



Safety Questionnaire – Space Only

PLEASE SUBMIT THIS DOCUMENT WITH YOUR COMPLETE SAFETY FILE TO:

Email: plans@opssquad.co.uk

**DEADLINE TO RETURN FORM:
11 October 2024**

PART 1 – Contact Details

EXHIBITING COMPANY NAME: _____ STAND NO.: _____

CONTACT NAME: _____

EMAIL: _____

PART 2 – Electrical Conformity

This section must be completed in FULL by all Space Only Exhibitors or their contractors. This section MUST be completed in full in order for permission to build to be issued.

Electrical installation must be carried out in compliance with the Terms & Conditions of the Palais des Festivals de Cannes. The person installing the electrics must be able to provide proof of professional qualification in their own name of their ability to carry out said installations. Should a non-compliance be observed onsite, the exhibitor or their contractor will be required to modify, at their own expense, the installations to ensure they comply with the regulations.

You must fill in the electrical conformity attestation below to receive the electrical supply to your stand. **Please also submit your electrical qualification or certificate with your safety file.**

I, the undersigned.....from the Company.....

.....do hereby certify that the temporary electrical installation of Stand No.....of

Exhibiting Company.....will be installed by.....(name) who has the

necessary professional qualifications to carry them out under my responsibility.

I also confirm to have read and accepted the information related to “Electrical Installations for stands” paragraph 4.7 of the Palais des Festivals de Cannes Terms & Conditions.

Date:.....Signature.....Business Stamp (if applicable):

PART 3 – Fire Safety / Decoration

This section must be completed in FULL by all Space Only Exhibitors or their contractors. This section MUST be completed in full in order for permission to build to be issued.

The following Items or information MUST be submitted with this form. Please tick either yes or no for ALL of the following items or elements of your proposed stand design. Where required to provide supporting documentation please put the Test Report No or Document Name next to the item, this is to aid our checking and to speed up the Stand Check Process. Please also ensure any reports/certificates are dated within 5 years to be accepted. **We will not process your plans if this information is not included.**

REMINDER OF FRENCH FIRE-RATING CLASSIFICATION OR EUROPEAN EQUIVALENCE standard EN 13 501-1:

MO or European A standards: Incombustible M3 or European D standards: Moderately inflammable

M1 or European B standards: Fire retardant M4 or European E standards: Highly inflammable

M2 or European C standards: Flameproof

		Yes	No	Comments	Test Report No / Document Name
1	Will you use wood > 18mm			No Evidence is required	
2	Will you use wood, plywood <18mm or wood> 18mm laminated			If yes, it is compulsory to provide official M3 reports	
3	Will you use plywood – Chipboard < 5mm or wood-based composite			If yes, it is compulsory to provide official M1 reports or fire proofing certificate	
4	Have you submitted official reports for your floor carpeting?			This information is compulsory:- Natural: M4 or European E standards Synthetic M3 or European D standard	
5	Will you have any wall coverings and/or fabrics?			If yes, it is compulsory to provide official M1/European B standard reports or fire proofing certificate	

		Yes	No	Comments	Test Report No / Document Name
6	Will you use any plastics?			If yes, it is compulsory to provide official reports: M1 or European B standards < 2mm M2 or European C standards if between 2mm and 12mm thick M4 or E European standards >12mm	
7	Will you be painting?			If yes, this will need to be applied to previously authorized wood or materials, be water based and have official back up reports	
8	Have you submitted official reports for your furniture			This information is compulsory: Large pieces of furniture: M3 or D Light-weight structures: M3 or D Upholstery filing: M4 or E Covering: M1 or B (If you are renting furniture from the venue support documents are not required)	
9	Will you use any glass in the build of your stand?			If yes, this will need to be reinforced, tempered or laminated. It is compulsory to provide official reports, certificates or with a supporting document such as the invoice	
10	Will you be using any other materials that should be declared?			If yes, details will need to be submitted for approval with this form.	

If you have ticked any of the yellow boxes above you are required to submit supporting documents for the use of the material/decoration. If you do not submit these documents we will be unable to issue you with permission to build and you will be required to remove these materials onsite.

PART 4 – Stand Build Conformity

This section must be completed in FULL by all Space Only Exhibitors or their contractors. This section MUST be completed in full in order for permission to build to be issued.

It is compulsory to submit full elevation and dimensional plans for your proposed stand build. Thorough checks will be carried out to ensure the stand conforms to all stand build regulations however completing the following section will assist in this process.

1	What is the construction height of the stand?	
2	What is the height of the raised floor and depth of the ramp? Must conform to the following: <ul style="list-style-type: none"> raised floor from 1mm to 20mm : this must have a ramped edge raised floor from 20mm to 40mm : cut-off corner twice the height of floor as previously more than 40mm : not permitted Please note this rule does not apply to portions of the stand closed by installations integrated into the floor which would make direct access to stand impossible i.e reception desk, low height walling.	
3	Are any parts of the stand covered? (ie. false ceiling, muslin, beams) Please submit a separate plan detailing the material to be used and the dimensions including the thickness; these will need to conform to section 4.3 of the venue regulations.	
4	Are you enclosing any open sides of your stand? Please note you are only permitted to wall one third of any open side of the stand however this will not be permitted if the number of fire exits required for the space cannot be achieved. Please refer to paragraph 3.3 of the venue regulations for more information.	

Do you have any queries or concerns?