

Regulation for Exhibitors

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Participation Rules for Exhibitors in External Organization Fairs



I.- GENERAL TERMS AND CONDITIONS

1.- Definitions

In these Participation Rules for Exhibitors in External Organization Fairs, the terms **“Event”** or **“Fair”** refer to the trade fair exhibition covered by the contract between the Organiser and IFEMA; the terms **“Act”** or **“Event”** or **“Meeting”** refer to the activity contracted, as the case may be, between the Organiser and IFEMA when it is not a fair. The term **“Exhibitor”** includes any individual or corporation having a display space at the event or fair. The term **“Organiser”** refers to the entity organising the exhibition, act or event. The term **“IFEMA”** designates Institución Ferial de Madrid, the entity that owns the “Feria de Madrid” venue where the exhibition, act or event takes place. The term **“Participation Rules for Exhibitors in External Organization Fairs”** refers to these rules, applicable to both the organisers and their exhibitors and which refer to specific aspects of their participation in the activity being held at Feria de Madrid. **“Specific Rules”** are those Rules of the Fair as may be laid down by the Organiser to supplement those of IFEMA in the aspects regulated by the Organiser.

2.- Acceptance of the Participation Rules

These rules are applicable and mandatory for Exhibitors at External Organization Fairs.

All companies or persons participating as Exhibitors at External Organization Fairs at Feria de Madrid accept these Participation Rules for Exhibitors at External Organization Fairs that are an integral part of the Exhibition Contract signed with the Organiser, in addition to such Specific Rules as the Fair may have in place, the latter falling under the responsibility of the Organiser.

3.- Access doors

Access to the Feria de Madrid will be via the entrances indicated by IFEMA. Access to the contracted zones will be provided through such doors as may be agreed in each particular case between IFEMA and the Organiser.

4.- Schedule for exhibitor and participant access and exit

Unless the Specific Rules of the Fair indicate otherwise, holders of Exhibitor cards, issued by the Organiser, may access the areas occupied by the Fair thirty minutes before its scheduled opening time, and may not remain there more than thirty minutes after the daily closing time.

5.- Personnel contracted or subcontracted by the Organiser or the Exhibitors

At no time will there be any labour relationship between IFEMA and such personnel as the Organiser, its Exhibitors or their contractors or subcontractors may send to Feria de Madrid to carry out any work related to its or their activity in the complex, including assembly of stands, either directly or in a subsidiary capacity, all wages and salaries, social security contributions, retentions, declarations, settlements of taxes and all obligations deriving from the employment contract or any other kind of contract being for account of the Organiser, the Exhibitor, their contractors or subcontractors as the case may be, IFEMA, or the Organiser as the case may be being empowered to require the presentation of the documents evidencing that the party concerned is up to date with such obligations.

The Organiser similarly undertakes to comply with and ensure that their contractors and subcontractors comply with the current occupational health and safety law where applicable to the work carried out by or contracted or subcontracted by them.

6.- Use of machinery and tools during the Fair or Event

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

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

All those who have to use machines or tools must have received appropriate training and information on the risks involved in their use.

Hazardous 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 or projection hazard for the user must be equipped with guards or protective elements.

Users must never deactivate or bypass any machine or tool safety mechanism or remove shields or guards.

7.- Laser use during the Fair or Event

All activities with laser can represent a hazard, not only for users but also for other people, even at a considerable distance. For this reason, all procedures which require the use of any kind of laser may only be carried out in clearly defined spaces that have been entirely closed off and marked and to which access is restricted to authorised personnel only. Additionally, all laser equipment used must be accompanied by the corresponding manufacturer's certificate of authorisation and approval.

8.- Maximum sound level

Noisy demonstrations on the premises that might disturb third parties are prohibited.

With respect to the interior of the hall or convention centre, the decibel level shall not exceed that authorised by the Organiser. IFEMA recommends that said level should not exceed 60 decibels.

If there is a nuisance to third parties due to exceeding the authorised noise level, IFEMA technical staff will test the levels. If it is found that the maximum sound level is being exceeded, the IFEMA technicians will require the Organiser's managers to reduce the volume to the authorised limits.

The public address system will be available during the last day of assembly, the entire event and the first day of dismantling. The public address system shall be used exclusively for security-related and institutional announcements. In no circumstances may it be used to transmit personalised messages of exhibitors or their collaborating companies.

9.- Catering/food service activities

9.1.- General matters:

All services relating to catering, cafeteria, cocktail events and drinks on stands are available from the IFEMA catering concession holder and from companies approved to provide catering services on sites managed by IFEMA.

For these purposes, "Catering" means the consumption of beverages or foods prepared and/or served at a fair or event organised by IFEMA on sites managed by it.

The list of suppliers and complete information about this service can be found in the online catalogue of services on IFEMA's website or consulted at **stecnica@ifema.es**.

Food prepared at the stand can be supplied to the visiting public only if the preparation, conservation and supply of such products is carried out by companies approved by IFEMA or authorised to provide such catering/food services in the terms laid down in these regulations.

9.2.- Acts or events:

If the Organiser wishes to offer a catering/food service at the Convention Centres, IFEMA will provide this service through its approved companies. The Organiser may select any of the catering companies approved by IFEMA.

The list of suppliers and complete information about this service can be found in the online Catalogue of Services on IFEMA's website or consulted in the Conventions Directorate at **convenciones@ifema.es**.

9.3.- Fairs and Congresses with exhibitions in Halls:

Exhibitors in halls who wish to offer a free catering/food service at their stand must notify the Organiser for its awareness and other relevant purposes. For this purpose IFEMA provides the form entitled "**Comunicación para la Realización de Restauración/Catering en Stands**" ("Catering in Stands Communication") available on IFEMA's website, which the exhibitors concerned must complete and send to the Organiser and to the email address of IFEMA **catering@ifema.es**.

A copy of this form is sent to the Department of Health, Quality and Consumer Services for the District of Barajas.

9.4.- Fairs and Congresses with exhibition in the North Convention Centre and the Palacio de Congresos:

Exhibitors with stands located in the North Convention Centre and Palacio de Congresos who wish to offer a free catering service at their stand may do so only using an IFEMA-approved supplier.

The preparation of food at stands (boiling, frying, roasting, etc.) is **NOT** permitted in the North Convention Centre. Also, it is recommended, although not compulsory, that a single food provider be selected from among the approved suppliers to provide all services to exhibitors on an exclusive basis, both at stands located in the Lobby and in Meeting Rooms.

9.5.- Trade fairs dedicated to the catering/food service sector:

At catering/food service-themed trade fairs where exhibitors generally offer tastings of the food they sell or have food products for direct sale to the public, the Organiser is solely responsible for obtaining from them the necessary documents and permits for the provision of these kinds of services. In the case of take-away products, the Organiser must ensure that these are appropriately stored, and supplied packaged and labelled in accordance with the legislation in force.

9.6.- Food preparation; technical considerations:

The preparation of food at the stands using culinary techniques such as frying and similar, roasting, stewing, griddling, grilling, etc., is only allowed if the service provider has installed extractor hoods equipped with absolute active carbon filters in order to minimise the emission of smoke and odours.

Stands that only boil or steam their food will be exempt from the requirement to install an extractor hood.

Ovens and kitchen equipment that use fuel other than electricity or LPG (butane/propane) are not permitted.

9.7.- Food safety information:

All packaged products must be appropriately labelled as required by current labelling law and specify any substances that cause allergies or intolerance (Regulation 1169/2011).

Furthermore, with regard to the aforementioned regulations and pursuant to Royal Decree 126/2015 on consumer information related to food presented without packaging, suppliers must indicate that: **“Information concerning allergens is available at consumers’ request”**, indicating this on a sign next to the customer service area. Pursuant to this requirement, the providers of this type of service shall have a list of the ingredients of the products they provide (a technical data sheet).

10.- Photography and filming

Authorisation from IFEMA is required to take photographs or film at Feria de Madrid. The Organiser or, where applicable, the Exhibitor may freely photograph or film elements belonging exclusively to their own Event, fair or stand. Pursuant to the foregoing, professional photographers who have been hired for this purpose by the Organiser or Exhibitor shall limit their work to the space authorised by IFEMA and avoid photographing or filming installations, objects or persons without the authorisation of the interested parties or the holders of such rights.

In relation to the photographs and reports of their activity produced by the Organiser, the content and use made thereof shall be their exclusive responsibility, as shall be compliance with the legislation in force regarding personal data and with the duty of information, formalisation of the authorisations that correspond with regard to the obtaining of image rights and any others required for the intended purposes.

In any event, IFEMA recommends placing an informative poster in the place where filming and photography may take place.

IFEMA, as the managing entity of the Feria de Madrid venue, and unless expressly indicated otherwise by the Organiser, will produce video or photographic reports recording the ambience of the event, act or fair as well as of the stands and the products exhibited; all of which for its possible dissemination in the media normally used

by IFEMA to inform about the activities that take place within the fair venue. These reports may also be included on IFEMA's websites and/or social media (Facebook, LinkedIn, YouTube, Twitter, Instagram etc.), and in Feria de Madrid's informative and promotional material.

Consequently, the image of exhibitors and visitors may be captured during their participation in the events or fairs and processed by IFEMA as Data Controller for the purposes indicated in the previous paragraph.

You may exercise your rights of access, rectification, cancellation, opposition, portability and limitation of the processing of your personal data at IFEMA by sending an email to **protecciondedatos@ifema.es** or by post to IFEMA, Protección de Datos, Avenida del Partenón 5, 28042 Madrid, Spain, enclosing, in either case, a photograph, information about the event you participated in and a photocopy of your National Identity Document.

There is also a VIDEO MONITORING system at the venue, marked with signs, which is exclusively for security purposes. Recordings are destroyed within the legally established deadlines and the rights mentioned in the previous paragraph may also be exercised vis-à-vis IFEMA in the manner indicated above.

II. OCCUPATIONAL RISK REGULATIONS – COORDINATION OF BUSINESS ACTIVITIES

11.- General information

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

To this end and pursuant to Article 24 of the Law on Occupational Risk Prevention in the Coordination of Business Activities and the implementation thereof in Royal Decree 171/2004, IFEMA, as the owner of the workplace, is obliged to inform the other businesses present of the risks inherent to the workplace which may affect their activities, the measures established to prevent these and the evacuation and emergency measures to be adopted.

In accordance with the foregoing it is necessary for you to access, familiarise yourself with and apply the Occupational Risk Prevention Regulations that can be found on the IFEMA website.

- **Instructions for action in case of emergency** (Fair Venue and Palacio Municipal).
- **Generic risks to the installations and preventive measures in Exhibition Areas.**
- **Safety Rules applicable to use of the following Work Equipment:** Vehicles; safety signage; machines and tools; lending work equipment; confined spaces; personnel elevator platforms; forklifts; rolling scaffolding; ladders; low voltage electrical equipment, etc.

As stated in these regulations, any natural or legal person who for any reason carries out work at Feria de Madrid (service providers contracted by IFEMA, exhibitors, event organisers and contractors, subcontractors or dependent personnel, regardless of their activity, employment situation or professional relationship) are obliged to be aware of, comply with and take into account the information provided by IFEMA in the preventive planning of the activities to be carried out at Feria de Madrid.

Specifically, as a general safety measure in the event of concurrence of activities, it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all of the exhibition areas.

Access will be strictly prohibited without said personal protection equipment. This instruction applies to all persons entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the assembly and dismantling procedures.

This requirement does not exempt users from using such other protective equipment as may be required for each specific task during the assembly and dismantling phases.

The information provided by IFEMA may be complemented with other specific rules that may apply which, due to the nature of the specific activities taking place, are deemed necessary for general safety. Where applicable, this shall be decided by IFEMA by mutual agreement with the companies involved in the execution of

the work. Similarly, all other specific technical regulations contained in these Regulations are complementary to Occupational Risk Prevention regulations, and compliance is intended to ensure the safety of people and premises.

All companies on site are responsible for complying with and ensuring that their contractors, subcontractors and/or freelance employees comply with the Occupational Risk Prevention legislation that applies to their activities, including the information and instructions to be provided by IFEMA as detailed in these Rules.

Accordingly, before assembly work begins, all companies involved in work or activities in the contracted space for the Exhibitor must complete, sign and submit to IFEMA the form entitled **“Prevención de Riesgos Laborales y Coordinación de Actividades Empresariales”** (“Prevention of labor risks and business activity coordination”), which is available on IFEMA’s website and send it to **stecnica@ifema.es**. Assembly work may not begin until this Protocol has been completed and submitted.

Additionally, in the event that the Organiser or its exhibiting and/or installation companies need to carry out cutting, welding and/or use equipment that produces heat or flame, they must ask IFEMA Technical Secretariat by email **stecnica@ifema.es** for the form entitled **“Solicitud de autorización de trabajos en caliente”** (“Application for Authorisation of Hot Work”) and return it completed to the same address for authorisation and control. It can also be requested on site from the person in charge of the corresponding hall.

III.- SECURITY AND EMERGENCY REGULATIONS

12.- Public Order and Maximum Capacities

12.1.- The Organiser, Exhibitor, their contractors and/or subcontractors and their dependent personnel undertake to comply with current legislation on public order and safety.

12.2.- IFEMA, in accordance with current legislation, has an allocation of maximum occupants in each area, depending on the type of event held, which the Organiser knows and undertakes not to exceed the maximum permitted capacities shown in **Annex 3 “Technical data of Halls, North and South Convention Centre and Hall Meeting Rooms”** to these regulations.

Check with the Organiser in case of doubt.

13.- Security and Surveillance of the Areas occupied by the Organiser for the Act or Event as well as the Exhibition Areas, where appropriate:

13.1.- During the entire fair period, IFEMA will provide general surveillance of the venue for the purposes of deterrence, prevention, access control and public order.

The “public order” and “general surveillance” tasks entrusted to the private security company of IFEMA, as a collaborator with the police and security forces, include the obligation to prevent, avoid and prosecute, insofar as possible, the commission of crimes of any type.

In this regard, it is understood that it is not a specific surveillance service of the area or of each and every stand and their belongings, but of preventive security of a general nature.

Within the areas occupied by the Organiser, including, if applicable, the exhibition areas in halls, the Organiser shall establish a surveillance service aimed at fulfilling the responsibilities described in this section.

In accordance with the foregoing, IFEMA accepts no liability for the robbery or theft of materials and objects left in the area occupied by the Organiser or at each stand, or for any damage that may be caused to objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the holding of the act or event, unless it is sufficiently proven that IFEMA personnel are responsible or the damage incurred is covered by the mandatory civil liability and “Multiferia” insurance, only in the case of exhibitions.

The monitoring and safety of the individual belongings of the Organiser or the Exhibitors of each stand, as the case may be, is therefore their exclusive responsibility.

The Organiser shall provide at least one monitoring post per hall with the IFEMA monitoring service franchisee company with coordination and liaison functions, both during opening times and when the venue is closed, from the first day of assembly to the final day of dismantling, including all the days when the event is being held.

The security of the areas assigned to the Organiser and adjoining loading docks shall be at the expenses and responsibility of the Organiser during the entire time, as shall any extensions in time and/or space that may be subsequently agreed.

14.- Contracting private security for the Event, specific areas and/or stands

There is a private security service provided by the security company working with IFEMA which is displayed on the IFEMA website.

An Organiser or Exhibitor wishing to contract this service with a company other than IFEMA's partner must submit documentation proving that the conditions established by current legislation for contracting such services have been complied with to IFEMA's Security and Self-Protection Department at least 48 hours in advance.

It must also complete the form entitled **"Solicitud de autorización de Vigilancia Privada"** ("Application for Authorization request for private security") which contains the regulations and terms and conditions for providing this service, sending it to **dseguridad@ifema.es**.

15.- Emergency procedures at Feria de Madrid

15.1.- IFEMA will provide general monitoring of the fair venue for the entire duration of the fair in relation to fire safety, as well as the specific control, where applicable, stipulated in the requirements of the licences granted. IFEMA's Security and Self-Protection Department is responsible for the handling and management of emergencies (medical-health, fire, threats of any kind and natural disasters), in the context of the Self-Protection Plan governing the fair venue.

In such situations, the Organisers, Exhibitors, their contractors and/or subcontractors and their dependent personnel are subject to the IFEMA Protection Plan, under the guidelines of the Security and Protection Department, which will at all times act in coordination, collaboration and under the auspices of the police, and must collaborate, if required, in maintaining its effectiveness, facilitating and collaborating in compliance with the drills or emergency simulations that are carried out, within the framework of current regulations, in protection-related matters.

15.2.- Installation of a sound inhibition system to permit operation of the UNE-54 public address system in case of emergencies

The installation of this system will be mandatory for any sound source fitted in any contracted venue that may affect evacuation or confinement messages transmitted by the loudspeaker system from being heard at the Fair Venue. To this end, all sound equipment capable of exceeding 90 dB and intended to be used during the holding of fairs and events (forums, musical actions, demonstrations, presentations, conference rooms etc.) has to be declared, as outlined in the "Use of Sound in Halls Declaration Form" available on the IFEMA website.

All affected customers must allow the installation of the aforementioned system owned by IFEMA prior to the start of the event, consisting of remote control equipment that will be connected to the aforesaid sources and that will determine their automatic shut-off by cutting off the electricity supply when an evacuation or confinement message is broadcast through the public address system.

For safety reasons, IFEMA or its authorised collaborating companies may, at any time, inspect the sound source inhibition system equipment to ensure that it has been installed correctly. Access must be granted to these inspectors and any issues they encounter must be resolved.

16.- Keeping aisles clear. Packaging

Aisles and all other evacuation routes must be kept clear at all times, including during assembly and dismantling.

All material must be kept within the confines of the assembly areas or stands, leaving the aisles and other common areas completely clear.

During the event, no samples, packaging or objects in general may be placed in the aisles or other communal areas, or in the empty spaces created in the rear enclosure areas that may be assembled.

The Feria de Madrid cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

During the event, samples, packaging and objects in general may not be placed in aisles or other communal areas.

IFEMA's collaborating company offers collection, storage and delivery services at current rates.

17.- Evacuation routes in exhibition areas

The Organiser must have the necessary indications from Feria de Madrid regarding evacuation routes and procedures. Check if necessary.

18.- Fixed and mobile installations

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire hose cabinets (FHCs), floor hydrants, the location of which must be highlighted with a different colour from that of the rest of the floor, extinguishers, alarms, water extinguishers, emergency exits, etc., even when included in the contracted spaces, and access points to technical and service areas.

If the fixed signage already installed is covered, the Organiser shall indicate the elements using approved signage:

- TECHNICAL BUILDING CODE / Basic Document SI (fire safety), Sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety. Signage.
- UNE 23034:1988 Fire safety. Safety signage. Escape routes.
- UNE 23035-1-2-4:2003 Fire safety. Photoluminescent signage. Part 4: General conditions. Measurements and classification.

Likewise, the partition curtains in the connecting areas must be respected, as reflected in the floor plans of the halls.

19.- Fire prevention

The materials used for the different fair or event facilities and constructions (stands, marquees, etc.) shall comply with current regulations. In particular, with regard to the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard. Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc. being prohibited. In order to carry out works, demonstrations or decorations with an open flame, the Organiser shall apply for the corresponding permission to IFEMA's Fair Services Department. Compliance with regulations may be inspected by the appropriate official organisations, as well as by personnel from IFEMA's Fair Services Department.

IV.- CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES

20.- Technical Characteristics of the Halls, the North and South Convention Centres and the Hall Meeting Rooms

This document, which describes the technical characteristics of the halls and spaces in the convention centre accessible to organisers and exhibitors is included as **Annex 3 "Technical data regarding Halls, the North and South Convention Centres and Hall Meeting Rooms"**

21.- Floor resistance

The floor of the Convention Centre halls and rooms are shown in **Annex 3 "Technical data regarding Halls, the North and South Convention Centres and Hall Meeting Rooms"**. Service duct/channel covers may not be used to support loads even temporarily.

22.- Working hours

The periods during which installations or as the case may be, stands may be assembled or dismantled, as well as the working hours within Feria de Madrid will be those authorised in a contract signed by IFEMA and the Organiser. Outside of these periods, material cannot be brought into or out of the site, nor may personnel remain within Feria de Madrid.

23.- Vehicle access, loading and unloading of goods during assembly and dismantling periods

Access to Feria de Madrid and to the inside of the halls shall be via the doors and on the days and at the times stated in each case.

Access to the interior of the halls shall be for unloading materials only. Vehicles may not park inside the halls or in adjacent areas.

IFEMA takes no responsibility for the surveillance of vehicles parked at Feria de Madrid.

There is a public car park for trucks and another for cars that can be used by paying, where appropriate, the corresponding rate.

24.- Assembly regulations

24.1.- General matters

The rules governing assembly shall be those determined by the Organiser. Notwithstanding the foregoing, the regulations reflected in these Rules must be complied with.

IMPORTANT NOTE: In accordance with the criterion of the Labour Authority regarding Occupational Risk Prevention, the setting up of concert stages in the Madrid Region is considered to constitute construction work. This measure especially affects promoters of outdoor concerts and festivals or those held in venues where there is no permanent stage, which must comply with the preventive and administrative obligations set forth in Royal Decree 1627/1997.

24.2.- Assembly of the event

The Organiser shall study the feasibility, technical suitability and compliance with the regulations in force regarding the assembly of the event and shall be exclusively responsible for authorising the execution thereof.

Notwithstanding the foregoing, if the size of the assembly to be carried out so requires, IFEMA may require this authorisation to be signed by a competent technician and endorsed by the corresponding official professional association.

24.3.- Stand assembly

The maximum construction height of any element is 4 m for stands located in the connecting hubs between halls, the sides of the entrances of Halls 9, 10 and the sides of the entrances and bottom of Halls 12 and 14.0. In the rest it will be limited by structures, installations and false ceilings, leaving a margin of 50 cm.

Stands built on a wooden floor, where the latter is higher than 19 mm, must have at least one wheelchair ramp of at least 1.2 m wide.

The maximum allowed height of stands and decorative elements in the North Convention Centre will be four metres (4 m). All stands and decorative elements must be built on a wooden base or platform and must have access ramps for the disabled.

All companies must assemble their stand in compliance with section DB-SUA of the CTE (Technical Building Code). The sections of the code referring to the need to install lifts do not apply.

All the stand three-dimensional construction or decoration blind elements (double panel walls on a frame, towers, podiums, platforms etc.) shall have at least two facing holes with a minimum diameter of 8 mm, at a maximum height of 0.4 m.

24.4.- Regulations regarding the hanging of structures and rigging

24.4.1.- Halls

The Organiser and its Exhibitors may hang elements from the roof structures of the halls following the procedure set out in the **Rigging Regulations** available on the IFEMA website and complete the form entitled **"Solicitud de Autorización para colgar estructuras/rigging"** ("Authorisation request for rigging structures in halls/Rigging"), also available on the website, and sending it to **inspeccion.rigging@ifema.es**.

24.4.2.- Convention Centre

No exhibitor elements may be hung in the Convention Centre.

24.5.- 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 shall be designed in accordance with the relevant regulations and, specifically, with the Technical Building Code (CTE), and comply with the following criteria:

Openings on second floors and level changes to a height of more than fifty (50) centimetres above floor level and projections in the flooring must be protected by a parapet or railing ninety-five (95) centimetres high. The same criteria shall be used to protect the perimeters and overhangs on second floors accessible to people.

Level changes of fifty (50) centimetres or less must be signalled by means of tactile and visual differentiation. The tactile differentiation must be positioned 25 cm from the edge of the change of level.

The Exhibitor is responsible for the structural safety of the stand. IFEMA may request that the Organiser provides documentation that accredits this if it deems it necessary.

24.6.- Two-storey stands and raised structures

All companies wishing to construct an upper floor or structural elements at a height of 1.2 m or more, bearing weight or people, must fully comply with the foregoing conditions, submitting a certificate or project to the Organiser with its corresponding works management and signed by a competent technician. This documentation must be endorsed by the corresponding professional association. The certificate or project must specify the dimensions, the service load and the maximum capacity. It shall be the exclusive responsibility of the Exhibitor to comply with the limits established therein. The Organiser shall present IFEMA with a copy of the aforementioned documentation.

It will not be possible to build a second floor on the stands located in the connecting hubs between the halls and on the sides of the entrances of Halls 9, 10, 12 and 14.0 or at the entrances and bottom of Halls 12 and 14.0 and in the North Convention Centre.

24.7.- Assembly and use of grandstands in halls

All companies that choose to set up stands at the fair venue shall comply with all current regulations and, in particular, the Technical Building Code (CTE) in all sections as well as the basic documents covering Structural safety (DB SE), Safety in the event of fire (DB SI) and Safety of use and accessibility (DB-SUA). In addition, the Organiser shall be provided with a certificate or project with its corresponding works management, signed by a competent technician and endorsed by the corresponding professional association. Among others, the following considerations must be highlighted:

- In rows with exit to an aisle at only one end, $A \geq 30$ cm where there are seven seats, with 2.5 cm more for each additional seat, up to a maximum of 12 seats.
- In rows with exit to the aisle at both ends, $A \geq 30$ cm in rows of maximum 14 seats and 1.25 cm more for each additional seat. For 30 seats or more: $A \geq 50$ cm.
- Every 25 rows, at the most, there must be a passage between rows with a minimum width of 1.2 m.

- The number of seats is not limited, but is determined by the length of the evacuation routes to an exit (Max. 50 metres).
- The seats must be anchored to the floor or otherwise immobilised. In activities in which more than 50 units are required, the seats or chairs must be coupled, that is to say joined together so that they cannot be moved. Aisles and ramps $A \geq P/200 \geq 1$ m.
- Stepped aisles for access to seats in spectator areas such as stalls, amphitheatres, grandstands or similar must have steps with a constant riser dimension.
- Step treads may have two alternating dimensions in order to allow level access to the rows of spectators.
- The width of the stepped aisles shall be determined by the evacuation conditions established in Section 4.1 Stairs, for downward evacuation $A \geq P/160$.

A = Width of the element, [m] / P = Total number of people whose passage is provided by the point whose width is established.

The certificate or project shall specify that the installation is designed pursuant to current regulations and correctly constructed in terms of the capacity indicated therein and that all the necessary actions or assembly jobs have been done to comply with regulations regarding evacuation, signalling, emergency lighting and access. It is the responsibility on both the Organiser and its exhibitors to comply with the limits and conditions established therein. The Organiser shall present IFEMA with a copy of the aforementioned documentation.

24.8.- Assembly in North and South Convention Centre Rooms

Assembly in these rooms will be subject to the uses foreseen in **Annex 3 “Technical Data regarding Halls, the North and South Convention Centres and Hall Meeting Rooms”**.

24.9.- Use of vehicles as stands

All companies that use a vehicle with a combustion engine as a stand for the exhibition of their products must have the tanks loaded with the minimum essential fuel to be able to access the allocated space and leave it at the end of the event.

Vehicles exhibited in the Convention Centre shall be placed on a smooth base platform that uniformly distributes the weight of the vehicle over the exhibition surface. Starting vehicles inside the Convention Centre is not permitted. Batteries must remain disconnected and fuel tanks must have only the minimum amount necessary for the subsequent movement of vehicles outside the premises.

The person in charge of the vehicle will be obliged to present the Organiser with the original of the vehicle's technical data sheet and the latest Vehicle Inspection Test (roadworthiness) certificate. The Organiser will provide IFEMA with a copy. In the case of a non-standard vehicle, the Organiser will provide IFEMA with details of its technical characteristics.

24.10.- Use of hot-air balloons as a promotional element

Exhibiting companies may use balloons as a promotional element provided they are located in the outdoor areas of the venue available for that purpose.

Hot-air balloon exhibition may be carried out under the following conditions:

- The height, from its base with the basket resting on the ground to the highest point of the balloon may not exceed 23 metres. The hot air balloon must also be permanently anchored to the ground.
- Anchoring must consist of at least two points, fixed at each end to secure points of the basket with the other end to existing points on the ground.
- The anchoring area must be limited with a perimeter that prevents unauthorised personnel from passing underneath the balloon.
- The following documents shall be presented: (i) Damage and civil liability insurance certificate for the balloon with coverage of six million euros, (ii) Certificate of airworthiness, (iii) Pilot licenses, (iv) Authorisation of activities issued by AENA and (v) Air work licence, issued by AESA.

- To contract this service, check with the Organiser.

24.11.- Remote control civil aircraft – drones

IFEMA does not authorise its use in interior covered spaces of the fair site such as halls, offices, etc. In the open-air spaces

of the fair venue, their use shall be regulated by the pertinent regulations in force and shall, under all circumstances, require IFEMA's prior authorisation, which can be requested by sending an email to the Fair Services Management department at **stecnica@ifema.es**.

25.- Prohibited activities

25.1.- The following are not permitted anywhere on the premises

- a) Activities that compromise the premises of Feria de Madrid or any of its structural elements.
- b) Spray-painting inside Feria de Madrid and on any kind of object
- c) Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other Exhibitors or the visiting public.
- d) Drilling the floorings or fixing carpets or building materials onto them with contact glue or similar. These elements must be fixed with double-sided adhesive tape or fixed on the pallets installed for that purpose by the exhibitor or by any other means, always independent of the flooring. Painting, inserting studs or making grooves of any kind is also prohibited.
- e) Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- f) The use of balloons inflated with lighter-than-air gases as a decorative element for stands is not permitted. Their use will be permitted subject to prior consultation with IFEMA's Fair Services Department providing they are anchored to the stand structure or filled with non-toxic, heavier-than-air gases that prevent them from rising.
- g) Performing assemblies in the areas defined as aisles for the event in question.
- h) Aiming spotlights outside the stand.
- i) Using the hall service channels for the passage of cabling or any other type of installation, except for TV signal coaxial cables, for which the corresponding authorisation must be requested by completing form **"Solicitud de Autorización para cableado de antena"** ("Authorization request for antenna cable connections") available on the IFEMA website, sending it to **stecnica@ifema.es**.
- j) The installation of antennas in the outdoor or covered hall areas. If an element of this kind needs to be installed, the corresponding authorisation must be requested, with the exhibitor agreeing in writing to take down the items at the end of the event.
- k) Scattering confetti.
- l) Activities that involve fireworks.
- m) Attachment of anything to the walls.

25.2.- Additionally, the following are not allowed in the Convention Centre:

- a) Activities that may affect the Convention Centre facilities:

Painting, nailing, pasting, fixing studs, making grooves or carrying out carpentry or masonry work of any kind or fixing or hanging materials to or from any structural element.

Drilling floors or fixing carpets or construction elements to floors. All stands, carpets and decorative elements must be fixed on platforms or wooden flooring.

- b) The application of paint (of any kind) inside the Convention Centre to any kind of object is not allowed.

- c) Depositing or exposing dangerous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other exhibitors or the visiting public.
- d) Assembling anything outside the areas defined as the exhibition area, according to the plan approved by IFEMA.
- e) Hanging items, including decorations, from the ceiling of the Convention Centre lobby.
- f) Assembling any type of structure (including stands) with a fully enclosed roof, regardless of the material used. Partial closures may be installed that do not exceed 50% of the total surface area of the structure.
- g) Unless otherwise specified in the Rules of the Event regulations, signs, flags and spotlights may not project more than fifty centimetres (50 cm) from the allocated space, and from a minimum height of two metres and fifty centimetres (2.5 metres), nor may they exceed the maximum height shown in the aforesaid Rules. Spotlights must be directed so as not to disturb other exhibitors, visitors or other events that might be taking place in the Convention Centre.
- h) The use of decorative gardening elements (natural turf, soil, fountains, waterfalls etc.) in direct contact with the surface of the building is not permitted unless they are mounted on boards or a platform and always protected with a waterproof material. Watering plants on site is not permitted.
- i) The presence of animals, unless authorised in the Specific Rules of the Event, pursuant to current legislation.
- j) The use of cutting machines of any kind is not permitted.

25.3.- The Specific Rules of the Event may indicate other related prohibited activities.

25.4.- The costs of repairing any damage caused by the Organiser or any of the companies involved in the assembly and organisation of the activity shall always be met by the Organiser.

26.- Services supplied through service ducts/channels

Where necessary, IFEMA may use service ducts/channels located inside a stand in order to supply adjacent stands.

For the proper installation of utilities, it is essential to provide a plan with their preferred location at least **30 days** in advance of an Act, Event or Congress and 30 days before the start of a fair.

If no plan is sent, IFEMA shall choose where to locate the services. If these need to be changed, IFEMA cannot guarantee their supply, and if supplied, will charge the exhibitor a cancellation or relocation fee, as applicable, and invoice the new services according to the current prices shown in the **Fee Table**.

All services (telecommunications, water and drainage, electricity, etc.), will be supplied to the duct/channel closest 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 service channels/ducts, an access point must be provided for access to the outlets in the case of problems with the connections.

Connections to the IFEMA network must always be carried out under the supervision of personnel from IFEMA's Technical Department.

27.- Water and drainage. Compressed air

General water, drainage and compressed air outlets will be supplied by IFEMA. Water and compressed air supply points have a diameter of ½ inch and the drainage point has a diameter of 1½ inches, all with a female thread. The installation of any other element on the stand (wash basin, sink, connection etc.) shall be independently contracted.

Connections to the IFEMA network must always be carried out under the supervision of personnel from IFEMA's Technical Department.

In order to ensure the proper functioning of the sanitation facilities, no more than two waste pipes may be installed per water outlet contracted.

28.- Regulations regarding the installation of air conditioning

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 evaporation cooling systems that use water within a closed circuit and fail to meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

29.- Regulations regarding gas installations and other fuel-using elements

The emission in the exhibition areas of flammable, toxic or generally noxious vapours and gases that pose a danger to health and/or create annoyance for the attending public is not allowed. Combustion gases and vapours shall be conducted from the exhibition areas to the exterior through approved ducts pursuant to current regulations and with the previous installation authorisation from IFEMA's Technical Department.

IFEMA. The only devices using gaseous fuels exempted from the above requirement are those using gaseous fuels in an open-circuit flue system not connected to a discharge pipe (type A devices) pursuant to Royal Decree 919/2006, of 28 July, implementing the Technical Regulations on the Distribution and Use of Gaseous Fuels and the Complementary Technical Instructions ICG 01 to IGC 11.

30.- Regulations for installing Wi-Fi

IFEMA offers the possibility of contracting a Wi-Fi network for internet access.

Organisers, Exhibitors and visitors will be able to access this Wi-Fi network by means of codes that are provided on a strictly confidential basis upon contracting this service under the conditions established in the IFEMA Services Catalogue.

If your technical connection requires the deployment of your own Wi-Fi network, you must submit the completed form entitled **"Solicitud de Autorización para la Instalación de Wi-Fi"** ("Application Request for WIFI installations") which can be found on the IFEMA website, and send it to **telecomunicaciones@ifema.es** for assessment.

IFEMA will study the requests and notify the Organiser/Exhibitor in writing. IFEMA reserves the right to refuse an application if the network presented by the Organiser/exhibitor may, in its technical judgement, harm the quality of service for other exhibitors.

Pursuant to the above, **it is explicitly forbidden for the exhibitors to install Wi-Fi access points without prior authorisation**, whether this is in order to connect to the internet or for any other purpose.

The aim of this measure is to avoid interference with the equipment that each exhibitor may install in an orderly fashion, and with IFEMA's own access points. Such interferences could prevent the Wi-Fi networks present from functioning correctly.

During the event, all Wi-Fi emissions inside the halls will be controlled. If a private Wi-Fi installation not authorised in advance is detected, its immediate disconnection will be requested.

Given that not all connectivity needs are the same, if you have any query related to IFEMA's Wi-Fi services or need any additional technical information, you can get in contact with the Telecommunications Department via the email address: **telecomunicaciones@ifema.es**.

Due to the saturation of the 2.4 GHz Wi-Fi bandwidth in environments such as fairs, we recommend the use of the **5 GHz bandwidth**. This frequency band has a greater number of channels and is less susceptible to interference and congestion. To take advantage of these benefits, you will need to have devices that are compatible with this frequency. Remember that not all devices, even the most modern, have this facility, so **we recommend that you consult the technical specifications of any devices that you intend to connect via Wi-Fi during the event and check that they can use the Wi-Fi 5 GHz bandwidth**.

IFEMA can only guarantee the proper functionality of the Wi-Fi service for the users of devices that allow a 5 GHz bandwidth connection. In no circumstances can we ensure an appropriate level of service for those devices that only work on a 2.4 GHz Wi-Fi bandwidth.

31.- Removal of waste and assembly and display materials

Pursuant to current legislation on urban waste, the Organisers of fairs and events and the Exhibitors in the case of their stands, as well as the companies contracted and/or subcontracted to assemble and/or dismantle any installations are required to assemble, dismantle and remove the structural, decorative and display materials within the periods of time established for this purpose. If the installations are not dismantled within the established period, the Organiser shall pay IFEMA MADRID the cost of providing this service in accordance with the budget provided by IFEMA MADRID depending on the work to be carried out.

Once the established time for the removal of goods and decorative materials and for dismantling the installations including stands has elapsed, all remaining materials in the exhibition areas of the halls shall be considered to have been discarded and IFEMA shall remove them without further notice. The Organiser and, where applicable, the Exhibitor shall lose all rights to claim damages or loss of said materials and shall also bear all costs related to their removal, which shall be invoiced by IFEMA MADRID at the rate of €100/m² for the entire space assigned.

You can procure the necessary containers from IFEMA MADRID. Consult the rates in de Services Catalogue.

All waste must be segregated. If there are different types, a container must be hired for each waste type:

- PAPER-CARDBOARD.
- PLASTIC.
- ORGANIC.
- GLASS.
- OTHERS.

In the event that the container does not contain the waste for which it has been requested, it will not be removed until its contents conform.

V.- RULES GOVERNING ELECTRICAL INSTALLATIONS

32.- General matters

All installations must comply with the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Complementary Technical Instructions and any other internal provisions established by the General Directorate for Industry, Energy and Mines of the Madrid Regional Government.

All electrical installations at the Fair Venue must be submitted for approval to IFEMA Technical Department.

To this end, the **Electrical Inspection Sheet**, which can be obtained from the inspection company offices at the fair venue, must be sent to the IFEMA Electrical Inspection Service, duly completed and stamped by an authorised installation company.

There are three possibilities depending on the nature of the event, the components of the installation to be carried out and the requested electrical power:

32.1.- Assembly of stands in the exhibition areas allocated for this purpose on the first floor of the North Convention Centre

In this case, fifteen days prior to the start of assembly, plans must be presented indicating the exact location of the requested power sockets and the power of each. This location shall be liable to change by IFEMA's Technical Department so as to ensure optimum distribution of the electrical power. Prior to commencement of the electrical installation work, the Inspection Sheet must be delivered to the electrical inspection service, duly completed and stamped by an authorised electrical installer with a valid Business Qualification document.

32.2.- Events of all kinds

32.2.1.- In this case and pursuant to Section 3 of the ITC-BT-04, since the acts to be held are temporary in premises or open locations, the presentation of the Technical Design Report will be requested. (MTD) will be requested, with the data specified in ITC-BT-04 Section 2.2, as well as in the Regional Minister for Economy and Technological Innovation's Order 9344/2003, of 1 October, provided the total power requested is less than or equal to 50 kW. Before the commissioning of the installation, the authorised installer shall submit the Installation Certificate accompanied by the Technical Design Report to an accredited Industrial Inspection and Control Body. Once the copies of the Installation Certificate have been examined, one of them must be submitted to IFEMA's Technical Department so that the definitive supply of electricity to the installation can be connected.

32.2.2.- As in the previous section, but where the power of the installation is greater than 50 kW, it shall be accompanied by an installation plan drawn up and signed by a competent qualified technician, who will be directly responsible for its adaptation to the regulatory provisions. Before the final start-up of the installations, the authorised installer shall submit the Installation Certificate to an authorised Industrial Inspection and Control Organisation, accompanied by the corresponding installation plan and the documentation required in the Regional Minister for Economy and Technological Innovation's Order 9344/2003, of 1 October. Once the copies of the Installation Certificate have been examined, one of them must be submitted to IFEMA's Technical Department so that the definitive supply of electricity to the installation can be connected.

33.- Electrical supply

All the electricity for the stands shall be supplied by IFEMA at 400 V phase-to-phase and 230 V phase-to-phase and neutral.

It is not the responsibility of IFEMA to provide supplies that could be required for direct current or for any other condition of stability and continuity different from that of the general supply, these being, in all cases, for account of the installer or the user of the stand and requiring prior authorisation from IFEMA's Technical Department.

IFEMA may, at its discretion, limit the power of the supply in situations where it may have a negative impact 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 power factor between 0.95 and 1.

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

In cases where electricity-powered equipment requires certain precautions or timers or if it is sensitive to possible power outages, the installers of the equipment are advised to take measures to avoid this risk in the case of a power outage, such as uninterruptible power supply (UPS).

34.- Electrical connection

All electrical connections shall be undertaken by the installer of the stand, under the supervision of IFEMA's Technical Department. This shall be done from the distribution point established by IFEMA for optimal use of the network and shall consist of a power socket manufactured by MARECHAL, with the following characteristics:

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

For consumption in excess of 63 A, the stand board must be connected directly to IFEMA's electrical supply.

These sockets must be contained within the distribution ducts/channels of the halls and be fully accessible for inspection so that possible incidents can be resolved.

In the case of the North and South Convention Centres, the cables running from the assembler's panels shall be directly connected to the terminal boxes distributed throughout these areas.

35.- Electrical distribution of installations and/or stands

35.1.- Protection measures for guaranteeing safety

The installer will place an electrical control panel or board as close as possible to the supply entrance point with at least:

- General all-pole circuit breaker (including neutral breaker) and gauge, according to the supply line. This circuit breaker can be two-pole when the rating is not greater than 25 A.
- A residual current device of 30 mA of sensitivity and with a rating not less than that of the general circuit breaker.

Receiver devices with consumption greater than 16A must be individually protected at the board. Electrical boards must have closed housings that cannot be opened without a tool or a key, except for their manual switches. If they are triggered from the inside, they must offer protection from possible direct contact. The degree of protection of such housings shall 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. The board and its features must be maintained in optimum condition.

35.2.- Electric cables

For electrical installations in the interior of facilities and/or stands assembled inside the halls, the cable to be used shall 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 the latter two cases, they do not need to be installed inside tubing, although they must not be accessible to the public. All the electric cabling shall fulfil the minimum CPR Cca - s1b, d1, a1 class, which shall be justified by submitting the corresponding Declaration of Provisions (DoP) with the CE marking.

For outdoor or outdoor installations that provide service to the halls or installations that are mounted outside, the cable will be assigned a minimum voltage of 450/750 V with polychloroprene cover or similar according to the UNE 21.027 or UNE 21.150 standard. It shall be suitable for mobile services, channelled with tube or channels as provided in ITC 20 and 21 and with an IP4X level of protection, compliant with UNE 20324. The cable may have copper conductors, with a polychloroprene cover or similar and a minimum rated voltage 0.6/1 kV, suitable for mobile services. Its installation in a tube is not necessary, although it may not be accessible to the public. The interior electrical installations of these stands shall comply with the foregoing point if it is not entirely enclosed. All the electric cabling shall fulfil the minimum CPR Cca - s1b, d1, a1 class, which shall be justified by submitting the corresponding Declaration of Provisions (DoP) with the CE marking.

Joints and splices shall be made by means of terminals located inside junction boxes.

The flexible connections of the equipment shall not exceed two metres in length, using cable that is appropriate to the working conditions.

All cabling that is going to be subjected to mechanical stress must be reinforced or be installed within a protective sheath.

35.3.- Bases and sockets

Bases for sockets must be of a safety type with earthing. Power points installed in the floor shall be adequately waterproofed and have a IK10 degree of impact protection. They must be installed at a distance of at least 1 metre from any water outlet.

One single flex cable must be connected to the socket. Multi-way adapters may not be used. Multiple bases must not be used, except for the mobile multiple bases which will be powered from a fixed base with a cable no longer than 2 metres.

35.4.- Motors

All motors with a power greater than 0.75 kilowatts must be equipped with low intensity starter systems in accordance with ITC-BT-47 of the Low Voltage Electrical Regulations in force.

35.5.- Lighting

Lighting installed less than 2.5 m from the floor or in places accessible to people must be firmly fixed and positioned so as to prevent any hazard to people or fire risk.

Any lighting equipment that can reach high temperatures must be sufficiently distanced from any flammable material.

35.6.- Earthing

All metal structures must be earthed.

36.- Installation of illuminated signs

The installation of illuminated signs which need a special voltage shall require prior authorisation by IFEMA Technical Department and must meet the following conditions:

- There shall be individual magneto-thermal protection for each boost transformer installed.
- If the bottom of the sign is less than 2.5 m from the ground, the sign shall be enclosed in a casing having suitable dielectric properties.
- Signs of a greater height shall not have any uninsulated electrically charged parts.
- The provisions of standard UNE-EN 50.107 shall apply to illuminated signs and installations powered by rated output voltages (no load) of between 1 and 10 kilowatts.

37.- Rules for using the installation

No modification may be made to the electrical installation of the stand or installation once its connection to the network has been authorised, merely connecting receivers to the sockets or connection points allocated by the authorised installer for that purpose.

Multi-way adapters cannot be used.

Each one of the stand's receivers shall 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 only be allowed in stands with the prior knowledge and authorisation of IFEMA's Technical Department.

The Organiser, Exhibitor and/or their contractors and/or subcontractors shall be liable for any damage caused by modifications to or improper use of the electrical installation.

38.- Emergency lighting and signage

The buildings of the site are equipped with emergency lighting which, in the event of a failure in the normal system, provide the lighting needed to see how to leave the building, thereby avoiding situations of panic and enabling the signs indicating the location of the exits and the protection equipment and elements to be clearly seen.

VI.- CATALOGUE FOR THE CONTRACTING OF IFEMA SERVICES

39.- Contracting of services by the Organiser

The IFEMA Services Catalogue, available on a range of platforms, includes all the services that IFEMA offers, along with its contracting rates and conditions. The contracting of services must be made carried out through said Service Catalogue. However, assembly plans for the stands sent to IFEMA which include accessories or services that are not contracted will be considered as binding contracts and will be invoiced on the basis of current rates.

The deadline for contracting all services is THIRTY (30) days before the assembly start date. IFEMA reserves the right to reject any applications for services made after this date.

In the event of accepting the requested services within FIFTEEN (15) days prior to the start of assembly, during assembly, or during the event itself, IFEMA shall apply a 25% surcharge to the rate stipulated in the aforementioned Services Catalogue.

A service may be cancelled within fifteen days prior to the start of assembly or during assembly with a 40% payment of the corresponding rate. If a service that has already been provided is cancelled, 100% of its cost must be paid, except in the case of a change of location of the facilities: communications services, water and drainage, compressed air etc. for which a Relocation Fee shall be applied, the cost of which is shown in the Rates Table.

39.1.- Paying for services

Payment for services shall adhere to the terms of the contract between IFEMA and the Organiser. Once the event is over, the amounts corresponding to services such as cleaning, supplies, furniture, assemblies etc. that might have undergone some variation in relation to the initial plan and that might affect the initially foreseen cost shall be adjusted. These payments shall be made within SEVEN (7) days of the issue of the invoice by IFEMA.

39.2. General services at trade fairs

The following General Exhibitor Services are contracted and billed to the Organiser:

1).- Electricity:

IFEMA will invoice a minimum of 130 W per m² of stand for the electrical energy supplied during the event. If additional energy is desired, it must be requested through the Services Catalogue available on the IFEMA website in the "Extra electrical power" section. IFEMA reserves the right to measure the energy consumed by each stand, invoicing any amount that exceeds the established minimum.

Notwithstanding the foregoing, the Exhibitor will be responsible for the power and lighting installations inside the stands, as well as the connection to the IFEMA supply.

2).- Insurance

For all its exhibitors, the Organiser shall take out "Multiferia" ("Multifair") Fire, Lightning, and/or Explosion insurance for the goods exhibited and its own and rented decorative material, either through its insurance company or with IFEMA's insurance partner. In all cases, the aforementioned insurance must comply with the coverage set forth in the IFEMA Services Catalogue as published on its website.

In no case may the Organiser or Exhibitor seek to hold IFEMA or its employees liable for loss or damage to material and objects found at the stand, regardless of the allegations.

3).- Assembly fees

The Organiser must pay IFEMA, before starting assembly work, the corresponding assembly fees for the services provided during the assembly and dismantling of the fair:

- Health assistance service.
- Inspection of electrical installations.
- Maintenance of communal areas
- Electrical connections and supply during assembly and dismantling work.
- Use and maintenance of painting rooms.
- Personalised customer service from the hall manager.
- Individual signage for the assembly spaces.
- Personalised service for fitters and customised space signs.

Depending on the use made of the facilities and services, rates for assembly fees for the entire stand, including the second floors will be the following, as shown on the current rate schedule:

- Spaces without decoration, or occupied by carpet or a platform: TYPE A rate.
- Basic modular stands made of aluminium or similar: TYPE B rate.
- Designer modular stands made of aluminium, wood and other materials: TYPE C rate.
- Reduced parking rates during assembly and dismantling in selected car parks.

40.- Contracting of services directly by Fair Exhibitors

The IFEMA Services Catalogue includes all the services that IFEMA offers, along with rates and terms and conditions. The contracting of services must be carried out through said Service Catalogue. However, the assembly plans of the stands sent to IFEMA, which include accessories or services that are not contracted, will be considered as firm contracting and will be invoiced according to current rates.

The deadline for contracting all services is THIRTY (30) days before the assembly start date. IFEMA reserves the right to reject any applications for services made after this date.

In the event of accepting the provision of the requested services within SEVEN (7) days before the start of assembly, during assembly, or during the event itself, IFEMA shall apply a 25% surcharge to the rate stipulated in the aforementioned Services' Catalogue.

A service may be cancelled within FIFTEEN (15) days prior to the start of assembly or during assembly on payment of 40% of the corresponding rate. If a service already being provided is cancelled, 100% of the cost thereof must be paid, except in the case of a change of location of the facilities: communications services, water and drainage, compressed air etc. for which a Relocation Fee shall be applied, the cost of which is shown in the Fee Table.

40.1.- Paying for services

The payments to IFEMA for the contracted services by the exhibitor will be made upon the presentation of invoices, adjusted to the payment methods stated in IFEMA's contracting conditions. Payment for services contracted with IFEMA will be a necessary condition for obtaining the entry authorisation issued by SERVIFEMA.

40.2.- Entry authorisation

The occupation of the exhibition space will not be permitted if the entry authorisations issued by SERVIFEMA and the Organiser of the event is not held.

40.3.- Removal of goods

For certain events, in order to remove goods and other materials, exit authorisation issued by SERVIFEMA will be required.

40.4.- General services

The General Exhibitor Services outlined in 39.2 above will be contracted by and billed to the Organiser.

41.- Services offered by partner companies

The IFEMA website contains information regarding the services and contact details of the companies that work closely with IFEMA in order to improve the range of services available to the Exhibitors who request them.

These services are contracted directly between the Organiser or Exhibitor and the partner company.

VII.- ADDITIONAL PROVISIONS

42.- Suggestions and complaints made to IFEMA

In order to correctly attend to the Exhibitors, Organisers and Visitors, any suggestion or claim made against IFEMA in relation to the services provided must be made in writing, preferably on the same day as the incident occurs. To this end, the corresponding forms which can be found in the Transparency section of the IFEMA website may be used.

43.- Additional Legal Regulations

For all matters not covered in these Rules, the relevant regulatory provisions governing the activity shall apply.

44.- Protection of personal data

44.1.- Information regarding the processing of personal data

The data that you may provide as Exhibitor at the Event or Fair will be processed by IFEMA at Avenida del Partenón 5, 28042 Madrid in order to (i) manage your contractual relationship with IFEMA and your status as Exhibitor (ii) send information by electronic means or equivalent on IFEMA activities, events and services and content of its sponsors and third party companies related to the fairs, and (iii) display personalised online advertising. The lawful basis of the processing is your express consent and the legitimate interest of IFEMA.

Pursuant to your status as Exhibitor, your professional details (company name or trade name, postal and/or email address, telephone and fax number and contact name) may be provided with an obligation of confidentiality to external companies required to organise the fair in order that they might provide their services and meet orders. Your data may also be communicated to collaborating companies (which you can consult on ifema.es) and to digital platforms to display personalised advertising. With the exception of the aforementioned cases, the personal data collected will not be transferred to third parties, unless requested by public authorities in compliance with a legal obligation.

You can exercise your rights of access, rectification, deletion, opposition, portability and limitation to the processing of your personal data by sending a letter marked "Data protection" to the above address or an email to **protecciondedatos@ifema.es** indicating in the subject heading in either case: "Exhibitor and fair" and the sender's name and National ID Document number.

Help us keep your details up to date by notifying us of any changes. You can contact the our Data Protection Officer at **protecciondedatos@ifema.es**, request the protection of the Spanish Data Protection Agency on its website and consult our privacy policy on the IFEMA website.

44.2.- Regulations of the Data Processor

44.2.1.- Access to exhibitor data by IFEMA.

In the event that IFEMA accesses the Exhibitor's personal data, for example (i) data pertaining to its authorised personnel, including the issuance, where appropriate, of passes and/or accreditations, (ii) to verify compliance with procedures for coordinating business activities, (iii) for general access control of attendees or guests and (iv) where appropriate, to inform you of the services available to you provided by IFEMA or its partner companies in the framework of your participation in the fair or event that takes place at the fair site; in these circumstances, the data provided will be processed by IFEMA as the Data Processor for the indicated purposes.

The legal basis for the processing lies in the existence of a contractual relationship with the Exhibitor or Organiser of the fair or event in question and the legitimate interest of IFEMA in preserving the security of its facilities and compliance with current legal provisions.

The data will be kept as long as they are necessary for the fulfilment of these purposes. The data will not be transferred to third parties, unless required by the Public Administrations, in compliance with a legal obligation.

Each Exhibitor or associated employees, as the case may be, may exercise their rights to access, rectification, deletion, opposition, portability or to limit the processing of their data by request addressed to Avenida del Partenón 5, 28042 Madrid or by email to **protecciondedatos@ifema.es** indicating as a reference: "Exercise Rights, (the exhibiting company and/or the fair in question)" and the sender's name and National ID Document number.

Employees can also request the protection of the Spanish Data Protection Agency and find further information on privacy on the IFEMA website.

In the case of a request to delete the data of personnel whose access is authorised with a pass or accreditation, this entails the return of the same and the withdrawal of the authorisation for access and/or the provision of the services at the venue.

44.2.2.- Data Processor's obligations

- a. Processing the data in accordance with the instructions of the Data Controller, comply with the current personal data protection regulations applicable in each case and adopt all appropriate security measures.
- b. Keeping a written record of all the categories of processing activities carried out on behalf of the Data Controller.
- c. Not communicating the data to third parties unless expressly authorised by the Data Controller in the event that such communication is necessary for the provision of services, where there is a legal obligation or for reasons of public interest.
- d. Subcontracting: If the use of auxiliary services is necessary to undertake any of the services involved that require the processing of personal data pursuant to the provisions of the contract between IFEMA and the Organiser as exhibitor at an IFEMA site, subcontracting is authorised, on the understanding that the Data Sub-Processor will also have the status of Data Processor and will also be obliged to fulfil those obligations and the instructions issued by the Data Controller. The Data Processor is responsible for regulating the new relationship, meaning that the Data Sub-Processor is subject to the same conditions (instructions, obligations, security measures etc.) and with the same formal requirements as the Data Processor, in relation to the proper processing of personal data and to ensuring the rights of the data subjects. In the case of any breach by the Data Sub-Processor, the Data Processor shall remain fully liable to the Data Controller in relation to compliance with the aforementioned obligations.
- e. Maintaining the duty of secrecy with respect to personal data to which it has had access under this contract, even after the end of its purpose.
- f. Ensuring that the persons authorised to process personal data undertake, expressly and in writing, to respect the confidentiality and to comply with the corresponding security measures, of which they must be properly informed, as well as ensuring their necessary training on data protection.
- g. Assisting the Data Controller in responding to the exercise of rights by data subjects. When data subjects exercise their rights with the Data Processor, the Data Controller must be immediately informed within a period not exceeding 72 hours.
- h. The Data Processor shall notify the Data Controller, within a maximum period of 24 hours, of any breaches in the security of the personal data that it is aware of, together with all the relevant information for the documentation and communication of the incident.
- i. Offering to the controller sufficient and appropriate guarantees in order to correctly apply the technical and organisational measures that allow compliance with the requirements of the current Spanish regulations and the GDPR, including the corresponding security measures.
- j. Processing the information or data that is provided with the appropriate security conditions that are relevant in each case pursuant to the provisions of Article 32 of the GDPR.
- k. At the option of the Data Controller, deleting or returning all personal data once the provision of processing services is finished, as well as all existing copies unless the conservation of such data is required under a mandatory regulation.
- l. Making all the information necessary to demonstrate compliance with the obligations hereby agreed to available to the Data Controller, as well as allowing and contributing to the performance of audits, including inspections, by the Data Controller or another auditor authorised by it.

44.2.3.- The Data Processor's obligations regarding the processing of personal data:

- a. Indicating to the Data Processor the technical and organisational security measures required to fulfil the obligation foreseen in Clause j above. For this purpose, it is indicated that the measures indicated in Article 32 of the GDPR must be fulfilled.
- b. Collaborating with the Data Processor in those obligations foreseen in this agreement that require such collaboration.

- c. Informing the Data Processor of the results of the impact assessment carried out in relation to the data processing by the Data Controller.
- d. Communicating the right of information at the time of data collection.

45.- Applicable law and jurisdiction

These regulations and their annexes, together with any amendments, modifications and supplements, and the rights of the parties pursuant thereto shall be regulated and interpreted in accordance with the Spanish legal system.

The parties agree to submit the resolution of any dispute arising or that may arise as a result of the validity, effectiveness, interpretation, compliance and enforcement of this regulation to the jurisdiction and competence of the Courts and Tribunals of the city of Madrid, waiving their own or any other jurisdiction that could correspond to them, if this is different, and except in where the Law expressly imposes another territorial jurisdiction.

VIII.- FINAL PROVISIONS

One.- These General Rules for Participation are mandatory for the Organisers, Exhibitors and Participants of the Events held at Feria de Madrid as well as for the companies they contract or subcontract and for any collaborating companies which, as a result of the holding of the Event, carry out work or provide services on behalf of the Organiser or the exhibitor. Accordingly, they undertake to transfer these General Rules for Participation to the aforementioned contracted or subcontracted or collaborating companies where they are applicable to the work undertaken at the Fair Venue.

Two.- Failure to comply with these rules may result in disqualification from contracting with IFEMA for the time determined by the latter or from attending any event that is organised or held at its facilities.

Three.- The legal provisions cited in these regulations are those in force at the time of writing this edition of the IFEMA Rules for Participation. Should any of the aforementioned provisions be modified or replaced, the legal reference shall be deemed to have been made, in all cases, to the legislation in force at the time of its application.

Annex 1. Regulations Governing Vehicle Access and Presence for Loading and Unloading



IFEMA has an electronic system for controlling vehicle access to and presence in its facilities, the purpose of which is to ensure that vehicles do not stay too long in the Feria de Madrid. This measure involves reducing the volume of vehicles at the loading and unloading bays, facilitating and expediting these operations.

1.- PREMISE

The loading and unloading bays adjacent 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.

2.- OBJECTIVE

To ensure that vehicles spend as little time as possible in loading and unloading bays to improve availability of spaces and traffic flow, which is beneficial to all parties involved in event assembly and dismantling.

3.- PROCEDURE

The procedure will be based on access and exit control elements equivalent to those of an ordinary car park, installed at the entrance/exit accesses to the Fair Park, assisted by a licence plate reading system which allows each entry ticket to be associated with the vehicle licence plate.

Depending on its tonnage, each vehicle will receive a ticket at the entrance to the site that will have a maximum stay time in the loading and unloading area of between one and three hours, sufficient time to load or unload your goods. After this time, the vehicle must either leave the Fair Venue or park in the corresponding car park (truck parking for transport vehicles or car parking, if applicable, for cars and vans of up to 3,500 kg that do not exceed dimensions – 6 m length x 2.2 m width), control will be supervised by security personnel on access.

At the exit control, the system will determine if the vehicle is within the maximum authorised time or has exceeded it by reading the licence plate. In the former case, the exit barrier will open, allowing the vehicle to leave immediately. In the latter case, the driver will have to pay the rate corresponding to the time exceeded at an automatic ticket reader at the exit, using the ticket received at the entrance.

The rate for time exceeded will be dissuasive, its sole purpose being to ensure compliance with the regulations and respect for the maximum authorised length of stay. IFEMA is therefore not seeking to profit from this measure, but rather to improve working conditions in critical areas for the development of fair activity.

Once the vehicle has left Feria de Madrid, the system will not allow its re-entry until half an hour has passed.

4.- RATES

The rates are indicated in terms of:

- Access to goods entrances
- Access to truck parking areas
- Payment points.
- The IFEMA website.

5.- PARKING ALTERNATIVES

1.- Transport vehicles

Transport vehicles may use a truck parking area with a rate established **by the minute**. There is no parking time limit on this car park.

IMPORTANT:

To access the truck parking area, the same ticket given to the driver at the access to the Fair Venue must be used.

The time that vehicles remain in the truck parking area (with access from inside the Fair Venue) will be regulated as follows in relation to the maximum authorised stay time at the loading and unloading docks:

If the length of stay in the truck parking area exceeds one hour, the vehicle will be able to use the entire time allocated to remain at the loading and unloading dock must it need to carry out such operations.

In the event that the stay in the truck parking area is equal to or less than one hour, at the exit of the vehicle, only the authorised stay time that had not yet been consumed at the loading and unloading docks at the time of the entrance to the truck parking area may be used.

Important note: These regulations will affect trailers and platforms in the same way.

2.- Cars

Cars of workers of any of the companies involved in the fair activity, including the exhibiting companies, may use the car parks that IFEMA provides for each event, benefiting from special rates for valid assembly/dismantling periods.

The parking spaces provided for assembly/dismantling periods will always be the brown/red (north east) or orange/green (north west) parking spaces, or both, depending on the volume of the fair or event.

In these car parks, a single, there will be an appropriately signposted driveway for exclusive access by assembly/dismantling staff. This route will issue special rate tickets for assembly personnel. Before leaving the car park, vehicles must pay the fee at any of the Feria de Madrid automatic ticket readers. This operation will validate the ticket to leave the car park through any of the exits.

As a general rule, cars and minivans will not be allowed access to the interior of the Fair Venue, except where they are carriers of goods that cannot be transported by hand. In such cases, they must access the site following the procedure described for transport vehicles and will be subject to a maximum length of stay proportional to their carrying capacity, after which they will have to leave or pay a dissuasive rate.

3.- Exhibitors with a "Parking Subscription Card"

Exhibitors with a Parking Subscription Card will be able to use the assigned parking area (the colour of the card identifies the assigned area), from the first day of assembly to the last day of dismantling (official deadlines), without limitation with regard to use. If you do not have such a card, you must abide by the general rules and rates for car parking in the different fair periods.

4.- Users of other car parks

These must park in the areas set aside for the pass that IFEMA has provided.

6.- REGULATIONS AND RECOMMENDATIONS FOR THE USE OF THE HALL

14.1 CARGO LIFTS

1. Use vehicles with a maximum weight of less than 12,000 kg (GVW) and whose maximum measurements do not exceed: **(i)** Length: 5.9 m. **(ii)** Width: 2.9 m. **(iii)** Height: 3.4 m. in order to be able to lift the vehicle to the hall, provided that assembly/dismantling so allows it and it is authorised by IFEMA. In no circumstance may the GVW exceed 1,500 kg/m².

2.- In the case of small vehicles and/or small and heavy loads, both must be placed in the centre of the cargo lift to avoid imbalances due to uneven weight distribution.

3.- To introduce loads into the cargo lift by means of forklift, access the interior of the cabin slowly with the blades sufficiently raised and through the centre of the access doors, in order to avoid hitting the lift doors or breaking or damaging the door rails with the lower parts of the forklift masts.

4.- Prior to the use of the cargo lift, ensure you have manual or mechanical means of transporting goods (pallet trucks, wheelbarrows, carts etc.) suitable for transporting them from the vehicles to the lift and from there to the stand or vice versa.

If you do not have these means and wish to contract them with IFEMA, contact the company providing this service as far in advance as possible. Consult the IFEMA LINE on 902 221 515 (from abroad: +34 917 223 000) or by email to lineaifema.expositor@ifema.es

5.- We recommend that goods arrive on pallets or properly packed to facilitate their movement within the dock and in the hall.

6.- To access the loading bay, authorisation for the entry/exit of goods by SERVIFEMA is mandatory.

Given the space limitations, once empty, vehicles must go outside the dock to the parking spaces provided for this purpose. The docks are considered a fast loading/unloading area.

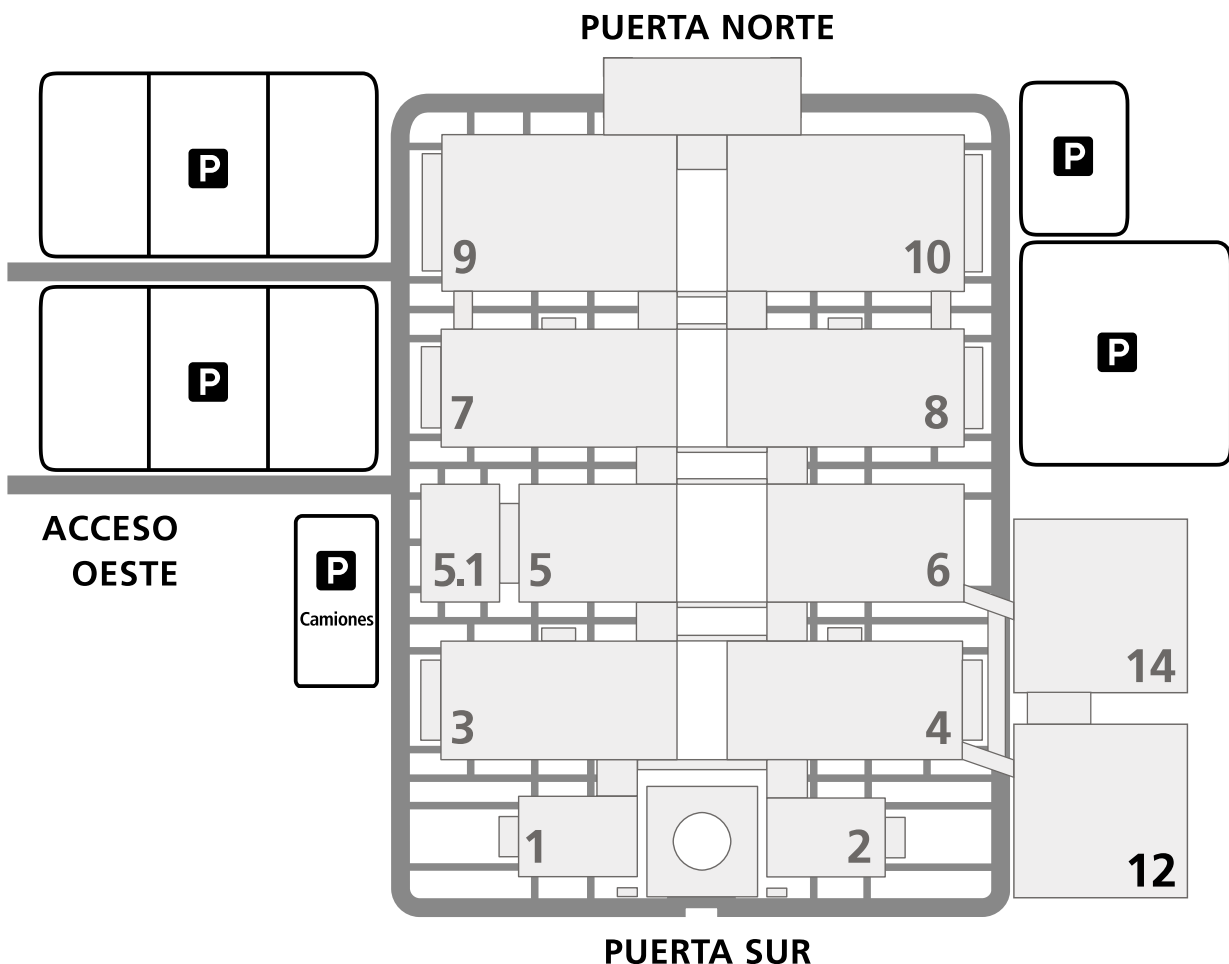
7.- Service lifts will be provided in strict order of arrival of vehicles with effective availability for transporting the goods.

8.- Goods will be brought down in order of the proximity of the goods to each lift. 9.- IFEMA personnel will assign cargo lifts based on criteria of proximity to their stand.

Please follow the instructions of service personnel at all times.

For any additional information, consult IFEMA's Fair Services Directorate on 902 221 515 or by email to: stecnica@ifema.es.

7. VEHICLE PARKING AREA DURING ASSEMBLY/DISMANTLING PERIOD (MAXIMUM 3,500 KG)



8.- REGULATIONS REGARDING THE USE OF FORKLIFT TRUCKS AND ELEVATOR PLATFORMS.

Companies wishing to use forklift trucks and elevator platforms must complete, the form entitled **“Solicitud de acceso para carretillas y plataformas elevadoras”** (“Request for access for lift trucks and elevator platforms”) signed by the company representative at least 30 days before the start of assembly and send it within the deadlines and conditions established therein to **stecnica@ifema.es**. After this period, requests may not be attended to or authorised. IFEMA will reply within seven days of receipt.

Please read carefully the conditions of authorisation of use and circulation of such machinery in the enclosure in the aforementioned form.

Once authorised, the exhibiting and/or assembling company, hereinafter “the company”, will be able to access the Fair Venue with the authorised machinery under the conditions set out below:

- 1.- All machinery must have CE marking (Royal Decree 1644/2008).
- 2.- All machinery must be covered by Civil Liability Insurance, either its own policy or the company's, which identifies the serial number of the equipment in question.
- 3.- The current regulations regarding the use of self-propelled forklift trucks and elevator platforms must be abided by. This regulation is mandatory. In case of any breach thereof, access authorisation may be withdrawn and the machinery withdrawn from the premises.
- 4.- The machines will be parked exclusively in the places established by IFEMA for that purpose (indicated in the map included in the access request form) and during the approved periods.
- 5.- Any machinery parked outside the areas provided for that purpose and/or outside the authorised periods shall be removed, with a dissuasive penalty charge payable, the sole purpose of which is to ensure compliance with the regulations and respect for the authorised period. **Machinery may not leave the premises until the penalty payment has been made.**
- 6.- The current rates refer to access to the premises, access to parking areas and the automatic and manual payment points.
- 7.- In no circumstances may any machinery be parked in transit areas, on evacuation routes or in areas that pose a risk to people at the Fair Venue.
- 8.- During the assembly and dismantling periods, the parking of the machines in the area established by IFEMA will have no cost for the companies using it.
- 9.- During fairs, other events and outside the authorised assembly and dismantling periods, companies may park their machinery in the areas established for this purpose, paying the cost of parking according to current rates.
- 10.- Only workers duly trained and authorised by your company may operate machinery. Companies shall include the list of workers authorised to use their machinery on the corresponding form.

Those responsible for the machinery shall be reachable via mobile phone at all times while the equipment is at the Trade Fair Venue. Only persons appearing as authorised on this list may operate machinery.

11.- All machinery shall bear a Fair Venue Access Accreditation sticker. The following information is to appear on this sticker:

- Access request number
- Machine serial number
- Exhibition/Event

12.- It is strictly forbidden to carry out maintenance on machinery inside the Fair Venue, including the parking area as defined by IFEMA.

13.- If the company needs to refuel its equipment, it must do so in accordance with its user manual.

14.- It is strictly forbidden to deploy the arm of the lifting platform or loads on forklift trucks over transit areas. All movement of machinery shall be directed from the ground by company personnel in order to ensure that people present in the work area are not put at risk.

15.- In the work area, all safety conditions pursuant to current regulations must be ensured.

16.- In the case of non-electrical machinery, the company shall guarantee the correct combustion thereof, undertaking to adopt the necessary measures to guarantee the quality of the air inside the halls where they are being used. The company shall carry out gas measurements where IFEMA so requires it and there is the suspicion that its activity is producing gas emissions that may be harmful to people at the Fair Venue.

Annex 2. Information on Risks and Preventive Measures in Exhibition Areas during Assembly and Dismantling



In compliance with on Occupational Risk Prevention regulations, IFEMA notifies companies carrying out work in the exhibition/meeting areas of the Fair Venues of the risks that exist in these areas during the assembly and dismantling, as well as the preventive measures to be adopted to eliminate or minimise them.

GENERAL CONCEPTS

In order to prevent workplace accidents, all companies and/or staff working for them or for third parties inside the Fair Venues must comply with all occupational health and safety regulations applicable to the tasks they perform. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of Personal Protective Equipment. Likewise, companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

Specifically, as a general safety measure in the event of concurrence of activities, it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all of the exhibition areas.

Access will be strictly prohibited without said personal protection equipment. This instruction applies to all persons entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the assembly and dismantling procedures.

This requirement does not exempt users from using such other protective equipment as may be required for each specific task during the assembly and dismantling phases.








USO OBLIGATORIO
DEL CASCO



USO OBLIGATORIO
DE CALZADO
DE SEGURIDAD



USO OBLIGATORIO
DE CHALECO
REFLECTANTE

RISKS	PREVENTIVE 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 protruding nails or screws on the floor.
Risk of impacts with moving vehicles. 	<ul style="list-style-type: none"> • All vehicles circulating in the Fair Venues shall use the safety equipment as stipulated by the manufacturer, with special attention to the use at all times of acoustic warnings and lights. • Drivers or operators shall have adequate training and shall apply these measures at all times. • Inside the halls and exhibition areas, vehicles must be driven at walking pace. • Do not carry more people than those permitted 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 shall be adopted to avoid accidents due to falling objects.
Risk of fires starting in assembly materials. 	<ul style="list-style-type: none"> • All materials used for the different Event facilities or constructions (stands, marquees etc.) must comply with prevailing legislation. In particular, and with regard to the flammability of the materials used, floor coverings shall be coated with BFL-s1, with walls and ceilings coated with B-s1, d0. Suspended textile elements, such as curtains or screens must be Class 1, pursuant to the standard UNE-EN 13773:2003. • Construction and decoration materials must not include easily flammable elements (straw, wood shavings or paper scraps, sawdust, peat, etc.). • The use of work equipment with an open flame or which generates high temperatures will require the prior mandatory permission of the Fair Services Department. • Unobstructed access to the fire-fighting installations (hoses, fixed fire-fighting systems, extinguishers, alarms, emergency exits, etc.), even where these are inside the contracted areas. • Before work begins, all companies shall inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.

Public Emergency Service

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Your own safety and that of all who work at the Fair Venues depends on your acting appropriately. Thank you very much for your help.

For any kind of emergency

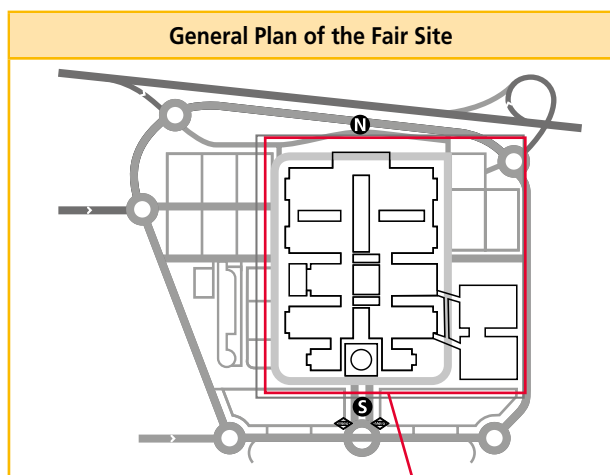
91 722 54 00

24-hour service

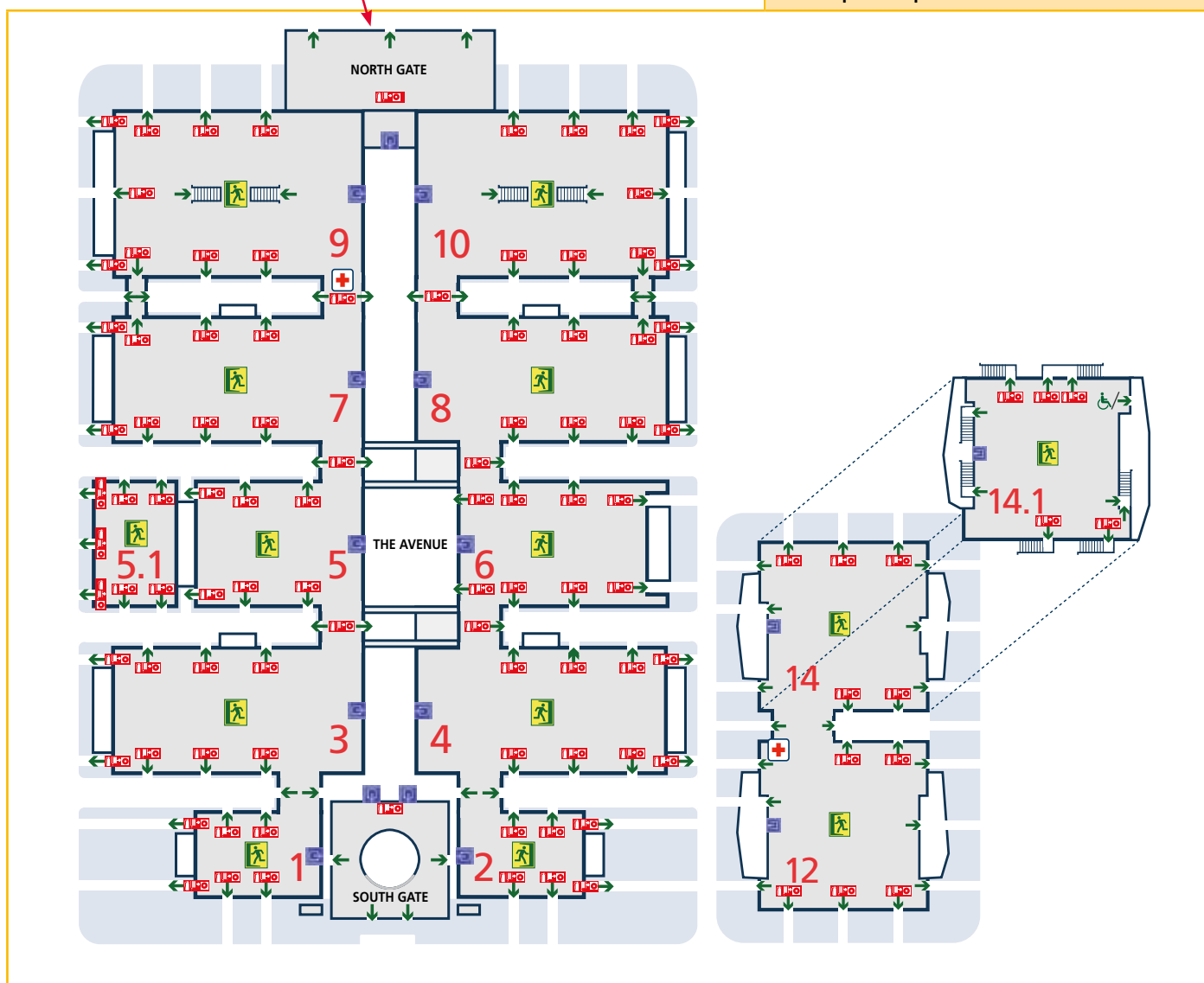
“HELP US TO PREVENT”
Occupational Health and Safety Committee



INFORMATION ON EMERGENCY MEASURES AND EVACUATION AT THE FAIR VENUES, PLAN SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIREFIGHTING AND HEALTHCARE FACILITIES



KEY	
	Medical Service*
	Escape route
	Emergency exits
	Fire fighting equipment



* Medical service available depending on the fair activity.

Basic Emergency and Evacuation Rules

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

Annex 3. Technical Data regarding Halls, the North and South Convention Centres and Hall Meeting Rooms



TECHNICAL DATA REGARDING HALLS

	SURFACE AREA	DIMENSIONS	HEIGHTS		COLUMNS			SERVICE LOAD	GOODS DOORS		
			Lower trusses, roofs and installations	Top trusses or concrete slab	No.	Type	Measurements		No.	width	height
			m	m	No.	–	m		No.	m	m
HALL 1	5.400	90 x 60	9,0	12,5	2	round	d - 0,95	15.000	6	7,6	4,9
HALL 2	5.400	90 x 60	8,0	13,0	0	none	–	15.000	6	7,6	4,9
HALL 3	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 4	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 5	10.800	120 x 90	10,5	14,0	4 single, 2 double	square	0,70 x 0,70	15.000	6	7,5	5,3
HALL 5.1	4.675	55 x 85	6,0	13,8****	0	none	–	750	5	4	4
HALL 6	10.800	120 x 90	14,5	21,5	0	none	–	15.000	8	7,5	5,3
HALL 7	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 8	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 9	21.600	180 x 120	10,5 / 4,0*	15,5	8 single, 2 double	round	d - 0,70	15.000	8	6	5,5
HALL 10	21.600	180 x 120	10,5 / 4,0*	15,5	8 single, 2 double	round	d - 0,70	15.000	8	6	5,5
HALL 12	14.400	120 x 120	15,0 / 5,5*	27,00	0	none	–	15.000	6	8	5,5
HALL 14.0	14.400	120 x 120	9,0 / 5,5*	11,0 / 8,0***	9	round	d - 1,50	15.000/2.000	6	8	5,5
HALL 14.1	14.400	120 x 120	10,5 / 6,5**	10,5 / 6,5**	8	round	d - 1,50	1.500	4	Vans 6 m x 3 m x 3.5 m	
CONNECTING HUBS 1-3	900	30 x 30	4,0*	5,0	4	square	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 3-5	900	30 x 30	4,0*	5,0	4	round	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 5-7	900	30 x 30	4,0*	5,0	4	round	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 7-9	900	30 x 30	4,0*	5,0	4	square	0,60 x 0,60	15.000	1	7,3	4,6
CONNECTING AISLE 7-9	300	10 x 30	4,0*	5,0	0	none	–	15.000	2	9,5	5,5
CONNECTING HUBS 2-4	900	30 x 30	4,0*	5,0	4	square	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 4-6	900	30 x 30	4,0*	5,0	4	round	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 6-8	900	30 x 30	4,0*	5,0	4	round	0,50 x 0,50	15.000	2	7,3	4,6
CONNECTING HUBS 8-10	900	30 x 30	4,0*	5,0	4	square	0,60 x 0,60	15.000	1	7,3	4,6
CONNECTING AISLE 8-10	300	10 x 30	4,0*	5,0	0	none	–	15.000	2	9,5	5,5
CONNECTING HUBS 12-14	1.500	50 x 30	4,5*	5,5	6	round	d - 0,70	2.000	1	8	5,5
CENTRAL AVENUE	2.500	28,91	–	–	–	–	–	15.000	–	–	–
CENTRAL AVENUE PLAZA	5.000	55 x 91	–	–	–	–	–	15.000	–	–	–
CIRCULAR COURTYARD	1.030	–	–	–	–	–	–	400	–	–	–
AREA OUTSIDE HALL 1	9.500	–	–	–	–	–	–	15.000	–	–	–
AREA OUTSIDE HALL 2	5.400	–	–	–	–	–	–	15.000	–	–	–

NOTES:

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

The stands located in the connecting hubs between halls and on the sides of the entrances of Halls 9 and 10, as well as the entrances and back of Halls 12 and 14.0, may not build a second floor.

** Hall 14.1 vaulted ceiling, with a minimum height of 6.5 m and maximum 10.5 m.

	CAPACITIES BY TYPE OF ASSEMBLY capacity in No. of people (***)					
	FAIR	THEATRE	GRANDSTAND	SCHOOL	DRINKS AND FINGER FOOD	BANQUET (NOT BUFFET)
HALL 1	2.112	3.024	6.000	2.600	3.024	2.600
HALL 2	2.112	3.024	6.000	2.600	3.024	2.600
HALL 3	6.746	12.000	11.000	8.500	12.000	9.600
HALL 4	6.746	12.000	11.000	8.500	12.000	9.600
HALL 5	4.462	7.321	9.560	5.500	7.321	6.200
HALL 5.1	2.527	2.800	2.892	–	–	–
HALL 6	4.941	7.321	9.560	5.500	7.321	6.200
HALL 7	6.746	12.000	11.000	8.500	12.000	9.600
HALL 8	6.746	12.000	11.000	8.500	12.000	9.600
HALL 9	9.288	14.180	11.960	9.600	14.180	9.600
HALL 10	9.288	14.180	11.960	9.600	14.180	9.600
HALL 12	5.846	9.731	12.000	6.753	9.731	5.128
HALL 14.0	6.014	9.731	6.000	6.753	9.731	5.128
HALL 14.1	5.667	7.790	6.000	6.753	7.790	4.840
CONNECTING HUBS 1-3	343	650		400	700	550
CONNECTING HUBS 3-5	341	650		400	700	550
CONNECTING HUBS 5-7	341	650		400	700	550
CONNECTING HUBS 7-9	366	650		400	700	550
CONNECTING AISLE 7-9	–	–		–	–	–
CONNECTING HUBS 2-4	343	650		400	700	550
CONNECTING HUBS 4-6	341	650		400	700	550
CONNECTING HUBS 6-8	341	650		400	700	550
CONNECTING HUBS 8-10	366	650		400	700	550
CONNECTING HUBS 12-14	632	632		630	1.200	504

NOTES:

*** The capacities shown may be modified depending on the assembly to be carried out, after assessment and approval of the assembly project by IFEMA.

**** In Hall 5.1 the highest free height is in the longitudinal central zone..

NORTH CONVENTION CENTRE TECHNICAL DATA

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
NORTH AUDITORIUM (N103 + N104 + forestage + stage) *	1.072,0	37,4 x 35,0	9,80	0	■	500/400	4	1,52	2,39	2	1,01	2,40	1,100 TIERS
							2	2,92	2,41	2	0,77	2,04	
N103 + forestage with grandstand and without stage *	429,6	18,6/13,7 x 26,7	9,80	0	■	500	2	1,52	2,39	1	1,01	2,40	521 TIERS (IDEAL 480)
							1	2,92	2,41	0	-	-	
N104 + forestage with grandstand and without stage *	431,0	18,7/13,8 x 26,7	9,80	0	■	500	2	1,52	2,39	1	1,01	2,40	521 TIERS (IDEAL 480)
							1	2,92	2,41	0	-	-	
							1	2,92	2,41	0	-	-	
N103 + N104 + forestage without stage with grandstand	860,7	37,4/27,5 x 26,7	9,80	0	■	500	4	1,52	2,39	2	1,01	2,40	1,042 TIERS
N103 + N104 without forestage and with grandstand	699,9	37,4 x 18,6	9,80	0	■	500	4	1,52	2,39	1	1,01	2,40	816 TIERS
FORESTAGE EAST	80,1	13,7 x 5,9	9,80	0	■	500	1	2,92	2,41	0	-	-	-
FORESTAGE WEST	80,6	13,8 x 5,9	9,80	0	■	500	1	2,92	2,41	0	-	-	-
FORESTAGE	160,8	27,5 x 5,9	9,80	0	■	500	2	2,92	2,41	0	-	-	-
NORTH AUDITORIUM STAGE	211,3	26,3 x 8,0	8,67	0	▲	400	0	-	-	2	0,77	2,04	-
N101	261,4	13,1 x 20,0	9,80	0	■	500	2	1,52	2,39	0	-	-	219 THEATRE
N102	247,6	12,4 x 20,0	9,80	0	■	500	2	1,52	2,39	0	-	-	206 THEATRE
N105	247,6	12,4 x 20,0	9,80	0	■	500	2	1,52	2,39	0	-	-	206 THEATRE
N106	262,0	13,1 x 20,0	9,80	0	■	500	2	1,52	2,39	0	-	-	219 THEATRE
N107	102,5	9,3 x 11,0	4,68	0	■	500	1	1,52	2,4	-	-	-	98 THEATRE
N108	108,0	9,8 x 11,0	4,68	0	■	500	1	1,52	2,4	-	-	-	96 THEATRE
N109	80,8	7,4 x 11,0	4,68	0	■	500	-	-	-	1	1,01	2,40	67 THEATRE
N110	80,3	7,3 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	69 THEATRE
N111	80,8	7,3 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	67 THEATRE
N112	86,4	7,9 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	75 THEATRE
N113	86,2	7,9 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	75 THEATRE
N114	80,7	7,3 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	67 THEATRE
N115	80,9	7,4 x 11,0	4,68	1	■	500	-	-	-	1	1,01	2,40	69 THEATRE
N116	80,8	7,4 x 11,0	4,68	0	■	500	-	-	-	1	1,01	2,40	67 THEATRE
N117	108,2	9,8 x 11,0	4,68	0	■	500	1	1,52	2,4	-	-	-	96 THEATRE
N118	102,5	9,3 x 11,0	4,68	0	■	500	1	1,52	2,4	-	-	-	87 THEATRE

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC

D = double leaf door S = single leaf door

* Fixed Mount ** m² net exhibition space

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
N101 + N102	509,0	20,0 x 25,6	9,80	0	■	500	4	1,52	2,39	-	-	-	504 THEATRE
N105 + N106	509,6	20,0 x 25,6	9,80	0	■	500	4	1,52	2,39	-	-	-	504 THEATRE
N107 + N108	210,5	19,3 x 11,0	4,68	1	■	500	2	1,52	2,4	-	-	-	220 THEATRE
N109 + N110	161,1	14,8 x 11,0	4,68	1	■	500	-	-	-	2	1,01	2,40	157 THEATRE
N111 + N112	167,2	15,3 x 11,0	4,68	2	■	500	-	-	-	2	1,01	2,40	157 THEATRE
N113 + N114	166,9	15,3 x 11,0	4,68	2	■	500	-	-	-	2	1,01	2,40	158 THEATRE
N115 + N116	161,7	14,8 x 11,0	4,68	1	■	500	-	-	-	2	1,01	2,40	158 THEATRE
N117 + N118	210,7	19,3 x 11,0	4,68	1	■	500	2	1,52	2,4	-	-	-	220 THEATRE
COLÓN MEETING ROOM	296,1	20,7 x 14,7	4,71	6	◆	500	1	1,50	2,30	2	0,85	2,41	207 THEATRE
NEPTUNE MEETING ROOM	295,5	20,7 x 14,7	4,69	6	◆	500	1	1,50	2,30	2	0,85	2,41	207 THEATRE
COLÓN MEETING ROOM WITH TERRACE	836,0	20,7 x 14,7 49,7 x 10,9	4,71 / 6,51	6	◆	500 / 200	1	1,50	2,30	2	0,85	2,41	-
NEPTUNE MEETING ROOM WITH TERRACE	834,9	20,7 x 14,7 49,6 x 10,9	4,69 / 6,56	6	◆	500 / 200	1	1,50	2,30	2	0,85	2,41	-
LOBBY N EXHIBITIONS	468**	52 x 3 x 3	9,16	12	■	500	-	-	-	-	-	-	
1/2 LOBBY N EXHIBITIONS	234**	26 x 3 x 3	9,16	6	■	500	-	-	-	-	-	-	

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC

D = double leaf door S = single leaf door

* Fixed Mount ** m² net exhibition space

SOUTH CONVENTION CENTRE TECHNICAL DATA

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
LEVEL (-2)													
SOUTH AUDITORIUM	781,1	20,6 x 31,6	6,37 / 4,42	10	■	300 kg	2	1,60	2,04	8	1,00	2,08	600 TIERS
							2	1,60	2,00	0	-	-	
STAGE	139,7	14,4 x 9,7	4,80	3	▲	200 kg	0	-	-	1	3,78	4,00	-
AUDITORIUM LOBBY	295,76	18,9 x 14,9	5,19 / 2,36	3	◆	200 kg	2	1,68	2,03	0	-	-	-
S21	138,08	9,9 x 13,9	2,38	1	■	400 kg	2	1,34	2,04	0	-	-	94 THEATRE
S22	138,38	9,9 x 14,0	2,4	1	■	400 kg	2	1,34	2,04	0	-	-	94 THEATRE
LEVEL (-1)													
S11	254,62	18,6 x 13,9	2,30	2	◆	200 kg	1	1,56	2,30	0	-	-	157 THEATRE
S12	70,74	7,2 x 9,9	2,30	-	▶	400 kg	0	-	-	2	0,71	2,05	42 THEATRE
S13	71,89	7,4 x 9,9	2,3 / 2,25	-	▶	400 kg	0	-	-	2	0,71	2,05	42 THEATRE
S14	68,80	7,0 x 9,9	2,30	-	▶	400 kg	0	-	-	2	0,71	2,05	42 THEATRE
S15	66,18	7,0 x 9,5	2,3 / 2,25	-	▶	400 kg	0	-	-	2	0,71	2,05	38 THEATRE
S16	69,47	7,5 x 9,5	2,30	-	▶	400 kg	0	-	-	2	0,71	2,05	41 THEATRE
S17	67,23	7,1 x 9,5	2,30	-	▶	400 kg	0	-	-	2	0,71	2,05	38 THEATRE
S12 + S13	142,63	14,7 x 9,9	2,3 / 2,25	1	▶	400 kg	0	-	-	4	0,71	2,05	96 THEATRE
S13 + S14	140,69	14,5 x 9,9	2,3 / 2,25	1	▶	400 kg	0	-	-	4	0,71	2,05	96 THEATRE
S15 + S16	135,65	14,5 x 9,5	2,3 / 2,25	1	▶	400 kg	0	-	-	4	0,71	2,05	86 THEATRE
S16 + S17	136,70	14,6 x 9,5	2,3 / 2,25	1	▶	400 kg	0	-	-	4	0,71	2,05	86 THEATRE
S12 + S13 + S14	211,43	21,7 x 9,9	2,3 / 2,25	2	▶	400 kg	0	-	-	6	0,71	2,05	144 THEATRE
S15 + S16 + S17	202,88	21,7 x 9,5	2,3 / 2,25	2	▶	400 kg	0	-	-	6	0,71	2,05	128 THEATRE
LEVEL (0)													
SECRETARIAT 1	77,18	6,5 x 8,2 / 10,5 x 2,0	3,88	0	◆	200 kg	1	1,80	2,03	0	-	-	-
SECRETARIAT 2	83,36	6,5 x 8,2 / 13,0 x 2,2	3,9	0	◆	200 kg	0	-	-	1	0,9	2,14	-

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC ▶ PVC
D = double leaf door S = single leaf door * Fixed Mount

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
LEVEL (+1)													
100 A MEETING ROOM	393,48	28,7 x 13,7	2,9	9	●	300 kg	0	-	-	0	-	-	270 THEATRE
PRESS CONFERENCE ROOM	134,83	11,1 x 5,6	2,88 / 2,36	2	●	300 kg	2	1,53	2,06	0	-	-	79 THEATRE
100 B MEETING ROOM	49,28	7,2 x 7,2	2,9	1	●	300 kg	0	-	-	1	0,76	2,06	19 FIXED BOARD
100 C MEETING ROOM	20,83	5,7 x 3,7	2,9	1	●	300 kg	0	-	-	1	0,76	2,06	10 FIXED BOARD
100 D MEETING ROOM	49,34	8,7 x 5,7	2,9	1	●	300 kg	0	-	-	1	0,76	2,06	18 FIXED BOARD
100 E MEETING ROOM	116,06	13,4 x 8,6	2,9	4	●	300 kg	1	1,67	2,06	0	-	-	30 FIXED BOARD
100 F MEETING ROOM *	14,28	3,87 x 3,69	2,9	0	▲	300 kg	-	-	-	1	-	-	8 FIXED BOARD
100 G MEETING ROOM *	44,51	6,19 x 7,19	2,9	1	▲	300 kg	-	-	-	1	-	-	36 THEATRE
100 H MEETING ROOM *	29,34	4,94 x 5,94	2,9	1	▲	300 kg	-	-	-	1	-	-	12 FIXED BOARD
100 I MEETING ROOM *	36,77	6,19 x 5,94	2,9	1	▲	300 kg	-	-	-	1	-	-	18 FIXED BOARD
100 J MEETING ROOM *	13,62	3,69 x 3,69	2,9	1	▲	300 kg	-	-	-	1	-	-	FIXED OFFICE ASSEMBLY
100K MEETING ROOM *	13,62	3,69 x 3,69	2,9	0	▲	300 kg	-	-	-	1	-	-	FIXED OFFICE ASSEMBLY

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC ► PVC
D = double leaf door S = single leaf door * Fixed Mount

TECHNICAL DATA REGARDING HALL MEETING ROOMS

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
A3.3	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	120 THEATRE
A4.2	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	130 THEATRE
A5.1	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	120 THEATRE
A5.2	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	120 THEATRE
A6.1	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	120 THEATRE
A6.2	128,00	18,3 x 7,0	2,50	0	▲	300 kg	0	–	–	2	0,72	2,00	120 THEATRE
A7.1	45,50	9,7 x 4,7	2,34	0	▲	300 kg	1	1,02	2,01	0	–	–	42 THEATRE
A7.2	50,50	10,7 x 4,7	2,34	0	▲	300 kg	1	1,02	2,01	0	–	–	48 THEATRE
A9.1	50,51	4,7 x 10,8	2,36	0	▲	300 kg	1	1,02	2,01	0	–	–	48 THEATRE
A9.3	50,57	4,7 x 10,7	2,36	0	▲	300 kg	1	1,02	2,01	0	–	–	48 THEATRE
A9.4	46,98	4,9 x 9,7	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A9.5	23,94	4,9 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	13 THEATRE
A9.6	23,87	4,9 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	13 THEATRE
A9.7	23,94	4,9 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	13 THEATRE
A9.8	70,66	4,9 x 14,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	66 THEATRE
A9.9	48,29	4,9 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A9.10	47,99	4,9 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	43 THEATRE
A9.11	48,44	4,9 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A9.13	70,47	4,7 x 14,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	66 THEATRE
A9.14	48,29	4,9 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A10.1	47,97	4,8 x 9,8	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A10.2*	48,15	4,8 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	18 FIXED BOARD
A10.3*	69,94	4,8 x 14,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	28 FIXED BOARD
A10.4*	23,83	4,8 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	9 FIXED BOARD
A10.5	48,06	4,8 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A10.6	47,75	4,8 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	43 THEATRE
A10.7	47,75	4,8 x 9,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	46 THEATRE
A10.8	70,14	4,8 x 14,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	66 THEATRE
A10.9	23,83	4,8 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	–	–	13 THEATRE

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC ► PVC ▼ TERRAZO

D = double leaf door S = single leaf door * Fixed Mount

MEETING ROOMS	SURFACE AREA (m ²)	DIMENSIONS (m) width x depth	HEIGHT (m)	COLUMNS	TYPE OF FLOOR	LOAD /m ²	DOORS						CAPACITY
							DOUBLE			SINGLE			
							No.	WIDTH (m)	HEIGHT (m)	No.	WIDTH (m)	HEIGHT (m)	
A10.10	23,51	4,8 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	-	-	13 THEATRE
A10.11	23,83	4,8 x 4,9	2,79	0	▼	300 kg	1	1,02	2,01	0	-	-	13 THEATRE
A10.12	46,54	4,8 x 9,7	2,79	0	▼	300 kg	1	1,02	2,01	0	-	-	46 THEATRE
A10.13	51,25	4,7 x 10,7	2,35	0	▲	300 kg	1	1,02	2,01	0	-	-	48
A10.14*	23,20	4,7 x 4,8	2,35	0	▲	300 kg	1	1,02	2,01	0	-	-	5 FIXED BOARD
A10.15	51,17	4,7 x 10,7	2,35	0	▲	300 kg	1	1,02	2,01	0	-	-	48 THEATRE
RETIRO MEETING ROOM	555,46	28,6 x 19,4	3,30 / 7,98	4	▲	500 kg	2	1,28	2,01	0	-	-	336 THEATRE
							2	1,34	2,03		-	-	
RETIRO LOBBY	90,35	19,2 x 4,7	3,30	0	▲	500 kg	2	1,32	2,11	0	-	-	-
RETIRO OFFICE	57,78	12,3 x 4,6	3,28	0	▼	500 kg	1	1,58	2,03	1	0,9	2,05	-
12.1	89,64	5,8 x 15,7	2,58	0	●	500 kg	1	1,03	2,13	0	-	-	FIXED OFFICE ASSEMBLY
12.3	99,25	5,8 x 17,4	2,58	0	●	500 kg	2	1,03	2,13	0	-	-	94 THEATRE
12.4	98,74	5,7 x 17,4	2,58	0	●	500 kg	2	1,03	2,13	0	-	-	94 THEATRE
12.5	72,17	5,8 x 12,5	2,58	0	●	500 kg	1	1,03	2,13	0	-	-	61 THEATRE
12.6	56,48	5,8 x 9,9	2,58	0	●	500 kg	1	1,03	2,13	0	-	-	42 THEATRE
14.2	83,83	5,7 x 14,8	2,60	0	●	500 kg	1	1,03	2,13	0	-	-	73 THEATRE
14.3	68,80	5,7 x 12,1	2,60	0	●	500 kg	1	1,03	2,13	0	-	-	63 THEATRE
14.4	86,83	5,7 x 15,4	2,60	0	●	500 kg	1	1,03	2,13	0	-	-	81 THEATRE
14.5	87,77	5,7 x 15,4	2,60	0	●	500 kg	1	1,03	2,13	0	-	-	78 THEATRE
14.6	87,83	5,7 x 15,5	2,60	0	●	500 kg	1	1,03	2,13	0	-	-	78 THEATRE
ORIENTE MEETING ROOM A	331,68	11,1 x 29,7	4,09	2	●	500 kg	1	1,64	2,14	1	0,91	2,1	281 THEATRE
							1	1,71	2,13				
ORIENTE MEETING ROOM B	479,39	15,9 x 29,7	4,09	2	●	500 kg	1	1,64	2,14	0	-	-	270 THEATRE
							1	1,71	2,13				
ORIENTE MEETING ROOM A+B	811,07	27,2 x 29,7	4,09	4	●	500 kg	1	1,64	2,14	1	0,91	2,1	576 THEATRE
							1	1,71	2,13				
ORIENTE LOBBY	337,71	VARIOUS	4,13	1	●	500 kg	2	1,58	2,17	0	-	-	-
ORIENTE OFFICE	207,74	21,8 x 9,7	2,92	0	●	500 kg	2	1,56	2,13	1	0,79	2,13	-
							1	1,06	2,13				

■ CARPET ▲ WOOD ◆ MARBLE ● CERAMIC ► PVC ▼ TERRAZO
D = double leaf door S = single leaf door * Fixed Mount

Annex 4. Official approval of electrical installations to be fitted in Feria de Madrid



1. INTRODUCTION

The Juan Carlos I Fair Venue is a venue that is regularly open to the public. Its fixed electrical installations have therefore been duly approved. This document provides guidelines for the official approval of those electrical installations that are temporarily assembled at the Fair Venue and correspond to different types of events such as: Congresses, shareholders' meetings, product presentations etc.

2. APPLICABLE REGULATIONS

The regulations applicable to this type of installations are those described below:

- Low Voltage Electrotechnical Regulations approved by Royal Decree 842/2002, of 2 August.
- Order 9344/2003, of 1 October, of the Regional Minister of Economy and Technological Innovation establishing the procedure for the processing, commissioning and inspection of non-industrial electrical installations connected to a low voltage power supply.
- General Directorate of Industry, Energy and Mines Resolution of 14 January 2004 publishing the official models of the Madrid Region Technical Design Report and Installation Certificate.

3. REGULATORY REQUIREMENTS

The installations for the events indicated above are categorised as temporary installations, with two possible scenarios:

- Installations with power limit <50 kW
- Installations with power limit >50 kW

a) Installations with power limit <50 kW

Once the installations have been executed and the corresponding verifications have been carried out, pursuant to the provisions of Section 3 of the ITC-BT-05, the authorised low-voltage installer shall submit the following documentation to the EICI (Inspection and Industrial Control Organisation):

- Official application form (provided by the EICI on submission of the documentation).
- Technical Design Report, according to official form (two copies).
- Installation Certificate with verification of the installer (five copies).
- User information file (two copies)
- Accreditation of low voltage installer, in force.

The EICI will proceed with processing the copies of the Installation Certificate, returning four copies to the authorised installer, and will also return a copy of the Technical Report.

The installation may be reviewed by the EICI if it is included in the established sampling, for which it must contact the authorised installer and the project supervisor.

b) Installations with power limit >50 kW

Once the installations have been executed and the corresponding verifications have been carried out, pursuant to the provisions of Section 3 of the ITC-BT05, the authorised low-voltage installer shall submit the following documentation to the EICI:

- Project plan drafted and signed by qualified technician and approved by his/her official professional association (two copies).
- Official application form (provided by the EICI on submission of the documentation).
- Installer's installation and verification certification (five copies).

- User information file (two copies).
- Works Management Certificate (two copies).
- Valid accreditation of the low-voltage installer.
- Additional documentation that justifies deviation, where applicable,

Within a maximum period of fifteen days the EICI shall check that all the aforementioned documentation has been submitted and that it complies with the regulations in force. It shall then process the copies of the Installation Certificate, returning four copies to the authorised low-voltage installer, keeping two for itself and sending the other two to the property owner. A copy of the project plan shall also be returned for the owner or his/her representative.

The installation may be reviewed by the EICI if it is included in the established sampling, for which it must contact the authorised installer and the project supervisor.

4. RATES AND FEES

The rates to be paid to the EICI are set for annual periods by the General Directorate of Industry, Energy and Mines.

The fees to be paid for each installation are those approved by the General Directorate of Industry, Energy and Mines.

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