



INTERNATIONAL EXHIBITION
27 TO 30 NOVEMBER 2024

ADF 2024 EXHIBITION

RULES AND REGULATIONS

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

The present Rules and Regulations lay out both the **General Conditions of Sale (I)** and the rules that govern the **Exhibition Spaces (II)**. They differ considerably from previous versions. All exhibitors are invited to read them scrupulously.

I. GENERAL CONDITIONS OF SALE

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I. GENERAL CONDITIONS OF SALE

PREAMBLE

The Association dentaire française (hereinafter referred to as “**ADF**”), established as an association under the French non-profit organisation law issued on 1st July 1901 (*Loi 1901*), with registered offices at 22 avenue de la Grande Armée - 75017 Paris - France, represented by its Secretaries General, will be organising its Annual Dental Meeting (in French *Congrès de l'ADF*, hereinafter called “**the Event**”) at the Palais des Congrès de Paris – Place de la Porte

Maillot – 75017 Paris – France from Tuesday 26 to Saturday 30 November 2024.

The present Rules and Regulations (hereinafter “**Rules and Regulations**”) are a legally binding document that governs the relations between the ADF and the artificial or natural persons who wish to have a stand at the exhibition (hereinafter “**the Exhibition**”) organised during the Event from Wednesday 27 to Saturday 30 November 2023.

All applicant exhibitors (“**Applicants**”) who apply for the allocation of an exhibition space to present their products or services to the Exhibition attendees agree to abide without reservation by the terms and conditions of the Rules and Regulations, just as applicants turned exhibitors (“**Exhibitors**”) agree to accept without reservation the terms and conditions laid down in the Rules and Regulations from the start of their engagement until the end of the Event.

The present Rules and Regulations apply only to the annual Exhibition of the current year. They may be renewed in the exact same terms or modified by the ADF for each new annual Exhibition, without prior notice. All Exhibitors should therefore inquire about the latest version of the Rules and Regulations before each annual Exhibition.

1 – SALE OF EXHIBITION SPACES

1.1 Anyone wishing to exhibit shall imperatively fill in the online Exhibitor Application form provided in the Exhibitor Account before 15 February. Access to the Application form requires the creation of an Exhibitor Account. No applications submitted by any other means (including paper applications) will be considered. Any applications received after the application deadline will be placed on a waiting list. The ADF reserves the right to consider these applications subject to the availability of spaces and according to the conditions laid down in paragraph **4.1**.

1.2 All applications shall be accompanied by the corresponding deposit, failing which the application will be automatically rejected, with no possible recourse.

1.3 In the Exhibitor Application form, Applicants are required to specify the surface area they would like. The first instalment is calculated based on this surface area. Applicants shall also indicate the minimum and maximum surface areas they are willing to occupy should the Exhibition Manager not be able to allocate the surface area initially asked for. The minimum possible surface area that can be applied for and paid for is 9 m², although it is possible to ask for or to be assigned smaller surface areas corresponding to specific spaces, for example if several

exhibitors share a space or when the surface area is physically reduced by the presence of structural elements (pillars, posts, safety or signage equipment).

1.4 The ADF systematically acknowledges by email receipt of all applications and assigns each Applicant a specific file number. **This acknowledgment of receipt does not in any way confirm that the application has been accepted.** Only fully completed applications submitted with the corresponding deposit will be forwarded to the Exhibition Manager for consideration.

1.5 As organiser of the Event and the Exhibition, the ADF expressly reserves the right to examine and to accept or reject the applications it receives. **In no way does completing the online Exhibitor Application form put the ADF under the obligation to allocate a space,** nor does the allocation of a space at a previous Exhibition give any kind of priority or preferential right to obtain a space at the current Exhibition. **The written notification by email from the ADF to the Applicant confirming the definite allocation of a space is the only document that contractually binds the ADF,** on the understanding that the allocation of a space by the ADF remains provisional as long as Applicants have not paid the full amount due to cover their participation in the Exhibition and is subject to strict compliance with the present Rules and Regulations (see article 2 – Payment Schedule and Payments).

1.6 ADF invoices may only be made out to the Exhibitor and to the Exhibitor alone.

1.7 Each Exhibitor shall hold as many Exhibitor Accounts as they have trade names and each account shall be managed independently. This means, for instance, that it will be impossible should the participation of one trade name be cancelled to transfer the corresponding sums to another account.

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

1.9 The possible legal or commercial obligations relating to a future exhibitor's business environment may cause the Exhibition Manager to modify several exhibition spaces, without having to specify the reasons for doing so.

2 – PAYMENT SCHEDULE AND PAYMENTS FOR 2024

2.1 Should the ADF accept their application, the Exhibitor agrees to pay the booking price for each space allocated, according to the following payment schedule, under penalty of forfeiture of the space allocation.

Payment schedule

- **1st instalment**

40% (forty per cent) including all taxes on submission of the application, **before 15 February 2024**

- **Balance**

60% (sixty per cent) including all taxes **before 31 August 2024**

Payment of the first instalment is a necessary condition to the allocation of an exhibition space and attests to the commitment of the Applicant.

It is understood that a space allocation shall be firm and final only on the condition that the payment schedule is respected. Should the application be rejected, the 1st instalment shall be refunded in full.

Steps to follow for exhibitors who distribute and/or manufacture Medical Devices

1. On 22 April, in accordance with the provisions of the French anti-gifts law, the ADF will provide all exhibitors concerned with a Stand Rental Agreement. The agreement will be available in the Exhibitor Account in the Regulatory Terms and Conditions section.
2. The Exhibitor will be required to upload the completed agreement onto the EPS platform of the Ile de France regional health agency (ARS) before 30 April.
3. The Exhibitor shall notify the ADF of the date of upload via the dedicated field in the Regulatory Terms and Conditions section of their Exhibitor Account.

In the event of a dispute, the Exhibitor shall be able to provide proof of the date of upload.

4. The Exhibitor shall notify the ADF of the ARS's decision and, where appropriate, forward the countersigned agreement.

It is understood that, should the ARS reject the applicant's request, the ADF shall reimburse the sums paid.

2.2 Absence of payment at the required dates will make the offer null and void and the ADF shall have the right to reallocate the space to another company. The sums previously paid shall be retained by the ADF

under an irreducible and fixed penalty clause, and the balance shall remain due.

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

2.4 Payments, in Euros only, may be made by:

1. Cheque payable to "ADF CONGRÈS 2024"
2. Wire transfer (must be free of bank charges and clearly identified with your company name and ADF Client number)
3. bank card (Visa, Mastercard)

2.5 Cancellation and Refund Terms and Conditions

1. Application not accepted	Full refund.
2. Cancellation prior to space allocation	Refund minus 10% of the full price of the exhibition space to cover processing fees.
3. Cancellation within 5 days of space allocation	Refund minus 10% of the full price of the exhibition space to cover processing fees.
4. Cancellation later than 5 days after space allocation	No refund. The sums paid shall be retained and the balance remain due.
5. Cancellation by the ADF due to non-payment at the required dates	No refund and the sums paid shall be retained. Application of article 2.2 of the present Rules and Regulations.
6. Cancellation by the Exhibitor following rejection by the ARS	Full refund on presentation of the relevant proof documents (proof of upload date and of "rejected" status)

2.6 Any request from the Exhibitor to modify their stand is considered *de facto* as a new application. The Exhibition Manager may authorise the requested modification provided that the Exhibitor pay an additional 10% (ten per cent) of the stand value on top of the balance already due, to cover processing fees.

3 – EXHIBITION SPACE OPTIONS

3.1 Two types of exhibition spaces may be allocated

1. One on which the stand will be constructed

by the ADF-appointed General Contractor

This option includes

- ✓ stand structures and partitions at 2.50m height
- ✓ Carpeting.
- ✓ 1 spotlight per 3 m².

2. One on which the stand will be constructed by a decorator appointed by the Exhibitor

This option includes:

- ✓ Plan validation (plans collected and examined, advice given if modifications are necessary)
- ✓ Issuing of passes for the Exhibitor's contractors, loading bay logistics (monitoring of vehicle entrance, parking assistance, etc.)
- ✓ Verification of floor markings and supervision of set-up and dismantling by a Logistics Officer
- ✓ For stands larger than 100 m², guarding of the stand until dismantling.

The maximum authorised height for all stands is 2.50 m whatever the chosen option (except for stands on level 4 that remain limited to a height of 2.40 m).

It is strictly forbidden to mix those two options.

Services included in the price per m² for both types of exhibition spaces:

- ✓ 3 kW power supply with two sockets. (1 exhibitor account = 1 power supply and if co-exhibitors on 1 single surface one 6 to 10 kW power supply according to the number of co-exhibitors).
- ✓ Trade name signboard.
- ✓ Daily cleaning of the stand.
- ✓ Minimum Civil Liability insurance.
- ✓ Several free promotional tools (to be ordered in advance).
- ✓ Badges and badge readers (on reservation).
- ✓ Exhibitor's full profile and stand location in the mobile app.
- ✓ Listing in all Exhibition media (catalogue, website, mobile app., ...), provided that a space is effectively allocated before July.

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

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

3.3 Exhibitors and the contractors who work for them should consider that, due to the temporary nature of the prefabricated structures and fittings, it should be possible to modify these structures and fittings during set-up within the tolerated limits of +/- 5% (five per

cent) of the dimensions specified on the detailed plan. Consequently, when a stand project is accepted, the Exhibition Manager does not validate the exact dimensions as specified on the plans but dimensions with a possible variation of +/- 5% as described in the paragraph above.

4 – SPACE ALLOCATION

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

4.2 Exhibition spaces will be allocated depending on, among other things:

- the general Exhibition layout set out by the Exhibition Manager,
- the type of activity, services or products displayed on the stand,
- the Exhibitor's degree of satisfaction regarding their stand location in previous exhibitions,
- the Exhibitor's behaviour towards the ADF and the ADF's various bodies and partners, including outside the Exhibition.

4.3 Any space allocation shall be firm and final.

The Exhibition Manager will endeavour to meet the Applicant's requests to the best extent possible depending on the spaces available. Applicants whose requests cannot be satisfied due to lack of space may, at their discretion, be placed on a waiting list or ask for the sums paid to be reimbursed, subject to the conditions laid out in article **2.1**.

4.4 The ADF shall notify Applicants of their space allocation by email. Applicants shall then have 5 (five) days from the date of notification of their space allocation to refuse the offered location. In this case, the full sums paid minus processing fees – i.e. 10% (ten percent) of the full amount due – shall be refunded. Alternatively, Applicants who are displeased with the location initially offered may choose to be placed on the waiting list in the hope that a location that suits them better may become available later.

Any cancellation should be notified to the ADF in writing by registered letter with acknowledgment of receipt.

In the absence of response from the Applicant, the latter shall be deemed to have accepted the offered location and payments shall be expected as detailed in the payment schedule.

4.5 Should the Applicant wish for a different space location from the one allocated or for a different surface area, they should first accept the initially allocated space and, simultaneously, notify the ADF of their wish. Two situations may arise:

- either the change is possible, and will be considered as final.
- or the change is not possible, and the Applicant may keep their initially allocated space or cancel their application according to the terms laid down in paragraph 2.6.

A refusal of the space initially assigned will be regarded as a withdrawal or a cancellation of the application (which implies *de facto* that 10% of the sums paid will be retained to cover processing fees). In any case, in the absence of response from the Applicant, the initial space allocation shall be firm and final.

4.6 The ADF alone may, if necessary, make last-minute changes, including to conform to instructions from the Paris Police Authorities regarding the opening of the Event to the public.

4.7 Stand Occupancy

- Stands must be occupied by their holders and may not in any way be transferred, exchanged, or lent either in full or in part for any reason whatsoever, under penalty of exclusion from the Exhibition, without prejudice to the right the ADF reserves to claim compensation.

- Under no circumstances may the stand holder offer hospitality at his/her stand to an Industrial who is not duly registered.

- Furthermore, as detailed in article **4.2**, as the layout of the Exhibition is organised by product category, Exhibitors, unless they have received express permission from the ADF, shall not be allowed to exhibit any categories of products, supplies, equipment, or services to which another area of the Exhibition is specifically dedicated.

Non-compliance with this provision may lead to the stand being closed and to the application of article **7.8** of these Rules and Regulations.

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

4.9 All Exhibitors must be on their stand from Wednesday 27 November at 8 a.m. and man the stand every day until the Exhibition closing date on Saturday 30 November 2 p.m. (As a reminder Exhibition is open to visitors on Wednesday, Thursday and Friday from 9 a.m. to 7 p.m and Saturday from 9 a.m.to 2 p.m).

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

5. SMOOTH RUNNING OF THE EXHIBITION

5.1 Each Exhibitor commits to taking part in the Exhibition and to occupy their stand in good faith and in a reasonable and peaceful manner, and to act

respectfully towards the other Exhibitors, the Event attendees, the ADF representatives and the Palais des Congrès staff, in conformity with the applicable laws and regulations.

5.2 Each Exhibitor commits to taking care of the space they have been allocated and, more generally, of the Palais des Congrès premises. In this regard, the Exhibitor commits to complying with the applicable environmental regulations.

5.3 Each Exhibitor shall refrain from any behaviour that infringes on third parties and their rights.

6. ADF LIABILITY

Subject to any legal warranties that may apply, the ADF provides the Exhibitor with the stand/place as it is, without any guarantees of any kind. In particular, the ADF does not guarantee that the occupation of a stand by the Exhibitor will generate any revenue whatsoever. The stands are provided without warranty of fitness for a particular purpose, peaceful enjoyment, or possession.

THE ADF IS NOT LIABLE FOR ANY DIRECT OR INDIRECT DAMAGE – including loss of profits, loss of clients, the impossibility of occupying a stand – whether under warranty, contract, fraudulent action, product liability or any other legal basis.

The ADF may not be held liable for changes imposed by the City of Paris or by Viparis nor be asked for financial compensation should such changes occur.

The ADF and all Exhibitors are required to follow the rules imposed upon them even should these rules change during the preparation of the Event or during the Event itself. As last year, compulsory logistics service will be implemented by Viparis.

7 – SETTLEMENT OF DISPUTES

7.1 All disputes between the Exhibitors and the Exhibition Manager that are not amicably resolved will be decided exclusively by the **PARIS COURT THAT HAS MATERIAL JURISDICTION OVER THE SUBJECT MATTER**, including in the event of multiple defendants, introduction of third parties and emergency proceedings (summary proceedings, proceedings at short notice, proceedings by petition).

7.2 No dispute between an Exhibitor and a service provider chosen by the Exhibitor to work on their stand may be settled by the Exhibition Manager even if said provider is the one chosen by the Exhibition Manager to provide contractual services to the Exhibitors or proposed in the technical guide.

7.3 Disputes between Exhibitors and Event attendees do not fall within the competence of the Exhibition Manager, who may not intervene in a dispute that exceeds the strict limits of application of the present Rules and Regulations. However, these disputes, if they in any way resemble the disruptive behaviour described in paragraph **7.10**, may lead to the

exclusion from the Exhibition of one or more Exhibitors, without any right to compensation.

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

7.5 Claims and complaints from Exhibitors shall be valid only if they are submitted within 15 (fifteen) days of the close of the Exhibition, by registered letter, to the Exhibition Manager. The latter will rule on all cases submitted and the resulting decisions shall be immediately enforceable.

7.6 Any complaints regarding possible discrepancies between the surface areas and stand components effectively provided to the Exhibitor and those described in the contract should be registered when drawing up the Schedule of Condition on Arrival of the exhibition space or, at the latest, before 27 November 2024, with the relevant person appointed by the Exhibition Manager. The Exhibitor will be provided with a written record of the discrepancies noted. No complaints will be taken into consideration without this written record.

7.7 Exhibitors agree to abide by these Rules and Regulations and to comply with the in-house rules of the Palais des Congrès de Paris. They also accept not to claim any compensation from the ADF for any losses caused by the actions that the latter may be obliged to take after the publication of these Rules and Regulations or during the set-up of the Exhibition.

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

7.9 If, for reasons not attributable to the ADF, the Event should be postponed or cancelled, including in case of force majeure as defined in article 1218 of the French Civil Code, the ADF commits to reimbursing the sums already paid, after deduction of the costs incurred*, to date, by the preparation of the Event.

*a percentage will be applied to the total sum due for the exhibition space, based on the number of m² allocated to the Exhibitor (the announcement of the postponement or cancellation of the Event being taken as proof).

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

As and when required and as a preventive measure, the ADF may refuse to allocate a space to a potential Exhibitor who, by their behaviour or the opinions they

express, might disrupt the orderly and peaceful course of the Event or its preparation.

8 – INSURANCE

A blanket insurance taken by the ADF with ALBINGIA insures all Exhibitors against the risks of the Exhibition – theft with break-in, fire and water damage. There is a policy excess in the event of damage, theft with break-in, disappearance, breakage or accidents.

The minimum compulsory premium is included in the rental price of the stand to cover exhibits up to a value of 3,000 (three thousand) Euros. The amount of the policy excess will be specified in the documents charged on the Exhibitor Account.

Additional insurance will be proposed in the exhibitor technical guide and will have to be taken through **ADF minimum 72 hours before the congress opening.**

ADF will be responsible for establishing the link with the insurance, on behalf of the exhibitor.

The insurance will apply from the first day of authorised set-up to the last day specified for dismantling, outside the opening hours of the Exhibition.

Details will also be provided in the Technical Guide.

Exhibitors may of course take out additional insurance through their own insurance company.

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

- inform the Exhibition Manager of the theft
- declare the theft within 24 hours to the 17th arrondissement police: 19 rue Truffaut, 75017 Paris, France – Tel: +33 (0)1 44 90 37 17.
- send the declaration to ADF to make the link with ALBINGIA.

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

9 – PERSONAL DATA PROTECTION

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

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

II. EXHIBITION SPACES

10 – SURFACE AREA AND LAYOUT

10.1 Exhibitors may use only the actual surface area of their stand, as delineated by the fitted carpet or the floor markings in conformity with the detailed plan provided in their Exhibitor Account. No decorative objects, advertising products or any other type of item may be placed outside this area.

Exhibitors must imperatively draw up the Schedule of Condition on Arrival of their exhibition space in order to receive authorisation from a Logistics Officer to start the set up of their stand according to the validated plans.

All activities designed to encourage Event attendees to remain outside this area for any length of time are also forbidden. Any item placed or displayed outside this area or on inappropriate display surfaces or equipment will have to be removed. The Security Services of the Palais des Congrès reserve the right to close the stand of any Exhibitor acting in contravention of this clause.

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

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

10.4 Exhibitors who have chosen to appoint their own decorator to build their stand must submit a stand project to the approval of the Exhibition Manager before 15 September 2024. The project, submitted as a single PDF file, should include:

- a Temporary Delegation of Authority signed by the exhibitor's contractors (see the online Technical Guide):
- precise information about the integration of all or part of the contractual structures and floor covering into the exhibitor's own design;
- a dimensioned block plan and dimensioned scale plans showing front and side elevations of the stand and all decorative elements, and possibly a 3D view of the whole stand.

10.5 Exhibitors who have chosen to appoint their own decorator to build their stand should ensure that:

- They provide in due time all the required documents and the plans of their stand;
- Their stand is technically feasible, and they provide all the necessary technical and human resources to make set-up, dismantling, and removal of all the structures and equipment composing the stand possible within the allotted time;
- The logistics and purveyance of materials and

equipment to the building site comply with the restrictions and requirements of the Exhibition halls (particularly with regard deliveries and handling);

- They comply at all times with the safety rules and regulations.
- The stand
 - is built strictly within the surface area(s) the Exhibitor has been allocated. Said surface area(s) is/are specified in the detailed stand plan provided with the Technical Guide and delineated by the floor markings set down by the General Contractor appointed by the ADF;
 - does not prevent access to the service ducts/cupboards/technical rooms of the Palais des Congrès de Paris and the Hyatt Regency reception rooms.

The Exhibition Manager reserves the right to ask Exhibitors to modify any stand parts which, due to their shape, size or colour, may adversely affect the general appearance of the Exhibition or be disturbing to neighbouring Exhibitors. The cost of dismantling unauthorised structures shall in all cases be billed to the Exhibitor.

The name boards provided by the Organiser to identify each stand are compulsory and all of the same format. They bear only the name of the stand holder or the "Trade name" indicated in the application. They shall be placed by the exhibitor's decorator at a perpendicular to the aisle with the upper part at a height of 2.50 m from the floor. It is strictly forbidden to use white letters on a green background for your additional signboards, as these colours are used by the Security Services who may ask for the removal of any signboards which might, in their view, give rise to confusion.

10.6 Cleaning

All stands and aisles are cleaned daily by VIPARIS-Palais des Congrès de Paris. The corresponding cleaning expenses is included with your stand price per sqm. Exhibitors who wish their stand to be cleaned a second time each day may procure the service, against payment, from VIPARIS-Palais des Congrès de Paris. Order to be placed on the Viparis Store – see information in the Exhibitor's Technical Guide.

10.7 No special authorisations for structures and decorations not specified in these Rules and Regulations shall be granted after 15 September 2023. After this date, Exhibitors will be automatically provided with the stand structures specified in the Rules and Regulations. Any later modifications (dismantling of the structures or other) will be billed to the Exhibitor.

10.8 Whichever contractors the Exhibitor has appointed to build or install their stand, the Exhibitor alone holds full legal responsibility for the stand. Any penalties or additional expenses mentioned in these Rules and

Regulations will therefore be billed to the Exhibitor.

11 – RESTRICTIONS

Smoking is strictly prohibited throughout the whole of the Palais des Congrès de Paris.

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

A – Technical restrictions

11.1 The goods lifts are at the disposal of the decorators, as part of an express drop-off for tools to set-up or dismantle the stand during scheduled time. The stairs and escalators may be used only for the transport of luggage that can be carried by hand without the help of any additional means of transport (two-wheel handcart, trolley, etc.). Compliance with these rules will be strictly monitored.

11.2 During set-up and dismantling and throughout the Exhibition, **it is strictly forbidden to compromise the integrity of the building** and therefore to:

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

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

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

11.4 Water and Compressed Air Supplies on level 1

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

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

B – Regulations/CE marking

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

Exhibitors shall hold the relevant CE Marking certificates for all the medical devices they exhibit (in conformity with European Regulation (EU) 2017/745 currently in force). Exhibitors registered outside the European Union shall hold proof that they have a designated European authorised representative. The ADF reserves the right to exclude any Exhibitor who would not be able to provide the relevant proof documents on request.

All Applicants undertake to accept the provisions set out in these Rules and Regulations. Exhibitors who violate these provisions may be subject to legal action.

Each Exhibitor further undertakes to defend and indemnify the ADF against all consequences that the ADF may suffer as a result of any legal proceedings, requests or claims brought against them by third parties as a result of the non-conformity of the products, equipment, technologies, software or services presented by the Exhibitor during the Exhibition or from an act of unfair competition by the Exhibitor.

C – On-stand events

11.7 The use of amplifying sound systems and lighting systems and equipment shall be strictly controlled to avoid any disturbance to the Event attendees and surrounding stands.

More specifically, voice amplifiers used by demonstrators or speakers shall be set so that their volume outside the stand boundaries is no louder than the users' voices would be without the amplifiers. Members of the Security Staff equipped with approved sound measuring devices may immediately interrupt any demonstration or lecture should sound levels be obviously and repetitively too high.

On-stand events shall take place within the strict boundaries of the stand and not spill onto the emergency aisles.

11.8 Within the Event venue, only those surface areas allocated to Exhibitors for their stands shall be used

for the promotion of products, equipment or commercial activities.

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

The "Event venue" as understood here refers to all the Exhibition halls and to all the rooms and corridors booked by the ADF from Tuesday 26 until Saturday 30 November 2024.

11.9 Events and cocktails on stands, with or without alcohol, are authorized under the following conditions:

- take place during congress opening hours, from 9 a.m. to 7 p.m.

- respect the anti-gift law

11.10 It is strictly forbidden:

- for non-exhibitors to conduct any commercial transactions or to advertise their business within the Palais des Congrès and its immediate surroundings;

- **for Exhibitors to distribute commercial brochures and/or hand-outs outside their stands within the Palais des Congrès. Any actions in contravention of this provision may lead to the shutting down of the stand of the Exhibitor involved and to the confiscation of the brochures and hand-outs being distributed.**

- to solicit or canvass other Exhibitors or Event attendees during the set-up period and for the whole duration of the Event. It is especially forbidden to circulate through the aisles or to stand in front of another Exhibitor's stand specifically to approach Event attendees or wearing an outfit that could be considered as a commercial presentation.

11.11 The Exhibition Manager reserves the right to forbid any means of advertising which may be deemed likely to harm or to cause incidents.

11.12 The distribution, including on the stands, of documents inviting Event attendees to go to a place situated outside the Event venue is strictly forbidden without the express authorisation of the Exhibition Manager.

D – Scientific Events

11.13 Any information provided by Exhibitors, whatever the means, shall be given free of charge and for purely commercial and/or technical purposes, and cannot in any way be presented as Continuing Professional Education. No demonstration or talk organised within the Exhibition can give rise to a participation fee. All invitations handed out to the Event attendees shall bear the indication "Product demonstration" or "Specialist talk", as specified hereafter. **It is reminded that the terms "Hands-on workshop" and "symposium" are used exclusively to designate sessions organised by the ADF.**

11.14 For the whole duration of the Event and during

its opening hours, Exhibitors may not under any circumstances organise any event, be it a digital event (on line/via social media) or an in-person event on the premises of the Palais des Congrès, the Hotel Hyatt Regency Paris Etoile or any other Paris venue, without the express approval of the Exhibition Manager. Exhibitors who wish to host a special event shall submit an application to the Exhibition Manager including all relevant documents and informing the ADF about the nature of the event, the number of speakers and their qualifications, the target audience, and the wording of the invitation.

11.15 Ethical rules (French Code of Dental Ethics, articles R4127-201/R4127- 202/ R4127-208/ R4127-209/ R4127-125 among others) forbid all dentists from performing oral healthcare procedures in an exhibition setting. The French Code of Public Health specifies all the cases in which the practice of medicine and oral healthcare is considered illegal. Accordingly, it is forbidden to perform or to have someone else perform, in the setting of the Exhibition, any dental procedure on a patient and, more generally, any procedure forbidden by French legislation.

11.16 Speakers taking part in the Conference have the obligation to inform the Scientific Committee of any product demonstrations they may be giving on Exhibitor stands during the Event and of any conflicts of interest they may have.

11.17 The stands are open spaces by principle. It is strictly forbidden to erect partitions on the stands to create separate closed spaces for product demonstrations or specialist talks. These shall take place on the stand, be fully visible, comply with the conditions of use for sound amplifiers described in article **11.7**, and the audience shall imperatively be inside the boundaries of the stand and shall not remain in the circulation or emergency aisles. The rental of lecture rooms, adjoining the stand or otherwise, is not possible.

11.18 Exhibitors may not claim any exemptions from these restrictions in reference to exemptions that may have been tolerated in previous years.

12. SET-UP PROCEDURES

12.1 Accident Prevention Plan

In application of the decree dated February 20, 1992, VIPARIS-Palais des Congrès, as lessor, has requested that the ADF, as lessee, implement an Accident Prevention Plan and enforce the Exhibition safety regulations during the set-up and dismantling of the Exhibition. In the same way that the ADF is responsible for ensuring that all the companies it has appointed (the General Contractor in particular) are informed of these provisions, each Exhibitor has the obligation to make these provisions known to their own staff and to the companies they may employ to

work on their stand during the set-up and dismantling of the Exhibition.

The ADF shall forward all the contractual agreements signed with VIPARIS-Palais des Congrès to all Exhibitors to enable them to fulfil their obligations in relation to the Accident Prevention Plan.

12.2 Set-up and Dismantling

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

All trolleys used inside the Palais des Congrès de Paris premises shall be equipped with wide rubber wheels. No sliding on rollers shall be permitted.

The floor protections shall be left in place during the handling, set-up and dismantling operations. Any person who does not comply with these requirements shall be held fully responsible for the damage caused.

No dismantling procedures or move out shall be permitted before the end of the Exhibition on Saturday 30 November 2024. The structures remaining on site on Sunday 1st December 2023 after 10 a.m. shall be automatically taken to the rubbish tip, and the expenses incurred by the dismantling and removal of the structures shall be billed to the Exhibitor.

12.3 Delivery of Equipment

Neither the Exhibition Manager nor any other member of the organisation team shall manage any shipments whatsoever nor, under any circumstances, be held liable for losses or destination errors.

Deliveries of equipment before the date specified for the beginning of set-up are strictly forbidden.

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

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

Any restocking of samples and documentation shall be possible only with the agreement of the Palais des Congrès de Paris Administration and the ADF security services, and outside the opening hours of the Exhibition, i.e. in the morning before the opening of the Exhibition to Event attendees, using the goods lifts of the loading bay with the authorized service provider.

12.4 Storage of Equipment

There are no storage facilities in the Palais des Congrès de Paris. However, the details of a service

provider who offers to deal with the removal, storage and handling of empty packaging will be provided in the Exhibitor's Technical Guide.

Foreign Exhibitors are invited to go through a service provider of their choice for customs clearance. Each Exhibitor shall be responsible for the shipment of their equipment. The Viparis compulsory service provider may also deal with transit and storage operations.

12.5 Vehicular Access

• During set-up and dismantling

Two possibilities:

- Exhibitors may reach the exhibition spaces via the Palais des Congrès Indigo car park (at their own expense) to route small parcels (maximum height 1.90 m).

- Stand builders may reach the exhibition spaces via the loading bay, which has the following access restrictions: maximum ramp-gradient = 15% / maximum height = 4.20 m / maximum width = 3.30 m. Useful information for any express drop-off or for vehicles loaded for more than 30 cbm.

Entry into the loading bay is subject to registration of the vehicle in the VIPARIS Logipass system.

Any vehicle authorized to enter the loading bay shall first go through the logistics checkpoint.

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

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

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

It is reminded that only the VIPARIS-appointed contractor shall be authorised to access the terraces on level 4 with a pallet truck. A security guard positioned outside the goods lifts shall systematically turn away any person in contravention of this clause.

• Outside the set-up period

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

In order to avoid congestions in the loading bay,

Exhibitors are invited to strictly observe the specified time slots and the instructions provided in the Exhibitor's Technical Guide.

12.6 Safety Rules

The materials and fittings used to build the stands must comply with the rules issued by the Paris police authorities for trade fairs and shows (Order 55.5544 dated 25/08/1955). The VIPARIS-Palais des Congrès de Paris Fire Safety Precautions for Shows and Exhibitions will be enclosed with the Exhibitor's Technical Guide.

Access to all exit doors, emergency exits, and smoke extractors must be kept free at all times.

The suspending of structural elements above the aisles is subject to authorisation from the Palais des Congrès de Paris Security Services and may be conducted only and exclusively by the Palais des Congrès Technical staff.

All structures shall be self-supporting and no structures shall be suspended.

The suspending of structural elements above the aisles is forbidden. All suspending elements are subject to authorisation from the Palais des Congrès de Paris Security Services and may be conducted exclusively by the Palais des Congrès Technical staff.

All materials used for building and decorating the stands must be fireproof (Decree issued March 23, 1965 by the French Home Office - Section IV - Chapter 9). Each Exhibitor shall hold the corresponding certificates as they may be requested on site by the relevant Paris safety authorities, i.e. the *Commission préfectorale de sécurité*. All stand materials shall comply with current safety standards.

Wood, plywood or wood-fibre panels shall be coated on both sides with the statutory fire-proof paint. The use of decorating paper or other types of paper is strictly forbidden.

Fireproofing on site is forbidden. The necessary fire-proofing measures shall be carried out prior to delivery and entry into the premises.

The inspection by the *Commission Préfectorale de Sécurité* will be preceded by an inspection by the Security Services of the Palais des Congrès de Paris who have full authority to take statutory action where necessary.

12.7 The obligations listed below shall be strictly complied with:

- No object or equipment shall be placed outside the boundaries of the stand nor shall extend beyond these boundaries, including in height;
- No equipment shall be placed on the exterior galleries;
- Any metal mass on the stand shall be connected to ground;
- Cable runs on the ground shall be mechanically protected and resistant to intensive pedestrian traffic;
- Only flame-resistant cables shall be used;
- Access to the electric switch boxes shall remain clear at all times;
- The use of multiple sockets (in any form) is forbidden;

- Only empty oxygen bottles shall be displayed;
- Flammable materials cluttering the stand areas shall be removed;
- It is forbidden to place above the stands any elements likely to reduce the effectiveness of the automatic sprinkler system. The use of a canopy is regulated, subject to authorisation from the Palais des Congrès de Paris Security Services, and shall be

specified on the plans provided by the Exhibitor; In addition, no element may be located less than 60cm from a Sprinkler head.

- Glazed parts shall be marked at eye-level;
- Stands with an over-elevated floor shall be equipped with an access ramp for disabled persons.

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