



**Form n°3**  
**Return to**  
ALTEC ORGANISATION  
22 av. Maréchal Gallieni - 06400 Cannes - France  
Fax: +33 (0)4 97 06 26 27 - email: preventiontfwawe@altec-organisation.com  
**Deadline – 27 August 2018**

**PREVENTION PLAN**  
Ref: Decree n° 929158 of 20 February 1992 the circular DRT n°93/14 of the 18 March for application  
Order of 19 March 1993 listing the dangerous works for which it has been drawn up a prevention plan

**TFWA WE&C - EXHIBITORS**  
(Period of 24 September to 8 October 2018)

Using Company: TFWA WE&C  
23-25 rue de Berri  
75008 PARIS  
Represented by Mr Erik Juul Mortensen, Chairman

Exhibiting Company: .....  
.....  
.....  
.....  
Represented by.....

Intervention site: Palais des Festivals et des Congrès de la Ville de Cannes et de ses abords  
Esplanades des Alliés – Esplanade Fabre Le Bret- Chaussée sud Croisette

Type of task: Setting up and dismantling of TFWA WE&C, including building and dismantling of stands,  
installation of various structures, lorries loading and unloading, fork lift circulation, electrical and air-  
conditioning devices with their supports and protections, signalization installing and dismantling.

Arrival on site Date/Time:

Departure date:

This Prevention Plan must be compulsory send before 27 August 2018 to

ALTEC ORGANISATION  
22 avenue du Maréchal Gallieni  
06400 Cannes  
Fax: +33 (0)4 97 06 26 27  
email: preventiontfwawe@altec-organisation.com

After reading the Prevention Plan, the representative of the exhibiting company must compulsory sign this document (page 08) certifying their commitment to the respect of the health and safety measures during the whole building and dismantling time.

The exhibitor has a duty and legal obligation to:

1°) COMPLETE AND SIGN THE PRÉVENTION PLAN, and send it by post, fax or email to the company ALTEC ORGANISATION

Founded on general prevention principles, namely:

- To avoid risks
- To evaluate risks which cannot be avoided
- To combat risks at source
- To take account of technical developments
- To replace what is dangerous by what is not or by what is less dangerous.
- To plan prevention measures by coherent integration of techniques, work organization and working conditions.
- To take collective protection measures giving them priority over individual protection measures

**You are therefore asked to study it and apply the regulatory measures defined in this document.**

**This Prevention Plan cannot replace the provisions of the Code of Work.**

**It does not in any way reduce the responsibilities and duties of the companies working on the site.**

The safety regulations of the Venue and the Fire Safety instructions are available from the organizer.

## DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The exhibitor remains responsible of his own employees and of the means provided to work in the best safety condition.

The exhibitor declares that he has taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the organizer.

### **In addition, it is supposed that the exhibitor has:**

**a).** Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,

**b).** Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

**c).** Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

## ADMINISTRATIVE INFORMATION

### THE PARTICIPANTS

#### General Organization

Using company: SOCIETE D'ECONOMIE MIXTE POUR LES EVENEMENTS CANNOIS  
LA CROISSETTE – BP 272 – 06403 CANNES CEDEX  
Represented by the General Director

Outside company: ASSOCIATION TAX FREE WORLD ASSOCIATION  
23-25 rue de Berri  
75008 PARIS  
Represented by Mr Erik Juul Mortensen, Chairman

### EMERGENCY SERVICES ON THE EXHIBITION SITE:

Emergency N° on the site: Internal phone: 26 25 – 26 24 – 26 26

External N°: 18 or 112 (Mobiles)

Emergency post: Level 0 Espace Riviera – Medical assistance: Tel: +33 (0)4 92 99 84 04

## SITE CONSTRAINTS

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

The organization will set up around the halls and in the venue management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation.

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified  
The speed limit is 10km/h for any movement outside the halls

## SPECIAL MEASURES

At the request of the organizer and of the HSS Coordinator, the company has the duty to complement or improve the hygiene and cleaning protection measures already carried out, if they are judged to be insufficient. The free movement (of men and lifting equipment) around the stands must be possible at all times of the assembly and dismantling periods. To ensure this, plans indicating the authorised traffic movement and storage areas will be drawn up, displayed at the halls entrance.

## MEASURES TAKEN TO RESTRICT ACCESS ONLY TO PERSONS WORKING ON SITE

Access to the show site is only possible for persons and vehicles carrying authorisation from the organizer. The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate. These documents must be available for inspection on the site.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.

Access to the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

## CLEANING

The organizer provides Skips. Waste collection and cleaning are carried out during assembly and dismantling by the selected companies.

## INDIVIDUAL PROSPECTIONS (IP)

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.

## WORKING AT HEIGHT

Ladders, stepladders and footstep platforms must not be used as work positions.  
(Article R 4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code)

The company must provide the prevention when using this material.

The companies may work at heights with scaffoldings or mobile platforms  
The scaffolding must be level when it is used.  
The wheels of mobile scaffolding must be locked in position when it is in use.  
No worker must remain on mobile scaffolding while it is being moved.

Legal restrictions concerning work at heights must be respected.

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for these building and dismantling periods must have a certificate for works at height and a valid authorization of their employer.

The equipment must be completed and approved before any intervention on it by another company.

These equipments must include progressively secured floors and access to the higher levels by guard rails

In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use.

## PREVENTION OF RISKS OF PROFESSIONAL DISEASES

### HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

**For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.**

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and ant allergic.

### NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

## RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE.

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (Central vacuum, masks, glasses...).

To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.  
Art. R 4412-70 of code of work

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use.

## **FIRE SAFETY**

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

## **ORGANIZATION OF EMERGENCIES**

### **COMPANY EMERGENCY MEASURES**

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident. They must wear an identification pictogram on an armband or on their helmets.

In case of accident precise:

The hall, the room – the storey  
The stand name  
The lane and stand number  
Number of people involved and injuries kinds

# COLLECTIVE ORGANIZATION OF THE EXHIBITION

## Reminder of the Emergency Phone Numbers

Internal post: 26 25 – 26 24 – 26 26

External N°: 18 ou 112 (Mobiles)

Emergency Post: Level 0 Espace Riviera – Emergency doctor: Tel: +33 (0)4 92 99 84 04

The order to evacuate the building is given by a 5-minute continuous alarm in the work zone. In public areas an evacuation message in several languages and an alarm is broadcasted.

When these alarms are heard the building must be vacated using the nearest emergency exits. To find these exits use the directional signs and emergency lighting.

To reach the emergency exits follow the signs (green signs with white lettering) and the emergency lighting that indicate the direction.

Emergency exits are situated :

### **LEVEL 01**

On the outer walls of this level

Two are situated in the centre of each zone (1,2 and 3)

### **LEVEL 0**

Main entrance

Artists' entrance

Professional zone

### **LEVEL 1 TO LEVEL 6**

The two central staircases

The big staircase situated in the main street

The exterior staircases on the port and seaside

In the Grand Auditorium foyers

In the Debussy Theatre foyers

In the five towers on the periphery of the Salon des Ambassadeurs

On the two staircases on the right and the left of the Auditoriums B, C, D, E, I and J

### **RIVIERA VILLAGE**

All round the periphery of this level

### **BAY VILLAGE / BAY TERRACE**

All round the periphery of this level



30 SEPT. - 5 OCT. 2018  
CANNES

# WORLD EXHIBITION & CONFERENCE

THE DUTY FREE & TRAVEL RETAIL GLOBAL SUMMIT

## CONCERNED STANDS

Stands :	.....	Hall:	.....	N°.....
	.....		.....	.....
	.....		.....	.....
	.....		.....	.....
	.....		.....	.....

## EXHIBITOR SIGNATURE

Date: .....

For TFWA WE&C .....

For the Exhibitor: .....

Commercial Stamp



# Setting up Instructions

## For Exhibitors present on site.

Reminder of the Prevention Plan of the Exhibition during building and dismantling periods

### Reminder of the main Health and Safety rules to be respected on site

**Wearing the mandatory badge is compulsory** to access in the halls.

**It is forbidden to smoke in the halls.**

**Wear of the individual protections** (Safety boots compulsory, helmets, gloves, safety eyeglasses for work with special risk). **As well for the visits on site before the opening time**

**Respect the traffic lanes** where access must remain free at all time for the fire services and other emergency services and handling machines. It is forbidden to keep the fixed electric tools in the traffic lanes.

**The mechanism of the antifire doors must not be blocked.**

**You must keep clean at any time your stand space** as well the peripheral area.

**The electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system** to be accepted inside the halls. Moreover they must respect the French standards in force and be equipped with a 30mA differential circuit breaker



**Glue, resins, paint and product used** must be free from solvent, ether, glycol, and be odourless and antiallergic.

**Hot spot works are forbidden** unless special autorisation given by **fire safety service of SEMEC**

**For Works at height** always use means providing a collective protection. In the case of there is no possibility to put in place or use such equipment, no worker will be authorized to work if the risk is a risk of falling. For the assembly and fixing at height of any element of construction or decoration, the use of scissors lift, génie lift or scaffolding is recommended. The scaffolding must be level when it is used.

**Reminder: the ladders must not be used as work post.**



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or any other Safe Machines Driving License



**Ladders, stepladders and footsteps must not be used as work positions.**  
Article R 4323-63 of the work code

However these facilities may be used when it is technically impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time



**Lifting and transportation of people** must be done only with specially designed equipment. Only the companies approved by SEMEC are authorized to operate the motorized handling on site

**EMERGENCY ON SITE**

- Emergency N° on site:** Internal Posts: **26 25 – 26 24 – 26 26**
- Emergency post:** External N°: **18 or 112 (Mobiles)**  
Level 0 Espace Riviera  
Medical assistance: Tel: +33 (0)4 92 99 84 04
- In case of accident precise:** The hall – Room – Storey  
The stand name  
The lane and stand number  
Number of people involved and injuries kinds