



IFEMA

**General Rules
of Participation**

Eighth Edition



IFEMA
Feria de
Madrid

ifema.es

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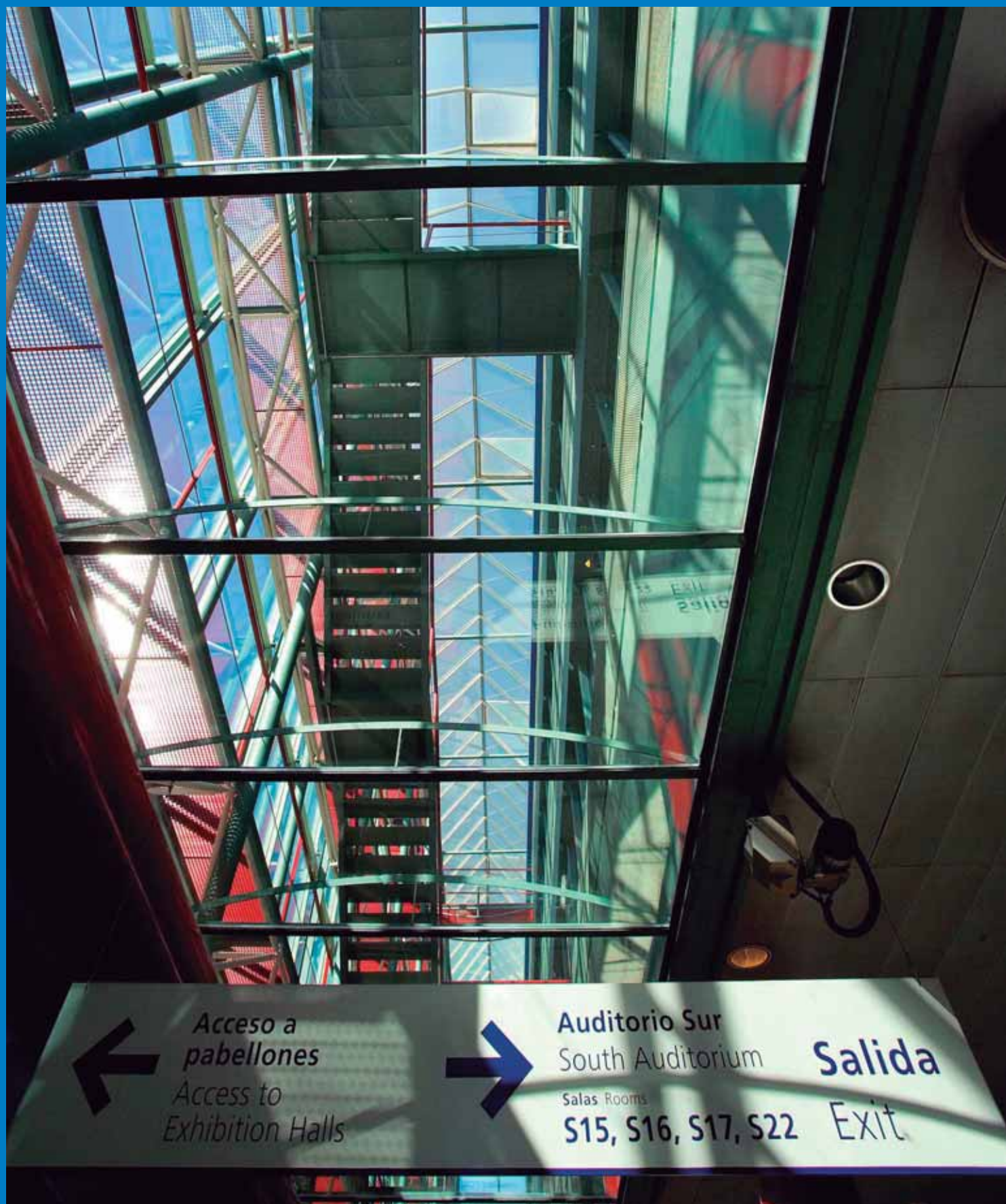
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General Conditions of Admission and Contracts in Fairs Organised by IFEMA



*Acceso a
pabellones
Access to
Exhibition Halls*



Auditorio Sur
South Auditorium

Salas Rooms

S15, S16, S17, S22

Salida

Exit

Article 1.- Definitions

In these General Conditions for Admission and Contracts in Fairs organised by IFEMA, the term **“Fair”** refers to the event in the fair area. The term **“Exhibitor”** includes any individual or corporation having a space in the Fair. The term **“Management”** designates the relevant department of IFEMA-Institución Ferial de Madrid, the body organising the Fair. The term **“Feria de Madrid”** refers to the trade fair site belonging to IFEMA, where most of its Fairs are held. The term **“PARTICIPATION RULES”** refer to the rules governing the exhibitor’s contract material: These GENERAL RULES OF PARTICIPATION comprised by the ADMISSION AND CONTRACTING OF EVENTS ORGANISED BY IFEMA GENERAL CONDITIONS and the GENERAL PARTICIPATION RULES FOR EXHIBITORS; as well as the Technical Annexes for the aforementioned General Rules, all of which are permanently available on IFEMA’s website ifema.es, in the information section for exhibitors and on the website for each event.

Article 2.- Acceptance of the Rules for Participation in fairs organised by IFEMA

The application to participate as an exhibitor at a fair organised by IFEMA entails acceptance of all IFEMA’S RULES OF PARTICIPATION, as well as, where applicable, the provisions that may be established by the Fair Organisation.

Article 3.- Application for participation

All companies whose business is considered to be encompassed within the sectors and products of the fair may apply.

Applications for an exhibition space shall be submitted using the specific contract forms of the fair, and shall conform to the terms and conditions, fees, means of payment and timescales set out therein.

By applying to participate in the fair, the Exhibitor accepts the risks involved in such participation, not being entitled to compensations in the event of failure to meet the business expectations of the Exhibitor or the Organisation.

Article 4.- Acceptance of participation

IFEMA will acknowledge receipt of completed participation applications.

Final acceptance of participation is decided by IFEMA, who may reject with due justification any applications which are deemed not to be encompassed within the sectors and products of the fair and are thus not suited to its purposes. Applications may also be rejected due to the unavailability of space and/or applications submitted after the deadlines. IFEMA shall report these circumstances to applicants in writing.

If the application is not accepted, IFEMA shall return the deposited amount without any right to compensation for the applicant.

Article 5.- Awarding spaces

Spaces shall be awarded as indicated in the Specific Regulations of the Fair.

Event Management may alter allocated spaces or make alterations in the layout of the halls for organisational purposes.

Except for cases where the specific regulations of the fair indicate otherwise, the Exhibitor shall not have acquired rights to the exhibition space it occupied in the last fair, if applicable. The distribution of spaces in the fairs remains the exclusive jurisdiction of IFEMA, in accordance with the circumstances of each fair.

Management may authorise two-storey stands following submission and approval of the project, with the characteristics established in the Specific Regulations of the fair and the General Rules for Participation of Exhibitors in fairs organised by IFEMA.

Article 6.- Payments

Payment to IFEMA for the contracted services shall be made upon the presentation of invoices and according to the payment methods specified in IFEMA’S Contracting Rules. Under no circumstances do the aforementioned payments entitle IFEMA to access exhibitor platforms, fill in data forms or accept clauses standardised by them.

Where the exhibitor company designates a third party to make any of the payments relating to its participation, it must supply all the data needed for invoicing. If the designated third party fails to make timely payments, the exhibitor company shall pay at IFEMA's request.

In the case of failure to pay any of the items shown in the contract in the given period, the Exhibitor shall lose all rights to the reserved space, the latter becoming available to the Fair Management and can accordingly be offered to other companies.

In all cases, the occupation of the space and, if applicable, assembly of the stand contracted with IFEMA shall not be authorised until the full price has been paid, and similarly in the case of contracted services, and in the case of contracting free-design stands, the assembly fees shall have been paid in full.

Article 7.- Waiver by Exhibitor

Withdrawal by the Exhibitor from participation in the Fair is a cause for termination of the contractual relationship between IFEMA and the Exhibitor, for all purposes, and all amounts accrued to IFEMA at the time of notification shall be settled. Withdrawal shall be explicitly notified in writing to the Fair Management.

For the purposes of the above paragraph, amounts accrued are the amounts which the Exhibitor should have paid IFEMA at the time of withdrawal, in accordance with the payment terms contained in the "Application for Participation" or "Contract Form" of the Fair.

Where the waiver is communicated to Event Management within 30 days of the opening of the event, IFEMA may demand full payment for the space hired.

In terms of the services offered in the IFEMA Services Catalogue contracted by the Exhibitor prior to notifying withdrawal, the cancellation charges established in article 9 of these General Conditions for Admission and Contracts in Fairs organised by IFEMA shall apply.

Article 8.- General services

Exhibitor status entails contracting the General Services set out in the contract of the Fair space.

Article 9.- IFEMA Catalogue of Services

The IFEMA Catalogue of Services, in its various formats, includes IFEMA services which can be contracted by the Exhibitor, relevant fees and contractual conditions. The services may be contracted through the IFEMA Services Catalogue. However, the assembly plans for stands sent to IFEMA, which include additional elements or services which have not been contracted, shall be deemed the final contracts and shall be invoiced according to current rates.

The deadline for contracting all services ends one month prior to the start date set for Fair assembly. IFEMA reserves the right to reject requests for services submitted 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 shall apply 25% surcharge to the established tariff for "Last-Minute Services".

Exhibitors may cancel a service during the fifteen-day period immediately preceding the start of assembly or during assembly by paying 40% of the corresponding fee. If a service already provided is cancelled, its cost shall be paid in full, except in cases of relocation of installations: communications services, water and drainage, compressed air, etc., in which case a Relocation Fee will be applied, the cost of which is shown in the **Fees Table**.

The **Stand Design service** offered in the IFEMA Services Catalogue cannot be cancelled and the Exhibitor shall pay the full amount for the stand within the deadline established for this purpose.

On the IFEMA website ifema.es – Exhibitors – Exhibitors Area the section "Services offered by collaborating companies" provides information on services and contact details of companies which regularly work with IFEMA making available to Exhibitors a wider range of services.

These services are contracted directly between the Exhibitor and the collaborating company.

Article 10.- Exhibitor Internet Access: Exhibitors' Area

Exhibitors at IFEMA have the use of a personal online **"Exhibitors' Area"**. This area consists of a range of services provided to the Exhibitor, which can be accessed on IFEMA's website: ifema.es – Exhibitors or on the web page of the Event.

IFEMA provides access to the **"Exhibitors' Area"** with a username and password. Returning Exhibitors shall keep the same username and password as those used in previous Fairs. If they no longer have this data they can contact LINEA IFEMA to obtain them. First-time Exhibitors will receive their username and password from IFEMA after their stand is awarded.

The information provided in the **"Exhibitors' Area"** and the password are confidential. The Exhibitors are responsible for preventing their details from being used inappropriately by third parties. IFEMA disclaims all liability in this regard.

Article 11.- Fair Promotion Elements

Fairs may publish lists of products, brands, logos and publicity of the confirmed Exhibitors on the various promotional elements until the closing of the edition of such material. The type of promotional material, price, technical characteristics and deadlines for delivering information and advertising orders will be specified for each Fair. Exhibitors are solely responsible for the accuracy of the data provided. IFEMA may change the list to adapt it to the system established for each element.

The information will be inserted into the contracted promotional element. IFEMA may publish elements using different formats (print and electronic, such as CDs, DVDs, etc.) for distribution to interested parties and include them on the Fair website and at visitor information points.

Data provided for inclusion in promotional material must be of a professional in nature and shall be processed by IFEMA for the stated purpose. Rights to access, rectification, opposition, cancellation, portability and limitation of processing of your data may be exercised by sending an email to IFEMA at protecciondedatos@ifema.es with "CATÁLOGOS" in the subject line. The rights to rectify and cancel may only be exercised for website publication but not for non-interactive editions, such as in books or unstable electronic media.

The exhibitor is solely responsible for being duly authorised to disclose the details of their company, and where appropriate, the details of third parties such as co-exhibitors, represented firms, etc., for the relevant promotional item.

Article 12.- Personnel hired by the Exhibitor: contractors and subcontractors

At no time shall there be any direct or subsidiary employment relationship between IFEMA and the contractors or subcontractors whom the Exhibitor and/or the companies assembling its stand bring to the Feria de Madrid for any of the work involved in its contract, the Exhibitor being responsible for their salaries, Social Security payments, tax withholdings or declarations, tax payments and all obligations arising from the job contract or any other type of contract. IFEMA is authorised to require the submission of documents showing that all such payments are up to date.

Similarly, the exhibitor is obliged to comply, and ensure that their 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.

Companies carrying out work for Exhibitors or their contractors must be insured in terms of Civil Liability which may arise from their work.

Article 13.- Industry Regulations for Exhibition Products

Exhibitors undertake to exhibit, offer or sell only products and services which fully comply with the legal regulations applying thereto.

Article 14.- Leasing the space

Total or partial leasing of the stand or the rights acquired in the exhibition contract to third parties is prohibited. Moreover, the space shall not be occupied by several co-exhibitors, unless previously authorised in writing by the Fair Management in each specific case.

Article 15.- Change of date, cancellation and suspension

Where IFEMA **(i)** cancels the Fair, **(ii)** cancels spaces contracted by Exhibitors or reduces their size due to circumstances beyond its control, **(iii)** changes the date of the Fair or **(iv)** suspends the fair temporarily or permanently, in part or totally, the Exhibitors shall be refunded all amounts paid, without right to compensation for such changes.

Article 16.- Closure of the stand

IFEMA may close a stand during the assembly or the Fair in the event of breach by the Exhibitor of the Rules for Participation or the enforcement of a court order to that effect, without IFEMA being obliged to grant any compensation or repay the amounts paid for participation.

Article 17.- Disqualification

Those who fail to comply with IFEMA Regulations for Participation, commit illegal acts, acts against morals and public decency, or which threaten the safety of people, facilities and goods, or which offend the decorum of the Fair, or damage IFEMA reputation or image shall be disqualified from contracting with IFEMA or attending any Fair organised by IFEMA or held on its facilities. IFEMA shall assess and determine, where appropriate, the duration of such disqualification, which may not exceed five years.

Article 18.- Complaints

In order to provide good service to all Exhibitors, any claim against IFEMA in relation with the Fair must be submitted in writing, preferably on the day of the incident.

Article 19.- Data provided to IFEMA

Information regarding the processing of your personal data:

Responsible party: IFEMA – Feria de Madrid (Q/2873018B).

- Postal address: Avda. del Partenón 5, 28042 Madrid, Spain.
- Data Protection Delegate Contact: dpd@ifema.es.

Purpose: Management of your participation in the Fair and electronic sending of commercial communications about the activities, contents and services of IFEMA.

Legitimacy: Implementation of a contractual and pre-contractual service [art. 6.1.b) General Data Protection Regulation].

Storage of your data: Your personal data will be kept as long as the contractual relationship with IFEMA persists, plus all further applicable periods. Please note that you have the right to withdraw your consent at any time.

Transfer of your data to third parties: Your data may be communicated to IFEMA collaborating companies that provide services in the fair, to make known their services and to attend their orders. (You can find them on the IFEMA website), and the government and judicial authorities by legal requirement. IFEMA will not carry out any international transfer of the processed data.

Rights: Several rights in relation to the processing of your personal data are recognised by law. These rights are those of access, rectification, deletion, limitation or opposition to processing, portability, and the right to withdraw consent at any time.

These rights can be exercised by sending a letter to Avda. del Partenón 5, 28042, in Madrid, or an email to protecciondedatos@ifema.es, including the reference "Exercise of Rights and name of the fair" and the name

and National ID number of the sender. You may also file a complaint with the Spanish Data Protection Agency in relation to the exercise of your aforementioned rights.

Article 20.- Additional Legal Regulations

For all issues not covered in these Regulations, the relevant provisions of individual regulatory activity shall apply.

Article 21.- Legal regulations

The parties agree that any lawsuit, conflict, issue, claim or dispute resulting from the interpretations of these Rules For Participation, as well as the contractual obligations established between the parties shall be resolved according to civil jurisdiction, to which effect the parties, expressly waiving their own jurisdiction, shall be subject to the jurisdiction of the Judges and Courts of Madrid

FINAL PROVISIONS

First.- Exhibitors at the Fairs held at Feria de Madrid and the companies they may contract or subcontract and any collaborating companies who as a consequence of the Fair provide work or services for the Exhibitor shall comply with the Regulations for Participation. Accordingly, the Exhibitor undertakes to ensure that its contractor or subcontractor companies adhere to the Rules for Participation to the extent that they affect the work to be carried out at the Fair venue.

Second.- In the case of discrepancies in the interpretation of the Regulations for Participation, the Spanish version shall prevail over versions in other languages.

General Rules for the Participation of Exhibitors in Fairs Organised by IFEMA



I.- GENERAL PROVISIONS

Article 1.- Scope

These General Rules for the Participation of Exhibitors in Fairs shall apply to all fairs organised by IFEMA, although they may be subject to explicit modifications in some aspects by the Specific regulations of a Fair when fair characteristics so advise.

Article 2.- Access: arrival and departure times for exhibitors

Feria de Madrid and the halls shall be accessed by the doors specified by IFEMA in each case.

Unless the Specific Event Rules specify otherwise, authorised IFEMA Exhibitors shall be able to access the hall as of thirty minutes before opening time, and shall not be allowed to stay in the hall beyond thirty minutes after closing.

Article 3.- Incoming and outgoing objects

The space cannot be occupied, the stand assembled or goods brought in without IFEMA's authorisation for access.

In order to bring in or take out materials, objects and decoration material during the assembly and dismantling periods of the Fair, each Exhibitor must adhere to the times established for this purpose in the Specific Regulations.

Any material, object or product remaining in the hall after the times assigned for removal shall be considered to be abandoned and shall be removed by IFEMA in the way established and applying the established fees.

In order to bring in or take out merchandise during the Fair, each Exhibitor must request an individual permit from IFEMA, and adhere to the times established therein.

In fairs allowing the direct sale of displayed goods, the Exhibitor must authorise the exit of the sold goods by issuing and giving the purchaser the relevant receipt.

IFEMA's authorisation shall be needed to remove goods and materials after the Fair has ended. This will be given once the Exhibitor has defrayed the costs arising during the event.

Article 4.- Customs procedures with Spanish authorities

The introduction in the European Union all types of goods are subject to a number of formalities. Where these goods are bound for an exhibition at a fair, they are considered as commercial goods for all purposes. This applies regardless of the whether entity authorised for the exhibition is established in the European Union. Elsewhere accordingly, the following instructions must be fulfilled concerning all the goods bound for exhibitions, when these goods come from a territory which is not considered European Union Customs Territory. When exhibitors are in doubt as to whether the goods to be exhibited come from these territories or not, they must deliberately check at the first customs of entry into the European Union.

For these purposes, the exhibitors shall not only consider items that are going to be exhibited, but also any types of catalogues, samples of advertising material.

When the goods are first introduced into the European Union, they must be presented at customs and the corresponding declarations must be formalised. If unaware of the required procedures, you may request information from the relevant customs authority. These procedures must be fulfilled regardless of how the goods are transported, so any goods transported as passenger luggage shall also need to be declared at customs.

Once the goods are in Spain, and in any case, before they are offloaded at the corresponding exhibitor's stand, they must have the *"Release declaration of temporary import"* or *"Release declaration of dispatch for use"* document. This documentation must be handed in to the IFEMA Tax Security authorities, whose office is located in the Complementary Building called CUSTOMS, before the goods are offloaded to the stand and the goods cannot be exhibited until the Tax Security's approval of the submitted customs documentation.

Depending on their purpose, goods may be declared in two ways:

- If the exhibited goods are for free distribution as advertising material, their exhibition requires a *“Release declaration for free-practice dispatch and use”*, declaring the value of the goods and paying the relevant value added tax, which has a maximum rate of 21%.
- Where the goods are imported with the sole purpose of being temporarily exhibited and subsequently returned to their territory of origin once the fair is over, the exhibition document required is a *“Release declaration for temporary imports”*.

When the document granting access to the fair is the *“Release declaration for temporary imports”*, once the fair is over, and before the goods are removed from the authorised stands, the temporary imports procedure must be completed with the relevant customs authority and the supporting documents of such procedure shall be submitted to the IFEMA Tax Security in order to authorise the goods for leaving the venue.

The said customs procedures can be processed by the interested party or via a customs representative to carry out the relevant actions before customs.

However, it is advisable to hire professional services for transporting the goods with companies identified as Customs Agents thus enabling temporary or permanent 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 clients a temporary import service for the goods to be exhibited at the fairs and congresses, this service being managed by a company chosen for such purpose, which is authorised by IFEMA and has offices at the exhibition venue.

For further details in this regard, please contact the Aduana de Madrid-Carretera (email: adu.madridcarretera@correo.aeat.es - Tel.: +34 91 670 81 00).

Article 5.- Tending the Exhibitor’s Stand/Materials

5.1. The stand must be always tended by the staff appointed by the exhibitor throughout the event. The exhibited objects and products will remain inside the stand for the whole event, unless the Specific Event Rules authorise differently.

5.2. Stands shall only contain products and promotional materials pertaining to Fair-related industries or activities; Exhibitors failing to comply with this obligation will receive a written communication from IFEMA asking them to immediately remove the products or cease the activities. If the Exhibitor fails to respond within four hours of this communication, at the end of the day, without further notice, the stand shall be closed and the Exhibitor shall not be entitled to any refund or compensation whatsoever.

Where the products or merchandise being exhibited is subject to prior communication and/or authorisation, permit, license, etc. issued by the pertinent authorities, the Exhibitor shall have previously obtained the required credentials to demonstrate due fulfilment of the aforementioned procedures and, where appropriate, the permits required to operate the stand.

5.3. Promotional activities, distributing and exhibiting samples, brochures, flyers and promotional material of all kinds shall be carried out solely within each Exhibitor’s space.

In order to avoid conflicts between exhibitors, no advertising shall be exhibited at stands nor on the IFEMA grounds, of any type (brochures, videos, pictures, symbols, etc.) either directly or indirectly related to territories affected by unsolved territorial disputes at the time the fair is held.

Failure to comply with this rule could lead to the removal of such advertising by the Organisation.

5.4. Live animals shall not be allowed at the stands, except where expressly authorised by the Specific Regulations of the Event, in accordance with existing legislation.

5.5. Vehicles with combustion engines used as exhibition material shall have only the minimum fuel in the tank to enable them to reach the area and leave it at the end of the Fair. Vehicle engines shall not be started during the Fair unless expressly authorised in the Specific Regulations.

5.6. Images or beams of light shall not be projected outside of the allocated space.

5.7. Consignments or packages of goods shall be sent to the Exhibitor's stand. IFEMA shall not receive or pay for deliveries on behalf of the Exhibitor.

Article 6.- Use of machinery and tools during the fair

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

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

Anyone using a machine or tool must have received proper training and information on the risks of use.

Dangerous 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 hazard or forms an obstacle must be equipped with guards or protective elements.

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

Article 7.- Laser use during the fair

All activities with laser can represent a hazard, not only for users but for other people, even at a considerable distance. For this reason, all procedures which require the use of any kind of laser can only be carried out in clearly defined spaces, entirely closed and marked off, with restricted access for authorised personnel only. Laser devices used must carry a certificate of authorisation and standards compliance from the manufacturer.

Article 8.- Maximum sound level

Noisy demonstrations are prohibited; the sound limit is 60 decibels, measured at the edge of the stand.

Should this sound level be exceeded, IFEMA staff will require that the Exhibitor lower the volume to the stated limits. In the case of refusal or repeated breach of this regulation, IFEMA personnel shall cut off the electricity supply to the stand, and if necessary, close the stand, without the Exhibitor being entitled to refund or compensation.

The public address system will be available during the last day of assembly, throughout the Fair and during the first day of dismantling. The PA system shall be used only for safety and institutional announcements. It shall not be used for personalised messages by Exhibitors or their collaborating companies.

Article 9.- Catering/food activities

9.1. Exhibitors intending to offer free catering/food at their stand, must fill in the form **"Catering in Stands Communication"** available on the IFEMA website "ifema.es – Exhibitors – Rules of participation – Forms" and submit it with all the requested data to catering@ifema.es for information and appropriate purposes. In the event of failure to submit such notice, the exhibitor shall not be allowed to offer this service at their stand. A copy of the form shall be sent to the Department of Health Services, Quality and Consumption for the District of Barajas.

The exhibitor shall be liable to third parties for complaints arising from the aforementioned catering service, holding IFEMA harmless in the regard.

TECHNICAL ASPECTS: Food preparation at the stands by culinary experts, including: fried food and similar, roasts, stews, grills, etc is allowed only if the service provider has installed extractor hoods fitted with absolute activated carbon filters so that smoke and smells are reduced to a minimum. Any stands using the culinary technique of cooking in water will be exempt from the requirement to install said extractor hood. (Food may only be supplied at the stand to the visiting public if the preparation, preservation and supply of those products is carried out by authorised catering companies under the conditions reflected on the previously mentioned form **"Catering in Stands Communication"**: see section **"Mandatory sanitary conditions to provide catering"**.

9.2.- If the exhibitor wishes to offer a food/catering service at the Convention Centres, the service provider must be one of those authorised by IFEMA to provide such services. The list of suppliers and detailed information about

this service are available at ifema.es – Exhibitors – Exhibitors Services – Services offered by IFEMA Collaborating Services or ask at stecnica@ifema.es.

9.3.- When the fair includes exhibitors offering the tasting and/or the sale of food to be eaten on the premises or take-aways, as well as food services such as *food trucks*, food or themed areas, sponsored areas, these companies or sponsors shall fulfil the requirements established in the **“FOOD PROCEDURE”** at ifema.es – Exhibitors – Rules of Participation, as well as the provisions thereof that are included in the specific rules of the fair.

9.4.- INFORMATION REGARDING FOOD SAFETY:

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

Likewise, in relation to the aforementioned regulation and pursuant to Royal Decree 126/2015 regarding food information on non-packaged food, the suppliers shall display a sign near the customer service area reading as follows: **“Information on allergens is available at the consumer’s request”** and they shall also have a list of the ingredients in the products supplied (product fact sheet).

Article 10.- Photographic and audiovisual reports

The exhibitors can make videos and/or photographic reports of their own stand, activities and products. The exhibitor is solely liable for use of the content, obtaining the necessary authorisations for third parties to publish and share their promotional items, websites, social networks, etc., as well as due compliance with current applicable legislation on personal data and the collection of image rights. For activity reports or recordings at the stand, IFEMA recommends a notice for that purpose.

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

As the organiser, IFEMA will make video and photo reports of the event, its activities, stands, products on exhibition for them to be potentially shared with the media, websites or social networks such as Facebook, LinkedIn, Youtube, Twitter, etc., or to be included in event information or advertising material.

Likewise, the exhibitor is informed that images of those tending the stand may be recorded during fair attendance by cameras or videocameras, and kept on a personal data file controlled by IFEMA, and processed for the informative and advertising purposes reflected in these rules, including their publication on both the IFEMA website, and in other media including social networks or online spaces such as Facebook, LinkedIn, Youtube, Twitter, Instagram, sectorial platforms created for that purpose, etc. By executing the exhibition contract and participating as an exhibitor at IFEMA fairs, you provide your consent and that of those potentially working at your stand for the aforementioned processing.

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

There is also a VIDEO SURVEILLANCE device at the venue, signalled by notices, exclusively for security purposes; the recordings are destroyed within the legally established limits and the rights of access, rectification, opposition and cancellation may be equally enforced before IFEMA.

Article 11.- Raffles, tombolas and random combinations

Raffles, tombolas and random combinations are forms of gaming laid down by articles 3.2 f and defined in article 15 of Act 6/2001 of 3 July on gaming in the Madrid region.

Under current regulations, the performance of activities included in the scope of this law requires prior administrative authorisation, with the exception of raffles, tombolas and random combinations, which only need to be notified to the relevant gaming department. The exhibitor who intends to engage in activities regulated by the aforementioned law must send a copy of the issued authorisation or submitted notification, depending on the form of gaming involved, to the Events Department.

Article 12.- Access to professional fairs by minors

Minors may enter IFEMA professional fairs as visitors when accompanied by an adult and with payment, where appropriate, of the corresponding admission fee.

Article 13.- Industrial Property

IFEMA is committed to the fight against unfair competition in terms of the piracy of industrial property. However, IFEMA cannot rule in conflicts between Exhibitors, this being the sole jurisdiction of the courts, but it will collaborate at all times with the relevant courts and security forces that visit the site to ensure the enforcement of rulings, precautionary measures, etc. IFEMA Event Management shall inform on support services for Exhibitors' Industrial Property provided during the fair.

Article 14.- Traffic and parking of vehicles during the Event

Inside the fair site it is strictly prohibited to park vehicles in the loading and unloading areas. Vehicles may be parked in designated parking spaces only, with payment of the relevant fee where appropriate.

When the Fair has started, no vehicles are allowed to be driven in the halls and aisle unless expressly authorised by IFEMA.

II.- SAFETY AND EMERGENCY REGULATIONS

II.1.- WORKPLACE SAFETY REGULATIONS - CO-ORDINATION OF BUSINESS ACTIVITIES

Article 15.- General information

Guaranteeing the health and safety of all the people who provide their services at Feria de Madrid is one of the goals pursued by IFEMA Management.

For this purpose and in compliance with article 24 of the Workplace Risk Prevention Act on the Coordination of Business Activities and implementation thereof in RD 171/2004, IFEMA, as the owner of the workplace, is obliged to inform the other businesses present of the inherent risks of the workplace which may affect their activities, the prevention measures established, and the evacuation and emergency measures to be adopted.

In accordance with these regulations, any individual or corporation who for any reason carries out work in Feria de Madrid (service providers contracted by IFEMA, Exhibitors, organisers of fairs or events, and the contractors, subcontractors or personnel employed by any of them, of any activity, employment situation or professional connection) is obliged to be aware of, comply with and take into account the information provided by IFEMA in the prevention planning of their activities in Feria de Madrid.

As a general safety measure due to the concurrence of activities it will be mandatory to wear a helmet, high-visibility vest and safety shoes throughout the assembly and disassembly 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 any person accessing, traversing or carrying out activities in, or simply present in the halls or exterior exhibition areas during the assembly and disassembly procedures.

This instruction does not exempt anyone from the responsibility to use any other protection equipment necessary for each specific task in the course of said assembly and disassembly phases.

The information provided by IFEMA may be completed with other specific rules that may apply, when, due to the nature of the specific activities taking place, it is considered necessary for general safety. This shall be decided by the Management of Fair Services, in agreement, where applicable, with the companies involved in the work. Similarly, all other specific technical regulations contained in the General Rules for Participation of Exhibitors (prohibited activities, keeping aisles clear, fire prevention, electrical installations, etc.) shall be in addition to the general risk prevention regulations, provided that compliance therewith is intended to ensure the safety of people and premises.

Thus, all companies present are responsible for complying, and ensuring that their contractors, subcontractors and/or freelance employees likewise comply with the workplace risk prevention legislation applicable to their activities, including the information and instructions provided by IFEMA and set out in these General Rules for Participation.

Accordingly, before assembly work begins, all companies involved in work or activities in the contracted space for the Exhibitor shall duly complete, sign and submit to IFEMA the form **“Prevention of Labour Risks and Business Activity Coordination”** available on the IFEMA website ifema.es – Exhibitors – Rules of Participation and send it to stecnica@ifema.es. Assembly work shall not begin until this Protocol has been fulfilled.

In addition, where the exhibitors or assemblers need to do cutting work, soldering and/or use of equipment that produce heat or flames, during assembly or disassembly, they must request the Form **“Authorisation Request for Heat or Flame-Producing Works”** from the Technical Secretariat by email to stecnica@ifema.es and once filled in, send back to stecnica@ifema.es for it to be checked and authorised. This form may also be requested on the premises from the relevant hall manager.

II.2.- FERIA DE MADRID SAFETY REGULATIONS AND SURVEILLANCE

Article 16.- Emergencies at the Feria de Madrid

16.1. Throughout the fair period, IFEMA shall provide general preventive surveillance in terms of fire safety.

The IFEMA Security and Self-Protection Department is responsible for the management and administration of emergencies (medical, fire, threats of any kind and natural disasters) as part of the Self-Protection Plan in force at the fair grounds.

In these situations, the Organisers, Exhibitors, their contractors and/or subcontractors and personnel under them are subject to the Feria de Madrid Emergency Plan, following the guidelines provided by IFEMA'S Safety and Self-Protection Department, which shall always act in coordination, collaboration and under the authority of the State Security Forces.

16.2. 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 any contracted venue that may affect evacuation or confinement messages transmitted by the loudspeaker system from being heard at the Exhibition Venue.

All affected customers must allow the installation of the aforementioned system owned by IFEMA, prior to the start of the event, consisting of remote control equipment that will be connected to the aforementioned sources and that will determine its automatic inhibition by cutting off the electric supply at the time when an evacuation or confinement message is activated through the emergency loudspeaker.

For safety reasons, IFEMA or its authorised collaborating companies, may, at any moment, inspect the sound dampening 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.

Article 17.- Keeping aisles and other spaces clear. Packaging

Aisles must be kept clear at all times including during assembly and dismantling. All material must be kept within the confines of the assembly areas or the stands, leaving the gangways and other common areas completely clear. The Feria de Madrid cleaning services shall remove any objects left in these areas, and no damages may be claimed.

During the event, no samples, packaging or objects in general can be placed in the aisles or other communal areas, nor 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.

Article 18.- Fixed and mobile installations

Visibility of and accessibility to fire-fighting material and equipment shall always be observed: Equipped fire hydrants, floor hydrants (in which case their location shall be highlighted in a different colour with respect to surrounding elements), extinguishers, alarms, water extinguishing equipment, emergency exits, etc., even when inside the contracted spaces, as well as the access to the technical and service areas.

If the existing signs are hidden from view, the Organiser must label all elements using standardised signage:

- TECHNICAL BUILDING CODE/ basic FS document, Sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety - signs.
- UNE 23034:1988:1981 Fire safety - Safety signs. Emergency escape routes.
- UNE 23035- 1-2-4:2003 Fire safety - Photo-luminescent signs. Part 4: General Conditions. Measurement and classification.

Additionally, the areas surrounding partitioning curtains at connection points, as reflected in the hall floor plans, must be kept clear.

Article 19.- Fire prevention

All materials used for the different facilities of the Fair or Event, constructions (stands, marquees, etc.) must comply with prevailing legislation. With regard to the flammability of the materials used, floor coverings must be coated with E_{FL} 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 UNE-EN 13773:2003 standard. Likewise all decoration materials must comply with the same characteristics as the construction material and highly flammable materials such as straw, wood shavings, paper shavings, sawdust, dry leaves, etc. must not be used. For the use an open flame, the Exhibitor must apply to the IFEMA Fair Services Office for the corresponding license. The competent official bodies and staff from the IFEMA Fair Services Office may carry out an inspection to ensure that the regulations are being adhered to.

Article 20.- Surveillance of exhibition areas and items belonging to the Exhibitor

Inside the Exhibition Areas, IFEMA shall establish a surveillance service in order to fulfil the responsibilities described in this chapter.

The tasks of “public order” and “general surveillance” assigned to IFEMA’s private security, as a collaborator with the State Security Forces, include the obligation to prevent, avoid and prosecute, as far as possible, the commission of offences of all kinds. It will thus be understood that this is not a specific surveillance service for each stand and its belongings, but general prevention security.

In accordance with the above, IFEMA accepts no liability for the theft of materials and objects deposited at each stand, nor for any damages which may occur to the objects, samples, personal belongings, assembly and/or exhibition materials, before, during or after the Fair, unless there is sufficiently proven responsibility of IFEMA personnel, or these damages are included in the coverage of the obligatory Civil Liability and “Multifair” insurance. The surveillance and security of the private belongings of each stand is thus the exclusive responsibility of each Exhibitor.

Article 21.- Hiring of private security services

There is a private surveillance service provided by the security company working with IFEMA which is displayed on the IFEMA website under “Services offered by collaborating companies”.

In the event that the exhibitor wishes to contract this service with a company different to the one collaborating with IFEMA, they must send the supporting document stating that they have complied with current legislation requirements regarding private security with at least 48 hours’ notice to the Department of Security and Self-Protection.

They must also fill in the form “**Authorisation Request for Private Security**” which contains the regulations and conditions for providing this service, which can be found on the IFEMA website ifema.es and send it to dseguridad@ifema.es.

III.- GENERAL REGULATIONS FOR ASSEMBLY OF INSTALLATIONS IN SPACES

Article 22.- Technical characteristics of the halls and open spaces

This Regulation includes the document describing the technical characteristics of the halls and open spaces; it is also accessible for Exhibitors at ifema.es.

Article 23.- Assembly and dismantling periods

The days for assembly and dismantling of the stands, and the working hours in Feria de Madrid, will be those shown in the Specific Regulations of each Fair. Outside these days and hours, unless explicitly authorised by IFEMA, material cannot be brought into or out of the site and personnel cannot remain on the site.

Article 24.- Access of vehicles, loading and unloading of goods during assembly and dismantling

Feria de Madrid and the halls shall be accessed by the doors, on the days and at the times that are stated in each case.

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

Vehicles shall not park inside halls or in the adjacent areas.

IFEMA takes no responsibility for the surveillance of vehicles while they are on Feria de Madrid premises.

There is a car park for lorries and other cars that can be used by paying the relevant tariffs.

Article 25.- Free-design stands

25.1. Approval of the Project: Companies that opt to design their stands themselves must send IFEMA Fair Services Management the decoration projects (plan, elevations and perspective view with sizes) for approval.

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

The deadline for submitting the project shall be one month before set-up begins. It is essential to have the project approved to be able to begin set-up.

Power shall not be supplied to stands that fail to comply with the regulations on the assembly and installation of spaces.

25.2. Set-up Rules: All companies are obliged to assemble their stand, which includes at least the partitions adjoining the hall walls or other stands, with a minimum height of 2.50 m. Stands built on a wooden floor, when the latter is higher than 19 mm, must have at least one wheelchair ramp, at least 1.00 m wide.

The backs of stands shall have a neutral finish, with a quality similar to that inside the stand, and shall not be allowed to feature any logos or labelling.

The maximum height of any element is 4.00 m. There may be an isolated element on the perimeter up to 6.00 m tall, except in party walls with neighbouring stands.

If set back at least 1.00 m all the elements desired can be raised to the maximum permitted height.

This excludes the stands located in the connecting hubs between halls, the sides of the entrances to halls 9 and 10, and the sides of the entrances and back of halls 12 and 14.0, where the maximum height of construction is 4 m.

All the solid three-dimensional construction or decoration elements of the stand (double panel walls on a frame, towers, podiums, wooden floor, etc.) must have at least two openings in line of at least 8 mm in diameter, at a maximum height of 0.4 m.

25.3. Safety of the Stand: The structures of the stand, and any of the elements used in its decoration, must have the necessary rigidity and stability to prevent any risk to people or goods.

Steps, railings and level change protections shall be designed according to the relevant regulations, and specifically, according to the (CTE) Código Técnico de la Edificación (Technical Building Code) and comply with the following criteria:

- Level changes to a height of more than (50) fifty centimetres above the floor and projections in the flooring must be protected by a parapet or railing ninety-five (95) centimetres high. The same criteria shall be used to protect the exterior perimeters of overhangs in second floors accessible to people.
- Any unevenness lower or equal to fifty (50) centimetres must be signalled and be different visually and to touch. The difference in touch must be 25 cm from the unevenness limit.

Exhibitors are responsible for the structural safety of the stand. If deemed necessary, IFEMA may request proof of this safety in writing.

25.4. Two-storey stands and raised structures: All companies opting to create two storeys or raised structural elements of 1.20 m or more in their space, which will support loads or people, must comply fully with all the above conditions and also present a certificate or project with its corresponding project management signed by a qualified technician. This documentation must be approved by the corresponding professional association. The certificate or project must specify the dimensions, live loads and capacity, with the Exhibitor being solely responsible for observing these limits.

This excludes the stands located in the connecting hubs between halls, the sides of the entrances to halls 9, 10, 12 and 14.0, and the sides of the entrances and back of halls 12 and 14.0. No second floors may be built in any of these locations.

25.5. Set-up and use of tiered seating. All companies opting to set up tiered seats in the fair site must comply with all relevant regulations, and specifically, all sections of the Technical Building Code (Código Técnico de la Edificación, hereinafter CTE) and the Basic Documents on Structural Safety (DBSE), Fire Safety (DBSI) and Safety of Use and Accessibility (DB-SUA) and must also present a certificate or project with its corresponding project management, signed by a qualified technician and approved by the relevant professional association.

The certificate or project must specify that the installation is designed according to the relevant regulations and built correctly to support the capacity shown, and that all the necessary actions or constructions have been conducted to meet regulations regarding evacuations, signage, emergency lighting and accesses. The Exhibitor is solely responsible for compliance with the established limits and conditions.

25.6. Use of vehicles as stands: All companies using an internal combustion vehicle as a stand to display their products must have the minimum fuel needed in the tanks to access the awarded space and to leave it at the end of the Fair.

Those responsible for the vehicle must present its original technical file and most recent MOT document to Fair Services Management.

25.7. Use of hot air balloons for advertising: Exhibiting companies may use hot air balloons as an advertising tool provided that these are placed in the exterior part of the fairground available for this type of activity.

The following terms and conditions apply:

- The hot air balloon shall not be more than 28 metres high, measured from its base (with the basket on the ground) to its highest point. The balloon shall be securely anchored to the ground at all times.
- The balloon shall be tied down by at least two points on the basket being connected to those in the floor.
- The anchorage site must be closed off with a barrier to prevent unauthorised personnel from passing beneath the balloon.
- The following documents must also be submitted: (i) Insurance Certificate for Damage and Civil Liability with six million euros of coverage; (ii) Certificate of Airworthiness, (iii) Pilots' Licences, (iv) Activity Authorisation issued by AENA, (v) Aerial Work Licence issued by AESA.
- The service may be contracted through the Outdoor Advertising Department (publicidadexterior@ifema.es or phone +34 91 722 53 08 / 40). All applications shall be approved by IFEMA

25.8. Remote controlled civil aircraft "Drones": IFEMA does not authorise the use of drones in the covered interiors of its installations, such as halls, offices, etc. In open spaces on the fairgrounds, their use shall be regulated by the pertinent regulations in force and shall require in all cases IFEMA's prior authorisation, which can be requested by sending an email to the Fair Services Management, stecnica@ifema.es.

25.9. Signposting of spaces: Exhibitors shall signpost their spaces with the stand number which corresponds with the official plan of the Fair. IFEMA reserves the right to add the sign if Exhibitors fail to do so, and charge them according to current rates.

25.10. Interpretation and application: Where the Specific Event Rules differ from what is reflected in this Regulation, the aforementioned Specific Rules shall prevail.

25.11. Anchoring seats or chairs: The chairs must be anchored to each other or impossible to moved. For activities where more than 50 units are needed, the seats must be arranged such that they cannot be moved as established in the CTE in force.

IFEMA shall be responsible for the interpretation and application of regulations for each particular case, and reserves the right to arbitrate exceptions where it deems necessary, based on ensuring the general view of the Fair and visibility of neighbouring stands.

Article 26.- Regulations for installing/rigging

Exhibitor companies may hang elements from the ceiling of the halls following the procedure shown in the "Regulations for hanging structures in halls" available on the IFEMA website ifema.es – Exhibitors – Rules of Participation and filling in the form "**Authorization Request for Rigging Structures in Halls**" also available on the IFEMA website ifema.es; this form should be sent to inspeccion.rigging@ifema.es.

Article 27.- Elements outside the awarded space

Unless specifically indicated in the Fair Regulations, no decorative or constructional element may project more than 50 cm from the awarded space towards communal spaces. These elements must be situated at a height between 2.5 metres and a maximum height established in the Event Regulations.

Article 28.- Prohibited assembly and installation activities

It is forbidden to:

- Compromise the premises of Feria de Madrid or any of its structural elements.
- Spray paint inside the Feria de Madrid.
- Deposit or display hazardous, inflammable, explosive or unhealthy materials, materials giving off unpleasant odours, and materials which might offend other Exhibitors or the visiting public.
- Perforate the flooring or lay carpets or fix construction elements with contact glue or similar. Such elements should be fixed with double-sided tape or be fixed to the wooden floor installed for this purpose by the Exhibitor, or by any other means maintaining them independent of the flooring. Exhibitors shall not be allowed to paint, fit rawlplugs or cable chases of any type.
- Perforate, nail, drill or fix anything to the walls, paint, insert rawlplugs or make grooves of any kind.
- Use balloons inflated with lighter-than-air gases as a decorative element for stands. Their use is permitted upon previous consultation with IFEMA Fair Services Management when they are anchored to a structural element of the stand or filled with heavy inoffensive gases that prevents them from rising.
- Assemble anything in the areas defined as aisles for the Fair.
- Direct spotlights outside the stand.
- Use the hall utilities ducts to pass cables or any other type of installation, except for coaxial cables for TV reception. Authorisation for these must be requested with the form "**Authorisation Request for Antenna Cable Connections**" available on the website ifema.es – Exhibitors – Rules of Participation, which should be sent to stecnica@ifema.es.
- The installation of satellite dishes or any other antennas in the exterior areas or roofs of the halls. If an element of this kind needs to be installed, authorisation must be requested and the Exhibitor shall agree in writing to dismantle the items at the end of the Fair.
- Scattering confetti.
- Activities that involve fireworks.
- Sticking anything to the walls.

The Specific Regulations of the Fair may determine any other activity to be prohibited for that Fair. The costs for repairing any damage caused by assembly, installation and dismantling shall be borne by the Exhibitor and/or decorator.

Article 29.- Services provided through service ducts/channels

IFEMA may use the service ducts/housing situated inside a stand in order to provide service to adjacent stands where necessary.

For the proper installation of utilities, it is essential to provide a plan with their preferred location at least one month before assembly starts for the Fair.

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

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

Connection to IFEMA's network shall always be carried out under the supervision of personnel from IFEMA's Technical Services and Maintenance Department.

Article 30.- Water and drainage. Compressed air

The general supply points for water, drainage and compressed air shall be provided by IFEMA. Supply points of water and compressed air have a diameter of 1/2 inch, and drainage points have a diameter of 1 1/2 inches, all of which have a female thread. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted separately.

In order to ensure the proper working order of the sanitary facilities, no more than two wastepipes may be installed per water source point contracted.

The general supply of running water by IFEMA relies on "Canal de Isabel II", meaning that the water pressure can vary. Normally, the water pressure varies between 4 and 6 bars, but these parameters may also vary. If the equipment to be connected to the hydrants needs a different pressure from that provided for them 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 in bars. If you need lower pressures, you must provide the pressure regulators needed to adjust it to your needs.

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

Article 31.- Regulations for installing air conditioning equipment

Air conditioning equipment is only permitted if its condensation circuit is air-cooled. Equipment cooled by water or another coolant in open circuits cannot be used for this purpose. It is also not permitted to use cooling systems that use water and fail to meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

Article 32.- Regulations for gas installations and other elements using fuels

In the exhibition area, it is not permitted to emit vapours or gases that are inflammable, toxic or generally unpleasant, and which represent a danger to health and/or an inconvenience to the visiting public. Gases and exhaust fumes must be channelled from the exhibition area to the exterior through standardised ducts in accordance with the relevant regulations, and with previous authorisation of the installation by IFEMA Technical and Maintenance Management. The only exemption from this requirement is for equipment using gas fuels, with an open non-ducted exhaust circuit (type A equipment) as established in Royal Decree 919/2006 of 28 July approving the Technical Regulations for Distribution and Use of Gas Fuels and their Complementary Technical Instructions ICG 01 to IGC 11.

Article 33.- Regulations for installing Wi-Fi

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

If your technical connection needs the deployment of your own Wi-Fi network, you must submit the completed form **“Authorisation Request for Wi-Fi Installations”** which you can find on the IFEMA website, ifema.es – Exhibitors – Rules of Participation for IFEMA’s 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 for internet access or for any other purpose.

The aim of this measure is to avoid interferences with the equipment installed by other exhibitors and IFEMA’s access points. These interferences could prevent the proper operation of existing Wi-Fi networks.

During the event, all Wi-Fi emissions inside the halls shall be controlled. If a private, unauthorised Wi-Fi installation is detected, immediate disconnection thereof shall be requested.

Given that all connectivity needs are the same, if you have any query related to IFEMA’s Wi-Fi services or need any additional technical information, you can get in contact with the Telecommunications Department via the email address: **telecomunicaciones@ifema.es**.

On the other hand, due to the saturation that the 2.4 GHz Wi-Fi bandwidth has at events like fairs, we recommend you the use of **5GHz bandwidth**. This frequency bandwidth has a greater number of channels and is less prone to interferences and congestion. To take advantage of these positive aspects, you must have devices that are compatible with this bandwidth. 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 other words, in no event can we ensure an appropriate level of service for those devices that only work on a 2.4 GHz Wi-Fi bandwidth.

Article 34.- Assembly rights

The company in charge of assembling a stand must pay IFEMA, before assembly starts, the fees for assembly rights corresponding to the services provided during the assembly and dismantling period of the fair.

- Health care service (ATS).
- Inspection of electrical installations.
- Communal area maintenance.
- Connections and supply of electricity during assembly and dismantling.
- Use and maintenance of painting rooms.
- Personalised Customer Service by the hall manager.
- Individual signage for the assembly spaces.

Depending on the different uses of installations and services, assembly rights for the stand as a whole, including a second floor, shall be as follows, and as set out in the current price list:

- Undecorated spaces, or covered by a carpet or wooden floor: Fee TYPE A.
- Basic modular stands in aluminium or similar: Fee TYPE B.
- Modular design stands in aluminium, carpentry and other materials: Fee TYPE C.
- Reduced Parking rates during Assembly and Dismantling in selected car parks.

Article 35.- Removal of waste and assembly and display materials

In accordance with current legislation on urban waste, all Exhibitors and companies contracted and/or subcontracted for assembling and dismantling stands must assemble, dismantle and remove the materials used for decoration and display in the periods of time established for this purpose.

Once the established time for the removal of goods, decoration and stand dismantling materials has elapsed, all remaining materials in exhibition areas of the halls shall be considered to have been purposefully discarded and

IFEMA shall remove them without further notice. The Exhibitor shall not only lose all further rights to claim damages or loss of said materials but shall also bear all costs related to their removal, said service being based on the total assigned square meters and invoiced at the official rates as indicated in IFEMA's RATE SHEET.

If the stand is not dismantled within the established period, the Exhibitor shall pay IFEMA the cost of this service, in accordance with the estimate provided by IFEMA, depending on the work to be carried out.

IV.- SPECIFIC REGULATIONS FOR ELECTRICAL INSTALLATIONS

Article 36.- General items

All installations shall be done in accordance with the requirements of the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Additional Technical Instructions and any other internal ruling established by the General Directorate for Industry, Energy and Mines of the Madrid Regional Government.

All electrical installations in the fair site must be submitted for approval to IFEMA Technical Management.

For this purpose they must fill in and present to the IFEMA Electrical Inspection Service the **Electrical Inspection Sheet** which can be obtained in the premises of the inspection company at the fair site.

Article 37.- Electricity supply

All the electricity for the stands shall be supplied by IFEMA, being 400 V between phases and 230 V between phases and neutral.

IFEMA is not responsible for supplying direct current or any other stability and continuity condition other than that of the general supply. These shall be the responsibility of the installer or user of the stand, and require prior authorisation from IFEMA Technical Management.

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

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

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

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

Article 38.- Electricity connection

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

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

For consumption of more than 63 A, the stand connection box shall be connected directly to the IFEMA supply.

These outlets must be contained in the distribution channels/ducts of the halls, and totally accessible for resolving any incidents.

Article 39.- Distribution of electricity to the stands

39.1. Protections to ensure safety

The installer shall install a panel as close as possible to the entrance point of the supply, the panel having at least the following:

- General omnipolar circuit breaker (including neutral cut-off) and rating corresponding to the supply line. This circuit breaker can be 2 pole when their rating is not greater than 25A.
- General high-sensitivity differential switch (30 mA) and a rating not lower than that of the general circuit breaker.

Receiver devices with consumptions over 16 A shall be individually protected on the panel. Electrical boards must have closed housing that cannot be opened apart from with the help of a tool or a key, except for its manual actuators. For the event of potential triggering from the inside, protection against possible direct contact shall be provided. The degree of protection of such housings shall be IP4X for indoors and IP45 for outdoors. They must be fixed to a structural element of the stand, and cannot be placed at floor level, maintaining the panel and its characteristics in good condition.

39.2. Electric cables

For electrical installations in the interior of stands assembled inside halls, the cable to be used shall be of an assigned minimum voltage of 300/500 V according to standards UNE 21027 or UNE 21031, suitable for mobile services, ducted via tube or channels according to ITC-BT 20 and 21, and with a degree of protection IP4X according to UNE 20.324, or assigned voltage 450/750V with polychloroprene or similar casings, according to UNE 21.027 or UNE 21.150, suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F), according to standard UNE 21027-13. In the two latter cases they do not need to be installed inside tubing, although they shall not be accessed by the public. All the electric cabling shall fulfil the C minimal CPR class ca - s1b, d1, a1, which must be justified by submitting the corresponding Declaration of Provisions (DoP) with the EC mark.

For exterior installations or with exposure to the elements, supplying stands outside the halls, the cable shall be assigned minimum voltage 450/750 V with polychloroprene casing or similar, according to UNE 21.027 or UNE 21.150 and suitable for mobile services, ducted via tube or channels according to ITC 20 and 21, and with a degree of protection IP4X according to UNE 20324, or the cable may have copper conductors with polychloroprene casing or similar and assigned minimum voltage 0.6/1 kV., suitable for mobile services, and not needing to be installed inside tubing, although they shall not be accessible by the public. The interior electrical installations of these stands shall adhere to the previous point when the stand enclosure is not entirely closed. All the electric cabling shall fulfil the C minimal CPR class ca - s1b, d1, a1, which must be justified by submitting the corresponding Declaration of Provisions (DoP) with the EC mark.

Connections and splices shall be carried out with the use of terminals on the inside of the connection boxes.

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

All cabling which may be subjected to mechanical stress shall be armoured or placed under a protection sheath.

39.3. Bases and power points

Bases for sockets must be high-safety and include grounding. Power points installed in the floor shall be adequately waterproofed and a IK10 degree of impact protection. They must be installed at a distance of at least one metre from any water access point.

One single flex cable must be connected to the socket. Multi-way adapters cannot be used. No multiple bases must be used except for mobile multiple bases supplied by a fixed base with a cable of a maximum length of 2 m.

39.4. Engines

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

39.5. Lights

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 to eliminate risk to people or inflammable materials.

Any lighting equipment which reaches high temperatures must be at a sufficient distance from any inflammable material.

39.6. Earthing

The metal structures of stands must be connected to a ground connection.

Article 40.- Installation of signage with lighting

The installation of luminous signs which need a special voltage shall require previous authorisation by IFEMA Technical Management, and must meet the following conditions:

- There shall be an individual circuit breaker for each boost transformer installed.
- If the bottom of the sign is less than 2.5 m from the ground, the sign shall be enclosed in a casing having suitable dielectric properties.
- Signs placed higher shall not have any uninsulated live parts.
- Standard UNE-EN 50.107 shall be applied for luminous signs and installations powered by assigned vacuum voltages between 1 and 10 kilowatts.

Article 41.- Regulations for using the installation

Exhibitors cannot 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 outlets or connection points intended for this purpose by the authorised installer.

Multiway adapters cannot be used.

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

Under no circumstances shall it be allowed to recharge batteries or accumulators of any type inside the venue. They may be included in stands with the previous knowledge and authorisation of IFEMA Technical Management.

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

FINAL PROVISIONS

First.- For matters not provided for in these Rules, the relevant provisions of individual regulatory activity shall apply.

Second.- The Regulations for Participation must be complied with by the Exhibitors at the Fairs held at Feria de Madrid and by the companies they may contract or subcontract and for any collaborating companies who provide fair-related work or services for the Exhibitor. Consequently, the Exhibitor undertakes to ensure that its contractor or subcontractor companies or collaborators comply with the Regulation for Participation to the extent that they may affect the work to be carried out in the Fair Site.

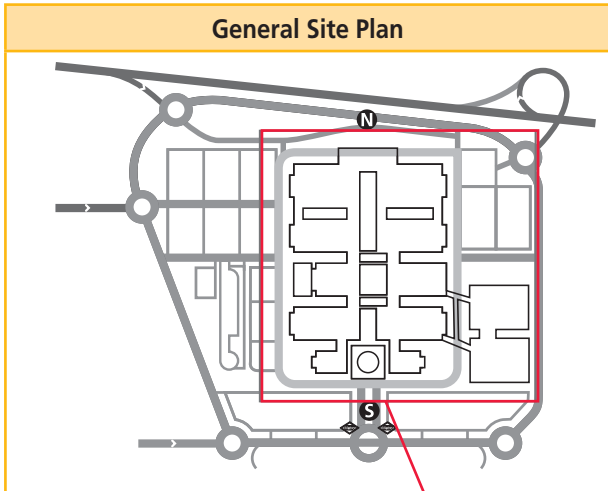
In the case of discrepancies in the interpretation of the Regulations, the Spanish version shall prevail over versions in other languages.

Third.- The legal provisions cited in the current regulations are those in force at the time of writing these IFEMA General Rules of Participation. In the event the aforementioned provisions are subsequently amended, the legal framework would be the legislation in effect at any given time.

Information on Risks and Prevention Measures in Exhibition/Meeting Areas during Periods of Assembly and Dismantling

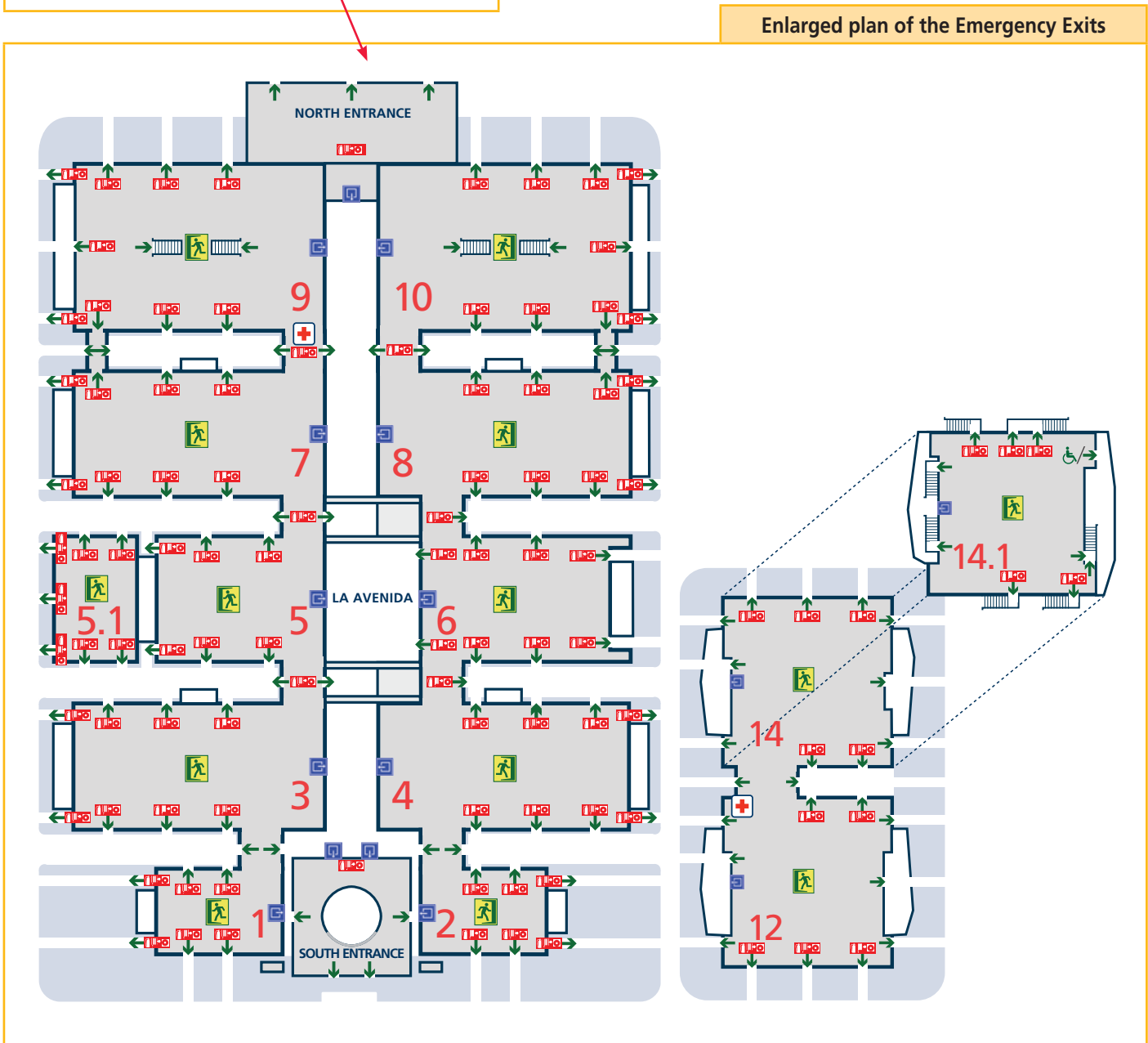


**INFORMATION ON EMERGENCY MEASURES AND EVACUATION IN FAIR SITES,
PLAN OF LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS,
FIREFIGHTING EQUIPMENT AND MEDICAL FACILITIES**



NOMENCLATURE

	Medical Services*
	Evacuation Route
	Emergency Exits
	Firefighting Equipment



* Medical service available depending on the exhibition activity.

In compliance with Workplace Hazard Prevention regulations, IFEMA informs companies working in the exhibition/meeting areas of the fair site of the existing risks in these areas during the assembly and dismantling stages, and the preventative measures to be adopted to eliminate or minimise them.

GENERAL ISSUES

In order to avoid Workplace Accidents, all the companies and/or professionals working for themselves or third parties inside the fair site must comply with Workplace Hazard Prevention regulations. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of Individual Protective Equipment. The companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

As a general safety measure due to the concurrence of activities it will be mandatory to wear a helmet, highvisibility vest and safety shoes throughout the assembly and disassembly 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 any person accessing, traversing or carrying out activities in, or simply present in the halls or exterior exhibition areas during the assembly and disassembly procedures.

This instruction does not exempt anyone from the responsibility to use any other protection equipment necessary for each specific task in the course of said assembly and disassembly phases.



MANDATORY
HELMET USE








MANDATORY
SAFETY SHOE
USE




MANDATORY
REFLECTIVE
VEST USE

Basic Emergency and Evacuation Regulations

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

RISKS	PREVENTION MEASURES
Risk of same level falls due to tripping over various materials. 	<ul style="list-style-type: none"> • Keep your assigned work area clean and tidy. • Do not store material or work in the interior aisles.
Risk of stepping on sharp objects. 	<ul style="list-style-type: none"> • Do not leave materials with protruding nails or screws on the floor.
Risk of impacts with vehicles. 	<ul style="list-style-type: none"> • All the vehicles circulating in the fair site shall use the safety equipment established by the manufacturer, with the permanent use of lights and sound. • Drivers or operators shall have adequate training and shall apply these measures at all times. • Inside the Pavilions and Exhibition Areas vehicles shall be driven at walking speed. • Do not carry more people than those established 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 starting fires in assembly materials. 	<ul style="list-style-type: none"> • The materials used for covering floors shall be EFL fire retardant. In the case of walls and ceiling, materials shall be class c-s2, d0. • Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.). • The use of working equipment with an open flame or which generates high temperatures shall require previous authorisation from Fair Services Management. • Unobstructed access to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.), even when these are inside the contracted spaces. • 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 Services 112</p>	<p>For any type of Emergency +34 91 722 54 00 24 hour service</p>
<p>Your own safety and that of everyone working in the fair site depends on your appropriate action. Thank you for your cooperation.</p>	<p>"HELP US PREVENT ACCIDENTS" Workplace Health and Safety</p> 

Technical Data for Halls and Open Spaces



	SURFACE AREA	DIMENSIONS	HEIGHT	COLUMNS	USE LOAD	ENTRANCES FOR GOODS			CAPACITY BY ASSEMBLY TYPES
	m ²	m	m	no.	Kg/m ²	no.	width	height	FAIR capacity in no. people
HALL 1	5,400	90 x 60	9	2	15,000	6	7.6	4.9	2,322
HALL 2	5,400	90 x 60	8	0	15,000	6	7.6	4.9	2,322
HALL 3	16,200	180 x 90	10	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	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	10	15,000	8	7.5	5.3	6,966
HALL 9	21,600	180 x 120	10 / 4 *	10	15,000	8	6	5.5	9,288
HALL 10	21,600	180 x 120	10.5 / 4 *	10	15,000	8	6	5.5	9,288
HALL 12	14,400	120 x 120	15 / 5.5 *	0	15,000	6	8	5.5	6,192
HALL 14.0	14,400	120 x 120	9 / 5.5 *	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 loading 6.00 x 3.00 x 3.50 m		6,192
CONNECTION HUBS 1-3	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 3-5	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 5-7	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 7-9	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION 7-9	300	10 x 30	5 *	0	15,000	2	9.5	5.5	0
CONNECTION HUBS 2-4	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 4-6	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 6-8	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 8-10	900	30 x 30	4 / 5 *	4	15,000	2	7.3	4.6	387
CONNECTION HUBS 8-10	300	10 x 30	5 *	0	15,000	2	9.5	5.5	0
CONNECTION HUBS 12-14	1,500	50 x 30	4.5 *	6	2,000	1	8	5.5	645

AVENIDA CENTRAL	2,500	28.91	-	-	15,000	-	-	-	-
PLAZA AVENIDA CENTRAL	5,000	55 x 91	-	-	15,000	-	-	-	-
PATIO CIRCULAR	1,030	-	-	-	400	-	-	-	-
EXTERIOR AREA HALL 1	9,500	-	-	-	15,000	-	-	-	-
EXTERIOR AREA HALL 2	5,400	-	-	-	15,000	-	-	-	-
EXTERIOR AREA HALL 5	6,700	-	-	-	15,000	-	-	-	-

NOTES:

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

The stands located in the connecting hubs and aisles between halls, the sides of the entrances to halls 9 and 10, and the entrances and back of halls 12 and 14.0 shall not allow for second floors.

** Pavilion 14.1 vaulted ceiling, with minimum height of 6.50 m and a maximum height of 10.50 m.

Regulations of Access and Visit Times for Loading and Unloading Vehicles



IFEMA has an electronic system monitoring the access and parking of vehicles inside the site, in order to ensure maximum times for the presence of vehicles in Feria de Madrid. This measure helps to reduce the volume of traffic in the loading and unloading areas, making these operations faster and easier.

PREMISE

The Loading and Unloading Areas (areas next to the halls) are not parking areas. Vehicles are allowed only one loading or unloading operation in these areas, and must immediately leave going to the appropriate parking area. While fairs are being held, access to and parking in these areas is strictly prohibited without specific authorisation by IFEMA.

OBJECTIVE

To ensure that vehicles are present in the Loading and Unloading Areas only for the time strictly needed for these operations, giving greater availability of spaces and fluidity of interior traffic, thereby benefiting all the groups taking part in assembly and dismantling.

PROCEDURE

The procedure shall be based on access and exit-monitoring elements, as in a normal car park, which shall be installed at the entrances and exits to the fair site. They shall be assisted by a licence plate reading system, enabling each entry ticket to be associated with the licence plate of a vehicle.

Each vehicle, depending on its tonnage, shall receive a ticket on entering the site, associated with a maximum time allotted for loading or unloading its goods. After this time has passed, the vehicle must leave the site or be parked in the appropriate parking area (lorry park for goods vehicles or car park for cars which have been used to transport goods).

At the exit control point, the system shall read the licence plate and determine whether the vehicle is within the maximum authorised time or if this has been exceeded. In the first case, the exit barrier shall be raised and the vehicle may leave. In the second case, the driver must pay the rate corresponding to the overrun time in an automatic cash machine at the exit, using the ticket received at the entrance.

The rate for overrun time is intended to be a deterrent and is designed to encourage compliance with regulations and observance of the authorised maximum loading and unloading times. Therefore this measure is not intended to produce a profit for IFEMA, but to improve working conditions in areas which are critical for the smooth running of the fair.

Once a vehicle has left the Feria de Madrid site the system shall not allow its re-entry until half an hour after its exit time.

CHARGES

Current charges are shown at:

- access points to the site
- parking area entrances
- and automatic and manual payment points.

PARKING OPTIONS

1. Goods Vehicles

The transport vehicles shall have a lorry car park with a tariff established by minutes. There is no parking time limit on this car park.

IMPORTANT:

To enter the lorry parking area you must use the same ticket given to the driver on entering the Fair Site.

Parking in the lorry parking area (inside the Fair Site) shall affect the maximum authorised time on site as follows:

- a) If the time in the lorry parking area is one hour or less, this time shall not affect the calculation of maximum time in the site, and the authorised time which had not been used when entering the parking area can still be used.
- b) If the time spent in the lorry parking area is more than one hour, the lorry shall have the maximum authorised time on site when leaving it, regardless of the time spent before entering.

NB: These regulations shall also apply to trailers and platforms.

2. Cars

Cars belonging to the employees of any of the companies working in the fair, including Exhibitors, will have car parks made available by IFEMA for each Fair, and can enjoy special prices during the assembly and dismantling periods.

The car parks available during assembly/dismantling will always be the Brown/Red (Northeast) or Orange/Green (Northwest), or both car parks, depending on the size of the fair.

These car parks shall have a single entrance, with appropriate signage, for the exclusive use of assembly/dismantling personnel. This entrance shall issue tickets at a special price for assembly personnel. Before leaving the car park they must pay the charge at any of the automatic cash machines of Feria de Madrid. This operation will validate the ticket for leaving the car park by any exit.

As a general rule, once this regulation has come into force, cars and minivans shall not be allowed into the Fair Site, unless they are transporting goods which cannot be carried by hand. In this case, they shall enter following the procedure described above, and subject to a maximum time on site proportional to their lower transport capacity, after which they must leave the site or pay the deterrent fine.

3. Exhibitors with "Parking Subscription Card"

Exhibitors who buy a Parking Subscription Card can use the assigned car park (the colour of the card identifies the assigned car park) from the first day of assembly to the last day of dismantling (official times), without limitation. Without this card, they must follow the general regulations and prices for car parks in the different fair periods.

RULES AND RECOMMENDATIONS ON THE USE OF THE SERVICE LIFTS IN HALL 14.1

1.- To ensure that, where permitted by assembly/dismantling conditions or authorised by IFEMA, they can be lifted to the exhibition hall, maximum weight - including vehicle (MAM) - and dimensions of the vehicles used in handling operations shall be, respectively, 12,000 Kg. and 5.90 m x 2.90 m x 3.40 m (LxWxH). The pressure exerted by the vehicle shall in no case exceed 1,500 Kg/m².

2.- Small vehicles and/or small and heavy loads shall be placed at the centre of the service lift cabin to prevent imbalances due to weight misalignment.

3.- When moving freight into the service lift using forklifts, access the cabin at low speed, with the forks sufficiently raised and along the centre line of the clearance provided by the access doors, so as to avoid striking them, or denting or damaging cabin door rails with the lower ends of the forklift masts.

4.- Prior to using the service lift, please make sure to allocate the adequate manual or mechanical handling devices (hand pallet jack, handcart, cargo trolleys, etc.) required to carry the freight into the lift, and from the lift to the booth, or vice versa.

If unable to do so, and you wish to lease IFEMA services, contact IFEMA's service provider sufficiently in advance. For more information, feel free to contact LINEA IFEMA by dialling 902 22 15 15, +34 91 722 30 00 for international calls, or at lineaifema.expositor@ifema.es

5.- To facilitate handling operations at the loading dock and within the hall, all materials should be properly palletised or packaged.

6.- Only vehicles with SERVIFEMA's cargo in/out authorisation shall be allowed to access the loading bay.

Due to space constraints, once unloaded, vehicles shall need to vacate the docking area, and parked in the space provided for such purpose. Loading docks are considered as quick loading/unloading areas.

7.- Ascending service lift turns shall be assigned on a rigorous first-come, first-served basis, for vehicles with effective availability of freight handling devices.

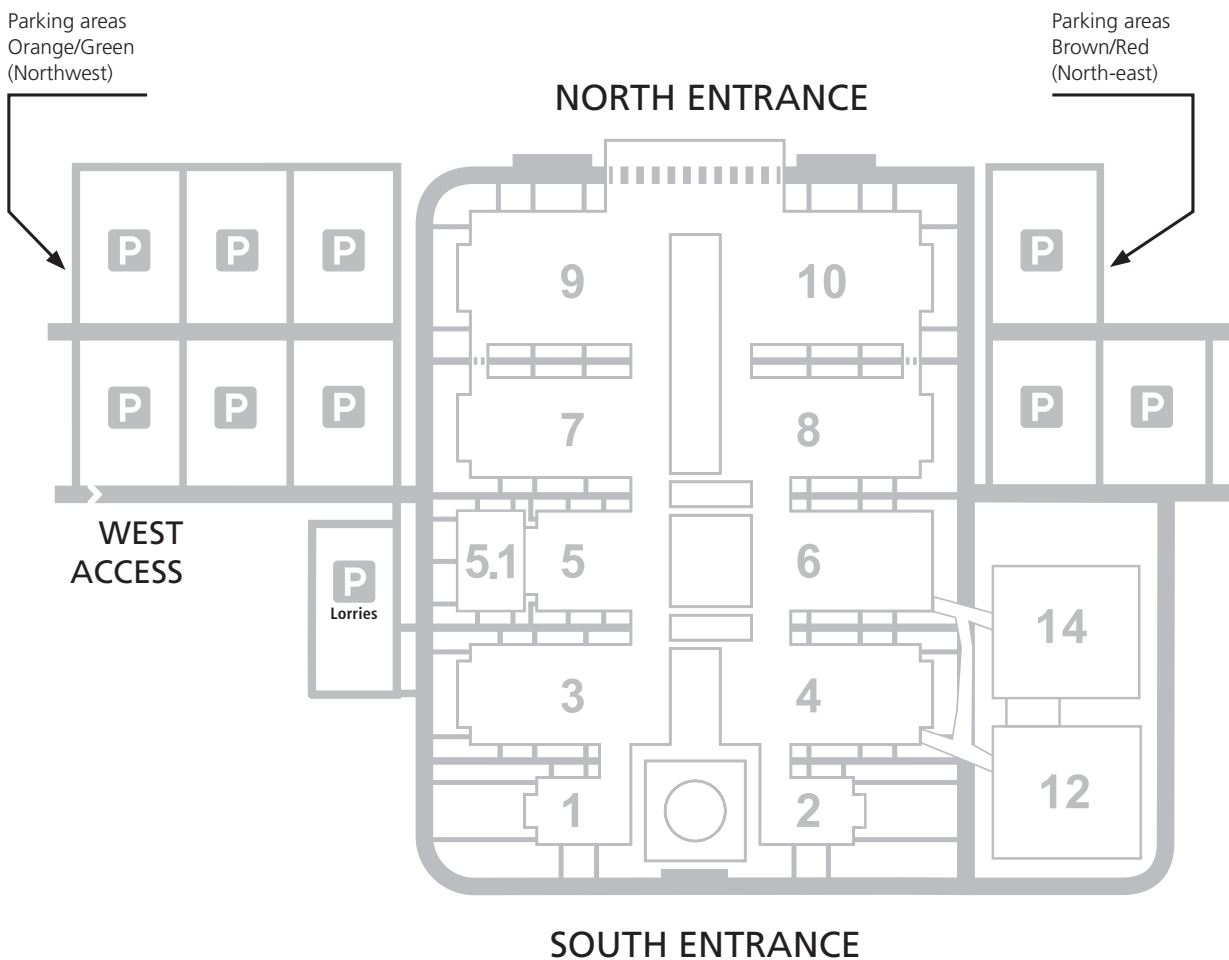
8.- Descending service lift turns shall be assigned according to the order in which the materials are moved close to the lift.

9.- Service lifts shall be assigned to exhibitors by IFEMA personnel on a booth-proximity basis.

Please observe the orders provided by the staff responsible for the service at all times

For more information, please contact the IFEMA Fair Services Office by dialling 902 22 15 15 or at the following email address stecnica@ifema.es.

PARKING FOR VEHICLES DURING BUILD UP/DISMANTLING PERIODS (MAX. 3,500 KG.)



Environment Energy and Sustainability Standards for Events



GENERAL MEASURES

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

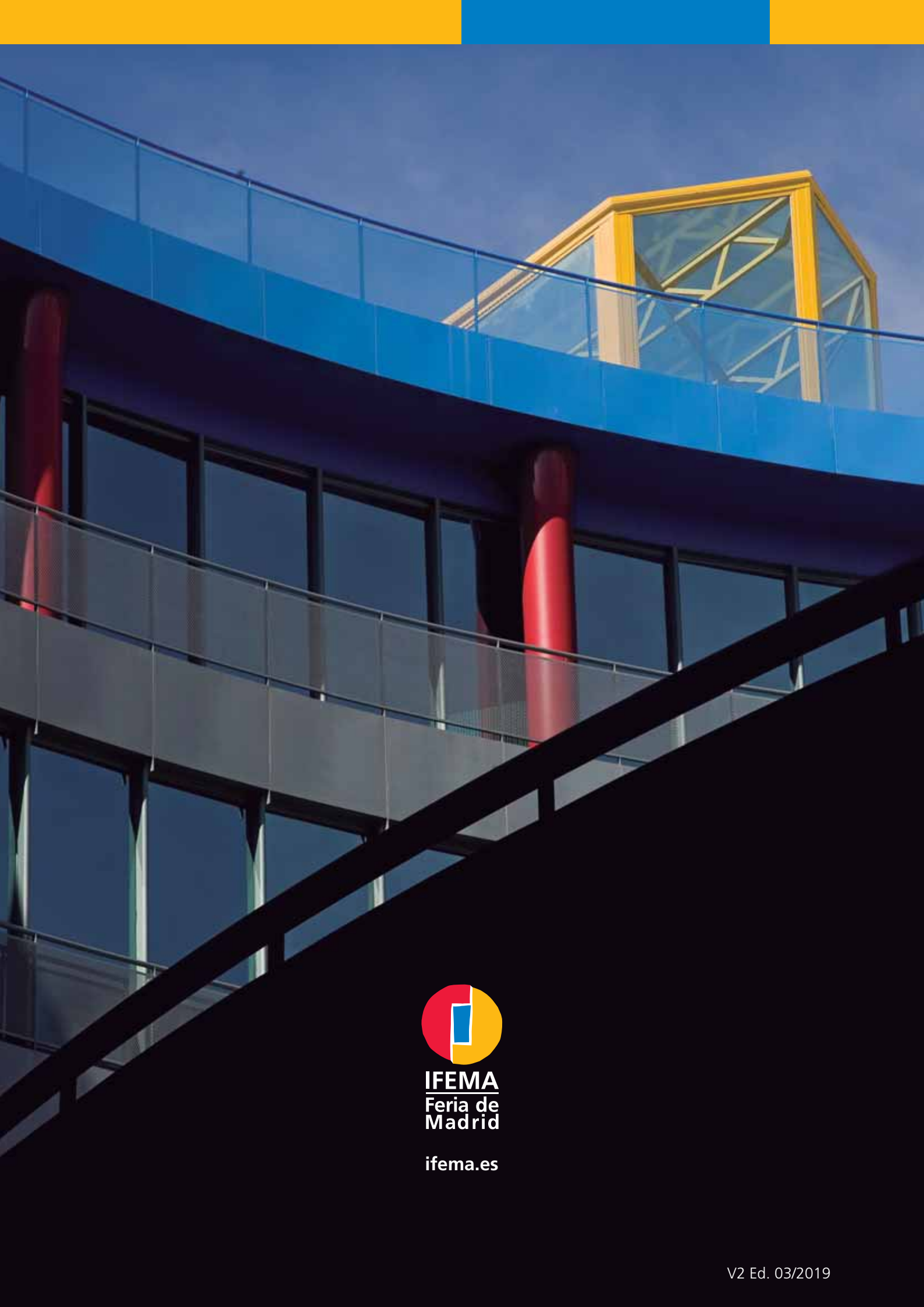
MEASURES IN RELATION TO CHEMICALS

- It is forbidden to dump chemicals through the drains of the facilities.
- It is forbidden to unload, store or handle dangerous chemical products (flammable, corrosive, oxidising, toxic, etc).

MEASURES IN RELATION TO WASTE

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

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



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