



CANNES  
2 - 5 December 2019

## CONTRACTOR MANUAL

For general queries regarding ILTM Cannes 2019 then please send them through to:-

[iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk)

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# Checklist

## Mandatory Tasks

Stand Plan & Safety File Submission  
Electrical & Lighting Form (space only)  
Contractor Passes – Build Up & Breakdown

## Deadline

11 October 2019  
01 November 2019  
15 November 2019

## Optional Tasks

Audio Visual & Computer Hire  
Deliveries, Storage & Lifting  
IT & Communications  
Catering  
Catering Equipment hire  
Floral  
Furniture  
Stand Graphics  
Water & Waste (**subject to restrictions**)

## Deadline

Immediate  
28 November 2019  
Immediate  
Immediate  
Immediate  
Immediate  
Immediate  
Immediate

# Exhibition Timetable

## Saturday 30th November

1000 hrs	Halls Open
1000 hrs***	Space only contractor access - this is restricted access for contractors who have submitted completed safety files/stand plans
1800 hrs	Halls Close

\*\*\* We reserve the right to deny access to any contractors that fail to submit all required documents for a complete safety file.

## Sunday 1st December

0800 hrs	Halls Open
0800 hrs	Space only exhibitors & contractor access
1800 hrs	Halls Close

## Monday 2nd December

0800 hrs	Halls Open
0800 hrs	Space only & luxury shell scheme exhibitors & contractor access***
2000 hrs	Halls Close

\*\*\* Please note you must be in sensible and suitable footwear when accessing the show floor on Monday. Access will not be permitted to any exhibitors in open toe shoes.

## Tuesday 3rd December

0800 hrs	Halls Open
0900 hrs	SHOW OPENS
2000 hrs	SHOW CLOSES
2030 hrs	Halls Close

*Please note, there will be no re-entry after 1930hrs.*

## Wednesday 4th December

0800 hrs	Halls Open
0900 hrs	SHOW OPENS
1800hrs	SHOW CLOSES
1830 hrs	Halls Close

## Thursday 5th December

0800 hrs	Halls Open
0900 hrs	SHOW OPENS
1700 hrs	SHOW CLOSES
1700 hrs	Removal of hand carriable items only
1800 hrs	Space only exhibitors & contractors access
2000 hrs	Luxury shell scheme exhibits to be clear of the hall
2200 hrs	Halls close

## Friday 6th December

0800 hrs	Halls Open
1400 hrs	Halls Close - All exhibits, stand fitting etc, to be removed from the halls.

**Late working is not permitted at ILTM Cannes.**

## Reminders:-

- Late working is not permitted during build up and breakdown and all standfitting needs to be done within the Exhibition Timetable.
- Stands should be manned and operational until 1700 hrs on Thursday 5th December. Exhibit material and equipment cannot be removed from the exhibition before this time.
- Luxury Shell Scheme Stands will be dismantled and furniture collected from 2000hrs on Thursday 5th December. Therefore please ensure that all exhibits and valuables have been removed before this time.
- Contractors and trolleys will not be permitted to enter the halls until it is clear of visitors, which we anticipate will be 1 hour after the exhibition closes.

- All materials, packaging and waste must be removed from the halls and stand dismantling complete by 1400 hrs on Friday 6th December. Any waste or materials left for the Organisers disposal will be charged back to the exhibitor/contractor.
- Stand fitting and electrical contractors will be permitted to enter the halls from 1800 hrs on Thursday 5th December. The electrical supply to your stand will be terminated at 1730 hrs. Catering equipment, furniture, flowers etc which have been hired remain the responsibility of the exhibitor until such times as they are returned to the source from which they were obtained. Please ensure that all cupboards are emptied.
- Any exhibitor leaving small exhibits and personal effects at the close of the show should make arrangements via the organisers office onsite for their overnight safe keeping.
- Contractors and exhibitors leaving exhibit materials or stand fittings unattended in the hall following closure of the show do so at their own risk.

**Important**

All stand fitting waste must be removed from site during build up and breakdown contractors and/or exhibitors are responsible for the removal of their waste and will be charged for any costs involved in the waste removal of items left onsite.

# Stand Build Regulations

Please find below details of stand build regulations related to ILTM 2019. The Palais des Festivals et des Congrès enforces a number of strict regulations not common to other European venues. To this end it is very important that you read the information below carefully and pass it to your stand build contractor as a matter of urgency.

All regulations should be read and understood however I would like to draw attention to the following sections:

## Stand Plan & Safety File Submission

Ceilings on stands

Platforms on stands

Electrical Regulations

PPE Equipment

Failure to comply with the regulations laid out below may lead to your permission to build being revoked and changes to the stand build being undertaken onsite or complete removal of the stand.

For further information please see the full venue rules and regulations in both French and English, these can be found here <http://www.iltm.com/cannes/operations> Please note that some regulations below may supersede the full venue rules and regulations.

## **IMPORTANT Changes to venue regulations**

### Personal Protective Equipment

Wearing Personal Protective Equipment is a compulsory requirement at the Palais des Festivals et des Congrès. If you are working onsite during the build-up and breakdown periods of ILTM Cannes you will be expected to wear appropriate PPE for the work you are undertaking. You will be checked by security as you enter the building to ensure you have suitable footwear and while working you will also be monitored to ensure you are using the correct safety equipment ie. Goggles, gloves etc. If you are not wearing the appropriate PPE for the work being undertaken then this work will be stopped, until the appropriate PPE is obtained.

The Magasin Generale (Level -2) will have a provision of equipment on sale to ensure that these regulations are met.

### **Stand Plan & Safety File Submission**

As you have booked a space only stand at ILTM, you are required to submit technical stand plans showing dimensions, height, orientation and visuals. As well as a risk assessment and method statement, these need to be sent to us by **Friday 11<sup>th</sup> October 2019**. If you have any questions or queries then please do not hesitate to contact the ILTM Operations Team.

Guides and Templates on the above can be found at <http://www.iltm.com/cannes/operations>

The Safety File must be submitted and checked by Reed Exhibitions and Palais des Festivals et Congrès before build can commence.

The Safety File must include the following:

1. The Safety Questionnaire completed and signed by the exhibitor or his legal representative
2. Plan or drawing of the stand showing dimensions (length, width, height), elevation and cross section.
  - Plans should include details of any ceiling structures, widths and lengths of any canopies, lighting soffits etc as well as total square meterage of ceiling structures.
  - Plans should include height of all platforms and dimensions of the ramped edges.
3. Materials to be identified on the drawings and this identification should be reflected by additional information given in column B of the Safety Questionnaire.
4. All Official Material Test Reports that have been issued by an approved French laboratory or the European equivalent and/or fireproofing certificates created by approved companies to EN 13.501.1. Information to be provided in column C of the Safety Questionnaire.

Please refer to the venue regulations for more information including the contact details for approved laboratories.

Failure to supply the Safety File or not submit the full details as stated above, will delay the stand check process and may result in permission to build not being issued, permission to build being revoked or the use of venue services (electrical supply etc) being disallowed until a resolution is reached.

Please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk) to request a copy of section 4.1 in the Palais Des Festival Regulations.

## 5. Completed Risk Assessment and Method Statement

Deadline for all stand plans and accompanying paperwork is **FRIDAY 11 OCTOBER 2019**. ILTM Cannes and Reed Exhibitions have set up an online system for the submission and managing of stand plans. This includes a website which you can access to upload stand plans and safety file, obtain important information and see the status of your stand plan and safety file submission and what further information we may require from you in order to grant permission to build. You are also able to upload files in relation to your stand plan by replying to any emails received from [reedexhibitions@standplans.co.uk](mailto:reedexhibitions@standplans.co.uk). Please refer below to Stand Check System for more information.

### **PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT FULL WRITTEN APPROVAL**

The Organisers and Venue reserve the right to prevent work being carried out by - or on behalf of - any Exhibitor who has not submitted stand design drawings and completed Safety File in accordance with these regulations.

#### **Smartspace**



SmartSpace is Reed Exhibitions' in-house Stand Design & Build Service for Exhibitors with Space-Only stands of 12m<sup>2</sup> or more. Fully customised, Bespoke or modular System Stands can be altered to your preferences and are tailor-made to meet your needs.

#### Benefits of SmartSpace:

- ✓ 'Turnkey' Service – saving you time and hassle!
- ✓ Bespoke packages, tailored to your requirements and budget
- ✓ Single invoice for all stand services
- ✓ Stand plans and order forms completed and submitted on your behalf
- ✓ In-depth knowledge of Reed Exhibitions shows
- ✓ Dedicated Account Manager during pre-show and onsite

#### SMARTSPACE | Stand Design & Build Services

Operations Department  
Reed Exhibitions UK  
Gateway House  
28 The Quadrant  
Richmond  
Surrey, TW9 1DN

Tel: +44 (0)208 910 5682

Email: [smartspace@reedexpo.co.uk](mailto:smartspace@reedexpo.co.uk)

Web: [www.reedsmartspace.co.uk](http://www.reedsmartspace.co.uk)

#### **Authorised Stand Build Materials**

All materials and exhibits must conform to the authorised materials (please see the authorised table). Any items that do not conform must be removed from site. Official fire-rating test reports and certificates issued by approved French laboratories of all the materials used in the exhibition halls shall be provided to the fire safety marshal in the form of the Safety File.

Coverings and materials complying with safety requirements are sold by specialized retailers that provide certificates corresponding to the materials classification. To get the list of such suppliers, please contact: Groupement Non Feu, 37/39 rue de Neuilly, BP 249, 92113 Clichy, France (Tel: + 33 (0) 1 47 56 30 81).

Fireproofing may give M1 (or B) quality to materials which would normally be classed as flammable. This fireproofing may be obtained by spraying a special liquid, by applying a special paint or varnish with a brush or by immersing in a special bath. The fireproofing procedure shall be carried out by an approved contractor who shall give the exhibitors a certificate of approval that shall mention:

- nature, size and colour of the treated covering
- name of product used
- date of fire-proofing
- the stamp and signature of the contractor

Fireproofing may only be carried out on wood panels, on natural fabrics or on fabrics containing a high proportion of natural fibres. It is not possible to fireproof synthetic fabrics or plastic. Any items of standfitting or decoration that do not comply with the above cannot be used within the halls.

### **Balloons**

The use of Helium Balloons (Blimps) & Toy Balloons is not permitted at ILTM 2019.

### **Catering (General and Stand)**

The Palais des Festivals et Congres state that all food and drink that is to be consumed on or given away from your stand must be purchased from one of our Official Exhibition Caterers. They will be more than happy to help and advise you on a wide range of options available.

If you are offering catering on your stand, it is a compulsory requirement of the venue to complete a catering declaration form, please email [ilTM.operations@reedexpo.co.uk](mailto:ilTM.operations@reedexpo.co.uk) for a copy of the form.

### **Ceiling on Stands**

If you are planning on fitting a ceiling on your stand, please ensure that you read this section carefully.

#### *Level 1*

Ceilings on stands are prohibited. Only one, maximum 0.50 m wide horizontal panel (or solid area) or a 0.50m strip that is divided, shall be tolerated, after consultation with the Safety Manager and subject to:-

- Having a fire rating of M0 or M1
- A minimum distance of 1.00 meters between strips
- That the total full area represents no more than 20% of the total area of the stand. Please note; the thickness of the ceiling will also be included in this calculation.

Only approved canopies with mesh (net) M1 type textile, and grid spacing of a minimum of 2 to 3mm are authorised for the entire stand. In the case of full coverage, no solid area or band can be installed.

Only approved canopies with mesh (net) M1 type textile, and grid spacing of a minimum of 4 to 5mm are authorised for the entire stand. In the case of full coverage, no solid area or strip can be installed.

#### *Level 2 and 3*

Ceilings on stands are prohibited. However solid horizontal panels, maximum 2m wide (or solid area) or a 2m strip that is divided, shall be tolerated, after consultation with the Safety Manager and subject to:-

- Having a fire rating of M0 or M1
- A minimum distance of 1m between the horizontal panels
- That the total full area represents no more than 1/3 of the total area of the stand. Please note: the thickness of the ceiling will also be included in this calculation.

Only approved canopies with mesh (net) M1 type textile and grid spacing of a minimum of 4 to 5mm are authorised for the entire stand. In the case of full coverage, the solid parts may not exceed 13% of the area of the stand.

### **Consumption of food within the halls**

During build up and dismantling the preparation and heating of food and the use of kettles will not be permitted. Consumption of food and all breaks should be taken outside of the halls and away from the work environment.

### **Contractor Passes**

*Contractor Passes - Build Up & Breakdown*



The ILTM Contractor Access form can be found [here](#). Form needs updating and need to check with venue if all this information is needed to be collected. All those listed in your form will be able to collect their passes from the portacabin located outside of the venue; those arriving on foot can access the badge point from the Boulevard de la Croisette by turning left down the road at the Casino. Passes will not be issued to anyone that is unable to provide a valid photo ID.

PLEASE NOTE: The above CONTRACTOR PASSES WILL ONLY BE VALID FOR THE BUILD UP AND BREAKDOWN PERIODS.

#### *Contractor Passes - Show Open*

Each exhibiting company will have an allocation of TWO contractor badges free of charge. On receipt of a sufficient Safety File submission you will be sent a link to complete the badge request form with the names of personnel that will require access during show open. Additional badges will be charged at 100 euros each.

No maintenance on stands should be carried out during the open period without the organiser's permission. If you are found to be working on stands during this time then you will be asked to leave site and your badge will be confiscated.

Business attire must be worn during show open periods; you will be required to remain in a void area if clothing is not deemed acceptable. Seating areas and cafes are for ILTM Cannes Delegates only. Any contractors who disregard this will be asked to leave site and their badge will be confiscated.

#### **Display Materials**

Materials on display may be used on your stand without fire safety certification.

However, if these materials are used for decorating the partition walls or false ceilings, and if they represent more than 20% of the total area of these elements, they shall be classed as stand fitting materials and a fire safety certificate would need to be provided for this.

To view the original regulation, please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk).

#### **Dividing Walls**

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only (no logos; no lighting). The minimum height for dividing walls is 2.5m.

Dividing walls must be constructed from materials fireproofed to EN 13 501-1 standard or equivalent please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk) to request a copy of the classification guide. All walls must be independently stable and able to withstand force if pushed.

Original French regulation regards to partitioning of stands can be obtained by emailing [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk).

#### **Early/Late Working**

Please refer to the Exhibition Timetable for the build-up and breakdown schedule, this can be found [here](#)

The design of your stand must be able to be erected and dismantled within the published build up and breakdown periods. Working outside of the published timetable will not be permitted.

It is important you contact us if you foresee any problems keeping to this schedule however please note that late working is not permitted at ILTM Cannes. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the ILTM 2019 organisers office if you are in any doubt regarding your allotted floor space.

Exhibitors and contractors must comply with the French Laws, French standard EN or NF C and the French decrees dated 14th November 1988 concerning workplace safety.

#### **Electrical Installations**

Electrical installations are carried out of the electrical junction box outlet which are under the sole responsibility of the exhibitor, you are required to complete the electrical conformity section in the Safety Questionnaire.

These installations shall be performed under the responsibility of persons capable of devising and carrying out the works in compliance with current regulations, and aware of the special hazards involved in this type of event.

These installations shall be carried out in compliance with French laws, decrees, orders and other official texts dealing with electrical installations and particular with EN or NF C French standard along with the French decree dated 14th November 1988, about the workers welfare.

In particular:

- 1) The use of lamp-holder plugs is prohibited
- 2) The use of conductors with cross-sectional areas of less than 1.50mm<sup>2</sup> are prohibited; the use of dual connector cables or "SCINDEX" cables is strictly prohibited. Cables shall be correctly attached.
- 3) All electric appliances to be used, excluding class II and low tension appliances, shall be connected to the earth conductor in the electric control panels supplied by the Palais and protected by nominal differential current devices (up to a maximum of 30 mA).
- 4) Electrical connections are to be made using connection boxes.
- 5) Light fittings, powered by a voltage greater than 1000 volts, are to be equipped with an emergency cut-off switch located on the stand where it can be easily identified and reached. The connections for these light fittings shall be isolated and out of reach unless they are located inside cabinets. Any partition glass in such cabinets shall comply with the stipulations in the Specification Sheet.
- 6) Halogen lights shall comply with the European standard EN 60598. Light fittings on stands which have halogen lights shall be:
  - fixed at a minimum height of 2.25m
  - kept away from any inflammable materials (a minimum of 0.50m from wood and other materials used for decoration purposes)
  - securely attached
  - fitted with a safety screen (glass or fine mesh)
- 7) All stands will need to be fitted with a "master switch" located in an accessible area providing us with access to switch the power off from the stand, including all lights. This is a safety precaution that will only be used if and when necessary.

All work must be carried out by competent and qualified electricians. As part of the Safety File it is compulsory that you complete and submit the "Electrical Conformity Form". Failure to do so could result in your stand power being switched off.

During build-up initial connections are made as early as possible, but in some cases this could mean opening morning if the stand (or block of stands) is not complete. The power to all stands will be switched off 15 minutes after the close of the show each day. Please also remember to order a 24 hour supply for the open period if required.

You or your contractors are advised to contact Freeman UK to arrange a temporary power supply for stand construction. Power must not be taken from cleaner's sockets or other hall sockets.

When you order you will need to specify the correct positioning for lights and sockets on the grid provided. Should the grid not be submitted, the items will be positioned at the discretion of the contractor and charges maybe be levied for on-site changes.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site checks will be carried out by Venue Safety Manager, as well as the official contractor. In all cases the decision of the Organiser and its appointed representative is final.

### **Electrical Qualification**

Anyone carrying out electrical installations onsite will be required to submit details of their electrical qualification/certification to use pre-show as part of your safety file submission. These should also be kept on their person as a copy or original while onsite as these may be requested during the build period.

## Enclosed Stands

The inclusion of large enclosed areas within a stand will only be permitted with prior written consent of the Organiser and subject to adherence to the following regulations:

- Stands with enclosed areas must have exits directly onto the surrounding aisles. The number and size of these exits depend on the surface area of the stand.

### Stand Size Exit Requirements

Less than 20m<sup>2</sup> 1 x 0.90m wide exit

20m<sup>2</sup> - 50m<sup>2</sup> 2 x exits, 1 x 0.90m & 1 x 0.60m

50m<sup>2</sup> - 100m<sup>2</sup> 2 x 0.90m exits OR

1 x 1.40m exit & 1 x 0.60m exit

For exit details for stands in excess of 100m<sup>2</sup> please contact [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk)

- The exits shall be properly distributed and where possible opposite one another. Each one shall be marked "EXIT" in distinctly visible white letters on a green background. If the stand is closed by doors, they shall open inwards and not into the aisle.
- Detailed plans must be submitted for each enclosed area in order to determine the measures to be applied.
- No false ceilings are permitted on enclosed stands.

Please note that these regulations also refer to long runs of walling, including half height walling, along open sides.

Please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk) to request the original regulation in French.

## Furniture

Furniture supplied by rental companies shall comply with the statutory provisions of this specification. However, exhibitors may use their own furniture providing that the materials are authorized (see safety questionnaire), subject to fire-rating certificates and official test reports of those materials being provided by the exhibitors.

- the structure should be made of a maximum of M3 or D s1 d0 fire-rated materials and should only contain synthetic materials in line with Article 4.4.1 hereof.

- Their upholstery filling shall be made of a maximum fire-rated M4 or D s3 and be covered by a well sealed M1 or B s3 d1 material.

Small movable furniture such as chairs, seats, or pedestal tables are not affected by these above-mentioned provisions however, the materials they are made of must not be able to spread fire quickly.

## Flooring

Space Only sites are not carpeted - exhibitors must provide their own floor covering.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

Nothing may be structurally attached to the floor of the Exhibition premises without the written consent of the Venue. Carpet may only be fixed to the venue floor with approved carpet tape.

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors/contractors.

To view the original venue regulation in French, please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk).

## Gangways & Emergency Exits

The gangways used at ILTM 2019 are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.

Bridging or carpeting over gangways will not be permitted at ILTM 2019.

### **Glass Elements/Glazing**

Partitioning within a stand may include glazed elements, these must be either reinforced, tempered or laminated and certification of conformity or any other means of proof needs to be provided. Please also ensure glazing includes a sign allowing them to be seen. This regulation is also applicable to glazed furnishings, the glass of which must have the same characteristics as the glass elements for the partitions.

### **Health & Safety**

Please refer to the separate H&S section for full details of Health and Safety regulations that need to be adhered to.

### **Height Limit**

The maximum and minimum build height for single-storey stands including cladding of columns are:-

*Level 1 (stand numbers beginning with A-M)*

Maximum 2.5m\*

\* A small number of sites on Level 1 have a height limit of 2m. We will contact you if your stand is affected

*Levels 2 and 3 (stand numbers beginning with N-Y)*

Maximum 3m\*\*

\*\* A small number of sites on level 2 have a build height limit of 2.74m or 2.22m. We will contact you if your stand is affected

If you would like a stand plot or if you would like to check the height limit of your stand please contact [ILTMOperations@reedexpo.co.uk](mailto:ILTMOperations@reedexpo.co.uk)

### **Lifting & Logistics**

If you have any lifting requirements, please contact Mark Dawson who will be happy to provide you with advice and a quotation for your requirements.

Contact: Mark Dawson

Tel: +44 (0) 207069 5308

Email: [mdawson@agilitylogistics.com](mailto:mdawson@agilitylogistics.com)

Exhibitors planning to transport their goods through an international courier are recommended to use the services of Agility Fairs & Events who have special facilities in place for the event and are located onsite at all times throughout the show.

### **Liquefied Petroleum Gases**

All non-mains Flammable Gas including Compressed Gas & LPG (Liquefied Petroleum Gases - Propane, Butane, etc) is strictly prohibited on the premises at all times.

For the original regulation please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk).

### **Onsite Inspection Process**

The Venue Safety Managers will carry out a full inspection process onsite during build-up. Please ensure that you have a copy of your Health & Safety file for inspection.

The Safety Managers work on behalf of the Mayor of Cannes and are responsible for ensuring that all materials at ILTM 2019 are fire-proofed in accordance with their regulations and that the show is safe to open. You must adhere to all of the Safety Manager's recommendations and failure to do so could result in the material being removed from the hall and an alternative need to be sourced, your stand power being switched off or you not being permitted to build your stand.

### **Onsite Stand Construction**

All SPACE ONLY stands are to be pre built (pre-fabricated) and finished in kit form, ready for assembly onsite. Hand Sawing and Cutting of large pieces of wood and/or metal etc. will not be permitted. This includes the cutting on platform floors.

When designing your stand please take this into consideration.

## **Platform Floors**

- raised floor from 1mm to 20mm : ramped edge
- raised floor from 20mm to 40mm : cut-off corner twice the height of floor as previously
- more than 40mm : a 10% sloped edge (raised floor 10cm : sloped edge 1m)

Please note this rule does not apply to portions of the stand closed by installations integrated into the floor which would make direct access to stand impossible.

In order to avoid difficulties during your stand build, we advise you to not lay a platform higher than 20mm.

## **Pillars**

There are a number of pillars throughout the halls. Exhibitors are responsible for checking location and size of pillars on their stand. Please email [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk) if you require a detailed stand plot.

Exhibitors are allowed to cover these pillars although such coverings must not be applied directly to the pillar. They should be separated from it by means of an empty space or by means of a soft material such as felt or soft insulating material placed against the pillar. The Organiser will take care to indicate the exact dimensions of such elements as accurately as possible on the plans submitted to the Exhibitors. The Organiser cannot be held responsible for any slight differences, which may exist between the dimensions indicated and the real dimensions of the site.

## **PPE**

Wearing Personal Protective Equipment is a compulsory requirement at the Palais des Festivals et des Congres. If you are working onsite during the build-up and breakdown periods of ILTM Cannes you will be expected to wear appropriate PPE for the work you are undertaking. You will be checked by security as you enter the building to ensure you have suitable footwear and while working you will also be monitored to ensure you are using the correct safety equipment ie. Goggles, gloves etc. If you are not wearing the appropriate PPE for the work being undertaken then this work will be stopped, until the appropriate PPE is obtained.

The Magasin Generale (Level -2) will have a provision of equipment on sale to ensure that these regulations are met.

## **Rigging**

Hanging items from the venue ceiling is not permitted at ILTM.

## **Risk Assessment & Method Statement**

All contractors/exhibitors are required to submit a full risk assessment and method statement for the design, construction and arrangement of their stand. This risk assessment and method statement is to be submitted along with stand plans.

## **Signage**

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia which, in our opinion, is causing a nuisance to any other Exhibitor.

## **Stand & Floorplan Layout**

In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything in, or forming part of, any stand. If we feel this action must be taken this will be at the expense of the Exhibitor concerned.

The exhibition floorplan is subject to change at the discretion of the Organisers. Please contact [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk) to obtain the latest version of the exhibition floorplan.

## **Stand Check System**

In order to help our exhibitors and contractors, ILTM Cannes 2019 and Reed Exhibitions have set up an online system for the submission and management of stand plans.

This system is an online tool which you and your contractor can access to upload safety file documents, stand plans, stand visuals, risk assessments and method statements. You are also able to obtain important show related information and see the status of your stand plan submission. You are also able to upload by replying to any emails received from [reedexhibitions@standplans.co.uk](mailto:reedexhibitions@standplans.co.uk). Please [click here](#) to set up your account and create a password. Please note that your username is your email address.

To help you navigate the system please find below a summary of the pages you will find within the website:-

- My Stands - This lists all the stands that you are associated with. To manage a specific stand please select it from the list.
- Status - Summary of the status of the stand checking process. The checks are colour coded as follows:-

**Red** - Either no information received or information submitted is not sufficient

**Amber** - Information received but not sufficient or subject to an onsite check.

**Green** - Check completed.

**IMPORTANT** If you have a stand contractor who is managing your stand build then please ensure once you have logged into the system you add them as a primary contact under the contact section. This will then send a link directly to them to access the online stand check system and they can therefore manage the upload of information for us.

To help you navigate the system please find below a summary of the pages you will find within the

We will only issue permission to commence build once we are happy with the level of information received.

- Show Info - Useful show related information i.e. contractors manual, exhibition timetable, official suppliers details etc.
- History - View all documents uploaded and emails sent
- Upload (new file) - Upload new documents relating to the stand design. Complete the description and select the file. If there is any important information to go with the document please include this in the message section. Once the file is uploaded this will be displayed in the history section.
- Contact - All stand contact details. Please note that the Primary Contact will receive all the direct communications from the Stand Check System. If you know who your stand contractor is then add their details here and change them to the Primary Contact.

If you have any questions or queries then please do not hesitate to contact the [ILTMOperations@reedexpo.co.uk](mailto:ILTMOperations@reedexpo.co.uk)

### **Stand Number Panel**

A fingerboard with the exhibitor stand number will be provided to all stands to help with the navigation of VIP buyers to stands. It is compulsory that these are attached to stands. Space only contractors will be able to collect their fingerboards from the Organisers office onsite.

### **Stand Space and Exhibitors Responsibility**

Exhibitors are responsible for their own stand design and construction.

It is your responsibility to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. The Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition.

Standfitting regulations contained within this section must be observed by you when planning your stand design and layout, including the specific fire test certificates required by the venue.

In order to achieve a smooth run up to the Exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with passes and any additional information they may require.

We will be pleased to offer advice and guidance where required. Please contact us on [iltm.operations@reedexpo.co.uk](mailto:iltm.operations@reedexpo.co.uk).

### **Storage**

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing cases or large quantities of packing materials, please contact the official Freight and Storage contractor, Agility Fairs & Events.

### **Venue and Local Authority Regulations**

All work must be carried out in compliance with the regulations of the Reed Exhibitions as laid out in this manual, the Venue and Local Authority.

If an exhibitor erects a stand which does not conform fully and in all respects to the requirements of the Organiser, Venue and Local Authorities, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense. The Venue Safety Manager's decisions are final.

We recommend you carefully read the updated Terms and Conditions of the Palais des Festivals.

### **Venue Rules and Regulations**

[Click here](#) to view the venue rules and regulations. Some regulations above may supersede (over rule) the venue regulations

### **Walling in Open Sides**

Long runs of walling along open perimeters of stands must be avoided and will not be permitted without prior written consent from the Operations Team:- [iltmoperations@reedexpo.co.uk](mailto:iltmoperations@reedexpo.co.uk). Just 1/3 of any open side is permitted to be a solid wall.

Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. Any walling exceeding 1/3 of any open side should be set back 0.5m from the open perimeter of the site.

### **Water Features**

Water features that create mists and sprays such as fountains create the risk of the spread of Legionella bacteria in the air. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing.

If you are intending to have a water feature on your stand please confirm the details in writing to [ILTMOperations@reedexpo.co.uk](mailto:ILTMOperations@reedexpo.co.uk) so that written approval can be given.

### **Water and Waste**

It is not possible to have a mains water supply in all areas of the venue so please check with SEMEC before planning your stand.

# Badges & Passes

## Exhibitor Badges

Any person that will be manning a stand at ILTM 2019 will require an Exhibitor Badge. This gives them access to the show during build up and breakdown as well as access to the show during the show open period.

Delegate Badges can be ordered through the Exhibitor Portal.

## Contractor Passes - Build up and Break down

This form is available to complete [here](#). All persons listed in the form will be able to collect their passes from the portacabin located outside of the venue; those arriving on foot can access the badge point from the Boulevard de la Croisette by turning left down the road at the Casino.

Passes will not be issued to anyone that is unable to provide a valid photo ID.

PLEASE NOTE THESE PASSES WILL ONLY BE VALID FOR THE BUILD UP AND BREAKDOWN PERIODS.

## Contractor Passes - Show Open

Each exhibiting company will have an allocation of TWO Show Open contractor badges free of charge. On receipt of a sufficient Safety File submission you will be sent a link to complete the badge request form with the names of personnel that will require access during show open. If additional badges are required outside of the free allocation you will be charged €100 for each additional badge.

No maintenance on stands should be carried out during the open period without the organiser's permission. If you are found to be working on stands during this time then you will be asked to leave site and your badge will be confiscated.

Business attire must be worn during show open periods; you will be required to remain in a void area if clothing is not deemed acceptable. Seating areas and cafes are for ILTM Cannes Delegates only. Any contractors who disregard this will be asked to leave site and their badge will be confiscated.



# Deliveries, Storage & Lifting

This section contains information on how to get items delivered to ILTM 2019, how you can store them (if you don't have enough room on your stand) and if you have any heavy items how you can get these delivered and moved around the exhibition.

## **Courier Deliveries**

Agility Fairs & Events have been appointed by Reed Exhibitions as the official freight handling contractor for ILTM 2019.

The following instructions are to assist all exhibitors/contractor in the smooth flow of freight to and from ILTM Cannes.

If you require further information regarding your freight forwarding please do not hesitate to contact Agility Fairs & Events:

Contact: Mark Dawson  
Tel: +44 (0)20 7069 5308  
Email: [mdawson@agilitylogistics.com](mailto:mdawson@agilitylogistics.com)  
Website: [www.agilitylogistics.com](http://www.agilitylogistics.com)

Please note that the Venue will no longer take courier shipments for the show and the courier company will be turned away and your shipment may miss the show. Please use the address of the advance warehouse to assure your shipment reaches the show.

Courier companies will not be permitted to enter the exhibition halls during the open period of the show. We therefore advise that no deliveries are made during this time. If deliveries are made then please be aware that you will incur an additional handling fee of €95.00 from Agility Fairs & Events.

For detailed shipping instructions please click [here](#)

## **Delivery Address**

Contact Name  
Company Name and Stand Number  
ILTM 2019 Cannes  
Palais des Festivals et des Congres  
Boulevard de la Croisette  
06403 Cannes Cedex  
France

For detailed shipping instructions please go to the [order form](#) section

Sending Shipments to an exhibition can be difficult, especially if you use freight contractors who are not used to working in an exhibition environment. For detailed shipping instructions please go to [www.iltm.com/cannes/operations](http://www.iltm.com/cannes/operations)

If you are sending shipments we advise you to book and use the Agility Fairs & Events service who will accept, hold and deliver the items to your stand when you arrive for a charge. For more information please click [here](#).

Deliveries Via Agility If you are using the services of Agility for shipping of your goods to site then please send the goods to their advanced warehouse no later than Tuesday 28<sup>th</sup> November 2019 to the following address:-

MARTINI TECHNOTRANS  
1235 Chemin des Combes  
FR – 06600 ANTIBES  
c/o ILTM 2019  
Exhibitor name / Hall / Booth

Notify:  
Agility Fairs & Events  
Mark Dawson  
Fax: +44 (0) 20 7069 5308  
email: [mdawson@agility.com](mailto:mdawson@agility.com)

### **Courier Shipments**

Please note that the venue will no longer take courier shipments for the show and the courier company will be turned away and your shipment may miss the show. Please use the address of the Advanced Warehouse to assure our shipment reaches the show. However there will be a handling fee of €95.00 from Agility Fairs & Events.

### **Empty Case Storage - Removal and Return**

Packing cases must be removed from the exhibition halls. You should therefore make prior arrangements for the safe-keeping of these items with Agility Fairs & Events.

### **Heavy Lifting / Forklifting**

Agility Fairs & Events have been appointed as the official lifting contractors for ILTM 2019 and will be the only company authorised to perform lifting and forklifting in the hall. If you require lifting or fork lifting services, please contact:

Agility Fairs & Events

Contact: Mark Dawson

Tel: +44 (0)20 70695 308

Email: [Mdawson@agilitylogistics.com](mailto:Mdawson@agilitylogistics.com)

Website: [www.agilitylogistics.com](http://www.agilitylogistics.com)

Individual exhibit in excess of 5,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

### **Insurance**

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and/or in storage and also in transit to other destinations. Agility Fairs and Events can obtain a quotation to insure your goods for you but this is on a request basis.

### **Deliveries during build up**

We highly recommend that you use the service of our official courier contractor, Agility Fairs & Events. However if you are using your own courier company you will need to ensure that there is someone present on your stand to accept the delivery as the Organisers & Venue will not take responsibility or sign for any deliveries. If you are not on your stand to accept the delivery and the delivery is handled by Agility Fairs & Events then please be aware that you will incur an additional handling fee of €95.00 from Agility Fairs & Events.

### **Deliveries during Open Period**

Courier companies will not be permitted to enter the exhibition halls during the open period of the show. We therefore advise that no deliveries are made during this time. If deliveries are made then please be aware that you will incur an additional handling fee of €95.00 from Agility Fairs & Events.

For full detailed Shipping Instructions for ILTM 2019 please [click here](#)

# Venue & General Information

## Venue Address

Palais des Festivals et des Congrès  
Boulevard de la Croisette  
06403 Cannes Cedex  
France  
Tel: +33 (0) 4 93 39 01 01

The ILTM Cannes Organisers Office will be open throughout the tenancy period 30 November – 6 December 2019. The telephone number for the Organisers office will be published at a later date.

## Accommodation

B Network  
Contact: Sandra Miron  
Tel: +44 (0)20 8334 4006  
Mob: +44  
Email: [travel@bnetwork.com](mailto:travel@bnetwork.com)  
Website: [www.b-network.com](http://www.b-network.com)

## Aisle Carpet

Aisle carpet for ILTM Cannes 2019 will be red.

## ATM - Banking Service

There are a number of ATM's located in Cannes.

The closest to the venue is located in the Information Tourism Office next to the main entrance of the Palais des Congres.

## Audio Visual Equipment

Leni offers a full range of Audio Visual and Video Equipment for your stand.

Contact: Emilie Chevalier  
Tel: +33 (0) 4 93 00 80 04  
Email: [echevalier@leni.fr](mailto:echevalier@leni.fr)  
Website: <https://www.events-eurodocument.com/iltm2019>

Please remember that Audio Visual equipment, amplifiers or live music may not be used without our written consent.

Audio Visual presentations/demonstrations must not exceed a 'reasonable volume'. If any presentation/demonstration causes obstructions in the gangways, and/or exceeds 'reasonable volume' causing a nuisance to neighbouring stands, we reserve the right to restrict the number of or cancel such presentation/demonstration.

## Catering (General and Stand)

The Palais des Festivals et Congres state that all food and drink that is to be consumed on or given away from your stand must be purchased from one of our Official Exhibition Caterers. They will be more than happy to help and advise you on a wide range of options available.

## Catering Equipment

If you require any catering equipment for your stand please contact Essence Exhibition Services who can provide watercoolers, fridges, coffee machines etc for your stand.

Essence Exhibition Services  
Contact: Veronique Vecchie  
Email: [essence.services@orange.fr](mailto:essence.services@orange.fr)  
Tel: +33 (0)4 9395 9734  
Mob: +33 (0)6 1638 6416

## Children

Health and Safety regulations prohibit the presence of under 16s in the halls during the build and breakdown. Children will be refused access under all circumstances.

ILTM 2019 is a trade event, and during the open period is not a suitable environment for children and as such all children will be refused entry.

### **Cloakroom**

A cloakroom is located outside the venue for luggage which will open at 08.00 each show day, and close half an hour after the show closes each day. Any left items will be taken to the Security Office, where they can be collected on production of the correct ticket.

There are also two cloakrooms within the venue, opposite the main entrance and in Level 3 however these will be for coats only. All bags will all need to be taken to the main cloakroom located outside.

### **Internet**

Viapass offers a complete range of Internet connections for your stand.

Contact: Monique Marquis

Tel: +33 (0) 4 97 06 30 06

Email: [info@viapass.com](mailto:info@viapass.com)

Website: <https://marketplace.viapass.com/Marketplace/1382de82-7b17-45d0-aa51-90395e6fcf51/Catalogs>

### **Lost Property**

Any lost property should be handed in to the organisers office during the open period of ILTM 2019.

### **Mobile Phone Hire**

Cellhire will be supplying a rental service for the duration of the show. Please contact them directly to discuss your requirements.

Cellhire Plc

Contact: Ben Clayton-Wolfindale

Tel: +44 208 0640214

Email: [benclayton@cellhire.com](mailto:benclayton@cellhire.com)

Website: [www.cellhire.co.uk](http://www.cellhire.co.uk)

### **Patents & Copyrights**

By entering into an agreement to attend this exhibition you warrant to Reed Exhibitions that all designs and artwork on or relating to your stand and any exhibits and items displayed on your stand shall not infringe any trade marks or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on or relating to your stand then (without prejudice to any other rights which Reed Exhibitions may have) Reed Exhibitions reserves the right to assist the relevant authorities and where appropriate to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by Reed Exhibitions.

The Organisers cannot accept responsibility for any conflict of trading at the Exhibition

Please be advised that it is an offence under Section 107 (3) of the Copyright, Design and Patents Act 1998 to screen films in public without a non-theatrical licence. For further advice on copyright please contact:

FACT

Regal House

70 London Road

Twickenham

Middlesex TW1 3QS

Tel: +44 (0) 20 8891 1217

Fax: +44 (0) 20 8892 7645

E: [contact@fact-uk.org.uk](mailto:contact@fact-uk.org.uk)

### **Public Address System**

The Public Address system is for use of the Organiser and Authorities only. During ILTM 2019 only official and emergency messages will be broadcast, any requests for information to be announced will be refused.

### **Smoking Policy**

The venue is a no-smoking venue and ILTM will be a no-smoking exhibition. It is an offence to smoke or to knowingly permit smoking on the premises. If you observe someone smoking, please inform a member of the exhibition team.

### **Temporary Staff**

Aloha

14 Quai Antoine 1er

98000 Monaco

Tel: +37 79 79 47 758

Email: [stephane@aloha-agence.com](mailto:stephane@aloha-agence.com)

Website: [www.aloha-agence.com](http://www.aloha-agence.com)

### **TVA - Refund of French Value Added Tax**

European and French tax legislation oblige Reed Travel Exhibitions Limited (UK), the organiser of ILTM charge the current rate of French Value Added Tax (TVA) on services provided in France. The tax legislation also states that foreign clients have to pay this Value Added Tax. The TVA amount can be reimbursed under certain conditions.

#### *Minimum amount*

According to the French fiscal law, the minimum tax amount for a refund claim forwarded during a calendar year must exceed €200. If the tax amount is less than €200 the refund claim can only be forwarded on January 1 of the following calendar year

#### *Refundable and not refundable items*

The TVA paid on your participation fees can be refunded (stand rental, technical fees, catering). The TVA on hotels, taxis and car rental is not refundable in France.

#### *Original Invoices*

The French Tax Authorities only accept original invoices. Should you lose your original invoice, your tax refund amount would definitely be lost. Second originals, certified copies or duplicates are not accepted. Please keep your original documents in a safe place to avoid any loss.

TEVEA International will help you to obtain the refund of your TVA amounts. They specialise in European tax matters and have the necessary agreement from the French Tax Authorities to provide this service.

TEVEA International will also visit you on your stand, either to complete the information, or to finalise your file.

If you have any queries please contact:

TEVEA International

Tel: +33 (0)1 42 24 96 96

Email: [mail@tevea.fr](mailto:mail@tevea.fr)

Website: <http://www.tevea-international.com/en/>

### **Visas**

The ILTM 2019 show team do not issue visa letters.

If you are travelling to France and will need a Visa letter, please contact:

B Network

Contact: Sandra Miron

Tel: +44 (0)20 8334 4006

Mob: +44

Email: [travel@bnetwork.com](mailto:travel@bnetwork.com)

Website: [www.b-network.com](http://www.b-network.com)

Note: Visas can only be issued if the accommodation has been booked through B Network.

# Health & Safety

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of Health and Safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise Health and Safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact [LTMOperations@reedexpo.co.uk](mailto:LTMOperations@reedexpo.co.uk). Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you. Resources including Method Statement and Risk Assessment templates can be found [here](#).

Reed Exhibitions aims to set the benchmark standard for managing Health and Safety in exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running a public event places a special responsibility on Reed Exhibitions and extends our duty of care not only to our staff, but also to exhibitors, contractors, venue staff and visitors. The Exhibition Director is ultimately responsible for Health and Safety at the Show. To ensure that all Reed's health and safety obligations are met, the Exhibition Director supported by the operations team will:

- Allocate sufficient resources to meet Health and Safety objectives
- Provide adequate control of Health and Safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting Health and Safety
- Provide relevant Health and Safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to Health and Safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- So far as is reasonably practicable prevent accidents and cases of work related ill health and maintain safe and healthy working conditions.

## Risk Assessment

Reed Exhibitions has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the Organiser's office onsite, if you so require. However, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

## Duty of Care

As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for Health and Safety onsite.
- You MUST carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a Luxury Shell Scheme Stand or Debutant/Pavilion stand the organiser has obtained the Luxury Shell Scheme contractor's risk assessment so you don't need to worry about this.

- Ensure that your staff and sub contractors' staff working onsite are informed of the site rules and Health and Safety arrangements which are detailed below and ensure so far as you reasonably can that they follow them.
- Ensure that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures which can be found in the Security section of this manual.

### **Stand Designer's Legal Duties**

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

Items to be submitted to Reed Exhibitions by Exhibitors:

- The name of your nominated health and safety representative on site
- Fire test certificates relating to the materials used in the construction of the stand, which are stipulated by the venue (Palais Des Festivals)
- A copy of risk assessments and method statements covering the build up and breakdown of your stands
- A copy of your stand plans and completed safety form with relevant test reports and fire certificates
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:
  - Flammable substances or naked flame
  - Pressurised gases such as LPG (Liquefied Petroleum Gas)
  - Hazardous chemicals and substances
  - Ionising radiation
  - Water features
  - Demonstrations
  - Visitor treatments - e.g. massage

Items to be submitted to Reed Exhibitions by Organiser's Contractors

- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- Organiser's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building

### **EVACUATION PROCEDURE - PALAIS DES FESTIVALS - CANNES**

You must evacuate the workplace when you hear the following:

- In public areas, a message that says: "Following a technical incident, you are requested to proceed calmly to the Palais des Festivals exits". This message is broadcast in several languages, followed by a sound signal broadcast.
- In zones that are exclusively work areas, the sound signal only is broadcast, for a period of five minutes.
- When you hear these signals, you must leave the building via the nearest emergency exit to your workstation and proceed to the following muster stations:
  - The Esplanade des Alliés opposite the Majestic Beach for people leaving via the East and North-East sides of the building.
  - The Parvis Croisette in front of Casino Barriere entrance for people leaving via the West side of the building.

**UNDER NO CIRCUMSTANCES WHATSOEVER SHOULD YOU REMAIN IN THE VICINITY OF THE BUILDING AND UNDER NO PRETEXT MAY YOU RETURN INSIDE THE BUILDING unless previously authorized to do so by the building's safety officers.**

To proceed to the emergency exits, follow the signs (a green panel with white lettering) and the emergency lighting showing you which way to go. Emergency exits are located:

#### **LEVEL 1 (Stands A-M)**

Main entrance  
Stage Door  
Professionals Lobby

#### **LEVEL 2 and 3 (Stands N-Y)**

Around the edge of the whole of this level  
Two in the centre (Destinations) of each of Zones 1, 2 and 3

## **Accidents**

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the ILTM 2019 organisers office.

## **Fire**

To be safe in case of fire you should ensure that you know:

- How to raise the fire alarm if you discover a fire
- Where the fire escapes/evacuation points routes are
- What the fire alarm / call sounds like
- The location of your fire assembly point

If you discover a fire:

- Operate the nearest fire alarm
- ONLY attempt to fight the fire if safe to do so

## **Suspect Packages**

It is important to make constant checks to your stand to ensure that no unidentifiable packages, cases or bags have been deposited. If you discover a suspect package you should:

- Phone Security - internal white wall-mounted phone
- Give a full description of the package and its location
- DO NOT approach, touch or move the package
- DO NOT use a mobile phone within 10 metre radius of the package



# Official Suppliers

## Accommodation

B Network  
Contact: Sandra Miron  
Tel: +44 (0)20 8334 4006  
Mob: +44  
Email: [travel@bnetwork.com](mailto:travel@bnetwork.com)  
Website: [www.b-network.com](http://www.b-network.com)

## Catering

Casino Barriere  
Contact: Marc Prado  
Tel: +33 (0) 4 92 98 78 72  
Email: [mprado@cannesbarriere.com](mailto:mprado@cannesbarriere.com)  
Website: [www.cannesbarriere.com](http://www.cannesbarriere.com)

## Catering

Hotel Majestic Barriere  
Contact: Frédéric Claudet  
Tel: +33 (0)4 92 98 77 00  
Email: [fclaudet@lucienbarriere.com](mailto:fclaudet@lucienbarriere.com)  
Website: [www.cannesbarriere.com](http://www.cannesbarriere.com)

## Catering

Ernest Traiteur  
Contact: Michel Ernest  
Tel: +33 (0) 4 93 06 23 00  
Email: [commercial@ernest-traiteur.com](mailto:commercial@ernest-traiteur.com)  
Website: [www.ernest-traiteur.com](http://www.ernest-traiteur.com)

## Catering

Lenotre S.A.  
Contact: Jean-Marc Basso  
Tel: +33 (0) 4 92 92 56 07  
Email: [jeanmarc.basso@lenotre.fr](mailto:jeanmarc.basso@lenotre.fr)  
Website: [www.lenotre.fr](http://www.lenotre.fr)

## Catering

Pavillon Traiteur - Potel & chabot  
Contact: Elodie Perriot or Denis Goher  
Tel: +33 (0) 4 92 28 35 28 / +33 (0) 4 92 28 35 24  
Email: [eperriot@groupepavillon.fr](mailto:eperriot@groupepavillon.fr) / [denis.gohier@poteletchabot.fr](mailto:denis.gohier@poteletchabot.fr)  
Website: [www.groupepavillon.fr](http://www.groupepavillon.fr) / [www.potelchabot.fr](http://www.potelchabot.fr)

## Catering

Helen Cote D'Azur  
Contact: Arnaud Louis  
Tel: +33 (0) 492 18 89 31  
Email: [alouis@helentraiteur.com](mailto:alouis@helentraiteur.com)  
Website: [www.helentraiteur.com](http://www.helentraiteur.com)

## Catering Equipment Hire

Essence Exhibition Services  
Contact: Veronique Vecchie  
Tel: +33 (0)4 9395 9734  
Mob: +33 (0)6 1638 6416  
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Contact: Emilie Chevalier  
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## Catering

Carlton Intercontinental  
Contact : Christophe Durand  
Tel : +33 (0) 4 93 06 40 06  
Email: [christophe.durand@ihg.com](mailto:christophe.durand@ihg.com)  
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## Catering

Intuitions By J  
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## Catering

Giry Traiteur  
Contact: Luc Guibout  
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Website: [www.giry-traiteur.com](http://www.giry-traiteur.com)

## Catering

Hotel Martinez  
Contact: Marie Varin  
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Website: [www.hotel-martinez.com](http://www.hotel-martinez.com)

## Catering

Pâtissier Laduree (Pastry Cooks)  
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Website: [www.laduree.com](http://www.laduree.com)

## Electrics & Lighting

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Unit DC 5  
Prologis Park  
Imperial Road  
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Contact: Ben Clayton-Wolfindale  
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**Shell Scheme Accessories**

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**Water & Waste – please note there are restrictions**

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**Furniture – ET chased 04.09**

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# Order Forms

Please click on the link below where you can access all the relevant resources

- [Safety Questionnaire – Space Only](#)
- [Shipping Instructions & Order Form](#)
- [Contractor Passes – Build Up & Breakdown](#)
- [Method Statement template](#)
- [Risk Assessment template](#)