



OCT 25-27, 2016

CERTIFICATE

THIS DOCUMENT IS OBLIGATORY AND MUST BE RETURNED TO US COMPLETED AND SIGNED BEFORE THE 31st OF AUGUST 2016 TO THE FOLLOWING ADDRESS:

ALPEXPO – IOT PLANET 2016 - Avenue d’Innsbruck – CS 52408 – 38034 Grenoble Cedex 2

By mail: iotplanet@alpexpo.com – By fax: +33 (0)4.76.09.36.48

I, undersigned Mr./Mrs. _____, representative of the company _____ participate to the event IOT PLANET 2016 in GRENOBLE, booth # _____.

I thereby, acknowledge having read the Exhibitor’s guide and emergency prevention plan specific to the site of ALPEXPO, accept the terms and conditions without restrictions or reserve and take the responsibility to diffuse the information to the personnel intervening in the assembly and disassembly of my stand, as well as during the show.

Date: _____

Signature & Exhibitor’s stamp preceded by the handwritten acknowledgement "read and approved, good for agreement".

EXHIBITOR'S GUIDE

SPECIFICATIONS TO FOLLOW FOR EXHIBITORS AND STAND RENTERS

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A. INTRODUCTION

This document contains the specifications for the event intended in Article T5 § 3 of the Modified Decree dated January 11, 2000.

Security for the event is provided by AG CONSEILS, represented by Mr. Alain GRIMAUD. AG CONSEILS is in charge of ensuring the respect of the safety and security measures described in this document.

B. OBLIGATIONS OF EXHIBITERS AND STAND RENTERS

GENERAL POINTS/

Exhibitors and stand renters must respect the measures stated in these specifications. In this respect, they must provide the following information to the security company two (2) months before the event: Reaction to fire certifications provided by a certified laboratory for all the elements in their stands, declaration of electrical conformity, declaration form for operation of machines, and any document concerning the security of specific stands (Chapter D).

ACCEPTANCE INSPECTION BY SECURITY COMPANY/

The stand set-up must be completed by the time of the acceptance inspection by the security company. At each stand, the exhibitor, or qualified representative, must be present during the inspection and must be able to provide any information concerning the installation and the materials.

Under recommendation by the security company, the organizer can prohibit the use of any stand not complying with the measures stated in the Modified Decree dated November 18, 1987 and the Modified Decree dated January 11, 2000. If this occurs, the organizer will refuse to provide electricity or other fluids to the stand.

GOVERNMENT INSPECTION/

The Safety Committee can pass before the acceptance inspection for installations specific to the event.

REQUEST FOR AUTHORIZATION/

Exhibitors having specific stands such as: large enclosed surface, two-level stands, etc., must provide a layout document **two (2)** months before the start of the event. This document must contain the stand drawings with the dimensions and access, as well as a description of the materials used to build and to decorate the stand.

SPECIAL MEASURES/

The "operating machines" displayed at the stands must be declared to the organizer **one (1)** month before the event.

Heat or combustion engines, smoke producers, propane gas, dangerous gases, and sources of radioactivity, x-rays or lasers used at the stands must be the subject of an authorization request to the competent governing body **one (1)** month before the event begins. This request will be sent to the governing body by the organizer.

The document attached in annex should be used to establish declarations or authorization requests. The security company will indicate the specific measures to be put in place for stands requiring a declaration and will notify those exhibitors who requested authorization of the governing body's decision.

C. STAND LAYOUT

REACTION TO FIRE FOR MATERIALS/

The materials are divided into five (5) categories: M0 (noncombustible), M1 (nonflammable), M2 (fire resistant), M3 (moderately flammable), M4 (easy to ignite)

The certificate of ratings for reaction to fire of the materials must be provided: either by the test report performed by a certified laboratory, or by the NF standard conformity marking, or the identification marked in the selvage if the fire-retardant treatment is done in the factory or workshop, or by a stamp or seal if the fire-retardant treatment is done "in-house".

Proof of rating is not necessary for customary materials listed in the conventional ratings:

M0: glass, brick, plaster, slate, iron, steel, aluminum, ceramics products

M3: Non-resinous solid wood at least 14 mm thick, resinous solid wood and wood by-products (blockboard, and plywood, particle board, fiberboard) at least 18 mm thick

M4: Non-resinous solid wood less than 14 mm thick, resinous solid wood and wood by-products less than 18 mm thick

When requested, exhibitors and stand renters must provide the guarantee of the reaction to fire ratings of the materials used to the security company. Euroclass certificates can be taken into consideration provided that the equivalences correspond to the regulatory requirements.

RATINGS FOR REACTION TO FIRE OF THE MATERIALS USED AT STANDS/

Partitions and framework of the stands: M3.

Partition coatings: M2. Prohibited items: soft cellulosic fiberboard, wallpaper, sheeting, panels or sheets in foam plastic that are not rated at least M2.

Curtains, dyes, net fabric: M2. These are prohibited at the entry and exit doors of the stands, but authorized on the cabin doors.

Velums, ceilings, suspended ceilings: M1. In large-sized stands, the velums must be supported by a network of crossed iron wires that form links of 1 m² at most.

Floor coverings: M4. For bleachers, podiums, flooring, or tiers of seats more than 20m² and raised more than 0.30 m: M3.

Decorations or hanging trimming (advertising panels with a surface greater than 0.50 m², garland, light decorative objects, etc.): M1. The use of signs or advertising panels using white letters on a green background is prohibited. These colors are exclusively reserved to indicate emergency exits.

Synthetic flower decorations: M2.

D. SPECIFIC STANDS

ENCLOSED STANDS/

The stands must have direct exit to the aisles. Their number and their width are according to the surface of the stand:

Stand less than 20m²: 1 exit measuring 0.90 m. Stand from 20 m² to 50 m²: 2 exits (0.90 m and 0.60 m). Stand from 51 m² to 100 m²: 2 exits measuring 0.90 m or 2 exits (1.40 m and 0.60 m).

Stand from 101m² to 200m²: 2 exits (1.40 m and 0.90 m). Exits must be sensibly placed and at opposite ends, if possible. Each one must be indicated by the words "sortie" in white letters on a green background. If the stand is closed off using doors, they must open towards the direction of exiting, without a locking system, and without encroaching on the movement within the aisle.

DIFFERENT LEVEL STANDS, COVERED STANDS, CEILINGS AND VELUM CEILINGS/

These stands must simultaneously fulfill the following conditions: have a surface less than 300m², have a space between each of at least 4m and the total surface of the ceiling and velum ceiling (including the raised levels) at most equals 10% of the related level surface.

If the stands' surfaces are greater than 50 m², each one must have the appropriate fire extinguishing means, serviced by at least one security guard when the public is in the building. A unit equipment emergency lighting must be installed on the ground level of the stand.

Stands with different levels must respect the following measures: They can only have one raised level and it must remain open (uncovered), the solidness and stability of the stand will be verified by a certified inspection agency (VERITAS, APAVE, SOCOTEC, etc.). The official report from this agency will be sent to the company responsible for safety. The setup must be able to resist loads of at least 500 kg per m². Guard rails must be able to resist a force of 100 kg per linear meter. Glass panels used as protection must be wired or non-shattering glass. Tempered glass is forbidden.

The levels must be accessible by staircases—the number and width will be according to the surface of the stand: To 50m²: 1 stair measuring 0.90 m.

From 51m² to 100m²: either 2 stairs measuring 0.90 m or 2 stairs (1.40 m and 0.60 m). From 101m² to 200m²: 2 stairs (1.40m and .0.90m).

TENTS AND STRUCTURES/

If this type of structure is installed, it must comply with all the measures in Articles CTS 1 to CTS 37 in the Decree dated January 23, 1985, with the exception of Article CTS 5.

E. GAS AND HEATING INSTALLATIONS

USE OF BUTANE OR PROPANE TANKS/

Only tanks holding up to **13 kg** are authorized.

The tanks must always have standard valve caps, be placed out of public reach and be protected against shock. The number of tanks attached to each stand is limited to **6**. They must be either separated by a non-combustible, rigid screen with one tank for every 10 m² or separated from each other by at least 5 m.

The flexible connecting hoses must comply with the NF standard. They must be replaced at the expiration date, be adapted to the width of the connecting nozzles, have hose clamps, and not be any longer than 2 m.

Empty or non-connected full tanks must be stored outside of the building.

F. ELECTRICAL INSTALLATIONS

GENERAL POINTS/

Specific installations for the stands must be performed by people particularly aware of risks related to this event, and who have the knowledge permitting them to understand and execute the work in compliance with the current regulations.

Electrical installation of each stand must be protected at the source against overcurrents and grounding defects.

Please provide an electrical panel with: a 30 mA differential circuit breaker, devices for protection against overcurrents calibrated at 10A for lighting and 16A for PCs, and an emergency cut-off for all the active conductors.

All the metal groundings must be interconnected and hooked up to the ground electrode in the stand's power panel.

The electrical connections must be placed inside the junction boxes.

The emergency cut-off devices must be permanently accessible to stand personnel as well as the facility's technical service.

Conformity of installations could be verified by a certified inspection agency. If you refuse to follow the safety rules for your stand, the power to your stand could be cut-off by the organizer.

ELECTRICAL MATERIALS/

All electrical materials used must comply with the French or European standards in force.

The electric cables must be isolated for a maximum voltage of 500 volts, which prohibits the use of H03 VHH (Scindex) cables. Only use cables where each conductor has its own protective sleeving. All the conductors must also be within a common protective sleeving.

The conductors can be attached to the temporary structure of the stands. If these are flexible cables, the difference between two successive points of attachment will not exceed 0.40 m. Section conductors less than 1.5 mm² are prohibited.

All electronic devices, with the exceptions of double-insulated devices (Class II) must be connected to a protection system.

Lamp adapters and plug taps are prohibited. Multiple socket-outlets are allowed under the condition that they are powered by fixed power connections protected by 16 A fuses or circuit breakers. All devices needing higher power must be powered by a specially adapted circuit.

Mobile and semi-mobile devices can be powered under the same conditions as portable devices. Cable lengths must not be longer than 1 m. Rotating light devices, such as fire or police lights, are prohibited.

Signs lit with high voltage must be indicated using a notice: "Danger Haute Tension". Attach the sign to the neon light on the stand's partition using porcelain insulation. Choose the place so that is out of reach of the public and people working in the stand. If they have insulating covers, they must be made of category M3 material. The cut-off switch must be well-indicated and the transformers placed where there will be no danger to anyone.

G. TEMPORARY INSTALLATIONS FOR COOKING EQUIPMENT

The only cooking and warming devices allowed inside the exhibit halls are those whose total nominal power is less than **20Kw** per stand and fall under within the conditions cited in Articles GC16 and GC17. All measures must be taken to place a minimum of 3 m between two cooking devices inferior to 20 Kw located at two different stands.

H. FLAMMABLE LIQUIDS

The use of flammable liquids is limited to 5 L per stand of 1st category liquids (benzene, toluene, hexane, butenol, xylene, spirit of turpentine, etc.) and 10 liters for 10m² (maximum of 80 liters) of 2nd category liquids (fuel oil, diesel fuel, etc.). Have a 9 kg dry-powder extinguisher readily available. Place a watertight receptacle that can contain all the combustible liquids under the containers or tanks. Refill the devices when the public is not present.

I. PROHIBITED PRODUCTS

Samples or products containing flammable gas, balloons inflated with flammable or toxic gas, fireworks or explosives, celluloid-based items, ethylene oxide, carbon disulphide, diethyl ether and acetone, acetylene, oxygen and hydrogen (except with permission from authorities, request to be submitted two (2) months before event).

J. RADIOACTIVE SUBSTANCES AND X-RAYS

Any display of machines or materials using radioactive substances or which produce x-rays, must be the subject of an authorization request under special measures (B) in this specifications document.

RADIOACTIVE SUBSTANCES/

The presence of radioactive substances can be authorized for activities with substances less than 37 kilobecquerels for those having Group I radioelements, 370 kilobecquerels for those having Group II radioelements, and 3700 kilobecquerels for those having Group III radioelements.

Substances must be protected in an effective manner and their presence indicated using the basic ionizing radiation illustrations defined in norm NFM60.101 as well their type and their activity. The public must not be able to remove them, so they must be either attached to a user device or placed far from the public's reach. They must be supervised

at all times by stand personnel, and when they cannot be supervised, the radioactive substances must be stored in a fireproof container marked with the standard ionizing radiation symbol. The dose equivalent rate for any point at the stand must stay below 7.5 microsieverts per hour. The stands where the substances are exhibited must be made and decorated with Category M1 materials.

X-RAYS/

The display of X-rays can be authorized, provided that respect of the regulations set in Standard NFC74.100 are met—in particular: the removal of unnecessary objects close to the x-ray generator and the sample to be examined; the marking and signaling of the zone as unauthorized to the public; and the exposure rate of leakage radiation must not be more than 0.258 microcoulombs per kilogram and per hour at distance of 0.10 m from the source of x-rays.

K. LASERS

The use of lasers is allowed after an authorization requested under special measures (B). This request must have a technical note attached to the stand layout in the form of a document created and signed by the installer certifying to the conformity of the measures stated in this document. The public should be exposed to direct or reflected laser light under any circumstance. The device and its corresponding equipment must be solidly attached to stable elements. The environment of the device and the space swept by the laser must not have any elements reflecting the wavelengths. You must also ensure, during tests performed when the public is not present, the absence of reactions to stand and decorative materials and the fire protection equipment from the heat energy given off by the laser beams.

L. EXHIBITING AUTOMOBILES

The gas tanks on automobiles on display must be empty or have a locking gas cap. The battery terminal must be covered and inaccessible.

M. DISPLAY OF WORKING MACHINES AND DEVICES

All displays and demonstrations are under the entire responsibility of the exhibitor. The working machines and devices displayed must not pose any risk to the public. They must either have fixed, well-adapted screens or housing making any

dangerous parts inaccessible to the public or be placed so that the dangerous parts are inaccessible to the public. They must be at least **1 m** from general public traffic.

All materials on display must be correctly stabilized to avoid any risk of toppling over.

N. ACCESS TO STANDS BY PERSONS WITH REDUCED MOBILITY

Under the Decree of August 1, 2006 relative to access by persons with reduced mobility, each stand must be accessible to all disabled or reduced-mobility persons, regardless of the disability.

The person must be able to find a place, eat, look at a display or watch a presentation without having to leave their wheelchair. Places in restaurants and stands must be unoccupied when people with reduced mobility arrive.

WELCOMING THE PUBLIC/

The height of at least one of the counters, benches or booths must be accessible to people with reduced mobility. This means a maximum height of 0.80 m with an open under space of at least 0.30 m in depth, 0.60 m long and 0.70 m high in order for a person in wheelchair to be able to place their feet and knees under it.

STAND WITH RAISED FLOORING/

Any stand with flooring higher than 2 cm and lower than 4 cm must have an inclined plane no steeper than 33% around the whole edge. Any stand equipped with flooring higher than 4 cm which is open to the public must have an access ramp.

This ramp must be entirely integrated into the stand, must not encroach on the aisle, and must be wider than 0.90 m— with a slope of 12% if it's less than 0.50 m and 8% if it is less than 2 m.

VISUAL HANDICAPS/

The quality of artificial or natural lighting must be adequate enough so that no walk area provokes any visual difficulty.

The walk areas that could be the source of loss of balance for any person with reduced mobility must have reinforced lighting or contrasting means of detection. The information must be visible, readable and understandable by persons with reduced mobility. The informational means must contrast their surrounding environment.

The information on these means must strongly contrast the background, the written characters must be a minimum of 15 mm high for signs and information relative to direction, and 4.5 mm for any other reason.

O. HANGING ON STRUCTURE

Temporary installations on the structure can only be done with approval by the organizer. The following are prohibited: items or signs suspended or attached to electrical supply covers, ventilations or smoke extraction ducts, and, in general, any existing appliance or pipe.

Hanging on the structure is a service provided exclusively by the exhibition center. Access to the structure is prohibited to any person not working for the center's technical service.

P. INSTRUCTIONS TO FOLLOW DURING THE EVENT

SAFETY PROTECTION/

Access to the different safety protection devices (dry and wet fire-fighting hydrant systems, extinguishers, fire hose stations, emergency telephones, etc.) must be clear at all times. On stands equipped with fire hose stations, a 1 m passage around the apparatus must be left free from any material through to the aisle where the public passes. It is absolutely prohibited to place signs or fabric over the apparatuses.

OTHER INSTRUCTIONS/

Exhibitors must leave all free space, aisles and emergency exits open at all times. You cannot display anything outside of your stand. It is prohibited to store crates, wood, straw or cardboard boxes within the exhibit area, in the stand and in the free space.

No vehicles will be allowed in the exhibition hall during public hours. Exhibitors must park in the parking lots reserved specifically for them. Parking is prohibited within 12 m of the building, on emergency and fire vehicle lanes, in the "Barbusse Est" and "Barbusse Ouest" courts, in front of the ALPEXPO technical buildings, in the "administration SPL ALPEXPO" parking lot and in the front court of the "Alpes Congrès".

SMOKING PROHIBITED/

Smoking is prohibited in all SPL ALPEXPO buildings.

SPEED LIMITS/

25 km/hr for all vehicles when driving within the outside parking lots and traffic lanes. **5 km/hr** inside the buildings during times of assembly and disassembly.

The free space within the halls are the traffic lanes for vehicles during the installation and disassembly.

STAND STABILITY/

Each exhibitor is responsible for the "solidness" of their stands. It is prohibited to hang, modify or take down the partitions set up for the trade show. These are only used to mark the space for each stand. The partitions are not to be used for load support.

ANIMALS/

Animals are not allowed within the buildings, except with special permission from SPL ALPEXPO.

Q. FIRE SAFETY INSTRUCTIONS

These instructions will be given to all stand personnel by the owner or representative of the stand.

During public hours for the event, a fire safety service will be available at all times in the locale.

EMERGENCY TELEPHONE NUMBERS: FIRE SAFETY SERVICE: **04 76 39 64 30** (from outside) or **64 30** (from inside)

In the event of an emergency, alert the security personnel or technicians closest to the stand. They have radio contact with the safety service in the buildings.

EVACUATION INSTRUCTIONS/

Evacuation of the buildings needs to be carried out when the audio tape for evacuation is played or when the safety service gives the order. If this happens, remain calm and proceed to the nearest emergency exit. The person responsible for each stand must ensure that the stand is empty of all personnel and members of the public.

Once outside the building, everyone must gather in the parking lots and at least **20 m** from the buildings.

R-LAWS GOVERNING IN THE EVENT OF LEGAL ACTION

This document is given to exhibitors by the organizers. In the event of dispute or legal action, only the French language security document shall be legally binding.

In the event of difficulties and in absence of an agreement, only the GRENOBLE court system will have jurisdiction.

DECLARATION FORM FOR WORKING MACHINES OR APPLIANCES

TO BE RETURNED TO THE SECURITY COMPANY **2 MONTHS** BEFORE THE BEGINNING OF THE EVENT

AG CONSEILS
Alain GRIMAUD
6 place du Champ de foire 38640 CLAIX FRANCE
Email: alaingrimaudconseils@gmail.com

TRADE SHOW OR EXHIBIT:	LOCATION:	SPL ALPEXPO.
NAME OF STAND:	STAND NUMBER:	
CORPORATE NAME:	NAME OF PERSON IN CHARGE:	
ADDRESS:	TEL/FAX NO.:	

SPECIFIC RISKS:

POWER SOURCES HIGHER THAN 100 KVA/.....
LIQUEFIED GAS/.....
FLAMMABLE LIQUIDS OTHER THAN THOSE IN AUTOMOBILE GAS TANKS/.....
TYPE: QUANTITY:
METHOD OF USE:

RISKS REQUIRING AN AUTHORIZATION REQUEST

HEAT OR COMBUSTION ENGINE/
SMOKE PRODUCER/
PROPANE GAS /
OTHER DANGEROUS GASES/
RADIOACTIVE SOURCES/
X-RAYS/
LASERS/
OTHER UNACCOUNTED FOR ITEMS/

DEMONSTRATIONS ARE PERFORMED ENTIRELY UNDER THE RESPONSIBILITY OF THE EXHIBITOR.

Date:

Signature/stamp:

2015 EMERGENCY PREVENTION PLAN

SPL ALPEXPO

SUMMUM-ALPES CONGRES EXHIBITION CENTER

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Developed in application of Decree n° 92-158 dated 20 February 1992 entitled "Work performed in an establishment by an outside company"

Integrated into the French Labour Code under Article L-4511-1

A) REMINDER OF REGULATORY REQUIREMENTS:

R. 4511-4 : An operation, as defined herein, is the work or service performed by one or more businesses in order to contribute to the same goal.

R. 4511-5 : The head of the user company will ensure the general coordination of the emergency prevention measures it will perform and those that the heads of outside businesses working in their establishments will perform.

R. 4511-6 : Each company head will be responsible for applying the protection measures needed for the workers they employ.

R. 4511-7 : The purpose of the general coordination of the prevention measures is to anticipate the risks linked to the interference between activities, installations and materials of the different companies located on the same work site.

B) CONCERNED PARTIES:

USER COMPANY: SPL ALPEXPO represented by Claus HABFAST - President.

Alexandre REY: Director of Operations

Site manager: Sylvie TESCONI: sylvie.tesconi@alpexpo.com

Cell phone: +33 (0)6 14 67 67 22

The general coordination of the prevention plan is ensured by SAEM ALPEXPO.

LOCATION: "ALPEXPO" Exhibition Center, "ALPES CONGRES" Convention Hall,
"LE SUMMUM" Auditorium.

ADDRESS: Avenue d'Innsbruck – CS 52408 - 38034 GRENOBLE Cedex 02 FRANCE

Tel: +33 (0)4 76 39 66 00 - Fax: +33 (0)4 76 39 64 49.

OUTSIDE BUSINESS:

CORPORATE NAME	:	ADDRESS	:
LEGAL REPRESENTATIVE	:	CELL PHONE	:
TELEPHONE	:	E-MAIL	:
APE CODE	:	FAX	:
	:	SIRET No.	:

PERSONNEL WORKING OCCASIONALLY ON ALL THE EVENTS, SHOWS, CONVENTIONS, CONSTRUCTION:

SURNAME, FIRST NAME	CELL PHONE NO.	Status: P: Employee I: TEMPORARY WORKER IS: PART-TIME ENTERTAINMENT INDUSTRY WORKER	ACTIVITIES E: Electricity M: Lifting and handling C: Driver TH: Working at heights A: Other

C) GENERAL INSTRUCTIONS

APPLICATION OF EMERGENCY PREVENTION PLAN:

This prevention plan applies to all work performed by outside companies as well as their subcontractors commissioned by the site operator, SPL ALPEXPO.

The related work is work and interventions on the buildings and equipment, on the stages of assembly, use and disassembly for fairs and trade shows, conventions, conferences, meetings, shows and events.

The prevention plan is a coordination tool between the user company, SPL ALPEXPO, and the businesses, but also between each outside company. The respect of the prevention plan is an integral part of the binding contract between the different companies and SPL ALPEXPO. Additionally, the subcontracting companies must be integrated into the prevention plan in the same way as the contracting businesses.

Before beginning work, the head of the outside companies will provide all the workers they employ with the information, instructions and obligations needed for carrying out the service on-site.

Each company head will be responsible for applying the protection measures needed for the workers they employ.

SUBCONTRACTED PERSONNEL:

Personnel from businesses performing work for a contracting or subcontracting company will be under the responsibility of the implicated company, who will inform them of the current safety rules and regulations in this prevention plan, in the same way as they inform their own personnel.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Companies must anticipate the availability and the wearing of personal protective equipment suitable for the work performed and the exposed risks.

(Helmet, shoes, glasses, gloves, noise protection, safety harness, safety lanyards, masks, etc.)

Reminder: when possible, priority should be given to collective protective equipment (CPE).

SPECIFIC RULES:

- When the public is present, work that presents a danger or that obstructs the evacuation of the public is prohibited.
- Each company is responsible for the implementation of their own material such as scaffolding, platforms, ladders, personal protective equipment, etc.
- The conditions of the participation of the workers of one company in the work performed by another in order to ensure the coordination required to maintain safety, and especially the command organization, will be defined according to the requirements on a case by case basis.

SPECIFIC MEASURES:

Journalists, photographers, sponsors, public guests, etc., must respect the following rules:

- Journalists must keep their badges visible
- Cameramen must wear the "press" bib
- Be informed of traffic and safety rules
- Be attentive to technical installations for the event
- Not obstruct interior or exterior traffic
- Never leave their equipment unattended

D) JOINT INSPECTION

Each party declares to have performed a joint inspection of the installation work sites before the work begins and to have understood the following points:

The delimitation of the outside company's or its subcontractor's sphere of intervention.

Listing and marking of dangerous or sensitive areas.

CONDITIONS FOR ACCESS TO THE BUILDINGS.

Assembly and disassembly stages: Gate PE4, Gate PE5, *Cours d'Honneur* Gate, Exhibitor Entry, Performer Entry, Technician Entry.

Operating stage: access to the building is reserved for pedestrians.

TRAFFIC, PARKING AND DELIVERIES:

Access is according to the traffic plan set up and distributed for each event.

The safety lanes (unobstructed capacity) of the exhibition center are the fire engine lanes, and priority must be given to pedestrians.

Speed limit: 25km/hr for all vehicles and trucks outside the buildings and 5km/hr for inside the buildings.

Vehicles must park in the reserved areas: deliveries will be done within the "delivery" areas indicated by a mark on the ground, and guests must park with the defined places, etc.

PERFORMING ELECTRICAL INSTALLATIONS

Electrical installations done by various workers for the event must be verified ahead of time by a qualified expert. Other installations are subject to the authorization of the SPL ALPEXPO manager. All power panels must be closed and placed out of the public's reach.

For **neutral point connections**, please pay special attention to the specific protection procedures for the installation. Please contact ALPEXPO's technical team for any specific installations or needs.

Live electrical locations: SPL ALPEXPO has several transformer stations, low-voltage master distribution panels and electrical equipment boxes, whose access is regulated because of the high risk involved (electrocution, shock, etc.) Anyone accessing this equipment must have authorization from their employer as well as authorization delivered from SPL ALPEXPO. Moreover, access to the interior of the areas with transformer stations is strictly regulated.

Lockout/tagout operations must be done by authorized persons, signage must be affixed, and all information concerning the operation in process must be written on it (person to contact, date, telephone, etc.)

ASBESTOS

Anyone working on the site must understand the risks related to any possible presence of asbestos. (The center's test technical data is available on site).

In any event, a report to the site operator must be done before continuing with any work.

WORKING WITH AN ELEVATED WORK PLATFORM

The elevated work platform must always be used by two authorized people who have been designated by their company. The elevated work platform will be used by personnel having a certificated of aptitude in safe driving (CACES) for elevated work platforms or the equivalent certificate.

Consult the elevated work platform's maintenance manual to verify its proper working condition. Delineate the elevated work platform's work area. Pay strict attention when moving the elevated work platform.

WORKING WITH SCAFFOLDING:

Ensure that the scaffolding is in good condition. The scaffolding must have, on the outside edges:

Guard rails comprised of two rails placed at 1m and 45 cm, respectively, above the platform. 15 cm high toe boards.

Wheeled scaffolding must be chocked and blocked during use so that it cannot be moved or fall over.

WORKING ON LADDERS:

A ladder is not a work place, but a means of access to the work place. Nevertheless, ladder use is tolerated for a height less than 3m on limited-time work, otherwise the use of a elevated work platform or scaffolding is mandatory.

When using step ladders, their girders must be connected or blocked in order to avoid any accidental movement.

WORKING AT HEIGHTS:

Certain work areas do not have collective protective equipment (roofing, structure, etc.). Access to the roof or advertising and technical structures are reserved only for people authorized by SPL ALPEXPO.

Additionally, it is imperative that workers wear adapted PPE, and that they are trained and informed.

No attaching to the structure or the building anywhere is authorized. This work will be performed by ALPEXPO or its authorized representative.

All personnel working on the structure must be careful regarding the risks caused by low beams.

WORKING ALONE:

When an operation is performed at night or when activity on the ALPEXPO site has stopped, the head of the outside company must take the necessary steps to ensure that no employee is working alone and can not be treated within a short time in the event of an accident. For all worked requested by ALPEXPO during specific time frames, work authorization will be given by the SPL ALPEXPO management.

WORKING REQUIRING SPECIAL MEDICAL SURVEILLANCE (Decree date 11 July 1977):

When working under these types of conditions, it's important to know that background noise can be substantial (groups, tools, etc.). Hearing protection devices are required for all implicated workers.

HOT-WORK (welding and grinding/cutting, etc.):

The user company must be notified of all hot-work, and it must be the subject of authorization and a fire permit. Extra prevention measure must be set up on the work site

In hot work areas: the points causing hot spots are:

Thermal engines (power generators, various motors, etc.) Electric heating (in the dressing rooms, etc.). Projectors, amplifiers and power cables. Heating circuits, boiler rooms, radiators. Cooking or reheating appliances. Hot water for certain apparatuses. Risk of burns and fire of certain materials when brought in contact need to be taken into account. No storage is authorized in the areas of boiler rooms, power generators or substations.

All risk analysis must be done beforehand when working in these areas.

FIRE PERMIT:

A fire permit must be filled out before using any hot work area. The request must be sent to SPL ALPEXPO and its security company.

NOISE:

Certain equipment cause temporary or continuous high noise levels. All workers must anticipate the use of personal hearing protection.

In addition to the French Labour Code, the Public Access Building Regulations, the Environmental Code, and the Public Health and Safety Code all have additional regulations regarding noise levels.

GUTTERS, TRAPS, HUMID ENVIRONMENTS: Deep piping and traps can pose health and safety risks due to the various materials being evacuated.

An analysis must be done ahead of time regarding the bacteriological (salmonella, legionnaire's disease, etc.) and chemical (sulphur, carbon monoxide, etc.) risks.

SANITARY FACILITIES:

The sanitary facilities in the center (toilets, sinks, etc.) are available to all companies.

Personnel working on the site are expected to come in their work clothes. Nevertheless, a temporary changing room can be created upon request. Double, individual lockers are the responsibility of each company.

WASTE:

Waste containers are available for all outside companies. Each company must empty, as needed and at least once daily, its waste into the containers. The premises must remain clean and the traffic areas cleared.

E) DEFINITION OF PHASES OF ACTIVITY, NATURE OF RISKS, PREVENTION AND PROTECTION MEASURES

WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATIONS	PREVENTION MEASURES PROTECTION MEASURES
Access to the Sites	Vehicle traffic. Pedestrian traffic. Level surface falls Collision with vehicles and devices. Knocked by vehicles and trucks.	Indicating unsafe areas. Vigilance of the site manager. Guard rails. Separation of vehicle and pedestrian areas. Speed limit and highway code.
Lifting and handling Working at heights and signage	Use of forklifts. Use of lifting devices. Use of elevated work platforms. Scaffolding and ladders. Loading and unloading of lorries. The falling of objects and people. Knocked by the load. Detaching the load. Dropping the load. Crushing of limbs. Shortage of lifting devices. Storage of Fly cases.	Authorization to operate CACES Authorization to operate on site. Wearing PPE Respecting the traffic plan. Safety perimeter for platforms. Check the soundness of the surfaces used. Respecting the authorized maximum load. Prohibition of any presence under the load. Do not stack Fly cases. Indicating unsafe areas. Yearly check of lifting methods.
Assembly and dismantling of stands Laying of carpets, fabrics, curtains and velum. Decorations	Use of forklifts. Scaffolding and ladders. Manual handling. The falling of objects and people. Use of portable electric tools. Contact with eyes. Various injuries.	Wearing PPE Authorization to operate CACES Authorization to operate on site. Check the soundness during the assembly and dismantling. Compliant equipment.

WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATION	PREVENTION MEASURES PROTECTION MEASURES
Assembly and dismantling of marquees, tents and structures. Inflatable structures.	Soundness of structure. Collapsing or dropping.	Wearing PPE Carried out by specialist firms. Respecting the safety records. Checking of structures by authorized organizations. Authorization requests. Regular checks. Respecting climatic constraints. Prohibition of any presence under the structure during the assembly and dismantling. Anchoring the installations, weighting.
Portable tools	Electric, pneumatic, drills, saws, grinders, chainsaws etc. Various injuries. Contact with eyes.	Wearing PPE Compliant equipment. Regular maintenance and checks.
Assembly and dismantling of scenic structure (Scene and Grill). Hanging "sound and lights" (Rigger). Hanging "video".	The falling of objects and people. Risk of collapsing.	Wearing PPE. Manager's plan for the assembly, dismantling and handling. Qualification of Rigger staff. Double attachment for hanging objects. Guard rails around the stage. Lifeline on the structure. Respecting the authorized maximum load. Prohibition of any presence under the load. Restricted access under the control areas.
Use of hazardous products. Chemical products.	Toxic vapours. Confined atmosphere. Intoxications. Burns, fire	"Product" safety data sheets Fire extinguisher safety equipment, RIA Smoke extraction ventilation. Storage conditions. Qualification of staff
Flammable liquids and gases. Effect when exposed to naked flame. Pyrotechnic product.	Burns, fire Storage. Risk of explosion.	Qualification of staff Fire extinguisher safety equipment, RIA SSIAP monitoring. Fire certificate and authorization request.
Hot work operations.	Burns, fire Contact with eyes.	Wearing PPE. Fire extinguisher safety equipment, RIA SSIAP monitoring. Fire certificate.
Use of smoke generators. Use of fog machines and CO2 Use of lasers	Confined atmosphere. Intoxications. Eye burns Asphyxiation	Wearing PPE. Ventilation and sanitation of the premises. Smoke extraction ventilation. Qualification of staff Carried out by specialist firms.

WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATION	PREVENTION MEASURES PROTECTION MEASURES
Electricity. Work on control cabinets. Work on electrical rooms. Presence of medium and high voltage. Temporary power supplies. Live-line work.	Direct and indirect contact. Near electrical cables. Live-line work. Burns, fire due to short-circuit. Electric shock, electrocution.	Staff electrical skills. Connection to be made by qualified staff only. Differential circuit breaker, earthed. Protection with cable management. Equipment in compliance with standards. Compliance with the NFC 15100 standard. Yearly check of installations.
Environment Working conditions.	Dust and noise emissions. Odour and pollution emissions Light pollution Working in the dark. Climate temperature.	Wearing PPE. Conformity of BAES and GE. Introduction of floor signage. Information on hearing risks. Establish noise measurements. CHSCT.
Safety	Waste and storage management. Waste disposal. Cleaning.	Wearing PPE. Establish storage areas. Limit storage height. Regular cleaning of workplaces.
Food services Catering at shows and events.	Burns and cuts. Electrical hazards. Fire.	Qualification of staff Respecting electrical power. Fire extinguisher safety equipment, RIA First aid kit. Wearing PPE.
Administrative tasks.	Electrical hazards. Work on computer screens. Thermal environment. Lighting and settings.	Yearly check of electric installations. Suitable furniture. Interruption of work on screens by breaks Maintenance of heating installations. Fitting of light sources. Employee information. CHSCT
Toilets and showers.	No toilets and showers.	Daily cleaning and maintenance. Temporary installation if absent.
Emergency aid organization. First aid equipment.	No first aid kits Out-of-date products.	Occupational health, CHSCT Replacing items in the first aid kit. Fire extinguisher safety equipment, RIA

F) EMERGENCY AID ORGANISATION:

A first aid kit must be available for staff from each company.

The main security control post for the three establishments is located in the administrative area at the exhibition center.

A second control post is located on the first floor of the "LE SUMMUM" auditorium.

The fire department consists of a minimum of 3 security officers (1 SSIAP 02 and 2 SSIAP 01).

SAFETY REGULATIONS:

These regulations will be given to all of the company's employees by the company director or his/her representative. During the opening hours to the public, a fire department will be permanently present at the establishment.

THE EMERGENCY NUMBERS ARE AS FOLLOWS: FIRE DEPARTMENT: 04 76 39 64 30 (external) or **64 30** (internal) Dial the number **18 (112)** or **15** from a mobile to be organized for each company as well as checking the radio telecommunications connection

In an emergency alert the security officers or technicians present near the incident. They are linked by radio to the establishment's safety department.

The director of La SPL ALPEXPO must also be warned and you should wait for an emergency vehicle to arrive so as to lead it to the incident.

EVACUATION INSTRUCTIONS:

The building must be evacuated if an alarm sounds or if ordered to by the safety department. In the case of evacuation, go calmly to the nearest emergency exit. The company manager should ensure that his/her area is free of all employees and public.

Once outside, people should meet at the establishment's car park at least 20m from all walls.

RULES APPLICABLE IN THE SPL ALPEXPO BUILDINGS:

Smoking is prohibited inside the establishments.

It is prohibited to let anyone other than employees from participating companies enter the building.

It is prohibited for anyone to let any animals inside the premises except for security staff.

G) EQUIPMENT MADE AVAILABLE BY USER COMPANY

Each company is in charge of implementing their own safety material and equipment with the exception of the installations listed below:

DESIGNATION	OBSERVATIONS	WHO IS RESPONSIBLE
Availability of freight elevators and elevators.	Regular checks available with loading capacity displayed in the cabin.	SPL ALPEXPO
	Installation of cabin protections as needed	External Companies
Availability of the center's power network to supply common equipment.	Regular checks available.	SPL ALPEXPO
	Implementation of mobile cabinets equipped with differential protections that are adapted to the work to be performed.	External Companies
Cookery and restaurant equipment made available in offices and kitchens.	Regular checks available with user manuals displayed and safety systems installed.	SPLALPEXPO
	User training for these installations for employees.	External Companies
Lifelines along the roof terrace with safety hoop ladder for access	Regular checks available.	SPL ALPEXPO
Elevated work platforms	UC overhead platforms can be used by the EC only after the UC has authorized and produced operation authorizations for EC operators.	External Companies
Forklifts	UC forklifts can be used by the EC only after the UC has authorized and produced operation authorizations for EC operators.	External Companies

UC: User Company: SPL ALPEXPO.

EC: External Companies.

H) ATTACHED AND DISTRIBUTED DOCUMENTS

FIRE PERMITS	Request to be made to SPL ALPEXPO 48 hours before use.
ELECTRICAL SKILLS	To be submitted to SPL ALPEXPO
ALPEXPO OPERATION AUTHORISATION	Delivered by SPL ALPEXPO upon presentation of the CACES
CACES	To be submitted to SPL ALPEXPO
GENERAL SAFETY REGULATIONS:	2014 Exhibitor's guide. SPL ALPEXPO safety specifications
MAPS AND DRAWINGS	Layout provided by SPL ALPEXPO
SAEM ALPEXPO RULES OF PROCEDURE	Available from SPL ALPEXPO personnel services

I) USER OBSERVATIONS AND NOTES

J) APPROVAL OF EMERGENCY PREVENTION PLAN

The person responsible for the outside company declares that:
 he/she has inspected the work site at this date following the recommendations given by the site manager.
 he/she knows the work site, access paths and clearance lanes, as well as areas and material that may be dangerous.

The person responsible for the outside company certifies that:
 he/she has read and understands the general safety instructions as well as any particular instructions and measures that have been taken within the framework of the prevention plan and has informed his/her personnel accordingly.

The person responsible for the outside company:
 shall implement and require others on his work site to implement the necessary measures for risk prevention.
 shall apply the co-defined measures in the prevention plan.
 shall inform his/her employees chosen for this work of the specific dangers they are exposed to and the measures taken to prevent them.
 shall indicate which zones are dangerous as well as how to carry out their visibility. He/she must explain how to use the collective and individual protective devices.

USER COMPANY SPL ALPEXPO Avenue d'Innsbruck – CS 52408 38034 GRENOBLE Cedex 02
In Grenoble, 9th March 2015 Alexandre REY Director of Operations SPL ALPEXPO

EXTERNAL COMPANY
In: On: Name, position, signature.

SWORN STATEMENT

I,

Hereby attest on my honor that the work is:

Performed by employees of my company, employed regularly in regards to the French Labour Code, within the work time limits set by said Labour Code and/or the applicable Collective Bargaining Agreement.

Performed by employees of my company, employed in accordance with the dispositions cited in the French Labour Code articles: L 1221-10 (DPAE), L 3243-1 (Pay slip), and R3243-1 (Information on the pay slip).

Hereby attest on my honor that:

I shall provide the certificate ensuring that I have met my social obligations in regards to the social contributions organizations (declarations relative to salaries or social contributions required by them) and that I have paid my dues and am up-to-date with all my social obligations (in compliance with article L243-15 of the CSS).

Hereby attest on my honor that:

I have submitted all of my required tax declarations.

Hereby attest on my honor that:

I have read, understood and shall respect and require my employees and subcontractors to respect the rules of procedure and instructions, the unique safety document and the prevention plan.

Drawn up to serve the purpose for which it is required

Date:

Stamp and signature:

CERTIFICATES AND DOCUMENTS TO BE SUBMITTED

SIGNED DOCUMENTS TO BE RETURNED TO:

ALPEXPO – Avenue d'Innsbruck – CS 52408 – 38034 GRENOBLE Cedex 2

48 HOURS BEFORE ARRIVAL AT THE SITE

I, the undersigned, for the work performed by my company on the SPL ALPEXPO site:
Acting as manager

I recognize that I have read and understood the unique safety document and prevention plan, and shall inform my employees and subcontractors of its contents. I shall enforce compliance with this information without restriction or reserve.

On:

Signature:

Representative:

Company:

LIST OF DOCUMENTS TO INTEGRATE INTO THE ALPEXPO 2014 PREVENTION PLAN

- CONTACT INFORMATION FOR MANAGERS OF SUBCONTRACTING OUTSIDE COMPANIES (Page 2 and 3 of the 2015 SPL ALPEXPO PP)
- LIST OF PERSONNEL AND WORK SCHEDULE (Document as defined by your services)
- CERTIFICATE OF CORPORATION LESS THAN 6 MONTHS OLD.
- CERTIFICATE ON HONOUR OF THE ABSENCE OF DISSIMULATED WORK AND STAFF
- URSSAF DECLARATION FORM AND/OR CERTIFICATE GUARANTEEING SUBMITTAL OF SOCIAL DECLARATIONS
- TAX CERTIFICATE FROM THE BUSINESS TAX SERVICE LESS THAN 6 MONTHS OLD
- CIVIL LIABILITY INSURANCE CERTIFICATE LESS THAN 6 MONTHS OLD OR COVERING THE PERIOD OF THE SHOW
- COPY OF THE EMPLOYEE PAYMENT CERTIFICATE AND THE WORK DOCTOR'S VISIT CERTIFICATE
- FOR TECHNICAL COMPANIES, A COPY OF THE OPERATION AUTHORISATIONS AND EMPLOYEE TRAINING CERTIFICATES DEPENDING ON THE WORK THEY ARE TO PERFORM ON SITE: (CACES for forklifts and elevated work platforms, hoisting equipment, (block and tackle and motors), electrical authorizations, overhead rope work and access, scaffold and structural assembly, SST, Etc...).

REMINDER: ANY PERSON OR COMPANY WITH INADEQUATE PROTECTION EQUIPMENT OR DANGEROUS BEHAVIOUR RISKS HAVING TO LEAVE THE SITE WITH NO FURTHER ENTRY ALLOWED.