



PALAIS ^{DES} CONGRÈS D'ISSY

SAFETY SPECIFICATIONS



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These specifications, which form part of your hire agreement, set out your rights and obligations and are designed to facilitate each stage of your event. Let our teams' know-how and experience make your event a success.



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WELCOME TO THE PALAIS DES CONGRES D'ISSY

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Viparis is the Operator of the Palais des Congrès d'Issy, which is the property of the City of Issy. In this capacity, Viparis SAS makes available all of the Palais's spaces to organizers for the purpose of holding various types of meetings and conferences, performances, seated dinners and other events of a cultural, economic or professional nature. Activities other than those mentioned above may also be held, subject to compliance with certain regulatory provisions as described below. .

The purpose of these safety specifications is to provide a framework for the reciprocal legal obligations concerning fire safety between the various users of the Palais des Congrès d'Issy-les-Moulineaux. The specifications also define and assign the obligations and liabilities of each of the parties involved in holding conventions, conferences, congresses, performances, trade shows, exhibitions and other temporary events, and to specify the conditions of use specific to each space made available to each Organiser.

The complete acceptance of these Safety Specifications by Event Organisers is a necessary prerequisite for any hire agreement of Viparis Palais des Congrès d'Issy-les-Moulineaux.

These Safety Specifications, which have been approved by the competent administrative authorities, form an integral part of any agreement. In signing an agreement with Viparis Le Palais des Congrès d'Issy-les-Moulineaux, the Organiser undertakes to comply with these safety specifications and ensure that all its customers, exhibitors, visitors, participants and service providers, as well as any person whose presence is justified by the Organiser, also comply with these specifications, regardless of the nature and type of occupation or access they have been granted.

The provisions of the following Safety Specifications may be supplemented by Specifications specific to an event.

SITE DESCRIPTION

A - VENUE OVERVIEW

The Palais des Congrès d'Issy consists of a ground floor, four upper floors and a basement level. It is accessible from Avenue Victor Cresson. The rear of the building is accessible from Rue André Chénier.

Adjacent structures are located more than 8 metres away, or are protected by fire walls with a two-hour rating. The distance between the floor of the lowest basement level accessible to the public and the emergency access level is greater than 8 metres.

The building, and in particular the load-bearing structures and the roof deck, are made of concrete. The interior spaces have been divided up in a standard manner

They include the following:

4th Floor: meeting rooms totalling 354 m² (Room 3: 23 m², Room 4: 36 m², Room 5: 83 m², Room 6: 25 m², Room 7: 26 m², Room 8: 35 m², Room 9: 76 m²);

3rd Floor: the Molière Room with integrated control booth (134 m²), two administrative offices and technical facilities;

1st and 2nd Floor: (which make up one single level): the Berlioz Amphitheatre with a seating capacity of 1,000, including a stage area that can be closed off, a 244 m² lobby, the 136 m² Debussy Room, storage areas, offices and technical facilities;

Ground Floor: an entrance hall (266 m²), group and individual dressing rooms, technical facilities and the Berlioz Amphitheatre's orchestra pit;

An upper and lower basement level (forming a single Level -1): Upper level: the Menand Room (approx. 627 m²), including an integrated stage area, a food warming space and technical rooms. Lower level: technical rooms.

All levels are served by two unstaffed lifts.

B - EVENT CLASSIFICATION, CATEGORIES AND TYPES

Based on the decision of the Département Safety Committee concerning fire safety and public order in Public Access Buildings and high-rise structures, this building, which consists of various spaces, has been classified as a Category 1 Public Access Building (ERP) with a capacity of 2,250 people and is mainly used for Type L activities, and secondarily for Type N, P and T activities.

This ERP is in compliance with detailing provisions and well-defined safety principles.

Generally speaking, these provision are as follows:

• Detailing provisions

- The building has two accessible facades: one reached from avenue Victor Cresson and a second, located on rue André Chénier, on the other side from the main entrance;
- The exit accesses for the various spaces are evenly distributed around the building's perimeter. The main entrances and exits are located on Avenue Victor Cresson. Emergency exits lead directly to a passageway that leads to both main streets;
- The building's spaces are equipped with mechanical smoke extractors: The Menand and Berlioz Rooms have mechanical air inlets and smoke extraction vents. The meeting rooms on the lower basement level are also fitted with mechanical smoke extractors;
- The backstage of the Berlioz Amphitheatre, the main entrance and a storage area are fitted with natural smoke extraction systems;
- Smoke in the stairwells is extracted naturally by vents located in the upper part of each stairwell;
- There are accessible openings (windows) on all levels;
- The total surface area of the building's public spaces is approximately 3,000 m².

• **Fire safety measures**

- A Category B Fire Safety System (SSI);
- SSI zones that are defined as follows: 1 alarm zone, 1 fire compartment zone and 3 smoke extraction areas;
- Emergency lighting;
- When the public is present, placement of a fire safety service, which shall consist of one SSIAP 2 qualified fire safety officer (who monitors Category B fire safety zones) and two SSIAP 1 qualified fire safety officers. In accordance with specific provisions of the fire safety regulations, this service may be supplemented by a fire safety team depending on the type of activity;
- An unsecured area for the fire safety installations located in the ground-floor entrance hall (fire safety area);
- Installation of a network of 20 fire hose reels;
- Three dry risers are located in the enclosed stairways;
- The evacuation of individuals with disabilities is based on the principle of human assistance, in accordance with the provisions of Article GN8 of the fire safety regulations. Currently, the lifts are unstaffed. The main staircase landings may be used as gathering areas.

C - FIRE SAFETY SYSTEM, TECHNICAL AND SAFETY FACILITIES

The main technical facilities are:

- A category B fire safety system with remote monitoring (when the building is not in use);
- A mechanical smoke extraction system for the Menand and Berlioz Rooms and the three rooms located on the lower basement level;
- A natural smoke ventilation system for the entrance hall, a storage area and the Berlioz Amphitheatre’s backstage;
- One emergency light per lighting bloc, powered by a rechargeable battery, with power levels transmitted to the reception desks
- A network of air filtering units;
- A network of 20 fire hose reels

- A fire sprinkler system with deluge valves in the Berlioz Amphitheatre;
- Three dry risers;
- A free-standing door release mechanism for the fire door in the backstage area of the Berlioz Amphitheatre;
- An emergency call box linking the site to the fire brigade switchboard;
- Three water curtains located on the amphitheatre stage, the fire doors to the scene dock on the stage side, and the door to the scene dock on the storage side;
- A gas-fired boiler room with a 1,000 kW capacity
- Fire extinguishers (water and CO2) suitable for the various fire classes;
- A mechanism for sealing off the amphitheatre stage;

D - MAXIMUM OCCUPANCY

The maximum occupancy is set at 2,250 people (public and staff combined), broken down as follows:

- | | |
|--------------------------------|-----------------------------------|
| 4th floor: 282 people | Upper basement: 600 people |
| 3rd floor: 153 people | Lower basement: 199 people |
| 2nd floor: 1,000 people | |
| 1st floor: 16 people | |

APPLICABLE REGULATORY PROVISIONS

A – MAIN APPLICABLE LEGISLATION

- The French Construction and Housing Code (specifically Articles R.123-1 to R.123-55, R.152-4, and R.152-5), and the Order of 25 June 1980 (as amended) approving the general provisions concerning fire safety and public order in Public Access Buildings;
- The Order of 18 November 1987, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type T Public Access Buildings;
- Section 1 of Book V of the Environmental Code relating to legislation of facilities requiring an environmental impact assessment and its implementing order of 21 September 1997;
- The ministerial Order of 31 March 1980 concerning compliance of electrical equipment for facilities requiring an environmental impact assessment in situations presenting a risk of explosion;
- The Order of 5 November 2007, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type L Public Access Buildings (rooms for hearings, conferences, meetings, performances and multiple uses);
- The Order of 21 November 1982 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N establishments open to the public (seated dining, buffets, cocktail receptions);
- The Order of 7 November 1983, as amended, approving the provisions supplementing and amending the regulations concerning fire safety and public order in Type T Public Access Buildings;
- Standard NF C 15-100 for low-voltage electrical installations;

- The Decree of 26 December 1994 and the Act of 31 December 1993 concerning the Occupational Health and Safety Coordinator (CSPS);
- Decree no. 2009-1119 of 16 September 2009 concerning evacuation conditions in Public Access Buildings (Article 4);
- The Order of 24 September 2009 concerning measures adopted for the evacuation of persons with disabilities from each level of the building, taking into account various types of disability.

B – LEGISLATION APPLICABLE TO THE ORGANISER

The Organiser shall be solely responsible for the organisation of the setup and operation of the event that he or she is planning.

These provisions mainly concern staff who are directly employed by the Operator (maintenance staff, service staff, etc.) and all those working at the venue, for either the Operator or the Organiser (stagehand, electrician, event manager, delivery driver, etc.).

Staff must also comply with the fire safety measures stipulated by:

- Fire regulations;
- The recommendations and instructions issued by the Fire Safety Committee;
- Internal regulations governing the site operation;
- The various agreements between the Operator and Organisers;

These general rules concern the following areas (list not exhaustive):

- Conditions for the use of open flames or pyrotechnic products;
- Conditions for the use of special effects devices;

- Storage conditions for materials that have a high heat of combustion or are highly flammable;
- Special provisions governing the use of lighting or stage effect devices;
- Rules to be followed when filming, and in particular when using overhead crane cameras;
- Rules to be followed when installing «sound and light» mixing consoles outside the premises provided for this purpose;
- Restrictions and/or prohibitions concerning the use of certain materials;
- Restrictions and/or prohibitions concerning the use of decorative elements;
- Restrictions and/or prohibitions concerning the use of certain technical devices;
- Rules to be followed in the case of hot work (fire permit);
- Measures or restrictions to be observed concerning the installation of internal combustion engine vehicles (television trucks, HGVs, etc.);
- Time-slots available for the use of the various spaces;
- Provisions to be observed regarding the employment of qualified fire safety personnel: diploma, medical profile, knowledge of site, etc;
- Procedures to follow to declare event(s) to the prefectural or municipal authorities.

ORGANISER'S OBLIGATIONS

A – GENERAL PROVISIONS

The Organiser must comply with the various fire safety regulations and the present Safety Specifications. Compliance with the various provisions must be carried out **before** (setup phase), **during** (active phase) and **after** (dismantling phase) the performance, exhibition or event. Depending on the situation, additional measures may be imposed by the Safety Committee and/or the designated Safety Officer or Viparis's fire safety director.

Organisers shall be solely responsible for the events they organise, the work required for the various installations, and the application of legislative and regulatory provisions intended to ensure the safety of the public and the personnel involved in the operation of the performance, exhibition or event. To carry out these various duties, the organiser must:

- Be present or represented at the event site from the start of setup until the event closes to the public and be the point of contact for the Fire Safety Officer (where applicable) and Viparis's management representative;
- From the start of setup and until the event closes to the public, monitor stands and ensure compliance with the fire safety measures appearing in these specifications, with the exception of detailing provisions;
- Assess and monitor the compliance of the fittings and materials installed, collect assessment and compliance reports and make them available to the Safety Committee.

The Organiser shall put in place sufficient material and human resources to ensure a maximal level of safety for the smooth running of the event, in particular:

- Reception staff to greet the public;
- Security and surveillance officers providing access control, orientation and security for the public as well as the personnel ensuring the event's operation;
- Provide technical devices or installations to ensure the protection and fire safety of the equipment used.

The Organiser shall make all necessary arrangements to ensure compliance with the fire safety regulations. Every individual involved in any activity whatsoever (exhibitor, service provider, conference attendee, guest, visitor, spectator, etc.) shall be deemed to have been informed of the regulations in force at the Palais des Congrès d'Issy. It is therefore the Organiser's responsibility to ensure that such regulations are distributed to all companies with which it sub-contracts, in order to ensure compliance with these obligations in their entirety.

All installations and staged entertainment planned by the Organiser must be submitted to the Safety Officer and/or the Viparis representative for review and advice. Those in charge of works are required to ensure that the contractors and companies working for them comply with the works-related «General» and «Specific» instructions. They must follow any recommendations issued by Viparis's representative and/or the Safety Officer.

Installations must be completed at least one hour prior to the start of a performance or event so that the Safety Officer and/or Viparis's representative can visit all of the installations to ensure compliance with all required provisions.

In the case of non-compliance, corrective actions will be requested and must be taken prior to the event's opening.

Complete acceptance of these Safety Specifications by Organisers shall be a prerequisite to any Viparis occupancy agreement.

Viparis, in agreement with the Safety and Accessibility Advisory Committee, reserves the right to amend these Safety Specifications without notice. Any amendments shall be brought to the attention of the Organisers and concessionaires.

Failure to comply with these Specifications shall expose the violator not only to the sanctions indicated in the hire agreement signed with Viparis SAS itself but also to civil and penal liabilities as regards third parties and Viparis SAS.

B – ADMINISTRATIVE PROVISIONS

I. THE FIRE SAFETY OFFICER

During a Type L event with a secondary Type T activity, the Organiser shall designate a Fire Safety Officer (solely when stands are present in the Debussy or Menant Rooms). The Fire Safety Officer is responsible for the fire safety of all organised activities and events. The Fire Safety Officer is under the authority of the Organiser. All of the Fire Safety Officer's responsibilities are stipulated by the provisions of Article T6 of the Order of 18 November 1987, as amended. In particular, the Fire Safety Officer must ensure strict compliance with the present Safety Specifications.

The Organiser must ensure that the Fire Safety Officer has the qualifications set out in §2 of Article T6 of the aforementioned Order.

The Fire Safety Officer: this individual, who reports to the Organiser, is tasked with drawing up and submitting the safety file and supervising compliance with regulations during the setup of stands and installations specific to each type of activity.

He/she will be provided with the various attestations, certificates and requests for authorisation to use equipment installed by Exhibitors as well as all reports concerning the various installations. These documents will be made available to Viparis's management representative and the members of the Safety Committee. He/she shall, when stands are being set up and dismantled, ensure that the building's level of safety is maintained, in particular in the case of simultaneous events. He/she must ensure compliance with all the safety measures set out in these Safety Specifications. The Fire Safety Officer must be present from the beginning of the setup period until the event closes to the public.

Should the Organiser fail to comply with the fire safety rules in force, the Fire Safety Officer shall possess the necessary authority to have any and all work carried out to bring the installations, stands or other facilities into compliance.

If he/she deems that the level of safety cannot be guaranteed and that the Organiser does not wish to carry out the necessary modifications as requested, he/she will report this fact to the Viparis management representative so that the necessary steps can be taken. He/she will be responsible for submitting the final report to both the event's Organiser and the Viparis representative before the event opens to the public.

II. THE SAFETY FILE

In the case of a Type L event with a secondary Type T activity for which stands are present in the Debussy or Menant Rooms, the safety file must be submitted to the Viparis management for review (Safety Director: Patrice Merlin, patrice.merlin@viparis.com) no less than 75 days prior to the event. The safety file for the event in question must include a complete description of the planned event. It must include all documents and plans required for a thorough understanding of the nature of the event. This could include, for example (list not exhaustive):

- The type of exhibition or event, with a brief description;
- Its location, total occupied floor space, areas reserved for aisles;
- The type of public expected (general public or professionals only);

- The dates the event is open and closed to the public;
- The number of visitors expected;
- The makeup of the fire safety service as defined in Article T 48 of the aforementioned Order of 18 November 1987, as amended.

The floor plans must include:

- The interior layout, indicating the company name associated with each stand;
- Any platforms, risers, tiered seating or podiums (with estimated number of users);
- Stands with ceilings or two-story stands with elevation and sectional drawings, and surface area;
- The creation of any stairways or corridors;
- Stands selling beverages or food;
- Aisles, entrances, exit accesses;
- The location of structural pillars;
- The location of any exits closed in accordance with the provisions of Article T 20 of the Order 18 November 1987, as amended (professional trade shows only);
- Fixed gas installations, cooking facilities;
- Any storage areas and outdoor constructions, with a description of their use,
- Solid partitions for stands;
- Equipment intended to ensure access for individuals with disabilities in wheelchairs.

All documents concerning the installation of stands must be drawn up using the plan templates provided by Viparis.

These plans must be submitted to the Fire Safety Officer chosen by the Organiser prior to their completion.

C - ADMINISTRATIVE AUTHORISATIONS

Authorisation to open exhibitions, trade shows, etc. to the public is issued by the Issy-les-Moulineaux town hall after consultation with the Département Advisory Safety and Accessibility Committee, following the submission of a simplified event declaration (if no response is issued: authorisation to hold the event is granted).

D - FIRE SAFETY OVERVIEW

This section sets out general and specific provisions governing fire safety organisation at the Palais des Congrès d'Issy. It outlines the rules in force for both «active» and «standby» use.

I. THE FIRE SAFETY SERVICE

The makeup of the fire safety service varies depending on the activity, the configuration of the Palais des Congrès d'Issy, and the days and hours of the week. The service is under Viparis's authority.

The fire safety service shall be in place one hour prior the event's opening and its duties shall end one hour after it closes to the public

1. General provisions

The fire safety service's responsibilities depend on whether or not there is activity at the site:

- **Routine use:** when there is no activity taking place at the establishment and the public is not present. Routine use of the Palais des Congrès d'Issy may include operational tasks that require the presence of technicians, stagehands, administrative assistants, etc.
- **Active use:** these are all time slots related to a show, one or more exhibitions or various events. These include the setup and dismantling of various decorations, equipment or installations.

Technical details:

- **Active use :** The composition of the fire safety service varies depending on the configuration, the activity and the number of people to be admitted to the building.

The service shall consist of:

A fire safety service whose members include officers or qualified individuals appointed by Viparis at the Organiser’s expense. The team is composed of at least one SSIAP 2-qualified agent (team leader) whose primary responsibility is to monitor all the alarms and various information relayed by the Fire Safety System (SSI) and the various technical alarms located at the Fire Safety Control Centre, and at least two SSIAP 1 qualified officers whose training is up-to-date. Moreover, the service leader and at least one safety officer must not be reassigned to other duties except in the case of Type L events, for which the fire safety service may, by dispensation from the provisions of Article MS46 (§2), be assigned to other duties (L14 §1).

The service has a Fire Safety Control Centre (PCS) located in the entrance hall on the ground floor. The Centre is immediately accessible by the emergency services from the Avenue Victor Cresson. Each officer must be fully aware of each of his or her responsibilities, in addition to any general or specific instructions.

A fire safety team consisting of one or more fire safety officers employed by a service provider that has an agreement with Viparis.

The presence of this team is in addition to that of the fire safety service, and is the responsibility of the Organiser. The team’s makeup is determined by the type and configuration of the performance, exhibition or other type of event. It is under the direct command of The Fire Safety Officer. This team is tasked with carrying out all general duties, in accordance with the provisions of the Order of 2 May 2005, as amended, and all specific duties determined by the Fire Safety Officer or by Viparis’s management, depending on the type of exhibition or event. It must work closely with the fire safety service put in place by Viparis. It is present throughout the spaces open to the public, and its communication devices are compatible with those used by the fire safety service.

**SUMMARY TABLE OF GENERAL PROVISIONS
FOR THE COMPOSITION OF THE FIRE SAFETY TEAM**

STATUS	FIRE SAFETY SERVICE	ADDITIONAL STAFF	FIRE SAFETY TEAM	REMARKS
Active	One SSIAP 2 fire safety officer and two SSIAP 1 fire safety officers	Presence of the Fire Safety Officer	Number of team members based on capacity	Compliance with Art. L14 and T48, depending on the configuration

2. Specific principles

In addition to general measures governing the composition of the fire safety service as part of a given event type at the Palais des Congrès d'Issy, specific principles determining the makeup of this service are established based on the event's configuration.

The makeup of the fire safety service and the fire safety team based on the various possible configurations is as follows:

TYPE L CONFIGURATION WITH TYPE T SECONDARY ACTIVITY

CAPACITY	OPERATOR'S FIRE SAFETY SERVICE	ORGANISER'S FIRE SAFETY TEAM T48	REMARKS
From 50 to 2,250 people	One SSIAP 2 fire safety officer and two SSIAP 1 fire safety officers*	One designated person (such as the Fire Safety Officer)	*One of the SSIAP 1 officers may be assigned to other duties

TYPE L CONFIGURATION WITHOUT GAMES OR PERFORMANCES (CONGRESS) OR TYPE P

CAPACITY	OPERATOR'S FIRE SAFETY SERVICE	ORGANISER'S FIRE SAFETY TEAM L14	REMARKS
From 50 to 2,250 people	One SSIAP 2 officer and two SSIAP 1 fire safety officers*	n/a	*The SSIAP 1 officers may be assigned to other duties

TYPE L CONFIGURATION WITH GAMES OR PERFORMANCE

EFFECTIF	SERVICE DE SÉCURITÉ INCENDIE	SERVICE DE REPRÉSENTATION L14	OBSERVATION
De 50 à 2250 pax	1 SSIAP 2 et 2 SSIAP 1*	1 SSIAP 1	*Les agents SSIAP 1 peuvent être employés à d'autres tâches

II. SPECIAL PERMITS FOR THE USE OF SPECIFIC INSTALLATIONS OR EQUIPMENT

The use and installation of specific equipment, as well as the use of the substances or devices described below, must be the subject of a special permit application, after examination by the representative of the Palais des Congrès d'Issy's management and the mandated Fire Safety Officer. Some of these devices must comply with the provisions of the Order of 11 December 2009 concerning the technical guidelines relating to the use of specific installations.

The list of specific installations and equipment is as follows:

- Laser devices;
- X-ray machines;
- Machines using radioactive substances;
- Devices or installations with combustion engines;
- Power plants or generators;
- Acetylene, oxygen and other hazardous gases, regardless of their packaging;
- Performances and demonstrations that could be hazardous for the public or users;
- Inflatable structures, tents and mobile structures;
- Liquefied gases used in isolation or in combination with other substances of any kind;
- Flammable liquids;
- Devices, equipment and tools that are not covered by any known regulations.

E - EMERGENCY EQUIPMENT

The Organiser of an event at the venue undertakes to comply with the terms laid down by Act 2004-811 of 13 August 2004 on the modernisation of civil protection and Order 2006-237 of 27 February 2006 relative to the civil protection accreditation procedure.

In particular, this includes compliance with national civil protection guidelines and implementation of a provisional emergency response system after filing a declaration with the Prefecture of Police whenever an event will be attended by more than 1,500 people.

F - TECHNICAL CHECKS

There are only a few ceiling rigging points at the Palais des Congrès d'Issy. As a result, the use of freestanding trusses is recommended, particularly in the Espace Debussy. Nevertheless, the technical inspections required by safety regulations and/or the Safety Specifications validated by the Safety Committee must be carried out.

Attachments to a ceiling or structure may only be made using rigging points identified by Paris. Accordingly, only Viparis is authorised to intervene as concerns these points

Temporary installations suspended from rigging points by slings may only be set up after plans and design calculations drawn up by an independent accredited inspection body are submitted to Viparis, which may require that additional rigging points be installed, should the design calculations show that this is necessary. A sling cannot support more than 80kg.

For Type T, P or N events, in reference to and strengthening the best practices guide for materials and temporary elements issued by the Paris Prefecture of Police on 6 November 2019, the specific standard fastening systems supporting such temporary elements as light trusses, gantries, ceilings and awnings weighing more than 1,000 kg or requiring more than 13 slings, shall be inspected by an organisation accredited by the Ministry of Housing (Heading A1) or by an organisation accredited by the Ministry of the Interior (Heading 15.1.3 design/construction).

Elements weighing less than 1,000 kg or requiring fewer than 12 slings and for which the highest point of the suspended equipment is more than 6.20 metres off the ground shall be inspected by an organisation accredited by the Ministry of Housing (Heading A1) or by an organisation accredited by the Ministry of the Interior (Heading 15.1.3 design/construction).

Elements weighing less than 1,000 kg or requiring fewer than 12 slings and for which the highest point of the suspended equipment is between 6.20 and 3.50 metres off the ground shall be inspected by a qualified technician.

Elements weighing less than 1,000 kg or requiring fewer than 12 slings and for which the highest point of the suspended equipment is less than 3.50 metres off the ground shall be the subject of a certificate of good assembly by the installer (this certificate shall be the equivalent of an inspection document).

Special non-standard fastening systems must be inspected by an organisation accredited by the Ministry of Housing (Headings A1 & B1), or by an

organisation accredited by the Ministry of the Interior (Heading 15.1.3 design/construction), regardless of the overall weight and suspension height.

«Special non-standard fastening systems» shall mean «in-house» non-mass-produced fastening systems holding in place a stand's equipment structure that supports decorative elements, ceilings, walls, lighting, sound systems, displays, video screens, advertising media and signage.

Installations	Total weight and suspension height	Inspected by		
			TC**	INST***
Standard fastening systems	< 1,000 kg and < 3.50 m high			X
	< 1,000 kg and less than 6.20 m high		X	
	< 1,000 kg and over 6.20 m high	X		
	> 1,000 kg	X		
Non-standard fastening systems	Regardless of the weight or suspension height	X		

* OA: person or organisation accredited either by the Ministry of Housing (Heading A1) or by the Ministry of the Interior (Heading 15.1.3 design/construction).

** Qualified technician (TC): the qualified technician is a person with professional experience or formal training in the installation and inspection of temporary elements.

*** Installer (INST): a person who assembles a stand for an exhibitor (or the exhibitor themselves)

However, the qualified technician must carry out the inspection under the following conditions:

The points listed below must be checked by the qualified technician in charge of installing the slings:

- The installation must be in accordance with the submitted plan;
- Rigging thimbles must be checked for any defects;
- Visual inspection of the cable (pinching, twisting, etc.);

- Quick links must be closed properly;
- Quick links must be correctly positioned;
- Use of authorised sling points;
- Maximum sling angles must not be exceeded.

At the end of these checks, the certificates drawn up by the body or bodies accredited by the Ministry for the Interior or the qualified technicians (red section on diagram §4) will be submitted to RUS VIPARIS or its representative prior to an event's public opening.

With respect to suspended structures, the points listed below must be checked by the installer's qualified technician:

- Conformity of the installation with regard to the manufacturer's technical notice specifications, compliance with load charts and any design calculations, ensuring that lighting trusses are installed facing the right direction, inspection of rigging clips, etc.;
- Use of synchronous hoisting systems that have been duly checked (periodic inspection according to the standards in force);
- Compliance with technical specifications established by the event organiser;
- Compliance with specifications indicated on the technical plan provided and compliance with the site's technical specifications;
- Use and implementation of hoisting equipment (cables, slings, shackles, links, etc.) in compliance with the standards in force;
- In accordance with the standards in force, ensuring that rigging points on suspended structures match the loads to be supported;

- Installation of taut safety slings, particularly for electric hoists;
- Two separate systems for attaching technical elements to lighting trusses or suspended structures, e.g. spotlights, screens, speakers, signage elements, etc.

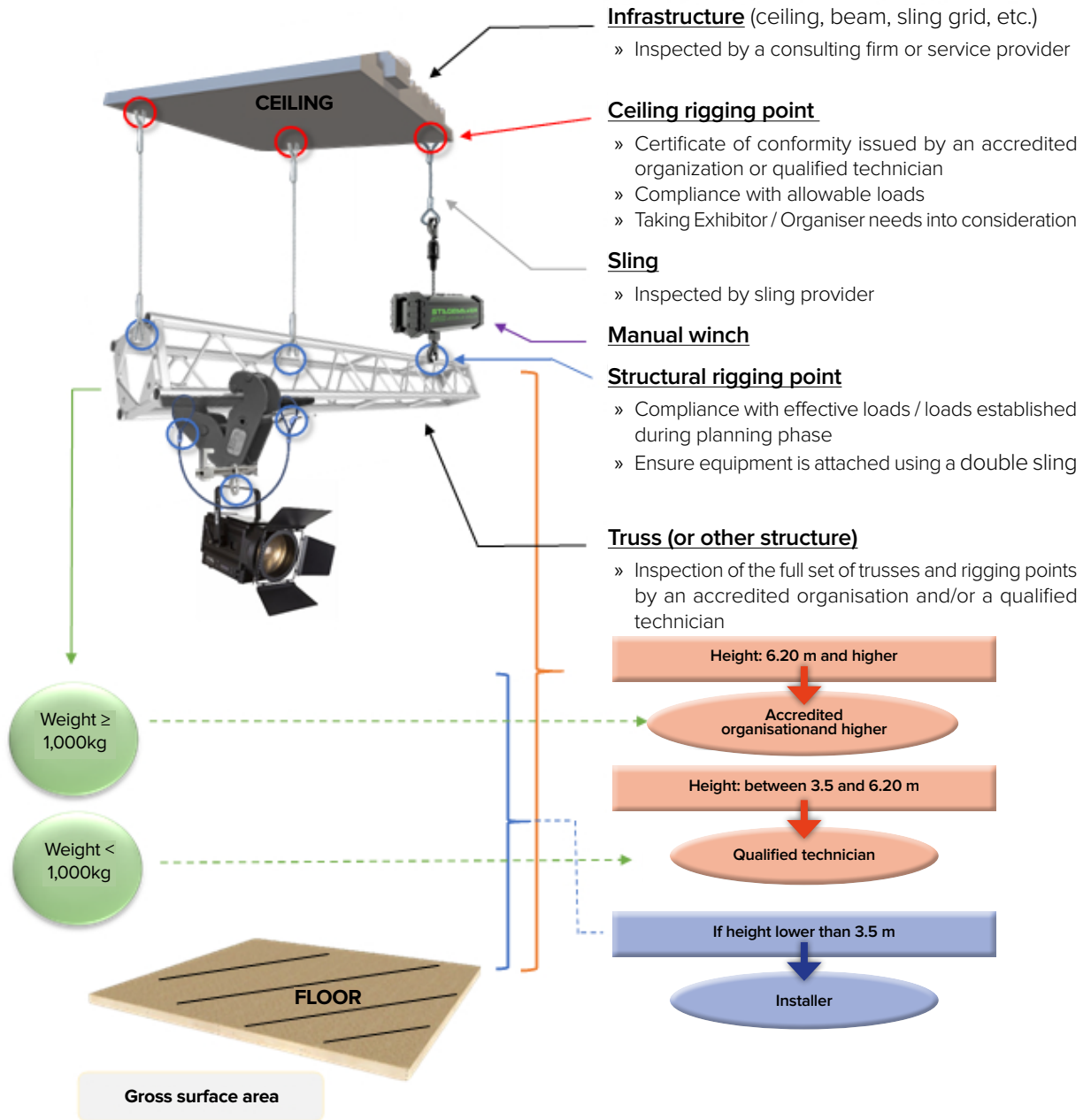
At the end of these checks, dated and signed certificates (blue portion on diagram §4), comprised of the aforementioned points and drawn up by the accredited body or bodies or the qualified technicians, shall be provided to the mandated Fire Safety Officer (see Article T6 of the Fire Safety Regulations) who, in accordance with the provisions of the Fire Safety Regulations, shall be responsible for ensuring compliance with the requirements of the specifications referred to in Articles T4 and T5. This handover shall be carried out prior to the event in question's public opening.

Moreover, in reference to and reinforcing the best practices guide for materials and temporary elements issued by the Paris Prefecture of Police on 6 November 2019, assembled stands that seat more than 300 persons and stands with two levels shall be inspected as defined in the table below:

Installations	INSPECTION BODY FOR TYPE T EVENTS	
	Accredited body	Qualified technician*
Tiered seating for less than 300 people		X
Tiered seating for more than 300 people	X	
Two-level stands	X	

*Qualified technician (TC): the qualified technician is a person with professional experience or formal training in the installation and inspection of temporary elements.

GENERAL DIAGRAM



G - EVACUATION OF PERSONS WITH DISABILITIES (GN8)

Evacuation guidelines for persons with disabilities are included in the Palais des Congrès d'Issy safety log.

The evacuation of persons with disabilities should be carried out with human assistance (SSIAP fire safety officer).

In the event of an evacuation, persons with disabilities must be the fire safety service's priority. If the situation and the number of fire safety personnel allow, persons with disabilities must be accompanied immediately, and as a priority, towards the nearest emergency exit. Personnel must make sure that they are safe and protected from flames, smoke and any danger.

If the evacuation of persons with disabilities is not immediately possible, they must be protected from flames, smoke or any danger by the fire safety team, either:

- In the passageway adjacent to the building;
- On stairway landings that have been adapted and designated for this purpose.

H - UNRESTRICTED ACCESS

The Organiser must, at all times, allow Viparis SAS staff unrestricted access to the hired space, including any person wearing a badge authorised by Viparis, all ministerial, customs and police officers in the performance of their duties, and members of the Safety Committee.

OUR SPACES

A – GENERAL INFORMATION

Each event at the Palais des Congrès d'Issy is associated with a primary configuration. Each configuration is subject to general and specific provisions.

Organisers must strictly comply with all of these provisions.

The provisions set out in the following chapters are non-exhaustive and are intended to complement the regulatory provisions in the Order of 25 June 1980, as amended, relative to fire safety in Public Access Buildings and the provisions specific to each activity.

Exhibitors shall be fully liable for the presentations and demonstrations at their stands. They shall take all necessary measures to ensure the safety of the public that visit them. Exhibitors must comply with all operating instructions given by the Organiser.

The Exhibitor may only set up his or her stand in the space contractually provided by the Organiser, as it appears in the file submitted by the Organiser to the administrative authority and approved by the latter.

No installation may block access to ventilation and smoke extraction systems or firefighting equipment, or hamper their normal use and functioning. They must remain visible and fully accessible.

The Organiser must ensure that stands are installed in accordance with the provisions of Articles T21 to T24 of the Order of 18 November 1987 (as amended).

B – EXIT ACCESSES – ACCESS TO HIRED SPACES

The number and width of exit accesses were designated as part of the construction permit approval process (and for any subsequent permits for modifications).

These exit accesses determine the venue's maximum capacity. No exemptions will be permitted concerning this capacity.

Each organiser must **SCRUPULOUSLY** keep these exit accesses free and clear, including during the setup and dismantling phases.

The various configurations for public exit accesses are clearly indicated on the technical plans drawn up based on how the space will be used. All these provisions are checked by the Fire Safety Officer or by a Viparis representative prior to the start of an event. In the case of non-compliance, it may be requested that the installations be modified.

As a result, these maximum capacities must be respected, particularly if multiple simultaneous events are taking place in the various spaces. This measure must be checked by the Fire Safety Officer, in connection with the management representative, when the safety file described in § 3.2.2 is submitted to them. The Fire Safety Officer must – space by space and then level by level – check that the event's capacity is in line with the number and width of the exit accesses.

C – OPERATIONAL CONFIGURATIONS AND EXIT ACCESSES

I. THE VARIOUS OPERATIONAL CONFIGURATIONS BY SPACE

CONFERENCE OR PERFORMANCE CONFIGURATION (TYPE L)

- A «performance» configuration is only possible in the following spaces:

As a reminder, «Maximum Occupancy» (MO) refers to the number of people seated in numbered seats or bench seats.

- **Menand Room** (upper basement level), (MO: 600 people);
- **Berlioz Room** (Level 1 and 2), (MO: 1,000 people).

- The conference configuration is possible in the following spaces:

As a reminder, «Maximum Occupancy» (MO) refers to the number of people seated in numbered seats or bench seats.

The following configuration is not allowed at the venue: more people attending an event without the corresponding number of seats or bench seats, i.e. 3 people per square metre.

- **Rooms 3 to 9** (niveau +4);
- **Molière Room** (niveau +3);
- **Berlioz Room** (niveau +1 et +2);
- Simultaneous use of the **Debussy Room and/or Foyer** with the **Molière Room** and **Rooms 10 to 12**;
- **Menand Room** (upper basement level);
- **Rooms 10 to 12** (lower basement level).

- In addition to the specific points mentioned in the preceding paragraphs, every provision of the Order of 5 February 2007, as amended, relative to rooms used for hearings, conferences, meetings or performances, or for multiple uses must be complied with.
- These spaces can be used either individually or simultaneously (with the exception of the simultaneous use of the Lobby and Debussy Room together with the Berlioz Room, which can only accommodate a maximum of 1,016 people).

- Calculation of the total capacity must comply with the provisions of Article 13. Since this configuration is normally either a conference or a performance, both with seated audiences, the calculation is based either on the number of people seated or on the principle of one person per square meter (using the room's total surface area).

- The regulatory number and width of the exit accesses are based on the calculation of the total capacity, as mentioned above.

- The total number of people will be monitored using a counting system installed in the entrance hall. The counting system will limit the total capacity to 2,250 people.

As a result, the maximum capacity of each space is as follows:

- **Menand Room: 600** people;
- **Rooms 3 to 9: 282** people;
- **Rooms 10 to 12: 199** people;
- **Molière Room: 153** people;
- **Lobby and Debussy Room: 16** staff members or **305** people if the following rooms are unused: **Molière Room and Rooms 10 to 12**. In this specific case, evacuations aisles leading to the various exit accesses must be kept clear ;
- **Berlioz Room: 1,000** people (900 seats, 29 foldaway seats, 15 seats for persons with reduced mobility, 56 performers and technicians).

The concomitant use of these spaces must take into account the maximum capacity per level for the entire establishment, approved by the Safety Committee, and set out in the table below. For this configuration, the Palais's various rooms shall be considered to be in «theatre» configuration, which generates the highest maximum capacity.

Moreover, for exit accesses that lead directly to the outside, it is understood that an exit unit can evacuate 100 people.

Maximum capacity is reached at 2,250 people, which includes the combined attendees of the primary and secondary activities will never exceed this figure and will respect the maximum capacities per level stated above.

LEVEL	MAXIMUM CAPACITY	TOTAL	THEORETICAL EXIT ACCESSES	ACTUAL EXIT ACCESSES	OBSERVATIONS
R+4	282	126	2D / 4 UP	5D / 7 UP	3D / 3 UP direct to outside (156 people)
R+3 (Molière)	153	279	2D / 4 UP	2D / 4 UP	
R+2 (Berlioz Amphitheatre)	1000	479	2D / 6 UP	2D / 6 UP	2D / 6 UP direct to outside and 1D / 2 UP towards Debussy Room
R+1 (Debussy)	200 + 16 (Berlioz overflow + staff)	695	3D / 7 UP	3D / 12 UP	
Ground floor	679 + 650 = 1 329	1545	5D / 16 UP	5D / 22 UP	
Upper basement (Menant)	600 + 10%= 700	650	3D / 7 UP	3D / 10 UP	1D / 2 UP direct to outside
Lower basement (Rooms 9, 10 and 11)	199 + 30%= 300	200	2D / 4UP	3D / 5UP	1D / 1 UP direct to outside

D = Exit access

UP = Exit unit

CONFIGURATION THAT INCLUDES A SECONDARY TYPE T ACTIVITY

- An «Exhibition» configuration is possible in the following spaces:

ROOM	SURFACE AREA (M ²)	MAXIMUM CAPACITY	THEORETICAL EXIT ACCESSES	ACTUAL EXIT ACCESSES	REMARKS
Menand	627	627	3D / 7 UP	3D / 10 UP	1D / 2 UP direct to outside
Debussy Foyer	244	244	2D / 4 UP	2D / 6 UP	
Espace Debussy	136	136	2D / 3 UP	3D / 12 UP	
Entire site		2,250	6D / 23 UP	10D / 29 UP	

D = Exit access

UP = Exit unit

- In addition to the specific points mentioned in previous paragraphs, all provisions of the Order of 18 June 1987, as amended, relative to exhibition spaces must be complied with;
- These spaces can be used either individually or simultaneously;
- In all cases, the Organiser will appoint a Fire Safety Officer for exhibitions that involve stands. → This Fire Safety Officer, as indicated above, reports to the Organiser;
- Calculating the capacity shall comply with the provisions of Article T2 – a), i.e. one person per square meter of the total surface area of the rooms accessible to the public;
- The regulatory number and width of the exit accesses are based on the calculation of total capacity, as mentioned above. Nevertheless, in accordance with the provisions of Article T20-§2, one third of these exit accesses may be closed in the case of exhibitions with limited attendance (e.g. professional trade shows). In this case, a request for an exemption must be submitted to the Issy-les-Moulineaux city hall for approval by the Safety Committee.

CONFIGURATION THAT INCLUDES A SECONDARY TYPE N ACTIVITY

- A «Restaurant» configuration is possible in the following spaces:

ROOM	SURFACE AREA (M ²)	MAXIMUM CAPACITY	THEORETICAL EXIT ACCESSES	ACTUAL EXIT ACCESSES	REMARKS
Menand	627	627	3D / 7 UP	3D / 10 UP	1D / 2 UP direct to outside
Debussy Foyer	244	244	2D / 4 UP	2D / 6 UP	
Espace Debussy	136	136	2D / 3 UP	3D / 12 UP	
Entire site		2,250	6D / 23 UP	10D / 29 UP	

D = Exit access

UP = Exit unit

- The maximum number of people admitted (minus musicians' stands and fixed installations other than tables and seats) shall be determined according to the following occupancy density:
 - a) Seated dining areas: 1 person per square metre;
 - b) Standing dining areas: 2 people per square metre;
 - c) Queues: 3 people per square metre.
- In the case of a situation that combines scenarios a), b) and c), total occupancy (public and staff combined) shall not exceed the capacities indicated in Column 3 in the above table.

CONFIGURATION THAT INCLUDES A SECONDARY TYPE P ACTIVITY

- A «Dance» configuration is possible in the following spaces:

ROOM	SURFACE AREA (M ²)	MAXIMUM CAPACITY	THEORETICAL EXIT ACCESSES	ACTUAL EXIT ACCESSES	REMARKS
Menand	627	627	3D / 7 UP	3D / 10 UP	1D / 2 UP direct to outside
Debussy Foyer	244	244	2D / 4 UP	2D / 6 UP	
Espace Debussy	136	136	2D / 3 UP	3D / 12 UP	
Entire site		2,250	6D / 23 UP	10D / 29 UP	

D = Exit access

UP = Exit unit

- The maximum number of people admitted (minus musicians' stands and fixed installations other than tables and seats) shall be determined according to the following occupancy density:
- Please note that for this specific configuration, there can be no simultaneous use of the Menand Room and The Debussy Foyer/Room.
- Moreover, since the Palais des Congrès d'Issy is only fitted with a Category B Fire Safety System, the maximum capacity of the building can never exceed 700 people for secondary Type P activities. Moreover, the fire safety service will, in this case, consist of one SSIAP 2 fire safety officer (PSI) and one SSIAP 1 fire safety officer.

II. SETUP AND DISMANTLING OF INSTALLATIONS

Each configuration involves a setup phase for decorations and various installations as well as a phase in which the event spaces are returned to their original state. These phases are subject to specific and extremely strict fire safety measures, given the significant risk of fire.

In particular, they must comply with the provisions of the Order of 19 March 1993, pursuant to Article R237-8 of the French Labour Code relative to fire permits (hot spot work, oxy-fuel cutting, welding, the use of open flames, etc...).

During these two phases, Organisers must pay special attention to:

- Keeping exit accesses free and clear;
- Open flames and hot spot work;
- The use and parking of commercial or transport vehicles outside the area provided for this purpose;
- Coordination of simultaneous projects or procedures;
- The qualifications of individuals assigned to technical tasks (crane operators, electricians, etc, ...);
- The use of materials noted in the provisions of Chapter 5.5 of these Specifications;
- The availability of temporary and appropriate fire extinguishing equipment;
- Ensuring that persons involved in the setup and dismantling phases are aware of what to do in the event of a fire or incident;
- The storage of flammable materials (cardboard, paper, flammable liquids, etc...).

Notwithstanding the provisions set out in the event specifications and the present Safety Specifications, the following provisions shall apply to exhibitors regarding the layout and running of their stands.

Only decorative elements made from category M1 materials are allowed on stages. Stands, podiums, platforms and tiered seating must be made of category M3 materials (see Article T21 of the safety regulations).

Cladding (whether or not it is horizontal) for podiums, platforms, tiered seating, etc., must be made of Category M3 materials (see Article T21 of the safety regulations).

Awnings (with a minimum of 50% mesh) must be made of Category M1 materials (see Article T22 of the safety regulations) (ceiling and drop ceiling, two-level stands).

Hanging decorations (hanging advertising panels, garlands, light decorative objects) must be made of Category M1 category materials (see Article T22 of the safety regulations).

The use of curtains, drapes and sheers in exit accesses is prohibited.

Installers, exhibitors and their suppliers must provide the building's Fire Safety Officer with reaction-to-fire reports for the materials used or valid fireproofing certificates.

Special stand installations must be carried out under the conditions set out in Article T36.

In accordance with provisions dealing with persons with disabilities, the use of raised floors shall be subject to the installation of an access ramp.

REGULATIONS GOVERNING INSTALLATIONS

A – ELECTRICAL INSTALLATIONS

Please note that the following regulations are particularly applicable:

- Order no. 88-1056 of 14 November 1988 relative to the protection of workers against electrical currents;
- The safety regulations of public access buildings, as stated in the Order of 25 June 1980, as amended;
- Standard NF C 15-100 relative to low-voltage electrical installations;
- Standard NF C 15-150 relative to the installation of high-intensity discharge lamps.

The electrical equipment must comply:

- Either with French standards;
- Or with harmonised standards;
- Or with the equivalent foreign standards, if this equivalence has been recognised by France's Journal Officiel.

Organisers shall ensure that their installations do not pose a risk for the public. Any change or addition to an existing installation must be the subject of a specific request submitted to the Fire Safety Officer and Viparis's management. Any installations that have been modified or added to must be inspected by an inspection body that has been accredited by the Ministry of the Interior before the event begins. Otherwise, the Fire Safety Officer shall reserve the right to take all necessary measures to ensure public safety.

Electrical cables running along the floor must be installed in such a way as to not create any obstacle or danger to the public. Special fittings must be used to protect cables from compression.

Special installations at stands must be carried out by individuals who are aware of the specific risks of the event and who have the ability to plan and carry out the work in accordance with the fire safety regulations in the ERP.

Electrical sheathing may be attached to temporary stand installations. Flexible cables must have a rated voltage of at least 500 volts. The installations must not, under any circumstances, impede the public's circulation.

Socket outlets must be connected to circuits protected by overcurrent protection devices equal to 16 A at most. Any device that requires a higher rated capacity must be powered by a specially-adapted circuit. The use of a single adapter or multiple boxes supplied by a fixed socket is allowed.

The use of additional generators is prohibited inside the Palais des Congrès d'Issy. Please note: the Palais's electrical facilities have enough capacity to handle a substantial amount of electrical equipment.

An application must be submitted to the site management if generators are to be used outside the Palais.

The use of battery-type energy storage units (lead-acid, lithium-ion, NCM, redox flow, sodium-sulphur, ZEBRA, etc.) is prohibited.

B – ALLOWABLE LOADS (FLOORS AND STRUCTURE)

Without exception, the Organiser must comply with the following allowable load limit for all installations throughout the site: **250 kg/m²**. Nevertheless, load distribution plates can be put in place with the approval of Viparis's site director.

As part of the classification of a Type L activity, any installations created by an organiser using the building's rigging points must, prior to use, be checked by an organisation that has been accredited by the Ministry of the Interior, in compliance with the provisions of Article L57 §4 of the Fire Safety Regulations.

C – USE OF HIRED SPACES

I. TECHNICAL FACILITIES

All of the Palais's technical facilities are made available to organisers so that their events can take place under the best possible conditions. These do not include the technical fire safety facilities, which remain the responsibility of Viparis and the Operator's fire safety team.

These include:

- Electrical infrastructure;
- HVAC facilities;
- Kitchens and facilities for heating and warming food;
- Lifts and goods lifts;

As part of this, and in accordance with the provisions of Article EL18 §2, Viparis shall provide the Organiser with qualified electricians as soon as the estimated occupancy exceeds 700 people.

Organisers using these facilities must maintain them in good working order. Any major change to these technical facilities must be the subject of a written request in the form of a technical file, submitted by the Fire Safety Officer to Viparis, in connection with the management representative, who will issue an opinion on this request. This file may be appended to the safety file that must be submitted to the above-mentioned persons prior to any event.

Works or modifications to these facilities that are carried out without permission from the management and/or the Fire Safety Officer may result in a ban on their use and/or a fine issued by Viparis. In any case, the facility concerned must be immediately returned to its original state.

In all cases, such works or modifications must be inspected by an accredited body, accompanied by a regulatory inspection report after the work is carried out.

Permission to bring in additional technical installations or equipment for an event must be requested in writing from the management's representative.

Any device must also comply with the standards in force and be installed in the Palais des Congrès d'Issy in accordance with the regulatory provisions described in the fire safety regulations relating to Public Access Buildings (general and special provisions).

II. PUBLIC ADDRESS SYSTEMS

The public address systems provided by the Organiser must comply with the provisions of paragraph 2 of Article L16, i.e.:

As soon as the general alarm is triggered, normal lighting for rooms and spaces that has been dimmed for operational purposes must be automatically switched on, and the current programme (performance, film projection, music, etc.) must be stopped so that the evacuation message can be heard.

A test must be performed before the space or room is used. The electrical connections required for these installations to function must be checked by a qualified technician.

III. TEMPORARY LIGHTING

The Organiser may install additional lighting as part of an event. Any such lighting must not be a substitute for the venue's normal lighting, but rather complement it. Lighting fixtures must comply with the standards in force. Lighting fixtures that use unprotected halogen bulbs are prohibited.

Fixtures that use protected halogen bulbs must be installed far from any material that is flammable or likely to cause a fire. They must not obscure or alter the Palais's emergency lighting.

IV. FILMING AND MIXING CONSOLES

If an event is to be filmed using an overhead device, the Organiser must ensure that:

- The device used does not pose any risk to the public;
- Two different suspension systems must be installed. The Organiser must ensure that, if one system fails, the second will continue to support the device. As part of this, the Organiser must immediately report any incident to the Fire Safety Officer, who will take all necessary measures to ensure the public's safety;
- The installation must be checked by an accredited body prior to use, in compliance with the provisions of Article 57 § 4 of the Fire Safety Regulations.

If a mixing console is installed over seats:

- It must be installed in such a way so as to not generate a risk to the public, including in the event of the collapse of the supporting structure;
- The area surrounding the console must be delineated in such a way that it is not accessible to the public;
- Individuals, materials and objects must not be beneath its supporting structure;
- The assembly must be the subject of a certificate of good assembly issued by a competent company. This certificate must be provided to the site director prior to the start of the event;
- Electrical installations must be protected by a portable fire-extinguishing system that is commensurate with the type of fire risk;
- The console must be in compliance with the provisions of Articles L36 to L48 of the fire safety regulations in Public Access Buildings;
- It must be installed in such a way that it does not interfere with an evacuation of the public.

V. MISCELLANEOUS

In accordance with the provisions of Article GN 6, any event that diverges from the configurations described in these Specifications must be the subject of a so-called «exceptional event» permit application. The permit application must consist, at a minimum, of the following:

- An explanatory letter from the Organiser specifying the date and location of the event;
- A fire safety notice;
- Plans for the event's installations at 1:200 and/or 1:100 scale;
- Reaction-to-fire reports for the materials and furniture used;
- The makeup of the proposed fire safety team, in accordance with the provisions of these Specifications and the provisions of Article L14 of the safety regulations in Public Access Buildings.

This application must be submitted for approval to the management of the Palais des Congrès d'Issy or its representative. The representative and the Fire Safety Officer will determine whether the application should be submitted for approval to the Safety Committee. It must be submitted no later than 1 month prior to the opening of the event.

Organisers must make every effort to ensure that event-specific installations do not affect the operation of the technical safety facilities, and in particular:

- That the air inlets and exhaust vents for the smoke extraction of the spaces in question remain unobstructed. In addition, the installation of stands and equipment must allow the correct and efficient removal of gas streams through proper spacing of the air inlet and smoke extraction vents. This must be checked by the Fire Safety Officer in the case of Type T secondary activities and by the Operator for all other types of activities. The inspection results of the supervisory authority for this area, included in the report, may result in changes to an installation;
- That firefighting equipment remains visible and unobstructed;

- That loudspeakers used to broadcast the general evacuation alarm remain unobstructed;
- That emergency lighting is not obstructed and is operational in the case of fire.

D – ACCESS TO EMERGENCY EQUIPMENT (FIRE HOSES, ETC.) AND EXITS

I. GENERAL INFORMATION

The firefighting resources that have been carefully placed throughout the Palais des Congrès d'Issy have all been identified, signposted and are easily accessible. Organisers must ensure that these resources remain unchanged. They must remain fully operable during the setup and dismantling phases, as well as during the event itself.

The use of firefighting equipment outside of emergency situations must be the subject of a request to the Fire Safety Officer in connection with the management's representative prior to the event's setup phase. In the event that, for any reason whatsoever, the portable firefighting equipment is used by any person connected either directly or indirectly to the Organiser, this must be immediately reported to a representative of Viparis's fire safety service.

II. FIREFIGHTING EQUIPMENT

Protection from fire on these premises is provided by:

- Fire extinguishers;
- Fire hose reels;
- Three dry risers;
- A deluge system (in case of a large-scale emergency) on the stage of the Berlioz Amphitheatre;
- A network of public fire hydrants.

These firefighting resources are for the exclusive use of members of the fire safety service and/or the fire safety team as well as outside emergency services.

They include water and other types of fire extinguishers, a network of fire hose reels and an automatic sprinkler system.

III. GENERAL EVACUATION RULES

The fire-fighting equipment that has been carefully placed throughout the Palais des Congrès d'Issy has been identified and signposted, and it is easily accessible. Organisers must ensure that this equipment remains in place. They must be complied with during the setup and dismantling phases, as well as during the event itself.

1. General provisions

When the general alarm sounds, all members of the public must evacuate the site.

Staff present on site must help people to reach the closest exits.

In addition to the fire safety service and the fire safety team, staff who provide assistance include:

- Reception staff;
- Security officers;
- Any other members of staff present.

The presence of persons with disabilities must be noted **as soon as they enter** the establishment.

Special instructions must be issued concerning what should be done with persons with disabilities in the event of fire, and specifically persons with reduced mobility. The general rule for evacuating such persons is based on the principle of human assistance. This is done either by the individual accompanying these persons, by specially dedicated staff or by a combination of both.

2. Specific provisions

In the case of an event that will be attended by a large number of persons with disabilities, the Organiser must draw up a safety file no later than two months before the start of the event, so that the Fire Safety Officer can issue an opinion and submit the documents to the Safety Committee. In such a case, the focus should be on measures needed to evacuate these individuals. Additional personnel will be required.

Additional equipment or specific installations must be the subject of a request submitted to the management or its representative for its approval.

The presence of fir trees for the purpose of creating a Christmas tree must be done in compliance with the provisions of Article AM19 of the fire safety regulations for Public Access Buildings (Order of 25 June 1980, as amended).

E – FIRE RATINGS OF MATERIALS

Regulations governing all configurations

Decorative elements present in the various spaces must comply with the provisions of Articles AM of the Order of 25 June 1980, as amended.

The Organiser must provide a valid reaction-to-fire report for the materials used in every decorative element. In the event that such a report cannot

be supplied, the use of such materials will be prohibited. The report must comply with the provisions of the Order of 21 November 2002 relative to the flammability of construction and installation materials.

ELEMENTS	FIRE RATING	REMARKS
Wall cladding	M2 C-s3, d0 or M2	In services areas or exit accesses
elements projecting outward if their surface area > 20%	Dfl-s2 ou M4	Le revêtement de sol devra être fixé correctement sur le sol. Les matériaux ou produits utilisés pour fixer ce revêtement ne devront pas modifier le classement de réaction au feu du matériau.
Floor covering	Dfl-s2 or M4	Floor coverings must be correctly affixed to the floor. The materials or products used to affix the covering must not alter the fire classification of the material.
Temporary decorative elements whose surface area > 50 m2	M1 si emploi en configuration SPECTACLE	
Decorative elements in spaces whose surface area > 50m2	M1	
Advertising panel or equipment	M1 if room is in performance configuration	
Temporary decorative elements in the auditorium	C-s2, d0 or M2	Includes flags, banners and any and all textiles made available to the public by the organiser
Wall hangings and curtains	M2 M1 M2	These may not intersect exit accesses and are forbidden in any rooms whose surface area > 50m2, in stairwells and around fire doors.
Stage curtains or podium	M1	Regardless of the surface
Large furniture and primary finishings	M3	Does not apply to moveable/standard furniture
Raised flooring	Cfl-s1 or M3	Methods are set out in Article AM17
Seats	M3	See Order of 6 March 2006
Floral decorations and Christmas trees	M2	The use of Christmas trees is regulated by Chapter AM19 of the Fire Safety Regulations.

F – TEMPORARY INSTALLATION OF COOKING DEVICES

The basement level has a warming area that complies with the provisions of Articles GC2 to GC8 and Articles GC12 to GC14 of the Fire Safety Regulations (warming devices must be less than 20 kW).

Installation of cooking devices in the Menand Room, the Lobby or the Debussy Room is forbidden.

G – LASERS

Lasers (Art. T44 and technical guidelines regarding the use of special installations)

Prior to their use, lasers must be the subject of:

- A specific authorisation request submitted to the Issy-les-Moulineaux city hall;
- Submission of a technical note along with a diagram of the installation;
- A document drafted and signed by the installer, certifying compliance with the provisions of Art. T 44.

H – PROHIBITED MATERIALS, PRODUCTS AND GASES

In accordance with article T45 of the Order of 18 November 1987, the following are prohibited:

- Distributing samples or products that contain a flammable gas;
- Balloons inflated with a flammable or toxic gas;
- Items made of celluloid;
- The presence of fireworks or explosives;
- The presence of diethyl ether, carbon disulphide, ethyl ether or acetone.

The use of acetylene, oxygen, or a gas presenting the same risks is prohibited, unless a specific exemption has been granted to the operator by the competent administrative authority.

Furthermore, in accordance with Order no. 97.11628 of the Paris Prefecture of Police, the use of any motorised or remote-controlled flying device is prohibited.

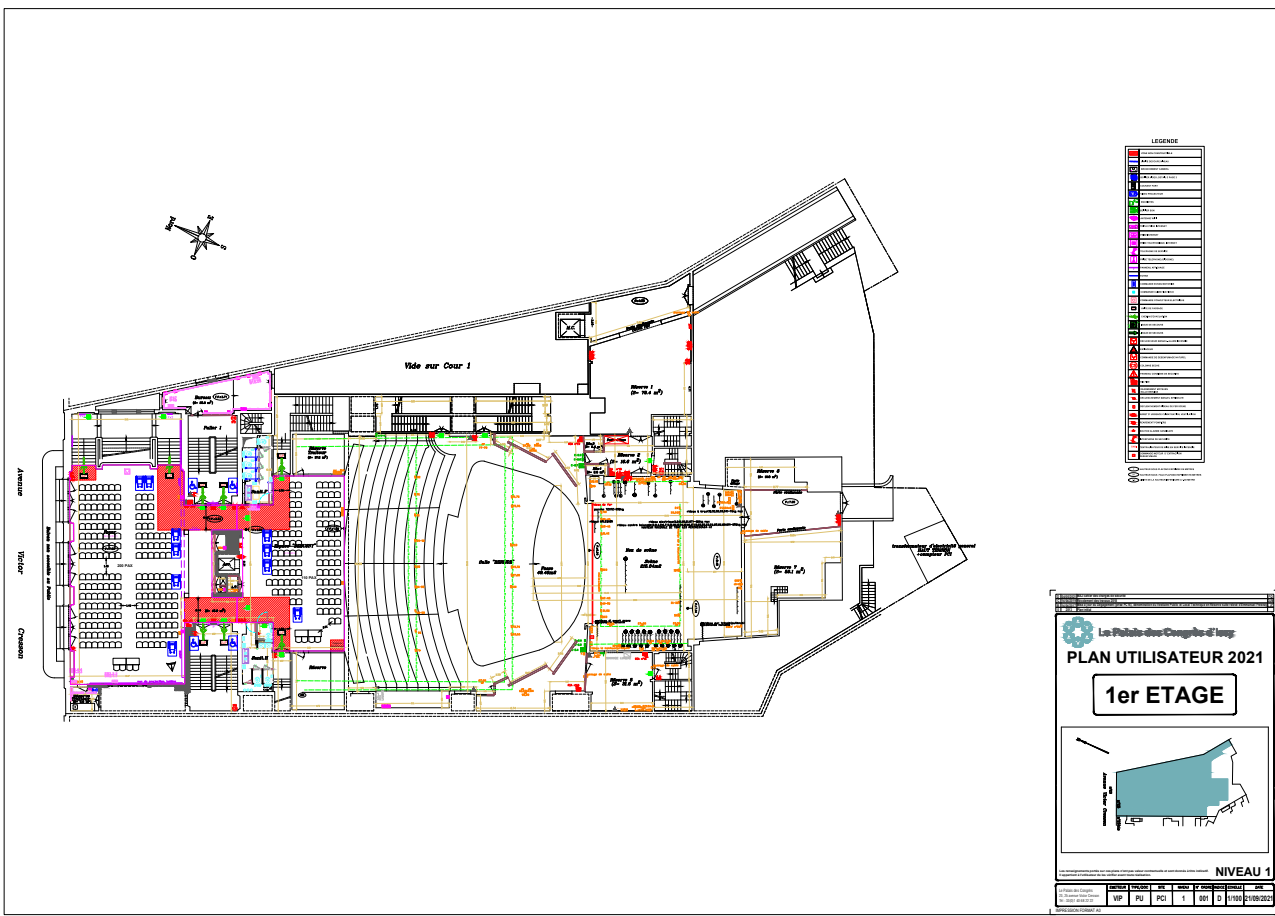
The Exhibitor shall be fully liable for the services and demonstrations provided at his or her stand. He or she shall take all useful measures to ensure the safety of the public admitted there.


I – FIRE PERMIT

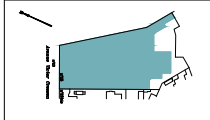
Persons wishing to perform hot spot works must request a fire permit from the site's management. Moreover, when the work is underway, the appropriate firefighting equipment must be placed nearby.

J – BERLIOZ AMPHITHEATRE

Organisers of performances in the amphitheatre must file a permit application with the Issy-les-Moulineaux City Hall concerning the use of fireworks or flames. During performances, smoke and fog machines may be installed on an exceptional basis after approval by the Site's Fire Safety Department, provided they are in compliance with the provisions of Article T55 of the Fire Safety Regulations.

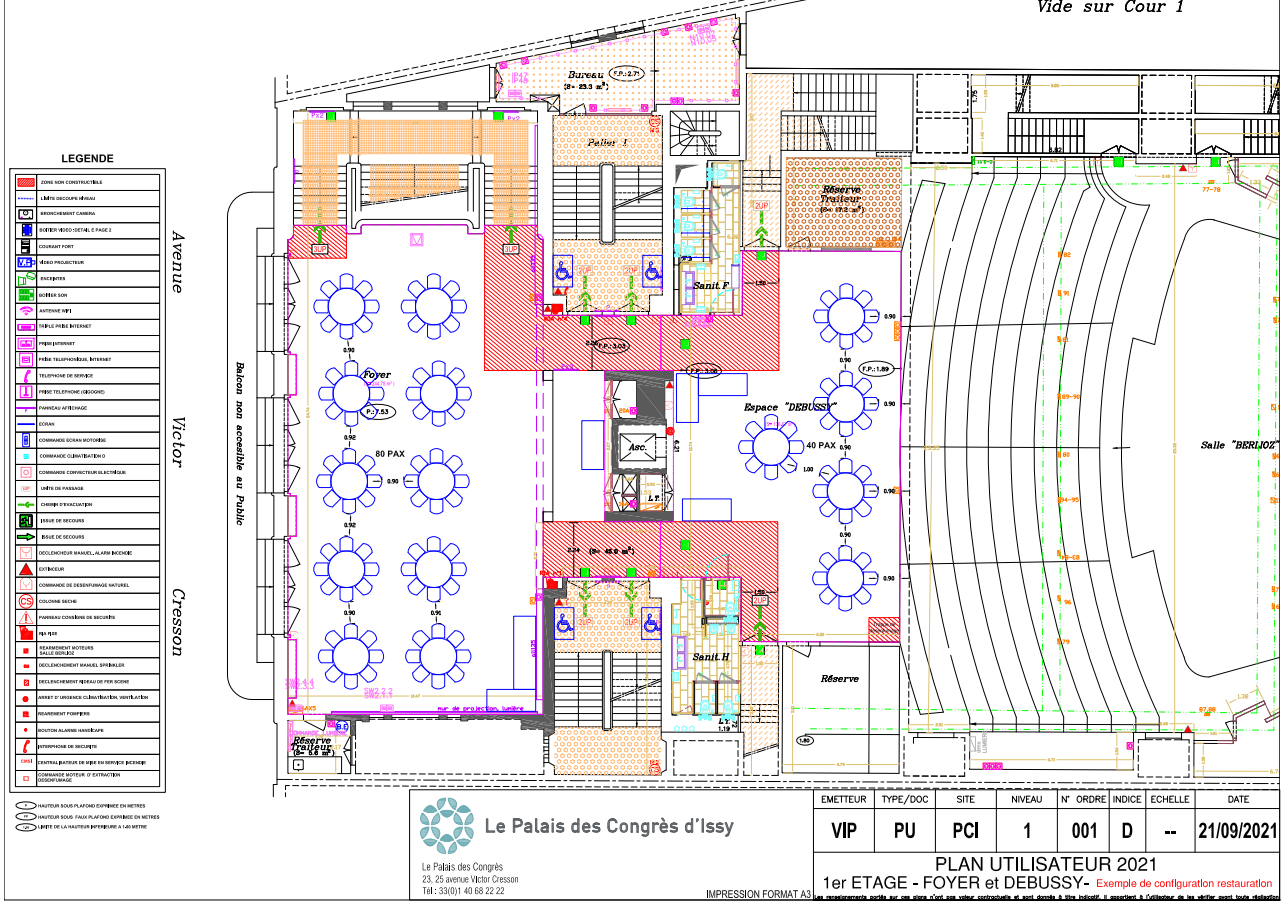



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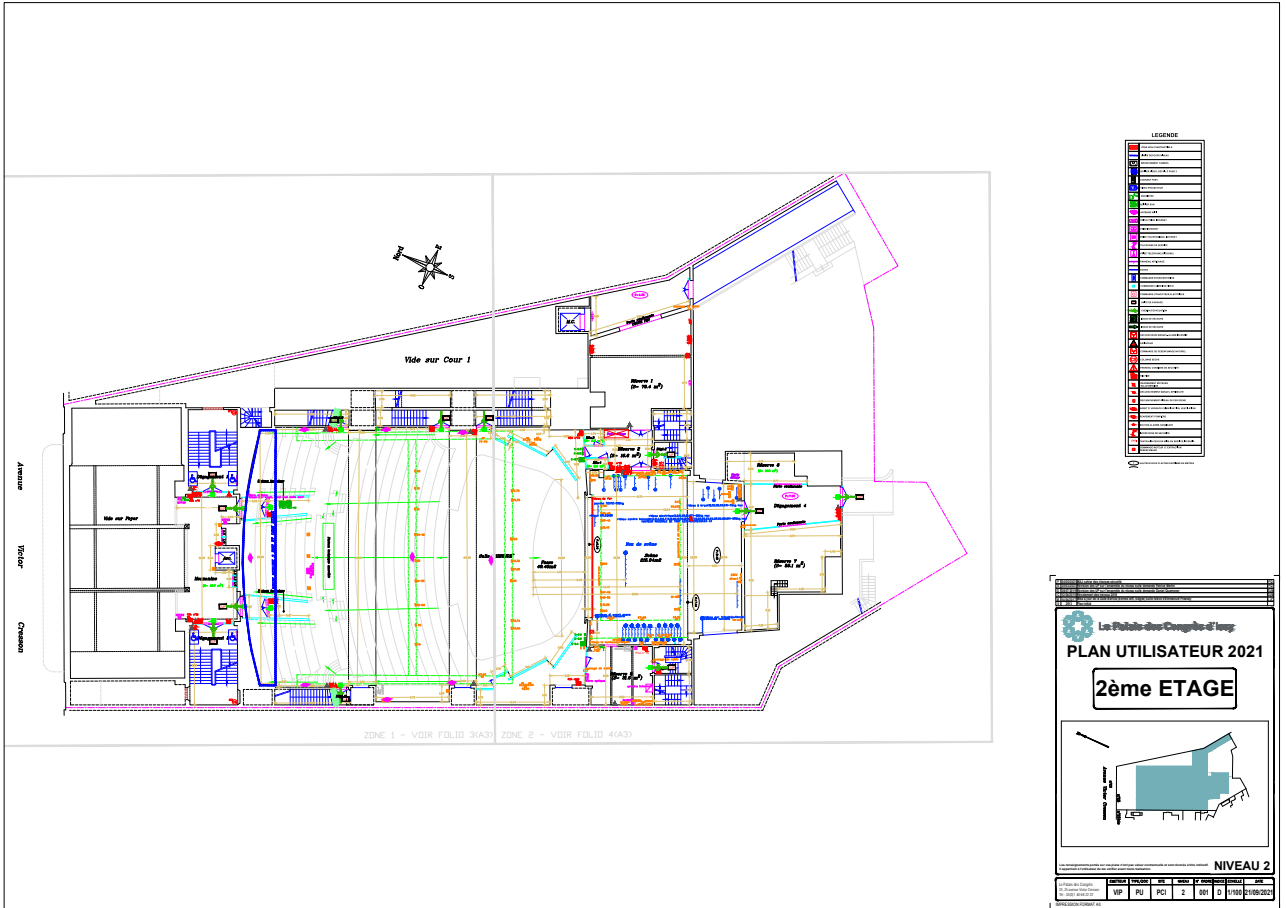
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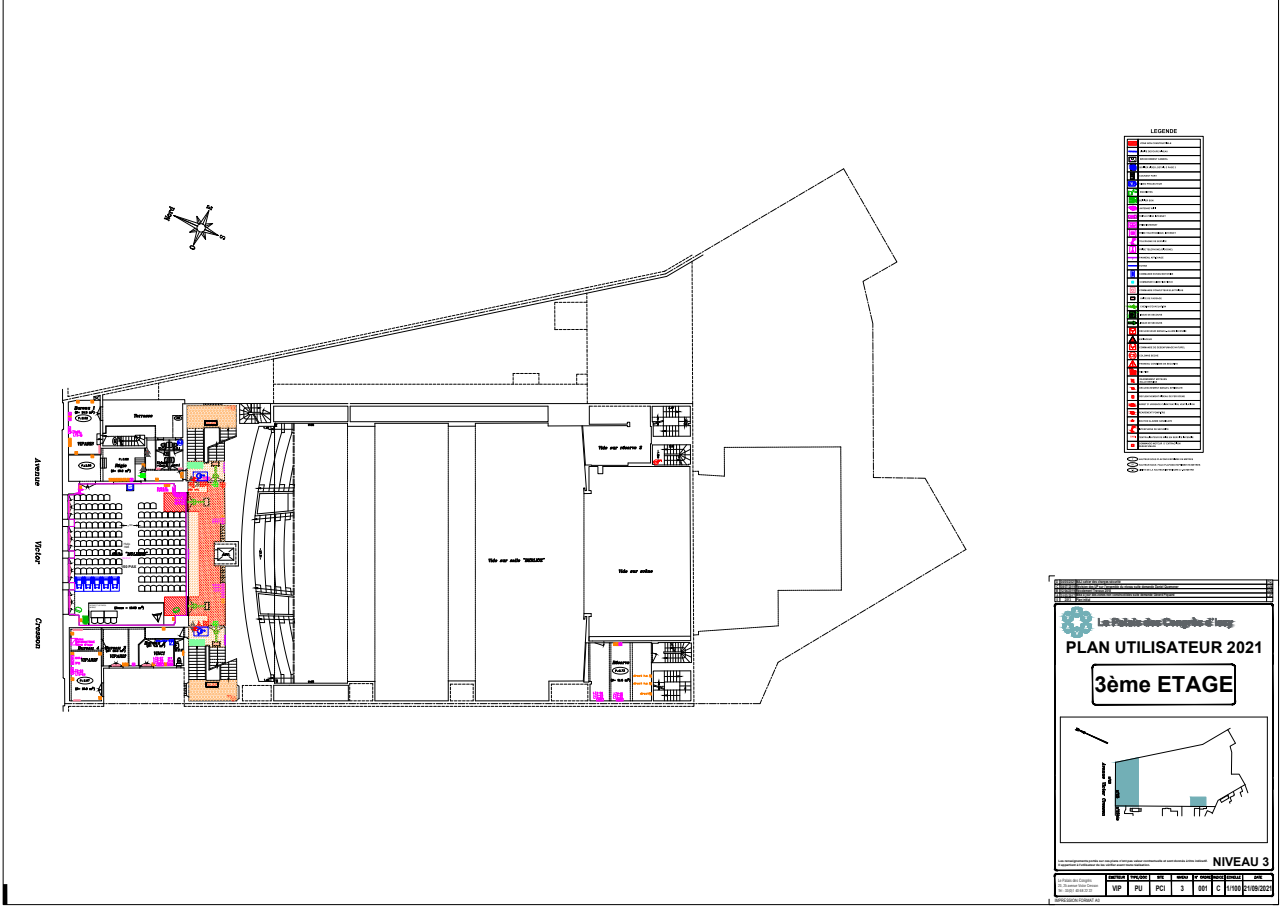


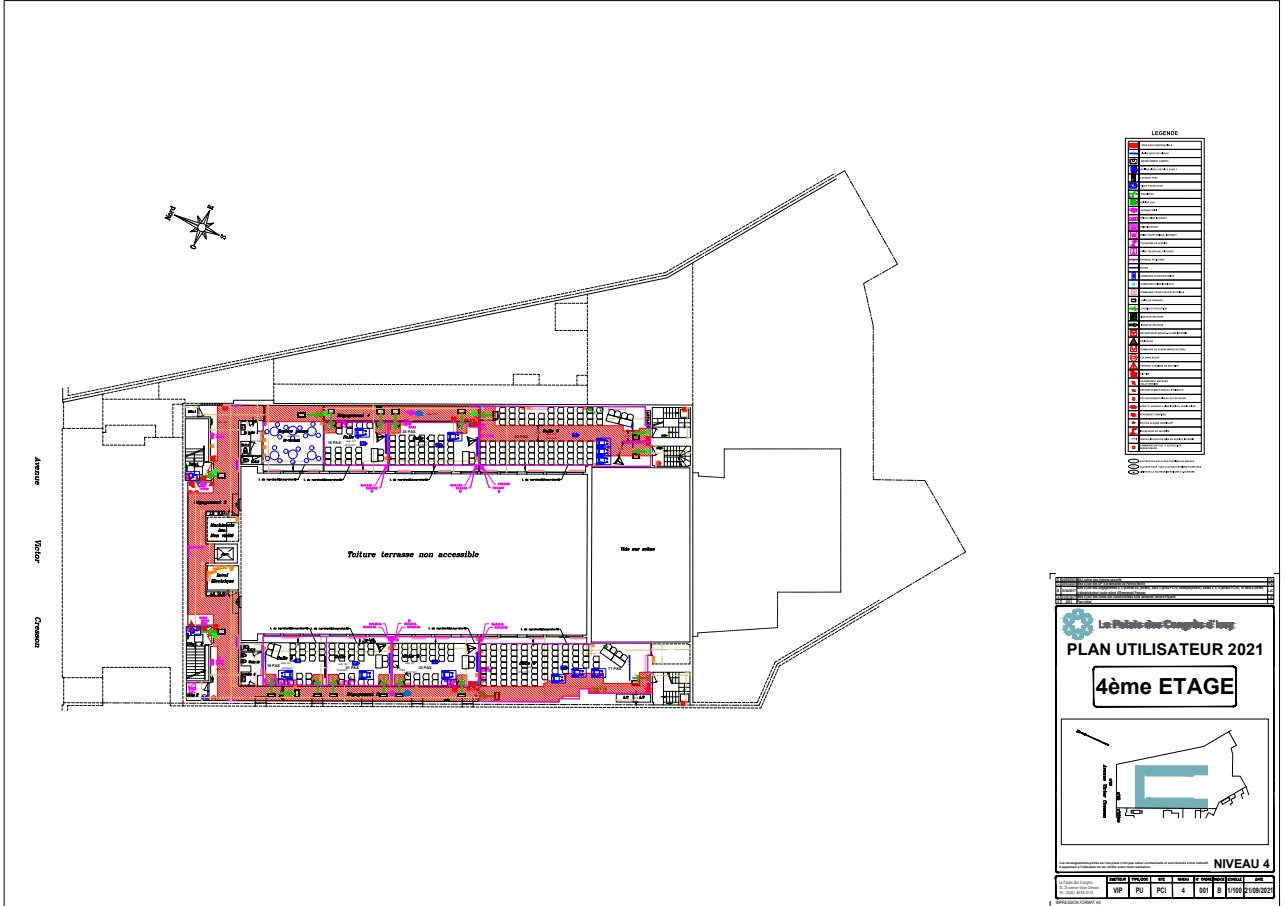

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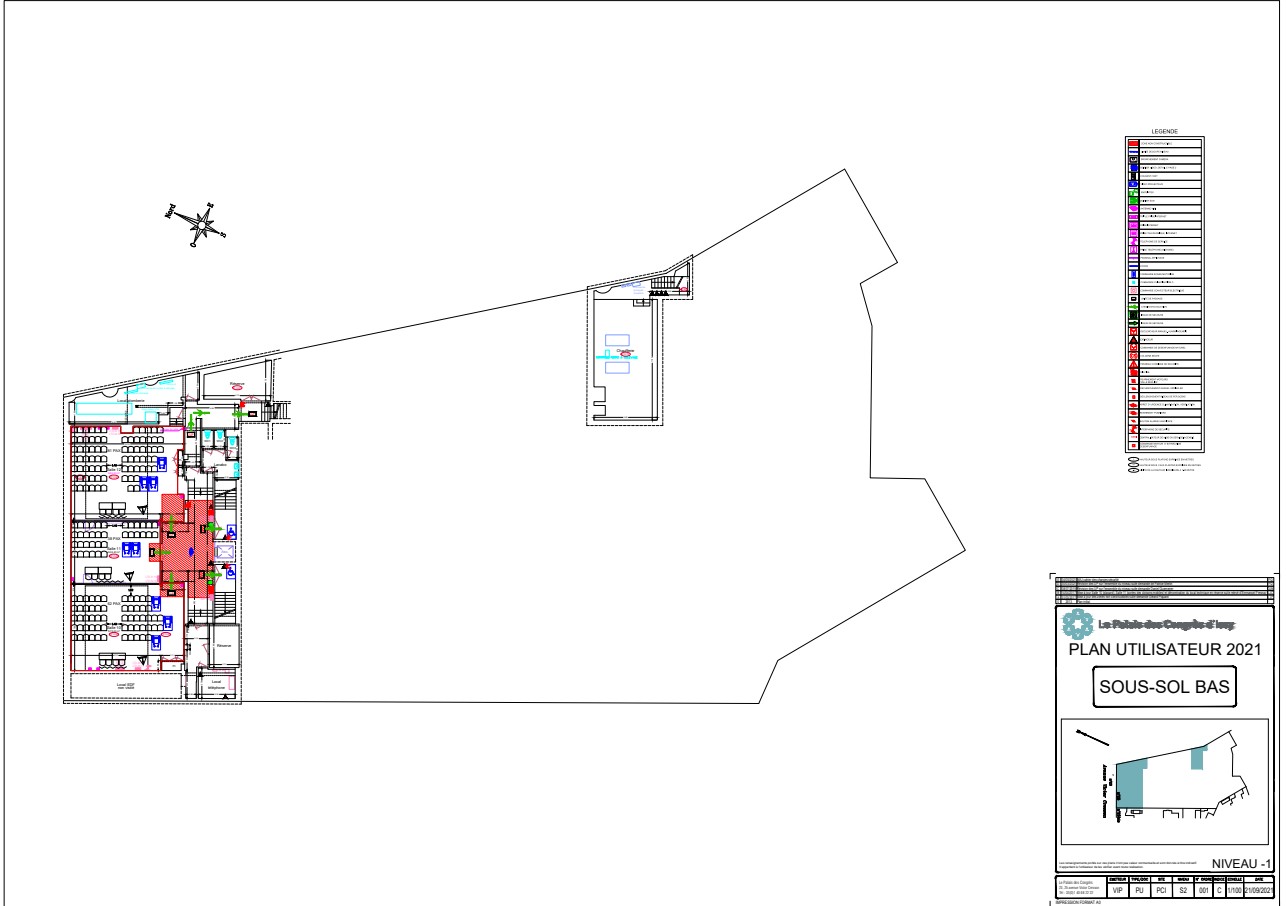
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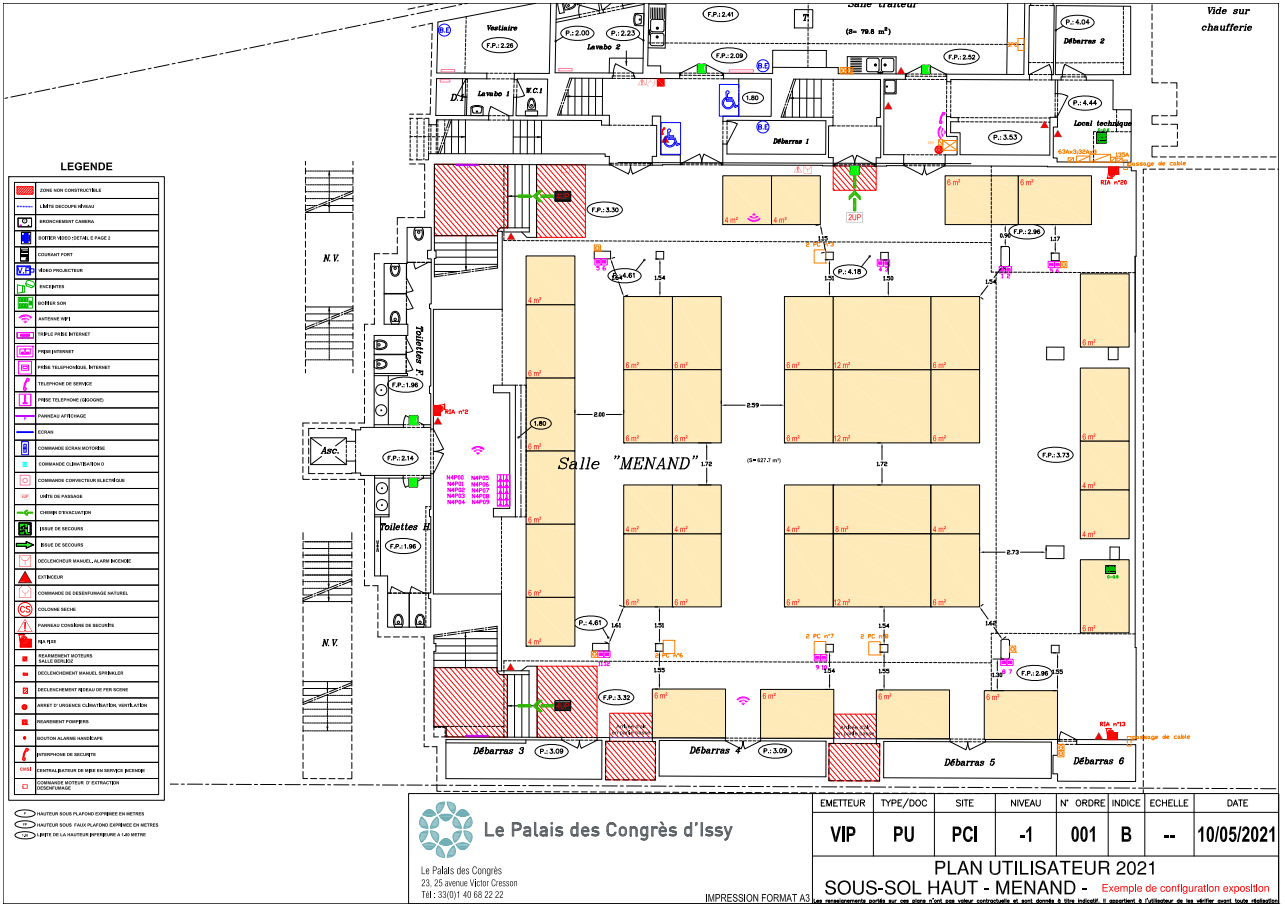
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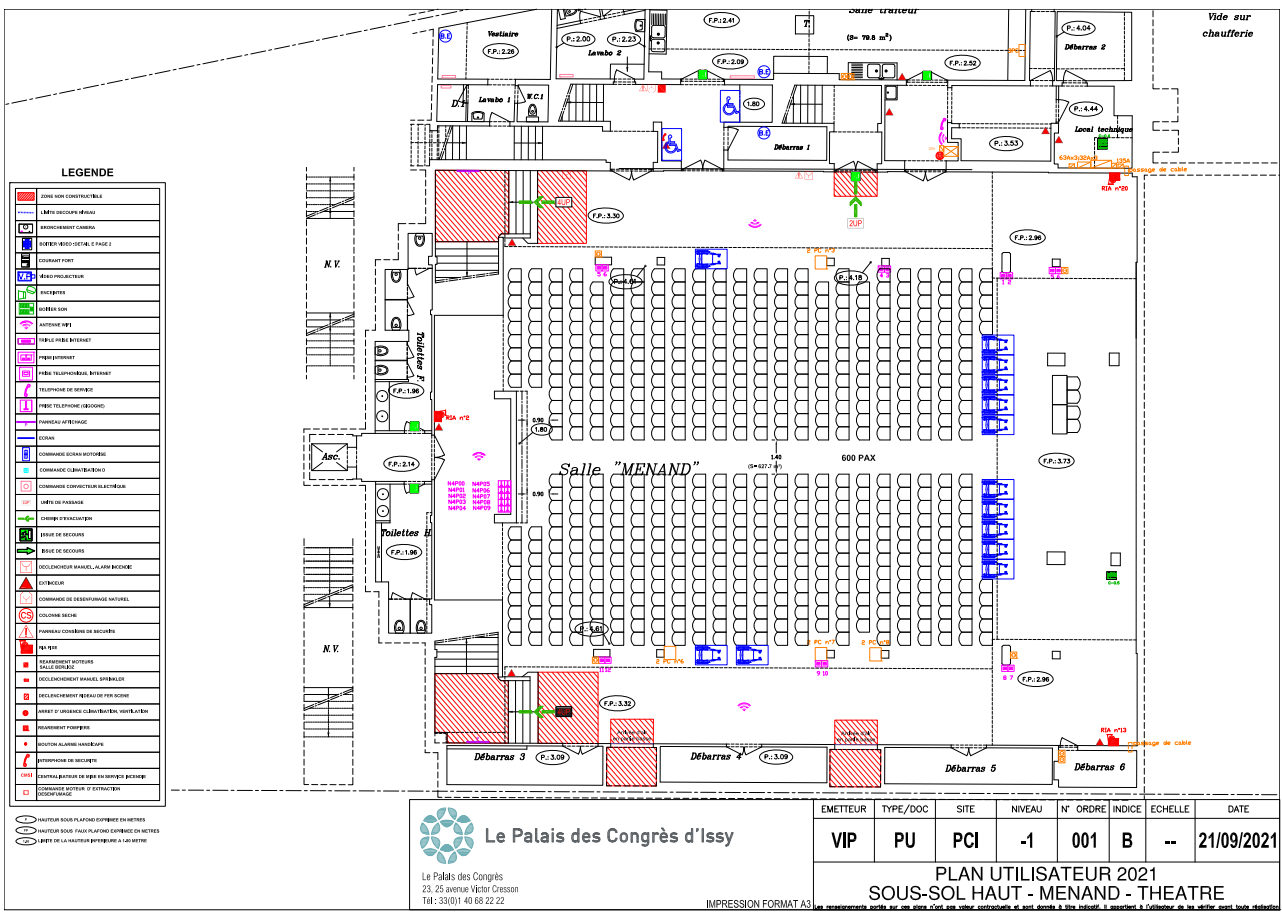


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PLAN UTILISATEUR 2021
SOUS-SOL HAUT - MENAND - Exemple de configuration exposition



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