



## **FIRA BARCELONA**

### **TECHNICAL DIRECTIVES AND SECURITY REGULATIONS**

#### **1 Security services**

During build-up, exhibition and breakdown, Fira de Barcelona shall be responsible for the general security of the showground's, access control and external surveillance, as well as general and preventative security for questions of order and fire safety or emergencies of any kind.

Under no circumstances does this security cover goods exhibited, nor each exhibitor's private assets. Therefore, FIRA DE BARCELONA accepts no liability for assets which are the private property of exhibitors, their employees or persons reporting to them.

Neither does Fira de Barcelona accept, as a consequence, any liability for the robbery or theft of materials or objects left on the stands, nor for any damage that may be suffered thereby during build-up, exhibition or breakdown. Nonetheless, the organisation shall provide its support for the resolution or processing of any complaint.

Each exhibitor shall be responsible for any objects of value on its stand, and must care for them during build-up, public opening hours and breakdown.

Fira de Barcelona is not responsible for guarding the stands. Therefore, should an exhibitor wish for a security service for its stand, it can contract one via Fira de Barcelona's SERVIFIRA service, or carry it out by its own means.

If an exhibitor wishes to provide his own security for his stand, the appropriate authorisation must be sought from the LOGISTICS Department of the Fira de Barcelona, accompanied by an authentication document in duplicate of the security guard in question. The pertinent authorisation will be stamped on the back of one of the copies of the authentication document and will be handed to the security guard on receipt of his DNI (Identity Card) plus one photocopy.

#### **2 Assembly & Dismantling Procedures**

##### **2.1. Assembly**

Those companies with outstanding unpaid balances owing to Fira de Barcelona shall not be allowed to commence build-up of their stand, irrespective of the Show, edition and/or event to which the debt relates.

-PRE-REGISTRATION: Contractors / Exhibitors can apply for their passes simply by sending the application form by fax to: + 34.93.233.20.60

Deadline for submission: 15th of May, 2009

-ON SITE REGISTRATION: During the Build up and Break down period, contractors / exhibitor can apply for their passes at the Customer Service desk located in Hall 8 - main entrance.

Also at this desk contractors/exhibitors will be able to collect the passes requested in advance (pre-registration).

Please note that all the information required in this application form is mandatory and uncompleted forms will not be processed.

Workers' passes only give access to the venue during the build up and break down period.

These passes need to be applied in bulk by the main contractor / exhibitor who will be asked to sign a health and safety risk assessment upon collection

The build-up period shall be in line with the dates indicated in the show calendar, and established for each event in its individual Participation Regulations. Nonetheless, this period shall be divided into that for stand build-up activities and that for the entry of goods.

The day immediately prior to the inauguration of each event is reserved for cleaning, carpeting and placement of floral and garden items and is thus not appropriate for assembly.

In the event that, for whatever circumstance, the assembly of a stand needs to be brought forward, the exhibitor should request the appropriate authorisation from the Fira de Barcelona (Logistics Department, Fax +34 93 233 26 00); this will only be granted when Hall occupancy permits. Should this be the case, any costs deriving from this extension will be payable by the exhibitor (security, electricity, etc.)

The Fira de Barcelona reserves the right to modify the dates and times of the assembly period should it be deemed necessary.

## **2.2. Assembly Times and Access**

The timetable for assembly will be 08am to 09pm. During this period, floor laying and stand assembly etc., may be carried out. However, please note that service requests can only be made from 9am – 6pm (electrical, compressed air, etc). It is possible to extend the planned timetable when the complexity of the build-up or other circumstances so require. To do this, authorisation must be requested from Fira de Barcelona as follow:

Companies that need to work extra time during the night will first need to get permission from the Hall Manager Office onsite and then complete payment in the Customer Service Desk before 6 pm. This extra time it is only for workers not vehicles. Price: 430 EUR + VAT.

Start of construction period 08:00 Saturday, May 23, 2009. The halls will be open from 08:00 am to 21:00 pm during the construction period. Construction should be completed at the latest, by 09:00 pm on May 26.

Access to Halls and cargo and waiting zones will be defined in each case in line with the nature of the show. This information will be provided by means of detailed plans of the exhibition site.

During build-up and breakdown days, Fira de Barcelona reserves the right to permit or restrict the entry of exhibitors' vehicles to carry out the loading or unloading of goods, based on the items present in the vehicle to be unloaded, or on the stand for removal.

Private vehicles will not be allowed access to the exhibition site during assembly and dismantling days.

### **2.3. Delivery and Reception of Merchandise**

All merchandise delivered to the Fira de Barcelona must be properly identified (Name of Show, Exhibition Site, Hall N°, Stand N° and Exhibiting Company) and must be received by the exhibitor in person.

Merchandise arriving at the Halls must be co-ordinated so that personnel authorised by the exhibitor can receive the material in the delivery zone. Under no circumstances shall Fira de Barcelona take charge of receipt of said goods.

### **2.4. Empty Packaging**

The Exhibition Halls and the whole exhibition site must be free from packaging 24 hours before the event commences. If not, Fira de Barcelona may order their removal, with the costs so arising being borne by the exhibitor.

The Fira de Barcelona does not take any responsibility for packaging material which has not been removed within the specified time.

The Fira de Barcelona offers a packaging holding service which includes removal, holding and return-to-stand of packaging materials. This exclusive service may be contracted:

- By filling in the relevant form in the catalogue of exhibitor services.
- By contacting the official supplier direct.

### **2.5. Dismantling**

After closure on the last exhibition day, goods may be removed by hand. To this end, all electric circuits shall remain open. Vehicles will not be allowed inside the exhibition site.

The breakdown period shall be in line with the dates indicated in the show calendar. This period shall be divided into that for stand breakdown activities and that for the removal of goods.

Similarly, different breakdown periods may be established for different halls depending upon the nature of the exhibition, provided that the show calendar is respected.

Exhibitors with open-air stands, particularly those situated in the showground's avenues and squares, must break down their faculties within 48 hours of the closure of the event in which they have taken part.

Breakdown and removal of goods must be completed before expiration of the breakdown period. Fira de Barcelona reserves the right to break down a stand or move the goods at the exhibitor's expense if this deadline is exceeded.

The Fira de Barcelona will not be held responsible for any damage which may occur to the above material and merchandise while in storage. If the merchandise has not been removed from storage after 60 days, the Fira de Barcelona will proceed with the appropriate legal action against the exhibitor in question to recover any expenses and damage incurred.

The Fira de Barcelona reserves the right to modify the dates and times of the dismantling period should it be deemed necessary.

## **2.6. Entry of Vehicles**

The Fira de Barcelona will advise, where necessary, of the guidelines for regulating vehicle entry into the Exhibition Site and Halls, or for limiting the duration of their admittance before, during and after each event.

## **2.7. Assembly in other Exhibition areas**

There are certain exhibition areas which, due to their particular location, require special conditions for assembly and dismantling. In these cases, the Fira de Barcelona, through the Logistics Department, will study the needs of these particular exhibitors with the aim of facilitating the process.

Events organised by Fira de Barcelona and held, wholly or partially, in facilities other than its showground, shall be governed by the provisions of the specific regulations of the events in question.

## **3. Security Regulations for Personnel involved in Assembly and Dismantling**

Exhibitors and companies building up stands undertake to comply and make their contractors and subcontractors comply with relevant workplace safety regulations applicable to the work carried out by them or, as the case may be, by their contractors or subcontractors.

Companies participating in build-up and breakdown work must:

- Have implemented a preventative type (Art. 30 of Spain's Prevention of Workplace Risks Act 31/95)
- Have a safety report with a description of the work to be performed and an evaluation of the activity's risks and preventative measures.

- Have a list of the names of participating workers and accreditation that they have received:

- Information on risks and preventative measures provided by Fira de Barcelona.

- Specific training on the prevention of workplace risks.

- Accreditation of the aptitude of workers from a health vigilance viewpoint.

To provide their workers with individual protection equipment which must compulsorily be used during build-up and breakdown work.

Without exception, any material used must comply with current legislation with regard to prevention of labour risks, and with the Ministry of Industry regulations in force at any given time.

Exhibitors and the companies contracted by them involved in the assembly and dismantling of stands must immediately notify the Head of Service of the Hall of any accident or incident which may have repercussions of any kind on those involved or on third parties.

During build-up and breakdown days, those aged under 16 may not enter the halls.

### **3.1. Information on risks and preventative measures to be adopted during build-up and breakdown**

#### **Risks**

PEOPLE FALLING TO A DIFFERENT LEVEL, due to use of stairs and scaffolding.

PEOPLE FALLING TO THE SAME LEVEL, due to objects in aisles.

FALLING OF OBJECTS FROM HEIGHTS, arising from the installation of stands, suspended loads, etc.

BLOWS AGAINST IMMOBILE OBJECTS

STEPPING ON OBJECTS, such as boards, wood, nails, etc. arising from build-up and breakdown.

THE PROJECTION OF FRAGMENTS OR PARTICLES arising from build-up and breakdown work.

CUTS OR BLOWS WITH OBJECTS AND/OR TOOLS.

ELECTRICAL CONTACTS arising from work with electrical tools and the installation of lighting

FIRE AND EXPLOSION.

EXPOSURE TO NOISE due to the use of manual tools or machine tools.

**KNOCK-DOWNS AND BLOWS BY VEHICLES IN MOTION** in the entire showground.

**Preventative measures**

Operatives working at height shall be provided with sufficient safety material to prevent the risk of falling (safety harnesses, ladders, scaffolding, etc.)

Stairs must have non-slip feet, anti-opening mechanisms and be in a good state.

Scaffolding must bear the CE mark and be correctly mounted (with platforms at least 60 cm wide and rails at 90 cm height, with intermediate bar and kick plate).

Offices and workplaces must always be in a good state of cleanliness hygiene and free from waste materials.

Fire extinction equipment and emergency exits must always remain visible and free from obstructions.

All chemical products must be clearly labelled, to ensure identification of the substance (paints, solvents, oils, degreasers, etc.).

The entry of inflammable products is not permitted.

A special work permit is required to carry out welding. Welding equipment shall not be used without FIRA's prior authorisation.

In electric welding work, all equipment used shall be in a safe condition: equipment protection, wire insulation with no splits and proper connections.

All heavy lifting equipment, cranes, forklift trucks, etc., must have all relevant safety elements and be in line with applicable regulations:

All working equipment may only be operated by authorised, qualified personnel who are responsible for their actions.

Suspended weights shall not be moved above people.

The maximum speed limit in the Fira de Barcelona showground shall be 10 kph

In work with electrical equipment, protection, plugs, wires, earthing, etc., must be in a good condition.

Electrical work may only be carried out by those qualified to do so. Manipulation of the electrical installations is strictly prohibited.

Discs and saw and carpentry cutting elements must be protected.

The use of safety footwear and protective gloves and glasses is compulsory.

Use reflective vests when vehicles are moving and in outdoor work.

### **3.2. Information on risks and preventative measures to be adopted during events**

#### **Risks**

PEOPLE FALLING FROM A DIFERENT LEVEL. Falls down staircases in stands with an upper floor. Falls from using the wrong furniture or not using stepladders.

PEOPLE FALLING OVER ON THE SAME LEVEL. Tripping over stand platforms. Tripping over due to untidy or non-cleaned area. Slipping over on slippery surfaces.

DROPPING OBJECTS DURING HANDLING. Manual handling of office material, filing cabinets, advertising brochures, etc.

KNOCKS AND/OR CUTS FROM IMMOBILE OBJECTS. Knocks against lamps or furniture. Knocks against exhibition material.

KNOCKS AND/OR CUTS FROM TOOLS. Cuts from office tools: scissors, cutters, etc.

OVEREXERTION. Handling and transportation of exhibition material. Handling packages of brochures or leaflets.

CONTACT WITH HEAT. Burns from spotlights, halogen lamps.

CONTACT WITH ELECTRICAL ELEMENTS. Equipment with plugs or cables in a poor condition. Open electrical cabinets.

VIOLENT ACTIONS, ASSAULTS. Public attending event.

CAUSED THROUGH ERGONOMIC OR POSTURAL DEFICIENCIES. Inadequate furniture. Muscle or joint pain from using laptops.

RISKS DERIVING FROM EXHIBITION MATERIAL OR MACHINERY.

#### **Preventative measures**

Ensure that fixed staircases have handrails or banisters.

Have stepladders available and check that they are in an acceptable condition before using them.

Signpost irregularities in floor levels.

Ensure area is clean and tidy.

Signpost wet areas after cleaning.

Use properly fitting shoes.

Training and information on manual handling of loads.

Signpost in the case of any obstructions to passageways

Keep clean and tidy.

Training and information on the proper use of office tools.

Training and information on manual handling of loads.

Protect potential contact zones.

Do not use equipment in less than perfect condition on the stand: remove it.

Keep electrical cabinets closed. Do not handle them.

Give employees instructions for action.

Have ergonomic furniture available.

Provide training and information on ergonomic postures.

The exhibitor should take the necessary preventative measures to avoid risks deriving from the material or machinery displayed on his/her stand.

### **3.3. Actions to take in the event of an emergency**

#### **What to do in case of emergency**

Stay calm. Avoid spreading panic.

Inform Fira de Barcelona personnel and call our Control Center at: Montjuic: 93 233 31 00 – Gran Vía: 93 233 41 00, or use the emergency buttons.

Do not block the emergency exits.

#### **Evacuating the area**

Use evacuation routes to reach the emergency exits. Walk, do not run.

Follow the instructions given over the public address system, and by uniformed emergency personnel.

Do not use elevators/lifts.

Remain at the specified Meeting Point and await instructions.

### **We need your co-operation**

Immediately inform our Security Department (uniformed guards or by telephone: Montjuic 93 233 31 00 – Gran Vía 93 233 41 00) of any object, situation, or incident which in your opinion might have serious security implications.

### **4 General Security Regulations, Infrastructure**

Stand construction, installation of objects to be exhibited and advertising supports must be of an adequate stability to guarantee public safety. Platforms which are situated more than one metre from its lowest point must be surrounded by a handrail with a minimum height of 90 cm, with middle rail and skirting board.

Materials employed in different types of construction must meet applicable regulations. Amongst the provisions of the different regulations, worthy of especial note is the fire resistance of materials, such as those used for covering floors, which shall be of M3 level, and that used in the construction of walls and ceilings, which shall be M2. Similarly, decorative elements employed should not be easily inflammable.

Inflammable materials may not be used for the construction or assembly of stands. Fabrics must be fire retardant AT ORIGIN (MANUFACTURE) and should include the relevant certificates.

The use of spray pistols, as well as celluloid lacquer paint, to paint inside the halls, is strictly forbidden. This prohibition extends to inflammable liquids and the use of aerosols containing gas.

All work benches and manual saws for the cutting of wood must be equipped with the relevant bag and suction system for the sawdust and shavings produced.

Protective devices must be used in the cutting areas and mobile elements.

Under no circumstances shall the use of these inside the hall 48 hours before opening be permitted.

Work equipment used in build-up and breakdown must bear the CE mark and be in a perfect state of use.

During welding work, the relevant permit must be applied for, the area sufficiently protected and a fire extinguisher property of the applicant to hand, reviewed in accordance with regulations, to avoid possible fires.

The fuel tanks of vehicles with a combustion motor on display must be completely empty.

Unless a stand is specifically designated as no-smoking, all stands must have an adequate number of ashtrays or containers available, which must be regularly emptied using the appropriate safety measures.

Receptacles for rubbish or litter on the stands must not be made of inflammable material. Waste paper bins and rubbish containers must be emptied every evening at closing time in the containers provided for this purpose by the Fira de Barcelona.

The storage of any kind of packaging on the stand is strictly prohibited.

The edges of display cabinets must be sanded down or protected in such a way that there is no danger of inflicting cuts. Glass doors or any other glass construction must display warning signs at eye level.

The edges of organic glass must be properly protected to avoid them catching fire.

Demonstrations of noise-generating machinery must be avoided as much as possible out of consideration for fellow exhibitors as well as visitors.

The use of cordless communication devices will be authorised as long as this does not interfere with the Fira de Barcelona's own appliances, and they are duly authorised. Exhibitors or build-up companies wishing to install such devices must inform Fira de Barcelona of the radio frequency used and its range.

For safety reasons, during build-up and breakdown, no material or working tools that may obstruct movement may be left in aisles. All materials must remain within the limits of the stand space. The Fira Barcelona Cleaning Services shall remove objects deposited in the aisles, with no right to claim compensation for them.

Under no circumstances whatsoever may any illuminated signage, fire extinguishers, fire hydrants or other protective equipment or material be covered or obstructed, nor may any emergency exits be blocked.

Inflammable products may not be stored in offices, warehouses or in column enclosures. Equally, access to connection boxes (electricity, telephone, television, gas, water, compressed air, etc.) and accesses to Hall offices and equipment must not be locked.

The installation of air-conditioning units with warm-air condensation is prohibited inside the Halls.

## **5 Stand Construction and Decoration**

The space contracted refers solely to the floor and its perimeter (except those events when, due to the Show Regulations, the price per square metre includes stand build-up, or when the Regulations expressly indicate to the contrary). Therefore, exhibitors must decorate this surface area in accordance with their needs. The Organisers kindly request that constructions are kept both as simple and functional as possible, with a character which is in keeping with the technical and business nature of the show.

The construction of a stand on the exhibition space contracted is a fundamental requirement. The Organisers are empowered to oblige compliance with the former for those people who have not arranged for the provision of a stand. Under no circumstances can the walls of the neighbouring exhibitor be used.

The exhibitor or stand decorator must find out about the characteristics or peculiarities of his location, as well as the location and dimensions of those elements that may be installed and which must be taken into consideration, such as fire hoses, fire hydrants, distribution boxes and drainage pipes. In addition to complying with the following general provisions.

The construction and decoration of the stand is the responsibility of the exhibitor, except at those events or demonstrations where it is expressly indicated that the stands must have a specific structure.

### **5.1 General Regulations**

It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the Halls.

Walls and columns, as with any other technical installation belonging to the Halls, should not have to structurally support any loads pertaining to stand decoration or any objects on exhibition.

Hall columns that fall within a stand may be decorated, without damaging them and in accordance with permitted height regulations, taking into account the fact that, should they include connection boxes, said columns shall always be accessible.

All connection panels set in the hall floor must always be accessible.

It is prohibited to carry out channelling, bracing or any other structural modifications to the interior of the Halls except, exceptionally, where express authorisation has been granted by the Fira de Barcelona, after presentation of the project and mandatory report from the Logistics Department of Fira de Barcelona.

The exhibition surface area may not be covered with either paint or glue.

The only permitted covering for the exhibition space is a platform or carpeting which must be removed by the exhibitor/decorator at the end of the event.

The application of cement to the floor without there being an intermediary element authorised by Fira de Barcelona is prohibited; equally, it is prohibited to drive in nails using percussion tools or to paint using spray guns.

If it is absolutely necessary to carry out a prohibited activity, authorisation must be requested from the Show Management at least 10 weeks prior to the inauguration of the show, giving full details of the need for this action and attaching scale plans showing the weight and supporting surface area, the products to be exhibited or the decoration to be affixed. In the event that permission is granted, work will be carried out by the Fira de Barcelona or technician authorised by them, who will submit a quotation including the renovation costs of the construction in question as applied to its original state, and the method of payment, which must be accepted by the exhibitor.

Any damage which may be incurred by exhibitors or their delegates to the Exhibition Hall walls, installations, etc., will be repaired by the Fira de Barcelona and charged to the exhibitor.

The installation of air-conditioning units with warm-air condensation is prohibited inside the Halls.

Vehicles are not permitted inside the exhibition site, unless expressly authorised by the Organisers for assembly and dismantling, and only as long as these are supplying material or collecting merchandise.

## **5.2. Modular Structures**

These structures may be hired directly via Servifira - Fira de Barcelona. Their characteristics and prices are shown in the exhibitor services catalogue.

## **5.3. Free Constructions**

These structures may also be hired directly through Servifira - Fira de Barcelona. Please contact Servifira for a free no-obligation estimate.

If an exhibitor hires a design firm which is not a supplier of Fira de Barcelona to build the stand, they must submit the project for the stand to the Show Management on the date specified in the Rules of Participation of each event.

## **5.4. Stand Heights**

Maximum stand height is 3, 5 m. If the stand proportions so allow, and provided that the view is not obstructed, constructions exceeding this maximum height, up to 5m, shall be permitted, after prior consultation with and the written authorisations of Event Management.

In the event that these regulations are not complied with, the Show Management reserves the right to dismantle or seal the stand without any obligation to compensate the exhibitor in question, it being the obligation of the exhibitor himself to pay all and any expenses incurred through his failure to comply with Regulations.

## **5.5. Ceiling Installations**

Exhibitors may cover their stands with a ceiling structure provided that they observe the technical directives on fire protection and safety regulations.

It must be remembered that ceilings can be seen from higher floors and so their finish should be aesthetically pleasing. In order to achieve a harmonious effect, the Show Management may require changes to be made in the ceiling finishes, even if this entails additional expense to the Exhibitor.

Stands with a ceiling may not have this ceiling completely closed in.

## **5.6. Constructions of Stands with Upper Levels**

At specific events, Fira de Barcelona may authorise the construction of a flat/loft in a stand, on a restricted basis and in accordance with the regulations established for the event, in those areas where the ceiling height so permits. Said construction may not exceed 50% of the total area adjudicated, and must be sited so as not to obstruct the view of surrounding stands.

Authorisation must be requested in writing to the Show Management and, if approved, must then be submitted to the Logistics Department, including a detailed description and set of plans to scale 1:200, duly signed by a competent technician and stamped by the relevant professional association. This technician will at all times direct the work to be carried out, taking full responsibility and complying with regulation NBE – CPI/96. The design must contemplate the installation of barriers to prevent the falling of persons and objects during build-up and breakdown work.

If the floor of a stand is more than 50 cm. from the Hall floor level and access is by means of steps, a construction certificate signed by the competent technician and stamped by the relevant professional association must be submitted.

Any glass used on the upper floors must have a minimum thickness of 0.5 cm. and must be laminated.

The Organisers will authorise, in agreement with the Logistics Department, the maximum permitted height of constructions, as well as the distance that the upper level must be recessed from the stand boundaries and/or neighbouring stands and also the maximum length of the enclosing walls which give on to the passageways.

## **5.7. Aerial Structures (Rigging)**

According to Fira de Barcelona's Safety and Occupational Hazard Prevention Regulations, any company wishing to suspend any object from the ceiling of any of the Halls of the two exhibition centres, must submit an application to Servifira by means of the Catalogue of Exhibitor Services.

The installation of aerial structures for lighting supports may be authorised, provided that these do not exceed 5 m. in height.

Optionally, the installation of small-sized signage elements to hang from these structures may be authorised, always provided that between the signage elements and the walls and/or stand construction there is a sufficiently wide separation which does not in any way obstruct visibility in general in the exhibition hall.

In both cases, the relevant authorisation must be obtained (at least 10 days before build-up commences) from Show Management and the Logistics Department of Fira de Barcelona.

## **5.8. Construction of Walls Bordering Passageways**

If walls bordering passageways destined for visitor through-traffic are decorated on their outer side with display cabinets, photo-montage or other protruding elements

which turn it into an advertising support, this wall must be built 0.25 metres inside the stand boundary to give a line of continuity to the passageway as well as for aesthetic reasons.

## **6 Electrical Installations**

All electrical installations will be carried out in accordance with low-voltage electrical engineering regulations and associated directives.

Installation must be carried out by an electrician approved by the Department of Industrial Services of the Generalitat de Catalunya, with the completion of the pertinent installation report.

Mains connection shall be carried out by operatives of the Official FIRA Service, after payment of outstanding invoices for the installation permit issued by the Industrial Services of the Generalitat. Access to the connection boxes by any person not employed by the Official Services of the Fira de Barcelona is prohibited.

If installations of 50Kw or higher are to be used, an electrical plan must be submitted, prepared by a competent technician and stamped by the relevant professional association.

Voltage in all Fira de Barcelona halls is 220 v. and 380 v (phase-to-phase).

Stand consumption must exceed a power factor of 0.85.

### **6.1. Conditions for the contracting of electricity via SERVIFIRA.**

All services are supplied on a rental basis.

Exhibitors contracting electrics panels delegate to Fira de Barcelona management of their installation.

The figure for electrics panels does not include electricity consumption.

Electrics panel rental prices include legal clearance but not for any electrics plans that are equal to or exceed 50 KW at the stand.

Electricity consumption arising from the electrics panels shall be invoiced in accordance with tariffs and for the total power requested (stand power + extra power).

Electricity consumption tariffs are open to any possible official variations that may occur.

Fira de Barcelona accepts no responsibility for interruptions to the electricity supply due to causes beyond its control.

In all cases, only the supply of products and services contracted at least two weeks before commencement of build-up is guaranteed. Fira de Barcelona shall not process any order which has not been previously paid for.

Payment methods (Panel + Electrical Consumption):

Orders made up to two months before commencement of build-up:

- 20% at the time of making the order.
- 80% remainder 1 month before starting assembly.

Orders made after two months before commencement of build-up:

- 100% at the time of making the order

## **7 Plumbing**

Exhibitors who need water and drainage facilities should make this clear on the Application to Participate so that exhibition space can be allocated accordingly. Similarly, they must complete the relevant contracting form, which is included in the Exhibitor Services Catalogue, and submit it to Servifira at least two (2) weeks before commencement of build-up.

There are water and drainage outlets in the halls, but if additional conduits need to be installed, these will be charged to the exhibitor. The screw thread is ½" and the drainage channel is 40 mm.

Pressure piping with double sided threads should be used for piping.

Water pressure in the Fira de Barcelona piping system is 2 bar. At night this can reach 5 atmospheres.

For apparatus that require a constant water pressure, it is recommended that regulators are used and, where necessary, devices that increase the pressure.

The Fira de Barcelona takes no responsibility for interruptions or irregularities in the water supply.

Without exception, the basic regulations governing internal installations to supply water must be complied with.

## **8 Elimination of Smoke and Fumes**

Any smoke or fumes originating from materials on exhibition which could be prejudicial to health or constitute a nuisance to everyone else, must be eliminated from the halls. To this end, the exhibitor should allow for the construction of an extraction conduit made from flame-resistant material according to the regulations, the cost of which will be payable by the Exhibitor.

The possibility of carrying out this kind of construction must be discussed in advance with the Works and Maintenance Department of the Fira de Barcelona with regard to the stand location in the exhibition halls.

Exhibitors shall be answerable for compliance with said regulations and for the consequences of any breach thereof.

## **9 Machinery and Equipment with Moving Parts**

The exhibitor will equip any machinery that will be operational during the event with all the necessary protective elements for the prevention of accidents, as required by technical regulations in force for this kind of installation.

If the machinery or particular components of it need to be demonstrated to visitors during their operation, the normal protection can be substituted by a covering of organic glass or other similar transparent material.

When the machines are turned off and their sole purpose is for exhibit, the protective elements can be removed.

In the event of infringement of this regulation, and if machine operation could present a danger to persons, the Event management is authorised to order its immediate stoppage.

Exhibitors shall be answerable for compliance with said regulations and for the consequences of any breach thereof.

## **10 Compressed Air**

Compressed air is available in certain areas of Halls 1, 2 and 8 in Montjuïc and in all Halls in Gran Vía exhibition site.

The available pressure is 6.5 bar.

In the other halls where the Fira de Barcelona is not able to provide this service, exhibitors who require it are authorised to use compressors, observing the following regulations:

### **Compressors**

Wherever possible, compressors must be located away from the Halls. If they definitely must be on the stand, efforts must be made to ensure power does not exceed 3HP, taking every possible protective measure and using insulation to avoid generating noise, which must not exceed 70 Decibels.

### **Bottles**

The use of one single bottle per stand, up to 14 kg, is permitted. The bottle should be in a tilted position on the floor with the top resting on a support, ensuring that the key is on the upper part. Empty bottles may not be kept or stored on the stand.

Without exception, the current regulations governing Pressure Receptacles and Pressure Apparatus and the instructions pertaining to their use must be complied with.

## **11 Steam**

The Exhibition Halls are not equipped with steam outlets, so electric boilers or steam boilers may be used. Exhibitors are authorised to use boilers as long as current regulations governing their use are observed. In certain circumstances, group “C” boilers may not require any special authorisation. In any case, the Show Management must be notified in advance.

## **12 Gas Installations**

### **Mains Gas**

If mains gas is required, a temporary contract will need to be made directly with the Repsol Butano suppliers to the Fira de Barcelona exhibition site, through Agencia TOSSA, Ronda Sant Antoni, 52 (or whichever is in operation at the time).

### **Other Gas Sources**

Installations must comply with current legislation.

In both cases, the relevant certificates must be submitted to the Technical Services and Security Department of the Fira de Barcelona.

## **13 Other Installations**

In the Montjuïc and Gran Vía showground there is an aerial to connect TV and radio receivers using the AM and FM frequencies. The costs of connections between the receiver and the distributor are payable by the exhibitor.

## **14 Noise**

Out of respect for your fellow exhibitors, it is requested that demonstrations which may generate noise during the event opening hours are kept to a minimum.

The maximum permitted volume is 3dB above background noise, both inside and outside.

The Organisers are authorised to restrict any demonstrations which do not comply with the regulations.

## **15 Inspections**

Organisation staff may at any time inspect any stand to ensure that these comply with regulatory directives, the exhibitor being obliged to allow free access at any given time.

By the same token, the exhibitor accepts that water and drainage pipes and other general event fittings may pass through his stand.

## **16 Technical Characteristics of the Exhibition Halls**

### **Hall 8 Level 0**

#### **TECHNICAL DETAILS**

##### **Structure**

Gross exhibition area.....	13,872 sq.m.
Height .....	7 m.
Floor load capacity.....	5,000 Kg / sq.m.
Service in the venue	
Toilets.....	9
Cloakroom .....	1
Escalators .....	2
Accreditations.....	4
Information.....	2

### **Hall 8 Level 1**

#### **TECHNICAL DETAILS**

##### **Structure**

Gross exhibition area.....	12,778 sq.m.
Height .....	10 m.
Floor load capacity .....	1,800 Kg / sq.m.
Service in the venue	
Toilets.....	5
Escalators .....	2
Elevators .....	4
Freight elevator.....	2