR L’EXPLOITATION DU PALAIS ACROPOLIS ET NIKAIA - APE : 8230Z - SIRET : 210 600 888 02409
Conception : Nice Acropolis - Crédits photos : DR © Nice Acropolis
1. INTRODUCTION
1.1 - Identification of safety manager(s)
1.2 - Application of regulations

2. EXHIBITOR & STAND HIRE PARTY OBLIGATIONS
2.1 - Introduction
2.2 - Safety manager inspection visit
2.3 - Inspection by the administration
2.4 - Special stand authorisation
2.5 - Special provisions

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3.1 - Material fire retardancy
3.2 - Fire retardancy rating of stand construction materials
3.3 - Special fitting rules
3.4 - Suspended signs/scenery structure
3.5 - Self-supporting signs
3.6 - Signs against hall walls or structures next to hall walls

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4.2 - Stands with upper levels, covered stands, full standard & false ceilings
4.3 - Catering stands or drinks outlets
4.4 - Mobile home installation
4.5 - Marquees & structures

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5.1 - Bottled butane & propane
5.2 - Independent heating apparatus

6. ELECTRICAL INSTALLATIONS
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6.2 - Electrical cables
6.3 - Electrical apparatus
6.4 - High voltage illuminated signs

7. INFLAMMABLE LIQUIDS

8. BANNED PRODUCTS

9. WORKING MACHINE & APPARATUS PRESENTATION

10. HAZARDOUS WASTE
11. X-RAY RADIOACTIVE SUBSTANCES
11.1 - Radioactive substances
11.2 - X-rays

12. LASERS

13. CAR DISPLAY

14. ACCESSIBILITY FOR MOBILITY-CHALLENGED PEOPLE
14.1 - Access
14.2 - Obstacles
14.3 - Reception of the general public
14.4 - Floor, wall & ceiling coverings
14.5 - Operated facilities & fixtures
14.6 - Supplementary provisions

15. INSTRUCTIONS APPLICABLE DURING EVENTS
15.1 - Safety measures
15.2 - Circulation routes
15.3 - Exhibition areas
15.4 - Smoking ban

16. FIRE SAFETY INSTRUCTIONS
16.1 - Palais safety organisation
16.2 - General safety instructions

REGULATION
1 - INTRODUCTION
This document constitutes the events schedule of conditions required by article T5 § 3 of the decree of January 11 2000.
The events safety manager must ensure compliance with the safety measures described in this document.

1.1 - Identification of safety manager(s)
Please contact the organiser for safety manager's contact details.

1.2 - Application of regulations:
General provisions
All breaches of the regulations cited in this schedule of conditions may result in the immediate exclusion of all infringing persons or exhibiting companies, at the sole discretion of the Organiser.
2.5 - Special provisions

- Working machines exhibited on the stands must be declared to the organiser 1 month before the event.
- Thermal or combustion engines, exhaust generators, propane gas, hazardous gases, radioactive sources, X-rays and lasers presented on the stands must be the object of an authorisation request to the competent administration 1 month prior to opening to the general public.

This request shall be forwarded to the administration by the organiser’s safety manager.

The mandatory document to be used for declarations or authorisation requests is featured in the appendix.

The Safety manager shall indicate the special provisions to be adopted on stands for which declaration is required and shall provide notification of the administration’s decisions for stands subject to authorisation.

3 - STAND FITTINGS

3.1 - Material fire retardancy

Materials are classified into 5 categories: M0/M1/M2/M3/M4.

The fire retardancy rating guarantee must be provided either in the form of a test certificate from a certified laboratory, or by markings stipulating compliance with the NF norm, or by identification located on its edge if fire retardancy treatment has been performed in a factory or workshop, or by a stamp or a seal if the treatment is performed in situ.

Proof of rating is not necessary for traditional materials with conventional ratings.

Note: Fire retardancy treatment can only be performed on wooden panels or on natural materials containing a high proportion of natural fibres. It is not possible for synthetic and plastic materials.

N.B.: Certificates of foreign origin cannot be accepted. Only certificates from French certified laboratories will be accepted.

Exhibitors and stand hire parties must provide the safety manager with fire rating guarantees for materials used on request.

3.2 - Fire retardancy rating for stand construction materials:

Framework, construction of large fixtures (cash desk, counter, presentation display, dividing partition, etc.) M3.

Fitting over the aisles (signage structure or banner, footbridges, etc.) is forbidden.

- Wall coverings

These provisions do not apply to interior design trade shows and stands exhibiting textiles and wall coverings. Natural or plastic textiles (M0, M1 or M2) or fire retardancy treated. They can then be stretched or fixed in place by staples. Various coverings (materials, papers, plastic film) which are very thin (maximum 1 mm) can be stuck directly onto M0 materials only.

If said exhibited materials are used to decorate partitions or false ceilings and if they represent over 20% of the total surface area of said elements, the provisions of the previous paragraphs shall apply.

- Drapes - Hangings - Curtains

Can be floating if M0, M1 or M2. Are banned on stand entrance and exit doors. Authorised on doors to stores.
SAFETY RULES
OF SPACES

- Paints & varnishes
  Banned if they are deemed to be inflammable.
  (e.g. Nitrocellulose, or glycerophtallic).

- Floor coverings
  Must be made from M4 materials and fixed in place solidly
  by a scapa tape (barnier). Nice Acropolis will invoice for additional
  cleaning and any floor repair.
  Coverings, horizontal or not, on podiums, platforms or terraces
  over 0.30 m high with a total surface area over 20m², must be
  made from M3 materials.
  If their total surface area does not exceed 20m², said coverings
  can be made from M4 materials.
  For M3 or M4 rated carpets laid on wood special attention
  must attention to the laying method.
  Fire retardancy certificates must state: "Valid to stretch lay on all
  M3 supports".

- Floating elements
  Floating decorative or fascia elements (advertising panels with a
  surface area over 0.50 m², garlands, light decorative
  features, etc.) must be made from M0 or M1 materials.
  The use of signs or advertising panels featuring white letters on
  a green background is absolutely prohibited.

- Flower decorations
  Flower decorations made from synthetic materials must be
  limited. In cases to the contrary, such decorations must be made
  from M2 materials.
  For natural plants, preferably use peat compost which should be
  kept damp at all times.

- Furniture
  (chair, table, desk, etc.): no requirements.
  Lockers, counters, shelves, etc. must be made from M3 category
  material and be fire retardancy treated for compliance purposes.

- Canopies
  In establishments not protected by an automatic water sprinkler
  system, canopies must be made from category M0 or M1
  materials. An effective hanging system must be used to prevent
  canopies from falling. They shall be supported by a criss-cross
  wire system whose mesh is smaller than 1 m².
  The suspension and fixing of full ceilings and false ceilings
  must be made from category M0 materials.
  When insulation materials are fitted in voids of standard and
  false ceilings, suspension and fixings of standard and false
  ceilings can be made from M1 category materials.

- Standard & false ceilings
  They must be made from M0 or M1 materials; It is acceptable for
  25 % of the total surface area of said standard and false ceilings
  to be M2.
  Lighting and accessories shall be included for the purposes
  of calculating this percentage; If the constituent elements of
  standard and false ceilings are openwork or made from netting,
  they can be M2 when the surface area of full materials accounts
  for less than 50 % of the total surface area of said standard and
  false ceilings.

3.3 - Special fitting rules - partitioning

- Exhibition area floor to ceiling heights:
  > MÉDITERRANÉE level 1: 3.73 m
  > AGORA level 1: 4.50 m
  > AGORA level 2: 3.50 m
  > AGORA level 3: 3.20 m
  > RHODES level 2: 3.49 m
  > RISSO 6A level 2: 2.83 m
  > RISSO 6B level 2: 2.83 m

  > RISSO 7A level 2: 2.42 m
  > RISSO 7B level 2: 2.42 m
  > RISSO 8A level 2: 2.42 m
  > RISSO 8B level 2: 2.42 m
  > LES MUSES level 3: 4.10 m
  > FOYER/LOUNGE level 3: 4.02 m

- Overhead hanging hooks
  For safety and compliance with regulations reasons all overhead hooks
  are reserved exclusively for Nice Acropolis.

- Outside arrangement
  For any outside arrangement/ building, the constraints bound to the
  strength of the wind will have to be taken into account, according to
  the nature of the arrangements/building, it can be asked to make
  check your installations by an approved body (APAVE - contact us for
  this service). The setting of the arrangements/building with the ground
  will have to be assured by ballasting, no drilling will be allowed.

3.4 - Suspended signs/scenery structure
  The bottom of the sign must not obscure visibility of the emergency
  exits, between two stands.
  For immediately adjoining stands, all signage higher than 2.50m
  must be set back by 1 m in relation to the neighbouring stand.

4 - SPECIAL STANDS

4.1 - Enclosed stands
  Enclosed stands must have direct exits onto aisles. Their number
  and their width shall vary according to the surface area of the stand:
  - Stand < 20 m²: 1 x 0.90 m exit
  - Stand 20 m² to 50 m² stands: 2 x 0.90 m and 0.60 m exits
  - Stand 50 m² to 100 m² stands: 2 x 0.90 m exits
  - Stand 101 m² to 200 m² stands: 2 x 1.40 m and 0.60 m exits
  - Stand 201 m² to 500 m² stands: 2 x 1.40 m and 0.90 m exits
  Exits must be carefully distributed and opposite each other where
  possible. They shall be indicated by an “exit” sign in white letters on
  a green background.
  If the stand is enclosed by doors, the latter must open in the
  direction of exit, with no system enabling them to be blocked,
  without impinging on the public circulation aisles.

4.2 - Stands with upper levels, covered stands,
  full standard & false ceilings:
  These stands must comply with all of the following terms and
  conditions:
  - Surface area < 300 m².
  - At least 4 m apart.
  - Total surface area of standard and false ceilings (including upper
  levels) equal to less than 10 % of the surface area of the level
  concerned.
  If the surface area is > 50 m² they must incorporate the appropriate
  extinguisher systems serviced by a fire safety agent and safety
  lighting featuring independently powered units on the ground floor.
  Stands with upper levels must comply with the following measures:
  - They can only have one upper level which must not be covered.
    - Solidity and stability shall be inspected on assembly by a
certified inspection agency (APAVE, SOCOTEC, VERITAS,...).
    - The inspection office shall send the Safety manager a certificate
indicating its conclusions on plans and calculation notes.
    - Fixtures must withstand loads of 500 kg per m². Body rails must
withstand a force of 100 kg per linear metre.
    - Glass panels used for protection must be reinforced or laminated.
      « Securit » glass may not be used.
SAFETY RULES OF SPACES

Levels must be serviced by stairs:
• Upper level < 50 m²: 1 x 0.90 m stairs
• Upper level 50 m² to 100 m²: 2 x 0.90 m stairs
• Upper level of 101 m² to 200 m²: 2 x 1.40 m and 0.90 m stairs.
• Upper level of 201 m² to 300 m²: 2 x 1.40 m and 1.60 m stairs.

For stands that are slightly raised (maximum 10 cm) provision shall be made for an accessibility ramp for mobility-challenged people.

4.3 - Catering stands or drinks outlets
Exhibitors with this category of stand shall ensure that the layout of the tables and chairs reserved for catering do not spill out onto the narrow aisles reserved for the general public. They shall also ensure that they do not block exit and emergency exit doorways.

Cooking in the halls is formally forbidden except by exemption from the organiser.

Electrical boards must be isolated from neighbouring inflammable areas by a gap measuring at least 0.50 m. They shall be away from splashes from liquids, out of the general public’s reach.

All apparatus used by catering personnel must comply with regulations and legislation of the Labour Code and the Protection of Workers.

Catering stand or drinks outlet operations must comply with SDASS and DDSV health rules.

- Waste water must only be evacuated into the drainage system of the Parc des Expositions.
- Each stand shall be equipped with a non manually operated hand basin.
- The stand floor shall be smooth and washable (no carpet).
- Food stuffs shall be stored in refrigerated displays and kept at +3°C.
- Waste shall be stored in plastic bags and shall be cleared away by the exhibitor into purpose containers.
- Clean and dirty product circuits must not cross under any circumstances,

N.B. : the veterinary services may perform inspection visits during the event.

Shall be deemed
• to be cooking apparatus, apparatus used to cook food stuffs, for immediate or later consumption, such as ovens, fryers, slow cookers, naked flames;
• such as warming apparatus, apparatus used exclusively for reheating prepared food such as warming ovens, heating cabinets, microwave ovens and bain maries.

Shall not be deemed to be cooking or heating apparatus
• apparatus used to keep prepared food warm such as hot water bain maries or infrared lamps;
• freely usable microwave ovens with a unit power up to 3.5 kW installed in rooms accessible to the general public.

Cooking & warming apparatus compliance
• § 1. Apparatus must be NF marked.
• § 2. Ovens built on site must be made from refractory materials and be designed in such a manner that the maximum temperature on their outer face does not exceed 100°C.

Refractory materials must comply with norm NF EN 993. Said provisions must be certified by the installer.

General rules for installing apparatus
• § 1. Cooking and warming apparatus must only be located less than 50 cm away from a wall if clad in materials rated category M0 or A2-s1, d1.

This provision shall not apply to NF marked apparatus, which is subject to the manufacturer’s installation recommendations.

• § 2. In the case of cooking and warming apparatus that run on liquid or solid fuels, the floor of the premises must be made from noncombustible materials or clad in category M0 or A2fl rated materials.

• § 3. Cooking and warming apparatus must be fastened to stable elements of the building in the event, in terms of their construction, they are not sufficiently stable to withstand moving or falling over.

Extinguisher systems
Large kitchens, warming galleys and individual cooking islands must be fitted with extinguishing systems adapted to the risks present.

Apparatus power limit
• § 1. The use of cooking or warming apparatus is authorised if its total useful power does not exceed 20 kW.

• § 2. With respect to small portable apparatus, solely the following are authorised:
  > electrical or gas apparatus whose useful power does not exceed 3.5 kW;
  > butane gas apparatus fuelled by a bottle weighing no more than 1 kg;
  > apparatus with non-pressurised alcohol burners, with a capacity of no more than 0.25 l. They must be filled away from the general public.

Installation conditions
• § 1. Apparatus must be immobilised with the exception of small portable apparatus. The use of butane bottles weighing more than 13 kg is banned in the Palais des Congrès.

• § 2. In premises accessible to the general public and in exemption to the provisions of article GZ 8, it is acceptable to use:
  > a butane bottle weighing no more than 13 kg on condition that the latter and the electrical supply system are located away from the general public;
  > a cupboard made from non-combustible materials, extensively ventilated, fitted with a bottle closing system;
  > one or more bottles weighing no more than 1 kg supplying small portable apparatus.

4.4 - Mobile home installation
When using a mobile home inside a building a skirt must be fitted to it made from non-combustible materials in order to make the underside of the mobile home inaccessible.

4.5 - Marquees & structures
If an establishment of this type has been erected, it must comply with articles CTS 1 to CTS 57 of the decree of 23/01/85B and must be the object of an erection certificate.

5 - GAS & HEATING INSTALLATIONS
5.1 - Bottled butane & propane
The use of bottles of butane weighing more than 13 kg is banned in the Palais des Congrès. Bottles weighing less are authorised in the Palais des Expositions hall subject to the following conditions: they must be fitted with standardised valves, located out of the general public’s reach and protected from impacts.
The number of bottles shall be limited to 6. Bottles shall be separated by a rigid, non-combustible screen allowing 10 m² for each bottle, at least 5 m apart. Supple or flexible connection hoses must be NF compliant, renewed on their expiry date, be adapted to fit the diameter of nozzles with clamping collars and must not be more than 2 m long. No unconnected empty or full bottles must be left inside the exhibition areas.

5.2 - Independent heating apparatus
The use of independent electric, gas-fuelled, liquid, solid heating apparatus is forbidden.

6 - ELECTRICAL INSTALLATIONS

6.1 - Introduction
The supply of electric power on each stands is reserved exclusively for Nice Acropolis. Electrical installations on stands must be performed by persons with an in-depth knowledge of the specific risks that will enable them to design and commission execution of the works in compliance with safety regulations.

The installation must be protected at source against surges and against earthing faults. Electrical materials used shall comply with relevant French or European norms. Provision to be made for an electrical panel comprising a 30mA circuit breaker, protective devices against surges calibrated at 10 A for lighting and 16 A for sockets, an emergency cut out on all active wires. All metal masses must be interconnected and connected to the stand electrical cabinet earth. The electrical connections must be housed in a derivation box. The electrical cabinet must be permanently accessible to stand personnel as well as technical personnel on the exhibition site.

Installation compliance may be checked by a certified inspection office. In the event of failure to comply with safety requirements, the organiser shall be entitled to cut off power to the stand.

6.2 - Electrical cables
They must be insulated to take a minimum voltage of 500V (Scindex H03VHH flex is prohibited).

Only use cables with protective sheaths on each wire which are housed in a communal protective sheath. Cables can be fastened to stand structures using cable fasteners every 40 cm. Wires < 1.5 mm² are prohibited.

6.3 - Electrical apparatus
All apparatus, with the exception of class II apparatus (double insulation) must be connected to the protection circuit. Plug adapters and multiple sockets (T) are prohibited, bases with multiple sockets for fixed PCs protected by 16A fuses or circuit breakers are accepted. For power > 16A apparatus shall be powered by an appropriate circuit. Mobile or semi mobile apparatus can be powered in the same way as portable apparatus, cables shall be less than 1 m long.

6.4 - High voltage illuminated signs
Mark the installation « Danger Haute Tension » (Danger high voltage). Fix the neon sign onto the stand using porcelain insulators. They must be out of reach of the general public and stand personnel.

In the event that they are enclosed in i nsulating sheaths, the latter shall be made from category M3 materials. The cut out switch must be marked and transformers placed in a location which cannot pose a danger to people.

7 - INFLAMMABLE LIQUIDS
The use of inflammable liquids is restricted, per stand, to 5 l of category I liquids (benzene, toluene, hexane, butane, xylene, turpentine) and 10 l for every 10 m² of stand (80L maximum) for category 2 liquids (diesel).

Stands must be equipped with a 9 kg powder extinguisher, a water-tight receptacle with the same capacity must be placed under the cans or the tank.

Refill the apparatus outside event opening hours for the general public.

8 - BANNED PRODUCTS
• Samples or products containing an inflammable substance
• Balloons filled with an inflammable or toxic gas
• Pyrotechnical & explosive special effects
• Articles made from celluloid
• Ethylene oxide
• Carbon disulphide
• Sulphuric ether and acetone
• Acetylene, oxygen and hydrogen (unless administrative exemption, request to be submitted 2 months prior to the event).

9 - WORKING MACHINE & APPARATUS PRESENTATION
Apparatus must not pose any risk of accident to visitors, shall be situated 1 metre back from the edge of the stand unless protected by a screen solidly fastened in place.

It must be the object of a special prior declaration to the organiser, 30 days prior to opening of the exposition.

10 - HAZARDOUS WASTE
Provision and location of containers to hold paint, solvent, adhesives, lacquers, etc...

Such products must be collected and removed by the exhibitor. Only empty packaging may be disposed of in the available skips. By law, individuals are responsible for their waste.

11 - X-RAY RADIOACTIVE SUBSTANCES
Installations of this type are bound by an authorisation request (2: Exhibitor & stand hire party obligations).

11.1 - Radioactive substances
Acceptance criteria: substances weighing less than 37 kilobecquerels for those containing group I radioactive elements, 370 kilobecquerels for group II radioactive elements, and 3700 kilobecquerels for group III radioactive elements.

Substances must be protected in an effective manner and their presence indicated using the basic ionising radiation diagrams defined in norm NF60.101 as well their type and their activity. It must be impossible for them to be removed by the general public by fixing down the apparatus used, or by moving it out of reach.

They must be supervised by stand personnel at all times. When not supervised, they must be stored in a fire resistant container. The equivalent dose output must not exceed < 7.5 micro Sievert per hour at all points on the stand. Materials on stands where substances are exhibited shall be constructed from and decorated in category M1 materials.
11.2 - X-rays
Usage can be granted subject to compliance with norm NFC74.100 in particular, keeping superfluous objects away from the vicinity of the X-ray generator and sample to be examined, zone must be designed and signed as not accessible to the public, leak exposure output must not exceed 0.258 micro coulomb per kg, per hour at a distance of 0.10 m from the radioactive source.

12 - LASERS
Installations of this type shall be subject to authorisation request (2: Exhibitor and stand hire party obligations).
Said request shall comprise a technical memo featuring an installation plan and an installer’s certificate certifying compliance with said provisions. Under no circumstances must the general public be subject to the direct or reflected laser beam, the apparatus and its equipment must be solidly fastened to stable elements, the environment of the apparatus and the spaces swept by the beam must not contain any elements capable of reflecting the wavelengths in question. Ensure during testing away from the general public that materials used for fitting, decoration or fire protection systems do not react with the calorific energy of the light beams.

13 - CAR DISPLAY
Fuel tanks of exhibited vehicles must be empty and fitted with locking caps. Battery clips must be unplugged and protected.

14 - ACCESSIBILITY FOR MOBILITY-CHALLENGED PEOPLE
14.1 - Access and booth technical floors
Floors must be even and non slip. No obstacles for wheels. No holes or slits (less than 2 cm). Kerbs (smoothing corners and making a visual contrast) shall have rounded edges or feature chamfering no more than 2 cm high. Said maximum height can nevertheless be increased to 4 cm if the ramp has a gradient of less than 33% along its entire length.

Glazed partitions situated on circulation routes or immediately along the edge of the latter must be easy to spot for persons or all sizes by using visual elements that contrast with the immediate environment.
- Doors to premises with a capacity of more than 100 persons: 1.40 m
- Doors to premises with a capacity of less than 100 people: 0.90 m
- Doors to premises less than 30 m²: 0.80 m

14.2 - Obstacles
Signage
- Must be appropriate.
- Leave height clearance of 2.20 m if signage is suspended.
- Lateral elements protruding more than 15 cm shall be marked by visual contrast or tactile recognition or extension down to the ground.

Visibility
- Information must be grouped together and stand out in contrast to its immediate environment;
- It must be possible to see and read it in « standing up » and « sitting down » positions;
- Avoid all dazzling, reflection or shadow effects due to natural or artificial lighting;
- Must be less than 2.20 m high and located in such a manner that a visually impaired person can spot them less than 1 m away.

Legibility
Information must be strongly contrasted in relation to the background support.

Comprehension
Signage must use icons or pictograms where possible. It is necessary to use norm-compliant pictograms where applicable.

14.3 - Reception of the general public
Reception desk
Banks of reception desks must be designed for use by a person in « standing » and « sitting » positions.
When they need to be used for reading, writing, using a keyboard, at least one section of the fixture must feature the following specifications:
- A maximum height of 0.80 m;
- A recess under the lower section at least 0.30 m deep,
- 0.60m wide and 0.70 m high with enough room

Ramps or booth technical floors
If uneven levels cannot be avoided, inclined ramps integrated in the booth must be created.
- < or = 5 % over 10 m
- < or = 8 % over 2 m
- < or = 10 % over 0.50 m

They must feature kerb edging designed in such a manner as to prevent the risk of persons in a wheel chair falling off. The edge must also act as a useful tactile reference for guiding blind or visually impaired people with walking sticks.
SAFETY RULES
OF SPACES

14.4 - Floor, wall & ceiling coverings
Fixed mats and grills must not comprise holes or slits with a width or diameter greater than 2 cm.

14.5 - Operated facilities & fixtures
At least one unit per group of facilities or furniture elements must be marked, accessible to, and for use by, physically challenged people.

In the case of amenities subject to opening hours, the adapted facility must operate as a matter of priority. At least one facility or furniture element per group of facilities or furniture elements must be useable by a person in « standing » and « sitting » position.

So that it can be used in a « sitting » position, a facility or furniture element must feature the following specifications:

A - 0.90 m AND 1.30 m HIGH :
• Manually operated
• When it is necessary to be able to see, read, hear, speak in order to use the amenity.

B - MAXIMUM HEIGHT OF 0.80 m
• And a recess in the lower section at least 0.30 m deep, 0.60 m wide and 0.70 m high with enough room to accommodate the feet and knees of a person in a wheelchair.
• When a furniture element is designed for reading a document, writing, using a keyboard.

14.6 - Supplementary provisions
Seated public venues
• In restaurants
• In multi-purpose rooms which are not specially adapted.

Number
• The number of accessible places, up to 50 seats, shall be 2
• Plus one extra seat for every 50 (whole or fraction) extra seats.
• In excess of 1000 seats, the number of accessible places, which shall not be less than 20, shall be set by municipal decree.

Dimension specifications
Each accessible space must correspond to a usage space of:
• Usage space = 0.80 m x 1.30 m
• Manoeuvring space: R =1.30 m
• Circulation route = (see art. 13.1 )

15 - INSTRUCTIONS APPLICABLE DURING EVENTS

15.1 - Emergency systems
Access to emergency systems (indoor/outdoor hydrants, fire plugs with hose and spout, telephones and safety signs) must be kept clear at all times.

Stands comprising a fire plug with hose and spout must allow 1 m clearance in the vicinity of the apparatus.

Panels or materials masking the emergency systems are forbidden.

15.2 - Circulation routes
Exhibitors must keep empty spaces, aisles and emergency exits clear at all times. The latter must only use the footprint of its stand for exhibiting purposes.

No vehicles shall be tolerated in the exhibition hall during opening hours to the general public or exceptionnally upon safety officer agreement.

Parking is prohibited in the fire engine access lane during public opening hours on risk of removal to the car pound.

15.3 - Exhibition areas
Crates, woods, boxes and straw must not be left in the exhibition areas, stands or circulation routes.

15.4 - Smoking ban
Smoking is banned in all buildings.

16 - FIRE SAFETY INSTRUCTIONS

16.1 - Palais safety organisation

A - SAFETY INSTALLATIONS & EQUIPMENT
IN THE EXHIBITION AREAS
• Palais des Congrès
  All doors leading outside including emergency exits are electrically locked under control and surveillance. They will open automatically in the event of fire.
  All spaces, halls and circulation routes are monitored by a category A fire safety surveillance system which goes off automatically, after recognising and confirming the outbreak of a fire, triggering slave sequences (unlocking of emergency exits, return of lift to the floor levels, stopping of escalators, closure of doors and fire stop valves).
  In the event of an EDF mains power cut, the security equipment has an instant back-up electricity supply provided by generator units that can start at any time.
  • Palais des Expositions
  All areas are protected by an anti-intrusion alarm relayed to the Palais des Congrès Central Health & Safety office.

  The entire building is fitted with a category A Fire Safety System.
  All information is relayed to the Palais des Congrès Central Health & Safety office.

  The two Palais are fitted with fire plug and hose systems and extinguishers adapted to the risks in question.

B - FIRE SAFETY SERVICE

Palais des Congrès
The Palais des Congrès is equipped with a Central Health & Safety Office, operational 24 hours a day.

• Central health & safety office contact details:
  Outside line: 📞 +33 (0)4 93 92 83 74
  Internal extension: 📞 83 74 or 📞 87 57
  Or 📞 66 in the event of emergency.
  (from all landlines in the building)

Palais des Expositions
The Palais des Expositions is equipped with a Central Health & Safety office which is open during event opening hours.

• Central health & safety office contact details:
  Outside line: 📞 +33 (0)4 93 92 83 75
  Internal extension: 📞 83 75
  Or 📞 66 in the event of emergency.
  (from all landlines in the building)

C - FIRE SAFETY AGENTS

For each event Nice Acropolis and the organiser shall provide the appropriate fire safety agent personnel which need to be in attendance during opening hours to the general public.
16.2 - General safety instructions

• In the event of fire
  > Remain calm;
  > Telephone or have someone telephone internal extensions 66 or 83 74 specifying the location of the fire;
  > Break the glass on the red break glass unit marked «en cas d’incendie, briser la glace» (break glass in the event of fire);
  > Fight the seat of fire using extinguishers, without taking any risks.

• In the event of fire or on hearing the alarm signal (siren)
  > Evacuate calmly;
  > Do not use the lifts. Use the emergency exits (indicated in green) and make your way to the muster point in Square F Giordan (Bassins Apollon) or Esplanade de Lattre de Tassigny at the Palais des Expositions;
  > Do not return unless you are told to do so;
  > Crouch down if you are trapped in the heat or smoke (the air is fresher near the ground);
  > Guide or inform the emergency services.

• In the event of accident
  > Stay calm;
  > Telephone or have someone telephone internal extensions 66 or 83 74 specifying the location;
  > Answer the questions asked by the Health & Safety service which will enable the doctor to perform an initial assessment and bring the necessary equipment.

• Provide the following important information to the operator:
  > Exaction location;
  > Is it a man, woman or child?
  > Approximate age of the victim;
  > Is the person moving, breathing or speaking?
  > DO NOT HANG UP FIRST

Notes:
  • The Safety Office is operational 24/7 and can be called from outside or using a mobile phone on +33 (0)4 93 92 83 74.
  • For urgent technical call outs, contact the Central Health & Safety office using the internal extensions 83 61, 83 74 or 87 57 (preceded by 04 93 92 if you are outside).
TERMS & CONDITIONS

SOE 2019 CONGRESS

GENERAL TERMS & CONDITIONS
OF HIRE & SALE

"READ CAREFULLY"
GENERAL TERMS & CONDITIONS
OF HIRE & SALE

ARTICLE 1 - ORDERS

1.1 - ACCEPTANCE OF GENERAL TERMS & CONDITIONS
Placements of ORDERS by CLIENTS with the company Nice Acropolis implies full, unreserved acceptance of the present general terms and conditions of hire and sale.

1.2 - ORDER PLACEMENT
• All CLIENT orders to Nice Acropolis must be confirmed by signing an ORDER FORM. The same applies for all order amendment requests and for all additional orders.
• All orders or order amendment requests from the CLIENT to Nice Acropolis must be placed at least 15 working days before the 1st day of set up/installation/delivery/service.
• CLIENTS shall not be granted any discount on ORDER amounts regarding equipment change requests after delivery compliant with the latter.
• Barring specific agreements to the contrary decided with our exposition department, payment of the full amount of the ORDER incl. VAT must be enclosed with the latter and shall be payable by transfer or bank card.

ARTICLE 2 - PRICES

2.1 - EXISTENCE OF SPECIAL PRICES
In the exhibitor guide
Barring specific agreements, the applicable price excl. VAT for hire or sale is the one in the EXHIBITOR GUIDE.

2.2 - ABSENCE OF PRICES
In the exhibitor guide
The price for all of the other products and services in the EXHIBITOR GUIDE shall be decided by Nice Acropolis on a case-by-case quote basis.

2.3 - PRICE SURCHARGE
All ORDERS placed after the deadline specified in article 1.2 shall be liable to a 15 % surcharge of the valid price excl. VAT.

2.4 - VAT
Nice Acropolis presents its services exclusive of VAT + applicable VAT in accordance with valid French and European regulations.

ARTICLE 3 - CLIENT OBLIGATIONS

Claims regarding the condition of hired equipment shall not be accepted if they have not been the object, as of delivery, of a claim letter with documentary proof.

The CLIENT is responsible for hired equipment, from delivery to collection. It agrees to become the legal keeper (article 1384 of the Civil Code) of the hired equipment. In this respect, it is liable for any damage caused to or experienced by the equipment entrusted to it.

The CLIENT also undertakes to use the hired equipment for the purpose for which it is designed, and not to do anything or allow anything to happen that could cause its deterioration or its disappearance, and provide it with the standard maintenance necessary to keep it in working order, to comply where necessary with the specific recommendations and specific instructions for appropriate use and warnings from Nice Acropolis. It may not make any modifications however minor and/or proceed with any repairs thereto.

The hired equipment shall remain the property of Nice Acropolis. It may not be transferred, moved, nor seized. Nice Acropolis reserves the right to retrieve the hired equipment as soon as the event is over.

The CLIENT must take all measures to this end and in particular collect all items or documentation belonging to it.

Nice Acropolis may not under any circumstances be held liable for the disappearance or any other damage during equipment collection.

Untidiness, damage or missing items recorded and certified on return shall be invoiced to the CLIENT at the replacement value of the property and/or costs and expense of repair outlaid by Nice Acropolis, payable on receipt of the invoice issued by Nice Acropolis.

For all damage caused to equipment during the hire period which needs replacing, the CLIENT must, in addition to the replacement value, pay the price of providing the new equipment for the outstanding term until the end of the event.

The CLIENT undertakes to provide safekeeping of the hired equipment at its own expense.

To this end, he shall take all useful measures and implement all means and personnel necessary. Exhibitors are recommended never to leave their stand unsupervised during set up and dismantling of installations. Valuable items must be locked away.

Nice Acropolis declines any liability for thefts, loss and damage which might occur, and recommends that each exhibitor protects their equipment and insure it for its full value.
ARTICLE 4
INSURANCE - SECURITY DEPOSIT

4.1 - EXHIBITOR INSURANCE
The areas made available to the exhibitors are covered against fire and explosion hazards by Nice Acropolis insurance cover.
Nice Acropolis and its insurers will not make any claims against the Client in the event of incidents for which the latter may be held responsible, other than in cases of malice aforethought. In return the exhibitor and their suppliers of services and goods, as well as their insurers agree not to make any claims against Nice Acropolis.

The exhibitor and the service providers chosen by them must have taken out sufficient insurance cover to meet their public liabilities and well as a guarantee covering all the goods belonging to them or placed under their care, so that no claims will be made against Nice Acropolis in any event, irrespective of the cause.

Furthermore they must take out insurance cover needed to cover all other risks (Public Liability, Theft, water damage etc.) so that no claims will be made against Nice Acropolis and so that the latter may not be held responsible.

The exhibitors may not take action against the Municipality as the delegating authority.

In particular Nice Acropolis may not be held responsible:

In the event of theft or other criminal act that the exhibitor, their service providers OR visitors may be the victims of in the rented spaces or their associated facilities;

In the event of any interruption to services, in particular to water, gas, electricity or telephone services occasioned by the authorities or subcontractors to the public services or in the event of force majeur;

In the event of malicious acts or acts of sabotage caused by any individuals OR groups of individuals not associated with the exhibitor and which are expressed as injury to persons or damage to property;

In the event of security measures taken by law enforcement agencies which in particular involve the destruction of objects or of vehicles.

Nice Acropolis will accept no responsibility in the event of any accident of any sort whatsoever which may occur as a result of the exhibition.

4.2 - SECURITY DEPOSIT
Regardless of the type of event and for certain services (telephone, audiovisual, IT…) a security deposit by cheque shall be required on ORDER for equipment hire. The amount of said security deposit shall vary according to the type of service.

The security deposit shall be returned to the CLIENT, after payment of all sums due and return of the equipment in good condition, on the indicated date. If the contrary is true, it shall be cashed.

ARTICLE 5
TERMS & CONDITIONS OF PAYMENT

Unless agreements to the contrary have been concluded with our exhibition company, payment of the whole ORDER amount incl. VAT must be enclosed with the latter and shall be payable by transfer or bank card. No discount shall be granted to the CLIENT for early payments.

Any delay by the Client in the payment of amounts due at the payment date, of any sort and irrespective of the cause, will result (after prior notification) in a demand for payment of late payment interest being made, calculated on the basis of the interest rate applied by the Central European Bank to its most recent re-financing operations, increased by 10 (ten) percentage points. This rate, however may not be less than three times the rate of interest in force at that date (depending on the payment date, the ECB rate applicable during the first half-year for the year involved will be the rate in force on the first day of January of that year, and that applicable for the second half-year will be the rate in force on the 1st July of the year). The client will also be liable for the one-off indemnity for the commercial transaction levy provided for in articles L.441-6 and D.44 1-5 of the Code de Commerce, as well as, when provided for by supporting evidence, for any other additional indemnity.

ARTICLE 6
COMPLIANCE WITH NORMS
Nice Acropolis shall provide on first request all documentary evidence of conformity and compliance of installed equipment in accordance with norms applicable in its area of business.

In the event that applicable regulations are amended, after order, or exceptional measures are taken by the competent authorities (police, fire services or other), the parties shall renegotiate upwards the financial conditions applicable to the present in such a manner as to take the financial impacts of said amendments and exceptional measures to be taken by Nice Acropolis into account.

ARTICLE 7 - JURISDICTION
It is hereby expressly agreed that sole jurisdiction is awarded to the Nice commercial court to settle disputes pertaining to contract interpretation or performance.

Clauses to the contrary stipulated in the CLIENT’s commercial documents shall be deemed not to have been written.

ARTICLE 8 - PRECEDENCE OF THE GENERAL TERMS & CONDITIONS OF HIRE & SALE
It is hereby expressly agreed that the GENERAL TERMS AND CONDITIONS apply exclusively in all commercial relations binding Nice Acropolis with the present signatory CLIENT.

They shall override all earlier documents, all previous written or verbal agreements, as well as the CLIENT’s general terms and conditions of purchase or hire, with respect to all of its terms.

ARTICLE 9 - APPOINTMENT OF OFFICIAL ADDRESS
For the purpose of executing the present document, the CLIENT and Nice Acropolis hereby appoint their formal addresses at their respective head offices.

ARTICLE 10 - TERMINATION CLAUSE
Nice Acropolis shall terminate its contractual relations with the CLIENT, after serving of notice by Recorded delivery letter with advice of receipt has remained without effect for over 8 days, and/or immediately interrupt its SERVICE in the event that the CLIENT has failed to execute one or other of its obligations without prejudice to the other rights and recourse that may result thereof.
**ARTICLE 11**

**CLIENT ORDER CANCELLATION**

For all total or partial cancellation of orders at the client’s request less than 30 working days before the 1st day of installation/set up/delivery/service, the order amount shall be invoiced to the client, even when the cause of said cancellation is not due to it, outside its control or due to a case of force majeure. In all circumstances, payments inclusive of VAT already made shall remain the property of Nice Acropolis. Cancellation must obligatorily be sent to Nice Acropolis by recorded delivery letter with acknowledgement of receipt within the set deadlines.

**ARTICLE 12 - CANCELLATION BY NICE ACROPOLIS**

Nice Acropolis may not be held liable in the event that a force majeure or chance event occurs as defined in article 1148 of the Civil Code. In the event of administrative closure imposed by serious events and/or decided by an authority holding powers in terms of health and safety and administrative policy, the CLIENT shall be reimbursed for any instalments paid, subject to deduction of the expenses outlaid by Nice Acropolis for order preparation.