

ANNÉCY

FESTIVAL | MIFA

8 au 14 juin 2025

10 au 13 juin 2025

MIFA TECHNICAL GUIDE

Equipped Stand

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A more sustainable Mifa with you

Our CSR commitment (Corporate Social Responsibility)

The Mifa participants' involvement is essential to make our event more sustainable. We ask exhibitors and service providers at the Mifa to give priority to local sourcing for the materials used to build their stands (wood, PVC, etc.). We can put you in contact with local suppliers, so don't hesitate to contact us: paulinelaunoy@citia.org

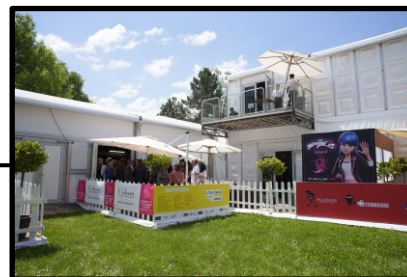
We are particularly committed to reducing waste and we invite our exhibitors and decorators to give priority to re-using materials and packaging, and to sorting waste during the stand set-up and dismantling periods, as well as during the event itself.

- Numerous sorting areas will be set up in Mifa spaces and the Mifa team will be present to help all participants in this process.
- Two types of bins are placed on equipped stands to encourage sorting: bins for non-recyclable waste (black bag) and bins for recyclable waste (yellow bag).
- At the end of the event, exhibitors must use the sorting areas to dispose of their waste and communication media. Recycling bins are available in the Mifa technical area for large volumes of waste.

The organiser reserves the right to apply a financial penalty if a stand is not emptied after the exhibitor has left.

1. GENERAL INFORMATION

1. 1. Market address and opening times



MIFA ADDRESS

L'Impérial Palace
Allée de l'Impérial
74000 Annecy

MIFA 2025 DATES AND OPENING TIMES

**From Tuesday 10th
to Friday 13th June 2025**

9:00 am – 7:00 pm
from Tuesday to Thursday
9:00 am – 6:00 pm
on Friday

With a Mifa exhibitor Accreditation badge, access granted to the market **from 8:30 am**.

Coming to Annecy

Find all the information you need to prepare your journey on the Festival's website:
<https://www.annecyfestival.com/take-part/coming-to-annecy>

1. 2. Mifa contacts and official service providers

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

Services	Providers / Contact	E-mail / Telephone
General installation Stand decoration/covering	CATM EVENTS Norbert Gruffat Brenier	n.gruffatbrenier@catm73.fr +33 (0)4 79 84 93 90 +33 (0)6 74 23 69 53
Furniture	SQUARE	info@square-mobilier.fr +33 (0)4 74 16 16 20
Audiovisual equipment	LIVE UP Laurence Pipitone	laurence@liveup.fr +33 (0)6 12 28 48 65
Electricity on stands	<i>Contact the Mifa Contact details opposite</i>	
Internet connection	<i>Contact the Mifa Contact details opposite</i>	
Reception staff	COST EVENT Thierry Moreau	contact@cost-event.com +33 (0)6 38 54 40 99
Forwarding agent for sending/collecting parcels	FILM EVENTS LOGISTICS by Ganertrans Alexandra Vallez	alexandra@ganertrans.fr +33 (0)6 81 66 61 31
VAT refund	TEVEA INTERNATIONAL	vatrefund@tva.fr +33 (0)1 42 24 96 96

MIFA SALES DEPARTMENT

Frécilia Zambaux
freciliazambaux@citia.org

Marion Provenzano
marionprovenzano@citia.org

MIFA EXHIBITOR SERVICE / STANDS

Pauline Launoy
paulinelaunoy@citia.org

Julien Tavella
julientavella@citia.org

1. 3. VAT refund for foreign companies

Invoicing conditions excluding French VAT

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

However, the following services remain taxable in France:

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

VAT refund conditions for foreign companies

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**

29/31 rue Saint-Augustin
75002 Paris – France

+33 (0)1 42 24 96 96
vatrefund@tva.fr

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

Protecting personal data within the Festival

The exhibitor is hereby informed that, within the scope of the Festival, it may be necessary to collect, access, process and/or transfer personal data.

- The exhibitor declares that he/she acknowledges the confidentiality of this data and acknowledges having been properly informed that its processing must be carried out in strict conformity with all relevant legal obligations. In this capacity, the exhibitors formally commit to uphold and comply with these obligations in countries where this data shall be processed for the purposes of the Festival.
- In keeping with the Jan. 9, 1978 amended French law "Informatique et Libertés" (Data Protection Act) and with the General Data Protection Regulation N° 2016/679, the exhibitors hereby commit to implement all organisational and technical measures so as to ensure the integrity, security, availability and confidentiality of the personal data.
- Moreover, each exhibitor hereby commits to examining and honouring the confidentiality policy implemented by CITIA (available at: <https://www.annecyfestival.com/en/personal-data-protection-policy>) to ensure compliance with all regulations pertaining to personal data protection.
- Finally, it is the duty of the exhibitor to inform all staff employees of the data processing to be carried out by CITIA in the scope of the Festival.

Any questions pertaining to data protection may be addressed to the Personal Data Protection Delegate.

DPO CITIA

dpo@citia.org

You may address any and all claims to the French Commission nationale de l'informatique et des libertés:

3 place de Fontenoy
TSA 80715
75334 Paris CEDEX 07
Tel. : +33 (0)1 53 73 22 22

Processing and protecting exhibitors' personal data

All personal data collected from the exhibitors shall be processed under the head responsibility of CITIA, in keeping with regulations on personal data protection. The collection of personal data is mandatory. Failing that, contract-based agreements cannot be established.

- This data shall be processed in compliance with enforceable regulations, for the organisation of the Festival and for all other actions necessary for enforcing our General Terms and Conditions of Sales, thereby allowing CITIA to fulfil its legal obligations.
- This data could also be processed in CITIA's legitimate interest for carrying out studies and statistics, for public safety reasons (video-protection) and for use in e-mail campaigns.
- These data sets shall be retained for a period of 5 years after the end of the Festival.

As part of the processing mentioned hereinabove, this data is solely for use by the pertinent CITIA departments. Under no circumstances whatsoever shall this data be transferred outside the European Union.

The exhibitors hold the rights to access, rectify, delete, oppose or limit processing. These rights may be carried out at the following address:

DPO CITIA

dpo@citia.org

You may address any claims to the French Commission nationale de l'informatique et des libertés:

3 place de Fontenoy
TSA 80715
75334 Paris CEDEX 07
Tel. : +33 (0)1 53 73 22 22

1. 5. General conditions of participation

General terms and conditions of participation

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

2. SETTING UP MY EQUIPPED STAND

I have reserved an equipped stand...

What services are included with my equipped stand?

With the equipped stand offer, you get a turnkey space designed to match your needs. The following services are included:

LED track lighting
fixed on the structure

White melamine partition walls
with aluminium framework

Power socket with 3 plugs available corresponding to a maximum power of 3 kW

Grey carpet



Standard sign fixed flag
indicating your company name

In addition:

- a furniture allowance;
- a 32" LCD TV screen.

[Details of the services included with an equipped stand on the next page](#)

2.1. Details of the services included with an equipped stand

Services	Description	Conditions
The stand's structure and partition walls	<p>White melamine partition walls. The partitions come in different widths and are 2.40 m high. They are held in place by grey aluminium structures.</p> <p>Additional installations available at extra cost from CATM Events. More information p. 18.</p>	<p>Damage to installed structures / Nailing, screwing, gluing, painting and drilling are prohibited. The only authorised attachment methods are: Blu Tack, office sticky tape or hooks that are attached to the stand banners. Exhibitors will be charged for any damage to partition walls.</p>
Carpet	Grey floor carpet	
Standard sign (reversible)	A standard sign with the company name and stand number is fixed flag style above the alleyway.	<p>Text on sign / Please indicate the name you would like to appear on the "equipped stand" form sent by the Mifa Exhibitor Service. This sign is for signage purposes only; logos, signs or labels are not authorised.</p>
Lighting	<p>Basic lighting includes :</p> <ul style="list-style-type: none"> - 1 LED bar for 4 m² and 9 m² stands / 2 LED bars for 18m² stands. <p>The LED bars are fixed to the front of the stand.</p>	
Electricity	<p>The standard electrical installation on the stand is:</p> <ul style="list-style-type: none"> - 1 electrical box protected by a differential circuit breaker (30 mA): power 3 kW; voltage 220 V + earth; frequency: 50 Hz; French standard; - 1 block of 3/4 sockets (French standard plugs). 	<p>Higher wattage / Exceeding the specified wattage may result in a general power cut . If you would like a higher wattage box, <u>please contact the Mifa Exhibitor Services before 25th April 2025.</u> More information p. 23.</p> <p>Equipment conformity / Electrical appliances connected must comply with the manufacturer's specifications and must not have been modified in any way. Under no circumstances may connections be made directly inside the enclosures. Any damage will be invoiced.</p> <p>Extension leads and adaptors not supplied / Please make sure you have adaptors and extension leads to suit your needs. If you are using computers, you may also want to bring an inverter to compensate for any power cuts.</p>

2.1. Details of the services included with an equipped stand

Services	Description	Conditions
Furniture	<p>The basic furniture package includes:</p> <ul style="list-style-type: none"> - for a 4m² stand: €280 VAT not incl. and €120 VAT not incl. per additional 4m² unit; - for a 9m² stand: €365 VAT not incl. and €365 VAT not incl. per additional 9m² unit; - for a 18m² stand: €730 VAT not incl. 	<p>Ordering furniture / To choose your furniture, simply visit our service provider Square's online catalogue and order the furniture of your choice using your package.</p> <p>Exceeding the allowance / If your furniture order exceeds the allowance, you will be invoiced directly by our service provider.</p>
Audiovisual equipment	<p>The basic audiovisual package includes:</p> <ul style="list-style-type: none"> - 1 x 32" LCD screen with HDMI and USB port for MP4 files with H.264 encoding <p>Please note / The LCD screen is delivered alone and is not fixed to the partitions. It can be placed on your stand furniture. You can also order a stand (from Live Up) or have a wall bracket installed (from CATM Events).</p>	<p>HDMI cables not supplied / Please ensure that you provide this equipment according to your needs.</p> <p>Reading USB keys / Please note that only Windows-formatted USB keys will work on the screens provided.</p> <p>Additional needs / To order any additional audiovisual equipment, please contact our official Live Up service provider. The service provider will invoice you directly.</p>
Internet access	<p>WiFi is available to all participants throughout the exhibition area.</p> <p>Wired connection on stand / It is also possible to order the installation of a wired connection on stand. More information p. 24.</p>	
Cleaning and waste management	<p>The exhibition areas are cleaned at the opening of the show and every evening thereafter. For stands, this cleaning includes vacuuming the floor, emptying waste bins and dusting desks and chairs (please do not leave your documents or leaflets on the floor, as they may be inadvertently thrown away). This service does not include the cleaning of objects and machines on display, totems and advertising panels, windows and display cases or the removal of stains from carpets.</p>	<p>On-stand waste management / Bins are placed on stands to encourage sorting: bins for non-recyclable waste (black bag) and bins for recyclable waste (yellow bag).</p> <p>Sorting points / Sorting points are available in the exhibition areas for exhibitors and visitors.</p> <p>Waste management at the end of the event / Exhibitors are invited to use the sorting points to dispose of their waste at the end of the event. If large volumes need to be disposed of, recycling skips are available in the Mifa technical area. Further information is available from the Mifa Exhibitor Service and Aremacs teams during the event.</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>	

... I design my space to suit my needs

What are the steps to follow to customise my space?



I take note of my space and its technical specifications
p. 16



I choose how to decorate the walls of my stand
p. 17 - 19

Order deadline
2nd May 2025



I choose and order the furniture for my space using my furniture allowance
p. 20 - 21

Order deadline
16th May 2025



I order additional audiovisual equipment if necessary
p. 22

Order deadline
23rd May 2025



I book the additional services I need
p. 23 - 26

Order deadline
25th April 2025
(electricity)
9th May 2025
(other services)



I return the signed "equipped stand" form with an insurance certificate for the event
p. 40 - 41

Sending deadline
30th April 2025

2. 2. Technical characteristics of my stand

My stand's location and dimensions

After signing your stand's quotation with Mifa sales department, you will receive a detailed plan of your space from the Mifa Exhibitor Service. This plan indicates your location (floor and hall) and the dimensions of your space. The plan of the stand provided is not a contractual document.

Technical constraints

If your space is located on the ground floor of the structures, the technical features mentioned below may need to be taken into account in your layout. Their location on your space will be specified on the plan sent by the Mifa Exhibitor Service.

Pillars supporting the structure are positioned on certain stands. By default, the pillars are covered with a white fabric stretched over a 350 x 350 mm frame and installed by our service provider in charge of general installation. If you do not wish to have this covering or are planning a different decoration, please let the Mifa Exhibitor Service know.

Smoke extraction vents are installed at regular intervals on the outside walls of the structure in compliance with fire safety standards. These vents may be placed on certain stands. Their presence on a stand has an impact on the height of the stand structures to avoid any obstruction: the location of an evacuation vent imposes a maximum height of 1.90 m. The Mifa Exhibitor Service is available to answer any questions you may have about this technical constraint.

Air-conditioning units are installed according to available space to ensure optimum temperature in the exhibition areas. Units may be placed on certain stands: this equipment cannot be moved or obstructed and must remain accessible throughout the event.

2.3 Decorating the walls of my stand

You have two options for decorating the walls of your equipped stand: either cover the entire stand with your visuals or partially cover your space with paper posters.

I choose to cover all the partition walls on my stand...

In this case, **you must work directly with our official service provider, CATM Events**, the only one authorised to provide this service. This service is subject to an additional charge. It is possible to choose a vinyl or stretched fabric covering. [More information p. 18-19.](#)

... or to partially decorate the walls of my stand with paper posters

You can decorate the walls of your stand with your posters, subject to the following conditions:

- The only fastenings authorised are with adhesive paste, office tape or hooks from the stand's fascia strips. **Please note:** nailing, screwing, gluing, painting and drilling are prohibited;
- The elements used must comply with fire safety standards. **This compliance must be proved by submitting a reaction to fire report for the material used.** [More information p. 48;](#)
- Elements must be removed at the end of the event.



Customise my stand with CATM Events

Fully covering your stand partition walls, creating a lockable storage area, installing a banner in your colours on the structure... CATM Events is your partner at the Mifa for all customisation services based on a fully equipped stand.

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

CATM Events controls the entire graphics chain: receiving and checking your files, sending them to production and checking proofs, then printing, fitting and placing them on your stand!

Stretch fabric covering with visible frames



Description: very high-definition digital printing (HD+). Stretch fabric 200g/m². Special sublimation inks on fabric. Eco-friendly and odorless. Finishing with a silicone rod for fixing to an aluminum structure.

Advantages: larger visible area. Possibility to work on 3m x 2.30m modules.

Restriction: it is not possible to install a wall mount for your screen on a wall covered with stretch fabric. In this case you must opt for an "evolutive" stand or a vinyl covering.

Vinyl covering



Description: high-definition digital printing (HD). Product specially developed for the exhibition.

Restriction: obligation to work meter by meter. TV wall mounts are only possible on the posts.

"Evolutive" stand



Description: model without length limitation and no visible mount also available. Contact CATM Events to receive a personalised quote.

Advantages: no visible structures. Simplified TV screen wall mount. Possibility to work on modules larger than 2.5m (to be confirmed depending on your location). Includes LED BT stem lighting.

CATM EVENTS

Norbert Gruffat Brenier
n.gruffatbrenier@catm73.fr

Deadline for sending visuals

Friday 2nd May 2025

Please note: After this date, the service provider will no longer be able to offer to cover your stand walls.

Payment for the service must be made before the event, otherwise the service requested will not be provided.

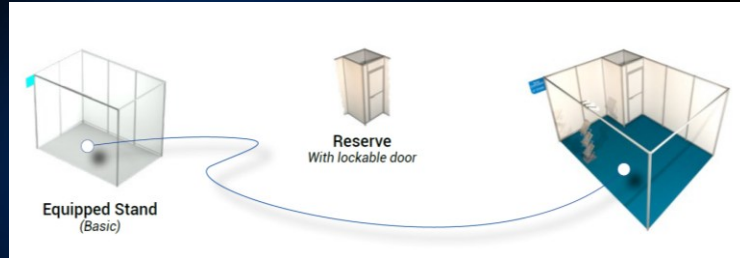
The exhibitor will be charged for repairing the panels if partition walls are damaged.

Customise my stand with CATM Events

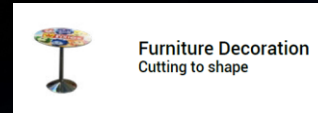
2. Extra features may be added, and other supports can be customised

CATM Events offers a range of customisation options to create a stand that reflects your image and meets all your needs. Do not hesitate to ask for a personalised quote for the various services presented below.

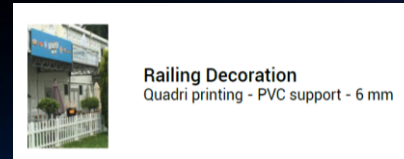
Add a lockable storeroom



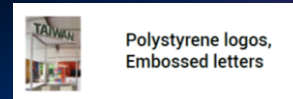
Add other decorative elements to stands, terraces and furniture...



Furniture Decoration
Cutting to shape



Railing Decoration
Quadri printing - PVC support - 6 mm



Polystyrene logos, Embossed letters

Add a storeroom with screen support, a banner and a covered welcome desk



CATM EVENTS

Norbert Gruffat Brenier
n.gruffatbrenier@catm73.fr

Deadline for sending visuals

Friday 2nd May 2025

Please note: After this date, the service provider will no longer be able to offer to cover your stand walls.

Payment for the service must be made before the event, otherwise the service requested will not be provided.

The exhibitor will be charged for repairing the panels if partition walls are damaged.

2.4. My stand furniture

A furniture allowance is included with your equipped stand. The amount is calculated according to the surface area of your stand and is specified in the proposal prepared by the Mifa sales teams. This allowance allows you to choose furniture items from the catalogue of our official supplier, Square Mobilier.

How do I place my order and use my furniture package?

To choose your furniture, simply visit the online catalogue of our service provider Square Mobilier (URL opposite).

The ordering procedure is simple: you fill in your basket with the items you want. Once you have made your choice, go to your basket where you can indicate the amount of your package before confirming your order. If your order does not exceed the fixed price, you have nothing extra to pay.

My furniture requirements exceed my allowance

Do all your requirements exceed the package included with your stand? The ordering procedure remains the same and you will be billed directly by our service provider for any excess.

SQUARE MOBILIER

info@square-mobilier.com

Online catalogue

<https://square-mobilier.com/en/salon/mifa-2025/>

Order deadline

Friday 16th May 2025

Please note: After this date, your order may not be accepted and will be subject 15% surcharge.

We advise you to order your furniture as early as possible to have maximum choice.

Example of a 4m² stand



Furniture: 1 table, 2 chairs and a stool.
Decorated with stretch fabric wall covering ([more information p. 18 - 19](#)) and a roll-up.

Example of a 9m² stand



Furniture: 1 reception desk with display cabinet, 2 tables and 6 chairs.
Decorated with stretch fabric wall covering ([more information p. 18 - 19](#)) and paper flags.

Example of a 18m² stand



Furniture: 1 reception desk, 1 sofa, 1 table and 4 chairs.
Decorated with a stretch fabric wall covering and a vinyl covering on the reception desk ([more information p. 18 - 19](#)).

2.5. My audiovisual equipment on stand

A 32-inch LCD screen is included with your equipped stand. Our service provider, Live Up, will be happy to meet any other requirements you may have.

What type of screen is included?

Characteristics of the screen provided: 32" LCD screen with an HDMI port and a USB port for MP4 files with H.264 encoding. The screen is supplied on its own; you will need to provide HDMI cables to connect a computer and Windows-formatted USB sticks.



By default, this screen will be placed on your stand. If you do not wish to use it, you must specify this on the 'equipped stand' form sent by the Mifa Exhibitor Service.

Hire a screen stand or have a wall mount installed

The screen included in the equipped stand offer is supplied on its own. By default, it must therefore be placed on one of your pieces of furniture (reception desk, stand-up table, etc.). You can also choose to :

- **hire a stand** from our audiovisual service provider Live Up ([contact opposite](#));
- **have a wall mount installed** on one of the stand walls by our service provider CATM Events (details on technical feasibility and ordering via [contact p. 18 - 19](#)).

These two types of service are considered as additional requirements and will be invoiced directly by the service provider.

Additional needs

To order any additional audiovisual equipment, please contact our service provider directly. Additional orders will be invoiced to you by the service provider.

LIVE UP

Laurence Pipitone
laurence@liveup.fr

Online catalogue

<http://mifaaudiovisualservices.com/en/>

Order deadline

Friday 23rd May 2025

Please note: No orders will be accepted after this date.

Electrical power requirements and connections

Each stand has a power supply with 3 sockets (French standard plugs) for a maximum power of 3 kW. This covers most uses: plugging in your screen, plugging in a computer.

Electrical outlets are positioned as best as possible by the service provider in charge of electrical distribution, generally at the back of the stand space (or in a storeroom if this installation has been indicated).

Need for additional power / A service to install more electrical power can be offered. There is a charge for this service. Please get in touch with your Mifa contact to discuss this.

Adaptors and extension leads / The electrical plugs are French standard, so make sure you bring adaptors. You should also bring extension leads to suit your needs.

Would you like more information about electrical power on your stand? Contact us!

**Mifa Exhibitor
Service / Stands**

Pauline Launoy
paulinelaufoy@citia.org

Order deadline

Friday 25th April 2025

Please note: No orders will be accepted after this date.

2.6. Ordering additional services

Wired internet connection

Benefit from more bandwidth to meet your needs

WiFi is available to all participants throughout the exhibition area. Your accreditation allows you to connect up to 3 devices simultaneously (Annecy Network login and password).

If you need more bandwidth or multiple connections, you can have a wired connection installed on your stand with access at 50 Mbps or 100 Mbps. There is a charge for this additional service (prices shown below).

Wired Internet connection on stand	Prices
Internet access 50 Mbps (not guaranteed) 1 wireline location	€750 VAT not included
Internet access 100 Mbps (guaranteed and symmetrical) 1 wireline location	€1,500 VAT not included
Switch rental (8 ports, RJ45) unmanaged	€100 VAT not included

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

Would this service meet your needs? Contact us for more information or to receive a quote.

Mifa Exhibitor Service / Stands

Pauline Launoy
paulinel aunoy@citia.org

Order deadline

Friday 9th May 2025

Please note: No orders will be accepted after this date.

Instant photo booth (photocall)

Attract visitors to your stand and let them take away a souvenir photo (digital or printed)

The Mifa offers you the chance to hire a kiosk where you can take and print instant photos. You can personalise this photocall in your company colours and creations!



Instant photo booth rental	Prices
Design photocall booth with unlimited shooting (sending photos by email), 400 prints included and delivery of all photos taken by WeTransfer link	€1,000 VAT not included
Option: photo customisation	€135 VAT not included
Option: double-sided terminal covering	€180 VAT not included
Option: 4-sided terminal covering	€412 VAT not included
Option: 400 photo prints refill	€150 VAT not included

All prices above include delivery, installation and removal of the terminal.

Would this service meet your needs? Contact us for more information or to receive a quote.

Mifa Exhibitor Service / Stands

Pauline Launoy
paulinelaufoy@citia.org

Order deadline

Friday 9th May 2025

Please note: No orders will be accepted after this date.



Charging station

Mifa offers you the possibility to rent a charging station (smartphones, tablets) in two formats that can be covered in your colours.

Allow your teams and prospective clients to recharge their equipment at your stand

Charging station rental	Prices
Large charging station rental in high bar format (1 m high)	€2,500 VAT not included
Option: large terminal with total covering customisation	€180 VAT not included
Small charging station rental	€597 VAT not included
Option: small terminal with total covering customization	€100 VAT not included

All prices above include delivery, installation and removal of the terminal.



Would this service meet your needs? Contact us for more information or to receive a quote.

Mifa Exhibitor Service / Stands

Pauline Launoy
paulinel aunoy@citia.org

Order deadline

Friday 9th May 2025

Please note: No orders will be accepted after this date.

3. ENTERTAINING AT MY STAND

3.1. Entertainment at the stand

We encourage you to entertain on your stand. Please let us know about any plan event so that we can communicate them to Mifa participants.

Entertainment format and location

You can imagine a wide range of event formats (product presentation, live demo, discussion/debate, etc.). However, any events organised must fit within the space available on your stand and must not obstruct traffic lanes or emergency exits, to ensure the safety of participants.

Sound for your events

It is possible to use a light sound system, but it is essential not to disturb the other stands. Our audiovisual service provider Live Up can offer you connected headphone solutions for listening to a live presentation ([contact p. 22](#)).

Distribution of goodies

In line with our CSR commitments ([more information on p. 3](#)), we encourage Mifa participants to choose **useful and reusable goodies**. In their production, we invite you to opt for a short supply chain. As far as packaging is concerned, **please avoid individual packs** and over-wrapping when sending them.



3.2. Cocktail reception at the stand

It is possible to organise a cocktail-type event including a catering service on your stand. Two types of food service are possible on your stand.

A cocktail reception with the Mifa's approved caterers

Several types of service - coffee reception, assortment of savoury and sweet dishes, boards, drinks - are offered by our official caterer. To find out more, please contact the Mifa ([contact opposite](#)).

Self-organised product tasting

A simple tasting of products is also possible. If you choose this option, please note that you are responsible for refreshing your drinks and providing the necessary glassware. The products on offer must not be processed on site (e.g. pre-cut cheese, pre-sliced charcuterie, etc.) and must be packaged in blister packs or cellophane with the expiry date, batch number and the manufacturer's name and health stamp.

Important / Regardless of the type of service you choose, you must leave a free space on your stand to accommodate the equipment you need for the duration of the service. All cocktail-type events must not obstruct the aisles and emergency exits. In addition, all stand events must take place during the show's opening hours, with tents being completely vacated by 7:00 pm on Tuesdays, Wednesdays and Thursdays and by 6:00 pm on Fridays.

Waste management / You, the exhibitor, or where applicable your service provider, must dispose of any waste produced from events organised on your stand, including cocktail receptions. The Mifa reserves the right to apply a penalty if waste is not removed.

Are you interested in providing a cocktail reception using our official caterer? Contact us for more information about offers and packages.

Mifa Sales Department

Frécilia Zambaux
frecliazambaux@citia.org

Order deadline

Friday 23rd May 2025

Please note: No orders will be accepted after this date

4. SET-UP, DISMANTLING AND DELIVERIES

4.1. Conditions of access to exhibition areas

Access to the event is controlled and badges must be worn to enter the exhibition areas during the event, set-up and dismantling periods. Badges are personal and non-transferable.

Access with your Mifa Exhibitor accreditation

Exhibitors, your Mifa Exhibitor accreditation is your badge: you can collect it from the Mifa Welcome Desk (opening times and access opposite). Your Mifa Exhibitor accreditation gives you access to the exhibition areas during the following periods:

Set-up period / Sunday 8th June, 2:00 pm to 7:00 pm and Monday 9th June, 9:00 am to 7:00 pm

Dismantling period / Friday 13th June, 5:00 pm to 7:00 pm

Mifa event / Tuesday 10th, Wednesday 11th and Thursday 12th June, 8.30 am to 7:00 pm and Friday 13th June, 8.30 am to 6:00 pm

Please note that all exhibition areas are cleared at 7 pm.

Please do not plan any appointments in the exhibition area after this time.

Access for your service providers

Official Mifa service providers will have their own accreditations. Additionally, any person you may need to work on your stand – hospitality staff, audiovisual staff, etc. – must have accreditations. Please get in touch with your Mifa Service contact.

Mifa Welcome Area opening hours

Sunday 8th June

2:00 pm – 7:00 pm

Monday 9th June

8:30 am – 7:00 pm

Tuesday 10th to Thursday 12th June

8:30 am – 7:00 pm

Friday 13th June

8:30 am – 5:00 pm

The Mifa Welcome Area is located on the first floor of the Exhibition Area. Access is possible from the Impérial Palace forecourt.

4.2 Setting-up and dismantling my stand

Booking an equipped stand means opting for a turnkey solution: your stand will be set up by our official service providers in accordance with the services you have selected.

When can I access my stand during set-up?

Exhibitors can access the site throughout the set-up period ([see opposite](#)) to familiarise themselves with their space and make any final adjustments required before the show opens. **All stand installations must be completed by 7.00 pm on Monday 9th June.**

Technical assistance for exhibitors

A technical desk is available to exhibitors for any information or assistance concerning their stand. Official Mifa service providers will also be on hand during set-up and at the start of the event to help you on your arrival and provide assistance if required.

The technical desk is open throughout the event, including during set-up and dismantling periods. It is located in the Mifa Welcome Area, on the first floor of the Exhibition Area.

Setting-up period

Sunday 8th June

2:00 pm – 7:00 pm

Monday 9th June

8:30 am – 7:00 pm

Your installations must be completed [Monday 9 June at 7.00 pm.](#)

All areas must be vacated by 7:00pm on Monday evening. Access will be possible again on Tuesday morning from 8.30 am for exhibitors (9.00 am for the general public).

4.2 Setting-up and dismantling my stand

With an equipped stand, dismantling your stand is easy: our official service providers take care of removing the equipment and furniture reserved for you, as well as the stand structures.

When do I have to leave my stand at the end of the event?

All equipment – excluding equipment set up by our official service providers – must be removed from the exhibition spaces by the exhibitor no later than Friday 13th June at 7:00 pm. It is not possible to remove large items from the stand before the start of the dismantling period at the end of the event, i.e.: 5:00 pm on Friday 13th June. However, the removal of small equipment is tolerated from 2:00 pm on Friday 13th June.

Stand restitution and long-term occupation

Your space must be left in its original state. The exhibitor will be charged for any deterioration or damage observed after your stand has been dismantled. As an exhibitor, you are responsible for all your contractors (reception staff, caterers etc.).

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 organizer 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 to meet their commitments to the general site planning.

Dismantling period

Friday 13th June
5:00 pm – 7:00 pm

All equipment – excluding equipment set up by our official service providers – must be removed from the marquees by the exhibitor no later than Friday 13th June at 7:00 pm

The organiser may take, at the exhibitor's expense and risk, any measures it deems necessary to remove equipment and debris remaining on the site.

4.3. Cleaning and waste management

A large amount of waste is produced during the Mifa, which is why CITIA is working with its service providers and the Aremacs association to set up systems to reduce its production and encourage recycling.

Cleaning the space provided

The exhibition areas are cleaned before the show opens and every evening during the operating period. For stands, this cleaning includes vacuuming the floor, emptying the waste bins and dusting the surfaces. This service does not include the cleaning of exhibits and machinery, totems and advertising panels, windows and display cases or the removal of stains from carpets.

Important: Please do not leave your documents or leaflets on the floor, as they could be inadvertently thrown away.

Waste management throughout and at the end of the event

During the event / Mifa participants are asked to follow the on-site sorting instructions. Numerous sorting points are available in the exhibition areas for exhibitors and visitors. There are two types of bins on stands to help with sorting: bins for non-recyclable waste (black bag) and bins for recyclable waste (yellow bag).

At the end of the event / Exhibitors are invited to use the sorting points to dispose of their waste and communication media. If large volumes need to be disposed of, recycling bins are available in the Mifa technical area.

The Mifa Exhibitor Service and Aremacs teams are on hand throughout the event to help you with any questions you may have.



4.4 Sending parcels

Do you want to send parcels to Mifa? We strongly recommend that you work with our official transport agent – FILM EVENTS LOGISTICS by GANERTRANS who has a very good knowledge of customs formalities and who will be responsible for delivering your goods to your stand upon your arrival ([information below](#)). You also have the possibility to use a freight forwarder of your choice ([more information p. 36](#)).

Grouped shipping service offered by Film Events Logistics

A paid group shipping service from the Paris region is offered by our referenced service provider FILM EVENTS LOGISTICS by GANERTRANS and allows you to benefit from preferential rates.

Sending packages

Shipments from abroad (including Europe) must arrive at CDG no later than Tuesday 3rd June 2025 to be able to release the goods from customs in time, otherwise no later than Friday 6th June 2025 (customs free – at the address indicated opposite).

Collections in Paris/Île de France will be carried out by FILM EVENTS LOGISTICS by GANERTRANS on Thursday 5th June and Friday 6th June 2025 in the morning. For the provinces, collections will be made no later than Thursday 5th June 2025.

A truck chartered for Mifa will leave the Paris region on Saturday 7th June 2025. The goods will be delivered directly to your stand on Monday 9th June 2025 in the morning.

Storage of packaging and return of parcels

FILM EVENTS LOGISTICS by GANERTRANS can offer to store your empty packaging for the duration of the event.

For the return, the collection will be made directly on the stand on the last day for availability in Paris/Paris region on Monday 16th June 2025 afternoon, Tuesday 17th June 2025 for Europe, and depending on the destination from Wednesday 18th June 2025 for the rest of the world.

Empty boxes can be provided as well as a "shipping order" to be filled in with the useful information for parcels to be correctly returned. To receive more information, please contact the service provider directly: FILM EVENTS LOGISTICS by GANERTRANS.

Are you interested in this service?
Please contact our service provider to receive a quote and confirm a parcel shipment.

FILM EVENTS LOGISTICS by GANERTRANS

Alexandra Vallez
alexandra@ganertrans.fr

Website
<https://ganertrans.fr>

Address for sending parcels

FILM EVENTS LOGISTICS
by GANERTRANS
14 bis rue de la Grande Borne
77 990 Le Mesnil-Amelot
France

4.4 Sending parcels

Parcel shipping (excluding shipping with Film Events Logistics)

You can choose to send packages directly to Mifa.

Important / Shipping is only possible on the dates indicated opposite and by following the procedure indicated below.

Attention / When using a service provider of your choice other than our official service provider, we ask you to ensure that they comply with customs formalities, otherwise you risk not receiving your equipment.

Sending parcels

All parcels and shipments must include 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

Important / 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.

Collecting parcels and storing packaging

Go directly to the **Parcel Desk located on the Imperial Palace car park** (signage on site). If your packages are large and bulky, our on-site logistics team can assist you in getting them to your stand.

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.

Exhibitors wishing to reship their parcels at the end of the event must contact our transport agent directly ([more information p. 35](#)).

Mandatory reception period for parcels

Reception only possible
**Friday 6th June to Thursday 12th
June, 9 am to 7 pm
and Friday 13th June, 9 am to 12 pm**

Under no circumstances will we be able to receive packages outside of these dates and opening hours. The organiser declines all responsibility in the event of theft or damage to goods stored and awaiting delivery to the stands or reshipment at the end of the Mifa.

If you choose to send packages by your own means, please notify us by indicating the nature of the package, the expected delivery date, and the name of your service provider.

Mifa Exhibitor Service / Stands

Pauline Launoy
paulinel aunoy@citia.org

Anticipating customs formalities

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: FILM EVENTS LOGISTICS by GANERTRANS.

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;
- 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.

To speed up 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.

Do you need more information about customs formalities? Please contact our official transport agent.

**FILM EVENTS LOGISTICS
by GANERTRANS**

Alexandra Vallez
alexandra@ganertrans.fr

Website
<https://ganertrans.fr>

When sending electronical materials, you may be asked about the proforma invoice, series number and country in which the machine was produced.

It is imperative that complete details of the parcel's delivery are attached to the Air Way Bill number, along with the corresponding values. If not, the parcel will be stuck in customs. **The charges incurred from arrival in customs to the Mifa marquee and return will be 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 starts on the date the goods arrive onto 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 exhibition period, merchandise must be presented for inspection on the stand whenever required by the Customs Department.

Do you need more information about customs formalities? Please contact our official transport agent.

**FILM EVENTS LOGISTICS
by GANERTRANS**

Alexandra Vallez
alexandra@ganertrans.fr

Website
<https://ganertrans.fr>

5. INSURANCE, THEFT PREVENTION, DAMAGES

5.1. Insurance for the event

Insurance to be taken out by exhibitors

Participating companies are required to insure the equipment, furniture and goods they exhibit and to **take out a civil liability policy for personal injury and damage to equipment**, for the duration of the event, including installation and dismantling.

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.

In case of damage, the organiser's 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.

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.

Civil liability insurance certificate required to be sent.

Pauline Launoy
paulinel aunoy@citia.org

Deadline for sending insurance certificate

Friday 30th May 2025

Insurance taken out by the Mifa organiser

The organiser is taking out insurance cover **against fire and water damage to the exhibition hall** for the entire event, excluding exhibited material and furniture.

In case of damage - fire, water damage, explosion - the exhibitor or their representative must:

- contact the Mifa Exhibitor Service to report the accident;
- send a registered letter to the Mifa office ([contact opposite](#)), 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.

The Mifa will send these documents to the insurance company.

CITIA Contact

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

5.2. Theft prevention and security

General surveillance of the Market

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.

On-site theft prevention

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 area

- 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.

In the event vicinity (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.

In case of theft / The 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 is invited to contact the local judicial authority, the Annecy national police station ([contact details opposite](#)).

In the event of theft, the exhibitor or their representative must:

- **File a written complaint with the local judicial authorities within 24 hours** and request a receipt from the Annecy police station;
- **Send a registered letter to your insurer.**

The letter must contain the following documents: the receipt for the complaint from the local judicial authority, the description and value (purchase price excluding VAT) of the stolen item(s) and the corresponding invoice(s).

COMMISSARIAT POLICE NATIONALE

15 rue des Marquisats
74000 Annecy
Tel : +33 (0)4 50 52 32 00

6. REGULATIONS AND PROCEDURES

6.1 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 (stands' construction)

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 authorization 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).

6.2 FIRE SAFETY RULES

Warning / Stands that are not conform will have their electricity supply cut off.

6.2.1 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 (Mifa Exhibitor Service contact) before the 9th of May 2025. 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

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 B	s2	d0		B _{fl} C _{fl}	s1	
	s3	d1			s2	
	s1	d0				
	s2	d1				
	s3					
C	s1	d0	M2	B _{fl}	s1	M4
	s2	d1		s2		
	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			

6.2.2 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.**

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 20 m², must be made of M3 materials. If their surface area is less or the same as 20 m², 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 0.5 m², 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.

Nota bene: 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 300 m². Surface areas superior to 50 m² 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 1 m² 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

Guarantees of the reaction to fire classification of the materials used in the exhibition halls must be provided in advance to the organiser (Mifa Exhibitor Service) and on request from the safety officer, in the form of labels, certificates or records.

Important / Reaction to fire certificates must comply with the European Euroclass classification and be less than 5 years old. Only certificates issued by approved French laboratories will be accepted.

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

Courriel : securofeu@textile.fr

Site web : <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

Courriel : infos@gtfi.org

Site web : <http://www.gtfi.org/>

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

6.2.3 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 Mifa Exhibitor Service. Please refer to the “Non-Equipped Stand” form or contact the Mifa Exhibitor Service.

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 V; 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 30 mA 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.

Class II

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 2.25 m;
- placed away from all inflammable materials (at least 0.5 m 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).

6.2.4 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.

6.2.5 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.

6.3 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 the Mifa Department 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. The 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 350 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;
- 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.



2025 EDITION

Organised by EPCC CITIA
c/o Conservatoire d'art et d'histoire
18 avenue du Trésum
CS 50038
74001 Annecy Cedex

Contacts and information

+33 (0)4 50 10 09 00

<https://www.annecyfestival.com/en/the-mifa/mifa-presentation>