

EXHIBITOR'S TECHNICAL GUIDE

mapic[®]

the international retail property market

16-18 NOVEMBER 2016
PALAIS DES FESTIVALS
CANNES, FRANCE

 Reed MIDEM

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services & general
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CHAPTER 1

REED MIDEM SERVICES & GENERAL INFORMATION

1.1 Your contacts & opening hours

In Paris

Reed MIDEM
27, quai Alphonse Le Gallo
CS 10026
92513 Boulogne-Billancourt Cedex
France
Tel: +33 (0)1 79 71 90 00
Website: www.reedmidem.com

In Cannes

Only during the exhibition periods

Reed MIDEM
Palais des Festivals et des Congrès
6 boulevard de la Croisette
06400 Cannes
France

Website: www.mapic.com

Opening hours - MAPIC 2016:

Access from 8:30 for exhibitors
From 16 to 17 November : 9:00 – 19:00
& 18 November : 9:00 – 17:00

MAPIC MANAGEMENT

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MAPIC Director

MAPIC SALES DEPARTMENT

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Technical Customer Desk - Palais -1

Only during build-up, show and breakdown

Tel : + 33 (0)4 92 99 87 00/01

1.2 Recommended suppliers

Reed MIDEM is the organizer of the event. SEMEC is the concession holder of The Palais des Festivals and Congress of Cannes. As such, it provides services for exhibitors (see below).

Reed MIDEM has selected suppliers providing services for exhibitors to prepare their participation at the show. Exhibitors are free to contract directly with the suppliers of their choice. Reed MIDEM's liability cannot be engaged.

[Click here to fill in and order your supplementary stand services directly online!](#)

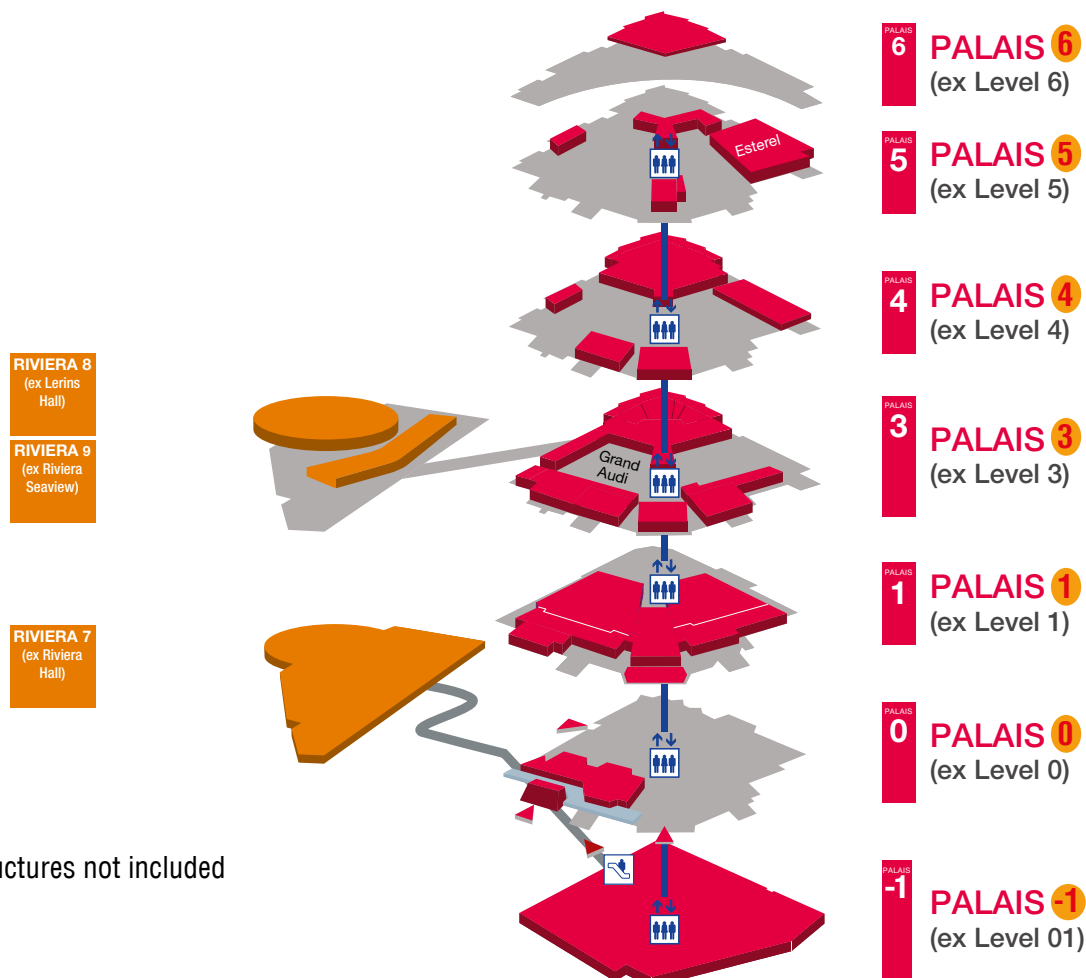
ADDITIONAL SERVICES	SERVICES	RECOMMENDED SUPPLIERS	CONTACT & WEB SITE	PHONE	EMAIL
Additional stand services	Additional Electricity	SEMEC	Dominique ROUSSEAU-DEVAUX Charlotte LIMOUSIN Stella DE ROSSO	+33 (0)4 92 99 31 44 +33 (0)4 92 99 31 54 +33 (0)4 92 99 31 23	devaux@palaisdesfestivals.com limousin@palaisdesfestivals.com derosso@palaisdesfestivals.com
	Suspension				
	Additional stand Cleaning				
	Additional Telephone				
	Video Surveillance				
	Water connection requests				
	Carpeting	FULL ON	André PFULLER	+33 (0)4 93 47 67 47	Info@fullondirect.com
	Plants Rental	GARDEN EXPO	www.garden-expo.fr	+33 (0)1 64 63 80 00	loreccchini@garden-expo.fr
	Printers	H2O PUBLICITÉ	Sylvain VIVIER	+33 (0)4 93 39 37 65	sylvain@h2opub.com contact@h2opub.com
		RICCOBONO	Angela HUET www.printingincannes.com	+33 (0)4 09 56 42 32	a.huet@riccobono.fr
Water coolers - Coffee machines	ESSENCE	www.essence-services.com	+33 (0)4 93 95 97 34	essence.services@orange.fr	
Events	Booth events planning	CARLE ORGANISATION	Jennifer CASTEL	+33 (0)1 83 79 96 35	jcastel@carle-organisation.fr
Furniture rental	Furniture rental	GL EVENTS	www.gl-events.com	+33 (0)825 608 708	info.mobilier@gl-events.com
		LA COMPAGNIE	www.lacompaniemob.com	+33 (0)4 93 45 77 01	mtouzet@lacompaniemob.com
		SEMEC	www.mytradeshow-cannes.com	+33 (0)4 92 99 31 44 +33 (0)4 92 99 31 54 +33 (0)4 92 99 31 23	devaux@palaisdesfestivals.com limousin@palaisdesfestivals.com derosso@palaisdesfestivals.com
VAT refund	Refund of French VAT	TEVEA INTERNATIONAL	Ellen BOSMA	+33 (0)1 42 24 96 96	ellen.bosma@tevea.fr
Logistics	Car Park Facilities	PARKING PANTIERO			equiptech@cote-azur.cci.fr
		INTERPARKING	www.interparking-france.com	+33 (0)4.93 38 52 12	proux@interparking.com
	Forklift order	MARTINI TECHNOTRANS	Eric FOLCO	+33 (0)4 92 59 27 27	info@martinitechnotrans.fr
		SEMEC	Dominique ROUSSEAU-DEVAUX Charlotte LIMOUSIN Stella DE ROSSO	+33 (0)4 92 99 31 44 +33 (0)4 92 99 31 54 +33 (0)4 92 99 31 23	devaux@palaisdesfestivals.com limousin@palaisdesfestivals.com derosso@palaisdesfestivals.com
		FEDERAL EXPRESS	www.fedex.com	+33 (0)4 93 00 36 03	cdecarlo@fedex.com
	Recommended freight agents	FILMAIR SERVICES	Olivier MAURICE	+33 (0)1 34 38 63 00	info@filmair.fr
		MARTINI TECHNOTRANS	Eric FOLCO	+33 (0)4 92 59 27 27	info@martinitechnotrans.fr
		MEDIA SERVICING	Dean MONAHAN	+44 208 573 9999	dean@mediaservicing.co.uk
	Stand removal	SEMEC	Dominique ROUSSEAU-DEVAUX Charlotte LIMOUSIN Stella DE ROSSO	+33 (0)4 92 99 31 44 +33 (0)4 92 99 31 54 +33 (0)4 92 99 31 23	devaux@palaisdesfestivals.com limousin@palaisdesfestivals.com derosso@palaisdesfestivals.com
	Storage Empty boxes	MARTINI TECHNOTRANS	Eric FOLCO	+33 (0)4 92 59 27 27	info@martinitechnotrans.fr
SEMEC		Dominique ROUSSEAU-DEVAUX Charlotte LIMOUSIN Stella DE ROSSO	+33 (0)4 92 99 31 44 +33 (0)4 92 99 31 54 +33 (0)4 92 99 31 23	devaux@palaisdesfestivals.com limousin@palaisdesfestivals.com derosso@palaisdesfestivals.com	

Reed MIDEM services & general information

ADDITIONAL SERVICES	SERVICES	RECOMMENDED SUPPLIERS	CONTACT & WEB SITE	PHONE	EMAIL
Technology	Internet connections & WiFi*	VIAPASS	www.viapass.com	+33 (0)4 97 06 30 06	info@viapass.com
IT, video equipment & new technology	IT and Video equipment	ACTION	Alexandre Gauthier	+377 977 778 79	alex@actionmonaco.com
		ESE AZUR	Jens Rau	+49 40 386 52 970	rau@european-show-equipment.com
	IT, AV and office equipment	LENI EURODOC	http://www.events-eurodocument.com/partenaire/fra/liste.php	+33 (0)4 93 00 80 00	jmboutaud@eurodocument.com
Temporary staff	Hostesses temporary personnel	TEAM SPIRIT - VD PROMOTION SUD	Nathalie de SAINTDO	+33 (0)4 93 46 61 83	order@vdpromotion.com
	Interpreters	ATTIC	Michel BENVENUTO	+33 (0)4 93 62 68 98 +33 (0)6 11 73 71 77	attic@wanadoo.fr
	Security Guards	SEMEC	Dominique ROUSSEAU-DEVAUX	+33 (0)4 92 99 31 44	devaux@palaisdesfestivals.com
			Charlotte LIMOUSIN	+33 (0)4 92 99 31 54	limousin@palaisdesfestivals.com
	Photographer	PHOTOLUMIERE	Patrick DENTON	+33 (0)6 76 49 54 71	patdenton@free.fr

*WIFI is available to all participants everywhere within the exhibition zone. This connection allows you to read emails or use the mobile application for example. However, it is not efficient for video streaming. To gain access, connect your computer to the "Palais des Festivals" network and open your browser. Enter the password which is the 6 numbers indicated after the "@" on your badge. This password gives access to one device at a time. If you require an improved bandwidth or multi-connections, we kindly recommend you to contact our official supplier Viapass : www.viapass.com

1.3 General plan of exhibition halls



*Outside structures not included

1.4 How to get to Cannes

Plane

Numerous airline companies serve Nice International Airport: visit www.nice.aeroport.fr for more information. Discount code available on the show website.

Between Nice and Cannes, you may use the numerous modes of public transport services: bus - helicopter - taxi. Visit www.ceparou06.fr for more information.

Train

Train timetables and reservations are available here:

In French: <http://www.voyages-sncf.com/>

In English: www.tgv-europe.com/en/

In Deutch: www.tgv-europe.de/de/?rfrr=accueil_header_deutschland

In Spanish: www.tgv-europe.es/es/?rfrr=accueil_header_espaa

In Flemish: www.tgv-europe.be/fr/?rfrr=Homepage_footer_belgique

In Italian: www.tgv-europe.it/it/?rfrr=accueil_header_italia

Netherlands: www.tgv-europe.nl/nl/?rfrr=accueil_header_nederland

Route

VEHICULAR TRAFFIC ON WEEKENDS

Vehicular traffic is regulated in France during the weekends and French public holidays.

TRUCKS COUNTRIES	ADMINISTRATIVE REQUEST TO BE MADE TO CIRCULATE ON WEEK-END
Trucks registered in France	Request to circulate on weekends to the "Préfet" of the Department of goods departure
Trucks registered outside France	Upon entrance in France, all trucks must make a formal request to circulate on weekends to the "Préfet" of the Department which governs the border town entered
British Trucks entering France via Calais	Requests must be made in writing to (fax + confirmation) Mrs. Nicole HALART DIRECTION DEPARTEMENTALE DE L'EQUIPEMENT (DDE) 100 Avenue Winston Churchill, SP 7 62022 ARRAS CEDEX FRANCE Fax: +33 (0)3 21 22 99 87

Important information for traveling to Cannes and the Palais des Festivals, whether you choose to come by land or by air, available on our website section "[Prepare my visit](#)".

1.5 Build-up & breakdown

1.5.1 Protection of persons during build-up & breakdown Work conditions and French employment laws

During build-up, operation, and breakdown periods, the interior exhibition zones as well as the outside of the building are considered as workplaces. As such, any person – independent of their role, nationality and the duration of their presence on site – is subject to the French Labour Code.

As an exhibitor, you are responsible for the rented surface from the Organizer and the services realized on it. As such, you are responsible for your suppliers: Stand builders and decorators, employees, as well as any person performing an animation activity on stands (musicians, dancers, hostesses, etc.)

■ Any person whose services you rely on (Decorators, stand builders etc.) must have a contractual relationship with your company and must be declared as such with the French authorities in due form. (See paragraph G “Services related to stands” and H. “Events and artistic performance during the exhibition”).

■ Companies and subcontractors who perform work during the build-up and breakdown periods are also required to provide their employees, or temporary employees, with Personal Protective Equipment (PPE) as listed below – including loading/unloading operations.

Each exhibitor is solely responsible for compliance with these provisions, as well as for maintaining this equipment and keeping it in good condition.

Reed MIDEM may refuse access to the site to workers who are not wearing the required PPE.

A. Wearing Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE): hard hats, safety shoes, face shield, safety masks, safety goggles, gloves, protection clothing etc is mandatory to protect from the risks of a workstation.

It is mandatory:

- To wear safety shoes (outer shell +steel toe) during build-up and breakdown periods
- To wear hard hats for all persons using nacelles and any other work at height
- To wear gloves when handling sharp materials
- To wear and use a safety harness for persons working on scaffolding and platforms
- To wear safety glasses and masks when handling toxic products
- To wear a welding mask or safety goggles during welding or grinding work.

B. Working at height

- Scaffolding must be assembled by approved personnel, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guard rails and the stability props must be in place.
- Scaffolding must be equipped on external sides with collective fall prevention safeguards as indicated in the French Labour Code: paragraph 2 of article R4323-59
- For mobile scaffolds the wheels must be locked during use
- No worker must remain on mobile scaffolding whilst it is being moved
- Use of steps stools, ladders and step boards.

Ladders and stepladders must not be used as work positions, unless technically not feasible to have collective protection equipment or if the risks resulting from an evaluation are minimal and the work periods are short and non-repetitive. Their constitutive materials and their assembly must be solid, resistant, and adapted to their ergonomic status and their stability assured during usage. The usage of fixed, portable, suspended, sliding and access ladders obey certain regulations. They must all be securely fixed to a solid support. The lifting of light and not very cumbersome loads must remain exceptional.

C. Forklift trucks

The driving of mobile automated vehicles and forklifts on building sites requires initial training. The driver must have in his possession a driving license delivered by his employer.

The regulations envisage adequate training for the drivers and the obligation by the head of the company to deliver an authorization to drive/handle after:

- A medical aptitude examination has been carried out
- An examination of the driver's knowledge for the secure handling of the vehicle has been carried out
- The driver has gained knowledge of the area and the instructions to be respected on the site.

The owners of the lifting machines:

- Documentation proving control of the machine inferior to 6 months
- Please note that electrical forklifts are strictly forbidden to use under the tents.

D. Use of machines

Portable machines and appliances (circular saws, sander etc.) used by hand must be equipped with collection devices for dust, sawdust and other pulverulent substances.

E. Safety, health (stand construction)

The structural assembly of the stands, including floorboards, must be carried prior to arrival in the establishment. Only the assembly of prefabricated constructions is authorized. Manufacturing on site is strictly prohibited. Minor adjustments may be tolerated, subject to these being carried out without creating risk or nuisance for all those present in the halls.

Likewise, all chemicals classified CMR or polluting to the environment are prohibited inside the halls. The tools used must comply in all points with the French or EC legislation currently in force.

Food preparation is strictly prohibited in all exhibition areas during the assembly/disassembly periods. The use of gas, electric or other types of stove and heat sources is also prohibited.

F. Working at night and week-ends

It is not possible to work outside of the official working hours of the exhibition (see 1.5.2 “Dates & hours”). However it is possible to obtain exceptional authorization from the Reed MIDEM Technical Department if required. This authorization does not exempt from the respect of French legal obligations of every employer concerning the maximum duration of work in a day, the duration of rest in between 2 days of work and the period of weekly leave.

G. Services related to stands

French Labour Code imposes that all companies (contractor or sub-contractor) verify, at the time of conclusion of a contract of which the object relates to an obligation of a minimum amount of 5000€, that their co-contractor respects the regulation in view of employment of foreign employees in France.

These companies must ensure that their sub-contractor delivers the nominative list of foreign labour employed by said sub-contractor and subject to the work authorisation. This list is established from the company staff registry list, and indicates for each employee:

- Recruitment date
- Nationality
- The work authorisation type and order number.

Other obligatory verifications, such as the handover of administrative documents, are required (L8222-1 s. R822-1 and s. of Labour Code)

If these obligatory verifications are not made, the contractor is held jointly responsible along with the sub-contractor. (Damages payment of the amounts due for the illegal employment of foreign employees.

H. Events and artistic performance during the exhibition

The exhibitor must send a written request for authorization to Reed MIDEM and must provide in writing all information about the event or musical performance (type of event/performance, date, time, schedule, place, type of music, number of musicians...). See form E1.

The exhibitor must prove to Reed MIDEM his capacity as the employer of the individuals performing, and must return a sworn declaration as available in Chapter 3 of this Exhibitor guide (Annex to form E1) on company letterhead.

The Exhibitor must provide the following documents to Reed MIDEM:

- a copy of the employment contract and/or pay slip
- a copy of the hiring statement (DUE - Déclaration Unique d’Embauche) on French territory, or a copy of the receipt of the declaration of temporary employee secondment status on French territory, issued by the French Labour Inspection Authority of the performance location.
 - Should the artist/technician not be a European citizen, a valid work permit in France for the whole duration of his presence in France must be provided by the client. More particularly a copy of the documents issued by the French Labour Inspection Authority of the performance location: **Direction Départementale du travail de Nice (Direction départementale du travail, de l’emploi et de la formation professionnelle DDTEFP) des Alpes-Maritimes**, route de Grenoble, Centre Adm. Dépt., 06206 Nice cedex 3, Tél.: 04 93 72 76 00 Fax: 04 93 83 66 90 - (<http://paca.direccte.gouv.fr/Alpes-Maritimes> and email: direccte-paca-ut06.direction@direccte.gouv.fr) in order to prove that he/she is legally authorized to work on the French territory (Please indicate the type and number of the provisional work authorization on French territory).

In addition, the artist must be covered by any insurance necessary and adequate for this type of performance or event. Finally, it is the responsibility of the client to make declarations and payments to the SACEM (author’s rights) in case of use of music during the performance.

1.5.2 Build-up & break-down schedule

The general planning here below provides the time schedule for access to the building to work.

This does not exempt employer from their French law obligation concerning the maximum working hours per day, rest time between 2 working days and weekly rest day.

During build-up and breakdown periods, the interior exhibition zones as well as the outside of the building are considered as workplaces therefore it is mandatory to wear Personal Protective Equipment (PPE). (See § “A Wearing Personal Protective Equipment (PPE)”.

A. Build-up

SCHEDULE		
Dates	Hours	Constructions
Saturday 12 November Sunday 13 November	NEW 7:00 - 18:00* 07:00 - 20:00	Major construction
Monday 14 November Tuesday 15 November	from Monday 7:00 without interruption until Tuesday 18:00	Minor finishing work

* **NEW:** On saturday 12 November, the build-up will end at 18:00

■ Only minor finishing work can be carried out on the last day of build-up. Major construction work must be finished the day before.

■ All stand construction must be finished by 18:00 the pre-opening day.

■ If on your arrival at your stand location you notice any damages, please contact immediately the Reed MIDEM Technical Department, located on Level -1.

B. Removal of Valuables and Furniture

REMOVAL OF VALUABLES ITEMS		REMOVAL OF FURNITURE
Exhibitors	Suppliers and Decorators	Furniture Suppliers
Friday 18 November from 15:00 to 18:00	Friday 18 November from 18:00 to 20:00	from Friday 18 November 22:00 until Saturday 19 November 18:00

Removal of valuables items:

■ Exhibitors are allowed to remove valuable items only. Empties delivered by hand only

■ Trolleys are not allowed in the exhibition halls

■ Vehicles are not permitted on the Parvis.

C. Break-down

SCHEDULE	
Dates	Hours
Friday 18 November	From 20:00 without interruption
Saturday 19 November	Until 18:00

■ It is not possible to remove any material from your stand before the closing hour of the entire show, as stated in your exhibitor's contract. The freight agents will be able to recover your packages from the official closing hour of the show onwards.

End of breakdown

- Breakdown of stands must be finished and all materials and pallets must be evacuated from the Palais des Festivals
- Any goods, fittings or equipment not removed by the stipulated time will be disposed of by the organizers and the exhibitor will be billed accordingly
- Stand location must be cleaned accordingly
- Pick-up and place all garbage in the containers at your disposal.

After the breakdown, in case of deterioration of the stand location, the exhibitor will be charged for reparation.

As exhibitor, you are responsible for your suppliers (See 1.5.1).

1.5.3 Access conditions

Access to the show is controlled. Badges delivered by Reed MIDEM are mandatory for all persons requiring access to the Palais des Festivals during build-up, show & breakdown periods.

For security reasons, access to the exhibit hall is prohibited to children under the age of 16 before and during the exhibition.

A. Break-up & breakdown Badges

Type of badge	Mandatory badges	Badges distribution Palais des Festivals	Mandatory online registration
Exhibitors	Build-up & breakdown Badges	Decorator registration Barrière Bistingo First day of the build-up	http://my.mapic.com/en/forms/badges-request/ before 08/11/2016
Decorators			

Attention : After, this deadline, the online platform will be closed and all the badge requests will have to be done on site.

- The badges are nominative, personal and non-transmissible
- The badges do not give access to private events such as the Reed MIDEM opening cocktail party
- It is strictly forbidden to sell door-to-door the clientele at the stands during the Show
- The personal data collected by Reed MIDEM is subject to computer processing. The computer processing has been declared to the CNIL. French legislation no 78-17(6th January 1978): with reference to computer files and freedom, you are entitled to access, modify and recall your personal data. To exercise your rights please contact us by email or post at the following address: contact.cnil@reedmidem.com.

During the opening hours of the show:

You can request a “temporary access” badge if needed. Please contact Decorator Registration located at the Barrière Bistingo at +33 (0)4 92 99 87 68. (See plan below)

“Temporary access” is upon conditions.

Badges for hostesses, runners, audiovisual staff, caterer, etc., please contact your Sales Representative.



B. Vehicle access to the Palais des Festivals and Congress

Attention: The Palais des festival does not have an unloading dock (except Riviera 7)

- We strongly advise you to use forklift services. To do this the material should be on pallets
- For trucks of 19 tons and over this is compulsory.

Loading or unloading procedure

1. Meet at the parking areas corresponding to your type of vehicle

Type of vehicles	Location	Terms
VV	Public Parking (no possibility to park around the Palais des Festivals)	Payable
-3,5t	Quai Laubeuf	Mandatory registration Form A.1 - Chapter 3
+3,5t	Pierre Coubertin	
+19t	Pierre Coubertin	Mandatory registration Form A.1 - Chapter 3 Use of forklift mandatory

2. At the registration parking area vehicles will be registered in the order of their arrival and will receive a special “vehicle badge” which will be required for access to the Palais des Festivals. (See chapter 3 - Form A.1 to complete and return)
3. When a parking area becomes available, the Parvis co-ordinator will contact the dispatcher at the Lorry Park, who will then send in the next vehicle on the basis of the vehicle badge number. In the Lorry Park, drivers must respect the place allocated to them and adhere to the one-way system in operation.
4. Unloading time on site is limited to 2 hours:

Registration parking area

Parking du Complexe sportif Pierre de Coubertin.

Avenue Pierre Poésie
06520 Cannes la Bocca

Parking Laubeuf

Quai St Pierre
06400 Cannes

- Overnight camping around trucks is prohibited. This is exclusively a vehicle park
- Portable rest rooms/toilets/showers and garbage cans are available outside
- Access authorised throughout the event (from day 1 of build-up to the final day of breakdown)
- Guarded by a SEMEC agent from 08.00 to 20.00 throughout the official period of build-up and breakdown
- The park is closed and watched from 08.00 to 20.00.

C. Access plan to registration parking area



1.6 Participation Rules

1.6.1 General conditions of participation

Please see Reed MIDEM Participation Contract.

1.6.2 Custom formalities for goods arriving from abroad: countries not belonging to the European Union

Products imported from countries which are not part of the EEC are subject to Customs formalities, either for temporary or permanent importation. Details on these formalities can be obtained on request from Martini Technotrans, the transport agent approved by the Customs Service of Cannes (See 1.2 “Recommended suppliers”)

Please note that French Customs are now checking that all toys, cuddly animals etc, imported by our clients carry the certification EC standards which guarantee their safe use by children. They will refuse importation if they do not have this.

For the “accompanied baggage” transport of goods of all kinds (office equipment, audio, video and TV equipment, advertising material, printed documents, etc... except personal belongings, these goods should be declared at Customs at the first entry point into France.

If they cannot be cleared by Customs immediately:

- leave the goods at Customs
- ask for a deposit receipt
- contact our CUSTOMS AGENT / FORWARDING AGENT: MARTINI TECHNOTRANS - tel. +33 (0)4 92 59 27 27 when you arrive in Cannes
- hand in the deposit slip together with a detailed statement of the value of un-cleared goods to Martini Technotrans
- give your instructions for customs clearance and delivery in Cannes to Martini Technotrans.

In order to accelerate clearance upon arrival, please send all information on dispatch to your freight agent:

- Air Way Bill number
- Flight number
- Date of departure
- Contents etc.

The Air Way Bill should be accompanied by full details of dispatch for each different parcel along with the corresponding value. Failure to comply with these formalities means that parcels will be blocked at customs.

Costs incurred from the time the material arrives at the customs depot at Nice Airport until its departure must be paid by the Exhibitor.

Since the exhibition officially benefits from the status of Temporary Admission, all goods arriving from abroad (countries not belonging to the European Union) will benefit automatically from temporary admission status, after MARTINI -TECHNOTRANS, the Shipper, has made a declaration to the Customs Office in Cannes.

However if a temporary import contract has been subscribed with another customs office other than that in Cannes (Paris, London, etc.), the operation needs a return authorization from customs and must be accompanied by an INF document which permits control of the goods during the event.

Temporary admission commences on the date of arrival of the goods in the exhibition premises and terminates thirty days after the exhibition closes.

Upon arrival at the customs office of the exhibition, the goods must immediately be declared.
Contact MARTINI - TECHNOTRANS Company (see above for contact details).

After this declaration, the goods will be checked by the Customs service.
When these formalities have been accomplished, the goods may be sent to the Exhibitor's stand.

During the period of the exhibition, merchandise must be presented for inspection on the stand whenever so required by the customs service.

Foreign goods imported under the Temporary Admission system may on no account be sold during the exhibition.

It is strictly forbidden for the foreign Exhibitor to sell any customs goods, or for them to be removed by visitors from the exhibition.

They may not be sold or taken away from the exhibition premises until made properly available by the completion of sales declarations in the name of, or on behalf of the actual consignee, who must be someone living in the French national customs territory.

Practically speaking, goods intended for sale to the public during the exhibition must be cleared prior to sale, by a resident importer appointed by the foreign Exhibitor as the real consignee of the goods.

According to the provision of the Special Regulations relating to customs arrangements for Trade Fairs and Exhibitions (1st December 1976 edition, page 54, n° D7, reference 3), the temporary admission system may be refused in the case in which, in view of the quantity of goods of the same kind presented, the operation clearly involves imports intended for sale.

Failure to observe these prohibitions is likely to place exhibitors in a delicate situation with regard to customs regulations (deficit and removal of bonded goods).

At the end of the Exhibition, no foreign merchandise will be allowed to leave the exhibition grounds without prior completion of one of the different types of regular sales declarations at the customs office of the exhibition, which will cover transport of the merchandise after this has been registered, checked and sealed by the customs office of the exhibition.

Partial or total proceedings will be taken against exhibitors and carriers who are liable to have the bonded goods withheld from them.

1.6.3 Shipping instructions, handling, storage

Shipping instructions

It is strongly advised that you use our officially accredited freight agents (See 1.2) who are familiar with Customs formalities in France. Please keep in mind that if using a non-official freight agent they should be very familiar with the strict French Custom regulations.

You cannot send any packages directly to the Palais des Festivals for your stand unless someone from your staff is on site to collect them upon delivery. No one at the Palais des Festivals or Reed MIDEM will accept/sign for any parcel on your behalf. Please take note of the local contact details of your transport company so you can contact them and if possible provide your own local contact information should they need to reach you.

All packages should be sent in the name of your firm to the address of the forwarding official agent you have chosen.

Dispatch label model:

Name of Sender

Name of Consignee - Name of exhibitor's company.

Stand Number

Name of Exhibition

PALAIS DES FESTIVALS

Delivery Access – Barrière Bistingo

Esplanade Georges Pompidou

F-06400 CANNES (FRANCE)

Stand deliveries

It is not possible to make any deliveries onto stand during the opening hours of the show.

However before and after the opening hours it is possible upon conditions.

Please contact Reed MIDEM Technical Service. (See 1.1 Your contacts)

Handling

We would like to draw the exhibitors' attention to the fact that the official freight agents will be on site and will provide lifting equipment suitable for the most fragile goods and the heaviest machines/devices.

-> Plan ahead! Exhibitors must ensure there is sufficient time to allow the on-time delivery of their materials by their freight agents.

Please note that all Exhibitors must order and pay for any extra-equipment or labour needed.

Storage

Please note that for security reasons, packaging material and combustible materials cannot be stored during our events either on the stands or inside the closed offices on the stands. Exhibitors, or their decorators, must remove the packaging before the event begins and store it outside of the Palais des Festivals.

Some of our recommended freight agents provide storage service for a fee (please refer to the following page).

Forklifts

All forklifts must comply with French safety regulations and must be duly insured and driven by qualified drivers having a CACES license and a driving authorization.

Please note that use of diesel forklifts is COMPULSORY. Use of gas forklifts is strictly forbidden.

For forklifts rental, we recommend you to contact:

MARTINI TECHNOTRANS (please see 1.2 “Recommended Suppliers”)

Name of the exhibition

PALAIS DES FESTIVALS

Accès livraison Barrière Bistingo / Accréditation Décorateurs

Esplanade Georges Pompidou

F-06400 CANNES (FRANCE)

Please note that electrical forklifts are strictly forbidden to use under the tents.

1.6.4 Insurance conditions

A. Stand insurance

The Organizer has arranged coverage on behalf of the exhibitors, in particular against the following risks, knowing that this insurance may be soon modified:

1. Legal liability towards third parties

This insurance policy covers the financial consequences arising from any risk of accident liable to occur to Visitors or adjoining Exhibitors: 1.524.491 € for property damage and consequential financial loss.

2. Theft and damage to exhibitor's property

This insurance policy is intended to cover the risks to which Exhibitors' objects, goods and equipment are exposed, whether they are owners or renters. A copy of this policy is available from the Organizer.

The capital covered will be 600 € per square meter of the rented surface area. Beyond this amount of capital and/or for damages and risks which are not covered, the exhibitors are advised, if necessary, to subscribe to their own additional insurance policy.

3. Extent of Damage insurance

Damage insurance especially covers fire, explosions, theft, water damage, and accidental property damage occurring while property is present on the exhibitor's stand.

■ Deductible for the theft of exhibitor's property: 150€ per event payable by the exhibitors.

■ Deductible for any damage “exhibition under the marquee” (being specified that a guarding under each marquee 24h/24 by 2 security guards is mandatory): 300 € per event payable by the exhibitors.

4. Main exclusions of damage insurance:

IN NO EVENT WILL THE FOLLOWING BE COVERED:

a) Damage to the following property:

■ Cash and liquid assets

■ Fine art and collection objects, jewellery and furs

■ Removable software and software package. As far as other software and software packages are concerned, the Insurer's coverage shall only be acquired in so far as the insured Exhibitor has kept a back-up and will be limited to the cost of reproducing that back-up

■ Personal effects and objects, including mobile telephones, cameras, radios, pocket electronic calculators and all objects in general belonging specifically to any individual taking part directly or indirectly in the event.
Telephone sets connected to the telephone network.

b) The following risks:

- Damage that may, in the view of an assessor, be the consequence of wear or failure to maintain the insured property
- Damage that can be ascribed to operation of the equipment
- Damage sustained by insured property during its transport, including during loading and unloading operations
- Damage caused by rain, hail or any other atmospheric event where the insured property is not in a room built and roofed with solid building materials
- Withering of flowers, plants and trees of any kind as well as non-accidental damage they may sustain
- Items noted to be missing at the end of the event
- Thefts committed by the Insured person, his or her spouse, parents and descendants as covered by article 311-12 of the new Criminal Code, his or her officers or any person entrusted by the Insured Person with surveillance of the said property
- Breakage of objects considered to be fragile
- Indirect losses, as opportunity costs, damages, penalties, etc.

For full information on all exclusions, consult the insurance policy available from the organizer.
Contact: operations.registration@reedmidem.com

The Insurer's coverage is valid for the duration of occupation of the stand authorised by the organizer.

5. Exhibitor's obligations:

- Caution: Risk of theft is covered on the formal condition that:
- During the hours of opening to the public and/or exhibitors, as well as during the period for installation and removal, the stand is constantly protected by the Exhibitor and/or his personnel
 - In addition, during the hours of closure to the public and/or the exhibitors, the audiovisual material used for publicity (for instance video recorder, camera,...) must be stored in a cabinet and/or a specific area closed by a key.

B. Theft from stand and other damages

In case of theft the Exhibitor or his employees must lodge a written complaint within 24 hours with the local authority and ask for an acknowledgement of the complaint made:

COMMISSARIAT DE POLICE

1, avenue de Grasse
06400 Cannes
Tel: 33 4 93 06 22 22

Attention: The security Service of the Palais des Festivals is not a local judiciary authority. Complaints made to Security officers will not be taken into account for insurance purposes.

Give the original of the complaint to our Exhibitors Technical Department – Reed MIDEM. – Entrance of the Level -1 of the Palais des Festivals.

This acknowledgement of the complaint is compulsory for our Insurance Company to open your file “Theft and Damage”.

Contact:

SIACI

Franck BALZANO

18, rue de Courcelles 75384 Paris Cedex 08- France

E-mail : franck.balzano@s2hgroup.com

C. Other damages (Fire, water damage, explosion)

The Exhibitor or his representative must:

- Contact the Exhibition Operations Department in order to certify the damage : +33 (0)4 92 99 87 00
- Send a registered letter to the Exhibition Operations Department giving the exact date, stating the circumstances and approximate damage
- Take all necessary measures to keep objects, which have been partially or totally damaged
- Take any steps required by the laws and regulations in force to maintain recourse against third parties.

The Exhibition Operations Department will forward this letter to the Insurance Company.

The Exhibitors undertake to waive any faculty or recourses against the Organizer, the other exhibitors and the Palais des Festivals.

Each exhibitor must communicate their general information and technical requests to their suppliers and other supplier services to which they use.

1.6.5 Refunding VAT

In conformity with the European legislation, the Organizer of an Exhibition is obliged to charge the services raised with the French VAT.

For the exhibitors of the European Union: the reimbursement of the VAT is realized directly (like the national VAT)

The foreign companies of the European Union and the companies coming from third world countries can, under certain conditions, be reimbursed of this VAT charge.

For all information and measures concerning the request for VAT reimbursement, the exhibitors can present themselves to a French fiscal officer.

TEVEA International (www.tevea-international.com) is specialized in the requests for VAT reimbursement and will look after the totality of your request, till the payment of the amount to be reimbursed.

IMPORTANT

Only the original bills are accepted by the fiscal administration for VAT reimbursement. In the case of loss, the VAT amount

will not be reimbursed.

Neither copies, nor duplicates, nor certified copies will be accepted by the French Fiscal Administration.

It is, furthermore, strictly forbidden that the organizer establishes a second original invoice.

The VAT can be reimbursed on: - Hiring of a stand, instalment and balance - furniture renting - installation of a stand - decoration, flowers, plants - electricity - water - telephone - surveillance and cleaning of the stand - invitation cards - publicity and advertising sites - hiring of meeting rooms - press conferences - hiring

1.7 Catering regulations

Regulation Basis

Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002
Regulation (EC) No 852 & 853/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs
Ministerial Decree of 21 December 2009.

1.7.1 Information & regulation

A. Information

Reed MIDEM must be informed of how stand events which include catering services are organized with respect to the types of services proposed (see form E1 and annex). These cover:

- serving regional or imported national specialties which are not transformed on site (e.g. cheese, cooked meats, dry cakes, etc)
- serving products requiring preparation with assembly and/or warming up on the stand
- receptions organized by an intermediary or external caterer.

Note:

If you wish to organize a cocktail you should leave a free space on your stand to receive the caterer and his material during his service. The material of the caterer should not be installed in the circulation aisles and exits.

B. Regulation to respect

Extracts from Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

Annex II Chapter III - Requirements for movable and/or temporary premises

1. Premises and vending machines are, so far as is reasonably practicable, to be so sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contamination, in particular by animals and pests.
2. In particular, where necessary:
 - a) appropriate facilities are to be available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities);
 - b) surfaces in contact with food are to be in a sound condition and be easy to clean and, where necessary, to disinfect. This will require the use of smooth, washable, corrosion-resistant and non-toxic materials, unless food business operators can satisfy the competent authority that other materials used are appropriate;
 - c) adequate provision is to be made for the **cleaning** and, where necessary, disinfecting of working utensils and equipment;

- d) where foodstuffs are cleaned as part of the food business' operations, adequate provision is to be made for this to be undertaken hygienically;
- e) an adequate supply of hot and/or cold drinkable water is to be available;
- f) adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) are to be available;
- g) adequate facilities and/or arrangements for **maintaining** and monitoring **suitable food temperature conditions** are to be available;
- h) foodstuffs are to be so placed as to avoid the risk of contamination so far as is reasonably practicable.

Annex II Chapter IV - Transport

1. Conveyances and/or containers used for transporting foodstuffs are to be kept **clean** and maintained in good repair and condition to protect foodstuffs from contamination and are, where necessary, to be designed and constructed to permit **adequate cleaning and/or disinfection**.
2. Receptacles in vehicles and/or containers are not to be used for transporting anything other than foodstuffs where this may result in contamination.
3. Where conveyances and/or containers are used for transporting anything in addition to foodstuffs or for transporting different foodstuffs at the same time, there is, where necessary, to be effective separation of products.
4. Where conveyances and/or containers have been used for transporting anything other than foodstuffs or for transporting different foodstuffs, there is to be effective cleaning between loads to avoid the risk of contamination.
5. Foodstuffs in conveyances and/or containers are to be so placed and **protected** as to **minimise the risk of contamination**.
6. Where necessary, conveyances and/or containers used for transporting foodstuffs are to be capable of **maintaining foodstuffs at appropriate temperatures** and allow those temperatures to be monitored.

Annexe II Chapter V - Equipment requirements

1. All articles, fittings and equipment with which food comes into contact are to:
 - a) be effectively cleaned and, where necessary, disinfected. Cleaning and disinfection are to take place at a frequency sufficient to avoid any risk of contamination;
 - b) be so constructed, be of such materials and be kept in such good order, repair and condition as to minimise any risk of contamination;
 - c) with the exception of non-returnable containers and packaging, be so constructed, be of such materials and be kept in such good order, repair and condition as to enable them to be kept clean and, where necessary, to be disinfected; and
 - d) be installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area.
2. Where necessary, equipment is to be fitted with any appropriate control device (e.g. temperature display) to guarantee

fulfilment of this Regulation's objectives.

3. Where chemical additives have to be used to prevent corrosion of equipment and containers, they are to be used in accordance with good practice.

Annex II Chapter VIII - Personal Hygiene

1. Every person working in a food-handling area is to maintain a **high degree of personal cleanliness** and is to **wear suitable, clean and, where necessary, protective clothing**.
2. No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination. Any person so affected and employed in a food business and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible their causes, to the food business operator.

Annex II Chapter IX - Provisions applicable to foodstuffs

1. A food business operator is not to accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.
2. Raw materials and all ingredients stored in a food business are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.
3. At **all stages of production**, processing and distribution, **food is to be protected against any contamination** likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.
4. Adequate procedures are to be in place to control pests. Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored (or, where the competent authority so permits in special cases, to prevent such access from resulting in contamination).
5. Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. **The cold chain is not to be interrupted**. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health. Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.
6. Where foodstuffs are to be held or served at chilled temperatures, they are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.
7. The thawing of foodstuffs is to be undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the foods. During thawing, foods are to be subjected to temperatures that would not result in a risk to health. Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained. Following thawing, food is to be handled in such a manner as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins.
8. Hazardous and/or inedible substances are to be adequately labelled and stored in separate and secure containers.

Traceability Regulation EC No. 178/2002

The **traceability obligation** is established in the **general principles** of **Regulation EC No. 178/2002 of 28 January 2002** (Articles 3 and 18). It means the ability to **trace** and **follow** a food, food-producing animal or substance intended to be, or expected to be incorporated into a food, through all stages of **production, processing** and **distribution**.

Each product has an origin and a destination. Traceability means the ability to trace and follow a product from production to distribution.

The main aim of the traceability provisions is to **ensure that products** (or a batch or lot) **can be identified in order to be able to rapidly recall them** in the safest possible way in the event of food safety problems.

Accordingly, professionals must implement procedures allowing them to **identify their direct suppliers** (upstream traceability, “supplier-product” connection).

Operators must be able to IMMEDIATELY produce the following information:

- supplier's name and address
- nature of the products supplied by the supplier

In practice: supplier delivery slips (or a copy) must be stored on site.

Manufacturer labels must be removed or cut out at the time of the decanting and/or unpacking of the foodstuffs. They must be stored with the product until it has been used in full.

1.7.2 During the event

A. Serving ready-to-eat products

For imported national or regional specialties you will be requested to:

- communicate to RM in advance the list of products you wish to bring together with their health certificates
- provide proof of shipping conformity (health and technical certificate of vehicles or containers used)
- verify the performance of the refrigerators and freezer compartments where the foodstuffs are stored on the stand (+3°C for fresh products and -18°C for frozen food).

B. Preparation on site (assembling, warming up)

In addition to the above mention obligations, you must respect the following:

- the dishes must be prepared by qualified personnel
- handling must be carried out in a area dedicated exclusively to this task
- the atmosphere must be at 12°C, or if not the limit on the duration for keeping foodstuffs outside refrigerators must be respected
- warming up will reach and maintain a core temperature of above 63°C in less than one hour.

1.7.3 Exhibitor Obligations

Food safety management inside the Palais des Festivals is provided by BVC, a specialised external consultancy.

Their inspectors will visit stands to check the conditions for storing, preparing and serving products. You must therefore accept the following:

- the inspection of your installations
- checking of the above-mentioned health and conformity certificates
- sampling (where necessary) of 100 grams of products for analysis
- cleanliness tests of work surfaces.

1.7.4 Approved caterers list

For Public Health and Hygiene concerns, only caterers approved by the SEMEC may work in the Palais.
This regulation applies to all food stuffs except packet food (nuts, biscuits etc). It does not apply to soft or alcoholic drinks.

Clients wishing to use caterers on their booth must use one of the approved caterers.

For foreign caterers or clients wishing to import and serve fresh local specialties we recommend that they also subcontract with one of the approved caterers as well.

Do not hesitate to contact Reed MIDEM Event Services for additional information:

Email: info.events@reedmidem.com

Tel: +33 (0)1 79 71 94 25 / 96 82

LOOKING TO HOST A COCKTAIL OR TO HAVE CATERING ON YOUR BOOTH ?

Carle Organisation will help you to find the best value for money.

Do not hesitate to contact them for a quotation :

Carle Organisation - Jennifer CASTEL SOUFFIR - Tel: + 33 (0)1 83 79 96 35 - Email: jcastel@carle-organisation.fr

APPROVED CATERERS LIST

COMPANY	CONTACT	EMAIL	PHONE	WEBSITE
CASINO BARRIÈRE	Marc PRADO	mprado@cannesbarriere.com	+33 (0)4 92 98 78 72	www.cannesbarriere.com
ERNEST TRAITEUR	Michel ERNEST	commercial@ernest-traiteur.com	+33 (0)4 93 06 23 00	www.ernest-traiteur.com
GIRY TRAITEUR	Luc GUIBOUT	contact@giry-traiteur.com	+33 (0)4 93 39 44 07	www.giry-traiteur.com
INTERCONTINENTAL CARLTON CANNES	Christophe DURAND	christophe.durand@ihg.com	+33 (0)4 93 06 40 06	www.intercontinental.com/ cannes
LENÔTRE	Vincent SOMLYO	vincent.somlyo@lenotre.fr	+33 (0)4 92 92 56 07	www.lenotre.fr
GRAND HYATT CANNES HÔTEL MARTINEZ - DALLOYAU	Julien RENETAUD	julien.renetaud@hyatt.com	+33 (0)4 92 98 74 13	www.hyatt.com
MAJESTIC BARRIÈRE	Frédéric CLAUDET	fclaudet@cannesbarriere.com	+33 (0)4 92 98 77 00	www.cannesbarriere.com
PAVILLON TRAITEUR - POTEL & CHABOT	Elodie PERRIOT Alexis LAURENT	elodie@pavillontraiteur.com alexis.laurent@poteletchabot.fr	+33 (0)4 92 28 35 28 +33 (0)4 92 28 35 24	www.pavillontraiteur.com www.poteletchabot.fr
INTUITIONS BY J	Aurore PONSOT	boutique@patisserie-intuitions.com	+33 (0)4 63 36 05 07	www.patisserie-intuitions.com
PATISSIER LADUREE	Valérie VIDONNE	vvidonne@laduree.com	+33 (0)4 93 38 05 06	www.laduree.com

The caterers cannot use their booked offices before the first day of the show



CHAPTER 2

STAND DECORATION & FIRE SAFETY REGULATIONS

2.1 Your stand plan

After signature of your exhibitor contract, the plan of your stand location will be sent by the Technical Service of Reed MIDEM. This plan will indicate the exact location within the following details:

- Stand number and name of the hall
- Maximum height of construction
- Position of electrical boxes
- Limits of stand areas and other technical information to take account for your stand decoration.

The plan of your stand is not a contractual document. The dimensions provided by the Palais des Festivals de Cannes are not guaranteed by Reed MIDEM.

2.2 Decoration options & services

2.2.1 Services provided by Reed MIDEM

The services below are provided by Reed MIDEM for all type of decoration options (A, B or C).

STAND SERVICES	DESCRIPTION
Electrical supply	<p>Reed MIDEM provides 1 electrical box of 3.5 kW for stands between 9 & 15m² and/or 1 electrical box of 7 kW for stands bigger than 15m². The electrical box is placed automatically (See plan of your stand) Cables will come from the ceiling of the hall inside the Palais.</p> <ul style="list-style-type: none"> • Power supply box 3.5kW with 3 sockets 220V 16A “NF” • Power supply box 7kW with P17/16A 3 phases + Neutral + Earth and 3 sockets 220V 10A “NF” • For all 20kW electrical boxes (32A tri-phase), a P17 CEE 32A male plug is obligatory as well as a distribution board to be connected to the P17/32A <p>To have electrical supply on your stand you should send the forms S1 or S3 (Chapter 3). If you need additional electrical box, you can order it directly to the Semec, see 1.2 “Recommended suppliers”</p>
Insurance	<p>A basic insurance is included in your stand contract (See 1.6.4 Insurance Conditions).</p>

STAND SERVICES	DESCRIPTION
Cleaning	<p>The cleaning of the exhibiting areas will occur before the opening of the exhibition and every evening. This cleaning includes dusting of the floor, emptying of waste-paper baskets, and dusting of desks and chairs*.</p> <p>*Caution: Please do not leave your documents or flyers on the floor as otherwise these might be thrown away by mistake.</p> <p>Do not hesitate to contact the Palais des Festivals' Exhibitors' Régie to order an extra cleaning service before the opening of the exhibition: cleaning of floor, cleaning of showcases and/or shelves, cleaning of partitions, and spots (see 1.2 "Recommended suppliers").</p>
Guardian Security	<p>Exhibition surveillance is carried out by Reed MIDEM.</p> <p>Surveillance by external companies is not authorized. For your security, the Palais des Festivals has installed a video control system on the main aisles inside the Palais des Festivals with permanent recording and supervision.</p> <p>Individual supervision of stands can be ordered in advance from the Palais des Festivals (see 1.2 "Recommended suppliers").</p>
Sign (Palais -1 only)	<p>This stand sign is for location purposes only. It is hung in the alley(s) and is mandatory for stands located on Palais -1.</p> <p>Sign with the name of your Company, the number of your stand and your national flag.</p> <p>Logos or labels are not authorised.</p> <p>If you order a sign and your stand is located in other area, it will be at your disposal at Reed MIDEM Technical desk (in Cannes / Palais -1).</p>

2.2.2 Option A - Equipped stand

Option A is a turnkey solution provided by Reed MIDEM.

Attention : if you require this solution, you have to send us back the dedicated forms before the deadline mentioned on it.

OPTION A: EQUIPPED STAND			
Services	Description	Conditions	Order forms
Partitions walls & fascia board	<p>Framework in aluminium, partitions walls and fascia board.</p> <p>The panels come in several widths and the panels height is 2.20m or 2.50m depending on the location of your stand.</p> <p>Dimensions available in chapter 3.</p> <p>Option: A closed office can be built on stands with a surface >15m².</p>	<p>It is forbidden to affix stand elements or decoration elements to the shell scheme/turnkey stand structures.</p> <p>Before leaving your stand, please remove all decoration from the panels of your stand as well as all adhesives.</p> <p>Attention: exhibitors will be charged for partitions walls damages.</p>	Form S1 – Chapter 3
Carpeting	Grey colour	You can order at your charge the carpet of your choice (see 1.2 Recommended suppliers).	

Stand decoration & Fire safety regulations

OPTION A : EQUIPPED STAND

Services	Description	Conditions	Order forms
Furniture	<p>Richer design range furniture is provided for a basic stand and multiples depending on the total surface of your stand.</p> <p>You can choose black or white:</p> <p>Stand between 09-13m² : 1 Croisette set Stand between 14-20m² : 1 Palm Beach set Stand between 21-27m² : 2 Croisette sets Stand between 28-34m² : 1 Croisette set + 1 Palm Beach set Stand between 35-40m² : 2 Palm Beach sets</p> <p>*Color and quantities subject to availability / while stocks last</p> <p>The quantity of wastepaper baskets will be allocated on all stands in proportion to the stand size.</p>		Please contact the Technical Service
Electrical box	<p>Stands 9 & 15m²: 1 electrical box of 3.5 kW Power supply box 3.5 kW with 3 sockets 220V 16A "NF"</p> <p>For stands bigger than 15m²: 1 electrical box of 7 kW with 3 sockets P17/16A 3ph+N+T / 220V 10A "NF"</p> <p>1 rack of 3 spotlights of 100 W each will be installed for each 9m² module</p>	<p>Under no circumstance must connections be made inside the electrical boxes. All damage will be at your charge.</p> <p>Where possible, only the Technical Department of the Palais des Festivals can relocate electrical power supply boxes.</p> <p>Electrical devices used must be conform to the manufacturer' original specifications and must not have been modified.</p>	Stand Plan Form S1

If you choose the Option A, please note that additional decoration (like posters, graphic, banners etc) must meet with the Fire Safety Regulation of the Palais des Festivals (See page 52 "Authorised material rating table").

Before leaving your stand, please remove all decoration from the panels of your stand as well as all adhesives.

2.2.3 Option B: Turnkey Exhibiting Solutions

Reed MIDEM offers 5 turnkey decoration solutions tailored for every budget. For more information, consult our online brochure by clicking here

Opal



€260/m² +VAT

Emerald



€370/m² +VAT

Ruby



€430/m² +VAT

Sapphire



€495/m² +VAT

Diamond



€700/m² + VAT

2.2.4 Option C: the design and construction of your stand are carried out by a contractor of your choice

Please see § 2.2.1 for services provided by Reed MIDEM.

Exhibitors are free to appoint the decorator/contractor of their choice to design, upgrade and/or build their stands.

The stand construction and the materials used must respect the Terms & Conditions of the Palais des Festivals de Cannes.

Please see § 2.4 and § 2.5 (page 35).

2.3 NEW! Mandatory documents to be returned via Stand Check System

■ A stand safety file must be returned for all types of stand decoration (options A, B, C) in order to obtain a permission to build from the Fire Safety Department of the Palais des Festivals de Cannes.

■ Stand projects must not be emailed anymore. Reed MIDEM has set up a new online platform “**STAND CHECK SYSTEM**” to allow you to upload all documents required (forms, plans and Fire test reports).

This new platform will be accessible to Exhibitors and their contractors.

Via this dedicated platform, you will have access to information about the show and you will be able to monitor the progress of your file until obtaining the permission to build, which is granted by the Fire Marshall of the Palais des Festivals de Cannes.

Color coding allows you to quickly know the status of your file:

RED : No information received

AMBER : Information received but incomplete - Further information/document required

GREEN : Complete file - Permission to build granted

The Technical Service will inform you about the status of your file, and will help you in your file management.

You will find on the following page the list of documents (depending on the decoration option chosen) which must be completed and provided via “Stand Check System”.

Important:

When uploading your project file to the Stand Check System, documents must be clearly named (ex. Form S1, Form S2, Plans, Test report...) to facilitate their identification and processing.

You can upload your file as one document or split it into 4 documents maximum.

Please feel free to contact the Technical Service if you have any question about your stand project file:

Technique.mapic@reedmidem.com

Option A: You have chosen the Basic stand

- Form S1 (to order your stand)
- After the order deadline we cannot guarantee the availability of the services included in this option
- Additional decoration (posters, pop-up, banners...) must respect the Fire Safety Regulation of the Palais des Festivals de Cannes (See § 5. "Material used for stands construction") and Fire Test Reports in conformity with the French NFP norm, or Euroclass EN.13.501.1 norm, must be provided.

Option B: You have chosen one of Reed MIDEM Decoration solutions

- Reed MIDEM will directly handle the documents required by the Fire Safety Department of the Palais des Festivals. However, if you bring additional decoration, you must make sure that they are in conformity with the French NFP or Euroclass EN.13.501.1 norms. You should then inform our partner decorator about these materials and provide him with the required fire test report(s) (see "Authorized material table" page 52).

Option C: You have hired a contractor to design and build your stand

Your contractor must provide the following documents:

- The Form S2 duly completed
- Plans (top and side views) of your stand indicating all metric dimensions (length, width, height), and on which all the materials to be used are clearly identified.
- Fire test reports issued by certified European test laboratories for all materials used for the stand construction/decoration. These fire test reports must be in conformity with the French NFP norm, or the Euroclass EN13.501.1 norm.
- The form S3: Electrical installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with the Terms & Conditions of the Palais des Festivals de Cannes (§ 4.7) and advised of the specific risks presented by these types of events.

Stand file examination

Once your Exhibitor contract has been processed, Reed MIDEM Technical Service sends a confirmation email including a plan of your stand location, as well as your codes to access the "Stand Check System" platform.

It is important to upload your complete file as soon as possible to facilitate your participation as an exhibitor.

Incomplete files won't be submitted to the Fire safety Department of the Palais des Festivals for examination.

Upon reception of your file and processing time, you will receive recommendations from the Technical Service & the Fire Marshall of the Palais des Festivals to help you avoid difficulties relating to the fire safety rules during the build-up.

This does not exempt exhibitors, or their representative, from their obligation to realize a stand in total accordance with the the Terms & Conditions of the Palais des Festivals de Cannes & Reed MIDEM Exhibitor's Technical Guide.

With the only exception of derogations made in writing by the Technical Service in agreement with the Fire Marshall of the Palais des Festivals.

It is the responsibility of Exhibitors and their contractors to ensure that the stand project respects the plans and documents provided by Reed MIDEM.

Once a file is administratively complete, a permission to build is sent to the exhibitor or to his contractor. The final approval of conformity is given on site during the build-up period by the Fire Marshall of the Palais des Festivals. In case of non compliance of the materials used, or in the stand layout, modifications will be required, at the expense of the exhibitor or his contractor to upgrade to compliance before the opening of the market.

2.4 Fire Safety Regulations - Terms & Conditions of the Palais des Festivals

The stand construction & installation must meet with the Terms & Conditions of the Palais des Festivals et des Congrès in Cannes.

Last up-date: N°8 - 27 February 2015

Validation SC. CCDSA 20/03/15 N°PV 15.34.03 20/03/15

In case of dispute, only the full version -in French- shall be the authoritative text.

[Please click here to download the full version](#)

2.5 Decoration rules

The following rules are additional information for helping you to understand better the Terms & Conditions of the Palais des Festivals and showing you the procedure to be followed.

1. Circulation aisles

Exhibitors & his contractor must respect the stand limits indicated on the plan sent by Reed MIDEM Technical Service. The aisles defined on the plans must be kept clear at all times and in all areas open to the public, as well as those that are not. If exits are unusable as a result of such delimitation, then they should not be visible to the public.

The decoration of stands and spot lights along alleys of circulation must not exceed the stand limits.

Ailes Carpet colour

The floor covering of stands must be in a different color than the aisles. Please contact the Technical Service to know the carpet colour of the aisles.

Please note that all carpet must be removed from your stands during breakdown and cannot be put in bins.

Construction & visibility

Partition walls installed along aisles, facing another stand, must not cover more than 40% of the entire length.

Reed MIDEM might ask modifications if partition walls affects the visibility of neighbourhood. We suggest you to use glass partitions or half-height partitions.

2. Stand partition walls & glass elements

Self-supporting construction

Where ever your stand is located, the partitioning and installation of your stand must be self-supporting.

■ Nothing may be nailed, screwed or glued to the structure of building. Cutting or drilling the building's floor or affixing elements of the stand to it is strictly forbidden

Mechanical stability

Exhibitor or his contractor must ensure the stability of the partition walls whatever the material used (wood, glass...)

- Their mechanical stability must allow them to resist pressure from the public.
- The material used for the partition walls must meet with the authorised material table (pages 52).
- Partition walls with glass elements, must meet with French standards (NF 32.500 or equivalent CE standards); these must be either reinforced, tempered or laminated, a certificate of conformity or invoice must be provided. This provision is applicable to glazed furnishings, the glass of which must have the same characteristics as the glass elements for partitions.
NB: the glazing placed in partitions must bear a sign allowing them to be seen.
- The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor' liability.

Height of construction

Exhibitors & contractors must respect the maximum height of construction

- The construction height is specific to each stand location will be specified on the layout plans provided by Reed MIDEM Technical Service.

Stands that are higher than 4.50m will be subject to:

- An official solidity/stability inspection by a certified organization when first installed. A certificate must be provided on site.
- Communal partitions must respect the maximum height of construction (see stand plan provided by the organiser).

Pillars

Some pillars are located within or along the sides of stands. They are indicated on the plan of the stand in terms of location and size. Exhibitors are allowed to cover these pillars although such coverings must not be applied directly to the pillar. They should be separated from it by means of an empty space or by means of a soft material such as felt or soft insulating material placed against the pillar. The Organizer will take care to indicate the exact dimensions of such elements as accurately as possible on the plans submitted to the Exhibitors. Nevertheless, Exhibitors are responsible for checking conformity with the plans before fitting out stands. The Organizer cannot be held responsible for any slight differences which may exist between the dimensions indicated and the real dimensions of the site.

3. Closed spaces (meeting rooms, offices...)

Total closed stand are not permitted. However you can have some closed spaces as meeting room or office.

If these closed space have more than 20m² then it must have direct exits onto the aisles.

The number and size of these exits depend on the size of the closed space. For example if you have a closed space of 20m² you should provide 2 exits.

Surface area	Exit of 0.60m	Exit of 0.90m	Exit of 1.40m	Exit of 1.80m
< 20m ²		1		
from 20m ² to 50m ²	1	1		
from 50m ² to 100m ² (2 options)		2		
	1		1	

Each case is specific; therefore, a detailed plan that outlines measurements to be used must be submitted to Reed MIDEM Technical Service.

4. Arrangement in upper part of stands

In the basement (Palais -1)

False ceiling in stands are not allowed.

Only one horizontal panel (or several smaller panels whose added widths amount to 0,50m in total) in the upper part (above 1.80m high) may be tolerated should the following conditions be respected:

- M0 or M1 fire classification
- A minimum clearance of 1 m between the horizontal panels
- The total solid area representing a maximum of 20% of the total area of the stand

Only approved mesh fabrics (net type) rated M1, with a spacing of 4 to 5mm between stitches, are authorised for the stand as a whole. In the case of total cover with mesh fabric, no solid part may be created

- Being securely fixed by M0 suspensions

On the Ground and upper floors: 0 / 1 / 3 / 4 / 5 & Riviera 7 & 8 & outside structures

False ceiling in stands are not allowed.

When the hall ceiling is higher than 2.75m, solid horizontal panels or other arrangements of a maximum width of 2.00m are acceptable in the upper part (above 1.80m height) after consideration by the Fire Marshall and subject to:

- M0 or M1 fire classification
- A minimum distance of 1m between the horizontal panels
- The perpendicular ends of the longest sides of the panel must remain open. A maximum drop of 0.1m only is authorised
- The total covered area representing a maximum of 1/3 of the total area of the stand
- Being securely fixed by M0 suspensions

Mesh fabrics can be used to cover the stand as a whole with the following conditions:

- Only approved mesh fabrics (net type) rated M1, with a spacing of 4 to 5mm minimum between stitches, are authorised
- The solid parts may not exceed 13% of the area of the stand
- Being securely fixed by M0 suspensions

When the height under the hall ceiling is less than 2.75m, the provisions provided for the basement shall be applied (see above).

Suspensions points

If you want to suspend decoration elements from the thefalse ceiling of the hall, you must send a plan precising the exact location of the suspension points needed, as well as a description and weigth of the material.

Depending on the location suspension points might not be possible.

Do not hesitate to contact Palais des Festivals Exhibitors Services to enquire about feasibility:

Mrs Rousseau-Devaux, tél. : +33 (0)4 92 99 31 44, devaux@palaisdesfestivals.com

Mrs Limousin, tél. : +33 (0)4 92 99 31 54, limousin@palaisdesfestivals.com

Mrs De Rosso, tél. : +33(0)4 92 99 31 23, derosso@palaisdesfestivals.com

5. Materials used for stands construction

The European Standards

The harmonized European Fire Standards are a set of test standards that have been accepted by all countries within the European Economic Community. This allows manufacturers to produce or import products that have been tested to a common standard without the need to test in each member state. Testing to these standards is now accepted in all EEC countries.

Compliance with the European standards and regulations is mandatory.

Reaction to Fire

If a fire is able to find sufficient flammable materials it will quickly spread through an area. It is therefore crucial to use materials of limited combustibility on key surfaces within room, such as ceilings and walls. The use of such materials can dramatically reduce the speed flames through an area as well as minimise their contribution to the Fire.

Therefore only materials certified French or European laboratories could be used in the Palais des Festivals halls. Please find here below the material classification in France & Europe.

Material classification in France

In France, the materials are classified according to NF P92-507 and EN 13501-1, composed with 5 categories: from M0 non-combustible to M4 combustible as indicated in the following table:

Ranking	Combustibility	Flammability
M0	non-combustible	
M1	combustible	non-flammable
M2	combustible	fire-retardant
M3	combustible	moderately flammable
M4	combustible	heighly flammable

Material classification in Europe

The European standard EN 13501-1: Reaction to Fire provides a number of performance criteria to measure the fire characteristics of building products. These cover spread of flame and contribution to fire as well the generation of smoke and the production of burning droplets. The table below provides an overview of the available classifications.

Material classification according to EN 13501-1			
European class			French class
A1	-	-	non-combustible
A2	s1	d0	M0
A2	s1	d1	M1
A2	s2 s3	d0 d1	
B	s1 s2 s3	d0 d1	
C	s1 s2 s3	d0 d1	M2
D	s1	d0	M3
	s2 s3	d1	M4 (no droplets)
Toutes classes autres que E-d2 et F			M4



6. Electrical installations on stands

Exhibitor's responsibility

Stand electrical installations are realized under the sole responsibility of the exhibitors.

These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event and qualified to design and carry out the works in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

Electrical attestation & professional qualifications

The exhibitor or its contractor/supplier must provide the attestation of conformity to the safety manager (S3 form) along with certificate or official documents attesting to the fitter's professional qualification and his/her capacity to create the said installations. These must be in the name of the person responsible for implementing the said installations. In the absence of this justification, the exhibitor may, at its cost, have a compliance check carried out by a qualified person, whose inspection report is to be provided to the safety manager.

The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights added temporarily during the event. This switch must be located and made permanently accessible to the establishment's security services. It must be easy to handle. Before leaving the stand, exhibitors must switch off the light of their stand.

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max. The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

On the exit end the power box supplied, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

The following should be noted in particular:

- The use of light-socket adapters is prohibited
- Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm² is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.
- All the equipment used, with the exception of class II and low voltage equipment, must be linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).
- The electrical connections must be created in junction boxes

Lights

Electrical equipment, including lights, may not protrude into the walkways.

A protrusion of 0.1 m is only tolerated for lights placed at a height above 2.2 m from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.

Illuminated signs

The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification.

An emergency stop switch must be placed on the stand in an area that is easily accessed and identified. Transformers are to be located in an area that cannot cause any danger to people. If applicable indicate their presence with a “Danger, high voltage” sign.

Halogen lights

Halogen lights must comply with standard EN 60598

Lights on the stands, including halogen lights, must:

- be placed at a minimum height of 2.25 m
- be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials)
- be securely fixed
- be equipped with a safety screen (glass or fine-mesh grill)
- guarantee protection against the effects should the lamp explode.

Lampshades

Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminium, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the value of 650° must be obtained for any unit accessible to the public. The proof of the said lamp’s certification must be provided.

7. Use of terraces

The layout and decoration of terraces must be approved by Reed MIDEM Technical Service.

Indeed terraces installation is limited and can not be decorated as a stand area. Terraces can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols) and cannot be totally enclosed.

However, specific installations for protection against the weather could be authorised by the Technical Service after examination of your stand file and upon the following conditions:

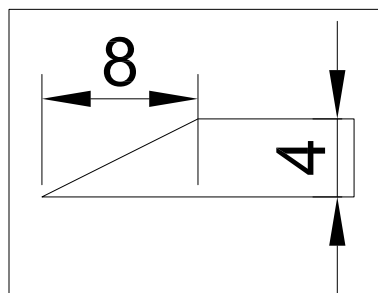
- Any installation on the terraces (plants, walls, half height partition walls...) must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control delivered by a certified organization (contact SOCOTEC: franck.mondini@socotec.fr).
- Exhibitor or his contractor must provide during the build-up to the Fire Marshall of the venue a stability certificate after setting up the terrace.
- Any parasols placed on the terraces of the upper floors should be secured with a sling in order to avoid its falling down and this in addition to the main fixing system.
- All parasols must be closed and stored every night.

8. Floor & floor covering

Raised floor & access for disabled people

False floor must meet with the following rules and permits access to disabled people:

- Raised floor under 19 mm: The angular edges of such floors must be provided with a chamfer or a rounded edge.
- Raised floor with a thickness greater than 20mm: Requires that the latter be equipped with an inclined face whose slope may not exceed 8 to 10% on the entire circumference. The inclined surface must be integrated into the said floor. However, this provision does not apply to portions of the stand closed by installations integrated into the floor, which make direct access to said stand impossible. The displacement of such installations by 0.10 m maximum away from the outer edge of the floor must be considered
- Raised floor with a thickness between 20mm and 40mm: It is tolerated that the latter be equipped with an inclined face whose depth must be twice its height. (cf. below example)
To maximize the space on your stand, Reed MIDEM suggests a raised floor of maximum 4cm high.



Floor of the exhibition hall

Nothing may be nailed, screwed or glued to the building. Cutting, drilling or affixing elements of the stand to the floor is strictly forbidden.

It is strictly forbidden to paint or plaster the stand floors or to use glue to attach the floor covering. Only double-sided adhesive tape, which does not damage the floor will be permitted.

The Palais des Festivals recommends (ref. 4023) for all type of floors. This product is available at the general store (Level -2) and at the technical desk of the Palais des Festivals.

Water connection

We suggest using autonomous sinks when water connexion is not possible (Riviera 8 & some outside structure)

Maximum safety load on floors

You should make sure the maximum safety load is respected.

Crates with corner legs (feet) must be placed onto wooden planks to equally distribute the weight, the same for pallet jacks/ pallet trucks inside the building and structures

Halls	Maximum load	Terraces Maximum load
Riviera 7, Palais 0	500 kg/m ²	400kg/m ²
Riviera 8	400 kg/m ²	400 kg/m ²
Palais -1 Palais 1 Palais 3 Palais 4 Palais 5	500 kg/m ²	250 kg/m ² (Palais 3, 4 & 5)
Outside Structures	450 kg/m ²	400 kg/m ²

9. Other categories of equipment

Sound equipment on stand

The maximum power radiated by all the equipment must not exceed 60 db (A).

X rays, lasers ...

Exhibitors using equipment that emit x-rays, lasers, radioactive substances, machines shown in operation, pyrotechnic effects or otherwise, must submit a request for authorization to the organizer 60 days prior to the event opening.

Said request, which is written on plain paper, must specify the nature and the quantity or value in energy used of the products and must be accompanied by the device's technical instructions or data sheet and a floor plan locating the machine in the stand. No such device may be operated if the authorization request was not filed in due time.

Vehicules presented inside halls

Exhibitor who wish to exhibit a car on their booth, must send a request to Reed MIDEM Technical Service with the following information : dimensions, weight and technical description. The technical service will inform you about the procedure to be followed.

On site, the tanks of motor vehicles presented in a stationary position must be empty (maximum of 5 litres per tank) and equipped with a locking stopper. Battery terminals must be disconnected.

Before entering to the exhibition hall, the Fire Marshall of the venue will check the car.

10. Prohibitions

The use of open flames is not allowed including for the demonstration of equipment

- No flammable liquids may be stored on a stand. It is forbidden to store combustible packaging or waste on the stands and aisles
- The use of green letters or white letters on green background is prohibited; these colours are reserved for the general safety signage
- Packaging and waste must be removed as and when they are produced
- Disassembling or removing the fixtures of the establishment (parapets, handrails on stairs, fire extinguishers, boxes of all kinds, etc.)
- Except microwave ovens with a power capacity of less than 3.5 kw/h, the use of any cooking or heating device is prohibited inside the stands
- Loi Evin: electronic cigarette is not allowed inside the Palais des Festivals

Safety Appropriate dress and behaviour

Access could be refused or withdrawn to any person who is not correctly and appropriately dressed, and more generally, whose dress or behaviour could interfere with the image of the Event, its serenity or decorum.

Gas installation

Installations (including demonstration equipment that may ultimately be equipped with fake bottles) operating with butane or propane gas are strictly prohibited in addition to the use of open flame heaters during both the assembly and dismantling phases of the exhibition.

Butane, propane or any other pressurized gas bottles as well as pressurized gas appliances, even empty ones, are banned.

11. Safety Commission

The Fire Safety Manager will be present during build-up to ensure that all stands conform to Palais des Festivals safety regulations. During the safety commission visit (usually taking place on the opening day of the exhibition at 08:00), the exhibitor or his contractor is required to be present on the stand and to make available all relevant information concerning the conformity of materials used in the construction and decoration of the stand.

12. Exhibitors Technical Service

The Technical customer Service is open during the build-up, show and break-down to assist exhibitors and their suppliers. It is located in the Palais -1. Tel: + 33 4 92 99 87 00 / 87 01





CHAPTER 3

FORMS TO BE RETURNED

MAPIC	REGISTRATION FORM TRUCK AND DELIVERY VEHICLES		N°A.1	
To be returned to	Your contact		More information	Deadline
Mr Alex Forbes Antibes 75 - 1 rue Allieis F-06400 Cannes - France Fax: +33 (0)4 93 43 37 98 Email: alex@button.fr	Mr Alex Forbes Antibes 75 - 1 rue Allieis F-06400 Cannes - France Fax: +33 (0)4 93 43 37 98 Email: alex@button.fr		See chapter 1 of Exhibitor's Technical Guide	02/11/2017
1. YOUR COMPANY				
Company Name:				
Address:				
Post Code:		City:		Country:
VAT n°:				
Stand Manager:				
Tel:		Mobile:		Email:
Stands name	Stand N°		Hall/Level	Number of stand
2. DELIVERIES				
Delivery date	Vehicle <3,5T		Vehicle >3,5T	Number of deliveries
3. INFORMATION REQUIRED				
<input type="checkbox"/> You are an exhibitor <input type="checkbox"/> You are a supplier				
4. SIGNATURE AND SEAL				
Name:			Position:	
Date:			Company seal:	
Signature:				

MAPIC	ORDER FORM STAND DECORATION OPTION A	N°S1	
To be returned to	Your contact	More information	Deadline
Reed MIDEM Technical Service 27 Quai Alphonse Le Gallo - CS 10026 92513 Boulogne-Billancourt Cedex - France	Cécile TRAN Technical Service Tel. : +33 (0)1 79 71 95 50 E-Mail : technique.mapic@reedmidem.com	See chapter 2	05/09/2016

1. EXHIBITING COMPANY

Exhibiting company:		Stand n°:
Contact:		
Email:	Mobile phone on site:	

2. PARTITION WALLS, CARPETING & COMPANY SIGN

I confirm I choose Option A (Option A is a non-divisible package including partition walls, carpeting, spot lights and basic furniture)	yes no
I would like a small lockable room in my stand	yes (please indicate its position and dimensions on your stand plan) no
Stand sign (please indicate the company name to be printed on the sign): _____ National flag sticker (optional): _____	

3. FIRE SAFETY / DECLARATION OF MATERIALS

I will not have any decoration

I will not have other decoration than a poster (80x60cm) per partition wall (2,5m²)

I plan to decorate my stand using the other elements and materials:
Please consult the "authorized material rating table" page 52 of the Exhibitor's Technical Guide in order to find out the fire rating required for each material.
The materials used must be detailed below and the corresponding fire test reports must be provided along with this form.
It is mandatory to provide Fire Test reports indicating the rating of the materials according to the French norm or Euroclass norm EN.13.501.1.
Data sheets, certificate of conformity and other national norms will not be accepted.

MATERIALS	DESCRIPTION
Wall covering / Wall paper / Posters > A1	
Plastic materials	
Floating decoration / graphics / Banner	
Pop-up stand / Pop-up wall	
Other materials	

**After receiving your complete stand decoration file with the required documents, an administrative approval to build/decorate will be given by the Fire Marshall of the Palais des Festivals de Cannes.
However, please note that an on-site inspection will be carried out during build-up by the Fire Marshall of the venue. Any material which would not respect the regulation will have to be removed**

4. ELECTRICAL ATTESTATION

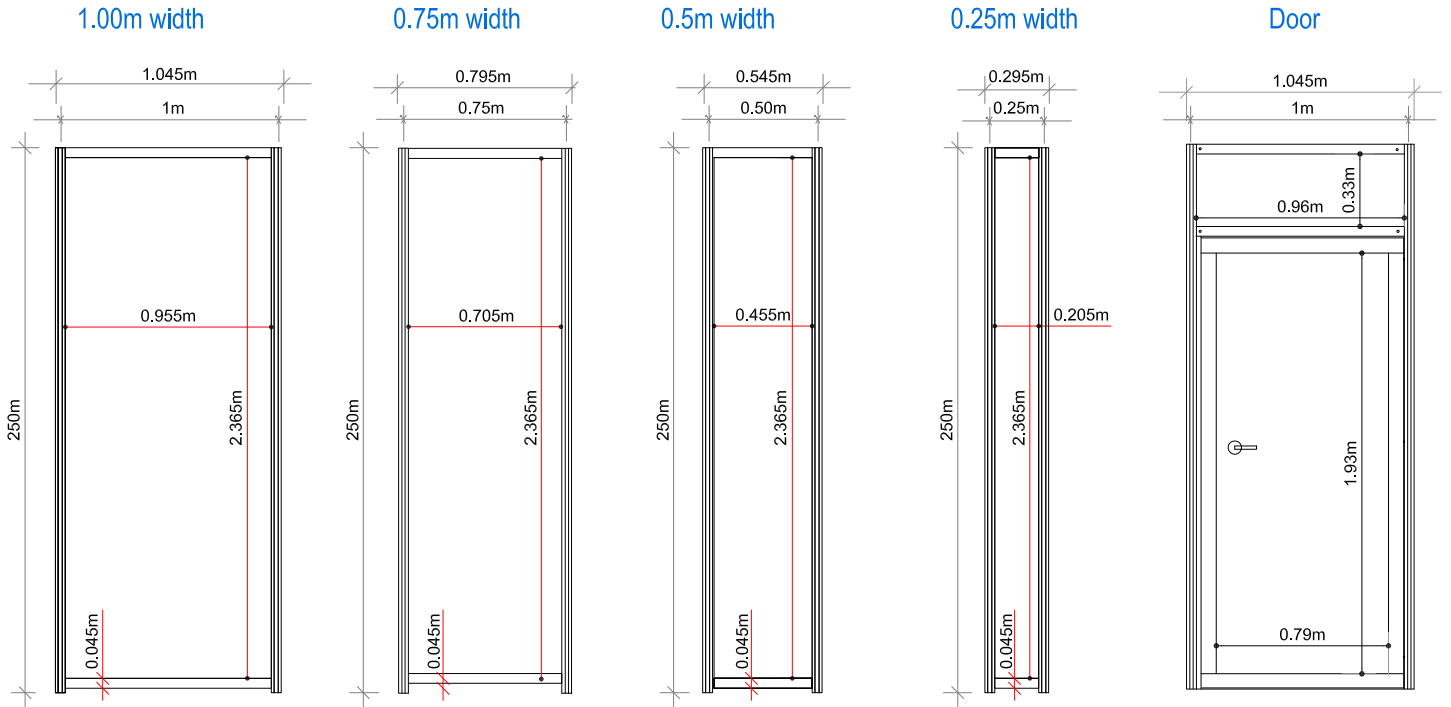
I want an electrical box (It is mandatory to fill in the below attestation to receive the electrical box at your stand)	yes no
--	-----------

Within the framework of a packaged stand provided by the organizer and only including the multimedia or electrical appliance connections to the stand's power supply box, I, the undersigned _____, from the Company _____ attest that the electrical equipments used of the Stand n° _____ of the Exhibiting Company _____ are certified under current standards and comply with the manufacturer's specifics, and have not undergone any transformation on my part (cf. chapter 4.7 of the Terms & Conditions of the Palais des Festivals).

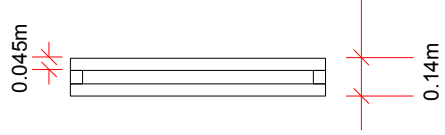
5. SIGNATURE AND SEAL

Name:	Position:
Date:	Signature + Company seal(if applicable):

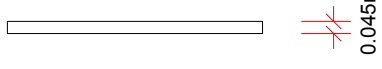
PANEL AND DOOR DIMENSIONS – OPTION A



Bandeau



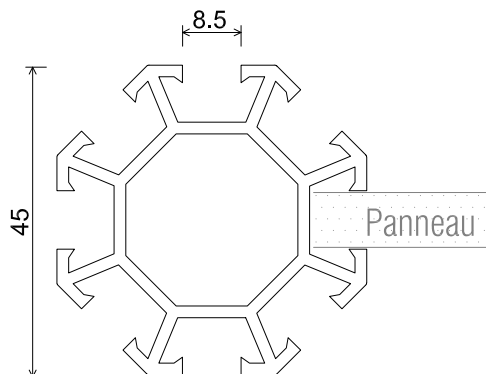
Traverse



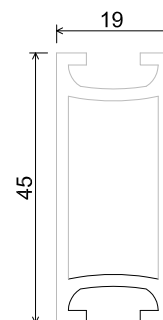
ALUMINIUM PARTS DIMENSIONS

(dimensions in mm)

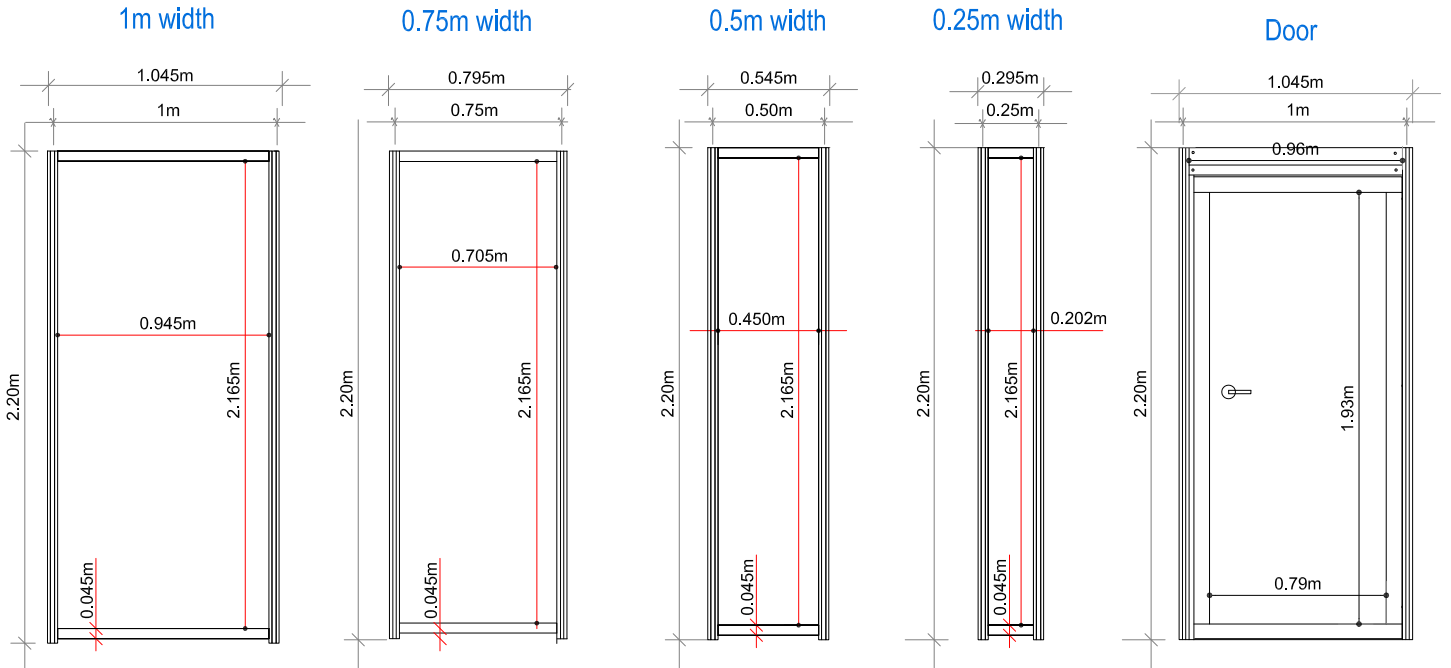
Pole Top View



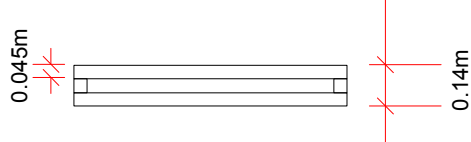
Crosspiece cross-section



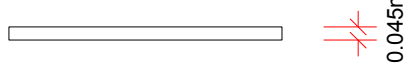
PANEL AND DOOR DIMENSIONS – OPTION A



Bandeau



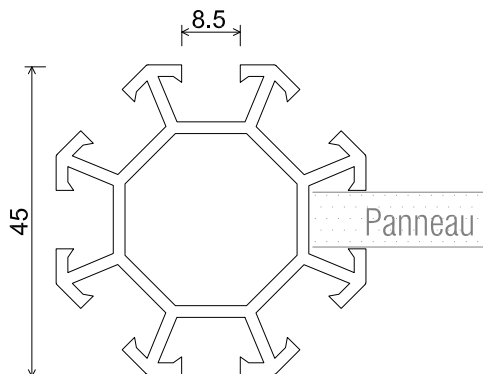
Traverse



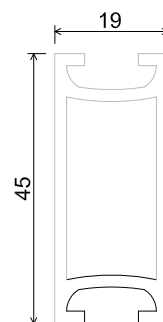
ALUMINIUM PARTS DIMENSIONS

(dimensions in mm)

Pole Top View



Crosspiece cross-section



MAPIC	FIRE SAFETY FORM DECLARATION OF MATERIALS STAND DECORATION OPTION C	N°S2	
To be returned to	Your contact	More information	Deadline
Reed MIDEM Technical Service 27 Quai Alphonse Le Gallo - CS 10026 92513 Boulogne-Billancourt Cedex - France	Cécile TRAN Technical Service Tel. : +33 (0)1 79 71 95 50 E-Mail : technique.mapic@reedmidem.com	See chapter 2	05/09/2016

1. EXHIBITING COMPANY

Exhibiting Company:			Stand n°:
Contact:	Tel.:	Email:	
Decorator:			
Mobile phone on site:		Email:	

2. YOUR STAND PROJECT & FIRE SAFETY REGULATION

The exhibitor or his/her contractor must upload the following documents on the **"Stand Check System"** online platform in order to get a permission to build

- Form S2 (Fire Safety form)
- Form S3 (Electrical attestation)
- 3D views
- Top view plan and side view plans with exact dimensions (length, width, height) **and indications of the location of the materials used (see below table)**
- Fire certificates/Official test reports indicating the fire rating of the materials according to the **French NFP norm or European norm Euroclass EN.13.501.1** (see "Authorised material rating table" on the following page)

On site during build-up, the Fire Marshall of the venue will make a final inspection to make sure stand installation and materials are conform to the fire safety regulation.

CONSTRUCTION

Stand construction height from the Palais ground: _____ m (must not exceed the maximum height indicated on the stand plan provided by the organiser)

Will your stand be equipped with beams, canopy, or horizontal solid parts in the upper part of the stand? Any material used in the upper part of the stand must be rated French M1 or equivalent according to the Euroclass norm EN.13.501.1 (wood>18mm included)	Yes No	If yes, precise the width : _____ % If yes, precise the total surface area covered: _____ %
Will your stand be equipped with a raised floor?	Yes No	If yes, precise the height : _____ mm If yes, precise the depth of the ramp all around it: _____ mm

We remind you that partition walls installed along an alley, facing another stand, must not cover more than 40% of the entire length.

MATERIALS

Only Fire certificates/Test reports according to the French NFP norm, or European EUROCLASS EN.13.501.1 norm are accepted. Fire certificates referring to another norm will not be considered

Materials	Description	Plan and test report identification	Test report N°	Fire rating (M1, Bs1d0...)
Wood > 18 mm		A	NOT REQUIRED UNLESS IF USED IN UPPER PART	
Wood, Plywood / conglomerate < 18 mm		B		
Fitted floor carpet		C		
Wall fabrics and textile coverings		D		
Plastics		E		
Glazing/Glass elements (Glass partition walls must be thrust resistant)		F	PROVIDE CERTIFICATE OR INVOICE	X
Pop-up stand / Umbrella stand		G		
Other materials		H		

3. SIGNATURE AND SEAL

Exhibitor or his contractor declares to have read and accepted the information related to Stand decoration of the Exhibitors Technical Guide & the Terms & Conditions of the Palais des Festivals de Cannes.

Name and position:	Position:
Signature (handwritten only) & company seal (if applicable) :	Date:

Authorised material rating table

FRENCH RATINGS or equivalent European standard EN 13 501-1:

M0 = A1 ; A2 s1 d0 Euroclass: Non-combustible

M1 = B s3 d1 Euroclass: Non-flammable

M2 = C s3 d1 Euroclass: Fire retardant

M3 = D s1 d0 Euroclass*: Moderately flammable

M4 = D s3 (d1) Euroclass*: Highly flammable

* excluding floor covering

MATERIAL	AUTHORIZED	DOCUMENTS TO BE SUBMITTED
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials, see the note in the footer)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report (or labels on materials, see the note in the footer)
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mn M2 or C s3 d1 Euroclass from 2 to 12mn M4 or D s3 (d1) Euroclass over 12mn	Report in line with paragraph 4.4.1 of the specifications
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and < 20% of the surface of the stand	None - must be adhered to firerated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass Lightweight structure: M3 or D s1 d0 Euroclass Filling: M4 or D s3 (d1) Euroclass Envelope: M1 or B s3 d1 Euroclass Non-illuminated small movable furniture on level -1: fire-rating M2 (C s3 d1) is required	Report or fireproofing certificate (Without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

Report: Report from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union.

Relative to self-certification of manufacturers of wood, said latter may be only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority.

MAPIC	ELECTRICAL INSTALLATION ON STAND ATTESTATION OF CONFORMITY OPTION C	N°S3	
To be returned to	Your contact	More information	Deadline
Reed MIDEM Technical Service 27 Quai Alphonse Le Gallo - CS 10026 92513 Boulogne-Billancourt Cedex - France	Cécile TRAN Technical Service Tel. : +33 (0)1 79 71 95 50 E-Mail : technique.mapic@reedmidem.com	See chapter 2	05/09/2016

1. REGULATION TO RESPECT

It is mandatory to complete this form to have electrical supply on your stand.

Electrical installations must be carried out by qualified electricians in compliance with the Terms & Conditions of the Palais des Festivals de Cannes (§ 4.7) and been advised of the specific risks presented by these types of event. In this regard, this person must be able to provide proof of a professional qualification in his own name of his/her ability to carry out said installations.

Should a non-compliance be observed on site, the exhibitor or his contractor will be required to modify, at his/her own expense, the installations to ensure they comply with the regulation.

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max.

The power supply unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

At the exit-end of the power supply units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the power supply units made available to exhibitors.

These installations must be created in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

The following should be noted in particular:

- The use of light-socket adapters is prohibited
- Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm² is prohibited. The use of twin conductor cables or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.
- All the equipment used, with the exception of class II and low voltage equipment, must be linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).
- The electrical connections must be created in junction boxes.

The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights added temporarily during the event. This switch must be clearly visible located and remain accessible at all times to the venue's security services. It must be easy to access and use. **Lights must be switched off every evening before leaving the stand.**

2. ATTESTATION OF CONFORMITY- ELECTRICAL INSTALLATION ON STAND

I, the undersigned(your name), from the Company.....
attest that the temporary electrical installations of the Stand n°.....of the Exhibiting company.....
will be installed by.....(name) who has the necessary professional qualifications to carry them out under my responsibility.

I also confirm to have read and accepted the information related to "Electrical installations for stands" paragraph 4.7 of the Palais des festivals de Cannes Terms & Conditions, and undertake to have them respected.

3. SIGNATURE AND SEAL

Name:	Position:
Date:	Company seal: (if applicable)
Signature:	

MIPCOM	EVENT DECLARATION FORM	N°E1
Your contact / To be returned to	Additional Informations	Deadline
Operations.registration@reedmidem.com	See Chapter 1 of the Exhibitor's Technical Guide	12/09/2016

This form is to detail the events that you are planning on your stand during the market. Please tick off the appropriate "Yes"/"No" box and complete in block letters where applicable. The market's opening hours can be found on the market's website.

This declaration does not equal authorization

Exhibiting company: **Stand Number:**

Is any live performance planned? Yes No (if yes, please also return the annex document on following page)

If yes, please give more detail including dates and times of rehearsals and performance:

.....

.....

.....

.....

Will any music be played? Yes No (Maximum authorized volume 60dB)

If yes, will you be installing a separate dedicated PA system on your stand? Yes No

Are you planning other activities on your stand? Yes No

If yes, please detail:

.....

.....

How many invitations will you issue directly per event? (one line per event). Please note that all guest must be registered for the market.

.....

.....

.....

Overall expected attendance per event, including your staff:

.....

.....

.....

Will you be providing food and drink for guest? Yes No

If yes:

- Please indicate the name of the catering company:
- What stand surface will be dedicated to the event:m²
- Is any office planned specifically for the catering team to prepare: Yes,m² No
- Please provide a drawing with dimensions of the 2 above.

Type of equipment the catering team plan to use: Description + electrical power for each device

.....

.....

.....

Person responsible on site:

Mobile telephone number on site:

(Please tick off this box)

I declare having read and accepted the information relating to events and performances on stands (Chapter 1 in the market's Exhibitors Technical Guide).

Completed by (Name, Surname):

Signature:

Date of signature (DD/MM/YYYY)

	STAFF DECLARATION	N°E1 ANNEX
Your contact / To be returned to	Additional Informations	Deadline
Operations.registration@reedmidem.com	See § 1.5.1 of the Exhibitor's Technical Guide	
TEXT TO BE PRINTED ON COMPANY LETTERHEAD		

SWORN DECLARATION

CLIENT / COMPANY : _____

DATE : _____

ARTIST : _____

_____ (name of the company) represented by its legal representative, _____
 _____ (name of the signatory), qualifying as _____
 _____ (function of the signatory), employing personnel, certifies that:

- the artists and/or technicians employed by the company (personnel listed hereinafter) for the performance foreseen on the stand during the Tradeshow, are legally employed in accordance with French Labour Code on the territory of France
- in compliance with French Labour Code Articles D8254-1 to D8254-3, that any and all artists and / or technicians employed by the Company who are not European citizens, will be legally authorised to work in France and are in possession of any and all necessary work permits for the duration of their presence in France
- in the case my employees come to France to perform their mission being duly employed under the employment rules of my country, _____ (name of the Company) duly fulfilled the formalities of the Posting of Worker's declaration with the Direction Departementale du travail of Nice (Direction départementale du travail, de l'emploi et de la formation professionnelle (DDTEFP) des Alpes-Maritimes, route de Grenoble, Centre Adm. Dépt., 06206 NICE CEDEX 3 Tél.: 04 93 72 76 00 Fax: 04 93 83 66 90).

_____ (name of the company) guarantees and hold harmless Reed MIDEM from any legal liability concerning the aforesaid.

Names and function of the artist(s) and/or technician(s), the dates of the performance, number and type of work permits (if any):

-
-
-

Executed at _____ (place), on _____ (date)

_____ (Signature)

_____ (name and function of the signatory)

