

EXHIBITOR'S GUIDE



Order forms to be returned before August 27th, 2027
Deliveries on September 17th, 2027

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Un site géré par TOULOUSE CONGRÈS

Exhibitor Guide
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I - GENERAL INFORMATION AND SERVICES

01. Location of the Centre de Congrès Pierre Baudis

An emblematic venue in Toulouse, the Centre de Congrès Pierre Baudis offers a modern, elegant setting for all your business events. Ideally located in the Compans-Caffarelli business district, in the immediate vicinity of transport, accommodation and shops, its geographical position allows you to combine business meetings with sightseeing.

Adress:
11 esplanade Compans Caffarelli - 31000 Toulouse – France

Extended access map



02. Access to the Centre de Congrès Pierre Baudis

Metro and Tramway :

Metro:Line B stop - "Compans Caffarelli" - is a 1-minute walk from the Convention Center.Metro service is available Sunday to Thursday from 5:15 a.m. to midnight, and Friday and Saturday until 2 a.m. From Marengo SNcf. station: Metro line A direction "Basso Cambo" to "Jean-Jaurès", then line B direction "Borderouge" to "Compans Caffarelli". From Marengo station: Metro line A direction "Basso Cambo" to "Jean-Jaurès", then line B direction "Borderouge" to "Compans Caffarelli", running every 5 to 7 minutes during off-peak hours and 1min20 during rush hour.

Tramway: From the Palais de Justice Tramway stop, take Metro line B to the "Compans Caffarelli" stop.Contact Tisséo: 05 61 41 70 70 / Website: https://www.tisseo.fr/home

Bus :

The Convention Center is served by lines 14, 45, 63, L1 and the airport shuttle.

Train :

The sncf Matabiau station is about 15 minutes by metro and 22 minutes on foot from the Centre de CongrèsPierre Baudis
Paris-Toulouse journey time: 5h30
Montpellier-Toulouse and Bordeaux-Toulouse journey time: 2h
Lyon-Toulouse journey time: 4h20.

Car

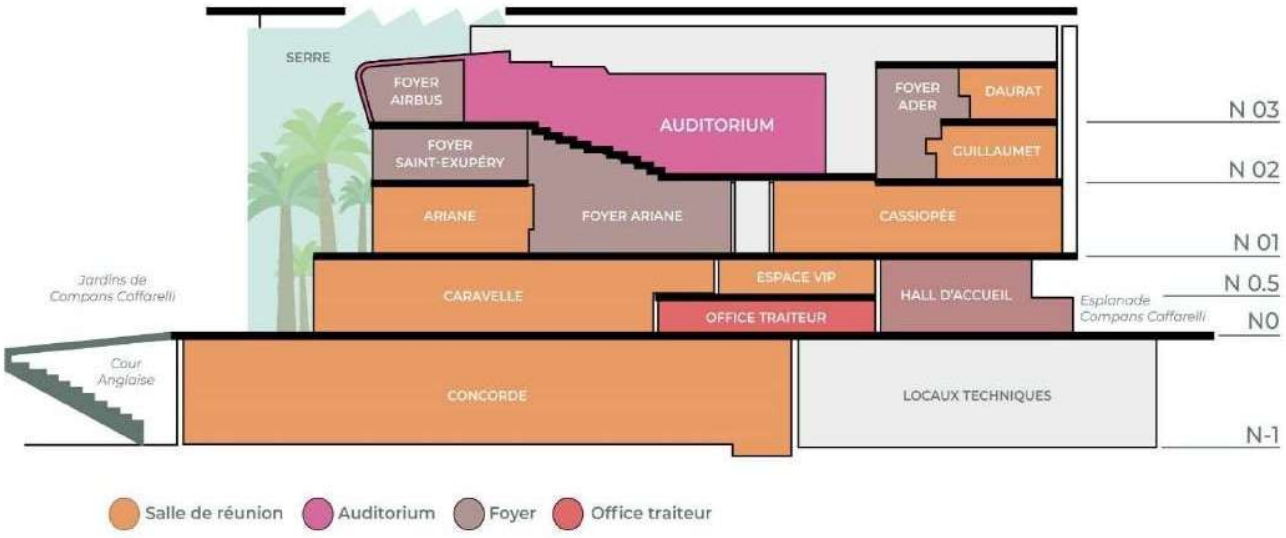
Access to **A62, A20, A64, A66, A61, A68** freeways.
- Mediterranean Sea 1 hr 30 min
- Pyrenees 1 hr 30 min
- Barcelona 3 hr 30 min.

Plane :

- 1h15 Paris-Toulouse connection: several flights a day
- 60 scheduled routes, 44 of which are international.

Toulouse Blagnac International Airport is located 15 minutes from the Pierre Baudis Convention Center in the city center. Airport contact: 0825 380 000 / Website: https://www.toulouse.aeroport.fr/

03. Sectional drawing of the Centre de Congrès Pierre Baudis



Plenary sessions for up to 1,200 people

18 rooms including 1 500-seat auditorium

6,000 m2 of modular space

- Ceiling height Concorde 1+2: 6m
- Ceiling height control room and translation booths: 2.80m
- Ceiling height Concorde foyer: 7.50
- Ceiling height Caravelle 1+2: 4.70m
- Ceiling height Ariane foyer: 5m
- Goods elevator accessible from delivery area on level -0.5

For all hanging requests, please refer to the specifications provided to the organizer.



II - LOGISTICS INFORMATION

II – LOGISTICS INFORMATION

01. Delivery times and vehicle access

Delivery times: The delivery times for your event are shown on the cover page of this guide and must be respected. Deliveries before these dates will be refused.

All deliveries and unloading must take place in the delivery area of the Centre de Congrès Pierre-Baudis for all vehicles not exceeding the following dimensions and weights:

- Height: 3.60 m.
- Length: 8 m.
- Weight: 13 t.

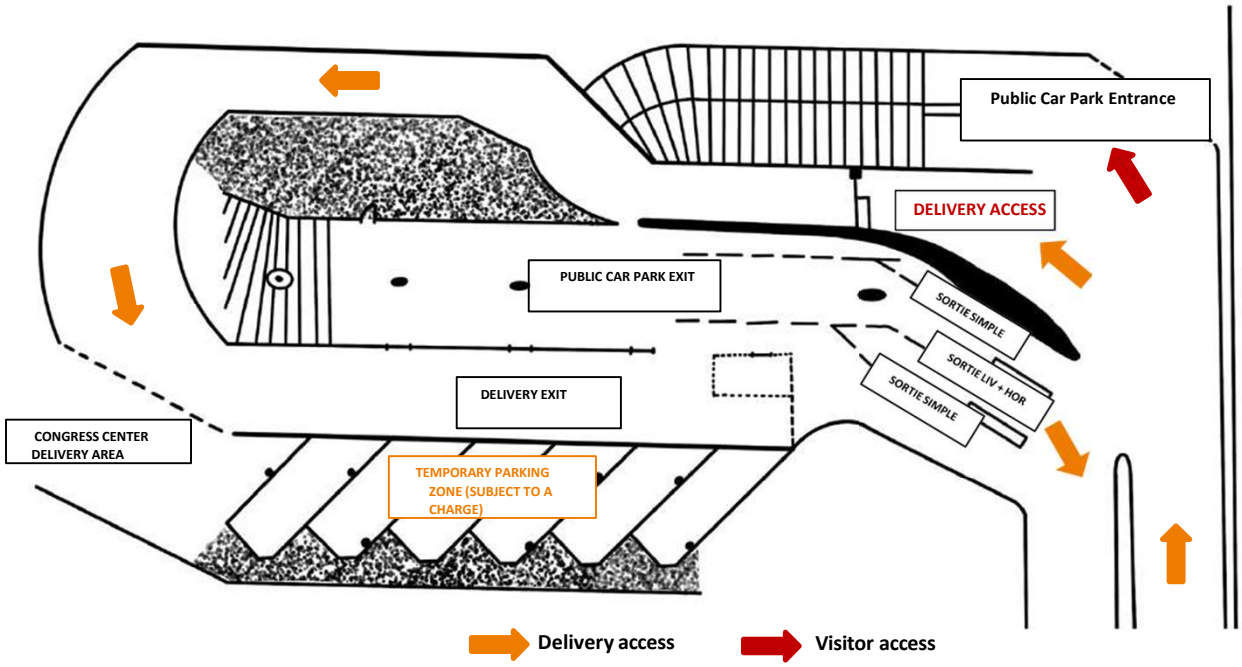
The delivery area is flat, with no platform:

- All trucks must be equipped with a tailgate and a pallet truck.
- You have a 30-minute parking period at the delivery dock.
- After 30 minutes, parking is charged according to the attached list.
- You can move your vehicle to the public underground car park, where parking is subject to a charge at the rates indicated on page 20 (for private vehicles)
- As the capacity of the delivery area is limited, we kindly ask you to leave this area after loading or unloading

Current price list on the Q-Park Delivery Area :

30 mn : free of charge
1h : 3,20 €
2h : 8,00 €
3h : 14,00 €
4h : 22,00 €
5h : 30,00 €
7h > 24h : 46,00 €

Access to the delivery dock via the Q-Park Compans Caffarelli parking lot: **Boulevard Lascrosses 31000 - Toulouse**



II – LOGISTICS INFORMATION

Instructions for trucks (13 tons and plus) during build up and dismantling periods

- The transporter must contact the PC Sécurité of the Centre des Congrès Pierre Baudis to open access to the following number: +33(0)5 62 30 40 34.
- Double-parking is forbidden along Boulevard Lascrosses.
- Access for unloading is via the forecourt of the Jardin Compans Caffarelli on the Hôtel Mercure side.
- Unloading and unloading must be carried out using a tailgate and a pallet truck.
- Unloading of trucks on the day of installation and transport to the stands will be at the exhibitors' expense (as will dismantling).
- Once unloaded, vehicles may park in the adjacent streets or at the Centre Routier de Toulouse located at: 1, Avenue de Fondeyre.



Safety instructions : It is compulsory to wear PPE (Personal Protective Equipment) – **safety shoes at least** - **throughout the exhibition set-up and dismantling period.**
You will be refused access to the exhibition site if you fail to comply with these regulations.

II – LOGISTICS INFORMATION



02. Goods elevators

From the delivery area, all levels of the Convention Center are served by a freight elevator for large loads, or by elevators for smaller volumes.

- Maximum elevator load: 5.3 t.
- Volume: 13.3 m.
- Height: 3 m.
- Width: 3 m.
- Length: 6 m.

03. Turnkey parcel storage and delivery solutions

Important : The Centre des Congrès Pierre Baudis does not directly manage the delivery of exhibitors' parcels outside the delivery window defined on the cover page.

Outside this window, your parcels can be picked up, transported and collected by Clamageran.

Services offered by Clamageran:

- Reception and storage of parcels.
- Unloading, delivery to stand and collection of parcels.
- Removal of empty packaging from parcels.

For more information on our services, please contact our partner:
Clamageran
Mrs Paola Burlando – +33 6 20 83 77 98
E-Mail : french-riviera@clamageran.fr
Web site :https://www.clamageran-expositions.fr/

Safety instructions : It is compulsory to wear PPE (Personal Protective Equipment) – **safety shoes at least - throughout the exhibition set-up and dismantling period.**
You will be refused access to the exhibition site if you fail to comply with these regulations.



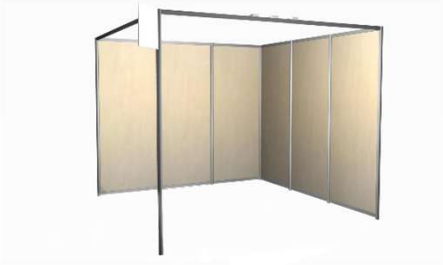
II – DESCRIPTION OF STAND FORMULAS

II – DESCRIPTION OF STAND FORMULAS

01. Your pre-equipped booth

- Your booth: 9m² shell scheme booth includes:

  - 3 meter Back and side wall sycomore-coloured partitions H:2.5m
  - One 3 kw power plug
  - Stand lighting: one LED tube
  - Stand sign: A3 landscape format fixed as a flag – black and white printing with the booth number and fascia name
  - 1 Table and 2 chairs included. Table dimension : 1,20 m x 0,60 m



- The exhibition hall

The exhibition hall is located on the ground floor : Room Caravelle.

- Ceiling height : 5m

The Caravelle room's floor is already carpeted (beige).
The venue recommends not carpetting the booth space due to the visual effect on an already carpeted surface
If needed, a different carpet can be ordered, to be put on the carpeted floor (see order forms at the end of this guide).



Important : We remind you that it is forbidden to nail, drill, screw, glue partitions and posts. Adhesives must be removed by the exhibitor on dismantling.

In the case of a bare stand, your service includes the marking of your space on the floor:
- Space delivered without additionnal carpeting, partitions or furniture
- Electricity at your expense (to be ordered by completing the corresponding order form at the end of this guide).



III – ADDITIONAL SERVICES

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01. Carpet

The exhibition area is carpeted in blue by default. You can order a special carpet by completing the order form at the end of this guide.

(The venue recommends not carpetting the booth space due to the visual effect on an already carpeted surface If needed, a different carpet can be ordered, to be put on the carpeted floor (see order forms at the end of this guide).

The price indicated for the carpet is a price per m² including installation and removal. The carpet will be plasticized to protect it until the day of your operation. You can choose your carpet color among the following choices:



0014
Nigth Blue



0910
Noir



0915
Mousy
Grey

Other colors available on request and subject to availability. Service includes additional costs.

02. Electricity

Our electrical power boxes comply with French standards (Type E- sockets).
If your equipment uses different plug types, please ensure you bring the necessary power adapters or converters.
→ 3kW electrical box is supplied in a shell scheme booth package :



If you require additional power, please complete the "electrical box" section of the order form.

If you plan to use extension cords and/or power strips, we strongly advise you to place an order before the deadline to ensure that they are available.

Please note: given the constraints imposed by the building's electrical distribution, part of the wiring may be visible.

The box will be positioned in your storeroom or, by default, along the partition, in the corner of the stand as close as possible to the electrical supply. Any change of connection position requested on site during assembly will be invoiced at €60 excluding VAT, provided that the change is technically feasible.

III - ADDITIONAL SERVICES



3. Internet connection

If you would like a dedicated Wifi connection on your stand, please fill in the "Internet connection" section of the order form according to the number of devices to be connected.

Important : If you would like a dedicated Wifi connection on your stand, please fill in the "Internet connection" section of the order form according to the number of devices to be connected.

- 2 Mbps connection: 1 device
- 4 Mbps connection: 2 devices
- 8 Mbps connection: 4 devices
- 10 Mbps connection: 5 devices
- 20 Mbps connection: 10 devices

A wired connection is available on request and after a feasibility study.

4. Cleaning

If you require daily cleaning of your stand, please complete the "Cleaning" section of the order form. This service includes vacuuming the carpet, emptying the garbage cans and cleaning the uncluttered tables and/or counters on your stand.

5. IT and video

We offer our services for the rental of LED screens, size 43, 50, and 55'', stand included. However, for any other screen sizes, please contact the event coordinator at the Venue, as other options may be proposed.

Prices include rental, delivery, installation and collection. Please note that all equipment delivered to your stand is your responsibility and must be returned at the end of the event.

Our product offers and prices are valid while stocks last.

III - ADDITIONAL SERVICES

04. Parking facilities

The QPark Compans Caffarelli parking lot is located in the immediate vicinity of the Centre de Congrès Pierre Baudis.

Parking Solution for Exhibitors
We offer a **special rate parking pass** covering the full duration of your stay. Please note that this pass is valid for the **public parking garage only**. It is not valid for the delivery area, where parking is free for the first 30 minutes and subject to standard fees thereafter.

How to use your pass:
Arrival: Enter the **Q-Park Reflet Compans** public parking garage and take a standard ticket from the entry terminal.
First Exit: At the exit barrier, first insert the ticket you received upon entry. Then, insert your **Congress Parking Pass** as the method of payment.
Subsequent Use: For all following entries and exits, simply use your Congress Parking Pass directly at the terminals throughout your pre-paid period.

Note: Any parking time exceeding the validity period of your pass will be at your own expense and must be paid at the exit.

07. Catering

We offer stand catering services that will enable you to:
- Welcome your contacts with quality thanks to an elaborate range of sweet and/or savoury packs and trays,
- For any special requirements, please do not hesitate to contact us for a personalized quotation.

08. Signage

To dress up your stand in your own colors, we have selected a range of signage services.

These services include the manufacture, installation and removal of signage, based on the information you provide. To guarantee quality work and successful printing, we ask you to respect the deadline for submission of print files, which will be communicated to you when you place your order (see order form).

If you have any special requirements, please do not hesitate to contact us for a personalized quotation.

09. Furniture

A rectangular table 120 cm long x 60 cm wide and 2 chairs are included in the booth package.

To supplement this furniture package, an additional selection is available on page 24 and 25. You can also browse our partner's website : Furniture renting catalogue to make your own selection. Please list your selected items on the form provided for this purpose on page 26.



V – ORDER FORMS

01. Billing Details

Please return the required pages of this order form signed, completed and stamped to:
fchatellier@toulousecongres.com

no later than August 27th, 2027

CORPORATE INFORMATION

BOOTH NUMBER : .....

COMPANY NAME: .....

ADDRESS :.....

.....

POSTAL CODE : ..... CITY : .....

COUNTRY : ..... TELEPHONE : .....

WEB SITE: .....

Intracommunity VAT: .....

(*for French companies*) SIRET : .....CODE APE: .....

EXHIBITOR CONTACT

FASCIA NAME (only if to be printed by the Venue) **:** .....

NAME : .....

FUNCTION : .....

TELEPHONE OR MOBILE Number : .....

EMAIL ADDRESS : .....

BILLING DETAILS IF DIFFERENT

COMPANY NAME: .....

for French companies SIRET (14 chiffres) : .....

Intracommunity VAT: .....

ADDRESS :.....

.....

POSTALCODE : ..... CITY : .....

COUNTRY : .....

YOUR STAND PACKAGE

☐ Shell scheme stand ☐ Bare stand

GENERAL SETTINGS

Service	Price excl. VAT	Quantity (sqm)	Total € excl. VAT
Lockable storage Area on equipped booth – ☐ 1 sq m ☐ 2 sq m	225,70 € 270,00 €		
Supply of pre-filmed needle-punched carpet Installation and removal from site. (please note the room floor is already carpeted) Please select : ☐ 0014 Nigth Blue ☐ 0910 Noir ☐ 0915 Mousy Grey	8,50 €		
☐ Other colors - please contact us			
		Total	

ELECTRICAL SERVICES

Power box **(3 kw are included in equipped booths)**	Price excl. VAT	Quantity	Total € excl. VAT
☐ Electrical box 3 kw - 16 A	212,10€		
☐ Electrical box 5 kw - 30 A	255,42€		
☐ Electrical box 10 kw - 45 A	291,67€		
☐ Electrical box 15 kw - 60A	328,43€		
		Total	

INTERNET SERVICES*

Internet connexion	Price excl. VAT	Quantity (in day)	Total € excl. VAT
☐ Internet connection Wifi 20Mbps (10 devices)	764,85€		
☐ Internet connection Wifi 10Mbps (5 devices)	382,42€		
☐ Internet connection Wifi 8Mbps (4 devices)	305,94€		
☐ Internet connection Wifi 4Mbps (2 devices)	152,97€		
☐ Internet connection Wifi 2Mbps (1 device)	76,48€		
		Total	

- A 2 mbp WiFi access is included in your booth package. For any specific need requiring a higher speed, please select of the above item.
- Cabled connexion is possible, according to your needs. Please contact your event coordinator at the Venue.

V – ORDER FORM

CLEANING

Cleaning package	Price excl. VAT/sqm (for 5 days)	Square Meter	Total excl. VAT
Cleaning per sqm of stand space for the duration of the event Includes vacuuming of carpet, emptying of waste bins, cleaning of uncluttered tables and/or counters	2,80 €		
TOTAL			

IT AND VIDEO SERVICES

Article	Price excl. VAT	Quantity	Total excl. VAT
☐ 43'' LED Screen on stand – 4-5 days	549,35 €		
☐ 50'' LED Screen on stand – 4-5 days	591,00 €		
☐ 55'' LED Screen on stand – 4-5 days	649,45 €		
		Total	

PARKING SERVICES

Package	Price excl. VAT	Quantity	Total excl.VAT
☐Compans parking package - 5 days	110,07€		
☐Compans parking package - 4 days	88,06€		
☐Compans parking package - 3 days	66,05€		
☐Compans parking package - 2 days	44,03€		
☐Compans parking package - 1 day	21,59€		
		Total	

V – ORDER FORM

CATERING SERVICES

Service	Description	Quantity	Price excl. VAT	Total excl. VAT
☐Afternoon break pack For 25 people	• 2 thermos jugs of coffee • 1 thermos of hot water with tea bag • 2L fruit juice, 1 bottle mineral water, 1 bottle sparkling water, 1L Coca-Cola • 50 sweet items • Glasses, cups, mixers, sugar Delivery between 2pm and 5pm, dropped off at stand	...	90,50€	
☐Morning break pack For 25 people	• 2 thermos jugs of coffee • 1 thermos of hot water with tea bag • 2L fruit juice, 1 bottle mineral water, 1 bottle sparkling water • 50 mini pastries • Glasses, cups, mixers, sugar Delivery between 8am and 11am, dropped off at stand	...	83,35€	
☐Tray of sweet verrines 42 pieces	• Assortment of 42 sweet verrines Example (non-contractual): pineapple compote and caramel delight	...	88,75€	
☐P'tits sucrés tray 48 pieces	• Assortment of 48 sweet items Example (non contractual) : sablé breton aux éclats de sel de Guérande, chantilly aux fruits de saison.	...	88,75€	
☐Cheese platter Serves 15 to 20	• Farmhouse cheeses in the best ripened of the moment Sliced baguette included	...	79,00€	
☐Home-made foie gras platter 42 pieces	Example (non-contractual): foie gras with espelette pepper on gingerbread	...	101,75€	
☐Charcuterie platter 15 to 20 people	• Artisanal charcuterie Sliced baguette included	...	64,95€	
☐Meat and vegetable platter 15 to 20 people	Example (non-contractual): chicken fillet aiguillettes Sliced baguette included	...	81,20€	
☐Bakery tray 51 pieces	• Assortment of 51 savoury pieces Example (non-contractual): panini with axoa-style veal flakes	...	97,45€	
☐Vegetarian platter 48 pieces	• 48-piece vegetarian assortment Example of piece (non contractual) : Vegetable brochette a la plancha	...	90,95€	
☐Cocktail tray 49 pieces	• Assortment of 49 savoury pieces Example of piece (non contractual) : pannacotta depiquillos rotis à l'aïl et mijoté de poulpe	...	86,60€	
☐ Hot water thermos + tea	• Thermos flasks hot water, 1 pack of tea (10 bags)	...	16,30€	
☐Coca Cola bottle	• Coca Cola bottle 1,25L	...	3,75€	
☐Coca Cola Zero bottle	• Coca Cola Zero bottle 1,25L	...	3,75€	
☐Water bottel Vittel	• 1L Returnable still water bottle	...	3,25€	
☐Perrier sparkling water bottle	• 1L returnable sparkling water bottle	...	3,25€	
☐Bottle of orange juice	• 1L returnable orange juice bottle	...	3,25€	
☐Bottle of apple juice	• 1L returnable apple juice bottle	...	3,25€	
			Total	

SIGNAGE SERVICES

Service	Price excl.VAT	Quantity	Total excl.VAT
Wall cladding (Texwall Sticker) – Photo 1 945 x 2 389 mm (for one meter wide board x number of meter / visible structure) Printed on texwall	234,50€		
Tarpaulin with hangers for stand – photo 2 960 x 2 400 mm	225,50€		
Tarpaulin with hangers for stand – photo 3 1 920 x 2 400 mm (for a 2 meter wide wall)	397,00€		
Tarpaulin with hangers for stand - Photo 4 2 920 x 2 400 mm (for a 3 meter wide wall)	539,50€		
Counter with printed cladding (Photo 5) 960 (L) x 410 (l) x 920 (h) cm / technical instruction will be provided if selected	424,00€		
Complete roll-up (canvas + structure) 85 (L) x 200 (h) cm Take it away with you	144,00€		
Built-in stretch fabric backdrop – photo 6 Width : 3000 mm x Heigth 2400 mm | Graphics size : 2910 mm x 2350 mm Includes a carrying bag – double sided stretchtex printed fabric sewed along the structure Technical instruction will be provided if selected	835€		
		Total	



Photo 1



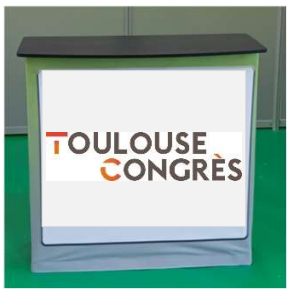
Photo 2



Photo 3



Photo 4



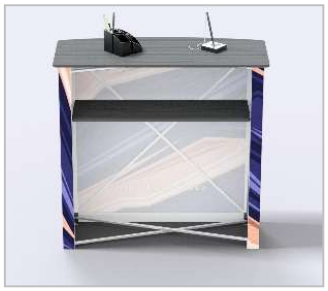


Photo 5



Photo 6

Technical Signage Information

Artworks are to be provided when placing the order, or no later than August 27th, 2027

Deadlines :

- 14 Business Days Prior event : File submission for processing and delivery of Proofs for Approval.
- 10 Business Days Prior: Proof (BAT) approval/modifications and communication of the installation plan.
- 7 Business Days Prior : Submission for Printing
- 1 Business day Prior event : Assembly / Installation according to the communicated plan.

TECHNICAL SPECIFICATIONS
CMYK printing

Provide us with one file per document format

Indicate in the file name :

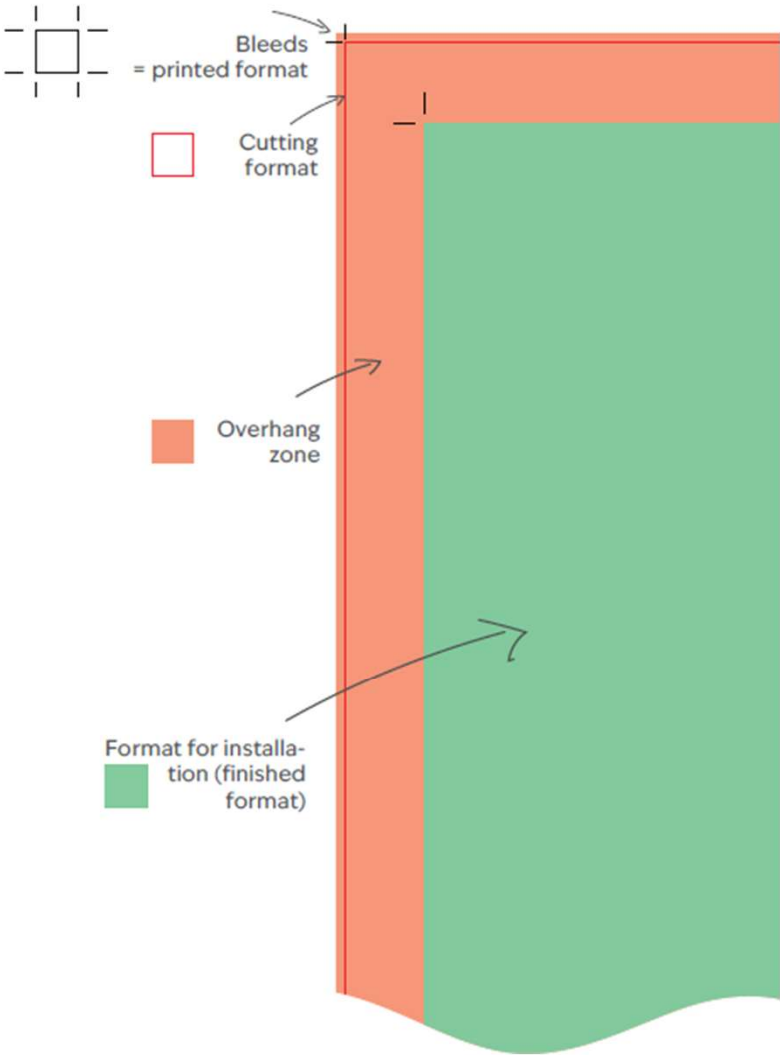
- **media**
- **format (in millimeters if possible)** *width X height*
- **number of copies**
- **the scale used if the file is not at 100%.**

(the desired print size of a quarter, half or tenth).

example: viny_500x6000_6ex_EchDemi

- The file must be in CMYK color space and in HD.
- Fonts must be vectorized and images incorporated.
- For all files cut to shape or printed with a supporting color, please provide us with the vector outline incorporated into your visual, in an easily identifiable color (however, do not use white to identify the supporting white).
- The file must have 5mm rotating bleeds beyond the cutting area.
- For stretched or glued canvas, the file must include 50mm overhangs in addition to the 5mm bleed (see model opposite).
- No text or logos within 50mm of the finished format for finishes such as eyelets, seams, etc.

Example for Stretched/glued canvas



Furniture

Selection of items from our furniture partner. For any other item, please visit our partner's website: Furniture renting catalogue .

The item references must be indicated on the form on page 26. We will inform you of the availability of the selected items, and an alternative will be offered if necessary.

According to your booth options selected, one table and 2 chairs are included in the booth package.
For any additional table or chair, please select the item :



Table CAPRIO White / Black
120 cm x 60 cm
27 € / unit



Chaise Parisette White / Black
10 € / unit



Set “standard” 1 round table and 3 chairs White / Black
60 € / unit



Set “comfort” 1 round table and 3 chairs White / Black
85 € / unit



Set “standard” 1 high table and 2 stools White / Black
95 € / unit



Set “comfort” 1 high table and 2 stools White
115 € / unit

Furniture

Selection of items from our furniture partner. For any other item, please visit our partner's website: furniture rental.
The item references must be indicated on the form on page 27. We will inform you of the availability of the selected items, and an alternative will be offered if necessary.



Lockable storage cabinet "Seychelles" White
100 x 110 x 52 cm
97 € / unit

Stick-on fascia panel with low-tack adhesive for fragile surfaces.
Artwork dimensions required for printing : w 935 mm x h 1025 mm
Strict submission deadline: upon placing the order, by August 27 at the latest.
50 € / unit



Counter « Lyro » with integrated lockable storage and display case
100 x 90 x 45 cm
100 € / unit



Display case « Ariane »
43 x 37 x 163 cm
75 € / unit



Coat stand Parodia
43 x 37 x 163 cm
25 € / unit



Fridge « RFPM » silver
110 l
75 € / unit



Display rack
45 € / unit



Waste paper basket
4 € / unit

Furniture

Detail - reference	Price excl. VAT	Quantity	Total excl. VAT
1 rectangular table dimension 120 x 60 cm and 2 chairs		1 (included in the equipped booth package)	
		Total	

- All orders** placed after August 27th 2027 (in case of items available) will be subject to a surcharge of 20%.
- All orders** placed on site will be subject to a surcharge of 30%.
- In order to guarantee your service, payment is to be done at reception of the invoice, before the event. If payment is not received before the event, the service will not be delivered.

GLOBAL SUMMARY	
Services	Total excl. VAT
Stand Layout	
Electricity	
Internet connection	
Cleaning	
IT- AV	
Parking services**	
Catering	
Signage	
Furniture***	
TOTAL	

- Services are not subject to French VAT if the customer account to be invoiced is outside France. For any customer account to be invoiced in France, the VAT rate is 20% on all services, except for non-alcoholic catering, where the VAT rate is 10%.
- A summary estimate with the correct VAT rates for your invoicing account will be sent to you before invoicing and payment.
- ! VAT information is mandatory, to be indicated on the general order form page 18

- All orders** placed after D-10 before the event will be subject to a surcharge of 20%.
- All orders** placed on site will be subject to a surcharge of 30%.
- **Once your order has been processed, a summary estimate will be sent to you prior to invoicing to check that your order is correct.**
- In order to guarantee your service, payment must be made on receipt of the invoice, before the event.

.** The purchase of tickets does not guarantee the availability of a parking space in the car park
*** Subject to availability

02. Payment method and commitment

Payment by bank transfer to Toulouse Congrès - bank details below :

TITULAIRE DU COMPTE : SAS TOULOUSE CONGRES

ADRESSE : 11 ESPLANADE COMPANS CAFFARELLI
31000 TOULOUSE

DOMICILIATION : BPS MONTP. ENTREPRISE- 00353

CODE BANQUE	CODE GUICHET	NUMERO DE COMPTE	CLE RIB
16607	00353	18221640294	66

IBAN : FR76 1660 7003 5318 2216 4029 466
Adresse SWIFT (BIC) : CCBPFRPPPPG

The undersigned undertakes to pay for additional services as provided for and described in the General Terms and Conditions of Sale included in this document. The exhibitor declares that he is aware of and accepts all the regulations, as well as any new provisions or modifications that may be adopted by the authorities in the general interest of Toulouse Evénements. To be valid, your request for an additional service must be returned completed, signed and accompanied by 100% payment.

☐ I hereby declare that I have read and accepted the General Terms and Conditions.

MUST BE COMPLETED AND SIGNED

NAME OF SIGNATORY: .....

FUNCTION OF SIGNATORY: .....

DATE : .....

PLACE: .....

I hereby acknowledge that I accept the General Terms and Conditions of Sale of Toulouse Congrès and that I have read the fire regulations and the declarations of machines (or equipment in operation).

Signature (preceded by the words "Read and approved") :

Company stamp:

03. General terms and conditions for exhibitors – 1/2

1) The order

The present general terms and conditions of sale apply to all orders placed by an exhibitor with the Toulouse Congrès exhibitor service, to the exclusion of any documents issued by the exhibitor which may replace them.
All orders, additions or modifications to orders placed by exhibitors with Toulouse Congrès must be made at least 30 days before the first day of set-up, by signing an order form.

2) The rates

Exhibitors are subject to the rates set out in the current Exhibitor's Guide. For any service for which the price is not fixed, a price proposal will be sent to the exhibitor on request. Orders placed after the deadline specified in article 1 will be subject to the following surcharges:
20% for orders placed more than 3 working days in advance.
30% if the order is placed three working days (excluding Saturday and Sunday) or less before the 1st day of set-up. In this case, the order can only be taken into account with the agreement of the exhibitor service.

3) Exhibitor's obligations

The exhibitor will take the equipment requested in the condition in which it will be found at the time of taking possession and will return it at the agreed time in the same condition. In the absence of any notification when the rented equipment is delivered, it is considered to have been handed over to the exhibitor in a good state of cleanliness, repair and operation. From the moment the equipment is made available to the exhibitor until it is returned, the exhibitor is the custodian of the rented equipment, which may not be rented, transferred, moved or seized. As such, he/she is responsible for it and must ensure its safekeeping at his/her own expense. He undertakes to use it in accordance with its usual purpose and to take all necessary care to preserve it.

The rented equipment must be returned at the end of the event, free of any material belonging to the exhibitor. Should the exhibitor fail to do so, Toulouse Congrès reserves the right to reclaim the rented equipment. Any remaining equipment belonging to the exhibitor will be considered as abandoned, and may be disposed of with the waste. Any damage or modification, however minor, noted by Toulouse Congrès at the time of return or recovery will be invoiced to the exhibitor at the replacement value of the goods and/or the costs and expenses of restoration incurred by Toulouse Congrès and payable on receipt of the invoice issued by Toulouse Congrès.

4) Insurance / Bond

4.1 Liability insurance

The exhibitor will be required to provide Toulouse Congrès with a valid insurance policy covering all liability arising from the activity carried out.
If this document is not provided by the first day of set-up, the exhibitor will be deemed to have asserted his right of withdrawal under article 7 of the present contract.

4.2 Deposit

For certain equipment rentals, notably telephone, computer or audiovisual equipment, a deposit, specified in the exhibitor's guide, will be required at the time of order.
The deposit will be returned to the exhibitor after full payment of all sums due and after the equipment has been returned in good condition and on the date indicated. Otherwise, it will be cashed.
Failure to pay the deposit on the first day of set-up will result in the exhibitor's cancellation of the order and the application of article 7 hereof.

5) Terms of payment

The exhibitor shall pay the sums due at the time the order is placed.
Any delay in payment will result in the application of the surcharges stipulated in article 2, depending on the date of payment.



03. General terms and conditions for exhibitors – 2/2

In the absence of payment on the first day of set-up, the exhibitor will be deemed to have asserted his right of forfeiture under article 7 hereof.

6) Type of service

In the event of force majeure and/ or due to imperatives concerning stock availability, order deadlines and, in general, the conditions under which it carries out its activity, Toulouse Congrès reserves the right to supply, instead of the equipment ordered, any equivalent equipment capable of ensuring identical use, the exhibitor acknowledging that the substantial condition of its order lies in the use that can be made of the equipment and not in its very consistency.

7) Order cancellation

Should the exhibitor wish to cancel his order for any reason whatsoever, payment of the following sums will apply by way of forfeit:
- if the order is cancelled more than 30 days before the first day of set-up, the exhibitor will be liable to pay a penalty of 10% of the order;
- if the order is cancelled between 30 days and 15 days before the first day of set-up, the exhibitor will be liable to pay compensation of 50% of the amount of the order.
- if the order is cancelled less than 15 days before the first day of set-up, the exhibitor will be liable for 100% of the order amount.

Advance payments already made will be refunded by Toulouse Congrès, less any sums due for cancellation.

8) Personal information and data

The exhibitor consents to the use by Toulouse Congrès or its partners of the personal data he has provided for the purpose of processing his orders.
The exhibitor has the right to access, rectify, delete and port his personal data, as well as the right to object to the processing for legitimate reasons. These rights may be exercised by writing to Toulouse Congrès at the following address Center De Congrès Pierre Baudis, 11, esplanade Compans Caffarelli, 31 000 Toulouse.
Toulouse Congrès may use the data collected to send exhibitors information concerning services that may be of interest to them, unless they expressly object.

9) Data storage

Toulouse Congrès may, for all purposes of proof, keep and archive the exhibitor's data in a confidential manner, for the duration of the statute of limitations applicable to civil actions under article 2262 of the French Civil Code.

10) Intellectual property

All elements transmitted to the exhibitor, or to which he may have had access on the Toulouse Congrès websites or any other support, are subject to intellectual property law.

They are the property of Toulouse Congrès, and any total or partial reproduction or distribution of one of these elements without the prior authorization of Toulouse Congrès is strictly forbidden.

11) Applicable law / Jurisdiction

Any dispute concerning the interpretation or execution of these general terms and conditions or of the service contract itself shall be brought before the competent court in Toulouse. French law is applicable. Only the French text of the documents between the parties is authentic.

12) Election of domicile

For the execution of the present contract, the exhibitor and Toulouse Congrès elect domicile at their respective registered offices.



VI – RETURN FORMS

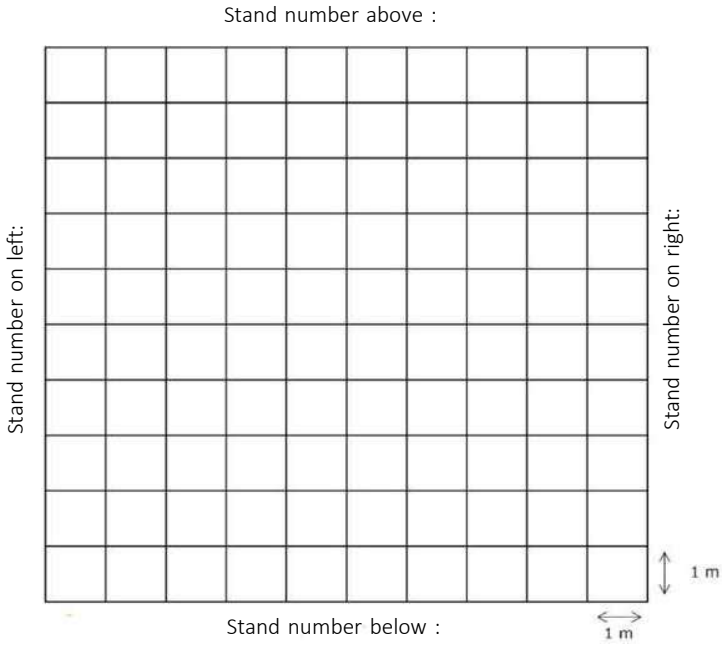
01. Stand layout and configuration

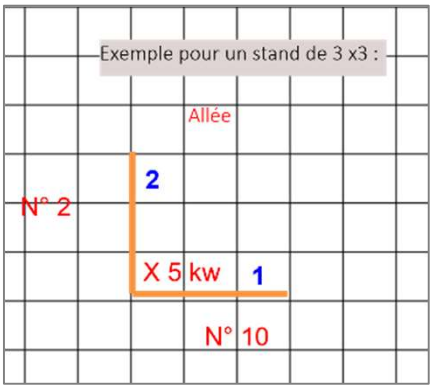
EXHIBITOR NAME: .....
BOOTH NUMBER:.....
NAME OF ON-SITE EXHIBITOR CONTACT: .....
TELEPHONE : .....

Instructions:

1. Draw your stand on the grid below for 1m² = 1 square.
2. Indicate the position of the aisles and the number of neighbouring stands to define the orientation of your stand.
3. Indicate any structural elements likely to have an impact on neighboring stands.
4. Indicate the maximum height of the installation in the case of a bare stand.

Please note:
- Unless you specify otherwise, the box will be positioned in your storeroom or, failing that, along the partition, in the corner of the stand closest to the electrical supply. Any change of connection position requested on site during set-up will be invoiced at €60 excluding VAT, provided that the change is technically feasible.
- Given the configuration of the site, the possibility of water supply to the stand is limited and must be submitted for study and approval.
- Given the constraints imposed by the building's electrical distribution, part of the connection may be visible.





LEGENDE	
✖	Electrical box
___	Partitions
1	wall cladding

Please contact our teams to plan any deliveries of materials by semi-trailer.

02. Delivery schedule Catering

STAND NAME: .....
STAND NUMBER: .....
exhibitor information / on-site contact :
Name: : .....
Telephone : .....
E-mail : .....

Please indicate in the blank boxes the days on which you would like to receive your various services. Please note that delivery times may vary according to requests and event opening hours.

Beverages, coffee machines, water fountains				
Before opening to the public, depending on progress of installation				
Viennese pastries and fruit platters Between 8:00 am and 12:00 pm				
Day 1	Day 2	Day 3	Day 4	Day 5
Trays and packed lunches Between 11:30 a.m. and 2:00 p.m.				
Day 1	Day 2	Day 3	Day 4	Day 5

The times indicated are for guidance only and may be adjusted according to the opening hours of the event and the availability of our catering team.



ANNEXES

ANNEXE 1:FIRE REGULATIONS



1) Exhibitor obligations

The exhibitor is obliged to comply strictly with the provisions of safety regulations and those specific to the event, as specified in the specifications sent to him by the organizer.
Fittings must be completed at the time of the acceptance visit by the safety officer (in the case of a standard configuration) or by the Departmental Safety Commission (in the case of a different configuration). The exhibitor must take all necessary steps to ensure that these arrangements can be examined in detail.
The exhibitor or his qualified representative must be present during this inspection. He must make available to the safety officer and/or members of the Departmental Safety Commission any information concerning the installations and materials making up the stand, except for those covered by a recognized quality mark.
The exhibitor must submit requests for special authorization or specific declarations to the safety officer or the Prefect, within the legal deadlines.

2) Booth layout

Protection of structures :
Access, circulation and spaces used to transport materials from unloading points to the event site must be protected:
- Use of carts or other handling equipment with rubber tires,
Use of weight-distribution floors
- Protection of carpets with a resistant coating to prevent punching.
No fixtures that could damage the supports (floors, walls, posts, ceilings) will be allowed.

Frame and partitions :
All materials classified M0, M1, M2 and M3 are authorized for the construction of framing and stand partitions. In accordance with the decree of June 30, 1983, the conventional classification of wood-based materials admits that the following are considered as corresponding to the characteristics of M3 materials:

- Solid non-coniferous wood, thickness 14 mm or more,
- Solid softwood, 18mm thick or thicker,
- Wood-derived panels (plywood, particleboard, etc.) with a thickness of 18 mm or more.

Extendable, sliding and removable partitions:
Extendable, sliding and removable partitions must be rated M3.
Wall coverings:
M0, M1, M2 coverings (natural textiles or plastics) can be stretched and fixed with staples.
Miscellaneous coverings (fabric, paper, plastic film) of medium or high flammability, of very thin thickness (1 mm maximum)
must be glued to solid M0, M1, M2 or M3 substrates.
In all cases are prohibited within the Centre de Congrès Pierre Baudis:

- Soft cellulose agglomerates,
- Expanded plastic sheets, panels or foils that are not at least M2 classified,
- Coatings that are not at least M2-rated.

Floor coverings :
Floor coverings must be made of materials with a minimum M4 rating and be securely fixed. However, they must be of at least M3 category for horizontal and vertical coverings with a total surface area of more than 20 m2 and for podiums, stands and bleachers over 0.30 m high.

Curtains, drapes and sheers:
Curtains, drapes and net curtains can be floating if they are M0, M1 or M2. They are not permitted on stand entrance doors, but are authorized on booth doors. The materials exhibited may be presented without any reaction to fire requirements, except if they are used to decorate partitions or false ceilings, and if their total surface area exceeds 20% of the total surface area of these structures.

In this case, they must meet the requirements of the preceding paragraph for partitions, and of the following paragraph for canopies, ceilings and false ceilings. However, these provisions do not apply to specific interior design fairs, exhibitions and stands where textiles and wall coverings are present.

Velumas, ceilings and false ceilings:
Velumas must be made of M0 or M1 materials. They must also be supported by a network of wires, forming meshes no larger than 1 square metre. Ceilings and false ceilings must be made of M0 or M1 materials. They must not interfere with the operation of fire detection and smoke extraction systems.

Floral decoration:
Floral decorations in synthetic materials must be limited. Otherwise, such decorations must be made of M2-category materials. These provisions do not apply to trade shows and stands specifically for floral activities.

Floating decorative elements :
Floating decorative elements (billboards larger than 0.50 m2, garlands, light decorative objects, etc.) must be made of M0 or M1 materials, or be made fireproof. The use of white lettering on a green background is absolutely forbidden; these colors are reserved exclusively for indicating "exits" and "emergency exits".

Furniture :
There are no requirements for standard furniture (tables, chairs, desks, etc.).
Reaction-to-fire certificates: All materials used must have a reaction-to-fire certificate issued by a French laboratory, less than 5 years old. Excluded from this requirement are so-called "traditional" materials, and materials bearing a quality mark from a certifying body (NF, etc.).
Fireproofing may only be carried out on wood panels, natural fabrics or fabrics with a high proportion of natural fibers. It cannot be applied to plastic or synthetic materials. A fireproofing report is supplied by the applicator, stipulating his approval to issue such a document.

ANNEXE 1:FIRE REGULATIONS



Closed stands:
Closed stands must have direct access to the aisles. The number and width of these exits depend on the size of the stand, and must comply with at least the following provisions:

Less than 20 m²

1 exit of 0.90 m.

From 20 to 50 m²

2 exits: one 0.90 m, the other 0.60 m.

From 50 to 100 m²

- 2 exits of 0.90 m.
- OR 2 exits, one 1.40 m, the other 0.60 m.

From 100 to 200 m²

- 2 exits : one1,40 m, the other de 0,90 m.
- OR 3 exits of 0,90 m.

From 200 to 300 m²

2 exits of 1.40 m.

From 300 to 400 m²

2 exits: one 1.40 m, the other 1.80 m.

Exits should be well spaced out and, if possible, opposite each other.
Each exit must be marked "SORTIE" in white letters on a green background.
If the stand is closed by doors, these must open in the direction of the exit, without a locking system and without opening onto the public aisle..

If the stand is covered, the provisions of article T23 below must be observed.

Covered stands, raised stands:
Stands with a ceiling, false ceiling or full canopy, as well as those with a raised level, must :
- Have a surface area of less than 300m2,
- Have a distance between them equal to or greater than 4m,
- Have a total surface area of ceiling and suspended ceiling (including that of raised levels) of no more than equal to 10% of the surface area of the level concerned.
Each stand may have only one raised level.

If the stand area exceeds 50m2, it must :
- Be equipped with self-contained safety lighting at all exits,
- Have appropriate fire extinguishing equipment permanently manned by at least one security guard, while the public is present,
- Ambient lighting if the surface area exceeds 100 m2.

3) Electrical installations

Responsibilities :
Exhibitors are responsible for the electrical installations and connections made in their stands by themselves or on their behalf.
The electrical box is used in accordance with its intended purpose, taking into account its technical characteristics and capacities, including the controlled power.
Semi-permanent electrical installations must comply with the regulations set out in article T35.

Similarly, the only possible connection to a stand is via the box provided exclusively for the stand.

Special stand installations :
Special stand installations must be carried out by persons who are particularly aware of the specific risks of the event, and who possess the knowledge enabling them to design and carry out the work in compliance with these regulations.

The electrical installation of each stand must be protected at its origin against overcurrents and ground faults.

All metallic grounds must be interconnected and grounded to the stand's electrical connection box.

Electrical connections must be made inside junction boxes.

Electrical disconnecting devices must be permanently accessible to stand personnel.

Electrical equipment:
All electrical equipment must comply with French or European standards.

Electrical wiring:
Electrical cables must be insulated for a minimum rated voltage of 500 volts, which means that H 03 VHH (Scindex) cables are not permitted.

The cables used must be those in which each conductor has its own protective sheath, with all conductors housed in a common protective sheath.

Conductors with cross-sections of less than 1.5 mm2 are not permitted.

All cables must have a protective conductor connected to the delivery box terminal connected to the general earthing network.

Equipment:
Class O equipment is prohibited on site.
Class 1 devices must be connected to the protective conductor of the pipeline supplying them.

The use of individual protective earth connections is prohibited.

High-voltage discharge lamps are forbidden on site, except by special dispensation.

The switch provided for in article 5 of NFC 15.150 may be confused with the control device referred to in article T35 (§3) of the corresponding stand.

Socket outlets must be connected to circuits protected by overcurrent protection devices with a rated current of at least 16 A. Any appliance requiring higher power must be supplied by a specially adapted circuit.

ANNEXE 1: FIRE REGULATIONS



The use of a multiple adapter or a multiple box powered from a fixed base is authorized (fly sockets are forbidden).

Illuminated signs :
Only class 2 spotlights (standard NF C 20.030) are authorized. High-voltage illuminated signs within reach of the public or personnel working on the stand must be protected, particularly the electrodes, by a screen of at least M2 material.
The emergency cut-off switch must be indicated, and transformers placed in a place where they cannot cause any danger to people. A "DANGER HIGH VOLTAGE" sign may be required to indicate their presence.

4) Flammable liquids and gases

Authorized liquids :
The use of particularly flammable liquids (ethyl oxide, carbon disulphide, etc.) is prohibited.
Only the use of 1st category flammable liquids, up to a maximum of 5 liters per stand, is authorized, as well as those of 2nd category, up to a limit of 10 litres/10 m2 (with a maximum of 80 liters).
For information, gasoline falls into 1st category, fuel oil and alcohols between 40° and 60° GL into 2nd category.

The following precautions should be taken:
- Place 9 kg dry powder extinguishers nearby,
- Place a watertight receptacle under the tanks to contain all the fuel,
- Recharge the device containing the liquid when the public is not present.

Display of flammable products:
All containers of flammable liquids displayed on stands must be empty (cans of paint, varnish, bottles, aerosol cans, etc.), with the exception of a few samples in limited quantities.

Compressed gases, liquefied hydrocarbons:
The use of these products is permitted only for the specific needs of demonstrations within the framework and theme of a particular event.

Air, nitrogen and carbon dioxide cylinders are authorized without restriction.

Compressed gases and liquefied hydrocarbons may be admitted (maximum 13 kg bottle).

Cylinders in service must always be kept out of public reach and protected from impact.

They must be :
- Either separated from each other by a rigid, non-combustible screen, with a minimum of one bottle per 10 m2 and a maximum of six per stand,
- or at least 5 meters apart, with a maximum of six per stand.

No unconnected bottles, empty or full, may be stored inside the establishment.
Cylinders must be either upright or lying on the floor, with the head resting on a support, so that they are slightly inclined, with the valve at the top.

Oxygen, hydrogen and acetylene cylinders are prohibited.

Pyrotechnic devices and articles:
All pyrotechnic effects generating sound detonations, sparks, flames or smoke are strictly forbidden.

5) Machines and equipment shown in operation

If machines or equipment are shown in motion, a protected area must keep the public at least one meter away from the machines; this distance may be increased on the advice of the safety officer, depending on the risks involved.

Moving parts, hot surfaces, points and cutting edges must either be protected by a rigid screen, or set back at least one meter from aisles or areas accessible to the public.

Hydraulic safety devices for equipment displayed in a high, static position must be supplemented by a mechanical device to prevent accidental folding.

All equipment must be properly stabilized to avoid any risk of tipping over.

6) Thermal or combustion engine machines, motor vehicles

Combustion gases must be vented to the outside in a manner approved by the dealer. The installations must be shut down as soon as the demonstrations are over.

Inside the Centre de Congrès Pierre Baudis, the tanks of gasoline-powered vehicles must be empty.

If they are not fitted with an anti-theft cap, an adhesive strip must prevent them from being opened.
Alarm systems must be disconnected.
Accumulator batteries must be disconnected and the terminals made inaccessible. Floors must be protected.

7) Radioactive substances, X-rays

Any display of machines or equipment using radioactive substances or generating X-rays must be submitted by the exhibitor to the relevant authorities for authorization.

The provisions of article T43 of the Safety Regulations must be complied with. Stands on which radioactive substances are displayed must be built and decorated with M1-category materials.

Authorization to display X-ray emitting equipment on exhibition stands may only be granted if the equipment and accessories comply with the rules set out in standard NF C 74.100.

8) Prohibited materials, products and gases

The following are prohibited on the premises of the Centre de Congrès Pierre Baudis:
- The distribution of samples or products containing flammable gas,
- Balloons inflated with flammable or toxic gas,
- Celluloid articles,
- Pyrotechnic and explosive fireworks,
- The presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone.

ANNEXE 2 : ESSENTIAL SAFETY RULES

Assembly / disassembly

During assembly and dismantling, the site is off-limits to the public.

Exhibitor access during these periods :

A wristband will be issued either directly on the delivery dock or at the site reception desk. Identity checks will be carried out by our Security and Prevention Officer before you register with the organizer.

Access to areas during these periods for exhibitors' service providers :

Each person must report to the security desk to receive a badge (in exchange for a document with the person's name and photo).

Service providers must provide a list of the names of personnel working on the site, or supply identification badges. Unidentified persons will not have access to the site.

Essential safety rules :

During set-up and dismantling, access to exhibition and event areas is restricted.

All exhibitors must formally comply with the instructions given by the organizers and all those in charge of managing access and safety.

- It is compulsory to wear PPE (Personal Protective Equipment) throughout the show's set-up and dismantling periods.
- Emergency exits must remain clear and free of access.
- R.I.A. (Robin d'Incendie Armés) must remain accessible at all times.

The internal regulations (cf. appendix 3) must be complied with or penalties will be imposed.



Ladders, stepladders and steps may not be used as continuous workstations.

Using a cherry picker:

The use of a cherry picker is subject to current regulations.

The driver and attendant must wear a helmet. The driver must be in possession of a CACES or equivalent authorization: driving authorization issued by the employer after verification of medical fitness (annual certificate) and a practical training test. They must be over 18 years of age.

These documents will be checked by the Safety HQ before use.

Conditions of use for aerial work platforms :

- Maximum weight 1.6t
- Mandatory presentation of documents (Caces A and employer's driving authorization) to be presented to the safety center.
  The attendant and the driver must also be in possession of these documents.

Stand surveillance :

General surveillance during the show is the responsibility of the organizer. We recommend that you have your installations watched over, especially at night, and remind you that the risk of theft is high during the dismantling and dismantling period. Please be careful with your personal belongings.

A prevention and security agent can be commissioned on request to watch over your stand (please contact our service for a stand guarding service to suit your needs)

ANNEXE 3 :INTERNAL REGULATIONS



All persons entering the Centre de Congrès Pierre Baudis (CCPB) must comply with the present regulations.

CHAPTER 1 - SCOPE OF APPLICATION

Article 1 - Persons concerned

These rules and regulations apply to all persons entering the CCPB, including customers, event organizers and their guests or participants in any capacity whatsoever, the public, contractors and their staff, and the staff of Toulouse Congrès, the site manager, this list not being exhaustive.

Any person present in the CCPB without title or authorization shall be subject to these rules, without prejudice to any civil and/or criminal proceedings that may be taken against them as a result of their unauthorized presence.

Article 2 - Applicable provisions

Toulouse Congrès is the venue operator.

The general provisions of these regulations apply to all persons present on the premises of the CCPB in any capacity whatsoever. The provisions for visitors apply to all persons present by virtue of a paid ticket, invitation or right of use issued by the show producer or event organizer concerned, or by the management of Toulouse Congrès.

The provisions specific to beneficiaries and service providers apply to any individual or legal entity holding a right to use or operate the CCPB and, more generally, to any economic agent involved in any capacity whatsoever in the CCPB by virtue of a service contract linking him/her directly to Toulouse Congress or to one of its beneficiaries or service providers.

Article 3 - Amendment of the present regulations

The management of Toulouse Congrès reserves the right to modify all or part of these rules at any time for reasons of security, service improvement or to take into account legislative, regulatory or legal developments. The modified rules are applicable as soon as they are integrated into the Toulouse Congrès website.

CHAPTER 2 - GENERAL PROVISIONS

Article 4 - Legal proceedings

Non-compliance with the rules set out in these regulations shall engage the civil liability of its author. The author will also be held criminally liable insofar as this is provided for by law or regulation. In both cases, legal action may be taken.

Article 5 - Authorized persons

All persons present in the CCPB must hold an authorization or attendance card recognized by the operator of the premises. No other person is authorized to enter the premises. All persons wishing to enter the site are subject to inspection.

Article 6 - Personal items

All persons present in the CCPB retain custody of their belongings. The management of Toulouse Congrès declines all responsibility in the event of theft, damage or loss of personal belongings that spectators, organizers or other members of the public may bring into the building or its surroundings.

Article 7 - Site access control

When entering and leaving the facility, users must comply with the instructions given by reception and security staff.

In accordance with current legislation, security personnel holding a professional card number issued by the Conseil National des Activités Privés de Sécurité (CNAPS) may be required to carry out a visual inspection and a thorough search of bags and luggage with the owner's consent, and to pat down visitors in order to prevent dangerous objects from entering the premises. All visitors are required to comply with these searches and pat-downs, failing which they will be denied access to the CCPB. Members of the public are required to undergo checks at the entrance and inside the CCPB.

Article 8 - Weapons by type and destination

For safety reasons, it is strictly forbidden to bring onto the site any weapons, explosive, flammable or volatile substances, bottles, containers, sharp or blunt objects, pyrotechnic items (except for certain fireworks linked to the scenography of an event) and, in general, any object that is dangerous or liable to be used as a projectile. If the owner of an unauthorized object refuses to part with it, access to the establishment will be refused without reimbursement of the ticket. Security staff and ticket inspectors are the sole judges of whether an object is authorized or not..

Article 9 - Deposit box

Unauthorized items in the CCPB will be recorded by security staff at the entrance to the facility.

In the event of loss of the numbered ticket, users are not entitled to reclaim any items deposited until they have been passed on to the Toulouse lost and found department.

Glass bottles, aluminum cans, perishable foodstuffs and their containers will, however, be deposited in non-returnable waste garbage cans.

All items found or forgotten in the consigned area must be returned to Toulouse Congrès management to be kept for a period of 30 days, pending recovery by the owner. Once this period has elapsed, they will be passed on to the City of Toulouse's lost and found department. The name of the inventor will be forwarded to the city council.

Items whose possession or carrying is prohibited on the public highway (weapons, narcotics, etc.) may not be deposited in the locker. If found, they must be reported to the police.

If an item is refused entry to the locker due to lack of capacity or incompatibility with the safety of the premises, the owner must dispose of it in a way that preserves the safety and integrity of third parties before being allowed to enter the CCPB.

Unless specifically authorized by the show producer or event organizer, cameras are not permitted inside the CCPB.

Article 10 - Privileged areas

The media/public relations areas, dressing rooms and VIP areas are only accessible to persons in possession of an entry permit (invitation, ticket, badge, etc.). A control is carried out at the entrance to these areas.

ANNEXE 3 : INTERNAL REGULATIONS



Article 11 - Security service

For reasons of safety, emergency or to ensure the proper functioning of the public service, visitors/spectators must strictly comply with the instructions of CCPB safety personnel, whose mission is to ensure the necessary intervention in the event of incident, accident, fire, violence, evacuation of the building and application of the present regulations.

Article 12 - Emergency resources

It is forbidden to obstruct or prevent access to mobile or fixed fire-fighting equipment (extinguishers, etc.). It is formally forbidden to obscure in any way whatsoever the marked emergency exits or to obstruct access to them. Except in the event of an emergency, it is forbidden to use the emergency exits.

Article 13 - Evacuation

EIn the event of a major incident or situation endangering the safety of spectators, organizers, delegates and all other personnel present in the building, such as a major technical problem, fire, bomb threat or discovery of a suspicious package, evacuation of the CCPB will be triggered by an audible alarm.

If evacuation of the building becomes necessary, it must be carried out in an orderly and disciplined manner under the supervision of security and safety personnel and evacuation managers, in accordance with the instructions given by the latter.

To ensure that evacuation takes place as quickly and safely as possible, visitors must immediately and calmly make their way to the emergency exits provided and be guided out by the hall's security staff.

Fire alarms may only be activated if necessary. Any person abusing this will be held civilly and criminally liable.

Article 14 - Personal health

CCPB users are asked to report any accident or illness to the facility's staff. No one who does not possess the medical skills required by a state diploma or first-aid certificate may move the sick or injured person, make him drink or administer any medication before the arrival of the emergency services.

A defibrillator is available on level 0 in the immediate vicinity of the central security station, at the site entrance.

Article 15 - Unloading dock

On the unloading dock and its internal access roads, the Highway Code applies. Vehicles must travel at a very low speed, in any case less than 10km/hour, enabling them to stop immediately in all circumstances.

Vehicles located on the CCPB unloading dock remain under the care of their owners. No obligation or responsibility is transferred to Toulouse Congrès as a result of Toulouse Congrès' tolerance of the use of this dock. Toulouse Congrès does not assume responsibility for supervision, and it is the responsibility of vehicle owners to take all necessary precautions to limit risks (theft, damage, etc.) and/or to take out appropriate insurance. We recommend that no objects be left unattended in the vehicles. The management of Toulouse Congrès declines all responsibility in the event of theft or damage.

Authorized motor vehicles must take all necessary steps to avoid obstructing the work of security services and other users. The Toulouse Congrès management reserves the right to have obstructing vehicles moved; the costs will be borne by the owner of the vehicle.

Article 16 - Cleanliness

Users of the CCPB must respect the cleanliness of the facilities and their external surroundings. It is forbidden to throw away paper, food, chewing gum or any other garbage likely to soil or damage the premises.

Article 17 - Expression

Documents, leaflets, badges, insignia, symbols or banners of any size or nature of a racist, xenophobic, political or religious propaganda nature are forbidden by the Toulouse Congrès management, who will take all necessary measures, including the expulsion of any person not respecting this ban, unless prior authorization has been obtained from Toulouse Congrès,

tany promotional or advertising operation is forbidden in the CCPB. This includes, but is not limited to, the installation of visual advertising objects, the distribution of documents of any kind, the wearing of clothing or accessories bearing the colors of a brand, product, service or company, and more generally the use of techniques designed to convey any message for advertising or information purposes.

All opinion polls conducted on the premises are subject to the prior authorization of the Toulouse Congrès management.

Article 18 - Public order

Any person in a manifest state of intoxication, attempting to introduce alcoholic beverages by force or by fraud, using or under the influence of narcotics, smoking on the CCPB premises, including in the auditorium, reception hall, toilets, administrative offices, backstage and technical areas, and inside and outside emergency exits, or seriously disturbing public order through violent or dangerous behavior or in any way whatsoever, will be denied access to the CCPB or expelled.

As a general rule, all users of the CCPB are asked to avoid causing any disturbance whatsoever to the smooth running of events or their visit, through their attitude, dress or words, and to respect safety regulations. Any offenders may be referred to the police.

Article 19 - CCPB image

All users of the CCPB agree not to do or say anything that could damage the reputation of the CCPB, the Zenith, Toulouse Congrès, the city and its metropolitan area, in France or worldwide. The user also agrees not to denigrate or harm the image of the artists in the CCPB's program.

Article 20 - Photography and recording

Cameras and sound recordings may not be taken in the CCPB without the express prior authorization of the event organizer and the persons concerned.



Similarly, the technical installations and equipment may not be photographed, filmed or recorded without authorization from the Toulouse Congrès management.

Article 21 - Video surveillance

The CCPB is equipped with a video surveillance system.

Article 22 - Lost children

Any lost child will be taken to the security center. If necessary, and in any event after the CCPB has closed, the lost child will be handed over to the Police.

Article 23 - Animals

Animals are not allowed. However, guide dogs accompanying holders of a disability card bearing the word "blind" are accepted.

Article 24 - Displacement

It is forbidden to breach posted defences. It is forbidden to run, jostle, climb or cling to walls, enclosures, security or demarcation gates.

Article 25 - Travel assistance

With the exception of wheelchairs for the sick or disabled that do not use flammable fuels, no means of transport are allowed in the CCPB (baby carriages, prams, rollerblades, etc.)

Article 26 - Respect for the premises

The premises must be used in accordance with their purpose and the contract binding the user to the CCPB. A complaint will be lodged against any person who damages the premises or equipment. Any theft of equipment will be prosecuted.

Article 27 - Mobile phone

The use of cell phones is forbidden? on the premises, unless the organizer of the event(s) in question agrees. In any event, cell phone users must ensure that they do not disturb other users of the site.

Article 28 - Liability

The management of Toulouse Congrès declines all responsibility in the event of damage caused by persons present on the premises or objects owned, held or possessed by them.

CHAPTER 3 - PROVISIONS FOR VISITORS

Article 29 - Title

All visitors must be in possession of a paid ticket, an invitation or an easement issued by the producer of the event concerned or by the management of Toulouse Congrès. The event producer may not authorize access after the start time.

Article 30 - Expulsion

The management of Toulouse Congrès reserves the right to expel any person contravening any of the clauses of the present regulations, with the exclusion of any refund of the admission ticket, without prejudice to any legal proceedings against the offender.
Spectators are required to comply with any instructions printed on the admission ticket.

Article 31 - Exit

All exits are definitive, except in exceptional cases when a counter-mark valid only with the ticket counterfoil will be issued.

Article 32 - Cancellation

In the event of cancellation or postponement of the event, any ticket refund will be made at the place of purchase and subject to the conditions of the event organizer.

Article 33 - Right of access

The title by virtue of which its holder has a right of access to the CCPB strictly delimits his right of access, to the exclusion of any other space.
It is forbidden to cross the devices designed to contain the public.

CHAPTER 4 - PROVISIONS SPECIFIC TO BENEFICIARIES AND SERVICE PROVIDERS

Article 34 - Title

Beneficiaries or service providers, as well as any person present on the premises on their behalf (employees, artists, service providers, service providers' employees, etc.) must wear a visible identification badge. These badges are issued under the authority of the CCPB Director,by the security service for each event or intervention, and are valid only for the time and place specified therein. will assume full responsibility for any such expulsion and all its consequences, including contractual ones.

Repetition of these infringements would be considered as serious misconduct justifying the termination of commercial relations to the exclusive detriment of the beneficiary or service provider concerned.

Article 36 - Security

In general, CCPB beneficiaries and service providers are required to comply with and ensure compliance by their employees and service providers under their responsibility, throughout the period of use of the premises, with legal and regulatory requirements relating to safety, working at heights, fire safety, and in particular those applicable in establishments open to the public (ERP).
He respects and ensures compliance with the standards applicable to his activity, in particular those laid down in the French Public Health Code.

Article 37 - Dress code

The beneficiary shall require all persons present on the premises to be impeccably dressed.

Article 38 - Alcohol

Service providers serving alcoholic beverages are responsible for their customers' state with regard to alcohol. They are forbidden to give drinks to people who are obviously drunk.

Service providers must take constant care to avoid selling the same customer quantities of alcohol that would put him or her in breach of the Highway Code.

The sale of alcohol to minors is prohibited. Failure to comply with these rules may result in the closure of the CCPB's sales outlets, to the detriment of the offender.



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