

EXHIBITORS GUIDE

SOLUTRANS

18 - 22 NOV 2025 LYON - EUREXPO

THE GLOBAL HUB
FOR HEAVY & LIGHT COMMERCIAL VEHICLES

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

GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS &
FORMALITIES

TECHNICAL SERVICES AT THE
EXHIBITION CENTRE

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS INTERACTIVE EXHIBITORS GUIDE

With this document, you can easily access all the information you need to get you up and running.

- [THE ONLINE SHOP](#)

Use our shop to order all the technical services you need until **Friday 31 October 2025 at 6:00 p.m.**

(Please note: from Thursday 13 November 2025, technical services must be ordered directly on-site at the Exhibitor Office)

USEFUL INFORMATION

- Access/traffic & parking
- Events/activities at stands
- Architecture & Decoration
- Supplemental insurance
- Access badges
- Useful contacts
- Exhibitor timetables: Assembly/Opening/Dismantling
- Health and safety
- Cleaning/vacating the stand
- Catering for exhibitors
- Meeting/conference rooms
- Hall surveillance/Stand security

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

1/6

EUREXPO LYON ACCESS BY CAR

> By Car

Located near the A43 and A46, Eurexpo Lyon is at the heart of Europe's motorway network, a 4-hour drive from Paris, 3 hours from Marseille, an hour and a half from Geneva, and 3 hours from Turin.

Eurexpo is easy to access by car, and just a 20-minute drive from both Lyon-Saint-Exupéry International Airport and the city centre..

> Visitor Access

From Lyon: **West Visitor Entrance**

A43, EUREXPO Exit, Boulevard de l'Europe, 69680 Chassieu

From Paris/Geneva: **North Visitor Entrance**

A46 (East Ring Road), Exit 8: Eurexpo Visitors, Rue Marius Berliet, 69680 Chassieu

From Chambéry/Grenoble: **South Visitor Entrance**

A46 (East Ring Road), Exit 10: Eurexpo Visitors, Boulevard des Expositions, 69680 Chassieu

> Exhibitor Access

Exhibitor Access: **East Exhibitor Entrance**

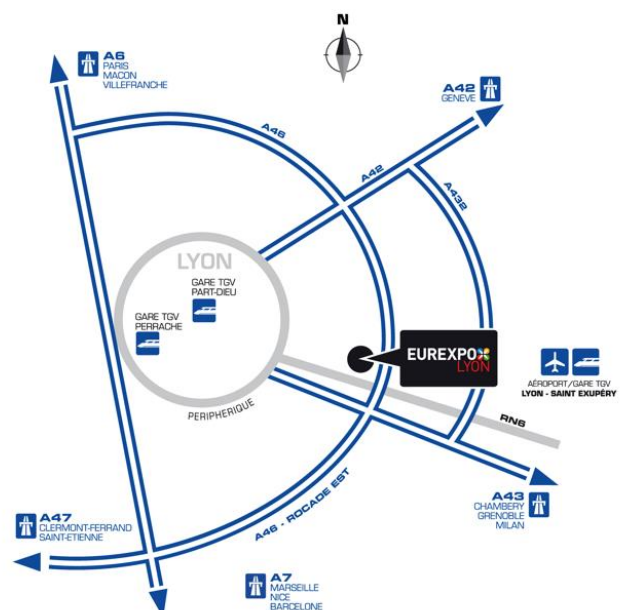
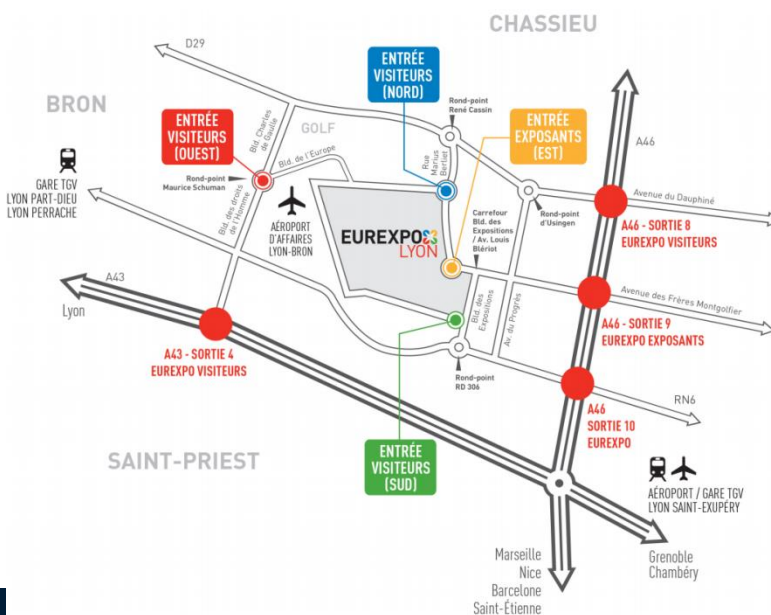
A46 (East Ring Road), Exit 9: Eurexpo Exhibitors, Avenue Louis Bleriot, 69680 Chassieu

From Lyon: **West Visitor Entrance**

A43, EUREXPO Exit, Boulevard de l'Europe, 69680 Chassieu

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USEFUL INFORMATION

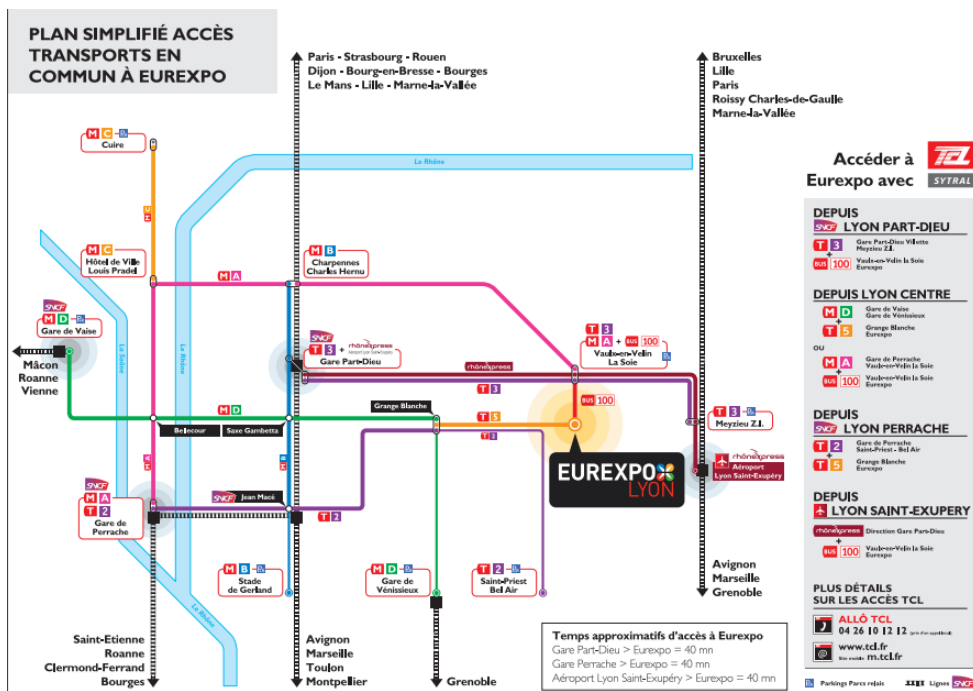
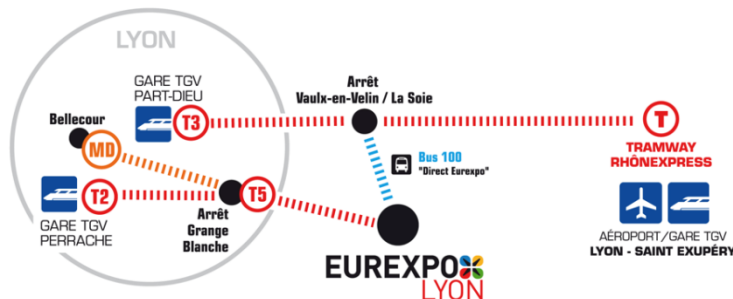
ACCESS/TRAFFIC & PARKING

2/6

ACCESS TO EUREXPO LYON VIA PUBLIC TRANSPORT

> Via public transport

- **Tramway T5 and line 100 ("Direct EUREXPO") during exhibition opening periods only.** Information line: +33 (0)4 72 22 33 44. Urban fare zone for the entire journey.
- **From Part-Dieu TGV station (Alpes exit):** 30 minutes. Tram line T3 to Vaulx-en-Velin La Soie, then direct Eurexpo shuttle bus
- **From Lyon city centre:** 30 minutes. Métro D to Grange Blanche, then Tram T5 to Eurexpo
- **From Perrache TGV station:** 35 to 40 minutes. Tram T2 to Grange Blanche, then Tram T5 to Eurexpo
- **From Lyon-Saint-Exupéry Airport/TGV station:** 35 minutes. Rhône Express tramway to Vaulx-en-Velin La Soie station, then direct Eurexpo shuttle buses (line 100)



USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

3/6

ACCESS TO EUREXPO LYON BY AIR

> By Air

Lyon-Saint Exupéry Airport is 20 kilometre from Eurexpo Lyon. It offers direct flights to more than 100 destinations in over 30 countries, including 86 via scheduled routes.

For information in France, dial 0 826 800 826 (€0.15/minute). From outside France, dial + 33 (0) 4 26 00 70 07.

www.lyonaeroports.com

> EUREXPO Access:

Rhonexpress: LYON-SAINT EXUPERY AIRPORT, VAULX EN VELIN LA SOIE, LYON PART DIEU RAILWAY STATION. This fast line links Lyon Saint-Exupéry International Airport with Lyon Part Dieu railway station, with a stop at Vaulx-en-Velin la Soie station, where a direct Eurexpo shuttle bus service is available during exhibition opening hours.

More information is available at: <http://www.rhonexpress.fr>

USEFUL INFORMATION

ACCESS/TRAFFIC &
PARKING

4/6

ACCESS TO EUREXPO LYON BY AIR, continued

**AIR FRANCE & KLM Global Meetings****Event:** SOLUTRANS 2025**Event ID:** 50282AF**Valid for transport from** 11/11/2025 to 29/11/2025**Event location:** Lyon, France

SOLUTRANS and its partner Air France KLM are offering discounts of up to 10% on on all reservations for air travel on routes in mainland France**.

Log in via the event website or visit

https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promo_code=50282AF to:

- Access the preferred fares for this event*,
- Make your booking,
- Issue your electronic ticket*,
- Select your seat**.

If you make your reservation via the AIR FRANCE & KLM Global Meetings website, supporting documentation will be attached to your electronic ticket.

Should you prefer to handle your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document to show that you are entitled to the preferred airfares.

Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.

Frequent flyer/loyalty programs operated by Air France and KLM partner airlines are credited with miles when Air France or KLM flights are used.

* Not available in certain countries

** Subject to conditions

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

5/6

DRIVING AT EUREXPO LYON

- Obey the highway code.
- Limit your speed to 20 km/h (12 mph).
- No stopping and no parking in traffic lanes.
- Passenger vehicles will not be allowed into the Halls.
- Lorries will be allowed access under specific conditions and subject to traffic control (located at car park 8).

Please comply with these measures, and please notify your installers, carriers and various suppliers of these rules as well. **Do not forget to give them your stand and hall number.**

PARKING

To access Eurexpo, each vehicle should have a valid pass in the driver's name during the assembly and dismantling period. **To download your vehicle access to SOLUTRANS 2025 :**

- Option 1: [Click here](#) if you are a LCV or HGV, or if you are a LV with a stand in Halls 4-5-6
- Option 2: [Click here](#) if you are a LV with a stand in Halls 1-2-3

This pass should be printed and placed behind your car's windscreen for the entire period it is valid.

Any vehicle without a valid pass will not be allowed to enter Eurexpo. Do not forget to forward this link to your employees, subcontractors, suppliers, etc.

If you encounter a problem when downloading your passes, you can contact the Exhibitors Department:

services@eurexpo.com

During the assembly and dismantling periods, parking is free in the exhibitor car parks. Free parking will end on Monday 17 November 2025 at midnight for assembly.

Our advice:

- During the assembly period, avoid the period from 10:00 am to 1:00 pm
- Avoid having deliveries the day before the show opens
- Remove your vehicles from the site as soon as they are unloaded

Attendants are on site to help you move around and park: please follow their advice carefully.

CAMPING AND CARAVANNING ARE PROHIBITED!

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

6/6

TRAFFIC AND PARKING DURING THE EXHIBITION

EUREXPO is offering fixed-rate parking passes to exhibitors ("exhibitor entrance" access and parking in the nearest car park to your stand).

Note: Lorry parking is no longer free during the exhibition opening hours.

To order a pass, visit the EUREXPO LYON website at:

<https://www.eurexpo.com/en/exhibitor-space>

> Instructions for access, traffic and parking during the public opening hours:

- Deliveries are authorized from 7:00 am to 8:30 am
- No parking or vehicle storage of any kind is authorized within the EUREXPO site except in the areas provided for that purpose.
- Parking is prohibited on the security perimeters as soon as the exhibition opens to the public.

- Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner.

> On the evening of dismantling

To download your vehicle access to SOLUTRANS 2025, click [here](#)

Only hand dollies or flat dollies may be used when the exhibition is closed. Motor vehicles may enter the halls two hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition gates have been opened, you are wasting your time and causing congestion in the local area.

USEFUL INFORMATION

EVENTS/ACTIVITIES AT STANDS

SOLUTRANS has established standards to ensure the trade show runs smoothly and to ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish provided they adhere to the conditions below and comply with the exhibitor timetable.

PLEASE NOTE: UNAUTHORISED ACTIVITIES

- Distributing or leaving brochures in SOLUTRANS aisles or at the exhibition entrance (unless prior agreement has been granted by the Organiser).
- Promotional activities in the aisles (robots, hostesses, sandwich boards, etc.).
- Tastings on the edges of the aisles or in the aisles themselves. Tastings are allowed in the stands.
- The image walls must be set back 2.00 m from the edge of the aisle.

EVENTS ARRANGED WITHOUT THE AUTHORISATION OF THE ORGANISER ARE PROHIBITED AT THE EXHIBITION

USEFUL INFORMATION

ARCHITECTURE & DECORATION

The SOLUTRANS 2025 architecture and decoration regulations on page 35 of the guide ([click here](#)) cover all the presentation standards for stand fittings, which have been established to ensure the show runs smoothly and visitors are comfortable. These standards also cover the Safety & Fire rules applicable to trade shows, fairs and exhibitions.

> The layout of your stand

SOLUTRANS 2025 is governed by special rules and regulations specific to the event. Plans for any stands that are bare, reused or fitted and equipped by COMEXPOSIUM but supplemented with new, extra decorations must be submitted **for approval by 10 October 2025 at the latest.**

Any **plans for the layout and fittings of bare stands** must be submitted for approval by the exhibition's architecture department **by 10 October 2025 at the latest.**

DECOPLUS

Contact: Elisabeth Tougard

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

Email: elisabeth.decoplus@gmail.com

EACH PLAN MUST INCLUDE

- The design documentation for your stand
- A 3D layout with dimensions
- An elevation plan with the different heights
- Coloured visual(s)

ESSENTIAL NOTE:

- Any stands which do not comply with the established rules will be rejected. Any stands set up without the approval of the SOLUTRANS exhibition may be dismantled at the exhibitor's expense.

USEFUL INFORMATION

SUPPLEMENTAL INSURANCE

> FIND OUT MORE VIA THE ONLINE EXHIBITOR SPACE

- To find out what rules and regulations govern your insurance during the show, check the **"Regulations"** section in your online Exhibitor space and order supplemental insurance in the **"My Store"** section.

SUPPLEMENTAL INSURANCE AGAINST PROPERTY DAMAGE

Exhibitors may take out supplemental insurance provided by the SOLUTRANS exhibition to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public (at 9:00 am on 18/11/2025) to the evening on which the show closes to the public (5:00 pm on 22/11/2025). The premium will be equal to 0.27% of the value of the insured goods.

PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance for the SOLUTRANS exhibition for plasma screens fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public (at 9:00 am on 18/11/2025) to the evening on which the show closes to the public (5:00 pm on 22/11/2025). The premium will be equal to 4% of the value of the equipment.

LOSSES

The warranty on the goods and the stand equipment will expire on 22 November 2025 at 5:00 pm.

No losses may be accepted as valid without having been reported to the SOLUTRANS exhibitor reception office within 24 hours and by no later than 22 November at 5:00 pm.

Cases of theft that are not covered by SOLUTRANS but are insured by the exhibitor's own policy must be documented in a complaint form sent within the required timeframe to the Chassieu municipal police or municipal police in the exhibitor's home city (if in mainland France).

USEFUL INFORMATION

ACCESS BADGE

VERY IMPORTANT: WEARING THE BADGE IS COMPULSORY

- In order to be granted access to the exhibition halls, **all individuals must have a SOLUTRANS** access badge, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** may be conducted around the pavilions.
- **Safety equipment** and the wearing of safety footwear is **compulsory**. Failure to comply shall result in access to the pavilions being denied.

EXHIBITOR PASS

- The exhibitor access badge grants access to EUREXPO during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor's timetable. (See Exhibitor Timetable document ([EXHIBITOR TIMETABLE](#))).
- Your badges must be created in your Exhibitor space: <https://event.solutrans.fr/2025/>
- **You will be able to print the badges once the balance for your stand has been paid.**
- Exhibitors can register and customize their badges in their Exhibitor space.
- Badges must be ordered in your Exhibitor space and then printed in the form of an electronic badge. To request additional badges, an order is available in **your Exhibitor space**.
- **Quota of free badges per exhibitor:**
- Stand <100m², 1 badge per m² up to a maximum of 25 badges.
- Stand >100m², 1 badge per m² up to a maximum of 50 badges.
- **Quota of free parking spaces per exhibitor:**
- 1 parking space for a stand from 9 m² to 100 m². Above 100 m²: 2 parking spaces
- 1 parking space for each coexhibitor

ASSEMBLY/DISMANTLING BADGES

The assembly-dismantling badge is distributed at the doors to the halls by the security service set up by the organizer. It allows anyone with safety shoes to access the exhibition halls during the assembly and dismantling periods only. **This badge is not valid during the exhibition opening hours from Tuesday 18 to Saturday 22 November 2025. WEARING THE BADGE IS MANDATORY.**

USEFUL INFORMATION

USEFUL CONTACTS

Visit your Exhibitor space to see the complete list of service providers.

TECHNICAL SERVICES (electricity, water, telephone, Internet, etc.)	EUREXPO	Tel.: +33 (0)4 72 22 30 30 Email: services@eurexpo.com
SECURITY OFFICER	CFPS	Tel.: +33 (0)4 78 93 32 03 / +33 (0)6 85 01 57 23 Contact : Stéphane Remilleux Email : cfpslyon@gmail.com
FRENCH CUSTOMS	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (€0.06/min.) From abroad: + 33 1 72 40 78 50 Website: http://www.douane.gouv.fr/
INSURANCE	SIACI	18, rue de Courcelles - 75008 Paris Tel.: + 33 (0)1 44 20 29 81 E-mail: philippe.huets2hgroup.com
COPYRIGHT	SACEM	SACEM 14, avenue Georges Pompidou B.P. 3178 – 69212 Lyon CEDEX 3 Tel.: +33 (0)4 72 91 54 00 dl.lyon@sacem.fr / Website: www.sacem.fr
HEALTH AND SAFETY	D.Ö.T	93, rue du Chateau - 92100 Boulogne - France Tel.: +33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 E-mail : sps@d-o-t.fr
VAT REFUND	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33 (0)1 42 24 96 96 / Fax: +33 (0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
EUREXPO FORWARDER	CLAMAGERAN EXPOSITIONS	Anne-Gaëlle Turin Tel.: + 33 (0)4 78 90 06 00 E-mail: ag.turin@clamageran.fr
EUREXPO FORWARDER	CLASQUIN	Abdi EL HOUARI Tél : +33 04 12 39 41 77 E-mail : lyonevents@clasquin.com
EUREXPO FORWARDER	DB SCHENKER	Pauline VILLEMAINE Tél : +33 07 88 19 97 48 E-mail : pauline.villemaine@dbshenker.com
STAND CATERING	FOOD EXPO	Avenue Louis Blériot - 69 680 Chassieu Tel.: +33 (0)4 72 22 30 33 Contact: Olivier Soyer E-mail: commercial@foodexpo.fr
POSTED WORK DECLARATION FOR FOREIGN WORKERS	DIRECCTE	8-10 rue du nord 69625 Villeurbanne Cedex, France Tel.: + 33 (0)4 72 65 58 17 / Fax: +33 (0)4 72 65 57 47 E-mail: dd-69.inspection-section18@direccte.gouv.fr
STAND INSTALLERS/DECORAT ORS	GALIS	4 rue Louis de Broglie 77400 Saint Thibault des Vignes Pauline Teyssedre – +33 (0)1 64 11 34 34 Email: pauline.teyssedre@galis.fr

USEFUL INFORMATION

EXHIBITOR TIMETABLE: 1/2

ASSEMBLY/OPENING/DISMANTLING

WORK HOURS FOR ASSEMBLY/OPENING/DISMANTLING: POWER SUPPLY

		Dates	Exhibitor Timetable	Power Supply Hours
Assembly	Bare Stand	Thursday 13 November	7:00am – 8:00pm	-
		Friday 14 November	7:00am – 8:00pm	-
		Saturday 15 November	7:00am – 8:00pm	-
		Sunday 16 November	7:00am – 8:00pm	7:00am – 8:00pm
	Bare Stand Equipped Stand	Monday 17 November	7:00am – 12:00am	7:00am – 12:00am
OPENING		Tuesday 18 November	7:00am – 7:00pm	7:30am – 7:00pm (11:00pm on 20 November)
		Wednesday 19 November	8:00am – 7:00pm	
		Thursday 20 November	8:00am – 11:00pm	
		Friday 21 November	8:00am – 7:00pm	
		Saturday 22 November	8:00am – 5:00pm	
Dismantling	Bare Stand & Equipped Stand	Saturday 22 November	5:00pm – 12:00 am	5:00pm – 7:00pm
	Bare Stand only	Sunday 23 November	7:00am – 8:00pm	-
		Monday 24 November	7:00am – 12:00pm	-

Outside of the times indicated, work in the halls is forbidden for safety reasons.

Equipped stands should be dismantled on Saturday 22 November 2025 beginning at 7:00 p.m.

The reserves and furniture must be emptied on Saturday 22 November 2025 between 5:00 p.m and 7:00 p.m.

ADVICE

For electrical power outside these hours, order a 24-hour power supply at the following address: <https://www.gl-lyonevents.com/en/eurexpo-lyon/exhibitor-area>

USEFUL INFORMATION

EXHIBITOR TIMETABLE: 2/2

ASSEMBLY/OPENING/DISMANTLING

ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

Halls 1-2-3-4-5-6 and gallery 2 - gallery 6 will be accessible to exhibitors and their installers every day between Thursday 13 November and Monday 17 November 2025.

For the equipped stands, stands will be delivered on Monday 17 November 2025 starting at 7:00 am.

All goods and empty containers must be removed by Monday 20 November 2025 at 7:00 pm at the latest.

Otherwise, pallets and other materials identified and not cleared will be stored outside the building. Removal of these items and delivery to the exhibitor's stand will be at the exhibitor's expense.

Final assembly operations including cleaning must be completed by no later than midnight, Monday 17 November 2025.

Outside of the times indicated, work in the halls is forbidden for security reasons.



- No motor vehicles, apart from the exhibition vehicles, will be accepted in the halls on Monday 17 November 2025, the final day for assembly (unless an exceptional waiver is granted by the organizer).

Delivery of goods and materials

Any goods intended for the stand's installation must be shipped so that they reach EUREXPO imperatively at least 48 hours before the opening of the event. The day before the event must be regarded as a strict deadline.

Shipments are made at the exhibitor's own risk, directly to its stand. It is the exhibitor's responsibility to be present or represented when the packages arrive. These must be properly labeled on each side with the following address:

SALON SOLUTRANS 2025 / EUREXPO LYON

Company name + Contact + telephone n°

N° of the hall / Aisle letter / N° of the stand

Avenue Louis Blériot

BP 190 – 69686 Chassieu Cedex - France

THE EXHIBITION'S EXHIBITOR RECEPTION OFFICE CAN NOT ENSURE RECEIPT OR ASSUME RESPONSIBILITY FOR ANY SHIPMENT.

USEFUL INFORMATION

HEALTH AND SAFETY

FIND OUT MORE VIA THE ONLINE EXHIBITOR SPACE

- To read the Health & Safety regulations, visit the 'Rules and Regulations' section
- Complete your Health & Safety certificate directly online under 'My Forms'.

HEALTH AND SAFETY GUIDELINES

PPPS: Plan Particulier de Sécurité et de Prévention de la Santé
[Special Health & Safety Plan].

To access the exhibition halls, all individuals must have a SOLUTRANS 2025 access badge (exhibitor badge, assembly/dismantling badge) and must wear safety equipment, specifically including safety footwear.

Failure to do so shall result in access to the exhibition halls being refused.

IMPORTANT

- The health & safety guidelines must be shared with all of your subcontractors.

USEFUL INFORMATION

CLEANING/ VACATING THE STAND

1/2

GENERAL CLEANING

The halls and aisles are cleaned every morning before the halls are opened to the exhibitors.

CLEANING OF STANDS

This service is marketed in your Exhibitor space at <https://event.solutrans.fr/2025/>. Refer to the "Stand Installation and Services" tab under "Cleaning and waste removal". The service consists of daily cleaning of the stand every morning before the exhibition opens to the public and on the day before the exhibition opens, Tuesday 18 November 2025.

Description of cleaning: Removal of protective plastic films, emptying of waste bins, vacuuming.

The following services are excluded: cleaning of machinery and/or equipment on exhibition, provision of small skips, recovery of used fluids

- All stands, materials, goods and rubbish of any kind (adhesives, carpet, etc.) must be removed for dismantling.
- Exhibitors that do not use the services offered by the organizer agree to provide for the removal and handling of their products in accordance with regulations in force.
- Once the assembly period is over, the Organizer may, at the exhibitor's cost, expense and risk, remove any materials and debris remaining at the site and destroy any structures and decor of any kind which have not been dismantled.

EVACUATION OF STANDS

The evacuation of the stands will begin on Saturday 22 November 2025 starting at 7:00 pm. The evacuation of the stands and the goods must be completed at the dates and times stipulated in the Exhibitor Timetable.

All the equipped stands will be dismantled as from Saturday 22 November 2025 in the evening. Exhibitors are therefore requested to collect their goods and personal effects on the evening that the event closes, or on Saturday 22 November 2025 between 5:00 pm and 7:00 pm.

- Note: Motor vehicles may not be used in the halls until 7:30 pm on Saturday 22 November 2025.

USEFUL INFORMATION

CLEANING/ VACATING THE STAND

2/2

RESTORATION OF THE SPACE / STAND WASTE FOR DISMANTLING

Exhibitors must comply with the dismantling periods.

The site must be completely free of any decoration, materials and waste (empty packaging, wood waste, empty crates, empty paint pots etc.) by Monday 24 November 2025 at 12:00 pm.

Upon a request made by the exhibitor or its decorator to the Exhibitor Reception office, SOLUTRANS will issue a **certificate of release of the site**.

This certificate releases the exhibitor from any liability in case of damages on the surface and the services rented after the exhibitor's departure. This certificate must be produced no later than 12:00 pm on Monday 24 November.

You can order a waste disposal service per m3 or tipper rental at [https://www.eurexpo.com/espace-exposants under "Order Online"](https://www.eurexpo.com/espace-exposants_under%20%22Order%20Online%22).

- NOTE: All equipment and decorations must be removed from the halls at the dates and times scheduled.
- Otherwise, SOLUTRANS will have all installations and decorative structures removed and landfilled by the companies designated by the Commissariat, at the exhibitor's cost, expense and risk. Packages will always be considered empty and no claims will be accepted for loss or theft of objects, tools, accessories, etc., which may be inside.
- Evacuation of stands and goods must be completed by the dates and times specified in the exhibitor timetable.

OUR ADVICE: If you use the services of an outside decorator, make sure that its quote includes "installation" and "removal" of your stand's decoration and removal of waste. If "Removal" is not listed in the quote, request that it be added.

REMINDER: CLEANING IS INCLUDED FOR EQUIPPED STANDS.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

FIXED-SITE AND PROVISIONAL CATERING

EUREXPO provides you and your customers with five fixed-site restaurants and six fixed-site bars.

Temporary restaurants will be created for SOLUTRANS 2025.

CATERING

For your receptions and cocktails, you may choose among the caterers selected for you by EUREXPO. For more details, please visit the EUREXPO website at <https://www.glyonevents.com/en/eurexpo-lyon/exhibitor-space>, under the heading "Caterers".

Non-listed caterers are authorized to provide services subject to declaring themselves to EUREXPO and entering into a one-time service contract. For more details, you can contact Pauline Bonnassieux at Pauline.BONNASSIEUX@eurexpo.com

USEFUL INFORMATION

MEETING ROOMS/CONFERENCE ROOMS/ PRIVATIZATION OF SPACES

MEETING ROOMS/CONFERENCE ROOMS/PRIVATIZATION OF SPACES

In addition to your stand, you may be planning a meeting, conference, cocktail reception, luncheon, or evening event. Eurexpo Lyon offers 26 modular meeting rooms located close to the exhibition halls.

THE +: The Eurexpo team is available to assist you in organizing your event and offer a wide range of additional services: general installation, sound, video, catering, reception and security staff.

Contact:**Sales Department**

Tel.: +33 (0)4 72 22 32 26

reunions@eurexpo.com



HALL SURVEILLANCE & STAND SECURITY

FIND OUT MORE VIA THE ONLINE EXHIBITOR SPACE

- To order a security service, visit the “Practical information/List of service providers” section in your online Exhibitor space.

HALL SURVEILLANCE

General surveillance of the show is the responsibility of the organizer and will be carried out under optimal conditions. However, this is an obligation to use our best endeavours, not to produce a specific result.

The exhibition security provider is aware of an increase in thefts and will provide for increased surveillance in the common areas.

Car parks are not monitored; objects of value inside vehicles should not be left visible, to ensure they do not attract interest.

STAND SECURITY

Exhibitors who choose to use special security services for their stands are asked to inform the organizer accordingly by providing a list of the people who will be present at the stand as well as the name and contact details of the chosen security provider.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the exhibition assembly, opening and dismantling periods, exhibitors should follow some basic rules:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.).
- Do not leave mobile phones unattended.
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you.
- During the assembly and dismantling periods, someone must be present at the stand at all times.

That person serves as your only guarantee against theft.

FITTINGS

- BARE SURFACE
- EQUIPPED STANDS
 - COMEXPOSIUM EQUIPPED STAND (DESIGN: M. JOULIA-NACO)
 - GALAXY EQUIPPED STAND
 - ESSENTIALS EQUIPPED STAND
 - PLATINUM EQUIPPED STAND

FITTINGS

BARE SURFACE

IF YOU HAVE RESERVED A BARE SURFACE

The services included in the lease of your area are:

- Ground tracing of your area without dividing wall or separator
- General hall security services.

STEPS IN PREPARING YOUR BARE SURFACE

Step 1: Stand assignment

- The sales team will send you a floor plan for you to consider before accepting your location.
- Once approved, this floor plan will allow you to prepare your stand layout with the decorator/designer of your choice.

Step 2: Verification of your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 10 October 2025** to:

DECOPLUS

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

Contact: Elisabeth Tougard

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

E-mail: elisabeth.decoplus@gmail.com

To see what information must be provided, refer to the **Architecture & Decoration Regulations** of the guide ([click here](#)).

Step 3: Orders for technical services (electric cabling/wiring, phone services, parking, etc.)

All these services can be ordered directly from your online Exhibitor space at the Eurexpo website: <https://www.eurexpo.com/en/exhibitor-space>

Step 4: your installation at the exhibition

Please consult the assembly timetable above.

FITTINGS

BARE SURFACE

MANDATORY: HEALTH & SAFETY NOTICE

(HSP: Health and Safety Plan).

- **The Health and Safety Notice should be completed by Exhibitors, and can be found in your Exhibitor space online under “My Forms”.**
- The Notice must be sent to all suppliers and subcontractors.
- You must be wearing a SOLUTRANS access badge (Exhibitor/Service Provider Badge) as well as proper safety equipment (safety shoes, helmet, etc.) in order to enter the hall. Otherwise, access to the halls will be denied.
- The HSP must be validated before entering the hall.

ADDITIONAL SERVICES

SOLUTRANS offers you a complete range of services to improve the organization of your stand and optimize your presence at the show in your Exhibitor space, under “My Shop”:
<https://event.solutrans.fr/2025/en/>

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture
- Video/audio equipment

Equipment inventories are limited during the assembly period; **place your order in advance.**

FITTINGS

COMEXPOSIUM EQUIPPED STAND (DESIGN: M. JOULIA-NACO)

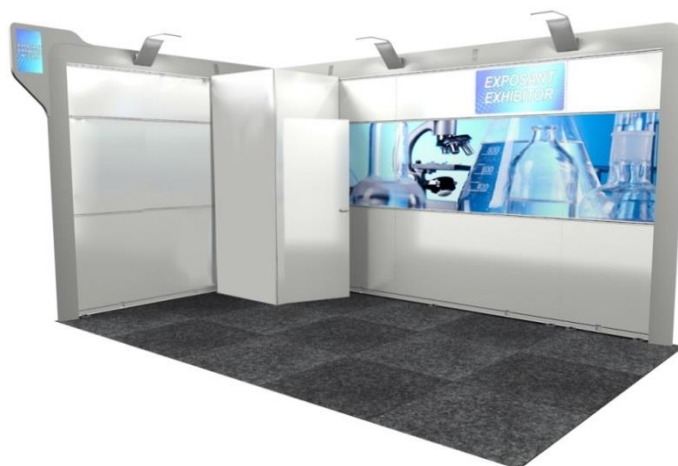
1/3

IF YOU RESERVED A COMEXPOSIUM STAND DESIGNED BY M. JOULIA-NACO

- **Area: between 12 m² and 36 m²**
- ***You may take possession of your stand from Monday 17 November at 7:00 a.m.***

Fitting includes:

- **Carpet tiles:** Choice of two colours (anthracite grey or red-burgundy)
- **Structure:** white panels (thickness: 10cm, height: 2.7m); partition walls are capped with anodized aluminium
- **Storage room:** 1 m² for < 24m² stand; 2 m² for 24-36 m² stand
- **Digital signs:** computer tablet with the exhibitor's name and stand number at the top of the partition wall
- **Digital signage:** 32-inch screen with exhibitor's name and stand number on the rear partition wall
- **Lighting:** grey metal wall lamp + LED (2 per 9 m²)
- **Electricity:** one 3KW cabinet (intermittent) located in your stand's storage room with a triplex outlet .
- **General clean-up** the day before the exhibition opens and **Daily cleaning** included.
- Furniture not included in this package. You can order this as well as other **additional services** in your Exhibitor space <https://event.solutrans.fr/2025/>



non-contractual image

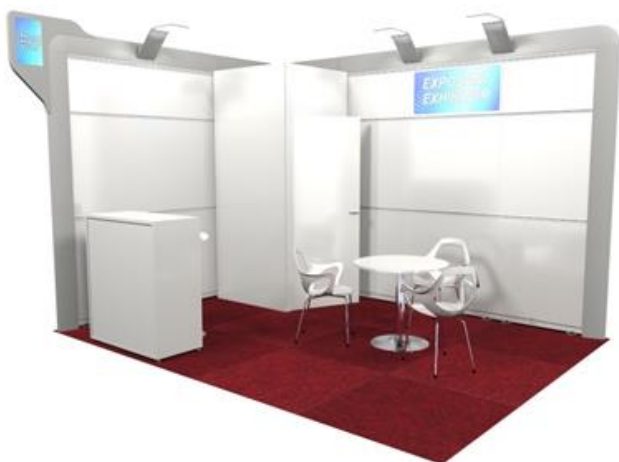
FITTINGS

COMEXPOSIUM EQUIPPED STAND (DESIGN: M. JOULIA-NACO)

2/3

IF YOU RESERVED A COMEXPOSIUM EQUIPPED STAND DESIGNED BY M. JOULIA -NACO

Sample layouts showing furniture (non-contractual images). Furniture available in your Exhibitor space: <https://event.solutrans.fr/2025/>.



non-contractual images

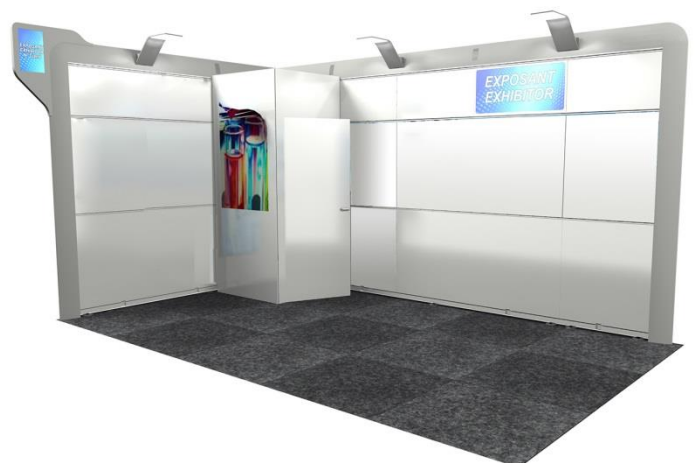
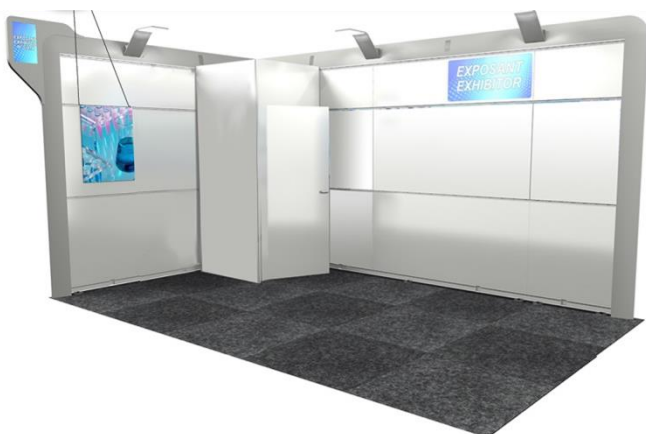
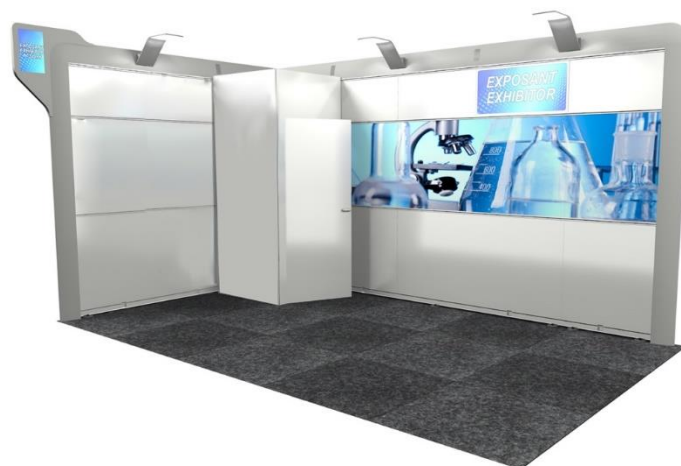
FITTINGS

COMEXPOSIUM EQUIPPED STAND (DESIGN: M. JOULIA-NACO)

3/3

IF YOU RESERVED A COMEXPOSIUM EQUIPPED STAND DESIGNED BY M. JOULIA-NACO:

Sample signage (non-contractual images). Signage available in your Exhibitor space:
<https://event.solutrans.fr/2025/>.



non-contractual images

FITTINGS

GALAXY EQUIPPED STAND

IF YOU RESERVED A GALAXY EQUIPPED STAND

- **Minimum area: 24.00 m²**
- ***You may take possession of your stand from Monday 17 November at 7:00 a.m.***

Fittings included:

- **Floor carpeting:** Choice of 4 colours available: blue, red, grey or black (royal blue will be selected by default)
- **Partition walls/Structure:** melamine partitions, height 2.50m, with 2 colours available: honey or grey. Structure made of grey aluminium.
- **Lockable storage room:** 1 2-m² storage room for a 24-30 m² stand and 1 3-m² storage room for a stand >30m². Each storage room is equipped with 2 shelves and a coat hook. (By default, your storage space will be placed in the corner of your stand.)
- **Office Space:** lockable modular and translucent space (4 m²)
- **Electricity:** permanent 3 kW power supply box (placed by default in your stand's storage space), 2 power outlets on the supply box, 1 separate triple socket. Lighting + 1 100W spotlight per 3 m² section.
- **Signage:** 1 flag sign (450 x 450 mm) with your company's name and stand number. Two-sided illuminated logo with overhead lighting (max. height 4.00 m)
- **Cleaning:** Stand is cleaned the day before the exhibition opens, carpet cleaned daily
- **Furniture:** 1 brochure display rack, 1 table, 3 chairs, 1 hostess counter and a high stool.. **For GALAXIE stand >30 m², additional: 1 low table and 3 armchairs.**
- **Floral decoration:** 1 flower box
- **Miscellaneous equipment:** 1 empty, 220-litre refrigerator and 1 coffeemaker with 200 pods (placed in the storage space)
- You can order other **additional services** in your Exhibitor area: <https://event.solutrans.fr/2025/>



non-contractual image

FITTINGS

ESSENTIALS EQUIPPED STAND

IF YOU RESERVED A ESSENTIALS EQUIPPED STAND

- **Area:** *between 12 m² and 50 m²*
- *You may take possession of your stand from Monday 17 November at 7:00 a.m.*

Fittings included:

- **Carpeting:** blue
- **Partition walls/Structure:** Made of melamine in titanium grey, height: 2m40 (each partition: width: 0.940 m, height: 2.250 m, thickness: 7 mm)
- **Net:** simple, surrounding the space
- **Lockable storage room:** 1 1-m² storage room
- **Electricity:** 1 intermittent 3-kW box (placed in your stand's storage space by default)
- **Signage:** 40x40 flag sign with your company's name and stand number. Customization available (via your exhibitor space)
- **Lighting:** 1 100w rail-mounted spotlight per 3 m² of stand space
- **General clean-up** the day before the exhibition opens and **Daily cleaning** included
- **Furniture:** 1 table, 3 chairs and 1 white wastepaper basket
- You can order **additional services** in your Exhibitor space: <https://event.solutrans.fr/2025/>



non-contractual image

FITTINGS

PLATINUM EQUIPPED STAND

IF YOU RESERVED A PLATINUM EQUIPPED STAND

- **Minimum area: 24 m²**
- **You may take possession of your stand from Monday 17 November at 7:00 a.m.**

For stands that are 24 m² to 49 m² in size, the fittings include:

- **Floor covering:** Carpeting in a choice of 3 colours: blue, red or grey
- **Partitions:** "eCOVER" type partitions with aluminium frames. Front cladding in backlit printed fabric. Rear cladding in M1 "eCOVER". White colour. Overall height: 2.50 m.
- **Corner storage area:** 1m² storage area. eCOVER" partitions with lockable door (standard key). Interior fittings with coat hook and shelf. **For PLATINUM stands between 36 m² and 49 m², the storage space is 3 m².**
- **Intermittent power supply:** 3 kW electric box. By default, your electric box will be placed in the corner of your storage space.
- **Lighting:** Backlighting of light boxes.
- **Furniture: Credit of €500 excluding VAT. For PLATINUM stands between 36 m² and 49 m², the furniture credit amount is €650 excluding VAT.**
- **General clean-up** the day before the exhibition opens and **Daily cleaning** included
- You can order additional **services** in your Exhibitor space: <https://event.solutrans.fr/2025/>



non-contractual image

FITTINGS

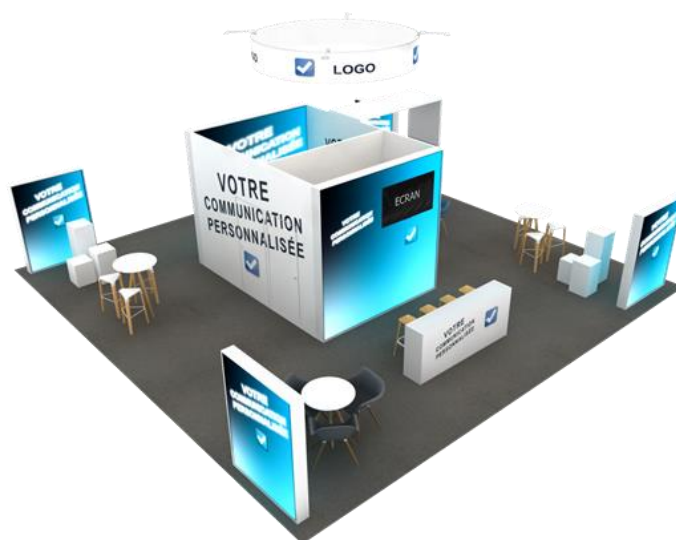
PLATINUM EQUIPPED STAND

IF YOU RESERVED A PLATINUM EQUIPPED STAND

- **Minimum area: 50 m²**
- ***You may take possession of your stand from Monday 17 November at 7:00 a.m.***

For PLATINUM STANDS ≥ 50 m², the fittings include:

- **Floor covering:** [Carpeting in a choice of 3 colours: blue, red or grey](#)
- **Partitions:** 1 central storage space, 3000 mm x 1500 mm x 3000 m high, with backlit "eCOVER" type partitions on the façade (side partitions, interior partitions and white door)
- **Signage:** circular and totem signage: 1 arch, 3000 mm high, in white eCOVER partition with totem backlit on one side (1000 mm x 300 mm deep), 4 standalone totem walls (2000 mm x 400 mm deep x 2500 mm high) with backlit surface facing the aisle and digitally printed on rear surface.
- **Electricity:** One 3-kW intermittent electric box (placed by default in your stand's storage space)
- **Furniture:** Credit of €800 excluding VAT
- **General clean-up** the day before the exhibition opens and **Daily cleaning** included
- **You can order additional services in your Exhibitor space:** <https://event.solutrans.fr/2025/>



non-contractual image

non-contractual picture

REGULATIONS & FORMALITIES

RULES & REGULATIONS

- Disabled access at the exhibition below
- Architecture & decoration rules
- Rules for the prevention of fire and panic hazards

FORMALITIES

- Customs
- Exhibitor safety instructions
- Use of foreign service providers
- Reimbursement of French VAT (TVA)

RULES & REGULATIONS

DISABLED ACCESS AT THE SHOW

INTRODUCTION

The order of 1 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 French Building and Habitation Code concerning the access of disabled people in establishments for public use and installations open to the public during their construction or creation.

Generally, the pavilions, exhibition halls, and installations in exhibition centres must comply with the requirements in this order: accessibility, toilets, car parking, etc.

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

In the exhibitions organized by COMEXPOSIUM, 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

ACCESS TO SINGLE-LEVEL STANDS

Each stand or area open to the public that is fitted with a floor higher than 2 cm must be accessible to Persons with Reduced Mobility (PRM).

One or more ramps, of a minimum width of 90 cm, will facilitate this access. Slopes must comply with the following percentages:

- 4% slope without limit on the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for maneuvering at each end of the ramp.

PATHWAYS

- Minimum width of 1.4 m.

ACCESS TO STANDS ON UPPER FLOORS

1) When the number of members of the general public hosted on the upper

floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

- If this is not the case, and/or if the numbers of members of the general public

on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organization approved by the Ministry of the Interior before its use.

2) Comply with the provisions of Article 7.1 of the aforementioned order, regarding staircases.

Width of 1.20 m between hand rails.

- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, extending or returning from a partition or by a length equal to the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colors
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design best practices: $60\text{ cm} < 2H + T < 64\text{ cm}$ (H = step height, T = step tread).
- Hand rails and safety rails must comply with the NF P 01-012 and NF P 01-013 standards.

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 traffic aisles and corridors and close to exits. The number of reserved spaces will be calculated at two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

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

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

ARCHITECTURE & DECORATION REGULATIONS

IMPORTANT

In order to avoid disputes, it is **mandatory** to submit the stand layout plans by post or by e-mail for approval by 10 October 2025. **The stand layout plans must include the following items:**

- **Plan view (from above)** including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);
- **Sectional view** including scale, dimensions and heights of projected volumes.
- **3D view**

Any project that will not comply with the Regulations will be rejected, and any stand erected without the approval of the SOLUTRANS Logistics Department will be dismantled at the exhibitor's expense.

DECOPLUS

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

E-mail: elisabeth.decoplus@gmail.com

The SOLUTRANS Architectural Regulations cover the stand fitting-out and construction rules which have been set out to guarantee the proper operation of the exhibition and optimal visitor comfort. Re-used stands are subject to the 2025 Architectural Regulations 2025 in the same way as newly constructed stands. They must comply with the required setbacks and heights, and must be approved by DECOPLUS.

No agreement made between exhibitors will be authorized; only the organizer is entitled to grant waivers upon submission of a written request.

1. HALL FLOOR, PILLARS AND WALLS

Permissible floor loads:

- Load: 35 tonnes or 13 tonnes per axle
- Overload: 5 tonnes/m²
- Punching: maximum 5 tonnes per 10 m², 0.5 tonnes/m² on gutters with distribution plate

Due to the many constraints, we strongly advise you to use a distribution plate.

Any fixing to the ground (spitting) is subject to approval after a feasibility study by the EUREXPO Lyon venue; please contact services@eurexpo.com

Your space must be restored to its original condition.

It is strictly forbidden to drill, screw, nail or embed any item in the walls, cladding panels, pillars and floors of the halls, in particular to anchor machines on exhibit.

A fixed price of **€ 493 excl. VAT** per hole will be charged to the exhibitor in case of non-compliance with these instructions. Furthermore, it is forbidden to paint or mark the walls, pillars and floor in the halls.

All waste materials (e.g. carpeting, adhesives) must be removed. Any damage reported during stand dismantling will be charged to the exhibitor that is liable for the damage.

The exhibitor is personally responsible for its suppliers, i.e. decorators, installers, contractors, etc.

2. STAND INSTALLATION AND DISPLAY OF MATERIALS

Materials on display must not disturb nor damage neighbouring stands. Equipment and machinery must not project beyond the stand boundaries.

3. AUDIO PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power generated by the decoration or presentation items shall not exceed: 80 dB(A) when measured within an area of 2.50 meters surrounding the stand.

The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighboring stands.

Moreover, with regard to playing music or organizing musical presentations at your stand, you must pay copyright fees before the exhibition opens to the following French music rights body:

SACEM

14, avenue Georges Pompidou
B.P. 3178 – 69212 Lyon Cedex 3
Tel.: +33(0)4 72 91 54 00

dl.lyon@sacem.fr

Please comply with the sound level indicated above without exception, even for short periods of time. Ongoing, stringent inspections will be carried out to ensure that these rules are strictly observed.

The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

4., ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations at the "Parc des Expositions d'EUREXPO" exhibition centre (e.g. hall ducts, water ducts) for laying electrical cables to the stands or for any other purpose.

5. MAXIMUM AUTHORIZED HEIGHT FROM THE BUILDING FLOOR

Maximum height of stand decorations (except in galleries 2 and 6 and passageways 3, 3-4, 4-5 and 5): 5.00 m

Maximum height of stand decorations in galleries 2 and 6 and in passageways 3, 3-4, 4-5 and 5: 4.00 m.

New in 2025: The maximum height applies to vehicles and exhibition machinery and these items must comply with a setback of 1 m from adjoining aisles and stands.

Attention: All booths leaning on the cladding of the halls are not stretchable over a width of 3 m. Office sides, decoration items or panels facing neighboring or adjoining stands must be smooth, plain painted in neutral colors or covered with M1 fireproof wall cloth. **Electrical cables must not be visible.**

6. CONSTRUCTION OF STAND SIDES EXPOSED TO AISLES

As a reminder, it is forbidden to erect walls or screens consisting of partitions or office walls or annex rooms which may affect the overall view of the halls, hide neighboring stands or hinder the free movement of visitors on the stand.

Any construction on sides exposed to aisles must include a 50% opening on each side exposed to an aisle. Transparent structures (e.g. glass, see-through fabric) which allow a clear view into the stand's interior may be considered open partitions.

The positions and types of materials will have to be specified when submitting the stand plan for approval. Construction height must not exceed 5.00 m (without raised technical floor) alongside aisles.

7. DOUBLE-DECK STANDS

Double-deck constructions in halls are only authorised in certain areas of the exhibition and for stands larger than 100 m².

They are prohibited in galleries 2 & 6, and passageways 3, 3-4, 4-5 and 5.

The upper level must not exceed half of the stand surface area.

The structure of double-deck stands in halls (including signs or towers) **must not be higher than 5.00 m**. The upper level must be **set back 2.00 meters** from aisles and from adjoining stands.

No floor and/or overhead structures can link two stands across an aisle, except for interior aisles within island booths.

It is mandatory to send the stand structural stability certificate issued by an **authorised body** (*), as well as the drawings and strength calculations (not later than 8 October 2025) together with assembly instructions to the following addresses:

CFPS

M. STEPHANE REMILLEUX
Tel.: +33(0)4 78 93 32 03
Fax: +33 (0)6 85 01 57 23
Email: cfpslyon@gmail.com

BUREAU ALPES CONTROLES

M. CHRISTOPHE ROBBE
Avenue Condorcet
69100 Villeurbanne
Tel.: +33(0)6 88 84 25 76
Fax: +33 (0)4 72 43 98 15
Email: crobbe@alpes-controles.fr

() Expert in stability of construction works and double-deck stands*

8. SIGN / LIGHTING BRIDGE

In halls **1, 2, 3.1, 4, 5.1 and 6**, brand signs and lighting trusses **must not be higher than 6.00 m** high above the building floor.

In halls **2.2, 3.2 and 5.2**, brand signs and lighting trusses **must not be higher than 5.00 m** above the building floor.

In galleries **2 & 6**, brand signs and lighting trusses **must not be higher than 4.00 m** above the building floor (except in non-stretchable areas, based on study).

Sign walls and sign partitions are strictly prohibited.

The highest point of the sign or its support as well as lighting trusses must not be higher than 6.00 m, 5.00 m or 4.00 m above the building floor.

The sign and lighting truss must be confined within the stand limits and must be set back 1.00 m from boundaries between adjoining stands. They must be independent from construction heights.

Flashing signs are prohibited.

Attention: all sling orders are subject to a specific feasibility study carried out by Eurexpo:

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

9. LIGHT

Flashing lights and beacons are prohibited.

10. CAPTIVE BALLOONS

Balloons inflated with a gas lighter than air and which serve as signs must comply with the authorised heights and setbacks.

The length of their lines must not vary and must be at a maximum height of: see section 8 above.

SOLUTRANS shall be entitled to remove balloons that would fail to comply with the above obligation.

11. SLINGS, HANGING FASTENERS AND SELF-SUPPORTING STRUCTURES



New regulation

We would like to bring to your attention the new provisions imposed by the Paris Departmental Safety Commission concerning the solidity of suspended structures, slings and various attachments to trusses, ceilings supported by a stand structure and all items overhanging the public (order of 25 July 2022).

Anything hanging over the public's head is a major risk and must be inspected at the customer's expense.

What must an exhibitor or its subcontractors check or have checked?

You must provide proof of the strength of everything you have hooked up to the slings or trusses ordered from the online platform and certify that you have complied with the Maximum Usable Load (MUL, the maximum weight that all the slings can support, from 40 to 80 kg depending on the hooking point).

If the structure is handcrafted and suspended, you must provide the authorities and the exhibition safety officer with the strength calculation used for its manufacture, without omitting all **suspended elements** (spotlights, sound systems, screens, etc.) in the **calculation**.
Multimedia, commercial signage, curtains, etc.).

Two methods of inspection are offered by the authorities, the choice and payment of which are the responsibility of the exhibitor:

A. Have the soundness of your suspended structures inspected by an inspection body approved by the Ministry of Housing and Sustainable Habitat to obtain a stability certificate.

B. Have the competent technician certify and sign the document: i.e. your employee or the sub-contractor who carried out the work, who must produce a self-inspection document on the stability of the structure, in accordance with the rules of the trade, regulations and standards in force in France.

In both cases, the certificate from an approved inspection office or the self-inspection document must be sent to the Exhibition Safety Officer and made available to him on your stand during assembly (the form to be completed is available from the Safety Officer).

In both cases, the Safety Commission may require the calculation note provided to verify the total weight of the slings or self-supporting structures. In the event of an incomplete file, the Safety Commission has full power to order the closure of a stand until it has been made safe, at your expense, certified by an approved inspection body.

To help you with your enquiries, we have listed a number of inspection bodies, although you are free to appoint any other inspection body you wish.

ALPES CONTRÔLES

Christophe ROBBE

Tel.: +33 (0)4 78 89 73 88 / +33 (0)6 88 84 25 76

crobbe@alpes-contrôles.fr

REGULATIONS

1/5

RULES FOR THE PREVENTION OF FIRE AND PANIC HAZARDS

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic hazards 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 exhibition.

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:

CFPS

M. STEPHANE REMILLEUX

Tel.: +33 (0)4 78 93 32 03

Fax: +33 (0)6 85 01 57 23

E-mail: cfpslyon@gmail.com

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.

1.1 - Vehicles - Motorized equipment

- Tanks equipped with keyed plugs, protected battery terminals, so as to be inaccessible or disconnected.

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

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, 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 or D (European) classification**,*
- wall coverings (natural or plastic textiles with at least **M2 classification**,
- large furniture items (case, counter, display case, separating screen, etc.) with at least M3 or D classification,
- curtains, hangings and free-hanging net curtains with at least **M2 or C classification**,
- firmly fixed floor covering with at least **M4 or D classification**,
-
- loose decorative items or coverings with at least M1 or B classification,*,
- full velums with at least M2 or C classification,
- ceilings and suspended ceilings, with at least M1 or B classification.

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 > or = 18 mm, classified M3 or D.

IMPORTANT: Each stand must retain its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 - The following are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified as flammable (e.g. nitrocellulose or glycerophthalic paints),
- 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 - open stands (ceiling, velum, upper floors)

- floor area < 300 m²

- - each stand must be 4 m apart,
- If area > 50 m²:

* appropriate extinguishers,

- presence of one SSIAP1 qualified fire safety officer,
- must 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.
- for canopies, secure attachment and crossed wire-mesh support (1 m² maximum).

RULES FOR THE PREVENTION OF FIRE AND PANIC HAZARDS

3.2.3 – Stands with upper floors

(Send documentation for opinion and approval to the cabinet ATH)

- if area < 50 m², resistance of 250 kg/m²
- if area > 50 m², resistance of 350 kg/m²,
- 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 verified 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 ATH for approval and agreement of your plans.

- number and width of exits:
- area < 20m²: 1 x 0.90m,
- 20m² ≤ area < 50m²: 1 x 0.90m and 1 x 0.60m,
- 50m² ≤ area < 100m²: 2 x 0.90m or 1 x 1.40m and 1 x 0.60m,
- 100m² ≤ area < 200m²: 1 x 1.40m and 1 x 0.90m or 3 x 0.90m,
- 200m² ≤ area < 300m²: 2 x 1.40m,
- area > 300m², please contact ATH,
- 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. Fire-proofing may be in the form of spraying, brush application or dipping. Approved fire-proofing firms commonly work in exhibition areas. A list of approved fire-proofing 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 or +33 (0)1 47 56 31 48

4. ELECTRICITY

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.

Return the "declaration of devices 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,
- be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- 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

RULES FOR THE PREVENTION OF FIRE AND PANIC HAZARDS

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, fryer, snack plates etc.),
- Filtering hood to trap grease and odours above standing cooking equipment,
- 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 ATH,
- a "Declaration of installation of cooking or heating appliances for catering" form, available in your exhibitor space, describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USE OF LIQUEFIED HYDROCARBONS

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

BUTANE

- Canisters in use must be placed out of reach of the general public and protected from impact,
- Canisters must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 canister per at least 10m², with a maximum of 6 canisters per stand,
- No empty or full canisters 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,
- Canisters 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 exhibition opens (see appendix for model form),
- 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.

- properly 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 submitted to the organiser and safety officer (see appendix: declaration of machines and appliances in operation).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids at 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 compliant 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.

RULES FOR THE PREVENTION OF FIRE AND PANIC HAZARDS

9. SPECIAL EFFECTS

(Please contact CFPS.)

- 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 exhibition opens, these installations must be reported (or in the case of lasers, authorisation must be requested) via the relevant authority (please contact ATH).

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 approval of the administrative authority. However, they must be reported to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

The following are prohibited:

- distribution of 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 10 m² 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 aisle.

13. INSTRUCTIONS FOR OPERATION

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

RULES FOR THE PREVENTION OF FIRE AND PANIC HAZARDS

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
M0 or A European Standards = Non combustible M1 or B European Standards = Non flammable M2 or C European Standards = Flammable with difficulty M3 or D European Standards = Moderately flammable M4 or E European Standards = Easily flammable		
MATERIALS	AUTHORIZED	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	M3 report (or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator or B European standards	M1 reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floor carpeting	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and textile wall coverings	M1 or fire-proofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	M1 reports
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	M1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	M1 reports
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Officer

Note: Reports from approved French laboratories only, under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards and applicable within EU Member States.

FORMALITIES

CUSTOMS

1/2

IMPORTANT: CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (€0.06/min.)

<http://www.douane.gouv.fr/>

Economic Regimes Office

Customs and excise duties

Open: Monday - Friday

Time: 9:00 am – 5:00 pm

**BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS
(NOT INCLUDING EU)**

During SOLUTRANS 2025, the Parc des Expositions EUREXPO Lyon exhibition grounds are granted temporary admission by French customs.

This temporary admission starts the first official day of assembly and is valid until the last day of the dismantling after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches exhibitors' stands.

GENERAL COMMON LAWS**Arrival of goods:**

Goods must be presented to the customs office by an accredited customs clearance officer with one of the following documents:

1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between that country and France.

Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

Important: Any apparatus which is to operate on stands must have documentation to certify its conformity.

FORMALITIES

CUSTOMS

2/2

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Exhibitor space for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers. They cannot be sent on to the exhibitor's stand until all these formalities have been completed. For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

Important: Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

Outgoing goods:

As indicated above, no foreign goods may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

1. Re-export
2. Transit under the control of customs officials to another customs warehouse on French national territory
3. Use on mainland French territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

Important: All procedures overseen by customs clearance officers are at the exhibitor's own expense.

2. ATA Carnet systems for exhibitions

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in section 1 (transit document).

Entry formalities can be conducted at the European Union territory border (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

FORMALITIES

EXHIBITOR SAFETY INSTRUCTIONS

IMPORTANT

1/3

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the exhibition organizer by the coordinator Mr **José Gomes** in accordance with the provisions defined by the texts in force and in particular the following law:

**Law of 31.12.1993 n° 93-1418 and the decree of 26.12.1994 n° 94-1159
as amended and supplemented by the decree nb° 2003-68 of 24.01.2003**

You are therefore asked to study those instructions and apply the regulatory measures defined in this document.

This General Coordination Plan cannot replace the provisions in the French Labour Code. It does not in any way reduce the responsibilities and duties of the companies working on the site.

For the **SOLUTRANS 2025 exhibition**, this task of coordination is carried out via a delegated coordinator assisted by a team of experts who make up the safety group for the **SOLUTRANS 2025 exhibition**.

This document is a General Health and Safety Protection Plan Intended for the exhibitor, his suppliers and sub-contractors. It is founded on general prevention principles, namely:

- To **avoid risks**
- To **evaluate risks** which cannot be avoided
- To **combat risks** at source
- To **take account** of technical advances
- To **replace what is hazardous with something that is not hazardous** or less hazardous.
- To **plan prevention measures** in a way that includes techniques, work organization and working conditions as part of a coherent whole.
- To **take collective protection measures** and give them priority over individual protection measures.

FORMALITIES

EXHIBITOR SAFETY
INSTRUCTIONS

2/3

The exhibitor has a duty and legal obligation to:

- 1°) Validate the Safety Instructions Notice at the exhibition website.
- 2°) Pass on the information in these instructions to all service providers appointed by the exhibitor who work during the assembly and dismantling periods at the exhibitor's stand.

IF YOUR STAND IS

- Installed by at least two independent companies (sub-contractors included)
- Includes partitions > 3 metres in height,
- Includes a mezzanine floor.
- If YES to at least one of these.

You must appoint a HEALTH AND SAFETY COORDINATOR

Law of 31/12/93 n° 93-1418 and the decree of 26/12/94 n° 94-1159.

For the assembly and dismantling periods and communicate that coordinator's contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to D.Ö.T before 13 October 2025.

Your decorator/stand builder or yourself are not allowed to carry out this coordination task. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this task.

D.Ö.T / SOLUTRANS 2025

93 rue du Château, Boulogne, France

Fax: +33 (0)1 46 05 76 48 / E-mail: sps@d-o-t.fr

OBLIGATORY

- During the assembly and dismantling periods, access to the exhibition halls will be authorized only to people wearing an Assembly/Dismantling badge.

Reminder of obligation of protection (Cf. Section VIII-3 of this document)

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the exhibition site during these periods.

For all people working from elevated platforms and any task posing a risk, wearing a hard hat is compulsory.

To be accepted into the halls, electrical tools, whether fixed or portable, must be equipped with a vacuum or dust collection system (Article R 4412-70 of the French Labour Code).

FORMALITIES

EXHIBITOR SAFETY
INSTRUCTIONS

3/3

DEFINITION OF WORK AREAS

VENUE	HALLS
EUREXPO LYON Avenue Louis Blériot 69680 Chassieu Exhibitors Department: Tel.: +33 (0)4 72 22 30 30	1, 2, 3, 4, 5, 6, Galleries 2, 4 & 6 and exteriors

ASSEMBLY & DISMANTLING DATES FOR EXHIBITORS WITH BARE STANDS

HALLS	ASSEMBLY	DISMANTLING
1, 2, 3, 4, 5, 6; Galleries 2, 4 & 6 and exteriors	From 13 to 16 November 2025 from 7:00 a.m to 8:00 p.m 17 November 2025 from 7:00 a.m to 12:00 a.m	22 November 2025 from 5:00 p.m to 12:00 a.m 23 November 2025 from 7:00 a.m to 8:00 p.m 24 November 2025 from 7:00 a.m to 12:00 p.m

EXHIBITORS WITH EQUIPPED STANDS: COMEXPOSIUM NACO, GALAXY, ESSENTIEL, PLATINUM.

HALLS	ASSEMBLY	DISMANTLING
2, 3, 4, 5, 6; Galleries 2, 4 & 6 and exteriors	17 November 2025 from 7:00 a.m to 12:00 a.m	22 November 2025 from 7:00 p.m to 12:00 p.m

IMPORTANT

On the final day of assembly, no motorized machinery will be permitted in the halls (unless special permission is given by the organizer).

During dismantling on 22 November 2025, motorized vehicles will only be allowed to enter the halls from 7:30 p.m. (time may be modified by decision of the exhibition management).

The entire Exhibitor Health and Safety Notice can be found in your Exhibitor space: [click here](#)

FORMALITIES

USE OF FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods. The organiser reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary posted work declaration (*déclaration préalable de détachement*) using the French Labour Ministry's SIPSI online service.

It is important to emphasise that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, regardless of how long they are posted in France.

Therefore, by law, no employee can work in France:

- For more than 48 hours a week: please note that a week starts at midnight (12:00 am) on Monday and ends at midnight on Sunday (11:59 pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

In addition, the legal remuneration to be paid to any employee working on French soil is indicated on the French Labour Ministry's website.

FORMALITIES

USE OF FOREIGN SERVICE PROVIDERS

2/2

2. PROVISIONAL WORK PERMIT

Certain foreign service providers must also ask the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etrangère for provisional work permits for employees posted temporarily in France;

Countries of origin which do not currently require this provisional work permit are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

Requests for provisional work permits must be made in French and submitted on the French Labour Ministry's SIPSI website.

3. MANDATORY CERTIFICATE FOR THE USE OF A SERVICE PROVIDER IN FRANCE THAT IS DOMICILED ABROAD

This form must be completed and returned to:

COMEXPOSIUM – Direction Opérations et Achats (Operations and Purchasing Division)
SOLUTRANS
 17-19 quai du président Paul Doumer
 92400 Courbevoie, France

4. SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees posted to France:

If service providers from the European Union are not staying in France for more than two months, posted workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed at www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF for Bas-Rhin:

URSAFF, 16 rue Contades, 67307 Schiltigheim, France

Tel.: + 33(0)8 20 39 56 70 / Fax: + 33(0)3 88 18 52 74 / E-mail: cnfe.strasbourg@urssaf

FORMALITIES

MANDATORY AFFIDAVIT FORM when using a service provider in France residing or established abroad

Return before 22nd September 2025 to:

COMEXPOSIUM – Direction Opérations et Achats (Operations and Purchasing Division)
SOLUTRANS
17-19 quai du président Paul Doumer
92400 Courbevoie, France

EXHIBITOR

Company name:

Hall:Aisle:.....Stand N°:

Region:.....Stand name:

Address:.....

Postcode:..... Town/city:.....

Country:.....

Tel.:.....Fax:..... Email:.....

Mobile:.....

IMPORTANT: sworn affidavit

I the undersigned:

Acting as:

For the company:

Located at:

Solemnly declare that I:

- ☐ understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- ☐ shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]

FORMALITIES

REIMBURSEMENT OF FRENCH VAT (TVA)

1/2

AVAILABLE IN THE ONLINE EXHIBITOR SPACE

To print the VAT reimbursement form, see next page or look in your online Exhibitor space under "My Forms"

To receive further information about the refund claim and the refund procedure, exhibitors can contact our French tax representative directly.

TEVEA INTERNATIONAL

Claudia Prams

29-31, rue Saint Augustin, 75002 Paris, France

Tel.: + 33(0)1 42 24 96 96 / Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr

Website: www.tevea-international.com

SIRET N°: 331 270 280 00067

TEVEA International specializes in handling VAT refund claims and will oversee the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with SOLUTRANS, offers a simple, secure and fast procedure for your company.

To take advantage of this simplified procedure, please complete, sign and return the form bellow to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS:

Stand construction contractors, equipment rental firms, decorators etc. may not use this procedure. Services undertaken in France are subject to French VAT.

These foreign service providers must invoice their clients with French VAT and pay the VAT they collect to the French tax authority via the French tax representative, minus VAT on purchases.

FORMALITIES

REIMBURSEMENT OF FRENCH VAT (TVA)

2/2

According to European Union tax legislation, organizers of international exhibitions may invoice certain services with VAT.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the VAT paid.

IMPORTANT

Companies outside the European Union must appoint a French tax representative in order to apply for a tax reimbursement.

For more information on the reimbursement claims and procedures, exhibitors can contact our French tax representative, TEVEA INTERNATIONAL (see reply form below). TEVEA International specializes in handling VAT reimbursement claims, and will oversee the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO: TEVEA INTERNATIONAL

29-31 rue Saint Augustin, 75002 Paris, France

Tel.: +33 (0)1 42 24 96 96 / Fax: +33 (0)1 42 24 89 23

Email: mail@tevea.com / www.tevea-international.com

We are attending the following French trade show:

SOLUTRANS 2025 from 18-22/11/2025 – EUREXPO LYON

Please send us all information and documents concerning your VAT reimbursement claim in the following languages:

☐ FRENCH ☐ ENGLISH ☐ GERMAN ☐ ITALIAN ☐ SPANISH

Company name:

Address:.....

Postcode:..... City:.....Country:.....

Tel.:.....Fax:..... Email:

Contact name:

Date and signature:

TECHNICAL SERVICES AT THE EXHIBITION CENTRE

ORDER YOUR TECHNICAL SERVICES ONLINE FROM YOUR EXHIBITOR SPACE: [CLICK HERE](#)

- Electricity
- Water
- Phone
- Internet
- Staff (hostesses & security service on stand)
- Parking
- Slings/Hanging equipment
- Waste collection

Important Deadlines for EUREXPO Services SOLUTRANS 2025

Early bird rates (10% discount): until 29 August 2025

Standard rates: From 29 August 2025 to 1 October 2025

Increased rates (30% increase): from 2 October 2025

Deadline for ordering on our online platform: 31 October 2025



Comexposium, a simplified joint-stock company with capital of €60,000,000, registered with the Nanterre Trade and Companies Register under number 316 780 519, with its registered office located at 17 Quai du Président Paul Doumer, 92400 Courbevoie, France.