

10-11-12
SEPTEMBER
2019

NANTES
EXHIBITION
CENTRE

SALON DU VEGETAL

EXHIBITOR GUIDE

salonduvegetal.com

INTRO

The countdown to Salon du Vegetal 2019 has begun - it's time to get ready!

The Salon du Vegetal will be held at Nantes Exhibition Centre on 10-12 September 2019. It has a brand new identity and is more determined than ever to fulfil the needs of horticultural industry professionals. The upstream sector will be in the spotlight this year with plant and flower production at its heart, along with the distribution sector and services linked to parks and gardens.

Thierry BROWAEYS

President of the Bureau Horticole Régional and organiser of the Salon du Vegetal



WHAT'S NEW!

THE MERCHANDISING AREA

Showcasing a plant or object, or combining the two, is all about setting a scene and designing your merchandising to ultimately promote sales. Entrust one or more of your products to our merchandisers so visitors can discover different offer packages and exciting new ways of showcasing products.

THE PIXEL GARDEN, the best place in France for varietal innovation.

A 700 m² space filled with planters and dedicated to innovation and experimentation.

A new, fun way of displaying your products while offering inspiration and sourcing opportunities for flowers, plants and vegetable plants.

THE FNPHP CONGRESS

The FNPHP will hold its annual event at the Salon du Vegetal in September.

Its members, partners and the professional organisations it works with on a daily basis are warmly invited to attend.

CONSUMER AFTERNOON - Thursday 12th from 1 pm

To shine the spotlight on careers in the horticultural industry, impress the public with a huge variety of products and services and communicate the industry's commitments (certifications and labels), the fair will open its doors to the general public.



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TRADE FAIR TEAM



**Jean-Éric
PONTHOU**

Exhibition Manager



**Valérie
RAYER**

Exhibitor Relations



**Christine
BOURGEOIS**

Accounting



**Élodie
HURBIN**

Communication



**Noémie
BOURDON**

Marketing Assistant



**Paul
RICHARD**

Exhibitor Relations



**François
BIZARD**

Exhibitor Relations

ORGANISATION

BHR, centre Florilore - 1 rue des Magnolias
49130 LES PONTS DE CÉ - FRANCE

Tel. +33(0)2 41 79 14 17
Fax +33(0)2 41 79 29 00

salon@bhr-vegetal.com
www.salonduvegetal.com

OUR PARTNERS 2018-2019



Astredhor/Fnphp/Hortea/Les Artisans Du Végétal/Bricomag/Chlorosphère/Fnmj/
Institut Des Sens Et De La Couleur Au Jardin/Journal Jardinerie/La Lettre Du Végétal/
Promojardin/Rmjardin/Toluna/Chrysal/Ffaf/Interflora/Oasis/Office Hollandais
Des Fleurs/Fleur Magazine/Fleur Créatif Déco/Arf Centre/Batiactu/Cnatp/Cnfpt
Pays De La Loire/Villes Et Villages Fleuris/Collectif Vent D'ouest/Hortis/Cnfpt Inset/
Le Lien Horticole/Matériel & Paysage/Plante & Cité/Secteur Vert/Lycée Le Fresne/
Maf/Jla Formation/Sn Mof

AN EVENT WITH EXTENSIVE MEDIA COVERAGE

120 JOURNALISTS EVERY YEAR

Agra Presse / Atelier Floral / Blog Paris Côté Jardin / Cg Concept / Detente Jardin Editorial Verdimedia SI / Espace Public Et Paysage /
Fleur Magazine / Fleurnews.net / Floraculture International / France 3 / France 5 Silence Ça Pousse / France Bleu / France Info /
France Tele / Garden_lab / Gardenex News / Gerbeaud.com / Guiaverde.com / Hgoah / Honda Passion Jardin / Horizon Magazine /
Horticulture Romande/Houzz/www.beauxjardinsetpotagers.fr/Editions Média-Talents/Jardins D'ici Journal Jardinerie/L'Agence
De Presse / L'ami Des Jardins / L'art Des Jardins Et Du Paysage / La Lettre Du Végétal / La Nouvelle République / Le Lien Horticole /
Loire-Atlantique Agricole / Matériel & Paysage / Média Et Jardin - Groupe J / Mon Jardin & Ma Maison / Nantes Passion / Nantes.fr /
Newsjardintv / Ouest-France / Paysage Actualités / Phytoma / Planteria.eu / Presse Ocean / Profession Paysagiste / Promojardin /
Quotidien (Tmc)/Radio Côte D'amour/Radio Courtoisie/Le Journal Des Artisans/Rbj/Réussir/Rtl/Rustica/Secteur-Vert.com/Télé
Nantes Télématin/Univers Habitat/Voyages Jardins/www.beauxjardinsetpotagers.fr

REVERSE PLANNING - KEY DATES

TO ENSURE A SUCCESSFUL EVENT

FEBRUARY - MARCH

- Work on the marketing material for your stand (signs, posters, banners, brochures, turnkey offers, etc.).
- Book your ACCOMMODATION: see p.6 of this guide.
- Furniture: think about how you want to decorate your stand! See our ready-to-go packages in the enrolment request form (page 15). Contact AMExpo (contact details p.25).
- INNOVERT®: new product competition entries close on 31 May 2019.

APRIL

- Promote your attendance using the marketing tools at your disposal – see page 20 of the guide.
- Don't forget your CATALOGUE REGISTRATION: enter your details in your personal profile using the login and password provided by the organisers (by mail and email).

MAY

- Time to book your train or plane tickets.
- Contact a carrier to ship your documents and furniture.
- Book a forklift to help set up and dismantle your stand (Appendix 5, p.28 - return the completed form directly to the service provider).
- Schedule dates for organising events at the fair, contact caterers (see list on page 13), book your meeting rooms at the venue, ask Paul Richard for prices – +33 (0)2 41 79 14 17 – evenement2@bhr-vegetal.com.

JUNE-JULY

- Have you ordered your invitations yet? It's time to send them out!
You can also use the E-INVITATION module provided in your exhibitor area to invite your customers and prospects free of charge (in French and English).
- Order your badges free of charge in your exhibitor module - you can access it with the login and password provided by the organisers (by mail and email).
- Finalise your marketing tools and turnkey sales offers.
- Check your technical details and logistics (accommodation, set-up/dismantling, electricity, furniture, etc.).
- Stand cleaning and badge reader hire forms need to be returned to the fair organisers.

AUGUST-EARLY SEPTEMBER

- Pay the balance of your invoice (by 31/08).
- Finalise your stand and fair appointment schedule. Create a contact database.
- Prepare a press release or press pack (you can leave about thirty in the press room for the 3 days of the fair).
- Get your free badges/cards from your exhibitor module: exhibitor badges, parking cards and set-up/dismantling cards.
- Respond to any appointment requests from visitors (requests are sent to the contact person's email address).

GENERAL INFORMATION

ACCESSING YOUR EXHIBITOR AREA

Once we have received and processed your registration, we will send you a web link with your login details: a **login** and a **password**. We will send these to the contact person's email address you provided. These login details will also be sent by mail with the poster and invitation cards.

WHY DO I NEED THESE LOGIN DETAILS?

- To fill in your contact details so you appear in the exhibitor catalogue and on the fair website,
- To request your exhibitor badges, set-up/dismantling cards, exhibitor parking cards and badges for your service providers,
- To send e-invitations,
- To register participants from your company for the social evening (*two free entries*).

OUR MAILING SCHEDULE

1ST MAILING

Acknowledgement of receipt of your enrolment request form. We will include your invitation cards (if you have ordered any), the fair poster and the login and password you need to access the exhibitor module.

2ND MAILING

Your invoice and your stand number

Reminder: set-up/dismantling cards and parking cards are no longer sent in the mail. You can download them from your exhibitor module once we have received the balance of your invoice.

FAIR OPENING DATES AND TIMES

- **10 September:** private access only and launch of the FNPHP Congress.
Closes at 7 pm, followed by the social evening.
- **11 September:** 9 am - 7 pm.
- **12 September:** the fair opens at 9 am and will be open to the general public from 1 pm.
Closes at 6 pm.

ORGANISING A PRIVATE EVENT

Use the morning of 10 September to invite your customers to your own private event.

A new way of fully benefitting from your participation at the fair is to organise a breakfast, cocktail, technical meeting, demonstration, training course, seminar, corporate anniversary party, product launch or anything else you fancy!

WHERE?

- On your stand.
- In one of the meeting rooms at the Nantes Exhibition Centre (see page 18 of your enrolment request form) - prices available on request.
A list of caterers is available - see the CATERING section on page 13.
- In the social area next to the main office (mezzanine level of the Grand Palais).
- At a site visit organised by the City of Nantes.

GENERAL INFORMATION

VISITOR OPENING DATES AND TIMES

- **Tuesday 10 September:** 1 pm – 7 pm unless you have received a private invitation from the FNPHP or an exhibitor (entry from 9 am)
- **Wednesday 11 September:** 9 am - 7 pm
- **Thursday 12 September:** 9 am - 6 pm
+ open to the general public from 1 pm

NOTE: the morning of 10/09 (9 am-1 pm) is reserved exclusively for visitors with a personal invitation to a private event organised by an exhibitor, organisation, association or other legal body.

PRICES

FOR INDUSTRY PROFESSIONALS: FREE

On presentation of appropriate ID (e.g. business card, salary slip or proof of company registration)

FOR STUDENTS AND JOB SEEKERS: FREE

On presentation of appropriate ID (e.g. student card or job seeker's card)

FOR NON-INDUSTRY PROFESSIONALS

Tuesday 10 and Wednesday 11 September: 40 euros - from 5 pm only

NEW!

Thursday 12 September: 5 euros - from 1 pm

BEWARE OF FRAUD



You may receive an offer from the company "Commercial Online Manuals" to be listed in the "Expo Guide" catalogue, other offers from "Trademark Selection" or "TM Publisher", or an email offer from "Registre Internet Français". Although the Salon du Végétal is mentioned in their correspondence, we are not linked in any way to these companies.

We recommend that you exercise extreme caution as far as these offers are concerned. The minimum subscription is 3 years and they are very expensive.

USEFUL NUMBERS

- SOS MÉDECINS (DOCTOR): +33 (0)2 40 50 30 30
- TAXIS (entrance no. 1 - Exhibition Centre): +33 (0)2 40 69 22 22
- PHARMACY (route de Carquefou): +33 (0)2 40 30 35 11
- POLICE STATION - BEAUJOIRE DISTRICT: +33 (0)2 40 35 07 00
- CASTORAMA DIY STORE: +33 (0)2 40 30 17 87
- GENDARMERIE NATIONALE (NATIONAL POLICE): +33 (0)2 51 12 50 00
- LOIRE-ATLANTIQUE TAX OFFICE: +33 (0)2 51 12 80 80
- NANTES CITY HALL - ANNEXE DU RANZAY : +33 (0)2 40 41 66 50
- PRÉFECTURE DE LOIRE-ATLANTIQUE (ADMINISTRATIVE HEADQUARTERS): +33 (0)2 40 41 20 20

GENERAL INFORMATION

HOW TO GET TO THE PARC DE LA BEAUJOIRE (NANTES EXHIBITION CENTRE)

The Salon du Vegetal is held at the Nantes Exhibition Centre.

ADDRESS

If you're using a GPS, enter the following address:

Exponantes - Route de Saint Joseph

44300 Nantes

BY CAR

Exit the ring road at Porte de la Beaujoire (exit no. 40).

From the A11 motorway from Paris and Angers, take the Porte de Carquefou exit

(no. 23) and follow the signs for Parc des Expositions along the road from St Joseph de Porterie.

BY TRAM AND BUS: www.tan.fr

The Exhibition Centre is on a direct tram line from centre of Nantes and the train station (line 1 - 20 min).

From the airport, you can take a bus directly to line 1 (city centre).

To plan your journey, you can buy TAN tickets online for delivery anywhere in France or overseas, or they can be sent directly to your hotel.

Their corporate department can provide you with a quote for a "Carte Invité" you can offer your customers or colleagues, allowing them to travel freely on the TAN network.

Your contact at Tan Entreprises:

Isabelle Lebas - +33 (0)2 51 81 78 89 - relaisentreprises@tan.fr

For entrance no. 1: Tram line 1, stop at Beaujoire (20 min from the SNCF train station)

Bus route 22: stop at Beaujoire (20 min from Nantes Cathedral)

Bus route 71-72 and 76: stop at Beaujoire (10 min from the University of Nantes)

Bus route C6: stop at Ranzay or Beaujoire (20 min from Nantes City Hall)

BY TRAIN

The TGV station connects Nantes with all of France's major cities and has 15 TGV services

daily. Two hours from Paris, 3 hours from Roissy CDG, 4 hours from Lille and Bordeaux, 4.5 hours from Lyon.

To get to the Exhibition Centre from the station, you can take the tram (20 min) or the bus (25 min).

SNCF: <http://www.voyages-sncf.com/> or call 36 35

BY PLANE - NANTES ATLANTIQUE AIRPORT

The number one airport in the west of France, just an hour from Paris CDG, it has 65 regular national and international destinations (and is a hub for low-cost airlines Easyjet, Ryanair and Volotea). There are direct connections between the airport and city centre every 20 minutes daily.

To buy tickets online:

Visit <http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=34700AF¤tculture=fr-FR> and get your tickets at a reduced price. You need the following code to access these reduced prices: **34700AF**

TAXI

Allô Taxi Nantes Atlantique - +33 (0)2 40 69 22 22

Oh -Taxi - +33 (0)2 28 00 00 82

ABC Taxi - +33 (0)2 40 65 59 00

CARPOOLING

www.blablacar.fr

www.ouestgo.fr



ACCOMMODATION

Visit <https://www.nantes-tourisme.com/fr/ou-dormir> to book your accommodation in Nantes.

YOUR STAND



GOOD TO KNOW

Slinging is not permitted in any of the halls.

STAND HEIGHTS

PARTITIONS:

HALLS 1, 2, 3, 4 AND GRAND PALAIS: 2.40 M

HANGING SIGNS -

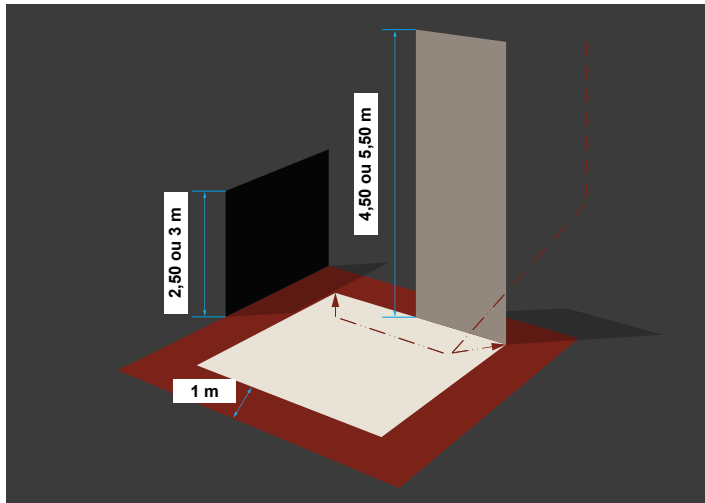
HALLS 1, 2, 3 AND GRAND PALAIS MEZZANINE LEVEL:
maximum permitted height = 4.50 m.

HANGING SIGNS -

HALL 4 AND GRAND PALAIS LEVEL 2: maximum permitted height = 4.50 m.

Customised stands (empty floor space) are subject to our approval. You must send us a floor plan and side elevation for this. If the final stand does not comply with the fair regulations or approved plan, it will have to be dismantled.

STAND OPENINGS AND FRONTAGE



All stand frontage facing the aisle should be at least half open. See above diagram.

If this regulation is not respected, you will be asked to dismantle your stand.

Your layout request should be emailed to us at salon@bhr-vegetal.com.

TETHERED BALLOONS

Balloons filled with a gas lighter than air and used as signage must respect permitted height limits.

SIGNAGE

All signage must be approved if it is higher than 4 m. On back-to-back stands, signs cannot be at the back of the stand or two-sided. Designs must be accompanied by a detailed plan and submitted for approval to salon@bhr-vegetal.com.

SOUND SYSTEMS AND ILLUMINATED SIGNS

All sound systems and illuminated advertising must be approved in advance. This approval may be reconsidered if the signs interfere with neighbouring exhibitors or visitor traffic, or are not in keeping with the style of the exhibition. Flashing lights or similar are not permitted. Illuminated signs are permitted. However, they cannot be intermittent or flashing.

DAMAGE TO THE EQUIPMENT SUPPLIED

It is strictly forbidden to coat the floor or stand partitions, or to attach coverings by gluing or drilling them. Only double-sided sticky tape is permitted, provided it is removed by the exhibitor or decorator at the end of the exhibition.

It is strictly forbidden to drill the floor. If this instruction is not followed, the cost of restoring the floor will be entirely at the exhibitor's expense. Any stand materials and furniture provided will also be inspected at the end of the fair. If there is any damage, an invoice will be issued.

INSURANCE

Please be aware that the risk of theft is greatest during the set-up and dismantling periods.

We try to monitor the area as effectively as possible, but providing the resources does not necessarily guarantee results. If a theft occurs during these periods, you must first notify the organisers and then report it to the district police station: 26 bis rue du Champ de Tir, 44300 Nantes, +33 (0)2 40 35 07 00 (open from 9 am to 1 pm and from 2 pm to 6 pm, Monday to Saturday).

HALL ELEVATION DIFFERENCES

Please note that Halls 1, 2 and 3 have a 1 cm elevation difference per metre (lengthwise) in the direction of the river.

There is no floor elevation difference in Hall 4 or the Grand Palais.

YOUR STAND

REMINDER: WATER AND RAISED FLOOR

You must advise us if you need water to be connected when you book your stand, as this will affect its location. Please note that a raised floor will need to be installed on your stand if you need water to be connected.

STAND CLEANING

The organisers are responsible for cleaning common areas. You are responsible for cleaning your stand. We recommend that you order the stand cleaning package (p.16 of the enrolment request form), which includes:

- Removal of the protective film from the stand carpet (before the fair opens),
- Daily dusting of tables, benches, chairs and armchairs,
- Daily emptying of bins,
- Daily vacuuming.

Prices: Stand \leq 36 m²: €6.50 per m²

Stand > 36 m²: €5.50 per m²

If you are interested in this service and did not request it on your enrolment form, please complete appendix 4 of this guide and return it to us.

FURNITURE

You can order furniture directly from the company of your choice - see p. 10.

ELECTRICITY

Please indicate where you would like the electricity meter to be located on your stand using the document "Position of electricity meter" (see appendix 1). Exhibitors who have asked for electricity to be connected will have an electrical panel on their stand with two sockets and a protective GFCI circuit breaker. Remember to bring a multi-socket adaptor and extension cord if needed. Examples of power consumption in kW: coffee maker - 0.8 to 4 kW (average 1.5 kW), refrigerator - 0.2 kW, computer - 0.1 kW, vacuum cleaner - 1.5 kW (on average), set of 3 spotlights - 0.3 kW.

INTERNET ACCESS

WiFi Internet access is available FREE OF CHARGE for the three days of the fair. An access code will be available from the main office on Monday 9 September 2019.

Please read our rules of Internet use, which will be displayed when you log in using this code. The code also allows us to trace any misuse of the network.

WASTE MANAGEMENT EXHIBITOR WASTE POLICY

Waste is sorted for recycling so that all waste can be converted into resources. Non-recoverable waste is incinerated to produce heat at a factory adjacent to the processing centre.

TYPES OF WASTE SORTED

The following waste is sorted at the fair:

- Cardboard,
- Glass,
- Wood,
- Plastic,
- Other recoverable waste,
- Non-recoverable mixed waste,
- Polystyrene.

WASTE SORTING AT THE FAIR

To improve sorting rates and make it easier for exhibitors, a new "at source" waste collection programme has been set up. A cleaning company will come around collecting your waste. Three sorting units will be available for use during the fair and while the stands are being set up and dismantled. We are counting on you to help us take care of the environment!

NOTE:

PERMITTED LOAD IN THE GRAND PALAIS/MEZZANINE 500 kg/m²

Please note that the permitted load in the Grand Palais (level 2) is 500 kg/m² and 200 kg/m² in the mezzanine and on the access ramps.

HELIUM

Helium balloons are permitted in the halls and can be inflated inside the halls. However, the bottles of helium must be removed once the balloons are inflated and may not remain inside the halls.

TRAFFIC INSIDE THE EXHIBITION CENTRE AND HALLS

Diesel-operated forklifts are not permitted anywhere in the exhibition centre.

YOUR STAND

FLAME-RETARDANT MATERIAL RATINGS

All materials in category M0, M1, M2 and M3 (or made so by fireproofing) can be used to build the stand framework and partitions, and for large pieces of furniture (crates, counters, shelving, bars, screens, separators, display stands, etc.).

STAND	PERMITTED	PROHIBITED	COMMENTS
Frame	- Wood + 18 mm - Metal - M1 plastic	- Wood - 18 mm - Cardboard	Metal frames must be electrically grounded.
Separator panels	- Chipboard + 18 mm - Metal - M1 plastic	- Reed - Thatch	Metal panels must be electrically grounded.
Wall decoration	- M1 paper - M0, M1 or fireproof fabrics - M0, M1 or fireproof carpet - Other M0 to M3 or fireproof materials	- Stretched or stapled paper - Fabrics/carpet not classed as stretched or stapled	Confirmation given by safety officer based on CSTB report.
Ceiling decoration	- Wood + 18 mm - M1 or M0 openwork awnings	- Reed - Thatch - Other	Confirmation given by safety officer based on CSTB report.
Electricity	Compliant with C15-100 standard	Non-compliant	Discuss with fair safety officer or electrician.
Gas	- Bottle <= 13 kg connected	- Bottle > 13 kg connected - Bottle not connected	

CLASSIFICATIONS:

M CLASS	EUROCLASSES	FLOOR EUROCLASSES
M0	A1 A2 s1 d0	A1 fl A2 fl s1
M1	B s3 d1	
M2	C s3 d1	
M3	D s3 d1	C fl s1
M4	E d2	D fl s2

I = FIREPROOF / T = STRETCHED / A = STAPLED / C.S.T.B. = CENTRE SCIENTIFIQUE ET TECHNIQUE DU BATIMENT (SCIENTIFIC AND TECHNICAL CENTRE FOR BUILDING)

YOUR STAND

LIST OF SERVICE PROVIDERS FOR YOUR STAND

AMEXPO

(furniture hire)
Tel: +33 (0)2 51 12 90 77
Fax: +33 (0)2 51 12 96 77
contact@amexpo.fr
www.amexpo.fr

CLAMAGERAN

(forklift hire)
Contact: Louise Vigliandi
Mob: +33 (0)6 15 54 68 44
Fax: +33 (0)4 78 90 06 00
l.vigliandi@clamageran.fr

BRELET

(stand equipment rental, storage)
Tel.: +33 (0)2 40 34 78 84
Fax: +33 (0)2 40 34 35 39
a.mahe@brelet.fr
www.brelet.fr

IMAGIN'EXPO

(stand design)
Contact: Jean-Pierre Navarri
Mob: +33 (0)6 80 64 50 48
jp-navarri@imaginexpo.com

ALIVE EVENTS

(audio-visual equipment, frame and lighting rental)
Contact: Jean-Philippe Ullly
Tel: +33 (0)2 41 22 00 22
Fax: + 33(0)2 41 86 02 22
jp.ully@alive-events.fr
www.alive-events.fr

L'IMAGE MÊME

(stand design and management, folding stands)
Tel: +33 (0)2 51 84 35 35
Fax: +33 (0)2 51 84 35 36
contact@image-meme.fr

PLACAIS - MASA

(signs)
Contact: Arnaud Masa
Tel: +33 (0)2 41 45 14 00
Mob: +33 (0)6 07 28 51 75
Fax: +33 (0)2 41 45 14 01
arnaud@placaismasa.fr

EXHIBIS

(visitor identification)
lecteur-exhilead@exhibis.com
Mention the name of the trade fair in the subject
of your email

ARTÉA

(stand design)
Contact: Frédéric Parlier
Tel: +33 (0)2 44 73 91 55
Mob: +33 (0)6 49 47 82 76
frederic@artea-events.com

LIGNEXPO

(furniture hire)
Contact: Géraldine Sylvestre
Tel: +33 (0)5 62 75 99 35
Mob: +33 (0)6 12 30 29 84
Fax: +33 (0)5 62 75 99 39
geraldine@lignexpo.com

ATIPIK

(stand design)
Contact: Paulo Gameiro
Tel.: +33 (0)9 54 15 23 67
Mob: +33 (0)6 66 62 05 16
atipik.expo@free.fr

YOUR STAND

CATERING

BRIGITTE JOUSSET-WALLOP

(wine sales and events)
62 Rue de La Gemmetrie
49124 St Barthélémy d'Anjou
Mob: +33 (0)6 08 48 80 63
bwws@outlook.fr

VAL D'EVRE

(caterer)
Contact: Yannick Biteau
ZAC de l'Aubinière
Rue Louis Breguet - 44150 ANCENIS
Tel: +33 (0)2 40 98 80 50
maryline@valdevre.com
www.valdevre.com

BAR-BRASSERIE DREMY

(caterer)
SARL DREMY
3 Avenue des Cèdres
44980 SAINTE LUCE SUR LOIRE
Mob: +33 (0)6 81 90 21 58
Tel: +33 (0)2 28 01 46 11
sarldremy@wanadoo.fr

MIDI ET DEMI

(caterer)
Contact: Bénédicte Landais
70 boulevard Marcel Paul
44800 Saint Herblain
Tel: +33 (0)2 53 97 11 17
blandais@midietdemi.fr

LES TERRASSES DE L'ERDRE

(restaurant)
Contact: Emily D'Achon
Restaurant located in the Exhibition
Center
Tel: +33 (0)2 28 34 20 96
e.dachon@lesterrassesdelerdre.fr

HOSTESSES & STAFF

CHARLESTOWN

(hostesses)
Tel: +33 (0)2 40 20 64 00
nantes@charlestown.fr

TRINITY

(hostesses)
Tel: +33 (0)2 40 14 31 76
courriertrinity@yahoo.fr

MAHOLA

(hostesses)
Tel: +33 (0)2 28 01 95 00
nantes@mahola-hotesses.fr

DL EVENEMENTS

(hostesses, event organisation)
Mob: +33 (0)6 86 66 31 62
Fax: +33 (0)2 40 09 91 04
dlevenements@orange.fr

OTHER SUPPLIERS

PLUYETTE - LEMARCHAND

(safety/security)
Tel: +33 (0)2 51 21 10 74
Mob: +33 (0)6 77 57 37 93
pluyette-lemarchand@orange.fr

JOUVE PRINT

Contact: Gérard Paillard
Tel: +33 (0)2 43 08 25 89
gpaillard@jouve.com

SETIG

(printer)
Tel: +33 (0)2 41 66 60 09
Fax: +33 (0)2 41 66 62 42
setig.pao@wanadoo.fr

Imprimerie CONNIVENCE

(Angers)
Contact: Erwan Chirol
Groupe LENOUEVEL'R
Tel: +33 (0)6 14 87 32 47
erwan.chirol@lenouvelr.com

HEXA REPRO

Contact: Benjamin Hermant
Tel: +33 (0)2 41 72 65 72
Benjamin.Hermant@hexarepro.fr

GÉNÉRATIONS SPORTS&COM

(promotional clothing and merchandise)
Contact: Carine Maindon
Mob: +33 (0)6 48 84 33 94
generations sportsetcom@orange.fr

MONET + ASSOCIÉS

(marketing & PR agency)
3 rue de l'Hôtel de Ville - 44000 Nantes
Tel: +33 (0)2 53 35 50 20

LE VOYAGE À NANTES

(event organisation in Nantes)
Tel: +33 (0)2 40 20 60 13
affaires@nantes-tourisme.com
www.nantes-tourisme.com/fr/affaires

BÂTEAUX NANTAIS

(Cruises on the Erdre)
Quai de la Motte Rouge
44008 Nantes Cedex
Tel: +33 (0)2 40 14 51 17
commercial@bateaux-nantais.fr

YOUR STAND

TAKING PART IN A TRADE FAIR

REQUIRES PREPARATION TO SUCCEED!

To complement the technical and logistical information already given in this guide, here is a handy to-do list to get the most out of your fair experience. Please contact us for further information.

THE ADVANTAGES OF BEING WELL PREPARED

Your choice of stand is vital to your success at the trade fair. Make sure you have really thought about the space you need to **SHOWCASE YOUR COMPANY AND PRODUCTS**. Decide which products/services you want to highlight and how best to do this, e.g. demos, graphics, etc.

You can book a fully fitted exhibition space including modular partitions 2.40 m high x 8 mm wide (where stands are joined) in white melamine with a grey frame, spotlights (1 row of 3 spotlights per 9 m²), carpet, a Mono 3 electricity meter and customised sign, or have it built by a service provider.

If you opt for a service provider, make sure you get several quotes.

Decide on the marketing materials for your stand (signage, posters, brochures, etc.). Visitors should quickly be able to see what you do.

You need to **MAKE AN IMPRESSION TO ATTRACT VISITORS**

Make it aesthetically pleasing and consider trends (materials, colours, recycling, zero plastic, etc.) when setting up your product display. Work in partnership with your suppliers for items such as pots, props, pot covers, flowers, plants and inputs.

Prepare some turnkey offers and/or roll containers (for buyers from independent garden centres).

Prepare your planters (80 x 40 x 40 cm) for the Pixel Garden (Grand-Palais). Decide which products (3 max.) you want to showcase in the merchandising area (Hall 4).

If you need **STORAGE**, don't forget to order it (see p.16 of the enrolment request form).

Return the **STAND CLEANING** order form (see p.16 of the enrolment request form).

Don't forget to order your **FORKLIFT** (this is a chargeable service for stand set-up and dismantling, see p.28 of this guide).

3 WEEKS BEFORE THE FAIR...

CHECK YOUR TECHNICAL DETAILS AND LOGISTICS : accommodation and stand set-up preparations including your orders for (free) set-up/dismantling cards for you and your service providers, electricity, furniture, etc.

AND YOUR MARKETING MATERIAL: preparation of your planters, availability of products for your marketing offers and merchandising area, shipment of presentation materials by your partner suppliers (accessories, pots, pot covers, flowers, plants, POSM, etc.).

Don't forget to bring a copy of this guide to the fair (electronic or paper copy).

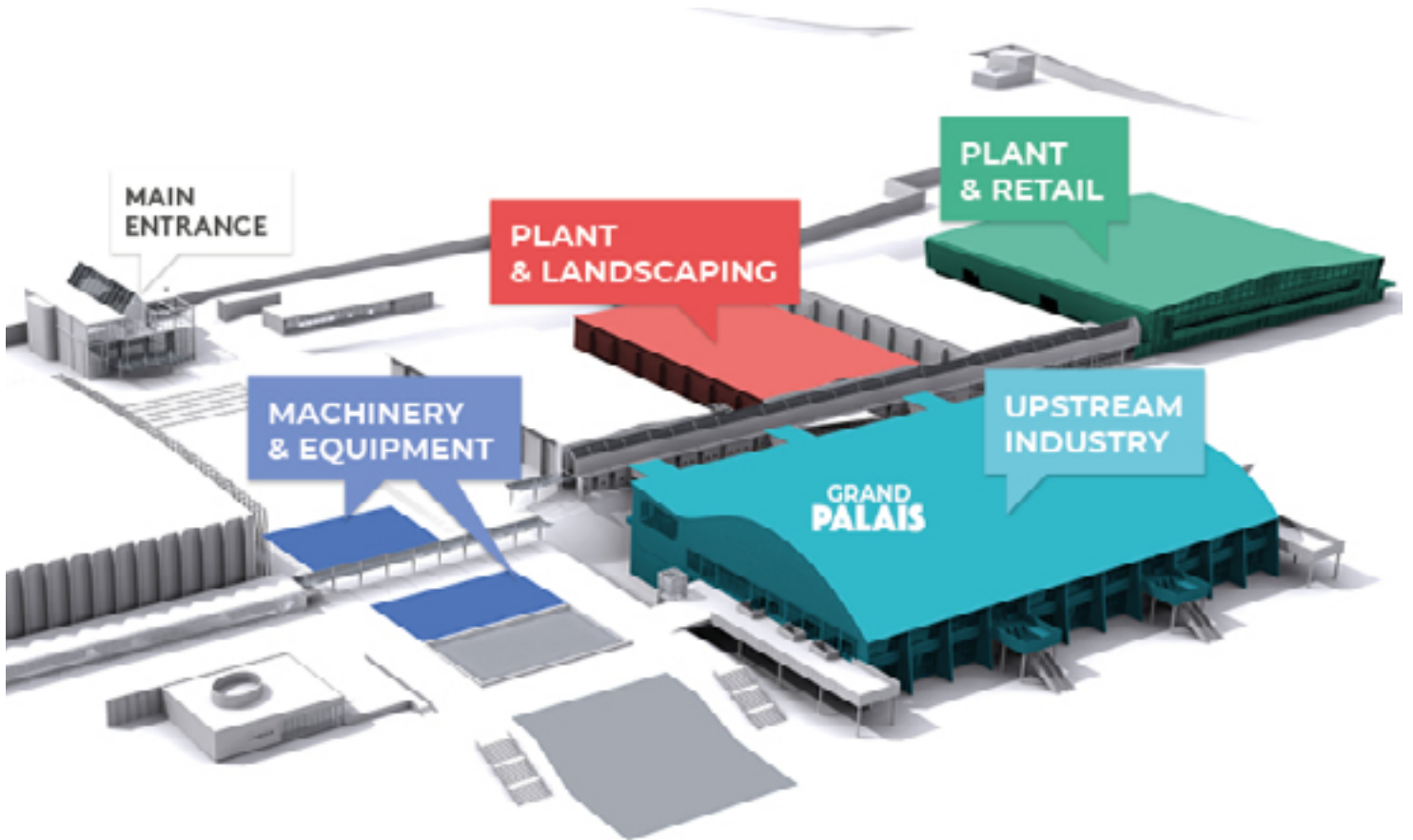
SET-UP/DISMANTLING

SET-UP TIMES

Friday 6 September 8 am - 7 pm
Saturday 7 September: 8 am - midnight
Sunday 8 September: 8 am - midnight
Monday 9 September: 7 am - midnight

DISMANTLING TIMES

Thursday 12 September: 6 pm - midnight
Friday 13 September: 8 am - 10 pm
Saturday 14 September: 8 am - 12 noon



Set-up and dismantling times must be adhered to for **ORGANISATIONAL** and **SAFETY** reasons.

Remain vigilant at all times during set-up and dismantling periods as the **RISK OF THEFT** is higher. We recommend removing or attaching plasma screens.

ACCESS TO THE EXHIBITION CENTRE will only be permitted on presentation of a valid **SET-UP/DISMANTLING CARD**. Anyone accessing your stand must be able to produce this document. Don't forget to give them to your staff and service providers (they're free!). For safety reasons and to prevent theft, security guards have the right to ask you to present your card at any time.

YOUR EXHIBITOR PARKING CARD should also be displayed on your windscreen and clearly visible.

IMPORTANT

These documents can be downloaded from your exhibitor module. You need your login and password to access them, which will be issued once your invoice has been paid in full.

SET-UP/DISMANTLING

PARKING DURING SET-UP/DISMANTLING

HALL 1, HALL 2, HALL 3, HALL 4, GRAND PALAIS LEVEL 2 AND MEZZANINE:

- Entry via entrance no. 4 and exit via entrance no. 2.
- Parking in areas P, R, K and O.



SET-UP/DISMANTLING

FORKLIFTS FOR SET-UP/DISMANTLING

NOTE:

You must book your own forklift with one of the companies shown in the list of service providers (see p.12).
Payment is made directly to the service provider.

REMINDER:

Diesel-operated forklifts are not permitted anywhere in the exhibition centre.
Forklifts used in the XXL Hall must be fitted with white wheels.

GOODS AND DELIVERIES

(deliveries possible from Friday 6 September 2019)

If a carrier is delivering goods to your stand, **YOU MUST BE PRESENT TO RECEIVE THEM.**

Give your carrier the exact date and time you will be on the stand to take delivery of the goods.

DELIVERY ADDRESS

Please clearly indicate the name of the sender, company, recipient,
hall and stand number.

SALON DU VEGETAL

Company name - Recipient name
Hall and stand no.

Parc des Expositions - Route de Saint Joseph de Porterie - 44300 Nantes

The organisers are not responsible for the receipt of goods or packages:

if the recipient is absent when the delivery is made, the organisers cannot be held responsible for any theft, loss or damage.

NOTE: we do not provide pallet trucks or forklift trucks. Inform your carrier that they must provide one or order it before 15 August 2019 (details p.12).

STORAGE

A storage area is provided in the basement of the Grand Palais. However, transporting goods to the basement is the exhibitor's responsibility. If you need a forklift for transporting pallets, empty packaging or other items to the storage area, please contact the hire company directly.

DURING THE FAIR

EXHIBITOR PARKING

For stand deliveries, the area around the halls can only be accessed between 7.30 am and 9.00 am. After 9.00 am, all vehicles must be parked in areas K, O, P, R, E or F with the parking card clearly displayed.

Vehicles parked in the grounds of the Exhibition Centre are the responsibility of their owners. The organisers cannot be held responsible for any theft or damage.

DELIVERIES/STAND RESTOCKING

During the event, vehicles may access the Exhibition Centre for restocking stands between 7.30 am and 9.00 am (with a parking card).

EXHIBITOR BADGES

Please note that you must wear your badge at all times and present it every time you enter the venue.

Exhibitor badges can be printed free of charge from your exhibitor module at www.salonduvegetal.com using the login and password provided at registration.

You can print the badges yourself (in A4 format) once we have received your payment in full.

The badges are for the exclusive use of the people on your stand.

OUR TIPS

Being present on your stand isn't always enough. The Salon du Vegetal provides services and/or special areas to maximise the success of your fair experience. Please contact us to find out more.

ON-SITE EXTRAS

- The Salon du Vegetal provides a **PRESS ROOM** for journalists. For the three days of the fair, about a hundred journalists (horticultural, regional, national and international press) will be in attendance.
Why not **DROP OFF YOUR PRESS RELEASES AND/OR PRESS PACKS?** (About 30 copies should be enough).
- **Take advantage of the BUSINESS LOUNGE** to meet and greet your customers in a private setting. Reserved for exhibitors and their customers, private offices are ideal for confidential and fruitful discussions.
- **MEETING ROOMS** in the Exhibition Centre are available for your meetings, training courses, conferences, cocktails and anything else you might need.
For a quote, contact Paul Richard - Tel: +33 (0)2 41 79 14 17 - Email: evenement2@bhr-vegetal.com

COMMUNICATE BEFORE, DURING AND AFTER THE SALON DU VEGETAL

BEFORE THE FAIR: PREPARATION

INNOVERT NEW PRODUCT COMPETITION®

This new product competition is an opportunity to showcase your innovative new products and will serve as a powerful promotional springboard for at least a year, as journalists and visitors love it!

GOOD TO KNOW

Plan your participation well in advance, as putting the pack together can take time.

ADVERTISE YOUR ATTENDANCE

Promote your participation in the fair on your website, in your email signature and on any other documents you can think of (catalogues, invoices, newsletters, etc.).

You can download fair graphics free of charge, including banners for your website and email signatures, and fair posters in JPEG format. You will find these on our website www.salonduvegetal.com and in your exhibitor area under "Your marketing tools".

The invitation cards you ordered are a valuable marketing tool to advertise and promote your attendance at the Salon du Vegetal. You can also post news on our website (see p.17 of the enrolment request form).

TRADE FAIR CATALOGUE AND WEBSITE

Pay special attention to completing your catalogue and website entries, because these are tools that industry professionals often refer to.

MANDATORY

You must complete your catalogue and website entries online. These are required if you want to appear on the Salon du Vegetal WEBSITE and in the CATALOGUE.

GOOD TO KNOW

Your listing is free of charge. You can also choose to include a paid advertisement by signing up for our marketing pack (see table below). Pay-per-unit is also available for a logo, half- or full-page ad or Internet banner.

These marketing tools will help you to **maximise your presence at the fair.**

ALL-IN-ONE MARKETING PACK

Standard (logo, catalogue and website + 1 website news item)	€220
Pro (Standard + 1/2 page in catalogue)	€990
Premium (Pro + full page in catalogue)	€2,400
Digital (1 banner on the website + 1 logo + 1 website/newsletter news item + post on social media)	€800
Logo only (catalogue and website)	€100

For more information, see page 17 of the enrolment request form (formats, prices, etc.).

PRESS ROOM

The Salon du Vegetal press office is in regular contact with members of the specialist and mainstream press. As a result, more than 100 journalists from France and overseas visit the Salon du Vegetal every year.

This is the perfect opportunity for you to distribute your press packs and/or press releases (note: company brochures alone are not accepted). This service is FREE, so make the most of it!

GOOD TO KNOW

You can provide two types of press release: one for industry professionals and the other for the general public. You can also provide press releases in English for overseas journalists.

COMMUNICATE

BEFORE, DURING AND AFTER THE SALON DU VEGETAL

PLANNING SPECIAL EVENTS

- Set aside some time to hold special events during the fair, e.g. training workshops, press conferences, activities on your stand and briefings.
Don't forget to send us the details so we can pass them on to visitors and/or journalists.
- Take advantage of the business lounge or book a meeting room for private appointments with your customers or prospects.
- Different-sized meeting rooms are available: contact us for more information on availability and prices.

INVITATION CARDS AND E-INVITATIONS

GOOD TO KNOW

Keep your customers and prospects in the loop by inviting them to your stand and maximising your attendance with a special event (e.g. a new product launch, demonstration or product discovery session). Use ALL the tools you have at your disposal, including email, e-invitations, fax, mail and social media.

In addition to providing logistical support to exhibitors, the Salon du Vegetal is responsible for promoting the event. But visitors only spend a limited amount of time at the fair. They don't have time to see everything. That's why it's better to invite some customers, prospects and suppliers yourself.

Two services are available to help you:

- Chargeable invitation cards. These cards should only be distributed to industry professionals (proof of credentials will be required at the entrance).
- Free e-invitations (www.salon-du-vegetal.com -> exhibitor area: you will need the login details provided in your registration confirmation letter or sent by email).

BADGE READERS

GOOD TO KNOW

If you don't hire a badge reader and decide to complete a contact form for each prospect, remember to ask for a business card or make sure you have the correct contact details, and make a note of what action is required in each case (e.g. sending out information or a proposal).

To help you track who visits your stand, we offer a badge reader rental service so you can log the details of customers and prospects in real or deferred time. The badge reader will make it easier for you to follow up your contacts after the fair. If you are interested in this service and did not request it on your enrolment form, please complete and return appendix 2 of this guide.

LOAN OF PLANTS, FLOWERS & EQUIPMENT

Do you want greater visibility for your products?

Take advantage of the opportunity to display your plants, flowers and other products in different areas of the trade fair, so exposure is not limited to your stand. For more information, see page 32 - appendix 6.

COMMUNICATE BEFORE, DURING AND AFTER THE SALON DU VEGETAL

IT'S SHOW TIME!

GOOD TO KNOW

Don't forget that visitors are more inclined to make contact with exhibitors who smile, say hello and are readily available. If possible, try to use your laptop outside of trade fair hours (we are starting to see more and more exhibitors on their laptops instead of paying attention to interested visitors. The same goes for smartphones).

Get the people on your stand together for a meeting. Brief them on their approach and sales goals, how to complete the contact form or use the badge reader, what they need to demonstrate, etc.

IT'S NOT OVER AT THE END OF THE FAIR!

CONTACTS MADE AT THE FAIR

Don't wait for them to contact you. Follow them up in the week following the fair by mail, telephone, fax or email. Respond to any who requested information at the fair. Update your contact database.

OUTCOMES

Just after the fair, assess how it went but don't jump to any conclusions about its impact on your sales. Assess it again a few months later, as trade fairs often take time to bear fruit...

APPENDICES

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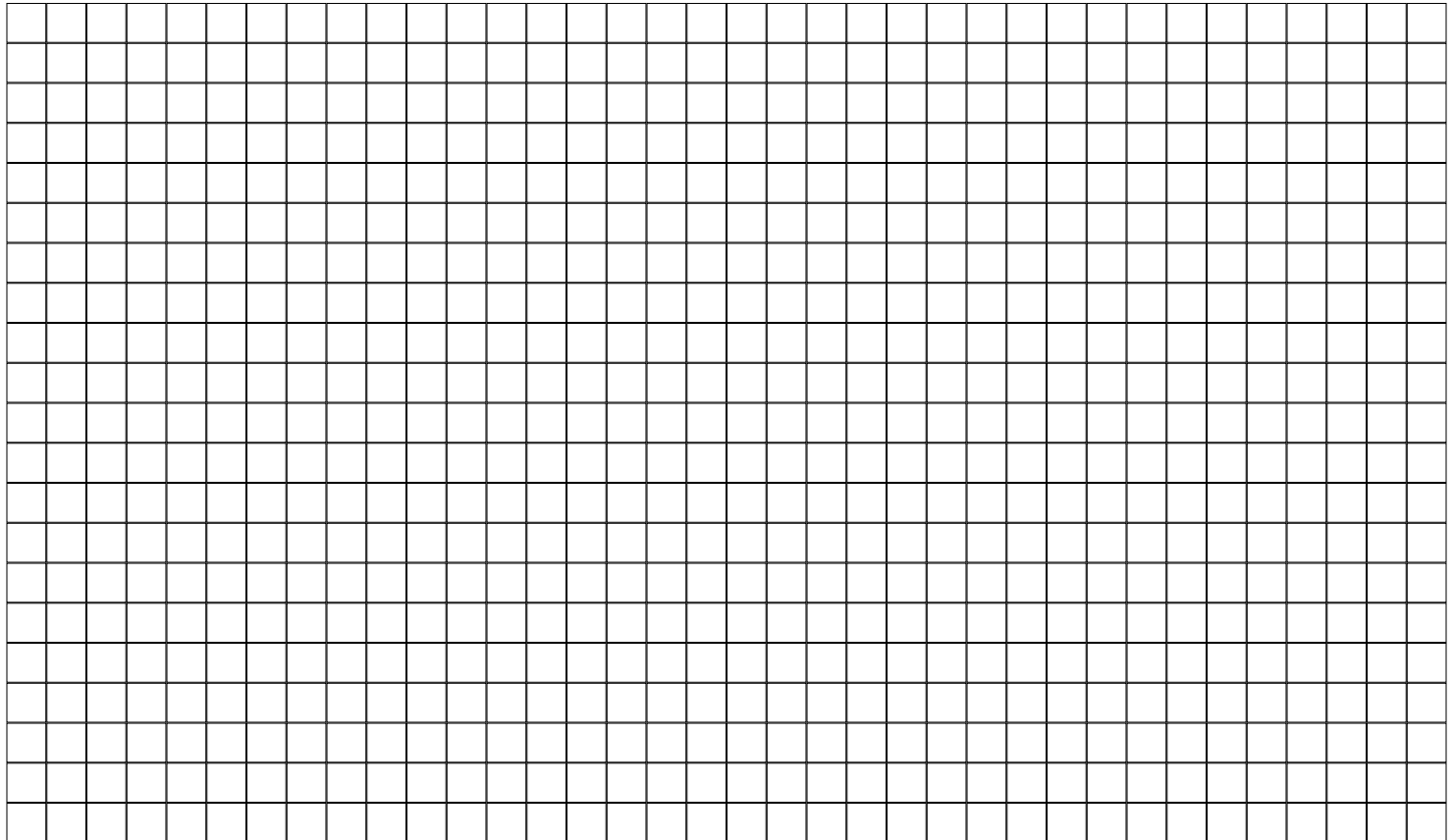
APPENDIX 1

POSITION OF ELECTRICITY METER & STORAGE AREA

Draw your stand on this grid and specify where you would like your electricity meter and/or storage area. If you do not return this form to us, your meter and/or storage area will be randomly positioned.

On the plan below, please indicate:

- The dimensions of your stand
- Where you would like your electricity to be connected
- Where you would like your storage area to be located (if you have ordered one)



Electrical box



Door to storage area



Partition for storage area

May we remind you that any temporary electrical installation in a category 1 public access building may be subject to an audit at your expense by an approved body if a request is made by the safety committee.

Any request to move the circuit breaker outside the specified time frame will incur an additional charge of €85 + VAT. Halls 1, 2 and 3 have an elevation difference of 1 cm per meter lengthwise and a floor load of 1.5 tonnes per m². Halls 4 and XXL have no specific constraints. The permitted load in the Grand Palais is 500 kg/m²

Exhibitor's company name:

TO BE RETURNED TO:

salon@bhr-vegetal.com

No later than
15 AUGUST

Reserved for official use

Hall:

Stand number:

APPENDIX 2

BADGE READERS

BADGE READER ORDER FORM

TO BE RETURNED WITH PAYMENT BY

2 SEPTEMBER 2019 to:

Valérie Rayer - organisation@bhr-vegetal.com

Important: Mention "Salon du Vegetal" in the subject of your email

BUREAU HORTICOLE RÉGIONAL - SALON DU VEGETAL LDB

Centre Florilore - 1 Rue des Magnolias - 49130 LES PONTS DE CE - FRANCE

Tel: +33 (0)2 41 79 14 17

Company

Address

.....

Postcode

City

Country

Stand no. Hall:

Name of contact person

Email address for sending contact list:





.....

Tel

SIRET no.

VAT no.

YOUR ORDER

Description	Qty	€ P.U. ex-VAT	€ amount ex-VAT
Opticon barcode scanner   Badge reader plus Excel file listing your visitors sent by email 3 working days after the event. Video: https://www.youtube.com/embed/GusNX6Xqt3Yx	185	=
Exhilhead scanner   Badge reader with touch screen for scanning, identifying, categorising and recording your visitors. You will be able to design your own questionnaire on the Exhibitor Extranet before the start of the fair. Video: https://www.youtube.com/embed/c87FBPNfECMx	215	=
TOTAL EX-VAT			=
VAT 20%			=
TOTAL INCL. VAT			=

DEPOSIT

Product	Quantity	Deposit €	Total €
Opticon badge reader x	€400	=
Exhilhead scanner x	€400	=
TOTAL DEPOSIT			=

CONDITIONS OF HIRE

To be accepted, orders must be accompanied by full payment by cheque, credit card or proof of bank transfer.
All orders are final and binding.

AT THE TRADE FAIR

Scanners must be collected on **Monday 9 September** at the main entrance to the exhibition centre (LENI badge readers) **from 2 pm**.

The deposit must be paid by cheque or credit card imprint when you collect your reader(s). LENI reserves the right to refuse provision of its equipment. Your deposit cheque will be returned or credit card imprint cancelled at the end of the trade fair if the equipment is returned in perfect working order.

Badge readers must be returned to the main entrance of the exhibition centre on **12 September from 5 pm onwards**.

Date, stamp and signature of exhibitor

"I confirm I have read and accepted the conditions of hire"

APPENDIX 3 FURNITURE ORDERS

<p>Atlantic Mobilier Expo ZA de la Pentecôte 3 rue Jean Rouxel 44700 ORVAULT 498 763 986 RCS NANTES - Code APE: 7729 Z N° TVA FR 40 498 763 986</p> <p>Tél. : 02 51 12 90 77 Fax : 02 51 12 96 77 E-mail : contact@amexpo.fr</p> <p>www.amexpo.fr</p>	<h2 style="text-align: center;">Demande de Devis</h2> <p style="text-align: right;">Sans engagement de votre part et sous réserve de disponibilité</p>
	N° de TVA (obligatoire) : _____ Société _____ Adresse de facturation _____ _____ _____ Responsable _____ e-mail : _____ Tél. _____ Port. _____ Fax _____
	Nom de la manifestation _____ Période du _____ au _____ / _____ / _____ Ville _____ Nom du stand _____ Hall _____ Niveau _____ Allée _____ N° stand _____

Si le mobilier que vous demandez est disponible, vous recevrez dans les meilleurs délais un devis à nous retourner signée avec votre règlement.
Dans le cas contraire nous vous proposerons un (des) mobilier(s) équivalent(s) sur devis à valider par vos soins.

Mobilier

Quantité	Désignation et couleur

L'assurance est obligatoire et sera intégrée au devis.

Participation assurance obligatoire

L'assurance du matériel est obligatoire.
 Tout refus d'assurance implique automatiquement la pleine responsabilité du locataire en cas de dommages ou disparition du matériel.
 La garantie sera confirmée par votre règlement.

La garantie risque vol est subordonnée à la remise d'un récépissé de dépôt de plainte auprès de l'autorité compétente.
 Lire les termes et conditions de location au dos.

Montant location H.T. en euros	Participation assurance H.T.
€	
0 à 100 €	9 €
101 à 200 €	16 €
201 à 400 €	28 €
401 à 800 €	45 €
801 à 1500 €	70 €

Au-delà nous consulter

APPENDIX 3

FURNITURE ORDERS

AMExpo

CONDITIONS GÉNÉRALES DE LOCATION

Tél. : 02 51 12 90 77 Fax : 02 51 12 96 77

Atlantic Mobilier Expo

ZA de la Pentecôte - 3 rue Jean Rouxel 44700 ORVAULT

498 763 986 RCS NANTES - APE : 7729 Z
SIRET : 498 763 986 00011 - N° TVA FR 40 498 763 986

ARTICLE 1 - Adhésion aux conditions générales de location

Toute location, quels qu'en soient la durée ou l'objet sauf convention particulière entre les parties, vaut acceptation entière et sans réserve par le client des conditions générales de location ci-après.

Le fait pour le client de passer commande à Atlantic Mobilier Expo (AMEXPO) implique l'adhésion aux présentes conditions générales de location qui se substituent à tout autre document antérieur, à tout accord antérieur ainsi qu'aux conditions générales d'achat ou de location du client en tous les termes.

ARTICLE 2 - Commande

Le client doit passer commande par écrit au plus tard 4 jours ouvrables avant la date du 1er jour de montage, livraison, prestation. **Toute commande pour être prise en considération devra être accompagnée de son règlement TTC.** Toute annulation de commande reçue moins de 8 jours avant le jour de l'ouverture de la manifestation ou de l'événement ne pourra plus faire l'objet d'un remboursement, même partiel du montant TTC de la commande.

ARTICLE 3 - Prix - Tarifs

Les tarifs du catalogue s'entendent hors taxes pour la durée de la manifestation ou de l'événement (maximum 14 jours). Atlantic Mobilier Expo facturera en supplément les livraisons ou reprises les jours fériés, ou effectuées, à la demande du client, en dehors des heures normales de travail ou dans des conditions spéciales (étages sans ascenseur, parking éloigné de plus de 100 mètres, etc...) et d'une façon générale dans des conditions de livraison hors normes ne respectant pas les conditions courantes.

Le transport est inclus dans un rayon de 50 km autour de Nantes pour des manifestations ou événements où Atlantic Mobilier Expo est référencé. Le tarif applicable est celui en vigueur au jour de la commande.

ARTICLE 4 - Livraison - contestation - restitution

Seules les conditions de livraison précisées sur le contrat de location d'Atlantic Mobilier Expo sont prises en considération. En cas d'absence du client au moment de la livraison ou de la remise du mobilier, les documents établis par Atlantic Mobilier Expo auront valeur justificative de la quantité et de l'état du matériel livré et repris.

Toute contestation du client sur le mobilier loué devra être faite au plus tard, 24 heures après l'ouverture de la manifestation ou de l'événement, délai au-delà duquel elle ne sera plus prise en considération.

A l'heure de fermeture de la manifestation ou de l'événement, les meubles devront être débarrassés par le client de tout objet ou documentation qu'ils contiennent pour permettre la reprise dans les meilleures conditions. Les clés des serrures devront rester sur les meubles.

ARTICLE 5 - Respect de normes - obligations du locataire

Le locataire devenant "gardien" des objets et du matériel loués pendant la durée de la location, il devra :

5.1 Utiliser le matériel loué conformément à sa destination usuelle et ne rien faire ou laisser faire qui puisse le détériorer.

5.2 Vis-à-vis d'Atlantic Mobilier Expo le locataire est le seul responsable de toute éventuelle détérioration, perte ou vol.

5.3 Faute par le locataire d'avoir dans un délai de 24 heures de la mise à disposition du matériel loué, présenté par écrit des réclamations justifiées sur l'état du matériel loué et sur les quantités, il sera réputé l'avoir pris en bon état général avec l'obligation de le rendre en fin de location.

Passé ce délai aucune réclamation ne sera admise.

5.4 Le locataire devra prendre toutes dispositions utiles en vue de se garantir, si bon lui semble, contre les risques de dommages, pertes, vol ou autre et d'une manière générale tout sinistre dont, de conviction expresse, il sera tenu responsable envers Atlantic Mobilier Expo.

5.5 Le matériel loué reste la propriété exclusive d'Atlantic Mobilier Expo et ne peut en aucun cas faire l'objet d'aucun déplacement, ni cession quelconque. Le locataire s'y interdit formellement et en particulier, ne peut être saisi, par exemple, en cas de liquidation ou faillite du locataire.

5.6 Le matériel loué ne peut être utilisé qu'avec l'accord d'Atlantic Mobilier Expo qui se réserve le droit de reprendre sans préavis ni indemnité et sous réserve de toute demande de dommages et intérêts et de poursuites judiciaires en cas de manquement aux présentes conditions générales.

ARTICLE 6 - Assurances

A compter de sa mise à disposition, livraison ou réception, le client sera seul gardien du matériel loué et responsable de tous vols, pertes, dommages subis causés par ce matériel, et ce jusqu'à sa restitution.

Pendant cette période Atlantic Mobilier Expo décline toute responsabilité concernant les documents, objets, échantillons, matériels ou autres présents dans / sous / sur les matériels loués par le client.

En cas d'impossibilité de procéder à la remise en état ou à la restitution des matériels loués, ceux-ci seront facturés à leur valeur à neuf.

Dans le cas où, à l'occasion de la commande la responsabilité d'Atlantic Mobilier Expo serait engagée, à quelque titre et pour quelque cause que ce soit, tous dommages confondus et notamment dommages directs et indirects (comprenant les préjudices immatériels), celle-ci sera strictement limitée à une somme au plus égale au prix ou à la portion du prix de la commande reconnue judiciairement comme étant inexécutée ou défective, sans que cette somme ne puisse être supérieure au(x) plafond(s) des garanties du contrat d'assurance d'Atlantic Mobilier Expo, plafonds qu'Atlantic Mobilier Expo lui communiquera sur simple demande.

6.1 Assurance Responsabilité civile :

L'assurance du mobilier est obligatoire.

Le client déclare être assuré en responsabilité civile professionnelle et exploitation, assurance qui devra garantir les responsabilités que pourraient encourir les personnes autorisées par le client à utiliser les produits loués.

6.2 Assurance - dommages causés au matériel loué

La commande implique une participation à l'assurance mise en place par Atlantic Mobilier Expo, dont le règlement devra être joint à la commande. La couverture s'applique au client pendant la période de mise à disposition des biens.

A défaut de règlement de cette participation, la commande ne sera pas prise en compte ou, si elle l'est, les désordres, dommages ou manquants seront facturés au client au coût des biens, ou à leur valeur neuve si ils ne sont pas réparables.

Tout refus d'assurance implique automatiquement la pleine responsabilité du locataire en cas de dommages ou disparition du matériel.

ARTICLE 7 - Election domicile - droit applicable - attribution de compétence

Pour l'exécution des présentes, le client et Atlantic Mobilier Expo font élection de domicile en leur siège social respectif. De convention expresse entre les parties (Atlantic Mobilier Expo et le client), le droit applicable aux présentes et à leurs conséquences est exclusivement de Droit français, tant en ce qui concerne les règles de procédure que celles du fond. Il est expressément convenu que seul le Tribunal de Commerce de Nantes sera compétent pour connaître des litiges relatifs au présent contrat (même en cas d'appel en garantie ou d'action en vertu d'une solidarité quelconque), le client renonçant à la compétence judiciaire dont il pourrait se prévaloir.

Les clauses contraires stipulées sur les documents commerciaux du client, sont réputées non écrites et les conditions seront jugées en conformité avec les présentes conditions générales de location.

Coordonnées bancaires : Banque Tarnéaud

Code banque : 10558 Code guichet : 02252

N° Compte : 11622400200 - Clé : 22

Domiciliation : NANTES ENTREPRISES

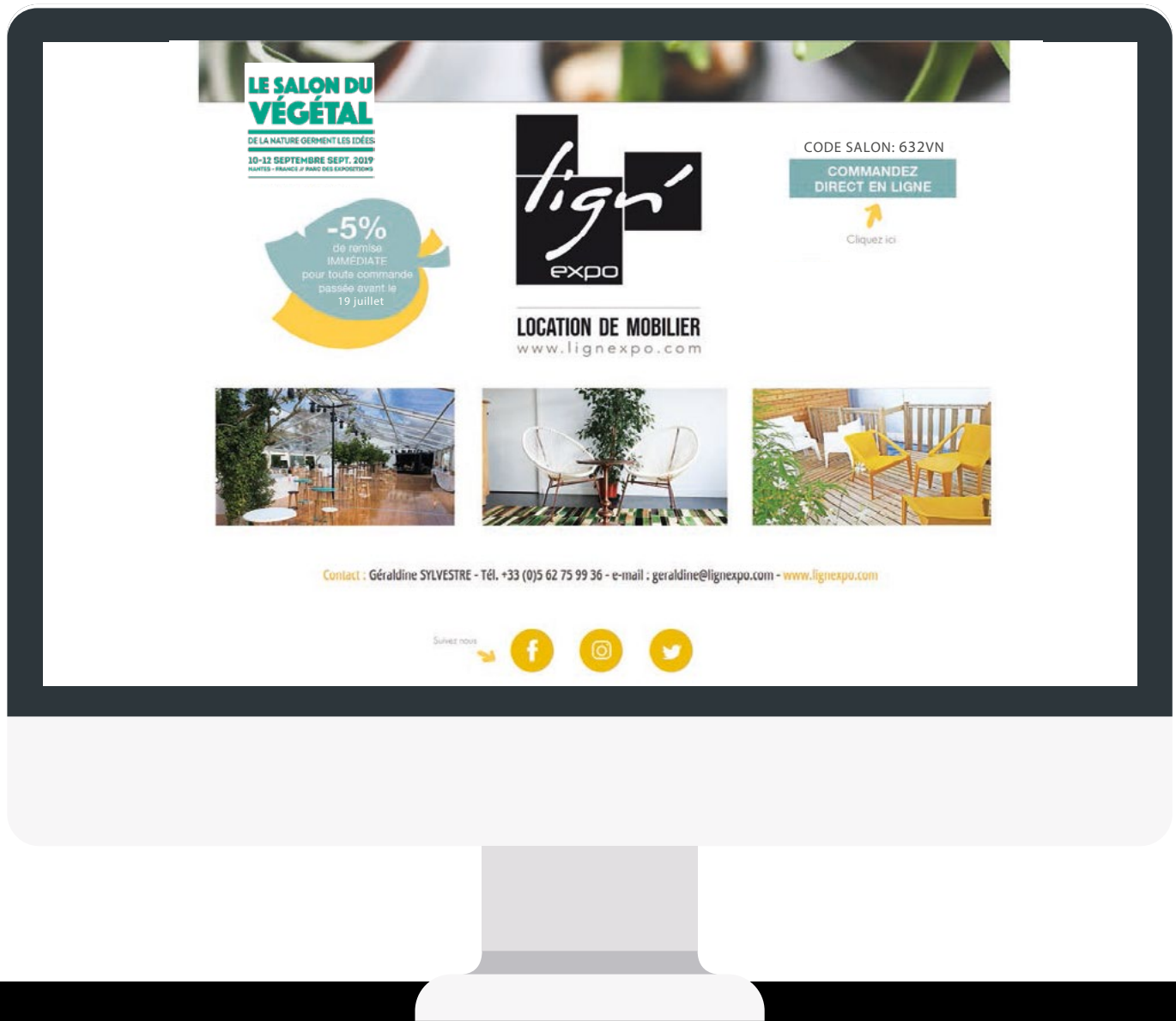
IBAN : FR76 1055 8022 5211 6224 0020 022

BIC : TRANFR2L

ou par chèque libellé à AMEXPO

Date / Cachet Entreprise / Signature

APPENDIX 3A: LIGN'EXPO FURNITURE ORDERS



ENJOY A 5% DISCOUNT

ON ALL ORDERS PLACED BEFORE
19 JULY 2019 ON THE LIGNEXPO WEBSITE:

<https://lignexpo.wixsite.com/salon-du-vegetal>

LIGNEXPO
Tel: +33 (0)5 62 75 99 35
Mob: +33 (0)6 12 30 29 84
Fax: +33 (0)5 62 75 99 39
geraldine@lignexpo.com

APPENDIX 4

STAND CLEANING

Salon du Vegetal 2019 stand cleaning order form

Fill in this form if you forgot to place your order using p.16 of the enrolment form

SERVICE DESCRIPTION*:

Cleaning of the stand includes:

- Removal of the protective film from the stand carpet (before the fair opens),
- Daily dusting of tables, benches, chairs and armchairs,
- Daily emptying of bins,
- Daily vacuuming.

COST OF THE SERVICE FOR THE 3 DAYS OF THE TRADE FAIR:

- Stand ≤ 36 m²: €6.50 per m²
- Stand > 36 m²: €5.50 per m²

COMPANY DETAILS

Company:

Contact person (Surname - First name - Position):

Hall: Stand: Surface area (in m²):

Tel: Email:

Billing address:
.....
.....

Date/Signature and company stamp:

*Please note that the cleaning package does not include:

- The cleaning of display objects and machinery,
- The cleaning of sign posts, superstructures and billboards,
- The cleaning of glass and windows,
- Carpet stain removal.

Please contact us for further information or a quote

TO BE RETURNED TO:

Christine Bourgeois
c.bourgeois@bhr-vegetal.com

No later than
15 AUGUST

APPENDIX 5

FORKLIFT HIRE



BON DE COMMANDE DE MANUTENTION VEGETAL 2019

HANDLING ORDER FORM VEGETAL 2019

BDC à compléter et retourner avant le 30.08.19 à
 Order form to be completed and returned no later than 30/08/19 to:
 Clamageran - Louise Vigliandi : l.vigliandi@clamageran.fr - +33.6.15.54.68.44

Exposant / Exhibitor:		
Hall & stand :		
Contact sur salon / Contact person on site :	Mobile : _ _ _ _ _	
Bon de commande complété par / Order form completed by:		
Société / Company :		
Adresse / Address :		
Code postal / Post code :	Ville / City :	
Pays / Country :		
Tel :	Email :	
TVA intracommunautaire / VAT no. :		
Colisage estimé / estimated PL:		
Dates et heures de commande de la manutention / Dates & times requested for handling:		
Montage / Build up:	Démontage / Breakdown :	

Tarifs à suivre page 2. / Prices shown on page 2.

APPENDIX 5

FORKLIFT HIRE

2019 PRICING

- ❑ CHARIOT ELEVATEUR 2.5T avec chauffeur/2.5T forklift with driver: €/heure/hour 112.00
Minimum de facturation € Ht 70.00 pour la 1ère ½ heure – minimum charge of €70.00 excl. VAT for the first 30 min
- ❑ CHARIOT ELEVATEUR 5T avec chauffeur/5T forklift with driver: €/heure/hour 131.00
Minimum de facturation € Ht 85.00 pour la 1ère ½ heure – minimum charge of €85.00 excl. VAT for the first 30 min
- ❑ MANUTENTIONNAIRE/Labourer: €/heure/hour 40.00
Minimum de facturation de 3 heures/homme/opération – minimum charge of 3 labour hours per operation.
Aide au déballage et mise sur stand et réemballage en fin de salon - Help with unpacking, placing on stand and packing up at the end.
- ❑ TRACTION DES EMBALLAGES VIDES DEPUIS VOTRE STAND ET RETOUR/Removal & return of empty packaging: €60.00/m³
Minimum de facturation de 2 m³/Minimum charge of 2 m³.

FRAIS DE DOSSIER/Administration fee: €20.00

DEVIS SUR DEMANDE/QUOTE ON REQUEST:

Stockage de matériel plein pendant le salon/Storage of all materials during the fair

Stockage de matériel avant/après salon/Storage of materials before/after the fair

Devis de transport avant/après salon/Transportation before/after the fair

MAJORATIONS APPLICABLES SUR LA MANUTENTION/Surcharges applicable to handling fees:

De/from 18h (6pm) à/to 22h (10pm): +50% - De/from 22h (10pm) to 7h (7am): +100% - Samedi/Saturday de/from 8h (8am)

à/to 18h (6pm): +50% - Samedi/Saturday audelà de/after 18h (6pm), dimanche & jour férié/Sunday & public holidays: +100%

Les tarifs susmentionnés s'entendent en € HT et ne sont applicables qu'en période de montage et démontage du salon/

The above prices exclude VAT and are only valid for set-up and dismantling periods.

Terms and conditions of sale provided on request.

APPENDIX 6

LOAN OF PLANTS, FLOWERS & EQUIPMENT

DO YOU WANT GREATER VISIBILITY FOR YOUR PRODUCTS?

TAKE ADVANTAGE OF THE OPPORTUNITY TO DISPLAY YOUR PLANTS AND OTHER PRODUCTS IN DIFFERENT AREAS OF THE TRADE FAIR, SO THEY ARE NOT LIMITED TO YOUR STAND.

AVAILABLE AREAS INCLUDE:

- Reception areas: frequently used as thoroughfares and meeting points for fair participants
- Covered galleries: the only way visitors can get from one hall to another
- The social evening: a fun and friendly fair highlight, held in the central esplanade of the Exhibition Centre.

NEW!

- Social areas in Hall 4 and the Grand Palais
- The central aisle of Hall 4: where the FNPHP will hold its events
- UMT STRATège laboTest: during the consumer afternoon (Thursday 12 September), UMT STRATège will run a special 'test' stand inviting consumers to select plants from a range suitable for display in boxes on balconies, terraces and patios, and in small gardens. At the end of the experiment, a researcher will chat with consumers to ascertain the reasons for their choices.

HERE IS A LIST OF THE TYPES OF PRODUCTS THAT CAN BE DISPLAYED IN DIFFERENT AREAS OF THE FAIR:

PLANTS & FLOWERS:

- Cut flowers
- Indoor plants
- Bedding plants
- Flowering plants
- Vegetable plants
- Trees and shrubs
- Rare and special plants and flowers
- Topiary art

EQUIPMENT:

- Pots, containers and planters
- Decorative products
- Urban furniture
- Shop fittings

Specific list for the UMT STRATège consumer LaboTest:

Chives - Giant taro - Aloe vera - Lemon beebrush - Strawberry tree - Wormwood - Basil - Begonia (flowering) - Bougainvillea (flowering) - Bottlebrush (flowering) - Mexican orange blossom - Citrus (with fruit) - Clematis (flowering) - Cordyline - Cyclamen (flowering) - Heather (flowering) - Milkthistle/seaholly (flowering) - Young eucalyptus - Feijoa/Brazilian guava/ pineapple guava - Blue fescue - Strawberry plant (with fruit) - Fuchsia (flowering) - Grevillea (flowering) - Shrubby Veronica - Ornamental ginger - Hibiscus (flowering) - Lavender - Cherry tomato - Apple tree (with fruit, edible or ornamental) - Lemon balm - Mint - Japanese banana tree - Sacred bamboo - Catnip - Oleander - Dwarf olive tree - Dwarf lilyturf - Iron cross - Rustic palms - Papyrus - Passion fruit/granadilla/maracuja - Zonal geranium (flowering) - Ivy geranium (flowering) - Parsley - Cape gooseberry/Peruvian groundcherry - Physocarpus lady in red - Cheesewood - Leadworts (flowering) - Raspberry bush (with fruit) - Dappled willow - Pineapple sage (flowering) - Blue sage (flowering) - Common sage - Mexican feathergrass - Black-eyed Suzanne vine (flowering) - Lemon thyme - Star jasmine - Nasturtium - Laurustinus

IMPORTANT

Delivery, installation, maintenance and removal of the products are the responsibility of the exhibitor.

IN EXCHANGE, WE CAN OFFER YOU HIGH VISIBILITY IN OUR MARKETING MATERIAL AND IN YOUR CHOSEN AREA OF THE TRADE FAIR.

In our marketing material:

- Your logo on the partner page of the fair catalogue and on our website www.salonduvegetal.com
- Extension of your partnership to our social media during the fair with redirection to your stand number

In your chosen area of the fair, near the plants and equipment on loan:

- Your logo and stand number on display
- A supply of your documentation and/or marketing material

For more information

+33 (0)2 41 79 14 17 // salon@bhr-vegetal.com

APPENDIX 7

SAFETY REGULATION

1 - GENERAL OBSERVATIONS

Safety precautions against risks of fire and resulting panic in buildings open to the public are laid down in the decree of 25 June 1980 (General regulations). The decree dated 18 November 1987 stipulates the special precautions to be applied in exhibition halls. The following text is made up of extracts from these regulations to make them easier to understand.

The Safety Commission has highly stringent standards concerning the set-up and installation of stands (stability, construction material, decoration, electrical fittings and so on).

All decisions taken by this commission during its inspection - which will take place the day before or early in the morning of the opening day - must be acted on immediately. All stand installations must be finished by the time of this inspection visit. The exhibitor or his representative is bound to be present on the stand and should be able to produce all official reports on the fire resistance/reaction of any material used. Infringement of this regulation may result in the removal of the material or the prohibition of the opening of the stand to visitors.

CLASSIFICATION OF FIRE RESISTANCE OF MATERIALS (Decree dated 30 June 1983). Material is classified in 5 categories: M0, M1, M2, M3 and M4. M0 is fireproof material.

2 - STAND CONSTRUCTION AND FITTINGS

21 - STAND FRAMEWORK, PARTITIONS AND LARGE FURNITURE

All material in categories M0, M1, M2 or M3 (1) is authorized for use in building the stand framework, partitions and large furniture and fittings (case, counter, shelves and display cases, separating screen, and so on)..

STANDARD CLASSIFICATION OF WOOD BASED MATERIALS

 (Decree dated 30 June 1983).

The following materials are deemed to come under the heading of category M3 materials:

- non-resinous solid wood 14 mm thick or more;
- resinous solid wood 18 mm thick or more;
- panels derived from wood (plywood, boarding, particle and fiber woods) 18 mm thick or more.

Warning: It is strictly forbidden to place any dry equipment whatsoever over the alleyways (structural or identification banner, gangway, etc.).

22 - WALL COATING MATERIAL

221 - Revêtements muraux

221 - Wall coating

Coating (pure textile fabrics or plastic coatings) must belong to category M0, M1 or M2 (1) and may be applied and fastened by hooks. Different coatings (fabric, paper, plastic films) which are very thin (1 mm maximum), since they are of medium or high inflammability, must be glued using their whole surface area and onto supporting material M0 only.

Equipment on display may be presented on stands without the regulation related to fire safety being adhered to. However, if this exhibited material is used to decorate the partition walls or false ceilings and if they represent more than 20% of the total surface of such elements, the regulations described in the preceding paragraphs are applicable. However, the regulations do not apply to specialist interior decoration exhibitions or stands where such textiles and coating material are exhibited.

222 - Curtains - Hangings - Muslins

Curtains, hangings and muslins may be left hanging loose, if they fall within the categories M0, M1 or M2. However, they may not be used on stand entry or exit doors, but are authorized on doors for use inside stands.

223 - Paints and varnish

The use of glycerol-nitrocellulosic paints and varnishes is strictly forbidden if they are considered to be easily inflammable.

224 - Coating of floors, podiums, platforms, steps

Any such coating must be made of material in an M4 category and solidly fixed.

Coatings, horizontal or not, of podiums, platforms and steps which are higher than 0,30 m and with a surface area over 20 sq.m, may be made of materials in category M3. If their total surface area is less than 20 sq.m, the corresponding coatings may be made of materials in category M4.

Note: For carpeting classified as M3 or M4 and laid on wood, please take account of the laying method. Fire resistance notices must state "Suitable for stretched laying over any M3 support".

23 - DECORATION ITEMS

231 - Suspended elements

Suspended decorative elements or coverings hanging loose (advertising panels with a surface area over 0.50 sq.m, garlands, any light decoration item, etc.) must be made of material in the M0 or M1 category. The use of name board signs or advertising panels written out in white letters on a green background is strictly forbidden, as these colours are reserved exclusively for signs indicating Exit or Emergency Exit gates.

232 - Flower decorations

Limited use should be made of floral decorations made out of synthetic materials. If not, only plants and artificial flowers made out of flame resistant cloth or fabric in category M2 will be authorized. These rules do not apply to specialized exhibitions and stands where such items are exhibited.

Note: As regards any real plants, preference should be given to peat soil which should stay permanently moist.

233 - Furniture

There are no special requirements for standard furniture (desks, tables, chairs and so on). But all racks, counters, shelves and so on, must be made of material in an M3 classification (1).

24 - AWNINGS, CEILINGS AND FALSE CEILINGS

Stands covered by ceilings, false ceiling or an awning, as well as stands with a raised floor level, should have a total covered surface area less than 300 sq.m.

If the surface area is over 50 sq.m, the stand should be provided with appropriate fire extinguishers, permanently supervised by at least one person in charge of fire safety during the time the public is present in the building.

241 - Awnings

Awnings will be authorized under the following conditions:

- they must be made of material classified as M0, M1 or M2 (1) inside buildings equipped with an automatic fire extinguishing device using water;
- inside buildings without this kind of automatic fire extinguishing device, awnings must be made of cloth classified in category M0 or M1.

They must also be fixed in a solid and effective manner so that they do not fall down, and be supported by a crossed network of steel wire; each grid mesh should be 1 sq.m maximum..

242 - Ceilings and false ceilings

Ceilings and false ceilings must be made of material classified in category M0 or M1. It will, however, be accepted that 25% of the total surface area of these ceilings or false ceilings will be made of material in category M2. Lights and lamps are included within this percentage. They must also be fixed in a solid and effective manner so that they do not fall down, and be supported by a crossed network of steel wire; each grid mesh should be 1 sq.m maximum. If the ceiling or false ceiling is made up of open-worked or net material, the material may be within the M2 category when the unbroken (continuous) surface area is less than 50% of the ceiling/false ceiling total surface area. The suspension device and fittings of these ceilings and false ceilings must be made of material classified in category M0. When there is a coating of insulating material in these ceilings and false ceilings it must also be made of category M1 material.

25 - FIREPROOFING

The person in charge of show security may ask exhibitors at any time to produce the guarantee of the degree of fire resistance of any material applied on their stands, either with labels of quality, official reports or certificates.

All coatings, coverings and material meeting the requirements of security are sold in specialized shops, where the quality certificates for the classification of fire resistance may be obtained. For details of these shops, please contact GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tel.. 00.33.147.56.30.81).

Using different procedures or applications, any material which normally would be of medium or high inflammability may obtain the M2 fireproofing qualification. These procedures are: inflammable liquid spraying, brush application of a paint or special varnish, or immersion in a special bath solution.

These fireproofing operations may be performed by decorators, who must be able to provide full information regarding the treatment of the material;

An officially qualified person or contracting company who may issue a sanctioned certificate providing the following specifications: nature, surface and colour or the coating/covering treated, product applied, date of working operation, stamp and signature of the work operator. Officially qualified companies will normally be found on exhibition premises and may perform such operations on behalf exhibitors during the shows setting-up period. Full details of names, addresses and Telephone numbers may be obtained from the GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION, 10, rue du Débarcadère 75017 PARIS (Telephone: 00.33.140.55.13.13).

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

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

APPENDIX 7

SAFETY REGULATION

3 - ELECTRICITY

31 - ELECTRICAL INSTALLATION

Any electrical equipment or installation on stands should be protected at source from excess and earth fault currents. All metallic masses should be interlinked and also linked to the earth connection of the connection panel on the stand. All current connections should be placed inside shunt boxes. There should be easy access to all disconnection devices at all times.d.

32 - ELECTRICAL SUPPLIES

All electrical supplies should correspond to French and European standards' specifications in force

321 - Electrical cables

Electrical cables should be insulated so that they can support a minimum of 500 volts; this is a voltage that, for instance, the cable H-03-VHHH (scindex) would not support. Only cables with a separate cable covering for each wire conductor should be used; all wire conductors should then have a common protection covering.

322 - Wire conductor

The use of any wire conductor with a section under 1.5 mm² is forbidden.

323 - Electrical equipment

Any electrical equipment classified in category 0 (2) should be protected by a device for nominal decompounded currents equal to a maximum of 30 MA. Electrical equipment classified in category I (2) should be connected to the protection conductor of supply lines. Electrical equipment classified in category II (2) with the sign is recommended..

324 - Multiple plugs

Only socket adapters or multiple cases using a fixed adapter cap (moulded multiple socket assembly) will be authorized.

325 - High voltage light signs

High voltage light signs which are positioned within the reach of visitors or staff working on the stand should be protected, particularly the electrodes, by means of a screen made of material classified in category M3, as a minimum. The power cutoff should be clearly indicated and all current transformers positioned so that they represent no danger to any passing person. Their presence may be indicated by a warning sign: "DANGER HAUTE TENSION" (Danger high voltage).

326 - Halogen lamp (standard EN 60-598)

Les enseignes lumineuses à haute tension situées à Stand lighting which incorporates halogen lamps must:

- be placed at a minimum height of 2.25 metres;
- be placed away from all inflammable materials (at least 0.50 metre from wood and other decorative materials);
- be solidly attached;
- be fitted with a safety screen (glass or fine tin mesh grid) providing protection against the consequences of a possible lamp explosion..

4 - CLOSED IN STANDS AND SPECIAL REQUIREMENT ROOMS

41 - STANDS CLOSED IN BY PARTITION WALLS

Exhibitors sometimes prefer their stands to be closed in. In such cases, the stands must have exits which open towards the hall gangways. Their size and number will depend on the surface of the stand, i.e.:

- less than 20 sq.m: 1 x 0.90 m opening;
- 20 - 50 sq.m: 2 openings, one 0.90 m, the other 0.60 m;
- 50 - 100 sq.m: either 2 x 0.90 m openings, or 2 openings, one 1.40 m, the other 0.60 m ;
- 100 - 200 sq.m: either 2 openings, one 1.40 m, the other 0.90 m, or 3 x 0.90 m openings;
- 200 - 300 sq.m: 2 x 1.40 m openings;
- 300 - 400 sq.m: 2 openings, one 1.40 m, the other 1.80 m;
- 200 - 300 sq.m: 2 x 1.40 m openings;
- 300 - 400 sq.m: 2 openings, one 1.40 m, the other 1.80 m.

These openings must be positioned as effectively as possible, preferably one facing the other. Each of them should have a very clear "sortie" (exit) sign in white letters on a green background.

If the openings are closed up by doors, these doors should open up in the exit direction; they should not have any locking system and not overswing the hall passageway when opened.

42 - SPECIAL REQUIREMENT ROOMS

Apart from the use of special areas for exhibition purposes, special assembly rooms, cinemas and so on, may be set out.

Galleries and terraced rooms or steps including standing room should be able to support 600 kg per sq.m. Galleries and terraced rooms or steps provided with seats should be able to support 400 kg per sq.m. Entry and exit steps towards terraced rooms or steps should have a minimum height of 0.10 m and a maximum height of 0.20 m and the tread should be at least 0.20 m. In this is the case, the flight of stairs is limited to 10 and the aligning of the nosing of the stairs must not exceed 45°C. Since each case is specific, a detailed plan should be submitted to the technical advisor to the security services who will define which safety measures should be applied.

5 - RAISED FLOOR LEVELS

51 - GENERAL RULES

In accordance with the French NF P 06-001 standard, the installation of raised levels should be constructed very solidly and be able to carry a load of:

- for a level of less than 50 sq.m: 250 kg per sq.m
 - for a level of 50 sq.m and more: 350 kg per sq.m.
- Attention: The load measurement system or the floor hold-off certificate must be submitted to the exhibition security manager during assembly. Resistance to a plunger puncture of the construction material, the hardness test, must not be higher than the resistance authorized in the area concerned.

Each stand may include only one raised floor level. The surface area of this level must be less than 300 sq.m. Each stand should be equipped with the fire extinguishers as follows:

- one wet fire extinguisher, to be placed at the bottom of the staircase;
- one CO2 type extinguisher, close to the electricity panel.

If the surface area is superior to 50 sq.m, the stand should be equipped with additional appropriate fire extinguishers, permanently supervised by be at least one person in charge of fire safety during any time the public is present in the building..

52 - ACCESS AND EXIT

The exact position of staircases leading to the raised, or upper, level should only be determined after careful planning; their size and number will depend on the surface area of these levels:

- less than 50 sq.m: 1 x 0.90 staircase;

- 50 - 100 sq.m: either 2 x 0.90 m staircases or 2 staircases, one 1.40 m, the other 0.60 m;
 - 100 - 200 sq.m: 2 staircases, one 1.40 m, the other 0.90 m;
 - 200 - 300 sq.m: 2 x 1.40 m staircases.
- All exits should carry a very clear "Sortie" (exit) sign in white letters on a green background.

53 - STRAIGHT STAIRCASES

As regards straight staircases for public use, the steps should correspond to standard regulations and each flight of stairs should have no more than 25 steps. As far as possible, each flight should continue at a different angle to the preceding flight.

The height level between steps should be 13 cm minimum and 17 cm maximum, the size width of each step should be 28 cm minimum and 36 cm maximum. The following rule establishes the relation between the height and width of steps: $0.60\text{ m} < 2\text{ H} + \text{G} < 0.64\text{ m}$.

Height and width must be consistent within the same flight of stairs, although an exception may be made for the first step.

Staircase landings should be of the same size (width) as the staircase; if a flight does not continue at a different angle, the length of the landing(s) must be over 1 metre.

Staircases which are 0.92 m wide (single passage unit) should be provided with one handrail. Staircases which are 1.40 m wide or more (double passage unit) must have one handrail on each side.

54 - CIRCULAR STAIRCASES

Circular staircases, ordinary ones or special ones, must be constructed in regular progression with no other landing places than those leading on to a floor level.

55 - STAIRCASES WITH STRAIGHT AND CIRCULAR SECTIONS

As long as the straight and circular sections of this type of staircase adhere to the regulations described in paragraphs 3 and 4 above, the staircase is considered as conforming to the standards in force and is therefore authorized for use in establishments frequented by the public.

56 - STAIR RAILINGS

In accordance with the French NF P 01-012 and NF P 01-013 standard, stair railings should be able to resist a pressure of 100 kg per linear metre.

Any glass panels used as a protection should either be armour plated or should be a compound (laminated). Glass known as "Securit" is forbidden.

6 - LIQUIFIED GAS

61 - GENERAL REMARKS

Les bouteilles de gaz, butane ou propane, sont One bottle of gas, Butane or Propane, weighing a maximum of 13 kg, will be allowed per stand of 10 sq.m, with a maximum of 6 bottles per stand.

The following precautions should be taken:

- There should be an empty space of at least 5 m between two bottles, but this distance may be reduced if a rigid, 1 cm thick, fire-proof screen separates them.
- Bottles, full or empty, are allowed in the exhibition halls only if they have been previously connected to a gas device in use.
- Bottles without a pressure-reducing valve, and not in use for demonstration purposes, are forbidden.
- The bottles may be connected to gas apparatus

APPENDIX 7

SAFETY REGULATION

in operation by standard flexible pipes. Such connecting pipes must

- be renewed at the expiry date;
- be of same diameter as the linking-pipes and be fitted with a tightening-band;
- not exceed 2 metres in length;
- be totally visible, free to move and not bent;
- be at a distance which cannot be reached by flames of burners or combustion products.

62 - GAS SUPPLY

If, and this should be an exception, one bottle supplies several burners, the pipes connecting these burners must be of metal (copper or steel). The use of soft metal soldering joints are forbidden. Bottles should always be placed upright and there must be free access to the stop valve(s) under all circumstances. If the bottles are located in a closed space, this space must have ventilation openings at its base and upper part and be unobstructed by any partition wall, piece of furniture or any apparatus.

63 - INSTALLATION OF COOKING DEVICES

In addition to the rules and regulations described above, the following rules must be complied with:

- The ground (or table) supporting cookers must be made of fireproof material or covered with fire-resistant material (French standard: M0).
- Cookers must be kept at a distance from any inflammable material and must be installed in such a way as to prevent any fire hazard.
- If these cooking devices are situated close to a partition wall, this wall should be covered with a fire-resistant material (French standard: M0) at a height of 1 metre from the ground.
- Cookers hoods must be installed above any apparatus giving off exhalation and vapour.
- Fuse boxes should be at a distance of at least 1 metre from any water supply point.
- All kitchen facilities should:
- Include safety instructions (behaviour in case of fire emergency, firemen's number, etc.);
- Be provided with one or several fire-extinguishers.

7 - OPERATIONAL EQUIPMENT THERMAL AND COMBUSTION ENGINES

A preliminary declaration for any machine or engine displayed in actual operation should be submitted to the organizers at least one month before the opening of the event, in line with the example declaration in the appendix. Only installations used by exhibitors who have made this declaration, will be authorized. All equipment on display must be properly stabilized so as to avoid any risk of overturn.

All safety precautions and devices must be completed by the time of the visit of the Security Commission. A qualified person from the exhibiting company should be present on the stand when this visit takes place.

No machine may be put into operation, or presented in operation, without the presence of a qualified person on the stand. The exhibitor will carry the entire responsibility for any demonstration given.

The supply of electricity will be completely cut off on the stand of an exhibitor where operational machines present a danger for visitors and where the necessary safety precautions have not been taken.

71 - OPERATIONAL EQUIPMENT IN A STATIONARY POSITION

All such equipment should:

- either be equipped with screens or fixed casing,

which will keep the public well away from any moving part;

- or be exhibited in such a way that all moving parts are out of reach for visitors, or at least be positioned 1 metre from any general hall gangway or passage.

72 - EQUIPMENT IN MOTION

Whenever equipment is presented in motion, a protected area should be reserved for these maneuvers so that there will always be a minimum distance of 1 meter between the equipment and visitors; this minimum distance may be increased according to the characteristics of the equipment on display.

These regulations will be valid for all stands, including stands located outdoors.

73 - EQUIPMENT PROVIDED WITH HYDRAULIC JACK(S)

If material equipped with hydraulic jack(s) is exhibited in a raised position, the hydraulic security device must be safeguarded by a mechanical safety device which will stop any accidental sinking down to the initial position.

74 - THERMAL AND COMBUSTION ENGINES

Permission for the use of thermal and combustion engines must be requested from the organizers at least 30 days before the opening of the event.

Such a request should be written on separate sheets of paper (and, without fail, sent in together with the Operating Certificate for Machine/Engine/Instrument contained in the appendix). This request should clearly state the kind and daily quantity of fuel to be used and be accompanied by a technical data sheet for the engine/machine and a layout drawing of the location of the engine/machine on the stand.

No engine/machine of this kind may be put into operation if the necessary request for permission has not been filed in due time.

NOTE: All combustion gas must be evacuated outside the halls.

8 - INFLAMMABLE FLUIDS

81 - GENERAL RULES

The use of inflammable fluids on stands are limited to the following quantities:

- 10 litres of inflammable liquids in the 2nd category per 10 sq.m of stand surface area with a maximum of 80 litres;

- 5 litres of inflammable liquid in category 1.

The use of highly inflammable fluids or liquids (ethyl-oxide, carbon disulphide and so on) is forbidden.

The following precautions should be observed:

- a leakproof collector with a volume capacity corresponding to the volume of the combustible fluid should be placed underneath the cans or container;
- the apparatus should be recharged when absolutely no visitors are present;
- appropriate fire extinguishers, in line with the risks involved, must be placed close by.

82 - EXHIBITION OF MOTOR VEHICLES INSIDE HALLS

The fuel tanks of vehicles using petrol must be empty or provided with a locking petrol cap. The battery clips of accumulator batteries must be protected so that they are out of reach.

83 - PRESENTATION OF INFLAMMABLE PRODUCTS

All containers of inflammable fluids or liquids which are presented on stands, must be empty

(boxes of paint, varnish, bottles, aerosol cans and so on), with the exception of a limited quantity of samples to be used for demonstration purposes.

84 - COMPRESSED GAS

Les bouteilles d'air, d'azote et de gaz carbonique Bottles of gas, nitrogen and carbon dioxide are authorized without restriction.

The use of acetylene, oxygen, hydrogen or other gases with the same risks, requires that a request for permission be sent to the organizers at least 30 days before the opening of the event.

Such a request should be made on separate sheets of paper (and, without fail, sent in together with the Operating Certificate for Machine/Engine/Instrument contained in the appendix). This request should clearly state the kind and daily quantity of gas to be used and be accompanied by a technical data sheet for the engine/machine and a layout drawing of the location of the engine/machine on the stand.

No engine/machine of this kind may be put in operation if the request for permission has not been filed in due time.

NOTE: No storage of bottles, empty or full, will be allowed inside the halls.

85 - PYROTECHNIC DEVICES AND FIREWORKS

All pyrotechnic devices producing resounding detonations, sparks and flames are strictly forbidden.

The use of smoke producing devices for the creation of special smoke and light effects requires that a request for permission be sent to the organizers at least 30 days before the opening of the event.

Such a request should be made on separate sheets of paper (and, without fail, sent in together with the Operating Certificate for Machine/Engine/Instrument contained in the appendix). This request should clearly state kind and daily quantity of gas to be used and be accompanied by:

- a technical data sheet for the engine/machine;
- a layout drawing of the location of the engine/machine on the stand.

No engine/machine of this kind may be put into operation if the request for permission has not been filed in due time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

91 - RADIOACTIVE SUBSTANCES

Permission to present radioactive substances on exhibition stands may only be granted for demonstrations of equipment and in cases where the radioactivity levels of such substances are below:

- 37 kilobecquerels (1 micro curie) for those made up of or containing radio elements in group I (3);
- 370 kilobecquerels (10 micro curies) for those made up of or containing radio elements in group II (3);
- 3 700 kilobecquerels (100 micro curies) for those made up of or containing radio elements in group III (3);

Exceptions may be granted for the use of substances with a higher radioactivity on condition that the following steps are taken:

- The radioactive substances must be effectively protected;
- Their presence must be marked by standard ionizing radiation diagrams defined by the NF M 60-101 standard. Their type and radioactivity must also be marked;
- Steps must be taken to make it impossible for the public to remove them. Such steps must include either a system of attachment to an instrument in use requiring disassembly with the aid of a tool, or

APPENDIX 7

SAFETY REGULATION

the positioning of equipment at a distance;

- They must be watched at all times by one or more specially appointed exhibitors ;
- After the surveillance period, even if no member of the public is present, the radioactive substances must be stored in a fire-proof container clearly showing the standard symbol for ionizing radiation;
- The equivalent dosage rate must remain below 7.5 microsieverts per hour (0.75 man equivalent millirads per hour) throughout the stand.

The use of radioactive substances must be subject to a request for permission (or exception) addressed to the organizers at least 30 days before the opening of the event.

This request must be written on separate sheets of paper (and, with the Operating Certificate for Machine/Engine/Instrument contained in the appendix) and should specify: the type and radioactivity of the substances and the group to which they belong, the name and position of the person(s) appointed to watch them, and should be accompanied by:

- a technical data sheet for the instrument/machine;
- a layout drawing of the location of the instrument/machine on the stand;
- a document compiled and signed by the installer certifying compliance with these regulations.

No instrument or machine of this type must be put into operation if the request for permission has not been in due time.

Very important: Stands where radioactive substances are presented must be built and decorated with category M1 materials.

92 - X-RAYS

Permission to present instruments releasing X-rays on exhibition stands will only be granted if such instrument and their associated accessories meet the requirements laid down by the NF 74-100 standard.

In particular, the following steps must be taken:

- Unnecessary objects near the X-ray generator and sample to be examined must be removed;
- The area out of bounds to the public must be marked and signposted;
- The leaked radiation exposure rate must not exceed 0.258 microcoulombs per kilo per hour (1 millirongen hour) at a distance of 0.10 meter from the X-ray generation center. The use of instruments or machines releasing X-rays must be subject to a request for permission addressed to the organizers at least 30 days before the opening of the event.

This request must be written on separate sheets of paper (to be sent in together with the Operating Certificate for Machine/ Engine/ Instrument contained in the appendix) and must be accompanied by:

- a technical data sheet for the instrument/machine;
- a layout drawing of the location of the instrument/machine on the stand;
- a document compiled and signed by the installer certifying compliance with these regulations.

No instrument or machine of this type must be put into operation if the request for permission has not been filed in due time.

10 - LASERS

Indoor use of lasers will be authorized under the following conditions:

- Visitors must in no way be exposed to a direct or reflected laser beam;
- The apparatus and associated equipment must

- be solidly fixed to a stable surface or elements;
- he direct surroundings of the apparatus as well as the beam scanning space must not contain any reflecting elements with the wavelengths in question;
- The casing box for the laser and its possible optic derivation device must be in class I or II (2);
- For tests performed when no visitors are present, exhibitors should ensure that the heat energy resulting from the light of the laser beams does not cause any reaction in terms of the installation and decoration material on the stand.

The use of instruments or machines releasing X-rays must be subject to a request for permission addressed to the organizers at least 30 days before the opening of the event.

This request must be written on separate sheets of paper (to be sent in together with the Operating Certificate for Machine/Engine/ Instrument contained in the appendix) and must be accompanied by:

- a technical data sheet for the instrument/machine;
- a layout drawing of the location of the instrument/machine on the stand;
- a document compiled and signed by the installer certifying compliance with these regulations.

No instrument or machine of this type must be put into operation if the request for permission has not been filed in due time.

11 - EMERGENCY DEVICES

All emergency devices must stay clearly visible.

There must be free access at all times to all emergency device (fire hydrants and stand pipes, fire plugs with hose and spout, Telephones, fire extinguishing cartridges, smoke outlet controls and so on).

FIRE PLUGS WITH HOSE AND SPOUT

On stands equipped with fire plugs with hose and spout there must be a free passage of 1 metre from the closest hall gangway for public passage to this safety device; no material or exhibits must obstruct the way.

It is strictly forbidden to cover up the device with any fabric or paneling.

12 - GENERAL INSTRUCTIONS

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

A daily cleaning is necessary to remove dust and rubbish from all stands and structures.

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

- (1) Or made non-flammable to those levels by fireproofing
- (2) See French standards C 20-030: Low voltage electrical apparatus - Protection against shocks: security regulation
- (3) The classification of radioactive components by their relative toxicity is described in the french decree 66-450 form june 1966 (general principles for protection against ionizing radiation).

APPENDIX 8

SPECIAL REGULATIONS OF SALON DU VEGETAL

ARTICLE 1

PRODUCTS EXHIBITED

Eligible for exhibit are:

- All horticultural products: "finished" products and products for growing on;
- And anything relating to the marketing of these products, from their initial production to their ultimate sale to consumers.

ARTICLE 2

OPENING HOURS AND ADMISSIONS

The Fair will take place over three days, Tuesday 10 September to Thursday 12 September 2019.

The opening hours are as follows:

Tuesday - Wednesday: 9am to 7pm

Thursday: 9am to 6pm

Access to Salon du Vegetal is reserved for horticulture industry professionals.

Visitor admissions:

- Free to professionals
- Without invitation: €40

ARTICLE 3

REGULATED PRODUCTS

1. The following are forbidden: explosive materials, detonating products and all hazardous materials in general, as well as any devices likely to inconvenience exhibitors and visitors in any way.
2. Counterfeiting: the fair's Organisation Committee reserves the right to exclude, without prior notice or right to compensation, any exhibitor engaging in acts of counterfeiting over the duration of the exhibition, such measures to be taken only following the intervention of the competent public authorities confirming the opinion of the Organisation Committee, in accordance with the laws and regulations governing counterfeiting on French territory.

ARTICLE 4

ENROLMENT REQUEST

Stand locations are requested directly by exhibitors using the special forms provided, which must be completed and signed by participants and accompanied by a deposit of 40% of the total enrolment amount. Any enrolment request not accompanied by the deposit will not be registered.

Any enrolment by a participant, once accepted, is final and irrevocable. In the event of cancellation of the enrolment contract, the enrolment fee will be retained by the organisers.

Any contract cancellation made after 15 July 2019 will be charged at 50% of the cost of services ordered by the exhibitor.

Indirect exhibitors will be required to pay a special enrolment fee (which will be invoiced to the direct exhibitor).

Enrolments close on 15 June 2019.

Applications submitted after this date must be accompanied by payment in full for all services requested.

ARTICLE 5

ACCEPTANCE OF ENROLMENT REQUESTS

Enrolment requests are registered subject to confirmation. The Fair organisers reserve the right to refuse an enrolment request without being required to give grounds for their decision.

Exhibitors may not occupy the stand allocated to them by the Organisation Committee unless the total enrolment charges invoiced have been paid prior to installation.

ARTICLE 6

STAND LOCATION

The fair organisers reserve the right to determine, at their own discretion and at any time, the location of stands allocated to exhibitors. As far as possible, this allocation will be made in the order in which enrolment requests are received.

Exhibitors are required to restore the stands as found at the time of installation.

ARTICLE 7

STAND DECORATION AND PRESENTATION OF FLOWERS AND PLANTS

- The surface areas let consist of a bare floor in a heated (anti-freezing) exhibition hall.
- All presentations of flowers and plants are to be made in containers, trays, packaging, etc.
- The introduction of sand, peat, etc. is forbidden except with the authorisation of the Organisation Committee in response to a written request from the exhibitor.
- Fire-resistant fabrics: the use of carpeting and wall coverings on partitions and on the ceiling is not permitted, except when applied to surfaces rated M0 (fireproof). Decorative items or accessories made of fabric are authorised only if M0-rated. The Fair's security service will check materials compliance prior to the fair opening (please present the product invoice or technical specifications).

ARTICLE 8

INSURANCE

On behalf of exhibitors, the organiser of Salon du Vegetal has taken out:

- Third party liability insurance for losses caused to others, including other exhibitors (this coverage applies only in the absence or insufficiency of a third party liability insurance policy taken out by the exhibitor)
- fire, explosion and water damage insurance for the stand contents to a maximum of €230/m², NOT INCLUDING THEFT. A synopsis of the policy is available from the organiser upon request.

ARTICLE 9

ADVERTISING - SOLICITATION - SALE FOR IMMEDIATE TAKE-OUT

The products exhibited may not be sold for immediate take-out during the course of the Salon, except by special authorisation of the Organisation Committee. Any sale of flowers and plants within the grounds of the Parc des Expositions is also prohibited, except on Thursday 12 September from 12pm. No advertising, surveys or information is permitted beyond the immediate vicinity of the stand.

The Trade Show and Fair Rules of Procedure are available for consultation on our website: www.salon-du-vegetal.com.