

General Rules for Participation in Events, with or without Exhibition at Palacio Municipal

Contents

I.- GENERAL RULES FOR PARTICIPATION IN EVENTS, WITH OR WITHOUT EXHIBITION, AT THE IFEMA MUNICIPAL PALACE	4
I.- GENERAL CONDITIONS	4
1.- Definitions	4
2.- Participation Rules	4
3.- Access doors and stairways	4
4.- Schedule for Exhibitor and Participant admission and exit	4
5.- Personnel contracted or subcontracted by the Organiser or the Exhibitors	4
6.- Use of machinery and tools during the Event or Fair	5
7.- Laser use during the Fair or Event	5
8.- Maximum sound level	5
9.- Catering/food service activities	5
10.- Photographic and audiovisual reports	6
II.- OCCUPATIONAL RISK REGULATIONS – COORDINATION OF BUSINESS ACTIVITIES	7
11.- General information	7
III.- SAFETY AND EMERGENCY REGULATIONS	8
12.- Public order and maximum capacities	8
13.- Security and Surveillance of the Areas occupied by the Organiser for the Fair or Event as well as of the Exhibition Areas, if applicable	8
14.- Hiring of private security for the Event or, where appropriate, for specific areas or for stands	9
15.- What to do in the event of emergencies at the IFEMA PALACIO MUNICIPAL	9
16.- Keeping aisles and other spaces clear. Packaging	10
17.- Evacuation routes in exhibition areas	10
18.- Fixed and mobile installations	10
19.- Fire prevention	10
IV.- CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES	10
20.- Technical characteristics of the IFEMA PALACIO MUNICIPAL	10
21.- Floor strength	10
22.- Working hours	11
23.- Access of vehicles, loading and unloading of goods during assembly and dismantling periods	11
24.- Assembly regulations	11
25.- Prohibited activities	12
26.- Utilities supplied through service ducts/channels	13
27.- Regulations for installing air-conditioning equipment	13
28.- Regulations for installing Wi-Fi	14
29.- Removal of waste, assembly and display materials	14
V.- RULES FOR ELECTRICAL INSTALLATIONS	15
30.- General matters	15
31.- Electricity supply	16
32.- Electricity connection	16
33.- Installation of illuminated signs	17
34.- Rules for using the installation	18
35.- Emergency lighting and signage	18
VI.- CONTRACTING OF SERVICES IN THE IFEMA PALACIO MUNICIPAL	18
36.- Contracting of services by the Organiser	18
VII.- ADDITIONAL PROVISIONS	19
37.- Suggestions and complaints to IFEMA and Complaints Forms	19
38.- Additional Legal Regulations	19
39.- Personal and professional data	19
40.- Applicable Law and Jurisdiction	21
VIII.- FINAL PROVISIONS	21

II.- ANNEXES

ANNEX 1.REGULATIONS GOVERNING VEHICLE ACCESS AND PRESENCE FOR LOADING AND UNLOADING	23
PREMISE	23
OBJECTIVE	23
ANNEX 2. INFORMATION ON RISKS AND PREVENTIVE MEASURES IN EXHIBITION AREAS DURING ASSEMBLY AND DISMANTLING	24
INFORMATION ON EMERGENCY AND EVACUATION MEASURES IN IFEMA PALACIO MUNICIPAL, PLAN SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIRE FIGHTING AND MEDICAL FACILITIES	24
GENERAL ISSUES	27
ANNEX 3. ROOM CAPACITIES OF THE IFEMA PALACIO MUNICIPAL	29
ANNEX 4. OFFICIAL APPROVAL OF ELECTRICAL INSTALLATIONS TO BE FITTED AT IFEMA PALACIO MUNICIPAL	30
1. INTRODUCTION	30
2. APPLICABLE REGULATIONS	30
3. REGULATORY REQUIREMENTS	30
a) Installations with power limit of 50 kW	30
b) Installations with power limit >50 kW	30
4. RATES AND FEES	31

General Rules for Participation in Events, with or without Exposure, at the IFEMA MUNICIPAL PALACE

I.- GENERAL TERMS AND CONDITIONS

1.- Definitions

In these Rules for Participation, the terms **“Exhibition”** 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 between the Organiser and IFEMA where such activity does not constitute a fair.

The term **“Exhibitor”** includes any individual or legal entity that has an exhibition space at the Organiser’s Exhibition or Event with Exhibition.

The term **“Organiser”** designates the entity organising the Exhibition, Act or Event.

The term **“IFEMA”** refers to the Institución Ferial de Madrid (Trade Fair Institution of Madrid), the entity that owns the IFEMA PALACIO MUNICIPAL venue where the exhibition, act or event takes place.

The term **“Rules for Participation”** refers to these rules, applicable both to the Organiser and to its Exhibitors, where applicable, and regulates the specific aspects of their participation in the activity taking place at the IFEMA PALACIO MUNICIPAL.

“Specific Rules” are such 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.- Rules for Participation

These rules are applicable to and mandatory for both the Organisers of Events or Trade Fair Activities at the IFEMA PALACIO MUNICIPAL and for Exhibitors who, where applicable, participate in them.

3.- Access doors and stairways

Access to the IFEMA PALACIO MUNICIPAL shall be through the entrances indicated by IFEMA. Access to the contracted areas shall be provided through the doors and stairways which in each case are agreed to between IFEMA and the Organiser.

4.- Schedule for Exhibitor and Participant access and exit

4.1.- Events

Participants must enter and leave the site within the hours agreed between the Organiser and IFEMA.

4.2.- Fairs

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 shall there be any employment relationship between IFEMA and the staff that the Organiser and its Exhibitors, or the companies hired by them as contractors or subcontractors, including those involved in the assembly of the stands, take to the IFEMA PALACIO MUNICIPAL to carry out any of the work related to their activity at this venue, either directly or collaterally, with the Organiser or Exhibitor, their contractors and/or subcontractors being exclusively responsible for their salaries, Social Security payments, tax withholdings or declarations, tax payments, and all obligations arising from the work contract or any other type of contract; IFEMA or, where applicable, the Organiser is authorised to require the submission of documents showing that all such payments are up to date.

Similarly, both the Organiser and its collaborating and exhibiting companies, where applicable, are obliged to comply with, and to ensure that their contractors and/or subcontractors comply with the current legislation on Social Security or Occupational Health and Safety as may be applicable to the work undertaken or, where applicable, contracted or subcontracted.

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

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 entails a risk of entanglement, laceration, abrasion or puncturing must be fitted with guards or protective measures.

Safety devices of machines or tools must never be disabled or worked around. Protection or guard elements must never be removed.

7.- Laser use during the Fair or Event

All activities carried out with lasers can pose a risk, 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 marked spaces that have been entirely closed off and marked and with restricted access only for authorised personnel. 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.

Inside the congress centre, the maximum decibel level must 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, these technicians will require the Organiser to instruct those responsible to reduce the volume to within authorised limits.

9.- Catering/food service activities

9.1.- General matters

All services relating to catering/food service, 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/food service" 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.

The supply of food prepared at the stand to the visiting public may only be carried out if the preparation, preservation and supply thereof is provided by companies approved by IFEMA or accredited for the provision of these services under the conditions set forth herein.

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/food service 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. To this end IFEMA provides the form entitled **"Comunicación para la Realización de Restauración/Catering en Stands"** ("Notification of catering/food service on stands") 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 in the North Convention Centre who wish to offer a free catering/food service at their stands may only do so using an IFEMA-approved supplier.

In the North Convention Centre it is **NOT** permitted to prepare food at the stand (cooking, frying, roasting, etc.); likewise, it is recommended, although not mandatory, that Organisers select a single catering/food supplier from among the approved suppliers to provide all services exclusively to their exhibitors, both at stands located in the Lobby and in the Meeting Rooms.

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

At food/catering-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.- Information regarding food safety

All packaged products must be duly labelled according to the current labelling laws, specifying the substances which cause allergies or intolerances (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 on allergens is available to consumers upon 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 on its sites. The Organiser or, where applicable, the Exhibitor may only photograph and film the elements belonging to their own Event or Exhibition or, where applicable, their stand.

In accordance with 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 any facilities, objects or people without the authorisation of the interested parties or the holders of such rights.

In relation to the photographs and reports of their activity carried out by the Organiser, the content and use that is made of them shall be the Organiser's exclusive responsibility, as shall their compliance with current legislation regarding personal data, compliance with the duty of information, formalisation of the relevant authorisations regarding the obtaining of image rights and any other rights required for the purposes intended.

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 IFEMA PALACIO MUNICIPAL, 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 venues it manages.

Likewise, IFEMA may include these reports on its websites and/or social media such as Facebook, LinkedIn, YouTube, Twitter, Instagram, etc. as well as in the materials informing about and promoting the venue.

Consequently, the likenesses of exhibitors and visitors may be captured during their participation in the events or fairs and incorporated into a personal data file for which IFEMA is the Data Controller and processed for the purposes indicated in the previous paragraph.

You may exercise your rights of access, rectification, deletion, 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 in which you participated and a photocopy of your National Identity Document.

There is also a VIDEO SURVEILLANCE system at the venue, marked with signs, which is exclusively for security purposes. The recordings made are destroyed within the legally established periods and the rights related thereto and cited in the above paragraph may also be exercised vis-à-vis IFEMA in the manner indicated above.

II.- OCCUPATIONAL RISK PREVENTION – COORDINATION OF BUSINESS ACTIVITIES

11.- General information

Ensuring the health and safety of all the people who provide their services in the venues managed by IFEMA 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 implementation thereof in Royal Decree 171/2004, IFEMA, as the proprietor of the workplace, is obliged to inform the other businesses present of the risks inherent to the workplace that could affect the activities carried out by them, the measures established to prevent them, the evacuation and emergency measures to be adopted and the room capacities of the IFEMA PALACIO MUNICIPAL.

Users must therefore access, familiarise themselves with and apply the Occupational Risk Prevention Regulations available in the Conventions and Congresses area of IFEMA's website.

- **Instructions for action in case of emergency** (Fair Venue and Palacio Municipal).
- **Generic risks to the facilities and preventive measures in Exposure 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.

In accordance with these regulations, any natural or legal person working at IFEMA PALACIO MUNICIPAL for any reason (service providers contracted by IFEMA, exhibitors, organisers of fairs, exhibition or events, and contractors, subcontractors or personnel dependent on any of these, whatever their activity, employment status or professional connection) must be familiar with, comply with and take account of the information provided by IFEMA in the preventive planning of the activities they intend to perform at venues managed by IFEMA.

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 while 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 general health and safety 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”** (“Occupational Risk Prevention in the Coordination of Business Activities”), 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.

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 being held, which the Organiser knows and the Organiser undertakes not to exceed the maximum permitted capacities shown in **Annex 3, “Room capacities of IFEMA PALACIO MUNICIPAL”**

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

IFEMA will provide, at its own expense, general security for the building, this being understood as surveillance and protection of a deterrent, preventive and, where necessary, reactive nature.

Any additional general security required to cover activities taking place during the various phases of the event (assembly, the event itself and dismantling) will be invoiced to the Organiser.

The specific security of the areas assigned to the Organiser by virtue of this contract and adjoining loading bays, as well as any additional space it might wish to use shall be for the account and responsibility of the Organiser throughout the entire time contracted, as shall any extensions in time and/or space that might be agreed subsequently.

Therefore, in compliance with Private Security regulations, the Organiser must contract such security staff as it considers necessary either from the IFEMA PALACIO MUNICIPAL concession holder or from another provider. These services must be coordinated with IFEMA’S own security/emergency arrangements at all times.

One week before the start of assembly, IFEMA may require the Organiser to present a Safety Plan, which must include a specific action procedure. This will be incorporated and coordinated with the IFEMA PALACIO

MUNICIPAL Emergency Action Plan, which is part of its current Self-Protection Plan. This document will be scrutinised by IFEMA's Security and Self-Protection Division, which may ask for clarification or additional information to ensure effectiveness and coordinated integration, both parties providing contact names for this purpose.

IFEMA accepts no liability for the security and safety of materials, resources or goods of any nature left in the areas assigned to the Organiser under this agreement, unless it is sufficiently proven that IFEMA personnel are responsible, or the damage incurred is covered by IFEMA'S Civil Liability insurance.

14.- Hiring of private security for the Event, specific areas and/or stands, where appropriate

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.

They must also complete and submit the form entitled **"Solicitud de Autorización de Vigilancia Privada"** ("Authorization request for private security") containing the regulations and conditions for the provision of this service, available on IFEMA's website, and send it to **dseguridad@ifema.es**.

15.- Emergency procedures at IFEMA PALACIO MUNICIPAL

15.1.- IFEMA provides fire protection (fixed devices and additional mobile equipment) and emergency signage is installed in areas occupied by fairs and events. This equipment must not be modified, removed or replaced without express written authorisation from the IFEMA Security and Self-Protection Department.

IFEMA is responsible for supervising and managing emergencies in accordance with the IFEMA PALACIO MUNICIPAL Self-Protection Plan. IFEMA will provide the necessary security personnel to guarantee this, the cost of which will be invoiced to the Organiser.

15.2.- Coordination

During the holding of an event, IFEMA will have a designated manager responsible for action in the event of security incidents or emergencies, who will be physically present to provide the necessary coverage.

Likewise, the Organiser shall designate a person as point of contact with IFEMA's Security/Emergency response structure.

The Organiser undertakes to ensure that, as users of the facilities, both its personnel and that of companies collaborating with them will take part in and cooperate with any actions organised by IFEMA with a view to informing them of action procedures in situations of risk during the event.

Both parties undertake to make such contacts and communications as they consider necessary to ensure effective cooperation, collaboration and coordination with regard to security and emergencies.

15.3.- Considerations regarding special events

Should an event be held, either in whole or in part, at night and/or include a show, it may be necessary for the Organiser to contract an additional minimal medical service that shall be established after evaluation by IFEMA in accordance with the characteristics of the event.

Generally, during shows, musical performances and night-time events users may not bring alcoholic beverages, food, clothing or symbols that incite violence, racism or xenophobia onto the premises or any items that the Organiser or IFEMA's site security staff consider dangerous.

All consumption, supply and sale of alcoholic beverages and tobacco products by or to persons under the age of 18 years is strictly prohibited. At events attended by minors, the Organiser must ensure compliance with regulatory requirements at the entrance and inside the venue.

16.- Keeping aisles and other spaces 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 the 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 IFEMA PALACIO MUNICIPAL cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

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

17.- Evacuation routes in exhibition areas

IFEMA will provide basic plans of the contracted areas to enable the Organiser to plan a layout. This must be submitted to IFEMA for approval and information purposes. The minimum evacuation routes required are shown on the aforementioned plans.

18.- Fixed and mobile installations

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire-fighting fixtures, floor hydrants (in this case their location will be highlighted with a colour that is different from the floor, extinguishers, alarms, water extinguishing equipment, emergency exits, etc., even when they are included in the contracted spaces, as well as the access to the technical and service areas.

If the fixed signage already installed is covered over, the Organiser must 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.

19.- Fire prevention

All materials used for the different facilities of the Fair or Event, constructions (stands, marquees etc.) must comply with prevailing legislation. In particular, with regard to fire resistance, floor coverings must be treated with BFL-s1 while walls and ceilings must be treated with B-s1, d0; hanging textiles, such as curtains and screens must be class 1 in accordance with standard UNE-EN 13773:2003.

IV.- CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES

20.- Technical characteristics of the IFEMA PALACIO MUNICIPAL

"Room capacities of the IFEMA PALACIO MUNICIPAL" is included as **Annex 3**. This document describes the technical characteristics of the rooms, spaces and auditorium of the IFEMA PALACIO MUNICIPAL accessible to Organisers and Exhibitors.

21.- Floor resistance

The floors of the rooms and spaces are described in **Annex 3, "Room capacities of the IFEMA PALACIO MUNICIPAL"**. The covers of the utility ducts or channels must not be used to support heavy loads.

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 the spaces managed by IFEMA, will be those authorised in a contract between IFEMA and the Organiser. Outside of these periods, the entry or exit of materials and the presence of personnel at IFEMA PALACIO MUNICIPAL will not be authorised.

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

Access to IFEMA PALACIO MUNICIPAL and to the spaces contracted shall be via such doors and on such days and at such times as may be indicated in each case.

Access to the interior of the loading bay shall be for unloading materials only.

IFEMA takes no responsibility for the surveillance of vehicles while parked in this space.

There is a public car park that can be used, subject to payment of any applicable charges.

24.- Assembly regulations

24.1.- General matters

The rules governing assembly shall be those determined by the Organiser. Notwithstanding the foregoing, they must comply with these regulations.

24.2.- Assembly of events

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 height of structures erected in the multi-purpose space is four metres. In other areas, where structure height is restricted by other structures, installations and false ceilings, clearance of 50 cm is required. In no circumstances may structures exceed three metres in height.

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

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.

24.4.- Regulations for hanging structures and rigging

The Organiser and its exhibitors may hang items only in designated areas and must comply with the procedure specified for hanging structures at IFEMA PALACIO MUNICIPAL, which is available on IFEMA's website.

24.5.- Stand safety

The structure and any decorative parts of the stand must be sufficiently rigid and stable so as not to pose any risk to people or property.

- 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:
- 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. This also applies to boundaries, openings 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 Organiser/Exhibitor is responsible for the structural safety of the stand. IFEMA will require documentary proof of this.

24.6.- Two-storey stands and raised structures

Structures may be built to a height of 1.20 metres only in the multi-purpose space.

Stands with two floors are not permitted.

24.7.- Assembly and use of tiered seating

The installation of tiered seating is not permitted in the IFEMA PALACIO MUNICIPAL.

24.8.- Use of vehicles as stands

To exhibit vehicles in the IFEMA PALACIO MUNICIPAL it will be necessary to obtain an express authorisation from IFEMA, to which end the interested party must send the project with the technical characteristics of the vehicle to the Technical Secretariat of IFEMA's Fair Services Department **stecnica@ifema.es**.

If authorisation is granted, vehicles with an internal combustion engine must have their tanks loaded with just enough fuel to enable them to access the allocated space and leave it at the end of the event.

Vehicles exhibited must be placed on a platform with a smooth base that distributes the weight of the vehicle evenly over the floor of the exhibition space. Vehicles may not be started or driven inside the IFEMA PALACIO MUNICIPAL. Their batteries must remain disconnected and their fuel tanks must contain only enough fuel to leave the site after the event.

The person responsible for the vehicle must submit its original technical specifications and most recent roadworthiness inspection certificate. In the case of non-standard vehicles, details of its technical specifications must be submitted to IFEMA.

24.9.- Civil aircraft piloted by remote control ("Drones")

IFEMA does not authorise the use of drones in the covered interiors of its facility, such as halls, offices, etc. In open air spaces their use shall be regulated by the specific regulations in force and shall in any case require IFEMA's prior authorisation, which must be requested by sending an email to the Fair Services Department **stecnica@ifema.es**.

25.- Prohibited activities

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

- Activities that affect the facilities of the IFEMA PALACIO MUNICIPAL or any of its structural elements.
- Spraying of paint inside the IFEMA PALACIO MUNICIPAL or on any type of object.
- Applying any kind of paint to any kind of object except for the final finishing of the constructed elements.
- Drilling the floorings or fixing carpets or building materials to them with contact glue or similar. These elements must be fixed with double-sided adhesive tape, or fixed on the wooden flooring 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.
- Attachment of anything to the walls.
- Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- The use of cutting machines of any kind is not permitted.
- 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.

- The use of balloons inflated with lighter-than-air gases as a decorative element for the Event or Stands. 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.
- Assembling any structures in the areas defined as aisles for the fair, act or event.
- Aiming spotlights outside the stand.
- Installation of satellite dishes or any other antennas in the exterior areas or roofs of the building. If an element of this kind needs to be installed, the corresponding authorisation must be requested, the exhibitor or, where applicable, the Organiser, agreeing in writing to take down the items at the end of the event.
- Scattering confetti.
- Activities that involve fireworks.
- The use of smoke machines.
- Assembling any structures outside the areas defined as the exhibition area, according to the plan approved by IFEMA.
- 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.
- Unless otherwise specified in the Rules of the Event, 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 aforementioned Rules. Spotlights must be positioned so as not to cause a nuisance to other Exhibitors, visitors or to parallel events in the activity areas.
- The use of decorative garden elements (natural turf, soil, fountains, waterfalls, etc.) in direct contact with the surface of the building unless they are mounted on boards or a platform and always protected with a waterproof material. Watering plants on site is not permitted.
- The presence of animals, unless authorised by the Specific Rules of the Event, in accordance with current legislation.

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 for account of the Organiser.

The Specific Rules applicable to the Event or Fair may indicate any other activity prohibited at the event.

26.- Utilities supplied through utility ducts/channels

IFEMA may use utility ducts situated inside stands to supply adjacent stands where necessary.

To facilitate the installation of utilities, exhibitors must submit a plan of their requirements at least 15 days before an Act, Event or Congress and 30 days before the start of a Fair. In all cases, these deadlines are calculated with reference to the assembly start date.

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 Rates Table.

All services (telecommunications, water and drainage, electricity, etc.), are supplied to the duct or 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 channels/ducts, an access point must be provided for access to the sockets 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.- Regulations regarding the installation of air conditioning

Only air conditioning with air-cooled condensation circuits is permitted. Equipment cooled by water or another coolant in open circuits is not permitted 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.

28.- Regulations for installing Wi-Fi

28.1.- If your technical connection needs the deployment of your own Wi-Fi network, you must submit the completed form entitled **“Solicitud de Autorización para la Instalaciones de Telecomunicaciones en IFEMA PALACIO MUNICIPAL”** (“Application for authorization for telecommunications facilities - MUNICIPAL PALACE”), which you can find on IFEMA’s website, for evaluation by IFEMA. IFEMA will study the applications and notify the Organiser/Exhibitor in writing.

IFEMA reserves the right to refuse an application if the network to be implemented described by the Organiser/Exhibitor may, in its technical judgment, harm the quality of service for the rest of the site networks.

28.2.- The installation by organisers of Wi-Fi access points for internet access or any other purpose without prior authorisation is expressly forbidden.

In the event of an **unauthorised Wi-Fi network**, or one with an unauthorised configuration, being deployed by an Organiser, the Organiser of the event will be contacted and asked to **immediately shut down the network or reconfigure it with the authorised parameters**.

If the Organiser or the supplier contracted by the Organiser refuses to do so or in the event of a repeat contravention of the regulations, IFEMA may disconnect the Internet access service.

28.3.- The event Organiser, Exhibitor or service provider as the case may be must comply with IFEMA guidelines when installing the services and remove the entire installation at the end of the event within the deadlines set by IFEMA. If the installation is not removed, the supplier will be ordered to do this immediately and if it does not do so, IFEMA will remove it without further notice.

The Organiser and the telecommunications provider must follow instructions from IFEMA staff regarding good installation practices. Unattractive cabling and wiring that does not comply with basic safety standards is not permitted.

29.- 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

30.- General matters

All installation work must comply with the requirements demanded in 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 carried out at the IFEMA PALACIO MUNICIPAL must be submitted for approval by IFEMA's Technical Department.

30.1.- Assembly of stands in exhibition areas

In this case, FIFTEEN (15) DAYS before the start of assembly, plans shall be presented indicating the exact location of the requested sockets and the power of each one. This location shall be liable to change by IFEMA's Technical Department so as to ensure optimum distribution of the electrical power.

The installer responsible for the installation of the stands must apply the provisions of ITC-BT-04. The holding of events of a temporary nature in open areas shall require the presentation of the Technical Design Report (MTD), with the data specified in ITC-BT-04 section 2.2., as well as in Order 9344/2003, of 1 October, of the Regional Minister for Economy and Technological Innovation, as long as the total power of all the stands requested is less than or equal to 50 kW.

If the total of the individual power feeds to all the stands assembled by a single installer is greater than 50 kW, an installation plan must be drawn up and signed by a qualified technician who will be directly responsible for its compliance with all 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.

In all cases, 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.

30.2.- Events of all kinds

30.2.1.- In this case, and as established in section 3 of ITC-BT-04, the holding of events of a temporary nature in open areas shall require the presentation of the Technical Design Report (MTD), with the data specified in ITC-BT-04 section 2.2, as well as in Order 9344/2003, of 1 October, of the Regional Minister for Economy and Technological Innovation, as long as the total power of all the stands 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.

30.2.2.- As in the previous section, but if the power of the installation is greater than 50 kW, the Certificate must be accompanied by an installation plan drawn up and signed by a competent qualified technician, who will be directly responsible for its compliance with 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.

31.- Electrical supply

All electrical energy powering the stands will be supplied by IFEMA PALACIO MUNICIPAL. The characteristics of the supply are 400 V phase-to-phase and 230 V phase-to-phase and neutral.

It is not the responsibility of IFEMA PALACIO MUNICIPAL 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, at the expense 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 $\cos \phi$ power factor of between 0.95 and 1.

Because the power supply to the fair site is the responsibility of the electricity company, IFEMA takes no responsibility for incidents beyond its control, such as outages and quality problems (frequency variations, voltage variations, transient responses, spikes, sags, short interruptions, micro-outages, harmonic flickers, etc.).

In cases where electrical equipment requires specific precautions for shutdown or is sensitive to possible power outages, it is recommended that the installer of the equipment also installs elements that avoid this risk in case of a power outage, such as uninterruptible power supplies (UPS).

32.- Electrical connection

The electrical connection shall be carried out 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.

In the case of IFEMA PALACIO MUNICIPAL, cables running from the installer's panels are directly connected to terminal boxes distributed throughout these areas.

32.1.- 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 25A.
- 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 protection classes of such housings shall be IP4X for interior and IP65 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.

32.2.- Electrical cables

For electrical installations in the interior of facilities and/or stands assembled inside the IFEMA PALACIO MUNICIPAL, 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 an IP4X protection class according to UNE 20.324, or 450/750V rated voltage 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.

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.

32.3.- Bases and sockets

Bases for sockets must be of a safety type with earthing. Sockets installed in the floor shall have adequate protection against water penetration and have a IK10 anti-impact protection class.

They must be installed at a distance of at least 1 metre from any water intake.

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.

32.4.- Motors

All motors with a power greater than 0.75 kilowatts must be equipped with reduced intensity start-up systems in accordance with the provisions set out in ITC-BT-47 of the Low Voltage Electrical Regulations.

32.5.- Lighting

Lamps installed less than 2.5 m from floor level 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.

32.6.- Earthing

All metal structures must be grounded.

33.- Installation of illuminated signs

The installation of illuminated signs which require a special voltage must be previously authorised by IFEMA's Technical Department and shall 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 housing with 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.

34.- 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.

35.- Emergency lighting and signage

In accordance with existing regulation, all buildings at the trade fair venue have emergency lighting installed which, in the event of failure of the regular lighting system, provides the necessary illumination and visibility for users to safely evacuate the building, avoiding situations of panic and permitting the recognition of emergency exit signage and existing protection equipment and means.

Those enclosed areas and/or structures that require darkening for staging purposes shall always, at least in the public area, maintain a minimum lighting level of 0.5 lux, except for the evacuation routes, where this shall be at least 1 lux.

As established in point 3, "EMERGENCY LIGHTING" of ITC-28 of the Low Voltage Electrotechnical Regulation, changes of level must be clearly visible at all times. In those cases where existing emergency exits and signage may not be discernible, visible signage must be installed indicating the direction of all routes from any evacuation point of origin. These signs must be visible even in the event of an outage of the regular lighting power supply, and must comply with the provisions of the standards UNE 23035-1: 2003, UNE 23035-2: 2003 and UNE 23035-4: 2003.

VI.- CONTRACTING OF SERVICES AT IFEMA PALACIO MUNICIPAL

36.- Services contracted by the Organiser

36.1.- Deadlines for contracting of services

The deadline for contracting all services is FIFTEEN (15) DAYS before the date on which assembly work is to begin. IFEMA reserves the right to reject any applications for services made after this date.

If a request for services is accepted within the SEVEN (7) DAYS prior to the start of assembly, during the assembly period or while the Fair or Event is taking place, IFEMA will apply a surcharge of 25% on top of the rate stated in the Services Catalogue.

Services may be cancelled during the SEVEN (7) DAYS prior to the start of assembly or during assembly, subject to payment of 40% 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.

36.2.- Exclusive and preferential services

IFEMA provides certain services exclusively through its contractors. Medical services, catering/food service, maintenance of spaces and facilities, cleaning and security, and utilities (water, electricity, telephone) required by the Organiser for the event will be provided by IFEMA PALACIO MUNICIPAL's contractors. See services provided exclusively by IFEMA PALACIO MUNICIPAL contractors.

Organisers are free to contract other services with IFEMA's partner companies or with the third-party companies of their choice.

36.3.- Payment for services

Payment for services shall adhere to the terms of the contract between IFEMA and the Organiser.

After the event, the amounts will be adjusted for services (such as cleaning, utilities, fittings, assembly, etc.) which have changed from the initial plan with an impact on the initial cost.

These amounts must be paid within SEVEN (7) DAYS following the presentation of the invoice by IFEMA.

IFEMA will not allow the activity to take place if services charges have not been paid on time.

VII.- ADDITIONAL PROVISIONS

37.- Suggestions, complaints made to IFEMA and Complaints Forms

The Organiser is entirely responsible for handling and managing complaints about events, fairs and the services offered at them.

In order to correctly attend to the Exhibitors, Organisers and Participants, any suggestion or claim made against IFEMA in relation to the services provided must be in writing, preferably on the same day as the incidents occur. The corresponding forms are available in the Transparency Portal on the IFEMA website.

38.- Additional Legal Regulations

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

39.- Personal and professional data

39.1.- Information regarding the processing of personal data

Any data you provide as Organiser or Exhibitor of a Fair or Event will be processed by IFEMA, having its registered office at Avda. del Partenón, 5, 28042 Madrid, for the purposes of (i) managing your contractual relations with IFEMA and your status as Organiser/Exhibitor, (ii) sending information by electronic or equivalent means about activities, events and services of IFEMA and contents of its sponsors, and (iii) displaying personalised advertising in the online environment. The lawful basis of the processing is your express consent and the legitimate interest of IFEMA.

In accordance with your status as Organiser or Exhibitor, your professional particulars (company name or trade name, postal and/or email address, telephone and fax number and contact name) may be provided, with a duty of confidentiality, to companies needed by IFEMA for the provision of services contracted and to cater to your requirements. 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 cases cited, the personal data collected will not be transferred to third parties, unless required by the public authorities or to comply 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: "Organiser and name of the fair or event" and name and National ID number of the sender.

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

39.2.- Regulation of the processing order

39.2.1.- Access by IFEMA to the Organiser's data and, where applicable, those of its exhibitors and/or collaborating companies.

For the correct execution of the contractual obligations of both parties, it may be necessary for the Organiser to provide personal data to IFEMA, for example, by way of illustration: i) of its personnel (including its contractors and collaborating companies) authorised to provide services linked to its participation in the event as exhibitor or similar, possibly including the issuance of passes and/or accreditations, ii) to verify compliance with the procedures for coordinating business activities, iii) for general control of access by attendees or guests, iv) where applicable, any other processing that is detailed in these regulations providing it is within the context of the participation in the event.

In these circumstances, the personal data provided by the Organiser shall be processed by IFEMA as the Data Processor for the purposes indicated. The legal basis for the processing lies in the existence of a contractual relationship and the legitimate interest of IFEMA in preserving the security of its facilities and compliance with the legal provisions in force.

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 employee may exercise his or her rights of access, rectification, deletion, opposition, portability and limitation to the processing of his or her data by request addressed to Avenida del Partenón 5, 28042 Madrid, or **protecciondedatos@ifema.es**, indicating in the subject line: "Exercise of Organiser's Rights (indicate the corporate name of the event Organiser)" and the sender's name and ID 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.

39.2.2.- Access to IFEMA data by the Organiser.

If the purpose of this contract involves the Organiser accessing data relating to IFEMA or its staff, the Organiser shall process them as the Data Processor. The purpose of this processing shall solely be to execute the services referred to in the contract.

39.2.3.- In all cases, the duties of the Data Processor shall include:

- a. Processing the data in line with the Data Controller's instructions, complying with the current personal data protection regulations applicable in each case and adopting 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 in accordance with the provisions of this agreement, 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 these 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 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.

39.2.4.- The Data Controller'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 stipulated in Article 32 of the GDPR must be established.**
- 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.

40.- 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 those cases in which the Law expressly imposes another territorial jurisdiction.

VIII.- FINAL PROVISIONS

One.- These Rules must necessarily be complied with by Organisers, Exhibitors and Participants in Acts or Events held in the IFEMA PALACIO MUNICIPAL and by companies contracted or subcontracted by them and any collaborating companies performing work or services on behalf of the Organiser or the Exhibitor in the context of the holding of the Fair or Event.

Accordingly, they undertake to convey these General Rules for Participation to the aforementioned contracted or subcontracted or collaborating companies to the extent that they affect the work to be carried out in the IFEMA PALACIO MUNICIPAL.

Two.- Failure to comply with these rules may result in disqualification from contracting with IFEMA for the time it determines or from attending any event or fair 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 IN EVENTS WITH OR WITHOUT EXHIBITION IN THE IFEMA PALACIO MUNICIPAL. In the event that these provisions are amended or replaced, the legal references shall be understood to refer to such laws and regulations as are current at the time of application.

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

PREMISE

The Loading and Unloading Bay is not a vehicle parking area. Vehicles may load or unload in these bays once only. During fairs, these areas are out of bounds to vehicles without express authorisation from IFEMA.

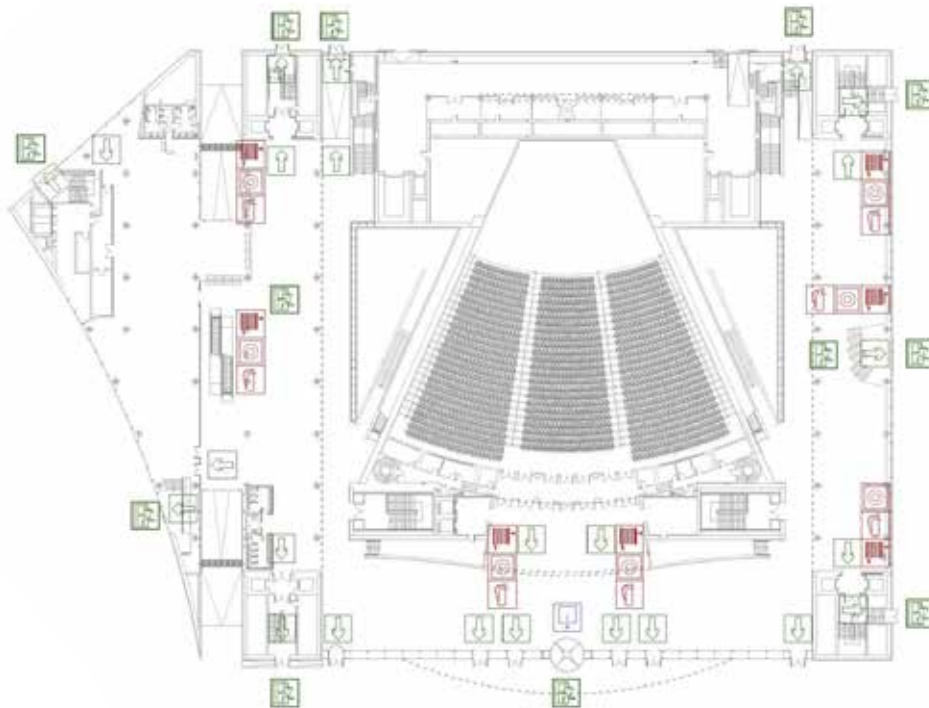
OBJECTIVE

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.

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

INFORMATION ON EMERGENCY AND EVACUATION MEASURES IN IFEMA PALACIO MUNICIPAL, PLAN SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIRE FIGHTING AND MEDICAL FACILITIES

Expanded plan of the Exhibition Areas

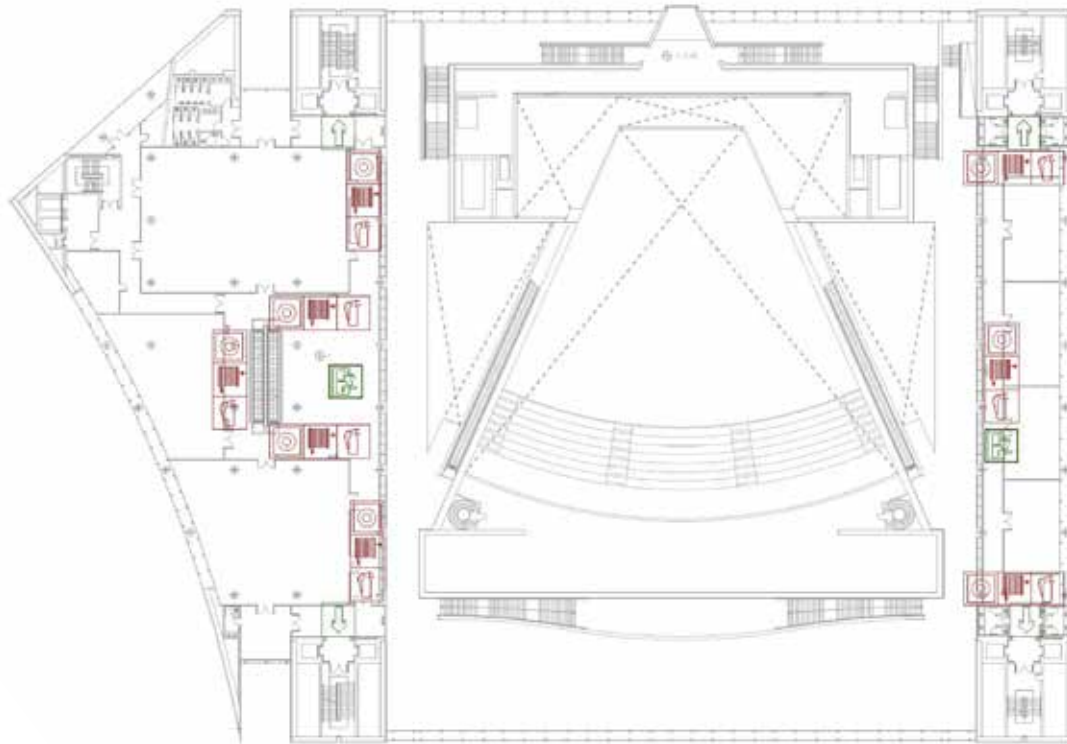


GROUND FLOOR

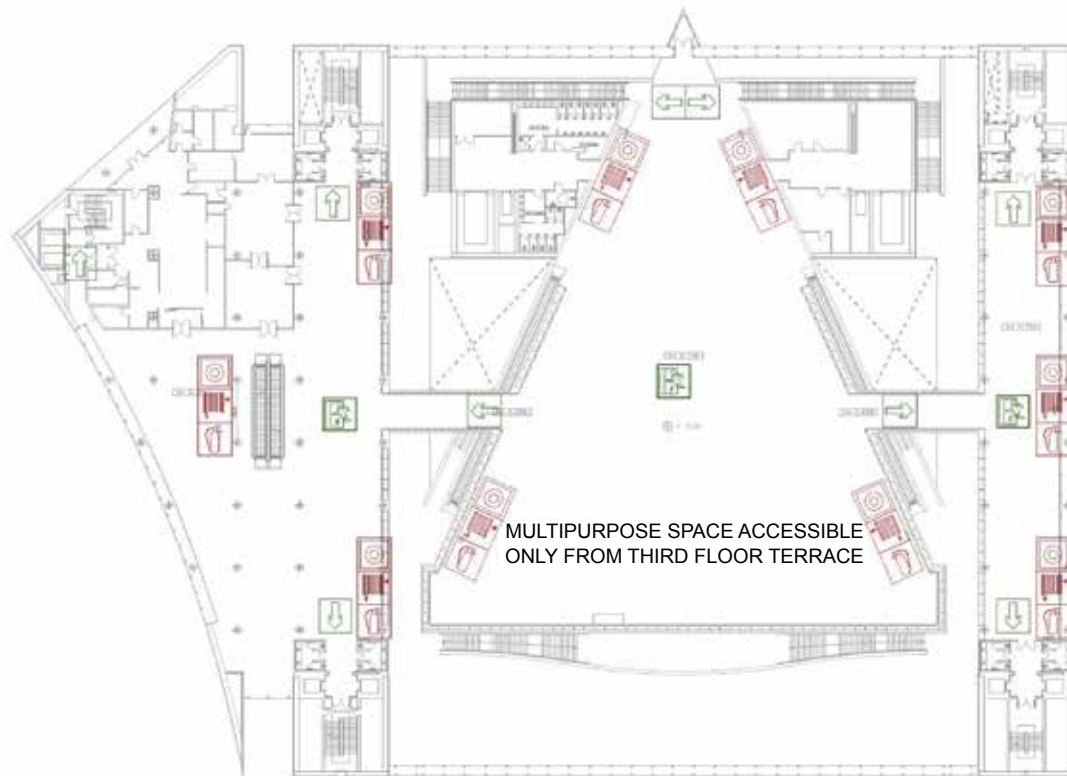


1ST FLOOR
A AUDITORIUM AMPHITEATER

Expanded plan of the Exhibition Areas



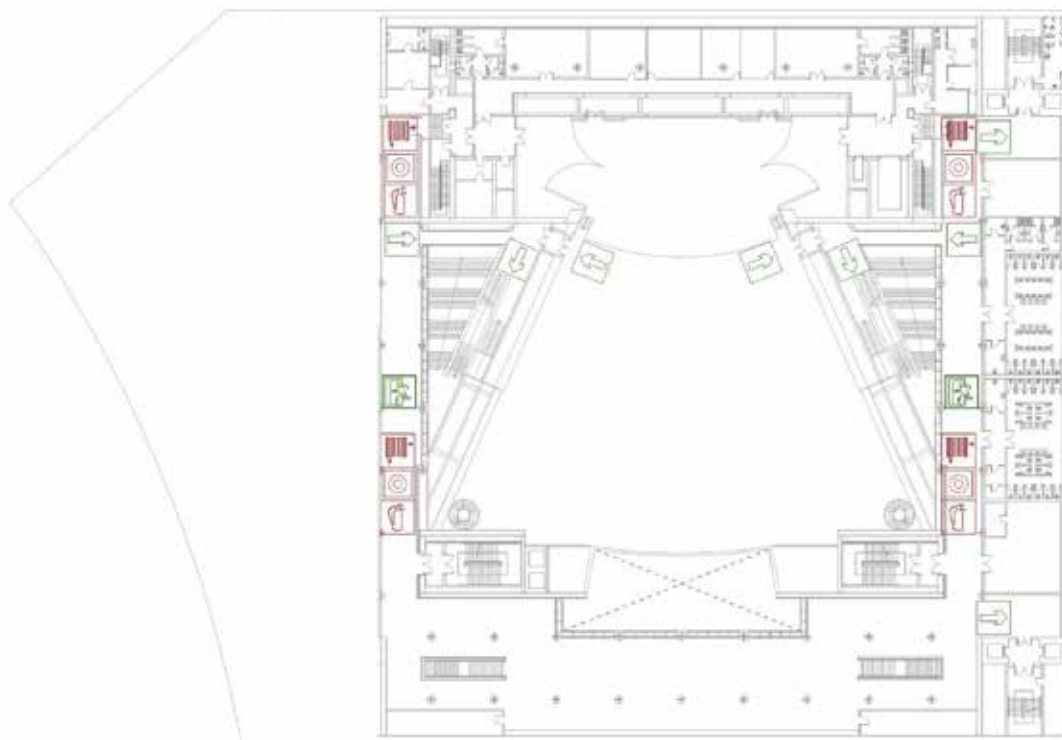
1ST, 2ND AND 4TH FLOOR



MULTIPURPOSE SPACE ACCESSIBLE
ONLY FROM THIRD FLOOR TERRACE

3RD FLOOR

Expanded plan of the Exhibition Areas



2ND BASEMENT

It is essential that, **if a risk or emergency situation is detected**, you immediately inform the security guards present at the site or by contacting the 24-hour security control centre on (+34) 917210474. In the case of evacuation or confinement, follow the instructions of the security and emergency personnel, as well as the messages broadcast over the public address system.

In compliance with Occupational Risk Prevention regulations, IFEMA informs companies working in exhibition/meeting areas of IFEMA PALACIO MUNICIPAL of the risks that exist in these areas during assembly and dismantling, and of the preventive measures that must be adopted to eliminate or minimise them.

GENERAL CONCEPTS

To prevent workplace accidents, companies, sole traders and third parties working on the IFEMA PALACIO MUNICIPAL site must comply with its Occupational Risk Prevention regulations. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of 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 to the site is strictly prohibited without wearing personal protective equipment. This requirement applies to all persons entering, passing through, working or simply present in rooms and spaces affected by the assembly and dismantling tasks.

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

Basic Emergency and Evacuation Rules

- | | |
|--|---|
| <ul style="list-style-type: none">• 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. | <ul style="list-style-type: none">• 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. |
|--|---|

RISKS	PREVENTIVE MEASURES
Risk of falling at same level due to tripping on 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 IFEMA PALACIO MUNICIPAL loading and unloading area shall use the safety equipment established by the manufacturer, with special mention of the permanent use of lights and acoustic warnings. • Drivers or operators shall have adequate training and shall apply these measures at all times. • 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 facilities of the Event, 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.). • 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
112

Your safety and that of everyone at IFEMA PALACIO MUNICIPAL depends on your behaving appropriately. Thank you very much for your help.

For any kind of emergency
91 721 04 74
24-hour service

“HELP US PREVENT”
Occupational Health and Safety Committee

Annex 3. Room capacities of IFEMA PALACIO MUNICIPAL

AREAS		MAXIMUM CAPACITIES					
LOCATION	NAME	COCKTAIL EVENT	MEAL	THEATRE	SCHOOL	SURFACE AREA	
CENTRAL	GROUND FLOOR	AUDITORIUM A 1812 seats	—	—	—	—	2.810 m ²
		MAIN HALL	—	—	—	—	1.013 m ²
		STRASBOURG HALL	534	350	—	—	534 m ²
		CAFETERIA	800	500	—	—	800 m ²
RIGHT-HAND	FIRST FLOOR	HAVANA	58	38	50	23	58 m ²
		BUENOS AIRES	66	44	56	26	66 m ²
		MEXICO	58	38	50	23	58 m ²
		PRESS ROOM	Unalterable assembly			45	100 m ²
		PRESS HALL	—	—	—	—	34 m ²
	SECOND FLOOR	CARACAS	74	49	63	30	74 m ²
		BOGOTÁ	74	49	63	30	74 m ²
		LA PAZ	82	55	72	33	82 m ²
		MONTEVIDEO	82	55	72	33	82 m ²
	FOURTH FLOOR	WARSAW	50	33	42	20	50 m ²
		PRAGUE	50	33	42	20	50 m ²
		STOCKHOLM	50	33	42	20	50 m ²
		OSLO	50	33	42	20	50 m ²
		BUDAPEST	24	16	20	9	24 m ²
		BRATISLAVA	91	61	77	36	91 m ²
BASEMENT 2	SANTO DOMINGO	87	58	70	34	87 m ²	
	SAN JOSÉ	60	40	50	24	60 m ²	
MULTI-PURPOSE	THIRD FLOOR	MULTI-PURPOSE	1.050	1.050	—	—	2.445 m ²
		Left-hand side	900	504	—	—	1.156 m ²
		Right-hand side	150	150	—	—	509 m ²

The capacities indicated above are under review, so there may be some minor changes in terms of measurements and capacities.

Annex 4. Official Approval of Electrical Installations to be Fitted in the IFEMA PALACIO MUNICIPAL

1. INTRODUCTION

IFEMA PALACIO MUNICIPAL is a public place for purposes of the law and its electrical installations have been approved according to the law. 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 or less

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 (15) DAYS the EICI will check that all the aforementioned documentation has been submitted and that it complies with the regulations in force. It will then process the copies of the Installation Certificate, returning four copies to the Authorised Low Voltage Installer, keeping two for itself and sending two others 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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