

General Rules for Participation in Fairs Organised by IFEMA at IFEMA Palacio Municipal



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General Admission and Contracting Conditions

1.- Definitions

In these General Admission and Contracting Terms and Conditions for IFEMA-organised events, the term **“Event”** refers to a trade fair. The term **“Exhibitor”** includes any natural or legal person, who has space in the Event. The term **“Event Management”** refers to the corresponding department within IFEMA--Institución Ferial de Madrid, the event organiser. The term **“IFEMA PALACIO MUNICIPAL”** refers to the Palacio Municipal currently managed by IFEMA where the Events to which this regulation applies take place. The term **“PARTICIPATION REGULATIONS”** refers to the regulations that make up the exhibitor's contracting material: these IFEMA PALACIO MUNICIPAL GENERAL RULES FOR PARTICIPATION, made up of the GENERAL ADMISSION AND CONTRACTING CONDITIONS FOR EVENTS ORGANISED BY IFEMA and the GENERAL REGULATIONS FOR PARTICIPATION BY EXHIBITORS; as well as the Technical Annexes to the aforementioned General Regulations. All of them are available, at all times, in the exhibitor space on the institutional website, and on the website for each event.

2.- Rules for Participation in fairs

The application to participate as an exhibitor at an IFEMA-organised fair implies the full acceptance of these Participation Regulations as well as, where appropriate, the provisions established by the organisers of each fair in its Specific Regulations.

3.- Application for Participation

Any company whose activity is considered as related with the sectors participating in the event and the products marketed there can apply to attend.

The application for an exhibition space must be formalised through the completion of the specific event contracting material, adjusted to the terms, conditions, rates, payment methods and deadlines that appear therein.

With their application to participate in the fair, the exhibitor accepts that their participation takes place at its own risk, accruing no right to any compensation should the event not meet the business expectations of the exhibitor or the organisation.

4.- Acceptance of the application for participation

IFEMA will acknowledge receipt of all applications for participation

IFEMA reserves the right to accept or reject the booking, and may turn down applications which are not deemed part of the sectors and products covered by the trade fair and which are therefore unsuitable for its purposes. Applications may also be rejected due to lack of space and/or when these are submitted after the established deadlines. IFEMA will inform applicants of this in writing.

If the application cannot be accepted, IFEMA will return any sums paid without the applicant being entitled to any further compensation.

5.- Allocation of spaces

The allocation of spaces will be carried out in the manner indicated in the Specific Event Rules.

The event's management may alter the assigned spaces or make alterations to the distribution of the halls for organisational reasons.

Except in those cases where the Specific Event Rules indicate otherwise, the exhibitor shall have no acquired rights over the exhibition space that it has occupied at any previous such event. The distribution of spaces in the fairs is the exclusive responsibility of IFEMA, depending on the circumstances of each event.

The Event Management may authorise two-story stands, upon presentation and approval of the project, with the characteristics determined in the Specific Event Rules and in the General Exhibitor Participation Regulations for IFEMA-organised events.

6.- Payments

The payments to IFEMA for the contracted services will be made upon the presentation of invoices, adjusting to the payment methods that are stated in IFEMA's Contracting Regulations. Under no circumstances can the aforementioned payments be made conditional on access by IFEMA to the exhibitor's platforms, completion of IFEMA's data forms or acceptance of its standardised clauses.

In the event that the exhibiting company designates another entity to make payments related to its participation, all the necessary invoicing information must be included. If the designated entity does not make the aforementioned payments as established, the exhibiting company must pay on simple demand by IFEMA.

In the case of non-payment of any of the concepts reflected in the contracting material within the established deadlines, the exhibitor will lose all rights over the reserved space, with the space placed at the disposal of Event Management, which may offer it to other companies.

In all circumstances, the occupation of exhibition space or, where appropriate, the assembly of the stand contracted from IFEMA, will not be authorised where the total price thereof has not been paid, as well as the amount for the contracted services and, in the case of custom-designed stands, the corresponding assembly rights have been settled.

7.- Exhibitor withdrawal

The exhibitor's refusal to participate in the event is grounds for termination of the contractual relationship between IFEMA and the exhibitor, for all purposes and with loss of the amounts accrued by IFEMA at the time of notification. Withdrawal must be notified expressly, in writing, and addressed to the Event Management.

For the purposes of the foregoing paragraph, accrued amounts are those that the exhibitor must have paid to IFEMA at the time of the aforementioned withdrawal, pursuant to the payment terms schedule outlined in the “Application for Participation” or “Contract Form” for the event in question.

If Event Management is notified of the withdrawal less than thirty days prior to the opening of the event, full payment for the contracted space may be required by IFEMA.

As far as the services offered in the IFEMA Service Catalogue that the exhibitor contracts prior to the notification of the withdrawal are concerned, the cancellation charges established in Article 9 of these General Admission and Contracting Terms and Conditions for IFEMA-organised events will apply.

8.- General services

Being an exhibitor implies contracting the General Services as outlined in the event space contracting material.

9.- IFEMA Services Catalogue

The IFEMA Services Catalogue, which is available on a range of platforms, includes all the services that IFEMA offers which may be contracted by the exhibitor, along with the rates, terms and conditions. The contracting of services must be made carried out through said Service Catalogue. However, assembly plans for 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 to contract any of the services will conclude one month before the start date of the assembly for the Event. IFEMA reserves the right to refuse 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 the assembly or the event itself, IFEMA will apply a 25% surcharge to the established tariff for “Last-Minute Services”.

A service may be cancelled within fifteen days prior to the start of assembly or during assembly with a 40% payment of the corresponding fee. If a service already being provided is cancelled, 100% of the cost thereof must be paid. This shall not apply in the case of installation transfers: 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**.

In relation to the **Stand Design Service** offered in the IFEMA services catalogue, the cancellation of the Stand is not allowed and the exhibitor undertakes to pay the full amount for the stand within the deadlines established for this purpose.

The IFEMA Service Catalogue lists the Exhibitor Services offered by IFEMA collaborating companies with information regarding the services offered and their contact details in order to complete the range of services available to those exhibitors who request them. These services are contracted directly between the Exhibitor and the partner company.

10.- Exhibitor internet access: Exhibitor Area

IFEMA exhibitors have a personalised online **"Exhibitor Area"**: This area features a selection of exhibitor services that can be accessed via the fair website or through the Event's website.

IFEMA enables access to the **"Exhibitor Area"** through a username and password. If the Exhibitor is a returning client, it should use the username and password that was used on previous occasions. If you do not still have your password, please contact LINEA IFEMA to obtain it. If you have not been an exhibitor before, IFEMA will inform you of your username and password, once you have been allocated a stand.

The information provided in the **"Exhibitor Area"** and the access details are strictly confidential. It is the responsibility of the Exhibitors to prevent any unlawful use by third parties, with IFEMA disclaiming any liability in this respect.

11.- Promotional material for the Event

The Events may publish, in the different promotional elements, the list of products, brands, logos and advertising relating to the Exhibitors that have confirmed attendance before the deadline for each element. The type of element, the price, the technical characteristics and the deadlines for the delivery of data and advertising orders will be specified for each Event. Exhibitors are solely responsible for ensuring that the supplied data is correct. IFEMA may modify the wording of the data to adapt them to the system established for each element.

The data will be included in the contracted promotional element. IFEMA may publish said element in different formats (printed or electronic) in order to send it to the parties concerned and include it on the event website or provide it at information points for visitors.

The data provided for the promotional elements will be of a professional nature and will be processed by IFEMA for the indicated purpose. You may exercise your rights to access, rectification, opposition, deletion, portability and restriction to the processing of your data by sending an email addressed to IFEMA: **protecciondedatos@ifema.es** indicating: "CATALOGUES" in the subject line. The rights to rectification and erasure of data can only be exercised in relation to data published on the website, and not in non-interactive media, such as books or stable electronic media.

It is the exhibitor's sole responsibility to have the necessary authorisation for the publication in the relevant promotional item of the details relating to their company, and where appropriate, relating to third party details such as co-exhibitors, represented firms etc.

12.- Exhibitor personnel: contractors and subcontractors

At no time will there be any employment relationship between IFEMA and the personnel that the Exhibitor and/or the companies involved in the assembly of its stand, in terms of contractors and/or subcontractors, deploy to the Feria de Madrid to carry out any of the processes that give content to its contract, whether directly or secondarily. The Exhibitor will be accountable for its contractors and/or subcontractors, for all of their wages, their Social Security contributions, tax withholdings and declarations, tax settlements and all the obligations arising from

the work contract or any other type of contract. IFEMA will be entitled to require the submission of supporting documents proving that the Exhibitor is up to date with these payments.

Similarly, the Exhibitor is obliged to comply, and ensure that its contractors and/or subcontractors comply, with the current legislation related to occupational risk prevention that is applicable to the work undertaken or, where appropriate, IFEMA's internal regulations on the matter.

The companies that carry out work on behalf of the exhibitors or their contractors shall have taken out Civil Liability Insurance to cover any eventuality that may result from their actions.

13.- Sector regulations for exhibition products

The Exhibitor undertakes to exclusively exhibit, offer or market products and services that fully comply with all applicable legal regulations.

14.- Assignment of space

The partial or total transfer of the stand or the rights acquired by the exhibition contract to third parties is not allowed, nor will the occupation of the space by several co-Exhibitors be admitted without the prior written authorisation of Event Management in each specific case.

15.- Change of event date, suspension and cancellation

If IFEMA has to (i) cancel the event, (ii) cancel an Exhibitor's contracted spaces or reduce its surface area due to force majeure, (iii) change the date of the event or (iv) temporarily or permanently, partially or totally suspend the event, any sums paid will be returned to the Exhibitor, without them being entitled to any further compensation in this regard.

16.- Stand closure

IFEMA may close a stand during its assembly or during the event where the Exhibitor breaches the established Participation Regulations or in execution of a judicial order so requiring it, without there being any obligation on the part of IFEMA to grant any compensation or refund of any amounts paid up to that point.

17.- Disqualification from contracting

Those who do not comply with the IFEMA Participation Regulations or commit acts contrary to the law, morals or decency, or that threaten the safety of people, facilities and goods, or that violate the decorum of the event, or undermine the prestige or good image of IFEMA will be disqualified from contracting with IFEMA or from attending any event that it organises or is held in its facilities. IFEMA shall evaluate and determine, where appropriate, the period of time that this disqualification is to last, a period which in no case may exceed five years.

18.- Suggestions and complaints made to IFEMA

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

19.- Data provided to IFEMA

19.1.- Information regarding the processing of personal data:

The data that you may provide as an Exhibitor at an Event or Fair will be processed by IFEMA, which has its registered office at Avenida del Partenón 5, 28042 Madrid, in order to (i) manage your contractual relationship with IFEMA and your status as Exhibitor with the same, (ii) send information by electronic means or equivalent regarding IFEMA activities, events and services and content on 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 an 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 so requested by the public authorities in compliance with a legal obligation.

You can exercise your rights of access, rectification, deletion, opposition, portability and restriction to the processing of your personal data by writing to Data Protection at the above mentioned address or by email to **protecciondedatos@ifema.es** in both cases stating in the subject line: "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 may contact our Data Protection Officer at **protecciondedatos@ifema.es** at any time or request the protection of the Spanish Data Protection Agency on its website and consult our privacy policy on ifema.es.

19.2.- Regulations relating to the data processor

19.2.1.- Access to exhibitor data by IFEMA.

For the correct execution of the contractual obligations on both parties, it may be necessary for the Exhibitor to provide personal data to IFEMA, for example (i) regarding its authorised personnel (including its contractors and partner companies) in order to provide services related to its participation in the event or a similar situation, including issuing passes and/or accreditations, (ii) to verify compliance with the procedures for coordinating business activities, (iii) to control general attendee and visitor access and (iv) where applicable, any other processing that is detailed in this agreement within the framework of its participation in the fair or event.

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

Any employee, if applicable, may exercise their rights of access, rectification, deletion, opposition, portability and limitation to the processing of their data by sending a request addressed to Avda. del Partenón, 5 - 28042 Madrid, or to **protecciondedatos@ifema.es** indicating as the subject: "Exercise of Rights by collaborating company personnel (indicate corporate name of the company)" and name and ID no. of the sender.

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

In the event of a request to delete the data of the Exhibitor's 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.

19.2.2.- Data Processor's obligations:

- a. Process 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. Keep 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 this contract as an 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 be similarly 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 event of non-compliance by the Data Sub-Processor, the Data Processor shall remain fully responsible before the Data Controller in relation to compliance with the aforementioned obligations.

- e. Maintain 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. Ensure that the persons authorised to process the 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. Assist the Data Controller in responding to the exercise of rights by Data Subjects. When the 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. Offer to the Data 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. Process the information or data that is provided with the appropriate security conditions that are relevant in each case in accordance with the provisions of Article 32 of the GDPR.
- k. At the option of the Data Controller, delete or return all personal data once the provision of processing services is finished, as well as all existing copies unless the retention of such data is required under a mandatory regulation.
- l. Make all the information required 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.

19.2.3.- The Data Controller's obligations regarding the processing of personal data include:

- a. Indicating to the Data Processor the technical and organisational security measures required to fulfil the obligation covered 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 contract 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. Providing the right to information at the time of data collection.

20.- Additional Legal Regulations

For all matters not covered herein, the relevant regulatory provisions governing the activity shall apply.

21.- Applicable Law and Jurisdiction

These Rules and their Annexes, together with any amendments, modifications and supplements, and the rights of the parties pursuant to them, shall be regulated and interpreted pursuant to Spanish law.

The Parties agree to submit to the jurisdiction and competence of the Courts and Tribunals of Madrid Capital the settlement of any dispute that arises or may arise as a result of the validity, effectiveness, interpretation, compliance and execution of this Contract, waiving any other jurisdiction that could apply.

FINAL PROVISIONS

One.- For all matters not covered herein, the relevant regulatory provisions governing the activity shall apply.

Two.- These participation regulations are mandatory for the Exhibitors at Events held at the exhibition centres managed by IFEMA as well as for the companies they contract or subcontract and for any partner companies which, as a result of the Event being held, carry out work or provide services on behalf of the Exhibitor. Accordingly, the Exhibitor undertakes to transfer these participation regulations to the aforementioned contracted and subcontracted or partner companies to the extent that they affect the work to be carried out at IFEMA PALACIO MUNICIPAL.

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

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.

GENERAL PARTICIPATION REGULATIONS

I.- GENERAL PROVISIONS

1.- Scope of application

These General Regulations for Exhibitor Participation in Events applies to all IFEMA-organised events, although they may be expressly modified, in specific aspects, by Specific Event Rules where particular characteristics so require it.

2.- Access: schedule for access and exit by exhibitors

Access to IFEMA PALACIO MUNICIPAL will be through the entrances indicated by IFEMA.

Unless the Specific Event Rules indicate otherwise, Exhibitors accredited by IFEMA may access IFEMA PALACIO MUNICIPAL thirty minutes before its scheduled opening time, and may not remain there longer than thirty minutes after it has closed for the day.

3.- Entry and exit of objects

The occupation of the space, assembly of the stand or entry of goods will not be allowed if IFEMA-issued entry authorisation is not held.

For the entry and exit of materials, objects and decorative material during assembly and dismantling periods for the Event, each Exhibitor shall abide by the times provided for this in the Specific Event Rules.

Any material, object or product that remains in IFEMA PALACIO MUNICIPAL will be considered abandoned and will be removed by IFEMA once the hours allocated for its removal have been completed under the conditions and with the established rates.

For the entry and exit of goods during an Event, each Exhibitor shall request individual permission from IFEMA, abiding by the times established therein.

In those fairs where direct sale is permitted with the removal of the goods on display, the Exhibitor shall authorise the exit of the goods sold by issuing the corresponding document to the purchaser.

For the removal of merchandise and materials at the end of the event, it will be necessary to have exit authorisation from IFEMA that will be issued once the expenses incurred during the Event have been paid by the Exhibitor.

4.- Compliance with Spanish customs procedures

A series of formalities apply when bringing any type of goods into the European Union. When goods are to be exhibited at a trade fair, they are considered commercial goods for all purposes. This applies regardless of whether the exhibitor organisation is based in the European Union.

Please note that you must comply with the following instructions with regard to all goods bound for exhibitions where these goods are brought in from a territory which is not within the European Union Customs Union.

Exhibitors who are unsure as to whether the goods exhibited originate from such territories should check at customs at the first point of entry into the European Union. For these purposes, exhibitors should consider goods to be not only the objects or articles they are going to exhibit, but also any type of catalogues, samples or advertising material.

When the goods are first imported into the European Union, they are to be presented at customs and the pertinent declarations made.

If you are unfamiliar with these procedures, the customs authority will provide you with the necessary information on request.

You should comply with these requirements regardless of how the goods are transported, as well as declaring any goods transported as passenger luggage.

Once the goods are in Spain and before unloading them on the exhibitor's stand, the exhibitor must have obtained one of the following documents for the goods: 'Levante de declaración de importación temporal' (Declaration for Release for Temporary Admission) or 'Levante de declaración de despacho a consumo' (Declaration for Release for Free Circulation or Consumption).

This documentation shall remain in the possession of the company representative at the stand, along with the goods covered by the declaration, and should be available at all times in case Customs or the Tax Authorities ask to see it.

There are two ways to declare goods, depending on their purpose:

If the exhibited goods are to be given out free as promotional material, in order to exhibit them, you need to have the document entitled 'Levante de declaración de despacho a libre práctica y a consumo' (Declaration for Release for Free Circulation and Consumption), in which you have declared the value of the goods and paid the corresponding VAT on the aforementioned goods at a maximum rate of 21%.

Where the goods are imported with the sole purpose of being temporarily exhibited and with the intention of sending them back to their place of origin once the fair has finished, the document needed for the exhibition will be the 'Levante de declaración de importación temporal' (Declaration for Release for Temporary Admission). If the document used to authorise exhibition at the fair is the 'Levante de declaración de importación temporal' (Declaration for Release for Temporary Admission), once the fair is over and before the goods are removed from the authorised stands, you should finalise the temporary admission with the customs authority. These customs procedures can be processed by the interested party or via a customs representative who will complete the necessary customs formalities.

However, it is recommended to hire a professional service for transporting the goods with companies registered as Customs Agents, as this will allow you to make temporary or definitive imports, with a surety to guarantee the payment of the debt with customs and the tax authorities, using your tax ID number. IFEMA offers its customers a temporary import service for goods to be exhibited at fairs and congresses, managed by a selected service provider, which is authorised to undertake tasks on behalf of IFEMA MADRID and has offices at IFEMA.

For more information on these subjects, contact the Madrid-Barajas customs office (tel.: 91 746 70 11 – email: adu.madridbarajas@correo.aeat.es).

5.- Stand support/Exhibitor materials/Advertising

5.1.- The stand shall be always manned by the staff appointed by the Exhibitor throughout the event. The exhibited objects and products shall remain at the stand for the whole event, unless the Specific Event Rules authorise to the contrary.

5.2.- Only the products and promotional materials included in the sectors that are covered by the event or for carrying out activities related thereto will be admitted on the stands. In the event of a breach of this obligation, written notification issued by IFEMA will be sent to the Exhibitor so that it can immediately withdraw the products

or cease its activities. If the exhibitor does not respond to this notification within four hours, at the end of the day and without any other requirement, the stand will be closed, with the exhibitor having no right to any refund of amounts paid or compensation.

In the event that the exhibition products or goods require prior notification and/or administrative authorisation, visa, licence etc. issued by the competent body, prior to their entry to the fair site, the Exhibitor shall ensure that it holds documentation confirming that it has complied with the aforementioned procedures and obtained the corresponding permits without which it will not be able to exhibit.

5.3.- The promotional activities, distribution and exhibition of samples, brochures, leaflets and all types of promotional material shall only be carried out within each Exhibitor's space.

In order to avoid conflicts between Exhibitors, no advertising may be shown on the stands or on IFEMA PALACIO MUNICIPAL site in any format (brochures, videos, photographs, symbols etc.) which directly or indirectly relates to territories in which there is an unresolved dispute at the time of the fair.

Failure to comply with this rule may entail the withdrawal of the advertising material in question by the organisation.

5.4.- Under no circumstances is the presence of live animals allowed in the stands unless the Specific Event Rules expressly authorise it, pursuant to current legislation.

5.5.- All companies that use a vehicle with a combustion engine on their 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. Starting the vehicle is not permitted during the celebration of the event, except where the Specific Rules expressly authorise it.

5.6.- The projection of any type of image or light beam outside the assigned space is not permitted.

5.7.- The consignment or shipment of goods will be forwarded to the Exhibitor's stand. IFEMA does not receive goods on behalf of Exhibitors.

6.- Use of machinery and tools during the fair or event

All machinery and tools must be EC approved and be marked accordingly.

All machinery and tools must be equipped with emergency stop mechanisms to enable them to be stopped safely.

Before using machines or tools, workers must be properly trained and informed of the risks involved in their use.

Hazardous areas related to 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 must be equipped with safety guards or protective elements.

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 event

All activities that use a 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. All laser devices used must also carry a certificate of authorisation and standards compliance issued by their manufacturer.

8.- Maximum sound level

Noisy demonstrations, exceeding 60 decibels as measured at the edge of the stand, are prohibited.

In the event that the indicated sound level is exceeded, IFEMA personnel shall require the Exhibitor to reduce the volume to the indicated limits. In the event of refusal to do so or repeated breaches of the rule, IFEMA personnel will cut the electrical supply to the stand and, where appropriate, close the stand, without the Exhibitor having the right to be refunded the amounts paid or any compensation.

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. Under no circumstances may it be used to transmit personalised messages by exhibitors or their collaborating companies.

9.- Catering and food preparation

9.1.- General matters.

All services relating to restaurants, cafeterias, cocktails or drinks services at 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, "Foodservice/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 on 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 in these regulations.

9.2.- Free catering services offered by Exhibitors at their stands

Exhibitors who are going to offer, free of charge, a foodservice/catering service at their stand, can do so by applying to any IFEMA-approved catering companies.

9.3.- Exhibitors with foodservice and/or catering activity.

When Exhibitors at the fair include companies that sell eat-in or take-away food products as well as paid restaurant services, such as food trucks, catering areas or thematic areas, these companies shall follow IFEMA Catering Procedures, complying with any provisions set forth in the specific fair regulations.

9.4.- Sponsors with foodservice and/or catering activity.

When the fair features sponsors to companies that offer foodservice and/or catering services, these companies must also be approved, if necessary, and comply with the provisions that are included in the specific fair regulations.

9.5.- Food preparation; technical considerations.

At IFEMA PALACIO MUNICIPAL, the preparation of food is not allowed (cooking, frying, roasting etc.), it can only be cooked in the MULTI-PURPOSE SPACE and only as long as the culinary technique used is cooking in water. It is also allowed to bring pre-prepared dishes to be finished at the fair.

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

9.6. Food safety information

All the packaged products must be properly labelled, taking into account the current labelling legislation relating to substances that cause allergies or intolerances (Regulation 1169/2011).

Pursuant to the aforementioned regulation and Royal Decree 126/2015 regarding information on food presented without packaging, the suppliers shall state the following on a sign near the customer service area: **"Information on allergens is available to consumers upon request"**, providing a list of the ingredients in the products that they offer (product fact sheet).

10.- Photography and filming

10.1.- Exhibitors may make videos and/or take photographs of their own stand, activities and products. Regarding the content thereof, the Exhibitor is solely responsible for its use, the necessary authorisation from third parties to publish and share their promotional items, websites, social networks etc, as well as for ensuring compliance with current applicable legislation on personal data and for obtaining the corresponding image rights. IFEMA recommends placing a sign advising the public that filming and photography may take place at the stand.

Professional photographers who have been hired for this purpose by the Exhibitor shall carry out their work in the space assigned to them, pursuant to the authorisation issued by IFEMA.

None of the exhibited products may be photographed or filmed by third parties without the authorisation from the specific Exhibitors involved.

10.2.- Likewise, the venue may be recorded by IFEMA, the media and, where appropriate, sponsoring companies of the events taking place in order to obtain images of the setting and their activities; they may also be used for promotional and/or commercial purposes by IFEMA and the event itself. Regarding sponsors, more details are available on the specific webpage of each event and exhibition. Any images captured which may include attendees' voices and images may be processed and disseminated by various means such as websites, social networks and fan pages and may be used as content on TV programmes or as content for apps on devices (e.g., smartphones, smartwatches, tablets, 3D goggles etc.).

Notice is given that in its capacity as Data Controller, IFEMA - Feria de Madrid (Q/2873018B) may process the images captured for the indicated purposes. The legal basis for this processing lies in IFEMA's legitimate interest and the consent it gives to be on the premises. In IFEMA you can exercise your rights of access, rectification, deletion, opposition, portability and limitation to the processing of your personal data by sending an email addressed to protecciondedatos@ifema.es or by writing to IFEMA, Data Protection, Avenida del Partenón, 5 - 28042 Madrid, indicating in the subject "Exercise of rights" including a photograph, information about the event in which you participated and a photocopy of your National Identity Document. You may also request the protection of your rights through the Spanish Data Protection Agency. More information about privacy: ifema.es

By signing the exhibition contract and participating as an exhibitor at IFEMA fairs, you provide your consent and that of the people that will potentially attend your stand for the aforementioned processing. It is the Exhibitor's sole responsibility to inform their employees and/or collaborators of these circumstances.

10.3.- There is also a VIDEO MONITORING device at the venue, signposted with notices. It is used exclusively for security purposes; the recordings are destroyed within the legally established limits and the rights of access, rectification, opposition and deletion can be equally enforced before IFEMA.

11.- Raffles, tombolas and random number combinations

Raffles, tombolas and random number combinations constitute means of gaming as laid down by Article 3.2 (f) and as defined in Article 15 of Law 6/2001, 3 July, regarding gaming in the Madrid region.

In accordance with the regulations in force, the exercise of the activities included in the scope of application of this law will require prior administrative authorisation, except for raffles, tombolas and random number combinations, which may only be notified to the relevant council gaming department. An exhibitor intending to provide activities that are regulated by the aforementioned law must send a copy of the issued authorisation or submitted notification, depending on the gaming activity that is going to be provided, to the Event Management.

12.- Access by minors to professional fairs

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

13.- Industrial property

IFEMA is committed to the fight against unfair practices concerning industrial property piracy. However, IFEMA cannot act as an arbiter in the conflicts between Exhibitors, as this is a matter reserved to courts and tribunals. However, it will cooperate at all times with the competent judicial authorities and the law enforcement authorities that come to the venue to ensure the implementation of sentences, precautionary measures, etc. IFEMA, through the Event Management will provide information regarding the support services offered during the fair relating to the industrial property of the exhibitor.

14.- Vehicle parking

It is expressly prohibited to keep vehicles parked in the loading and unloading areas.

II.- SAFETY AND EMERGENCY REGULATIONS

OCCUPATIONAL SAFETY REGULATIONS-COORDINATION OF BUSINESS ACTIVITIES

15.- General information

Guaranteeing the health and safety of everybody providing their services at Feria de Madrid is one of IFEMA's priorities.

To this end and pursuant to Article 24 of the Occupational Risk Prevention Act on 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 health and safety 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.

- **Emergency procedures** (Fair Venue and Palacio Municipal).
- **Generic risks at the facilities 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.

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, exhibitions 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 IFEMA PALACIO MUNICIPAL.

Specifically, as a general preventive measure due to the 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 the Fair Services Department by mutual agreement with the companies involved in carrying out the work. Similarly, the other specific technical standards contained in the General Exhibitor Participation Regulations (prohibited activities, keeping corridors clear, fire prevention, electrical installations, etc.) will complement the generic risk prevention regulations as long as their compliance is aimed at ensuring the safety of persons and facilities.

All companies present are therefore responsible for complying with the occupational health and safety legislation applicable to their activities, including the information and instructions provided by IFEMA as set forth in these General Rules for Participation, as well as ensuring that their contractors, subcontractors and/or freelance employees do likewise.

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 "**Occupational Risk Prevention and 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.

Additionally, in the event that the exhibiting or installation companies need to carry out cutting, welding and/or use equipment that produces heat or flame during periods of assembly/dismantling, they must ask the IFEMA Technical Secretariat by email sent to stecnica@ifema.es for the form entitled **“Application for Authorisation of Hot Work”** and return it completed to the same address for authorisation and control. They can also request it on-site from the person in charge of the space assigned to the event.

SAFETY AND EMERGENCY REGULATIONS

16.- Emergency procedures at Feria de Madrid

16.1.- IFEMA will provide general monitoring of the exhibition venue for the entire duration of the fair in relation to fire safety.

IFEMA's Security and 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 prevailing Protection Plan for 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 emergency services.

16.2.- Installation of a sound source inhibition system to allow the operation of the UNE-54 public address system should emergencies occur.

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

All affected customers shall allow the aforementioned IFEMA system to be installed, prior to the start of the event. It consists of remote control equipment that will be connected to the aforesaid sources and that will result in its automatic shut-off by cutting off the electricity supply when an evacuation or confinement message is broadcast through the loudspeaker 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.

17.- Keeping aisles and other spaces clear. Packaging

The corridors and all other evacuation routes must remain unobstructed at all times, including during assembly and dismantling periods. All materials must be kept within the confines of the assembly areas or stands, keeping the aisles and other common areas completely clear. 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.

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 to the rear of any enclosures that may be assembled. IFEMA's collaborating company offers collection, storage and delivery services at current rates.

18.- Fixed and mobile installations

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire hose reels (BIE, in Spanish initials), floor hydrants, the location of which is 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 space hired, and entrances 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.

19.- Fire prevention

The materials used for the various installations at the event, constructions (stands, stages etc.) used to cover floors shall be BFL-s1 rated, and the materials used to construct walls and ceilings shall be B-s1, d0 rated; suspended textile elements, such as blinds, curtains or drapery shall comply with standard UNE-EN 13773:2003 Class 1.

In addition, the decorative elements must also conform to the same characteristics as the construction elements, any material or product that is easily combustible such as straw, wood shavings, paper scraps, sawdust, peat, dry leaves, etc. being prohibited. Therefore, in order to carry out works, demonstrations or decorations with an open flame, the organiser shall apply for the corresponding permission from 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.

20.- Monitoring of exhibition areas and the Exhibitor's belongings

IFEMA will establish a monitoring service within the exhibition areas in order to fulfil the responsibilities set forth in this section.

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 monitoring service for every stand and their belongings, but rather a general preventive security service.

In accordance with the above, IFEMA is not responsible for the robbery or theft of materials and objects deposited in the area occupied by the organiser or at each stand, nor 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 event, unless there is sufficiently proven responsibility regarding IFEMA staff or said damage is covered by the mandatory insurance for Civil Liability and “Multiferia”. The monitoring and security of the private belongings at each stand is therefore the sole responsibility of each Exhibitor.

21.- Contracting additional private security

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

In the event that the Exhibitor wishes to contract this service with a company other than the IFEMA partner, it must send the supporting document stating that it has complied with the requirements set out in current legislation regarding private security with at least 48 hours' notice to the Security and Protection Department.

It must also complete the form entitled **“Application for Authorisation of Private Security”** which contains the regulations and terms and conditions for providing this service, sending it to dseguridad@ifema.es.

III.- GENERAL REGULATIONS FOR INSTALLATION ASSEMBLY

22.- Assembly and dismantling periods

The days for assembly and dismantling of the stands, as well as the opening hours within IFEMA PALACIO MUNICIPAL will be those listed in the Specific Rules for each Event. Outside these days and hours, the entry or

exit of material or the presence of personnel on the premises will not be authorised, unless expressly authorised by IFEMA.

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

Access to IFEMA PALACIO MUNICIPAL shall be via the entrances and on the days and at the times 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 parked in this space.

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

24.- Technical characteristics of the rooms, spaces and auditorium. Floor Strength

The technical characteristics of the rooms, spaces and auditoriums are reflected in Annex 1.3 "Technical data for IFEMA PALACIO MUNICIPAL". These data are also accessible to Exhibitors on the institutional website.

Likewise, the aforementioned Annex indicates the strength of the floors in the rooms and spaces throughout the building. Loads must not be placed, even temporarily, on utility shaft covers.

25.- Custom-designed stands

25.1.- Project approval

Companies that opt for customised decoration of their stand must send their project plans (ground plan, elevation and perspective view with dimensions), for approval, to the IFEMA Fair Services Department.

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

The deadline for presenting the project will be one month before the start of assembly. Project approval is an essential requirement in order for assembly to start.

Electricity will not be supplied to those stands that do not comply with stand assembly and installation conditions.

25.2.- Assembling stands

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. Under no circumstances may structures exceed three metres in height.

Stands built on a podium, when this is higher than 19 mm, must have at least one wheelchair ramp that is 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.

25.3.- Regulations regarding suspended structures and rigging

Exhibitors may only hang items in the spaces provided for doing so and by following the established procedure for hanging structures in IFEMA PALACIO MUNICIPAL available on the institutional website and complete the form entitled "**Application for Authorisation of Suspended Structures/Rigging**" that is also available on the institutional website and send it to **inspeccion.rigging@ifema.es**.

25.4.- Stand safety

The structure and any decorative parts on 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.

- Any difference in level 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 in level.
- The Organiser/Exhibitor is responsible for the structural safety of the stand. IFEMA will require documentary proof of this.

25.5.- Two-storey stands and elevated structures

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

Two-storey stands are not permitted.

25.6.- Assembly and use of tiered seating

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

25.7.- Use of vehicles as stands

To exhibit vehicles in IFEMA PALACIO MUNICIPAL it will be necessary to obtain an express authorisation from IFEMA, to which end the interested party must send the project details including 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 at least the minimum level of fuel to enable them to access the allocated space and be able to 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 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 their technical specifications must be submitted to IFEMA.

25.8.- Remote control civil aircraft – drones

IFEMA does not authorise their use in the internal areas, 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**.

25.9.- Signage of spaces: The Exhibitor shall display the corresponding stand number according to the official event plan on their stand. IFEMA reserves the right to affix such a sign where the Exhibitor does not do so, passing on the corresponding charge at the current rate.

25.10.- Interpretation and application: Where the Specific Event Regulations differ from those reflected in this regulation, the Specific Regulations will prevail.

25.11.- Anchoring seats and chairs: Chairs must be anchored to each other or otherwise immobilised. For activities where more than 50 units are needed, the seats must be set out so that they cannot be moved as established in the current CTE Technical Building Code.

The interpretation and application of the regulations for each individual case shall be decided by IFEMA, who reserves the right to make exceptions if they deem it necessary, respecting the general perspective of the event and the visibility of the neighbouring stands.

26.- Items outside the allocated space

Unless specifically indicated in the Event Rules, any decorative or constructive element may not protrude more than 50 cm from the allocated space in the direction of common spaces. These elements must be located between a minimum height of 2.5 metres and up to the maximum height that appears in the Event Rules.

27.- Prohibited activities

- Activities that affect the premises of IFEMA PALACIO MUNICIPAL or any of its structural elements.
- Spraying paint inside IFEMA PALACIO MUNICIPAL and 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 podium installed for that purpose by the Exhibitor or by any other means, always independent of the flooring. Painting, inserting rawlplugs and making grooves of any kind is also prohibited.
- Sticking anything to the walls.
- Perforating, nailing, drilling or fixing anything to the walls or painting, inserting rawlplugs 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 the IFEMA 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 anything in the areas defined as aisles for the fair, act or event.
- Directing spotlights outside the stand.
- The 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, an application must be made for the corresponding authorisation. The exhibitor or, where applicable, the Organiser, must agree in writing to take down the items at the end of the event.
- Activities that involve fireworks.
- The use of smoke machines.
- Assembling anything 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 made that do not exceed 50% of the total surface area of the structure.
- Unless otherwise specified in 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 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 a podium or platform and always protected with a waterproof material. Watering plants on site is not permitted.
- The presence of animals, unless authorised by the Specific Event Rules, 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 borne by the organiser.

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

28.- Services supplied through service ducts

IFEMA may use service 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 an event. 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 will not 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.

29.- 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 that fail to meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

30.- Regulations for installing Wi-Fi

30.1.- If your technical connection needs require the deployment of your own Wi-Fi network, you must submit the completed **"Application for Authorisation of Telecommunications Facilities at IFEMA PALACIO MUNICIPAL"** form, 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 reject applications for any networks described by the Organiser/Exhibitor which may, in its technical opinion, interfere with the quality of service to the rest of the site networks.

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

Should an organiser deploy an unauthorised wifi network or one with a configuration other than that authorised, the event organiser shall be instructed to proceed with the immediate shutdown of the network or to reconfigure it in accordance 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.

30.3.- The event organiser, exhibitor or service provider, as applicable, 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 IFEMA staff instructions regarding good installation practices. Unattractive wiring or wiring that does not comply with basic safety standards is not permitted.

31.- Removal of waste and assembly and display materials

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.

In the event of not dismantling the facilities within the established deadlines, the organiser will pay IFEMA the costs for carrying out this service.

Once the established time for the removal of goods, material for decoration and dismantling of installations including stands has elapsed, any materials remaining in the spaces assigned to the Organiser and occupied by its Exhibitors shall be considered to have been discarded and will be removed by IFEMA without further notice. The Organiser and, where applicable, the Exhibitor shall lose all rights to claim damages or loss of said materials and shall bear all costs relating to their removal, which shall be invoiced by IFEMA in accordance with the following prices:

- Exhibitions: €100/m² for the entire space assigned to the exhibitor's stand.
- Acts and events: €100/m² for each square metre of space cleared.

You can contract the necessary containers from IFEMA at the following rates:

TYPE OF CONTAINER	RATE	INCLUDES
800 litres	€110 each	Delivery and collection at stand and waste management.
30 m ³	€470 each	Delivery and collection at stand and waste management.

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

- PAPER-CARDBOARD.
- PLASTIC
- ORGANIC.
- GLASS.
- OTHER.

If the container contains waste other than that for which it was requested, it will not be removed until the contents comply.

32.- Water and drainage.

General water and drainage outlets will be provided by IFEMA. The water 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 supply point contracted.

IFEMA's general drinking water supply comes from Madrid's Canal de Isabel II, so supply pressure may fluctuate. Usually, the supply pressure ranges from 4 to 6 bar, although these parameters may vary. If the equipment that is going to be connected to the water supply points needs a different pressure from that provided for it to work properly, the installer or exhibitor must equip their equipment with the elements necessary to regulate the pressure to their requirements and proper functioning.

In the case of any doubts, we recommend you get in contact with the Technical Secretariat at stenica@ifema.es.

33.- 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 must be evacuated from the exhibition areas to the exterior through conduits approved according to current regulations and with the prior authorisation of the installation by IFEMA's Technical Department. 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.

IV.- SPECIFIC RULES FOR ELECTRICAL INSTALLATIONS

34.- General matters

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

All electrical installations at IFEMA PALACIO MUNICIPAL must be submitted for approval to the IFEMA Technical Department.

34.1.- Assembling 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 power sockets and the power of each of them. This location shall be subject to modification by IFEMA's Technical Department so as to ensure optimal distribution of the electrical power.

The installer responsible for the installation of the stands must apply the provisions established in ITC-BT-04. As the events are to be held temporarily within premises or open air sites, the presentation of a Technical Design Report (MTD) shall be required, with the data specified in ITC-BT-04 Section 2.2., as well as in Order 9344/2003, of 1 October, from the Ministry 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 installations commence operation, 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 Ministry for Economy and Technological Innovation's Order 9344/2003, of 1 October 2003.

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.

34.2.- Events of all kinds

34.2.1. - In this case, and as required by Section 3 of ITC-BT-04, as the events are to be held temporarily within a premises or open air site, the submission of a Technical Design Report (MTD) shall be required, with the data specified in ITC-BT-04 Section 2.2., as well as in Order 9344/2003, of 1 October, from the Ministry 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 installation commences activities, the authorised installer shall submit an Installation Certificate accompanied by a Technical Design Report to an accredited Industrial Inspection and Control Organisation.

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.

34.2.2.- 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 installations commence operation, 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 Ministry for Economy and Technological Innovation's Order 9344/2003, of 1 October 2003.

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.

35.- Electrical supply

All the electrical power supply to the contracted spaces will be supplied by IFEMA PALACIO MUNICIPAL. The supply is 400 V phase-to-phase and 230 V phase-to-phase and neutral.

IFEMA PALACIO MUNICIPAL is not responsible for supplying direct current or any other stability and continuity condition other than that of the general supply. Under all circumstances, these shall be the responsibility of the installer or user of the stand, and require prior authorisation from IFEMA 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 between 0.95 and 1.

Because the power supply to the fair site depends on the electricity company, IFEMA accepts no liability for incidents beyond its control, such as outages and quality problems (frequency variations, voltage variations, temporary peaks and troughs, power cuts, harmonic flickers, etc.).

In cases where electrical equipment requires specific precautions for shut-down or is sensitive to possible power outages, installers must take precautions against the risk of a power outage, for example by installing uninterruptible power supply (UPS).

36.- 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 assembler's panels are directly connected to terminal boxes distributed throughout these areas.

36.1.- Safety protection

As close as possible to the entry point of the connection, the installer shall install a control panel or board with at least:

- General all-pole circuit breaker (including neutral breaker) and gauge corresponding 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 consumptions greater than 16 A must be protected individually from the board. Electrical boards must have a closed housing 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 for these housings shall be IP4X for interior and IP65 for exterior. They must be fixed to a structural element on the stand and cannot be placed at floor level. The board and its features must be maintained in optimum condition.

36.2.- Electric cables

For electrical installations in the interior of facilities and/or stands assembled inside the IFEMA halls, the cable to be used shall be of an assigned minimum voltage of 300/500 V in accordance with 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 degree of protection in accordance with standard UNE 20324, or assigned voltage 450/750V with polychloroprene or similar casings, in accordance with standards UNE 21027 or UNE 21150, suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F), in accordance with 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 EC mark.

Joints and connections must be made by means of terminals located inside junction boxes.

The flexible connections in the systems shall be no longer than two metres, using a cable suited to the working conditions.

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

36.3.- Bases and power sockets

Bases for power sockets must be safety-type with earthing. Power sockets 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 supply point.

One single flex cable must be connected to the socket. Multi-way adapters may not be used. Power strips are not permitted except for mobile power strips supplied from a fixed base with a cable of a maximum length of 2 metres.

36.4.- 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.

36.5.- 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 reaches high temperatures must be sufficiently distanced from any flammable material.

36.6.- Earthing

All metal structures must be earthed.

37.- Installation of illuminated signs

The installation of illuminated signs which need a special voltage shall require prior authorisation by the 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 placed higher shall not have any uninsulated live parts.
- The provisions of standard UNE-EN 50.107 shall apply to illuminated signs and installations powered by assigned output voltages (no load) of between 1 and 10 kilowatts.

38.- Rules for using the installation

Once their connection to the grid has been authorised, installations may not be modified or manipulated, connecting the devices to the power sockets provided for the purpose by the authorised installer being the only action permitted.

Multi-way adapters are not permitted.

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

Recharging batteries or accumulators of any kind within the premises is strictly forbidden. They may be allowed in stands with the prior knowledge and authorisation of the IFEMA 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 electrical installations.

39.- Emergency lighting and signage

All the buildings at the fair venue are equipped with emergency lighting in compliance with the law. If the regular lighting system fails, it provides the light needed to safely evacuate the building, avoiding panic and allowing exit signs and signs indicating protective equipment to be seen.

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 in the Low Voltage Electrotechnical Regulations, changes of level must be clearly visible at all times. Signs must show evacuation routes from any points from which exits or signs are not directly visible. These signs must be visible even in the event of an outage of the normal lighting power supply, and must comply with the standards UNE 23035-1:2003, UNE 23035-2:2003 and UNE 23035-4:2003.

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

PREMISE

The loading and unloading bay is not a vehicle parking area. Only one loading or unloading operation is permitted for each vehicle. During the holding of fairs, these areas are out of bounds to vehicles without express authorisation from IFEMA.

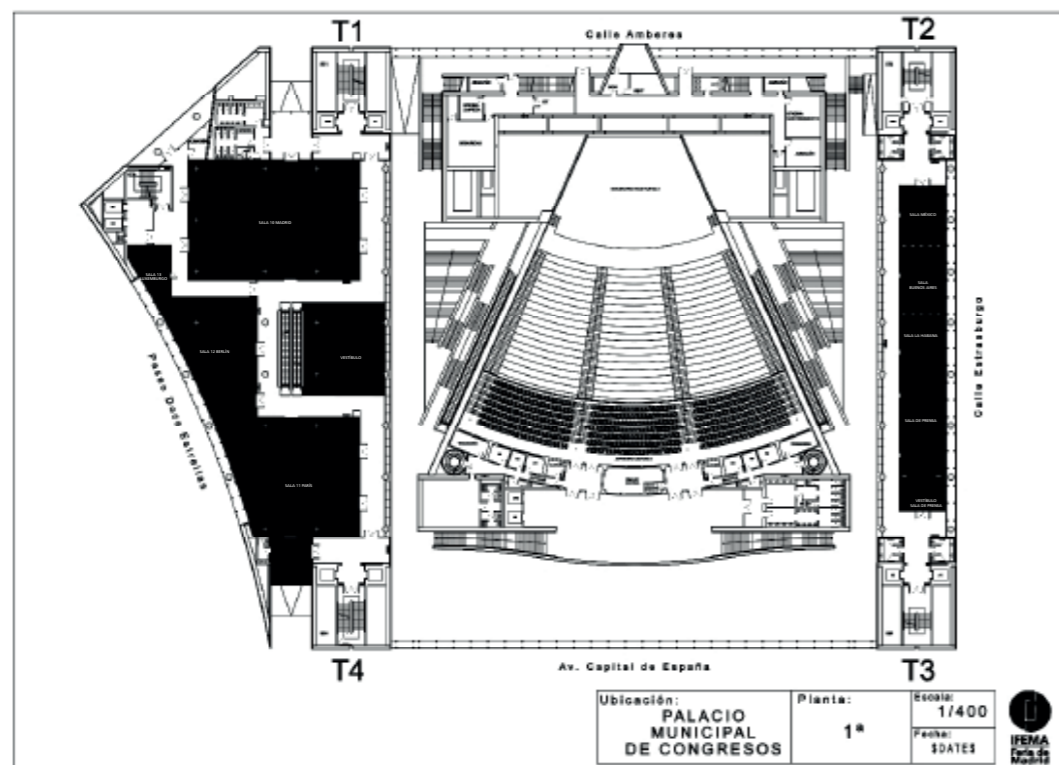
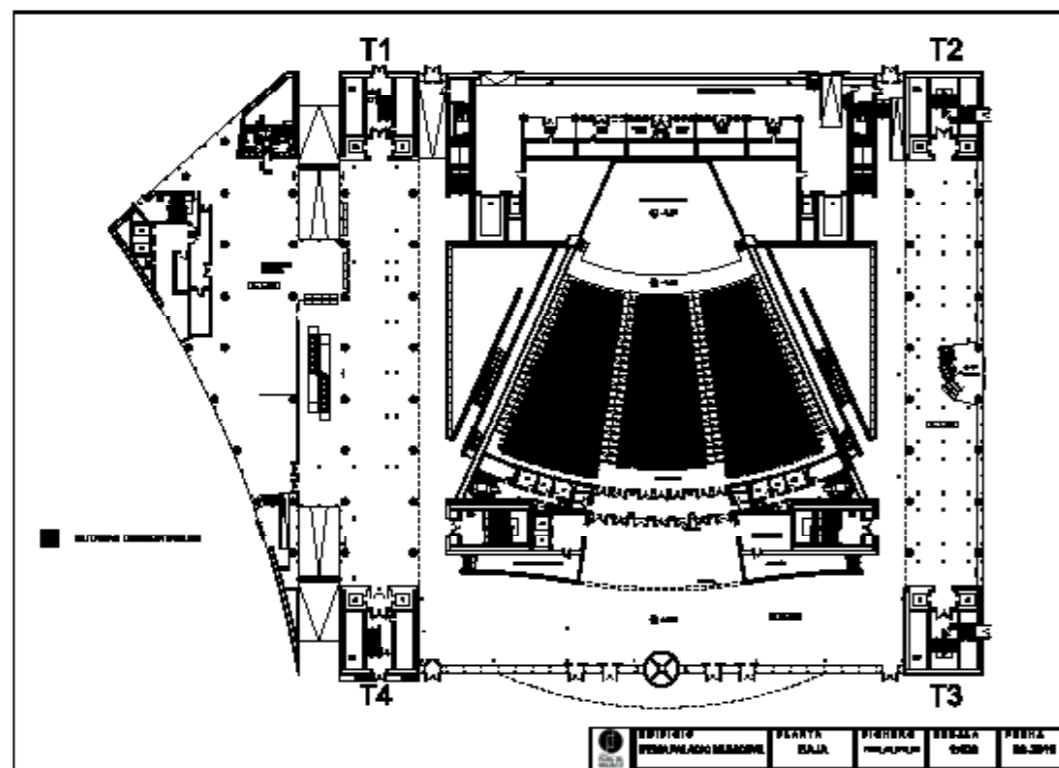
OBJECTIVE

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.

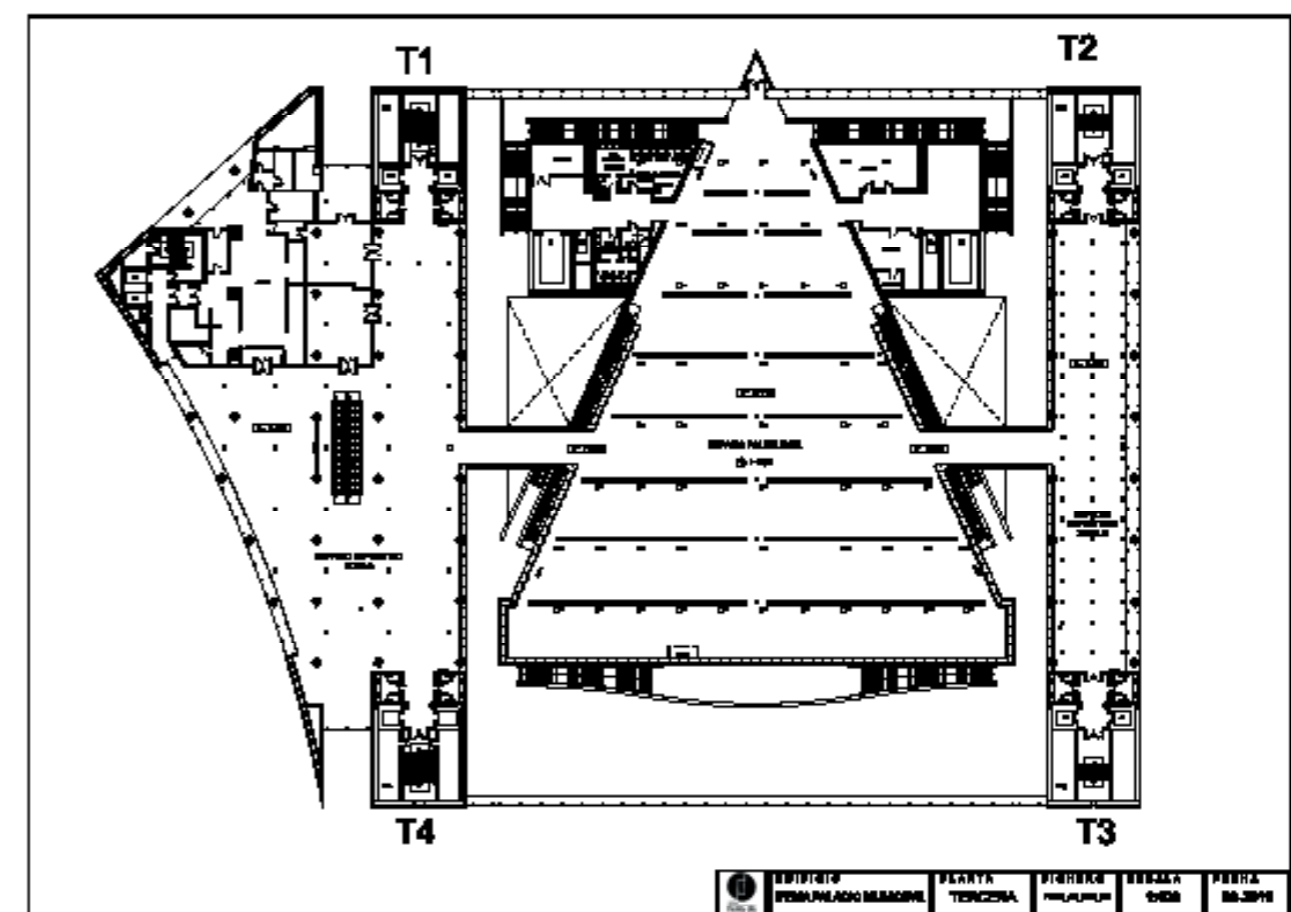
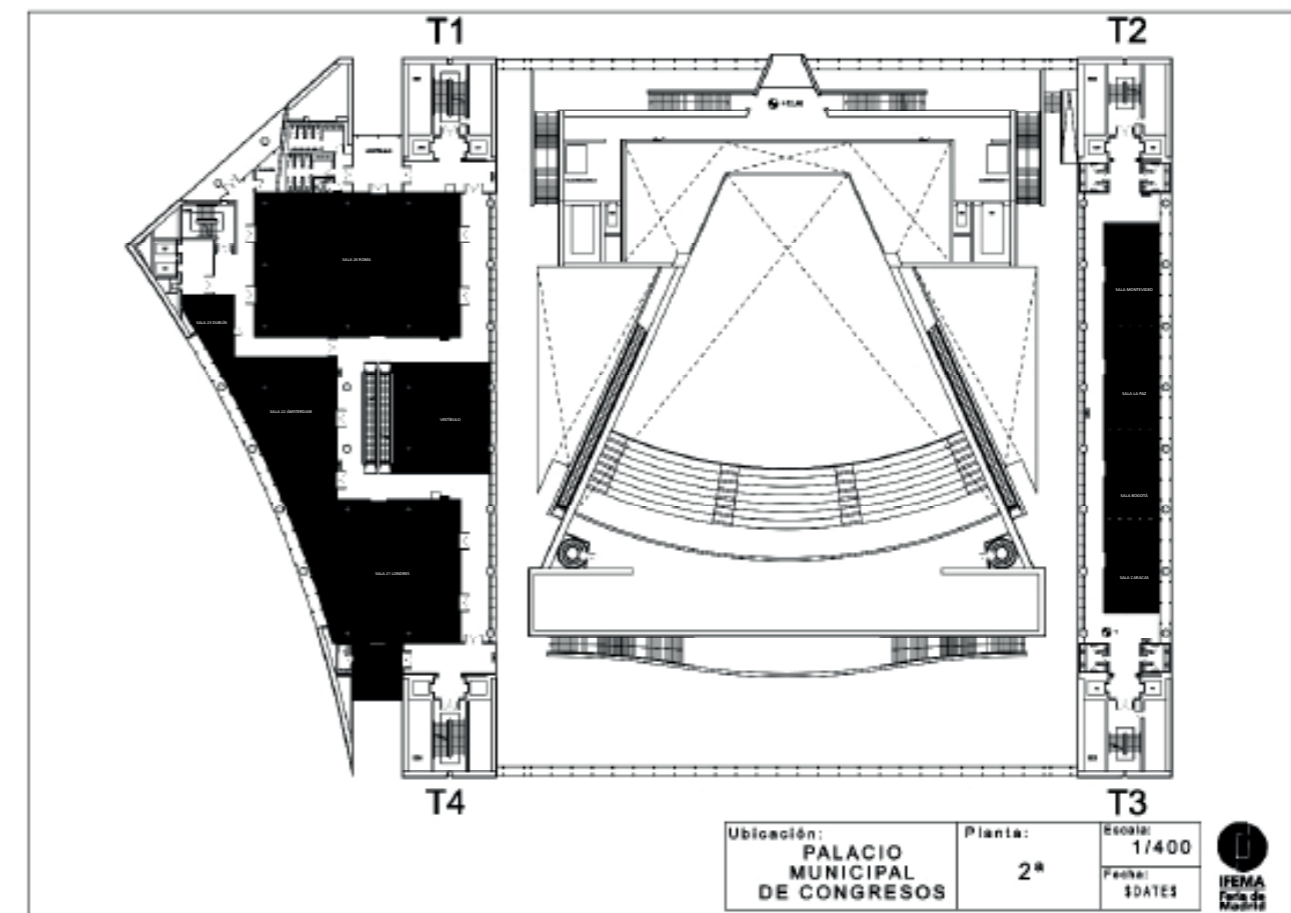
Annex 2. Information on Risks and Preventive Measures in Exhibition Areas during Assembly and Dismantling

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

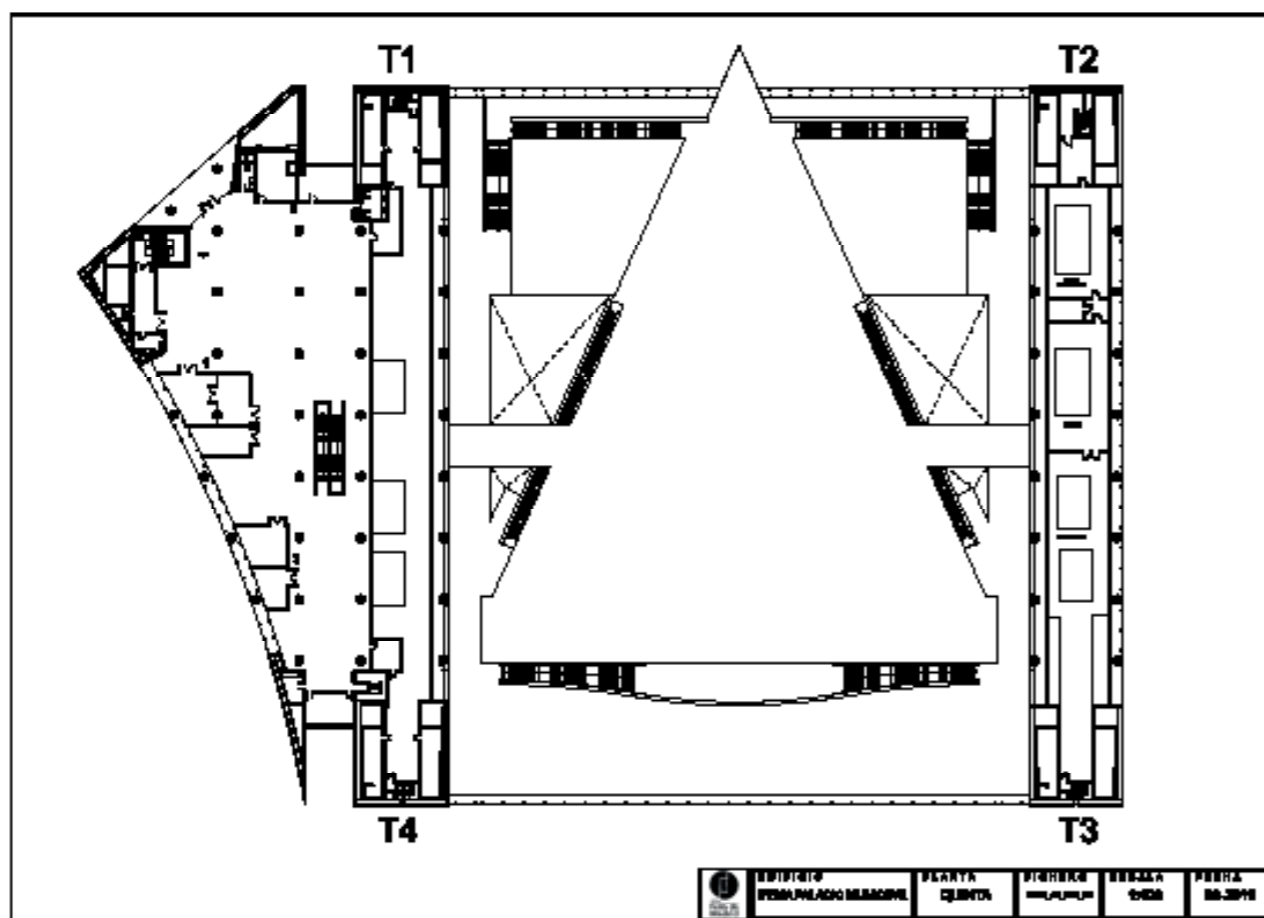
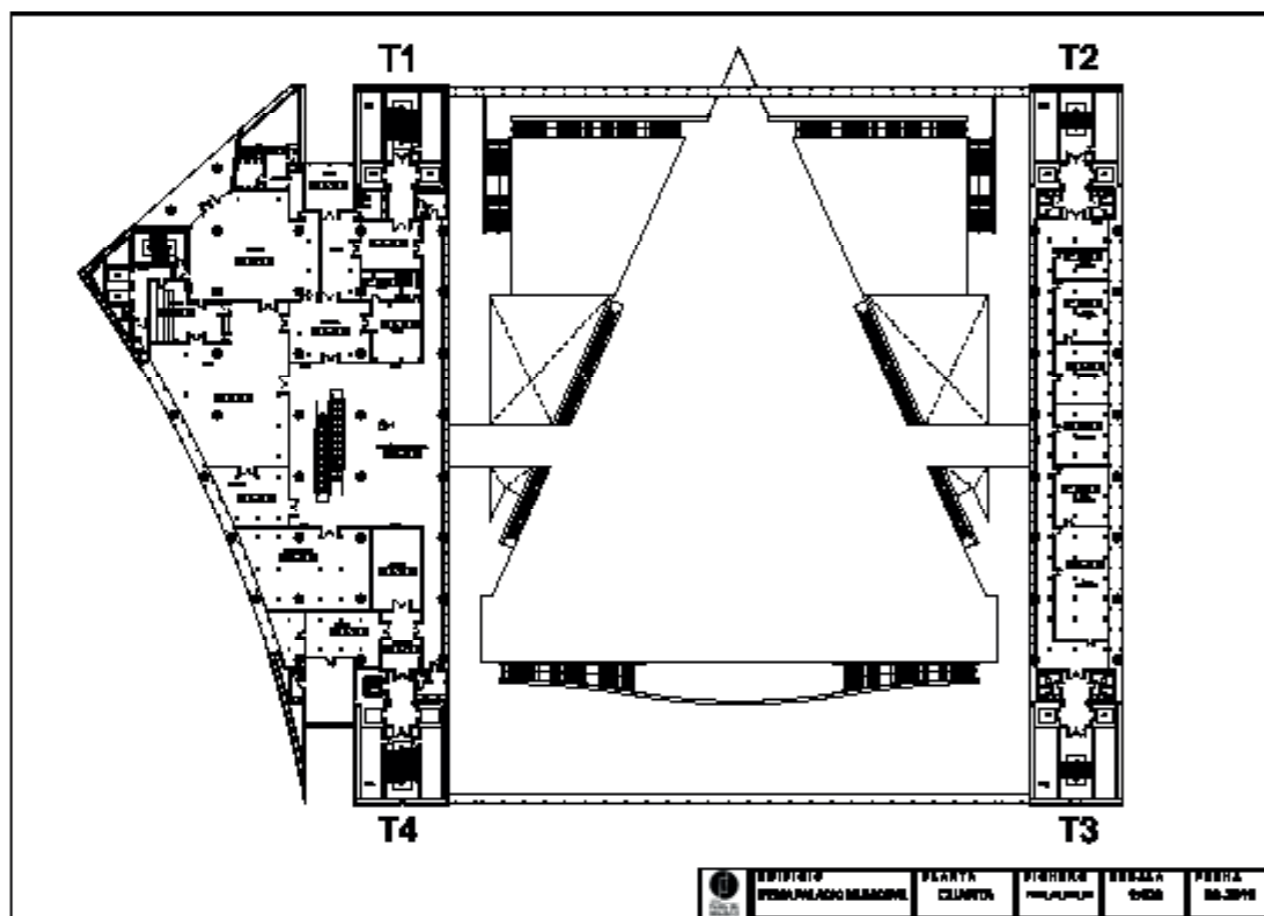
Expanded plan of the Exhibition Areas



Expanded plan of the Exhibition Areas



Expanded plan of the Exhibition Areas



In compliance with Occupational Risk Prevention regulations, IFEMA informs companies working in exhibition/meeting areas in 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, all the companies and/or professionals who carry out work on their own account or for third parties within IFEMA PALACIO MUNICIPAL site must comply with the Occupational Risk Prevention regulations in relation to the tasks undertaken. 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 preventive measure due to the 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.



Basic Emergency and Evacuation Rules

- When you arrive at your work area, identify and show your personnel the Evacuation Routes, Emergency Exits and Fire Fighting 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.

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 the 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. It is not permitted to carry more people than 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, constructions (stands, marquees etc.) shall comply with prevailing legislation. In particular, and with regard to the flammability of the materials used, floor coverings shall be coated with BFL-s1 and walls and ceilings shall be coated with B-s1, d0. Suspended textile elements, such as curtains or screens must be Class 1, shall comply with 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 shall be respected 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	For any kind of emergency (+34) 91 721 04 74 24-hour service
Your own safety and that of everybody working on the Fair Venue premises depends on your acting appropriately. Thank you very much for your help.	"HELP US TO PREVENT" Occupational Health and Safety Committee 

Annex 3. Capacities of the Halls in 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
	SECOND FLOOR	PRESS HALL	—	—	—	—	34 m ²
		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. Environmental, Energy and Sustainability Standards for Events (for Exhibitors and External Operators)

GENERAL MEASURES

- Keep facilities clean and avoid clutter to convey an image of respect for the environment and society.
- Use natural resources rationally, close taps and turn off lights when they are not necessary to avoid needless consumption of water and energy.
- Turn off all equipment or installations when their operation is unnecessary.
- Keep the facilities and infrastructure in good condition to avoid unnecessary consumption of natural resources.
- Inform the IFEMA staff if you detect any potential leaks of water or compressed air and/or faults in the equipment or installations, in order to avoid consuming unnecessary energy or natural resources.
- Whenever possible, use public transport or shared vehicles.
- Smoking is forbidden inside IFEMA PALACIO MUNICIPAL and next to waste and merchandise storage areas.

MEASURES REGARDING CHEMICAL PRODUCTS

- It is forbidden to pour chemicals down the drains at the facilities.
- It is forbidden to unload, store and handle dangerous chemicals (flammable, corrosive, oxidising, toxic etc.).

MEASURES FOR DEALING WITH WASTE

- Do not pour waste down the facilities' drains.
- Always keep the waste that is generated in suitable hygienic and safety conditions – that is, in general, in a well-ventilated, cool and dry place, away from work areas where tasks that generate sparks or heat are being or are going to be carried out.
- Manage the waste generated during the preparation and holding of the fair/event. If you do not wish to or cannot do so, IFEMA will manage it for you under the conditions established in IFEMA PALACIO MUNICIPAL General Rules for Participation, applicable to your contract type. In any case, you must ensure that different types of waste are not mixed, and that they are deposited separately into specific containers (paper-cardboard, plastic-containers, wood, glass, inert waste, etc.).
- In the event of accidental spillage, leakage or deterioration of the containers/recipients containing waste, notify the IFEMA staff immediately.

Consult conditions for waste management with IFEMA if you cannot or do not wish to carry it out yourself.

Feel the
inspiration