



13 — 16 May 2019

[vinexpobordeaux.com](http://vinexpobordeaux.com)

# VINEXPO BORDEAUX

STAND LAYOUT

AND INSTALLATION

The logo features a stylized white wave or 'V' shape to the left of the word 'VINEXPO' in a bold, white, sans-serif font.

THE WORLD OF WINE & SPIRITS



# CONTENT

<b>1. VINEXPO RULES</b>	<b>p4</b>
1.1. "STAND LAYOUT" FORM	p4
1.2. ACCESS TO THE SITE	p4
1.3. HANDLING WITH MACHINERY	p4
1.4. REMOVAL OF WASTE	p5
1.5. CLEARWAYS	p5
1.6. LIABILITY/SURVEILLANCE	p5
<b>2. EXHIBITION CENTRE TECHNICAL SPECIFICATIONS</b>	<b>p5</b>
2.1. EXHIBITION HALL PILLARS, EXTINGUISHERS AND FIRE HOSE REELS	p5
2.2. INSPECTION HOLES OF SPRINKLER SHUT-OFF VALVES	p6
2.3. ACCESS TO FIRE-FIGHTING EQUIPMENT AND FACILITIES	p6
2.4. AIR CONDITIONING	p8
2.5. CONGRES ET EXPOSITION DE BORDEAUX'S SERVICES	p8
2.6. DAMAGE	p8
<b>3. VINEXPO STAND DESIGN REGULATIONS</b>	<b>p8</b>
3.1. RULE No. 1: STAND HEIGHT	p9
3.2. RULE No. 2: STAND WITH UPPER LEVEL	p11
3.3. RULE No. 3: STAND FAÇADES	p11
3.4. RULE No. 4: STAND ACTIVITIES	p11
3.5. RULE No. 5: EXHIBITION HALL PILLARS	p11
3.6. RULE No. 6: AISLES	p11
<b>APPENDICES</b>	<b>p12</b>



VINEXPO BORDEAUX 2019 will take place at the Bordeaux-Lac Exhibition Centre.

The documents, "ACCESS REQUIREMENTS" (document I), "FRENCH REGULATIONS" (document II), and "**STAND LAYOUT AND INSTALLATION**" (document III) are designed to remind Exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

1 – The requirements regarding access, installation and dismantling (document I)

2 – The conditions of work, health and safety regulations (document II)

3 – The safety and fire-fighting measures (document II)

**4 – The VINEXPO BORDEAUX rules (document III)**

**5 – The exhibition centre technical specifications (document III)**

**6 – The VINEXPO BORDEAUX stand design regulations (document III)**

**By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.**

**Reception on site:**

**Vehicle access gate(s):**

- from Wednesday 8<sup>th</sup> to Sunday 12<sup>th</sup> May 2019, from 07:00 to 21:00,
- from Monday 13<sup>th</sup> to Thursday 16<sup>th</sup> May 2019, from 07:30 to 19:30,
- from Friday 17<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 07:00 to 21:00.

**CEB (Congrès et Expositions de Bordeaux) Reception:**

- from Wednesday 8<sup>th</sup> to Sunday 12<sup>th</sup> May 2019, from 08:00 to 20:00,
- from Monday 13<sup>th</sup> to Thursday 16<sup>th</sup> May 2019, from 08:00 to 18:00,
- from Friday 17<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 08:00 to 20:00.

**Exhibitors Reception:**

- from Wednesday 8<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 07:00 to 20:00.



## 1. VINEXPO RULES

### 1.1. "STAND LAYOUT" FORM

Each Exhibitor must complete the online form and send the stand project from his own exhibitor's space (the E-guide): <https://vinexpo.site.calypso-event.net/en> in the dedicated section: Exhibitor Home Page > STAND > Your stand project **before 12<sup>th</sup> april 2019**.

Under conditions the form must be sent with:

- the SHP Coordination form and associated your PGCSPS (General Safety and Health Protection Coordination Plan)
- the original architect's plan for stands with upper levels,
- a certificate attesting to the soundness and stability of the upper floor from a building inspection body.

This also applies for Exhibitors re-using a stand which is modified for the new site that has been assigned to them for this exhibition.

#### >>> REMINDER

Fire certificate of materials used for the stand layout and stand drawings have to be sent to the responsible of security:

(X Niotout – Congrès et Exposition de Bordeaux: [securite@bordeaux-expo.com](mailto:securite@bordeaux-expo.com))

#### >>> REMINDER

Vehicle and Pedestrian passes will only be issued after stand project reception and approval by architecture department of Vinexpo.

The stand's construction must comply in every way with the approved plan. The use of stands that do not correspond to their drawings is strictly forbidden and supply of electricity and other utilities to such stands will be systematically refused by VINEXPO.

The stand drawings must include all plans, elevations,

façades and 3D representations necessary to understand what is intended and to immediately assess compliance with the 6 architecture rules.

For example:

- distances from neighbouring boundaries should be shown on plans,
- heights of partitions, "signboard structures" should be shown in elevations and façades,
- "signboard structures", decoration on pillars, etc. should be shown in 3D representations or drawings.

#### >>> PLEASE NOTE

Only stand plans sent by internet from the personal online form will be accepted.

#### >>> REMINDER

VINEXPO will make on site investigations regarding the respect of the stand design regulations (see Chapter 3 "Vinexpo stand design regulations"):

- examination of the installation in accordance with the layout approved or annotated by VINEXPO,
- report of the stand design regulations violation.

### 1.2. ACCESS TO THE SITE

#### >>> REMINDER

To facilitate loading/unloading tasks on the site, two onsite areas are set up during the installation and dismantling periods (refer to "Access Requirements").

### 1.3. HANDLING WITH MACHINERY

#### >>> REMINDER

Only **Logistics Events France** fork-lift trucks will be allowed to circulate on the site. The use of manual pallet jacks, hand trucks and trolleys, etc. (manual handling) is freely permitted. To optimally organize your unloading and delivery operations, we recommend that you contact the approved logistics operator.

**>>> REMINDER**

Vinexpo has commissioned exclusively the company **LOXAM** to carry out all hanging of items from cables and removing them with the aid of machinery during the installation and dismantling periods. The only mechanical lifting equipment (such as cherry pickers, etc.) authorized to drive around the site is that belonging **LOXAM**.

**1.4. REMOVAL OF WASTE**

Exhibitors, stand designers and installers are requested to progressively remove all litter and waste materials generated while setting up their stands.

**1.5. CLEARWAYS**

**>>> REMINDER**

In order to facilitate installation and dismantling work and to ensure the safety of property and people, VINEXPO has set up clearways in the exhibition halls.

These aisles are intended for the movement of people and vehicles (fork lift trucks, pallet transporters, aerial platforms, etc.). They must be freely accessible and kept clear of all stand materials (crates, litter, etc.). (See map of clearways)

**1.6. LIABILITY/SURVEILLANCE**

Exhibitors shall be liable for any deterioration or damage caused by themselves or by companies working for them to floors or the fabric of the building during the transportation, installation, or use of their equipment.

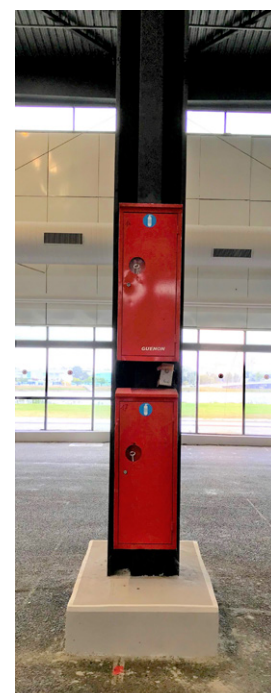
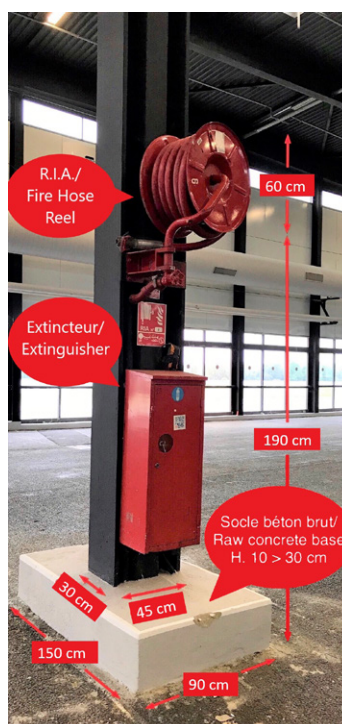
**>>> REMINDER**

The Exhibition Centre, including inside the exhibition halls, is equipped with a video-surveillance system which will be in operation during the 3 exhibition phases: installation, exhibition, dismantling.

**2. EXHIBITION HALLS TECHNICAL SPECIFICATIONS**

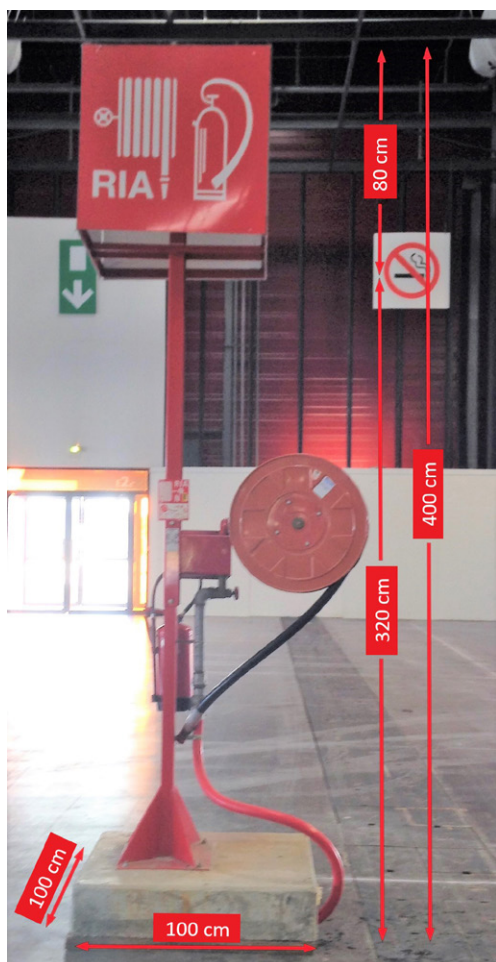
**2.1. EXHIBITION HALL PILLARS, EXTINGUISHERS AND FIRE HOSE REELS**

Different types of structural pillars (supporting sometimes extinguishers, fire hose reels) are to be found in exhibition Hall 1.



Pillar with an extinguisher Pillar with two extinguishers

In exhibition Hall 3, fire hose reels are located on independent basements. They are indicated on the plan of Exhibitors' stands with the following symbol.

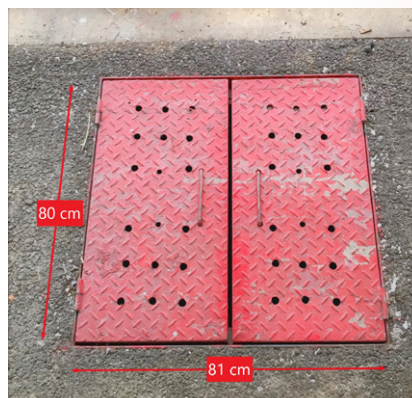


Where pillars or fire hose reels basements are found on a stand the Exhibitor must:

- refrain from using these pillars as part of the structure of the stand,
- ensure that all fire-fighting equipment (firehose reels and extinguishers) supported by the pillars is visible, easily accessible and maneuverable.

## 2.2. INSPECTION HOLES OF SPRINKLER SHUT-OFF VALVES

Some inspection holes of sprinkler shut-off valves are to be found in exhibition Hall 1.



## 2.3. ACCESS TO FIRE-FIGHTING EQUIPMENT AND FACILITIES

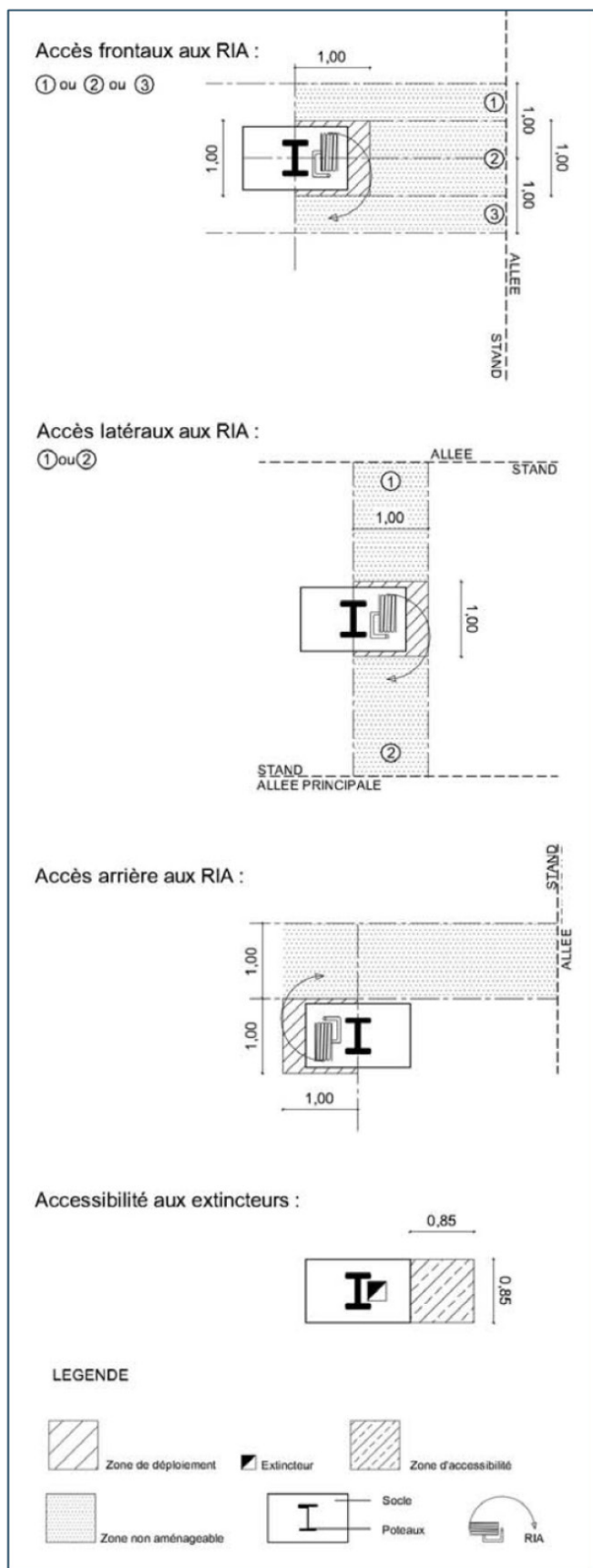
Stand fittings must not in any way prevent access to firefighting equipment and facilities. Hose reels and extinguishers, fixed to the columns of the exhibition halls and the inspection holes of sprinkler shut-off valves are shown on the plans of the individual sites. The hose reels and the extinguishers must remain constantly visible and unencumbered. The inspection holes of sprinkler shut-off valves must remain constantly accessible (don't put it in a closed room, provide a hatch in case of a additional wooden floor).

For security reasons, it is imperative that the following two areas be observed:

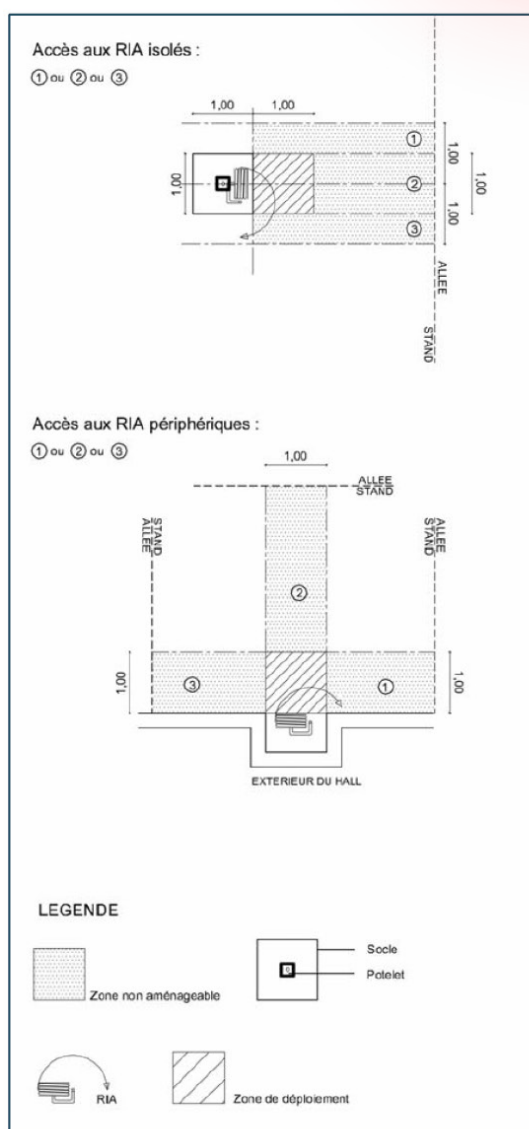
- the fire-hose station 1m x 1m deployment area,
- 1m-wide access passageways from the main aisles to the fire-hose station deployment area,
- 1m-wide access passageways from a aisle to the inspection hole of sprinkler shut-off valve.

There are several possible solutions for respecting these access passageways. (See the diagrams hereafter).

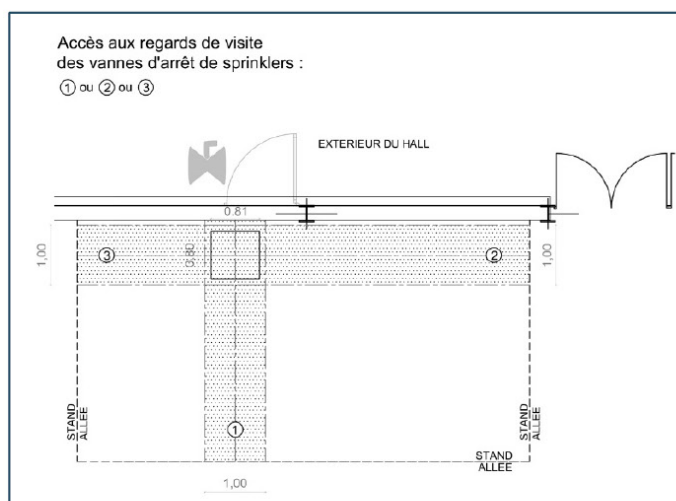
Furthermore, exhibition Halls are fitted with an automatic sprinkler system. The sprinklers must remain unobstructed and free to discharge water at all times.



Hall d'exposition Hall 1



Hall d'exposition Hall 3



Hall d'exposition Hall 1



## 2.4. AIR CONDITIONING

Exhibition halls have air conditioning.

### >>> PLEASE NOTE

“Lean-to” stands designed to be built against the cladding walls of Hall 1 (except east and west gables) must allow for the hall’s air-conditioning installations: ducting of different diameters runs down both long sides of the hall, protruding about 1.5m from the walls at heights varying from 3 to 5m.

This ducting is equipped with blower vents, which must be left unobstructed. If there is any obstruction of these vents by any part of a stand, the component concerned will be dismantled.

## 2.5. CONGRES ET EXPOSITION DE BORDEAUX SERVICES

**Congrès et Expositions de Bordeaux** is the exclusive supplier for the delivery of fluids (electricity, tel, internet, water, hooking) on the Bordeaux Exhibition Center. For any order or request for information, the exhibitor should refer to the **Guide of the Technical Services** of the Parc des Expositions of Bordeaux:

[https://vinexpo.site.calypso-event.net/en/exhibitor\\_eguide\\_homepage/technical\\_services\\_ceb\\_.htm](https://vinexpo.site.calypso-event.net/en/exhibitor_eguide_homepage/technical_services_ceb_.htm) for exhibitors

or [https://vinexpo.site.calypso-event.net/en/contractor\\_portal/main\\_menu/technical\\_services\\_ceb\\_.htm](https://vinexpo.site.calypso-event.net/en/contractor_portal/main_menu/technical_services_ceb_.htm) for suppliers.

## 2.6. DAMAGE

Exhibitors shall be held responsible for any damage which they or their appointed contractors working on their behalf may cause to the fabric of the exhibition Halls during transport, installation or removal of their equipment. The floors and partitions rented and pillars must not be drilled, cut or painted.

Any deterioration (including paint stains) will be

invoiced to the Exhibitor. Likewise, the evacuation of any material or equipment (carpet, earth, building components, etc.), not taken away at the end of the exhibition will be invoiced to the Exhibitor.

## 3. VINEXPO BORDEAUX STAND DESIGN REGULATIONS

Subject to compliance with these regulations, Exhibitors are free to design their stands in their own way.

However, to avoid the inevitable spatial one-upmanship and to ensure that all stands are clearly visible, VINEXPO requires 6 simple rules to be followed concerning:

- Rule 1: stand height
- Rule 2: stand with upper level
- Rule 3: stand façades
- Rule 4: stand activities
- Rule 5: exhibition hall pillars
- Rule 6: aisles

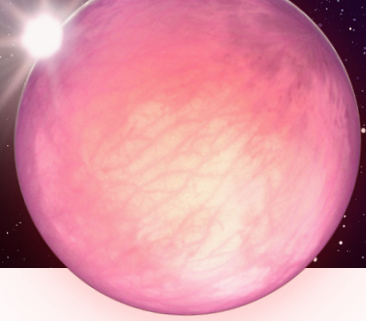
This also applies for Exhibitors re-using a stand which is modified for the new site that has been assigned to them for this exhibition.

### >>> WARNING

The partition walls between stands and technical floor will not be provided.

Each stand must have a floor covering and its own partition walls even if is leaning against another stand.





**3.1. RULE No. 1: STAND HEIGHT**

**Spirit of the rule:**

This rule ensures that every stand in the exhibition can identify itself clearly without masking the other stands.

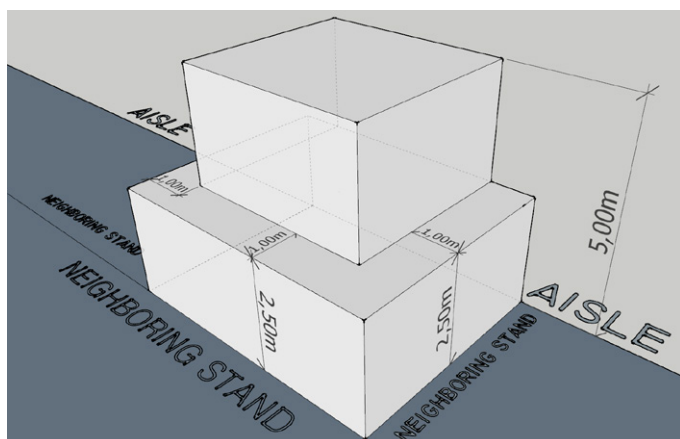
In general, the stand must comply with a template which must not exceed 5 meters in height and must be contained within the limits of the allocated site, all equipment and fittings included (hanging spots, door handles, scenic bridges, plants, roll-up, balloons ...)

Rule 2.14 "Stand ceiling" in the French Regulations section also applies whenever the signboard structures take the form of enclosed volumes. Tethered balloons filled with a gas that is lighter than air must comply with the heights permitted for "signboard structures". The length of their tether must not change. The releasing of balloons is prohibited.

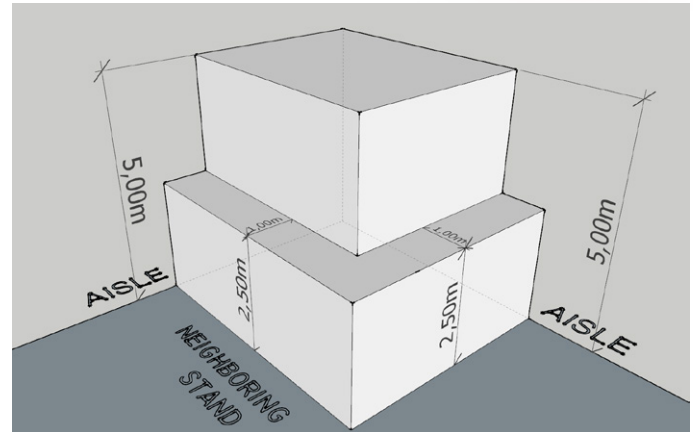
**3.1.1. STAND WITH NEIGHBORING STAND:**

The height of the stand is allowed to 5 meters along the aisle and 2.5 meters against the neighboring stands. 1 meter away from the neighboring stand when the stand exceeds 2.5 meters must be provided.

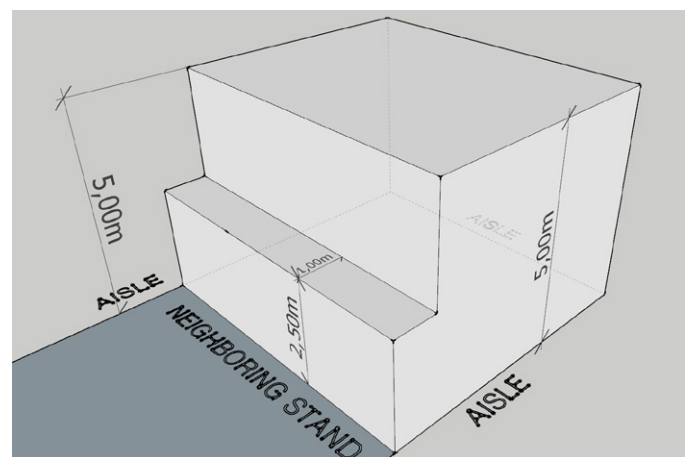
**1 OPEN SIDE STAND / NO CORNER:**



**2 OPEN SIDES STAND / 1 CORNER:**



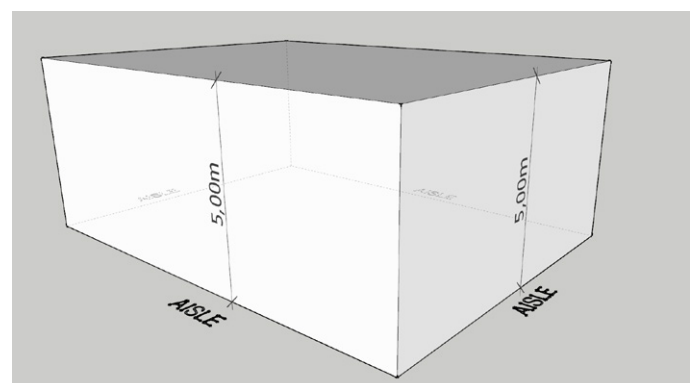
**3 OPEN SIDES STAND / 2 CORNERS:**

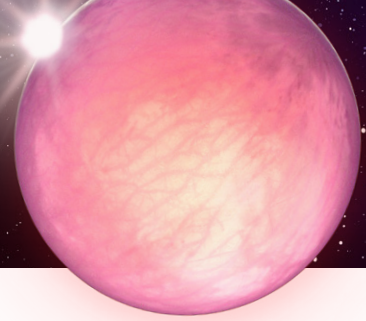


**3.1.2. STAND WITHOUT NEIGHBORING STAND (island stand):**

The height of the stand is allowed to 5 meters over the entire surface and within the boundaries of the site.

**4 OPEN SIDES STAND / 4 CORNERS:**





**>>> PLEASE NOTE**

When presenting the intended stand layout, the size of the stand outline, the size of the signboard structure(s) outline and its projections onto the ground must be clearly shown in the drawings (top view, elevations and cross-sections).

**>>> PLEASE NOTE**

**HALL 1 SPECIFICATIONS: STANDS BUILT AGAINST THE NORTH AND SOUTH CLADDING PANELS**

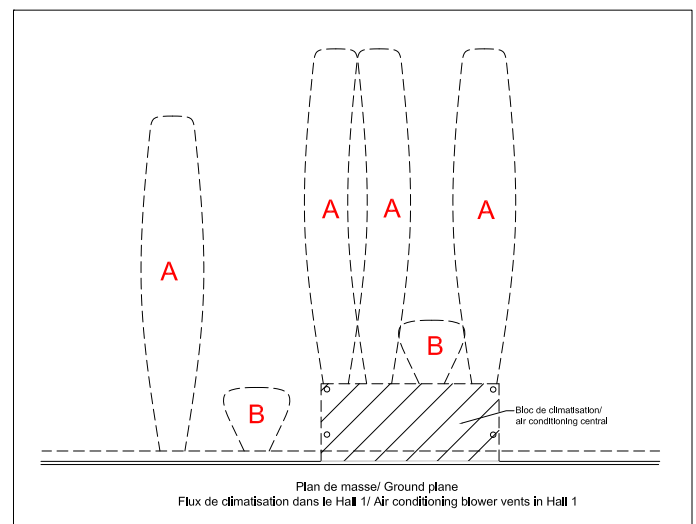
The stand may be erected so long as it do not interfere with the operation of the air conditioning blower vents (whose locations are shown in the drawing provided to Exhibitors).

There are two possible cases:

**Case No. 1: the stand is not in line with an air conditioning blower vent:** It must comply with the general rules for stand height (see section 3.1).

**Case No. 2: the stand is in line with an air conditioning blower vent:** It must comply with the general rules for stand height (see section 3.1) and with the following conditions:

- it must be less than 3.50 m high,
- it must be between 1.40 m and 1.90 m from the back of the stand (see the air conditioning blower vents diagrams, A & B, below).





### 3.2. RULE No. 2: STAND WITH UPPER LEVEL

---

Also see section 2 “Safety and fire-fighting measures” from the “French Regulation” document of the Technical Manual.

Possible locations:

- everywhere, except for stands situated against the Hall 1 outer cladding panels,

The construction of upper storey stands must comply with the following rules:

#### Height and distance from aisle and neighboring stands

- **authorized heights must not be exceeded (5m maximum overall height above platform),**
- **at least 2m from boundary walls, so that there is always at least 4m between neighboring upper storeys.**

In Hall 1, cool air from the air conditioning system must not be obstructed by façades on upper floors. Therefore, the façades of upper floors located in the vicinity of air vents A & B (illustrated in the general layout drawings) must remain open.

### 3.3. RULE No. 3: STAND FAÇADES

---

To enhance visitor interest and the liveliness of the exhibition, no stand façade can be left completely blank.

**Designers should provide for at least one quarter of partitions’ surface area to be open allowing the inside of the stand to be seen at eye level:** bays, slits, circular windows, see-through showcases, etc. all of which can be glazed or simply left open. Furthermore, opaque panels must be decorated attractively with materials, colours, lighting or promotional features. Please see Rule no. 2 below concerning façades on stands with upper levels.

### 3.4. RULE No. 4: STAND ACTIVITIES

---

#### 3.4.1. TASTING COUNTERS

Tastings are allowed on the edge of the aisles provided that it does not interfere with the visitors traffic through the aisles.

#### 3.4.2. SOUND

The use of sound is authorized, but do not have to bother the neighbors.

### 3.5. RULE No. 5: EXHIBITION HALL PILLARS

---

The pillars situated on stands may be decorated by Exhibitors up to a height of 5m, provided the following points are observed:

- leave the following clearly visible, accessible and easy to handle:
  - \*fire hoses and reels,
  - \*fire extinguishers hanging on the pillars,
- respect the distances from neighboring Exhibitors.

Pillars that are located in the middle of aisles or on the side of an aisle and adjacent to a stand may not be decorated or incorporated as part of the stand. Such pillars must not be used as supports for signage. (See the diagram in section 2.1. “Exhibition hall pillars and fire hose reels”.)

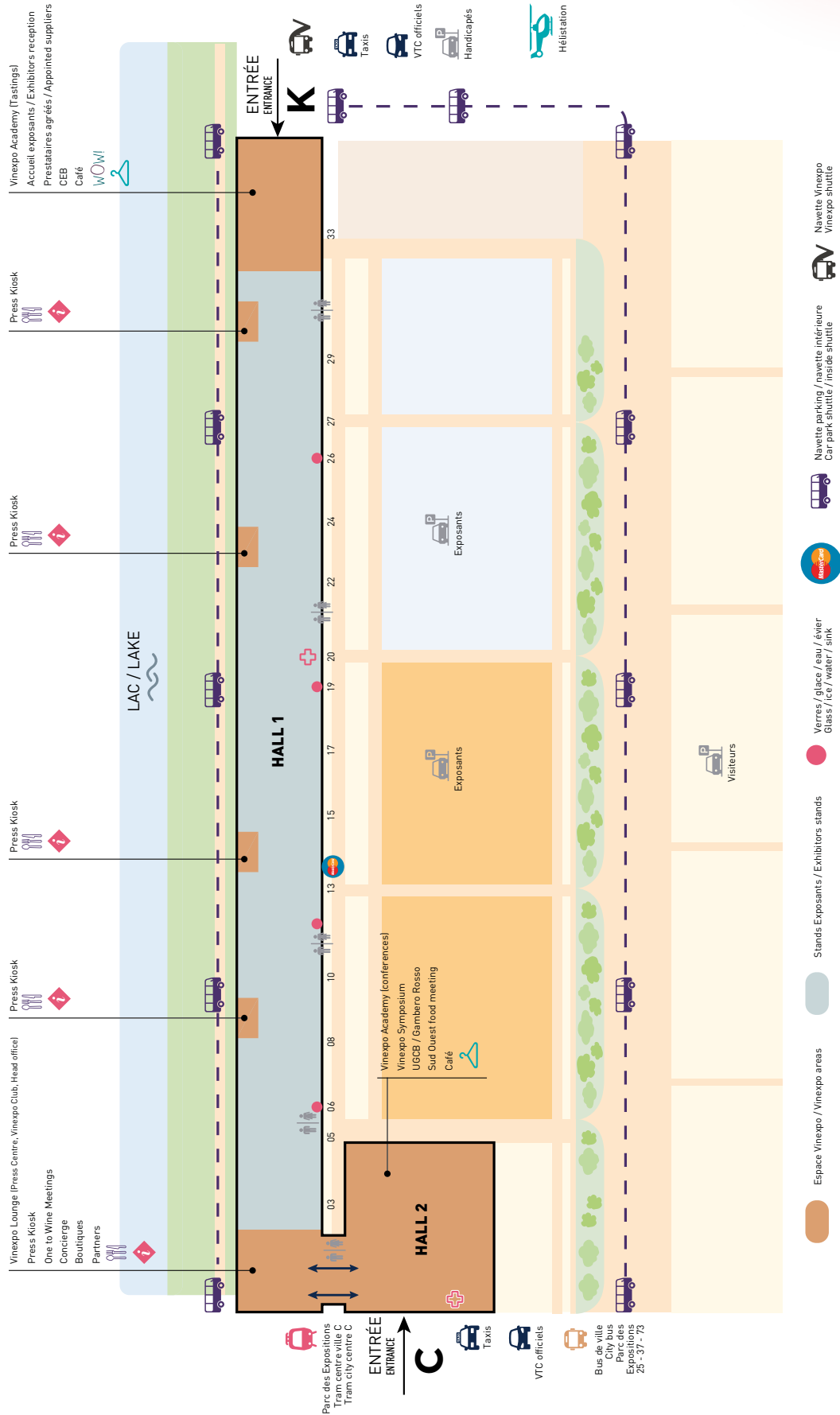
### 3.6. RULE No. 6: AISLES

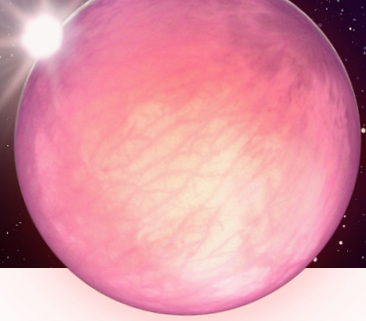
---

The aisles are equipped by VINEXPO and should be considered as common areas. For safety reasons and in order to ensure their purpose, the aisles must be left free:

- unoccupied (i.e. not used as a tasting area),
- of all individual decoration reaching across from the stands (lighting grids, spotlights, light fittings, flower boxes, furniture, carpeting, projection of images on the floor, advertising medium, etc.)

**1. GENERAL LAYOUT**





## **2.CLEARWAYS**

(Available soon)