

# IFEMA

## Annex 2

### General Rules for Exhibitors



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## General Rules for Exhibitors Participating in Externally Organised Fairs



## I.- GENERAL CONDITIONS

### 1.- Definitions

In these General Regulations for Participation, the terms **"Fair"** or **"Externally Organised Fair"** refer to the fair named in the contract between the Organiser responsible for it and IFEMA as the owner of the fair site where it takes place. The term **"Exhibitor"** includes any physical or legal person, who has a space at the show. The term **"Organiser"** designates the body organising the Fair. The term **"IFEMA"** designates the Institución Ferial de Madrid, the company which owns the trade fair site "Feria de Madrid", where the Fair or Event will take place. **"IFEMA General Rules of Participation"** are these regulations, applicable both to Organisers and to Exhibitors, and referring to specific aspects of their participation at Feria de Madrid. **"Specific Regulations"** are regulations constituting the aspects regulated by the Organiser in relation to its Fair.

### 2.- Acceptance of the Rules of Participation

These regulations are applicable and obligatory for Exhibitors at Externally Organised Fairs.

All the companies or people participating as Exhibitors in externally organised fairs at Feria de Madrid accept these IFEMA General Rules of Participation, which form an integral part of their Exhibition Contract with the Organiser, as well as the Specific Regulations which the individual fair may have, which are the responsibility of the Organiser.

### 3.- Entry gates

Entry to Feria de Madrid will be through the entrances indicated by IFEMA. Access to the contracted areas will be through the gates agreed in each case between IFEMA and the Organiser.

### 4.- Entry and exit times for Exhibitors

Unless otherwise indicated in the Specific Regulations of the Fair, holders of the Exhibitor card, issued by the Organiser, may access the areas occupied by the Fair up to thirty minutes before the scheduled opening time, and may not remain there more than thirty minutes after the daily closing time.

### 5.- Personnel contracted or subcontracted by the Organiser or Exhibitors

At no point will there be any direct or subsidiary employment relationship between IFEMA and the personnel that the Organiser, Exhibitor, or the companies contracted by them bring to the Feria de Madrid, as contractors and/or subcontractors, including those involved in assembling the stands. The Organiser or Exhibitor is responsible for the cost of their contractors and/or subcontractors, the full payment of their remuneration, their Social Security contributions, deductions and declarations, payment of taxes and all the obligations arising from the working contract or from any other kind of contract. IFEMA, or where applicable the Organiser, reserves the right to demand the documents accrediting the up-to-date payment of these obligations.

Likewise, both the Organiser and the Exhibitor undertake to comply and oblige their contractors and/or subcontractors to comply with the current legislation on workplace health and safety applicable to work carried out by them, contracted or subcontracted, as applicable.

### 6.- Use of machinery and tools during the Fair

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

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

Everyone who has to use machinery or tools must have received the appropriate training and information on the risks that come with using it.

Dangerous areas with machinery and tools must be marked with warnings and signs. Every part of a machine or a tool that poses a danger of trapping, cutting, abrasion or projection must be equipped with safeguards or protection mechanisms.

Exhibitors must never bypass or build a bridge circuit in any safety mechanism that a machine or tool has, nor should they remove the protection or safeguards.

## 7.- Laser use during the Fair

All activities carried out with Lasers can pose a risk, not only to the user, but also for other people, even if they are 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 marked spaces, which must be completely closed and demarcated, with restricted access only for authorised personnel. All laser devices used must be accompanied by their corresponding authorisation and type-approval certification from the manufacturer.

## 8.- Maximum sound level

Noisy demonstrations which might be a nuisance to third parties are prohibited on the fair site.

Inside the hall, or convention centre, the maximum decibel level will be authorised by the Organiser. IFEMA recommends not exceeding 60 decibels.

If there is a nuisance to third parties due to exceeding the authorised noise level, IFEMA technical staff will test the levels. If the results of the test are positive, these technicians will require the Organiser to oblige those responsible to reduce the volume to the authorised limits.

With regard to the loudspeaker service, it will be available on the last day of set-up, throughout the staging of the show and during the first day of dismantling the show. The loudspeaker will only be used for security and institutional announcements, and at no point can it be used to transmit personalised messages for exhibitors or their collaborating companies.

## 9.- Catering, food and beverages

9.1.- All queries relating to catering, cafeteria services and cocktails and beverages services for stands may be addressed directly to the Feria de Madrid's catering service concession companies.

9.2.- Any Exhibitors offering catering services at their stands using other (non-concession) companies must fill in the form entitled "**Catering in stand Communication**" available on the IFEMA website, [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms, and submit it to **catering@ifema.es**

If the catering service is offered in a room in the North/South Convention Centre it must be contracted with one of the stipulated concession companies.

For the purposes of the aforementioned form "Catering" is understood to be the consumption of any food or beverages. The Exhibitor shall be responsible for claims relating to the catering service filed by third parties, thereby exonerating IFEMA from any liability in this respect. If the aforementioned notification form is not completed, the Exhibitor may not offer this service at its stand. If applicable, a copy of the form must also be submitted to the Barajas District Department of Health Services, Quality and Consumption.

If an Exhibitor offers tastings of food or beverages, these must be free of charge.

9.3.- The direct sale of food and beverages may only be authorised if permitted by nature of the event and provided that products are correctly stored, packaged and stamped in accordance with prevailing legislation and are not consumed inside the fairground.

## 10.- Photographic reports and filming

IFEMA authorisation is required for taking photographs or filming at Feria de Madrid. The Organiser can freely film or photograph the elements belonging to their own event or fair only. Exhibitors can freely film or photograph their own stand. In accordance with the above, professional photographers contracted for this purpose by the Organiser or Exhibitor will limit their work to the space authorised by IFEMA, avoiding photographing or filming facilities, objects or people without the authorisation of the interested parties or the rights holders.

IFEMA, as the owner of the Feria de Madrid site, unless otherwise expressly indicated, will produce video or photographic reports on the Fair in general, or of the stands and the displayed products, for possible publication



in the usual IFEMA media outlets, such as websites and social networks (Facebook, LinkedIn, YouTube, Twitter, etc.), or for inclusion in the informational and promotional material of Feria de Madrid.

Consequently, the likenesses of exhibitors and visitors may be captured during their participation in events or fairs, and incorporated in a personal information file owned by IFEMA, and treated with the purposes set out in the above paragraph.

If you should choose to revoke this consent or exercise your rights to access, rectify, cancel or oppose this use, you may do so by emailing **protecciondedatos@ifema.es** or writing to IFEMA, Protección de datos, Apartado de correos 67.067 (28080) Madrid, including in both cases a photograph, information on the fair in which you participated, and a photocopy of your National Identity Document (DNI).

There are also video surveillance cameras on the premises, indicated with mandatory signs, which are strictly for security purposes; the recordings are destroyed within the legal periods established and the right to access, correction, opposition and cancellation can be exercised in the same way with IFEMA.

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

### 11.- General information

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

For this purpose and in compliance with article 24 of the Occupational Risk Prevention Act on the Coordination of Business Activities, and with Royal Decree 171/2004 which develops it, IFEMA, as proprietor of the work centre, is obliged to inform the rest of the participating business people on the risks that the work centre has that could affect the activities carried out by them, the measures set up to prevent them and the emergency and evacuation measures which must be applied.

In accordance with these regulations, all physical and legal persons that, for any reason, carry out work at Feria de Madrid (service providers hired by IFEMA, exhibitors, the organisers of fairs or events and the contractors, subcontractors or personnel dependent on any one of them, whatever their activity, working situation or professional connection may be) are obliged to know, comply with and take into account the information provided by IFEMA in the preventive planning of activities that may take place at Feria de Madrid.

The information provided by IFEMA can be complemented by other specific regulations that could be applied when, due to the nature of the determined activities to be carried out, it is considered necessary for general safety. This decision is the responsibility of IFEMA, in joint agreement, where appropriate, with the companies that may take part in the work. Similarly, the other specific technical regulations contained in these Regulations will be additional to the general regulations for risk prevention, insofar as their compliance is intended to ensure the safety of people and premises.

In addition, all participating companies are responsible for complying with and obliging their contractors, subcontractors and/or freelancers to comply with the legislation on occupational risk prevention which is applicable to activities carried out by them, including the information and instructions provided by IFEMA which are outlined in the General Participation Regulations.

For this reason, before the start of the stand assembly work, all companies carrying out work in the contracted space on behalf of the Exhibitor must fill in, sign and present to IFEMA the **"Prevention of Labour Risks and Business Activity Coordination"** form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms, and send it to **stecnica@ifema.es**. Assembly cannot begin until this Protocol is filled in and sent.

Additionally, if exhibitor or assembly companies should need to carry out metal cutting, soldering and/or use equipment producing heat or flame, they must fill in the **"Authorisation Request for Heat or Flame-producing Works"** form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms – and send it to **stecnica@ifema.es** to be authorised and checked.

### III.- SAFETY AND EMERGENCY REGULATIONS

#### 12.- Public order and maximum capacities

The Organiser, Exhibitor, their contractors and/or subcontractors and staff under them, are required to comply with current legislation on public order and public safety.

IFEMA, in accordance with current legislation, assigns a maximum number of occupants to each area, depending on the type of event being held, of which the Organiser is aware. Contact the Organiser if necessary.

#### 13.- Security: Surveillance of the areas occupied by the Organiser for exhibition areas

During the entire fair period, IFEMA provides general surveillance of the fairgrounds as a measure to deter and prevent any incidents, to control access and to ensure public order.

Included in the “public order and general surveillance” mission entrusted to IFEMA’s private security, in collaboration with state law enforcement agencies, is an obligation to prevent, avoid and prosecute, to the extent possible, the occurrence of crimes of any kind. Accordingly, it is understood that the security service is not specific to the area, nor does it monitor each and every stand and its contents, as it is a general preventive security service.

Inside the areas occupied by the Organiser, including the exhibition areas in halls, if any, the Organiser will establish a surveillance service in order to comply with the responsibilities described in this chapter.

On the basis of the above, IFEMA assumes no responsibility for the robbery or theft of any materials or objects deposited in the area occupied by the Organiser or at each stand, nor for any damage suffered by the objects, samples, personal effects or set-up and/or display material, before, during or after the event or fair, except in cases where responsibility on the part IFEMA personnel is sufficiently proven or where said damage is covered by Civil Liability and “Multifair” insurance policies, which are mandatory in the case of Exhibitions only.

Surveillance and security of the personal belongings of the Organiser or Exhibitors of each stand, as applicable, is therefore solely their responsibility.

#### 14.- Contracting private security for the event, specific areas or stands, as applicable

There is a private security service available, provided by IFEMA’s collaborating security company, which is listed on the IFEMA website: [www.ifema.es](http://www.ifema.es) – Exhibitors – Exhibitors Services.

Should an Exhibitor wish to hire a company other than IFEMA’s collaborating company to perform this service, they must send a document demonstrating the company’s compliance with Art. 20.- Service Contracts, of the Regulations on Private Security, approved by Royal Decree 2364/94, of 9 December to the IFEMA Security and Self-Protection Department at least 48 hours in advance. They must also complete the form **“Authorisation of Private Security”** which contains the regulations and conditions for providing this service and is available on the IFEMA website: [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms, and send it to [dseguridad@ifema.es](mailto:dseguridad@ifema.es).

#### 15.- Action taken in emergency situations at Feria de Madrid

During the entire fair period, IFEMA provides general surveillance of the fairgrounds to ensure fire safety.

The IFEMA Security and Self-Protection Department is in charge of handling and managing emergency situations (medical, fire, threats of any kind and natural disasters) in accordance with the Self-Protection Plan that governs the fairgrounds.

In these situations, the Organisers, Exhibitors, their contractors and/or subcontractors and personnel under them are subject to the IFEMA Emergency Action Plan, in accordance with the directives of the IFEMA Security and Self-Protection Department, which will always act in co-ordination and collaboration with, and under the authority of, state law enforcement agencies.

#### 16.- Non-occupation of aisles. Packaging

Aisles must be kept clear at all times including during assembly and dismantling. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely clear. Feria de Madrid

cleaning services will remove any object deposited in these areas, with the Exhibitor having no right to claim for damages.

During the fair, no samples, packaging or any other items in general can be placed in the aisles or other communal areas. There is a service available to have merchandise and packaging collected, stored and delivered, provided by IFEMA's collaborating company for this service, in accordance with current rates.

### 17.- Evacuation routes in exhibition areas

The Organiser is in receipt of Feria de Madrid's instructions regarding evacuation procedures and routes. Contact the Organiser if necessary.

### 18.- Fixed and mobile installations

Visibility and accessibility of all fire protection material and installations shall always be respected, these include fire hose cabinets, hydrants, fire extinguishers, alarms, water sprinklers, emergency exits, etc. even when there are in the hired areas, as well as accesses 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 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.

### 19.- Fire prevention

The materials used for the different fair or event installations and constructions (stands, marquees, etc.) must comply with current regulations, particularly with regard to the fire resistance of material. The material used for flooring will be E<sub>FL</sub>, and that used in the construction of walls and ceilings will be C-s2,d0. Suspended textile elements, such as curtains or drapes, will be class 1, in accordance with regulation UNE-EN 13773:2003. Likewise, decorative elements must comply with the same characteristics as those used in construction, with the use of any material or product that is easily combustible, such as straw, wood shavings, paper shavings, sawdust, peat or dry leaves, etc., being prohibited. Likewise, in order to perform work, conduct demonstrations or decorate using an open flame, Exhibitors must request permission to do so from IFEMA's Fair Services Office. Compliance with the regulations may be inspected by the relevant official bodies and by IFEMA Fair Services Office personnel.

## IV.- CONDITIONS FOR THE ASSEMBLY AND INSTALLATION OF THE SPACES

### 20.- Technical data for Halls, North and South Convention Centre and Hall Meeting Room

The document describing the technical characteristics of the halls and spaces in the convention centre is attached as an **Annex 2.3 "Technical Data for Halls, North and South Convention Centre and Hall Meeting Rooms"**, and is also available for Organisers and Exhibitors.

### 21.- Floor resistance

The floor of the halls and convention centre rooms are shown in the **Annex 2.3 "Technical Data for Halls, North and South Convention Centre and Hall Meeting Rooms"**. The covers of the utility ducts or channels cannot be used to support heavy loads.

### 22.- Working hours

The times for assembly and dismantling of installations or stands, and the working hours at Feria de Madrid, will be as authorised in the contract between IFEMA and the Organiser. Outside these periods, the entry or exit of materials and the presence of personnel at Feria de Madrid will not be authorised.



## 23.- Vehicle access, loading and unloading of goods during set-up and dismantling periods

Feria de Madrid and the inside of the pavilions will be accessed by the doors, on the days and at the times that are stated in each case.

The inside of pavilions will only be accessed to unload materials.

Vehicles will not be able to park inside pavilions or in the adjacent areas.

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

There is a car park for trucks and another for private cars, which can be used by paying, where appropriate, the corresponding rates.

## 24.- Assembly Regulations

### 24.1.- General items

The regulations for assembly will be determined by the Organiser. However, they must comply with these Regulations.

### 24.2.- Setting up the Fair

The Organiser will inspect the viability, technical suitability and compliance with current legislation of setting up the fair, and has sole responsibility for authorising its execution.

Notwithstanding the above, if the size requires it, IFEMA may stipulate that the set-up is signed off by a competent technician and stamped by the corresponding official professional association.

### 24.3.- Stand assembly

The maximum construction height of any element must be 4 m for stands in the connection modules between halls, the sides of the entrances to Halls 9 and 10, and the sides of the entrances and the back of Halls 12 and 14.0. In the others, height will be limited by the structures, installations and false ceilings, leaving a margin of 50 cm.

Stands that are built on top of wooden flooring, when this has a height of more than 19 mm, must have at least one disabled access ramp that is at least 1.20 m wide.

The maximum permitted height of stands and decorative elements in the North Conference Centre will be four metres (4 m). All the stands and decorative elements must be built on wooden flooring or platforms and must have disabled access ramps.

All the companies will be obliged to assemble their stands in compliance with section DB-SUA of the CTE (Technical Building Code) disregarding the sections referring to the need to install lifts.

All three-dimensional blind construction or decoration elements of the stand (double-panelled walls on frames, towers, podiums, floorboards, etc.) will have to have at least two opposite holes of a minimum diameter of 8 mm, and a maximum height of 0.4 m.

### 24.4.- Regulations for hanging structures in halls/rigging

#### 24.4.1.- Halls

The Organiser or exhibitors may hang elements from the hall roof structures, following the procedure shown in the **Regulations for Hanging Structures/Rigging**, available in **Annex 7** of the contract between the parties, and on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms, and filling in the **“Authorisation Request for rigging structures in Halls”** form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms and sending it to **inspeccion.rigging@ifema.es**.

#### 24.4.2.- Conventions Centre

Exhibitors are not allowed to hang any type of element in the Conventions Centre.

#### **24.5.- Stand safety**

The structures of the stand, as well as any of the elements used in its decoration, must be sufficiently rigid and stable for them to not pose any risk to people or property.

The subsection on stairs, handrails and protection in changes of height outlines, in accordance with existing regulations and, specifically, with the provisions set out in the Technical Building Code (CTE) and complying with the following criteria:

The gaps between second floors or changes of level directly open to the outside, at a height from floor level of more than fifty (50) centimetres, and the ledges of the flooring will be protected by a protective covering or a rail of ninety-five (95) centimetres in height. Protected with the same criteria are the exterior perimeters of the cantilevers on second floors that can be accessed by people.

Uneven surfaces greater or equal to fifty (50) centimetres must be indicated through tactile and visual differentiation. The tactile differentiation must be 25 cm. away from the edge of the uneven surface.

The Exhibitor is responsible for the structural safety of the stand. IFEMA may ask the Organiser for the documentation accrediting this if it deems it necessary.

#### **24.6.- Stands with two floors and raised structures**

All companies that opt to build a two-floor structure or structural elements of 1.2 m or more, that are going to support weight or people in that space, must fully comply with the abovementioned conditions and, furthermore, must submit a certificate or a design plan to the Organiser showing who is in charge of construction, signed by an authorised expert. This documentation must be endorsed by the corresponding professional association. The certificate or Design Plan must specify the dimensions, the service load and the capacity, with the Exhibitor being completely responsible for complying with the limits set out in the latter. The Organiser will give IFEMA a copy of this documentation.

Stands situated in areas connecting halls and at the sides of the entrances to Halls 9, 10, 12 and 14.0, as well as the entrances and end of Halls 12 and 14.0 are exempt. In all these locations and in the Convention Centre, *a second floor may not be constructed.*

#### **24.7.- Assembly and uses of tiered seating in halls**

All companies that opt to erect tiered seating on the fair site must adhere to all existing legislation and, specifically, the Technical Building Code (CTE, hereinafter) in all its sections, as well as the Basic Documents on Structural Safety (DB SE), Fire Safety (DB SI) and Access and Use Safety (DB-SUA). They must also submit to the Organiser a certificate or a design plan showing who is in charge of construction, signed by an authorised expert and endorsed by the corresponding professional association. The following considerations are particularly important:

In rows with access to aisles only at one end,  $A \geq 30$  cm. when there are 7 seats and 2.5 cm. more for each additional seat, up to a maximum permitted 12 seats.

In rows with access to aisles at both ends,  $A \geq 30$  cm. in rows of 14 seats maximum, and 1.25 cm. more for each additional seat. For 30 seats or over:  $A \geq 50$  cm.

Every 25 rows, as a maximum, will have a corridor at least 1.20 m wide between the rows.

The number of seats is not limited, but will depend on the length of the evacuation routes to the nearest site exit (Max 50 m.).

In establishments with multiple activities, for more than 50 people, the seats must not be moveable by the public. Passages and ramps  $A \geq P / 200 \geq 1.00$  m.

The stepped access passages to places with audience areas, such as auditoriums, amphitheatres, tiered stands, etc., will have steps with a consistent riser height.

The treads can have two sizes repeated in alternating steps in order to permit access to the rows of seats at the same level.

The width of the stepped passages will be determined according to the evacuation conditions established in section 4.1 Stairs: for descending evacuation  $A \geq P / 160$ .

$A$  = Width of the element [m] /  $P$  = Total number of people expected to pass through the point the width is being determined for.

The certificate or design plan must specify that the installation is designed in accordance with existing regulations and is correctly built to hold its indicated capacity, as well as having carried out all the actions or construction needed to comply with regulations relating to evacuation, signposting, emergency lighting and access. It is the sole responsibility of the Organiser and Exhibitors to comply with the limits and conditions set out in the same. The Organiser will give IFEMA a copy of this documentation.

#### **24.8.- Assembly in rooms and halls of the North and South Convention Centres**

Assembly in the rooms and halls of the conference centre will be in accordance with the **Annex 2.3 "Technical Data for Halls, North and South Convention Centre and Hall Meeting Rooms"**.

#### **24.9.- Use of vehicles as stands**

All companies that use vehicles with combustion engines to display their products must have their tanks filled with only the minimum amount of fuel required for entering the allocated space and for leaving it at the end of the Show.

Vehicles displayed in the Convention Centre must rest on a flat-based platform which spreads the weight of the vehicle evenly over the display area. Vehicles may not be started or driven inside the Convention Centre. The battery must be disconnected and the fuel tank must hold the minimum required for the vehicle to leave the site after display.

The person responsible for the vehicle will be obliged to submit the original copies of the vehicle technical specification card and the report of the last motor vehicle inspection that it underwent to the Organiser. The Organiser will give IFEMA a copy of this documentation. If the vehicles have not been given standard inspections, the Organiser will give IFEMA their technical specifications.

#### **24.10.- 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 must not be more than 28 metres high, measured from its base (with the basket on the ground) to its highest point. The balloon must be securely anchored to the ground at all times.
- The balloon must be anchored at least at two points, running from a fixed point on each side of the basket to fixed points on the ground.
- 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) Certificate of Civil Liability and Damage insurance with coverage of €6 million; (ii) Certificate of Airworthiness, (iii) Pilots Licences, (iv) Activity Authorisation issued by AENA, (v) Aerial Work Licence issued by AESA.

To contract this service please contact the Organiser

### **25.- Prohibited activities**

#### **25.1.- It is prohibited throughout the site**

- a) To affect the facilities of Feria de Madrid, or any of its structural elements.
- b) To spray paint inside the Feria de Madrid onto objects of any kind.



- c) To deposit or display material that is dangerous, inflammable, explosive and dangerous to health, which gives off unpleasant smells and that could inconvenience other Exhibitors or visitors to the fair.
- d) To make holes in the flooring or stick fitted carpet or construction elements to it with rubber adhesive or similar products. Such elements must be fixed with two-sided adhesive tape, or stuck to the wooden flooring requested by the Exhibitor for such a purpose, or using any other means, provided it is independent of the flooring. Exhibitors will not be allowed to paint, fit rawlplugs or cable chases of any type.
- e) To perforate, fix with nails or drills or attach any kind of fixture to the walls of the facilities. Nor is it permitted to paint, fit wall plugs or cable chases of any type.
- f) To use balloons inflated with light gases as decoration for stands. They can be used, after consultation with IFEMA Fair Services Management, when they are attached to a structural element of the stand or filled with innocuous heavy gases which prevent them from rising.
- g) To assemble structures in the areas defined as aisles for the fair.
- h) To aim spotlights outside the stand.
- i) To use of the hall utility 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 **"Authorisation Request for Antenna Cable Connections"** form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms and sent to **stecnica@ifema.es**.
- j) To install antennas in outdoor areas or on hall roofs. Should exhibitors need to install an element of this kind, they must seek the corresponding permission, undertaking, in writing, to dismantle the elements once the show is over.

The Specific Regulations of the Fair may determine any other prohibited activity.

The costs of repairing any damage caused when setting up, installing or taking down stands will be at the expense of the Organiser, the Exhibitor and/or their decorator.

### **25.2.- In the Convention Centres it is also prohibited**

- a) To assemble any structures outside the areas defined as Exhibition Areas according to the plan approved by IFEMA
- b) To hang elements from the ceiling of the Conference Centre lobby, including decorative elements.
- c) To assemble any structure (including stands) with a completely closed roof, of any material. Partial enclosure of the roof is permitted, covering no more than 50 % of the total area of the structure.
- d) Unless the Specific Regulations of the Fair permit it, signs, banners and spotlights cannot protrude more than fifty centimetres (50 cm) from the awarded space. Such protrusions must have a minimum height of two and a half metres (2.5 metres) without exceeding the maximum height shown in the same Regulations. Spotlights must be directed in such a manner that they do not inconvenience other exhibitors, visitors or other parallel events taking place in the Conference Centre.
- e) The use of decorative gardening elements (real grass, earth, fountains, waterfalls, etc.) in direct contact with the carpet, unless on top of wooden flooring or a platform, and always protected with a waterproof material. Watering these elements in place is also prohibited.
- f) The presence of animals in the Conference Centre, unless authorised in the Specific Regulations of the Fair, in accordance with existing legislation.
- g) The use of cutting machines of any kind.

The costs of repairing any damage caused by Exhibitors or any of the contractors involved in the assembly of their stands will always fall to the Organiser.

The Specific Regulations of the Fair may indicate any other activity prohibited for that event.

## 26.- Utilities provided through utility 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 correct installation of utilities, the plan must be sent with their preferred location at least **30 days** before the start of assembly of the Fair.

Should the plan not be sent, IFEMA will situate the services following its own criteria. In the event the Exhibitor wishes to change these criteria, IFEMA will not guarantee the provision of the service and, should it do so, it will bill the Exhibitor for the cancellation of this service or for the transfer rate, as appropriate, and for new services, all of which in accordance with the existing rates outlined in the **Rate Sheet** available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Exhibitors – Rates.

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the Exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

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

## 27.- Water and drainage. Compressed air

The general supply points for water, drainage and compressed air will be provided by IFEMA. Supply points of water and compressed air have a diameter of ½ inch, and drainage points have a diameter of 1 ½ inches, all of which have a female thread. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted independently.

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

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.

## 28.- Regulations for installing air conditioning equipment

Only air-conditioning systems whose condensation circuit is refrigerated by air can be used. It is not permitted to use systems that use water and other types of coolant in an open circuit for this purpose. It is also not permitted to use cooling systems that use water in a closed circuit and that do not meet the requirements set out for this kind of device in Royal Decree 865/2003, of 4 July.

## 29.- 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. Exhaust gases and vapours must be pumped outdoors from the exhibition areas through piping approved in accordance with existing regulations and after receiving authorisation for installation from IFEMA's Technical Services and Maintenance Department. The only exceptions to the abovementioned requirement are devices that use gaseous fuels which are non-directed open-circuit run-off devices (type A devices), according to the provisions set out in Royal Decree 919/2006 of 28 July, approving the Technical Regulations on the Distribution and Use of Gaseous Fuels and their Complementary Instructions ICG 01 to IGC 11.

## 30.- Regulations for installing Wi-Fi

IFEMA offers Exhibitors the possibility of contracting a Wi-Fi network for accessing the INTERNET through an operator registered with the CMT (Telecommunications Market Commission) with the obligation to meet the obligations set out in existing legislation.

Organisers, Exhibitors and visitors can access this Wi-Fi network through codes that are provided on a strictly confidential basis when contracting this service in the conditions set out in the IFEMA Services Catalogue.

It is expressly forbidden for Organisers and Exhibitors to install Wi-Fi access points, whether for connecting to the INTERNET or for providing other functions. The aim of this measure is to prevent problems with interference, affecting points that the Organiser might install independently as well as IFEMA's access points. Said interference could cause the existing Wi-Fi networks to not work properly.

For fairs or events with a high profile of advanced users of telecommunications services who require special services not offered directly in the Services Catalogue, or if the services offered by IFEMA do not have the coverage and/or reach requested by an Exhibitor, fill in the “**Authorisation Request for Wi-Fi Installations**” form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms and send it to the Technical and Maintenance Department- Telecommunications, [telecomunicaciones@ifema.es](mailto:telecomunicaciones@ifema.es), one month before the event date, where your needs will be analysed and the services authorised, if applicable, with the possibility that the installation may be offered by IFEMA.

As the provider of these possible internet access services would not be one of the operators authorised by the Institution, IFEMA takes no responsibility for anomalies that might happen to Organisers or Exhibitors due to their use of these services.

If the Organiser, exhibitors or suppliers install unauthorised Wi-Fi access points, IFEMA reserves the right to request the Organiser to tell its suppliers or exhibitors to switch off these access points.

### 31.- Removal of waste and assembly and display materials

Organisers of fairs and Exhibitors, in the case of their stands, as well as the companies contracted and/or subcontracted to assemble or dismantle stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used, in the periods of time allocated to do so. Should installations not be dismantled within the set time limit, the Organiser will pay IFEMA the cost of providing this service, in accordance with the budget provided by IFEMA for the work to be carried out.

After the established times set for removing goods and decorative materials and for dismantling the installations used in the stands, all the materials remaining in the spaces ceded to the Organiser and occupied by Exhibitors, if any, will be considered waste materials and will be removed by IFEMA, the Organiser and Exhibitors, if any, forfeiting all rights to claim for damage or loss, and all costs relating to their removal being payable by the Organiser, which will be invoiced by IFEMA according to its **Rate Sheet** available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Exhibitors – Rates for the total square metres awarded.

## V.- REGULATIONS FOR CARRYING OUT ELECTRICAL INSTALLATIONS

### 32.- General items

All installation work will be carried out in accordance with the requirements demanded in the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Complementary Technical Instructions and any other internal provision set by the General Directorate of Industries, Energy and Mines of the Madrid Regional Government.

All electrical installations carried out on the fair site must be submitted for approval by IFEMA's Technical Services and Maintenance Department.

For this purpose the **Electrical Inspection Sheet**, which can be obtained from the offices of the inspection company at the fair site, must be filled in and presented to the IFEMA Electrical Inspection Service .

Three possibilities are envisaged, depending on the type of fair, the elements comprising the installation and the power requested.



**32.1.- Assembly of stands in the exhibition areas determined for this purpose on the first floor of the North Conference Centre**

In this case, fifteen days before assembly begins, plans will be presented indicating the exact location of the requested power outlets and the power of each one. This location will be liable to change by the IFEMA Technical and Maintenance Department for adequate distribution of power. Before electrical installation begins, the Inspection Sheet, filled in and stamped by an authorised electrical installer with a current business qualification document, should be presented to the electrical inspection service.

**32.2.- Events of all kinds**

**32.2.1.-** In this case, and as established in section 3 of the ITC-BT-04, if the events are of a temporary nature and will be held in open areas, the Design Specifications (MTD) must be presented, with the data specified in the ITC-BT-04 section 2.2., and in Order 9344/2003 of 1 October of the Regional Minister for the Economy and Technological Innovation, as long as the requested power is less than 50 kw. Before the installation starts up, the authorised installer must present the Installation Certificate and Design Specifications to an authorised Industrial Inspection and Monitoring body. Once the copies of the Installation Certificate have been processed, one of them must be given to the IFEMA Technical and Maintenance Department so that the definitive electricity supply can be provided for the installation.

**32.2.2.-** As in the above section, but if the power of the installation is 50 KW or over a plan for the installation must also be drawn up and signed by a qualified technician who will be directly responsible for its adherence to regulations. Before the installation starts up, the authorised installer must present the Installation Certificate, the corresponding plan and the documentation required by Order 9344/2003 of 1 October of the Regional Minister for the Economy and Technological Innovation, to an authorised Industrial Inspection and Monitoring body. Once the copies of the Installation Certificate have been processed, one of them must be given to the IFEMA Technical and Maintenance Department so that the definitive electricity supply can be provided for the installation.

**33.- Electricity supply**

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

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

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.

The users of stands and facilities are obliged to keep a  $\cos \phi$  power factor of between 0.95 and 1.

Electricity will be supplied to stands from 8:30 am to 9:30 pm. If an Exhibitor needs power outside this time frame, a request must be submitted in writing to the Fair Services Office – Technical Secretary, in addition to the form available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Convention and Congress Centre – Rules of Participation – Forms – 24 Hours Electricity for stand form authorization.

As power supply in the Fair Grounds is the responsibility of the electricity company providing the service, IFEMA takes no responsibility for anomalies that have nothing to do with the Institution, due both to the lack and quality of the service (frequency variations, voltage variations, transient responses, spikes, sags, short interruptions, micro-outages, harmonic flickers, etc.).

**34.- Electricity connection**

The electrical connection will be carried out by the installer of the stand, under the supervision of IFEMA's Technical Services and Maintenance Department. It will be made from the distribution point that IFEMA states for best using

the network, and will consist of a power socket manufactured by the company MARECHAL, with the following specifications:

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

For consumption greater than 63 A, the board of the stand will be directly connected to IFEMA's electrical supply.

These outlets must be contained inside the distribution ducts/housings of the pavilions, accessible at all times in order to be able to solve possible issues.

In the case of the North and South Conference Centres, the cables from the installer panel will be directly connected to the terminals distributed within these areas.

## **35.- Electrical distribution of installations and/or stands**

### **35.1.- Protection measures for guaranteeing safety**

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

- A general all-pole circuit breaker (neutral breaker included) and gauge, according to the supply line. This circuit breaker can be 2 pole when their rating is not greater than 25A.
- A residual-current device of 30 mA of sensitivity and with a rating not less than that of the general circuit breaker.

Receiver devices with consumption greater than 16 A will be individually protected at the board. Electrical boards must have closed housing that cannot be opened apart from with the help of a tool or a key, with the exception of its manual starts. Should it be triggered from the inside, they must be protected against possible direct contact. The protection classes of the housings will be IP4X for interior and IP45 for exterior. They must be fixed to some structural element of the stand, and cannot be placed at ground level. The board and its features must be maintained in optimum condition.

### **35.2.- Electrical cables**

For electrical installations in the installations and/or stands inside the halls, the cable used will be of a set minimum voltage of 300/500 V, in accordance with UNE 21027 or UNE 21031, suitable for mobile services, and channelled with tubing or channels, according to the provisions of the ITC-BT 20 and 21, and with protection class IP4X in accordance with UNE 20.324, or either a set tension of 450/750V with a polychloroprene or similar covering, in accordance with UNE 21.027 or UNE 21.150 and suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F) in accordance with regulation UNE 21027-13. In these two last cases, it will not be necessary to install it inside tubing, although it won't be accessible to the public.

For outdoor installations that provide service to the stands or installations set up outside the halls, the cable will be of a set minimum voltage of 450/750 V with a polychloroprene or similar covering, in accordance with UNE 21.027 or UNE 21.150 and suitable for mobile services, channelled with tubing or channels, in accordance with the provisions of ITC 20 and 21 and with a IP4X protection class, in accordance with UNE 20324, or the cable can even have copper conductors, with a polychloroprene or similar covering and a set minimum voltage of 0.6/1 kV., suitable for mobile services, and not having to be installed inside tubing, although it will not be accessible by the public. The interior electrical installations of these stands will adhere to the previous point whenever it is not closed at all its parts.

Seams and splices will be carried out with the use of terminals on the inside of the connection boxes.

The flexible connections of the systems will be no longer than two metres, using the cable that is appropriate for the working conditions.

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

**35.3.- Bases and sockets**

Bases for sockets must be high safety type and include grounding. Sockets installed in the ground will have adequate protection against water penetration and will have a IK10 anti-impact protection class. They must be installed at a distance over one metre away from any water access point.

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

**35.4.- Motors**

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

**35.5.- Lighting**

Lamps located at least 2.5 m. from floor level or in places that can be accessed by people must be firmly fixed and placed in such a way that they pose no risk of danger to people or igniting materials.

Any lighting system that reaches high temperatures must be sufficiently distanced from any inflammable material.

**35.6.- Ground connections**

Metal structures must be earthed.

**36.- Installation of illuminated signs**

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

- Said signs must include individual magnetothermal protection for each raising transformer installed.
- The signs, whose bottom part is at least 2.5 m from the ground, must be enclosed in housings of adequate dielectric quality.
- Signs which are of a greater height must not have any uninsulated electrically charged part.
- Lighted signs and installations powered with set output voltages (no load) of between 1 and 10 kilowatts will be subject to the provisions set out in regulation UNE-EN 50.107.

**37.- Regulations for using the installation**

No modification may be made to the electrical installation of the stand or installation once its connection to the network has been authorised, merely connecting receivers to the sockets or connection points allocated by the authorised installer for that purpose.

Multi-way adapters cannot be used.

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

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. Their inclusion at stands will only be allowed with prior knowledge and authorisation of IFEMA's Technical Services and Maintenance Department.

The Organiser, Exhibitor, their contractor and/or subcontractors will be responsible for the damages that could be caused due to modifications to or improper use of the electrical installation.



### **38.- Emergency signs and lighting**

The buildings will have emergency lighting, which in the case of a failure in the normal lighting, will supply enough light for users to leave the building, to avoid panic and enable the signs to exits and protective or emergency equipment to be seen.

## **VI.- CONTRACTING SERVICES FROM THE IFEMA SERVICES CATALOGUE**

### **39.- Services contracted by the Organiser**

The IFEMA Services Catalogue, in its various formats, includes the services provided by IFEMA that can be contracted by the Organiser, as well as the rates involved and the contracting conditions. Services must be contracted through this Catalogue of Services. However, plans for setting up stands sent to IFEMA which include accessories or services that are not contracted will be considered as a firm contracting request and will be invoiced, in accordance with the existing rates

The deadline for contracting all services ends THIRTY (30) DAYS before the assembly start date. IFEMA reserves the right to reject applications for services made after this date.

In the event of accepting the provision of the services requested in the FIFTEEN (15) days prior to work starting on assembly, during assembly or while the Fair or Event is taking place, IFEMA will apply a surcharge of 25% on top of the rate stated in the Services Catalogue.

Exhibitors may cancel a service during the fifteen days leading up to the start of set-up or during set-up by paying 40% of the corresponding rate. Should a service that has already been provided be cancelled, 100% of its cost must be paid, except in the case of a change of location of the facilities: communications services, water and drainage, compressed air, etc., where a Moving Rate will be applied, the cost of which is shown in the Rate Table.

#### **39.1.- Payment for services**

Payment for services will adhere to the terms of the contract between IFEMA and the Organiser. After the event, the amounts will be adjusted for services (such as cleaning, utilities, fittings, assembly, etc.) which have changed from the initial plan with an impact on the initial cost. These payments must be made within SEVEN (7) days following the presentation of the invoice by IFEMA.

#### **39.2.- General services at Fairs**

The following General Services for Exhibitors will be contracted by and invoiced to the Organiser:

##### **1).- Electricity**

IFEMA will invoice a minimum of 130 W per m<sup>2</sup> of stand for the electricity supplied during the Fair. If supplementary electricity is needed, this must be requested from the Services Catalogue published on the IFEMA website, [www.ifema.es](http://www.ifema.es), Supplies and Installations section, under the heading "Extra Electricity". IFEMA reserves the right to measure the electricity consumed by each stand and invoice the amounts which exceed the established minimum.

Notwithstanding the above, power and lighting installations at the stands and connections to the IFEMA power supply will be payable by Exhibitors.

##### **2).- Insurance**

The Organiser will contract for its Exhibitors a "Multifair" policy covering Fire, Lightning and/or Explosion, for the displayed goods and their own and rented decorative material, either with his Insurance Company or with the IFEMA one. In all the cases, the mentioned policy must be issued according to the IFEMA Services Catalogue conditions, published on the IFEMA website [www.ifema.es](http://www.ifema.es).

In no case will the Organiser or Exhibitor make claims against IFEMA or its employees for loss or damage to material and objects in the stand, whatever may be asserted.

### 3).- *Assembly Rights*

Before stand assembly work begins, the Organiser must pay IFEMA the corresponding assembly rights rates for the services it provides during the assembly and dismantling periods of the fair:

- Health care service (ATS).
- Reduced rates for catering services
- Inspection of electrical facilities.
- Cleaning of communal areas
- Electricity connections and supplies during set-up and dismantling.
- Use and maintenance of paint rooms.
- Personalised assistance service for the assembler and individualised signposting for spaces

Due to the diverse use of the facilities and services, the assembly rights rates for the whole stand, including second floors, are the following and appear in the current list of rates:

- Spaces that are not decorated or fitted with carpet or flooring: Rate TYPE A.
- Basic modular stands made of aluminium or similar materials: Rate TYPE B.
- Designed modular stands made of aluminium, stands made by carpenters and stands made from other materials: Rate TYPE C.

## 40.- **Services contracted directly by Fair Exhibitors**

The IFEMA Catalogue of Services, in its various formats, includes the services provided by IFEMA that can be contracted by the Exhibitor, as well as the rates involved and the contracting conditions. Services must be contracted through this Catalogue of Services. However, plans for setting up stands sent to IFEMA which include accessories or services that are not contracted will be considered as a firm contracting request and will be invoiced, in accordance with the existing rates

The deadline for contracting all services ends THIRTY (30) DAYS before the date on which assembly work begins. IFEMA reserves the right to reject applications for services made after this date.

In the event of accepting the provision of the services requested in the FIFTEEN (15) days prior to work starting on assembly, during assembly or while the Fair or Event is taking place, IFEMA will apply a surcharge of 25% on top of the rate stated in the Services Catalogue.

Exhibitors may cancel a service during the fifteen days leading up to the start of set-up or during set-up by paying 40% of the corresponding rate. Should a service that has already been provided be cancelled, 100% of its cost must be paid, except in the case of a change of location of the facilities: communications services, water and drainage, compressed air, etc., where a Moving Rate will be applied, the cost of which is shown in the **Rate Sheet**.

### 40.1.- **Payment for Services**

Payments made to IFEMA for the services contracted with it will be made following the presentation of the charges, in keeping with the payment methods set out in the conditions of IFEMA Services Contracting Regulations. Payment for the services contracted with IFEMA will be a necessary condition for obtaining the entry permit issued by SERVIFEMA.

### 40.2.- **Entry Permit**

The exhibition space cannot be occupied without entry permits issued by SERVIFEMA and the Organiser of the Fair.

### 40.3.- **Removal of Goods**

For certain fairs, the removal of goods and other materials requires an exit permit issued by SERVIFEMA.

#### **40.4.- General Services**

The following General Services for Exhibitors will be contracted by and invoiced to the Organiser:

##### **1).- Electricity**

IFEMA will invoice a minimum of 130 W per m<sup>2</sup> of stand for the electricity supplied during the Fair. If supplementary electricity is needed, this must be requested from the Services Catalogue published on the IFEMA website, [www.ifema.es](http://www.ifema.es), Supplies and Installations section, under the heading "Extra Electricity". IFEMA reserves the right to measure the electricity consumed by each stand and invoice the amounts which exceed the established minimum.

Notwithstanding the above, power and lighting installations at the stands and connections to the IFEMA power supply will be payable by Exhibitors.

##### **2).- Insurance**

The Organiser will contract for its Exhibitors a "Multifair" policy covering Fire, Lightning and/or Explosion, for the displayed goods and their own and rented decorative material, either with his Insurance Company or with the IFEMA one, in all the cases, the mentioned policy must be issued according to the IFEMA Services Catalogue conditions, published on the IFEMA website [www.ifema.es](http://www.ifema.es) – Exhibitors – Exhibitors Area.

In no case will the Organiser or Exhibitor make claims against IFEMA or its employees for loss or damage to material and objects in the stand, whatever may be asserted.

##### **3).- Assembly Rights**

Before stand assembly work begins, the Organiser must pay IFEMA the corresponding assembly rights rates for the services it provides during the assembly and dismantling periods of the fair:

- Health care service (ATS).
- Reduced rates for catering services
- Inspection of electrical facilities.
- Cleaning of communal areas
- Electricity connections and supplies during set-up and dismantling.
- Use and maintenance of paint rooms.
- Personalised assistance service for the assembler and individualised signposting for spaces

Due to the diverse use of the facilities and services, the assembly rights rates for the whole stand, including second floors, are the following and appear in the current list of rates:

- Spaces that are not decorated or fitted with carpet or flooring: Rate TYPE A.
- Basic modular stands made of aluminium or similar materials: Rate TYPE B.
- Designed modular stands made of aluminium, stands made by carpenters and stands made from other materials: Rate TYPE C.

#### **41.- Services offered by collaborating companies**

On IFEMA's website, [www.ifema.es](http://www.ifema.es) – Exhibitors – Exhibitors Services, you can consult the "Services offered by Collaborating Companies" section, where you will find information relating to the services and contact details of the companies that work closely with IFEMA in order to complete the range of services available to Exhibitors that request them.

The Organiser or Exhibitor must contract these services directly from the collaborating company .



## VII.- ADDITIONAL REGULATIONS

### 42.- Suggestions and complaints to IFEMA

In order to serve Exhibitors, Organisers and Participants, any suggestion or complaint to IFEMA in relation to the services it provides must be made in writing, preferably the same day as the incident.

### 43.- Additional legal regulations

For all issues not covered in these Regulations, the relevant provisions regulating the activity will apply.

### 44.- Protection of personal data

The data which may be provided to IFEMA by the Organiser, including data on its Exhibitors, will form part of a file belonging to IFEMA, based at Feria de Madrid (28042), Madrid, in order to manage their relationship with IFEMA and their participation in the event. By providing this information, it expressly authorises its use to make periodical communication (including by electronic means) in order to provide information on fair activity - activities, content and services-. You also authorise the communication of professional data (business or trading name, postal and email address, telephone and fax numbers and contact information), with a stipulation of confidentiality, to companies which work with IFEMA providing auxiliary or added value services to the Event, in order to provide you with information on their activities and services and attend to your requests. Exhibitors have the right to access, correct, oppose and cancel this information, and can do so by sending a letter to IFEMA Protección de datos, Apartado de correos 67.067 (28080) Madrid, or by email at **protecciondedatos@ifema.es** indicating in the subject line: **"Conventions"** with the name and ID number of the sender. Help us to keep the data up to date by informing us of any changes.

### 45.- Legal arrangements

In the case of Exhibitors, any legal proceedings arising between them and IFEMA will be resolved by the Courts of Madrid.

In the case of the Organiser, the jurisdiction specified in the contract between the Organiser and IFEMA will apply.

## VIII.- FINAL PROVISION

These Participation Regulations must be adhered to by Organisers, Exhibitors and Participants at the fairs that take place at Feria de Madrid, and the companies contracted or subcontracted by them, and by any collaborating company that, as a result of the Fair taking place, carries out work or provides services at the expense of the Exhibitor. Consequently, they undertake to pass on these General Regulations to the contracted, subcontracted or collaborating companies, as relevant to their work on the fair site.

A breach of these regulations may lead to disqualification from entering into contracts with IFEMA for the time set by IFEMA, or from attending any event of fair organised by IFEMA or held on its site.

## Annex 2.1. 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 for the appropriate parking area. While fairs are being held, access to and parking in these areas is strictly prohibited without specific authorisation by IFEMA.

## 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 will be based on elements monitoring access and exits, equivalent to a normal car park, which will be installed at the entrances and exits to the fair site. They will 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, will 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 will read the licence plate and determine whether the vehicle is within the maximum authorised time or if it has overrun. In the first case, the exit barrier will 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 respect for 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 will not let it enter again until half an hour after its exit time.*

## RATES

Current charges are shown at:

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

## PARKING OPTIONS

### 1. Goods Vehicles

From the time that these regulations come into force, there will be a lorry parking area available for goods vehicles. It will be charged by the minute. There is no time limit to parking in this area.

#### 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) will 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 will 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 will have the maximum authorised time on site when leaving it, regardless of the time spent before entering.

NB: These regulations will 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 will have a single entrance, with appropriate signage, for the exclusive use of assembly/dismantling personnel. This entrance will 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 will not be allowed into the Fair Site, unless they are transporting goods which cannot be carried by hand. In this case, they will 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/disassembly 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/m<sup>2</sup>.

**2.-** Small vehicles and/or small and heavy loads shall be placed at the centre of the service lift's 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's 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 wish to lease them from IFEMA; you will need to contact IFEMA's service provider with sufficient time 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](mailto:lineaifema.expositor@ifema.es)



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

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

Due to space constraints, once unloaded, vehicles will need to be cleared off 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 will 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 on which the materials are moved close to the lift.

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

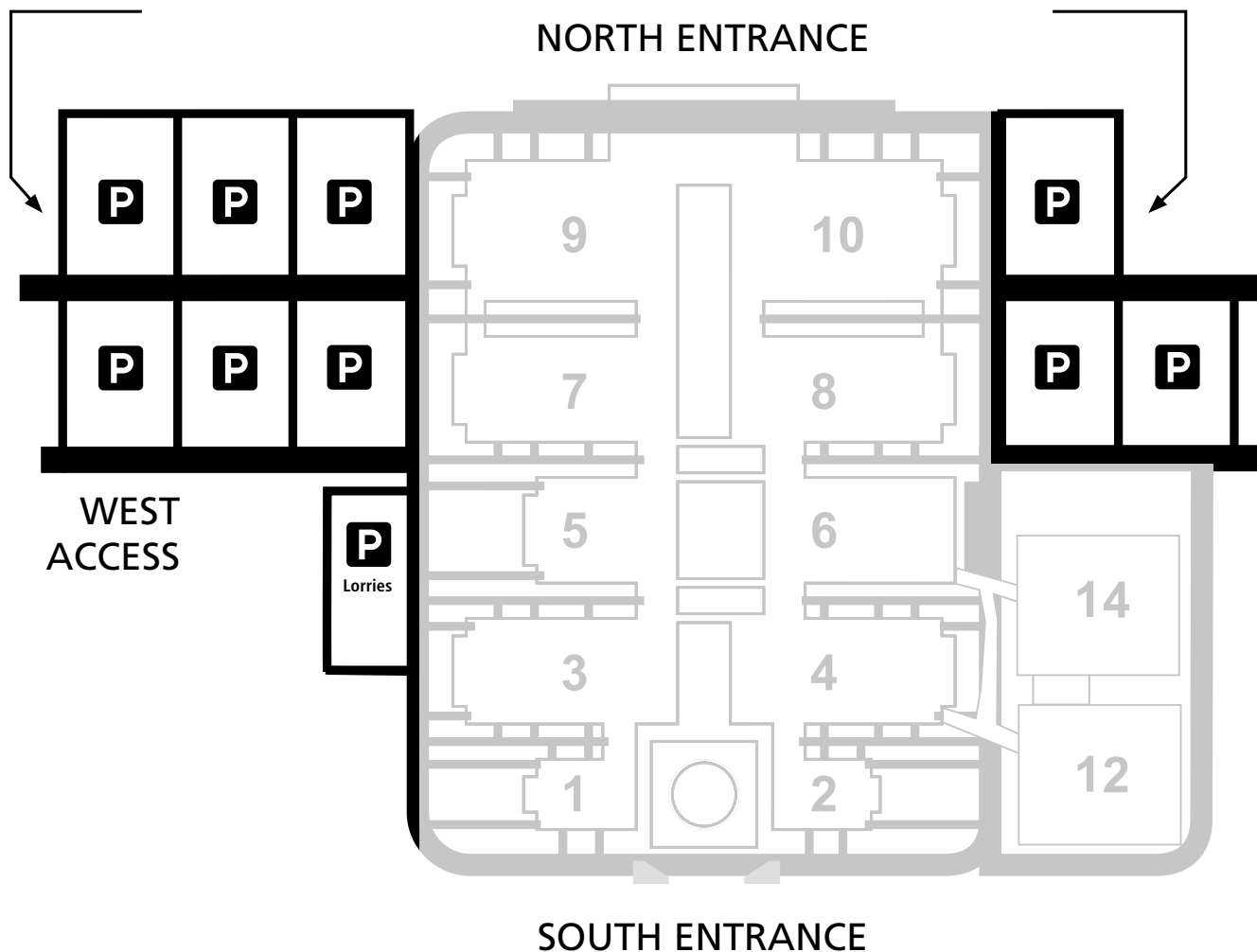
**Please observe the orders provided by the staff responsible for the service at all times.**

For more information, please contact the IFEMA Fair Services Office by dialling +34 91 722 30 00 or at the following email address [tecnic@ifema.es](mailto:tecnic@ifema.es).

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

Parking areas  
Orange/Green  
(Northwest)

Parking areas  
Brown/Red  
(Northeast)








## Annex 2.2. Information on Risks and Preventive Measures in Exhibition/ Meeting areas during periods of Assembly and Dismantling




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.

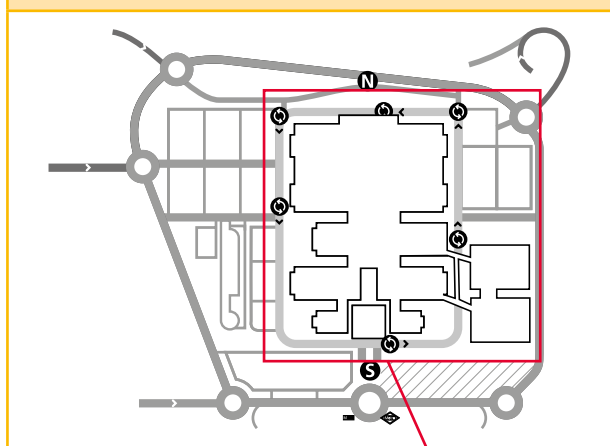
RISKS	PREVENTATIVE MEASURES
<p>Risk of same level falls due to tripping over various materials.</p> 	<ul style="list-style-type: none"> <li>Keep your assigned work area clean and tidy.</li> <li>Do not store material or work in the interior aisles.</li> </ul>
<p>Risk of stepping on sharp objects.</p> 	<ul style="list-style-type: none"> <li>Do not leave materials with nails or screws sticking out on the floor.</li> </ul>
<p>Risk of impacts with vehicles.</p> 	<ul style="list-style-type: none"> <li>All the vehicles circulating in the fair site will use the safety equipment established by the manufacturer, with special mention of the permanent use of lights and sounds.</li> <li>Drivers or operators will have adequate training and will apply these measures at all times.</li> <li>Inside the Pavilions and Exhibition Areas vehicles will be driven at walking speed.</li> <li>Do not carry more people than those established for each type of vehicle.</li> </ul>
<p>Risk of falling objects.</p> 	<ul style="list-style-type: none"> <li>During the assembly and dismantling of raised installations, the necessary measures will be adopted to avoid accidents due to falling objects.</li> </ul>
<p>Risk of starting fires in assembly materials.</p> 	<ul style="list-style-type: none"> <li>The materials used for covering floors will have EFL fire resistance. In the case of walls and ceiling they will have c-s2, d0.</li> <li>Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.).</li> <li>The use of working equipment with an open flame or which generates high temperatures will require previous authorisation from Fair Services Management.</li> <li>Free access will be respected to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.), even when these are inside the contracted spaces.</li> <li>Before work begins, all companies will inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.</li> </ul>

<p>Public Emergency Services</p> <p><b>112</b></p>	<p>For any type of Emergency</p> <p><b>91 722 54 00</b></p> <p>24 hour service</p>
<p>Their own safety and that of everyone working in the fair site depends on their actions. Many thanks for collaborating.</p>	<p>«HELP US PREVENT ACCIDENTS»</p> <p>Workplace Health and Safety</p> 










## INFORMATION ON EMERGENCY MEASURES AND EVACUATION IN FAIR GROUNDS, PLAN OF EVACUATION ROUTE LOCATIONS, EMERGENCY EXITS, FIREFIGHTING EQUIPMENT AND MEDICAL FACILITIES

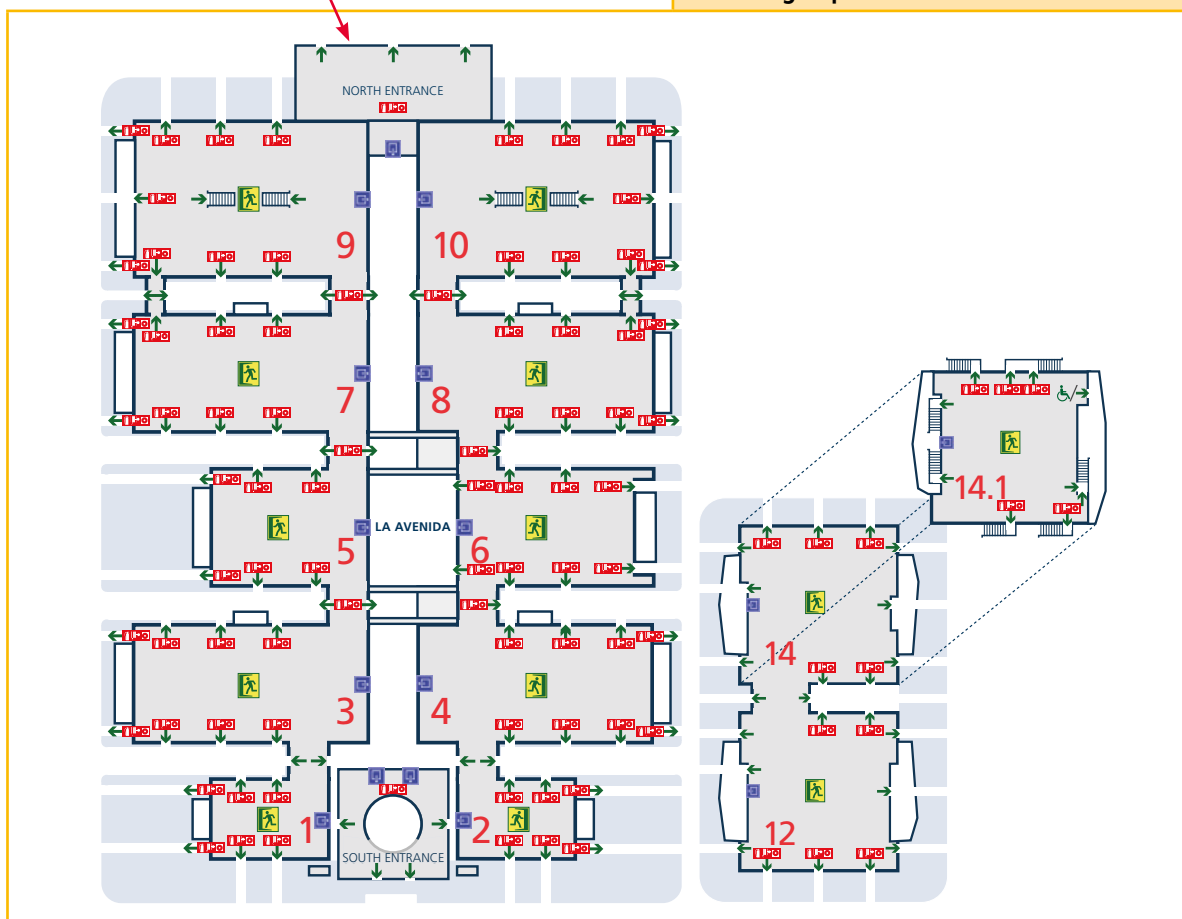
General Site Plan



NOMENCLATURE

	Medical Services
	Evacuation Route
 	Emergency Exits
  	Firefighting Equipment

Enlarged plan of the exhibition areas



### Basic Emergency and Evacuation Regulations

- 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 the personnel for whom you are responsible and start evacuation immediately.
- Leave the area via the Evacuation Routes to the Emergency Exits.
- 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.

## Annex 2.3. Technical Data for Halls, North and South Convention Centre and Hall Meeting Rooms



## TECHNICAL DATA FOR HALLS

	SURFACE	DIMENSIONS	HEIGHT		COLUMNS			MAXIMUM LOAD WEIGHTS	LOADING BAY DOORS			CAPACITIES DEPENDING ON SETUP				
			Low trusses, ceilings or mechanical facilities	Superior trusses and concrete slab	No.	Type	Measures		No.	width	height	FAIRS	THEATRE	CLASSROOM	COCKTAIL	BANQUET
	m <sup>2</sup>	m	m	m	No.	–	m	kg/m <sup>2</sup>	No.	m	m	Capacity in Persons				
HALL 1	5,400	90 x 60	9.19	12.60	2	round	d - 0.95	15,000	6	7.6	4.9	2,322	4,000	2,600	5,000	2,600
HALL 2	5,400	90 x 60	8.17	13.00	0	none	–	15,000	6	7.6	4.9	2,322	4,000	2,600	5,000	2,600
HALL 3	16,200	180 x 90	10.73	14.40	6 simple 4 double	square	0.70 x 0.70	15,000	8	7.5	5.3	6,966	12,000	8,500	12,000	9,600
HALL 4	16,200	180 x 90	10.81	14.40	6 simple 4 double	square	0.70 x 0.70	15,000	8	7.5	5.3	6,966	12,000	8,500	12,000	9,600
HALL 5	10,800	120 x 90	10.83	14.40	4 simple 2 double	square	0.70 x 0.70	15,000	6	7.5	5.3	4,644	8,500	5,500	9,000	6,200
HALL 6	10,800	120 x 90	14.90	21.80	0	none	–	15,000	8	7.5	5.3	4,644	8,500	5,500	9,000	6,200
HALL 7	16,200	180 x 90	10.88	14.40	6 simple 4 double	square	0.70 x 0.70	15,000	8	7.5	5.3	6,966	12,000	8,500	12,000	9,600
HALL 8	16,200	180 x 90	10.90	14.40	6 simple 4 double	square	0.70 x 0.70	15,000	8	7.5	5.3	6,966	12,000	8,500	12,000	9,600
HALL 9	21,600	180 x 120	10.90 / 4.17*	15.60	8 simple 4 double	round	d - 0.70	15,000	8	6	5.5	9,288	9,600	9,600	12,000	9,600
HALL 10	21,600	180 x 120	10.90 / 4.22*	15.60	8 simple 4 double	round	d - 0.70	15,000	8	6	5.5	9,288	9,600	9,600	12,000	9,600
HALL 12	14,400	120 x 120	15.00 / 5.64*	27.00	0	none	–	15,000	6	8	5.5	6,192	6,753	6,753	12,000	5,128
HALL 14.0	14,400	120 x 120	9.30 / 5.61*	9.30 / 5.61*	9	round	d - 1.50	15,000 / 2,000	6	8	5.5	6,192	6,753	6,753	12,000	5,128
HALL 14.1	14,400	120 x 120	10.70 / 6.50**	10.70 / 6.50**	8	round	d - 1.50	1,500	4	... vans 6.00x3.00x3.50 m	5.5	6,192	6,753	6,753	10,000	4,840
CONNECTING NUCLEI 1-3	900	30 x 30	4.4*	5.44	4	square	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 3-5	900	30 x 30	4.4*	5.44	4	round	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 5-7	900	30 x 30	4.4*	5.44	4	round	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 7-9	900	30 x 30	4.4*	5.44	4	square	0.60 x 0.60	15,000	1	7.3	4.6	387	650	400	700	550
CONNECTING PASSAGE 7-9	300	10 x 30	4.4*	5	0	has none	–	15,000	2	9.5	5.5	0	0	0	0	0
CONNECTING NUCLEI 2-4	900	30 x 30	4.4*	5.44	4	square	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 4-6	900	30 x 30	4.4*	5.44	4	round	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 6-8	900	30 x 30	4.4*	5.44	4	round	0.50 x 0.50	15,000	2	7.3	4.6	387	650	400	700	550
CONNECTING NUCLEI 8-10	900	30 x 30	4.4*	5.44	4	square	0.60 x 0.60	15,000	1	7.3	4.6	387	650	400	700	550
CONNECTING PASSAGE 8-10	300	10 x 30	4.4*	5	0	has none	–	15,000	2	9.5	5.5	0	0	0	0	0
CONNECTING PASSAGE 12-14	1,500	50 x 30	4.97*	5.5	12	square and round	0.5 x 1.63 y d 0.70	2,000	1	8	5.5	645	632	630	1,200	504
CENTRAL AVENUE	2,500	28,91	–	–	–	–	–	15,000	–	–	–	–	–	–	–	–
CENTRAL AVENUE SQUARE	5,000	55 x 91	–	–	–	–	–	15,000	–	–	–	–	–	–	–	–
CIRCULAR PATIO	1,030	–	–	–	–	–	–	400	–	–	–	–	–	–	–	–
ESPLANADE HALL 1	9,500	–	–	–	–	–	–	15,000	–	–	–	–	–	–	–	–
ESPLANADE HALL 2	5,400	–	–	–	–	–	–	15,000	–	–	–	–	–	–	–	–
ESPLANADE HALL 5	6,700	–	–	–	–	–	–	15,000	–	–	–	–	–	–	–	–

## NOTES:

\* Stands located in the following areas shall have a maximum build height of 4m: connecting nuclei and connecting passages, exhibition areas to each side of entrances to Halls 9 & 10, exhibition area to the sides of each entrance and rears of Halls 12 & 140.

Two-storey stands may not be located in following areas: connecting nuclei connecting, exhibition areas to each side of entrances to Halls 9 & 10, exhibition areas to the sides of each entrance and rears of Halls 12 & 140 of halls.

\*\* Hall 14.1 has a vaulted ceiling with a minimum height of 650 m and a maximum height of 10.50 m.

## TECHNICAL DATA FOR THE NORTH CONVENTION CENTRE

ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARING WEIGHT/ sq.m	DOORS						FRONT	RISER SEATING	THEATRE
							DOUBLE			SINGLES					
							n.o	WIDTH (m)	HEIGHT (m)	n.o	WIDTH (m)	HEIGHT (m)			
NORTH AUDITORIUM (N103 + N104 + pre-stage + stage)	1,072.0	37.4 x 35.0	9.80	0	■	500/400	4	1.52	2.39	2	1.01	2.40	↓	1,110	956
N101 + N102 + N103 + N104+ N105 + N106 + pre-stage + stage	2,090.6	88.8 x 20.0/33.0	9.80	0	■	500	12	1.52	2.39	0	-	-	↓	-	1,992
							2	2.92	2.41	2	0.77	2.04			
N103 + pre-stage with seating	429.6	18.6/13.7 x 26.7	9.80	0	■	500	2	1.52	2.39	1	1.01	2.40	↓	521	-
							1	2.92	2.41	0	-	-			
N104 + pre-stage + seating	431.0	18.7/13.8 x 26.7	9.80	0	■	500	2	1.52	2.39	1	1.01	2.40	↓	521	-
							1	2.92	2.41	0	-	-			
N103 + pre-stage (B)	429.6	18.6/13.7 x 24.6	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	427
							1	2.92	2.41	0	-	-			
N104 + pre-stage (B)	431.0	18.7/13.8 x 24.6	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	427
							1	2.92	2.41	0	-	-			
N103 + pre-stage (A)	429.6	18.6/13.7 x 24.6	9.80	0	■	500	2	1.52	2.39	0	-	-	←	-	352
							1	2.92	2.41	0	-	-			
N104 + pre-stage (A)	431.0	18.7/13.8 x 24.6	9.80	0	■	500	2	1.52	2.39	0	-	-	→	-	352
							1	2.92	2.41	0	-	-			
N103 + N104 with seating	699.9	37.4 x 18.6	9.80	0	■	500	4	1.52	2.39	1	1.01	2.40	↓	816	-
N103 + N104 pre-stage	860.7	37.4/27.5 x 24.6	9.80	0	■	500	4	1.52	2.39	0	-	-	↓	-	916
							2	2.92	2.41	0	-	-			
N103 + N104 pre-stage with seating	860.7	37.4/27.5 x 26.7	9.80	0	■	500	4	1.52	2.39	2	1.01	2.40	↓	1,042	-
							2	2.92	2.41	0	-	-			
PRE-STAGE EAST	80.1	13.7 x 5.9	9.80	0	■	500	1	2.92	2.41	0	-	-	-	-	-
PRE-STAGE WEST	80.6	13.8 x 5.9	9.80	0	■	500	1	2.92	2.41	0	-	-	-	-	-
PRE-STAGE	160.8	27.5 x 5.9	9.80	0	■	500	2	2.92	2.41	0	-	-	-	-	-
STAGE NORTH AUDITORIUM	211.3	26.3 x 8.0	8.67	0	▲	400	0	-	-	2	0.77	2.04	-	-	-
N101	261.4	13.1 x 20.0	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	219
													←	-	217
N102	247.6	12.4 x 20.0	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	206
													←	-	186
N103	349.5	18.6 x 18.6	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	288
													←	-	288
N104	350.4	18.6 x 18.6	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	288
													→	-	288
N105	247.6	12.4 x 20.0	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	206
													→	-	186
N106	262.0	13.1 x 20.0	9.80	0	■	500	2	1.52	2.39	0	-	-	↓	-	219
													→	-	217
N107	102.5	9.3 x 11.0	4.68	0	■	500	1	1.52	2.4	-	-	-	↑	-	98
													→	-	83
N108	108.0	9.8 x 11.0	4.68	0	■	500	1	1.52	2.4	-	-	-	↑	-	98
													←	-	83
N109	80.8	7.4 x 11.0	4.68	0	■	500	-	-	-	1	1.01	2.40	↑	-	70
													→	-	49
N110	80.3	7.3 x 11.0	4.68	1	■	500	-	-	-	1	1.01	2.40	↑	-	70
													←	-	49
N111	80.8	7.3 x 11.0	4.68	1	■	500	-	-	-	1	1.01	2.40	↑	-	70
													→	-	49
N112	86.4	7.9 x 11.0	4.68	1	■	500	-	-	-	1	1.01	2.40	↑	-	77
													←	-	65
N113	86.2	7.9 x 11.0	4.68	1	■	500	-	-	-	1	1.01	2.40	↑	-	77
													→	-	65

■ CARPET ▲ WOOD ♦ MARBLE ● STONEWARE

D = double door S = single door

\* With retractable seating \*\* Net sq m. of exhibition area



ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARING WEIGHT/ sq.m	DOORS						FRONT	RISER SEATING	THEATRE
							DOUBLE			SINGLES					
							n.º	WIDTH (m)	HEIGHT (m)	n.º	WIDTH (m)	HEIGHT (m)			
N114	80.7	7.3 x 11.0	4.68	1	■	500	–	–	–	1	1.01	2.40	↑	–	70
													←	–	49
N115	80.9	7.4 x 11.0	4.68	1	■	500	–	–	–	1	1.01	2.40	↑	–	70
													→	–	49
N116	80.8	7.4 x 11.0	4.68	0	■	500	–	–	–	1	1.01	2.40	↑	–	70
													←	–	49
N117	108.2	9.8 x 11.0	4.68	0	■	500	1	1.52	2.4	–	–	–	↑	–	98
													→	–	83
N118	102.5	9.3 x 11.0	4.68	0	■	500	1	1.52	2.4	–	–	–	↑	–	98
													←	–	83
N101 + N102	509.0	20.0 x 25.6	9.80	0	■	500	4	1.52	2.39	–	–	–	→	–	558
													↓	–	504
													←	–	527
N102 + N103	597.1	18.6 x 31.1	9.80	0	■	500	4	1.52	2.39	–	–	–	→	–	657
													↓	–	566
													←	–	638
N103 + N104	699.9	37.4 x 18.6	9.80	0	■	500	4	1.52	2.39	–	–	–	→	–	756
													↓	–	702
													←	–	756
N104 + N105	598.0	18.6 x 31.2	9.80	0	■	500	4	1.52	2.39	–	–	–	→	–	616
													↓	–	566
													←	–	657
N105 + N106	509.6	20.0 x 25.6	9.80	0	■	500	4	1.52	2.39	–	–	–	→	–	527
													↓	–	504
													←	–	558
N107 + N108	210.5	19.3 x 11.0	4.68	1	■	500	2	1.52	2.4	–	–	–	→	–	220
													↑	–	197
													←	–	220
N109 + N110	161.1	14.8 x 11.0	4.68	1	■	500	–	–	–	2	1.01	2.40	→	–	160
													↑	–	142
													←	–	160
N111 + N112	167.2	15.3 x 11.0	4.68	2	■	500	–	–	–	2	1.01	2.40	→	–	158
													↑	–	148
													←	–	160
N113 + N114	166.9	15.3 x 11.0	4.68	2	■	500	–	–	–	2	1.01	2.40	→	–	160
													↑	–	148
													←	–	158
N115 + N116	161.7	14.8 x 11.0	4.68	1	■	500	–	–	–	2	1.01	2.40	→	–	160
													↑	–	142
													←	–	158
N117 + N118	210.7	19.3 x 11.0	4.68	1	■	500	2	1.52	2.4	–	–	–	→	–	222
													↑	–	197
													←	–	220
N101 + N102 + N103	858.5	20.0 x 44.3	9.80	0	■	500	6	1.52	2.39	–	–	–	→	–	998
													↓	–	818
													←	–	933
N104 + N105 + N106	860.0	20.0 x 44.4	9.80	0	■	500	6	1.52	2.39	–	–	–	→	–	935
													↓	–	818
													←	–	998

■ CARPET ▲ WOOD ◆ MARBLE ● STONEWARE

D = double door S = single door

\* With retractable seating \*\* Net sq m. of exhibition area

ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARING WEIGHT/ sq.m	DOORS						FRONT	RISER SEATING	THEATRE
							DOUBLE			SINGLES					
							n.º	WIDTH (m)	HEIGHT (m)	n.º	WIDTH (m)	HEIGHT (m)			
N102 + N103 + N104	947.5	18.6 x 49.8	9.80	0	■	500	6	1.52	2.39	-	-	-	→	-	1,089
													↓	-	968
													←	-	1,075
N103 + N104 + N105	947.5	18.6 x 49.8	9.80	0	■	500	6	1.52	2.39	-	-	-	→	-	1,075
													↓	-	954
													←	-	1,089
N101 + N102 + N103 + N104	1,208.9	18.6 x 63.1	9.80	0	■	500	8	1.52	2.39	-	-	-	→	-	1,403
													↓	-	1,220
													←	-	1,394
N102 + N103 + N104 + N105	1,195.1	18.6 x 62.4	9.80	0	■	500	8	1.52	2.39	-	-	-	→	-	1,379
													↓	-	1,220
													←	-	1,379
N103 + N104 + N105 + N106	1,209.5	18.6 x 63.1	9.80	0	■	500	8	1.52	2.39	-	-	-	→	-	1,394
													↓	-	1,220
													←	-	1,403
N101 + N102 + N103 + N104 + N105	1.456,5	18.6 x 75.5	9.80	0	■	500	10	1.52	2.39	-	-	-	→	-	1,722
													↓	-	1,472
													←	-	1,698
N102 + N103 + N104 + N105 + N106	1,457.1	18.6 x 75.6	9.80	0	■	500	10	1.52	2.39	-	-	-	→	-	1,698
													↓	-	1,472
													←	-	1,722
N101 + N102 + N103 + N104 + N105 + N106	1,718.5	88.8 x 20.0	9.80	0	■	500	12	1.52	2.39	-	-	-	→	-	2,041
													↓	-	1,738
													←	-	2,041
COLON ROOM	296.1	20.7 x 14.7	4.71	6	♦	500	1	1.50	2.30	2	0.85	2.41	←	-	207
NEPTUNO ROOM	295.5	20.7 x 14.7	4.69	6	♦	500	1	1.50	2.30	2	0.85	2.41	→	-	207
COLON ROOM WITH TERRACE	836.0	20.7 x 14.7 49.7 x 10.9	4.71 / 6.51	6	♦	500 / 200	1	1.50	2.30	2	0.85	2.41		-	-
NEPTUNO ROOM WITH TERRACE	834.9	20.7 x 14.7 49.6 x 10.9	4.69 / 6.56	6	♦	500 / 200	1	1.50	2.30	2	0.85	2.41		-	-
N LOBBY FOR EXHIBITION	468**	52 x 3 x 3	9.16	12	■	500	-	-	-	-	-	-			
1/2 N LOBBY FOR EXHIBITION	234**	26 x 3 x 3	9,16	6	■	500	-	-	-	-	-	-			

■ CARPET ▲ WOOD ♦ MARBLE ● STONEWARE

D = double door S = single door

\* With retractable seating \*\* Net sq m. of exhibition area

## TECHNICAL DATA FOR THE SOUTH CONVENTION CENTRE

ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARNIG WEIGHT/ sq.m	DOORS						FRONT	RISER SEATING	THEATRE
							DOUBLE			SINGLES					
							n.º	WIDTH (m)	HEIGHT (m)	n.º	WIDTH (m)	HEIGHT (m)			
LEVEL (-2)															
SOUTH AUDITORIUM	781.1	20.6 x 31.6	6.37 / 4.42	10	■	300 kg	2	1.60	2.04	8	1.00	2.08	↑	600	-
							2	1.60	2.00	0	-	-			
SGTAGE	139.7	14.4 x 9.7	4.80	3	▲	200 kg	0	-	-	1	3.78	4.00	-	-	-
AUDITORIUM LOBBY	295.76	18.9 x 14.9	5.19 / 2.36	3	◆	200 kg	2	1.68	2.03	0	-	-	-	-	-
S21	138.08	9.9 x 13.9	2.38	1	■	400 kg	2	1.34	2.04	0	-	-	-	-	99
S22	138.38	9.9 x 14.0	2.4	1	■	400 kg	2	1.34	2.04	0	-	-	-	-	99
LEVEL (-1)															
S11	254.62	18.6 x 13.9	2.30	2	◆	200 kg	1	1.56	2.30	0	-	-	-	-	157
S12	70.74	7.2 x 9.9	2.30	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S13	71.89	7.4 x 9.9	2.3 / 2.25	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S14	68.80	7.0 x 9.9	2.30	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S15	66.18	7.0 x 9.5	2.3 / 2.25	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S16	69.47	7.5 x 9.5	2.30	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S17	67.23	7.1 x 9.5	2.30	-	►	400 kg	0	-	-	2	0.71	2.05	-	-	42
S12 + S13	142.63	14.7 x 9.9	2.3 / 2.25	1	►	400 kg	0	-	-	4	0.71	2.05	-	-	84
S13 + S14	140.69	14.5 x 9.9	2.3 / 2.25	1	►	400 kg	0	-	-	4	0.71	2.05	-	-	84
S15 + S16	135.65	14.5 x 9.5	2.3 / 2.25	1	►	400 kg	0	-	-	4	0.71	2.05	-	-	84
S16 + S17	136.70	14.6 x 9.5	2.3 / 2.25	1	►	400 kg	0	-	-	4	0.71	2.05	-	-	84
S12 + S13 + S14	211.43	21.7 x 9.9	2.3 / 2.25	2	►	400 kg	0	-	-	6	0.71	2.05	-	-	126
S15 + S16 + S17	202.88	21.7 x 9.5	2.3 / 2.25	2	►	400 kg	0	-	-	6	0.71	2.05	-	-	126
LEVEL (0)															
SECRETARIAT 1	77.18	6.5 x 8.2 / 10.5 x 2.0	3.88	0	◆	200 kg	1	1.80	2.03	0	-	-	-	-	-
SECRETARIAT 2	83.36	6.5 x 8.2 / 13.0 x 2.2	3.9	0	◆	200 kg	0	-	-	1	0.9	2.14	-	-	-
LEVEL (+1)															
ROOM 100 A (CARPETS)	393.48	28.7 x 13.7	2.9	9	●	300 kg	0	-	-	0	-	-	-	-	250
PRESS CONFERENCE ROOM	134.83	11.1 x 5.6	2.88 / 2.36	2	●	300 kg	2	1.53	2.06	0	-	-	-	-	79
ROOM 100 B	49.28	7.2 x 7.2	2.9	1	●	300 kg	0	-	-	1	0.76	2.06	-	-	-
ROOM 100 C	20.83	5.7 x 3.7	2.9	1	●	300 kg	0	-	-	1	0.76	2.06	-	-	-
ROOM 100 D	49.34	8.7 x 5.7	2.9	1	●	300 kg	0	-	-	1	0.76	2.06	-	-	-
ROOM 100 E	116.06	13.4 x 8.6	2.9	4	●	300 kg	1	1.67	2.06	0	-	-	-	-	-

■ CARPET ▲ WOOD ◆ MARBLE ● STONEWARE ► PVC

D = double door S = single door

## TECHNICAL DATA FOR HALL MEETING ROOMS

ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARING WEIGHT/ sq.m	DOORS						THEATRE
							DOUBLE			SINGLES			
							n.º	WIDTH (m)	HEIGHT (m)	n.º	WIDTH (m)	HEIGHT (m)	
A3.3	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A4.2	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A5.1	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A5.2	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A6.1	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A6.2	128.00	18.3 x 7.0	2.50	0	▲	300 kg	0	–	–	2	0.72	2.00	120
A7.1	45.50	9.7 x 4.7	2.34	0	▲	300 kg	1	1.02	2.01	0	–	–	35
A7.2	50.50	10.7 x 4.7	2.34	0	▲	300 kg	1	1.02	2.01	0	–	–	40
A9.1	50.51	4.7 x 10.8	2.36	0	▲	300 kg	1	1.02	2.01	0	–	–	40
A9.3	50.57	4.7 x 10.7	2.36	0	▲	300 kg	1	1.02	2.01	0	–	–	40
A9.4	46.98	4.9 x 9.7	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A9.5	23.94	4.9 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A9.6	23.87	4.9 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A9.7	23.94	4.9 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A9.8	70.66	4.9 x 14.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	55
A9.9	48.29	4.9 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A9.10	47.99	4.9 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A9.11	48.44	4.9 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A9.13	70.47	4.7 x 14.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	55
A9.14	48.29	4.9 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.1	47.97	4.8 x 9.8	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.2*	48.15	4.8 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	–
A10.3*	69.94	4.8 x 14.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	–
A10.4*	23.83	4.8 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	–
A10.5	48.06	4.8 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.6	47.75	4.8 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.7	47.75	4.8 x 9.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.8	70.14	4.8 x 14.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	55
A10.9	23.83	4.8 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A10.10	23.51	4.8 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A10.11	23.83	4.8 x 4.9	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	12
A10.12	46.54	4.8 x 9.7	2.79	0	▼	300 kg	1	1.02	2.01	0	–	–	35
A10.13	51.25	4.7 x 10.7	2.35	0	▲	300 kg	1	1.02	2.01	0	–	–	40
A10.14*	23.20	4.7 x 4.8	2.35	0	▲	300 kg	1	1.02	2.01	0	–	–	–
A10.15	51.17	4.7 x 10.7	2.35	0	▲	300 kg	1	1.02	2.01	0	–	–	40
RETIRO ROOM	555.46	28.6 x 19.4	3.30 / 7.98	4	▲	500 kg	2	1.28	2.01	0	–	–	336
							2	1.34	2.03		–	–	
RETIRO LOBBY	90.35	19.2 x 4.7	3.30	0	▲	500 kg	2	1.32	2.11	0	–	–	–
OFFICE RETIRO	57.78	12.3 x 4.6	3.28	0	▼	500 kg	1	1.58	2.03	1	0.9	2.05	–
12.1	89.64	5.8 x 15.7	2.58	0	●	500 kg	1	1.03	2.13	0	–	–	40
12.3	99.25	5.8 x 17.4	2.58	0	●	500 kg	2	1.03	2.13	0	–	–	45
12.4	98.74	5.7 x 17.4	2.58	0	●	500 kg	2	1.03	2.13	0	–	–	45
12.5	72.17	5.8 x 12.5	2.58	0	●	500 kg	1	1.03	2.13	0	–	–	30
12.6	56.48	5.8 x 9.9	2.58	0	●	500 kg	1	1.03	2.13	0	–	–	20
14.2	83.83	5.7 x 14.8	2.60	0	●	500 kg	1	1.03	2.13	0	–	–	40
14.3	68.80	5.7 x 12.1	2.60	0	●	500 kg	1	1.03	2.13	0	–	–	40

■ CARPET ▲ WOOD ◆ MARBLE ● STONEWARE ► PVC ▼ TERRAZZO

D = double door S = single door

\* Fixed setup



ROOMS	SURFACE sqm	DIMENSIONS (m) wide x depth	HEIGHT (m)	COLUMNS	FLOOR TYPE	LOAD BEARING WEIGHT/ sq.m	DOORS						THEATRE
							DOUBLE			SINGLES			
							n.º	WIDTH (m)	HEIGHT (m)	n.º	WIDTH (m)	HEIGHT (m)	
14.4	86.83	5.7 x 15.4	2.60	0	●	500 kg	1	1.03	2.13	0	–	–	40
14.5	87.77	5.7 x 15.4	2.60	0	●	500 kg	1	1.03	2.13	0	–	–	30
14.6	87.83	5.7 x 15.5	2.60	0	●	500 kg	1	1.03	2.13	0	–	–	30
ORIENTE A ROOM	331.68	11.1 x 29.7	4.09	2	●	500 kg	1	1.64	2.14	1	0.91	2.1	208
							1	1.71	2.13				
ORIENTE B ROOM	479.39	15.9 x 29.7	4.09	2	●	500 kg	1	1.64	2.14	0	–	–	336
							1	1.71	2.13				
ORIENTE A+B ROOM	811.07	27.2 x 29.7	4.09	4	●	500 kg	1	1.64	2.14	1	0.91	2.1	576
							1	1.71	2.13				
ORIENTE LOBBY	337.71	VARIAS	4.13	1	●	500 kg	2	1.58	2.17	0	–	–	–
OFFICE ORIENTE	207.74	21.8 x 9.7	2.92	0	●	500 kg	2	1.56	2.13	1	0.79	2.13	–
							1	1.06	2.13				

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