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1. Safety and Security

1.1 Control Centre

At the GENEVA PALEXPO Security service centre, a computer monitors continually information about the operation of the technical systems. Emergency calls should be made to Tel. No 761 13 18 (ext. 1318).

1.2 Infirmary

There are two infirmaries at GENEVA PALEXPO:

- Halls 1 - 6: Service Centre
- Hall 7: Mezzanine

The infirmary, which is in direct contact with the nearest hospital, may be contacted by telephone through the GENEVA PALEXPO Control Centre by dialling: Tel. No 761 13 18 (ext. 1318) or 761 11 11 (ext. 999).

1.3 Surveillance

Private caretaker service

Any person providing a caretaking, surveillance or Security Service shall be subject to authorization by the:

Commissariat de Police

Service des Armes, Explosifs et Autorisations (SAA)
 Chemin de la Gravière 5 P.O. Box 236
 CH-1227 Les Acacias CH-1211 Geneva 8

Tel.: +41 (0)22 427 84 51
 Fax: +41 (0)22 427 84 67
 armes@police.ge.ch

Danger of theft

Exhibitors should limit the possibility of theft by removing valuable objects or small articles from their stands at closing times. GENEVA PALEXPO declines any responsibility in case of theft.

Suspicious objects, threats

Any suspicious object found on or near a stand should be reported immediately to GENEVA PALEXPO's Security Service,

Tel.: +41 (0)22 761 13 18 (ext. 1318) or
 +41 (0)22 761 11 11 (999).

Any personal threat should be reported promptly to the Security Service, who will take the necessary action as unobtrusively as possible.

1.4 Safety zones

A safety zone must be kept clear in front of the emergency exits integrated into the doors of the halls; no goods may be stored in this zone, which must be free from all installations or raised floor:

Halls 1 to 6: A safety zone **4.00 m** deep and 9.60 m wide

Hall 7 A safety zone **3.00 m** deep and as wide as the emergency exits.

All Halls

Gangways leading to emergency exits must be rectilinear from end to end.

Partitions closing off an exhibition area which is not defined by the walls of the hall shall comprise emergency exits leading into the safety corridors (plan available from the Security Service).

All gangways must be at least 3.00 m wide.

Safety exits must remain closed throughout the exhibition and will be opened only in case of emergency. Use of these doors except in an emergency is liable to a fine. Abuse could lead to withdrawal of the exhibitor's pass by the management of GENEVA PALEXPO.

1.5 Safety of installations and technical equipment

All items for display or demonstration have to conform to the requirements of Federal Legislation of 19.3.1976 governing installations and technical equipment, and the regulations of the CNA for the prevention of accidents. In case of doubt, exhibitors should apply to the following body:

CNA / SUVA

Caisse Nationale Suisse d'Accidents
 Fluhmattstrasse 1
 CH-6004 Lucerne

Tel.: +41 0848 830 830
 Fax: +41 0848 890 891
 www.suva.ch

Furthermore, exhibitors are required to comply with the instructions from GENEVA PALEXPO safety officers, who are empowered to modify or remove, at the exhibitor's expense, any installation or exhibit not in accordance with safety regulations. GENEVA PALEXPO declines any responsibility in case of accident or material damage.

1.6 Prevention of industrial injuries

The wearing of safety helmets is mandatory for all construction tasks during which the workers may be endangered by falling objects or materials, in particular for construction tasks:

- of stands covered by a ceiling or roof of hard materials
- of stands with more than one level
- within an area where lift-trucks are operating.

The wearing of spectacles or the use of a protective screen is obligatory for:

- welding work
- grinding work
- metal cutting.

Welding

Gas bottles must be properly prevented from falling. Collars, chains and straps are appropriate means of securing them.

Gas and fumes must be drawn off at source and evacuated without danger to the surroundings.

Safety frames conforming to ASS rules 541.1 must be fitted to the pressurized gas bottles belonging to welding equipment (see ASS leaflet 590.1).

Gas-welding stations must conform to ASS directives 690.1. Electric-arc manual welding installations are governed by ASS directives 690.2.

The welder and his assistant must wear appropriate clothing as well as eye-protection devices fitted with normalized tinted lenses (see "Use of eye-protection devices", Form. CNA 1884).

Particle-filter masks are used to protect welders from fumes and dust. These masks are necessary when the size of particles emitted by the relevant processes is small (<1mm).

When welding smoke is present, the use of a filter for particles in Category P2 is recommended, or a half-mask with a Category FFP2 filter according to EN 143 / EN 149 (see Table 2, Form 44503, page 31 of the CNA).

Details of the above are obtainable from:

SUVA

Division sécurité au travail
P.O. Box 287
1001 Lausanne

Tel.: +41 (0)21 310 80 42
Fax: +41 (0)22 310 80 49

or

ASS

Association suisse pour la technique du soudage
St. Alban-Rheinweg 222
Postfach
4006 Basel 6

Tel: +41 (0)61 317 84 84

Please contact the SUVA for all technical document orders:

www.suva.ch/en/home_en/suvapro
Tel.: +41 (0)41 419 58 51
Fax: +41 (0)41 419 59 17

Working at high levels

During construction, assembly, repair or maintenance work, top priority must always be given to the use of scaffolding with safety walls or nets.

The exhibitor and the company engaged to carry out the installation are jointly and severally responsible for the good condition of the system.

In the absence of such general fall-prevention measures, anyone working at a high level must wear a securely anchored safety belt or fall-prevention device.

Ladders are primarily temporary forms of access. Only light tasks that do not generate high horizontal forces may be carried out from a ladder. The execution of tasks that cover large surfaces is limited to a working height of 5 metres. Preference will be given to the use of wheeled or cradle scaffolding for tasks at altitude. Technical information is available on the site www.suva.ch/en/home_en/suvapro.

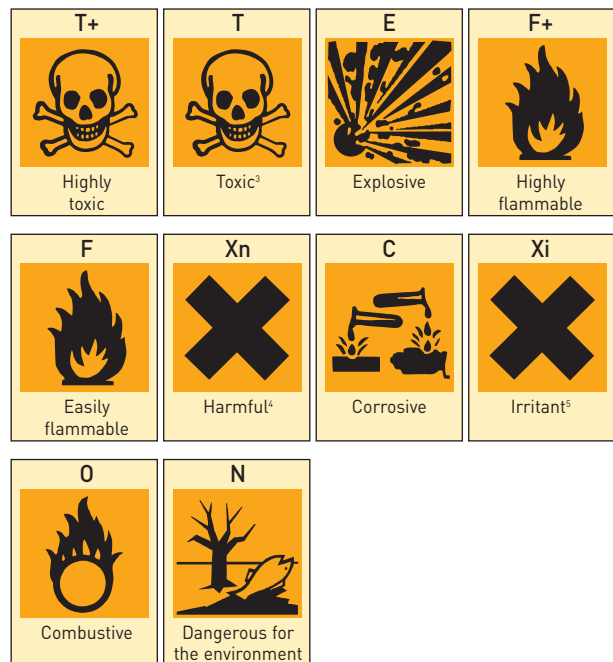
1.7 Hazardous products

These are regulated by Swiss federal law on protection against hazardous substances and preparations (Swiss law on chemical products, Lchim - RS 813.11), which came into effect on 1 August 2005, and its application ordinances. The Lchim takes equal account of the aspects associated with consumer protection and of those associated with protection of the worker and of the environment.

On the whole, the new law no longer provides for authorizations for users, except for certain professional or commercial uses of specific products, such as crop protection products, pesticides, public swimming pool water disinfectants and wood preservatives where a permit is required.

Nevertheless, companies and educational establishments in which hazardous substances or preparations are used, for professional or commercial purposes, must designate one person (contact person) accountable for use according to the regulations and able to provide the executing authorities with all necessary information. This person must have the necessary qualifications both at the technical level and in terms of operations. His name must be communicated to the cantonal pharmacist's department.

Hazardous substances and preparations must be labelled with the symbol and hazard indication that corresponds to their classification.



These products may be exhibited at a trade fair or exhibition subject to the following conditions:

- direct sale on stands is prohibited. Orders may be taken only from craft organizations and industry
- the exhibitor must be in possession of a general authorization issued by the Inspectorate of his Canton of domicile, or, if he is a foreigner, by the "Service du pharmacien cantonal", following approval of the products he wishes to exhibit by the Toxic Substances Division of the Federal Office of Public Health
- The user (exhibitor) will store the substances and preparations whilst taking account of the indications appearing on the packaging and, where applicable, on the safety data sheet which will be retained for as long as the product is in use.

Hazardous substances and preparations must be stored and warehoused safely according to their level of risk. They must in particular:

- Be protected against hazardous external influences,
- Be inaccessible to non-authorized persons,
- Be stored or warehoused in a clear and tidy manner, separately from other goods. Any form of storage in the immediate vicinity of foodstuffs, animal feed or therapeutic products is prohibited.

Substances and preparations likely to interact whilst provoking hazardous reactions (incompatible products) must be stored separately from one another.

As concerns the use and storage of chemical products, reference will be made to the technical stipulations of the CFST ; for example, regulation no. 6501 on acids and bases; directive no. 1825 on flammable liquids and directive no. 1942 on liquefied gases. These documents are available on the site www.suva.ch/en/home_en/suvapro.

Ozone-depleting substances

The use and importation of such substances (CFC, HCFC, Halons, Trichloroethane, etc.) are prohibited in Switzerland or subject to regulation.

For any additional information, exhibitors are requested to apply to the competent authority:

Service du pharmacien cantonal

Section des toxiques et des substances
dangereuses pour l'environnement
24, avenue de Beau-Séjour
CH-1206 Geneva

Tél.: +41 (0)22 839 98 60

Fax: +41 (0)22 839 98 89

section.toxiques@etat.ge.ch

Exhibitors will be solely and fully liable for the consequences of any failure to act in accordance with the requirements of the Law and the aforementioned Decrees.

1.8 Painting

The storage and handling of flammable liquids must be in compliance with CFST directive no. 1825 and the risk of explosion contained according to the indications of SUVA information sheet no. 2153. All precautions will be taken during spray gun painting works according to the indications of SUVA ordinance no. 1731.

The user is responsible for ensuring that solvent vapours or dust deposits do not affect neighbouring stands.

Work of this nature should be carried out at night, in order not to disturb staff on adjacent stands.

Chemical substances used on the GENEVA PALEXPO site must be stored safely and be protected from theft and other risks, such as fire and poisoning.

Special authorization from GENEVA PALEXPO's Technical Department is required for storage of quantities larger than 50 kg.

The cost of destroying abandoned waste or chemical residues has to be met by the exhibitor.

On request from the exhibitor, GENEVA PALEXPO's Technical Department can arrange for waste to be disposed of. Use of wash basins or toilets for this purpose is prohibited.

If labelling is incomplete, unclear, or in a foreign language, the exhibitor should ask GENEVA PALEXPO's Technical Department for assistance.

Exhibitors are advised to use water-based products.

Rigorous inspections will be carried out to ensure that all these provisions are observed, in everyone's interest.

2. Fire prevention and fire-fighting equipment

Exhibitors are advised to inspect their stands at closing time each day as a precaution against fire caused by cigars, cigarettes or electrical installations.

2.1 Fire extinguishers

GENEVA PALEXPO's Security Service can require fire extinguishers to be fitted to stands on which the materials or objects exhibited constitute a high fire risk. The type and number of extinguishers will be determined by the Security Service, and will be leased at the published price for the duration of the exhibition, and must be returned after the event.

2.2 Construction and decoration materials - Standards to be observed regarding inflammability

The following official authority is appointed to check building and decoration materials, in accordance with the current regulations:

Sécurité Civile

4, chemin du Stand
CH-1233 Bernex

Tel.: +41 (0)22 727 02 02
Fax: +41 (0)22 727 02 05
Info.Secciv@etat.ge.ch

At any time it may require certificates of inflammability classification be produced for each class of material.

In case of non-compliance, the Inspectorate can order dismantling of the stand. Any person contravening the regulations will be liable to the relevant police fines.

As a general rule, the following materials are allowed (classes 5 and 6):

- fabrics, wallpapers, fibreboard panels, Pavatex, Plexiglas or acrylic glass (min. 4 mm thick), wall carpeting and other coverings.

For ceilings, only flame-retardant or fireproof materials, with the exception of all flexible synthetic substances (soft PVC foils), are acceptable.

As a general rule, the following materials are prohibited (classes 3 and 4):

- easily inflammable synthetic substances
- foam polyester of any quality or thickness whatever (Sagex, Styropore)
- non-fireproof straw and reeds.

Classes of fire resistance and tests

Swiss standards

- Class 3 Easily combustible
- Class 4 Average combustibility
- Class 5 Burns with difficulty
- Class 6 Non-flammable

The flammability class is determined by an approved laboratory under clearly specified conditions, and reported officially.

Addresses of approved laboratories:

EMPA

Swiss Federal Laboratories for Materials Testing and Research
Lerchenfeldstr. 5 / PO Box
CH-9014 Saint-Gall

Tel.: +41 (0)71 274 74 74
Fax: +41 (0)71 274 74 99
contact@empa.ch
www.empa.ch

Time required: 1 week

Institut for Safety and Security

Nüscherstrasse 45
CH-8001 Zurich

Tel.: +41 (0)1 217 43 33
Fax: +41 (0)1 211 70 30
safety@swissi.ch
www.swissi.ch

Laboratoire Zschokke S.A.

67, Rte de Bois-de-Bay
CH-1242 Satigny

Tel.: +41 (0)22 753 90 91
Fax: +41 (0)22 753 90 92
labcz@labo-zschokke.ch

Time required: 1 to 2 days

Quick test

A quick test to classify the flammability of a substance can be made as follows:

- cut a sample about 15 cm in length
- apply the flame of a normal cigarette lighter to the cut edge for 15 seconds.

If combustion ceases immediately the flame is removed (i.e. is self-extinguishing), the material is probably in the "burns with difficulty" or "fireproof" class. It is advisable to repeat this quick test several times.

Advice

Even if the material is guaranteed "Non Flame" by the supplier, it is advisable to carry out the above test to avoid unwelcome surprises later.

Important

In the event of legal proceedings, only an official report from an approved laboratory will be accepted as evidence.

2.3 Gas bottles

Gas cylinders provided by exhibitor:

Exhibitors wishing to use gas cylinders must inform GENEVA PALEXPO's Security Services, who will arrange to inspect the site.

Gas cylinders must be properly secured to eliminate all risk of falling over.

The connecting pipes must be fitted in accordance with best practice. The following conditions must therefore be satisfied:

- pipes must be gastight and
- pressure-resistant: (minimum bursting pressure 60 bar);
- flexible hoses must be no longer than 1.50 m, and "use by" dates must not be exceeded.

It is forbidden to keep more than two cylinders in reserve on the stand. GENEVA PALEXPO's Technical reception desk must be informed whenever gas cylinders are replaced or refilled.

It is forbidden to store cylinders (whether in use or in reserve) outside the stand.

Adapters for all kinds of connections and plugs are at disposal on site.

2.4 Fuel tanks on the premises of GENEVA PALEXPO

To avoid risks of explosion, the regulations concerning the following exhibits have to be respected:

Vehicles

Tanks cannot contain more than 2 litres of fuel.

Airplanes/Helicopters

Tanks can only contain the minimum fuel needed to fly between Geneva International Airport and GENEVA PALEXPO if such is foreseen in the context of the exhibition.

In all cases:

- batteries must be disconnected
- fuel tanks must be locked and leakproof

2.5 Heat-generating appliances

Heat-generating appliances such as boilers, cookers, grills, etc. must comply with and be installed according to best practice, and meet the user's operating requirements.

In addition, they must be so equipped and installed that contact with the clothing of passers-by is prevented.

Grills must be fitted with a fume-extractor hood containing an activated-carbon filter.

2.6 Smoke-producing devices

Pyrotechnics in any form are prohibited.

If appropriate, the organizer of an event may, taking due account of circumstances and location, authorize an exhibitor to diffuse artificial fog or smoke, but only with the explicit agreement of the Security Service after submission and approval of the final programme.

The French version of these Regulations is the authentic text.