

EXHIBITOR MANUAL

FEFCO Technical Seminar
Lyon Congress Center, France



GENERAL INFORMATION - FEFCO TECHNICAL SEMINAR	go to page 3
TRANSPORT TO LYON CONGRESS CENTER – ACCESS AND DELIVERY PLAN	go to page 4
STAND RULES – RAW SPACE – SHELL SCHEME	go to page 6
STAND CLEANING	go to page 10
STAND EQUIPMENT ORDERS	go to page 10
SHIPPING GUIDELINES – STORAGE OF EMPTIES	go to page 10
EXHIBITOR’S OBLIGATIONS	go to page 13
INSURANCE	go to page 16

General Information - FEFCO Technical Seminar

Organiser

FEFCO
European Federation of Corrugated Board Manufacturers
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info@fefco.org

Contact for exhibition:

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FEFCO

Exhibitor's service - Lyon Congress center
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FEFCO Exhibition hall Opening Hours

	Date	Time
Set up for exhibitors with own stand building	23/10/2023	14.00 – 20.00
Set up for all exhibitors	24/10/2023	08.00 – 20.00
Opening day 1	25/10/2023	08.00 – 18.00
Opening day 2	26/10/2023	08.45 – 18.00
Opening day 3	27/10/2023	08.45 – 13.30
Dismantling on Day 3 – for shell scheme exhibitors only	27/10/2023	14.00 – 16.00
Dismantling on Day 3 – for exhibitors with own stand builder only	27/10/2023	16.00 – 22.00

Free-Wi-Fi available in the exhibition Hall and Congress center.

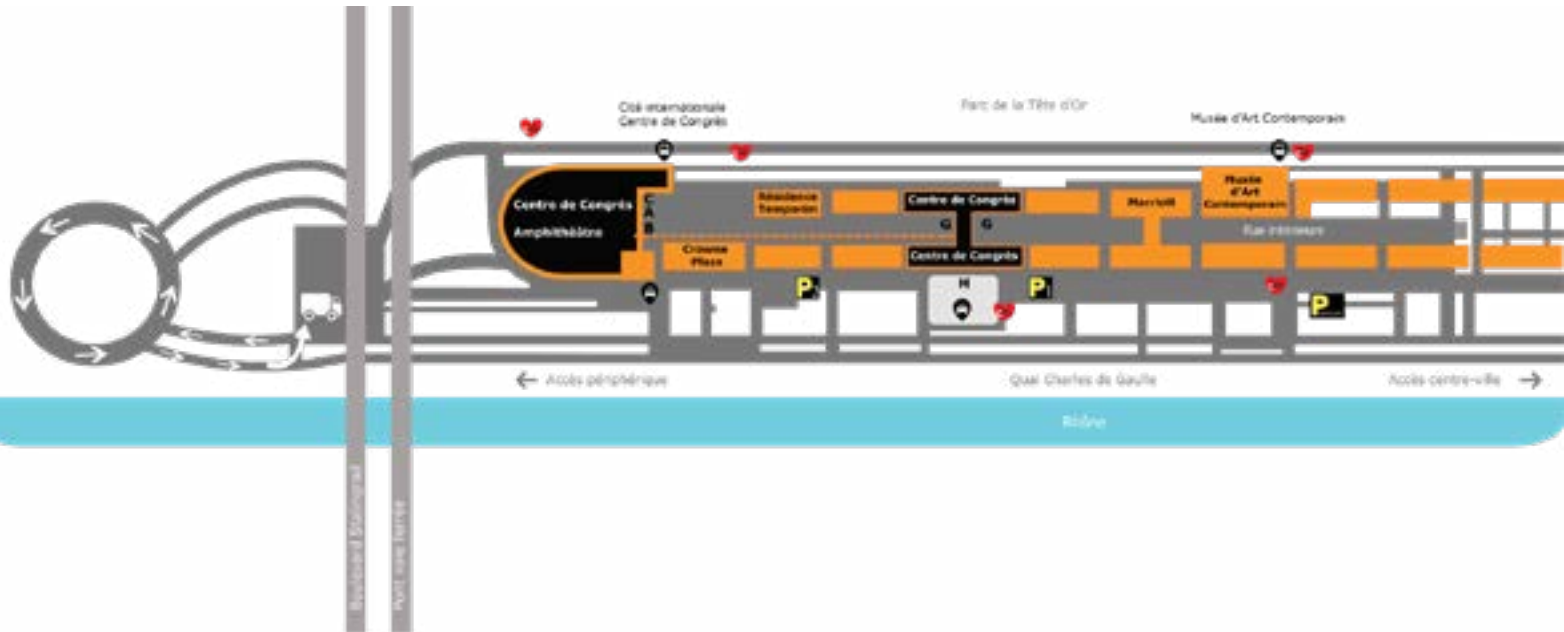
Note : The exhibition hall is open during the above mentioned times. Booth staffing on conference days is only mandatory as of the first conference break at 10.45.

Location of the Event and how to get there

VENUE

Lyon Congress Center
50 Quai Charles de Gaulle
69463 Lyon Cedex 06
France
Phone. +33 4 72 82 26 26
expo@ccc-lyon.com

Fefco - ACCESS / DELIVERY PLAN



	Height of vehicles < to 2,70m	Height of vehicles > to 2,70m
FORUMS 4-5-6 Exhibition hall	Parking P2 floor -1	Delivery Area/Loading docks (Access doors 5 to 11)

Delivery Access for the Delivery Area: 1 quai Charles de Gaulle | 69006 Lyon
(GPS : 45,47.132'N – 4,51.637'E)

Warning : unloading area only, parking limited to 20 minutes.

Access to parking P2 (paid service) : 22 quai Charles de Gaulle | 69006 Lyon
(GPS : 45,78601 – 4,85681)

Direct access to the exhibition area by goods elevator, only during buildup.

General Information - Exhibition

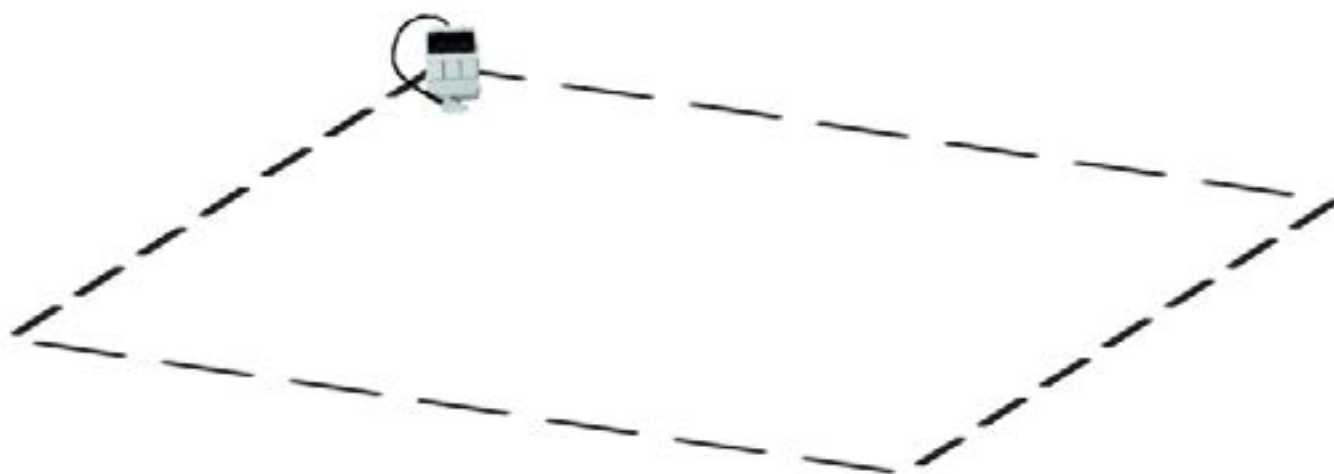
FEFCO stand rules

Exhibitors with raw space, building their own stand must stay within the limits of the stand. Extending the stand walls into the aisles, carpeting the aisles, or any construction that connects stands outside the 4 unit blocks as designed on the official floor plan, is not allowed. Please refer to the “Fefco Raw space booth” document for details on raw space.

Exhibitors building their own stands must send their stand design including signage, to ria.vandenbogaert@fefco.org for approval **before 2 September 2023**. Please note signage must correspond with the name of the company who ordered the stand. For any exceptions to this rule, please contact ria.vandenbogaert@fefco.org by no later than 1 September 2023. Max. stand height, including truss structure, is 4 m. Max. floor pressure is 400 kg/m².

Fefco - RAW SPACE

- The raw space always has a cost of 238€ per stand and includes:



- Line markers
- Electric connection (1.5 kW) (24h/24)

To place your orders, please visit our website:

<https://www.ccc-lyon.com/espace-exposants>

For exhibitors with shell scheme booths, who do not bring their own stand builder, it is mandatory to order booth walls and equipment from <https://www.ccc-lyon.com/espace-exposants> Please refer to the “Fefco shell scheme booth” document for details of the shell scheme booth items.

Please note signage must correspond with the name of the company who ordered the stand. For any exceptions to this rule, please contact ria.vandenbogaert@fefco.org by no later than 2 September 2023. Signage must be ordered from Lyon Congress Center.

Drilling in the walls of the shell scheme booth, as well as the use of tape or double-sided tape are forbidden. Instead, hooks + chains can be used. In case of damage, partitions will be charged to the exhibitor (42 € VAT excl / partition).

FEFCO will not allow exhibitors to have an empty stand.

The aisles must be clear and stands ready on 24 October by 20h00.

Fefco - SHELL SCHEME BOOTH

- The shell scheme booth costs 75€ per square meter and includes :



- Melamine wood colour panels (2,5m H 1m W) (**white colour**)
- Carpet colour (**Taupe Grey**)
- LED ramp (40W) (1 until 14 sq. m | 2 until 26 sq. m | 3 until 35 sq. m)
- Electric connection (1.5 kW) (24h/24)
- PVC sign (40cm x 40cm) with your company name (black lettering white background) + booth number
- Furniture: 3 chairs + 1 table (1.20m x 0.70 m)
- 1 waste basket

To place your orders, please visit our website:

<https://www.ccc-lyon.com/espace-exposants>

Stand cleaning

The general exhibition space is cleaned before the opening and daily during the event. Individual and thorough stand cleaning, vacuuming etc can be ordered from

<https://www.ccc-lyon.com/espace-exposants>

Stand Equipment orders

For any order of stand equipment, furniture, lighting, graphics, audio visual, flowers, catering, Internet and electricity, cleaning, logistics, goods reception, please place your orders via

<https://www.ccc-lyon.com/espace-exposants>

Please note the following **deadlines** :

8 September 2023 – shell scheme and other equipment and supplies

3 October 2023 – printed signage and graphics

All orders received after 3 October will be subject to a 20 % surcharge.

No more orders will be accepted after 10 October 2023

Shipping Guidelines and Storage of empty packaging

For shipping your material to Lyon, please use any carrier of your choice. Also, very important, please make sure to use the attached parcel label.

For reception of your packages in the Lyon Congress Centre, please refer to the attached shipping instructions and storage of empties document.

FEFCO PARCEL LABEL

MUST BE USED ON ALL YOUR PARCELS IN ADDITION OF CARRIER RECEIPT
Without this, your parcels will not be received by the Lyon Convention Center.

EXPEDITEUR/SENDER		EVENEMENT/EVENT			
Société / Company		<div>Fefco</div>			
Interlocuteur / Representative					
Adresse / Address					
Code postal / Postal code					
Pays / Country					
		<div>Colis exposant / Exhibitor's parcel</div>			
DESTINATAIRE/ADDRESSEE					
Société / Company	CENTRE DE CONGRES DE LYON			Nom du stand / Booth name	
Interlocuteur / Representative	LUC RIVAT +334 72 82 27 85			Numéro stand / Booth number	
Adresse / Address	1 QUAI CHARLES DE GAULLE ENTREE E1			Téléphone / Phone number	
Code postal / Postal code	69006 LYON	Nombre de colis / Number of parcels	... / ...		
Pays / Country	FRANCE				
Coordonnées GPS / GPS details 45°47,132'N 4°51,637' E					

Fefco Shipping instructions

○ Parcel Delivery

- Delivery and reception are the responsibility of the exhibitor.
- **Exhibitors must be present or represented on their booth during set up hours.**

The Lyon Congress Centre team does not receive parcels on behalf of exhibitors.

- Fefco has made arrangements for a pre-event parcel reception. Your packages will be received, on 23 and 24 October only, by the Lyon Congress Centre and delivered to your booth. Please note this service does not include transportation costs nor any extra carrier charges.



○ Storage empty boxes

- For safety reasons, storage of empty boxes is prohibited in the forums and delivery area of the Lyon Convention Centre
- **Storage of empty boxes** (recovery of your empty parcels on the stand once your booth has been set up and delivery of the boxes for dismantling after the event) can be ordered from Lyon Congress Centre.

○ Return shipment

- All materials and goods (parcels, brochures ...) should always be removed during dismantling
- Fefco offers you the management of your return shipments **on 27 October** (collection of your parcels on stand, storage and delivery of parcels to your carrier). Same remark as Delivery above applies : this service does not include transportation cost

EXHIBITOR'S OBLIGATION

1. THE OBLIGATIONS OF THE EXHIBITORS

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations and those specific to the event, detailed in the schedule of conditions given to them by the organiser.

The layout work must be complete at the time of the approval visit by the safety manager (in the case of a standard layout) or at the time of the visit from the 'Commission Départementale de Sécurité' (in the case of a different layout). The exhibitor must take all measures to ensure that these layouts, fixtures and features can be examined in detail.

The exhibitor or his qualified representative must be present during this approval visit. He must make available to the safety manager and/or the members of the 'Commission Départementale de Sécurité' all information concerning the installations and materials comprising the stand, except for those covered by a recognised quality mark.

The exhibitor must submit any special authorisation requests or special declarations to the safety manager or to the Prefect within the deadlines mentioned in paragraphs 1.1 à 1.1.3

2. STAND LAYOUT

1. PROTECTING THE STRUCTURE

The access routes, circulation walkways and areas used for the transportation of equipment from the unloading point to the event site must be protected:

- Use of forklifts or other handling equipment with rubberised treads
 - Use of weight distribution boards
 - Carpets must be protected by a highly resistant covering in order to avoid puncturing.
- No means of attachment that risks damaging the room surfaces (floors, walls, posts or ceilings) will be allowed.

2. FRAMES AND PARTITIONS

All materials with a M0, M1, M2 and M3 rating are authorised for the construction of the frameworks and partitioning on stands.

In accordance with the decree dated 30 June 1983, the formal classification of wood-based materials states that the following are considered to meet the characteristics of materials classification M3 :

- Solid, non-resinous wood with a thickness in excess of or equal to 14 mm
- Solid resinous wood, with a thickness in excess of or equal to 18 mm.
- Wood-based panels (chipboard, plywood, etc) with a thickness in excess of or equal to 18 mm.

3. EXTENDING, SLIDING OR REMOVABLE PARTITIONS

Extending, sliding or removable partitions must have an M3 rating.

4. WALL COVERINGS

Coverings (natural or plastic textiles) with a M0, M1, M2 rating may be used. These must be taut and should be secured using staples.

Miscellaneous coverings (fabrics, paper, plastic film, etc) which are slightly or easily flammable, and which are thin (maximum 1 mm), must be glued onto solid M0, M1, M2 or M3 surfaces.

In all cases, the following are forbidden within the Convention Centre :

- Soft cellulosic chipboard
- Boards, panels or sheets of expanded plastic materials which do not have at least an M2 rating.
- Coverings which are not rated at least M2

5. FLOOR COVERINGS

Floor coverings must be produced from materials with a rating of at least M4 and solidly attached. However, for those coverings (horizontal and vertical) with a total surface area in excess of 20 m², and for podiums, platforms and tiered terraces with a height in excess of 0.30 m, these must be at least category M3.

6. CURTAINS, DRAPES AND VEILS

Curtains, drapes and veils may be "flowing" if they have a classification of M0, M1 or M2. They are however forbidden for all entrance doors to stands but are allowed on the doors of booths.

The materials exhibited may be shown without any fire reaction requirements, except if they are used to decorate partitions or false ceilings, and if their total surface area exceeds 20% of the total surface area of these structures.

In this case, they must observe the requirements detailed in the paragraphs above for partitions, and of the paragraph below for canopies, ceilings and false ceilings.

However, these provisions do not apply to shows and stands specific to interior decoration in which textiles and wall coverings are present.

7. CANOPIES, CEILINGS AND FALSE CEILINGS

Canopies must be produced from materials rated M0 or M1. They must moreover be supported by a wire mesh structure, with squares of a maximum of 1 m x 1 m.

Ceilings and false ceilings must be produced from M0 or M1 rated materials.

These features must not hinder the correct operation of the fire detection and smoke removal installations.

8. FLORAL DECORATIONS

Floral decorations produced from synthetic materials must be kept to a minimum. Otherwise, the decorations must be produced from category M2 materials.

These provisions do not apply to shows and stands specialising in floral activities.

9. "FLOWING" DECORATIVE FEATURES

"Flowing" decorative features or coverings (advertising material with a surface area in excess of 0.50m², garlands, bunting, lightweight decorative items, etc) must be produced from M0 or M1 rated materials or made as such through fireproofing.

The use of signs or advertising panels involving white letters on a green background is strictly forbidden. These colours are exclusively reserved for the signposting of "exits" and of "emergency exits".

10. FURNITURE

There are no special requirements for normal furniture (tables, chairs, desks etc).

11. FIRE REACTION CERTIFICATES

All materials used should be covered by a fire reaction certificate issued by an approved French laboratory and dating from at least during the last five years.

So-called "traditional" materials and materials covered by a quality mark from a certification issuing body (NF, etc) are excluded from this obligation.

Where fireproofing is concerned, this can only be carried out on wooden panels, natural fabrics or fabrics including a high proportion of natural fibres. It cannot be carried out on plastic or synthetic materials. The fireproofing certificate is supplied by the company or organisation applying the treatment, stipulating the authorisation granted to it to issue such a document.

12. THE PRESENCE OF A MARQUEE, A TENT OR OTHER REMOVABLE STRUCTURES

If, during an event, it is planned to use a marquee, a tent or similar structure on a stand, the organiser must ensure that the exhibitor observes the safety provisions detailed in CTS 1 to CTS 37 (excluding CTS 5).

Under no circumstances should this temporary structure hinder the effectiveness of the technical facilities of the establishment, with respect to the safety of the staff and the public.

13. ENCLOSED STANDS

In the case of enclosed stands, the latter must have direct outlets onto the walkways. Their number and width vary according to the surface area of the stand, and as a minimum the following requirements should be observed:

- less than 20 sqm: 1 exit of 0.90 m
 - from 20 to 50 sqm: 2 exits : one of 0.90 m, the other of 0.60 m
 - from 50 to 100 sqm: either 2 exits of 0.90 m or 2 exits, one of 1.40 m, the other of 0.60 m
 - from 100 to 200 sqm: either 2 exits, one of 1.40 m, the other of 0.90 m or 3 exits of 0.90 m
 - from 200 to 300 sqm: 2 exits of 1.40 m
 - from 300 to 400 sqm: 2 exits, one of 1.40 m, the other 1.80 m
- The exits must be carefully located and if possible, opposite (facing) one another.

Each of these must be signposted with the wording « SORTIE » (in English = EXIT) in white letters on a green background.

If the stand is enclosed by doors, these must open in the direction of the exit, with no means of locking them, and without opening on the public walkway.

If the stand is covered, the provisions of article 1.1.14 hereafter must be observed.

13. COVERED STANDS / RAISED STANDS

Those stands possessing a ceiling, false ceiling or solid canopy, as well as raised stands, must :

- have a surface area below 300 m²
- have a distance between them equal to or in excess of 4 m
- Have a total size for the ceiling and false ceiling (including those of the upper levels) equal to a maximum of 10% of the surface area of the level concerned.
- Each stand may have only one raised level.
- If the surface area of the stand is in excess of 50 m², it must:
- feature signposting with standalone emergency lighting indicating the exits,
- be equipped with the appropriate means of extinction, permanently manned by at least one safety officer during the presence of the public in the establishment
- have floodlighting if the surface area is in excess of 100 sqm.

3. ELECTRICAL INSTALLATIONS

1. LIMITS OF LIABILITY

Electrical installations include:

- _ Fixed and semi-permanent installations, for which the installation, operation and maintenance are carried out by the agent, at his liability.
 - _ Installations fitted in the stands for the use of the exhibitors and installed by them, or on their behalf, and at their liability.
- The dividing line between these two installations is considered to be at the service box for each stand.
- In conformity with article T35 of the decree dated 18 November 1987, supplementing the decree dated 25 June 1980 (modified). Semi-permanent installations must terminate in each stand at a panel or service box which includes the switchgear to provide the control and protection functions defined in this article.
- Therefore, this formally excludes the possibility of connecting several stands from a single box or from a single panel.

2. SPECIAL STAND INSTALLATIONS

The special installations of the stands must be produced by personnel particularly aware of the special risks inherent to the event and possessing sufficient knowledge to enable them to design and carry out the work in conformity with the present regulations.

The electrical installation for each stand must be protected at its source against overloads and against earth faults.

All metal grounds must be interconnected and linked to the earth wire of the electrical service box on the stand.

Electrical connections must be located inside the branch boxes. Electrical cut-off features included in the service box must be permanently accessible to the stand personnel.

3. ELECTRICAL EQUIPMENT

All electrical equipment must conform to French or European standards.

4. ELECTRICAL CABLING

Electrical cables must be insulated for a minimum nominal voltage of 500 volts, which rules out among others H 03 VHH cable (Scindex).

The cable used must obligatorily be that for which each conductor features its own protective sheath, with all of the conductors being contained in a joint protective sheath.

Conductors with a gauge below 1.5 mm² are forbidden.

All cabling must include a protective conductor connected to the terminal of the service box connected to the general earth network.

5. SWITCHGEAR AND CONTROLGEAR

Class O devices should be protected by nominal differential current devices equal to a maximum of 30mA.

Class 1 devices must be connected to the protective conductor of the cable feeding them.

The use of individual protective earth connections is forbidden.

High voltage discharge lamps must be installed in conformity with the rules of standard NF C 15.150. If they are enclosed in insulating jackets, these jackets must be comprised of category M3 materials.

The switch detailed in article 5 of NF C 15.150 can be attached to the control device mentioned in article T 35 (§3) for the corresponding stand.

Plug sockets must be connected to circuits including devices for the protection of rated current overloads equal to a maximum of 16A.

Notwithstanding the provisions of article EL 6 (§5), the use of a multiple adapter or a multiple housing fed from a fixed socket is authorised (with current taps being forbidden).

6. ILLUMINATED SIGNS

Class 2 spotlights (NF standard C 20.030) are the only ones permitted. High voltage illuminated signs located within reach of the public or of personnel working on the stand must be protected, in particular the electrodes, by a screen made from at least M2 grade material.

The emergency cutout control must be clearly signposted and the transformers located in an area which presents no danger to the public or to staff. If necessary, indicate their presence with a sign marked "DANGER HAUTE TENSION" (DANGER HIGH VOLTAGE).

4. FLAMMABLE LIQUIDS AND GASES

1. AUTHORIZED LIQUIDS

The use of particularly flammable liquids (diethyl ether, carbon disulphide, etc.), is forbidden, and only the use of category flammable liquids (up to a maximum limit of 5 litres per stand) is authorised, in addition to those of category 2, limited to 10 litres/ 10 m² (with a maximum of 80 litres).

For information, petrol falls under category 1, heating oil and alcohol substances between 40° and 60° GL are in category 2.

The following precautions should be taken:

- Fire extinguishers should be kept nearby (with 9 kg of powder)
- Underneath the tanks, a watertight receptacle should be placed which is able to contain if necessary all of the combustible liquid in the event of a leak.
- The device containing liquid should be refilled well away from the public.

2. SHOWING FLAMMABLE PRODUCTS

All recipients of flammable liquids present on the stands must be empty (paint tins, varnish tins, bottles, sprays, etc) with the exception of a few samples in limited quantities.

3. COMPRESSED GASES AND LIQUEFIED HYDROCARBONS

The use of these products is only allowed for the special requirements of those demonstrations carried out within the framework and theme of a special event.

Bottles of air, nitrogen and CO₂ gas are allowed without restrictions. Compressed gases and liquefied hydrocarbons may be allowed (bottle of 13 kg maximum).

Bottles without pressure regulators which are not used for demonstration purposes are forbidden.

Bottles in the process of being used should always be placed well away from the public and should be protected against impacts.

These must be:

- Either separated from one another by a rigid and fireproof screen and dispersed at a density of one bottle per 10 m² (at least), with a maximum of six per stand.
- Or be at least 5 m away from one other, with a maximum of six per stand.

No bottle (empty or full) which is not connected may be stored inside the establishment.

The bottles must be either upright or laid down on the ground taking care to rest the head on a support of some kind to ensure that it is slightly tilting, with the tap uppermost.

Bottles of oxygen, hydrogen or acetylene are forbidden, except in the event of a special dispensation being granted by the manager of the Lyon Convention Centre.

4. FIREWORKS AND SIMILAR DEVICES

All fireworks and similar effects generating audible detonations, sparks, flames or smoke are strictly forbidden.

The use of carbon dioxide (CO₂) to create smoke effects must be the subject of a special request to the manager of the Lyon Convention Centre.

5. MACHINES AND DEVICES IN OPERATION

If machines are to be shown running, a protected area must keep the public at least 1 m from these machines. This distance may be increased if the safety manager considers this necessary, according to the risk noted.

Moving parts, hot surfaces, and/or sharp or cutting protrusions must be protected by a rigid screen or placed at least 1 m back from walkways or areas accessible to the public.

Hydraulic safety devices for machines shown in the upright static position must be supplemented by a mechanical device to prevent sudden telescoping.

All equipment exhibited must be correctly secured in order to avoid any risk of it toppling.

1. MACHINES WITH HEAT OR COMBUSTION ENGINES, AND MOTOR VEHICLES

Exhaust gases must be carried outdoors in accordance with the provisions approved by the agent.

These machines must be turned off at the end of demonstrations. Within the Lyon Convention Centre, the fuel tanks for petrol operated vehicles must be empty. If these are not equipped with an anti theft cap, an adhesive tape strip must be fitted to prevent opening.

Alarm systems must be turned off.

Batteries must be disconnected, and their lugs made inaccessible. The floors must be protected.

2. RADIOACTIVE SUBSTANCES / X-RAYS

When showing machines or equipment using radioactive substances or generating x-rays, a special authorisation request must be submitted by the exhibitor to the competent administration.

The stipulations of article T43 of the safety regulations must be observed.

The stands on which radioactive substances are present must be built and decorated using category M1 materials.

Authorisation to present devices emitting x-rays on the stands can only be granted if these are fully compliant with the rules and appurtenances established by standard NF C 74.100.

3. FORBIDDEN EQUIPMENT, CHEMICALS AND GASES

The following are forbidden within the Lyon Convention Centre:

- the distribution of samples or products containing a flammable gas
- balloons inflated with a flammable or toxic gas
- celluloid items
- fireworks and explosives
- the presence of diethyl ether, carbon disulphide, sulphuric ether and acetone.

Insurance

Insurance for your stand and/or goods is not provided by FEFCO.

Exhibitors must have their own insurance for company and/or personal items as well as third party liability.



FOR MORE INFORMATION CONTACT FEFCO

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B - 1050 Brussels

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Email: info@fefco.org

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