

Decoration & Architecture Rules

SIRHA LYON 2025

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1. General information

This document presents a review of the norms that apply to the creation, general layout, and decoration of the booths. The rules are designed to ensure smooth running and optimal comfort for the event.

The norms include the usual safety standards that apply to events, fairs and exhibitions that are compiled in the Fire Safety Regulations. It is mandatory for you to be fully aware of said regulations.

All booth creations and decorative elements must comply with:

- The architecture rules
- The Fire Safety Regulations
- The GHSPCP (General Health and Safety Protection Coordination Plan)
- EUREXPO venue rules and regulations

Obligations for exhibitors and/or booth designers regarding waste management:

Exhibitors renting bare booth spaces, as well as their booth designer/contractor, are responsible for the condition of the space and for returning it in its original condition; they must ensure that the rented surface is returned free of any waste (booth parts, packaging, carpet, brochures, etc.)

A Commitment Certificate - formal agreement to restore your booth space to its original state after dismantling - must be signed and returned to DECOPLUS (SIRHA trade fair Architect Firm) before 20th DECEMBER 2024 (cf page 13).

NB: if you wish to rent a skip, please contact the Eurexpo exhibitor department: Tel: +33 (0)4 72 22 30 30
Email: services@eurexpo.com

2. Booth creation file

All booth creation projects must be submitted for approval to DECOPLUS Architecture Firm who will validate or refuse their installation at the venue. Projects that do not comply with the rules and regulations will be refused, and any booth constructed without prior approval may be dismantled at the exhibitors' expense.

Agreements between exhibitors concerning booth sharing are not allowed. Only the Organisers and/or DECOPLUS have discretionary powers in this respect based on requests addressed to them in writing. Your booth projects must be sent to DECOPLUS by **DECEMBER 20th, 2024, at the latest.**

Reminder concerning pre-fitted and fitted booths:

Any features added to pre-fitted or fully outfitted booths by **contractors other than GL Events** must comply with the architectural rules, in particular regarding height, recesses and masking/openings.

All such projects must be submitted for approval to DECOPLUS Architecture Firm who will validate or refuse their construction.

DECOPLUS - SIRHA LYON - Architecture Department

Email: elisabeth.decoplus@gmail.com

Tel: +33 (0)9 67 78 93 85

DECOPLUS - 8 rue de Témara - 78100 Saint Germain en Laye - France

2.1 Mandatory documents to be included with the booth creation file:

- Form: bare booth creation duly completed and signed (P10, P11)
- Bird's eye view of the floor plan, with mention of scale, dimensions, and position of the recesses (adjoining booths + aisles)
- Cross-section map with mention of scale, dimensions, and height of the volumes.
- 3D views.



Incomplete files will not be approved and access to EUREXPO will not be authorised.

3. Specific booth constructions

3.1 Booths including several islands

For booths composed of several islands separated by an aisle, it is possible to create a scenic arch over the aisle with the following requirements:

- No signage, nor velum or lighting above the aisles
- Each booth must have its own power supply (1 order per booth).

3.2 Booth featuring a mezzanine



Construction of booths featuring a mezzanine is subject to reservations and approval by GL Events Exhibitions Opérations (cf Participation Request).

- Booths with mezzanines are allowed under the following conditions:
 - Booth floor surface area > 36 m²
 - Mezzanine area limited to 80% of booth floor area with a maximum of 300 m²
 - Maximum height for the mezzanine: 5 m
 - Minimum recess of 1 meter from the aisles
 - Minimum recess of 2 meters from the adjoining booths.
- Exhibitors must prepare their projects, including all plans and load resistance calculation notes, and send them to DECOPLUS - the Architecture Department of the trade exhibition - who will review the documents for final approval and will forward a copy thereof to the person in charge of safety).
(cf 'Request for construction of booths with mezzanine, full ceiling / velum' cf p. 12)
- The exhibitors must commission an approved firm/body to control the stability of the mezzanine. The person in charge of safety at the event will require a certificate of compliance before any construction is allowed at the venue. Without this document, the organiser reserves the right to refuse access to the mezzanine to the public.

Non-exhaustive list of approved certification firms:

APAVE: 4 rue des Draperies, 69450 ST CYR AU MONT D'OR - FRANCE
Tel: +33 (0)4 72 32 52 52

BUREAU ALPES CONTROLE: 17 avenue Condorcet, 69100 VILLEURBANNE - FRANCE
Tel: +33 (0)4 78 89 73 88

SOCOTEC: 11 rue St Maximin, 69003 LYON - FRANCE
Tel: +33 (0)4 72 11 45 00

3.3 Booth floors

Booths featuring a raised floor or any type of flooring with an elevation equal or **in excess of 2 cm must create one or several inclined sections** in order to allow access to the booths for persons with reduced mobility (cf p9 of the 'specifications list for exhibitors and booth renters').

The standard slope must be 5% maximum for a minimum width of 1 meter.

If this is not possible, 2 cases will be exceptionally allowed as follows:

- > 8% over a length shorter than 2 meters
- > 12% over a length shorter than 0.50 meters

3.4 Dressing the hall pillars / posts

Dressing of pillars and posts is allowed up to a height of 5 meters measured from the ground level.

Decorative items may rest against the pillars but should be separated or insulated using a layer of soft fabric (felt, hardboard, foam...) placed at the point of contact. Any damage will be invoiced to the exhibitor.

Important: some pillars / posts are fitted with Fire Hose Reels (i.e §4 'Reminder concerning the Eurexpo venue').

3.5 Structures (i.e plan on page 8)

3.5.1 Floor structures and self-supported structures

Heights and recess distances are understood as measured from the floor of the building.

> Construction height limited to 5 meters, respecting the required recesses, except for

- passageways 21/3/34/45/5 limited to 4 meters
- passageway 22 limited to 2.80 meters
- Gallery 2 limited to 4 meters
- Gallery 4 limited to 3.90 meters

> Maximum height for booth partition walls: 3 meters (**Note:** Height of partition walls provided by the Organiser: 2.50 meters. Special case: 3 meters for partitions concerning Sirha Modular stands).

Recesses

Booth constructions must respect the following requirements for recess distances:

➤ Partition walls, height 3 m

- > Partitions or construction elements < or equal to 3.00 m set up on alongside the alleys: no recess required with respect to the alleys.
- > Partitions or construction elements from 3.00 to 5.00 m set up on alongside the alleys: 1 m distance required with respect to the alleys and adjoining booths.

➤ Booth construction requirements alley-side / Booth openings facing the alleys

- > Booths that open onto one or several aisles (booth façades) must not mask more than 50% of their surface opening onto alleys and must not exceed 6.00 m in one uninterrupted stretch. Curtains, veils, frosted adhesives... are not considered as openings. **Only partitions set at half-height are authorised and with a maximum height of 1.30 m.**

Partition walls

Partition walls separating adjoining booths must be smooth, plain, painted in white or covered with white or grey wall fabric **with no type of signage or cables**. In case of failure to respect this point the organiser reserves the right to call on their teams to ensure compliance. **A penalty of €350 per linear meters will be applied** (at the exhibitors' expense).

3.5.2 Hanging structures (suspended from the framework for the signs / decor structures) SIGNAGE / SIGNS / STRUCTURES

Heights

All heights and recess distances are understood as measured from the floor of the building.

> **Height of the hanging sign is limited to 6 m** from the ground respecting the required recess distances, except for the following

- halls 2.2/2.3/3.2/5.2: limited to 5 meters
- gallery 2 (part of)
- gallery 6 (part of)
- gallery 7 (part of)

Variable height: check with Eurexpo rigging services.

> **Maximum height for the signs = 2 meters regardless of the height of the construction. Signs may not be connected, no dispensations will be delivered.**

Recess distances

> A distance of 1.00 m must be respected with respect to neighbouring booths.
> Stand-alone structures (self-supported) = distance of 1.00 m with respect to the alleys and neighbouring booths. Totems or columns are authorized on both sides of the alleys and over a width of 1.00 m maximum. However, they must not be linked by an overarching banner. Maximum height is 5.00 m.

Zones where rigging (hanging) is strictly forbidden (see layout on page 7)

- > Gallery 4
- > Gallery 2 (over the whole width and over a length of 12 m measured from the Place des Lumières)
- > Gallery 6 (over the whole width and over a length of 8.50 m measured from the Place des Lumières)
- > Gallery 7 (over the whole width and over a length of 8 meters measured from Hall 6.2.A)
- > Passageways 21/22/3/34/45/5
- > Passageway between hall 4.1 and hall 4.2B over a width of 15 meters
- > Around the perimeter of most of the halls over a width of 3 meters
- > The centre of the Place des Lumières
- > The reception area
- > North footbridge
- > South footbridge

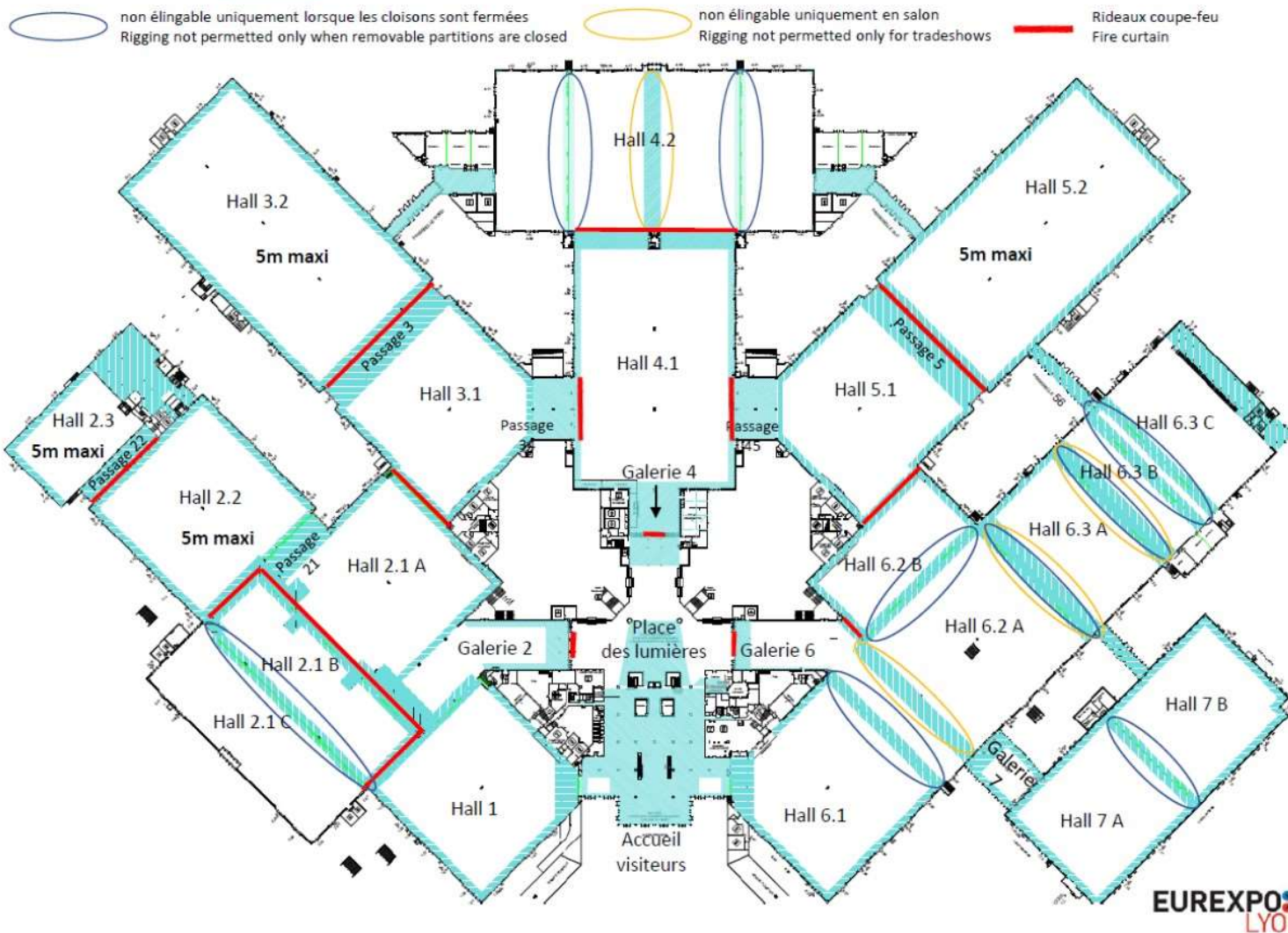


All projects that require hanging signs/rigging must be subjected to Eurexpo for a feasibility study

Contact EUREXPO Rigging Services

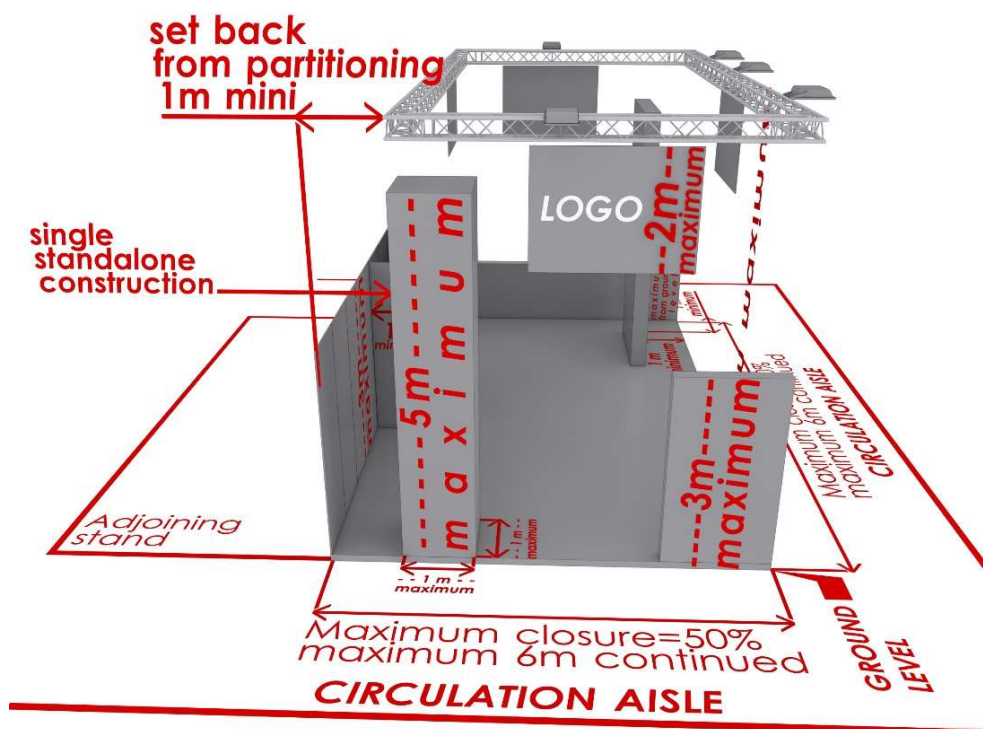
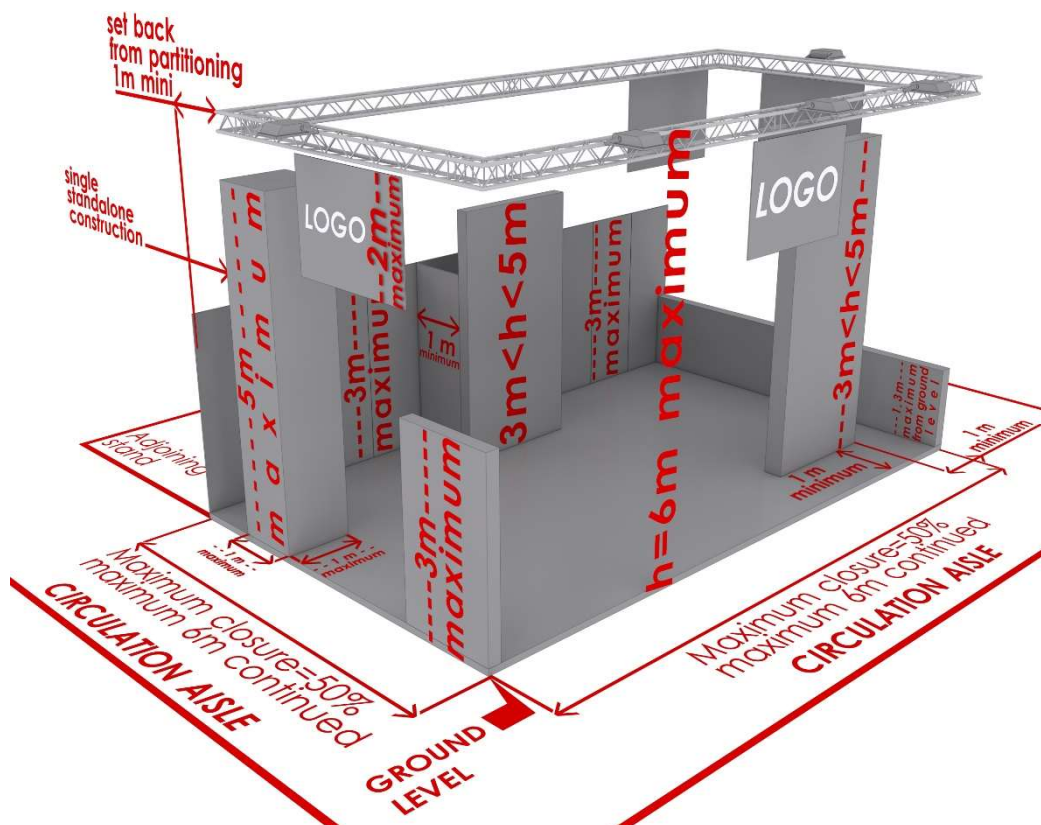
services@eurexpo.com - Tel: +33 (0)4 72 22 30 30

ZONES INTERDITES POUR L'ACCROCHAGE EN CHARPENTE – NO RIGGING AREAS



IMPORTANT:

- The height measurements mentioned are the standard heights
- You **MUST** read paragraph §3.5.2 as certain dimensions do not apply to specific sections of the halls/venue.



4. Reminder concerning EUREXPO venue

4.1 Admissible load:

- Hall floor: 1.5 tonne/m²
- Floor in the Espace Lumière: 500 kg /m²
- Floor in the reception area: 500 kg/m²

4.2 Elevated constructions set against the walls:

Such constructions are only authorized provided the vertical structures of the halls (steel posts, bracing) are not solicited.

4.3 Fire hose reels

- The venue halls are fitted with fire hose reels with 30 m fire hoses.
- The reels are fitted onto the central pillars of the halls and next to the emergency exits
- Access to these fire hoses must be cleared at all times over a perimeter of 1 m in front and to either side.
- Dressing posts/pillars that are fitted with a hose reel is possible only under the following conditions:
 - No elements must overlap onto the hatched area
 - An opening must allow easy access to each hose reel (door, curtain, etc.)
 - Signage must be in place next to the accesses to indicate the location of the hose reel

4.4 Doors and gates

Doors and gates must never be cluttered or blocked in any way. They must be operated by the staff in charge of safety.

For your information: the motorised gates are 6 m wide and clearance varies from 4.50 to 8 meters depending on the hall.

4.5 Electrical installations in the booths

It is strictly forbidden to use EUREXPO venue private technical installations (in particular the technical channels running under the hall floors) to run electrical cables through to the booths.

4.6 Access to the halls: Forbidden to all vehicles (except when these are part of the event)

4.7 Handling of heavy loads: must be carried out by specialised contractors



It is forbidden to:

- insert screws, paint and/or mark the floor surface
- insert screws, paint, drill holes into the walls, partition walls, posts and pillars.

REQUEST FORM: CONSTRUCTION OF NON-OUTFITTED BOOTH

Requests must be submitted to the Architecture Department **by DECEMBER 20th, 2024**, at the latest

Address of SIRHA LYON 2025 architecture department

Email: elisabeth.decoplus@gmail.com

Tel: +33 (0)9 67 78 93 85

DECOPLUS – 8 rue de Témara – 78100 Saint Germain en Laye - France

BOOTH

Booth N° HALL N°

EXHIBITOR

Exhibitor company name

Address.....

Post code..... City..... Country

Name of person in charge at the venue..... First name.....

Email Phone.....

Mobile (mandatory)

Function

If you use the services of a decorator / booth designer:

Contractor company name

Address.....

Post code..... City..... Country

Name of person in charge at the venue..... First name.....

Email Phone.....

Mobile (mandatory)

Function

Mandatory documents to be returned with this request form:

- Floor plan (from above) mentioning the scale, dimensions and positioning of the recesses (common walls + aisles)
- Section plan mentioning the scale, dimensions and height for the planned volumes
- Where applicable, the request for authorization to create a booth with mezzanine / full ceiling / velum
- 3D views

The exhibitor and/or contracted booth designer:

1. **Hereby declares** that he has read the following documents:

- ☐ Architecture Rules and Guidelines
- ☐ Fire safety regulations
- ☐ GHSPCP (General Health and Safety Protection Coordination Plan)

2. **Agree to provide at the venue** (for booths featuring a mezzanine / full ceiling / velum) a certificate delivered by a Technical Control firm attesting to the resistance and stability of the structure

3. **Agree to fill out and return BEFORE 20 DECEMBER 2024 the CERTIFICATE ATTESTING RETURN OF THE SPACE TO ITS INITIAL CONDITION** after dismantling of the booth.



If the file is incomplete, the plans will not be approved, and you will not be granted access to EUREXPO venue.

Signature and stamp of exhibitor and/or booth design contractor
(mandatory)

AUTHORIZATION REQUEST FOR CONSTRUCTION OF

☐

BOOTH WITH MEZZANINE

☐

BOOTH WITH FULL CEILING

☐

BOOTH WITH VELUM

IMPORTANT:

> All booths featuring a full ceiling (including velums using cotton fabric) as defined under articles T22 and T23 of the Fire Safety Regulations MUST be approved first, using this form.

> Requests will be processed in the order they are received and will take into account the dispositions that already apply to the overall installation.

> **It is imperative that you include with this request:** an installation plan for your booth, calculation notes and the certificates corresponding to the different materials you wish to use.

> Note: mesh type velums that are Sprinkler-approved do not fall into this category.

Your contact details

Company name

VAT number (ref fiscal law art. 17 2001/11/CE)

Address

Post code City Country

Name of person in charge of the file First name

Email.....

Phone

Function.....

Your booth..... Hall N°.....

Floor surface of the booth

Surface of the mezzanine

Surface of the full ceiling

Type of fabric used

This document must be returned to

Service architecture du salon SIRHA LYON 2025

Email: elisabeth.decoplus@gmail.com

Tel: +33(0)9 67 78 93 85

DECOPLUS - 8 rue de Témara - 78100 SAINT GERMAIN EN LAYE - FRANCE

Note: as acceptance is subject to approval by the Safety Committee, additional measures may be requested, at the exhibitor's expense.

DECLARATION ATTESTING YOU WILL RETURN YOUR RENTED SPACE TO ITS INITIAL CONDITION AFTER REMOVAL OF THE BOOTH

MANDATORY DOCUMENT TO BE RETURNED BEFORE 20 DECEMBER 2024 to:

Email: elisabeth.decoplus@gmail.com

Tel: +33(0)9 67 78 93 85

DECOPLUS - 8 rue de Témara - 78100 SAINT GERMAIN EN LAYE - FRANCE

PLEASE CONSIDER THE ENVIRONMENT
WHEN DISMANTLING YOUR BOOTH

YOU MUST INCLUDE THE PROJECT FOR YOUR BOOTH

After a compliance review to check that your project respects all the architecture rules,
you will receive an "approval confirmation" for the construction of the booth(s) listed hereunder.

BOOTH		Hall :	Alley:	N° :
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Company name:

Person in charge:Function:

Address:

Post code: City: Country:.....

Phone:

Email:

OUR BOOTH WILL INSTALLED BY:

☐

ourselves

☐

a design/decoration firm

Contact details of your decorator/designer (mobile phone number MANDATORY):

Company name:

Person in charge:Function:

Address:

Post code: City: Country:.....

Mobile phone:

Email:

IMPORTANT

In compliance with the architecture rules that apply to booth constructions, I, the undersigned:

☐

Mr

☐

Mrs

Company

agree to return the booth space in its initial state of cleanliness, free of any waste
(carpets, rubble, adhesive tape, flyers, structures, etc....)

We fully understand that failure to comply with the Rules will entail additional invoicing as follows:

- €100 excl. VAT admin./processing fee.
- €60 excl. VAT/m² booth for the removal of adhesive tape
- €170 excl. VAT/m³ for the removal of waste and rubble
- Estimate-based for any other damages

Stamp of the company (mandatory)

Date:

Signature: