

# IEEE ICECS 2024

31<sup>st</sup> IEEE International Conference on  
Electronics Circuits and Systems

Nancy, France | November 18-20, 2024



IEEE ICECS 2024

Patron Prospectus

Nancy, France | 18-20 November, 2024

[ieee-icecs2024.org](http://ieee-icecs2024.org)

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## Patron Prospectus

The IEEE ICECS – International Conference on Electronics Circuits and Systems is a flagship annual conference of the IEEE Circuits and Systems (CAS) Society held in the Region 8 (Europe, Africa and Middle East). The ICECS conference deals with all the aspects of circuits and systems from analog (sensing systems, RF and power electronics) to digital and emerging technologies.

This year, the IEEE ICECS conference will take place in Nancy, France. The conference gathers every year more than 250 international attendees including delegates from academia, undergraduate, graduate, and Ph.D. students, researchers and professionals from the industry with different technology backgrounds.

The ICECS conference is a good opportunity for researchers, engineers and industry partners to present and discuss the latest advancements in the fields of the circuits and systems. Moreover, it enables exchange ideas and information and allows all attendees to stay up to date to the cutting-edge technologies and innovations in the field of circuits and systems, as well as establishing and making connections and collaborations with the experts all around the world. For recruiters, many opportunities are offered: access to top talents in the field of CAS, possibility to organize recruitment sessions or job fairs, insights in the latest technology and research trends as well as the brand visibility.

The ICECS 2024 is organized in the downtown of the city of Nancy, within a 1-minute walking distance from the main train station and a 10-minute walk from one of the most beautiful squares in the world - Place Stanislas. The event is organized in the Centre Prouvé, offering a generous exhibition area located at the heart of the event: all poster sessions, lunch and coffee breaks (4-6 daily breaks from 30 minutes to 2h) will take place in this exhibition area. All exhibition stands will be visible and central to all attendees throughout the conference.

Different opportunities are also offered to interested partners, exhibitors and sponsors. Their details are given in this document and allow interested partners, exhibitors and sponsors to demonstrate their technical leadership and support the Conference. Those interested should contact the conference Industrial Liaison Co-Chairs or General Co-Chairs of the conference (see contact details).

### Information Contact

#### Industrial Liaison Chairs:

Dominique Dallet [dominique.dallet@ims-bordeaux.fr](mailto:dominique.dallet@ims-bordeaux.fr)  
Ronald Tetzlaff [ronald.tetzlaff@tu-dresden.de](mailto:ronald.tetzlaff@tu-dresden.de)

#### General Co-Chair:

Slavisa Jovanovic [slavisa.jovanovic@univ-lorraine.fr](mailto:slavisa.jovanovic@univ-lorraine.fr)

## Package for sponsors, exhibitors and patrons

Benefits	Exhibitor	Silver	Gold	Platinum
Full conference registration		1	2	4
20% Discount conference registration		1	2	4
Logo on printed materials		✓	✓	✓
Logo on electronic materials			✓	✓
Logo in plenary room				✓
Furnished booth exposition space (one draped table, two chairs and electricity)	✓		✓	✓
List of exhibitors	✓			
List of sponsors		✓	✓	✓
Gold/Platinum patron identification			✓	✓
Industrial keynote Plenary keynote			✓	✓
	<b>1500€</b>	<b>2000€</b>	<b>3000€</b>	<b>6000€</b>

## Package options (additional options)

Additional package options (+ to all packages)	Price
Recognitions on printed material - Sponsors' logo printed on all printed material	1000€
Coffee break sponsor - Per break - Company logo at each serving point - Inclusion in the List of Sponsors	1000€
Lunch sponsor - Per lunch - Sponsor's name/logo at each serving point - Sponsor's name/logo linked to the lunch in the program - Inclusion in the List of Sponsors	3000€
Gala event sponsor - Sponsor's name linked to the event (publicity, final program) - All participants invited to the gala event - Sponsor's logo in the evening program - Three (3) complimentary tickets - Inclusion in the list of Sponsors	5000€

\*All rates are shown in € VAT included

### For more information

If you and your company are interested to be a sponsor and you do not find the package with the options you are interested in, please contact either Industrial Liaison or General Chairs.





## Terms and Conditions

### Introduction

The exhibitors and sponsors willing to be present (hereinafter termed "Exhibitors") at the IEEE ICECS 2024 conference (hereinafter termed "Conference Management" or "Organizer") held in Nancy from November 18-20, 2024, need to respect the following terms and conditions. The conference venue of the IEEE ICECS 2024 is the Centre Prouvé managed by DESTINATION NANCY (hereinafter termed "Conference Venue"), and all terms and conditions of the Conference Venue need to be respected in its entirety. In this document, the main elements of the Terms and Conditions of the Conference Venue's Terms and Conditions document are presented and translated along the terms and conditions imposed by the Conference Management. The original document of the Terms and Conditions of the Conference Venue (in french, "*Règlement de la manifestation et règlement Sécurité Incendie*") as well as other supplementary documents are available upon request to all exhibitors and sponsors.

### Contract

This application, when properly executed by the applicant (exhibitor) and accepted in writing by Conference Management, will constitute a valid and binding contract.

### Admission

Exhibits will be open at no cost to the representatives of exhibitors and conference registrants. The number of representatives per booth is defined by the chosen package according to the signed contract. If the chosen package includes full conference registration(s), the representative of patron with the full conference registration will benefit from the coffee breaks, lunches and access to the social events

organized at the conference. Additional booth staff and those wishing to attend only the exhibits need to be referred to the Conference Management to establish the additional charges. Conference Management reserves the right to deny admission to any individual, including children of patrons and visitors, to ensure the safety and well-being of all attendees and participants.

### Advertising Matter

The Exhibitor is permitted to distribute flyers and other printed advertising materials from their exhibit at their discretion. If any complaints arise from this distribution, the issue will be referred to Conference Management for resolution.

### Exhibit Space Allocations and Cost

The cost of individual exhibits is specified in the contract. Conference Management will assign exhibit spaces based on the application's receipt date and the applicant's preferences in compliance with the Conference Venue's terms and conditions (see later). If the preferred spaces are unavailable, Conference Management will offer alternative spaces. The applicant can accept or decline this assignment in writing immediately. Additionally, the applicant may submit a list of competitors they wish to avoid being placed near. Conference Management will consider these requests within reasonable limits. Full payment for the booth must be received before the show opens.

### Payment and Cancellation Requirements

Full payment is required before booths are assigned. Payment must be made with the submission of the contract application or by the date specified on the invoice. All cancellations must be made in writing. It is agreed that, in the event of cancellation,

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Conference Management shall have the right to retain as a cancellation fee all amounts paid by the Exhibitor (and any amounts due from them) up to the time of cancellation.

### **Compliance**

The Exhibitor is responsible for complying with all relevant local, state, and federal ordinances, regulations, and codes concerning fire, safety, and health, as well as the rules and regulations of the property where the conference is held (the Conference Venue).

### **Alteration of Exhibit Space**

Conference Management reserves the right to relocate exhibits if necessary to optimize traffic flow and exhibition exposure due to changes in the floor plan. Such relocations will only be made if absolutely required. Conference Management will inform exhibitors and service contractors of any necessary changes. The decisions made by Conference Management regarding the assignment of exhibit space are final and binding on all parties.

### **Exhibit Cleaning**

Exhibitors are responsible for ensuring their exhibit remains clean and free of accumulated rubbish to the satisfaction of Conference Management. All waste disposal materials must be placed in the gangway for removal before the Exhibition opens.

### **Losses or Damage**

The Exhibitor agrees that the Conference Management as well as the Conference Venue will not be liable for any damage or liability of any kind, or for any loss, damage, or injury to persons or property during the term of this agreement. This includes any cause related to the use, occupation, or

enjoyment of the exhibit space by the Exhibitor or anyone with the Exhibitor's consent. The Exhibitor will defend, indemnify, and hold harmless the Conference Management and the Conference Venue from all liability related to such damage or injury, whether caused by negligence or breach of obligation by the Exhibitor or its representatives. The Exhibitor will be responsible for all damages, liabilities, or losses occurring during the conference.

### **Policy**

The Exhibitor agrees to abide by and comply with any local customs rules, agreements with the Conference venue facility, or instructions from authorized contractors employed by the Conference Management.

### **Management**

The exhibitor agrees that the conditions, rules, and regulations of the Conference Management are incorporated into this contract. The Exhibitor agrees to adhere to all rules and regulations, and management has full authority to interpret, amend, and enforce them in the best interest of the conference.

### **Insurance**

Exhibitors are encouraged to ensure that their regular company insurance includes coverage for activities outside their home territory and that they have their own policies for theft, public liability, and property damage. Conference Management, along with all associated organizations and individuals, will not be liable for any injuries or damages that may occur to exhibitors, their employees, or agents, nor for the safety of exhibits or other property against theft, fire, accidents, or any other destructive events.

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### Event Regulations

#### I. Access for Unloading or Reloading

During setup and dismantling periods, access to the Logistics Area of the Conference Venue is permitted only for utility and heavy goods vehicles. The Logistics Area is designated for unloading and loading only; no parking is available in this area. Consequently, any vehicle parked there may be towed at the owner's expense, with no liability assumed by the Conference Venue.

However, you can park your vehicle in the designated parking areas (see Annexes). The maximum access height to the ground floor is 3.90 meters, and 3.20 meters for the basement.

To facilitate better vehicle circulation and optimize unloading and loading times, vehicle access needs must be declared in advance. Vehicles that are pre-registered will have priority access.

In the event of a high number of vehicles, the Conference Venue will assign specific time slots with limited parking duration. The exhibitor must instruct their transporter to deliver goods handled at ground level and inform them of the delivery conditions and schedules.

The Conference Venue may exceptionally allow early delivery or post-dismantling collection of goods, limited to documentation and exhibited products, subject to its storage capacity. These deliveries are subject to the prior express agreement of the Conference Venue.

Remember to print and attach the "address label" to your packages. Ask the Conference Management for more details.

Deliveries are accepted on the days and times given in the original french document available upon request. For the IEEE ICECS 2024 conference, the packages will be accepted starting Friday, November 15th from 9:00 AM to 12:00 PM and from 1:30 PM to 5:30 PM.

The collection of packages may begin on November 20th during the same hours.

#### II. Technical Characteristics of the Halls

The technical characteristics of the halls are given in Table available in the original french document. Any equipment or structural element with a hardness that could damage the flooring must be equipped with plastic pads or placed on protective materials (felt, mats, etc.). In the event of damage, the costs for repairs will be the responsibility of the Exhibitor.

Transportation and placement of loads exceeding the specified overload limits are prohibited within the Conference Venue.

During handling operations, or due to the design of the supports once the equipment is positioned, loads that are generally acceptable might sometimes be concentrated on reduced surface areas. This localized pressure can severely damage the flooring regardless of its material. The Exhibitor is required to ensure that loads are properly distributed by using load distribution plates.

#### III. Obligations of Exhibitors

The Exhibitor and all their contractors are required to comply with the regulations applicable to exhibitions, whether they originate from legislative bodies, public authorities, DESTINATION NANCY, or the Event Organizer, including those related to fire safety,



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workplace safety, and accident prevention.

The Fire Safety Regulation between the Exhibitor and the Organizer, presented following the Technical Exhibition Regulations, does not exempt the Exhibitor from referring to the official texts. It is emphasized that the Safety Commission is the only body authorized to provide opinions in the specific context of the event's organization, and its decisions are binding on the Exhibitor.

Therefore, it is the Exhibitor's responsibility to undertake all necessary steps with Safety Officers and the competent administration to obtain any opinions and authorizations they deem necessary.

### **III.1. Deliveries and Removals**

#### ***Advance Deliveries of Goods***

Deliveries of goods before the scheduled date must be subject to an express and prior request to the Conference Venue. They may be authorized, provided that a duly authorized representative from the Exhibitor or recipient is present to receive the delivery.

Authorizations are granted exclusively by the Conference Venue, within the limits of the available storage capacity at the Conference Centre at the time of delivery, and the delivery must take place on the specified day and during the normal opening hours of the Conference Centre.

Such deliveries are limited to documentation and promotional products only. Delivered goods are stored at the recipient's sole risk.

The Exhibitor must inform their transporter or any shipper of the delivery conditions. They should ensure that the transporter is instructed to deliver,

unload, and handle the goods to their stand. Deliveries not complying with the above stipulations cannot be accepted. The Conference Venue cannot be held responsible for any additional costs associated with the representation of the goods, which are the exclusive responsibility of the shipper.

#### ***Handling***

The use of forklifts or aerial lifts by the organizer, exhibitors, or their contractors is prohibited. The Exhibitor can order a handling service, such as a forklift with an operator, no later than 21 working days before the start of setup.

Unless the service is ordered from the Conference Venue, the handling of goods after delivery to the site is the responsibility of the Exhibitor, the Organizer, or their contractors, and solely at their own risk.

#### ***Capacity of Freight Elevators***

The capacity of the available freight elevators at the Conference Venue is given in Table found in the original french document available upon request.

Handling operations using forklifts and/or aerial work platforms within the Conference Venue are exclusively carried out by the Conference Venue personnel at the expense of the recipient or the service provider who requested it.

#### ***Removal of Goods at Dismantling***

Goods must be removed on the day and at the time of dismantling. No goods can be stored at the Conference Venue while waiting for removal, unless they are labeled with the carrier's return slip.

### **III.2 Storage of Empty Packaging**

For obvious reasons related to fire safety regulations, the Conference Venue does not accept any storage of

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empty packaging on the exhibition floor, including in the stands' reserves.

Exhibitors must make their own arrangements at their own expense to evacuate, store outside the Conference Venue, and deliver the packaging to their stand during setup.

### **III.3 Stand Location**

#### ***Stand Location***

The exhibitor is required to place their equipment exclusively within the allocated space. The setup of advertising supports such as point-of-sale displays (PLV) and the distribution of leaflets and promotional items outside the stands is prohibited.

From the opening of the exhibition, and for obvious safety reasons, the exhibitor must ensure that no equipment is stored, even temporarily, in the aisles.

Equipment found in violation may be removed from the Conference Venue as a last resort by personnel appointed by the Conference Venue at the exhibitor's expense. The Conference Venue will not be held responsible for any damage, destruction, or theft resulting from the removal. The exhibitor will also not be entitled to any compensation under any circumstances.

#### ***Stand Delivery***

The stand is made available at the time and on the day of setup indicated in the event schedule. It is delivered clean and ready for use.

The exhibitors should request from the organizer the preparation of an entry and exit inventory to protect their interests.

#### ***Stand Restoration***

At dismantling, the exhibitor must remove at their

own expense and using their own means all waste and materials used for setup, as well as any leftover documentation.

The cost of disposing of abandoned waste will be charged to the exhibitor at a rate of €150 excluding VAT per cubic meter, with a minimum charge of 1 cubic meter.

### **III.4 Booth Setups**

All booth setups (electricity, decoration) and related services are available exclusively through the Official Staff of the Conference Venue, as designated by Conference Management.

#### ***Respect for Infrastructure***

The booth setup must be designed in such a way that no damage is caused to the structures and installations of the Conference Venue. It is prohibited to drill, glue, screw, pin, nail, or otherwise attach or suspend any booth elements by any means to the walls, floors, ceilings, windows, or equipment of the Conference Venue. In general, all suspended elements and all signage affixed to beams, ducts, cable trays, ventilation and smoke extraction conduits, and, more broadly, to any existing equipment or structure, are prohibited. Violators will bear the costs of restoring any damage observed, plus the study fees and the costs of all measures necessary to achieve full repair.

#### ***Respect for Booths installed by the Conference Venue***

It is prohibited to drill, glue, screw, pin, or nail into the structures and partition panels of the booths set up by the Conference Venue. Any damage to the

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aluminum structures or panels observed after the event will be billed to the exhibitor.

### ***Usage Restrictions for Animation Devices***

The use of flashing, strobe, or laser effect lighting devices, as well as smoke-generating devices, is prohibited. Audiovisual equipment on the booths must not exceed a sound level of 60 dB measured within the booth's area.

### **III.5 Booth usage**

#### ***Neighborhood***

Each exhibitor must respect their neighbors and not cause them any harm in any way. In the event of disputes from the time of entry until final teardown, the Organizer may take any necessary measures to ensure the smooth operation of the event.

#### ***Demonstrations***

The Exhibitor is fully responsible for the presentations and demonstrations conducted at their booth and must take all necessary measures to ensure the safety of the attending public. All demonstrations and/or presentations must not interfere with the smooth operation of the event or cause any disturbances of any kind.

### **III.6 Security**

#### ***General terms and conditions***

The Exhibitor must comply with all legal regulations regarding Exhibitions, Fairs, and Trade Shows, particularly those related to Fire Safety. Additionally, the Exhibitor is required to adhere strictly to the Technical Regulations of the Prouvé Conference Center and the specific rules of the event. Compliance with the provisions of this article will be monitored by the responsible authorities, who are

also responsible for interpreting and ensuring their proper application. In cases of serious violations, they may impose corrective measures, which could include the removal of structures and equipment or the suspension of utility services, without the Exhibitor being entitled to any compensation or relief from their obligations, including rental payments. The Exhibitor is obligated to ensure that exit doors, emergency exits, safety control devices, and fire suppression systems are always visible and accessible, and to ensure the unobstructed and effective operation of all safety equipment. Storing flammable and/or hazardous materials (explosive, toxic, etc.) is prohibited in the exhibition areas, booth storage areas, aisles, or anywhere in the Conference Venue.

Booth setups must conform to the provisions of Articles T.21 and T.24 of the Decree of November 18, 1987. All materials used in the booths, including those used on the peripheral walls of the exhibition halls, must have a fire reaction certificate in accordance with the Decree of November 22, 2002. These certificates must be provided to the Safety Officer, who will make them available to the Safety Commission.

#### ***Inspection by the Safety Commission***

The setup must be completed by the time of the Safety Commission's inspection. The Exhibitor must make all arrangements to allow the Commission to examine the setup in detail. The Exhibitor or their qualified representative must be present during this inspection.

The Exhibitor must provide the Safety Commission

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members with all relevant information and certificates of compliance regarding the installations and the fire resistance of the materials used in the booth, except for those with a recognized quality mark.

### ***Special Permissions***

The Exhibitor must submit to the Conference Management, no later than 2 (two) months before the event opens to the public, all special needs related to its booth. In the event of a such demand, a special technical form complying with the Conference Venue's Regulations will be supplied to the exhibitors and will be examined afterwards by the Conference Management and Conference Venue if it can be accepted. Additional charges may be applied in the event of a such demand.

### **III.7 Insurance**

The Exhibitor must obtain, at their own expense, insurance coverage for the exhibited materials, including protection against theft and all risks associated with the exhibition.

The Exhibitor is responsible for ensuring their coverage and taking the necessary steps to protect against risks arising from the exhibition, including:

- Civil Liability: Coverage for their own liability and that of their contractors from the time they enter the site for setup until the final departure after the complete removal of goods and materials during teardown.
- Theft, Damage, or Destruction: Coverage for theft, damage, or destruction of the Exhibitor's materials and goods, including any financial consequences resulting from such incidents.

- Damage to Property: Coverage for damage to the materials, equipment, or premises of the Conference Venue, the site operator.

### ***Exhibitor's Liability Insurance***

The Conference Venue as well as the Conference Management are not liable for any damages that Exhibitors or their service providers may cause to third parties. Each Exhibitor is responsible for obtaining insurance to cover such damages and may acquire this insurance directly from their own insurer. In certain cases, the Conference Management may take out a liability insurance policy on behalf of each Exhibitor. The general and specific terms of this coverage will be outlined in the General Regulations of the Exhibition (in french "*Règlement Général de l'Exposition*") or made available by the Conference Management. This insurance is intended to cover the financial consequences of the Exhibitor's liability for damages caused to third parties during their participation in the exhibition, within the dates authorized by the Conference Management.

This coverage is only supplementary, meaning it will only apply if the Exhibitor does not have their own liability insurance or if their insurance is insufficient to cover the incident in question.

When a third party's liability is involved, the Exhibitor must retain all rights and recourse against that third party and preserve the insurer's rights of recourse.

The Exhibitor should inquire and undertake all necessary steps with the Conference Management.

### ***Insurance for Damage to Exhibited Goods***

The Conference Management and Conference Venue

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is not responsible for any damage to booth materials, goods, merchandise, or vehicles belonging to the Exhibitor or their service providers, or to the personal property of their personnel, whether during the exhibition, during setup and teardown, or while temporarily stored at the Conference Venue Center, before or after the exhibition.

It is the responsibility of each Exhibitor to obtain insurance covering such damages.

The Exhibitor may arrange this insurance directly through their own insurer or, in certain cases, through the Conference Management, who will provide a subscription form.

The insurance obtained by the Exhibitor must include a waiver of the insurer's right of recourse against the Conference Management, the site owner, Grand Nancy Congrès et Événements (the site operator), and their insurers.

The Exhibitor should seek information and undertake all necessary steps with the Organizer.

### III.8 Sustainable Development

#### *Waste Management*

The Conference Venue is committed to a sustainable development approach, which includes waste management and sorting. The exhibitor agrees to adhere to the sorting guidelines applicable to the site throughout the event, including during setup and teardown periods.

## Fire Safety Regulation

### General precautions

Fire safety regulations for public establishments (the Convention Venue is a part of) are outlined in the Decree of June 25, 1980 (general provisions), with

specific provisions for exhibition halls detailed in the Decree of November 18, 1987.

The following text does not replace or substitute the original regulations, which we encourage Exhibitors and their service providers to refer to. It consists of commented excerpts from these regulations and aims to facilitate understanding, considering the particular constraints of the Prouvé Conference Center.

The safety commission closely monitors the construction of booths (stability, construction and decoration materials, electrical installation, etc.). Decisions made by the commission during its inspection, which takes place the day before or the morning of the event's opening, are immediately enforceable. By the time of this inspection, booth installation must be complete.

The Exhibitor (or their representative) must be present at the booth and be able to provide fire reaction certificates for all materials used. Failure to comply with this requirement may result in the removal of materials or a ban on opening the booth to the public.

Any significant project must be submitted for approval to the event's safety officer. Plans and technical details must be provided to the Conference Management at least two months before the event's opening.

During the setup period, the safety officer will ensure that the following safety measures are observed:  
FIRE RATING OF MATERIALS (Decree of November 21, 2002) Materials are classified according to the EUROCLASSES NF EN 13501-1 standard.



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### I Booth setup

#### I.1 Booth Structure and Partitioning - Heavy Furniture

For the construction of booth structures, partitions, and heavy furniture (such as counters, displays, and dividers), the following materials are permitted: M0, M1, M2, or M3 materials (1).

CONVENTIONAL CLASSIFICATION OF WOOD-BASED MATERIALS (Decree of June 30, 1983)

Materials considered to meet the characteristics of category M3 include:

- Solid non-resinous wood with thicknesses of 14 mm or more
- Solid resinous wood with thicknesses of 18 mm or more
- Wood-based panels (plywood, slats, fibers, particles) with thicknesses of 18 mm or more.

#### I.2 Finishing Materials

##### Wall Coverings

Wall coverings (natural or plastic textiles) must be made from materials classified as M0, M1, or M2 (1). They may be stretched or fixed with staples. Various coverings (fabrics, papers, plastic films) with very thin layers (up to 1 mm maximum) can be glued directly onto supports made from materials classified as M0, M1, M2, or M3.

However, embossed or relief papers must be glued directly onto materials classified as M0 only. Materials exposed in booths do not require fire reaction certification. Nevertheless, if these materials are used for decorating partitions or false ceilings and cover more than 20% of the total surface area of these elements, the aforementioned provisions apply.

These provisions do not apply to specific interior decoration shows and booths where textiles and wall coverings are presented.

##### *Curtains - Draperies - Sheer Fabrics*

Curtains, draperies, and sheer fabrics can be hanging if they are classified as M0, M1, or M2 (1). However, they are prohibited on entrance and exit doors of booths but are allowed on cabin doors.

##### *Paints and Varnishes*

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g., nitrocellulose or glycerophthalic).

##### *Floor Coverings, Podiums, Stages, and Bleachers*

Floor coverings must be made from materials classified as M4 and must be securely fixed.

Horizontal or non-horizontal coverings on podiums, stages, or bleachers with a height greater than 0.30 m and a total area exceeding 20 m<sup>2</sup> must be made from materials classified as M3. If their area is exactly 20 m<sup>2</sup>, these coverings can be made from materials classified as M4.

Booths must be level. If there is a difference in height of a few centimeters, it must be equipped with a fixed or removable ramp to allow access for wheelchair users. The ramp must be within the booth's area and not extend into the circulation aisle.

#### I.3 Decoration

##### *Floating Elements*

Decorative or floating elements (advertising panels over 0.50 m<sup>2</sup>, garlands, lightweight decorative objects, etc.) must be made from materials classified as M0 or M1.

The use of signs or advertising panels is prohibited

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if:

- They have white letters on a green background; these colors are exclusively reserved for indicating emergency exits.

- They have white letters on a red background; these colors are exclusively reserved for indicating fire protection and firefighting equipment.

### **Floral Decorations**

Floral decorations made from synthetic materials should be limited. Otherwise, they must be made from materials classified as M2.

These provisions do not apply to specific floral activity shows and booths.

### **Furniture**

No specific requirements apply to standard furniture (tables, chairs, desks, etc.). However, heavy furniture (counters, desks, shelving, etc.) must be made from materials classified as M3, or treated to achieve this classification through fireproofing.

### **I.4 Canopies - Ceilings - False Ceilings**

Booths with a ceiling, false ceiling, or full canopy, or those with an elevated level, must have an area less than 300 m<sup>2</sup>.

If the covered area exceeds 50 m<sup>2</sup>, appropriate fire extinguishing measures, maintained by at least one security agent, must be in place during public attendance.

### **Canopies**

In the Conference Venue, not protected by an automatic water extinguishing system, canopies must be made from materials classified as M0 or M1. They must also be equipped with an effective hanging system to prevent potential collapse and be supported

by a crisscross network of wire, forming meshes no larger than 1 m<sup>2</sup>.

### **Ceilings and False Ceilings**

Ceilings and false ceilings must be made from materials classified as M0 or M1. However, up to 25% of the total surface of these ceilings can be made from materials classified as M2. This percentage includes lighting fixtures and their accessories.

If the elements of ceilings and false ceilings are perforated or mesh-like, they can be made from materials classified as M2 if the solid areas make up less than 50% of the total surface of these ceilings and false ceilings.

In all cases, the suspension and fixing of ceilings and false ceilings must be made from materials classified as M0. If insulation materials are placed in the plenum, they must be classified as M1.

Ceilings and false ceilings are prohibited in Hall 3 of the Conference Venue (Centre Prouvé).

### **I.5 Fireproofing**

Proof of fire reaction classification for materials used in the exhibition halls must be provided upon request by the safety officer, in the form of labels, reports, or certificates. Fire-resistant coverings and materials are available from specialized retailers, who must provide certificates corresponding to the material's classification. For a list of these retailers, contact: GROUPEMENT TECHNIQUE FRANÇAIS CONTRE L'INCENDIE – 10 rue du Débarcadère – 75017 PARIS

Phone: (+33) 1 40 55 13 13

Fireproofing can upgrade materials to M2

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classification, which are normally moderately or easily flammable. This can be done through spraying a special liquid, brushing on special paint or varnish, or soaking in a special bath.

Fireproofing work can be performed by:

- Decorators, who must provide all information regarding the treatment of the material.

- An accredited applicator who provides the exhibitor with a certificate of a certified model, detailing: the nature, surface, and color of the treated covering, the product used, the date of the operation, and the stamp and signature of the operator. Contact details for accredited applicators can be obtained from the GROUPEMENT TECHNIQUE FRANÇAIS DE L'IGNIFUGATION (GTFI) –

10 rue du Débarcadère – 75017 PARIS

Phone: (+33) 1 40 55 13 13

**IMPORTANT NOTE:** Fireproofing can only be performed on wooden panels or natural fabrics or those with a high proportion of natural fibers. It is not possible on synthetic or plastic fabrics.

**VERY IMPORTANT:** Foreign certificates are not accepted. Only certificates from accredited French laboratories are accepted.

### II. Electrical Safety

#### II.1 Installation design

The electrical installation for each stand must be protected at its source against overcurrent and earth faults. All metal masses must be interconnected and connected to the ground of the stand's electrical supply box. Electrical connections should be housed inside junction boxes. Electrical cut-off devices must be readily accessible to the stand's staff at all times.

#### II. 2 Electrical Equipment

All electrical equipment used must comply with current French or European standards.

##### *Electrical Cables*

- Electrical cables must be insulated for a minimum voltage of 500 volts, excluding cables like H-03-VHH (Scindex). Only use cables where each conductor has its own protective sheath, with all conductors housed in a single outer sheath.

##### *Conductors*

- The use of conductors with a cross-sectional area less than 1.5 mm<sup>2</sup> is prohibited.

##### *Electrical Devices*

- Devices of Class 0\* must be protected by differential current devices with a nominal rating not exceeding 30 mA.

- Devices of Class 1\* must be connected to the protective conductor of the supply circuit.

- Among Class II\* devices, those marked with the CE symbol are recommended.

\*As defined by the NF C20-030 standard.

##### *Multiple Sockets*

- Only adapters or multiple sockets from a fixed base (moulded power strips) are allowed.

##### *High-Voltage Neon Signs*

- High-voltage neon signs within reach of the public or staff working at the stand must be protected, particularly the electrodes, with a screen made of at least M3 category material.

- The cut-off controls must be clearly marked, and transformers must be placed in a location that poses no danger to individuals, with a sign reading "Danger, High Voltage" posted.

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- Metal masses must be grounded.

### ***Halogen Lamps (EN 60598 standard)***

Halogen lamps on stands must:

- Be installed at a minimum height of 2.25 meters,
- Be at least 0.50 meters away from flammable materials (e.g., wood and other decorative materials),
- Be securely mounted,
- Be equipped with safety screens (glass or fine mesh) to protect against the potential explosion of the lamp.

### **III. Accessibility of Emergency Means**

Emergency means must remain visible and accessible at all times. Access to various emergency equipment (fire hydrants, fire hose reels, telephone stations, fire extinguishers, smoke evacuation control panels, etc.) must always be free and unobstructed, ensuring unrestricted access and use.

### ***Fire Hose Reel (RIA)***

On stands that include a fire hose reel, a one-meter-wide passage must be kept clear of any obstruction, running perpendicularly from the device to the public circulation aisle. The presence of panels or fabrics to conceal the device is strictly prohibited.

### **IV Operating instructions**

It is prohibited to create storage areas within the exhibition spaces, stands, and passageways for items such as crates, wood, straw, cardboard, etc. Regular daily cleaning must remove dust and waste of all kinds from the premises. All waste and refuse resulting from cleaning and sweeping must be removed each day before the public opening hours and transported out of the premises.

The Exhibitor assumes full responsibility for the presentations and demonstrations conducted at their stand. They must take all necessary measures to ensure the safety of the public admitted to their stand.

### **V. Specific Rules of the Conference Venue**

The following specific restrictions are in effect at the Conference Venue, Prouvé Congress Center:

The following are prohibited in the halls:

- tents,
- balloons filled with flammable and/or toxic gas,
- the presence of pyrotechnic devices or explosives,
- acetylene, oxygen, or other gases representing similar risks,
- liquefied gases, flammable liquids,
- flames (candles, etc.),
- thermal or combustion engines,
- flashing light devices (beacons, strobe lights, etc.) or laser-type devices,
- smoke generators.

### **VI. Materials, Equipment and Installations subject to declaration**

#### ***Elevated or Multi-Level Stands, Ceilings***

If the technical regulations of the exhibition allow the installation of elevated stands, ceilings, or canopies, the exhibitor must submit a request to the organizer within the deadlines set by the latter, specifying the details of the installations, the materials used, and the safety measures planned.

#### ***Substances, Equipment, and Machines Presenting a Specific Risk***

The exhibitor must submit to the Organizer, no later than 60 (sixty) days before the public opening date of the event, the necessary declarations and

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authorization requests concerning the implementation of substances, equipment, and operating machines presenting a specific risk.

### ***Requests for Special Authorizations***

These concern the equipment or use of the following substances:

- Machines or operating equipment (Article T39 of the decree of November 18, 1987)
- Combustion engines (Article T41 of the decree of November 18, 1987)
- Machines using radioactive substances or generating X-rays (Article T43 of the decree of November 18, 1987)
- Acetylene, oxygen, or other gases representing similar risks (Article T45 §2 of the decree of November 18, 1987)

***Installation Declarations*** (Articles T8 of the decree of January 11, 2000, and T39 of the decree of November 18, 1987) concerning:

- Lasers
- Liquefied gases
- Electrical installations exceeding 100 KW
- Flammable liquids (other than those in automobile tanks)
- Machines generating a magnetic field

The documents related to the aforementioned special authorizations or declarations must be submitted by the exhibitor to the safety officer. The exhibitor has at their disposal the "TECHNICAL FORM TO BE RETURNED" in the section "No. 6 - DECLARATION OF MACHINE OR OPERATING EQUIPMENT" located on page 3 (see Annexes).

### **VII. Safety Officer**

For any questions related to fire safety at the exhibition, please contact the Conference Management which will connect to the officers of the Conference Venue.