1.CONSTRUCTION STANDARDS

1.1 HEIGHT REGULATIONS

The **maximum heights allowed** are:

- ✓ **Perimeter wall:**

  3m, with the exception of **walls adjacent** to the **hall** wall whose maximum height may reach **6m**, whenever technically possible due to the possible limitations of the venue.

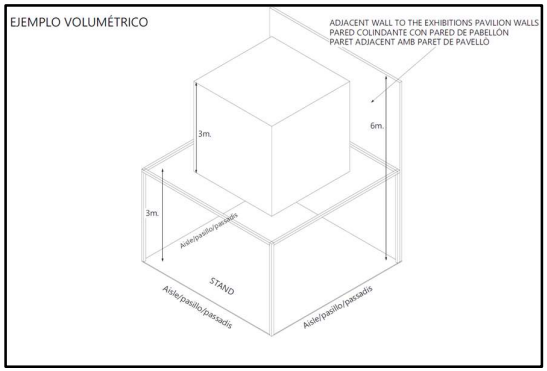
- ✓ **Walls adjacent to neighbouring spaces**: Height between a **minimum height of 2.4m and a maximum of 3m both included.** Any wall adjacent to a neighbour that exceeds 2.4m must have its rear (possibly visible part in the neighbouring stand) properly prepared. If you want to raise said wall to more than 3m, the 1m setback must be applied.

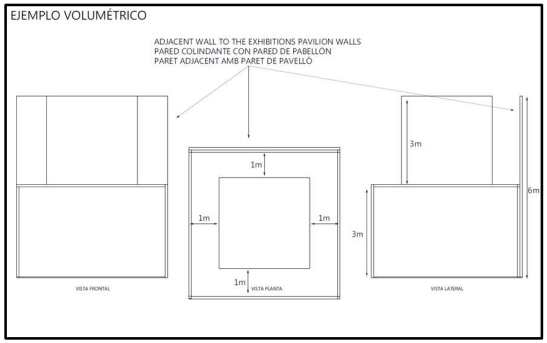
- ✓ Possibility of raising **the interior structure to 6m**, if there is a **1m** setback (interior displacement).

- ✓ **Exhibition materials** inside the stand are **excluded** from these height limitations.

- ✓ **Truss height:**

  7m whenever the characteristics of the hall allow it. If you want to suspend any **advertising element** from the **truss**, it must be **set back from the perimeter line by 1m**.





Any height defined in these volumetric examples is subject to viability in the designated space within our premises (consult the technical sheet of your space to find out any limitations)

As mentioned above, there are height limitations of the enclosure itself, therefore, in addition to addressing the construction height limitations listed above, pay attention to possible space limitations (consult the technical sheet of your space) or the **technical plans** which you will find in the "**Venues**" section on www.firabarcelona.com, where you will find the height details for halls.

Construction or decorative elements of the stands must not protrude into the passageways under any circumstances. With the exception of this rule, the placement of spotlights with arms will be permitted on the façades of the stand, at a minimum height of 2.20m and at a maximum distance from the façade line of 40cm.

1.2 VISIBILITY REGULATIONS:

- The allocation of a space, unless otherwise specified, does not include the assembly of any type of stand or structure. It is mandatory for all the exhibitors to build a stand in their exhibition spaces. In no case may the walls of neighbouring exhibitors be used as their own for stand assembly purposes, it is therefore mandatory to have their own wall. The rear walls of the partitions between the stands must be duly treated and without any advertising, in compliance with the trade show's height regulations.

- Stand image and transparency: The construction of completely enclosed stands is **not permitted.** The exhibitors must not obstruct the visibility of adjoining stands. Enclosure **construction** is only **permitted** up to 50% of each open side of the assigned space. In order to create a general effect of spaciousness and not harm other exhibitors, **maximum transparency** is requested in the design of all stands, informing them that they must leave at least half the length of each façade open or glazed (transparent glass) or with totally transparent canvas.

- The Organization is authorized to request the necessary changes in the design of its stand, if it is harming the visibility of other exhibitors and thus comply with the aforementioned Regulations, even if the project has been approved and endorsed by the Organization's Operations area.

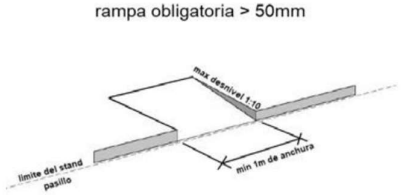
- The Organization advises exhibitors whose stands are visible from the spine (junction catwalk between the pavilions) that the finishes of the stands include a cover as a roof, which can be advertised, since these covers can be seen from the spine, through the which a large number of visitors will circulate.

1.3 LIMITS FOR STAND ASSEMBLY AND ADAPTATION OF EXHIBITION SPACES

- **It is not permitted to support** construction **elements** or any other type **on** the walls, columns or other **fixed elements of the halls**, and adequate protection must be used or a safety distance must be maintained between the construction materials and the walls of the hall. In no circumstance may the stability of any object, assembly or structure in the Fira Barcelona infrastructure be compromised. All elements must be self supported.
- Drilling holes, screwing or nailing into the walls, ceilings, floors or columns of the Halls is not allowed.

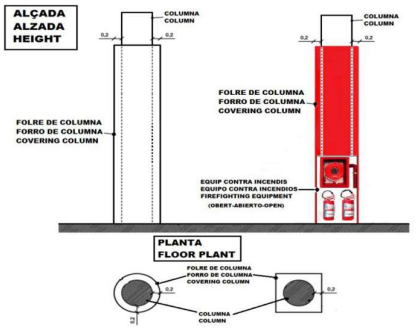
The construction of **trenches**, **anchors** or other construction modifications is **not permitted inside the pavilions or in the exterior areas** of the venue. Exhibition spaces, both inside and outside, should not be covered with paint or glue. The application of mortar to the floor without there being an intermediary element authorised by Fira Barcelona is prohibited; equally, it is prohibited to drive in nails using percussion tools or to paint using spray guns.

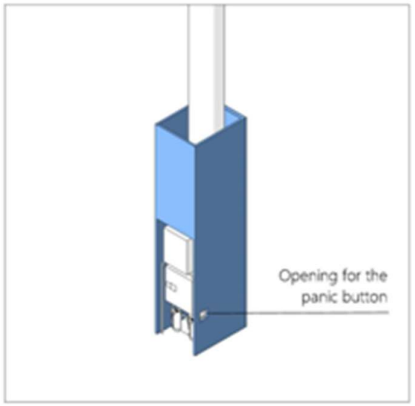
- Any damage which may be caused by clients or their delegates to the Fira de Barcelona fairground walls, installations, or other infrastructure, will be repaired by the Fira de Barcelona and charged to the client.
- **Access ramp** for people with reduced mobility: It is **mandatory** for all stands with a **platform greater than 5cm high** to be provided with an access ramp with a minimum width of 1m, which cannot protrude from the stand and occupy an aisle. Exceptionally, a mobile ramp will be accepted if there is no ramp provided on the platform. If the platform is contracted to ServiFira, it is mandatory to contract a ramp.



1.4 COLUMN COVERING

- If the space assigned to the exhibitor contains pillars inside the stand, these may be covered up to the maximum permitted height (see maximum height), respecting the safety easement. Columns which are located on the façade of the stand may be covered to the maximum height allowed for the perimeter and the covering placed on the columns must not protrude more than 0.2 m from the said columns. Any columns with fire hydrants and extinguishers and other elements attached to them may be covered, provided that the services are removable for inspection, visible and properly indicated.





When installing a liner around a fire hose station equipped with a panic button, an opening must be included to allow easy access to the button.
The opening should be at least 15x15cm, providing enough space for one hand to reach the button comfortably.
Additionally, clear signage should be placed near the opening to ensure it is easily located and visible.

In order to begin assembly work on your stand, it is necessary to have the stand construction project approved.

2 PROJECT APPROVAL

- **Every stand assembler/decorator** in free space (space without a stand provided by Fira de Barcelona) **must complete the form that you will find in the Assembler's Area of the website of the trade fair** in which you are participating, indicating the assembly that you are going to carry out and contributing the necessary documentation according to its structure.

- All projects must be sent through the Assembler Area, however, if there is any **doubt** on your part regarding the approval of projects, you can send your **query** to the following **email**: standapproval@firabarcelona.com

- It is important that you attend to the necessary documentation and the type of management to be carried out depending on the structure to be set up.

2.1 APPROVAL OF PROJECTS THAT EXCEED 3 M IN HEIGHT AT ANY POINT.

Assemblies greater than 3 m in height at any point along their route must provide the following data to the project approval department.

- ✓ Information about the exhibiting company. Name, Hall, stand number and awarded footage.
- ✓ Information about the construction and decorating company (Name and contact).
- ✓ Dimensioned floor plan, profile and elevation.
- ✓ 3D renderings or images of the project

- Projects that have not been approved must make the changes indicated and resubmit the project for approval. It will be communicated in writing that the project has been approved, once the requested modifications have been made and the regulations are complied with.

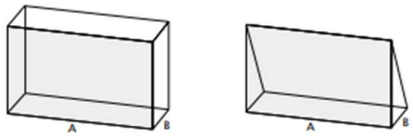
- Fines for modifications or non-compliance with the Stand Construction regulations. The

Organization will be empowered to paralyse the construction of any stand and/or sanction those companies that fail to comply with the specified regulations or whose project to be set up has not been previously approved by the technical department of Fira de Barcelona or that the stand that is set up does not is the one that has previously been approved by said department

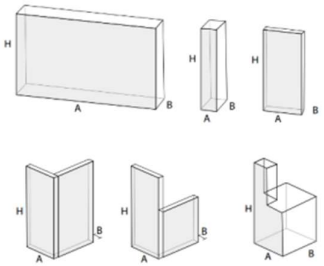
2.2 APPROVAL OF PROJECTS WITH COMPLEX STRUCTURES

➢ *Types of **complex structures***

- ✓ · **Modular stands or structures with heights of more than 5 meters.** These must have a minimum of three perpendicular support plans over their entire height. Cases in which H>5 m are regarded as complex structures



- ✓ · **Singular structures greater than 4 meters in height.** These structures are regarded as singular in totem-type constructions, isolated or corporeal partitions or any structure that doesn't have at least three perpendicular support planes over their entire height. H > 4m and B/H < 0.4 (slenderness coefficient: relationship between dimension B and the height of element H.



- ✓ · **Two-story stands accessible** to people on the upper floor.
- ✓ · **Platforms or stages with a height equal to or greater than 0.50 m** with access for people.
- ✓ · **Stairs with access for people.**
- ✓ · **Constructions** in **outdoor areas greater than 16 m2** of surface area.
- ✓ · **Constructions** in **outdoor areas of less than 16 m2** of surface area that are **not approved**.
- ✓ ·**Complex rigging (detail point 8.2)**

If your project consists of any of these complex structures, attend to the following point and provide our technical department with the necessary documentation.

Complex structures must comply with the requirements established in the current regulations and, specifically, with the content of the Technical Building Code in all its sections, as well as the basic documents on structural safety (DB SE), fire safety (DB SI) and use and accessibility safety (DB SUA).

Authorisation for the construction of any of these structures must be requested from Fira de Barcelona, attaching the following documentation:

➢ ***Documentation*** *to be provided* ***prior*** *to* ***assembly***

Project drawn up, signed and endorsed by a competent technician (a responsible declaration of authorization will be accepted as a substitute for the visa (Annex IV).

The project must include:

- ✓ Descriptive and supporting report of compliance with current regulations.
- ✓ Structural stability and resistance study that considers:

• Use overload in accordance with table 3.1 CTE DB SE, type-C use category.

• Interior wind of 0.125kN/m2 up to 4m high, from

4m high will be considered internal wind at 0.063 kN/m2.

• Description of the loads transmitted to the flooring under each support.

- ✓ Dimensioned plans in plan and elevation, including details of the railings
  and stairs.
- ✓ Evacuation and fire detection plan for complex structures with more than 100 m^2 of surface area.
- ✓ Risk assessment and preventive measures to be taken into account during the construction assembly and disassembly process.

The assembly of each of these structures will have to be supervised by a competent technician authorized by their professional association and will have to issue an acceptance of the order for this purpose (the responsible declaration of authorization of the competent technician will be accepted (Annex IV).

If all the documentation provided is correct, authorisation will be given for assembly of the stand or structure presented. If any deficiencies were identified, the observed nonconformities shall be indicated in order to request the appropriate corrections from the client or decorator. The assembly of the stand or structure will not be authorized until the deficiencies are corrected. identified, the observed non-conformities will be indicated to request the client or decorator for appropriate corrections.

➢ ***Management during assembly***

The responsible technician will supervise that the assembly of all complex structures meets the conditions established in the documentation provided by the exhibitors.

Any request for complementary documentation that is required for structures due to their complexity, even if they are not classified as complex structures as such, will be left to Fira de Barcelona's discretion.

➢ ***Documentation*** *to be provided* ***prior*** *to the inauguration*

Once the construction of the complex structure is completed, the responsible technician will issue the corresponding certificate of final structural solidity endorsed by the corresponding professional association (the responsible declaration of authorization will be accepted to replace the visa, (Annex IV), which will be delivered to the project approval. Without this document, personnel will not be allowed access to the stand at the opening of the event.

In the case of a structure approved by a competent and authorised body, the

approval certificate for the structure will be presented together with the assembly and disassembly standards as a substitute for the structural study.

In the case of a construction that is located in outdoor areas, in addition to the tasks mentioned above, it will be necessary to prove that the action of the wind at a speed not exceeding 100 km/h has been taken into account in the calculation of the structure.

At events organised by Fira de Barcelona, and in the case of double-decker stands, these must be designed so that the second floor does not exceed 50% of the total allocated area, and it must be located so as not to be detrimental to the visibility of the stands within their surroundings.

2.3 APPROVAL OF PROJECTS SMALL EXTERNAL STRUCTURES

In the case of planning to install a tent with a surface area of less than 16 m2 in outdoor areas, the client must provide Fira de Barcelona with the approval of said tents by a competent and authorized body. These marquees must define the wind speed they are resistant at and their ballast conditions.

In the event of adverse weather conditions, Fira may require the closing, folding or removal of these tents, or any other corrective measures (fixings, braces, ballasts...) aimed at mitigating possible risks.

In addition, the flat portico-type structures located outside will be duly counterbalanced to prevent them from tipping over in 100 km/h winds. The project must include the justification of the calculation of the counterweights signed by a competent technical expert. Said counterweights or ballasts must be sufficiently defined in accordance with their type (sand, water, metallic plates, etc.), dimensions and weight.

2.4 APPROVAL OF INFLATABLE STRUCTURE PROJECTS

In the case of installation of inflatable structures, both inside the pavilions and in outdoor areas, they must comply with the provisions of the UNE-EN 14960:2014 regulations, especially with regard to being equipped with fixings or counterweights. Likewise, it will be mandatory to disassemble the inflatable structure in case of rain or winds exceeding 38km/h.

Approval of the assembly of inflatable structures will be subject to receipt of the following documentation:

- Current Civil Liability Insurance that covers the activity.
- User Manual
- Standardisation Document/Annual Review.

Once the installation has been completed and prior to the opening of the event, it will be necessary to issue a certificate of good execution on site by a representative of the assembly company, according to the document model to be provided by Fira de Barcelona.

2.5 REGULATIONS FOR ASSEMBLY OF PERIMETERED ACTIVITIES OR ROOMS

All construction work of perimeter or room activity must comply with current regulations and specifically with the Technical Building Code in all its sections, as well as the basic documents on structural safety (DB SE), fire safety (DB SI) and use and accessibility safety (DB SUA). These constructions must always be located inside a Fira de Barcelona hall

and, therefore, must be compliant with the general self-protection plan.

A perimeter or room activity is considered to be those spaces that have perimeter enclosures, in a percentage equal to or greater than 70%.

General conditions

The activities or perimeter rooms, built inside a hall, shall be divided into four categories according to their capacity:

Type C1: Spaces with a capacity of less than 50 people. Fira Barcelona does not require additional documentation.

Type C2: Spaces with a capacity of between 50 and 100 people:

Prior to assembly: the organizer or builder must present to Fira de Barcelona a project of the room or activity signed by a competent technician stating that the Technical Building Code is complied with in all its sections, as well as the documents basic structural safety (DB SE), fire safety (DB SI) and safety of use and accessibility (DB SUA).

Type B: Spaces with a capacity of between 101 and 500 people: Prior to assembly: the organizer or builder must present Fira de Barcelona with a project of the space signed by a competent technician stating that the Technical Building Code is complied with in all its sections, as well as the basic structural safety documents (DB SE), fire safety (DB SI) and safety of use and accessibility (DB SUA).

Prior to the inauguration: a certificate of good execution of the project must also be presented by the organizer or builder, also signed by a competent technician and endorsed by the professional association.

Type A: Spaces with a capacity of more than 501 people or any space, regardless of its capacity, that has public seating in its construction.

Prior to assembly: the organizer or builder must present to Fira de Barcelona a project of the room signed by a competent technician stating that the Technical Building Code is complied with in all its sections, as well as the basic structural safety documents. (DB SE), fire safety (DB SI) and safety of use and accessibility (DB SUA).

Prior to the opening: in this case and due to the high number of people and the complexity of evacuating the room or activity, a certificate of good execution will be required, which will be issued by the supplier authorized by Fira de Barcelona. The costs associated with obtaining said certificate shall be borne by the client.

In all cases except for Type C1 spaces, the pre-assembly project to be presented will be composed of at least:

· Descriptive report and proof of compliance with the CTE.

· Dimensioned blueprint drawings of the room(s) or perimeter activities to be built.

· Evacuation plan, emergency exits, and fire extinguishing measures.

The project must be drafted in English, Spanish or Catalan.

In this type of rooms, Fira de Barcelona reserves the right to carry out the pertinent reviews to ensure the proper execution of the built projects, and the organizer or builder must correct any incidents that may be detected in these reviews at their expense.

Fire safety

Materials specification

All materials used must have a fire reaction certificate. Any material that does not present said certificate will require a material testing and classification certificate issued by an accredited laboratory during the previous five (5) years. The Fira de Barcelona technical team reserves the right to demand the corresponding certificates.

According to table 4.1 of the DB-SI 1 (basic document for fire safety), fire resistance for covering materials shall be:

· For walls and ceilings: C-s2, d0.

· For floors: EFL

· Suspended textile elements: Class 1 according to standard UNE-EN

13773:2003.

All decoration elements must meet the same characteristics as the construction elements, and cannot incorporate any type of material that is easily combustible, such as, for example, straw, wood shavings, paper shavings, dry leaves, dripping plastics. , etc.

In any case, the Fira de Barcelona technical team reserves the right to request the certificates corresponding to the materials used in the perimeter activities or rooms.

Capacity calculation (according to table 2.1 of DB-SI 3), depending

on the net surface of each zone:

· Designated areas for seated spectators (1 person/seat).

· In the event of more than one exit and for the purposes of calculation, the distribution of occupants among exits will suppose that one is not used, according to the worst case scenario.

Number of exits and length of evacuation routes (according to

to table 3.1 of DB-SI):

· An escape route if the capacity is less than 100 people. Two or more exits if the capacity is ≥ 100 people.

· The maximum length of the escape route to the exit shall be 25 m.

Dimensions of the evacuation elements (according to table 4.1.

DB-SI 3):

Doors and walkways: A ≥ P / 200 ≥ 0.80 m.

Door width ≤ 1.23 m. Aisles: A ≥ P / 200 ≥ 1.00 m, (in which A = width (m), P = total number of people).

Walkways between rows of fixed seats in venues

1) Rows with aisles at only one end:

· Maximum of 12 chairs per row

· At ≥ 30 cm for 7 chairs

· 2.5 cm per each additional chair up to a maximum of 12 chairs.

2) Rows with aisle exits at either end:

· Aisle with no limit in regards to the number of chairs per aisle.

· At ≥ 30 cm in rows of up to 14 chairs.

· 1.25 cm per each additional chair up to a maximum of 30 chairs

· > 50 cm: for 30 chairs or more.

· There is no limit to the number of chairs in each row, as long

as the evacuation route to the door has a length not

longer than 25 metres.

The seats must be connected to each other to create monolithic rows in cases 1 and 2; every 25 rows, maximum, there must be an aisle that is at least 1.20 m wide.

Accessibility according to DB-SUA 9:

Every 100 seats or fraction, 1 reserved seat for wheelchair users. Minimum space of 0.80 m x 1.20 m for front access and a minimum space of 0.80 cm x 1.5 m for side access.

Doors along the escape routes

· Doors for the evacuation of less than 50 people must incorporate a quick and easy opening device without the need to use

an adjustment key or activate more than one mechanism. The opening of the door mustn't necessarily be in the direction of evacuation.

· Doors for the evacuation of more than 50 people, the Doors must open in the direction of evacuation, and using a pressure bar or horizontal sliding in accordance with the UNE EN 1125:2009 standard.

Emergency exit doors must not be obstructed at any time by any objects during the presence of people in the area.

Escape route signage

· Area exits must have a sign that indicates "EXIT" (UNE 23034:1988).

· The sign indicating "Emergency Exit" must be used at all exits to be used exclusively in the event of an emergency (UNE 23034:1988).

· Directional signs that are visible from all points of origin of evacuation must be provided to indicate the direction of the routes.

· The signs must be visible even in the event of a power failure for the regular lighting.

Fire safety installations

Fixed fire-fighting installations located inside the hall shall be accessible and visible at all times.

According to the CTE, extinguishers shall be made available. According to table 1.1 of DB-SI 4:

Portable extinguishers: one with 21A-113B efficacy.

· 15 m maximum with regards to the evacuation origin point.

In areas of special risk (e.g. cloakrooms and luggage storage, kitchens, etc.)

Fire detectors may not be obstructed anywhere in the hall. Consult Fira de Barcelona if necessary.

Signs for manual fire protection installations

Signs must comply with the UNE standard 23033-1, and be of the following sizes:

· 210 x 210 mm if they must be visible from a distance of ≤ 10 m;

· 420 x 420 mm if they must be visible from a distance of 10-20 m;

· 594 x 594 mm if they must be visible from a distance of 20-30 m.

Use and accessibility safety

Flooring discontinuities

According to DB-SUA 1: the floor must meet the following requirements:

· It shall not have joints with a projection of more than 4 mm.

· Small, isolated elements protruding from the flooring level shall not have a projection of more than 12 mm.

· Projections of more 6 mm on surfaces facing the flow of people shall not form an angle with the flooring that exceeds 45º.

Protection of unevenness in stairs and stages

In order to minimize the risk of falling, and in accordance with DB-SUA 1, the perception of differences in level on stairs, ramps and stages that do not exceed 55cm will be facilitated, through visual and tactile differentiation.

The differentiation will begin at least 25 cm from the edge.

3. INSTALLATIONS AND POWER SUPPLY REGULATION

3.1 POWER SUPPLY

All the electrical power supply to the stands shall be supplied by Fira de Barcelona, with 400 V between phases and 230 V between phases and neutral.

It does not fall under the responsibility of Fira de Barcelona to supply direct current or any other condition of stability and continuity other than that of the general supply, these being, in any case, the responsibility of the stand client and requiring prior authorisation from Fira de Barcelona.

Fira de Barcelona may limit the supply power when this may negatively impact other users or for reasons of overloading or safety of its own lines and systems.

The users of the stands and installations are required to maintain a power factor cos φ comprised of between 0.95 and 1.

In the event that the installed equipment that uses electricity requires some type of precaution in the shut-off processes, or is sensitive to possible cuts to the electricity supply, the equipment installer is recommended to install elements that avoid the risk of the possibility of a lack of an electricity supply, such as uninterruptible power supply systems (UPS).

Since the Gran Vía venue's electricity supply depends on the electricity company service provider, Fira de Barcelona is not responsible for any anomalies outside its control, whether due to a lack of supply or the quality of the service (frequency variations, voltage variations, transients, peaks, voids, short interruptions, micro-cuts, etc.).

3.2 LEGALISATION OF THE INSTALLATION

All installations must be carried out according to the requirements of the Low Voltage Electrotechnical Regulation (REBT) and its complementary technical instructions, by an electrician officially authorised by the Catalonia Government's Department of Industry, with the corresponding electrical installation bulletin completed (official certificate).

Electricians from EU countries who do not have the official Catalan electrician's license must register at any of their offices.

They must then also register with an EIC (Inspection and Control Entity).

Electricians who do not belong to the EU must order their electrical switchboards directly from Fira de Barcelona. If they do not order the electrical switchboards through Fira de Barcelona, the stand builder or the client, whichever the case may be, must commission this service from an electrician that is officially certified in Catalonia, or a European electrician with previous experience in performing the aforementioned procedure.

All those clients who do not order an electrical switchboard for their stand from Fira de Barcelona must complete the electrical energy request form in order to ensure that electricity is supplied to their stand. Electricity use will be invoiced before the event. Fira de Barcelona must have received payment for the installation to be approved and for electricity to be available at the stand.

The electrical connections in the Gran Vía venue use CEEPLUG 3P+N+T 6h three-phase connectors

For the legalization of the electrical installation, it must be delivered to the industry

service of Fira de Barcelona (present in the Customer Service offices), the documentation of the installation, duly certified by an electrical installer authorized by the Generalitat of Catalonia and providing the necessary documentation:

- **Stands up with to 50 kW** will require a technical design report which must include the following documentation:

· **Electrical installation bulletin.**

· **Electrical diagram with calculations.**

- **Stands with more than 50 kW** must be legalised by means of a technical project drafted by a chartered engineer.

This means:

· A **project stamped** by the Official Association of Engineers of Catalonia.

· A **stamped certificate** of completed work.

· **Electrical installation bulletin.**

All installations that are powered by a **generator set** must also be **legalized** in the event that said set exceeds 10 Kva.

The client shall always be responsible for the costs of legalisation, implementation of the project and the necessary documentation. Fira de Barcelona can provide the project implementation service if the client so requires.

It must always be taken into account that the **electrical distribution** within **a stand** must be **legalized by a single owner**, with the legalization being independent for each stand. **In** the case of **stand islands** for **multiple clients**, **each of the stands must be individually legalised** in accordance with the industrial safety law 12/2008, dated 31 July.

3.3 ELECTRICAL CONNECTION TO THE SERVICE CHEST OR EXHIBITION BOXES

Activation of the electrical supply in the pavilions will be undertaken exclusively by Fira de Barcelona staff, and will be carried out once the stand electrical installations have been approved and authorised by the relevant Industry Service, present at the Fira de Barcelona Customer Service office.

At the Gran Vía venue, connections up to 63 A will be made using a CEEPLUG 3P+N+T 6h form with the appropriate current (16, 32 and 63 A, three-phase). The stand electrical installer must make the physical connection to the socket, and will take note of the number of the electrical base employed.

For use greater than 63 A, the stand switchboard will be directly connected to the connection that Fira de Barcelona will

install and the TN-C distribution system must be used.

3.4 POWER SUPPLY THROUGH CABLING

When the electricity supply is greater than 63 A, the available connection points have run out, or when electricity supply is required in areas without service, an electrical connection should be installed that is connected to the Fira de Barcelona permanent systems.

This connection consists of a wiring hose and a delivery switch for the client. This last switch may occasionally be omitted when the delivery is to a client's switchboard. This installation will be carried out by the Fira de Barcelona technical staff.

In these cases and for all purposes, the starting point of the stand's electrical system shall be understood to be the point at which the electrical connection installed by Fira de Barcelona ends.

When there exists a need to install electric cabling, this must be requested from the Fira de Barcelona services sales department (www.servifira.com) at least two (2) weeks prior to the start of the assembly period for the event. The associated cost for the installation of a power supply shall be borne by the client that requires the service.

3.5 ELECTRICAL DISTRIBUTION TO THE STANDS

The following requirements must be met:

· The main electrical distribution switchboard of the stand must have a main circuit breaker with thermal and magnetic protection.

· Fuses are not allowed.

· The main circuit breaker must be adjusted to the power required from Fira de Barcelona.

· All lighting circuits and outlets of less than 32A must be protected by a 30 mA residual current circuit breaker.

Similarly, all the electrical equipment that is accessible to the public must be also protected by a 30 mA residual current circuit breaker.

· All circuits must be protected against overcurrents with omnipolar cut-off (phase-neutral) in its origin.

· All the switchboards must be opened only with the help of a tool.

· For covered areas, the switchboards must have a minimum protection level of IP 4X while for outdoor areas this shall be IP 45.

· The stand switchboards must be properly fastened to the structure at a height of between 1 m and 1.80 m and must be accessible.

· Switchboards that do not comply with the conditions established in the Low Voltage Electrotechnical Regulation (REBT) shall not be accepted, according to technical instruction.

3.6 24-HOUR OR PERMANENT SWITCHBOARDS

When the switchboards and their electrical connections need a 24 power supply, they must be independent of the daytime switchboards and must be contracted from Fira de Barcelona with the express indication that they are for a 24-hour schedule. Similarly, they must be legalised by the Industry Service while clearly indicating that they will be used for 24 hours.

Switchboards that have previously been contracted for daytime use cannot be extended to 24 hours, meaning the client must contract a new permanent switchboard (24 hours).

3.7 ELECTRICAL SHUT-OFF

Fira de Barcelona will establish a timetable to disconnect the electrical circuits during the event and once the event has ended. This timetable will apply to both daytime (during the event) and 24-hour (once the event has ended) switchboards. If electricity is required beyond this period, the relevant request must be made to Fira de Barcelona 24 hours prior to the last day that the event is held.

It is the responsibility of the company performing the disassembly to check, prior to the start of said work, that there is no voltage in the entire working area of the stand.

3.8 GENERAL CONDITIONS FOR THE INSTALLATION AND CONTRACTING OF POWER SUPPLY

- If contracting through the Fira Barcelona sales department (www.servifira.com):

· All the services are supplied on a leased basis.

· The clients that contract the switchboards at Servifira delegate the management of their installation to the Fira de Barcelona.

· The electricity use and corresponding fees are included in the price of the switchboards.

· The leasing prices for event electrical switchboards include their legalisation, but not the electrical project in the event that these are equal or superior to 50 KW at the stand.

· The electricity use rates are subject to potential official variations that may occur.

· In any case, guarantees are only offered for the supply of those products and services that have been contracted two weeks prior to the start of the assembly period. Fira de Barcelona will not process any orders that have not been paid for previously.

· Fira de Barcelona cannot be held liable for an interruption of the electricity supply that is provoked by causes beyond its control.

- If the client provides their own electrical system (not contracted from Fira de Barcelona):

The client must pay the amount of electricity consumption and the corresponding fees through the Fira de Barcelona services department (www.servifira.com).

The price of electricity use resulting from the event switchboards shall be invoiced according to the rates and for the total amount of requested power (stand power + extra power).

The electricity use rates are subject to potential official variations that may occur.

Fira de Barcelona is not responsible for the interruption of the electricity supply that is provoked by causes outside its control.

Montjuic Supplies

Gran Vía Supplies

4. CLEANING AND WASTE MANAGEMENT

Fira de Barcelona has a comprehensive cleaning and waste management service. This service can be contracted through the service sales department of Fira de Barcelona (www.servifira.com).

In events organized by Fira Barcelona, it will offer the general cleaning service of the venue and pavilions according to your needs, both for corridors, common areas, toilets, rooms, etc. If the organizer of the event is not Fira de Barcelona, the organizer must bear the costs of the general cleaning service of the contracted spaces and the corresponding accesses.

➢ 4.1. STAND CLEANING

In the events organized by Fira de Barcelona, the basic cleaning service (floor sweeping, emptying rubbish bins and cleaning the horizontal surfaces of standard furniture) is included in the stands hired by the participating companies.

If additional cleaning services are requested (vacuuming, scrubbing, cleaning of windows and vertical surfaces, etc.), these will be contracted through the sales department of Fira de Barcelona (www.servifira.com). This cleaning shall take place at night in order to minimise the impact of the service during the event schedule.

Clients who decide to use a cleaning service that does not pertain to Fira de Barcelona must duly accredit their staff, perform the service within the established exhibitor timetable, and the electrical connection requirements must be met by the installation of the stand itself.

For those stands that do not provide an adequate cleaning service, Fira de Barcelona reserves the right to do so at the expense of the client.

➢ 4.2. WASTE REMOVAL AND MANAGEMENT

The **company responsible** for the **construction or decoration of the stand** will be **responsible for removing the waste generated daily**, during **both assembly and disassembly** periods. The **fire prevention policy prohibits** the **accumulation of waste** in the stands and their storage areas, as well as in the aisles and shared spaces. For this purpose, assembly companies may hire waste containers from the service sales

department (www.servifira.com) or manage them on behalf of others. **Waste must be removed at the end of each day. The collection of material is only permitted within the limits of the stand.**

The management of the removal of the waste generated can be carried out by own means, or by contracting the service through the services department of Fira de Barcelona (www.servifira.com). Waste management companies outside Fira de Barcelona must, like any other supplier, be accredited in order to offer their services and pay for vehicle access within the venue.

At events organized by Fira de Barcelona, the waste control service will be responsible for reporting and sanctioning cases of non-compliance with regulations.

The use of bathroom sinks is not permitted for assembly and disassembly; the indicated industrial sinks must be used for these activities. Remember that batteries, oils, light bulbs, paints, solvents and any other toxic or chemical product, in general, must be properly recycled.

At the end of the disassembly period, the contracted surface area must be completely clean, including the removal of adhesive tapes from carpets and any other materials.

5. DUST GENERATING MACHINERY

All workbenches, **wood cutting machinery or any tools that generate dust** must not be used inside the Fira de Barcelona pavilions, unless they are equipped with **dust retention bags or designed vacuum equipment** for this purpose and only when authorized by the organization.

Under no circumstances may the waste generated during the assembly of the stand be directly placed in the aisles used by all the exhibitors. In addition, please bear in mind that the cutting areas and moving parts must have protective devices.

6. AISLE CARPETING COLLABORATION.

The carpeting of the aisles is carried out during the assembly of the events, therefore we ask for your full collaboration, responding to the following requests:

- ✓ Avoid walking down carpeted aisles during the installation process to avoid damaging the material.
- ✓ If you need to access your stand, use the alternative routes indicated by the organization's staff.
- ✓ Collaborate with organizational staff as much as possible to facilitate the carpeting process.

Remember that exhibitors and decorators can hire operational services, as they are; the removal of debris/waste, and storage of materials or packaging through the Fira de Barcelona services department (www.servifira.com).

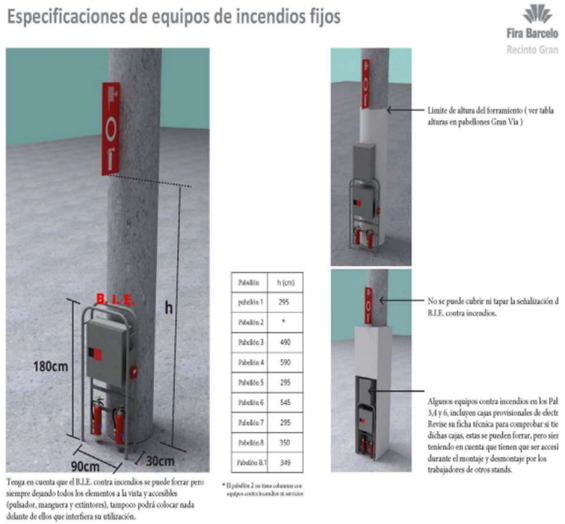
7. SAFETY EASEMENT

The following aspects related to venue infrastructure must be respected when designing, installing and decorating stands:

The walls and columns, as well as all the technical installations in the pavilions must not structurally support loads caused by the decoration or the exhibited articles.

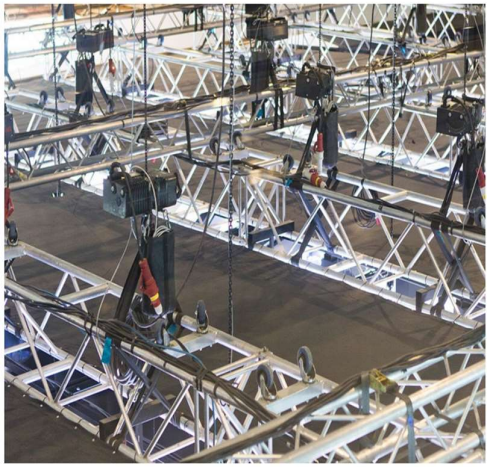
Covering the hall columns inside the stand itself, without damaging them and following the permitted height regulations, is allowed, bearing in mind that if there are connection boxes or any other supplies, said boxes must always be recordable.

If covering or decorating columns where there are biases, fire extinguishers, fire buttons, signage or any other informative element in the venue, these must always be visible, accessible and free of obstacles that may prevent their normal use. None of these elements may be handled or disassembled.



Pabellón	h (cm)
pabellón 1	295
Pabellón 2	*
Pabellón 3	490
Pabellón 4	590
Pabellón 5	295
Pabellón 6	545
Pabellón 7	295
Pabellón 8	350
Pabellón 8.1	349

* El pabellón 2 no tiene columnas con equipos contra incendios ni servicio



8. REGULATION FOR SUSPENSION OF AERIAL STRUCTURES (RIGGING)

The basic anchorage points service (or also called rigging) is exclusive to Fira de Barcelona, and is provided through its official supplier. Therefore, hanging any elements directly from the ceiling of the pavilions is strictly prohibited.

Exhibitors and stand assemblers must request rigging points according to the

weight distribution designed by their relevant technician.

It is not always possible to locate anchorage points in all the exhibition areas of the hall, as there may exist restrictions that depend on the hall and the points that are already in use, as well as the load capacity of the roof; this circumstance may lead to the need to perform a prior adaptation for the rigging (pre-rigging). This adaptation may entail additional costs that the client shall bear.

Any exception to the stated regulation must be authorised in advance by the Fira de Barcelona technical services.

* BASIC REQUIREMENTS

The structures must be designed to withstand the static and dynamic loads associated with their final design, and must also consider the build-up and breakdown periods.

The main requirements for a structure/hanging element are:

· The minimum distance permitted between rigging points is 1 meter.

· The maximum permitted suspended weight of rigging elements is 15 kg/m2, calculated as a proportion of the total suspended elements and the contracted stand area.

· The maximum load weight of a rigging point in halls 1, 2, 5, 7, 8.0 and 8.1 of the Gran Via venue is 150 kg (1.47 kN). Under technical and structural feasibility study in pavilions 1, 2, 5, 7 and 8.1

the installation of high capacity points (HCP) with a maximum weight of 250kg (2.45kN) is possible. In all cases, the weight of the lift itself (motors, hoists, etc.) must be included.

· The maximum load weight of a rigging point in halls 3, 4 and 6 of the Gran Via venue is 250 kg (2.45 kN). The weight of the lift itself (motors, hoists, etc.) must be included.

· The maximum weight per rigging point is 250 kg (2.45 kN) for corporate events and organiser spaces in all halls of the Gran Via venue. Subject to a technical and structural feasibility study, high capacity rigging points (HCP) with a maximum weight of 350 kg (3.43 kN) can be installed in halls 1, 2, 3, 4, 5, 6, 7 and 8.1. In all cases, the weight of the lift itself (motors, hoists, etc.) must be included.

· Lifting any truss grids with more than 6 manually operated lifts (hoists/weighing hooks) is not permitted.

· Due to them being highly asynchronous, the maximum load for rigging points will be 150kg (1.47kN) in the case of using manual hoists.

· The safety factors for hanging elements must be greater than those established in the prevailing regulations. This requirement applies to all the hanging elements of the points installed by the assembler, both main and secondary, or simply decorative ones.

· The loads transferred to the structure during any period, due to lifting elements that are subjected to the pavilions, may not exceed the maximum load capacity of the point and its elements.

· The materials and equipment employed must be of good quality, in good condition, CE marked and have up to date revisions.

· Truss structures and materials that belong to the exhibitors are only permitted if they are CE (European Conformity) qualified and are in perfect working condition.

· It is only permitted to sling truss structures with steel cables or textile slings with a steel core (steelflex). The use of textile-only slings for truss slinging is not permitted.

· Clients are not allowed to hang by themselves any of the auxiliary structures installed on the roof of the venue.

· Elements hanging from the ceiling must hang vertically from their anchorage point.

· The alteration of any equipment installed by the official supplier, including trusses, cables, shackles or slings is strictly prohibited.

· The maximum height of the truss or aerial structure hanging from rigging points is 7m in the exhibition area, provided that there are no height restrictions in the hall. For conference or organizer areas, keep the maximum height limit at 7 m or consult the Rigging manager/supplier.

· Rigging providers will be able to check loads per rigging point by installing load cells. If it is detected that the maximum loads established in the regulations are exceeded, the exhibitor or assembler must take measures to not exceed them.

· It is strictly prohibited to link any type of structure or assembly to structural or auxiliary elements of the venue (pillars, beams, installation grids...)

* Safety cables

The placement of a safety cable is mandatory for:

· D8 type motors and hoists:

Safety cables must be installed in all assemblies in order to prevent the collapse of the hanging structure. Safety cables will always be mandatory for retaining the element to be lifted by the motor.

Mandatory requirements:

· Safety cables must connect the exhibitor attached structures to the ring, bypassing the electric motor or hoist.

· Once the two ends of the safety cables are fixed, these must be unloaded.

· The diameter of these cables must be at least 6 mm or equal to or greater than the diameter of the main cables.

· Their thickness must support the load associated with the cable plus 25% in order to deal with any sudden stress.

· The safety cables must be placed in such a way that they are not stressed in their final positions.

· For accessories:

All the equipment and accessories that hang on a truss (lights, sound equipment and speakers, signage, etc.) must be fixed with secondary safety cables/chains and metallic clamps.

Mandatory requirements:

· The fixation of each piece of equipment must act independently of the secondary

piece of equipment and the steel cables must have a diameter of at least 4mm.

· The use of steel or textile slings with a steel core (steelflex) is recommended.

If textile slings are used, the nylon elements must have a minimum tension force of 7 kN (700 kg), and connection to the truss with a metal cable is mandatory.

➢ 8.1 Request procedure

The rigging points will be installed by the official Fira de Barcelona supplier. Such points are not always available and each request will be considered on an individual basis.

To request the rigging service, you must fill in the form available on the website of the Fira de Barcelona services sales department (www.servifira.com), and

present it together with the documentation described below:

· A drawing (in AutoCAD Version 2010, if possible) indicating the height, the weight support by the anchorage point, and the location of the stand in the hall.

· The rigging request form (available on the Internet at the Servifira web page) with the company details and rigging requirements indicated.

· Type of point (with or without safety cable, hoists or electric motor).

Depending on the complexity of the request (number of points, location, simultaneity of requests, etc.) and at the request of Fira Barcelona, the following must the presented:

· Technical descriptions of the design materials.

· Justification of the weight calculations for the points.

· Quality certificates for the materials.

· Proof of revision of the motors, hoists or any other machinery.

· Description of assembly/disassembly procedures to avoid

damage to the hall structure or that may present a risk to the installations or staff.

All the provided data must be presented with the measurements of the International System of Units and must be provided in Spanish or English.

If any shortcomings are detected in the materials or the execution of the work, Fira de Barcelona may halt the assembly/disassembly until the required documentation is presented to the utilised procedures are corrected.

There exist local restrictions that change according to the structure of the hall, the ceiling load capacity and the load already placed on the ceiling. These restrictions may entail the installation of pre-rigging structures with the consequent additional costs. For more information about these restrictions you should contact the official Rigging providers.

➢ 8.2 Complex Riggings

"Complex Riggings" are defined as those cases in which a suspended structure or element is detected in the submitted description that has not been officially approved and, therefore, its fabrication is not industrialised and there is no specific technical data sheet of its resistance and the loads it can bear.

Officially approved structures are considered to be truss structures or others that may be analogous, that have a technical data sheet/certification that validates their resistance and weights they can bear.

Approved structures that do not have lining and/or unapproved suspended elements will also be deemed as a whole to be "Complex Riggings".

Light elements will be exempt from this consideration, such as textile elements or low-density materials (FOAM type or similar), whose detachment or possible fall does not represent a risk to people.

In any case, it will be a requirement to justify both the weight and dimensions of the installed light elements.

For these cases in which a request is submitted to consider complex rigging, the following documentation must be provided by the assembler/exhibitor:

* PRIOR TO ASSEMBLY

· A descriptive report with a rationale of the elements to be deployed and the materials to be used.

· A structural stability and resistance study that factors in the overload of the elements deployed

· Explanation of the calculation of the weights at the points and the loads factored in

· Dimensioned plans in plan and elevation Fira Barcelona reserves the right to consider "Complex Rigging" other cases in which the safety of the structure or hanging element is not sufficiently guaranteed (as could be the case of metal structures not approved for rigging purposes).

The assembly of each of these complex riggings will have to be supervised by a competent technician authorized by their professional association and will have to issue (prior to assembly) an acceptance of the order for this purpose endorsed by said association (the responsible declaration of authorization will be accepted of the competent technician to replace the visa - see annex IV).

If all the documentation provided is correct, authorisation will be given for assembly of the complex rigging presented. If any deficiencies were identified, the observed nonconformities shall be indicated in order to request the appropriate corrections from the client or decorator.

Assembly of the rigging in question will not be authorised until the deficiencies have been corrected. In the case of a structure approved by a competent and authorised body, the certificate of approval of the structure may be submitted alternatively (instead of the structural study) together with the rules for assembly and disassembly.

* During the assembly

The responsible technical expert will ensure that the assembly of all the complex rigging complies with the conditions established in the documentation provided by the exhibitors.

Fira de Barcelona, via its managers and technicians, may perform inspections or request further documentation during the assembly and disassembly periods. The assemblers must facilitate said inspections and provide documentation as required.

They shall inform the relevant inspectors of any auxiliary elements employed, such as boom lifts, scaffolding, hand ladders or other items.

If during the assembly period of any element there are reasonable doubts

in terms of its sustainability, Fira de Barcelona may request viability tests. The client shall be responsible for the costs of said tests.

Fira de Barcelona, through its appointed technicians, may halt the assembly or lifting of any structure if it is deemed to be necessary for safety reasons. For the same reason, it may also request any additional documentation it deems necessary.

* BEFORE THE OPENING

Once the installation of the complex rigging is completed, the responsible technician will issue the corresponding final assembly soundness certificate endorsed by the corresponding professional association (the responsible declaration of qualification will be accepted - see Annex IV - in lieu of the visa) which will be delivered to Fira from Barcelona

➢ 8.3 Inspections and assembly period

Fira de Barcelona, via its managers and technicians, may perform inspections or request further documentation during the assembly and disassembly periods. The assemblers must facilitate said inspections and provide documentation as required. They shall inform the relevant inspectors of any auxiliary elements employed, such as boom lifts, scaffolding, hand ladders or other items.

If, during the assembly period of any given element, there is reasonable doubt as to its sustainability, Fira de Barcelona may request viability tests. The client shall be responsible for the costs of said tests.

Fira de Barcelona, through its appointed technicians, may halt the assembly or lifting of any structure if it is deemed to be necessary for safety reasons. For the same reason, it may also request any additional documentation it deems necessary.

➢ 8.4 Mandatory regulation for rigging material

European Regulations:

· UNE-EN 13414. Steel cable slings. Security.

· UNE-EN 1677. Set of regulations for sling accessories.

Security.

· UNE-EN 12385:2003. Steel cables. Security.

· UNE-EN 13411:2002. Steel cable grips. Security.

· UNE-EN 13889:2004+A1:2009. Forged steel shackles for general lifting purposes – Dee shackles and bow shackles – Level 6 - Safety

· Machinery guidelines 2006/42/CE

Spanish Regulations:

· CTE. Technical Building Code

Recommended Practices:

· NTP 155: Steel cables

· NTP 221: Steel cable slings

➢ 8.5 Specific regulation for the prevention of occupational risks

All work at heights must be carried out in compliance with the Prevention of Occupational Risks regulation. In particular, R.D 2177/2004, dated 12 November, which establishes the minimum safety and security provisions for the use of work equipment by workers, with regard to temporary work at heights.

➢ 8.6 Health and safety at construction sites

In application of the criteria of the Labour Authority, the build-up and breakdown of certain elements, facilities and structures such as marquees, stands, stages and sound and lighting support structures may, depending on their characteristics (size, height, use, location, relationship with other facilities, the existence of an implementation project, etc.), be framed within the scope of application of *Royal Decree 1627/1997 of 24 October establishing minimum health and safety provisions at construction sites.*

For more information, go to:

Rigging - Fira Montjuic. If the stand is located in MJ

rigging.montjuic@firabarcelona.com

Rigging - Fira Gran Via Halls 1, 2, 3

rigging.granviasouth@firabarcelona.com

Rigging - Fira Gran Via Halls 4,5,6,7,8.0,8.1

rigging.granvianorth@firabarcelona.com

Any elements which are suspended from the ceilings must comply with the Trade Show's Height Regulations. Due to its architectural characteristics, some areas of the fairground have a limited number of anchorage points; therefore, to enable rigging points to comply with safety regulations it will be necessary to install adaptation structures whose cost shall be borne by the Exhibitor or Decorator.

9. MAXIMUM PERMITTED NOISE LEVEL

In the trade fairs organized at Fira de Barcelona, all activities and product demonstrations that may generate noise during the hours of celebration inside the pavilions and in response to other customers (when necessary), will be limited to the maximum noise volume allowed, which corresponds to three (3) dB above the background level. In any event, the maximum permissible noise level in the exhibition zone must never exceed sixty (60) dB. If the permitted noise level is exceeded, Fira de Barcelona will require the client to lower the volume to appropriate levels.

When activities that may generate noise are carried out outside the venue, it will be necessary to consult the current city council regulations to check the maximum noise level permitted. As a guide, the acoustic limitation may range between 40dBs and 65dBs depending on the affected area, as well as the time slot of the event.

In musical events, parties or activities after 10 p.m. both inside and outside the venue, which generate noise likely to disturb the residents of the buildings adjacent to the venue, it will be necessary to hire an analysis service that will carry out the supervision of the sound level emitted by the activity in real time.

The client applying for this activity shall be responsible for the cost of this technical noise monitoring and control service.

Fira de Barcelona reserves the right to demand the reduction of the noise emitted or its total suspension when the admissible sound levels (dB) are exceeded and is empowered to restrict demonstrations that do not comply with the provisions of said section.

It should also be taken into account that areas of our facilities have strictly limited outdoor night-time activities (between 10:00 p.m. and 7:00 a.m.), both during assembly and disassembly periods and during celebration periods, specifically:

GRAN VIA

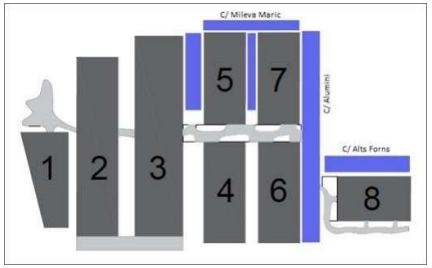
· on the side streets of pavilions 6 and 7 (bordering C/ Alumini),

· in the area behind pavilions 5 and 7 (C/ Mileva Maric),

· in the load and unload zone for hall 8 (C/ Alts Forns).

. outdoor area between halls 3 and 5

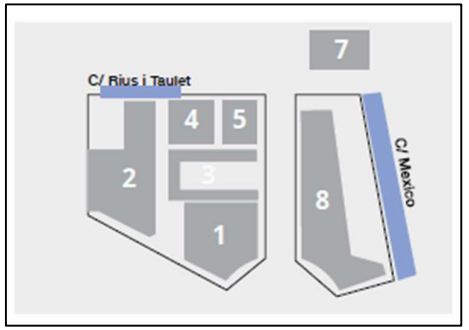
. outdoor area between halls 5 and 7



MONTJUIC

. on Calle Mexico,

· on Calle Rius i Taulet (outdoor area of Hall 2)



ANNEXES

➢ ANNEX I: ACTION MEASURES IN THE EVENT OF EMERGENCY

WHEN ACCESSING THE HALL WHERE YOUR STAND IS LOCATED

Identify and show your staff the evacuation routes, emergency exits and fire extinguishing measures that are near their stands.

WHAT TO DO IN THE EVENT OF EMERGENCY

Stay calm. Don't panic.

Inform the Fira de Barcelona staff, the Montjuïc Control Centre by calling +34 93 233 41 00 or using the emergency buttons.

Do not block the emergency exits.

HOW TO EVACUATE THE AREA

When you hear the evacuation order, execute it immediately and transmit it to all the staff under you and the visitors who are currently at their stands.

Walk, without running, along the evacuation routes to the emergency exits.

Follow the instructions given over the tannoy system, and by the emergency staff (uniformed).

Do not use the lifts.

Remain in the assembly area designated by security personnel and wait for instructions; If you notice that someone is missing, please notify

the emergency teams.

WE NEED YOUR COLLABORATION

Immediately inform the security service (directly to the

uniformed officers or by calling the telephone number + 34 93 233 41 00) of any object,

situation or detail that, in your opinion, may be important.

➢ ANNEX II: PREVENTION OF OCCUPATIONAL RISKS. RISKS AND PREVENTATIVE MEASURES

Clients and decorators must have a safety report with a description of the work to be carried out, an evaluation of the risks and preventive measures related to the activity, and a nominal list of the participating workers, certifying that they have received:

·Information about the risks and preventative measures communicated by Fira de Barcelona.
·Specific training in the prevention of Occupational Risks.
They must also have accreditation of workers' aptitude
from the point of view of Health Surveillance and provide its workers with the mandatory personal protective equipment during assembly/disassembly work.
In any case, the material used must be in line with current legislation on the prevention of occupational risks and the Ministry of Industry regulations in force at all times.
Clients and companies contracted by those involved in the assembly and disassembly of stands must immediately inform Fira de Barcelona of any accident or incident that occurs during work.
Information about risks and preventative measures during assembly and disassembly
Risks:
Falling of persons to a different level, while using stairs and scaffolding.
Falling to the same level because of objects in the passageways.
Falling of objects due to collapse caused by the installation of stands, suspended loads, etc.
Blows against stationary objects.
Stepping on objects such as planks, wood, nails, etc. during assembly and disassembly.
Flying fragments or particles resulting from assembly and disassembly tasks.
Cuts or blows from objects and/or tools.
Electrical contacts, derived from work with power tools and lighting installation Fires and explosion.

Exposure to noise from the use of manual tools and machine tools.
Crashes and blows from moving vehicles throughout the venue.
Preventative Measures
Operators that work at heights shall be provided with sufficient prevention material to eliminate the risk of falling (safety belts, ladders, scaffolding, etc.)
Stairs and ladders must be equipped with anti-slip shoes, a locking device, and be in good condition.
Ensure proper use of the manual ladders.
Scaffolding must bear EC marking and be correctly assembled (with platforms at least 60 cm wide and handrails 90 cm high with an intermediate bar and skirting).
Offices and work spaces must always be clean and hygienic and free from debris.
Fire extinguishers and emergency exits must always be visible and free from obstacles.
All chemical products must be visibly labelled in such a way that the substance can be clearly identified (paints, solvents, oils, degreasers, etc.).
Flammable products are not permitted on the grounds.
A special work permit is required for soldering.
Soldering equipment cannot be used without prior authorisation from Fira.
All equipment to be used in electric soldering work must be in safe conditions for use: overall protection, insulated cables without fissures and proper connections.
All load lifting equipment, cranes, forklifts, etc. must be fully equipped with safety elements and be adapted to the current legislation.
This work equipment must only be operated by authorised and qualified personnel who are responsible for their actions.
Suspended loads must not moved over people below.
The maximum traffic speed in the Fira de Barcelona venue is 10 km/h
All equipment for work with electrical equipment must be in good condition, including protections, plugs, cables, fuses, grounding points, etc.
Only qualified persons may perform electrical tasks. Manipulating the electrical system is prohibited.
Saw discs and cutting elements and carpentry equipment must be protected.
The use of safety shoes, work gloves and protective glasses is compulsory.
In jobs that require it (risk of falling objects, high loads, work on double-decker stands, impacts with suspended objects, etc.)
the use of a safety helmet will be mandatory.
Reflective vests must be worn when there is vehicle traffic and for work outside.
Information about risks and preventative measures during the event
Risks:
Falling of people to a different level. Falling from ladders – double decker stands.
Falling due to the use of inadequate furniture, not using portable ladders.
Falling of people on the same level. Tripping over the stand platforms. Tripping due to lack of tidiness and cleanliness. Slipping on slippery surfaces.
Falling of objects being handled. Manual handling of office materials, files, advertising pamphlets, etc.
Blows or cuts from stationary objects. Blows from lamps and furniture.
Blows from display material.
Blows or cuts from objects or tools. Cuts with office supplies:
scissors, cutters, etc.
Over-exertion. Handling and transport of display materials.
Handling packages of informational pamphlets.
Thermal contact. Burns from spotlights, halogen lamps.
Electrical contact. Equipment with plugs or cabling that is in poor condition.
Open electrical switchboards. Situations of conflict generated by the workplace or occupational environment.
Risks caused by ergonomic/postural problems. Inadequate furniture. Muscular-skeletal pain from using laptops.
Risks resulting from displayed material or machinery.
Preventative Measures
Ensure that fixed ladders have railings or handrails.
Provide manual ladders and check that they are in good condition before their use.
Provide signage for changes in heights or evenness.
Maximise order and cleanliness.
Provide signage for wet areas following cleaning.
Use proper footwear (fully fastened to the foot).
Training and information regarding manual handling of loads.
Provide signage to prevent obstacles in transit areas.
Maintain order and cleanliness.

Training and information regarding proper use of office supplies.
Training and information regarding manual handling of loads
Protect contact areas.
Do not use equipment that is in poor condition, toss them out.
Keep electrical switchboards closed. Do no handle them.
Give workers instructions for action.
Provide ergonomic furniture.
Training and information on ergonomic postures.
The client must provide the prevention measures necessary to prevent risks resulting from the material or machinery exhibited in their stand.

➢ ANNEX IV: RESPONSIBLE DECLARATION OF THE COMPETENT TECHNICIAN

A. Datos del/de la técnico/a

Nombre y apellidos _____ NIF/CIF _____
Tipo vía _____ Nombre vía _____
Número _____ Esc _____ Piso _____ Puerta _____
Municipio _____ Código Postal _____
Teléfono _____ Email _____ Web _____

Titulación _____ Especialidad _____
Colegio Profesional _____ Núm Colegiado _____

B. Declaración del/de la técnico/a

Declaro bajo mi responsabilidad que:
1. Tengo la titulación indicada en el apartado A
2. De acuerdo con las atribuciones profesionales de esta titulación tengo competencia para la redacción y firma del proyecto ubicado en
   Recinto _____
   Pabellón _____
   Stand _____
3. No estoy inhabilitado, ni administrativa ni judicialmente, para la redacción y firma de dicho proyecto.
4. He tenido en cuenta la normativa vigente de aplicación (en general y del recinto) en el proyecto indicado.
5. Dispongo de una póliza de responsabilidad civil adecuada para la realización de este proyecto y su certificación.
6. Adjunto certificado de vigencia de la citada póliza de responsabilidad civil con una cobertura mínima de un importe de 600.000 €.

C. Firma del/de la técnico/a

Y, para que así conste, firmo esta declaración responsable

En _____, el _____ de _____ de 20____.

Proyectista El/la técnico/a

Director/a de la ejecución del proyecto

De acuerdo con lo que establece la Ley Orgánica 15/1999, de protección de datos de carácter personal, le comunicamos que sus datos serán incorporados a un archivo propiedad de Fira de Barcelona. La finalidad es la gestión de los expedientes de construcciones efímeras sometidos a régimen de intervención técnica según la propia normativa interna. Puede ejercer los derechos de acceso, rectificación, cancelación y oposición dirigiendo un escrito a Fira de Barcelona, dirección Avda. Reina María Cristina s/n de la ciudad de Barcelona, adjuntando copia del documento de identidad.


Fira Barcelona