



IFEMA

General Rules of Participation

Sixth Edition

GENERAL TERMS AND CONDITIONS FOR ADMISSION AND CONTRACTS IN FAIRS ORGANISED BY IFEMA

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**GENERAL CONDITIONS
OF ADMISSION AND CONTRACTS
IN FAIRS ORGANISED
BY IFEMA**

Article 1.- Definitions

In these General Conditions for Admission and Contracts in Fairs organised by IFEMA, the term **Fair** refers to the event in the fair area. The term **Exhibitor** includes any individual or corporation with a space in the Fair. The term **Management** designates the relevant department of IFEMA-Institución Ferial de Madrid, the body organising the Fair. The term **Feria de Madrid** refers to the trade fair site belonging to IFEMA, where most of its Fairs are held. The term **Regulations for Participation** refers to the General Conditions for Admission and Contracts in Fairs organised by IFEMA, the General Regulations for Participation by Exhibitors, and the Specific Regulations of each Fair.

Article 2.- Acceptance of the Regulations for Participation in fairs organised by IFEMA

All the companies applying to participate as Exhibitors in any of the fairs organised by IFEMA accept the Regulations for Participation, both these general conditions and the General Regulations for Participation of Exhibitors, and the specific regulations of each fair.

These regulations are available on the IFEMA website www.ifema.es/Exhibitors/Normas de Participación and on the website of each fair.

Article 3.- Application for participation

All companies whose activities are considered to be encompassed within the sectors and products of the fair can apply to take part.

An application for an exhibition space should be made through the specific contract forms of the fair, and conform to the terms and conditions, fees, means of payment and timescales set out therein.

By applying to participate in the fair, the Exhibitor accepts that this participation involves risk, with no right to compensation arising in the case of a failure to meet the business expectations of the Exhibitor or the Organisation.

Article 4.- Acceptance of participation

IFEMA will acknowledge receipt of completed participation applications.

Definitive acceptance of participation is decided by IFEMA, which can reject with reasons any applications which are deemed not to be encompassed within the sectors and products of the fair and thus not to suit its purposes. Applications may also be rejected due to a lack of space and/or the application being made

outside of the established application periods. IFEMA will communicate these circumstance to applicants in writing.

If the application cannot be accepted, IFEMA will return the deposited amount without any right to compensation on the part of the applicant.

Article 5.- Awarding spaces

Spaces will be awarded as indicated in the Specific Regulations of the Fair.

The Management of the Show may alter allocated spaces for reasons of organisation.

Except for cases where the specific regulations of the fair indicate otherwise, the Exhibitor will not have acquired rights to the exhibition space it occupied in the last fair, if applicable. The distribution of spaces in the fairs remains the exclusive jurisdiction of IFEMA, in accordance with the circumstances of each fair.

The Management may authorise two-storey stands after the presentation and approval of the project, with the characteristics determined by the Specific Regulations of the fair and the General Regulations for Participation of Exhibitors in fairs organised by IFEMA.

Article 6.- Payments

Payments to IFEMA for the contracted services will be made on presentation of the invoices, following the means of payment that feature in the Regulations for Contracts.

If the exhibitor company designates another entity to make any of the payments relating to its participation, it must supply all the data needed for invoicing. If the designated entity does not make the payments in the given period, the exhibitor company must pay them on request by IFEMA.

In the case of failure to pay any of the items shown in the contract in the given period, the Exhibitor will lose all rights to the reserved space, which will become available to the Fair Management and can be offered to other companies.

In all cases, the occupation of the space and, if applicable, assembly of the stand for which IFEMA has been contracted, will not be authorised until the total price has been paid for them, and similarly in the case of contracted services, and in the case of contracting free-design stands, if the assembly rights have been paid.

Article 7.- Waiver by Exhibitor

Withdrawal by the Exhibitor from participation in the Fair is a reason for dissolution of the contractual relationship between IFEMA and the Exhibitor, for all purposes, and

writing off all amounts accrued to IFEMA at the time of notification. The withdrawal must be made explicitly in writing to the Fair Management.

For the purposes of the above paragraph, amounts accrued are the amounts which the Exhibitor should have paid IFEMA at the time of withdrawal, in accordance with the payment terms contained in the «Participation Application» or «Contract Form» of the Fair.

Should the waiver have been communicated to the Management of the Show within 30 days of its opening, IFEMA may demand full payment for the space hired.

In relation with the services offered in the IFEMA Catalogue of Services which the Exhibitor had contracted before notification of withdrawal, there will be cancellation charges made as established in article 9 of these General Conditions for Admission and Contracts in Fairs organised by IFEMA.

Article 8.- General services

Being an Exhibitor entails contracting the General Services set out in the contract of the Fair space.

Article 9.- IFEMA Catalogue of Services

The IFEMA Catalogue of Services, in its various formats, includes IFEMA services which can be contracted by the Exhibitor, their fees and contractual conditions. The services can be contracted through the Catalogue of Services. However, the assembly plans for stands sent to IFEMA, which include complements or services which are not contracted, will be considered as firm contracts and will be invoiced according to current fees.

The deadline for contracting all services ends one month before the assembly start date of the Fair. IFEMA reserves the right to reject requests for services submitted after this date.

In the case of agreeing to provide services requested in the fifteen days before the start of assembly, during assembly or while the Fair is open, IFEMA will apply a surcharge of 25% to the fee set out in the Catalogue of Services.

Exhibitors may cancel a service during the fifteen days leading up to the start of set-up or during set-up by paying 40% of the corresponding fee. If a service already provided is cancelled, 100% of its cost must be paid, except for the cost of moving installations: communications services, water and drainage, compressed air, etc., where a Moving Fee will be applied, the cost of which is shown in the **Fee table**.

The **Stand Design service** offered in the IFEMA Catalogue of Services cannot be cancelled; the Exhibitor is obliged to pay the total amount for the stand in the set period.

On the IFEMA website www.ifema.es/Exhibitors/Servicios the section «Services offered by collaborating companies» provides information on the services and contact data of the companies which work with IFEMA to complete the available range of services for Exhibitors requesting them.

These services are contracted directly between the Exhibitor and the collaborating company.

Article 10.- Exhibitor Internet Access: Exhibitors' Area

Exhibitors at IFEMA can use a personalised online **Exhibitors' Area**. This area consists of a range of services provided to the Exhibitor, which can be accessed on IFEMA's website: www.ifema.es or on the web page of the Show.

IFEMA provides access to the «**Exhibitors' Area**» with a username and password. Returning Exhibitors must use the username and password they used in previous Fairs. If they no longer have this data they can contact LINEA IFEMA to obtain them. First-time Exhibitors will receive their username and password from IFEMA after their stand is awarded.

The information provided in the «**Exhibitors' Area**» and the password are confidential. It is the responsibility of the Exhibitors to prevent their being used inappropriately by third parties. IFEMA disclaims all liability in this regard.

Article 11.- Fair Promotion Elements

Fairs can publish in the various promotional elements the list of products, brands, logos and publicity of the confirmed Exhibitors until the end of publication of each element. The type of element, price, technical characteristics and limit dates for delivering information and advertising orders will be specified for each Fair. Exhibitors are solely responsible for correcting the data provided. IFEMA may change the list to adapt it to the system established for each element.

The information will be inserted into the contracted promotional element. IFEMA may publish elements in different formats (print and electronic, such as CDs, DVDs, etc.) for distribution to interested parties and include them on the Fair website and the visitor information points.

The information provided for use in promotional elements must be exclusively professional in nature and will be included in a specific IFEMA file. The rights to access, rectify, oppose and cancel this information can be exercised by writing to IFEMA: Data Protection - CATÁLOGOS, apartado de correos 67.067 (28080) Madrid, or by email at: protecciondedatos@ifema.

es with the subject line: «CATALOGUES». The rights to rectify and cancel can be exercised only for publication on the website, but not for non-interactive publication, such as books or stable electronic media. Exhibitors are responsible for obtaining the necessary authorisation for the publication in the relevant promotional element of their company's information, and if applicable the data of third parties such as co-exhibitors, firms represented, etc.

Article 12.- Personnel hired by the Exhibitor:contractors and subcontractors

At no time will there be any direct or subsidiary employment relationship between IFEMA and the contractors or subcontractors whom the Exhibitor and/or the companies assembling its stand bring to the Feria de Madrid for any of the work involved in its contract, the Exhibitor being responsible for their salaries, Social Security payments, tax withholdings or declarations, tax payments and all obligations arising from the job contract or any other type of contract. IFEMA is authorised to require the presentation of documents accrediting that all such payments are up to date.

Exhibitors also undertake to comply, and require their contractors and/or subcontractors to comply with the relevant legislation on workplace risk prevention applicable to the work carried out by them, their contractors or subcontractors.

Companies carrying out work for Exhibitors or their contractors must be covered for the Civil Liability which may arise from their work.

Article 13.- Industry Regulations for Exhibition Products

Exhibitors undertake to exhibit, offer or sell only products and services which fully comply with the legal regulations applicable to them.

Article 14.- Leasing the space

Total or partial leasing of the stand or the rights acquired in the exhibition contract to third parties is prohibited. Also, the space cannot be occupied by several co-exhibitors, unless previously authorised in writing by the Fair Management in each specific case.

Article 15.- Change of date, cancellation and suspension

If IFEMA should (i) cancel the Fair, (ii) cancel spaces contracted by Exhibitors or reduce their size due to

circumstances beyond its control, (iii) change the date of the Fair or (iv) suspend the fair temporarily or permanently, in part or totally, the Exhibitors will be refunded for all money paid, without right to compensation for such changes.

Article 16.- Closure of the stand

IFEMA may close a stand during the assembly or the Fair in the case of a breach by the Exhibitor of the regulations for Participation or the execution of a judicial order to that effect, without any obligation by IFEMA to grant any compensation or repay the amounts paid for participation.

Article 17.- Disqualification from contract

Disqualification from entering into contracts with IFEMA or attending any Fair organised by IFEMA or held on its facilities will arise from failure to comply with IFEMA Regulations for Participation, illegal acts, acts against morals and public decency, or which threaten the safety of people, facilities and goods, or which offend the decorum of the Fair, or bring the prestige or image of IFEMA into disrepute. IFEMA will assess and determine, where appropriate, the amount of time which the disqualification must last, which must not exceed five years.

Article 18.- Complaints

In order to provide good service to all Exhibitors, any claim against IFEMA in relation with the Fair must be made in writing, preferably the day that the incidents occur.

Article 19.- Information provided to IFEMA

The details provided by exhibitors in the contracting material will be included in a file held by IFEMA, with address at Feria de Madrid (28042), Madrid, for the purposes of managing their relationship with IFEMA and their participation in the fair. By providing this data, they expressly authorise their use for regular communications, including by electronic means, to provide information about Fair activities, content and services. They also authorise their professional data (business name, postal and email address, telephone and fax numbers and contact person) to be provided, with an obligation of confidentiality, to the companies working with IFEMA, whether organising the fair or providing additional value added services, in order to provide exhibitors with information on their activities and services and to attend

to their orders. The rights to access, rectify, oppose and cancel this information can be exercised by writing to IFEMA: Data Protection, apartado de correos 67.067 (28080) Madrid, or by email at: protecciondedatos@ifema.es with, in both cases, the subject line: «Exhibitor» and the name and ID number of the sender. Please help us keep our data up-to-date by notifying us of any changes.

Article 20.- Additional Legal Regulations

For all issues not covered in these Regulations, the relevant provisions of individual regulatory activity shall apply.

Article 21.- Legal Arrangements

The Parties agree that any litigation, discrepancy, question, claim or dispute arising from the execution or

interpretation of these Regulations for Participation, and the contractual link established between them, will be resolved in the Courts of Madrid.

Final Ruling

First.- The Regulations for Participation must be complied with by the Exhibitors at the Fairs held at Feria de Madrid and by the companies they may contract or subcontract and for any collaborating companies who as a consequence of the Fair, provide work or services for the Exhibitor. Consequently, the Exhibitor undertakes to oblige its contractor or subcontractor companies to follow the Regulations for Participation insofar as they affect the work to be carried out in the Fair Site.

Second.- In the case of discrepancies in the interpretation of the Regulations for Participation, the Spanish version will prevail over versions in other languages.



**GENERAL REGULATIONS
FOR PARTICIPATION BY
EXHIBITORS IN FAIRS
ORGANISED BY IFEMA**

I.- GENERAL PROVISIONS

Article 1.- Field of application

These General Regulations for Participation by Exhibitors in Fairs is applicable to all fairs organised by IFEMA, although they may be explicitly modified in some aspects by the Specific regulations of a Fair when its characteristics make this advisable.

Article 2.- Access: entry and exit times for exhibitors

Feria de Madrid and the halls shall be accessed by the doors that IFEMA indicates in each case.

Except where the Specific Rules of a Show state the opposite, Exhibitors accredited by IFEMA will be able to access the hall from thirty minutes before it is due to open, and will not be able to stay in the hall beyond thirty minutes after closure.

Article 3.- Entrance and exit of objects

The space cannot be occupied, stand assembled or goods brought in without entry authorisation issued by IFEMA.

For the entry and exit of materials, objects and decoration material during the assembly and dismantling periods of the Fair, each Exhibitor must follow the times set out for this in the Specific Regulations.

Any material, object or product remaining in the hall after the times assigned for removal will be considered to be abandoned and will be removed by IFEMA in the way established and with the established fees.

For the entry and exit of merchandise during the Fair, each Exhibitor must request an individual permit from IFEMA, and follow the times set out in it.

In fairs permitting direct sales and the removal of displayed goods, the Exhibitor must authorise the exit of the sold goods by issuing and giving the purchaser the corresponding documentation.

Exit authorisation by IFEMA will be needed to remove goods and materials after the Fair has ended.

Article 4.- Customs

4.1.- Documentation procedures for every person bringing customs material

For an international fair:

- Goods to source, once the fair has ended: community transit (T- 1).

- Goods to be distributed during the fair: final dispatch.
- Goods, a part of which to source and another part to be distributed: T-1 and final dispatch report.

For a non-international fair:

- Goods to source, once the fair has ended: ATA book.
- Goods to be distributed at a fair: final dispatch.
- Goods, a part of which to source and another part to be distributed: ATA book for the goods to be returned and final dispatch for goods to be distributed.

4.2.- Important notes

Articles for distribution are subject to Spanish taxes, even if they are products with no commercial value, such as leaflets, advertising, etc. Depending on the country of origin and the type of good, there may be a reduction in said taxes.

Products from countries outside of the European Union must pass through customs.

Products transported with the luggage must be declared when brought into the country (Red Channel, something to declare). These will be retained until a customs official carries out the procedures, or the Customs office of entry into Spain will directly charge the taxes to the customer, providing them with a receipt for the payment made.

In the case of goods brought in as hand baggage declared in the Red Channel, where the Customs Agent permits their exit without retaining the goods or paying any taxes, the client must request the debit slip or ask them to retain the goods until a Customs Officer can process them.

Goods which have not gone through customs control and are on display may be seized by tax agents until the correct documents have been presented.

Goods subject to a T-1 should not be taken out of the fair site until the customs procedures are completed.

The Exhibitor must have the details of the Customs Official who carries out this service in Spain or, failing this, a copy of the customs documentation from their entrance into the European Union.

Article 5.- Care of the Exhibitor's Stand/ Materials

The stand must always be attended by staff employed by the Exhibitor throughout the period of the Show. Objects and products displayed will remain inside the stand during the whole event unless otherwise indicated in the Specific Regulations of the Fair.

Stands can contain only products and promotional materials included in the industries to which the Fair is devoted or activities relating to it; Exhibitors failing to comply with this obligation will receive a written communication from IFEMA asking them to immediately remove the products or cease the activities. If within

four hours the Exhibitor has not responded to this communication, at the end of the day of the Fair, without other notification, the stand will be closed and the Exhibitor will have no right to reimbursement or compensation.

Promotional activities, distributing and exhibiting samples, brochures, flyers and promotional material of all kinds will be carried out only in each Exhibitor's space.

With regard to balloons inflated with gas, the Exhibitor will have to deal with the collaborating company which provides this service exclusively with the gases authorised by IFEMA.

At no point is the presence of live animals permitted at the stands, except in cases where the Specific Regulations of the Show expressly authorise it, in accordance with existing legislation.

Vehicles with combustion engines used as exhibition material must have only the minimum fuel in the tank to enable them to get into the space and out at the end of the Fair. Vehicles cannot be started during the Fair unless expressly authorised in the Specific Regulations.

It is not permitted to project any kind of image or beam of light outside of the allocated space.

Consignments or packages of goods will be sent to the Exhibitor's stand. IFEMA does not receive nor does it pay for any good on behalf of the Exhibitor.

Article 6.- Use of machinery and tools during the fair

All machinery and tools must have the CE type approval and be identified with the corresponding marking.

All machinery and tools must be equipped with emergency stop mechanisms to enable them to be stopped in a safe manner.

Anyone using a machine or tool must have received proper training and information on the risks of use.

Dangerous areas with machinery and tools must be marked with warnings and signs. Any part of a machine or tool that represents a trapping, cutting or abrasion hazard or forms an obstacle must be equipped with guards or protective elements.

No safety devices of machines or tools should be cancelled out or worked around. No protection or guard elements should be removed.

Article 7.- Laser use during the fair

All activities with laser can represent a hazard, not only for users but for other people, even at a considerable distance. For this reason, all procedures which require the use of any kind of laser can only be carried out in clearly marked spaces, which must be completely closed and demarcated, with restricted access only for

authorised personnel. Laser devices used must carry a certificate of authorisation and standards compliance from the manufacturer.

Article 8.- Maximum sound level

Noisy demonstrations are prohibited; the sound limit is 60 decibels, measured at the edge of the stand.

Should the indicated level of sound be exceeded, IFEMA staff will require that the Exhibitor lower the volume to the stated limits. In the case of refusal or repeated breach of this regulation, IFEMA personnel will cut off the electricity supply to the stand, and if necessary, close the stand, with the Exhibitor having no right to reimbursement or compensation.

The public address system will be available during the last day of assembly, throughout the Fair and during the first day of dismantling. The PA system will be used only for safety and institutional announcements. It will not be used for personalised messages by Exhibitors or their collaborating companies.

Article 9.- Catering

Exhibitors who offer catering services at their stands must fill in the form «**Catering in Stands Communication**» which can be downloaded from the IFEMA website www.ifema.es/Exhibitors/Normas de Participacion and send it to catering@ifema.es for acknowledgement of receipt. For the purposes of the above form, «Catering» is any consumption of food or drink. Exhibitors assume all liability to third parties for complaints arising from such catering services, exonerating IFEMA from any liability in this matter. Should the communication procedure not be fulfilled, the Exhibitor will not be able to offer this service at their stand.

Article 10.- Photographic and audiovisual reports

Exhibitors are only permitted to carry out video or photographic reports at their own stand. Professional photographers that have been hired by Exhibitors for this purpose will carry out their work in the space that they have been assigned, in accordance with the authorisation issued by IFEMA .

None of the exhibited products may be photographed or filmed without the authorisation of the Exhibitors in question. IFEMA, as Organiser, will carry out photo or video reports of the Fair, the stands and the products exhibited on them for possible publication in communications media, websites or social networks such as Facebook, LinkedIn, YouTube, Twitter, etc., or for

inclusion in the informational and promotional material of the Fair.

We also inform you that the image of personnel manning the stand may be captured in photos or video and included in a personal data file for which IFEMA is responsible, treated for promotional purposes and for subsequent granting to third parties by publication on the IFEMA website or other communications media, and in the following social networks and sites: Facebook, LinkedIn, YouTube and Twitter. We also inform you that you have consented to, and you declare you have obtained the consent of the personnel manning the stand for this treatment by signing the collaboration contract with IFEMA. If you should choose to revoke this consent or exercise your rights to access, rectify, cancel or oppose this use, you may do so by emailing protecciondedatos@ifema.es or writing to IFEMA, Protección de datos, Apartado de correos 67.067 (28080) Madrid, including in both cases a photograph, information on the Fair in which you participated, and a photocopy of your Identity Document (DNI).

There is also a video surveillance device in the site, signed as required, exclusively for security purposes; the recordings are destroyed within the legally established time limit, and rights of access, rectification, opposition and cancellation can be exercised with IFEMA as above.

Article 11.- Raffles, lotteries and random combinations

Raffles, lotteries and random combinations are forms of gambling as set out in articles 3.2 f and 15 of the Madrid Regional Government law regulating gambling, Ley 6/2001 of 3 July, and defined in article 15 of this law.

In accordance with the legislation, these activities require, in the case of raffles and lotteries, previous administrative authorisation by the General Directorate for Levies, Permits and Management of Gambling of the Madrid Regional Government. In the case of random combinations, the above body should be informed before the activity takes place.

These procedures should be done in Madrid, at Plaza de Chamberí, 8, 28010 Madrid.

A copy of the authorisation issued or communication submitted, depending on the form of gambling to be carried out, should be sent to IFEMA (at the email address of the Fair) for information purposes.

Article 12.- Access to professional fairs by minors

Minors may enter IFEMA professional fairs as visitors when accompanied by an adult and paying, where appropriate, the corresponding entrance fee.

Article 13.- Industrial Property

IFEMA collaborates in combating unfair competition and the pirating of industrial property, supporting Exhibitors by the presence of professionals during the Fairs who can inform Exhibitors of their rights. IFEMA cannot act as a deciding body in conflicts between Exhibitors, this being the responsibility of the courts, but it will collaborate at all times with the relevant courts and security forces which visit the fair site, in order to ensure the execution of sentences, cautionary measures, etc. IFEMA, through the Management of the Show, will inform on support services for the Industrial Property of the Exhibitor offered during the fair.

Article 14.- Traffic and parking of vehicles during the Show

Inside the fair site it is strictly prohibited to park vehicles in the loading and unloading areas. Vehicles can be parked only in designated parking spaces, by paying the corresponding fee where applicable.

When the Fair has started, no vehicles are allowed to be driven in the halls and the avenue unless expressly authorised by IFEMA.

II.- SAFETY REGULATIONS

II.1.- WORKPLACE SAFETY REGULATIONS - CO-ORDINATION OF BUSINESS ACTIVITIES

Article 15.- General information

Guaranteeing the safety and health of all the people who provide their services at Feria de Madrid is one of the objectives of the Management of IFEMA.

For this purpose and in compliance with article 24 of the Workplace Hazard Prevention Act on the Coordination of Business Activities and its further development in RD 171/2004, IFEMA, as the owner of the workplace, is obliged to inform the other businesses present of the inherent risks of the workplace which may affect their activities, the measures established to prevent them, and the evacuation and emergency measures which must be applied.

In accordance with these regulations, any individual or corporation who for any reason carries out work in Feria de Madrid (service providers contracted by IFEMA, Exhibitors, organisers of fairs or events, and the contractors, subcontractors or personnel employed by any of them, of any activity, employment situation or professional connection) is obliged to be aware of,

comply with and take into account the information provided by IFEMA in the preventative planning of their activities in Feria de Madrid.

The information provided by IFEMA may be complemented by other Specific Regulations which may be applicable when considered necessary for general safety due to the nature of the specific activities. This decision corresponds to the Management of Fair Services, in agreement, where applicable, with the companies who may take part in performing the work. Similarly, the rest of the specific technical regulations contained in the General Regulations for Participation of Exhibitors (prohibited activities, keeping aisles clear, fire prevention, electrical installations, etc.) will be additional to the general risk prevention regulations, insofar as their compliance is intended to ensure the safety of people and premises.

Thus, all companies present are responsible for complying, and requiring their contractors, subcontractors and/or freelance employees to comply with the workplace risk prevention legislation applicable to their activities, including the information and instructions provided by IFEMA and set out in these General Regulations for Participation.

For this reason, before assembly work begins, all companies carrying out work or activities in the contracted space for the Exhibitor must fill in, sign and present to IFEMA the form **«Prevention of Labour Risks and Business Activity Coordination»** available on the IFEMA website www.ifema.es/Exhibitors/Normas de Participación, and send it to stecnica@ifema.es. Assembly cannot begin until this Protocol is filled in and sent.

Additionally, in the case of exhibitor or assembly companies needing to carry out metal cutting, soldering or the use of equipment producing heat or flame, they must fill in the form **«Authorization Request for Heat or Flame-Producing Works»** available on the Ifema website www.ifema.es/Exhibitors/Normas de Participación and send it to stecnica@ifema.es for authorisation and control.

II. 2.- FERIA DE MADRID SAFETY REGULATIONS AND SURVEILLANCE

Article 16.- Security and emergencies at Feria de Madrid

Throughout the fair period, IFEMA will provide general deterrent and preventative surveillance, control of access points, public order and fire safety services.

IFEMA Security Management is responsible for the management and administration of emergencies

(medical, fire, threats of any kind and natural disasters), and for the activation of the Emergency, Protection and Evacuation Plan of Feria de Madrid.

In these situations, the Exhibitors, their contractors and/or subcontractors and personnel depending on them are subject to the Feria de Madrid Emergency, Self-Protection and Evacuation Plan, following the directives of the Security Management of IFEMA, which will always act in coordination, collaboration and under the authority of the State Law Enforcement Agencies.

The Exhibitor, their contractors and/or subcontractors and staff depending on them, are obliged to comply with the existing legislation on public order.

Article 17.- Non-occupation of aisles. Packaging

Aisles, as escape routes, must remain, at all times, passable, including during set-up and dismantling periods. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely free. The cleaning services of Feria de Madrid will remove any object deposited in these areas, with the exhibitor having no right to claim for damages.

During the Fair no samples, packaging or any other objects may be placed in the aisles and other common areas. There is a service for collecting, storing and delivering goods and packaging provided by a company contracted by IFEMA, in accordance with current prices.

Article 18.- Fixed and mobile installations

The visibility and accessibility of the fire protection material and facilities will be respected at all times: Fire hose cabinets (FHC), fire hydrants, fire extinguishers, alarms, sprinkler systems, emergency exits, etc. even when these form part of contracted spaces, and access to technical and service areas.

Article 19.- Fire prevention

The materials used for the different constructions (stands, marquees, etc.) must comply with regulations, particularly with regard to the fire resistance of material. The material used for flooring will be E_{FL}, and that used in the construction of walls and ceilings will be C-s2,d0; suspended textiles such as drapes or curtains will be class 1, according to standard UNE-EN 13773:2003. Similarly, decorative elements must comply with the same characteristics as construction elements, excluding any easily flammable material or product such as straw, wood shavings, paper, sawdust, peat,

dry leaves, etc. Also, to carry out work, demonstrations or decorations with naked flames, the Exhibitor must request the appropriate permits from IFEMA Fair Services Management. Compliance with the regulations may be inspected by the relevant official bodies and by IFEMA personnel.

Article 20.- Surveillance of exhibition areas and items belonging to the Exhibitor

Inside the Exhibition Areas, IFEMA will establish a surveillance service in order to fulfil the responsibilities described in this chapter.

The tasks of «public order» and «general surveillance» assigned to IFEMA's private security, as a collaborator with the State Security Forces, include the obligation to prevent, avoid and apprehend, as far as possible, the commission of offences of all kinds. It will thus be understood that this is not a specific surveillance service for each stand and its belongings, but preventative general security.

In accordance with the above, IFEMA accepts no liability for the theft of materials and objects deposited at each stand, nor for any damages which may occur to the objects, samples, personal belongings, assembly and/or exhibition materials, before, during or after the Fair, unless there is sufficiently proven responsibility of IFEMA personnel, or these damages are included in the coverage of the obligatory Civil Liability and «Multifair» insurance. The surveillance and security of the private belongings of each stand is thus the exclusive responsibility of each Exhibitor.

Article 21.- Hiring of private security services for stands

There is a private surveillance service provided by the security company working with IFEMA which is displayed on the IFEMA website under «services offered by collaborating companies».

If Exhibitors want to contract this service from a different company than the IFEMA collaborator, they must send documentation accrediting compliance with Article 20.- Service Contracts, from the Private Security Regulations approved by R.D. 2364/94, of 9 December, to IFEMA Security and Internal Services Management, at least 48 hours in advance. They must also fill in the form «**Authorization Request for Private Security for Stands**» which contains the regulations and conditions for providing this service, which can be found on the IFEMA website www.ifema.es/Exhibitors/Normas de Participacion and send it to dserviciosinternos@ifema.es.

III.- GENERAL REGULATIONS FOR ASSEMBLY OF INSTALLATIONS IN SPACES

Article 22.- Technical characteristics of the halls and open spaces

This Regulation includes the document describing the technical characteristics of the halls and open spaces; it is also accessible for Exhibitors at www.ifema.es/Exhibitors/Normas de Participacion.

Article 23.- Assembly and dismantling periods

The days for assembly and dismantling of the stands, and the working hours in Feria de Madrid, will be as shown in the Specific Regulations of each Fair. Outside these days and hours, unless explicitly authorised by IFEMA, material cannot be brought into or out of the site and personnel cannot remain on the site.

Article 24.- Access of vehicles, goods loading and unloading during assembly and dismantling

Feria de Madrid and the inside of the halls will be accessed by the doors, on the days and at the times that are stated in each case.

Access to the interior of the halls will be for unloading materials only.

Vehicles will not be able to park inside halls or in the adjacent areas.

IFEMA takes no responsibility for the surveillance of vehicles while they are on the grounds of Feria de Madrid.

There is a parking area for lorries and another for cars, which can be used with payment, if applicable, of the corresponding fees.

Article 25.- Free-design stands

Approval of the Project: Companies that opt to design their stands themselves must send IFEMA Fair Services Management the decoration projects (plan, elevations and perspective view with sizes) for approval.

The project must be sent to stecnica@ifema.es in one of the following formats: jpg, pdf, tif, or any standard CAD format.

The deadline for submitting the project will be one month before set-up begins. It is essential to have the project approved to be able to begin set-up.

Power will not be supplied to stands that do not comply with the regulations on setting up and erecting spaces.

Set-up Rules: All companies are obliged to assemble their stand, which includes at least the party walls with

the hall walls or other stands, with a minimum height of 2.50 m. Stands built on a wooden floor, as long as this is higher than 19 mm, must have at least one disabled access ramp, at least 1.00 m wide.

The backs of stands will have a neutral finish, with a quality similar to that inside the stand, and will not be allowed to feature any logos or labelling.

The maximum height of any element must be 4.00 m. There may be an isolated element on the perimeter up to 6.00 m tall, except in party walls with neighbouring stands.

If set back at least 1.00 m all the elements desired can be raised to the maximum permitted height.

This excludes the stands located in the connecting hubs between halls, the sides of the entrances to halls 9 and 10, and the sides of the entrances and back of halls 12 and 14.0, where the maximum height of construction must be 4 m.

All the solid three-dimensional construction or decoration elements of the stand (double panel walls on a frame, towers, podiums, wooden floor, etc.) must have at least two openings in line of at least 8 mm diameter, at a maximum height of 0.4 m.

Safety of the Stand: The structures of the stand, and any of the elements used in its decoration, must have the necessary rigidity and stability to prevent any risk to people or goods.

Steps, railings and level change protections will be designed according to the relevant regulations, and specifically, according to the (CTE) Código Técnico de la Edificación (Technical Building Code) and comply with the following criteria:

- Gaps on upper floors or level changes opening directly to the exterior at a height of more than (50) fifty centimetres above the floor and projections in the flooring must be protected by a parapet or railing ninety-five (95) centimetres high. The same criteria will be used to protect the exterior perimeters of overhangs in upper floors accessible to people.
- Changes in level of fifty (50) centimetres or less must be indicated by a tactile and visual differentiation. The tactile differentiation must be 25 cm away from the edge of the uneven surface.

Exhibitors are responsible for the structural safety of the stand. IFEMA may request proof of this safety in writing, if it deems necessary.

Stands of two floors and raised structures: All companies opting to create two storeys or raised structural elements of 1.20 m or more in their space, which will support loads or people, must comply fully with all the above conditions and also present a certificate or project with its corresponding project management signed by a technician with responsibility for it. This documentation must be approved by the corresponding professional association. The certificate or project must specify the

dimensions, live loads and capacity, with the Exhibitor being solely responsible for observing these limits.

This excludes the stands located in the connecting hubs between halls, the sides of the entrances to halls 9, 10, 12 and 14.0, and the sides of the entrances and back of halls 12 and 14.0. No second floors may be built in any of these locations.

Set-up and use of temporary stands (terracing).

All companies opting to set up tiered seats in the fair site must comply with all relevant regulations, and specifically, all sections of the Technical Building Code (Código Técnico de la Edificación, hereinafter CTE) and the Basic Documents on Structural Safety (DBSE), Fire Safety (DBSI) and Safety of Use and Accessibility (DB-SUA) and must also present a certificate or project with its corresponding project management, signed by a technician with responsibility and approved by the relevant professional association.

The certificate or project must specify that the installation is designed according to the relevant regulations and built correctly to support the capacity shown, and that all the necessary actions or constructions have been conducted to meet regulations regarding evacuations, signage, emergency lighting and accesses. The Exhibitor is solely responsible for compliance with the established limits and conditions.

Use of vehicles as stands: All companies using an internal combustion vehicle as a stand to display their products must have the minimum possible fuel in the tanks to access the awarded space and to leave it at the end of the Fair.

The body responsible for the vehicle must present its original technical file and most recent MOT document to Fair Services Management.

Signposting of spaces: Exhibitors must sign their spaces with the stand number which corresponds with the official plan of the Fair. IFEMA reserves the right to add the sign if Exhibitors fail to do so, and charge them according to current rates.

Interpretation and application: If the Specific Regulations of the Fair should differ from what is set out in these Regulations, the Specific Regulations will have prevalence in the aspects where they differ. The interpretation and application of regulations for each particular case will be the responsibility of IFEMA, which reserves the right to arbitrate exceptions where it deems necessary, based on respect for the general view of the Fair and visibility of neighbouring stands.

Article 26.- Regulations for installing rigging

Exhibitor companies may hang elements from the ceiling of the halls following the procedure shown in the «Regulations for hanging structures in halls» available on the IFEMA website www.ifema.es/Exhibitors/Normas de Participacion and fill in the form

«**Authorization Request for Rigging Structures in Halls**» also available on the IFEMA website www.ifema.es/Exhibitors/Normas de Participacion and send it to inspeccion.rigging@ifema.es.

Article 27.- Elements outside the awarded space

Unless specifically indicated in the Fair Regulations, no decorative or constructional element may project more than 50 cm from the awarded space towards common spaces. These elements must be situated between a height of 2.5 metres and up to a maximum height, which is outlined in the Show Regulations.

Article 28.- Prohibited assembly and installation activities

It is forbidden to:

- Affect the premises of Feria de Madrid or any of its structural elements.
- Spray paint inside the Feria de Madrid.
- Deposit or display hazardous, inflammable, explosive or unhealthy materials, materials giving off unpleasant odours, and materials which might offend other Exhibitors or the visiting public.
- Perforate the flooring or lay carpets or fix construction elements with contact glue or similar. Such elements should be fixed with double-sided tape or be fixed to the wooden floor installed for this purpose by the Exhibitor, or by any other means maintaining them independent of the flooring. Exhibitors will not be allowed to paint, fit rawlplugs or cable chases of any type.
- Perforate, nail, drill or fix anything to the walls, paint, insert rawlplugs or make channels of any kind.
- Use balloons inflated with lighter than air gases as a decorative element for stands. Their use is permitted upon previous consultation with IFEMA Fair Services Management when they are anchored to a structural element of the stand or filled with heavy inoffensive gases that prevents them from rising.
- Assemble anything in the areas defined as aisles for the Fair.
- Direct spotlights outside the stand.
- Use the hall utilities ducts to pass cables or any other type of installation, except for coaxial cables for TV reception. Authorisation for these must be requested with the form «**Authorization Request for Antenna Cable Connections**» available on the website under IFEMA/Exhibitors/Normas de Participacion, which should be sent to stecnica@ifema.es.
- The installation of satellite dishes or any other antennas in the exterior areas or roofs of the halls. If an element

of this kind must be installed, authorisation must be requested and the Exhibitor must agree in writing to dismantle the items at the end of the Fair.

The Specific Regulations of the Fair may determine any other activity to be prohibited for that Fair. The costs for repairing any damage caused by assembly, installation and dismantling will be borne by the Exhibitor and/or decorator.

Article 29.- Services provided through service ducts/channels

IFEMA may use the service ducts/housing situated inside a stand in order to provide service to adjacent stands where necessary.

For the correct installation of utilities, it is essential to provide a plan with their preferred location at least one month before assembly starts for the Fair.

If no plan is sent, IFEMA will choose where to site the services. If these need to be changed IFEMA will not guarantee their supply, and if supplied, will charge the Exhibitor a cancellation or moving fee, as applicable, and invoice the new services, according to the current prices shown in the Table of Prices.

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the channel/duct in the nearest point to the location requested by the Exhibitor. If installing a wooden floor or other type of raised or technical floor on the stand area which conceals access to the channels/ducts, an access point must be provided for access to the outlets in the case of problems with the connections.

Connection to IFEMA's network will always be carried out under the supervision of personnel from IFEMA's Technical Services and Maintenance Department.

Article 30.- Water and drainage. Compressed air

The general supply points for water, drainage and compressed air will be provided by IFEMA. Supply points of water and compressed air have a diameter of 1/2 inch, and drainage points have a diameter of 1 1/2 inches, all of which have a female thread. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted independently.

Connection to IFEMA's network will always be carried out under the supervision of personnel from IFEMA's Technical Services and Maintenance Department.

Article 31.- Regulations for installing air conditioning equipment

Air conditioning equipment is only permitted if its condensation circuit is air-cooled. Equipment cooled

by water or another coolant in open circuits cannot be used for this purpose. It is also not permitted to use cooling systems that use water and that do not meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

Article 32.- Regulations for gas installations and other elements using fuels

In the exhibition area, it is not permitted to emit vapours or gases that are inflammable, toxic or generally unpleasant, and which represent a danger to health and/or an inconvenience to the visiting public. Gases and exhaust fumes must be channelled from the exhibition area to the exterior through standardised ducts in accordance with the relevant regulations, and with previous authorisation of the installation by IFEMA Technical and Maintenance Management. The only exemption from this requirement is for equipment using gas fuels, with an open non-ducted exhaust circuit (type A equipment) as established in Royal Decree 919/2006 of 28 July approving the Technical Regulations for Distribution and Use of Gas Fuels and their Complementary Technical Instructions ICG 01 to IGC 11.

Article 33.- Regulations for installing Wi-Fi

IFEMA offers Exhibitors the chance to contract a Wi-Fi network with Internet access through an operator registered at CMT (Comisión Del Mercado de las Telecomunicaciones), with the obligation to comply with the requirements of the relevant law.

Exhibitors and visitors will be able to access this Wi-Fi network using codes provided in strict confidentiality when contracting this service under the conditions of the IFEMA Catalogue of Services.

It is expressly forbidden for Exhibitors to install Wi-Fi access points, whether for connecting to the INTERNET or for providing other functions. This measure is to avoid interference problems for the points which Exhibitors might install independently and for the IFEMA access points. Said interference could cause the existing Wi-Fi networks to not work properly.

If the services offered by IFEMA should not have the coverage and/or scope requested by the Exhibitor, who may require special services not offered directly in the Catalogue of Services, the Exhibitor must fill in the form **«Authorization Request for Wifi Installations»** available on the IFEMA website www.ifema.es/Expositores/Normas de Participación and

send it to Technical and Maintenance Management-Telecommunications, **telecomunicaciones@ifema.es**, a month before assembly begins at the Fair, where its needs will be analysed and the services authorised where applicable, with the possibility of being offered by IFEMA.

As this Internet access would be provided by operators others than those authorised by the Institution, IFEMA will accept no liability for anomalies which may be suffered by Exhibitors due to its provision.

Article 34.- Assembly rights

The company in charge of assembling a stand must pay IFEMA, before assembly starts, the assembly rights corresponding to the services provided during the assembly and dismantling period of the fair.

Health care service (ATS).

- Reduced rates at catering services
- Inspection of electrical installations
- Cleaning common areas
- Connections and supply of electricity during assembly and dismantling.
- Use and maintenance of painting rooms.
- Personalised counter service and individual space signage

Depending on the different uses of installations and services, assembly rights for the stand as a whole, including a second floor, will be as follows, and as set out in the current price list:

- Undecorated spaces, or occupied by a carpet or wooden floor: Fee TYPE A.
- Basic modular stands in aluminium or similar: Fee TYPE B.
- Modular designed stands in aluminium, carpentry and other materials: Fee TYPE C.

Article 35.- Removal of waste and assembly and display materials

In accordance with current legislation on urban waste, all Exhibitors and companies contracted and/or subcontracted for assembling and dismantling stands must assemble, dismantle and remove the materials used for decoration and display in the periods of time established for this.

After the established time for removal of goods, decoration and stand dismantling materials, all the materials still in the hall's exhibition areas will be considered to be discarded and will be removed by IFEMA, the Exhibitor waiving all rights to claim for loss or damage to them, and the Exhibitor being responsible for the costs relating to their removal,

which will be invoiced by IFEMA according to the prices established in the table of Prices, for the total square metres of the space.

If the stand is not dismantled within the established period, the Exhibitor will pay IFEMA the cost of this service, in accordance with the estimate provided by IFEMA, depending on the work to be carried out.

IV.- SPECIFIC REGULATIONS FOR ELECTRICAL INSTALLATIONS

Article 36.- General items

All installations must be done in accordance with the requirements of the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Additional Technical Instructions and any other internal ruling established by the General Directorate for Industry, Energy and Mines of the Madrid Regional Government.

All electrical installations in the fair site must be submitted for approval to IFEMA Technical and Maintenance Management.

For this purpose they must fill in and present to the IFEMA Electrical Inspection Service the **Electrical Inspection Sheet** which can be obtained in the premises of the inspection company at the fair site.

Article 37.- Electricity supply

All the electricity for the stands will be supplied by IFEMA, and will be 400 V between phases and 230 V between phases and neutral.

IFEMA is not responsible for supplying continuous current or any other stability and continuity condition other than that of the general supply. These will be the responsibility of the installer or user of the stand, and require previous authorisation from IFEMA Technical and Maintenance Management.

IFEMA may, at its discretion, limit the power of the supply in situations where it may have a negative bearing on other users or for reasons of overload or the safety of its own lines and installations.

Users of stands and installations are obliged to maintain a $\cos \phi$ power factor between 0.95 and 1.

As the electrical supply of the fair site depends on the electricity company providing the utility, IFEMA is not liable for anomalies outside its control, whether for outages in the supply or quality problems (frequency variations, voltage variations, temporary peaks and troughs, power cuts, harmonic flickers, etc.).

Article 38.- Electricity connection

The electrical connection will be carried out by the installer of the stand, under the supervision of IFEMA's Technical Services and Maintenance Department. This will be done from the distribution point established by IFEMA for better use of the network and will consist of an outlet manufactured by the MARECHAL company, with the following characteristics:

- Supply up to 32 A: DS type decontactor 380/400 V-50 Hz 3P+N+T.
- Supply up to 63 A: DS type decontactor 380/400 V-50 Hz 3P+N+T.

For consumption of more than 63 A, the stand connection box will be connected directly to the IFEMA supply.

These outlets must be contained in the distribution channels/ducts of the halls, and totally accessible for resolving any incidents.

Article 39.- Distribution of electricity to the stands

39.1. Protections to ensure safety

As close as possible to the entrance point of the supply, the installer will install a panel with at least:

- General omnipolar circuit breaker (including neutral cut-off) and rating corresponding to the supply line. This circuit breaker can be 2 pole when their rating is not greater than 25A.
- General differential switch of 30 mA sensitivity and a rating no lower than that of the general circuit breaker.

Receiver devices with consumption greater than 16 A will be individually protected at the board. Electrical boards must have closed housing that cannot be opened apart from with the help of a tool or a key, with the exception of its manual starts. Should it be triggered from the inside, they must be protected against possible direct contact. The degree of protection of the casings will be IP4X for interior and IP45 for exterior. They must be fixed to a structural element of the stand, and cannot be placed at floor level, maintaining an optimum state for the panel and its characteristics.

39.2. Electric cables

For electrical installations in the interior of stands assembled inside halls, the cable to be used will be of an assigned minimum voltage of 300/500 V according to standards UNE 21027 or UNE 21031, suitable for

mobile services, ducted via tube or channels according to ITC-BT 20 and 21, and with a degree of protection

IP4X according to UNE 20.324, or assigned voltage 450/750V with polychloroprene or similar casings, according to UNE 21.027 or UNE 21.150, suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F), according to standard UNE 21027-13. In these last two cases they do not have to be installed inside tubing, although they cannot be accessed by the public.

For exterior installations or with exposure to the elements, supplying stands outside the halls, the cable will be assigned minimum voltage 450/750 V with polychloroprene casing or similar, according to UNE 21.027 or UNE 21.150 and suitable for mobile services, ducted via tube or channels according to ITC 20 and 21, and with a degree of protection IP4X according to UNE 20324, or the cable may have copper conductors with polychloroprene casing or similar and assigned minimum voltage 0.6/1 kV. , suitable for mobile services, and not having to be installed inside tubing, although it will not be accessible by the public. The interior electrical installations of these stands will adhere to the previous point whenever it is not closed at all its parts.

Seams and splices will be carried out with the use of terminals on the inside of the connection boxes.

The flexible connections of the systems will be no longer than two metres, using the cable that is appropriate for the working conditions.

All cabling which may be subjected to mechanical stress will be armoured or placed under a protection sheath.

39.3. Bases and power points

Bases for sockets must be high safety type and include grounding. Power points installed in the floor will be adequately waterproofed and will have a degree of protection from impact of IK10. They must be installed at a distance over one metre away from any water access point.

One single flex cable must be connected to the socket. Multi-way adapters cannot be used. No multiple bases must be used except for mobile multiple bases supplied by a fixed base with a cable of a maximum length of 2 m.

39.4. Engines

All engines with power greater than 0.75 kilowatts must be equipped with reduced intensity starter systems in accordance with ITC-BT-47 of the relevant Low Voltage Electrical Regulations

39.5. Lights

Lamps located less than 2.5 m from the floor or in places where they are accessible to people must be firmly fixed and located to eliminate risk to people or inflammable materials.

Any lighting equipment which reaches high temperatures must be at a sufficient distance from any inflammable material.

39.6. Earthing

The metal structures of stands must be connected to a ground connection.

Article 40.- Installation of signage with lighting

The installation of lit signs which need a special voltage will require previous authorisation by IFEMA Technical and Maintenance Management, and must meet the following conditions:

- There will be an individual circuit breaker for each boost transformer installed.
- If the bottom of the sign is less than 2.5 m high, the sign will be enclosed in a casing of suitable dielectric quality.
- Signs placed higher will not have any uninsulated low voltage parts.
- Standard UNE-EN 50.107 will be applied for lit signs and installations powered by assigned vacuum voltages between 1 and 10 kilowatts.

Article 41.- Regulations for using the installation

Exhibitors cannot make any modifications or manipulate the electrical installation of the stand once its connection to the grid is authorised. They may connect their receptor devices in the outlets or connection points intended for this purpose by the authorised installer.

Multiway adapters cannot be used.

Each one of the stand's receivers will be individually and directly connected to the corresponding connection points installed beforehand by the installer for that purpose.

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. They may be included in stands with the previous knowledge and authorisation of IFEMA Technical and Maintenance Management.

The Exhibitor, their contractor and/or subcontractors will be responsible for the damages that could be caused due to modifications to the electrical installation or improper use of the same.

Final rulings

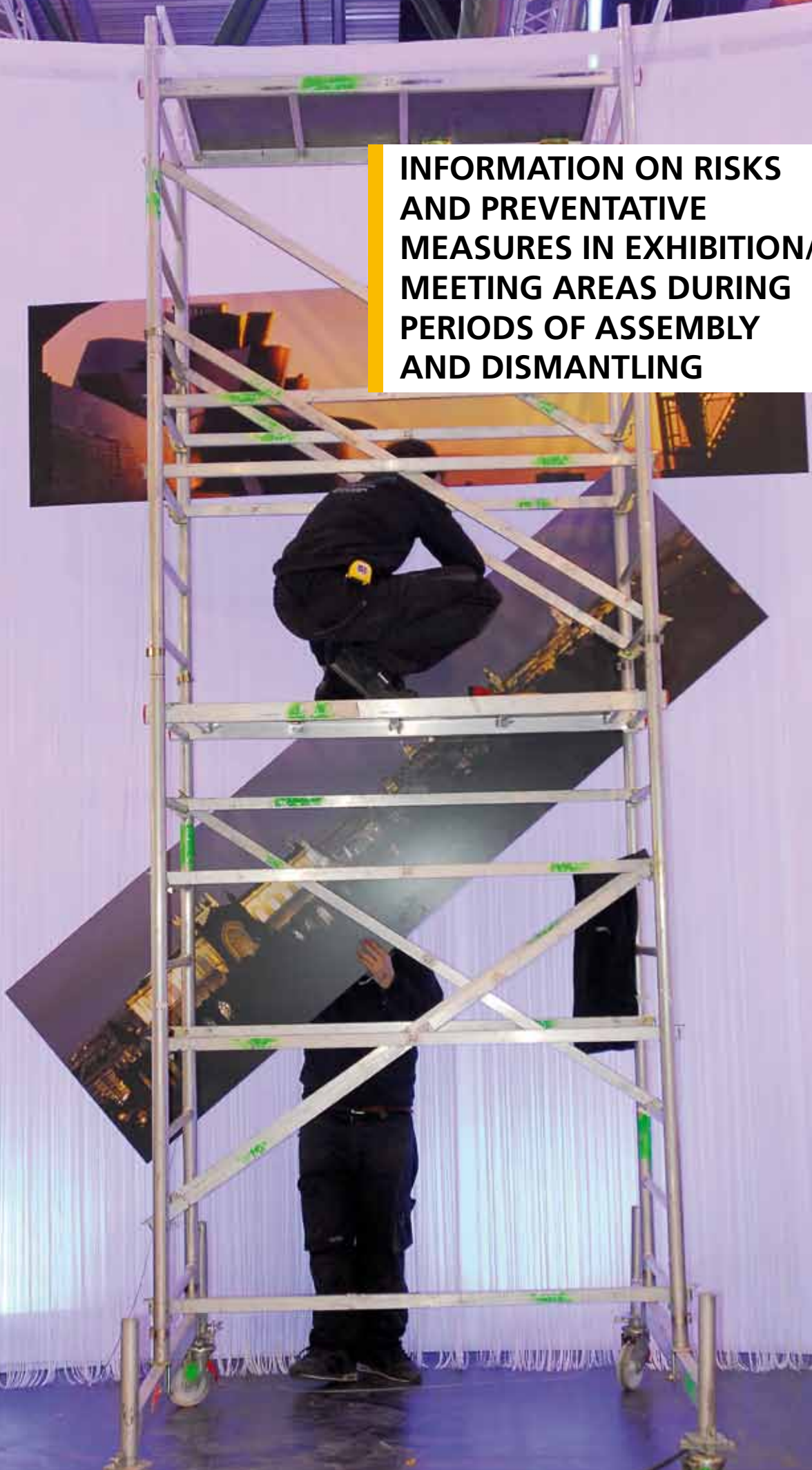
First.- For all issues not covered in these Regulations, the relevant provisions of individual regulatory activity shall apply.

Second.- The Regulations for Participation must be complied with by the Exhibitors at the Fairs held at Feria de Madrid and by the companies they may contract or subcontract and for any collaborating companies who

as a consequence of the Fair, provide work or services for the Exhibitor. Consequently, the Exhibitor undertakes to oblige its contractor or subcontractor companies or collaborators to comply with the Regulations for Participation insofar as they affect the work to be carried out in the Fair Site.

In the case of discrepancies in the interpretation of the Regulations, the Spanish version will prevail over versions in other languages.






**INFORMATION ON RISKS
AND PREVENTATIVE
MEASURES IN EXHIBITION/
MEETING AREAS DURING
PERIODS OF ASSEMBLY
AND DISMANTLING**



In compliance with Workplace Hazard Prevention regulations, IFEMA informs companies working in the exhibition/meeting areas of the fair site of the existing risks in these areas during the assembly and dismantling stages, and the preventative measures to be adopted to eliminate or minimise them.

GENERAL ISSUES

In order to avoid Workplace Accidents, all the companies and/or professionals working for themselves or third parties inside the fair site must comply with Workplace Hazard Prevention regulations. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of Individual Protective Equipment. The companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

RISKS	PREVENTATIVE MEASURES
Risk of same level falls due to tripping over various materials. 	<ul style="list-style-type: none"> • Keep your assigned work area clean and tidy. • Do not store material or work in the interior aisles.
Risk of stepping on sharp objects. 	<ul style="list-style-type: none"> • Do not leave materials with nails or screws sticking out on the floor.
Risk of impacts with vehicles. 	<ul style="list-style-type: none"> • All the vehicles circulating in the fair site will use the safety equipment established by the manufacturer, with special mention of the permanent use of lights and sounds. • Drivers or operators will have adequate training and will apply these measures at all times. • Inside the Pavilions and Exhibition Areas vehicles will be driven at walking speed. • Do not carry more people than those established for each type of vehicle.
Risk of falling objects. 	<ul style="list-style-type: none"> • During the assembly and dismantling of raised installations, the necessary measures will be adopted to avoid accidents due to falling objects.
Risk of starting fires in assembly materials. 	<ul style="list-style-type: none"> • The materials used for covering floors will have EFL fire resistance. In the case of walls and ceiling they will have c-s2, d0. • Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.). • The use of working equipment with an open flame or which generates high temperatures will require previous authorisation from Fair Services Management. • Free access will be respected to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.), even when these are inside the contracted spaces. • Before work begins, all companies will inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.

Public Emergency Services
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Their own safety and that of everyone working in the fair site depends on their actions. Many thanks for collaborating.

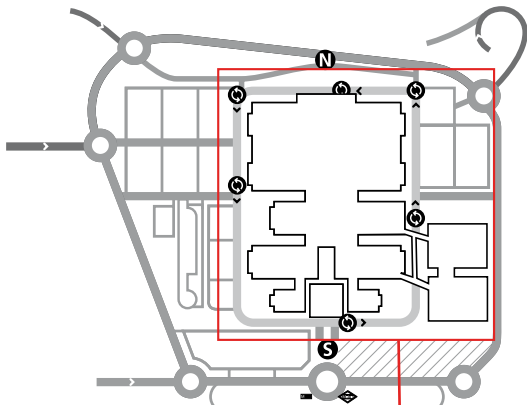
For any type of Emergency
91 722 54 00
24 hour service

«HELP US PREVENT ACCIDENTS»
Workplace Health and Safety







**INFORMATION ON EMERGENCY MEASURES AND EVACUATION IN FAIR SITES,
PLAN OF LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS,
FIREFIGHTING EQUIPMENT AND MEDICAL FACILITIES**

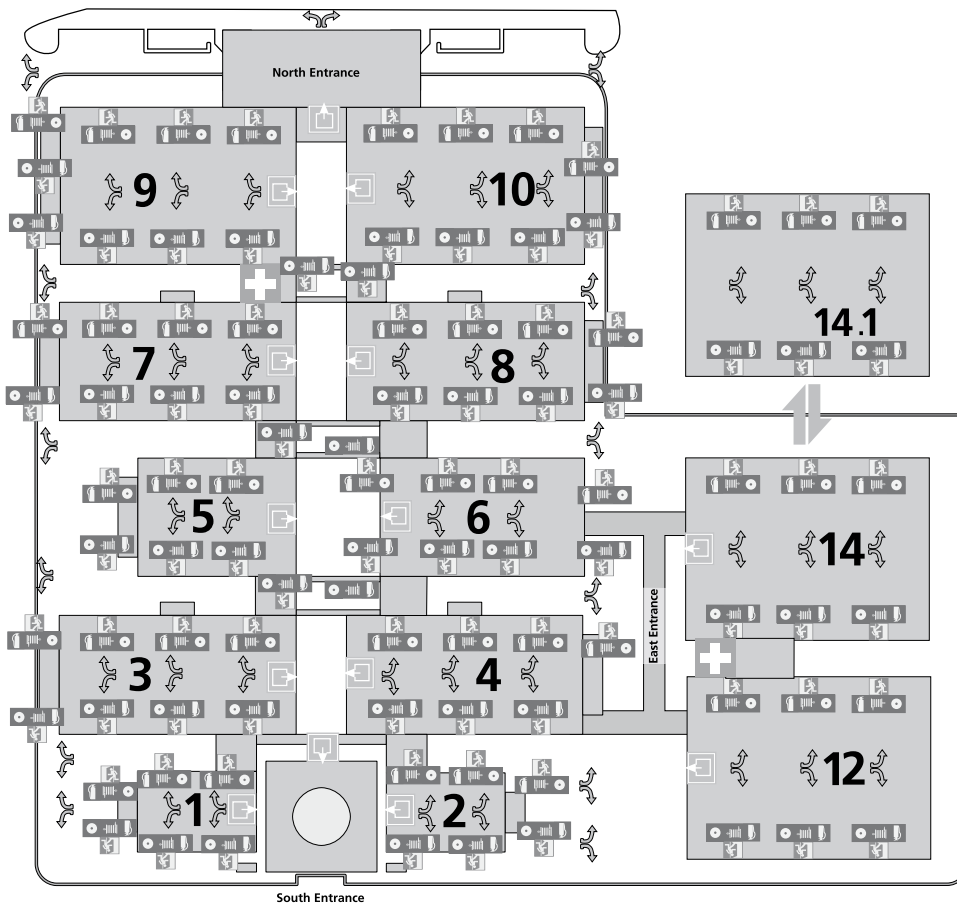
General Site Plan



NOMENCLATURE

	Medical Services
	Evacuation Route
	Emergency Exits
	Firefighting Equipment

Enlarged plan of the exhibition areas



Basic Emergency and Evacuation Regulations

- When you arrive at your work area, identify the Evacuation Routes, Emergency Exits and Firefighting Equipment, and show your personnel.
- When you hear the Evacuation Order, transmit it to all the personnel for whom you are responsible and start evacuation immediately.
- Leave the area via the Evacuation Routes to the Emergency Exits.
- Be sure that all your personnel are leaving ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.
- Avoid anything which might cause panic.
- Aisles and evacuation routes must be kept free of objects at all times.

TECHNICAL DATA ON HALLS AND OPEN SPACES



TECHNICAL DATA ON HALLS AND OPEN SPACES

	SURFACE AREA	DIMENSIONS	HEIGHT	COLUMNS	USE LOAD	GOODS ENTRANCES			CAPACITY BY ASSEMBLY TYPES
						no.	wide	high	FAIR
									capacity in no. people
m ²	m	m	no.	Kg/m ²	no.	wide	high		
PAVILION 1	5,400	90 x 60	9.19	2	15,000	6	7.6	4.9	2,322
PAVILION 2	5,400	90 x 60	8.17	0	15,000	6	7.6	4.9	2,322
PAVILION 3	16,200	180 x 90	10.73	10	15,000	8	7.5	5.3	6,966
PAVILION 4	16,200	180 x 90	10.81	10	15,000	8	7.5	5.3	6,966
PAVILION 5	10,800	120 x 90	10.83	6	15,000	6	7.5	5.3	4,644
PAVILION 6	10,800	120 x 90	14.90	0	15,000	8	7.5	5.3	4,644
PAVILION 7	16,200	180 x 90	10.88	10	15,000	8	7.5	5.3	6,966
PAVILION 8	16,200	180 x 90	10.90	10	15,000	8	7.5	5.3	6,966
PAVILION 9	21,600	180 x 120	10.9 / 4.17 *	10	15,000	8	6	5.5	9,288
PAVILION 10	21,600	180 x 120	10.9 / 4.22 *	10	15,000	8	6	5.5	9,288
PAVILION 12	14,400	120 X 120	15 / 5.64 *	0	15,000	6	8	5.5	6,192
PAVILION 14.0	14,400	120 X 120	9.3 / 5.61 *	9	15,000/2,000	6	8	5.5	6,192
PAVILION 14.1	14,400	120 X 120	10.70 / 6.50 **	8	1,500	4	Lorry ramps 6.00 x 3.00 x 3.50 m		6,192
CONNECTION HUBS 1-3	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 3-5	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 5-7	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 7-9	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION 7-9	300	10 x 30	5 *	0	15,000	2	9.5	5.5	0
CONNECTION HUBS 2-4	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 4-6	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 6-8	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 8-10	900	30 x 30	4.4 / 5.4 *	4	15,000	2	7.3	4.6	387
PASO DE CONEXIÓN 8-10	300	10 x 30	5 *	0	15,000	2	9.5	5.5	0
CONNECTION HUBS 12-14	1,500	50 x 30	4.97 *	6	2,000	1	8	5.5	645
AVENIDA CENTRAL	2,500	28,91			15,000				
PLAZA AVENIDA CENTRAL	5,000	55 x 91			15,000				
PATIO CIRCULAR	1,030				400				
EXTERIOR AREA PAVILION 1	9,500				15,000				
EXTERIOR AREA PAVILION 2	5,400				15,000				
EXTERIOR AREA PAVILION 5	6,700				15,000				

NOTES:

* The stands located in the connecting hubs between halls, the sides of the entrances to halls 9 and 10, and the sides of the entrances and back of halls 12 and 14.0, will have a maximum height of construction of any element of 4 m.

The stands located in the connecting hubs and aisles between halls, the sides of the entrances to halls 9 and 10, and the entrances and back of halls 12 and 14.0 cannot have second floors built.

** Pavilion 14.1 vaulted ceiling, with minimum height of 6.50 m and maximum 10.50 m.

REGULATIONS FOR VEHICLE ACCESS AND STOPPING FOR LOADING/UNLOADING



IFEMA has an electronic system monitoring the access and parking of vehicles inside the site, in order to ensure maximum times for the presence of vehicles in Feria de Madrid. This measure helps to reduce the volume of traffic in the loading and unloading areas, making these operations faster and easier.

PREMISE

The Loading and Unloading Areas (areas next to the halls) are not parking areas. Vehicles are allowed only one loading or unloading operation in these areas, and must immediately leave for the appropriate parking area. While fairs are being held, access to and parking in these areas is strictly prohibited without specific authorisation by IFEMA.

OBJECTIVE

To ensure that vehicles are present in the Loading and Unloading Areas only for the time strictly needed for these operations, giving greater availability of spaces and fluidity of interior traffic, thereby benefiting all the groups taking part in assembly and dismantling.

PROCEDURE

The procedure will be based on elements monitoring access and exits, equivalent to a normal car park, which will be installed at the entrances and exits to the fair site. They will be assisted by a licence plate reading system, enabling each entry ticket to be associated with the licence plate of a vehicle.

Each vehicle, depending on its tonnage, will receive a ticket on entering the site, associated with a maximum time allotted for loading or unloading its goods. After this time has passed, the vehicle must leave the site or be parked in the appropriate parking area (lorry park for goods vehicles or car park for cars which have been used to transport goods).

At the exit control point, the system will read the licence plate and determine whether the vehicle is within the maximum authorised time or if it has overrun. In the first case, the exit barrier will be raised and the vehicle may leave. In the second case, the driver must pay the rate corresponding to the overrun time in an automatic cash machine at the exit, using the ticket received at the entrance.

The rate for overrun time is intended to be a deterrent and is designed to encourage compliance with regulations and respect for the authorised maximum loading and unloading times. Therefore this measure is not intended to produce a profit for IFEMA, but to

improve working conditions in areas which are critical for the smooth running of the fair.

Once a vehicle has left the Feria de Madrid site the system will not let it enter again until half an hour after its exit time.

CHARGES

Current charges are shown at:

- access points to the site
- parking area entrances
- and automatic and manual payment points.

PARKING OPTIONS

1. GOODS VEHICLES

From the time that these regulations come into force, there will be a lorry parking area available for goods vehicles. It will be charged by the minute. There is no time limit to parking in this area.

IMPORTANT:

To enter the lorry parking area you must use the same ticket given to the driver on entering the Fair Site.

Parking in the lorry parking area (inside the Fair Site) will affect the maximum authorised time on site as follows:

- a) If the time in the lorry parking area is one hour or less, this time will not affect the calculation of maximum time in the site, and the authorised time which had not been used when entering the parking area can still be used.
- b) If the time spent in the lorry parking area is more than one hour, the lorry will have the maximum authorised time on site when leaving it, regardless of the time spent before entering.

NB: These regulations will also apply to trailers and platforms.

2. CARS

Cars belonging to the employees of any of the companies working in the fair, including Exhibitors, will have car parks made available by IFEMA for each Fair, and can enjoy special prices during the assembly and dismantling periods.

The car parks available during assembly/dismantling will always be the Brown/Red (Northeast) or Orange/Green (Northwest), or both car parks, depending on the size of the fair.

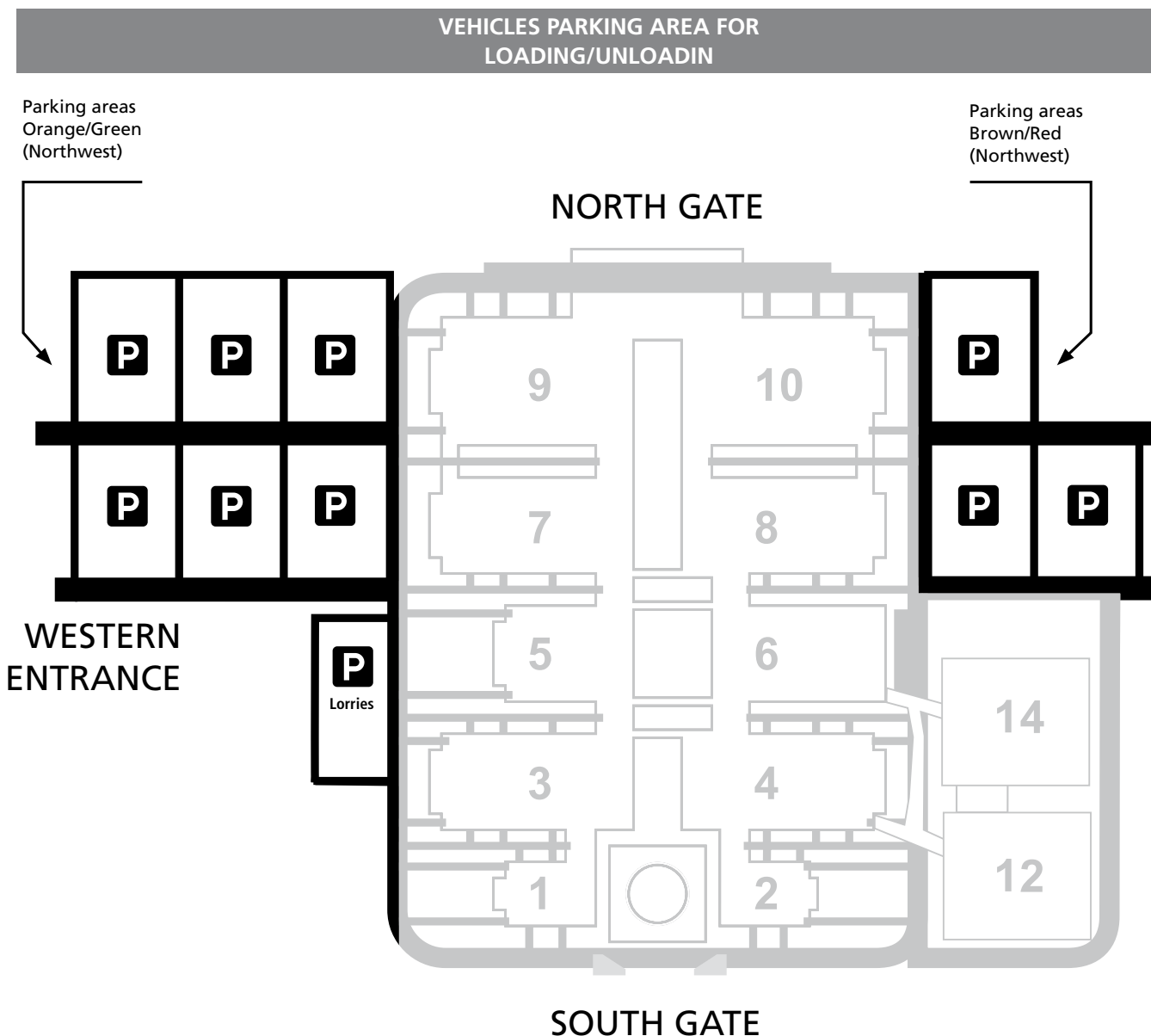
These car parks will have a single entrance, with appropriate signage, for the exclusive use of assembly/dismantling personnel. This entrance will issue tickets at a special price for assembly personnel. Before leaving the car park they must pay the charge at any of the automatic

cash machines of Feria de Madrid. This operation will validate the ticket for leaving the car park by any exit.

As a general rule, once this regulation has come into force, cars and minivans will not be allowed into the Fair Site, unless they are transporting goods which cannot be carried by hand. In this case, they will enter following the procedure described above, and subject to a maximum time on site proportional to their lower transport capacity, after which they must leave the site or pay the deterrent fine.

3. EXHIBITORS WITH PARKING SUBSCRIPTION CARD

Exhibitors who buy a Parking Subscription Card can use the assigned car park (the colour of the card identifies the assigned car park) from the first day of assembly to the last day of dismantling (official times), without limitation. Without this card, they must follow the general regulations and prices for car parks in the different fair periods.





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Madrid**

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