



Orléans
04—06 novembre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

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IMPORTANT

A single space to manage all your participation!

Once registered for the show, you have access to an Exhibitor Area to manage your entire participation.

Your Area allows you to, among other things:

- submit and approve your plans,
- approve your stand layout,
- order your additional services,
- approve your signage,
- collect your exhibitor badges,
- update your online catalog page,
- and much more...

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NB. Paid services are accessible from your Private Exhibitor Area, under “Manage my stand & order services.”

**To access your Exhibitor Area, enter your email address
and password.
Check your spam folder!**

[I log in to my private area](#)

**Do you have a question about your Private Exhibitor Area?
Contact Amy at +33 (0)7 56 36 72 99 or by email at
amy.pouye@gietransport.com**

INFOS & DATES TO REMEMBER

EXHIBITOR BADGES

Monday, September 15, 2025 opening of the service to generate your “Exhibitor” badges and collect your “SETUP” and “BREAK-DOWN” badges.

FILING OF PLANS FOR “BARE SPACE
BOOKINGS”

Tuesday, September 30, 2025 at the latest, to be submitted in your Private Exhibitor Area, under “Manage my stand & order my services”.

PURCHASE OF TECHNICAL
SERVICES

- **Between October 1st and 15th, there will be a 25% increase on sling and hook services.**
- **Between October 16th and 23rd, there will be a 50% increase on sling, hook, and electrical services.**
- **Wednesday, October 8th, there will be a 20% increase on other services (furniture, storage, groceries, etc.)**
- **Thursday, October 16th, at 7:00 p.m., the store will be closed.**

VALIDATION OF THE “FITTED
STAND BOOKINGS” AND
INSURANCE

Validate your plan by Wednesday, October 8th, 7:00 p.m. at the latest. By removing any items you don't need (carpet, partitions, etc.)

Check the insurance certificate in the Private Exhibitor Area, under “Manage my stand & order my services.”

RESTAURANT & CATERING ORDERS

- **Between October 1st and 16th, there will be a 25% increase.**
- **Between October 16th and 23rd, there will be a 40% increase.**

SIGN DECLARATION FOR “FITTED
STAND BOOKINGS”

Thursday, October 23, 2025, 6:00 p.m., last minute to modify your sign in your Private Exhibitor Area, under “My Internet catalog page”.

INFORMATION “INTERNET
CATALOG PAGE”

Update it regularly! A 100% optimized page is more likely to be seen by visitors.

PRESS INFORMATION

Your salon communicates through newsletters, so send your press releases on your news, new services/products, etc. to Amy Pouye now.

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PRATICAL DETAILS

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YOUR CONTACTS

ORGANISERS

Management

Sales and partnerships

Communications

TECHNICAL INSTALLATION (insurance, plan approval, etc.)

Management of DISPLAY VEHICLES and Réseau vélo et marchesapce

SAFETY

(Safety regulations, déclarations of equipment in use)

FITTED STANDS AND ONLINE STORE ORDERS

GIE Objectif transport public

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ARCANCE

Julie GROS
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Tél. +33 (0)1 75 43 66 82

VENUE AND ACCESS

Le salon se tiendra à Orléans, au Parc des Expositions CO'Met.

1 rue du Président Robert Schuman - 45100 ORLEANS // Tel. +33 (0)2 38 56 97 10



En tram : ligne A, station « CO'MET ».

ACCESS DURING SET-UP, BREAK-DOWN AND DURING THE EXHIBITION

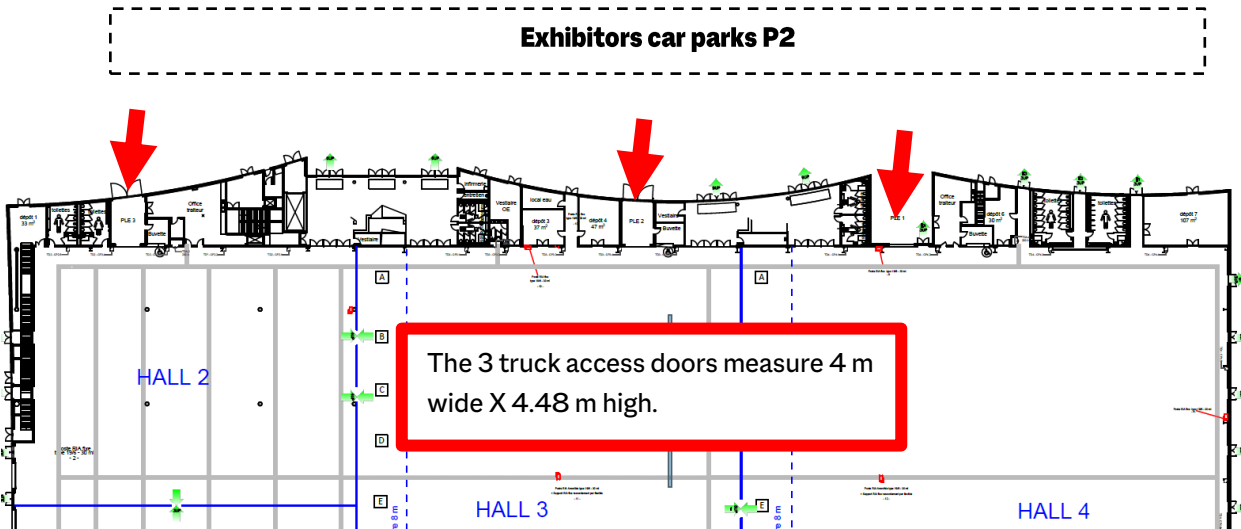
SITE ACCESS FOR MOTOR VEHICLES AND PEDESTRIANS ▼



Exhibitor entrance and exit
Rue du Président Robert Schuman
Entrance gate to the parking exhibitor

ACCESS TO EXHIBITION HALLS ▼

During set-up and break-down, all doors leading to the exhibitor parking lot will be open.



DATES AND TIMES FOR ARRIVAL OF DISPLAY VEHICLES, DELIVERY OF FLOOR SPACE AND PRE-FITTED STANDS ▼

	Entry of installer vehicles into the park	Delivery of bare surface and installation	Delivery of fitted spaces
Friday, October 31	12:00 p.m. - 11:00 p.m.	2:00 p.m. - 11:00 p.m.	
Saturday, November 1	12:00 p.m. - 11:00 p.m.	8:00 a.m. - 11:00 p.m.	
Sunday, November 2	12:00 p.m. - 11:00 p.m.	8:00 a.m. - 11:00 p.m.	
Monday, November 3	12:00 p.m. - 11:00 p.m.	8:00 a.m. - 11:00 p.m.	2:00 p.m. - 11:00 p.m.



Access to the exhibitor parking exhibitor and the halls is closed from 8:00 p.m. However, assembly staff, already present in the hall, may remain there until 11:00 p.m.

During set-up and break-down periods, it is mandatory to wear safety equipment. Otherwise, the show declines all responsibility in the event of an accident.

OPENING AND CLOSING TIMES DURING THE EXHIBITION ▼

	Halls open for exhibitors	Halls open for visitors	Halls close for visitors	Halls close for exhibitors
Tuesday, November 4	7:30 a.m.	9:00 a.m.	6:00 p.m.	6:30 p.m.
Wednesday, November 5	8:00 a.m.	9:00 a.m.	6:00 p.m.	6:30 p.m.
Thursday, November 6	8:00 a.m.	9:00 a.m.	5:00 p.m.	00:00

BREAK-DOWN AND TIMES ▼

Thursday, November 6	4:30 p.m. - midnight
Friday, November 7	8:00 a.m. - 10:00 p.m.

- Stands may not be broken down before the end of the exhibition, i.e. not before **4.30pm on Thursday, November 6 (once all visitors have left).**

SITE ACCCESS DURING SET-UP AND BREAK DOWN FOR EXHIBITORS ▼

The **"BADGE MONTAGE"** (Set-up) and **"BADGE DEMONTAGE"** (break-down) badges can be downloaded from your Private Exhibitor Area. Share them with all your service providers who will need access to COMET.



ACCESS TO THE EXHIBITION HALL DURING THE EXHIBITION ▼

All individuals must be in possession of a RNT2025 exhibitor pass to be granted access to the exhibition halls. You are entitled to a set number of 'Exhibitor' passes based on your stand size. If you need more passes, please contact Amy Pouye.

- 9m²-18m² 7 passes
- 27m²-149m² 15 passes
- 150m² or more 40 passes

 **You must add a first name and surname to each pass, download it, and print it off. This section will be open in your Exhibitor Space early October.**

DELIVERIES

The COMET in Orléans does not have a parcel reception service (neither before the exhibition nor during the exhibition).

Therefore, it is imperative to follow these recommendations:

- The exhibitor or their representative is responsible for shipping, transporting, and receiving their packages, as well as for identifying their contents upon arrival. If the exhibitor or their representative is not present to receive a delivery at the show venue, they must arrange for a third party authorized to receive and accept the package(s). Remember to provide your delivery drivers with your hall and stand number.
- **The organizer will not receive any packages on behalf of an exhibitor.**
- The organizer cannot be held responsible for the loss or damage of all or part of this delivery.
- All packages must be unpacked upon arrival, and the empty packaging must be removed from the show grounds by the exhibitor or their freight forwarder before Tuesday, November 4th at 9:00 a.m. (the show's opening time to the public). The organizer reserves the right to take any measures to ensure compliance with this requirement at the exhibitor's expense and risk. During exhibition opening hours, for safety reasons, please prioritize morning deliveries.
- It is the responsibility of each exhibitor to provide the necessary equipment and personnel to transport their packages and crates.



Each exhibitor is responsible for completing customs formalities for all materials and products to be shipped from abroad. The organisers may not be held liable for any difficulties that may arise during these formalities.

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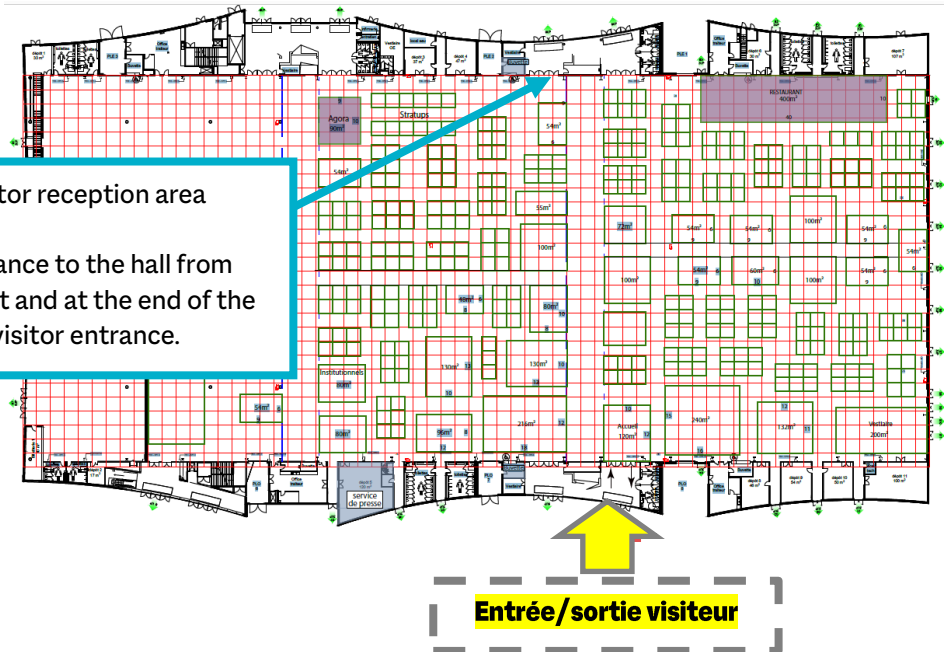
EXHIBITOR RECEPTION

Exhibitor reception will be open to answer your questions regarding technical issues, orders for furniture, consumables, etc. at the following times:

	Set-up	During the exhibition
Friday, October 31	Contact Exhibitor Reception Tél. +33 (0)1 75 43 66 82	
Saturday, November 1	8am-8pm	
Sunday, November 2	8am-8pm	
Monday, November 3	8am-8pm	
Tuesday, November 4	7.30am-1pm	
Wednesday, November 5		Contact Exhibitor Reception
Thursday, November 6		Contact Exhibitor Reception

EXHIBITOR PARK

The RNTP 2025 exhibitor reception area awaits you in Hall 3. It is located at the entrance to the hall from the exhibitor parking lot and at the end of the hall via the pedestrian visitor entrance.



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CLEANING, MAKING GOOD, WASTE SORTING

STAND CLEANING ▼

Pre-fitted stands: cleaning every evening after the exhibition closes is included. Bins will be emptied and carpets vacuumed.

Make any specific requests for additional requirements via the 'Formalities & eShop' section in your Exhibitor Space.

Bare surfaces: order cleaning services via the 'Formalities & eShop' section in your Exhibitor Space.

CLEAN-UP AFTER BREAK-DOWN ▼

The exhibition cleaning providers are available at Exhibitor Reception to provide you with a quote for removal of your materials and waste to skips.

- All stands, equipment, and waste of all kinds (adhesives, carpets, etc.) must be removed.
- Exhibitors undertake to have all their waste removed and processed pursuant to regulations in force.

- At the end of the break-down period, the organisers may take any measures they deem necessary, at the expense and liability of the exhibitor, to remove any materials and waste left on site and destroy any structures and decorations of any nature whatsoever that have not been removed.

All stands, decorations, equipment and merchandise must be removed by no later than 8pm on Friday, November 7.

Thereafter, the organisers may take all measures they deem necessary to remove any equipment or merchandise still remaining on site and demolish any structures and decorations of any nature that have not been dismantled, at the liability and expense of the exhibitor and with no liability incumbent on the organisers in this respect.

If you use the services of a decorator, make sure that their estimate specifically includes waste removal. Exhibitors and their stand installers (where applicable) are responsible for all waste generated by their stand. The organisers reserve the right to charge for any waste remaining on site.

If needs be, you can hire waste removal skips. This service should be ordered via your Exhibitor Space (eShop).

- ❗ If you use the services of a decorator, make sure that their estimate specifically includes waste removal.

SITE WATCH AND STAND SECURITY

STAND SECURITY ▼

- General site watch is provided by the organisers at the official entrance to the exhibition on a professional basis, however this is a 'best effort undertaking'.
- Car parks are unattended: any valuables left inside vehicles must be left out of sight to avoid attracting unwanted attention.
- Exhibitors wishing to deploy specific stand security must order it from the exhibition's eShop. For security reasons, only the exclusive provider is authorised to operate stand security when the exhibition is closed.
- Exhibitors are responsible for all security on their stand and must take all necessary measures to protect their material during the day when the exhibition is open to the public and secure the stand when the exhibition closes in the evening if they do not envisage any other security.
- The stand store rooms do not constitute secure premises.

- ❗ If you need specific stand security (day and night watch), you must use the provider designated by the Exhibition Centre: they provide fully professional services as required by the venue. To order this service, use the Exhibitor Space [eShop](#).

THEFT PREVENTION ▼

Due to increasing instances of theft during set-up, opening and break-down periods, exhibitors must observe some basic rules:

- Do not leave personal belongings (wallets, handbags, man bags, etc.) in sight.
- Keep your eye on your mobile phones and rented display screens (both fixed and mobile) at all times.
- In the evenings, store all valuables (computers, laptops, tablets) under lock and key or take them with you.
- During set-up and break-down, your stand must be manned at all times. This is your only protection against theft.

INSURANCE

Exhibitors are liable for all damage (bodily injury, material and non-material damage) to themselves and to third parties, including their agents, and to equipment, fittings, or merchandise belonging to them or in their custody. The organisers have overall public liability and fire insurance cover for the exhibition. Each exhibitor is responsible for taking out any additional insurance they deem necessary.

Exhibitors must take out comprehensive insurance and public liability insurance for the entire duration of the event, from the beginning of set-up to the end of break-down, at their own expense.

These mandatory policies must cover the following:

- items on display, stand fittings and installations, samples, accessories, and packaging,
- exhibitors' public liability with respect to third parties.

Neither the organisers nor the COMET Exhibition Centre may be held liable in any event for any theft, loss, damage, or any other form of damage or deterioration that may affect exhibitors' personal property, either during opening hours or during stand set-up and break-down.



Please consult the 'Practical information / Regulations' section in your Exhibitor Space for details of the rules applying to your insurance cover during the exhibition.

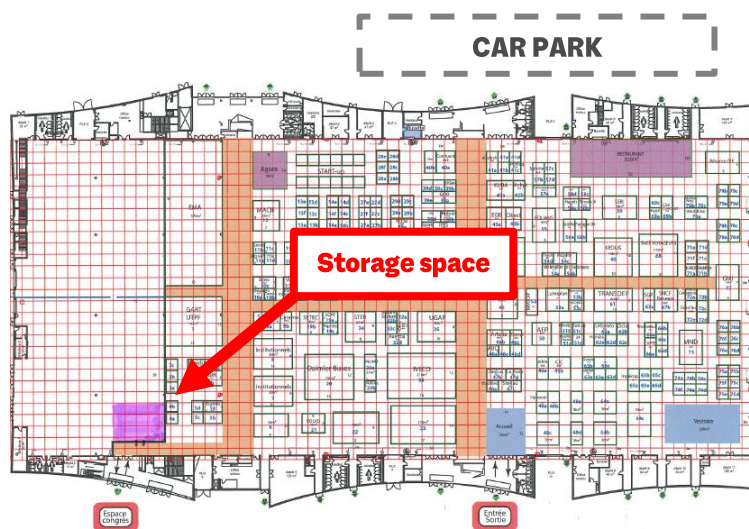
Exhibitors must have had their insurance certificate validated via their Exhibitor Space; to do so, tick the appropriate box in the 'Formalities & eShop' section.

STORAGE SPACE

We offer a 120 m² storage space, free of charge, to be shared by all exhibitors.

To ensure this space is usable by everyone, we ask that you properly store your boxes, fly cases, etc., and not obstruct access during drop-off.

Please note: this space is neither enclosed nor guarded.



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FOOD SERVICES AND CATERERS

RECEPTIONS, DRINKS RECEPTIONS, AND ON-SITE CATERING ▼

If you wish, you can order catering services: coffee breaks, cocktails, lunches or buffets, etc., from the COMET d'Orléans caterer. The entire "Catering" offering is available in your Private Exhibitor Area."

For specific orders such as stand cocktails or culinary events, you can contact:

Nathalie PLISSON

Directrice F&B

GL Orléans Events

nathalie.plisson@orleans-events.com

Port 06 47 09 15 73

Tél. 02 18 69 66 44

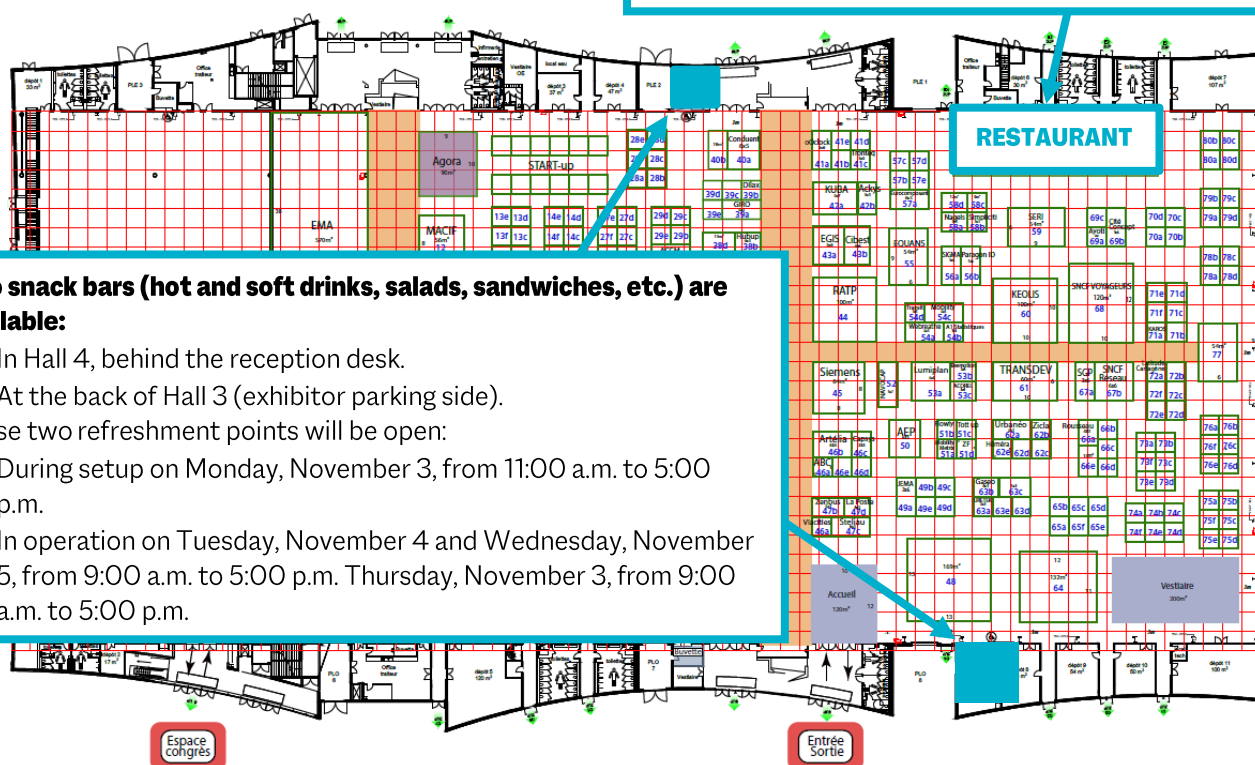
For your orders of consumables (water, biscuits, cups, etc.) you can either order from the online store and have it delivered directly to your stand (it's simpler and faster) or freely manage your purchases and supplies as you wish.

ON-SITE FOOD SERVICES ▼

The COMET exhibition center offers several catering outlets in halls 3 and 4.

The lounge's restaurant is open on November 4th and 5th from 11:30 a.m. to 2:30 p.m. (last order).

Closed on Thursday.



Two snack bars (hot and soft drinks, salads, sandwiches, etc.) are available:

- In Hall 4, behind the reception desk.
- At the back of Hall 3 (exhibitor parking side).

These two refreshment points will be open:

- During setup on Monday, November 3, from 11:00 a.m. to 5:00 p.m.
- In operation on Tuesday, November 4 and Wednesday, November 5, from 9:00 a.m. to 5:00 p.m. Thursday, November 3, from 9:00 a.m. to 5:00 p.m.

ON-STAND HOSTS AND HOSTESSES

If you want to book hosts/hostesses as stand staff to hand out flyers, welcome visitors, etc., full-time or part time, for one or more days, there are two options open to you:

- Order services directly via the Exhibitor Space.
- Alternatively, you can use your usual provider if you have one.

ACCOMMODATION FOR YOUR STAY

The organisers have worked with our online hotel booking platform partners Revolugo for several editions now. Revolugo suggests hotels on the basis of the three criteria we deem the most important: being nearby; price; reviews.

Interface features:

- Shows where the hotel is relative to the event.
- Displays our negotiated rates and a comparison with the best rates available online.
- Interactive interface allows you to change preset selections (change the hotel or location).
- Secure booking directly via the interface.

[View the hotel offering](#)

INTERNET CONNEXION ON SITE

Smartphone connections are not available in the COMET halls. Please make your own arrangements.

If you wish to benefit from WIFI access, you must order this service via your private exhibitor area, in the “Manage my stand & order my services” section. Please note that there will be no late-purchase surcharge for this service.

INDUSTRIAL PROPERTY

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Exhibitors are responsible for providing industrial protection of all equipment and products in compliance with legal provisions in force. These measures must be taken prior to these items of equipment and products being exhibited; the organisers cannot be held liable in this respect.

Photographs will be taken on site during the event. These photographs, which may feature logos, brands and models displayed by exhibitors on their stands, may be used to promote the event on hardcopy materials and on the Internet. By being present at the exhibition, exhibitors accept that all or part of their stand may be photographed and the images used.

UNFAIR COMPETITION

Throughout the duration of the exhibition, exhibitors expressly undertake not to engage in acts of unfair competition, including surveys and/or distribution of promotional items (other than on their own stand) liable to constitute a diversion of visitors to the event to the exhibitor's benefit.

Leaflets may only be distributed within the confines of exhibitors' stands.

Vocal advertising, whether amplified or not, is prohibited.

EXHIBITOR GUIDE RNTP 2025

STAND OUTFITTING

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STAND OUTFITTING

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BARE SPACE BOOKINGS

Total bare space of 55m²

Services included in the rental of your space:

- Space marked out on the ground.

Step prior to taking part and stand outfitting

Step 1: space allocation

- Our sales officer and your contact person agree on your location in the hall.
- Use this plan to prepare outfitting with your stand installer.

Step 2: checking your plan

- Validate your accommodation (safety notice ; insurance, etc.)
- Your stand decoration plan must be submitted for acceptance by exhibition's Architecture and Decoration department **30 September 2025**.

Bruno McKay

bruno@lesclesdelevenement.fr Tel. + 33(0)1 42 31 22 22



Please consult all the rules that apply, to be found in the 'Decoration and Architecture Rules' in the 'Rules and Formalities' section of this Exhibitor Guide.

Step 3: validation of all you safety documentation, orders for technical services (electrical hook-up, telephony, etc.) and logistics services (cleaning, site watch, etc.)

- All services to be booked must be ordered via the e-shop.



If you want your stand installer to purchase your services directly via your Exhibitor Space, you must send them your login details. **In no circumstances will the organisers give your codes to your providers.**

Step 4: vous devez valider et/ou modifier le nom de votre enseigne pour le JEUDI 23 OCTOBRE à 18h00 au plus tard dans votre Espace privé, rubrique « Ma page catalogue Internet ». C'est le nom sous lequel vous apparaîtrez sur tous les supports de communication du salon ! Un email vous sera adressé par Amy Pouye avec votre identifiant et votre mot de passe. N'hésitez pas à la joindre !

Step 5: Your setup at the show.

- Friday, October 31st from 2:00 PM to 11:00 PM, Saturday, November 1st, Sunday, November 2nd, and Monday, November 3rd from 8:00 AM to 11:00 PM.

FITTED STAND BOOKING

Fitted stand with one, two or three open sides (mandatory for stands with areas of 9m²-4m²).

Services included in fitted stand rentals* :



Photo non contractuelle

- Aluminium structure, height : 2.40m.
- Polycarbonate partitions to provide separation from neighbouring spaces.
- Floor carpeting.
- Exhibitor sign displaying the stand number.
- 3Kw electrical cabinet.
- LED light bar for 9m².
- Daily cleaning and making good prior to opening.

** Higher power ratings may be ordered from Exhibitor.*

* [see technical description below.](#)

Steps prior to stand outfitting ▼

Step1: stand allocation

- Our sales officer and your contact person agree on your location in the hall.

Step 2 : (essential): choose your layout and validate your safety documentation in your Exhibitor Space.

- Validate your documentation (safety notice, insurance, etc.)
- Select your outfitting and confirm. Delete any items you don't need!
- Choose your carpet colour (three options: orange, navy blue or turquoise). If no choice is made your carpet will be anthracite grey by default.

Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.)

- Order all the services you need via your eShop.

Step 4: you must validate and/or modify the name of your brand by THURSDAY, OCTOBER 23 at 6:00 p.m. at the latest in your Private Space, under "My Internet catalog page". This is the name under which you will appear on all communication media for the show! An email will be sent to you by Amy Pouye with your username and password. Don't hesitate to contact her!

Step 5: Your setup at the show.

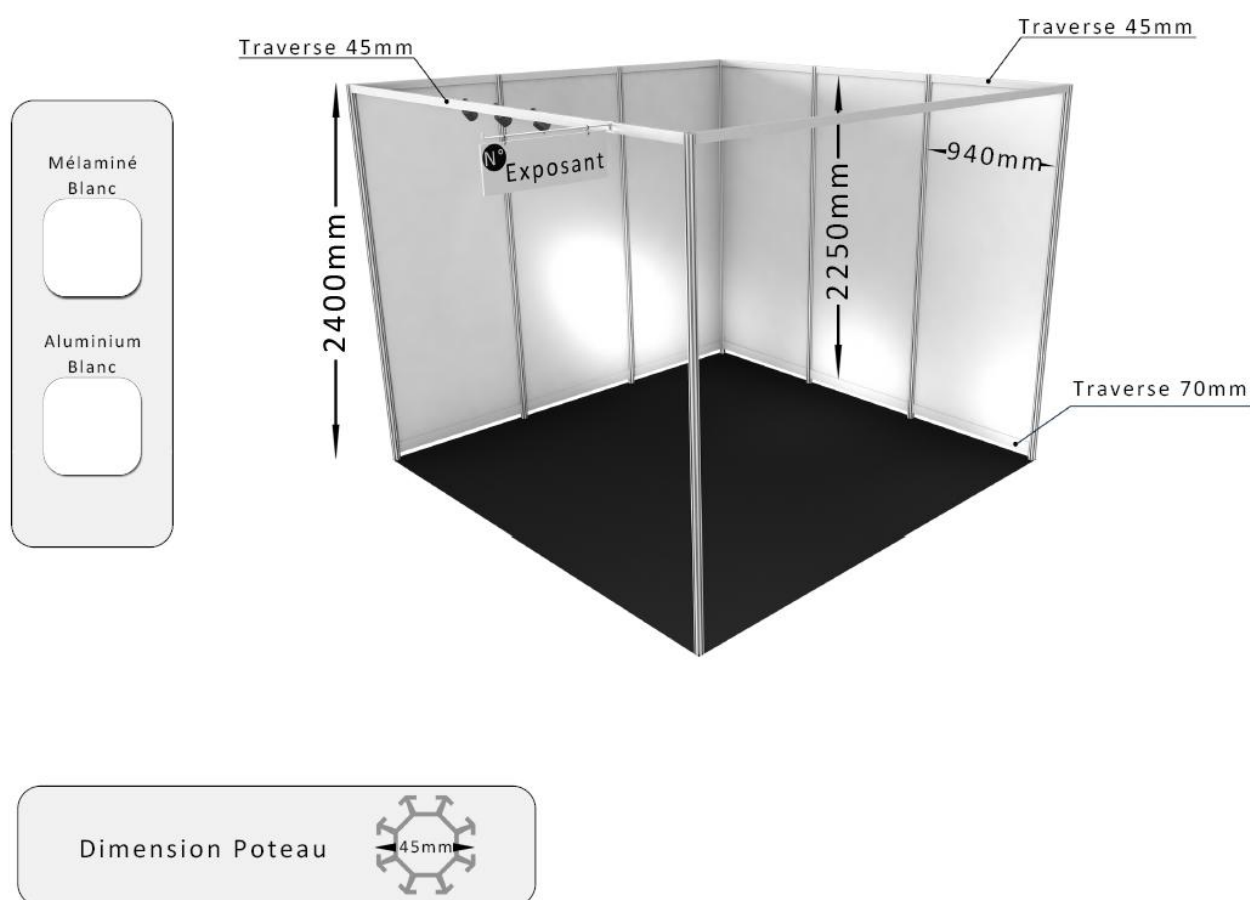
- Friday, October 31st from 2:00 PM to 11:00 PM, Saturday, November 1st, Sunday, November 2nd, and Monday, November 3rd from 8:00 AM to 11:00 PM.

FITTED STAND BOOKING

* detailed diagram of fitted stand

NB: If your stand is in the 'Réseau vélo marche' space, please contact your sales representative to determine its dimensions.

Stand 9m²



STARTUP SPACE STANDS

Vous avez à disposition une place comprenant :

You will have an area in this space comprising:

- Floor carpeting.
- One counter.
- Two bar stools.
- Your company name on the exhibitor list
- Electric hook-up.
- Wi-Fi internet connection shared with the entire start-up space.
- Daily cleaning and making good prior to opening.

Steps prior to stand outfitting ▼

Step 1: stand space allocation

- Our sales officer and your contact person agree on your location in the Startup Space.

Step 2 (essential): selection of fittings and validation of your safety documentation via the 'Formalities & eShop' section in your Exhibitor Space.

- Validate your documentation (safety notice, insurance, etc.)

Step 3: order any additional services you require (coffee machine, sweet/savoury snacks, etc.)

- All services to be booked must be ordered via the 'Formalities & eShop' section in your Exhibitor Space.

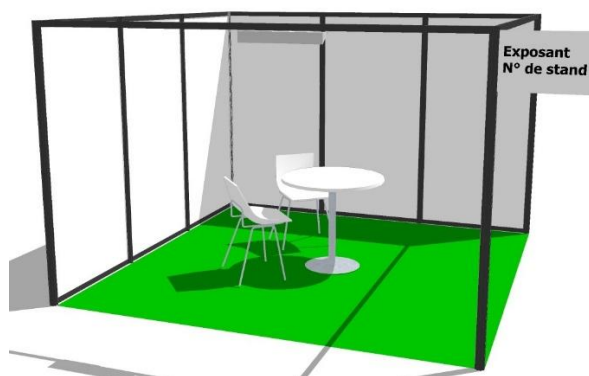
Step 4: you must validate and/or modify the name of your brand by THURSDAY, OCTOBER 23 at 6:00 p.m. at the latest in your Private Space, under "My Internet catalog page". This is the name under which you will appear on all communication media for the show! An email will be sent to you by Amy Pouye with your username and password. Don't hesitate to contact her!

Step 5: livraison delivery of your space on Monday, November 3, 2025 from 11:00 a.m. (hall closes at 11:00 p.m.).

EXHIBITORS IN THE RESEAU VELO ET MARCHÉ SPACE

Fitted stand space, 9-18m² or more

Note: the following services are included in fitted stand rentals in this space:



- Grey aluminium structure, height: 2.40m. White polycarbonate sides.
- Green floor carpet for the entire area
- Furniture set comprising one table and two chairs.
- Flag sign with digital printout of your name on both sides + stand number.
- Active LED light bar.
- Cleaned and ready the day before opening.
- **NB: electrical cabinet is not included.** This can be ordered via your Exhibitor Space

Steps prior to stand outfitting ▼

Step 1: stand allocation

- Your location within the hall is agreed with *Les Clés de l'Événement*.

Step 2 (essential): selection of fittings and validation of your safety documentation via your Exhibitor Space.

- Locate the documents you need to have approved (safety instructions and insurance).
- Select and validate your fittings and your company name.

Step 3: order technical services (electrical hookup, telephony, parking, etc.) and logistics services (catering, accommodation, site watch, etc.)

- All services to be booked must be ordered via your Exhibitor Space.

Your Exhibitor Space allows you to manage all aspects of your participation in the exhibition. Don't forget to consult it regularly!

Step 4: handover of your stand on Monday 3 November 2025 from 11am onwards.

Step 5: complete the details in your private 'PR' space. You must confirm and/or edit the name of your company no later than MONDAY 11 SEPTEMBER. This name will be used to identify you on all exhibition media!

Votre interlocuteur est : Bruno McKAY

Tel. +33 (0)1 42 31 22 22 - bruno@lesclesdelevenement.fr

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RULES AND FORMALITIES

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1 OVERVIEW, DEADLINES, TECHNICAL LIAISON

The RNTP decoration and architecture rules list the standards for stand presentation and outfitting. These are designed to ensure the proper operation of the exhibition and optimum visitor comfort. Reused stands are subject to the 2025 Architecture Rules in the same manner as newly-built stands. Stands must comply with the set-backs and heights required, and must be approved by the Architecture Department. No separate agreement between exhibitors will be allowed; only the Architecture Department or the organisers are authorised to allow exceptions to the rules following a written request.

For the Exhibition to be run in keeping with safety regulations, stand outfitting plans must be submitted for approval by letter or email. These must include the following components:

- Plan view showing the position relative to neighbouring stands and specifying the scale, dimensions, and positioning of set-backs between adjacent stands and aisles.
- Cross-sectional plan specifying the scale, dimensions, and heights of the planned installations.

Plans that fail to comply with the rules will be rejected; similarly, any stand set up without the approval of the RNTP 2025 Architecture Department may be ordered to be made compliant or be dismantled, at the exhibitor's expense.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.

Your plans must be uploaded directly to your private space (opens during end April 2025). They will then be approved by our technical manager. To save time, if you or your stand installer are in any doubt about any aspect of your stand design, please contact Bruno McKay (bruno@lesclesdelevenement.fr) before uploading your plan.

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Stand plans must be approved by the architecture department no later than TUESDAY 30 SEPTEMBER 2025 and then uploaded to your private exhibitor space.

Any plans deemed not to meet the relevant criteria and requiring review must be re-submitted no later than THURSDAY 9 OCTOBER 2025



RNTP 2025 ARCHITECTURE DEPARTMENT

Bruno McKay

bruno@lesclesdelevenement.fr - Tel +33(0)1 42 31 22 22

2 HALL, CONSTRUCTION, STAND FITTINGS AND DISPLAY INSTALLATION

Temporary structures that can be dismantled such as structures for items of scenery (stage covers, gantries, towers, trusses, beams, speaker towers, PA, lighting and video support structures, scenery itself) and structures to support persons (rostrums, stages, platforms, stairs and ramps) must comply with the French Order of 25 July 2022.



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Exhibitors must observe all regulations and instructions pertaining to exhibitions, fairs, and tradeshow listed in the French Ministerial Order of 18 November 1987.

- **Construction and outfitting: stand and sign height, general rules**



Rigging fixed to the fabric of the exhibition halls must be designed and submitted for prior authorisation by the Orleans Exhibition Centre (COM'ET) and may only be installed by the latter.

To allow for this procedure, you must upload the following items to your private space:

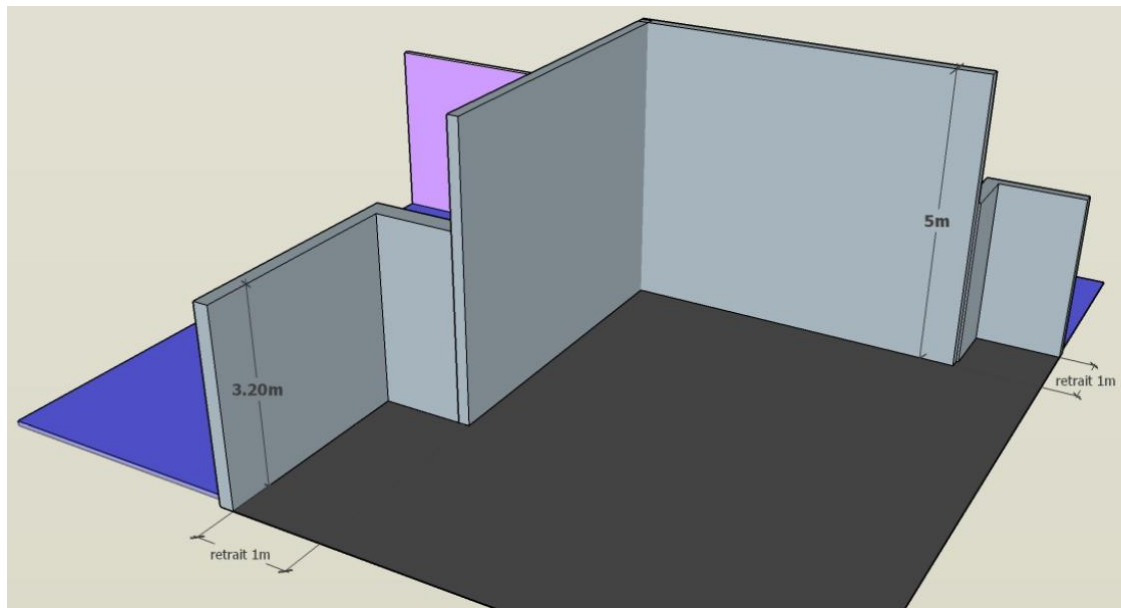
- The general exhibition plan.
- 2-D or 3-D plans with dimensions for your stand showing all technical constraints and details of any item to be suspended (location of fixings, loads, etc.).

Stand layouts must be completed before the Safety Officer's inspection takes place. On each stand, the exhibitor or their agent must be present at this inspection and be in a position to supply all relevant information about the installation and materials used.

- **HEIGHT OF STANDS**

The maximum overall height of any structure in its entirety including partitions and advertising mountings is 3.20m (from the hall floor).

Any higher structure (up to a maximum of 5m) is subject to written permission from the organisers, and must be set back at least 1m from the edge of the stand. No stand may include an upper level.



- **SIGN HEIGHT**

Rigging is possible only in Halls 3 and 4.



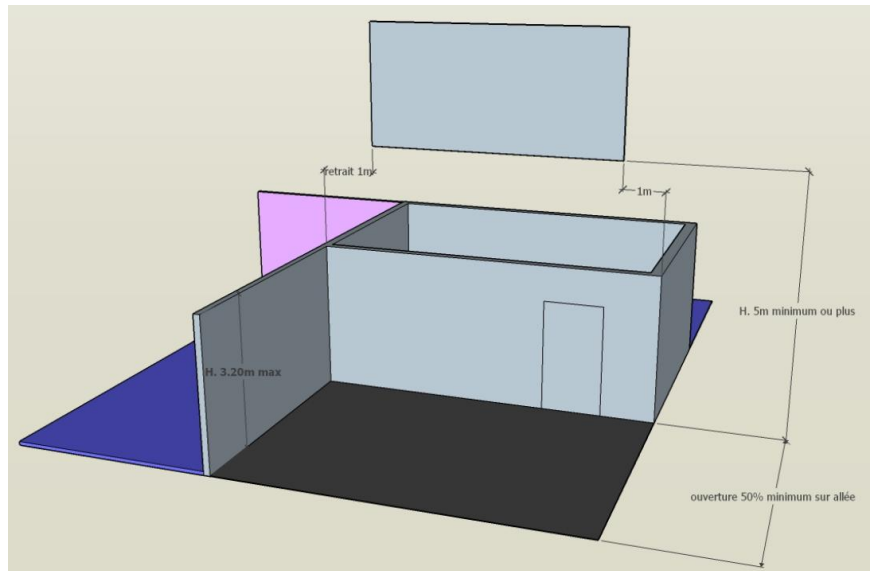
Suspended signs above stands must comply with the following dimensions:

- **Bottom of suspended signage: more than 5m from ground level.**
- **Set-back from stand edge: at least 1m.**

Supports anchored to the fabric of the halls are subject to prior permission from CO'MET and may only be installed by the latter.

The maximum load at each anchor point is 140kg per linear metre, i.e. 11.6 tonnes per truss

Signage weighing less than 10kg must be fixed by means of 2mm steel rigging.



• CONSTRUCTION AND OUTFITTING: FACADE OUTFITTING

Construction of walls and screens formed by partitions or walls of offices or ancillary premises that compromise the overall appearance of the hall, conceal neighbouring stands, or impede the free movement of visitors to the stand is prohibited.

If there is a stand opposite, participants must not close off more than 50% of the total standard length of their stand. Glazed sections, curtains, netting, frosted adhesive film, etc. will not be deemed to constitute openings (in many cases, frosted glass may be a good compromise). “Openings” means physical width units providing access.

- Any closure in excess of this 50% figure must be at least 2m away from the aisles, and requires prior permission.
- Stand sides immediately adjacent to neighbouring stands must be painted or clad. Electrical wiring must be concealed, including on the neighbouring stand side.

Large furnishings, main outfittings, stands, and lightweight superstructure floor fittings must not in any way impede the proper working of the smoke removal and detection installations or access to mobile emergency equipment (e.g. fire hose reel systems).

Stand outfitting materials are classified into five categories depending on their fire resistance:

- M0: non-combustible
- M1: non flammable
- M2: flammable
- M3: moderately flammable
- M4: highly flammable

Proof of materials' fire rating may be requested and must be supplied by the exhibitor:

- either in the form of the test report carried out by an approved laboratory
- or in the form of the NF compliance mark.

For fireproofed fabrics, proof of fire rating may be requested and must be supplied by the exhibitor:

- either in the form of an ID label placed on the edge, with the fireproofing carried out in-factory or at a workshop
- or by a stamp or seal if fireproofing is carried out on site.

No fire resistance classification proof is necessary for the following conventional materials in the customary categories:

- M0: glass, brick, plaster, iron, steel, aluminium, and ceramic products.
- M3: solid hardwood at least 14mm thick; solid softwood and derivative wood panels (plywood, wood-chip board, wood fibre composites) at least 18mm thick
- M4: solid hardwood less than 14mm thick; solid softwood and derivative wood panels less than 18mm thick.

The materials used must have the following ratings:

- Stand construction and outittings, including partitions and superstructure: M3.
- Large quantities of artificial floral decorations: M2.
- For heights of more than 0.30m and a surface area of over 20m²: M3.
- In all other cases: M4.

Fireproofing of installations is mandatory and must be carried out by a qualified contractor issuing a warranty certificate from an approved body.

The person responsible for the stand must have the fire performance certificate for all materials used for outfitting and decoration ready for consultation by the Safety Officer.

• CONSTRUCTION AND OUTFITTING: FABRIC CEILINGS, COVERED STANDS, AND CEILINGS

Horizontal fabric ceilings are authorised provided they are made from M1-rated materials. Fabric ceilings must also have a fixing system with a sufficient number of anchor points or a sufficient number of safety frames to prevent them from falling in the event of evacuation of the public (AM10).

Pursuant to the French Order of 25 June 1980 article T23, stands with a ceiling, suspended ceiling, or full fabric ceiling must have a surface area of less than 300sqm, be spaced at least 4m apart, and have a total ceiling and suspended ceiling area (including that of raised levels) that does not exceed 10% of the surface area of the level in question.

If the covered surface of stands exceeds 50sqm, each stand must have its own, appropriate fire-fighting resources, accessible at all times by at least one safety officer during opening hours.

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• CONSTRUCTION AND OUTFITTING: INSTALLATION OF EQUIPMENT

No items on display must disturb or otherwise interfere with neighbouring stands. No item must extend beyond the floor area of the stand. **Equipment and/or items above 3.50m in height must be set back at least 2m from neighbouring stands.**



For delivery of equipment, vehicles, etc. requiring the use of lifting gear, installation must be completed no later than 3pm on October 31, 2025

• CONSTRUCTION AND OUTFITTING: ACCESS FOR PERSONS WITH REDUCED MOBILITY

Access for persons with reduced mobility must be taken into account in stand design.

To avoid discrimination, disabled persons must be provided with access to the same services as able-bodied persons, whether they are alone or assisted. The aim should be to ensure that the entire stand and its equipment and services are fully accessible for those affected by any type of disability.

Stand designers must therefore pay particular attention to maximum step heights, the steepness of gradients and inclines, the width of passageways inside stands, the removal of face-height and counter-height obstacles, etc.

• CONSTRUCTION AND OUTFITTING: KITCHEN AND CATERING INSTALLATIONS

Use of electric or gas cooking appliances with a nominal rating of less than 20kW that do not form part of a full-scale catering facility is permitted in public-access premises provided that all technical specifications are observed, in particular those specified in the French Order of 25 June 1980 as amended by the Order of 10 October 2005, articles GC2-GC8 and GC16-GC18.

From this it follows that irrespective of whether they constitute temporary kitchens in exhibition halls, and in addition to any other restrictions that may apply, cooking appliances must comply with the relevant French standards, be secured to the floor if they are not otherwise sufficiently stable, have an emergency fuel supply shutoff, and be located at least 0.50m away from any neighbouring flammable installations.

The only moveable appliances allowed are electric or gas appliances with a rating of 4kW or less. In waiver of the provisions of articles GZ7 and GZ8, gas bottles will be permitted in public-access premises provided they have a liquid gas capacity of 13kg or less. Bottles without pressure control valves are prohibited unless they are being used for demonstration purposes. No unconnected bottle (full or empty) may be stored inside the building.

Bottles in use must always be out of reach of the public and must be protected against impacts.

The following rules also apply:

- Bottles must be separated by a rigid, fireproof screen, with one bottle per 10sqm up to a maximum of six per stand.
- Alternatively, they may be spaced at least 5 metres apart up to a maximum of six per stand.

Kitchen smoke and fumes must be extracted via a hood and then filtered (for grease) and deodorised (with an active charcoal filter). Water containing grease must pass through grease separators prior to drainage into wastewater networks.

The feasibility of all planned installations must be discussed with our technical officer, Bruno McKay, bruno@lesclesdelevenement.fr tel +33 (0)1 42 31 22 22.

3 HALL FLOOR AND WALLS

Drilling, nailing, and embedding materials in the walls, floors, or glass in the halls is strictly prohibited.

Painting or marking the walls, pillars, and floors of the hall is also strictly prohibited.

Any wheeled plant required for set-up and breakdown must be fitted with white wheels or wheel covers to prevent the floor being marked.

The maximum authorised floor load in the halls is 10 tonnes/sqm.

All waste (carpeting, adhesive, etc.) must be removed. Any damage noted during break-down of stands will be invoiced to the exhibitor responsible.

Exhibitors are liable in respect of their own service providers (decorators, installers, contractors, etc.)

4 USE OF PUBLIC ADDRESS SYSTEMS ON STANDS

Exhibitors wishing to use PA on their stand must comply with the following standard in order to mitigate noise pollution for neighbouring stands.



The maximum permissible audio output from stands must not exceed 65dB at a distance of 1 metre from the speakers.

Any breach of this rule will result in the power supply to the PA system of the stand in question being cut off.

5 STAND ELECTRICAL INSTALLATIONS

Electrical power supply to each stand must be via a connection to the exhibition venue's fixed outlets (with a supply of 1-20kW) via temporary installations or permanent installations operating on a 24-hour basis. **No connection may supply more than one stand.**

On-stand electrical installations are powered by a consumer unit. This must not be accessible to the public but must be easily accessible to stand personnel.

The relevant regulatory obligations are as follows:

- Electrical installations must be protected by 30mA max. nominal current differential circuit breakers.
- Flexible cables must be HO7 RNF or equivalent.
- All electrical conduits must include a protective conductor connected to the stand consumer unit's earth terminal.
- Class 1 equipment must be connected to the protective conductor.
- Power circuits supplying power outlets must be protected by 16A max. differential circuit breakers.
- Power outlets must have covers fitted.

Exhibitors are liable in respect of electrical installations on stands, in particular lighting and power outlet networks; installation must be carried out by skilled individuals with the appropriate knowledge to design installations and execute works in compliance with all applicable regulations. Works must be carried out pursuant to the provisions of standard NFC 15-100 and French Order of 18 November 1987 articles T35 and T36.

6 ON-STAND AND OFF-STAND VEHICLE DISPLAYS

ICE and electric vehicle displays must comply with the following rules:

Installation layouts and operations are subject to prior permission being granted by the local safety authority (*Commission Départementale de Sécurité*). Fuel tanks on static display vehicles must be emptied or fitted with locking filler caps. Battery terminals must be made inaccessible. Vehicles must be switched off as soon as installation has been completed.

For electrically-powered vehicles and equipment, only demonstration batteries may be used and charged inside exhibition halls.

A 'Display Vehicle' form (as shown in the Exhibitor Guide) must be filled in by exhibitors and returned to Bruno McKay.

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EXHIBITION REGULATION

To consult the Exhibition Regulations, please refer to your order form.

DISABLED ACCESS TO EXHIBITIONS

INTRODUCTION

The French Order of August 1, 2006 defines the terms of application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the French Construction and Housing Code (*Code de la Construction et de l'Habitation*) covering access by disabled persons to public-access premises and installations open to the public as of their construction or creation. In general, pavilions, exhibition halls, and exhibition centre installations comply with the requirements of this order in terms of accessibility, toilets, parking, etc.

As regards installations open to the public as of their creation, disabled persons must be able to access exhibition stands, auditoriums, meeting rooms, platforms, tiered seating, and food service areas.

The general and special measures applying to installations created at exhibitions and fairs are reviewed below.

ACCESS TO SINGLE-LEVEL STANDS

Each stand that is open to the public with a floor level higher than 2cm must be accessible for persons of reduced mobility (PRM).

This access shall be facilitated by one or more ramps with a minimum width of 0.90m. Inclines shall abide by the following gradients:

- 4% gradient, with no restriction on length,
- 5% gradient, for a length of less than 10.00m,
- 8% gradient, for a length of less than 2.00m,
- 10% gradient, for a length of less than 0.50m.

A circular area 1.50m in diameter must be left free at each end of the ramp for manoeuvring.

ACCESS ROUTES

- Minimum width: 1.40m.

LAYOUT OF ROOMS AND OTHER SPACES WITH SEATING FOR THE PUBLIC (AUDITORIUMS, TIERED SEATING AND STANDS, ETC.)

Spaces reserved for wheelchair users must be installed.

These spaces must not encroach on access routes and must be located close to exits. There shall be 2 such places for the first 50 seats and 1 place for every 50 additional seats.

RECEPTION COUNTERS AND INFORMATION DESKS

Reception counters and information desks must be accessible for wheelchair users.

- Height: 0.80m; empty space 0.30m deep and 0.70m high to allow room for knees.

SET-UP AND BREAK-DOWN PASSES

For security reasons, you will need to show the guards the badges below upon arrival at the CO'Met.



Download these two badges from your Private Exhibitor Area and send them to your service providers!



Orléans
04—06 novembre
Rencontres nationales
du transport public

VALABLE
DU 31/10
AU 3/11

BADGE MONTAGE

À montrer au gardien lors de votre arrivée au CO'Met.



Orléans
04—06 novembre
Rencontres nationales
du transport public

VALABLE
DU 6/11 À
17H30 AU
7/11 À
22H00

BADGE DÉMONTAGE

À montrer au gardien lors de votre arrivée au CO'Met.

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MAKE YOUR EVENT ECO RESPONSIBLE!

GIE OTP encourages you to implement sustainable and environmentally friendly practices at every stage of your stand's life cycle! The aim is to reduce the environmental impact of the event by cutting energy use and engaging in efficient waste management by promoting the use of sustainable resources and raising participants' awareness of the importance of sustainability. This policy has several strands, including the following:

- Waste management and selective waste sorting.
- Selection of raw materials: use recycled, recyclable or reusable materials wherever possible. For recyclable materials, the relevant recycling pathway must be specified.
- Keep volumes to a minimum.
- Local services: wherever possible, providers should be located no more than 100km from the Exhibition Centre.
- Energy management: use appropriate stand lighting, as few monitors as possible, etc.