Please note that this English translation is provided for information purposes only. In case of conflict, the original French version shall prevail and have legal force.

GENERAL CONDITIONS OF SALE

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2. Payment Schedule and Payments
3. Stand Options
4. Space Allocation
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STANDS
8. Surface Area and Stand Structure and Layout
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1 – HOW TO APPLY

1.1 Anyone wishing to exhibit must imperatively fill in the online Exhibitor Application form provided in the Exhibitor Account and pay the corresponding deposit before the deadline (set at 16 February), failing which their application will be automatically rejected.

1.2 In the Exhibitor Application form, applicants are required to specify the surface area they would like. The first instalment is calculated on the basis of this surface area. Applicants must also indicate the minimum and maximum surface areas they are willing to occupy should the Exhibition Committee not be able to allocate the surface area initially asked for. The minimum possible surface area that can be applied and paid for is 9 m², although it is possible to ask for or to be assigned smaller surface areas corresponding to specific spaces, for example if several exhibitors share a space, as defined in paragraph 1.8, or when the surface area is physically reduced by the presence of structural elements (pillars, posts, safety or signage equipment).

1.3 The ADF systematically acknowledges by email receipt of all applications filled in online. This acknowledgment of receipt bears a “file number” which simply gives an indication of the order in which the application was received by the ADF. In no way does the acknowledgment of receipt confirm that the application has been accepted. Only fully completed applications submitted with the corresponding deposit will be forwarded to the Exhibition Committee for consideration.

1.4 The client is the person who has filled in and submitted the online Exhibitor Application form and paid the corresponding deposit, and who has received official confirmation from the ADF that they will be allocated an exhibition space.

1.5 As organiser of the Event and the Exhibition, the ADF expressly reserves the right to examine and to accept or reject the applications it receives, whether from previous exhibitors or from new applicants. In no way does completing the online Exhibitor Application form put the ADF under the obligation to allocate a space. The written notification by email these Rules and Regulations throughout the application procedure and should their application be accepted by the ADF via the Exhibition Committee (hereinafter “the Exhibition Committee”), comprised in equal parts of representatives of the ADF and representatives of the Comident. These Rules and Regulations apply to the Exhibition for which the application procedure is currently underway. They may be renewed in the exact same terms or modified by the ADF without prior notice for each new Exhibition. Each applicant should therefore inquire about the latest version of the Rules and Regulations before each annual exhibition.
from the ADF to the applicant confirming the definite allocation of a space is the only document that contractually bounds the ADF, on the understanding that the allocation of a space by the ADF remains provisional as long as applicants have not paid the full amount due to cover their participation in the Exhibition, and is subject to strict compliance with these Rules and Regulations. (see article 2 – Payment Schedule and Payments). The client alone will be invoiced for the exhibition space.

1.6 Applications that arrive after the registration closing date will not be considered. However, the ADF reserves the right to examine late applications after applicants who have submitted their application on time have been allocated their exhibition space. Late applications will be examined only on the condition that they have been accepted by the ADF and that there are spaces still available, and will be processed in their chronological order of receipt. Applicants who submit their application after the deadline and applicants whose name is on the waiting list must pay the amount applicable at the date their application is submitted.

1.7 Any applicants who wish to book more than one exhibition space should fill in as many Application forms as the number of spaces required. If their applications are accepted, the applicants will be contractually bound to the ADF by a number of contracts equal to the number of applications accepted. These contracts are independent from one another and are each subject to the full regulatory terms and conditions. This means, namely, that the sums paid for one exhibition space cannot be used to pay for another space should one reservation be cancelled.

1.8 Exhibitors are expressly forbidden from splitting their stands and from asking for separate invoices for each of the companies or entities they represent. To each individual exhibitor, one individual space.

1.9 Applicants who wish their stands to be side by side at the Exhibition, with or without their own exhibition space being specifically delineated, should each fill in on line and submit on the same day, in their own name, a separate Exhibitor Application form, and specify their choice (adjacently shared space) in the field provided for the purpose. They mutually agree to occupy and pay for all the spaces allocated should one or more co-applicants cancel their application after completion of the allocation procedure. To this purpose, they must enclose with their application a document, signed by all co-applicants, specifying that they have joint and several liability for the co-rental of their exhibition space.

1.10 The possible legal or commercial obligations relating to the applicant’s business environment should be specified in the online application in the section “Surface area – specific requests”. The General Commissioner of the Exhibition may thus ask the Exhibition Committee to modify the stand location(s) accordingly, without informing the other Committee members of the reasons invoked.

2 – PAYMENT SCHEDULE AND PAYMENTS FOR 2019

If the ADF validates their application, exhibitors agree to adhere to the following payment schedule:

2.1 Payment schedule

- 1st instalment: 30% (thirty per cent) before 16 February 2019, as follows:
  - ADF 2018 exhibitors: 10% (ten per cent – non-refundable processing fee) before 28 January 2019
  - New Applicants: 30% (thirty per cent – of which 1/3 [one third] is the non-refundable processing fee) before 16 February 2019

- 2nd instalment: 40% (forty per cent) including all taxes before 1st June 2019

- 3rd instalment/balance: 30% (thirty per cent) including all taxes before 9 October 2019

VAT rules: French legislation requires that any exhibitor whose registered trading address is located outside the European Community must pay VAT, except if they have a valid EU VAT number outside of France. This applies only to invoices for exhibition spaces and stands, as the Exhibition takes place in France. The above payment schedule must be strictly adhered to, failing which the application will be automatically cancelled (see paragraph 2.2)

Payment of the first instalment only guarantees that the applicant is serious and the application admissible. If the application is accepted, an exhibition space will be allocated and guaranteed only on the condition that the above payment schedule for the payment of the second instalment and of the balance is strictly complied with. Should the application be refused, the sums paid shall be refunded in full.

2.2 In the absence of payment at the required dates, the Exhibition Committee shall have the right to cancel the application and to reallocate the space as it pleases (to an applicant whose name is on the waiting list or for any other purpose). The sums previously paid shall be retained by the ADF under an irreducible and fixed penalty clause, and the balance shall remain due.

2.3 All orders (exhibition spaces, stands, offices, symposiums, etc.) must be fully paid in due time, i.e before the opening of the Meeting (including set-up), failing which they will be rejected. Only those orders placed using the appropriate order forms provided by the ADF and paid for as required will be considered.

2.4. The exhibition space will be made available to the exhibitor only on the condition that all invoices are invoiced for the exhibition space.

ADF 2019 Exhibition – Rules and Regulations
issued by the ADF have been fully settled before the Exhibition set-up starts.

2.5 Payments, in Euro only, may be made by:
   1. Cheque payable to “ADF CONGRÈS 2019”
   2. Wire transfer (must be free of bank charges and clearly identified with your company name and ADF Client number)
   3. Online payment using a bank card (except Amex) via the Exhibitor Account

2.6 Exhibitors are reminded that, if after having expressly or tacitly accepted the space they were offered, they then cancel their booking after the 15-day period for reflection, or following a collective procedure, no reimbursement shall be due, the sums paid will be retained, and the balance shall remain due.

2.7 The ADF reserves the right to cancel any ongoing procedure (exhibitor application or space/stand allocation) in cases of non-compliance with the payment schedule or of late payment of invoices. The reopening of the initial contract on request of the exhibitor is considered de facto as a new application. The Exhibition Committee may authorise the reopening of a contract provided that the exhibitor pay an additional 10% (ten per cent) of the stand value on top of the balance already due, to cover processing fees.

### Cancellation and Refund Terms and Conditions

<table>
<thead>
<tr>
<th>1. Application not accepted</th>
<th>Full refund.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Cancellation prior to space allocation</td>
<td>Refund minus 10% of the full price of the exhibition space to cover processing fees.</td>
</tr>
<tr>
<td>3. Cancellation within 15 days of space allocation</td>
<td>Refund minus 10% of the full price of the exhibition space to cover processing fees.</td>
</tr>
<tr>
<td>4. Cancellation later than 15 days after space allocation</td>
<td>No refund. The sums paid shall be retained and the balance remain due.</td>
</tr>
<tr>
<td>5. Cancellation by the ADF due to non-payment at the required dates</td>
<td>No refund and the sums paid shall be retained. Obligation for the exhibitor to pay an additional 10% should they ask for the contract to be reopened.</td>
</tr>
</tbody>
</table>

3 – STAND OPTIONS

3.1 Three stand options

**OPTION 1 – Contractual Stand (Standard)**
Stand structures + carpeting + 1 spotlight per 3 m² (same as in 2018)

**OPTION 2 – Turnkey Stand**
Same price as contractual stand + additional cost per m² as listed in the ADF-appointed contractor’s price list.
- Stand structures + lighting + specific carpeting in a choice of colours
- Wide range of furniture, custom-built closet and/or storage space
- Customised project by the contractor’s design team (same as in 2018)

**OPTION 3 – Floor Markings**
With the assistance of a stand designer/decorator of the exhibitor’s choice
Option 3 includes the following:
- Plan validation (plans collected and examined, advice given if modifications are necessary)
- Issuing of passes for the exhibitor’s contractors, loading bay logistics (monitoring of vehicle entrance, parking assistance, etc.)
- Verification of floor markings and supervision of set-up and dismantling by a logistics officer
- For stands larger than 90 m², guarding of the stand until dismantling.

The maximum authorised height for all partitions and signboards is 2.40 m whatever the chosen option.

### Services included in the price per m²:
- 3 kW power supply with two sockets
- Trade name signboard
- Daily cleaning of the stand
- Minimum Civil Liability insurance
- Several free promotional tools such as e-invitations (made to order before June)
- Badges and badge readers (on request)
- Exhibitor’s name and stand location on the interactive information terminals, in the mobile app., regulatory signboard
- Listing in all Exhibition media (catalogue, pocket guide, website, mobile app., ...)

Please note that for late applications, it may not be possible to provide all the services on offer.

3.2 The surface areas sold are defined according to the theoretical metric layout. The actual surface areas available, created using modular structures, are necessarily slightly smaller, a fact which all applicants expressly accept.

Exhibition spaces may vary in shape, depending on their size. The Exhibition Committee determines the areas where the exhibition spaces will be located according to their surface area.

3.3 Exhibitors and the contractors who work for them should consider that, due to the temporary nature of the structures and fittings, it should be possible to modify these structures and fittings during set-up,
within the tolerated limits of +/- 5% (five per cent) of the dimensions specified on the detailed plan. Consequently, when it accepts a stand project, the Exhibition Committee does not validate the exact dimensions as specified on the plans but dimensions with a possible variation of +/- 5% as described in the paragraph above.

4 – SPACE ALLOCATION

4.1 Applicants recognise and accept that the allocation of all exhibition spaces depends solely on the discretionary power of the ADF, organiser of the Exhibition, who expressly reserves the right to refuse to allocate an exhibition space without having to justify the decision. An applicant whose application has been rejected will in no way whatsoever be entitled to object to this decision.

4.2 Exhibition spaces will be allocated depending on:
- the general Exhibition layout set out by the Exhibition Committee,
- the type of activity, services or products displayed on the stand,
- the date of receipt of the application and accompanying instalment,
- the applicant’s degree of satisfaction with regard to their previous location, on the understanding that the allocation of a space in previous years does not in any way guarantee the allocation of a space at following Exhibitions, nor the allocation of a specific location.
- the applicant’s behaviour towards the ADF and the ADF’s various bodies and partners, including outside the Exhibition.

4.3 The Exhibition Committee will endeavour to meet the applicant’s requests to the best extent possible depending on the spaces available. Applicants whose applications cannot be satisfied due to lack of space may, at their discretion, be placed on a waiting list or applications cannot be satisfied due to lack of space. Applicants whose applications have initially been allocated in order to request a different space, if any space which they consider better-suited to their needs should become available. A refusal of the space initially assigned will be regarded as a withdrawal or a cancellation of the application (which implies de facto that 10% of the sums paid will be retained to cover processing fees). In any case, in the absence of response from the exhibitor, the initial space allocation is firm and final.

4.4 Applicants will receive confirmation that they have been assigned a space by the ADF by email from the Exhibition Committee. They will then have 15 (fifteen) days from the date of notification of their space allocation to refuse the offered location. In this case, the full sums paid minus processing fees – i.e. 10% (ten percent) of the full amount due – shall be refunded. Alternatively, applicants who are displeased with the location initially offered may be placed on the waiting list in the hope that a location that suits them better may become available later (see article 4.5 for the procedure).

Any cancellation should be notified to the ADF in writing by registered letter with acknowledgment of receipt. In the absence of response from the exhibitor, the latter shall be deemed to have accepted the offered location and payments shall be expected as detailed in the payment schedule.

4.5 In conformity with the space allocation procedure, applicants may not refuse the space they have initially been allocated in order to request a different space. However, after applicants have accepted their initially-allocated space, they may notify the Exhibition Committee of their wish to be allocated a different space, if any space which they consider better-suited to their needs should become available. A refusal of the space initially assigned will be regarded as a withdrawal or a cancellation of the application (which implies de facto that 10% of the sums paid will be retained to cover processing fees). In any case, in the absence of response from the exhibitor, the initial space allocation is firm and final.

4.6 The Organiser alone may, if necessary, make last-minute changes, including to conform to the decisions that the Parisian Police Authorities might make regarding the opening of the Meeting to the public.

4.7 Stand Occupancy
- Stands must be occupied by their holders and may not in any way be transferred, exchanged or lent either in full or in part for any reason whatsoever, under penalty of exclusion from the Exhibition and without prejudice to the right the ADF reserves to claim compensation.
- Under no circumstances may the stand holder offer hospitality at his/her stand to an exhibitor who is not duly registered.
- As the layout of the Exhibition is organised by product category, exhibitors, unless they have received express permission from the Organiser, will not be allowed to exhibit any products, supplies, equipment or services presented in another dedicated exhibition area.

Non-compliance with this provision may lead to the stand being closed and to the application of articles 5.7 and 5.8 of these Rules and Regulations.

4.8 All exhibitors must take possession of their stand on the morning of the opening of the Exhibition before 8 a.m.

4.9 The Exhibition Committee reserves the right to make use of the space not occupied by its holder when the Exhibition opens. As this absence is regarded as a de facto cancellation, this shall not lead to any refund.

5 – GENERAL RULES

5.1 All disputes between the exhibitors and the Exhibition Committee shall be settled by the Commercial Court of Paris (Tribunal de commerce de Paris), to the exclusion of any other jurisdiction and subject to the application of the rules of materiel competence (ratione materiae). The legal place of jurisdiction for all contractual commitments in relation to the Exhibition is Paris.

5.2 No dispute between an exhibitor and a company contracted by the exhibitor individually may be settled
by the Exhibition Committee even if said contracted company is the one chosen by the Organiser to provide contractual services to the exhibitors.

5.3 Disputes between exhibitors and visitors do not fall within the competence of the Exhibition Committee, who may not intervene in a dispute that exceeds the strict limits of application of these Rules and Regulations. However, these disputes, if they in any way resemble the disruptive behaviour described in paragraph 5.10, may lead to the exclusion from the Exhibition of one or more Exhibitors, without any right to compensation.

5.4 It is strictly forbidden on stands to exhibit and take orders for products, equipment and/or materials that do not conform to French and/or European legislation or regulations. The ADF has the right to have the presence of such exhibits ascertained by a bailiff and to have them appraised and removed by the competent authorities.

5.5 Claims and complaints from exhibitors shall be valid only if they are submitted within 15 days of the close of the Exhibition, by registered letter, to the Organising Committee of the Meeting. The Committee will rule on all cases not specified in these Rules and Regulations and its decisions shall be immediately enforceable.

5.6 Any complaints regarding possible discrepancies between the surface areas and stand components (§3) effectively provided to the exhibitors and those described in the contract should be registered with a member of the Exhibition Committee when drawing up the Schedule of Condition on Arrival of the exhibition space or during the Exhibition, at the latest before the closing day (Saturday). The Exhibition Committee member will provide the exhibitor with a written record of the discrepancies noted. No complaints will be taken into consideration without this written record.

5.7 When they submit their application, applicants agree to abide by these Rules and Regulations and to comply with the in-house rules of the Palais des Congrès de Paris. They also accept not to claim any compensation from the Organiser for any losses caused by the actions that the latter may be obliged to take after the publication of these Rules and Regulations or during the set-up of the Exhibition.

5.8 Exhibitors excluded from the Exhibition consequently to the violation of these Rules and Regulations will receive no compensation.

5.9 If, for reasons not attributable to the Organiser, the Meeting cannot be held as planned, in particular in case of force majeure as defined in article 1218 of the French Civil Code, the Organiser shall reimburse the sums paid, after deduction of the costs incurred by the preparation of the Meeting.

5.10 The Exhibition Committee reserves the right at all times to exclude any person who does not comply with these Rules and Regulations or who, due to their behaviour (demonstration, verbal attacks, assault, etc.), may give cause for complaint from an exhibitor because they disrupt the normal course of the Exhibition.

As and when required and as a preventive measure, the ADF may refuse to allocate a space to an applicant or to an exhibitor who might disrupt the Exhibition by their behaviour or the opinions they express.

6 – INSURANCE

It is mandatory for all exhibitors to take a blanket insurance policy with MACSF ASSURANCES against the risks of the Exhibition – theft with break-in, fire and water damage. There is a policy excess in the event of damage, theft with break-in, disappearance, breakage or accidents. The minimum compulsory premium is included in the rental price of the stand in order to cover exhibits up to a value of 3,000 (three thousand) euros. The amount of the policy excess will be specified in the technical information provided in July.

Additional comprehensive insurance may be taken out directly through MACSF-ASSURANCES – 10 Cour du Triangle de l’Arche – TSA 40100 – 92919 La Défense Cedex – France. Details will also be provided in the technical information mentioned above. Exhibitors may of course take out additional insurance through their own insurance company. The insurance will apply from the first day of authorised set-up to the last day specified for dismantling, outside the opening hours of the Exhibition.

In the event of theft with break-in (i.e. noted breaking and entering of furniture or offices containing the stolen objects) during this period, exhibitors must:

- inform the Exhibition manager of the theft
- declare the theft within 24 hours to the 17th arrondissement police: 19 rue Truffaut, 75017 Paris, France – Tel: +33 (0)1 44 90 37 17.
- send the declaration to MACSF ASSURANCES – 10 Cour du Triangle de l’Arche – TSA 40100 – 92919 La Défense Cedex – France or hand it over directly to the MACSF ASSURANCES staff at the MACSF stand during the opening hours of the Meeting.

In case of theft without break-in or violence, it is possible to make a simplified declaration by filing a complaint with the security services of the Palais des Congrès de Paris at their headquarters on level -1 on the Paris Side.

7 – PERSONAL DATA PROTECTION

7.1 Submitting an Exhibitor Application and taking part in the ADF Exhibition imply providing the ADF with personal data as defined in the EU General Data Protection Regulation (GDPR) No. 2016/679 of 27 April 2016 and in the currently in-force version of French law No. 78/17 of 6 January 1978 on
information Technology, Data Files and Civil Liberties (Loi Informatique et Libertés).

7.2 The collection and processing by the ADF of these personal data are conducted in conformity with the ADF privacy statement available on the ADF website at www.adf.asso.fr

STANDS

8 – SURFACE AREA AND STAND STRUCTURE AND LAYOUT

8.1 It is brought to the attention of Exhibitors and applicants that they may use only the actual surface area of their stand, as delineated by the fitted carpet or the floor markings in conformity with the detailed plan provided in their online account (§3.3). No decorative objects, advertising products or any other type of item may be placed outside this area. Exhibitors are also reminded that they must imperatively draw up the Schedule of Condition on Arrival of their exhibition space in order to receive authorisation from a Logistics Officer to start the set up of their stand according to the validated plans.

8.2 As all stands are of a standard type provided to the exhibitors by the organiser, no stand part, signage included, may exceed the height specified in the layout plans (2.40 m), even when additional decking is used. Special dispensation may be granted on written request, depending on the location of the stand and under the conditions specified in the paragraph relating to the contracting of a professional decorator (§3.3).

8.3 Any exterior decoration involving e.g. balloons or flags is subject to prior authorisation from the Exhibition Committee.

8.4 No authorisation may be delivered by the Exhibition Committee in contradiction with the above general conditions, and more specifically with those relating to conformity with the detailed plan and floor markings.

8.5 Only those exhibitors who have submitted a written request to the Exhibition Committee may be authorised to use different structures from those specified by the Organiser. The request must be submitted by 14 September 2019 and a detailed plan of the stand, in line with the STAND DESIGN SPECIFICATIONS, must be provided before 5 October 2019.

8.6 Exhibitors will be invited to provide the above information by completing and submitting the relevant documents that will be provided with the Technical Guide. The fully completed file will then be submitted to the Exhibition Committee for validation. Exhibitors who have chosen to build “non-contractual stands” must make sure that:

• They provide in due time all the required documents and the plans of their stand;
• Their stand is technically feasible in the time allotted for set-up, and they provide all the necessary technical and human resources for the setting up, dismantling, and removal of all the structures and equipment composing the stand;
• The logistics and purveyance of materials and equipment to the building site comply with the restrictions and requirements of the Exhibition halls (particularly with regard to deliveries and handling);
• They comply at all times with the safety rules and regulations.

8.7 In view of the problems encountered, no special authorisations for structures and decorations not specified in these rules shall be granted after 15 October 2019. After this date, exhibitors will be automatically provided with the stand structures specified in the contract. Any later modifications (dismantling of the structures or other) will be billed to the Exhibitor.

8.8 We remind you that whichever contractors the exhibitor has appointed or delegated to build or install their stand, the exhibitor alone holds full legal responsibility for the stand. Any penalties or additional expenses mentioned in these Rules and Regulations will therefore be billed to the exhibitor.
9 – RESTRICTIONS

Please note that the Palais des Congrès de Paris is a no-smoking area.

As the Exhibition is organized exclusively for professionals of the medical and oral healthcare sectors, visitors (other than exhibitors) shall be required to give proof of professional status when registering for a Visitor badge.

A – Technical restrictions

9.1 The goods lifts are at the disposal of the exhibitors and are the sole means of transport authorized for deliveries and for moving goods and equipment during set-up and dismantling. The stairs, escalators and passenger lifts may be used only for the transport of goods that can be carried by hand without the help of any additional means of transport (two-wheel handcart, trolley, etc.). Compliance with these rules will be strictly monitored.

9.2 During set-up and dismantling and throughout the Exhibition, it is strictly forbidden to compromise the integrity of the building and therefor to:
- carry out any work involving the flues, water pipes, compressed air pipes, electrical circuits, telephone systems, goods lifts, passenger lifts, or pipe channels;
- make any openings of any kind in the floor or in the fixed structures of the halls;
- drill holes for the purpose of hanging or fixing items.
The walls and pillars of the Exhibition halls are painted. It is forbidden to fix any notices, banners, posters etc., onto these walls and pillars;
- use adhesive tape or glue on surfaces not designed for the purpose (e.g. windows, escalators);
- remove any doors, aerial fixings, fire extinguishers or any other safety equipment (all the technical areas of the building must remain accessible at all times);
- to leave any items whatsoever on site after the dismantling of the stands.

The costs of damage repairs resulting from failure to comply with the above clauses shall be payable in full by the exhibitor. This includes all the expenses incurred by the disposal of items abandoned on site, which will be invoiced separately, in proportion to the volume of items removed.

9.3 The false ceilings of the halls consist either of square-meshed pre-lacquered sheet metal grids, of ceiling strips, or of painted fibrous plaster. It is forbidden to hang or suspend anything from, or to pass any pipes through, these false ceilings or any other fixings that already exist in the halls. The Palais des Congrès de Paris staff are the only persons authorized to carry out such procedures (slinging).

9.4 The name boards provided by the Organiser to identify each stand are compulsory and all of the same format. They bear only the name of the stand holder or the “Trade name” indicated in the application. They must be placed by the exhibitor’s decorator, at a perpendicular to the aisle, at a height of 2.40 m. It is strictly forbidden to use white letters on a green background for your additional signboards, as these colours are used by the Security Services who may ask for the removal of any signboards which might, in their view, give rise to confusion.

9.5 Any practical demonstrations of metal casting and the use and storage of gas bottles are strictly forbidden on the stands.

9.6 Exhibitors shall not display on their stands any items that are likely to cause inconvenience or be detrimental in any way to their neighbours.

9.7 The use of amplifying sound systems and lighting systems and equipment must be strictly controlled in order to avoid any disturbance to the visitors and surrounding stands. More specifically, voice amplifiers used by demonstrators or speakers must be set so that their volume outside the stand boundaries is no louder than the users’ voices would be without the amplifiers. Members of the Security Staff equipped with approved sound measuring devices may immediately interrupt any demonstration or lecture should sound levels be obviously and repetitively too high.

B – Promotional Events

9.8 Within the Meeting venue, only those surface areas allocated to exhibitors for their stands shall be used for the promotion of products, equipment or commercial activities.

The distribution of any kind of document on the public highway outside the Palais des Congrès de Paris is subject to authorisation from the Parisian police authorities (Préfecture de police).

The “Meeting venue” as understood here refers to all the Exhibition halls and to all the rooms and corridors booked by the ADF from Tuesday 26 until Saturday 30 November 2019.

9.9 It is strictly forbidden:
- for non-exhibitors to conduct any commercial transactions or to advertise their business within the Palais des Congrès and its immediate surroundings;
- (except for the Organiser) to distribute commercial brochures and hand-outs outside the stands but within the Palais des Congrès. Any actions in contravention of this provision may lead to the shutting down of the stand of the Exhibitor involved and to the confiscation of the brochures and handouts being distributed.
- solicit or canvass other exhibitors or visitors for commercial purposes during the set-up period and for the whole duration of the event. It is especially forbidden to circulate through the aisles or to stand in front of another exhibitor’s stand specifically to approach visitors or wearing an outfit that could be considered as a commercial presentation.

9.10 The Exhibition Committee reserves the right to
forbid any means of advertising which it regards as likely to harm or to cause incidents.

9.11 The distribution, including on the stands, of documents inviting visitors to go to a place situated outside the Meeting venue is strictly forbidden without the express authorisation of the Exhibition Committee or the Organising Committee.

**C – Scientific Events**

9.12 Any information provided by exhibitors, whatever the means and place, must be given free of charge and for purely commercial and/or technical purposes, and cannot in any way be presented as Continuing Professional Education. Exhibitors shall be asked to indicate this clearly on any promotional media or invitations they may send or hand out to the profession. All invitations must bear the indication “Product demonstration”, “Symposium” or “Specialist talk”, as specified hereafter, and no financial contribution may be required of the invitees.

9.13 During the Meeting, exhibitors may not under any circumstances organise an event on the premises of the Palais des Congrès or the Hotel Hyatt Regency Paris Etoile without the express approval of the Exhibition Committee or the Organising Committee. Exhibitors who wish to host a special event must submit an application including all relevant documents, each bearing the indication “Product demonstration”, “Symposium” or “Specialist talk”, as the case may be. Authorisation may be granted by the French Dental Association after it has assessed the nature of the event, the number of speakers and their qualifications, the target audience, and the wording of the invitation.

9.14 Ethical rules (French Code of Dental Ethics, articles R4127-201/R4127-202/ R4127-208/ R4127-209/ R4127-125 among others) forbid all dentists from performing oral healthcare procedures in an exhibition setting. The French Code of Public Health specifies all the cases in which the practice of medicine and oral healthcare is considered illegal. Accordingly, it is forbidden to perform or to have someone else perform any dental procedure on a patient and, more generally, any procedure forbidden by French legislation, in the setting of the Exhibition. 9.15 Speakers taking part in the Conference have the obligation to inform the Scientific Committee of any product demonstrations they may be giving on exhibitor stands during the Meeting and of any conflicts of interest they may have.

9.16 The stands are open spaces by principle. It is strictly forbidden to erect partitions on the stands in order to create separate closed spaces for lectures, demonstrations or practical workshops. Any of the above activities must take place on the stand, be fully visible, conform to the conditions of use for sound amplifiers described in article 9.7, and the audience must imperatively be inside the boundaries of the stand and must not remain in the circulation aisles or emergency routes. The rental of conference rooms, adjoining the stand or otherwise, is not possible. 9.17 Exhibitors may not refer for the 2019 Exhibition to any exemptions granted from these restrictions in previous years.

**10. SET-UP PROCEDURES**

10.1 Accident Prevention Plan

In application of the decree dated February 20, 1992, VIPARIS-Palais des Congrès, as lessor, has requested that the ADF-French Dental Association, as lessee, implements an Accident Prevention Plan and enforces the Exhibition safety regulations during the set-up and dismantling of the Exhibition. In the same way that the Organiser is responsible for ensuring that all the companies working for them (contractor in charge of the general setting-up of the Exhibition in particular) are informed of these provisions, exhibitors in turn have the obligation to make these provisions known to their own staff, and to the companies they may employ to work on their stand during the assembly and dismantling of the Exhibition.

The ADF will forward all the contractual agreements signed with the Palais des Congrès to all exhibitors in order to enable them to fulfil their obligations with regard to this Accident Prevention Plan.

10.2 Set-up and Dismantling

Exhibitors will be informed of the full detailed procedures (setting-up and dismantling hours, goods lifts, access to the loading bay) in due time – the information will be provided in the Technical Guide under Logistics.

- All trolleys used inside the Palais des Congrès de Paris premises must be equipped with wide rubber wheels. No sliding on rollers shall be permitted.
- The floor protections must be left in place during the handling, set-up and dismantling operations. Any person who does not comply with these requirements will be held fully responsible for the damage caused.
- No dismantling procedures will be permitted before the end of the Exhibition on Saturday 30 November 2019. The structures remaining on site on Sunday 1 December 2019 after midday will be automatically dismantled and taken to the rubbish tip, and the expenses incurred, invoiced to the exhibitor.

10.3 Delivery of Equipment

The Exhibition Committee shall not be responsible for any shipments and may not under any circumstances be held liable for losses or destination errors. Any deliveries of equipment occurring before the date specified for the beginning of set-up or in the absence of the person in charge of the stand shall be at the risk of the consignor. Exhibitors who have been authorised to build non-
contractual stands may be granted the authorisation to start delivering and assembling their stand structures (excluding exhibits and promotional material) on the Sunday before the Meeting.

As a general rule, the exhibitor must ensure that the delivery and assembly of the stand structures is restricted to the specific exhibition space allocated to the exhibitor, and that all activities around the stand are conducted in conformity with the safety rules laid out in the Safety Plan that each exhibitor will be asked to sign.

Any structures that may impede movement in, and access to, the common areas (e.g. aisles) will be removed and stored outside the Palais des Congrès de Paris, and all the expenses incurred for handling and storage will be billed to the exhibitor.

Any restocking of samples and documentation shall be possible only with the agreement of the Palais des Congrès de Paris Administration and the Organiser’s security services, and outside the opening hours of the Exhibition, i.e. in the morning before the opening of the Exhibition to visitors, using the goods lifts of the loading bay.

10.4 Storage of Equipment

There are no storage facilities in the Palais des Congrès de Paris. However, you will find the details of a service provider who offers to deal with the removal, storage and handling of your empty packaging in the Exhibitor’s Technical Guide.

No on-site forwarding agent or customs clearance is provided for foreign exhibitors. Each exhibitor will be responsible for the shipment of their equipment. The company appointed by the Organiser may deal with transit operations. You will find the relevant form in the Exhibitor’s Technical Guide.

10.5 Vehicular Access

• **During the set-up period**

All equipment, to the exception of small parcels that can be transported in private cars and carried by hand, must imperatively be routed through the loading bay, to which access is possible after registration with the Transport and Logistics service set up by the Organiser and after completion of the VIPARIS Logipass.

The access ramp to the loading bay may be used by 12-tonne lorries with a maximum height of 4.20 m and a maximum width of 3.30 m. The maximum ramp gradient is 15%.

Access to the loading bay is strictly monitored and forbidden to private cars. All vehicles must have a valid Arrival Pass indicating their access hours and delivery or unloading zone. The person in charge of the vehicle or the driver must submit to all necessary access checks and present their Arrival Pass on request to the Logistics Officers. Each vehicle will be allocated a parking duration corresponding to the volume of goods to be unloaded or loaded.

For safety reasons and to protect the machinery and equipment of the Palais des Congrès de Paris, all handling and transport operations in the loading bay and the goods lifts that require the use of motorised transport devices may be conducted ONLY and EXCLUSIVELY by the ADF-appointed contractor whose details will be provided in the Technical Guide.

In order to enable all exhibitors to have access to the loading bay and goods lifts, lorries and vans are not permitted to remain in the loading bay after they have been unloaded. The Logistics Officers may ask each vehicle to leave a 300 to 500-euro deposit (depending on the size of the vehicle) on entering the loading bay. The full deposit will be returned to the vehicle on departure on the condition that the allotted parking duration in the loading bay has not been overstayed.

The goods lifts give access to level 1, 2 and 3 of the Palais des Congrès de Paris (goods lifts MC6 and 7 alone go up to level 4. Please note that there are specific access conditions – see Technical Guide for details). Full details concerning the goods lifts will be provided in the Technical Guide.

• **Outside the set-up period**

Direct access to the loading bay is possible provided that the vehicle has been registered via the Logipass system at https://logipass.viparis.com/en.

In order to avoid congestions in the loading bay, exhibitors are invited to strictly observe the specified time slots and the instructions provided in the Exhibitor’s Technical Guide.

10.6 Water and Compressed Air Supplies on level 1

Water and compressed air can only be supplied where the necessary trapdoors exist and cannot therefore be provided automatically. Exhibitors who need a supply of compressed air are advised to bring the necessary equipment (compressor), or to contact the Palais des Congrès de Paris who will inform them on whether or not their stand may be supplied directly at the venue.

10.7 Cleaning

All stands and aisles are cleaned daily by VIPARIS-Palais des Congrès de Paris. The corresponding cleaning expenses are paid by the Organiser. Exhibitors who wish their stand to be cleaned a second time each day may procure the service, against payment, from VIPARIS-Palais des Congrès de Paris. The relevant order form will be included in the Exhibitor’s Technical Guide.

10.8 Safety Rules

The materials and fittings used to build the stands must comply with the rules issued by the Parisian police authorities for trade fairs and shows (Order 55.5544 dated 25/08/1955). The VIPARIS-Palais des Congrès de Paris Fire Safety Precautions for Shows and Exhibitions will be enclosed with the Exhibitor’s Technical Guide.
Access to all exit doors, emergency exits and smoke extractors must be kept free at all times. The suspending of structural elements above the aisles is subject to authorisation from the Palais des Congrès de Paris Security Services and may be conducted exclusively by the Palais des Congrès Technical staff.

All materials used for building and decorating the stands must be fireproof (Decree issued March 23, 1965 by the French Home Office - Section IV - Chapter 9 – Please be sure to have the corresponding certificates as they may be requested on site by the relevant Parisian safety authorities, i.e. the Commission préfectorale de sécurité) and comply with current safety standards. Wood, plywood or wood-fibre panels must be coated on both sides with the statutory fire-proof paint. The use of decorating paper or other types of paper is strictly forbidden. Fire-proofing on site is forbidden. The necessary fire-proofing measures must be carried out prior to delivery and entry into the premises. The inspection by the Commission Préfectorale de Sécurité will be preceded by an inspection by the Security Services of the Palais des Congrès de Paris who have full authority to take statutory action where necessary.

10.9 The obligations listed below must be strictly complied with:
- No object or equipment may be placed outside the boundaries of the stand nor may extend beyond these boundaries, including in height;
- No equipment shall be placed on the exterior galleries;
- Any metal mass on the stand must be connected to ground;
- Cable runs on the ground must be mechanically protected and resistant to intensive pedestrian traffic;
- Only flame-resistant cables shall be used;
- Access to the electric switch boxes must be clear at all times;
- The use of multiple sockets (in any form) is forbidden;
- Only empty oxygen bottles may be displayed;
- Flammable materials cluttering the stand areas must be removed;
- It is forbidden to place above the stands any elements likely to reduce the effectiveness of the automatic sprinkler system. The use of a canopy is regulated, subject to authorisation from the Palais des Congrès de Paris Security Services, and must be specified on the plans provided by the exhibitor;
- Any external stand surface higher than 2 m must be aesthetically pleasing in order not to be detrimental to the neighbouring stands, i.e. must bear no inscriptions and must be clean and of a neutral, light, and uniform colour.
- Glazed parts must be marked at eye-level;
- Stands with an over-elevated floor must be equipped with an access ramp for disabled persons.

Please note that the English translation of these Rules and Regulations is provided for information purposes only. In case of conflict, the original French version shall prevail and have legal force.