

# ADDITIONAL INFORMATION FOR SPACE ONLY EXHIBITORS / STAND BUILDERS

## 1.0 INTRODUCTION

When the exhibitor signs his/her admission request, he/she agrees to abide to all the clauses contained in the "Information for Space only exhibitors / stand builders" and "Health & Safety regulations" and "Fire regulations" and to ensure that all contractors abide by them.

In order to avoid any dispute, you must submit the layout of your stand to our independent technical advisor, Chris Simpson from Abraxys Limited. The definitive set up of your stand must be in strict conformity with the approved submission and Abraxys Limited will check all stand installations and will reject those that do not conform to the exhibition regulations.

**There is a charge of 110.00 GBP (plus 17.5% VAT) to cover the inspection process which will be charged upon receiving your plan submissions. This fee must be paid in order for a Permission to Build to be issued.**

### IMPORTANT:

- Please make sure you receive your stand approval before August 20th.
- Space only stands do not receive carpet and walls.
- To enable visitors to find your stand properly, do not forget to include a stand number on your stand. Abraxys will not approve your stand if you do not include this.
- Please return the Health & Safety form and submit the Public Liability certificates from all constructors working on your stand(s) to Abraxys Limited.

## 2.0 PLAN PRESENTATION & SUBMISSION FOR APPROVAL

### SINGLE STOREY STAND

On request of the Safety Committee, it is compulsory that you submit your stand plans for approval before August 20<sup>th</sup>.

- Plan view, showing clearly all dimensions, walling and major exhibits
- Elevation views, showing clearly all dimensions, graphics etc
- Structural calculations/drawings proving structural stability, weight loadings etc
- Details of materials & fire protection

All plans are to be emailed in either .pdf or .dwg format ONLY to:

Abraxys Ltd  
Mr. Chris Simpson  
Tel.: +44 208 747 2045  
Fax: +44 208 747 2046  
Email: [cphi@abraxys.com](mailto:cphi@abraxys.com), [icse@abraxys.com](mailto:icse@abraxys.com), [pmec@abraxys.com](mailto:pmec@abraxys.com), [bioph@abraxys.com](mailto:bioph@abraxys.com)

Barley Mow Centre  
Barley Mow Passage  
LONDON  
W4 4PH  
United Kingdom

**There is a charge of 110.00 GBP (plus 17.5% VAT) to cover the inspection process which will be charged upon receiving your plan submissions. This fee must be paid in order for a Permission to Build to be issued.**

Please note that plans send in by e-mail will be responded to quicker, do not send your plans to the UBM International Media office.

Any modifications to the stand design must be submitted for approval. Stands installations not complying with the most recent plan received by the Technical Advisor will not be authorised. The design of the stand must be such that it can be safely erected and dismantled within the time available.

- Drawings should be in a recognised scale not less than 1:50.
- All plan calculations and documentation must be in English and should clearly state the Exhibiting company's name, the stand number and the name and contact number of the responsible contractor.

The maximum building height in the halls from the ground is 6 meters.

Signs or advertising statements and logos can only be attached up to the maximum building heights of the halls, and not higher than 6 meters. Seats, footbridges, passages and stairs must be able to carry a load of 4 - 5 kN/m<sup>2</sup> (400 - 500 kg/m<sup>2</sup>). Stairs must be equipped with a handrail capable of withstanding a load of 1 - 3 kN/m (100 - 300 kg/m).

**Please also refer to the Appendix II – Fire and safety regulations Paris-Nord Villepinte**

**DOUBLE STOREY STANDS AND STANDS WITH A PLATFORM OF 20 CM AND MORE**

On request of the Safety Committee, it is compulsory that you submit your stand plans for approval before August 6<sup>th</sup>.

In addition to the requirements for single storey stands, double storey stands have the following requirements:

**PLANS WITH THE FOLLOWING INFORMATION:**

- Ground level plan view, showing clearly all dimensions, walling and major exhibits.
- Upper storey plan view, showing clearly all dimensions, walling and major exhibits PLUS walkways, means of escape and areas of public access.
- Elevations view and any appropriate sections showing clearly all dimensions, graphics, etc
- Plans giving details of staircases.
- Plans showing all steel work details.
- Structural calculations/drawings proving structural stability, weight loadings, etc.
- Details of materials & fire protection.
- Stand number & exhibitor name.
- Onsite contact person and mobile phone number.
- Details about the load transmission of pillars to the exhibition floor of any upper decks.
- Details about the maximum horizontal impact strength of any walling or handrail element (should be minimum 1kN per m).
- Author of the calculations, title, date of drawing & full contact details.

**PLEASE EMAIL A COPY TO:**

Abraxys Limited  
Mr. Chris Simpson  
Tel.: +44 208 747 2045  
Fax: +44 208 747 2046  
Email: [cphi@abraxys.com](mailto:cphi@abraxys.com), [icse@abraxys.com](mailto:icse@abraxys.com), [pmec@abraxys.com](mailto:pmec@abraxys.com), [bioph@abraxys.com](mailto:bioph@abraxys.com)

Barley Mow Centre  
Barley Mow Passage  
LONDON  
W4 4PH  
United Kingdom

**AND PLEASE EMAIL 2 COPIES TO:**

Security Cabinet Watteau  
Mr. Philippe Watteau  
Tel.: +33 685 944 957  
Fax: +33 170 106 789  
E-mail: [cab.watteau@chello.fr](mailto:cab.watteau@chello.fr)

41 rue Lazare Carnot  
77340 Pontault Combault  
France

**There is a charge of 110.00 GBP (plus 17.5% VAT) to cover the inspection process which will be charged upon receiving your plan submissions. This fee must be paid in order for a Permission to Build to be issued.**

A two-storey construction is only permissible for stands covering at least 100 sq meters.

The maximum heights in the halls from the ground are 6 meters.

Signs or advertising statements and logos can only be attached up to the maximum building heights of the halls and not higher than 6 meters. Seats, footbridges, passages and stairs must be able to carry a load of 4 - 5 kN/m<sup>2</sup> (400 - 500 kg/m<sup>2</sup>). Stairs must be equipped with a handrail capable of withstanding a load of 1 - 3 kN/m (100 - 300 kg/m).

**Please also refer to the Appendix II – Fire and safety regulations Paris-Nord Villepinte**

### **3.0 DESIGN OF STAND**

#### **3.1 Height limits**

The maximum height limit for any form of stand fitting, perimeter & partition walls, lighting, structures and/or graphic towers is 4 meters from the ground, including platforms and the use of banners, flags and balloons.

The Organiser does not provide partition walls and each stand must build freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m & a maximum height of 4m.

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in a neutral colour as agreed by the neighbouring exhibitor. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

#### **3.2 Length of the walls**

Solid runs of stand walls exceeding 4m in length along gangway edges or inside the stand are forbidden - walls should have natural breaks or see-through panels of 1.5 meter wide minimum every 4 meters. This rule is to avoid interfering with the overall view of the halls, mask neighbouring stands or hinder normal visitor traffic on the stand. The organiser reserves all rights to terminate any violation to this regulation.

#### **3.3 Pillars on your stand**

Please check with the organiser if you have a pillar on your stand to obtain the measurements. We advise you to add a 20cm margin to the measures of the pillar to avoid disappointment on-site. The hall pillars are fitted with fixed wooden panels (height 3m). They may be encased by the exhibitor on all 4 sides to a height of 3m maximum. It can be supported by the pillar, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc) placed over the points of contact.

**Please note: If there is a fire hydrant on the pillar this side of the pillar can not be encased and it needs to be accessible at all times.**

#### **3.4 Technical ducts**

All services at Paris-Nord Villepinte are pulled through venue service traps, including telephone lines, electrics, water & waste and compressed air.

It is important that your stand builder works closely with Paris-Nord Villepinte on the best place within the stand to pull the services through. Ideally, they will look at bringing them up in store rather than in a place that is vital to you for display or hospitality. The more information therefore, that you can pass on to your contractor, the better.

If your company intends to order a high level of services, we would thoroughly recommend that you lay a platform on the hall floor to hide unsightly pipe work and cables. This also gives you greater flexibility in where the services are pulled through. If you want to order a platform please contact Gielissen Interiors & Exhibitions.

If you need a technical floor plan of your stand with technical ducts or pillars on it, please contact the Operations Department at [operations.im@ubm.com](mailto:operations.im@ubm.com).

#### **Platforms**

If your company intends to order a high level of services, we would thoroughly recommend that you lay a platform on the hall floor to hide unsightly pipe work and cables. This also gives you greater flexibility in where the services are pulled through. If you want to order a platform please contact :

Gielissen Interiors & Exhibitions

Tel.: +31 20 581 1480

Fax: +31 20 581 1475

Email CPhI: [cphi@gielissen.nl](mailto:cphi@gielissen.nl)

Email ICSE, P-MEC & Bio Ph: [pharmaservices@gielissen.nl](mailto:pharmaservices@gielissen.nl)

If you need a technical floor plan of your stand with technical ducts or pillars on it, please contact the Operations Department at [operations.im@ubm.com](mailto:operations.im@ubm.com).

### **Water supply**

Flexible tubes at gutter level are responsible for carrying water supply and evacuating wastewater. The supply tube is fitted with a cut-off tap with male threading of 15/21. Used water is evacuated by a tube with an interior diameter of 35 mm. Where supplementary water supplies or outlets are required, the Centre's technical teams will draft a price quotation after inspection. Water supply is invoiced on the base of a flat rate. This charge includes:

- Installation of piping
- Removal of above
- Water supply for the duration of the exhibition

In addition to water connections, the Centre can also install sinks with single or double basins and 100 litre or 200 litre water heaters. The charge for this includes:

- Equipment leasing
- Cost of labour for installation and removal
- Repairs for the entire duration of the event

For quotations please use the order form or contact:

Exhibitor Service Department

Tel : +33 1 48 63 31 31

Fax: +33 1 48 63 33 38

email: [exposants.pnv@viparis.com](mailto:exposants.pnv@viparis.com)

If you need a technical floor plan of your stand with technical ducts or pillars on it, please contact the Operations Department at [operations.im@ubm.com](mailto:operations.im@ubm.com).

### **3.5 Obstructing gangways**

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserve the right to remove any such item.

**It is strictly forbidden to build across gangways.**

### **3.6 Rigging**

- Rigging is possible in all the halls. Please contact the rigging company below in any case.
- Rigging is only permitted above your stand and must comply with the maximum height of 6 meters in the halls from the ground floor.
- All hanging must be done by the exhibitors department of Paris-Nord Villepinte. You can order rigging by using order form T26.

If objects are to be attached to the frame of the building for a stand, this will be done by Paris-Nord Villepinte using a steel sling with a heart shaped thimble (eye) at either end. The maximum permitted weight is 80 kg at each load fastening point, with as many points as necessary for structures weighing over 80 kg.

Paris-Nord Villepinte can quote for and carry out technical work featuring light bridges, decorations, lift bridges for decorative or other purposes.

A flat rate is charged for sling work. This charge includes:

- Hire of equipment
- Installation itself and dismantling
- Maintenance necessary during the exhibition

Please return order form T26 or contact:

Exhibitor Service Department

Tel. 0033 140 681 616

Fax: +33 1 48 63 33 38

email: [exposants.pnv@viparis.com](mailto:exposants.pnv@viparis.com)

**Please make sure you have returned the signed confirmation and payed the invoice before the start of build-up.**

### 3.8 Balloons

Exhibitors using helium balloons must ensure they are adequately secured to their stand. Charges will be levied for the removal of balloons from the roof and for any damages caused to the ventilation system.

Balloons must be positioned at a height of no more than 6 meters from the hall floor to the top of the balloon and hang only over your own stand space. Helium gas cylinders must be removed from the hall once the balloons have been filled. The wrapping of the balloon must be made of fireproof material DIN 4102(B1).

**Please note: a plan must be submitted detailing the location, height and method of attachment to:**

Abraxys Limited  
Mr. Chris Simpson  
Tel.: +44 208 747 2045  
Fax: +44 208 747 2046  
Email: [cphi@abraxys.com](mailto:cphi@abraxys.com), [icse@abraxys.com](mailto:icse@abraxys.com), [pmec@abraxys.com](mailto:pmec@abraxys.com), [bioph@abraxys.com](mailto:bioph@abraxys.com)

**Please note you are not allowed to have a gas bottle in the exhibition hall without a declaration form the security officer. To obtain a declaration please contact:**

Security Cabinet Watteau  
Mr. Philippe Watteau  
Tel.: +33 685 944 957  
Fax: +33 170 106 789  
E-mail: [cab.watteau@chello.fr](mailto:cab.watteau@chello.fr)

### 3.9 Floor covering / wooden platforms

For space only stands you can order your carpet through the official stand builder Gielissen Interiors & Exhibitions at your own cost.

Gielissen Interiors & Exhibitions  
Tel.: +31 20 581 1480  
Fax: +31 20 581 1475  
Email CPhI: [cphi@gielissen.nl](mailto:cphi@gielissen.nl)  
Email ICSE, P-MEC & Bio Ph: [pharmaservices@gielissen.nl](mailto:pharmaservices@gielissen.nl)

Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors.

The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Gielissen Interiors & Exhibitions will be able to advise on this matter. Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished;
- Platforms should be placed within the stand perimeter.

Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides). This should preferably be recognisable to the visitors.

### 3.10 Floor loading

Hall floors have a weight limitation of 5 tons per square meter. No concentrated weight may be placed on the service supply duct covers.

Stands containing steel work or framework structures should be made aware of the requirements to have adequate base plates to ensure they do not damage the duct covers.

Please contact the Technical Department of Paris-Nord Villepinte:

Exhibitor Service Department :  
Tel. 0033 140 681 616  
Fax: +33 1 48 63 33 38  
email: [exposants.pnv@viparis.com](mailto:exposants.pnv@viparis.com)

