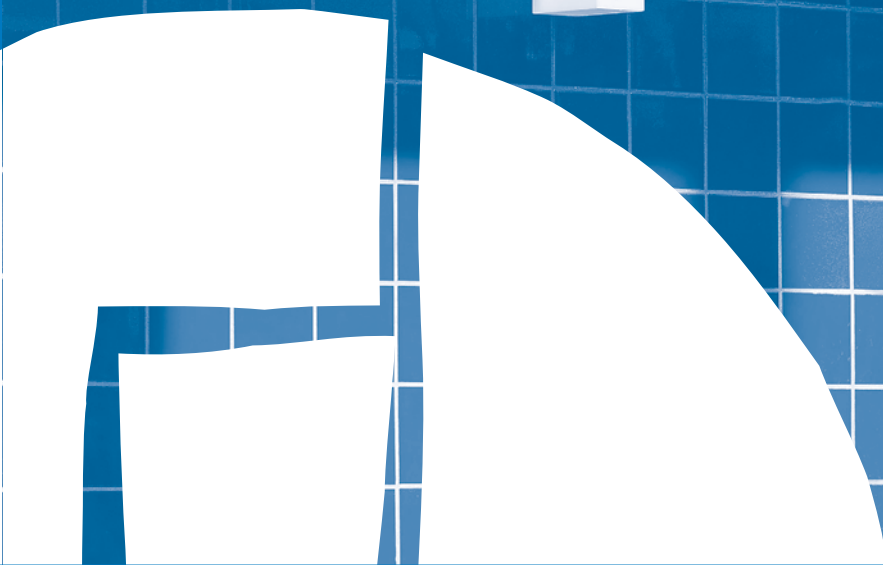


IFEMA

**General Rules
of Participation**

Fifth Edition



S U M M A R Y

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**GENERAL CONDITIONS
FOR ADMISSION AND
CONTRACTING AT EVENTS
ORGANISED BY IFEMA**

Article 1.- Definitions

In these General Conditions for Admission and Contracting at Events organised by IFEMA, the term «Event» refers to the trade fair or exhibition. The term «Exhibitor» includes any physical or legal entity possessing space at the Event. The term «Management» designates the corresponding Department of IFEMA-Institución Ferial de Madrid, the organising body of the Event. The term «Feria de Madrid» refers to the complex owned by IFEMA, where its Events generally take place. The term «Rules of Participation» refers to the General Conditions for Admission and Contracting at Events organised by IFEMA, to the General Rules of Exhibitor Participation, and the Specific Rules of the Event.

Article 2.- Acceptance of the Rules of Participation in Trade Fairs Organised by IFEMA

All companies who apply to participate as Exhibitors at any event organised by IFEMA accept the Rules of Participation, including the present general conditions as well as the General Rules of Exhibitor Participation and the Specific Rules of the Event.

Said regulation is available in the Exhibitor Zone at IFEMA's website www.ifema.es, and at each Event's website.

Article 3.- Requesting Participation

Participation at the Event may be requested by all those companies whose activities are encompassed by the industries and products at the trade fair or exhibition.

The request for exhibition space must be formalised through completion of the booking material specific to the Event in compliance with its terms, conditions, prices, forms of payment and time periods.

Article 4.- Acceptance of Participation

IFEMA will acknowledge receipt of the requests for participation made in accordance with the Specific Rules of the Event.

Final acceptance of participation is the decision of IFEMA, which may reject those requests it does not consider to be encompassed by the industries and products featuring in the trade fair and therefore do not comply with its aims. Another reason for rejecting the request is lack of space and/or the presentation of the request outside the set time periods. IFEMA will notify applicants of this in writing.

If the request is not accepted, IFEMA will return the sum paid. The applicant is not eligible for any compensation.

Article 5.- Award of Space

Space will be awarded as indicated in the Specific *Rules of the Event*.

For organisational reasons, the Event Management may modify the space assigned.

Except in those cases where the Specific Rules of the Event indicate otherwise, the Exhibitor will not acquire rights on the exhibition space he occupied, if any, in the previous edition. Distribution of space at the trade fairs, in accordance with the circumstances of each Event, is the exclusive concern of IFEMA.

On presentation and approval of the project, the Management may authorise stands of two floors, with characteristics which will be determined at the time. The price per square metre of the second floor will be a minimum of 50% of the price per square metre of the constructed space on the first floor.

Article 6.- Payment

Payments to IFEMA for the services hired, will be made on presentation of the charges in compliance with the forms of payment featuring in the Rules of Hire.

If the exhibiting company designates another body to make any of the payments connected with its participation, it must supply all the necessary invoicing information. If the designated company defaults on any of the payments in the set time periods, the exhibiting company will cover these by means of a simple request by IFEMA.

In the case of non-payment, within the set time period, of any of the items reflected in the booking material, the Exhibitor will forfeit all rights on the space reserved. This space will be transferred to the Event Management, which may offer it to other companies.

In all cases, occupation of exhibition space will not be authorised nor the stand hired from IFEMA will not be assembled, while its full cost has not been paid, together with the sum for the services hired and, when free-design stands have been hired, until the corresponding assembly rights have been paid.

Article 7.- Exhibitor Cancellation

Cancellation of participation by the Exhibitor is a cause for terminating the contractual relationship between IFEMA and the Exhibitor to all effects and with the loss of the sums which have been accrued by IFEMA at the time of notification. The cancellation must be made expressly and in writing to the Event Management.

For the purpose of the above paragraph, the sums accrued are those which the Exhibitor should have paid to IFEMA when he made the cancellation, in accordance with the timetable for payments in the Participation Request or Booking Form of the event booked.

If the cancellation has been communicated to the Event Management within the thirty days prior to the inauguration of this Event, full payment for the space hired may be requested by IFEMA.

With respect to the services offered in the IFEMA Services Catalogue which the Exhibitor would have hired prior to informing of the cancellation, the cancellation charges established in Article 9 of these General Conditions for Acceptance and Hire at Events Organised by IFEMA will be applicable.

Article 8.- General Services

Being an Exhibitor implies the hiring of the General Services indicated in the booking material for space at the Event.

Article 9.- IFEMA Services Catalogue

The IFEMA Services Catalogue in its various formats includes the services provided by IFEMA which may be hired by the Exhibitor, together with the rates and conditions for hiring them. The hiring of services must be made by means of this Services Catalogue. However, stand assembly plans sent to IFEMA, which include complements or services which are not hired, will be considered as firm bookings and will be charged in accordance with current rates.

The deadline for undertaking the booking of all services is one month before the Event is held. IFEMA reserves the right to reject requests for services made after this date.

If there is acceptance of the provision of services requested in the 15 days before assembly starts, during assembly or during the Event itself, IFEMA will apply a 25% surcharge on the rate established in the Services Catalogue.

A service may be cancelled within the 15 days prior to the start of assembly or during assembly by paying 40% of the corresponding charge.

The modification of a service already hired which is requested in the 15 days prior to assembly, during assembly or during the Event itself, should it be provided, will be charged as the cancellation of the previous service and as a new hire made outside the deadline for the service.

Cancellation of the Stand Design service offered in the IFEMA Services Catalogue is not allowed, with the Exhibitor being obliged to pay the full amount of the stand in the periods established to this effect.

Article 10.- Exhibitor Access to Internet: Exhibitors' Area

The IFEMA Exhibitor avails of a personalised «Exhibitors' Area» on the Internet. This area consists of a group of services intended for the Exhibitor which may be accessed from the IFEMA website: www.ifema.es or through the Event website.

IFEMA provides access to the «Exhibitors' Area» by means of a user name and password. Returning Exhibitors must use the user name and password sent to them on previous editions; if they have not retained their codes, they should contact LINEA IFEMA to recover them. If they have not exhibited previously, IFEMA will provide them with the user name and password once their stand has been awarded.

The information offered in the «Exhibitors' Area» and the access codes are confidential. It is the responsibility of Exhibitors to avoid improper use by third parties, with IFEMA declining any responsibility to this effect.

Article 11.- Promotional Elements for the Event

The Events will be able to publish in various promotional elements a breakdown of the products, brands, logotypes and advertising of confirmed Exhibitors up to the publishing deadline for each element. The type of element, price, technical characteristics and time periods for presenting information and requests for advertising will be specified by each Event. Exhibitors bear the sole responsibility for the correctness of information supplied. IFEMA may modify texts to adapt them to the system established for each element.

Information will be inserted into the promotional element hired. IFEMA may publish this element in various formats (printed and electronic ones, such as CD, DVD etc.) for its distribution among interested parties and include it on the Event website and at information points for the visitor.

Personal information provided for inserting into promotional elements will be stored in an IFEMA automated file, domiciled at Feria de Madrid (28042), Madrid. The rights of access, rectification, objection and cancellation of this information may be exercised by means of a letter addressed to IFEMA: protección de Datos - CATALOGOS, apartado de correos 67.067 (28080) de Madrid, or by e-mail to: protecciondedatos@ifema.es indicating the subject: «CATALOGUES». The rights of rectification and cancellation may only be exercised in the publication of the website, but not in non-interactive publications, such as books or stable electronic formats. The Exhibitor must be authorised to publish the personal information of third parties, if any, in the promotional element concerned.

Article 12.- Personnel Under the Charge of the Exhibitor: Contractors and Sub-Contractors

At no time will there be a working relationship between IFEMA and the personnel sent to Feria de Madrid to undertake any work detailed in their contract by the Exhibitor and/or the companies involved in the assembly of the stand, in terms of contractors and/or sub-contractors, either in a direct or subsidiary manner. The Exhibitor is liable for his contractors and/or subcontractors, the entirety of their wages, their national insurance payments, deductions and returns, tax settlements and all the obligations proceeding from the working contract or any other type of contract, IFEMA being authorised to demand the presentation of accrediting documents to check on these payments.

Moreover, the Exhibitor undertakes to comply and ensure that his contractors and sub-contractors comply with current legislation concerning prevention of labour risks which may be applicable to the work he performs or, any work he has contracted or sub-contracted.

The companies performing work for Exhibitors or their contractors must be covered for the Civil Responsibility derived from their activity.

Article 13.- Industry Rules or Products Exhibited

The Exhibitor undertakes to only exhibit, offer or commercialise products and services which fully comply with the laws applicable to them.

Article 14.- Transfer of Space

Partial or total transfer of the stand or of the rights acquired by the exhibition contract to third parties, is not permitted. Occupation of space by various Co-Exhibitors will not be allowed without prior written authorisation by the Event Management in each specific case.

Article 15.- Change of Date, Cancellation and Suspension

If IFEMA were to (i) cancel the Event, (ii) issue exhibitors with a cancellation of the space hired by them or a reduction in their surface area, due to force majeure, (iii) change the date of the Event celebration, or (iv) suspend, –temporarily or definitively, partially or totally– the activities of the trade fair, IFEMA will reimburse Exhibitors with the sums they have paid, without their having a right to any compensation for these items.

Article 16.- Closure of Stands

IFEMA may close a stand during its period of assembly or during the Event in the case of non-compliance by the Exhibitor of the established Rules of Participation or in execution of a court order which indicates this, without any obligation on the part of IFEMA to grant any compensation or return the amounts paid for his participation.

Article 17.- Disqualification from Entering into Contracts

Anyone who fails to comply with IFEMA's Rules of Participation will be disqualified from entering into contracts with IFEMA or from taking part in any Event it organises or is held in its installations. This also includes those whose acts infringe the law, morality or good behaviour, or risk the safety of people, installations and assets, or which transgress the decency of the Event or damage the prestige and good image of IFEMA. IFEMA will evaluate and determine the duration of the disqualification, which will not exceed five years.

Article 18.- Complaints

With the aim of attending properly to Exhibitors, any complaint to IFEMA related to the Event must be made in writing, preferably the day the incident occurred.

Article 19.- Protection of Personal Information

The personal information the Exhibitor provides will be stored in IFEMA's automated file, domiciled at Feria de Madrid, 28042 Madrid, with the aim of managing his participation at the trade fair. On sending his details, the Exhibitor expressly authorises their use in periodic correspondence, including that of an electronic nature, to provide information about trade fairs - activities, contents and services. Moreover, he authorises the communication of his personal information, under the obligation of confidentiality, to those companies who assist IFEMA in organising the trade fair by providing auxiliary services and those of extra value, exclusively with the aim of sending him information about such services and attending to his orders. The rights of access, rectification, cancellation and objection may be exercised by writing to IFEMA: Protección de Datos, apartado de correos 67.067, 28080 Madrid, or by e-mailing: protecciondedatos@ifema.es with reference in both cases «Exhibitor» in the subject including name and ID number of the sender.

Article 20.- Supplemental Legal Rules

For extremes which are not covered in these Rules, any of the relevant provisions of substantive order which regulate the activity will be applied.

Article 21.- Arbitration

The parties involved agree that all disputes, discrepancies, questions or complaints resulting from the execution and interpretation of this contract or directly or indirectly related to it will be definitively resolved through arbitration at the Madrid Arbitration Court of the Madrid Official Chamber of Commerce and Industry, to which it entrusts the administration of the arbitration. Similarly, the parties expressly undertake to comply with the binding judgement issued.

Final Provision

The Rules of Participation are obligatory both for Exhibitors at Events held at Feria de Madrid and for companies which are contracted or sub-contracted by them and any partner companies which, as a consequence of the holding of the Event, perform work or services on the Exhibitor's behalf. Consequently, the Exhibitor undertakes to transfer to these contracted, subcontracted or partner companies the Rules of Participation insofar as they may be affected by them, in terms of the work entrusted by the Exhibitor and to be undertaken at the Exhibition Complex.

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



GENERAL RULES OF PARTICIPATION FOR EXHIBITORS AT EVENTS ORGANISED BY IFEMA

A ticket
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Antes de recoger su vehículo retire su ticket
en la caja situada en las zonas exteriores
Before removing your vehicle, pick up
your ticket at the cash register located
at the outdoor ticket - counters

I.- GENERAL PROVISIONS

Article 1.- Area of Application

These General Rules of Participation for Exhibitors at Events are applicable to all events organised by IFEMA, although they may be expressly modified in particular aspects by the Specific Rules of an Event when its characteristics advise this.

Article 2.- Access: Entrance and Departure Times of Exhibitors

Access to Feria de Madrid and its halls will be made through the doors indicated by IFEMA.

Unless otherwise indicated by the Specific Rules of the Event, Exhibitors accredited by IFEMA will be able to enter the hall from thirty minutes before the scheduled opening time and will not be able to remain beyond thirty minutes after closing time.

Article 3.- Entrance and Removal of Objects

Occupation of space, stand assembly or entry of merchandise will not be permitted without entrance authorisation issued by IFEMA.

To bring in or take out materials, objects and decorative material during the periods of assembly and dismantling at the Event, each Exhibitor must adhere to the timetables which are found in the Specific Rules.

Any material, object or product will be deemed to be abandoned and will be removed by IFEMA when it remains in the hall beyond the timetable assigned for its removal in the conditions and set prices.

To bring in or take out merchandise during the Event, each Exhibitor must request an individualised permit from the Management and must adhere to the timetables which are set out on it.

In those fairs and exhibitions which allow the direct sale and removal of merchandise exhibited, the Exhibitor must authorise the removal of merchandise sold by issuing and presenting the acquirer with the corresponding document.

Departure authorisation issued by IFEMA will be necessary to remove merchandise and materials when the Event is finalised.

Article 4.- Customs

4.1.- Processing for every person who brings material subject to Customs

For an international fair:

- Merchandise to origin once the fair is over: Community transit (T-1).
- Merchandise for distribution during the fair: definitive clearance.
- Merchandise in part to origin and in part for distribution: T-1 and part to definitive clearance.

For a non-international fair:

- Merchandise to origin once the fair is over: ATA Carnet.
- Merchandise for distribution at the fair: definitive clearance.
- Merchandise part to origin and part for distribution: ATA Carnet for merchandise to be returned and definitive clearance for merchandise for distribution.

4.2.- Important Notes

Assets for distribution are subject to Spanish taxes even if they are products with no commercial value, such as brochures, leaflets etc. These taxes may be reduced depending on the country of origin and the type of merchandise.

Products from non-EU countries must pass through Customs controls.

Products transported in luggage must be declared on entering the country (Red Channel, something to declare). These will be retained until a Customs Official processes them or the same Customs office directly charges the client for the taxes on entering Spain and provides him with a receipt for his payment.

In the case of portable merchandise declared in the Red Channel which the Official allows through without retaining the merchandise or without paying any tax, the client must request either a Debit Slip or the retention of the merchandise until it is processed by a Customs Official.

Merchandise which has not passed through Customs and is exhibited may be confiscated by tax officials until the appropriate documents have been presented.

Merchandise subject to a T-1 must not leave the exhibition complex until Customs procedures have been completed.

The Exhibitor must possess the details of the Customs Official who performs this service in Spain or, in their absence, a copy of the Customs documentation for entrance into the European Union.

Article 5.- Care of Exhibitor Stand/Materials

The stand must be permanently attended by personnel under the charge of the Exhibitor throughout the Event. Objects and products on show will remain within the stand throughout the Event unless otherwise indicated by the Specific Rules of the Event.

Only products and promotional materials encompassed by the industries featured in the event or activities *related* to the theme of the Event will be allowed in the stand; if this requirement is not met, the Exhibitor will receive a written communication from the Event Department asking him to immediately remove the products or cease his activities. If the Exhibitor has not adhered to this communication within four hours, the stand will be closed at the end of the day under no further requirement, with the Exhibitor forfeiting the right to either the return of sums he has paid or to any compensation.

Promotional activities, distribution and display of samples, brochures, flyers and any type of promotional material may take place only within each Exhibitor's space.

Balloons inflated with gas may not be given to visitors.

The presence of live animals in the stands is not permitted under any circumstances unless expressly authorised by the Specific Rules of the Event, in accordance with current legislation.

When combustible motor vehicles are used as exhibition material, their tanks must contain only the minimum essential fuel to gain access to the space awarded and to leave it at the end of the Event. Engines may not be switched on during the Event apart from in those cases when the specific rules expressly authorise so.

No type of image or light beam may be projected beyond the space awarded.

Delivery or dispatch of merchandise will be made to and from the Exhibitor's stand. IFEMA will not receive merchandise in the Exhibitor's name or on his behalf.

Article 6.- Use of Machines and Tools during the Event

All machinery or tools must conform to European Union requirements and bear the CE mark.

Each machine must be equipped with an emergency stop mechanism to allow it to be safely turned off.

All persons who have to use a machine must have received the adequate training and information on the risks attached to its use.

The dangerous parts of machines must carry warnings. Every part of a machine which bears the danger of entrapment, laceration, abrasion or protusion must be equipped with safeguards or protective devices.

No safety device on a machine must ever be neutralised or bridged, nor must its protective mechanisms or safeguards be removed.

Article 7.- Maximum Sound Levels

Noise is restricted, with levels not to exceed 60 decibels measured at the edge of the stand.

If the sound level is exceeded, IFEMA staff will ask the Exhibitor to reduce the volume to the levels allowed. If the Exhibitor refuses or repeatedly fails to comply with the rule, IFEMA staff will halt electrical power to the stand and, when appropriate, will close the stand, with the Exhibitor forfeiting the right to either the return of sums he has paid or to any compensation.

Article 8.- Catering

Exhibitors wishing to offer a catering service in their stands, must complete the «**Catering in Stands Communication**» form, which can be unloaded from the IFEMA website www.ifema.es «Exhibitor Zone»,

and submit it to the Exhibition Services Office for their **information and acknowledgement of receipt**. In said form the term «Catering» refers to providing food or beverage. The Exhibitor will assume liability for any third party claim due to the catering service he offers, exonerating IFEMA from any liability in this respect. If the mentioned communication proceeding is not followed, **the Exhibitor will not be able to offer this service in his stand**.

Article 9.- Photographic and Audio-Visual Reporting

Exhibitors are only allowed to use video or photography for their own stand. Professional photographers who have been hired by the Exhibitor for this purpose will undertake their work in the space they have been assigned, in accordance with the authorisation issued by the Exhibition Services Office through the Hall Manager.

None of the products on show may be photographed or filmed without the authorisation of the Exhibitors concerned. IFEMA, as Organiser, will make video and photographic reports of the Event, the stands and the products exhibited so they may be disseminated by the media or included in informative and promotional material for the Event.

Article 10.- Raffles, Draws or Random Combinations

Raffles, draws and random combinations constitute a type of gambling provided for by articles 3.2.F and 15.3 of the Madrid Region's Law 6/2001 on gambling, of 3 July.

The exercise of this type of activity requires prior administrative authorisation from the General Department for Gambling Standards and Management, as established by the above Law 6/2001 on gaming, passed by the Madrid Regional Government on 3 July, and implementation orders. Non-compliance with this provision by gambling organisers or operators constitutes a very serious administrative infringement which may be penalised with a fine of 9,000 to 600,000 euros in accordance with the provisions of the above Law. Formalities must be carried out at Plaza de Chamberí, 8, Madrid 28010. A copy of the authorisation issued by the Autonomous Region of Madrid should be submitted to the Event Management for its information.

Moreover, it should be remembered that the promoters of an authorised random combination must pay the corresponding gambling tax, at a rate of 13% of the sum of the prizes, before the General Taxation Department of the Autonomous Region of Madrid, and that the prizes for participation in games, raffles or random combinations may, according to their amount, be subject to income tax. Organisers are responsible for making the above deductions under valid legal terms.

Article 11.- Access of Minors to Professional Fairs

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

Article 12.- Industrial Property

IFEMA helps in the fight against the unfair practice of piracy of industrial property by supporting Exhibitors by means of officials who will provide information on the Exhibitors' rights during events. IFEMA cannot act as a decision-making body in disputes between Exhibitors as this is a competence reserved for courts and tribunals but it will always help legal officials and/or police officers who visit the exhibition complex to guarantee that sentences, preventative measures, etc. are carried out. The Event Management will provide information on the support for the Exhibitor's Industrial Property which is to be offered during the fair.

Article 13.- Circulation and Parking of Vehicles during the Event

It is expressly prohibited within the exhibition complex during the Event to park vehicles in the loading and unloading bays by the halls. They may only be parked in the areas provided, paying, if any, the corresponding fee.

Once the Event has begun, the driving of any vehicle inside the halls or in the Avenida is forbidden unless expressly authorised by IFEMA.

II.- SAFETY RULES

II.1.- LABOUR SAFETY REGULATIONS - COORDINATION OF BUSINESS ACTIVITIES

Article 14.- General Information

Guaranteeing the health and safety of all those who provide services at Feria de Madrid is one of the aims of IFEMA's Management.

To this end and in compliance with Article 24 of the Law on Prevention of Labour Risks on Coordination of Business Activities and of the Royal Decree 171/2004 which develops it, IFEMA, as the proprietor of a place of work, is obliged to inform the business people present about the risks of this place of work which may affect their activities, the measures taken to prevent them and the measures of evacuation and emergency which should be applied.

In accordance with these regulations, every physical and legal entity who for any reason undertakes work at Feria de Madrid (suppliers of services hired by IFEMA, exhibitors, organisers of acts or events, and the contractors, sub-contractors or personnel depending on any of them, irrespective of their activity, work situation

or professional connection) must be aware, comply with and take into account the information provided by IFEMA in the preventative planning of the activities undertaken at Feria de Madrid.

The information provided by IFEMA may be complemented by other specific rules which may be applicable when, due to the nature of the activities undertaken, they are regarded as necessary for general safety. This decision corresponds to the Exhibition Services Office in common agreement, when appropriate, with the companies which will carry out the work. Similarly, the rest of the specific technical rules contained in the General Rules for Participation of Exhibitors (forbidden activities, keeping passageways clear, fire prevention, electrical installations etc.) will complement those generic ones on risk prevention so that complying with them will produce guarantees of safety for people and installations.

Moreover, all the business people present are responsible for complying, as are their contractors, sub-contractors and/or self-employed workers, with the legislation on labour risk prevention which applies to their activities. This includes information and instructions provided by IFEMA which are set out in these General Rules of Participation.

Therefore, IFEMA will, before work starts, issue the «Protocol for Designating the person in charge of following the rules on Prevention of Labour Risks when undertaking work in Exhibition Areas» to all those companies which, on the Exhibitor's behalf, carry out work or activities in the hired space. This Protocol must be duly completed and signed by the person in charge for each company. Assembly may not commence without its prior completion and presentation.

II.2.- SAFETY RULES/VIGILANCE OF FERIA DE MADRID:

Article 15.- Surveillance and Emergencies at Feria de Madrid

During the period of the Event, IFEMA provides general surveillance of the exhibition complex which is dissuasive and preventative, based on control of access, public order and fire safety.

IFEMA's Security Department is in charge of managing emergencies (medical-health, fire, threats of any type and natural disasters) together with activating an Emergency, Self-Protection and Evacuation Plan at Feria de Madrid.

In these situations, Exhibitors, their contractors and/or subcontractors and their dependent staff are subject to the Feria de Madrid Emergency, Self-Protection and Evacuation Plan, under the orders of the IFEMA Security Department which will always act in coordination and collaboration with, and under the dependency of, the Spanish State's Security Forces.

The Exhibitor, his contractors and/or subcontractors and their dependent staff are obliged to comply with current legislation regarding public order.

Article 16.- Keeping Passageways Clear. Packaging

The passageways, as escape routes, must always remain practicable even during periods of assembly and dismantling. All material must remain within the limits of their space, allowing aisles and other common areas to be completely free. The cleaning services at Feria de Madrid will remove any object left in these areas, without any right to damage claim.

During the Event, no sample, packaging or object in general may be placed in the passageways or any common area. There is a service for collection, storage and delivery of merchandise and packaging which is provided by an IFEMA collaborating company and is available at current rates.

Article 17.- Fixed and Mobile Installations

The visibility and accessibility of fire-fighting material and installations must always be respected: Fire hydrants, floor hydrants, extinguishers, alarms, water extinguishing equipment, emergency exits etc, even when they are included in the spaces hired, together with entrances to technical and service areas.

Article 18.- Fire Prevention

The materials employed for different constructions (stands, marquees etc.) must comply with current regulations. In particular, regarding the fire-resistant quality of the material, E_{FL} will be used for floor coating, and C-s2,d0 for the construction of walls and ceilings; hanging textile elements, such as backdrops, curtains and lace curtains will be Class 1, in accordance with regulation UNE-EN 13773:2003. Similarly, decorative elements must comply with the same characteristics as those of construction. They must not be made of any material or product which burns easily such as straw, wood shavings, shredded paper, sawdust, peat, dried leaves etc. Moreover, for work, demonstrations or decorations which use a naked flame, the Exhibitor must request the corresponding permission from IFEMA's Exhibition Services Office. Compliance with the regulations may be inspected by the relevant Official Bodies and also by IFEMA's Exhibition Services Office staff.

Article 19.- Surveillance of Exhibition Areas and Exhibitor's Possessions

Within Exhibition Areas, IFEMA will set up a surveillance service aimed at complying with the responsibilities described in Article 15.

Among the duties of «public order» and «general vigilance» entrusted to IFEMA's private security staff, as a collaborator with the Spanish State Security Forces, is the obligation to prevent, avoid and pursue, as possible, offences of every type. In this sense, it is understood that this service does not invigilate each and all the stands

and their belongings but is aimed at general preventative security.

In consequence, IFEMA does not accept responsibility for robbery or theft of materials and objects placed in each stand, nor for damage which may be suffered by objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the Event, unless the responsibility of IFEMA staff is sufficiently proved or that this damage is covered by the obligatory insurance policies of Civil Responsibility and «Multiferia». The surveillance and security of the particular belongings of each stand is, therefore, the exclusive responsibility of each exhibitor.

Article 20.- Private Security Hire for Stands

There is a surveillance service for stands, provided by the security firm which is an IFEMA collaborator and detailed in IFEMA's Services Catalogue.

If the Exhibitor wishes to book this service with a firm which is different from the IFEMA collaborator, it should send to the IFEMA Security and Internal Services Department at least 48 hours in advance an accreditative document of having complied with Article 20 on Service Contracts of the Private Security Regulation approved by the Royal Decree 2364/94, of 9 December. He must also complete and send the «Private Vigilance in Stands» form which contains the rules and conditions for providing this service, which you may also find on the IFEMA website www.ifema.es.

III.- GENERAL RULES OF STAND ASSEMBLY AND INSTALLATION

Article 21.- Technical Characteristics of Halls

These General Rules of Participation include the descriptive document which shows the technical characteristics of the halls.

Article 22.- Assembly and Dismantling Periods

The days for assembling and dismantling of stands, together with the working timetables at Feria de Madrid, will be those which feature in the Specific Rules for each Event. Outside these days and times, it is prohibited to bring in or take out material, or for people to remain in the complex, save for express authorisation from IFEMA.

Article 23.- Access of Vehicles, Loading and Unloading of Merchandise During Assembly and Dismantling

Access to Feria de Madrid and to the inside of the halls will be made through the doors and at the days and times indicated in each case.

Access to the inside of the halls is exclusively for the purpose of loading and unloading materials.

Vehicles may not be parked in the halls or in the adjacent areas.

IFEMA does not accept liability for vigilance of vehicles at Feria de Madrid.

There are separate lorry and car parks which may be used on paying the corresponding fee when appropriate.

Article 24.- Free-Design Stands

Approval of the Project: Companies which opt for free decoration of their stand must send the decoration project (shown both as a plan and as front and side elevations) to the Exhibiting Services Office for approval.

The project must be sent in one of the following formats: jpg, pdf, tif, or any standard CAD.

The deadline for presenting the project will be a month before the Event begins. The project needs to be approved before assembly may begin.

Electricity will not be supplied to those stands which do not comply with the rules of stand assembly and installation.

Assembly Rules: All companies are obliged to assemble their stands, including at least the dividing walls and hall walls, or those of other stands, and with a minimum height of 2.5 metres. For stands built on a platform with a height greater than 19mm, at least one ramp of a minimum width of 1.00 metre must be added for the benefit of the disabled.

The rear faces of the stands must bear a neutral finish and be of similar quality to the inside of the stand. Logotypes or signs must not be placed on them.

The height of any element must be 4.00 metres. A one-off element may be raised on the perimeter up to a height of 6.00 metres, except on the dividing walls with neighbouring stands.

By offsetting a minimum of 1.00 metre, all the elements desired may be raised up to the maximum permitted height.

Excepted from this are those stands situated in the connecting areas between halls, the sides of the entrances of halls 9 and 10 and the sides of the entrances and the backs of halls 12 and 14.0, in which the maximum height for building any element must be 4 metres.

All three-dimensional blind elements of stand construction or decoration (doubled-panelled walls on a frame, towers, podiums, platforms, etc.) must have at least two opposite holes of a minimum diameter of 8mm at a maximum height of 0.4 metres.

Stand safety: The stand's structures, together with any element used in its decoration, must be rigid and stable enough so as not to represent a risk for people or goods.

The Exhibitor is liable for the stand's structural safety. IFEMA may request proof of this in writing if it deems necessary.

Two-floored stands: All companies which choose to build two floors in their space must fully comply with the

above conditions and must also present a certificate or a project with its corresponding site management and signed by an appropriate senior technical official. This documentation should be examined by the corresponding college.

Excepted from this are those stands situated in the connecting areas between halls and in the sides of the entrances of halls 9, 10, 12 and 14.0, together with the entrances and the backs of halls 12 and 14.0, where a second floor may not be built in any of these locations.

Use of vehicles as stands: All those companies who use a combustion motor vehicle as a stand for the exhibition of its products, must have its tank filled with the minimum fuel for reaching the space awarded and for leaving at the end of the Event.

The person in charge of the vehicle is obliged to present the original of both the vehicle's log book and its most recent MOT.

Space Signs: The Exhibitor must mark his space with the number of the stand which corresponds to the official map of the Event. IFEMA reserves the right to mark it on the Exhibitor's behalf if he does not do so and will charge him the corresponding fee.

Interpretation and application: The interpretation and application of rules for each particular case is the reserve of IFEMA, which will hold the right to make exceptions if it considers necessary, out of respect for the general perspective of the Event and the visibility of neighbouring stands. If the Specific Rules of the Event differ from what is reflected in these Regulations, the Specific Rules will prevail in the aspects in which they differ.

Article 25.- Rules for Installing Rigging

Exhibiting companies may hang items from hall roofs by following the procedure included in the rules for hanging structures in halls, which is at your disposal on the IFEMA website www.ifema.es.

Article 26.- Elements Outside the Awarded Space

Unless it is specifically indicated in the Rules of the Event, any decorative or constructed element must not extend more than 50 cm from the awarded space in the direction of common areas. These elements must be located from a minimum height of 2.5 metres to the maximum height indicated in the Rules of the Event.

Article 27.- Prohibited Activities of Stand Assembly and Installation

The following is not permitted:

- Damaging the installations of Feria de Madrid, nor any structural element of it.
- Paint spraying inside the Feria de Madrid.

- Placing or exhibiting materials which are dangerous, inflammable, explosive and unhealthy, giving off unpleasant odours or bothering other Exhibitors or the visiting public.
- Making holes in flooring or using contact glue and the like to attach carpets or construction elements. Double-backed tape should be used to attach these elements or to stick them on the platform placed there for the Exhibitor to do so or any other method which is independent of the flooring. It is prohibited to use paint or rawlplugs or to scrape or scratch in any way.
- Balloons which have been inflated with light gases to decorate stands. Their use will be permitted, following consultation with IFEMA's Event Services Office, when balloons are anchored to a structural element of the stand or are filled with heavy inoffensive gases which prevent them from rising.
- Any type of assembly in those areas defined as passageways at the Event.
- Direct spotlights pointed outwards from the stand.

The Specific Rules of the Event may identify any other activity which is prohibited at that Event. Repair costs for any damage produced by assembly, installation and dismantling will be charged to the Exhibitor and/or his decorator.

Article 28.- Services Supplied from Ducts/Service Boxes

IFEMA may use ducts/service boxes situated in a stand to provide service to adjacent stands if necessary.

For correct installation of services it will be essential to send a plan with their desired location at least a month before the start of assembly for the Event.

If a plan is not sent, IFEMA will locate services at its own discretion; if a desire is expressed to change them, IFEMA cannot guarantee this will occur. If it does, IFEMA will charge the Exhibitor both for the cancellation of this service and for the new services in accordance with current rates.

All services (communications, compressed air, water and drainage, electricity etc.) will be supplied in the inside of a duct at the closest point to the one requested by the Exhibitor.

Connections to IFEMA's network will always be made under the supervision of the personnel of IFEMA's Technical and Maintenance Department.

Article 29.- Air Conditioning Installation Rules

Only the use of air-conditioning equipment whose condensation circuit is refrigerated by air is permitted, not equipment which uses water or another type of refrigerant in an open circuit to perform this task. Also prohibited is evaporative refrigeration equipment which uses water and which does not comply with the law covering this type of appliance which is established in Royal Decree 865/2003, of 4 July.

Article 30.- Rules for Installations of Gas and other Elements which Use Combustibles

The emission in exhibition areas of inflammable, toxic and generally unpleasant vapours and gases which represent a danger for health and/or a nuisance for the attending public is not permitted. Combustion gases and vapours must be conducted from exhibition areas to the exterior through officially approved pipes in accordance with current regulations and after the installation has received prior authorisation from IFEMA's Technical and Maintenance Department. Only exempt from this requirement are those appliances which use gaseous combustibles, from an open non-conducted circuit of evacuation (Type A) as is established in the Royal Decree 919/2006 of 28 July, by which the Technical Regulations of Distribution and Utilisation of Gaseous Combustibles and their Complementary Technical Instructions ICG 01 to ICG 11 were approved.

Article 31.- Wi-Fi Installation Rules

IFEMA offers exhibitors the option of hiring Wi-Fi connections. Installation by exhibitors of Wi-Fi access points, either by Internet connection or by providing other capabilities, is expressly forbidden. This measure aims to avoid problems of interference both with the points that each exhibitor may install independently and with IFEMA's access points. This interference could cause the Wi-Fi networks not to function. If for any reason, IFEMA's Wi-Fi connection service does not meet the exhibitor's needs he should obtain authorisation to use his own Wi-Fi network, which you should previously request the relevant form to telecomunicaciones@ifema.es.

IFEMA will study the requests and will reply to the Exhibitor. If the Exhibitor is unable to justify technically the reason why the official service does not meet his needs and if in Feria de Madrid's view, the official service can cover the needs/capabilities required by the exhibitor, authorisation will not be granted.

Moreover, IFEMA reserves the right to reject a request, if the network described by the Exhibitor can, in its technical view, adversely affect the quality of service of the rest of the Exhibitors.

Without prejudice to the above, the following criteria are applicable:

- If the reason for his not wishing to use IFEMA's Wi-Fi network is due to data protection (because encryption is required) it is recommended that he firstly uses an Ethernet connection or he safeguards the data by means of his own services.
- The service set identifier (SSID) must bear a name which identifies the Exhibitor or his stand and, in all cases, avoids confusion (the name should not be similar to an IFEMA service, salon or congress). Identifiers such as IFEMA, SIMO, Internet, Wi-Fi, etc would not be valid. The SSID must be authorised by IFEMA.

- If IFEMA's Wi-Fi connection service does not meet the needs of the Exhibitor, his authorisation will indicate which channels he must use with the aim of minimising the effects of interference. They will be configured with encryption and their range will be limited to the Exhibitor's stand.

Unless there is express authorisation, in all cases **the installation of Wi-Fi access points which provide free Internet access to visitors and/or Exhibitors is forbidden.**

If an Exhibitor deploys a **Wi-Fi network which has not been authorised** or whose configuration differs from the authorised one, the Exhibitor will be asked to **immediately switch off the network or reconfigure it with the authorised parameters.** If the Exhibitor refuses, or breaks the rules again, IFEMA will disconnect the Internet access service.

Article 32.- Assembly Rights

Before starting work, the company in charged of the assembly of a stand must pay IFEMA the assembly rights which correspond to **services provided during the period of assembly and dismantling** of the trade fair:

- Health Care Service.
- Reduced prices for food and drinks
- Inspection of electrical installations.
- Cleaning of common areas
- Electricity connection and supply during assembly and dismantling.
- Use and maintenance of paint rooms.
- Personalised care service for the assembler and individualised marking of stands.

According to the diverse uses of installations and services, the rates for assembly rights for the whole stand, including second floors, will be the following and will appear on the price sheet:

- Spaces with no decoration and covered by carpeting or platform: Price TYPE A.
- Modular stands made of aluminium or similar: Price TYPE B.
- Carpentry stands and the rest of materials: Price TYPE C.

Article 33.- Removal of Waste, Assembly and Exhibition Materials

In application of current legislation on urban waste, every Exhibitor, contractor and/or subcontractor company on assembling and/or dismantling stands is obliged to assemble, dismantle and remove the decoration and exhibition materials used during the time periods established to do so.

Once the periods established for the removal of merchandise and decorative material and for dismantling the stand have passed, all materials which remain in the exhibition areas of the hall will be considered as waste and will be removed by IFEMA, with the Exhibitor forfeiting the right to claim for losses and damage. The

Exhibitor is liable for the cost of their removal, which will be charged by IFEMA in accordance with the rates established in the Services Catalogue for the full awarded area in square metres.

If the stand is not dismantled during the set time period, the Exhibitor will pay IFEMA for the cost of this service in accordance with the budget provided by IFEMA according to the work to be undertaken.

IV.- SPECIFIC RULES FOR ELECTRICAL INSTALLATIONS

Article 34.- General Points

All installations will be made according to the specifications laid out in Spanish Low Voltage Electro-Technical Regulations (Royal Decree 842/2002, of 2 August), and their Complementary Technical Instructions and any other internal provision established by the Madrid Region's Industry and Mines Office.

All electrical installations effected in the Exhibition Complex must be subjected to the IFEMA's Technical and Maintenance Department for approval. To that effect, the installer will provide IFEMA's electrical inspection service with Electrical Inspection form Number 1, duly completed and stamped by an electrical installer who is authorised by the Madrid Autonomous Region with a valid Business Rating (DCE) document.

Article 35.- Electrical Supply

All power supply to the stands –400 V line-to-line and 230 V line-to-line and neutral– will be made by IFEMA.

IFEMA is not responsible for supplying direct current or for providing any other conditions other than the mains supply. Different currents are in all cases on account of the installer or stand user and must be previously authorised by IFEMA's Technical and Maintenance Department.

IFEMA may, at its discretion, limit supply power when negative repercussions impact on other users, due to overload conditions or to safeguard its own lines and installations.

The users of stands and installations are obliged to maintain a lag factor of between 0.85 and 1.

As the power supply in the Exhibition Complex depends on the electric utility company, IFEMA can accept no liability for anomalies beyond its control, either due to a lack of supply or quality (frequency variations, voltage variations, transients, peaks, valleys, short interruptions, microbreaks, harmonic flickers etc.)

Article 36.- Electrical Connection

Electrical connections will be carried out by the stand installer, under the supervision of IFEMA's Technical and Maintenance Department. The hook-up will be made at the distribution point determined by IFEMA in order to

make the best use of the network and will consist of an outlet manufactured by MARECHAL with the following characteristics:

- Supply up to 32 A: "DS" 380/400 V-50 Hz type disconnecting switch, 3P+N+T Model: 31-34017.
- Supply up to 63 A: "DS" 380/400 V-50 Hz type disconnecting switch, 3P+N+T Model: 31-64017.

For consumptions above 63 A, the stand switchboard will be connected directly to IFEMA's mains connection.

These power points must be contained in the distribution ducts of the halls and be totally removable in order to be able to resolve possible problems.

Article 37.- Distribution of Electricity to Stands

37.1. Protection to guarantee safety

As close as possible from the point of connection, the installer will place a switchboard with at least the following:

- All-pole magneto-thermal automatic switch (neutral included) in accordance with the supply lines. This magneto-thermal may be two-poled when its gauge is not above 25A.
- General differential automatic switch, 30 mA sensitivity and with a gauge no less than that of the general thermal-magnetic automatic switch.

Demand-side equipment with power consumptions above 16 A will be individually protected on the switchboard. Switchboards must have closed sheathing which can only be opened with a tool or a key, with the exception of its manual operations. When operated from within, they will have to be protected against possible direct contact. The degrees of protection of the sheathing will be IP4X for the interior and IP45 for the exterior. They should be attached to a structural element of the stand and cannot be placed at floor level, maintaining the switchboard and its characteristics in optimum condition.

37.2. Electrical wires

For electrical installations inside stands which are built inside the halls, the wire to be used will have a minimum-rated isolating strength of 300/500 V, in accordance with UNE 21.027 or UNE 21.031 and appropriate for mobile services, channelled with a tube or ducts according to the provisions of ITC-BT 20 y 21 and with a degree of protection IP4X according to UNE 20.324, or a minimum-rated isolating strength of 450/750V with a polychloroprene sheathing or the like, according to UNE 21.027 or UNE 21.150 and appropriate for mobile services or flexible wire of 450/750V (H07ZZ-F), according to regulation UNE 21027-13. In the latter two cases, its installation in a tube will not be necessary, although it must not be accessible to the public.

For exterior installations or those in the open air which provide service to stands assembled outside the halls, the wire will be of a minimum-rated isolating strength 450/750 V with a polychloroprene or similar

sheathing according to UNE 21.027 or UNE 21.150 and appropriate for mobile services, channelled with a tube or ducts according to the provisions of ITC 20 y 21 and with a degree of protection IP4X according to UNE 20324, or the wire may be of copper conductors, with a polychloroprene cover or similar and minimum-rated isolating strength 0.6/1 kV., appropriate for mobile services, its installation under tubing not being necessary, although it must not be accessible to the public. The interior electrical installation of these stands will comply with the above point as long as it is not closed in all its parts.

Joints and splices must be made by means of terminals located inside connection boxes.

Flexible connections to equipment will not exceed two metres in length, utilising wire which is suited to working conditions.

All wiring which is subject to mechanical stress will be reinforced or will run in a protective duct.

37.3. Connection Bases and power points

Safety socket connection bases must be earth-connected. Power points installed in the floor will be appropriately protected against water penetration and will have a IK 10 degree of protection against impact. They must be placed at a distance of over 1 metre from any water intake point.

A single flex wire must be joined to a power point. Multiple sockets may not be used, nor multiple bases except mobile multiple bases which are supplied from a fixed base with a cable of 2 metres maximum length.

37.4. Engines

All engines with a power over 0.75 kilowatts must be equipped with reduced-intensity starting systems in accordance with the provisions of current regulations.

37.5. Illuminations

Lamps located less than 2.5 metres from the floor or in places accessed by people must be firmly attached and located in a manner which avoids any type of risk for people or inflammation of materials.

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

37.6. Earth connections

All of the stand's metallic structures will be earth-connected.

Article 38.- Lighted Sign Installation

Lighted signs which require special voltage need prior authorisation from IFEMA's Technical and Maintenance Department and must observe the following conditions:

- They will have individual magneto-thermal protection for every booster transformer installed.

- Signs, whose lower part is situated at less than 2.5 metres in height, will be enclosed in covers of appropriate dielectric quality.
- Signs placed at a greater height must have no parts with voltage lacking isolation.
- The provisions of UNE-EN 50.107 will be applied to illuminated signs and facilities supplied with an assigned no-load output voltage of between 1 and 10 kilowatts.

Article 39.- Installation Usage Rules

The Exhibitor is not allowed to modify or manipulate the electrical installation of the stand once his connection to the supply has been authorised. He must simply connect his receivers to the sockets or connection points placed accordingly by the installer.

It is forbidden to use multiple sockets.

Each receiver in the stand will be connected individually and directly to the corresponding connection points which the authorised installer has prepared previously.

It is strictly prohibited to recharge batteries or accumulators of any type on the Exhibition site. They will only be allowed in the stands if they have been previously authorised by IFEMA's Technical Services and Maintenance Department.

Exhibitors and their contractors and/or subcontractors are liable for any damage they may cause by modifying the electrical installation or by making improper use of the latter.

Final Provisions

First.- For cases not contemplated in the present Rules, any of the appropriate activity-regulating provisions may be applied.

Second.- The Rules of Participation are compulsory both for Exhibitors at Events held at Feria de Madrid as well as for the companies which exhibitors contract or subcontract and for any collaborating companies which, as a consequence of the Event, undertake work or services on the exhibitor's behalf. Consequently, the Exhibitor undertakes to inform the aforementioned contracted or subcontracted or collaborating companies of the Rules of Participation when, on account of the work commissioned by the exhibitor at the Exhibition Complex, they are affected by these regulations.

In the event of discrepancies about the interpretation of Rules, the Spanish version will prevail over versions in other languages.








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

In compliance with the rules on Labour Risk Prevention, IFEMA informs the companies which undertake work at the exhibition areas of the Exhibition Sites about the risks which exist in these areas during the periods of assembly and dismantling, together with the preventative measures to be adopted in order to eliminate or minimise them.

General Concepts

With the aim of avoiding Labour Risks, all companies and/or professionals who are self-employed workers or are employed by third parties within the Exhibition Sites must comply with the Regulations of Labour Risk Prevention when they perform tasks there. Particular attention will be paid to machines and tools with regards to whether they conform with the regulations, together with the training of users, circulation of vehicles and the use of Individual Protection Equipment. Moreover, the companies who contract or sub-contract work to others, will take care that they also adopt these prevention and safety measures. In accordance with the above, all companies which perform tasks at the Exhibition Complex must complete the form for Labour Risk Prevention –Coordination of Business Activities which may be downloaded from IFEMA's website www.ifema.es Information for Exhibitors– Assembly Rules.

Risks	Preventative Measures
Risk of falls on the same floor level by tripping over various materials. 	<ul style="list-style-type: none"> • Keeping due order and cleanliness in the assigned working area. • Not storing material or undertaking work in interior passageways.
Risk of stepping on sharp objects. 	<ul style="list-style-type: none"> • Keep floor clear of materials from which nails or screws extend
Risk of being knocked down by a vehicle. 	<ul style="list-style-type: none"> • All vehicles which circulate in the Exhibition Sites will possess the safety measures established by the manufacturer, with special attention to the permanent use of those concerned with lighting and acoustics. • Drivers and operators will possess the necessary training and will always apply these measures. • Driving dead slow within Halls and Exhibition Areas. • Not carrying more people than is laid down for each type of vehicle.
Risk of falling objects. 	<ul style="list-style-type: none"> • During assembly and dismantling of raised installations, the necessary measures will be adopted with the aim of avoiding accidents due to falling objects.
Risk of starting a fire in assembly materials. 	<ul style="list-style-type: none"> • Materials used for coating floors will carry the EFL category in the fire classification of materials. In the case of walls and ceilings it will be c-s2, d0. • Construction and decoration materials will not include elements which burn easily (straw, wood shavings, sawdust, peat, etc.) • The use of working equipment which uses a naked flame or which generates high temperatures will require prior permission from the Exhibition Services Office. • Ensure firefighting installations (hoses, fire hydrants, fire extinguishers, alarms, etc.) can be accessed freely even when they are found within hired spaces. • Before starting work, all companies will inform their staff of the location of Evacuation Routes and Emergency Exits which exist in the assigned exhibition area.

Emergency Telephone Number
112

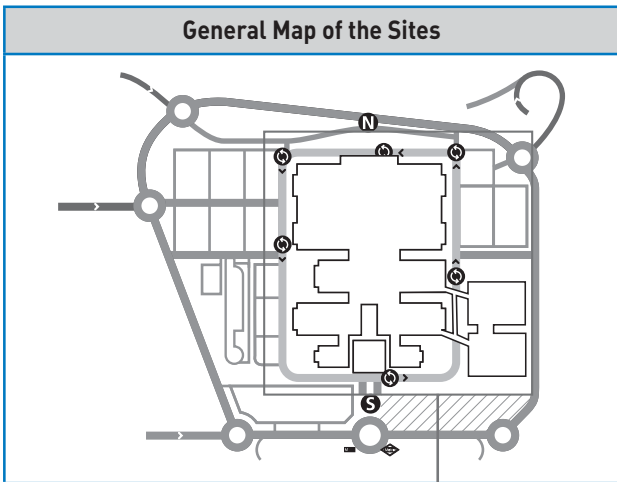
For any type of emergency
91 722 54 00
24-hour service

Your own safety depends on your good conduct and that of all of us who work at the Exhibition Sites. Many thanks for your help.

«HELP US WITH PREVENTION»
Labour Health and Safety Committee

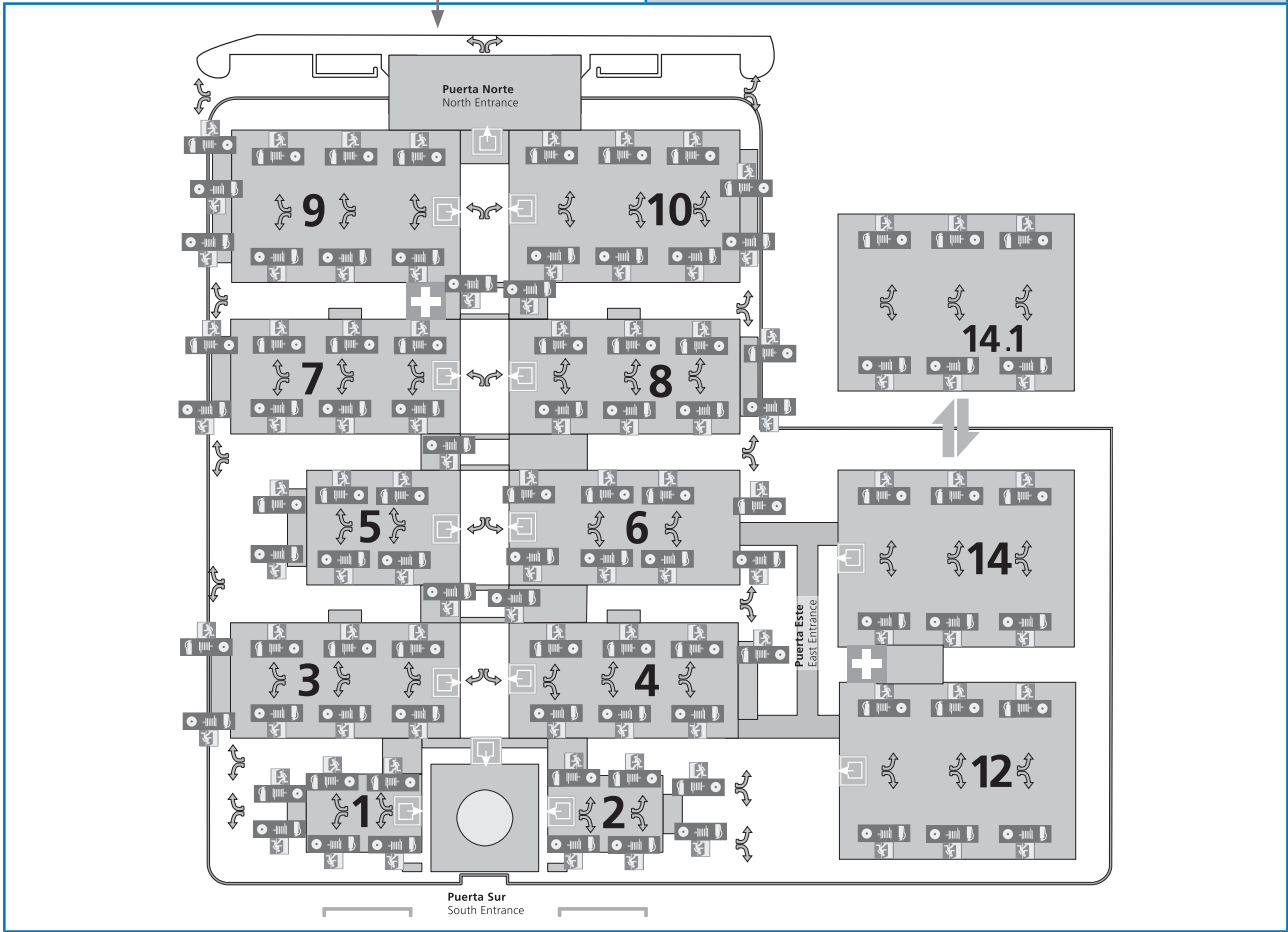


INFORMATION ON EMERGENCY AND EVACUATION MEASURES AT THE EXHIBITION SITES, LOCATION MAP OF EVACUATION ROUTES, EMERGENCY EXITS, FIREFIGHTING EQUIPMENT AND MEDICAL CARE INSTALLATIONS.



KEY	
	Medical Service
	Evacuation Route
	Emergency Exits
	Firefighting Equipment

Broader map of the Exhibition Areas



Basic Rules of Emergency and Evacuation

- On arriving at your place of work, identify and show your staff the Evacuation Routes, Emergency Exits and Fire Extinguishing measures.
- On hearing the order to evacuate, inform all your staff and do so immediately.
- Leave the area via the Evacuation Routes and make your way towards the Emergency Exits.
- Ensure that all your staff leave ahead of you and make your way to the meeting point which has been announced. If you notice someone is missing, inform emergency teams.
- Avoid anything which could cause panic.
- The Passageways and Evacuation Routes must remain clear of objects at all times.



**TECHNICAL DATA
OF HALLS AND
OPEN SPACES**

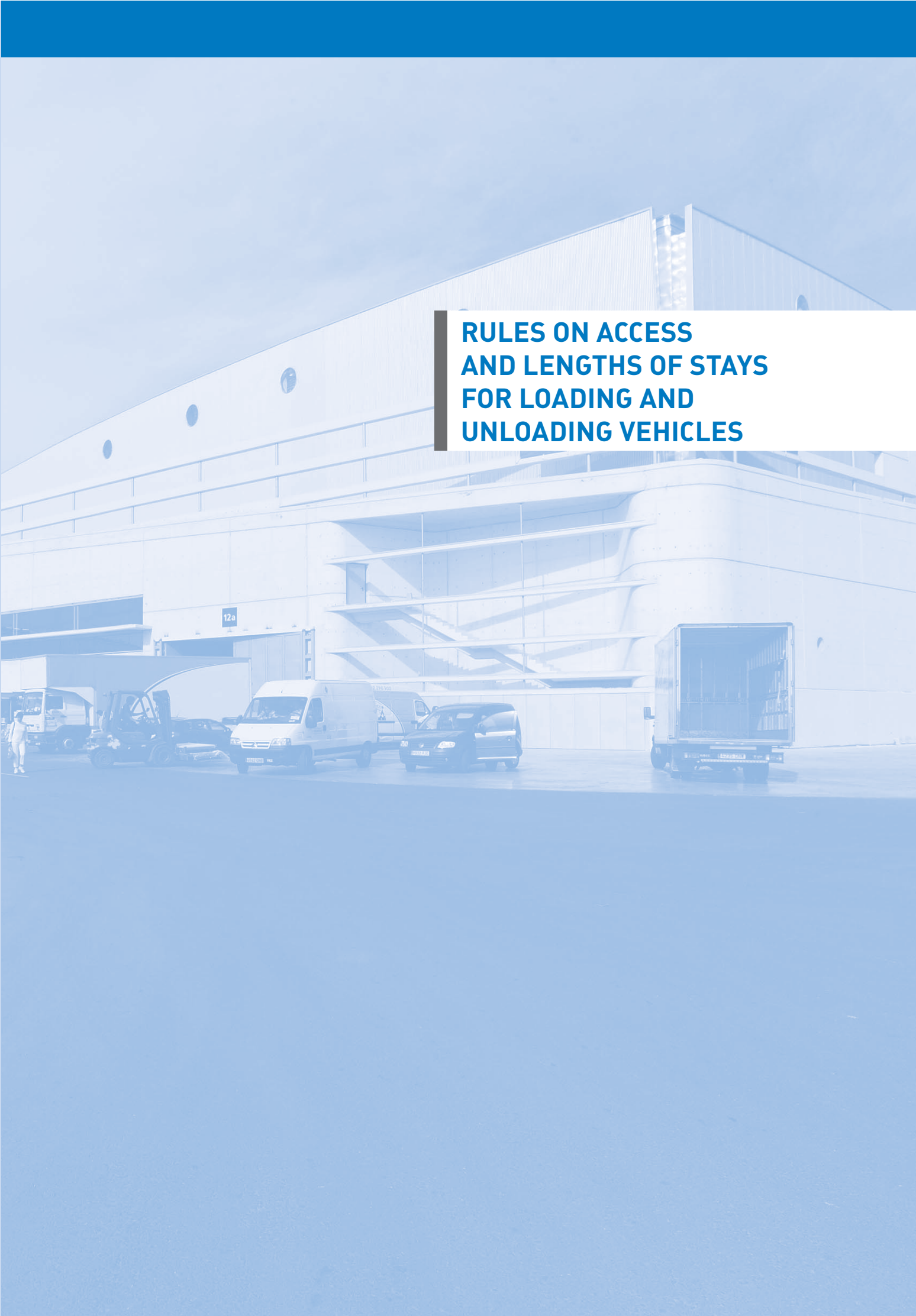
	SURFACE	DIMENSIONS	HEIGHT	COLUMNS	HALL DOORS DIMENSIONS			LOAD BEARING CAPACITY OF HALLS FLOORS
	m ²	m	m	n.º	n.º	ancho/w	alto/h	Kg/m ²
HALL 1	5,400	90 x 60	9.19	2	6	7.6	4.9	15,000
HALL 2	5,400	90 x 60	8.17	0	6	7.6	4.9	15,000
HALL 3	16,200	180 x 90	10.73	10	8	7.5	5.3	15,000
HALL 4	16,200	180 x 90	10.81	10	8	7.5	5.3	15,000
HALL 5	10,800	120 x 90	10.83	6	6	7.5	5.3	15,000
HALL 6	10,800	120 x 90	14.90	0	8	7.5	5.3	15,000
HALL 7	16,200	180 x 90	10.88	10	8	7.5	5.3	15,000
HALL 8	16,200	180 x 90	10.90	10	8	7.5	5.3	15,000
HALL 9	21,600	180 x 120	10.9 y 4.17 *	10	8	6	5.5	15,000
HALL 10	21,600	180 x 120	10.9 y 4.22 *	10	8	6	5.5	15,000
HALL 12	14,400	120 X 120	15 y 5.64 *	0	6	8	5.5	15,000
HALL 14.0	14,400	120 X 120	9.3 y 5.61 *	9	6	8	5.5	15,000/2,000
HALL 14.1	14,400	120 X 120	10.70/6.50 **	8	4	Van lift of 6.00 x 3.00 x 3.50 m		1,500
CONNECTING HUB 1-3	900	30 x 30	4.4 / 5.4 *	4	2	7.3	4.6	15,000
CONNECTING HUB 3-5	900	30 x 30	4.4 / 5.4 *	4	2	7.3	4.6	15,000
CONNECTING HUB 5-7	900	30 x 30	4.4 / 5.4 *	4	2	7.3	4.6	15,000
CONNECTING HUB 7-9	900	30 x 30	4.4 / 5.4 *	4	1	8	5.5	15,000
CONNECTING 7-9	300	10 x 30	5 *	0	2	9.5	5.5	15,000
CONNECTING HUB 2-4	900	30 x 30	4.4 / 5.4 *	4	2	7.3	4.6	15,000
CONNECTING HUB 4-6	900	30 x 30	4.4 / 5.4 *	4	1	7.3	4.6	15,000
CONNECTING HUB 6-8	900	30 x 30	4.4 / 5.4 *	4	1	7.3	4.6	15,000
CONNECTING HUB 8-10	900	30 x 30	4.4 / 5.4 *	4	1	8	5.5	15,000
CONNECTING 8-10	300	10 x 30	5 *	0	2	9.5	5.5	15,000
CONNECTING HUB 12-14	1,500	50 x 30	4.97 *	6	1	8	5.5	2,000
AVENIDA CENTRAL	2,500	28.91						15,000
CENTRAL AVENUE	5,000	55 x 91						15,000
CIRCULAR PATIO	1,030							400
EXTERIOR AREA HALL 1	9,500							15,000
EXTERIOR AREA HALL 2	5,400							15,000
EXTERIOR AREA HALL 5	6,700							15,000

NOTES:

* The stands situated in the central areas and connecting passageways between Halls, the sides of the entrances to Halls 9, 10 and the sides of the entrances and the backs of Halls 12 and 14,0 will have a maximum height for any constructed element of 4 metres.

Second floors cannot be built in the stands situated in the central areas and passageways between Halls or in the sides of the entrances of Halls 9, 10 together with the entrances and backs of Halls 12 and 14.0.

** Hall 14.1 has a vaulted ceiling, with a minimum height of 6.50 metres and a maximum height of 10.50 metres.



**RULES ON ACCESS
AND LENGTHS OF STAYS
FOR LOADING AND
UNLOADING VEHICLES**

Starting on January 1, IFEMA will begin an electronic system to monitor access and the time spent by vehicles within its premises and whose purpose is to establish maximum lengths of stay for vehicles within Feria de Madrid. This measure will lead to a decrease in the number of vehicles within the loading and unloading bays and will simplify and ease this task.

Premise

The «Loading and Unloading Docks» (areas adjacent to bays) are not parking areas. Only one loading or unloading operation is permitted per vehicle, with immediate exit thereafter to the proper parking area. While trade fairs or exhibitions are being held, it is strictly prohibited to access these areas or park there, without IFEMA's express written authorization.

Aim

To ensure that when vehicles come to the spaces known as the «Loading and Unloading bays», they stay only the time strictly necessary to perform that work, which will lead to a greater availability of space and improved internal traffic flow, benefiting all those who participate in assembly and dismantling during events.

Procedure

The procedure will be based on a set of entrance and exit control features equivalent to those in an ordinary car park, put in place at the entrance and exit points of the exhibition complex and assisted by a licence plate scanning system, which will make it possible to associate each entrance ticket with the license plate of a vehicle.

Every vehicle, based on its tonnage, will receive a ticket which bears the maximum length of stay on entering the exhibition complex will receive a ticket which bears. This will be enough time to load and unload its merchandise in a single operation. Once this time has elapsed, the vehicle must leave the exhibition complex or park in the corresponding area (the lorry park for wagons or the car park for those cars which may have been used to bring items in).

During the exit control, the system scans the licence plate and determines whether the vehicle remains within the maximum authorised time or whether it has exceeded the time. In the first case, the exit barrier will open, allowing the vehicle to leave immediately. Otherwise, the driver must pay the charge corresponding to the exit time at an automatic pay station located at the exit itself, for which purpose the ticket received upon entry must be used.

The charge for excess time will be of a dissuasive nature, its sole purpose being to achieve compliance

with the rules and respect for the maximum authorised length of stay. Therefore, IFEMA has no profit motive in implementing this measure but a desire to improve the working conditions in areas which are critical for the proper running of its activities.

Once the vehicle has exited Feria de Madrid, the system will not allow it to enter until half an hour has elapsed since the most recent exit.

Charges

The current rates are shown at:

- the entrance to the exhibition complex
- the entrances to the car parks
- and at automatic and manual pay stations.

Parking Alternatives

1. WAGONS

Once this regulation takes effect, wagons will avail of a lorry park, charged per minute. The length of stay is unlimited.

IMPORTANT:

To gain access to the lorry park, the ticket issued to the driver on entering the Exhibition Complex must be used.

Stays in the lorry park (located within the Exhibition Complex) will affect the maximum authorised lengths of stay in the following ways:

- a) If the stay in the lorry park is an hour or less, this time will not be used for calculating the maximum length of stay in the Exhibition Complex and the authorised length of stay which has not been consumed on entering the lorry park may still be used.
- b) If the length of stay in the lorry park is over an hour, the vehicle will recoup the full authorised length of stay irrespective of the time spent before entering.

NOTE: This rule will also affect trailers and platforms in the same way.

2. CARS

The cars of workers of companies involved in any activity on the sites, including the exhibitors, can use the IFEMA parking areas which are in service during each fair, and they can benefit from the advantage of special rates for assembly dismantling periods in force.

The parking areas set up for assembly/dismantling periods will always be the Brown/Red (North East) or Orange/Green (North West) parking areas, or both, depending on the size of the fair.

At these parking lots, there will be a single entrance road which is properly signalled, for exclusive access by assembly/dismantling personnel. Said entrance will issue special rate tickets for assembly personnel. Before leaving the parking area, they must pay the charge at any of the automatic pay station at Feria de Madrid. This

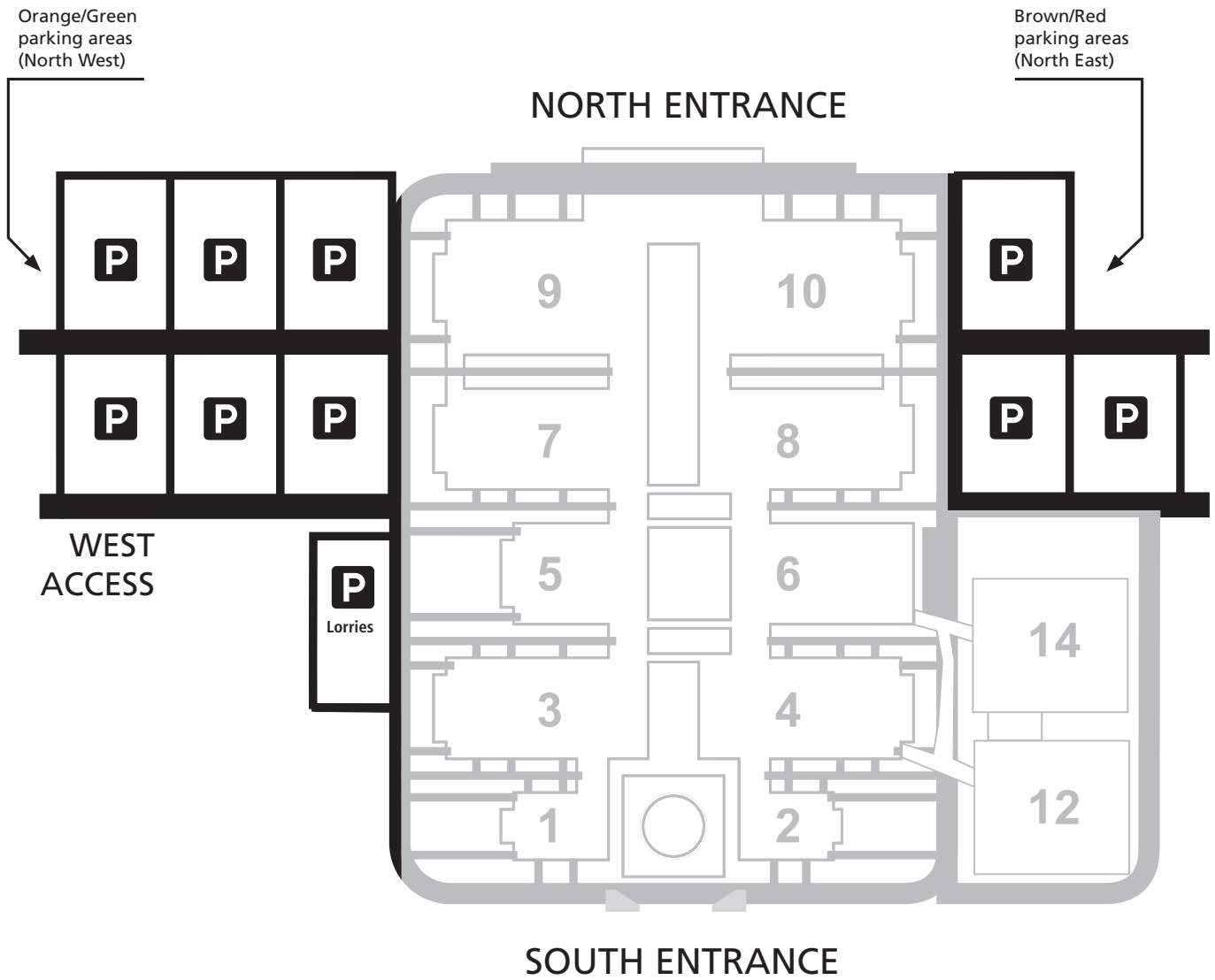
transaction will validate the ticket and allow them to leave the car park by any of the existing exits.

Once this regulation takes place, cars and vans will not generally be allowed access into the Exhibition Complex, unless they transport merchandise which cannot be carried by hand. In this case, they may gain access by following the above procedure and will be subject to a maximum length of stay which is proportional to their smaller loading capacity. After which they will have to leave the Exhibition Complex to avoid paying the dissuasion fee.

3. EXHIBITORS WITH A «PARKING PAYMENT CARD»:

Those exhibitors that acquire the Parking Payment Card may use the assigned parking area (the card colour identifies the parking area assigned) as of the first day of assembly and up to the last day of dismantling (official time periods) with no limitation on use. If they do not possess the card, they must adhere to the general rules and charges for parking cars during the different periods of the trade fair.

PARKING AREA FOR LOADING AND UNLOADING VEHICLES





IFEMA
**Feria de
Madrid**

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