

Exhibitor technical guide

13th
16th

JUNE 2023

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1. General Information

1.1 MIFA CONTACTS AND OPENING TIMES

ADDRESS

ADDRESS OF THE ORGANISER

CITIA

c/o Conservatoire d'art et d'histoire
18 avenue du Trésum, CS 50038
Annecy FR-74001 Annecy Cedex

Tel: +33 (0)4 50 10 09 00

Website: <https://www.annecy.org/mifa:en/presentation:en>

ADDRESS OF THE EVENT

L'Impérial Palace

Allée de l'Impérial
74000 Annecy

YOUR CONTACTS

MIFA DEPARTMENT

Mifa Project Managers

Frécilia Zambaux
freciliazambaux@citia.org

Marion Provenzano

marionprovenzano@citia.org

LOGISTICS DEPARTMENT

Head of Logistics

Romain Courtine
romaincourtine@citia.org

Mifa Logistics Assistant - Stands

Benoît Ducasse
benoitducasse@citia.org

TECHNICAL HELP DESK

Accessible from 12th to 16th June 2023
Located at the marquee delivery area.

Nicolas Varrot

Tel: +33 (0)6 13 06 17 04

For any information or assistance regarding your stand, the Technical Help Desk is open during the set-up, main event and dismantling of the stands.

MIFA 2023 DATES AND OPENING TIMES

	To exhibitors	To the public
Tuesday 13th June 2023	8:30 am – 7:00 pm	9:00 am – 7:00 pm
Wednesday 14th June 2023	8:30 am – 7:00 pm	9:00 am – 7:00 pm
Thursday 15th June 2023	8:30 am – 7:00 pm	9:00 am – 7:00 pm
Friday 16th June 2023	8:30 am – 6:00 pm	9:00 am – 6:00 pm

Luggage lockers

Large suitcases and bags prohibited inside the Mifa can be left there.

1.2 OFFICIAL SERVICE PROVIDERS

CITIA is the organiser of the event. CITIA has chosen companies to provide the necessary services to exhibitors for the event. Each exhibitor enters into a contract directly with the contractor of their choice. CITIA cannot be held liable under any circumstances.

Services	Providers	Contact	E-mail	Telephone	On-site presence
General installation / Decoration	CATM EVENTS	Norbert Gruffat-Brenier	n.gruffatbrenier@catm73.fr	+33 (0)4 79 84 93 90 +33 (0)6 74 23 69 53	Saturday 10th to Monday 12th June 8:00 am – 7:00 pm Tuesday 13th June 9:00 am – 2:00 pm
Furniture	SQUARE https://square-mobilier.com/en/produits/		info@square-mobilier.com	+33 (0)4 74 16 16 20	Sunday 11th to Monday 12th June 9:00 am – 7:00 pm Tuesday 13th June 9:00 am – 3:00 pm Mifa Welcome Area
Audio-visual equipment	LIVE UP http://mifaaudiovisualseervices.com/en/	Laurence Pipitone	laurence@liveup.fr	+33 (0)6 12 28 48 65	Monday 12th to Friday 16th June 9:00 am – 7:00 pm
Electricity at the stands	CABLES&CIE http://www.cablesetcompagnie.fr/	Stéphane Blampey	info@cablesetcompagnie.fr	+33 (0)4 50 02 06 63	Monday 12th to Wednesday 14th June 9:00 am – 7:00 pm
Internet and WiFi connection*	ORANGE				Monday 12th to Friday 16th June 9:00 am – 7:00 pm Mifa Welcome Area
Caterer	SF EVENTS	Lisa Faraglia	info@sf-events.org	+33 (0)6 15 62 23 56	Monday 12th to Friday 16th June 9:00 am – 7:00 pm Chill-out Area
Reception Staff (hosts/ hostesses, entertainment, cocktail services, etc.).	COST EVENT https://www.cost-event.com/	Thierry Moreau	contact@cost-event.com	+ 33 (0)6 38 54 40 99	
Transport agent / Parcel services	FILM EVENTS LOGISTICS by Ganertrans https://ganertrans.fr/index.php?lang=GBR	Alexandra Vallez	alexandra@ganertrans.fr	+33 (0)6 81 66 61 31	
VAT refund	TEVEA INTERNATIONAL https://www.tevea-international.com/en-gb/home		vatrefund@tva.fr	+33 (0)1 42 24 96 96	

* Wi-Fi is available to all participants in the exhibition area.

1.3 COMING TO ANNECY

Find all the information you need to prepare your journey on the Festival's website:

<https://www.annecy.org/take-part/coming-to-annecy>

BY AIRPLANE

Many airlines operate at Geneva Airport located 45km away from Annecy: more information is available here

<http://www.gva.ch/en/>

You can use different means of public transport to get from Geneva to Annecy (coaches or trains departing from the airport).

BY TRAIN

Annecy train station is a TGV (high-speed trains) station.

Find the train timetables and make online reservations at <https://www.sncf-connect.com/>

In English: <https://www.sncf-connect.com/en-en/>

In German: <https://www.sncf-connect.com/de-de/>

In Spanish: <https://es.oui.sncf/es/>

In Flemish: <https://be.oui.sncf/nl/>

In Italian: <https://www.sncfconnect.com/it-it/>

In Dutch: <https://nl.oui.sncf/nl/>

CARSHARE

You can reach Annecy by taking the A41 motorway. Why not consider carsharing? To find a ride or share

your car: <https://movici.auvergnerhonealpes.fr/>

<https://www.mobicoop.fr/>

<https://www.blablacar.fr/>



Information concerning heavy goods vehicles traffic

Driving heavy goods vehicles in France is subject to regulations during the weekend and French public holidays.

Nevertheless, dispensation authorises the use of heavy goods vehicles during periods when "vehicles are transporting materials and equipment indispensable to economic, sporting, cultural, educational or political events, which are organised in compliance with the laws and regulation in place, on condition that the event requiring the transportation is taking place **no more than two days after the transportation**" (Article 4/3. a of order of 2nd March 2015 relating to the ban on driving goods vehicles during certain periods).

Outside of these periods, authorisation is possible upon written request to the Prefect of the department in the place of entry on French territory.

1.4 GENERAL TERMS AND CONDITIONS OF PARTICIPATION

Please refer to the Mifa Rules and Regulations document sent by the Mifa Department.

1.5 HEALTH CONTEXT/COVID-19 INFO

To guarantee everyone's safety, the Annecy Festival is setting up strict, adaptive, and performant sanitary measures.

The full protocol, developed with the Government and local authorities, will be posted online soon.

Please check the Government's dedicated page regularly, or our website, to closely follow the situation's evolution: <https://www.diplomatie.gouv.fr/en/coming-to-france/coming-to-france-your-covid-19-questions-answered/> or <https://www.annecyfestival.com/take-part/covid-19-info>

1.6 OUR CSR COMMITMENT (CORPORATE SOCIAL RESPONSIBILITY)

In our protocol we are making every effort to reduce waste and we need everyone's help to make our event more sustainable.

Therefore, we ask our exhibitors and decorators to always try to use local sources for materials for building their stands (wood, PVC, etc.).

In addition to our service providers listed on page 5 we can direct you to local suppliers, please contact us: benoitducasse@citia.org

We therefore ask our exhibitors and decorators to opt for using recycled materials and packaging as much as possible, and to sort waste during the assembly and dismantling of stands, and during the entire event.

Two skips, one designated to recycling paper/plastic and the other for wood, be sated in the technical area and can be used for small waste from building the stands.

At the end of the event, a paper recycling skip is available for exhibitors. It is located on the Impérial Palace car park and is for waste from your stand before dismantling it (flyers, magazines, etc.).

The organiser reserves the right to enforce a financial penalty if a stand has not been cleared when the exhibitor has left.

2. Your stand

2.1 YOUR LOCATION


After signing your stand's quotation, the plan of your stand location will be sent by the Mifa Logistics Department. The provided plan of the stand is not a contractual document.

This plan will indicate the following details:

- your stand's location (floor and aisle);
- the dimensions and limits of the stand.

2.2 LAYOUT OF YOUR STAND

► 2.2.1 Services provided by CITIA

Services	Description
Electrical supply*	<p>Provided at each stand:</p> <ul style="list-style-type: none">• 1 electric box protected by 1 circuit breaker (30 mA); power: 3 kW; 220 V + earth; frequency: 50 Hz; French standard;• 1 plug block with 5 sockets. <p>Exceeding the power indicated above could lead to a widespread power cut. Exhibitors using computers can be equipped with an uninterruptible power supply in case of power failure.</p> <p>Increased electrical power</p> <p> If you need a more powerful electric box, please send a written request before Thursday 11th May (using the F2 form or via e-mail to benoitducasse@citia.org).</p> <p>Please attach a plan of your stand with notes indicating the ideal location (subject to technical feasibility and approval by the Logistics Department).</p> <p>Extension cables and adaptors are not provided</p> <p>Electric plugs on the stands are French standards: make sure that you bring the appropriate adaptors. Please also bring extension cables according to your needs</p>
Cleaning	<p>The cleaning of exhibition areas is planned for the opening of the show and every evening.</p> <p>This cleaning service includes vacuuming of the floor, emptying of the bins and dusting of desks and chairs (please do not leave your documents or brochures on the ground as they may be thrown away by mistake).</p> <p>This service does not include: cleaning objects and machines on display, totems and advertising panels, glass panelling and display cases or the removal of carpet stains.</p> <p>NB: wastepaper bins will be allocated to all stands in proportion to their size.</p> <p>Waste management</p> <p>Recycling bins are available in the exhibition spaces for exhibitors and visitors. At the end of the event, a paper recycling bin is accessible to exhibitors: it is located on the Impérial Palace car park.</p>
Security	<p>CITIA implements a general security service to ensure everyone's safety. This is obligatory for the event to be successful, however this cannot guarantee expected results. Everyone should take care to look after their personal belongings and items.</p>

* Under no circumstances are you authorised to plug directly into an electricity cabinet. Any damage will incur a charge. Electronic devices must conform to the manufacturer's specifications and must not have been modified.

Internet access at the Mifa

Wi-Fi is available to all participants in the Exhibition Area.

Here are the step-by-step instructions to log onto the Annecy Festival and the Mifa Wi-Fi:

- Activate Wi-Fi on your device (computer, tablet or smartphone);
- Connect to the Wi-Fi network "Annecyfestival2023";
- Enter your Annecy network username and password (indicated in the accreditation confirmation E-mail or when collecting your accreditation on-site).

Your accreditation allows you to connect up to three devices simultaneously.

Specific internet access needs

 If your stand requires a greater bandwidth or multiple connections, please contact the Mifa Logistics Department and send your request to [Benoît Ducasse benoitducasse@citia.org](mailto:benoitducasse@citia.org).

Find the details of the offers in section **2.3.2. Wired internet connection on stand**

► 2.2.2 Services for equipped stands

Exhibitors who have booked an equipped stand receive a space designed to best meet their needs. The services included are: partition walls delimiting the space, carpet, LED track, sign, furniture and audio-visual package.

Document to fill out for an equipped stand

In order to specify your preferences and needs, please fill out and return:

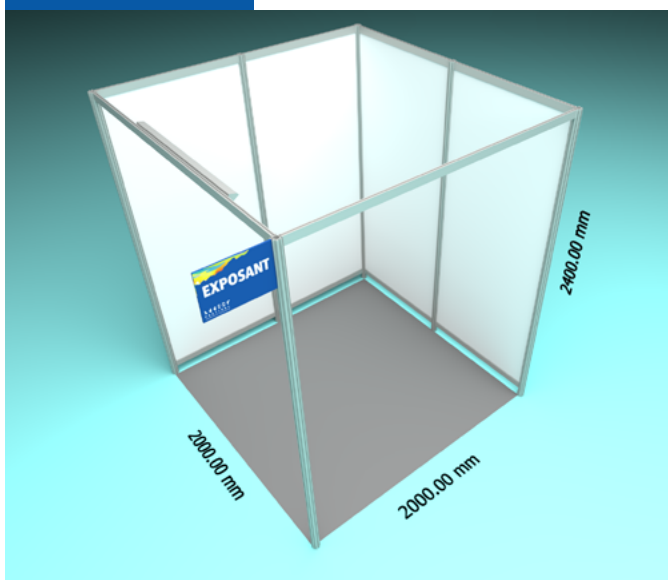
THE F1 FORM

Send to [Benoît Ducasse benoitducasse@citia.org](mailto:benoitducasse@citia.org)
before Thursday 11th May 2023 for approval by the Logistics Department.

A. Equipped stand – structure, lighting, furniture and audio-visual packages

Services	Description	Conditions	Order deadlines
Partition walls	Partitions are made of white melamine. Partitions come in several widths and have a height of 2.4m. Dimensions are available below. Grey aluminium framework. Additional installations Possible additional options: lockable office or storage room.	Nothing may be nailed, screwed, glued, painted or drilled. Only authorised attachment methods are: Blu Tack, office sticky tape or hooks that are attached to the stand banners. Exhibitors will be charged for damage to partition walls.	<p style="text-align: center;">F1 Form To fill out and return before Thursday 11th May</p>
Carpet	Grey carpet		
Standard sign (reversible)	A standard sign with the name of the company and stand number is fixed flag style above the alleyway.	It can be used exclusively for signage. Logo, designs or labels not allowed.	
Lighting	<p>The basic lighting package includes:</p> <ul style="list-style-type: none"> - for a 4m² and a 9m² stand: 1 LED track - for a 18m² stand: 2 LED tracks <p>The LED tracks are fixed on the front of the stand support pole.</p>		
Furniture	<p>The basic furniture package includes:</p> <ul style="list-style-type: none"> - for a 4m² basic stand: €280 VAT not incl. and €120 VAT not incl. per additional 4m² unit; - for a 9m² basic stand: €365 VAT not incl. and €365 VAT not incl. per additional 9m² unit; - for a 18m² basic stand: €730 VAT not incl. <p>Furniture order To choose your pieces of furniture, simply visit the online catalogue of our service provider Square and order the furniture of your choice using your package: (contact p. 5).</p> <p>Additional needs If your furniture order exceeds the initial allowance, our contractor will bill you directly</p>		<p style="text-align: center;">Order directly online: https://square-mobilier.com/en/produits/ Before 7th May</p>
Audio-visual equipment	<p>The basic audio-visual package includes:</p> <ul style="list-style-type: none"> - 1x22" LCD TV screen (recommended for a 4m² stand) or 32" with HDMI and USB ports for MP4 MPEG-4 files - 2 headsets <p>Audio-visual equipment order To choose your equipment, simply specify your preferences in the F1 form.</p> <p>HDMI cables not provided: anticipate this equipment according to your needs.</p> <p>Additional needs Should you wish to order additional equipment, please contact our official contractor Live Up (cf. p. 5). The contractor will invoice you directly. Here is the link to the Live Up online brochure (cf. p. 5).</p> <p>⚠ The LCD screens are delivered individually and are not mounted on the partition walls. They can be placed on your stand's furniture. It is also possible to order a base (contact LiveUp) or to have a wall-mount installed (contact CATM Events).</p> <p>Reading USB keys Please note that only Windows formatted USB sticks work on the screens provided.</p>		<p style="text-align: center;">F1 Form To fill out and return before Thursday 11th May</p> <p style="text-align: center;">+ Additional order if necessary at: http://mifaudiovisual-services.com/en/ Until 2nd June</p>

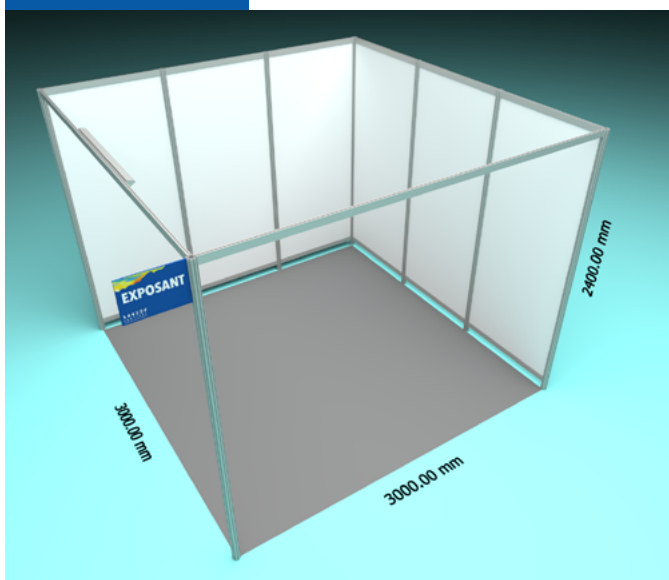
Standard 4m² stand



Dimensions

Length 2,000mm x Width 2,000mm x Height 2,400mm
Space delimited by 2 partition panels per side

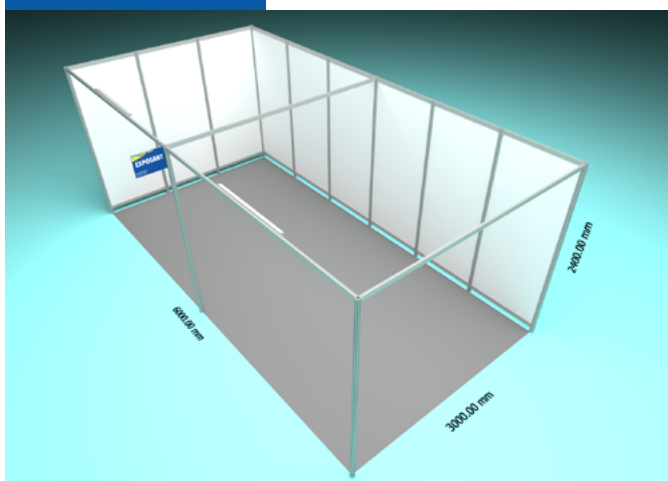
Standard 9m² stand



Dimensions

Length 3,000mm x Width 3,000mm x Height 2,400mm
Space delimited by 3 partition panels per side

Standard 18m² stand



Dimensions

Length 6,000mm x Width 3,000mm x Height 2,400mm
Space delimited by 3 partition panels widthwise,
6 panels lengthwise

B. Equipped stand – wall covering and customisation

There are two options available for decorating an equipped stand:

- Partial covering with your own paper posters

You choose to use your own posters to decorate your stand's walls. This is possible under the following conditions:

- respect the above instructions on hanging up items on the partition walls;
- ensure that they comply with the rules on fire safety (cf. 4.2);
- remove these items after the event.

- Complete covering using our official service provider CATM Events

You choose to cover all your stand's partition walls. Please note that there is an additional charge for this option. Only our contractor CATM Events (cf. p. 5) is entitled to carry out a complete covering and offers several options for vinyl or fabric decoration. Discover their Mifa 2023 offers in the following pages.

CATM EVENTS CAN CUSTOMISE YOUR STAND

1. Customise your stand's walls with your visuals and choose the type of materials

STRETCH FABRIC



Stretched Fabric
(with visible frames)



Upgradeable*
(without visible frames)

DESCRIPTION

Very High Definition Digital Printing : HD +
Stretch fabric:
- 200 g/m² - Special sublimation inks fabric
- Eco-friendly and odorless
- Finishing with a silicone rod for fixing on an aluminum structure

ADVANTAGES:

- Larger visible area
- Possibility to work modules of 3m x 2.30m
- No apparent structures

PRICES

Surface to cover	Price by m ²
0 to 50 m ²	€80 VAT not incl.
51 to 100 m ²	€75 VAT not incl.
over 100 m ²	€70 VAT not incl.

RESTRICTION

It is not possible to install a wall mount for your screen on a wall covered with stretch fabric. In that case you must choose a vinyl covering (see below).

STRETCH FABRIC NO VISIBLE MOUNT



DESCRIPTION

Model without length limitation and no visible mount also available.
Contact CATM Events to receive a personalised quotation.

VINYL



DESCRIPTION

High definition digital printing (HD)
Product specially developed for the exhibition

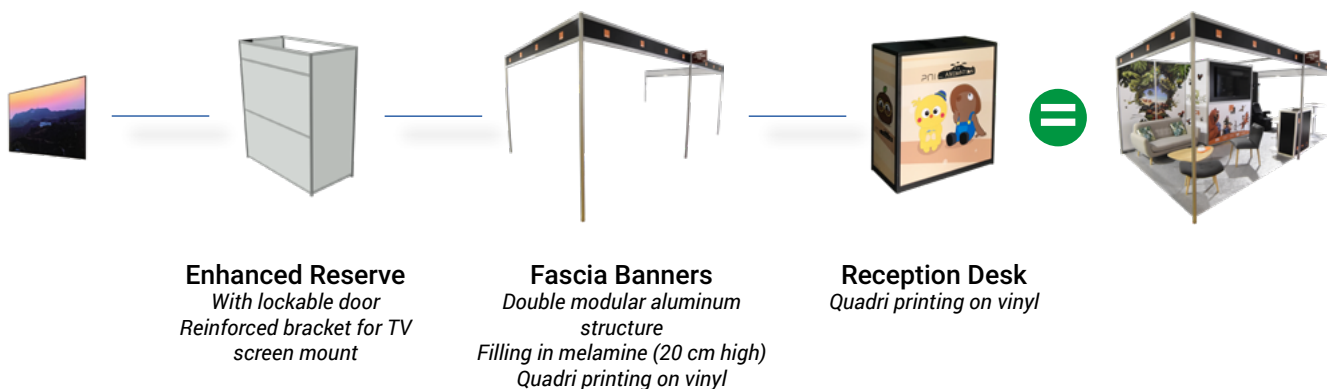
PRICES

Surface to cover	Price by m ²
0 to 50 m ²	€65 VAT not incl.
51 to 100 m ²	€60 VAT not incl.
over 100 m ²	€55 VAT not incl.

RESTRICTION

Obligation to work meter by meter

2. Extra features may be added and customise other supports



OTHER SUPPORTS (contact us)



Railing Decoration
Quadri printing - PVC support - 6 mm



**Polystyrene logos,
Embossed letters**



Furniture Decoration
Cutting to shape



Kakemono - Roll-Up

Please contact CATM Events directly to receive a personalised quote, place your order or receive additional technical details.

Your contact: Norbert Gruffat-Brenier n.gruffatbrenier@catm73.fr

► 2.2.3 Decoration of non-equipped stands

When booking a non-equipped stand or "bare" surface, each exhibitor can contact the decorator of their choice for the stand's design, decoration and construction. Please refer back to "2.2.1." to have more information on the services provided by CITIA

The layout and materials used for your stand's decoration must comply with "4.2. Fire safety regulations" and "4.3. Decoration regulations".

Non-equipped stands are subject to the organiser's approval. Please send us a floor plan and an elevation plan with dimensions. In case of non-compliance with regulations or non-compliance with the plan approved by the organiser, dismantling of the stand will be requested at the exhibitor's expense



Documents to return for a non-equipped stand

Please fill out and send back:

THE F2 FORM filled in by you and your chosen decorator;
the plans with dimensions and 3D views of your stand's project.

Send to **Benoit DUCASSE** benoitducasse@citia.org
before Thursday 11th May 2023 for approval by the Logistics Department.


2.3 ADDITIONAL SERVICES AT STANDS


► 2.3.1 Catering services at stands

If they wish, exhibitors may organise cocktail-type events at their stands including catering services.

Exhibitors may choose between two types of receptions:

- **A cocktail reception organised by our official caterer SF Events.** You will find the offer and ordering procedure in the following pages.
- **A simple sampling of products not requiring any on-site preparation** (pre-cut cheese, pre-sliced coldcuts, etc.), which must be packed using plastic or cellophane packaging, with an expiry date, batch number and the name and health certificate of the manufacturer clearly marked. If you choose this option, please note that you must be autonomous for your drinks and providing the necessary glassware.

 Please note that if you wish to organise cocktail receptions at your stand, you must provide space for the caterer and their products during the catering service. The caterer's products may not be placed in the aisles or in front of fire exits.

 Please also note that your cocktail reception must take place within the opening hours of the event and all marquees must be completely evacuated by 7:00 pm on Tuesday, Wednesday and Thursday, by 6:00 pm on Friday.

Notify the Mifa organisation of any food services scheduled at the stand

Please inform Mifa organisers of the organisation of any cocktail receptions taking place at your stand (simple sampling of products, or proper cocktail receptions organised by our caterer SF Events).

Fill out THE F1 or F2 FORM, or contact **Benoit DUCASSE** benoitducasse@citia.org

Our official caterer, SF Events, is at your disposal for any cocktail project or catering service. Coffee breaks, breakfasts, cocktail receptions local products, champagne and other special requests, SF Events helps you to bring prospects and Mifa visitors to your stand.

Contact: info@sf-events.org

Website: <http://www.sf-events.org/mifa>

► 2.3.2 Wired Internet connection on stand

WiFi is available to all participants in the exhibition area. If your stand requires a greater bandwidth or multiple connections, it is possible to get a wired connection installed on your stand. You will find the prices of this additional service below.

Please contact the Logistics department to receive an offer. Please order before Thursday 11th May through with [Benoît Ducasse benoitducasse@citia.org](mailto:benoitducasse@citia.org).

Products	Several public IP addresses can be provided upon request		Quantity	Prices
		How many IP addresses		
Internet access 50 Mbps (not guaranteed) 1 wireline location				€1,000 VAT not incl.
Internet access 100 Mbps (guaranteed and symmetrical) – 1 wireline location				€2,000 VAT not incl.
More than 100 Mbps (guaranteed and symmetrical) (customer-tailored and feasibility study) 1 wireline location				on quote
Switch rental (8 ports, RJ45) unmanaged				€100 VAT not incl.
Other requests				on quotes

All the rates specified above include installation, technical commissioning of the line, temporary Internet subscription, the Guaranteed Recovery Time (GRT) S1 (under 4h) and the technician's call-out (assembly and disassembly).

► 2.3.3 Recharging Terminals

Recharging Terminal Rental	Quantity	Unit Price VAT not incl.
Office recharging terminal rental Delivery, assembly and retrieval (go to CITIA Office) [illustration below]		€1,200
Option: Customisation for the event (see illustration below)		€100

Recharging terminal



Customisation example



3. SETTING-UP AND DISMANTLING

3.1 SETTING-UP AND DISMANTLING PERIODS

The general planning below indicates the periods for accessing the marquees for work. This schedule does not exempt employers from their French law obligations regarding the maximum working hours per day, rest time between 2 working days and weekly rest.

During setting-up and dismantling periods, the marquees are considered as work sites: therefore, it is mandatory to wear Personal Protective Equipment (PPE) (cf. 4.1. A).

	Date	Times	
Set-up	Saturday 10 th June	8:00 am – 7:00 pm	
	Sunday 11 th June	8:00 am – midnight	
	Monday 12 th June	8:00 am – 7:00 pm	
All constructions on the stands must be finished by Monday 12 th June 2023 at 7:00 pm at the latest			
Removal of valuables and furniture	Friday 16 th June	Exhibitors	From 4:00 pm
		Audio-visual providers	From 4:00 pm
		Furniture providers	From 6:00 pm
Dismantling		Decorators	From 8:00 pm
All removal and dismantling must be finished on Saturday 17 th June 2023 at 10:00 am at the latest.			

Set-Up

- All constructions on the stands must be finished the day before opening to the public, on Monday 12th June 2023 at 7:00 pm.
- If you notice any damage to your stand upon arrival, please inform the Technical Help Desk straight away (cf. p. 4).

Removal of valuables and furniture

- It is not possible to remove equipment and materials from the stand before the end of the event, as stated in the Mifa Rules and Regulations.
- Exhibitors wanting to return their parcels at the end of the event will have to contact a transport agent (cf. p. 5).

Dismantling



- All materials and decorations must be removed from the marquees Saturday 17th June 2023 at 10:00 am at the latest.
- Your space must be left in its original state. The exhibitor will be charged for any deterioration or damage observed after the dismantling of your stand.
- As an exhibitor, you are responsible for all your contractors (cf. 4.1).

Long-term occupation of the space

The exhibitor must leave their space within the dismantling deadline. Once this dismantling deadline has expired, exhibitors who have left any equipment on-site will be invoiced for long-term use. The organiser will then be able to take, at the exhibitor's expense and risk, all the necessary measures to remove the materials and litter remaining on the site, as well as the destruction of structures and decorations, which would not have been dismantled in order to meet their commitments to the general site planning.

Recommendation: if you work with an independent stand builder/decorator, make sure that their quote includes waste removal.

WASTE MANAGEMENT

 **There are no skips at the decorators' disposal on-site for major construction materials and carpets** 

However, two skips, one for paper/plastic recycling and another for wood, will be available in the Technical Area and can be used for small bits of waste from constructing the stands.

Throughout the set-up and dismantling phases, the exhibitor, or decorator, is responsible for all waste and surplus construction materials from their stand.

The exhibitor, or decorator, is responsible for having all of the stand's construction materials removed by their own means. At the end of the set-up period, no empty packaging must remain in the exhibition area. During dismantling, the exhibitor, or decorator, is also required to collect the carpet from their stand: it cannot be placed in the on-site skips.

As part of measures to limit and compensate for the environmental impact, especially by reducing and managing site waste, the organiser recommends waste sorting and reusing packaging.

The organiser reserves the right to enforce a financial penalty if a stand has not been cleared of all equipment and waste when the exhibitor and/or their decorator leaves.


3.2 ACCESS CONDITIONS


▶ 3.2.1 Mandatory badges

Access to the event is controlled and wearing a badge is mandatory for accessing the event. Badges are nominative, personal and non-exchangeable.

Anyone needing to access the event – either during the set-up, opening to the public or dismantling period – must wear a badge:

- for decorators/stand builders: **"Set-Up/Dismantling badge"** to be collected at the Technical Help Desk,
- for exhibitors: **"Mifa Accreditation badge"** to be collected at the Mifa Welcome Area.

 Please note that "Set-up/Dismantling badges" do not give access to the event outside of the hours indicated in paragraph 3.1.

 Any person working on your stand during the event – front of house staff (hosts and hostesses), couriers, audio-visual and bar staff, etc. – must be accredited. Please contact the Mifa Department to register these accreditations (cf. p. 4).



Badge creation and collection process

Please fill out and send back the forms listed in the table below.

Level of access	Type of badge	Form to fill in	Badge collection on-site
Exhibitor	Mifa accreditation badge	Form sent by your Mifa contact (cf. p. 4)	<p>Sunday 11th June 2:00 pm – 7:00 pm</p> <p>Monday 12th to Thursday 15th June 8:30 am – 7:00 pm</p> <p>Friday 16th June 8:30 am – 5:00 pm</p> <p>Mifa Welcome Area</p>
Stand builder/ Decorator	Set-Up/Dismantling badge	<p>Online form:</p> <p>https://forms.office.com/Pages/ResponsePage.aspx?id=AMK01ztFn0K-VeT9wx0T-GB0w-ETVZkR-JiTK5Qqpt6btUMVdINU-hBQ0xERkw50TcwTjd-HUTE0SUtTWC4u</p> <p>Before Monday 29th May 2023</p>	Technical Help Desk

After registration deadline

Please note that it will not be possible to register online after the registration deadline. Badge requests will have to be submitted once on-site.

During the event's opening hours


As an exception, temporary access might be granted. For this, please contact the Technical Help Desk (cf. p. 4).

▶ 3.2.2 Vehicle access to delivery area

VEHICULE ACCESS TO MARQUEE DELIVERY AREA SET-UP AND DISMANTLING

• In advance

In order to organise the access to the delivery/unloading area, please indicate **your arrival time and the size of your delivery vehicles**.

 **The access to the delivery area is particularly narrow, therefore vehicles exceeding 19 tons and double-truck trailers cannot access the delivery area. Access on-site won't be granted.**

Please contact **Benoît Ducasse**: benoitducasse@citia.org or +33 (0)4 57 98 14 60

• The set-up and dismantling days

- 1 Park your vehicle in the control area.
- 2 Present yourself to the Technical Help Desk (cf. p. 4) to register your arrival and collect the following documents:

- Mandatory badges for the entire staff accessing the site;
- Document to be placed on the windshield of your vehicle authorising access to the site.

Your on-site contact: Nicolas Varrot +33 (0)6 13 06 17 04

- 3 Drive from the control area to the delivery area.
- 4 Temporarily park in the marquees delivery area to unload.

Unloading time


The on-site unloading time must be done as quickly as possible in order to clear the space for other deliveries. All vehicles must be completely unloaded before starting stand installation.


Parking prohibition

Please note that, apart from during the stated periods of unloading, no vehicle may park in this area or anywhere inside the secured enclosure of the event.

Unloading and handling equipment

On-site, the organiser provides a forklift truck with driver only to unload your pallets from the truck and – if necessary – mount your loads at level 1 of the marquee.

 To facilitate unloading, we ask exhibitors and their suppliers to pack and package their goods so that they can be unloaded by forklift truck and moved by pallet truck. We recommend using standard “Europe” pallets (length and width less than 120cm).

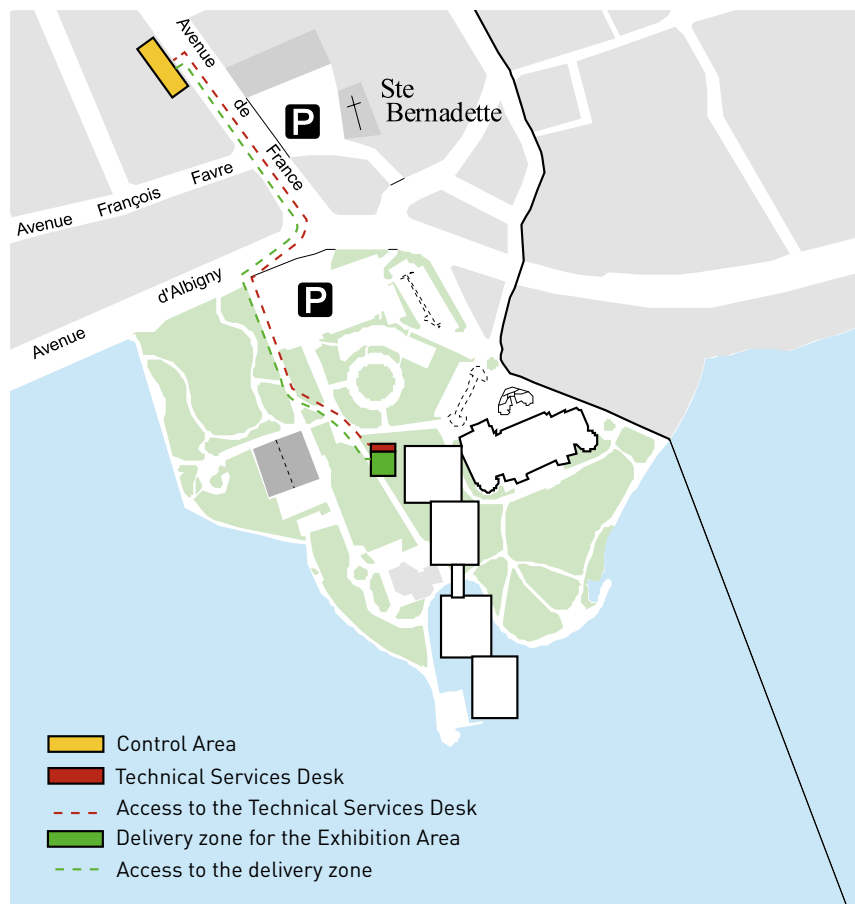
 No other handler will be present on-site to help you unload or move your goods to your stand. So be sure to bring your own handling equipment (pallet truck, trolley with wheels, sack truck, etc.).

The locations of the control and delivery areas

A traffic flow management area is implemented between number 1 and 7 on Avenue de France, providing temporary parking spots for vehicles waiting to access the Mifa delivery/unloading area.

Access to the delivery area is located opposite 30 avenue d’Albigny.

The marquee delivery area is located in the Parc Charles Bosson (GPS position: 45.903336, 6.143614), as indicated on the map below. It is the only vehicle access available during the set-up and dismantling periods (for light vehicles, heavy goods vehicles and trucks).




3.3 DISPATCH AND STORAGE

▶ 3.3.1 Sending parcels

It is strongly recommended to work with our official transport agents (cf. p. 4) who are familiar with customs regulations and will be responsible for delivering your goods to your stand upon your arrival.

You can also choose a forwarding agent of your choice. In order to receive your goods, please ensure that the forwarding agent respects customs regulations

It is only possible to send parcels directly to the Mifa **between Friday 9th and Thursday 15th June from 9:00 am to 7:00 pm and Friday 16th June from 9:00 am until midday**. Please specify the opening dates and times of our reception to the transporter.

 It will not be possible for us to receive parcels at any other time. The Mifa organisers decline all responsibility for theft or deterioration of merchandise stored before or after the event.

INSTRUCTIONS FOR SENDING AND COLLECTING PARCELS DIRECTLY TO THE MIFA

Only send parcels between Friday 9th and Thursday 15th June from 9:00 am to 7:00 pm and Friday 16th June from 9:00 am until midday

1- All parcels and shipments must mention the following information:

DISPATCH LABEL MODEL :

Name of sender

Name of addressee's company

Stand no.

Name of your on-site contact


Telephone no. of your on-site contact

Mifa

L'Impérial Palace

Allée de l'Impérial

74000 Annecy, France

 Remember to specify on the delivery note that you pay for all transportation costs and, if necessary, import fees (which are your full responsibility). Under no circumstances will the Mifa pay charges or taxes on an exhibitor's merchandise.

2 - Inform the Mifa Department when you send a parcel.

Please indicate what the parcel is and the estimated delivery date to **Benoît Ducasse**: benoitducasse@citia.org or +33 (0)4 57 98 14 60

3 - To collect your parcels on-site: go directly to the Parcel Desk located at the Mifa Welcome Area. If your packages are large and bulky, our on-site logistics team can assist you in getting them to your stand.

▶ 3.3.2 Grouped consignment services from Paris (Île-de-France)

A grouped consignment paid service is provided from Paris by our official transport agent FILM EVENTS LOGISTICS BY GANERTRANS (cf. p. 5), which allows you to benefit from preferential rates.

Information on the grouped departure and deadlines for sending

Deliveries from abroad (Europe included) must arrive to CDG no later than Monday 5th June 2023 in order to avoid potential customs issues or on Thursday 8th June 2023 at the latest for free of customs duties merchandise at the following address:

FILM EVENTS LOGISTICS BY
GANERTRANS
14bis rue de La Grande Borne
77990 Le Mesnil-Amelot

For France collections outside of Paris will take place on Wednesday 7th June 2023 at the latest.

The Paris/Île-de-France deliveries will be made by FILM EVENTS LOGISTICS BY AIR MASTERS CARGO on Thursday 8th and Friday 9th June 2023 morning. A chartered lorry for the Mifa will leave Paris on Sunday 11th June 2023.

The goods will be delivered directly to your stand on the morning of Monday 12th June 2023. FILM EVENTS LOGISTICS BY GANERTRANS are able to offer storage of your empty packaging during the event.

For returning goods, the collection will be made directly from the stand on the last day of the event for delivery to Paris/Île-de-France on the afternoon of Monday 19th June 2023, Tuesday 20th June 2023 for Europe, and from Wednesday 21st June 2023 for the rest of the world, depending on the destination. Empty cardboard boxes can be provided, in addition to shipping order forms to fill in with practical information for returning your parcels.

For more information, please contact the service provider FILM EVENTS LOGISTICS BY GANERTRANS directly.

▶ 3.3.3 Storing packaging

Please note that for security reasons it is not possible to store cardboard packaging or other combustible materials on the stands or inside any extra stocks stored on the stands during the event.

Therefore, we ask you to collect all packaging before the start of the event and store them outside.

Our recommended transport agent can provide storage services during the event under certain conditions

Our freight forwarder can store some empty packaging during the Market under certain conditions.

3.4 CUSTOMS FORMALITIES – FOR EXHIBITORS AND MATERIALS OUTSIDE E.U

Goods coming from non-European Union countries - either for temporary or definitive imports - are always subjected to customs formalities. Further details on this subject can be sent by transport agents upon request (cf. p. 5).

For example, French Customs check that all imported toys, cuddly-toy animals, etc. carry the certification EC standards certification that guarantee their safe use by children. Customs will refuse importation if the certification is not compliant.

For the "accompanied baggage" transport of all kinds of goods, such as office equipment, audio, video and TV equipment, advertising material, and printed documents, these goods should be declared at Customs at the first entry point into France, with the exception of personal belongings.

If they cannot be cleared by Customs immediately:

- leave the goods at Customs;
- ask for a deposit receipt;
- contact a transport agent (cf. p. 5);
- hand in the deposit slip together with a detailed statement of the value of un-cleared goods to your forwarding agent.

Give instructions for customs clearance and delivery to Annecy to your forwarding agent.

In order to quicken customs clearance upon arrival, please send all information on dispatch to your freight agent:

- Air Way Bill number (airline transport letter)
- tracking number;
- flight number;
- departure date;
- contents etc.

You may be asked about the proforma invoice, series number and country in which the machine was produced when sending electronic materials.

It is imperative that complete details of the delivery for the parcel are attached to the Air Way Bill number, along with the corresponding values. If not, the parcels will be stuck in customs. The charges incurred from arrival in customs to the Mifa marquees and return will be the responsibility of the exhibitor's responsibility.

Since the exhibition officially benefits from the status of Temporary Admission, all goods arriving from abroad (countries not belonging to the European Union) will benefit automatically from temporary admission status, after the delivering agent has made a declaration. However, if a temporary import contract has been registered with another customs office other than that in Annecy, the delivery requires a return authorization from customs and must be accompanied by an INF document which allows control of the goods during the event.

Temporary admission commences on the date of arrival of the goods in the exhibition premises and terminates thirty days after the exhibition closes. Upon arrival at the customs office of the exhibition, the goods must immediately be declared.

After this declaration, the goods will be checked by the Customs Department. After these formalities have been completed, the goods may be sent to the exhibitor's stand.

During the period of the exhibition, merchandise must be presented for inspection on the stand whenever so required by the Customs Department.

3.5 VAT REFUND FOR FOREIGN COMPANIES

According to European tax legislation, the rental of the equipped stand and additional costs such as the construction of the stand, the provision of furniture and communication systems will be subject to a reversal charge.

Mifa charges these services excluding French VAT, to any client who can prove its tax liability.

However, the following services remain taxable in France:

- accreditations;
- room or office rental;
- parking space rental;
- catering costs.

Taxable foreign companies domiciled within the European Union or outside the European Union can receive a VAT refund under certain conditions. However, the French VAT is still charged to non-tax liable entities. According to the tax regulations these organisations are not entitled to a VAT refund.

For further information on VAT refund claims and procedures, please contact TEVEA International directly (cf p.5).

TEVEA International, 29/31 rue Saint-Augustin, 75002 Paris - France

Tel: +33 (0)1 42 24 96 96 – e-mail: vatrefund@tva.fr

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


3.6 INSURANCE, THEFT, DAMAGES


▶ 3.6.1 Insurance

The organisers will be taking out insurance cover against fire and water damage to the exhibition hall for the entire event, except exhibited material and furniture.

Companies taking part are required to take out insurance cover on equipment, furniture and goods they are exhibiting, as well as personal liability insurance for the entire duration of the event, including installation and dismantling.

In case of damage, the organisers' insurance policy will automatically hold the offending exhibitor responsible.

 The Mifa organiser will not accept responsibility for damage, loss, theft or disappearance of equipment belonging to companies (including during installation and disassembly). Exhibitors undertake to renounce all possibilities of recourse against the organiser or other exhibitors.

 Exhibitors are required to inform their insurance company of the preceding arrangements and provide the Mifa organiser with a copy of their insurance policy statement for the event.


DOCUMENT TO SEND FOR ALL STANDS

Please provide a **public liability insurance certificate** or a copy of the contract stating that an insurance policy has been taken out for the event.

Please send this document to **Benoît Ducasse** (benoitducasse@citia.org) before Friday 19th May 2023.

▶ 3.6.2 On-site theft prevention

A security service and general surveillance of the Market is provided by the organiser for the duration of the event and in the best conditions. It is nevertheless a duty-based service not a performance-based one.

 **To avoid instances of theft, we recommend that all exhibitors remain vigilant inside the Mifa and around the event. May we draw your attention to the fact that only monitoring each stand by the exhibitors themselves can be truly effective.**

Throughout the event, be sure to take the following basic precautions:

In the exhibition spaces

- Watch your stand and ensure your staff's presence during the event's opening, but also during the set-up and dismantling periods when theft risks are at their highest.

- Do not leave your personal belongings unattended (wallet, handbag, briefcase, but also mobile phone, laptop, etc.) on your stand.
- Keep all valuable equipment under lock and key during the event's closing times or take it with you in the evening.

Around the event (especially in the public car parks)

- Since the car parks are not under surveillance, do not leave any valuables inside your vehicles, or do not leave them visible.

Mifa's security staff have no local legal authority. Any complaint made to them will not be taken into consideration by the insurance company.

The exhibitor or their representative must:

- file a written complaint within 24 hours with the local legal authorities and ask for a receipt from Annecy's police headquarters:

COMMISSARIAT POLICE NATIONALE

15 rue des Marquisats

Annecy FR-74000 Annecy

Tel: +33 (0)4 50 52 32 00

- send a registered letter to his/her insurance agent containing the following documents:
 - the receipt from the local legal authorities;
 - a description and value (purchase price without VAT) of the stolen goods and corresponding invoices.

► 3.6.3 Other accidents (fire, water damage, explosion)

The exhibitor or their representative must:

- contact the Mifa Technical Help Desk to report the accident;
- send a registered letter to the Mifa office, stating the date, circumstances of the accident and approximate cost of damage. Failing this, the insured person will lose his/her right to insurance;
- take the necessary steps to protect partially or undamaged objects;
- take the necessary steps required by the rules and regulations to conserve his/her rights when a third party is responsible.

Mifa will send these documents to the insurance company.

4. REGULATIONS AND FORMALITIES

4.1 PROTECTION OF PEOPLE AND WORKING CONDITIONS – PEOPLE EMPLOYED IN FRANCE

During periods of setting-up, operation and dismantling, the interior exhibition zones as well as the outside of the building are considered as workplaces. As such, any person – independent of their role, nationality and the duration of their presence on-site – is subject to the French Labour Code.

As an exhibitor, you are responsible for the rented surface from the organiser and the services carried out on it. As such, you are responsible for your suppliers, stand constructors and decorators, employees, as well as any person performing an activity relating to the event on the stands (musicians, dancers, hostesses etc.). Any person whose services you rely on (decorators, stand builders etc.) must have a contractual relationship with your company and must be declared as such with the French authorities in due form. (See paragraph G “Services relating to stands”).

All companies and subcontractors who perform work during periods of assembly and disassembly are also required to provide their employees and temporary employees with Personal Protective Equipment (PPE) as listed below in Paragraph A – including assembly and disassembly operations.

Each exhibitor is responsible for compliance with these provisions, maintaining this equipment and keeping it in good condition.

CITIA can refuse access to the site to workers who are not wearing the required PPE.

A. Wearing Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) – hard hats, safety shoes, face shield, safety masks, safety goggles, gloves, protective clothing etc. – are intended to protect from the risks of a workstation.

It is mandatory:

- to wear safety boots (outer shell + steel toe) during periods of assembly and disassembly;
- to wear hard hats for all persons using elevated platforms and working at height;
- to wear gloves when handling sharp objects;
- to wear and use a safety harness for persons assembling and disassembling scaffolding and on platforms;
- to wear a safety mask when handling toxic products;
- to wear a welding mask and safety goggles during welding, trimming or grinding work when prior authorisation has been given.

B. Working at height

Scaffolding must be assembled by approved personnel, respecting the directives or instructions of the manufacturer, the platforms must be correctly positioned, and the guard rails and stability props must be in place.

Scaffolding must be equipped on external sides with collective fall prevention safeguards as indicated in the French Labour Code Paragraph 2 of article R4323-59.

- for mobile scaffolding, the wheels must be locked during use;
- no worker can remain on mobile scaffolding while it is being moved;
- when using steps, stools, ladders and step boards.

Ladders and stepladders must not be used as work positions, unless it is technically not feasible to have collective protection equipment or if the risks resulting from an evaluation are minimal and the work periods are short and non-repetitive. Their constitutive materials and their assembly must be solid, resistant, and adapted to their ergonomic status and their stability assured during use. The use of fixed, portable, suspended, sliding and access ladders must respect certain regulations. They must all be securely fixed to a solid support. The lifting of light and not very cumbersome loads is only allowed on an exceptional basis.

C. Using forklift trucks

The driving of mobile automated vehicles and forklifts on building sites requires prior training.

The driver must have in his possession a driving license delivered by his employer. The driving license is a test of the driver's knowledge to drive this type of vehicle safely.

The regulations envisage adequate training for the drivers and the obligation by the head of the company to deliver an authorisation to drive/handle after:

- a medical aptitude exam has been carried out by a doctor;
- an examination of the driver's knowledge for safely driving this vehicle has been carried out;
- the driver has gained knowledge of the area and the instructions to be respected on the site.

For the owners of lifting machines:

- documentation from less than 6 months ago proving control of the machine.

Please note that use of electric forklifts indoors is strictly forbidden.

D. Using machinery and equipment

"Machines and non-enclosed fixed units – in particular, threshers, crushers and woodworking machines – which emit dust, sawdust or any powder-like substance must be equipped with a nozzle and a container, or other appropriate means at the closest possible place next to the source of the emissions, in order to connect the machine with a disposable facility.

Machines and handheld items to be used in the hand must either satisfy the instructions of the above paragraph or include equipment for collecting dust, sawdust and other powder-like substances.

In the event where it is not technically possible to satisfy the conditions in the previous paragraph, all measures must be taken during the manufacture of handheld items to be used in the hand in order to prevent dust, sawdust and other powder-like substances from being projected in the direction of the operator." (Article R233-103 of the Labour Code)

E. Health and safety

The structural assembly of the stands must be carried prior to arrival in the establishment. Only the assembly of prefabricated constructions is authorised. Manufacturing on-site is strictly prohibited.

Minor adjustments may be permitted, on the condition that they are carried out without causing risks or nuisance to all those present in the halls. Likewise, all chemicals classified as CMR or pollutants to the environment are prohibited inside the halls. The tools used must comply in all points with the French or EC legislation currently in force. Food preparation is strictly prohibited in all exhibition areas during the periods of assembly and disassembly. The use of gas, electric or other types of stove and heat sources is also prohibited.

F. Working at night and on weekends

It is not possible to work outside of the event's official working hours. However, it is possible to obtain exceptional authorisation to finalise the stand in event of difficulties during assembly. This authorisation to work in the Mifa marquees does not grant an exemption from the French legal obligations for every employer regarding the maximum duration of work in a day, the duration of rest in between 2 days of work and the period of weekly leave.

G. Providing services for stands

The French Labour Code imposes that all companies (contractor or sub-contractor) verify, at the time of conclusion of a contract of which the object relates to an obligation of a minimum amount of €5000, that their co-contractor respects the regulation in view of employment of foreign employees in France.

These companies must ensure that their sub-contractor delivers the nominative list of foreign labour employed by the subcontractor and subject to the work authorisation. This list is established from the company staff registry list, and indicates for each employee:

- recruitment date;
- nationality;
- work authorisation type and order number.

Other obligatory verifications, such as the handover of administrative documents, are required (L8222-1 s. R822-1 and s. of Labour Code). If these obligatory verifications are not made, the contractor is held jointly responsible along with the sub-contractor (damages payments of the amounts due for the illegal employment of foreign employees).

4.2 FIRE SAFETY RULES

▶ 4.2.1 General observations

Safety precautions against risks of fire and any resulting panic inside buildings open to the public are defined in the decree of 25th June 1980 (general regulations). The decree dated 18th November 1987 stipulates the special precautions to be applied within exhibition halls. The following text is made up of extracts from these regulations for a better understanding.

The Security Commission is very strict concerning the set-up and installation of stands (stability, construction material, decoration, electric fittings, etc.). All decisions taken by this commission during its inspection visit – which will take place the day before or early in the morning of the opening day of the event – are immediately enforceable. All stand installations must be terminated by the time of this inspection visit. The exhibitor or a representative must be present on the stand and should be able to produce all official reports concerning the fire resistance/reaction of any materials used. Failing to do this could mean either the materials will be removed or the stand will be closed to visitors.

Any ambitious projects should meet with the safety officer's approval. All plans and technical information concerning the project should be conveyed to the event organisers at least one month before the beginning of the event. During the installation period, the safety officer will supervise the application of the security regulations mentioned below.

Fire classification of materials (decree dated 30th June 1983)

Materials are classified in 5 categories:

- M0: Non-combustible
- M1: Non-inflammable
- M2: Does not burn easily
- M3: Moderately inflammable
- M4: Highly inflammable

▶ 4.2.2 Stand construction and layout

A. Stand framework and partition walls and bulky furniture

Any M0, M1, M2, M3 material – or been treated to obtain these levels of fireproofing – is authorised for construction of stand framework, partitions and the construction of bulky furniture and fittings (case, counter, display unit, separating screen, etc.).

Standard classification of wood-based materials (Decree of 30th June 1983)

The following materials can be considered as corresponding to the characteristics of M3 materials:

- non-resinous solid wood thicker than or equivalent to 14mm;
- resinous solid wood thicker than or equivalent to 18mm;
- panel derived from wood (plywood, boarding, particle and fibre woods) thicker than or equivalent to 18mm.

B. Covering materials

Wall coverings

Wall coverings (pure textile fabrics or plastic coverings) must be of M0, M1 or M2 category or been treated to obtain these levels of fireproofing. Very thin (1mm maximum) coverings of fabric, paper or plastic film can be glued on the whole surface supports in M0, M1, M2 or M3 materials. However, embossed or relief papers must be glued on whole surface supports in M0 material only.

Display materials can be presented on stands without observing fire reaction. However, if this exhibited material is used to decorate the partition walls or false ceilings and if they present more than 20% of the total surface of such elements, the regulations given in the preceding paragraph must be applied. But, these regulations do not apply to interior decoration exhibitions or stands where such textiles and covering materials are specifically exhibited

Curtains, hangings, net curtains

Curtains, hangings and net curtains may be left hanging loose if they are within category M2 or been treated to obtain these levels of fireproofing. However, the same are forbidden on entry or exit doors of stands but will be allowed on doors for use inside stands.

Paints and varnishes

Nitrocellulose or oil-based paints or varnishes are strictly forbidden if they are known to be inflammable.

Coverings of floors, podiums, steps

Any such coverings must be made of an M4 category material and solidly fixed. Coverings, whether horizontal or not, of podiums, platforms and steps of more than 0.3 m high and a surface area of more than 20m², must be made of M3 materials. If their surface area is less or the same as 20m², these coverings can be made of M4 materials.

Important: the technique of laying should be taken into consideration for M3 or M4 carpets placed on wood. The official report concerning fire resistance should indicate: "Valid as stretch laid on all M3 supports".

C. Decoration items

Suspended elements

Suspended decorative elements or coverings hanging loose (publicity panels with a surface area greater than 0.5m², garlands, light decoration items, etc.) must be made of M0 or M1 materials. The use of signs or publicity panels written in white letters on a green background is strictly forbidden, as these colours are reserved exclusively to indicate exits or emergency exits.

Floral decorations

Floral decorations made out of synthetic materials should be limited, but if used, only flowers made out of M2 flame resistant cloth or fabric will be authorised. These rules do not apply to exhibitions and stands where such items are specifically exhibited.

Please note: if real plants are used, they should be planted in peat-based soil, which should be kept permanently moist.

NB: preferably use peat potting soil for real plants and keep it permanently damp.

Furniture

There will be no special requirements for standard furniture (chairs, tables, desks, etc.). But all lockers, counters, shelving, etc. must be made of M3 material or been treated to obtain these levels of fireproofing.

D. Awnings, ceilings, false ceilings

Stands covered by ceiling, false ceiling or a full awning, should have a total covered surface area inferior to 300m².

Surface areas superior to 50m² must be fitted with appropriate fire extinguishers, permanently attended to by at least one safety officer when the public is in the building.

Awnings

Awnings in the marquees must be made of M2 materials or rendered as such by fireproofing.

They must also be fixed in a solid and effective manner to prevent them from collapsing, and be supported by a steel wire grid mesh. Each grid mesh should be 1m² maximum.

Ceilings and false ceilings

Ceilings and false ceilings must be of M0 or M1 materials. It will however be accepted that 25% of the total surface of these ceilings or false ceilings be of M2 material. Lights and their accessories are included within this percentage.

If the ceiling or false ceiling is made up of open-worked or net material they may be within the M2 category, but only if the unbroken (continuous) surface is less than 50% of the total surface.

In all cases, the support and fixation of ceilings and false ceilings must be of M0 materials. Insulation materials fitted inside ceilings and false ceilings should be of M2 materials.

E. Fireproofing

A written guarantee (quality labels, official reports or certificates) of the degree of fire resistance of any materials used in the exhibition hall must be produced when requested by the head of security.

All coatings, coverings and material meeting safety requirements are sold in specialized shops who must supply certificates corresponding to the fire resistance classification. To obtain a list of these shops, please contact:

GT Securofeu UIT
37-39 rue de Neuilly
BP 121, 92113 Clichy – France
Tel: +33 (0)1 47 56 31 48
E-mail: securofeu@textile.fr
Website: <http://www.securofeu.com/en/>


By means of different procedures or applications, any material which normally would be of medium or high flammability, may obtain an M2 flame resistance quality. These procedures would be: special liquid spraying, brush application of a special paint or special varnish, immersion in a special bath solution. These fireproofing operations may be performed by decorators, who must be able to provide all information regarding the treatment used on the material, or by a state-certified person who may issue certificates giving the following specifications:

- type;
- surface;
- colour of the coating/covering treated;
- product applied;
- date applied;
- stamp and signature of the work operator.

The exact names and addresses may be obtained from:
GTFI - Groupement Technique Français contre l'Incendie
10 rue du Débarcadère
75852 Paris Cedex 17 – France
Tel: +33 (0)1 40 55 13 26
E-mail: infos@gtfi.org
Website: <http://www.gtfi.org/>


Please note:

Fireproofing operations may only be performed on wood panels or pure fabrics with a large proportion of pure fibres (impossible on synthetics or plastics).

 Very important: Certificates of foreign origin will not be accepted. Only official reports from French qualified laboratories will be accepted.

► 4.2.3 Electricity

3 kW electrical output for each stand
Single phase – 220 volts + earth
50 HZ

 Increased electrical output can also be made available upon request to the Logistics Department. Please refer to the F2 Form for non-equipped stands or contact the Mifa Logistics Department.

A. Electric installation

Any electric equipment or installation on stands is protected at the very source from any earth fault current. All masses should be interconnected and also connected to the stand's power panel's earth. There should be easy access to all disconnection devices at all times.

B. Electric supplies

Electric cables

Electric cables should be insulated to support a minimum voltage of 500 volts; this voltage would not be guaranteed, for instance, by cable H-03-VHH (scindex). Only cables with a separate cable covering for each wire conductor should be used; all wire conductors should then have a common protection covering.


Conductors

It is forbidden to use wire conductors under 1.5 mm².

Electric apparatus

Any category 0 electric apparatus – or been treated to obtain these levels of fireproofing – should be protected by a device for a nominal differential current equal to 30mA maximum.

Category I electric apparatus – or been treated to obtain these levels of fireproofing – should be connected to the supply line protection conductor.

Electric apparatus classified in category II – or been treated to obtain these levels of fireproofing – provided with the sign  are recommended.

Multiple plugs

Only socket adapters or multiple cases with a fixed adapter cap (moulded multiple socket assembly) are authorised.

Halogen lamps (60598 norm)

Halogen lamps places on stands must be:

- placed at a minimum height of 2.25m;
- placed away from all inflammable materials (at least 0.5m from wood and other decoration materials);
- solidly fixed;
- equipped with a safety screen (glass or fine mesh) giving protection against any eventual explosion.

High voltage light sign boards

High voltage light sign boards which are positioned within the reach of visitors or staff working on the stand, should be protected, and especially the electrodes, by means of a screen made of a material that must be classified at least in category M3 material.

The power cut-off should be clearly indicated and all current transformers positioned safely out of reach of the public. Their presence could eventually be indicated by a warning sign "Danger haute tension" (danger high voltage).

► 4.2.4 Emergency devices

All emergency devices must remain clearly visible.

There must be free access to any emergency devices (fire hydrants and fire hose reels, telephones, fire extinguishers, smoke outlet controls, etc.) at all times.

► 4.2.5 General instructions

It is forbidden to store any cases, wood, straw, cardboard boxes, etc. on stands or free passages close to stands.

Daily cleaning is necessary to remove dust and waste materials from all stands and structures.

All refuse resulting from daily cleaning should be removed every day and brought outside the exhibition premises before opening to the public.

Table of corresponding Euroclass and French classification

PRODUCTS OTHER THAN FLOORING				FLOORING		
NF EN 13501-1 CLASSES			REQUIREMENT	NF EN 13501-1 CLASSES		REQUIREMENT
A1	-	-	Fireproof	A1 _{fl}	-	Fireproof
A2	s1	d0	M0	A2 _{fl}	s1	M0
A2	s1	d1	M1	A2 _{fl}	s2	M3
A2	s2	d0		B _{fl} C _{fl}	s1 s2	
B	s3	d1				
	s1	d0				
	s2	d1				
C	s1	d0	M2	B _{fl}	s1 s2	M4
	s2	d1				
	s3					
D	s1	d0	M3	s: smoke; d: burning debris Accepted classes are defined by a combination of performance levels when using additional classification.		
	s2	d1	M4			
	s3		(non-drip)			
Classes other than E-d2 and F			M4			

4.3 DECORATION REGULATIONS

The following regulations provide further information about furniture.

Circulation aisles

The exhibitors or contractor must respect the stand limits indicated on the plan sent by the Mifa Department. The aisles defined on the plans must be kept clear at all times and not obstructed by decoration, lighting or materials. For safety reasons, the emergency exits must be kept clear.

In order to ensure optimal and safe circulation, please do not increase the height of your stand floor.

During the set-up of your stand: do not obstruct the circulation aisles to ensure that other decorators working on the site can access their spaces.

Floor colour of aisles

Your stand's floor colour must be a different colour to that of the aisles.

Contact Mifa to find out more about the colour of the aisles.

Please note that all carpet must be removed from your stands during dismantling and cannot be thrown into the skips.

Construction and visibility

Partition walls installed along the aisles, facing another stand, must not cover more than 40% of the entire length of each stand. We suggest that you use half-height partitions. Mifa can request changes to be made to the construction of some stands if it is causing a major obstruction to the visibility of other exhibitor stands.

Wall partitions/self-supporting construction

Wherever your stand is located, the partitioning and installation of your stand must be self-supporting. Nothing may be nailed, screwed or glued to the structure or building. Cutting or drilling into the building's floor or fixing decorations onto the stand is strictly forbidden.

Mechanical stability

The exhibitor or contractor must ensure the stability of the partition walls whatever the material used (such as wood, glass, metal, etc.).

Their mechanical stability must allow them to resist being pushed against by the public.

The material used for the partition walls must conform to the authorised material table.

Neighbouring stands and construction height

Exhibitors and contractors must respect the maximum construction height (see the stand plan sent to exhibitor).

The partition walls of smaller neighbouring stands must be plain, painted or covered in textile.

Pillars/posts

On the ground floor pillars are positioned on some of the stands. Their location is indicated on the plan of the stand sent by the Mifa Logistics Department.

By default, the pillars are covered with a white stretch fabric positioned on a 300 x 350mm frame and installed by our contractor in charge of the general installation. If you do not wish to cover the pillars or plan a different form of decoration, please inform the Mifa Logistics Department.

The following are forbidden:

- Any use of a naked flame, including the imaging apparatus;
- Flammable liquid stored at the stand;
- Use of green or white letters on a green background (these colours are reserved for safety signs);
- Obstruction of stands and aisles with packaging or flammable waste;
- Removal or of fixed installations at the establishment (railings, handrails, fire extinguishers, any type of box, etc.);
- The use of any cooking or heating apparatus in the stands, with the exception of microwaves with a power below 3.5 kWh;
- Évin Law: electronic cigarettes are prohibited inside the Mifa.

Clothing during the event

Any behaviour and/or type of clothing that is defamatory to the event's image or disturbs participants will lead to the offender being asked to leave the event.

Gas installations

Installations (including demonstration equipment that may ultimately be equipped with fake bottles) operating with butane or propane gas are strictly prohibited as well as the use of open flame heaters during both the assembly and dismantling phases of the exhibition.

Butane, propane or any other pressurized gas bottles as well as pressurized gas appliances, even empty ones, are prohibited.

Safety commission

The Fire Safety Manager for the Mifa marquees is present for the duration for the event and will move around the exhibition areas during the assembly of stands to check the installations' conformity with regulations.

5. FORMS TO RETURN

EXHIBITORS

Construction / Decoration of your stand		
If you have booked an equipped stand		<p>To be sent to Benoît Ducasse benoitducasse@citia.org</p> <p>Deadline: Thursday 11th May 2023</p>
F1 Form	Refer to sections 2.2.1 "Services provided by CITIA" et 2.2.2 "Services for equipped stands"	
If you have booked a non-equipped stand		
<ul style="list-style-type: none"> • F2 Form • Plan with dimensions and 3D views of the stand's project 	Refer to sections 2.2.1 "Services provided by CITIA" et 2.2.3 "Decoration of non-equipped stands"	
Insurance for the event		
Public liability insurance certificate	Refer to section 3.6.1 "Insurance"	<p>To be sent to Benoît Ducasse benoitducasse@citia.org</p> <p>Deadline : Friday 19th May 2023</p>

DECORATORS / STAND BUILDERS

Creation of Set-Up/Dismantling badges		
<p>Online form to fill out: https://forms.office.com/e/pJGNefu0aL</p>	Refer to section 3.2.1. "Mandatory badges"	<p>Deadline: Monday 29th May 2023</p>

F1 FORM – Equipped Stand

Send to	Your contact	Deadline
Mifa Logistics Department	Benoît Ducasse Tel : +33 (4) 57 98 14 60 E-mail: clairehanoka@citia.org	Thursday 11 th May 2023

Please find additional information in Chapter 2 of the Mifa Technical Guide.

1.YOUR COMPANY

Name of Exhibitor Company*: _____

Name of the contact prior to the event*: Mr/Mrs _____

E-mail*: _____ Direct line*: _____

Name of the contact on-site during the event*: Mr/Mrs _____

E-mail*: _____ Mobile*: _____

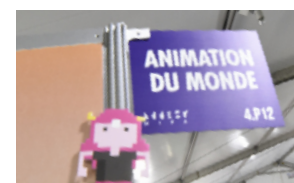
2.CONSTRUCTION AND DECORATION OF AN EQUIPPED STAN

• General installation

I confirm that I am choosing an "equipped stand" = indivisible package including partition, carpet, LED track, sign, furniture and audio-visual package.

Please specify the exact text to appear on your stand's sign:

= a standard sign with the name of your company and stand number is fixed flag style above the alleyway



We recommend using a maximum of 25 characters to ensure maximum legibility.

• For your stand's walls

I choose to only use paper posters to decorate my stand (maximum dimensions: 80x60cm poster on each 2.4m partition wall).

I choose to completely cover the partition walls of my stand and I am working with the Mifa official contractor CATM Events.

Order: Only our contractor CATM Events is entitled to carry out a complete covering. The contractor will invoice you directly.

Your contact: Norbert Gruffat-Brenier n.gruffatbrenier@catm73.fr

• Additional requirements

For any additional request (such as storage, reception desk, banners, etc.) please contact our official contractor CATM Events. The contractor will invoice you directly.

Your contact: Norbert Gruffat-Brenier n.gruffatbrenier@catm73.fr

• **Furniture**

The "Equipped stand" option includes a basic furniture allowance.

Order: Please choose and order your stand's furniture directly online with our service provider, Square. Simply go to the online brochure, specify your furniture allowance sum, then choose your furniture according to your needs.

Square brochure: <https://square-mobilier.com/en/produits/>

Additional budget: If your furniture order exceeds the initial allowance, the contractor will bill you directly.

⚠ Important: If you have not confirmed your order before 7th May 2023, the service provider will assume that you do not want any furniture, and no furniture will be delivered to your stand.

• **Audio-visual equipment**

The "Equipped Stand" option includes basic audio-visual equipment.

I choose to have installed on my stand :

1 LCD screen	2 headphones
22" (recommended for 4m ² stands)	Yes
32"	No
None	

Additional needs: Should you wish to order additional equipment, please contact our official contractor Live Up. The contractor will invoice you directly.

Live Up online brochure: <http://mifaudiovisualseervices.com/en/>

Your contact: Laurence Pipitone laurence@liveup.fr

3. FIRE SAFETY AND DECLARATION OF MATERIALS

I do not plan to put up any decorations (except covering the walls of the stand)

I plan to put up a more elaborate decoration with other elements or materials.

Materials	Description
Plastic decorations	
Hanging decorations/Banners/ Tarpaulin	
Pop-up / "Umbrella" stand	
Other materials	

Fill out the table: Please use the table listing the classification of authorised materials on page 30 of the Technical Guide to check the required fire classification.

Other documents to send: Please provide official reports for the fire classifications conforming to French standards or to the Euroclass EN.13.501.1 system for each material used.

Reminder: During the set-up period, a Safety Manager will check that the layout and materials on-site conform to regulations.

4.ELECTRICAL CERTIFICATION

As an exhibitor using a stand provided by the organiser and only connecting the multimedia or household electrical equipment to the power supply box, I, the undersigned, (First name Last name) _____ of the company _____ certify that the electrical equipment used on stand is certified to the standards in place and conform in all respects to the manufacturer's specifications and that I have not modified anything in any way (see Fire Safety Regulations).

5.COCKTAIL RECEPTION ORGANISED AT MY STAND

I do not plan to host a cocktail reception at my stand.

I only plan a product tasting not requiring any on-site preparation (cf. 2.3.1)

Date of the product tasting _____ Time _____

Expected number of people _____

I plan to host a more elaborate event with the Mifa official contractor SF Events

Event date _____ Time _____

Expected number of people _____

⚠ Important: Please note that if you wish to organise cocktail receptions at your stand, you must provide space for the caterer and its products during the catering service. The caterer's products may not be placed in the aisles or in front of fire exits. Please also note that your cocktail reception must take place within event's opening hours whose premises will be completely evacuated by 7:00 pm.

6.SIGNATURE AND STAMP

NAME _____ Job title of signatory _____

Date _____ Signature and stamp _____

The information and personal data collected on this form will be computer processed, and under the responsibility of CITIA will be updated and used in the treatment of your Mifa participation. If you do not fill in the boxes marked with an asterisk (), CITIA will be unable to process your Mifa participation.*

Exhibitors are informed that CITIA, as Organizer of the Event and data controller under the amended law of 6th January 1978, collects, processes, and stores personal data to enable them to participate in the Event. Exhibitors agree to provide the personal data requested below, which is essential for setting up a stand, for their participation in the Event and access to the Site: title, first name, last name, residential country, mobile phone number, personal e-mail address, photo, profession, and attendance dates.

Exhibitors can also consent to receive information from the Organizer and/or its partners by ticking the box provided for this purpose in their Anney Network personal space, can decide not to make their individual e-mail address and not to receive information from the Organizer and/or its partners by unticking the boxes provided for this purpose when they first login.

s and current regulations, you have the right of access and rectification, opposition rights for legitimate reasons, a right to deletion and limitation of your personal data, and the right to specify directives regarding your personal data after your death. You also have the right to recover and retain your data in cases laid down by the law. To exercise these rights please contact us by e-mail: dpo@citia.org or by post to the attention of: DPO, CITIA – 18 avenue du Trésum – CS 50038 – 74001 Annecy Cedex – France. You also retain the right to lodge a claim with the CNIL.

F2 FORM – Non-Equipped Stand

Send to	Your contact	Deadline
Mifa Logistics Department	Benoît Ducasse Tel: +33 (0)4 57 98 14 60 E-mail: benoitducasse@citia.org	Thursday 11th May 2023

Please find additional information in Chapter 2 of the Mifa Technical Guide.

Non-equipped stands must be approved by the organiser. In order to obtain permission to build and to have an electrical supply on the stand, the exhibitor or decorator must send all the following documents to benoitducasse@citia.org:

This "F2 Form";

The plan with dimensions and 3D views of your stand's project;

The official reports indicating the fire rating of the materials according to certified French standards or European standards EN.13.501.1.

Reminder: verification of the conformity of the layout and materials used will be carried out onsite by the Safety Manager.

----- Section to be filled in by the exhibitor -----

► 1.1 Exhibiting company

Name of exhibiting company*: _____

Name of the contact before the event*: Mr/Ms _____

E-mail*: _____ Direct line*: _____

Name of the contact on-site during the event*: Mr/Mrs _____

E-mail*: _____ Mobile: _____

► 1.2 Installation and decoration of a non-equipped stand

I confirm that I am choosing a non-equipped stand or "bare surface" and working with the decorator of my choice for the design, decoration and construction of my stand.

Reminder: The layout and materials used for the decoration of your stand must be in compliance with "4.2. Fire safety regulations" and "4.3. Decoration regulations". In the event of non-compliance with regulations or non-compliance with the plan approved by the organiser, dismantling of the stand will be requested at the exhibitor's expense.

► 1.3 Electrical certification

As an exhibitor using a stand provided by the organiser and only connecting multimedia or household electrical equipment to the power supply box, I, the undersigned,

(First name Last name) _____ of the company _____

_____ certify that the electrical equipment used on stand is certified to the standards in place and conform in all respects to the manufacturer's specifications, and that I have not modified them in any way (see Fire Safety Regulations).

► 1.4 Cocktail reception organised at the stand

I do not plan to host a cocktail reception at my stand.

I only plan a product tasting not requiring any on-site preparation (cf. 2.3.1)

Date of the tasting _____ Time _____

Expected number of people _____

I plan to host a more elaborate event with the Mifa official contractor SF Events

Event date _____ Time _____

Expected number of people _____

⚠ Important: Please note that if you wish to organise cocktail receptions at your stand, you must provide space for the caterer and its products during the catering service. The caterer's products may not be placed in the aisles or in front of fire exits. Please also note that your cocktail reception must take place within the event's opening hours whose premises will be completely evacuated by 7:00 pm.

► 1.5 Signature and stamp - exhibitor

Name _____ Job title of signatory _____

Date _____ Signature and stamp _____

----- Section to be filled in by the decorator / stand builder -----

► 2.1 Decorating company

Name of decorating company*: _____

Name of the contact*: _____ E-mail*: _____ Direct line _____

► 2.2 Fire safety - declaration of materials used

Only the French NFP or Euroclass EN.13.501.1 standards are accepted. Any reports for other standards will be refused.

Materials	Description	Plan and test report identification	Test report no.	Fire rating (M1, Bs1d0...)
Carpets		A		
Glazing		B		
Wood > 18mm		C		
Wood, plywood, conglomerate < 18mm		D		
Plastics (letters, plaques)		E		
Fabric and textile coverings		F		
Hanging decorations (paper, cardboard)		G		
Glued or stapled decorations		H		
Pop-up/umbrella stand		I		
Other materials		J		

► 2.3 Electrical installation on stand - your needs

The basic electrical installation of your stand is restricted to the supply box provided by the organizer (3kW).

I do not need more electrical power.

I want to have more electrical power on my stand. In this case, **please specify your requirement** below:
Electrical power (in kW): _____

Preferred location

Please indicate on the plan of your stand where you wish the additional electrical supply to be installed subject to technical feasibility study. The location will have to be approved by Mifa Logistics Department.

► 2.4 Electrical installation on stand - regulations to respect

Electrical installations must be carried out by qualified electricians in compliance with Article 3 of Mifa Safety Regulations who have been advised of the specific risks presented by these types of event. In this regard, this person must be able to provide proof of a professional qualification in their own name of their ability to carry out said installations. Should a non-compliance be observed on site, the exhibitor or their contractor will be required to modify, at their expense, the installations to ensure they comply with the regulation.

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30mA. The power supply unit must be permanently accessible to the stand personnel but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. At the exit-end of the power supply units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the power supply units made available to exhibitors. These installations must be created in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the EN 60 598 or NF C 15-100 standards, as well as the decree of 14th November 1988 on the protection of workers.

The following should be noted in particular:

- The use of light-socket adapters is prohibited;
- Cables or conductors must be of category C2. The use of a conductor with a cross-section less than 1.5mm² is prohibited. The use of twin conductor cables or "CINDEX" type (H-03-VHH) cables is strictly prohibited;
- All the equipment used, with the exception of class II and low voltage equipment, must be linked to the earth conductor of the power connector.

The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights installed temporarily during the event. This switch must be clearly visible and remain accessible at all times to the venue's security services. It must be easy to access and use. Lights must be switched off every evening before leaving the stand.

► 2.5 Electrical installation on stand - attestation of conformity

I, the undersigned First name Last name _____ of the decorating company _____ certify that the temporary electrical installations for stand for the exhibiting company under the name _____ will be carried out by First name Last name _____ who has the necessary qualifications to carry them out under my responsibility. I also confirm to have read and accepted the information relating to "Electric installations for stands", indicated in article 3 of the Mifa Safety Regulations, and I undertake that they are respected.

► 2.6 Signature and stamp - stand builder

Name _____ Job title of signatory _____

Date _____ Signature and stamp _____

The information and personal data collected on this form will be computer processed, and under the responsibility of CITIA will be updated and used in the treatment of your Mifa participation. If you do not fill in the boxes marked with an asterisk (), CITIA will be unable to process your Mifa participation. The information and personal data on this form are held for a 3-year period, from the last contact, and are intended for CITIA, their partners and service providers, and badgeholders, in strict compliance with the aforementioned purposes. In accordance with the laws and current regulations, you have the right of access and rectification, opposition rights for legitimate reasons, a right to deletion and limitation of your personal data, and the right to specify directives regarding your personal data after your death. You also have the right to recover and retain your data in cases laid down by the law. To exercise these rights please contact us by e-mail: dpo@citia.org or by post to the attention of: DPO, CITIA – 18 avenue du Trésum – CS 50038 – 74001 Annecy Cedex – France. You also retain the right to lodge a claim with the CNIL.*