

2021

General Rules of Participation in Fairs Organised by IFEMA MADRID

Tenth Edition



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GENERAL RULES FOR PARTICIPATION BY EXHIBITORS IN EVENTS

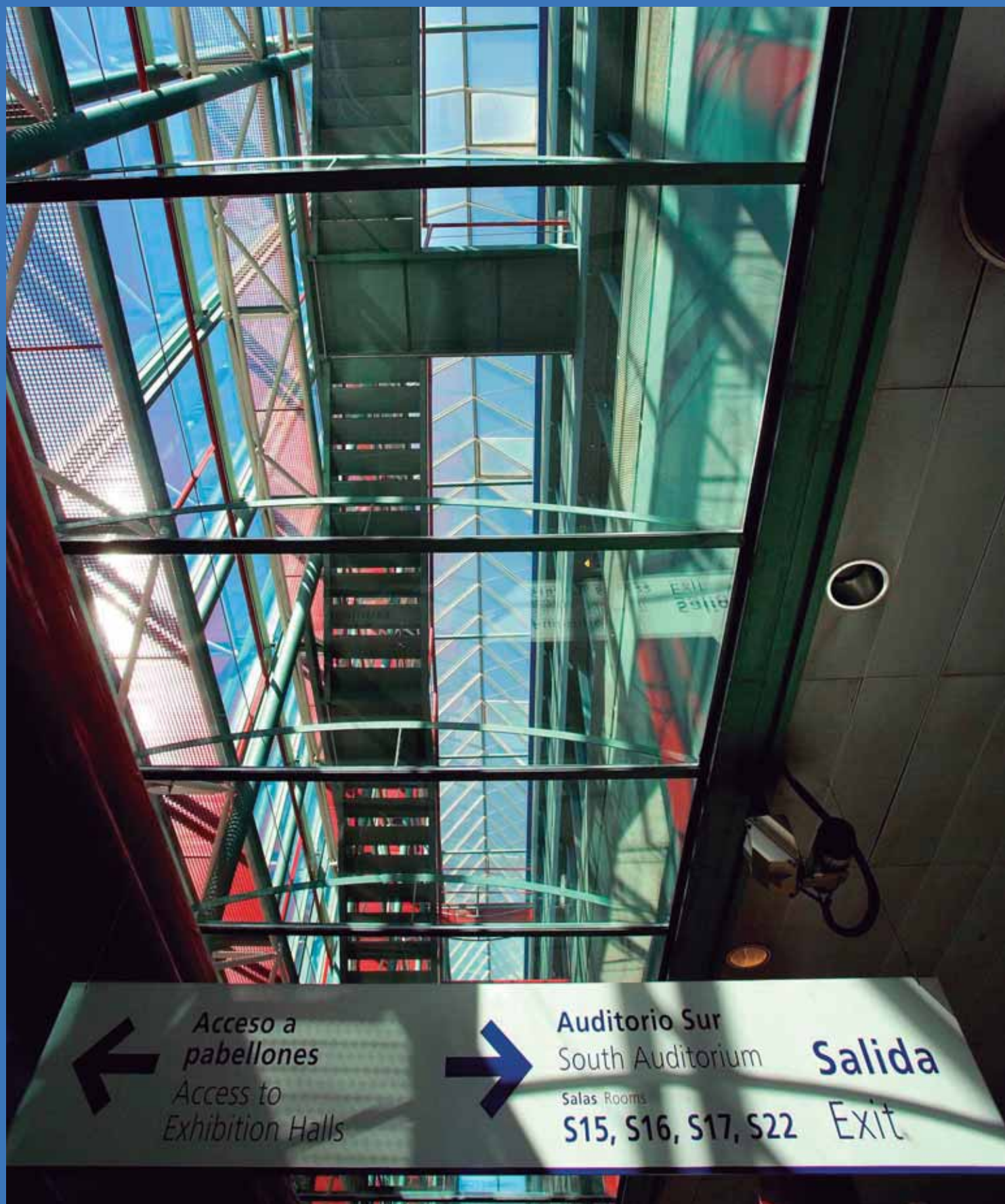
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General admission and contracting conditions for events organised by IFEMA



*Acceso a
pabellones
Access to
Exhibition Halls*



Auditorio Sur
South Auditorium

Salas Rooms

S15, S16, S17, S22

Salida

Exit

1.- Definitions

In these general admission and contracting conditions for IFEMA-organised events, the term **“Event”** refers to the fair. The term **“Exhibitor”** refers to any natural or legal person with a space at the event. The term **“Department”** refers to the corresponding Department of IFEMA--Institución Ferial de Madrid, the Organiser of the event. **“Feria de Madrid”** refers to the IFEMA-owned venue where the events to which these regulations apply take place. The term **“REGULATIONS ON PARTICIPATION”** refers to the regulations that make up the Exhibitor’s contracting material: these IFEMA GENERAL RULES FOR PARTICIPATION which include the GENERAL CONDITIONS OF ADMISSION AND CONTRACTING IN EVENTS ORGANISED BY IFEMA and the GENERAL REGULATIONS ON THE PARTICIPATION OF EXHIBITORS; as well as

the Technical Annexes to these General Regulations, all of which are available at all times in the exhibitor section on the IFEMA website, as well as on the website of each event.

2.- Rules for Participation in fairs

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

3.- Participation requests

All companies whose activity is considered to be related with the sectors participating in the fair and the products marketed there can apply to participate.

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

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

4. Acceptance of the participation request

IFEMA will acknowledge receipt of all participation requests.

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

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

5.- Space allocation

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

The Event Management may alter the assigned spaces or make alterations to the distribution of the Halls for organisational reasons.

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

The Event Management may authorise two-storey stands and raised structures, upon presentation and approval of the project, with the characteristics determined in the Specific Event Rules and in the General Rules for Participation by Exhibitors in events organized by IFEMA.

6.- Payments

The payments to IFEMA for the contracted services will be made upon the presentation of invoices, adjusting to the payment methods that are stated in IFEMA’s Contracting Regulations. Under no circumstances may the

aforementioned payments be made conditional on access by IFEMA to Exhibitor platforms, filling in data forms or accepting clauses standardised by them.

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

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

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

7.- Exhibitor withdrawal

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

For the purposes of the foregoing paragraph, accrued amounts are those that the Exhibitor must have paid to IFEMA at the time of the aforementioned withdrawal, pursuant to the payment terms schedule outlined in the "Participation Request" or "Contracting Form" for the event in question.

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

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

8.- General services

Being an Exhibitor entails the contracting of the General Services as outlined in the event space contracting material.

9.- IFEMA Services Catalogue

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

The deadline to proceed with the contracting of all services will conclude one month before the start date of the assembly. IFEMA reserves the right to reject any applications for services made after this date.

In the event of accepting the provision of the requested services within seven (7) days before the start of assembly, during the assembly or the event itself, IFEMA will apply a 25% surcharge to the established rate for "Last-Minute Services".

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

As far as the **Stand Design** service offered in the IFEMA Service Catalogue is concerned, prior cancellation is not possible, with the Exhibitor obliged to pay the full amount of the stand pursuant to the terms established.

In the IFEMA Service Catalogue you can also consult the Exhibitor Services offered by IFEMA collaborating companies with information regarding the services offered and their contact details in order to complete the

range of services available to those exhibitors who request them. These services are contracted directly between the Organiser or Exhibitor and the partner company.

10.- Exhibitor internet access: Exhibitor Area

IFEMA Exhibitors have a personalised online **"Exhibitor Area"**, featuring a selection of Exhibitor services that can be accessed via the Event website.

IFEMA enables access to the **"Exhibitor Area"** with a user name and password. If the Exhibitor is a returning client, it should use the username and password that was used on previous occasions. If you do not have your password, contact LINEA IFEMA. If you have not exhibited previously, IFEMA will send you your username and password after you have been awarded a stand.

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

11.- Promotional material for the Event

The Events may edit the list of products, brands, logos and advertising of the confirmed Exhibitors appearing in promotional materials until the deadline for editing each item of promotional material. The type of element, the price, the technical characteristics and the deadlines for the delivery of data and advertising orders will be specified for each event. Exhibitors are solely responsible for ensuring that the supplied data are correct. IFEMA may modify the wording of the data to adapt them to the system established for each element.

The data will be included in the contracted promotional element. IFEMA may edit said element in different formats in order to send it to the parties concerned, add it to the Event website or provide it at information points for visitors.

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

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

12.- Exhibitor's personnel: contractors and subcontractors

At no time will there be any employment relationship, either directly or subsidiarily, between IFEMA and the staff that the exhibitor and/or the companies involved in the assembly of their stand bring to Feria de Madrid as contractors and/or subcontractors to carry out work in execution of their contract.

IFEMA may require the exhibitor, its contractors and/or subcontractors to present supporting documentation to confirm payment of wages, Social Security contributions, tax deductions, declarations and settlements, as well as compliance with all obligations arising from the employment contract or any other type of contract.

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

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

13.- Sector regulations for exhibition products

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

14.- Assignment of space

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

15.- Change of event date, suspension and cancellation

If IFEMA (i) cancels the Event, (ii) cancels an exhibitor's contracted spaces or reduces its surface area due to force majeure, (iii) changes the date of the event or (iv) temporarily or permanently, partially or totally suspends the event, any sums paid will be returned to the exhibitor, without them being entitled to any further compensation in this regard.

16.- Closure of stand

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

17.- Disqualification from contracting

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

18.- Suggestions and complaints made to IFEMA

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

19.- Data provided to IFEMA

19.1.- Information regarding the processing of personal data

The data provided by the Organiser of the Event or Fair will be processed by IFEMA, whose address for these purposes is address at Avenida del Partenón 5, 28042 Madrid, for the purpose of (i) managing your contractual relationship with IFEMA and your status as an Exhibitor, (ii) sending information by electronic or equivalent means regarding IFEMA activities, events and services and the fair-related content of its sponsors and third party companies and (iii) displaying personalised advertising online. The lawful basis of the processing is your express consent and the legitimate interest of IFEMA.

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

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

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

19.2.- Regulation of the data processing order

19.2.1.- Access to exhibitor data by IFEMA

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

In these circumstances, the personal data provided by the visitor 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 their rights of access, rectification, deletion, opposition, portability and limitation to the processing of their data by request addressed to Avenida del Partenón 5, 28042 Madrid, or **protecciondedatos@ifema.es**, indicating: "Exercise of Rights by Personnel of collaborating company (indicate name of the company)" in the subject line and the name and ID number of the sender.

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

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

19.2.2.- Data Processor's obligations

- a. 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 contract as exhibitor at an IFEMA site, subcontracting is authorised, on the understanding that the Data Sub-Processor will also have the status of Data Processor and be similarly obliged to fulfil those obligations and the instructions issued by the Data Controller. The Data Processor is responsible for regulating the new relationship, meaning that the Data Sub-Processor is subject to the same conditions (instructions, obligations, security measures etc.) and with the same formal requirements as the Data Processor, in relation to the proper processing of personal data and to ensuring the rights of the data subjects. In the event of non-compliance by the Data Sub-Processor, the Data Processor will remain fully responsible before the 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.

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

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

20.- Legal Regulations

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

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

21.- Applicable Law and Jurisdiction

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

The parties agree to submit the settlement of any dispute that arises or may arise as a result of the validity, effectiveness, interpretation, compliance and execution of this Agreement to the jurisdiction and competence of the courts and tribunals of the city of Madrid, waiving any other own jurisdiction that could correspond to them.

FINAL PROVISIONS

One.- These participation regulations are mandatory for the Exhibitors at Events held at Feria de Madrid as well as for the companies they contract or subcontract and for any partner companies which, as a result of the holding of the event, carry out work or provide services on behalf of the exhibitor. Accordingly, they undertake to transfer these regulations to the aforementioned contracted and subcontracted or partner companies to the extent that they affect the work to be carried out at the Fair Venue.

Two.- In the event of discrepancies regarding the interpretation of the regulations, the Spanish version shall prevail over versions drafted in other languages.

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

General Admission and Contracting Conditions for Exhibitors at Events Organised by IFEMA



I.- GENERAL PROVISIONS

1.- Scope of application

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

2.- Schedule for exhibitor and participant access and exit

Access to the Feria de Madrid and the halls will be through the doors indicated in each case by IFEMA.

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

3.- Entry and exit of objects

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

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

Any material, object or product that remains in the hall once the assigned times for its removal have been considered to have been abandoned and will be removed by IFEMA under the conditions and at the established rates.

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

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

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

4.- Compliance with Spanish customs procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

5.- Stand support/Exhibitor materials/Advertising

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

5.2.- Only the products and promotional materials included in the sectors that are the object of the Event or the carrying out of activities related thereto will be admitted on the stands. In the event of a breach of this obligation, written notification issued by IFEMA will be sent to the Exhibitor so that it can immediately withdrawal the products or cease its activities. If the Exhibitor does respond to this notification within four hours, at the end of the day and without any other requirement, the stand will be closed, with the exhibitor having no right to any refund of amounts paid or compensation.

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

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

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

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

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

5.5.- All companies that use a vehicle with a combustion engine on their stand for the exhibition of their products must have the tanks loaded with the minimum essential fuel to be able to access the allocated space and leave it at the end of the Event. It is not allowed to start the vehicle during the holding of the event except where the Specific Rules expressly authorise it.

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

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

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

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

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

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

Hazardous areas with machinery and tools must be marked with warnings and signs. Any part of a machine or tool that represents a trapping, cutting or abrasion or projection hazard must be equipped with safety guards or protective elements.

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

7.- Laser use during the Fair or Event

All activities carried out with lasers can pose a risk, not only for users but also for other people, even at a considerable distance. For this reason all procedures which require the use of any kind of laser may only be carried out in clearly defined spaces that have been entirely closed off and marked and to which access is restricted to authorised personnel only. All laser devices used must also carry a certificate of authorisation and standards compliance issued by their manufacturer.

8.- Maximum sound level

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

In the event that the indicated sound level is exceeded, IFEMA personnel shall require the Exhibitor to reduce the volume to the indicated limits. In the event of refusal to do so or repeated breaches of the rule, IFEMA personnel will cut the electrical supply and, where appropriate, close the stand, with the Exhibitor having no right to be refunded any amounts paid or compensation.

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

9.- Catering and food preparation

9.1.- General matters

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

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

You can access the list of providers and comprehensive information on this service on the IFEMA website online catalogue or contact **stecnica@ifema.es**

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

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

Exhibitors offering a free catering/food service at their stand can do so either by submitting their request to any of the IFEMA-approved catering companies or through other catering service providers. In the latter case you will need to fill in the form entitled **“Comunicación para la realización de restauración/catering en stands”** (“Catering in stands communication”) available in the exhibitor space on the IFEMA website and send it, with the information requested therein, to **catering@ifema.es**.

A copy of the form will be sent to the Department of Health Services, Quality and Consumption for the District of Barajas.

In the event of not providing this notification, the Exhibitor cannot offer this service at their stand.

The Exhibitor assumes the responsibility against third parties for complaints stemming from the aforementioned catering service, exempting IFEMA from any liability to that effect.

9.3.- Catering services offered by exhibitors at the Convention Centre

If the Exhibitor wishes to offer a catering/food service at the Convention Centres, the service provider must be one of those authorised by IFEMA to provide such services.

9.4.- Exhibitors with catering and/or food service activities

When the fair considers to be Exhibitors those companies that sell eat-in or take-away food products as well as paid restaurant services, such as food trucks, catering areas or thematic areas, these companies shall follow IFEMA Catering/Food Service Procedures, where applicable complying with any provisions set forth in the specific fair regulations.

9.5.- Sponsors with food service and/or catering activities

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

9.6.- Food preparation; technical considerations

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

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

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

9.7.- Information regarding food safety

All packaged products must be duly labelled according to the current labelling laws, with information about substances considered as allergens or which cause intolerance (Regulation 1169/2011).

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

10.- Photography and filming

10.1.- The Exhibitors may make videos and/or take photographs of their own stand, activities and products.

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

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

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

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

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

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

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

11.- Raffles, tombolas and number combinations of chance

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

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

12.- Access by minors to professional fairs

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

13.- Industrial Property

IFEMA is committed to the fight against unfair practices concerning industrial property piracy. IFEMA cannot act as an arbiter in conflicts between Exhibitors, as this is a matter for courts and tribunals. However, it will always work with the competent judicial authorities and the security forces present at the Fair Venue to guarantee the

implementation of sentences, precautionary measures etc. IFEMA, through the Event Management, will provide information regarding support services regarding the Exhibitor's Industrial Property throughout the fair.

14.- Movement and parking of vehicles during the Event

It is expressly forbidden to keep vehicles parked in the loading and unloading areas inside the Fair Venue. They may only be parked in the designated areas, paying the corresponding rate where applicable.

Once the Event has commenced, no vehicle may be driven inside the halls and the avenue unless expressly authorised by IFEMA.

II.- SAFETY AND EMERGENCY REGULATIONS

II.1.- OCCUPATIONAL RISK REGULATIONS – COORDINATION OF BUSINESS ACTIVITIES

15.- General information

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

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

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

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

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

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

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

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

The information provided by IFEMA may be complemented with other specific regulations that may apply which, due to the nature of the specific activities taking place, are deemed necessary for general safety. Where applicable, this shall be decided by the Fair Services Management department by mutual agreement with the companies involved in the execution of the work. The other specific technical regulations contained in the General Regulations for Participation by Exhibitors (prohibited activities, non-occupation of corridors, fire prevention, electrical installations etc.) will complement the general health and safety regulations, provided that compliance therewith is intended to ensure the safety of people and premises.

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

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

Additionally, in the event that the exhibiting or installation companies need to carry out cutting, welding and/or use equipment that produces heat or flame during periods of assembly/dismantling, they must ask IFEMA Technical Secretariat by email to **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, **stecnica@ifema.es** for authorisation and control. It can also be requested on site from the person in charge of the corresponding hall.

II.2. SAFETY AND EMERGENCIES REGULATIONS

16.- Feria de Madrid emergency procedures

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

IFEMA's Security and Protection Department is responsible for the handling and management of emergencies (medical-health, fire, threats of any kind and natural disasters), in the context of the prevailing Protection Plan for the Fair Venue.

In such situations, the Organisers, Exhibitors, their contractors and/or subcontractors and their dependent personnel are subject to the IFEMA Protection Plan, under the guidelines of the Security and Protection Department, which will at all times act in coordination, collaboration and under the auspices of the police.

16.2.- Installation of an inhibition system of sound sources in the case of emergencies for the operation of the UNE-54 loudspeaker system.

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

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

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

17.- Keeping aisles and other spaces clear. Packaging

The corridors and all other evacuation routes must remain unobstructed at all times, including during assembly and dismantling periods. All material must be kept within the confines of the assembly areas or stands, leaving the aisles and other common areas completely clear. The Feria de Madrid cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

During the Event, 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 collaborating company offers collection, storage and delivery services at current rates.

18.- Fixed and mobile installations

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

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

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

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

19.- Fire prevention

The materials used for the different installations of the fair or event, constructions (stands, marquees, etc.) must comply with current regulations. In particular, with regard to the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard. Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc. being prohibited.

In order to carry out works, demonstrations or decorations with an open flame, the Organiser shall apply for the corresponding permission to IFEMA's Fair Services Department. Compliance with regulations may be inspected by the appropriate official organisations, as well as by personnel from IFEMA's Fair Services Department.

20.- Monitoring of exhibition areas and exhibitor belongings

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

The "public order" and "general surveillance" tasks entrusted to the private security company of IFEMA, as a collaborator with the police and security forces, include the obligation to prevent, avoid and prosecute, insofar as possible, the commission of crimes of any type. In this regard, it is understood that it is not a specific monitoring service for every stand and their belongings, but rather a general preventive security service.

Pursuant to the above, IFEMA is not responsible for the robbery or theft of materials and objects deposited at each stand, nor for any damage that may be caused to objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the holding of the Event, unless there is sufficiently proven responsibility of the IFEMA staff or these damages are included in the coverage of the mandatory civil liability and "Multiferia" ("Multifair") insurance. The monitoring and security of the private belongings of each stand is therefore the sole responsibility of each exhibitor.

21.- Contracting additional private security

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

In the event that the exhibitor wishes to contract this service with a company other than the IFEMA partner, they must send the supporting document stating that they have complied with what is demanded by current legislation regarding private security with at least 48 hours' notice to the Department of Security and Self-Protection.

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

III.- GENERAL REGULATIONS FOR INSTALLATION ASSEMBLY OF SPACES

22.- Technical characteristics of halls and open spaces

This regulation, which includes the descriptive document of the technical characteristics of the halls and open spaces, accessible to exhibitors, is also available on the IFEMA website.

23.- Assembly and dismantling periods

The periods during which installations or, as the case may be, stands may be assembled or dismantled, as well as the working hours within Feria de Madrid shall be those set forth in the Specific Rules for each Event. Outside these days and hours, the entry or exit of material or the presence of personnel on the premises will not be authorised, unless expressly authorised by IFEMA.

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

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.

25.- Custom-designed stands

25.1.- Project approval: Companies that opt for the free decoration of their stand must send their project plans (ground plan, elevation and perspective view with dimensions), for approval, to IFEMA's Fair Services Department.

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

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

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

25.2.- Rules for Assembly: All companies are obliged to carry out an assembly of their stand, which includes at least the walls adjoining the walls of the Hall or other stands with a minimum height of 2.5 m. Stands may be built on a platform as long as those with a height greater than 19 mm have a minimum of one access ramp for people with disabilities that is at least one metre wide.

The backs of stands must have a neutral finish and be of similar quality to the interior of the stand, with no logos or labels.

The height of any element may not exceed 4 m. A specific element may be raised on the perimeter to a maximum height of 6 m except in the case of walls adjoining other stands.

Any element may be raised to the maximum height allowed with a step-back of at least one metre.

This does not include the stands located in the connecting hubs between halls, the sides of the entrances of halls 9, 10 and the sides of the entrances and bottom of Halls 12 and 14.0, on which the maximum construction height permitted for any element is four metres.

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

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

Steps, railings and level change protections shall be designed pursuant to the relevant regulations and, specifically, the CTE Technical Building Code, complying with the following criteria:

- Level changes to a height of more than fifty (50) centimetres above floor level and projections in the flooring must be protected by a parapet or railing ninety-five (95) centimetres high. This also applies to boundaries, openings and overhangs on second floors accessible to people.
- Level changes of fifty (50) centimetres or less must be signalled by means of tactile and visual differentiation. The difference in touch must be 25 cm from the limit of the level change.

The Exhibitor is responsible for the structural safety of the stand. IFEMA may request written proof of this if it deems it necessary.

25.4.- Two-storey stands and raised structures: All companies wishing to construct an upper floor or structural elements at a height of 1.2 m or more, bearing weight or people, must fully comply with the foregoing conditions, submitting a certificate or project from the corresponding works management, 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.

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

25.5.- Assembly and use of tiered seating. All companies that choose to set up stands at the Fair Venue shall comply with all current regulations and, in particular, the CTE Technical Building Code 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.

The certificate or project shall specify that the installation is designed pursuant to current regulations and correctly constructed in terms of the capacity indicated therein and that all the necessary actions or assembly jobs have been done to comply with regulations regarding evacuation, signalling, emergency lighting and access. It is the Exhibitor's sole responsibility to comply with the limits and conditions established therein.

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

The person in charge of the vehicle will be obliged to present the Organiser with an original copy of the vehicle's technical specifications and the latest Vehicle Inspection Test certificate.

25.7.- 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) Certificate of Damage and Civil Liability Insurance for the Balloon with coverage of six million euros; (ii) an Airworthiness Certificate, (iii) Pilot Licences, (iv) Activity Authorisation issued by AENA and (v) an Aerial 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.

25.8.- 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.

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

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

Where the Specific Rules of the Event differentiate from what is set forth herein, the Specific Rules will prevail.

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

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

26.- Regulations applicable to suspending structures and rigging

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

27.- Items outside the allocated space

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

28.- Assembly and installation of spaces – prohibited activities

The following are not permitted:

- Activities that compromise the premises of Feria de Madrid or any of its structural elements.
- Spray-painting inside Feria de Madrid and on any kind of object.
- 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.
- 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.

- Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- The use of balloons inflated with lighter-than-air gases as a decorative element for stands. Their use will be permitted subject to prior consultation with IFEMA's Fair Services Department providing they are anchored to the stand structure or filled with non-toxic, heavier-than-air gases that prevent them from rising.
- Assembling anything in the areas defined as aisles for the Event in question.
- Aiming spotlights outside the stand.
- Using the hall service channels for the passage of wiring 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
- 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, with the exhibitor agreeing in writing to take down the items at the end of the event.
- Scattering confetti.
- Activities that involve fireworks.
- Attachment of anything to the walls.

The Specific Rules of the Event may stipulate other activities prohibited in relation to the Event.

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

29.- Services supplied through service ducts/channels

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

For the proper installation of utilities, it is essential to provide a plan with their desired location at least one month in advance of the assembly 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 Exhibitor a cancellation or relocation fee, as applicable, and invoice the new services according to the current prices shown in the **Rates Table**.

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

Connections to the IFEMA network will always be carried out under the supervision of IFEMA's installation staff.

30.- 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 the equipment that is going to be connected to the hydrants needs a different pressure from that provided for it to work properly, the installer or exhibitor must equip their equipment with the elements necessary to regulate the pressure to their requirements and proper functioning.

The compressed air supply pressure is 6 bars. If you need lower pressures, you must provide the pressure regulators required to adjust it to your needs.

If in doubt, we recommend you get in contact with the Technical Secretariat at stenica@ifema.es

31.- Regulations regarding installing air-conditioning equipment

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.

32.- 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.

33.- Regulations regarding Wi-Fi installations

IFEMA offers the possibility of contracting INTERNET access via their Wi-Fi network.

If your technical connection requires the deployment of your own Wi-Fi network, you must submit the completed **"Solicitud de autorización para la instalación Wi-Fi"** ("Application for Authorisation to Install Wi-Fi" which can be found on the IFEMA website for its assessment.

IFEMA will study the applications and notify the exhibitor in writing.

It is explicitly forbidden for the exhibitors to install Wi-Fi access points without prior authorisation, whether it is for connecting to the internet or for any other functionality.

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

During the event, all Wi-Fi emissions inside the halls will be controlled. If a private, unauthorised Wi-Fi installation is detected, immediate disconnection thereof 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 that the 2.4 GHz Wi-Fi bandwidth has at events like fairs, we recommend you the use of **5 GHz bandwidth**. This frequency band has a greater number of channels and is less susceptible to interference and congestion. To take advantage of these benefits, you will need to have devices that are compatible with this frequency. Remember that not all devices, even the most modern, have this facility, so **we recommend that you consult the technical specifications of any devices that you intend to connect via Wi-Fi during the event and check that they can use the Wi-Fi 5 GHz bandwidth**.

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

34.- Assembly fees

The company in charge of assembling free design stands must, before beginning such works, pay the corresponding assembly fees to IFEMA for the services provided during the assembly and dismantling period of the fair:

- Health assistance service.
- Inspection of electrical installations.
- Maintenance of communal areas.
- Electrical connections and supply during assembly and dismantling work.
- Use and maintenance of painting rooms.
- Personalised Customer Service by the hall manager.
- Individual signage for the assembly spaces.

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

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

35.- Removal of waste and assembly and display materials

Pursuant to current legislation on urban waste, all Exhibitors, as well as the contracted and/or subcontracted companies are obliged, for the assembly and/or dismantling of stands, to assemble, dismantle and remove the assembly, decoration and exhibition materials used within the time periods established for this purpose.

After the deadlines established for the removal of merchandise and decoration materials including those established specifically for the dismantling of the stand, all materials that still remain in the exhibition areas in the hall will be considered waste materials and will be removed by IFEMA MADRID. The Exhibitor will lose any right to claim for loss or damage thereof, the expenses related to their withdrawal being payable by the Exhibitor, who will be invoiced by IFEMA MADRID at the rate of €100/m² for all the square metres awarded.

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.

IV.- SPECIFIC REGULATIONS FOR ELECTRICAL INSTALLATIONS

36.- 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.

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

37.- Electrical supply

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

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

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

Users of stands and installations are obliged to maintain a cos power factor between 0.95 and 1.

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

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

38.- Electrical connection

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

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

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

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

39.- Electrical distribution at the stands

39.1.- Protection measures for guaranteeing safety

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

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

Receiver devices with consumption greater than 16A must be individually protected at the board. Electrical boards must have closed housings that cannot be opened without a tool or a key, except for their manual switches. If they are triggered from the inside, they must offer protection from possible direct contact. The degree of protection of such housings shall be IP4X for interior and IP45 for exterior. They must be fixed to a structural element of the stand and cannot be placed at floor level. The board and its features must be maintained in optimum condition.

39.2.- Electric cables

For electrical installations in the interior of installations and/or stands assembled inside the IFEMA 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 a degree of protection IP4X according to UNE 20.324, or 450/750 V rated voltage with polychloroprene or similar casings, according to standards 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 outside, the cable will be assigned a minimum rated voltage of 450/750 V with polychloroprene cover or similar according to the UNE 21.027 or UNE 21.150 standard. It shall be suitable for mobile services, channelled with tube or channels as provided in ITC 20 and 21 and with an IP4X level of protection, compliant with UNE 20324. The cable may have copper conductors, with a polychloroprene cover or similar and a minimum rated voltage 0.6/1 kV, suitable for mobile services. Its installation in a tube is not necessary, although it must not be accessible to the public. The interior electrical installations of these stands shall comply with the foregoing point if it is not entirely enclosed. All the electric cabling shall fulfil the minimum CPR Cca - s1b, d1, a1 class, which shall be justified by submitting the corresponding Declaration of Provisions (DoP) with the CE marking.

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

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

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

39.3.- 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. Power strips are not permitted except for mobile power strips supplied from a fixed base with a cable of a maximum length of 2 metres.

39.4.- 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

39.5.- Lighting

Lights located less than 2.5 m from the floor or in places where they are accessible to people must be firmly fixed and located in such a way that eliminates any risk to people or flammable materials.

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

39.6.- Earthing

All metal structures must be earthed.

40.- 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.

41.- Rules for using the installation

Exhibitors may not make any modifications or manipulate the electrical installation of the stand once its connection to the grid is authorised. They may connect their receptor devices in the sockets or connection points intended for this purpose by the authorised installer.

Multi-way adapters cannot be used.

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

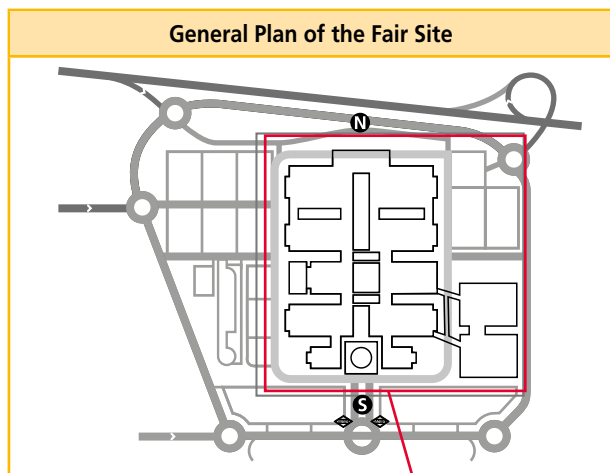
Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. They may only be allowed in stands with the prior knowledge and authorisation of IFEMA's Technical Department.

The Exhibitor and its contractors and/or subcontractors shall be responsible for any possible damages due to modifications to the electrical installation or improper use of the latter.

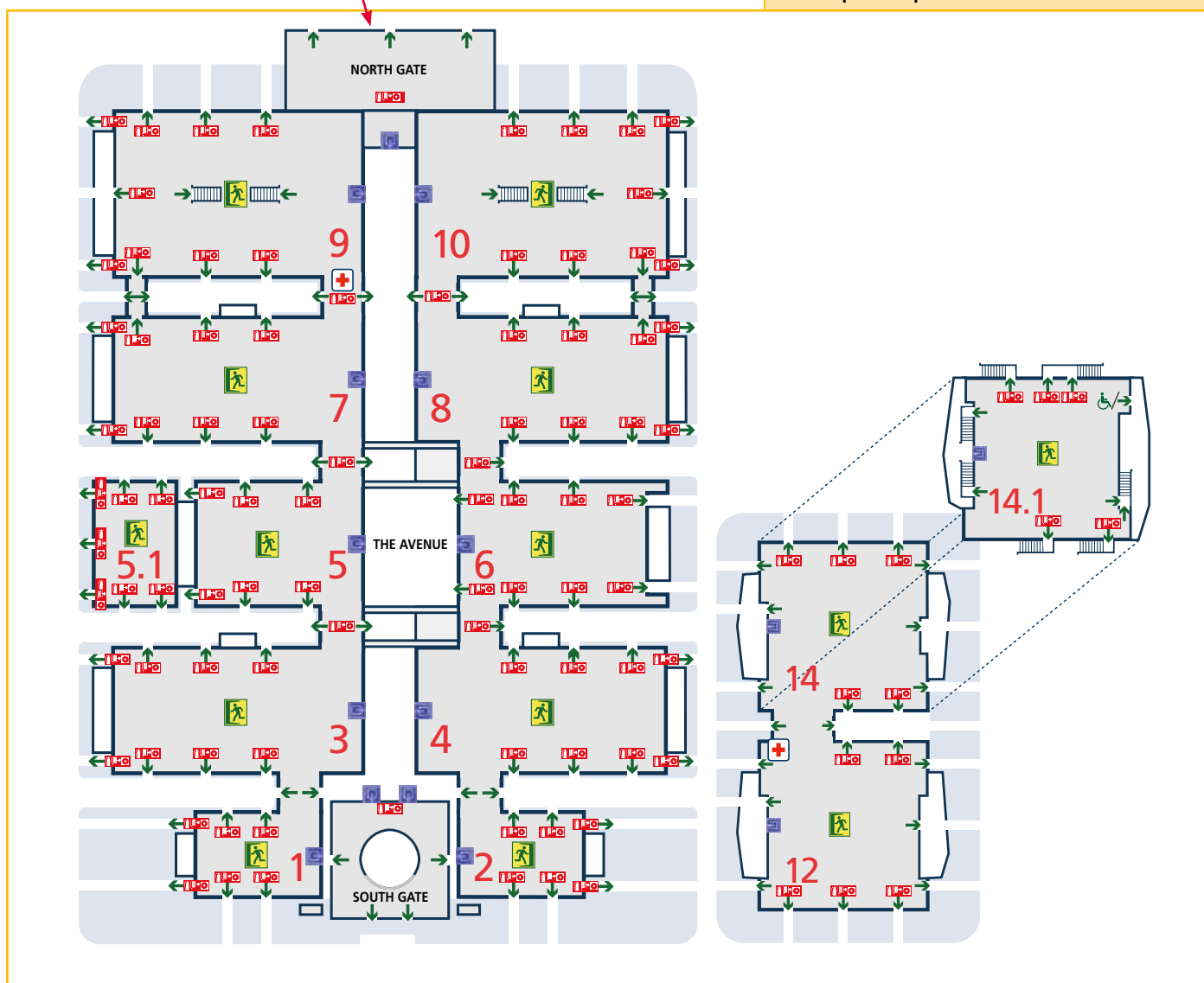
Annex 1.
Information on Risks and Preventive Measures in Exhibition Areas
during Assembly and Dismantling



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 occupational health and safety 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 health and safety measures to be adopted to eliminate or minimise them.

GENERAL CONCEPTS

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

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

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

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



USO OBLIGATORIO DEL CASCO








USO OBLIGATORIO DE CALZADO DE SEGURIDAD



USO OBLIGATORIO DE CHALECO REFLECTANTE

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. |
|--|---|

RIESGOS	MEDIDAS PREVENTIVAS
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 2. Technical Data on Halls and Open Spaces



	SURFACE AREA	DIMENSIONS	HEIGHT	COLUMNS	SERVICE LOAD	GOODS DOORS			CAPACITIES BY TYPE OF ASSEMBLY
						No.	width	height	FAIR
	m ²	m	m	n.º	Kg/m ²				
HALL 1	5.400	90 x 60	9,0	2	15.000	6	7,6	4,9	2.322
HALL 2	5.400	90 x 60	8,0	0	15.000	6	7,6	4,9	2.322
HALL 3	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 4	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 5	10.800	120 x 90	10,5	6	15.000	6	7,5	5,3	4.644
HALL 5.1	4.675	55 x 85	6,0	0	750	5	4	4	1.215
HALL 6	10.800	120 x 90	14,5	0	15.000	8	7,5	5,3	4.644
HALL 7	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 8	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 9	21.600	180 x 120	10,5 / 4,0 *	10	15.000	8	6	5,5	9.288
HALL 10	21.600	180 x 120	10,5 / 4,0 *	10	15.000	8	6	5,5	9.288
HALL 12	14.400	120 x 120	15 ,0/ 5,5 *	0	15.000	6	8	5,5	6.192
HALL 14.0	14.400	120 x 120	9 / 5,5 */8***	9	15.000/2.000	6	8	5,5	6.192
HALL 14.1	14.400	120 x 120	10,5 / 6,5 **	8	1.500	4	Van lift 6 m x 3 m x 3.5 m		6.192
CONNECTING HUBS 1-3	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 3-5	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 5-7	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 7-9	900	30 x 30	4 / 5 *	4	15.000	1	7,3	4,6	387
CONNECTING AISLE 7-9	300	10 x 30	5 *	0	15.000	2	9,5	5,5	0
CONNECTING HUBS 2-4	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 4-6	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 6-8	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 8-10	900	30 x 30	4 / 5 *	4	15.000	1	7,3	4,6	387
CONNECTING AISLE 8-10	300	10 x 30	5 *	0	15.000	2	9,5	5,5	0
CONNECTING HUBS 12-14	1.500	50 x 30	4,5 *	6	2.000	1	8	5,5	645
CENTRAL AVENUE	2.500	28,91	-	-	15.000	-	-	-	-
CENTRAL AVENUE PLAZA	5.000	55 x 91	-	-	15.000	-	-	-	-
CIRCULAR COURTYARD	1.030	-	-	-	400	-	-	-	-
AREA OUTSIDE HALL 1	9.500	-	-	-	15.000	-	-	-	-
AREA OUTSIDE HALL 2	5.400	-	-	-	15.000	-	-	-	-

NOTES:

- * The stands located in the connecting hubs and aisles between halls, the sides of the entrances of Halls 9, 10 and the sides of the entrances and bottom of Halls 12 and 14.0, must have a maximum construction height of 4 m for any element.
- ** Hall 14.1 vaulted ceiling, with a minimum height of 6.5 m and maximum 10.5 m.
- *** Installation walkway height, consult affected area.

Annex 3 Regulations Governing Vehicle Access and Presence for Loading and Unloading



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

1.- PREMISE

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

2.- OBJECTIVE

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

3.- PROCEDURE

The procedure will be based on access and exit control elements equivalent to those of an ordinary car park, installed at the entrance/exit accesses to the Fair 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 shall 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, there will be a single appropriately signposted entry road for exclusive access by assembly/dismantling staff. This route will issue special rate tickets for assembly personnel. Before leaving the car park, vehicles must pay the fee at any of the Feria de Madrid automatic ticket readers. This operation will validate the ticket to leave the car park through any of the exits.

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

3. Exhibitors with a "Parking Subscription Card"

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

4. Users of other car parks

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

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

14.1 CARGO LIFTS

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

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

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

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

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

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

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

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

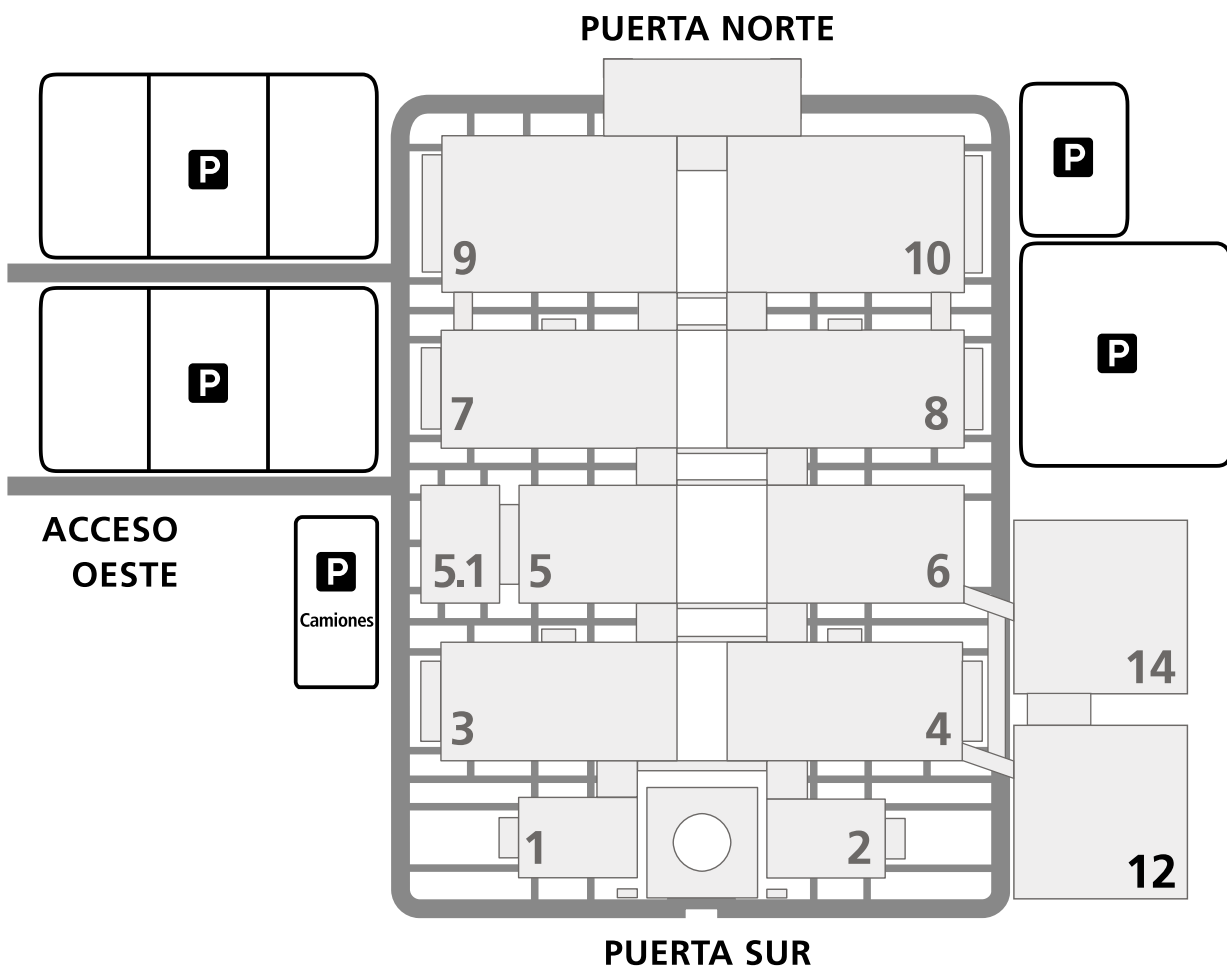
7.- Service lifts will be provided in strict order of arrival of vehicles with effective availability for transporting the goods.

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

Please follow the instructions of service personnel at all times.

For any additional information, consult the IFEMA Trade 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 FORKLIFT TRUCKS AND ELEVATOR PLATFORMS.

Companies wishing to use forklift trucks and elevator platforms must complete, the form entitled **“Solicitud de acceso para carretillas y plataformas elevadoras”** (“Request for access for lift trucks and elevator platforms”) 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.

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