

JTSE 2023

JOURNÉES TECHNIQUES DU SPECTACLE ET DE L'ÉVÉNEMENT

Safety & Prevention

I. GENERAL DISPOSITION

Any specific assembly project must be submitted for approval to the JTSE technical direction. The plans and technical information must be transmitted one month prior to the event to:

Technical direction
ONECS - Rudy Termote
rudy.onecs@magiconline.fr +33 (0)6 08 47 38 51

During the inspection of the 3 docks by the JTSE security service and the technical director at the end of the assembly period, on Tuesday evening, November 28, 2023, the installation of the stands must be completed. The exhibitor or their representative must be present at the booth and be able to provide the fire reaction report for all materials used.

VERY IMPORTANT:

Certificates of foreign origin cannot be considered. Only models with fire classification approval from FRENCH approved laboratories are accepted.

However, European PV certificates can be accepted if they are sent 15 days before the opening of the event to the Security Officer.

Failure to comply with this rule may result in the removal of materials or the prohibition of opening the booth to the public.

For exhibitors with bare stands and/or with a particular set-up, and only for them, a prevention plan & professional risk assessment will be sent.

The decisions taken during this visit, which takes place the day before or the morning of the opening of the fair, are immediately enforceable.

During the assembly, the exhibition period, and dismantling, the JTSE Fire Safety Officer and the technical director ensure compliance with the safety measures mentioned below, in accordance with the Building and Housing Code and the Regulations for Establishments Receiving the Public. They are available to the exhibitor for any information regarding fire safety. Moreover, they are responsible for enforcing the hygiene and safety regulations required by the Labor Code during the assembly, exhibition, and dismantling phases.

A - GENERALITIES

Tenants, operators, organizers and exhibitors are required during operation to comply with the preventive and protective measures to ensure the safety of persons; these measures are determined taking into account the nature of the operation, the size of the premises, the construction method and the number of persons who may be admitted to the establishment, including persons with reduced mobility.

The organizer must ensure the application of safety rules in all the facilities specific to the event. Its obligations extend over the period of time the premises are made available under the contract and, at a minimum, over the period of presence of facilities, the public or personnel working on its behalf or under its responsibility.

Security Officer

A safety officer, holder of the certificate of competence in prevention of level 2 (AP 2), to this day of recycling, defined by the decree of March 8, 2007 relating to the certificates of competence in prevention against the risks of fire and panic in the establishments receiving the public, is specially designated by the organizer. This specialist in fire and life safety is at your disposal to assist you in the organization of your event.

VULCAIN CONSEIL – Aurélien GRENET
E-mail : aurelien.regimax@gmail.com
Tel.: +33 (0)7 60 89 59 83

Arrangement of the rented spaces

The arrangements made for events must comply with the safety regulations and must not in any way interfere with the emergency services (e.g. smoke extraction, extinguishing or automatic detection systems). The premises cannot be used for cooking.

The main layout and large furniture must be located in such a way that they do not obstruct or narrow circulation paths or reduce the number or width of clearances.

Use of the premises for an exhibition activity

The organizer must apply to the administrative authority to hold an activity of this type two months prior to its opening. He must designate one or more security officers and establish a set of specifications. Each exhibitor is obliged to read the information in connection with the specifications and safety and to respect them.

Exhibitors and stand renters must comply with the specifications. The exhibitor must return the acknowledgement of receipt with his signature and company stamp to the organizer before October 25, 2023 by e-mail to lydie.p@jtse.fr or by mail to Éditions AS 14, rue Crucy 44000 Nantes.

The installations must be completed at the time of the inspection by the safety commission or the safety officer and before the opening to the public.

The exhibitor or his representative must be present at each stand during this reception visit.

Exhibitors and tenants of stands using machines, thermal or combustion engines, lasers, or any other dangerous product, must make a declaration to the organizer and to the Safety Officer, one month before the opening to the public.

Exceptional uses of the premises

The use, even partial or occasional, of an establishment for an operation other than that authorized, or for a demonstration or attraction that may present risks for the public and that is not provided for in the safety regulations, must be the subject of an application for authorization from the administrative authority. The application must be submitted jointly by the organizer and the owner/operator at least three weeks before the event or series of events. This request must always specify the nature of the event, its duration, its exact location, the number of people expected to attend, the materials used for the planned decorations, the layout of the clearances, the risks it presents and the additional prevention and protection measures proposed.

Special technical facilities

The special technical installations installed temporarily must be examined by the Safety Commission (platforms, mobile floors, ...).

Access roads

Access Routes: The access routes to Dock Pullman, Eiffel and Haussmann are usable by fire and rescue vehicles. These routes must remain clear of any parking or storage.

B - FIRE CLASSIFICATION OF DECORATIVE MATERIALS

The materials are classified in 5 categories (Order of June 30, 1983):

- M0 : Non-combustible ;
- M1: Combustible non-flammable;
- M2: Combustible hardly flammable;
- M3 : Combustible moderately flammable;
- M4 : Combustible easily flammable;
- NC : (not classified, no PV) Extremely vivid combustible.

II. STAND LAYOUT (ART T.21)

A - STAND STRUCTURE AND PARTITIONS (Art T.21 §2)

Materials classified as at least M3 are authorized for the construction of stand structures. The height of the stands must not exceed 4m in the Dock Pullman, 3 m in the Dock Haussmann and the Full Screen Experience space.

No closed partition giving onto an aisle may exceed 2.40m.

In particular, the rear partition of a stand, if it faces another stand, may not exceed this height, out of respect for the co-exhibitors.

B - COATING MATERIALS

Wall coverings

The coverings (natural textiles or plastics) M0, M1, M2 can be stretched and fixed by all means except with staples, spikes and double-sided. Partitions must be kept clean and in good condition. Any damage found will be charged to the exhibitor.

The various coverings (fabrics, papers, plastic films) of medium or easy flammability of very low thickness (1 millimeter maximum) must be glued full on M0, M1 or M2 supports. In all cases, the following are prohibited

- Soft cellulose agglomerates;
- The plates, panels or sheets of expanded plastic materials which are not at least classified M3 ;
- Carpets with foam backing;
- Carpets that are not at least M2 rated.

Curtains, drapes, sheers

Curtains, drapes and sheers can be floating if they are classified M0, M1 or M2. They are however forbidden on the entrance and exit doors of the stands, but are allowed on the doors of the cabins.

Paints and varnishes

Paints and varnishes are strictly forbidden if they are considered flammable (nitrocellulose or glycerophthalic for example).

Floor covering (Art T. 21 §4)

Floor coverings must be of at least M4 material and securely fastened. However, they must be of category M3 at least, for the coverings (horizontal and vertical) of more than 20m² of total surface, podiums, stages and bleachers of more than 0,30 m of height.

C - VELUMS, CEILINGS AND FALSE CEILINGS (Art. T22)

The velums must be made of M0, M1 materials. They must also be supported by a crossed network of wires, so as to form meshes of 1m² maximum. Ceilings and false ceilings must be made of M0 and M1 materials.

D - DECORATIVE PANELS IN THE BACK OF THE STAND, RACKS, COUNTERS, SHELVES

Are authorized for the construction of decorative panels, racks, counters, shelves, ... and all materials classified at least M2. The use of materials based on methyl metacrylate (such as "Plexiglas") is prohibited, except for health prevention devices.

E - DECORATION ELEMENTS (Art T.21)

Floating elements (Art. AM 10)

Floating decorative elements (advertising panels with a surface area of more than 0.50 m², garlands, light decorative objects, etc.) must be made of M0 or M1 materials or made so by fireproofing. The use of signs or advertising panels in white letters on a green background or the opposite is absolutely forbidden, these colors being exclusively reserved for the indication of "EXIT" and "EMERGENCY EXIT".

Floral decoration (Art T 21 §3)

Plants and flowers made of plastic or paper are prohibited. Only artificial plants and flowers made of fire-proof fabrics (fire rating at least M2) are allowed.

Note: For natural plants that need to remain permanently moist, use potting soil instead of peat.

Furniture (Art T 21 §5)

No requirement is asked for the common furniture (desks, tables, chairs, ...). On the other hand, the racks, counters, shelves, ... must be made of materials at least M2.

F - GUARANTEE OF THE FIRE CLASSIFICATION OF MATERIALS

The guarantee of the reaction to fire classification of the materials used in the exhibition must be provided to the JTSE Safety Officer in the form of quality labels, certificates or records, specifying the duration of

the treatment.

Coatings and materials that meet all safety requirements are available from specialized dealers who must provide certificates corresponding to the classification of the material. In case of doubt, please contact the Security Officer.

G - EVACUATION CLEARANCE

To guarantee the evacuation of the public, in case of disaster, no equipment, furniture, fixed or mobile equipment, will be placed or encroach into the aisles, circulations and clearances.

III. STANDS

A - CLOSED STANDS

In the case of closed stands, they must have direct exits to the aisles. Their number and width are based on the size of the booth, i.e:

- Less than 20 m² : 1 exit of 0,90 m
- Over 20 m²: consult the Security Officer (plans to be provided).

The exits should be judiciously distributed and if possible opposite each other. Each of them must be marked with "SORTIE" in clearly visible white letters on a green background.

If the stand is closed by doors, these must open in the direction of exit, without a locking system and without opening into the public walkway.

B - COVERED STANDS (Art T.23)

Booths with a ceiling, false ceiling or full canopy, as well as those with a raised level, must :

- Have a surface area of less than 30 m² ;
- Have a distance between them equal to or greater than 4 m ;
- Have a ceiling and false ceiling area (including that of raised levels) equal to no more than 10% of the area concerned.

IV. ELECTRICITY (ART T.32 TO T.38)

The electrical installation of each stand must be protected at its origin against overcurrents and against ground faults.

All metallic grounds must be interconnected and connected to the grounding point of the booth's electrical connection box.

Electrical connections must be placed inside junction boxes. Electrical disconnecting devices must be accessible at all times.

The particular installations of the stands must be carried out by persons particularly informed and having the knowledge allowing them to conceive and make carry out the works in conformity with the ERP regulation.

Electrical equipment

All electrical equipment used must comply with current French or European standards.

Electrical cables

Electrical cables must be insulated for a minimum voltage of 500 volts, which prohibits the H 03 VHH (scintex) cable.

Only use cables with each conductor having its own protective sheath. All conductors have to be housed in a common protective sheath. Cables with a cross-section of less than 1.52 mm² are not permitted.

Electrical appliances

If, exceptionally, class 0 exposure equipment is supplied, it must be protected by devices with a residual current rating not exceeding 30 mA.

Class I equipment must be connected to the protective conductor of the pipe supplying it.

The use of individual protective earth connections is prohibited.

Spotlights

Class 2 spotlights (as defined in standard NF C 20 030) are the only ones authorized.

Lamp adapters and multiple sockets are not allowed.

High voltage illuminated signs

Signs and discharge light tubes operating at a rated open circuit voltage greater than 1000 V must be installed in accordance with the provisions of standard NF EN 50107. If they are placed in enclosures, these shall be of at least M3 material or of material satisfying the glow-wire test referred to in Article EC5, the glow-wire temperature being 750° C.

The switch provided for in article 5 of standard NF C 15 150, can be confused with the control device referred to in article T35 § 3 of the corresponding stand.

Stage lighting equipment

In accordance with Article L 32 § 4: the luminaires for stage and camera lighting must comply with the standard NF EN 60 598-2-17.

V. FLAMMABLE LIQUIDS

A - GENERAL INFORMATION (Art T. 46)

The use of particularly flammable liquids (ethyl oxide, carbon sulphide, ...) is prohibited.

Only the use of flammable liquids of the 1st category, up to a maximum of 5 liters per stand is authorized.

The following precautions should be taken:

- Have a sufficient number of fire extinguishers for special risks nearby;
- Recharge the device containing the liquid outside the presence of the public;
- Place a watertight container under the drums or tank to hold all the fuel.

B - PRESENTATION OF FLAMMABLE PRODUCTS (Art T. 46)

All containers of flammable liquids presented on the stands must be empty (paint cans, varnish, bottles, aerosol cans, ...) except for a few samples in limited quantities.

C - COMPRESSED GASES (Art T. 31)

Air, nitrogen and carbon dioxide cylinders are allowed without any restriction.

Compressed or dissolved gases may be admitted at the rate of one cylinder per stand. The bottle should be placed on the ground with the head on a support so that it is slightly tilted, with the tap on top.

For other gases see chapter VI.

D - PYROTECHNIC DEVICES AND FIREWORKS

All pyrotechnic effects generating sound detonations, sparks, flames or smoke are strictly forbidden.

The use of carbon dioxide (CO₂) to create fog effects must be requested from the JTSE Safety Officer.

VI. MACHINES AND DEVICES SHOWN IN OPERATION (ART T. 39 AND T. 40)

All presentations and demonstrations are made under the full responsibility of the exhibitor. The machines and devices presented in operation must not pose any risk to the public and must be declared to the organizer.

If machines or equipment are displayed in a fixed position, whether in operation or not, they must be equipped with devices that keep dangerous parts out of the reach of the public moving through the aisles. This result is considered achieved if the hazardous part is more than 1 m from the public aisle or if it is protected by a screen. If machines or devices are shown in evolution, a protected area must put the public at least 1 m from the machines.

All materials must be properly stabilized to prevent tipping.

VII. PROHIBITED MATERIALS AND EQUIPMENT

- Vehicles with motors other than electric ;
- Radioactive products;
- Combustible gases in cylinders (butane, propane, ...) ;
- Oxygen, hydrogen and acetylene cylinders;
- Lasers;
- Pyrotechnic effects generating sound detonations, sparks, flames or smoke;
- Particularly flammable liquids (ethyl oxide, carbon sulphide, ...);
- All materials, products and equipment that do not comply with the Labour Code, the Construction and Housing Code, the Safety Regulations for Public Buildings and French and European standards.

VIII. RESCUE RESOURCES

The rescue equipment must remain clearly visible.

The access to the different emergency means (hydrants and hydrants, fire hydrants, telephone stations, fire extinguishers, smoke evacuation hatches, ...) must be constantly clear.

Armed fire hydrant

On stands equipped with a fire hydrant, a passage of 1 m in front of the hydrant must be left free of any material up to the aisle of public circulation.

It is absolutely forbidden to use panels or fabrics to hide the device.

For more details regarding these general conditions of exhibition, you can consult the following document in the Official Journal of the French Republic:

<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000000441635>

IX. LABOUR CODE

A - WORKING AT HEIGHT

Only work at height with collective protection (i.e. guardrails) is allowed: aerial work platforms and service scaffolding. Ladders, stepladders and steps shall not be used as workstations. However, this equipment may be used if it is technically impossible to use equipment for the collective protection of workers or if the risk assessment has established that the risk is low and that the work is of short duration and not repetitive. (Labour Code art. R 233-13-21).

B - LIFTING

Lifting operations will comply with the French Labour Code, ERP regulations, standards and best practices of the Memento of security in the area of performing arts of the Ministry of Culture. In particular, all equipment lifted or suspended must be done so by two separate means of different design. Lifting accessories and safety slings will be stamped (CMU or rupture marking), lifting devices and motors will bear the CMU indications corresponding to their use.

A plan of the suspended loads and a calculation note will be provided to the Safety Officer.

C - MANDATORY TRAINING

The employers of the employees and the workers carrying out the assemblies, undertake to present to the JTSE Safety Officer all the compulsory training documents necessary for the installations of the exhibition, in particular:

- Competent scaffolding technician (Labor Code art. R 233-13-31 to R 233-13-36)
- Electrical authorizations (Decree of 14 November 1988) standard NF C 18-510 approved by decision of 21 December 2011, Order of 26 April 2012.
- Authorization to drive structures, engines and bridges, or machinery (Decree of December 2, 1998), Labour code art. R 4323-55 à 57.
- CACES, Certificate of aptitude for safe driving and Authorization to drive forklifts and aerial work plat-

forms (Labour Code art. R 4323-55 to 57) and CNAM Recommendations R 372, R 386 & R 389

- Competent technician in demountable stands (ERP – General provisions, article GE 6-7-8, Decree n° 95-260 of March 8, 1995 and Circular of June 22, 1995, JO of October 25, 1995).

- Work at height: any person performing work at height must be trained in this specialty (Labor Code art. R 4323-58 to 68).

- Rope work: specific training for personnel performing rope work is also mandatory. Labour Code art. R 4141-15 §8 et R 4323-89 §6.

D. STOP OF THE ASSEMBLY SITE

In the event of a proven risk, of serious and imminent danger, the Safety Officer, who is also a risk prevention coordinator, has full latitude to stop the assembly and/or dismantling of a stand, while a solution is found that complies with the texts in force, in consultation with the organizer, the persons and/or companies involved.