

Rules for the Organization of Concerts in Pavilions and Outdoor Areas

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Rules for the Organization of Concerts in Pavilions and Outdoor Areas

I.- GENERAL MATTERS

1.- Definitions

In these Rules, the terms **"CONCERT"**, **"MUSICAL EVENT"** and **"EVENT"** refer to musical performances offered to an audience that is standing, sitting or part-standing and part-sitting.

The term **"Organiser"** refers to the entity organising the CONCERT.

The term **"IFEMA"** refers to Institución Ferial de Madrid, the entity that owns the "Feria de Madrid" venue in which the CONCERT takes place.

"RULES FOR THE ORGANIZATION OF CONCERTS IN PAVILIONS AND OUTDOOR AREAS" refers to these rules applicable to the Organisers and their Contractors and subcontractors, covering specific aspects for the assembly, holding and dismantling of the aforesaid event, as well as all aspects relating to its organisation at the IFEMA site.

The term **"HOLDING OF THE EVENT"** determines the period of time from two hours before the opening of the doors and the access of attendees to the concert until one hour after it has ended.

2.- Scope of application

These Rules are mandatory for Organisers, the companies they contract or subcontract and any collaborating companies that, as a result of the holding of the Concert, undertake work or provide services on behalf of the Organiser.

Accordingly, they undertake to convey these regulations to the aforementioned contracted, subcontracted or collaborating companies to the extent that they apply in view of the work to be carried out at the Fair Venue.

3.- Opening hours and access doors for the Organiser and Participants

Access to and exit from Feria de Madrid will take place during the hours established in the contract signed by the parties and through such doors as may have been agreed by IFEMA and the Organiser.

4.- Cloakroom service and storage

Any service related to this concept will be organised and provided by the Organiser, as well as the management of lost objects during the event.

5.- Sound levels

In general, during assembly and dismantling work and while fairs or events are being held in the venue, noisy demonstrations that could interfere with the execution of the aforementioned events must be avoided. Notwithstanding the foregoing, appropriate times for conducting sound tests will be agreed between IFEMA and the Organiser.

Inside the Halls, frequencies below 40 Hz cannot be broadcast. In this regard it is stipulated that to avoid structural elements of the halls resonating with sounds coming from the musical event, the Organiser shall install an equaliser (high pass filter) with a cut-off frequency at 40 Hz and incorporate it into the sound system before the amplification stages in order to eliminate these frequencies in the reproduction and amplifying equipment.

When concerts are held in outdoor areas, they shall be at the decibel level authorised in a licence granted by the City Council to the Organiser.

The Organiser will be responsible for any consequence deriving from the levels of sound produced, both inside the halls and in the outdoor areas of the venue, dealing with all complaints and claims made and/or the payment of fines or sanctions that might be imposed either on IFEMA or on the Organiser as a result.

6.- Food Service and Catering: Drinks service and bars for the attending public

6.1.- The Organiser shall install and manage the catering services for the public attending the event in the contracted venue, and this commercial operation shall correspond exclusively to the Organiser. For the purposes of these regulations, "food service and catering" refers to any consumption of drinks or food.

IFEMA shall be notified of the event catering plan, by means of the Organiser's completing and presenting the form entitled "**Comunicación para la realización de Restauración / Catering en Conciertos**" ("Communication for the performance of Catering Organizer Concerts ") showing the terms on which the service will be provided and the contractors who, in all cases, shall hold the legally required permits and have them available during the event.

These services will be offered in the places provided for this purpose and will consist of drinks and food that do not require cooking, as food processing is not permitted. In all cases, catering/food services will be accessory to the event in such a way that they are compatible with the latter's schedules and activities.

6.2.- The Organiser assumes liability towards third parties for claims that have their origin in the catering/food services provided by it, exonerating IFEMA from any responsibility in this regard.

6.3.- If the Organiser wishes, it can directly take out catering/food service, cafeteria and bar services from the companies approved by IFEMA for the provision of catering/food services at Feria de Madrid.

6.4.- In no circumstances and in no area may drinks or other products in glasses or glass bottles, etc. be served. It is also forbidden to place elements such as furniture and other objects that can be used with violence or to place them without the due guarantees that prevent such use. Efforts must be made at all times to prevent such elements from becoming elements of risk in the CONCERT/MUSICAL EVENT

6.5.- FOOD SAFETY INFORMATION:

All packaged products must be duly labelled according to the current labelling laws, specifying the substances which cause allergies or intolerances (Regulation 1169/2011). Furthermore, with regard to the aforementioned regulations and pursuant to Royal Decree 126/2015 on consumer information related to food presented without packaging, suppliers must indicate that:

"Information concerning allergens is available at consumers' request", indicating this on a sign next to the customer service area. Pursuant to this requirement, the providers of this type of service shall have a list of the ingredients of the products they provide (a technical data sheet).

7.- Photography and filming

7.1.- Authorisation is required from IFEMA to take photographs and film at Feria de Madrid. The Organiser may freely report on the spaces contracted for the holding of its event. In relation to the Organiser's photographs and reports, the content and use that is made of them will be its exclusive responsibility, as will compliance with current legislation regarding personal data, the duty of information, formalisation of the corresponding authorisation required to obtain image rights and any other that are necessary for the purposes envisaged.

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

IFEMA, as owner of the Feria de Madrid venue will, **unless expressly indicated otherwise by the Organiser**, make video or photographic reports of the event's setting for possible dissemination in IFEMA's usual media, providing information on the events that take place at the Fair Venue. These reports may also be included on IFEMA's websites and/or social media (Facebook, LinkedIn, YouTube, Twitter, Instagram etc.), and in informative and promotional material on Feria de Madrid.

The artists' image – in the conditions indicated by the Organiser – and those of the attendees may therefore be captured during their participation in the event and processed by IFEMA as the data controller for the purposes outlined in the foregoing paragraph.

The rights of access, rectification, deletion, opposition, portability and limitation to the processing of personal data may be exercised by sending an email to **protecciondedatos@ifema.es** or a letter to IFEMA, Protección

de Datos, Avenida del Partenón 5, 28042 Madrid, including in either case a photograph, information about the event or fair in which the data subject participated and a photocopy of his or her National Identity Document.

7.2.- Feria de Madrid also has a VIDEO SURVEILLANCE system marked with signs which is exclusively for security purposes. Recordings are destroyed within the legally established deadlines and the rights mentioned in the previous paragraph may also be exercised vis-à-vis IFEMA in the manner indicated above.

II.- OCCUPATIONAL RISK REGULATIONS – COORDINATION OF BUSINESS ACTIVITIES

8.- General information

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

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

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

- **Instructions for action in case of emergency** (Fair Venue and Palacio Municipal).
- **Generic risks to the installations and preventive measures in Exhibition Areas.**
- **Safety Standards 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 in Feria de Madrid 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 in Feria de Madrid.

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

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

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

The information provided by IFEMA may be complemented with other specific rules that may apply which, due to the nature of the specific activities taking place, are deemed necessary for general safety. Where applicable, this shall be decided by IFEMA by mutual agreement with the companies involved in the execution of the work. Similarly, all other specific technical regulations contained in these Regulations are complementary to general health and safety regulations, and compliance is intended to ensure the safety of people and premises.

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

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

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

9.- Personnel contracted or subcontracted by the Organiser

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

The Organiser further undertakes to comply with, and to ensure that its contractors and/or subcontractors comply with these regulations and current legislation on occupational health and safety applicable to the work they carry out or contract or subcontract as the case may be.

III.- REGULATIONS GOVERNING ACCESS, SECURITY AND EMERGENCIES AT CONCERTS

10.- Public order, security and emergencies

10.1.- Indoor concerts in halls:

10.1.1.- THE ORGANISER shall ensure and be responsible for the good order, organisation and correct protocol of the event in all its phases: preparation, start and access, execution and conclusion and evacuation.

10.1.2.- IFEMA will be responsible for safety and security during the event and may not delegate this to third parties. It will ensure that it has the private security personnel arrangements appropriate for the characteristics and circumstances of the event.

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

Accordingly, the Organiser may contract the private security that it considers appropriate for its own purposes, within the framework of current regulations. Their presence shall be coordinated at all times with IFEMA’s security and emergency structure, and their activity must not interfere with or hinder safety and security at the Juan Carlos I Fair Venue.

10.1.4.- IFEMA has a specific Self-Protection Plan which shall apply to the Halls and interior spaces. The Organiser undertakes agrees to comply with the safety and self-protection guidelines contained therein in order to manage any emergency situations that may occur. Prior to the beginning of the CONCERT/MUSICAL EVENT, the personnel of the service companies contracted by the Organiser will receive sufficient information to permit them to collaborate in any emergency actions executed by the parties appointed by IFEMA, facilitating the evacuation or confinement of the contracted venue if required.

10.1.5.- The Organiser shall present IFEMA with an **“Action Plan”** linked to the Access Control area of the CONCERT/MUSICAL EVENT and to any additional Security that may be contracted, quantifying the human resources required, identifying the persons responsible, the companies to which they belong, the duties and areas assigned and organisational measures established, including the organisational/hierarchical structure of each and their coordination with IFEMA’s security and emergency structure, with the advance notice stipulated in Clause TWO.

10.1.6.- Both IFEMA and the Organiser undertake to favour such prior contacts and meetings as may be considered necessary to ensure effective coordination in the areas mentioned in the previous paragraph. IFEMA shall also provide all the information and documentation needed to ensure that the Organiser is able to comply with the commitments made in this regard.

10.1.7.- Throughout the event (start and access, execution and conclusion and evacuation), IFEMA shall have a person in charge of security and emergencies, with full authority throughout the Fair Venue, ensuring coordination with the structure proposed by the Organiser. The Organiser shall also designate, within its scope and for the indicated reference period, a contact person for the same purposes, who will guarantee the essential exchange of information and coordination between both parties at all times.

10.1.8.- IFEMA may require the Organiser to announce information relating to emergencies through the event’s audiovisual media during the CONCERT/MUSICAL EVENT.

10.1.9.- In the event of a serious specific risk during the CONCERT/MUSICAL EVENT that can be treated in isolation, IFEMA may require the Organiser to impose temporary restrictions on the use of stage lighting effects such as flash, strobes and blinders that interfere with the normal capture of images of the CCTV security system for the necessary time, compliance with which shall be required.

10.1.10.- In the context of the CONCERT/MUSICAL EVENT, the visit and inspection by the appropriate public bodies may be expected, both in terms of security and civil protection. The Organiser is obliged to be present at such visits, offering such assistance as may be required and making available all technical and descriptive documentation that may be requested.

10.2.- Concerts in outdoor areas 10.2.1.- Security and Surveillance

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

It will also provide fixed fire protection throughout the fair period.

The mobile extinguishing means – i.e. fire extinguishers – will be installed by the event Organiser based on project requirements, complying with the regulations in force as will all emergency signage.

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

10.2.2.- General considerations

10.2.2.1.- The Organiser shall ensure and be responsible for the good order, organisation, control and protocol of all phases of the event – preparation, start and access, execution and conclusion and evacuation, with exclusive responsibility for access control and maximum attendance capacities.

10.2.2.2.- The security and surveillance services that are organised on the occasion of the event will be the responsibility of the Organiser.

10.2.2.3.- The handling of emergencies at the event, based on the content of the Self-Protection Plan specifically designed for this purpose is also the responsibility of the Organiser, with the IFEMA security services providing their services at the fair venue collaborating and participating in the coordination thereof, as specifically determined.

10.2.2.4.- IFEMA will require the Organiser to provide the specific Self-Protection Plan for the event in question, which must have been presented to the appropriate public body in order to obtain the corresponding licence, two

months prior to the event's being held. This plan must be drawn up in line with the IFEMA Self-Protection Plan, into which it will be incorporated, ensuring permanent and effective coordination between both parties in the event of an emergency, both parties favouring such prior contacts as may be necessary for the purpose.

10.2.2.5.- IFEMA shall similarly provide the Organiser with a copy of its specific Security Plan for the event.

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

10.2.2.7.- In no circumstances may the private security company that the Organiser contracts interfere with or hinder the security operation of the Fair Venue. Both parties shall coordinate and cooperate as indicated above.

10.2.2.8.- Throughout the event (start and access, execution and conclusion and evacuation) IFEMA will have a person in charge of security and emergencies, with full authority throughout the Fair Venue, ensuring coordination with the Organiser's security and emergency structure. Likewise, the Organiser shall designate, within its scope and for the indicated reference period, a contact person for the same purposes, based on the provisions of its Self-Protection Plan and during which the essential exchange of information and coordination to ensure the effectiveness of both structures will be guaranteed at all times.

10.2.2.9.- IFEMA may require the Organiser to announce information relating to emergencies through the event's audiovisual media during the event.

10.2.3.- Considerations regarding Organisation

10.2.3.1.- IFEMA will have the power to temporarily or permanently close access to the contracted spaces at the venue in the following circumstances:

As soon as the established venue capacity is reached.

Where the execution of the event causes or is expected to cause a public order disturbance representing a danger to people and property.

In the event of serious breach of sanitary and hygiene conditions.

10.2.3.2.- IFEMA may also deny access to the CONCERT/MUSICAL EVENT to assistants or staff who will be working therein, who are known to have seriously affected the normal course of similar events on previous occasions with their behaviour. IFEMA may also expel anyone showing signs of such behaviour during the event in question.

10.3.- Considerations regarding special events

It is prohibited to access events with alcoholic beverages. Consumables will in any case be supplied by the Organisation in accordance with the terms and conditions established in this document.

Entry with clothing or symbols that incite violence, racism or xenophobia is also prohibited, as is entry with any object that the Organiser or IFEMA security personnel may consider dangerous.

The consumption, supply or sale of alcoholic beverages and/or tobacco by or to persons under the age of 18 years is strictly prohibited. In the event that minors are allowed access, the Organiser must guarantee control on entry and control inside, ensuring compliance with current regulations in this area.

11.- Access control and venue capacity

Pursuant to currently applicable legislation, IFEMA has a maximum occupancy allocation for each area, depending on the type of event held, of which the Organiser is aware and which it undertakes not to exceed. Said maximum permitted capacities are stipulated in Annex 3, "Technical data concerning Halls and outdoor areas".

Regarding the Computer Access Control System required in the contract, the Organiser must provide information on its description and characteristics within the time frames indicated in the contract signed by the parties, stating which personnel will be responsible for operating it during the concert.

Personnel exercising access control functions during the concert, as defined in the Madrid Regional Government Council's Decree 163/2008, of 29 December, shall be duly accredited according to the provisions of said regulation

and the Orders implementing it, being empowered to perform the functions referred to in Article 5 of the Decree, specifically:

Direct and ensure the peaceful entry of people into the public establishment, public spectacle or recreational activity, so as not to disturb the event in question.

Check the age of the people who intend to enter the premises when appropriate. Control the acquisition of the entrance ticket by those attending the event. Check that the authorised capacity is not exceeded at any time.

Require the intervention of the establishment's security service personnel, if any, or, failing that, of the police in order that they may prevent entry by people who fail to comply with the specific admission conditions.

Control transit through restricted areas.

Ensure that drinks dispensed within the premises are consumed within it and are not, in any circumstances, taken outside.

Prevent public access after the closing time of the premises.

Immediately inform the security personnel, if any, or, failing that, the police, of any disruption of public order that may occur at the entry points or inside the establishment, without prejudice to any actions that may take carried out in order to ensure the physical integrity of people and property, where urgency so requires.

Allow and collaborate in inspections or regulatory controls as established in current regulations.

In no case may they perform the role of the security services, this falling exclusively to the private security personnel, pursuant to current regulations.

12.- Contracting additional private security

Notwithstanding the foregoing paragraph, the Organiser may contract such private security as it considers appropriate for other purposes. 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 Organiser wishes to contract such service with a company other than the IFEMA collaborator, it shall notify the IFEMA Security and Self-Protection Directorate at least 72 hours in advance, in a document confirming compliance with the conditions established for the contracting of these services as required by current regulations (dseguridad@ifema.es).

They must also provide the duly completed form entitled "**Solicitud de Automobiles de Vigilancia Privada**" ("Authorization request for private security"), which sets out the regulations and conditions for the provision of this service, available at ifema.es – Conventions and Congresses – Rules of Participation – Forms, sending it to dseguridad@ifema.es.

Its presence shall at all times be coordinated with IFEMA's security and emergency structure, and its activity must not interfere with or hinder the general security mechanism of the Fair Venue or that established specifically for the event.

13.- Keeping aisles clear. Packaging

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

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

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

IFEMA's cleaning services will remove any object deposited in these areas, without the right to claim damages.

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

14.- Evacuation routes

IFEMA will provide basic plans of the contracted areas to enable the Organiser to plan a layout. This must be submitted to IFEMA for approval and information purposes.

The minimum evacuation routes required are shown on the aforementioned plans included on the CD delivered to the Organisers within the framework of the procedure for Occupational Risk Prevention / Coordination of Business Activities:

In outdoor areas, any materials or elements exhibited may not have a height greater than 28 metres.

15.- Fixed and mobile installations

Visibility of and accessibility to fire-fighting material and equipment must always be guaranteed: fixed fire-fighting systems, floor fire hydrants (the location of which shall be highlighted using a different colour to those of the surrounding elements), extinguishers, alarms, water extinguishing equipment, emergency exits etc., even inside the contracted spaces, as well as the access points to technical and service areas.

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

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

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

16.- Fire prevention

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

IV.- CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES

17.- Technical Characteristics of the Halls

"Technical Data of the Halls" is included as Annex 3, setting forth the technical characteristics and the maximum capacities of the halls.

18.- Floor strength

Annex 3 "Technical Data of the Halls" outlines floor strength. Service duct/channel covers may not be used to support loads even temporarily.

19.- Working hours

The periods during which installations or, as the case may be, stands may be assembled or dismantled, as well as the working hours in Feria de Madrid shall be those authorised in a contract between IFEMA and the Organiser.

Outside of these periods, material cannot be brought into or out of the site, nor may personnel remain within Feria de Madrid.

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

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

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

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

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

21.- Assembly regulations

21.1.- General matters

These rules governing assembly shall be complemented by those determined by the Organiser.

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

21.2.- Assembly of events: stage, grandstands, etc.

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

Notwithstanding the foregoing, IFEMA may require, if the scope of the assembly to be carried out so requires, said authorisation to be signed by a competent Technician and endorsed by the corresponding Official Professional Association.

21.3.- Regulations regarding the hanging of structures and rigging in the Halls

The Organiser may hang elements from the roof structures of the halls following the procedure set out in the Rigging Regulations set forth in Annex 7 to the contract signed between the parties and on the IFEMA website – Conventions and congresses – Rules for Participation, completing the form entitled **“Solicitud de Autorización para colgar estructuras/ rigging”** (“Application for authorisation to hang structures / Rigging”) available at ifema.es – Conventions and Congresses – Rules for Participation – Forms, and sending it to **inspeccion.rigging@ifema.es**.

a) Minimum content of projects requiring hanging

The projects attached to the requests for suspended items shall contain the precise definition of all items to be hung.

- The information in this definition shall include at least the following:
- Explanatory note on the installation to be made.
- Total value of the load borne by each motor or suspension point on the IFEMA structures.
- Description of the assembly, where this involves the transmission of loads.
- The weight of all the elements that form part of the suspended structure (spotlights, loudspeakers, motors, lining, the weight of EC-approved trusses etc.).
- Scale plan showing the ground layout and height of the installation, indicating the location of each suspension point for the elements to be suspended.

b) Regulations that must imperatively be complied with

The materials used by the Organiser and its suppliers must comply with the following standards:

- UNE EN 13414. Steel cable rope slings. Safety.
- UNE-EN 1677. Series of rules governing sling accessories. Safety.
- UNE-EN 12385:2003. Steel cables. Safety.
- UNE-EN 13411:2002. Terminals for steel cables. Safety.
- CTE. Technical Building Code. MAY.

For its control, and as the party responsible for the facilities, the Organiser shall appoint a person answerable to IFEMA to inform IFEMA staff of all technical aspects of the work that it wishes to carry out.

21.4.- Elevated structures

All companies wishing to construct an upper floor or structural elements at a height of 1.20 metres or more, supporting weights or people, need to fully comply with the above conditions, also submitting a certificate or project to the Organiser with its corresponding works management and signed by a competent technician. This documentation must be endorsed by the corresponding professional association.

The certificate or project must specify the dimensions, the service load and the maximum capacity. It shall be the exclusive responsibility of the Exhibitor to comply with the limits established therein. The Organiser shall present IFEMA with a copy of the aforementioned documentation.

21.5.- Assembly and use of grandstands in halls

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

- In rows with an exit to an aisle at only one end, $A \geq 30$ cm where there are seven seats, with 2.5 cm more for each additional seat, up to a maximum of 12 seats.
- In rows with an exit to the aisle at both ends, $A \geq 30$ cm in rows of maximum 14 seats and 1.25 cm more for each additional seat. For 30 seats or more: $A \geq 50$ cm.
- Every 25 rows, at the most, there must be a passage between rows with a minimum width of 1.2 m.
- The number of seats is not limited, but is determined by the length of the evacuation routes to an exit (Max. 50 metres).
- In establishments with multiple activities for over 50 people, the seats must be arranged so that they cannot be moved. Aisles and ramps $A \geq P/200 \geq 1$ m.
- Stepped aisles for access to seats in spectator areas such as stalls, amphitheatres, grandstands or similar must have steps with a constant riser dimension.
- Step treads may have two alternating dimensions in order to allow level access to the rows of spectators.
- The width of the stepped aisles shall be determined by the evacuation conditions established in Section 4.1 Stairs, for downward evacuation $A \geq P/160$.
 A = Width of the element, [m] / P = Total number of people expected to pass through the point where the width is measured.

The certificate or project shall specify that the installation is designed in accordance with current regulations and correctly constructed in terms of the capacity indicated therein, and that all the necessary actions have been taken or assembly jobs done in compliance with regulations regarding evacuation, signage, emergency

lighting and access. It is the Organiser's sole responsibility to comply with the limits and conditions established therein. The Organiser shall present IFEMA with a copy of the aforementioned documentation.

21.6.- Use of vehicles

In the event that the Organiser uses a vehicle with an internal combustion engine for the concert, it must have the minimum amount of fuel in the tank needed to be able to access the assigned space and leave it at the end of the concert.

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

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

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

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

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

- The height, from its base with the basket resting on the ground to the highest point of the balloon may not exceed 23 metres. The hot air balloon must also be permanently anchored to the ground.
This anchoring must be by means of at least two points attached to the basket and to points already existing in the ground.
- The anchoring area must be limited with a perimeter that prevents unauthorised personnel from passing underneath the balloon.
- The following documents shall be presented: (i) Damage and civil liability insurance certificate for the balloon with coverage of six million euros, (ii) Certificate of airworthiness, (iii) Pilot licences, (iv) Authorisation of activities issued by AENA and (v) Air work licence issued by AESA.
- This service must be contracted through the Outdoor Advertising Department (**publicidadexterior@ifema.es** or by telephone: 917 225 308/40). The acceptance of applications is IFEMA's responsibility.

21.8.- Remote control civil aircraft – drones.

IFEMA does not authorise the use of drones in the covered interiors of its facility, such as halls, offices etc. In the open-air areas of the fair venue, their use shall be regulated by the pertinent 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 at **stecnica@ifema.es**.

22.- Prohibited activities

The following are not permitted anywhere on the premises:

- a) Activities that compromise the premises of Feria de Madrid or any of its structural elements.
- b) Spray-painting inside Feria de Madrid and on any kind of object.
- c) Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other Exhibitors or the visiting public.
- d) Drilling the floorings or fixing carpets or building materials to them with contact glue or similar. These elements must be fixed with double-sided adhesive tape, or fixed on the wooden flooring installed for that purpose by the Exhibitor or by any other means, always independent of the flooring. Painting, inserting studs or making grooves of any kind is also prohibited.

- e) Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- f) The use of balloons inflated with lighter-than-air gases as a decorative element for the Event or Stands. Their use will be permitted subject to prior consultation with IFEMA's Fair Services Department providing they are anchored to the stand structure or filled with non-toxic, heavier-than-air gases that prevent them from rising.
- g) Assembling any structures in the areas defined as aisles for the fair, act or event.
- h) Aiming spotlights outside the stand.
- i) Using the hall service channels for the passage of cabling or any other type of installation, except for TV signal coaxial cables, for which the corresponding authorisation must be requested by completing the form entitled "Solicitud de Autorización para cableado de antena" ("Authorization request for antenna cable connections") available on the IFEMA website, sending it to stecnica@ifema.es.
- j) The installation of satellite dishes or any other antennas outdoors or in covered hall areas. If an element of this kind needs to be installed, the corresponding authorisation must be requested, the exhibitor or, where applicable, the Organiser, agreeing in writing to take down the items at the end of the event.
- k) Scattering confetti.
- l) Activities that involve fireworks.
- m) Attachment of anything to the walls.

IFEMA may determine any other activity that will not be permitted specifically for the event in question.

The repair costs for any damage caused during assembly, installation and dismantling will be charged to the Organiser, its Exhibitor and/or its decorator.

It is expressly stated that IFEMA only allows the use of pyrotechnic effects inside the fair venue with the prior presentation of the authorisation issued by Civil Protection - Madrid Fire-fighters.

23.- Services provided through service ducts/channels

For the proper installation of utilities, it is essential to provide a plan with their desired location at least 15 days in advance of the event.

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

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

Connections to IFEMA's network shall always be carried out under the supervision of IFEMA personnel.

24.- Water and drainage. Compressed air

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

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

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

IFEMA's general drinking water supply comes from Madrid's Canal de Isabel II, so supply pressure may fluctuate.

Usually, supply pressure ranges from 4 to 6 bar, although these parameters may vary. If, in order to ensure correct operation, the equipment to be connected to the water supply points requested requires a pressure different from that of the normal service, the installer or the Organiser will need to provide their equipment with the necessary elements to adjust the pressure to its needs. In case of doubt, we recommend contacting the Technical Secretariat.

The supply of compressed air is carried out at a pressure of 6 bar. If lower pressures are required, the necessary pressure regulators will have to be provided to adjust it to the user's needs.

25.- Regulations regarding the installation of air conditioning

Only air conditioning with air-cooled condensation circuits is permitted. Equipment cooled by water or another coolant in open circuits is not permitted for this purpose. It is also not permitted to use evaporation cooling systems that use water within a closed circuit and fail to meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

26.- 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.

27.- Regulations for installing Wi-Fi

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

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

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

IFEMA will study the requests and notify the Organiser/Exhibitor in writing.

IFEMA reserves the right to refuse a request if the network to be implemented described by the applicant could, in its technical judgement, adversely affect the quality of service of the rest of the venue's networks.

Pursuant to the foregoing, any installation without previous authorisation of Wi-Fi access points by the Organiser of the concert is expressly prohibited, whether this is for internet access or for any other purpose.

This measure seeks to avoid interference within the site with the equipment that may be installed in an orderly manner by each Organiser/exhibitor and with IFEMA's own access points. Such interferences could prevent the Wi-Fi networks present from functioning correctly.

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

Since not all connectivity needs are the same, if you have any questions related to IFEMA Wi-Fi services or need any additional technical information, please contact the Telecommunications Department at **telecomunicaciones@ifema.es**

Due to the saturation of the 2.4 GHz Wi-Fi band in these kinds of environment, we recommend the use of the **5 GHz band**. This frequency band has a greater number of channels and is less susceptible to interference and

congestion. To take advantage of these benefits, you will need to have devices that are compatible with this frequency. Remember that not all devices, even the most modern, have this facility. **We therefore recommend that you consult the technical specifications of any devices that you intend to connect via Wi-Fi during the event and check that they can use the Wi-Fi 5 GHz bandwidth.**

IFEMA can only ensure the proper functioning of the Wi-Fi service with devices that allow connections on the 5 GHz band, and will therefore only make networks available that are set up for this frequency.

28.- Removal of waste and assembly and display materials

The Organisers as well as 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 established for this purpose. If the installations are not dismantled within the established period, the Organiser shall pay IFEMA MADRID the cost of providing this service in accordance with the budget provided by IFEMA MADRID depending on the work to be carried out.

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

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

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

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

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

V.- RULES GOVERNING ELECTRICAL INSTALLATIONS

29.- General matters

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

All electrical installations at the fair venue must be submitted for approval to IFEMA's Technical Department.

Pursuant to Section 3 of ITC-BT-04, since the events are of a temporary nature and will be held in open premises or sites, the presentation of the Technical Design Report including the information stipulated in ITC-BT-04 Section 2.2 shall be required, as shall that set forth in the Regional Minister for Economy and Technological Innovation's Order 9344/2003, of 1 October, where the power requested is less than 50 kW. Before the commissioning of the installation, the authorised installer shall submit the Installation Certificate accompanied by the Technical Design Report to an accredited Industrial Inspection and Control Body. Once the copies of the Installation Certificate have been examined, one of them must be submitted to IFEMA's Technical Department so that the definitive supply of electricity to the installation can be connected.

As in the previous section, but if the power of the installation is greater than 50 kW, the Certificate must be accompanied by an installation plan drawn up and signed by a competent qualified technician, who will be directly responsible for its compliance with the regulatory provisions. Before the final start-up of the installations, the authorised installer shall submit the Installation Certificate to an authorised Industrial Inspection and Control

Organisation, accompanied by the corresponding installation plan and the documentation required in the Regional Minister for Economy and Technological Innovation's Order 9344/2003, of 1 October. Once the copies of the Installation Certificate have been examined, one of them must be submitted to IFEMA management so that the definitive supply of electricity to the installation can be connected.

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30.- The holding of events of any kind

30.1.- In this case, and as established in section 3 of ITC-BT-04, the holding of events of a temporary nature in open areas shall require the presentation of the Technical Design Report (MTD), with the data specified in ITC-BT-04 section 2.2, as well as in Order 9344/2003, of 1 October, of the Regional Minister for Economy and Technological Innovation, as long as the total power requested is less than 50 kW. Before the installation is commissioned, the authorised installer shall submit the Installation Certificate accompanied by the 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.

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

31.- Electrical supply

All electricity for the stands shall be supplied by IFEMA. The supply is 400 V phase-to-phase and 230 V phase-to-phase and neutral, with the tolerances permitted by the standards.

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

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

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

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

In cases where electricity-powered equipment requires certain precautions for shutting down or is sensitive to possible power outages, installers should take measures to avoid this risk in the case of a power outage, for example by installing uninterruptible power supply (UPS).

32.- Electrical connection

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

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

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

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

33.- Electrical distribution of installations

33.1.- Protection measures for guaranteeing safety

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

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

Receiver devices with consumption greater than 16A must be individually protected at the board. Electrical boards must have closed 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 of such housings shall be IP4X for interior and IP45 for exterior. They must be fixed to a structural element and cannot be placed at floor level. The board and its features must be maintained in optimum condition.

33.2.- Electric cables

For electrical installations in the interior of facilities assembled inside the halls, the cable to be used shall be of an assigned minimum voltage of 300/500 V according to UNE 21027 or UNE 21031 standards, suitable for mobile services, ducted via tube or channels according to ITC-BT 20 and 21, and with an IP4X degree of protection according to UNE 20.324, or assigned voltage 450/750 V with polychloroprene or similar casings, according to UNE 21.027 or UNE

21.150, suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F), according to the UNE 21027-13 standard. In the latter two cases, they do not need to be installed inside tubing, although they must not be accessible to the public. All the electric cabling shall fulfil the minimum CPR Cca - s1b, d1, a1 class, which shall be justified by submitting the corresponding Declaration of Provisions (DoP) with the CE marking.

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

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

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

All cabling that is going to be subjected to mechanical stress must be reinforced or be installed within a protective sheath. 33.3.- Bases and sockets

Bases for sockets must be of a 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 outlet.

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

33.4.- Motors

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

33.5.- Lighting

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

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

33.6.- Earthing

All metal structures must be grounded.

34.- Installation of illuminated signs

The installation of illuminated signs which require a special voltage must be previously authorised by IFEMA's Technical Department and shall meet the following conditions:

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

35.- Rules for using the installation

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

Multi-way adapters cannot be used.

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue.

The Organiser and/or its contractors and/or subcontractors will be liable for any damage caused by modifications to or improper use of electrical installations.

36.- Emergency lighting and signage

All the buildings on 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.

In the event that the Organiser decides to dispense with the emergency or ambient lighting provided by IFEMA, it shall install an alternative lighting system that complies with current regulations, providing IFEMA's Technical Department with sufficient advance notice thereof. The correct installation and operation of this alternative system and its compliance with the regulations shall likewise be verified by the aforesaid department.

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

As established in Point 3, "EMERGENCY LIGHTING" of ITC-28 of the current Low Voltage Electrotechnical Regulation, all existing changes of level must in any case be perfectly visible. 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 UNE 23035-1: 2003, UNE 23035-2: 2003 and UNE 23035-4: 2003 standards.

VI.- ADDITIONAL PROVISIONS

37.- Suggestions and complaints made to IFEMA

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

38.- Protection of personal data

38.1.- INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA

Any data that you provide as Organiser will be processed by IFEMA, with its registered office at Avenida del Partenón 5, 28042 Madrid for the purpose of (i) managing your contractual relationship with IFEMA and your status as Organiser (ii) sending information by electronic or equivalent means about activities, events and services of IFEMA and contents of its sponsors and third-party businesses related to the fairs, and (iii) displaying personalised advertising in the online environment. The lawful basis of the processing is your express consent and the legitimate interest of IFEMA.

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

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

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

38.2.- REGULATION OF PROCESSING

38.2.1.- Access to the Organiser's data and, where appropriate, those of the personnel of its collaborating companies by IFEMA.

In order for both parties to fully meet their contractual obligations, it may be necessary for the Organiser to provide IFEMA with personal data, for example regarding personnel (including its contractors and collaborating companies) authorised to provide services at the IFEMA site, to issue passes and/or accreditations, to verify compliance with the coordination procedures for the business activities, to control access in general by attendees or guests, as well as data from its exhibitors in order to provide and invoice the services requested as appropriate and pursuant to the indications agreed with the Organiser.

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

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

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

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

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

38.2.2.- Access to IFEMA data by the Organiser.

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

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

- a. Processing the data in line with the Data Controller's instructions, complying with the current personal data protection regulations applicable in each case and adopting all appropriate security measures.
- b. Keeping a written record of all the categories of processing activities carried out on behalf of the Data Controller.
- c. Not communicating the data to third parties unless expressly authorised by the Data Controller in the event that such communication is necessary for the provision of services, where there is a legal obligation or for reasons of public interest.
- d. Subcontracting: If the use of auxiliary services is necessary to undertake any of the services involved that require the processing of personal data pursuant to the provisions of this agreement, subcontracting is authorised, on the understanding that the Data Sub-Processor will also have the status of Data Processor and will also be obliged to fulfil these obligations and the instructions issued by the Data Controller. The Data Processor is responsible for regulating the new relationship, meaning that the Data Sub-Processor is subject to the same conditions (instructions, obligations, security measures etc.) and with the same formal requirements as the Data Processor, in relation to the proper processing of personal data and to ensuring the rights of the data subjects. In the case of any breach by the Data Sub-Processor, the Data Processor shall remain fully liable to the Data Controller in relation to compliance with the aforementioned obligations.

- e. Maintaining the duty of secrecy with respect to personal data to which it has had access under this contract, even after the end of its purpose.
- f. Ensuring that the persons authorised to process personal data undertake, expressly and in writing, to respect the confidentiality and to comply with the corresponding security measures, of which they must be properly informed, as well as ensuring their necessary training on data protection.
- g. Assisting the Data Controller in responding to the exercise of rights by data subjects. When data subjects exercise their rights with the Data Processor, the Data Controller must be immediately informed within a period not exceeding 72 hours.
- h. The Data Processor shall notify the Data Controller, within a maximum period of 24 hours, of any breaches in the security of the personal data that it is aware of, together with all the relevant information for the documentation and communication of the incident.
- i. Offering to the controller sufficient and appropriate guarantees in order to correctly apply the technical and organisational measures that allow compliance with the requirements of the current Spanish regulations and the GDPR, including the corresponding security measures.
- j. Processing the information or data provided with the appropriate security conditions that are relevant in each case **pursuant to the provisions of Article 32 of the GDPR.**
- k. At the option of the Data Controller, deleting or returning all personal data once the provision of processing services is finished, as well as all existing copies unless the conservation of such data is required under a mandatory regulation.
- l. Making all the information necessary to demonstrate compliance with the obligations hereby agreed to available to the Data Controller, as well as allowing and contributing to the performance of audits, including inspections, by the Data Controller or another auditor authorised by it.

38.2.4.- The obligations on the controller regarding the processing of personal data include:

- a. Indicating to the Data Processor the technical and organisational security measures required to fulfil the obligation foreseen in Clause j above. For this purpose, it is indicated that the measures stipulated in Article 32 of the GDPR must be established.
- b. Collaborating with the Data Processor in those obligations foreseen in this agreement that require such collaboration.
- c. Informing the Data Processor of the results of the impact assessment carried out in relation to the data processing by the Data Controller.
- d. Communicating the right of information at the time of data collection.

39.- Legal regulations

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

39.2.- The legal provisions cited herein are those in force at the time of writing of this edition of the Rules. Should any of the aforementioned provisions be amended or replaced, the legal reference shall be understood to refer to the legislation in force at the time of its application.

40.- Applicable Law and Jurisdiction

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

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

Annex 1. Regulations Governing Vehicle Access and Length of Stay for Loading and Unloading

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

1.- PREMISE

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

2.- OBJECTIVE

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

3.- PROCEDURE

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

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

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

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

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

4.- RATES

The rates are indicated in terms of:

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

5.- PARKING ALTERNATIVES

1. Transport vehicles

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

IMPORTANT:

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

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

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

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

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

2. Cars

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

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

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

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

3. Exhibitors with a "Parking Subscription Card"

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

4. Users of other car parks

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

6.- REGULATIONS AND RECOMMENDATIONS FOR THE USE OF THE HALL**14.1 CARGO LIFTS**

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

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

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

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

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

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

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

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

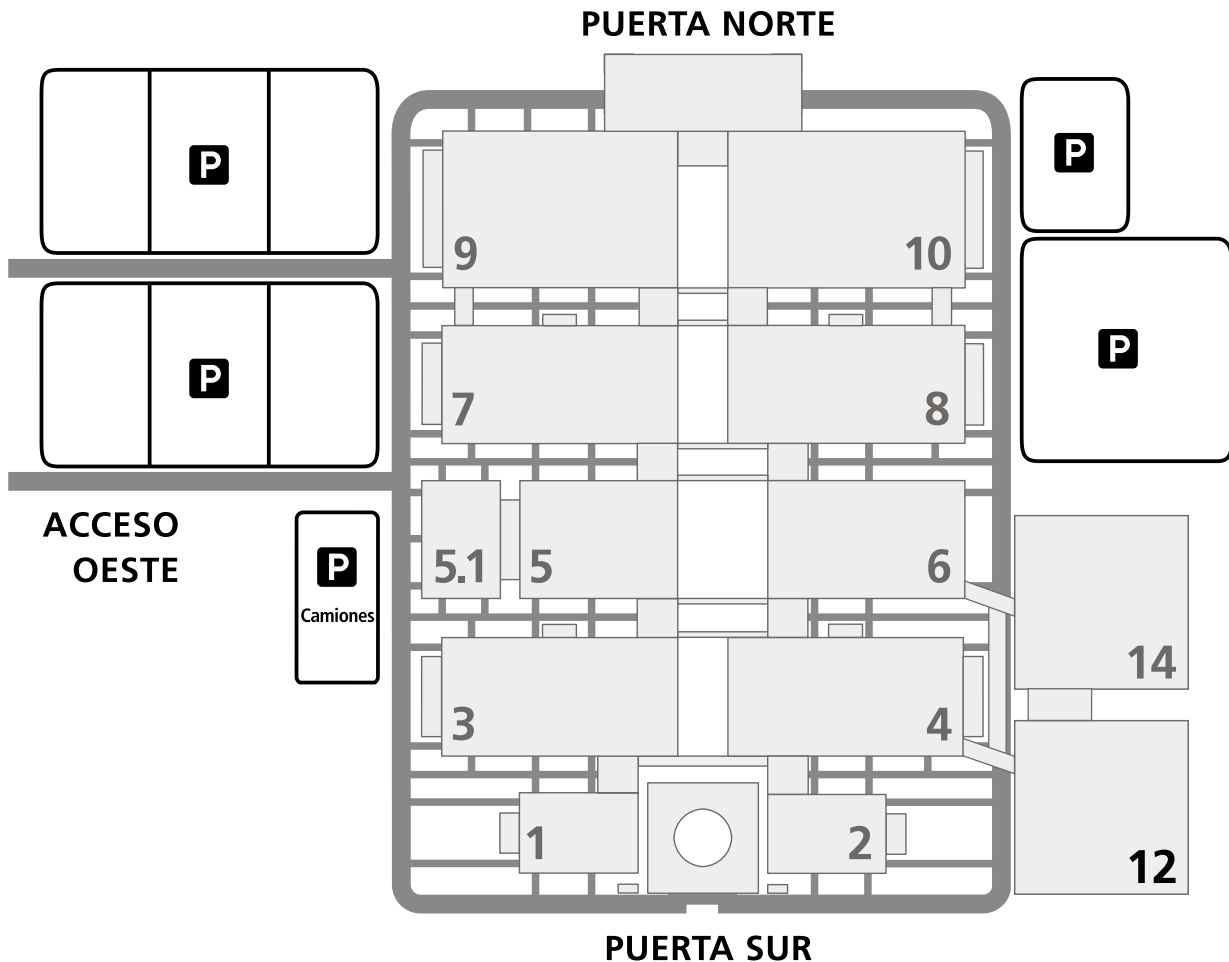
7.- Service lifts will be provided in strict order of arrival of vehicles with effective availability for transporting the goods.

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

Please follow the instructions of service personnel at all times.

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

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



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

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

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

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

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

Those responsible for the machinery shall be reachable, via mobile phone, at all times while the equipment is at the Fair Venue. Only a person who appears as authorised on this list may operate machinery.

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

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

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

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

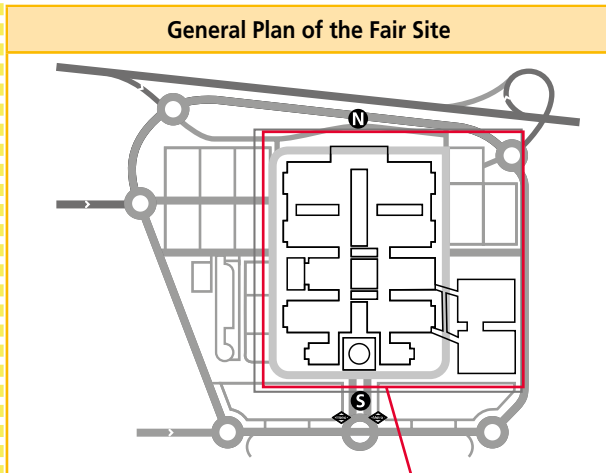
14. It is strictly forbidden to deploy the arm of the elevator platform or loads on forklift trucks over transit areas. All movement of machinery shall be directed from the ground by company personnel in order to ensure that people present in the work area are not put at risk.

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

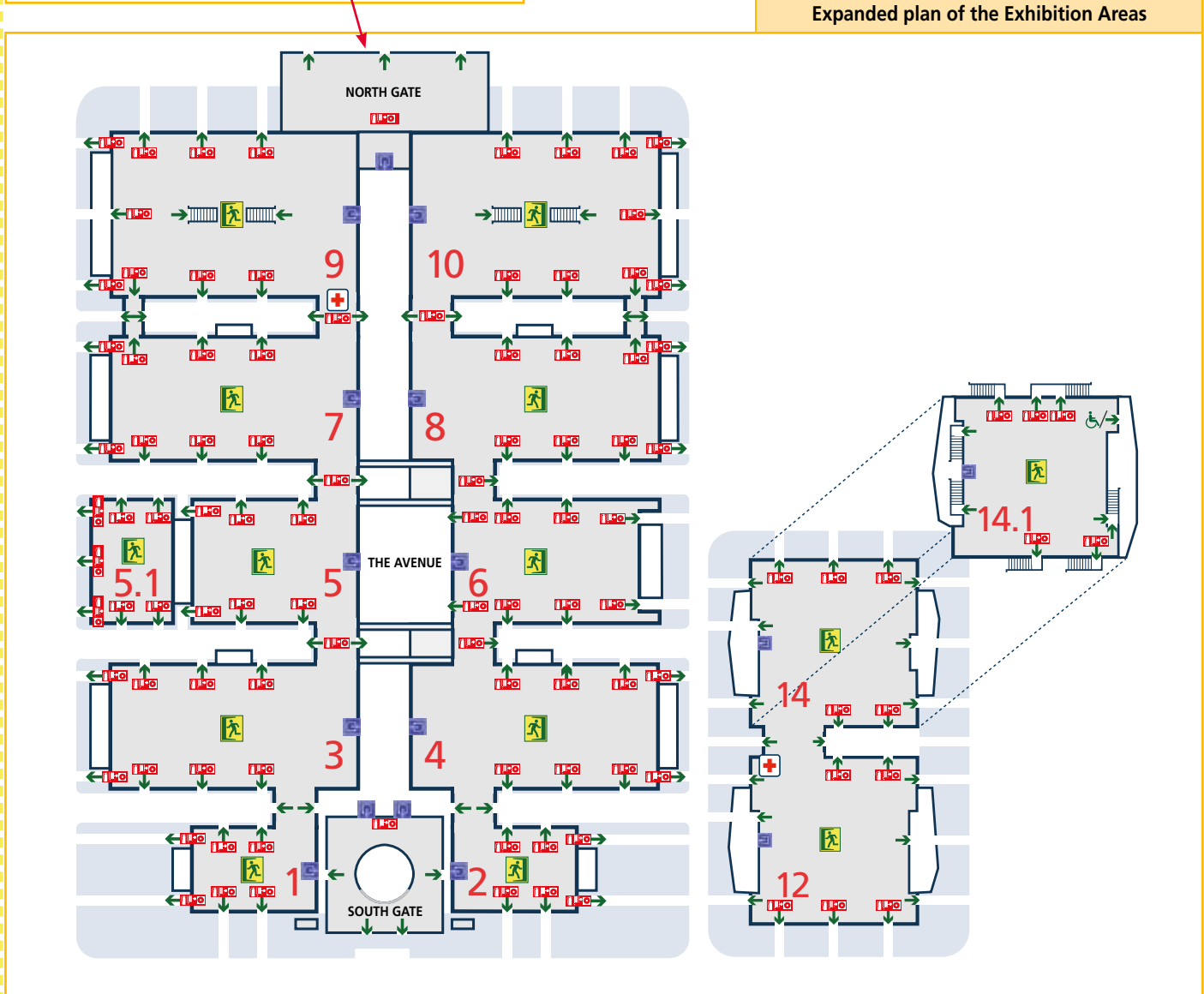
16. In the case of non-electrical machinery, the company shall guarantee its efficient fuel burning, undertaking to adopt the necessary measures to guarantee the quality of the air inside the halls where they are being used. The company shall carry out gas measurements where IFEMA so requires it and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

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

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



KEY	
	Medical Service*
	Escape route
	Emergency exits
	Fire fighting equipment



* Medical service available depending on the fair activity.

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

1.- GENERAL CONCEPTS

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

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

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

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



USO OBLIGATORIO
DEL CASCO








USO OBLIGATORIO
DE CALZADO
DE SEGURIDAD



USO OBLIGATORIO
DE CHALECO
REFLECTANTE

Basic Emergency and Evacuation Rules

- | | |
|--|---|
| <ul style="list-style-type: none">• When you arrive at your work area, identify and show your personnel the Evacuation Routes, Emergency Exits and Firefighting Equipment.• When you hear an Evacuation Order, notify all your personnel and start evacuation immediately.• Leave the area via the Evacuation Routes to the Emergency Exits. | <ul style="list-style-type: none">• Be sure that all your personnel leave ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.• Avoid doing anything that might cause panic.• Aisles and evacuation routes must be kept free of objects at all times. |
|--|---|

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

<p>Public Emergency Service 112</p>	<p>For any kind of emergency 91 722 54 00 24-hour service</p>
<p>Your own safety and that of all who work at the Fair Venues depends on your acting appropriately. Thank you very much for your help.</p>	<p>“HELP US TO PREVENT” Occupational Health and Safety Committee</p>

Annex 3. Technical Data concerning the Maximum Capacity of Halls

	MEASUREMENTS			HEIGHTS		COLUMNS			SERVICE LOAD	GATES			
	LENGTH	WIDTH	SURFACE AREA M ²	TOTAL Hall	TRUSSES	QUANTITY	TYPE	MEASUREMENTS	(KG/M ²)	QUANTITY	HEIGHT	WIDTH	EMERGENCY DOORS
Hall 1	90	60	5.400	12,6	9,1	2	round	d - 0,95	15.000	6	4,9	7,6	7
Hall 2	90	60	5.400	13,0	8,1	—			15.000	6	4,9	7,6	7
Hall 3	180	90	16.200	14,4	10,7	6 single 4 double	square	0,70 x 0,70	15.000	8	5,3	7,5	6
Hall 4	180	90	16.200	14,4	10,8	6 single 4 double	square	0,70 x 0,70	15.000	8	5,3	7,5	6
Hall 5	120	90	10.800	14,4	10,8	4 single 2 double	square	0,70 x 0,70	15.000	6	5,3	7,5	6
Hall 6	120	90	10.800	21,8	14,9	—			15.000	8	5,3	7,5	6
Hall 7	180	90	16.200	14,4	10,8	6 single 4 double	square	0,70 x 0,70	15.000	8	5,3	7,5	6
Hall 8	180	90	16.200	14,4	10,9	6 single 4 double	square	0,70 x 0,70	15.000	8	5,3	7,5	6
Hall 9	180	120	21.600	15,6	10,9	8 single 2 double	round	d - 0,70	15.000	8	5,5	6,0	5
Hall 10	180	120	21.600	15,6	10,9	8 single 2 double	round	d - 0,70	15.000	8	5,5	6,0	5
Hall 12	120	120	14.400	27,0	15,0	—			15.000	6	5,5	8,0	8
Hall 14.0	120	120	14.400	11,0	9,3	9	round	d - 1,50	15.000/2.000	6	5,5	8,0	8
Hall 14.1	120	120	14.400	10,7	6,5	8	round	d - 1,50	1.500	4	Van lift 6 m x 3 m x 3.5 m		

MAXIMUM AUTHORISED FAIR VENUE CAPACITIES		
CLASSIFICATION	SPACES	CAPACITY
TYPE I	Hall 1	7.100
	Hall 2	7.100
TYPE II	Hall 3	14.950
	Hall 4	14.950
	Hall 5	11.950
	Hall 6	14.200
	Hall 7	14.950
	Hall 8	14.950
	Hall 9	14.538
	Hall 10	14.538
	Hall 14.0	10.416
	Hall 14.1	9.804
TYPE III	Hall 12	18.800

These maximum capacity levels correspond to all types of concerts, whether those attending are sitting, standing or both sitting and standing.

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

1. INTRODUCTION

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

2. APPLICABLE REGULATIONS

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

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

3. REGULATORY REQUIREMENTS

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

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

a) Installations with power limit <50 kW

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

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

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

The installation may be reviewed by the EICI if it is included in the established sampling, for which it must contact the Authorised Installer and the Project Supervisor.

b) Installations with power limit >50 kW

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

- Project plan drafted and signed by qualified technician and approved by his/her official professional association (two copies).
- Official application form (provided by the EICI on submission of the documentation).
- Installer's installation and verification certification (five copies).
- User information file (two copies).
- Works Management Certificate (two copies).
- Valid accreditation of the low-voltage installer.
- Additional documentation that justifies deviation, where applicable,

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

The installation may be reviewed by the EICI if it is included in the established sampling, for which it must contact the Authorised Installer and the Project Supervisor.

4. RATES AND FEES

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

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

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