



SPECIFICATIONS FOR USE BY EXHIBITORS AND STAND LESSEES

EXTRACTS FROM THE SAFETY REGULATIONS CONCERNING
RISKS OF FIRE AND PANIC IN TYPE T PUBLIC BUILDINGS

Ministerial circular of 18 November 1987 completing the modified circular of 25 June 1980

**We recommend giving this document
to your stand decorator and/or fitter**

OBSERVATIONS

- This document constitutes the Specifications as stipulated by article T5 section 3 of the Ministerial Circular of 18 November 1987.
- In the event of a dispute, only the French version of the Safety Regulations is legally binding.

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Article T5 - Obligations of organisers

SECTION 2

The organiser has appointed as Safety Manager:

Mr Alain THERIAUX
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262, Avenue Jean Jaurès, 69150 DECINES France

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He is responsible for ensuring that the safety measures described in this document are complied with.

He is your single contact person for all fire safety matters.

Article T8 - Obligations of exhibitors and stand lessees

SECTION 1

Exhibitors and stand lessees must comply with the present Specifications.

SECTION 2

Stand fitting must be completed before the acceptance inspection conducted by the Safety Manager.

All necessary arrangements must be made for him to inspect the stand in detail.

The exhibitor or his authorised representative must be present during the inspection of their stand. They must be able to provide the Commission with any useful information concerning the facilities and materials quoted in Article T21 below, with the exception of those bearing a quality mark.

SECTION 3

Exhibitors and stand lessees using machines, thermal or combustion engines, lasers or any other hazardous product must apply to the Safety Manager for authorisation, **1 month before the exhibition** opens to the public (using the "Equipment in operation using fuel" form enclosed).

Article T21 - Stands - Podiums – Platforms – Stepped seating – Marquees – Tents

SECTION 2

Stands, and notably their partitions and framework, must be built and fitted using category M3 materials.

SECTION 3

Floral decorations made of synthetic materials must be kept to a minimum.
Otherwise, they must be made of category M2 materials.

SECTION 4

Coverings whether horizontal or not, podiums, platforms and stepped seating, more than 0.30m high and with a surface area exceeding 20m² may be made of category M3 materials. If their total surface does not exceed 20m², these coverings may be made of category M4 materials.

SECTION 5

Exhibited materials may be presented at stands without any particular fire resistance requirements. However, if these materials are used to decorate partitions or false ceilings and represent more than 20% of the total surface area of these elements, the provisions of this article are applicable.

SECTION 6

If a marquee or tent or similar structure is erected inside the exhibition hall, it must comply with the provisions of articles CTS 1 to CTS 37, with the exception of article CTS 5.

Article T22 - Awning

Horizontal awnings are authorised throughout the duration of exhibitions in view of the temporary nature of these events. They must be made of category M1 materials.

COMMENTS

- Fitting materials are divided into five categories according to their reaction to fire:
 - M0 non-combustible (glass, brick, plaster, iron, steel, aluminium, ceramic)
 - M1 non-flammable
 - M2 poorly flammable
 - M3 moderately flammable (resinous woods $\geq 14\text{mm}$; resinous woods and resinous wood-based panels $\geq 18\text{mm}$)
 - M4 highly flammable (non-resinous woods $\leq 14\text{mm}$; resinous woods and wood-based panels $\leq 18\text{mm}$).

- Proof of fire resistance classification must be provided through either:
 - the test report from an approved laboratory,
 - or marking indicating compliance with the NF standard.

- Covering materials:
 - Wall materials
Wall coverings (textile, natural or plastic) must be made of M0, M1 or M2 materials. They may be stretched taut or fixed with staples. Very thin (1mm maximum) coverings (fabric, paper, plastic film) may be used, if they are glued fully on to bases made of M0, M1 or M2 materials. However, embossed or relief-surface paper must be glued fully on to M0 materials only.

 - Curtains - Hangings - Nets
Curtains, hangings and nets may be left floating if they are made of M0, M1 or M2 materials. However, they are prohibited on stand entrance and exit doors and in front of emergency exits, although they may be placed on cabin doors or stand cupboards.

 - Paint and varnish
Paint and varnish is strictly prohibited if it is known to be flammable (e.g. nitrocellulose or glyptal).

 - Floor coverings
Floor coverings must be made of M4 materials and firmly fixed.

Article T23 - Covered stands - Ceilings and solid false ceilings - Stands with a raised floor level

SECTION 1

Stands or premises having a ceiling, false ceiling or full awning and those having a raised floor level or those that do not comply with the conditions of article T21 section 1 must satisfy all of the following conditions:

- Have a surface area of less than 300m²
- Be spaced at least 4m apart
- The total surface area of the ceilings and solid false ceilings (including that of any raised levels) must not exceed 10% of the surface area of the level concerned.
- Each stand or room may only have one raised floor level.

SECTION 2

If the surface area of these stands or rooms exceeds 50m², each one must have suitable fire extinguishing equipment supervised constantly by at least one person responsible for safety during the time the exhibition is open to the public.

COMMENTS

Closed stands

These stands must have direct exits giving on to the aisles of a number and opening width that depend on the stand surface area, i.e.:

- Less than 20m²: one exit 0.90m wide
- 20 to 50 m²: 2 exits, one 0.90m and the other 0.60m wide
- 50 to 100 m²: 2 exits, either both 0.90m wide or one 0.40m and the other 0.60m wide
- 100 to 200 m²: either 2 exits, one 0.40m and the other 0.90m wide, or 3 exits 0.90m wide
- 200 to 300 m²: 2 exits 1.40m wide
- 300 to 400 m²: 2 exits, one 1.80m and the other 1.40m wide

The exits must be spaced an appropriate distance apart, opposite one another if possible. Each must be indicated by signs bearing the word "Sortie" ("Exit" in French) in clearly legible white letters on a green background. If the stand is closed with doors, they must open outwards, have no locks and not swing out into the aisle when opened.

Raised floor levels

In accordance with standard NF P 06.001, stands with raised floor levels must be sufficiently solid to withstand the following overloads:

- Raised floor level of less than 50 m²: 250 kg per m²
- Raised floor level of 50 m² or more: 350 kg per m²

The drawings of the raised floor area (elevation, cross-sections, details), calculation note, and approved agency's opinion on the design (stability and solidity) must be enclosed **with the application form** sent to the Safety Manager **1 month before the start of the exhibition at the latest** (using the "Stands with raised floor area/ceiling/awning" form enclosed).

An approved agency will check the erected stand in-situ and issue a certificate of conformity. Without these, the organiser reserves the right to forbid the public from accessing the raised area.

The punching resistance must not exceed that authorised in the place concerned.

COMMENTS

Raised floor levels

Raised floor levels must be accessed via appropriately placed staircases of a number and width that depend on the surface area of the raised levels, i.e.:

- Up to 20m²: one staircase 0.90m wide
- 21 to 100 m²: 2 staircases, either both 0.90m wide or one 0.40m and the other 0.60m wide
- 101 to 200 m²: 2 staircases, one 1.40m and the other 0.90m wide

Access to the staircases from the raised floor area must be indicated by signs bearing the word "Sortie" ("Exit" in French) in clearly legible white letters on a green background.

Article T31 – Use of liquid fuels

SECTION 1

Under the terms of an exemption from articles G27 and G28, bottles containing no more than 13kg of liquid gas are authorised in exhibition halls.

SECTION 2

Bottles without a pressure-relief valve and not used for demonstration purposes are prohibited.

Connected bottles must always be placed out of the public's reach and protected against shocks.

They must be:

- either separated by a rigid, non-combustible screen on the basis of one bottle for every 10 m² minimum, with a maximum of 6 per stand
- or kept at least 5m apart with a maximum of 6 per stand.

SECTION 3

Bottles which are not connected, whether empty or full, must be stored outside the building.

Article T36 – Electricity - Special stand installations

SECTION 1

The special stand installation work must be carried out by people who are fully familiar with the particular risks inherent to the event and have the skills required to design and implement the work in accordance with these regulations.

SECTION 2

The electrical switchboard must be inaccessible to the public but easily accessible for stand personnel and the centre owner.

SECTION 3

Wiring systems on stands must be fitted in accordance with article EL23. Wall sockets must be connected to circuits protected by devices with a rated current of no more than 16 Amps. Any appliance with a higher power rating must be supplied by a specially adapted circuit.

COMMENTS

- Electric cables must be insulated for a minimum voltage of 500 volts, which means that H.03 VHH (scindex) cable cannot be used.
- Only use cable with which each conductor is in its own protective sheath, with all of the conductors being contained in a joint protective sheath.
- Conductors with a gauge of less than 1.5mm² are prohibited.
- Class 0 electrical appliances must be protected by devices with a rated differential current of no more than 30mA.
- Class 1 appliances must be connected to the protective conductor of the supply line.
- Class II electrical appliances bearing the EU mark are recommended.
- Only adaptors and multiple sockets connected to a fixed base (moulded socket blocks) are authorised.
- High-voltage illuminated signs located within reach of the public or of personnel working on the stand must be protected, in particular the electrodes, by a screen made of at least M3 grade material.
- The cut-out control must be clearly signposted and the transformers located in an area which presents no danger to the public or to staff.
- If necessary, indicate their presence with a sign marked "DANGER HAUTE TENSION" ("DANGER HIGH VOLTAGE" in French).

Article T38-1 - Temporary installation of cooking appliances

The only cooking and reheating appliances authorised inside the exhibition halls are those totalling a power rating of less than 20kW per stand, used under the conditions stipulated in articles GC16 and GC17.

All necessary steps must be taken to keep two cooking appliances with ratings of less than 20kW on two different stands at least 3m apart.

Article T39 - Machines and devices presented in operation

SECTION 1

The exhibitor is fully liable for all presentations and demonstrations performed.

SECTION 2

Machines and devices presented in operation must not involve any risks whatsoever for the public and must have been declared to the organiser in accordance with the provisions of the appendix to this chapter (declaration form).

Article T41 - Machines with thermal or combustion engines Motor vehicles

SECTION 1

The list of stands presenting machines and devices in operation must be submitted to the organiser and the safety committee.

In all cases, exhaust gases must be evacuated outside the halls.

SECTION 2

The fuel tanks of engines presented switched off must be empty or fitted with anti-theft caps. The lugs of accumulator batteries must be protected to ensure that they are inaccessible.

Article T43 - Radioactive substances - X-rays

SECTION 1

When displaying machines or equipment using radioactive substances or generating x-rays, the exhibitor must apply to the competent authority for authorisation.

SECTION 2

Authorisation to present radioactive substances on stands may only be granted for demonstrations of equipment and in cases where the radioactivity levels of such substances are below:

- 37 kilobecquerels for those constituting or containing group 1 radioelements.
- 370 kilobecquerels for those constituting or containing group 2 radioelements.
- 3700 kilobecquerels for those constituting or containing group 3 radioelements.

SECTION 3

Authorisation to present instruments releasing X-rays on stands will only be granted if such instruments and their associated accessories meet the requirements laid down by the NF 74-100 standard.

In particular, the following measures must be taken:

- Unnecessary objects near the X-ray generator and sample to be examined must be removed.
- The area out of bounds to the public must be marked and signposted.
- The rate of exposure to leakage radiation must not exceed 0.258 microcoulomb per kilogram per hour at a distance of 0.10m from the X-ray source.

Article T44 - Lasers

Lasers may be used in the exhibition halls under the following conditions:

- The public must never be subjected to a direct or reflected laser beam.
- The apparatus and its associated equipment must be sturdily fixed to a stable base.
- The apparatus surroundings and the area scanned by the beam must not contain any elements that are reflecting at the wavelengths being considered.
- For tests performed when no visitors are present, exhibitors should ensure that the heat energy resulting from the light of the laser beams does not cause any reaction with the installation and decoration material on the stand.
- Before bringing any installation into operation, the exhibitor must submit the following to the competent authority:
 - A declaration,
 - A technical data sheet accompanied by a drawing of the installation,
 - A document drawn up and signed by the installer certifying compliance with these provisions.

Article T45 - Prohibited materials - substances - gases

SECTION 1

The following are forbidden within buildings of this type:

- the distribution of samples or products containing a flammable gas
- balloons inflated with a flammable or toxic gas
- celluloid items
- fireworks and explosives
- diethyl ether, carbon disulphide, sulphuric ether and acetone.

SECTION 2

The use of acetylene, oxygen, hydrogen or gases presenting the same risks is prohibited, unless a special dispensation is granted to the exhibitor by the competent authority.

COMMENT

Bottles of air, nitrogen, helium and carbon dioxide are authorised without restriction.

Article T46 - Flammable liquids

Use of flammable liquids is limited to the following quantities per stand:

- 10 litres of category 2 flammable liquid per 10m² with a maximum of 80 litres
- 5 litres of category 1 flammable liquid.

Article T52 - General instructions

SECTION 1

The storage of boxes, wood, straw, cardboard, etc. in the exhibition areas, on stands and in passageways is prohibited.

Compliance with disabled access requirements

In accordance with decree n°2006-555 of 17/05/2006 concerning access for disabled people to residential premises, public buildings and facilities, modifying and complementing the building and town planning codes.

- All stands using a floor or any type of covering likely to create a step 2cm high or more must fit one or more ramps enabling disabled people to access them.



SPECIFICATIONS FOR USE BY EXHIBITORS AND STAND LESSEES

APPLICATION FORM EQUIPMENT IN OPERATION AND USE OF FUEL

For organiser's use

Stand no Hall no Customer no.....

VAT no. (finance law art. 17 2001/11/EC) | | | | | | | | | | | | | | | | | | | | | |

Name of exhibiting company

Address

.....

City Country.....

Tel..... Fax.....

Person to contact.....

email

Exhibitors wishing to have equipment operating on their stand and/or use one of the fuels defined in **articles T8** (*"Obligations of exhibitors and stand lessees"*) must submit an application form before doing so.

Brief description of the equipment :

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Please send this form to:
Alain Thériaux - 262, avenue Jean Jaurès - 69150 - Décines - France
Tél. : +33 (0)4 78 49 49 34 - Fax : +33 (0)4 78 49 41 39
Email : ~~alain.theriaux@wanadoo.fr~~
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