



ALGER - ALGERIA
WWW.DJAZAGRO.COM



> Interactive browsing, click on the titles to access the information you need

USER GUIDE

USEFUL INFORMATION

FITTINGS

REGULATIONS

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS INTERACTIVE EXHIBITOR GUIDE**
With this document, you can easily access all the information needed to get you up and running
- **THE ONLINE STORE**
click [HERE](#)
In this store, you can order all of the technical services you need until Friday 13th March 2026.

USEFUL INFORMATION

- Air transport & VISA / Deliveries on stand
- SAFEX Exhibition center
- Exhibitor timetables Assembly / Opening / Dismantling
- Build Up / Dismantling Information
- Cleaning / Vacating the stand
- Acces Badge
- Press Service
- Accomodation & Restaurant
- Your contacts
- Provider contacts

USEFUL INFORMATION

AIR TRANSPORT & VISA DELIVERIES ON STAND

AIR TRANSPORT

> AIR France & KLM GLOBAL MEETINGS

Take advantage of cost-effective flight tickets with AIR FRANCE and KLM Global Meetings!

Event ID: GME60565AF

Valid for travel from **05 April 2026 au 22 Avril 2026**

Discounts are applied to a wide range of airfares on all Air France and KLM flights worldwide**.

Contact us on :

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=50422AF>

VISA REQUEST

> A visa is required for travelling in Algeria

Please check with the nearest Algerian consulate.

Please fill in the form available in your exhibitor area on DJAZAGRO's website

www.djazagro.com to receive your invitation letters and facilitate your VISA request

DELIVERY ADDRESS ON STAND

> DJAZAGRO

Company Name / Pavilion / Booth number

On site exhibitor contact / Mobile phone number

SAFEX / Palais des Expositions, Pins maritimes

16000 ALGER – Algérie

CARRIER & FORWARDER

> NATT (contact p.16) : **Is official carrier and forwarding agent**

In your exhibitor area, you will find all the information and order form concerning the transport of your materials to Algeria, as well as customs formalities. Please feel free to contact them for ATA carnets and the sale of material on site.

TRANSELECT is official carrier in Algeria (contact p.15)

Please check with NATT beforehand as to the day and time of the arrival of material to the show. **You must be sure that an authorized person is there for the reception of material on the stand.** Similarly for the departure of this material, which must not remain unguarded by the exhibitor during the taking down phase.

Hall security : The halls will be guarded from 8 am April 06 to 12 pm April 17.

USEFUL INFORMATION

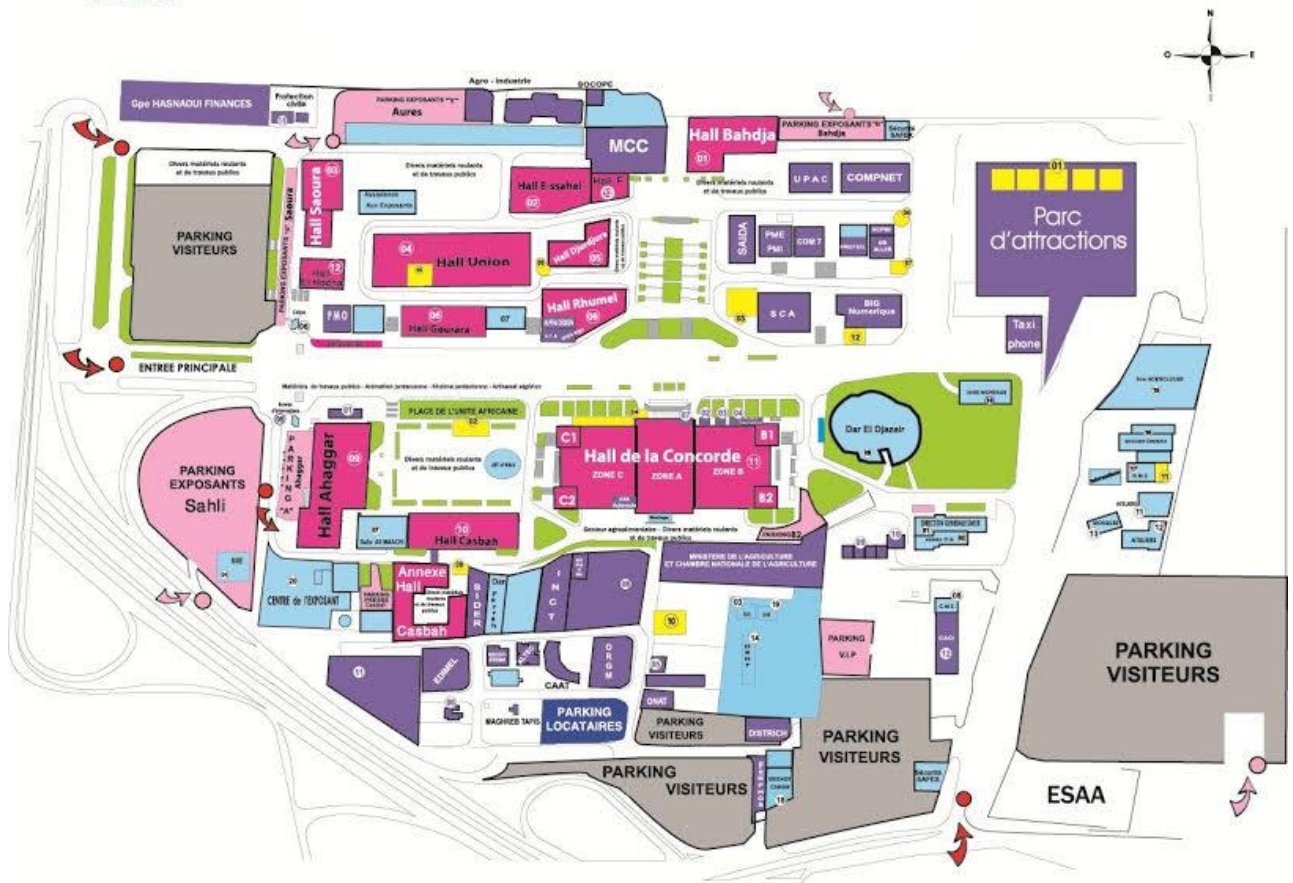
SAFEX EXHIBITION CENTER

SAFEX EXHIBITION CENTER

الشركة الجزائرية للأسواق والتصدير
Société Algérienne des Foires et Exportsations



PLAN GENERAL



USEFUL INFORMATION

SCHEDULE AND HOURS OF THE EXHIBITION

EXHIBITOR TIMETABLES ASSEMBLY / OPENING / DISMANTLING

Pavilions A ; C et Central			
BUILD-UP	Bare Stands	Wednesday, April 8 & Thursday, April 9	8:00 am – 7:00 pm
		Friday, April 10 & Saturday, April 11	8:00 am – 10:00 pm
	Equipped Stands	Friday, April 10	12:00 am – 7:00 pm
		Saturday, April 11	8:00 am – 7:00 pm
OPENING DAYS	EXHIBITORS	From Sunday, April 12 to tuesday, April 14	9:00 am – 7:00 pm
		Wednesday, April 15	9:00 am – 5:00 pm
	VISITORS	From Sunday, April 12 to tuesday, April 14	10:00 am – 6:00 pm
		Wednesday, April 15	10:00 am – 5:00 pm
DISMANTLING	Bare & Equipped Stands	Wednesday, April 15	5:00 pm – 11:00 pm
		Thursday, April 16	8:00 am – 9:00 pm

EVERY STAND MUST BE DISMANTLED ON THURSDAY EVENING, APRIL 16
 The organization reserves to right to dismantle any stand still in place if needed.

USEFUL INFORMATION

BUILD UP / DISMANTLING INFORMATION

BUILD UP

On their arrival onsite, **bare stand installers will have to register** with the Algerian Fairs and Exportation Company (SAFEX) and pay the royalty fees due (see page 18 for more details).

The Assembly staff **may only enter the exhibition halls on the presentation of a mounting badge** from 08 to April 11.

To enter the exhibition halls during build up and dismantling, **all personnel must wear personal safety equipment, in particular safety shoes**. Otherwise, access to the exhibition will be refused.

For safety reasons, work in the halls is forbidden outside the specified hours mentioned on pages 6.

DISMANTLING

Staff taking down stands **may only enter the hall on the presentation of a dismantling badge on April 15 starting from 6pm**.

Motor driven appliances are not allowed in the exhibition area before 7 pm.

Handlers will start to deliver empty packing materials stored at your request **on your stand on April 15**.

The Organizer reserves **the right to destroy, at the exhibitor's expense, the stand and decor** structures of whatever type which have not been dismantled by the exhibitor.

USEFUL INFORMATION

CLEANING & VACATING THE STAND

PAVILIONS CLEANING

- Halls and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.

STANDS CLEANING

- For equipped stands, daily cleaning with vacuuming includes: vacuuming the floor, emptying of waste paper bins, wiping furniture and furnishing objects within reach, collecting and removing waste.
- **Pre-equipped and bare stands** can clean his stand himself or by a company of his choice (reminder: workers of this company must have an access badges).

Or contact the official Djazagro service provider in Algeria (contact details p.15) to order an additional cleaning service.

DURING SET-UP AND DISMANTLING

- The pavilions and aisles are cleaned daily by the show service provider.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, DJAZAGRO may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

TIP :

If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

USEFUL INFORMATION

ACCES BADGES

SET-UP / DISMANTLING BADGE

> **Badge must be worn at all times**

Staff setting up and dismantling stands **may only enter the exhibition halls upon presentation of a set-up badge** from 08 to April 11 and a dismantling badge from 15 to April 16.

These badges do not allow access to the exhibition halls during the public opening hours: from April 12 at 10am to April 15 at 5pm.

You can collect your badges at the reception desk located in hall Central.
Your exhibitor badge has to be used for both assembling and dismantling.

EXHIBITOR BADGE

> **Badge must be worn at all times**

We recommend you **to order your badges before the show** on your Exhibitor area on www.djazagro.com

Print your badges prior your arrival on-site to avoid the line.

For all your on-site requests (prints or orders), our services are available at the exhibitor office, hall Central.

Please note that in case of any badge reprinting, this will automatically cancel original badge.

Your exhibitor badge has to be used for both assembling and dismantling.

USEFUL INFORMATION

PRESS SERVICE

OUR PRESS DEPARTMENT AT YOUR DISPOSAL

> **Encourage journalists to talk about your know-how and your new products !**

In order to promote your press kit and press release (French, English and/or Arabic versions) during the exhibition and to the journalists present, you can submit them to the press service, central pavilion.

Submission of files starting from April, 10 at 2 pm.

Your contact:

communication.dz@promosalons.com

USEFUL INFORMATION

ACCOMMODATION & RESTAURANT

ACCOMMODATION

> **LAMARAZ HOTEL**

1, rue Mohamed Rabia, Kouba, 16050 Alger, Algérie

Tél: 213 (0) 21 77 97 79

E-mail: booking@lamarazhotels.com

Web: www.lamarazartshotel.com

> **M SUITE HOTEL**

9 Rue de l'ALN Dar El Beida, Alger, Algérie

Tél: 213 (0) 23 81 37 38

E-mail : reception@msuitehotel.com

Web: www.msuitehotel.com

> **MARRIOTT**

Trust Complex Buildings, Nouveau Quartier des Affaires, Bab Ezzouar, Alger, Algérie

Tél: 213 (0) 23 74 13 13

E-mail : mhrs.algmc.reservation@marriott.com

Web: www.marriott.fr/hotels/travel/algmc-algiers-marriott-hotel-bab-ezzouar

> **EL AURASSI**

2, Boulevard Frantz Fanon, Les Tagarins, Alger

Tél: 213 (0) 21 74 82 52

E-mail: contact@el-aurassi.com

Web: www.el-aurassi.com

ACCOMMODATION

> **EL DJAZAIR**

24, Avenue Souidani Boudjemaâ, Alger. Algérie.

Tél: 00 213 23 48 11 08

E-mail: reservation@chaineeldjazair.com

Web: www.chaineeldjazair.com

> **IBIS**

Quartier des Affaires de Bab Ezzouar Bp 134 16024 – Alger

Tél: +213 21 98 80 00

E-mail: h5682@accor.com

Web: www.ibis.com/fr/hotel-5682-ibis-alger-aeroport

> **NUMIDIEN HOTEL**

Situé à 10 mn de l'aéroport et à 20 mn du centre-ville. Quartier des Orangers, (Route du stade) Hamiz Dar El Beida.

Tél. : +213 (23) 858 092 / +213 (23) 858 093

E-mail: contact@numidie-hotel.com

Web: www.numidien-hotel.com

> **OASIS**

32 Rue Mouloud belhouchet, Hussein dey, Alger 16040 –Algérie

Tél : +213 21 770 404 / 770 505 / 770 606

E-mail : reservation@oasishoteldz.com

Web: www.oasishotel-dz.com

> **HOTEL EL DEY**

6, rue Amar Besnsamra, Hussein Dey, 16040, Alger

Tel: +213 23 77 60 38/ +213 23 77 60 52

E-mail: reservation@hoteleldey.com

> **HOTEL EL DEY**

6, rue Lt. Boulhart (ex-Drouillet) Alger – Algérie

Tél. : +213 21 63 10 09

E-mail: info@hotelsuisse-dz.com

Web: www.hotelsuisse-dz.com

RESTAURANT

For your stay in Algiers, you will find below a non-exhaustive list of restaurants

> **El-Djenina (upon reservation)**

Spécialités algériennes et maghrébines
10, rue Franklin Roosevelt, Alger
Tel.: +213 (0)21 74 40 26

> **Le Grill Room (upon reservation)**

Bois des Arcades,
Riadh El-Feth El Madania, Alger
Tel.: +213 (0)21 66 92 75

> **Chez Sauveur (upon reservation)**

Poissons et crustacés
Port El-Djamila Aïn Bénian Alger
Tel.: +213 (0)21 30 39 82

USEFUL INFORMATION

YOUR CONTACTS

IN FRANCE

> COMEXPOSIUM

Chantal DE LAMOTTE

Exhibition director

chantal.delamotte@comexposium.com**Léa HIRSCH**

Sales director

Lea.Hirsch@comexposium.com**Sandrine QUESNOT**

Sales manager

+33(0)1 76 77 15 28

sandrine.quesnot@comexposium.com**Mathilde LAVEAU**

Sales manager

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mathilde.laveau@comexposium.com**Charlie BALETTE**

Account executive

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djazagro@comexposium.com**Jean-Gabriel MOLLARD**

Communication director

Jean-gabriel.mollard@comexposium.com**Isabelle Fabre**

Communication manager

+33(0)1 76 77 12 97

isabelle.fabre@comexposium.com

IN ALGERIA> **PROMOSALON ALGERIA****Nabil BEY-BOUMEZRAG**

+213(0)6 61 59 83 89

algeria@promosalons.com**Faiza SAIKI**

Sales manager

+213(0)5 61 67 28 03

djazagro@promosalons.com**Mimi KASSAB**

Communication manager

+213(0)5 61 67 28 05

mkassab@promosalons.com> **ALGERIAN FORWARDER****TRANSELECT**

M. A. RAHMANIA

+213 (0)21 92 15 18/92 50 25

20, rue de la Fontaine El Biar, Alger

> **ALGERIAN CLEANING COMPANY****ETS MOUAICI**

M. R.MOUAICI

+213 (0)5 58 82 65 67

Baraki, Alger

etsmouaiciramdane@gmail.com> **SOCIETE ALGERIENNE FOR VALIDATION OF MEZZANINES****CERCES**

Cabinet d'Engineering : Recherche, Conseils et Etude des Structures

M. Achour CHAIB

300 logts COSIDER local n°18 CORSO BOUMERDES

+213(0)790 035 831 / +213(0)550 430 690

cerces.35@gmail.com

USEFUL INFORMATION

PROVIDER CONTACTS

TECHNICAL & LOGISTICS MANAGEMENT

> **T2 PRODUCTION**

Marc MAYEUR
Technical director
+33 (0)6 15 54 39 18
marc.mayeur@t2prod.fr

GENERAL INSTALLATION / EQUIPPED STANDS

> **QUBO EVENTS**

Fatima HAMMOUDA
f.hammouda@quboevents.dz

> **Extra orders / Equipped stands**

Exhibitors Service
info.prestadjazagro@quboevents.dz

STAND DESIGNER / DECORATOR

> **EXPOLAND**

Lyes HAMMOU
+213 (0)25 28 28 92
+213 771 13 82 20
Expoland.algerie@gmail.com / www.expoland-algerie.com

> **DS CONCEPTION**

Mr Mourad DEBBACHE
dsconcept.algeria@gmail.com

CARRIER & FORWARDER IN FRANCE

> **NATT**

Rachel TOUR
+33 06 64 55 65 48
r.tour@natt-mrs.fr

Yoann ROOL
+33 (0)6 98 39 84 81
y.rool@natt-mrs.fr

FITTINGS

- Bare Surface
- Decoration Rules
- Security Rules
- Pre-Equipped Stand
- Equipped Stand
- Prestige Stand
- Technical & Additional Services

FITTINGS

BARE SURFACE

YOU HAVE BOOKED A BARE SURFACE AREA

The services included in the rental of your space:

- The tracing of your surface on the ground, without any partition wall;
- 1 electrical connection of 3 to 6 Kw monophasé

STAND LAYOUT PREP STEPS, BARE & BASIC SURFACE

1st step : stand allocation

- Djazagro will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice

2nd step: checking your plan

In order to avoid any disputes during assembly with the exhibition center or with a neighboring stand or relative to your location in the hall, **it is necessary to submit your stand layout plan for approval**. This must be done on a three-dimensional scale and with the precise dimensions and sent in a single copy before March 13 by email to the following address :

T2 PRODUCTION

Marc Poisson

marc.poisson@t2prod.fr

For the characteristics to be provided, see the [Architecture & Decoration Regulations](#) on the following pages.

3rd step : Order your electric power

If you need more than the 3 to 6Kw provided by the organizer, don't forget to order your additional power directly in your online Exhibitors' Area, section "**Online Store**".

IMPORTANT : Royalty fee SAFEX

Any company (or stand installer) wishing to build a bare stand **will have to pay a fee to SAFEX**. This must be paid upon arrival on-site prior to assembling and according to the following scale :

- Stand area less than 50sq.m = 500 USD TTC / stand
- Stand area more than 50sq.m = 1 500 USD TTC / stand

Access to the Exhibition Center – SAFEX will only be possible if the royalty fee is paid

FITTINGS

DECORATION RULES

1/ FLOOR, COLUMNS AND HALL WALLS

It is strictly forbidden to drill, screw, nail, sea walls, claddings, pillars and hall floors, in particular to fix the exhibition machines.

A fee of 300 € VAT per hole will be invoiced to the exhibitor in case of non-compliance with these instructions.

On the other hand, it is forbidden to paint or mark the walls, pillars and the halls floors.

Your stand location must be restored to its original state. All debris (carpet, adhesive...) must be removed. Any Damages incurred during the stands dismantling will be invoiced to the exhibitor responsible.

The exhibitor is in charge for the complete dismantling of his stand!

The exhibitor is in charge for its vice providers: decorators, installers...

2/ INSTALLATION AND PRESENTATION OF MATERIALS

The material presented shall not cause any discomfort or prejudice to neighboring stands.

No material shall exceed the surface of the stand, this applies to all signage, plants, displays or exhibition materials.

3/ MAXIMUM HEIGHT ALLOWED BENEATH THE HALL (in link to the ground of the building)

Stand construction & decoration: **the maximum height of construction is 3.70 meters maximum** (Important: this does not apply to high banners).

Over 2,5m high no signage whatsoever should appear on the neighboring sides of your booth. **Moreover it is compulsory to cover these exceeding parts (on your neighbor side) with brushed cotton or paint in the tones of your stand.**

Important : For stands located in the H.A tent, the maximum height of construction is 2.50 meters maximum. And no high sign will be authorized (see p.5)

4/ ELECTRICAL INSTALLATION OF STANDS

For safety reasons, **it is strictly forbidden to use the private facilities of the Exhibition Center-SAFEX, connect directly to the network or to disconnect the secondary electrical installations of the organizer.** A strict and permanent control will be carried throughout the show duration.

5/ SIGN

Suspended signage : **it is compulsory to check with the SAFEX exhibition center if your project is feasible in the requested area.** Please refer to paragraph 9 in the decoration regulations.

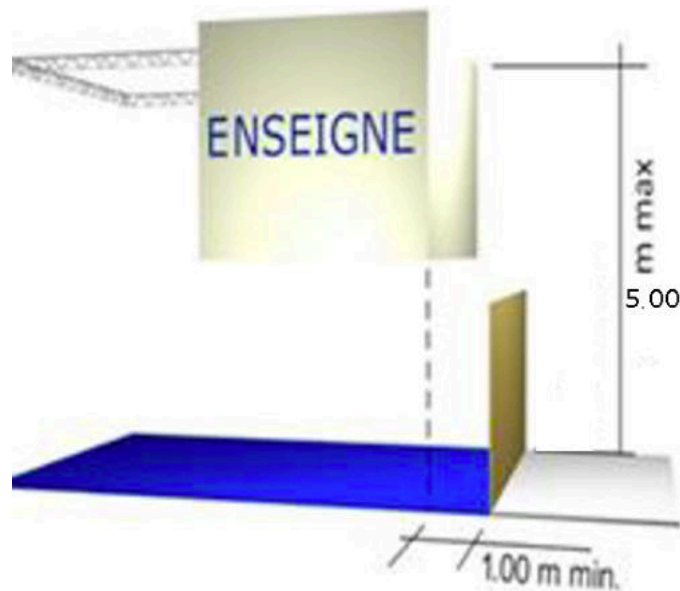
If any suspension points are available from the roof framework above your stand **and your stand is backing onto a hall wall**, we will allow you to exceed the limited 3,7m high by erecting your signage from your booth structure.

In all cases:

- **Your signage must not exceed 5 meter high** (on it's upper part), **from the floor building.**
- **Continuous signage on it's height is strictly prohibited. An opening of at least 50 cm is required** between the lower part of your signage and the upper part of your booth structure.

The sign must be within the limits of the stand (or island) and have 1.00 meter shrinkage in relation to any shared stand.

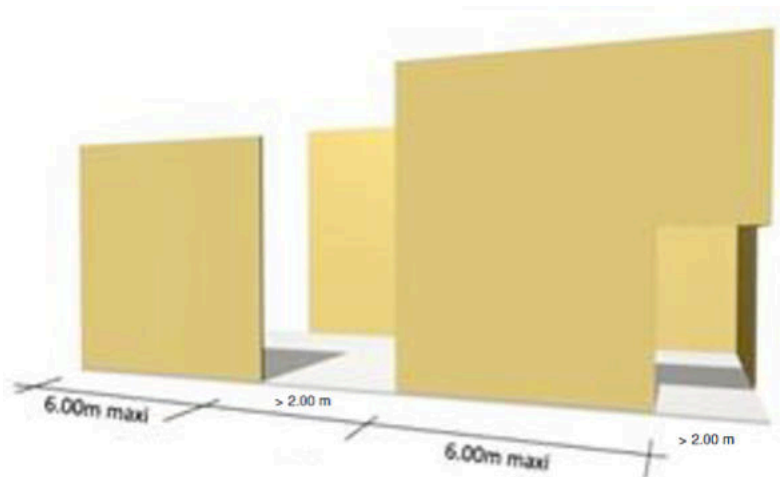
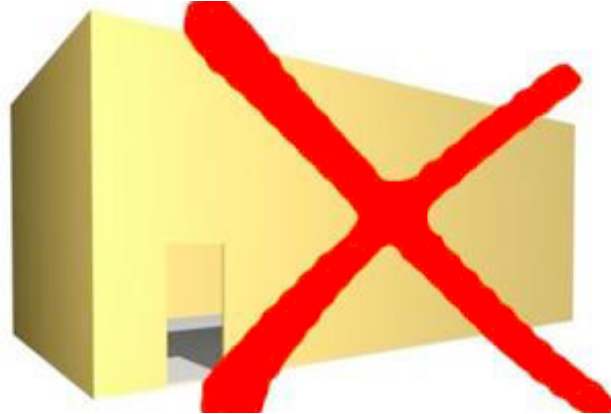
Any flashing signs are prohibited.



6/ FACADE ARRANGEMENTS

We remind you that the building of walls or screens constituted by partitions walls or additional premises disturbing the overall view of the halls, masking neighbouring stands or hindering the free movement of visitors on the stand **is prohibited**.

A continuous partition wall giving on an aisle, or more (following your corner stands) can not exceed 6m long without a 2m wide opening (without any structure, decoration elements or plants)



7/ STANDS WITH FLOOR

Stands with two floors are authorized on the sole condition of sending us a note of detailed calculation validating the resistance and stability of the structure, before March 13.

And this by mail to our official service provider, the company CERCES

Cabinet d'Engineering : Recherche, Conseils et Etude des Structures

M. Achour CHAIB

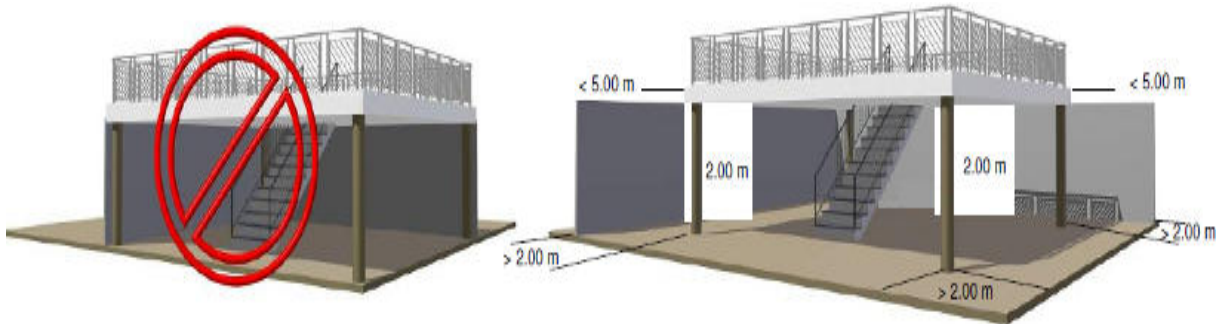
300 logts COSIDER local n°18 CORSO BOUMERDES

+213(0)790 035 831 / +213(0)550 430 690

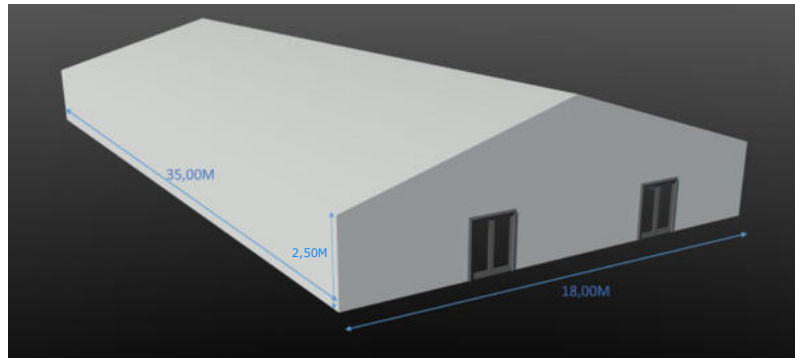
cerces.35@gmail.com

Here are the rules for constructing a mezzanine (see diagram below) :

- The surface of this floor **will be less than half** the surface area of the stand on the ground.
- The floor must be located in the most central part of the stand.
- All floors must **respect a 2.00 m setback from the adjoining stands.**
- The construction height must **not exceed 5.00 m, balcony railing not included (adding 1m high).**
- **This railing must allow light to pass through (no opaque filling) and must in any case be used as a signage support.**
- It's **prohibited to cover the premises and upper parts** of the floor.
- Fire extinguishers adapted to the risks installed, on each mezzanine.



8/ STANDS UNDER THE TENT



As indicated, the construction height of the stands in the tent cannot exceed 2.50m maximum.

- No high sign will be authorized.
- **No possibility of sling in the structure.**

9/ LIGHTING

Flashing lights and rotating beacons are prohibited.

The gobos must respect the sweep on the surface of the stand.

10/ HANDLING

Important: Some areas in the pavilions do not allow hangings.

Any rigging points requests must be approved by the technical Direction of the exhibition center –SAFEX.

Please submit your request to: Miss AMOKRANE Nassima: amokrane@safex.dz

On the other hand, the Algerian Fairs and Exportation Company (SAFEX) are not associated with the installation of the structure which must be performed by your provider.

The Algerian Fairs and Exportation Company (SAFEX) will only issue the authorization knowing that the installation costs are 50 USD per point of attachment.

11/ SOUND ANIMATION

Exhibitors who wish to use sound means on their stand must comply with the following regulations:

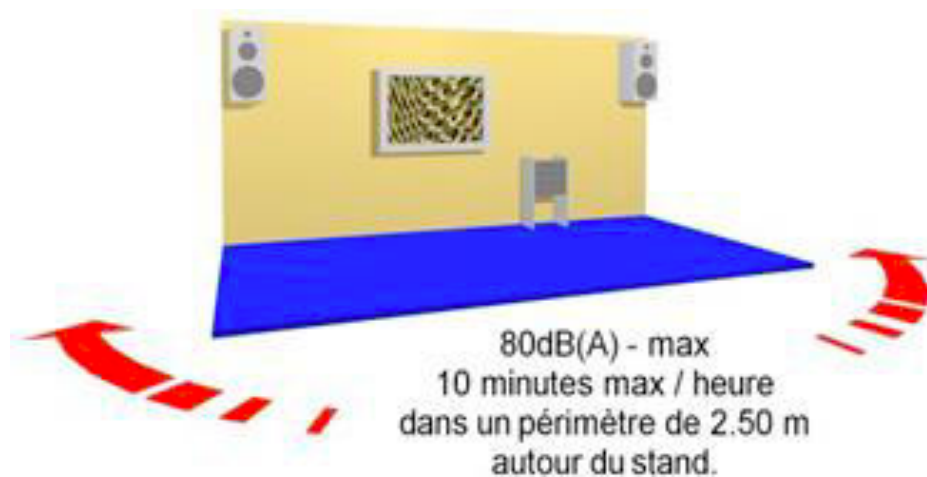
The power radiated by the decoration or animation elements **must not exceed 80 Db (A)** (Measured value in a zone of 2.50 meters around the stand).

In addition, for any broadcast or musical entertainment on your stand, **you must pay copyright fees before the opening of the show** from:

ONDA : 49, rue Abderrazak Hamlad Bologhine – Alger

Tel : +213 2 95 09 06 / Mail : onda@ist.cerist.dz

Ongoing monitoring will be carried out to ensure strict compliance with these standards. The organizer reserves the right to terminate any breach to these rules.



12/ BROCHURES & FOOD DISTRIBUTION

The distribution of leaflets, flyers, food distribution etc. **is strictly forbidden outside the stand**, including the area surrounding the halls, unless contractual agreement with the organization team.

13/ EQUIPMENT IN OPERATION

All demonstrations will be carried out under the sole responsibility of the exhibitor.

When equipment is presented in a changing environment, **a protected area must be reserved so that the public cannot approach it within a minimum of one meter.**

FITTINGS

SECURITY RULES

EXHIBITORS SHALL STRICTLY COMPLY WITH ALL SAFETY RULES:

Fire hydrants must be visible and accessible. Exhibitors must equip their stands with fire extinguishers in working order.

Exhibitors must not leave empty packaging in aisles or other access lanes. Empty packaging intended to be used after the show must be brought to and stored in the packaging area designated by SAFEX and DJAZAGRO.

All flammable material used in the fitting and decoration of stands must meet all safety requirements.

Exhibitors must in no case plug in electrical or water connections themselves.

Electrical connections must comply with standards and safety requirements.

Electric wires must not be visible. In the case of any detected defects in electrical installations the power supply will be suspended until those defects are remedied.

SAFEX and DJAZAGRO may in no way be held responsible for any possible losses or damage resulting in the event of a power failure.

Installations requiring the use of gas cylinders must comply with safety requirements and will remain under the entire responsibility of the exhibitor.

During stand set up exhibitors are required to provide access for electrical, water and other pipe installation.

No work inside the Pavilion or stand likely to modify spaces may be carried out without prior and written agreement from SAFEX and DJAZAGRO.

It is strictly forbidden to erect structures or carry out works likely to hinder fire protection.

Exhibitors must not under any circumstances encroach on sites assigned by the organizer. They shall, in particular, ensure that no merchandise or other object obstructs lawns, passages or aisles inside or outside the Pavilion.

Stands offering food or drink must be provided with water throughout the event. In addition they must comply with hygiene regulations as well as all instructions SAFEX and DJAZAGRO may be compelled to give in this area.

All active explosive, fulminating and/or fumigating materials and any material SAFEX and DJAZAGRO consider dangerous and of a disturbing nature to exhibitors or visitors are excluded from the event.

FITTINGS

PRE-EQUIPPED STAND

YOU HAVE ORDERED A PRE-EQUIPPED STAND

- Taking possession of the stand : from Friday, April 10 at 12 a.m

Stand pré-équipé / Pre-fitted stand

Cloison de séparation
Moquette

Distribution électrique de 2 KW
1 prise de courant

Attention :
Pas de mobilier
Pas de nettoyage quotidien
sur le stand
Pas d'enseignes
Pas d'éclairage



Separating panels
Carpet

2 KW electric distribution
1 electric socket

Warning:
No furniture
No stand cleaning
No front sign board
No spots



Nous vous rappelons qu'il est interdit de clouer, coller, percer et visser sur les cloisons.

Votre stand est en location et est la propriété de GL events, à ce titre toute détérioration de cloison vous sera facturée 90€ HT.

We remind you it is strictly forbidden to stick, to drill, to nail and to screw on the panels. Your stand is rented at GL events, then, all partition damage will be charged 90€ VAT.

Fittings included in your pre-equipped stand :

- Floor covering: needle punched carpet
- Separating panels
- 1 box of 2 KW intermittent

You can order additional services:

- Storage room
- Lighting
- Furniture
- Stand customization: counter, poster on partition, sign,...
- For this, please refer to the guide to additional services from our service provider QUBO Events (attached to the email)

FITTINGS

EQUIPPED STAND

YOU HAVE ORDERED AN EQUIPPED STAND

- Taking possession of the stand: from Friday, April 10 at 12 a.m

Stand équipé / Fitted stand

Stand équipé de 9 à 17 m²:

Dotation de base :
 Cloison de séparation
 Moquette
 1 enseigne de façade
 1 enseigne en tête de cloison
 Distribution électrique de 2 KW
 1 comptoir fermant à clé
 1 prise de courant
 3 spots pour 9 m²
 1 guéridon blanc
 3 chaises blanches
 1 corbeille
 Nettoyage quotidien de stand

Stand équipé de 18 à 27 m² :

Dotation de base
 + réserve de 2 m²
 + 1 présentoir à documents

Stand équipé de plus de 27 m²:

Dotation de base
 + réserve de 2 m²
 + 1 présentoir à documents
 + 1 table et 3 chaises suppl.



Fitted stand from 9 to 17 sqm:

Basic package :
 Separating panels
 Carpet
 1 front sign board
 1 head of partition sign
 2 KW electric distribution
 1 lock-up counter
 1 electric socket
 3 spots per 9 sqm
 1 white table
 3 white chairs
 1 trashcan
 Daily stand cleaning

Fitted stand from 18 to 27 sqm:

Basic package
 + 2 sqm storage room
 + 1 display rack

Fitted stand over 27 sqm:

Basic package
 + 2 sqm storage room
 + 1 display rack
 + 1 additional table and 3 suppl. chairs



Nous vous rappelons qu'il est interdit de clouer, coller, percer et visser sur les cloisons.
 Votre stand est en location et est la propriété de GLevents, à ce titre toute détérioration de cloison vous sera facturée 90€ HT.
 We remind you it is strictly forbidden to stick, to drill, to nail and to screw on the panels.
 Your stand is rented at GLevents, then, all partition damage will be charged 90€ VAT.

This equipped stand includes different fittings depending on the number of sqm

- Between 9 and 17sqm / between 18 and 27sqm / More than 27sqm
- See the details of the fittings on the image
- Cleaning : the day before the opening of the show and daily maintenance

You can order additional services :

- Stand customization : counter, poster on partition, sign,...
- For this, please refer to the guide to additional services from our service provider QUBO Events (attached to the email)

FITTINGS

DESIGN STAND

YOU HAVE ORDERED A DESIGN STAND

- Taking possession of the stand: from Friday, April 10 at 12 a.m



Different layouts depending on the sqm : From 9 to 17sqm / From 18 to 36sqm

- [Basic package between 9 and 17m2](#) :
- *Wooden partitions height 2500 mm, thickness 57 mm, with beige brushed cotton*
- *Structure and natural wood posts*
- *Bleue carpet*
- *One front sign board and one head of partition sign*
- *2Kw electric distribution*
- *3 spots per 9 sqm*
- *One counter*
- *One table ; 3 chairs and one trashcan*
- *Cleaning : the day before the opening of the show and daily maintenance*
- [Stand between 18 et 36sqm](#) : Basic package, with :
- *2sqm storage room*
- *One display rack*

You can order additional services :

- Stand customization : counter, poster on partition, sign,...
- **For this, please refer to the guide to additional services from our service provider QUBO Events (attached to the email)**

FITTINGS

TECHNICAL & ADDITIONAL SERVICES

Technical Services

▪ **ELECTRICITY** :

Permanent electrical connections will be provided. **Electricity is available on the stands from April the 10 9 am to April the 15 at 7 pm.**

For any need of supply over 2kw for equipped stands and 6Kw for bare stands (supply provided when you registered), please send directly your order via the website : www.djazagro.com before March 13th.

▪ **COMPRESSED AIR** :

Compressed air is not available in the halls.

IMPORTANT: if you need compressed air on your stand, please bring your own air compressor. The organisation does not supply any compressor.

Additional Services

- **Many additional facilities are available to order directly from our service provider QUBO Events (guide attached to the email).**



REGULATIONS

REGULATIONS

- Disabled access to the show

- Fire & panic risks prevention regulations

REGULATIONS

DISABLED ACCESS TO THE SHOW

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally, the Halls, exhibition Halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by VINEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10.00 m
- 8% slope on a length of less than 2.00 m
- 10% slope on a length of less than 0.50 m

Clearance of a radius of 1.50 m will be left free for manoeuvring at each end of the ramp.

PATHWAYS

- Width of 1.40 m minimum.

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits.

The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 0.02 m must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 0.80 m, a gap of 0.30 m depth on a height of 0.70 m, enabling space for knees.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

AFS Conseils et Sécurité

M. Alain FRANCONI

76 rue Baudin

93 130 Noisy le Sec

Mobile: + 33 (0)6 70 61 95 11

E-mail: afrancioni@afsconseils.fr

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983):

In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R 111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90 m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10.00 m,
- 10% inclinations over lengths of < 0.50 m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80 m, with a gap of 30cm to make room for knees at a height of 0.70m).

Stands with two levels must have disabled access if they have staff on the upper level of > 50 people or if activities on the upper floor are not available on the lower floor. Stairs must comply with accessibility regulations (see attached document).

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,*
- wall coverings (natural or plastic textiles with at least **M2 classification**,*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,*
- firmly fixed floor covering with at least **M4 classification**,*
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 sq.m) with a minimum of M3 classification,*
- decorative items with at least M1 classification,*,
- full velums with at least M2 classification,*,
- ceilings and suspended ceilings, with at least M1 classification.*.
- *M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

3.1.3 – Equivalences

- Solid non-resinous wood: if thickness >14 mm, classified M3* or D,
- solid resinous wood: if thickness >18 mm, classified M3* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

CAUTION: keep on each stand the reports on the classification of the materials used with regard to their reaction to fire. Otherwise, hold the equivalent fireproofing certificates on each stand.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

3.2.2 – covered stands (ceiling, velum, upper floors)

- area < 300.00 sq.m
- each stand must be at a 4.00 m distance,
- is S > 50.00 sq.m
 - appropriate extinguishers,
 - presence of one SSIAP1 qualified fire safety officer,
 - be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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3.2.3 – Stands with upper floors

(Send a file for opinion and approval to AFS Conseils et Sécurité)

- if $S < 50.00$ sq.m, resistance of 250 kg/ sq.m
- if $S > 50.00$ sq.m, resistance of 350 kg/ sq.m,
- handrails compliant with standards NF P 01-012 and NF P01-013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

Please contact AFS Conseils et Sécurité for approval and agreement of your plans

- number and width of exits:
- $S < 20.00$ sq.m: 1 x 0.90 m,
- 20.00 sq.m $\leq S < 50.00$ sq.m: 1 x 0.90 m and 1 x 0.60 m,
- 50.00 sq.m $\leq S < 100.00$ sq.m: 2 x 0.90 m or 1 x 1.40 m and 1 x 0.60 m,
- 100 sq.m $\leq S < 200$ sq.m: 1 x 1.40 m and 1 x 0.90 m or 3 x 0.90 m,
- 200.00 sq.m $\leq S < 300.00$ sq.m: 2 x 1.40 m,
- $S > 300.00$ sq.m, please contact AFS Conseils et Sécurité,
- exits must be appropriately spread out through the stand,
- exits must be marked.

3.3 - FIRE-PROOFING

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France

Tel: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months).
Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France

(Tel: +33 (0)1 47 56 30 81 ou +33 (0)1 47 56 31 48)

4. ELECTRICITE

4.1 - GENERAL REMARKS

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – ELECTRICITY CABINETS

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if P > 100 kVA

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

- protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
- Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact AFS Conseils et Sécurité
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR DEMONSTRATION PURPOSES (INCLUDING COOKING AND HEATING APPLIANCES AND BURNERS)

8.1 – GENERAL REMARKS

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:

*dangerous parts must be more than 1m from the public or protected by a rigid screen.

*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:

*protected area placing the public at least 1m from the machines.

- if a machine presents exposed hydraulic cylinders in static raised position:

*hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.

- correctly stabilised positions.

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be complaint with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public,
- direct contact between the public and the flame will be impossible.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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9. SPECIAL EFFECTS

(Please contact the AFS Conseils et Sécurité)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the AFS Conseils et Sécurité).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.