



GENERAL REGULATIONS OF EXPOSITION IN THE CCIB

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1.1 SET-UP

- 1) Exhibitions require a previous set-up period that should be foreseen by the Organizer in the Exhibition area booking.
- 2) The start of the set up of the exhibition will be on the day and time of start of the room rental.
- 3) The floor marking of stand spaces will be included only if the CCIB is entitled to place carpet in the Exhibition Area aisles or build up the 50% of the booths m2 with its shell scheme material.
- 4) An exclusive assembly period for the CCIB must be established during the set-up period and before the official opening to exhibitors.
- 5) If an exhibitor wishes to build up before the official set-up schedule, it is the organizer responsibility to allow it and book the corresponding space & services needed to the CCIB.
- 6) The official opening hours are from 8.00 am to 20.00 pm. Any extension of this schedule shall be agreed with the Sales Department and reflected in an addendum of the contract.
- 7) The Organizer is responsible for coordinating the entry of vehicles and goods into the building during set-up by the accesses and within the hours agreed with the CCIB.
- 8) The CCIB shall not be liable for any discordant information received about a stand handled by various companies (e.g. builders, designer and exhibitor). A sole person/company is required to control all orders placed with the CCIB.
- 9) Minors are not permitted to access during the set-up period.
- 10) If hanging points from the ceiling are allowed by the Organizer, an extra day before the set up has to be booked for security reason to prepare all the hanging points before the stand builders arrive. It is not allowed working at height if people is working on the floor.
- 2) The Organizer is responsible for coordinating the removal of material from the building during breakdown, by the accesses and within the hours agreed upon with the CCIB.
- 3) The spaces used must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.
- 4) Once the event & dismantling are finished, the CCIB shall not be responsible for the safekeeping and/or storage of any items left in the building. The CCIB is entitled to dispose, at the organiser's expense, of any exhibition-related material and all other items left in the building after the breakdown period.
- 5) The Organizer or exhibitor is responsible for the removal of items during the breakdown period. The CCIB offers the services of the removals and storage company, RESA, for any packed material. Otherwise, the client accepts the cost of the removal and/or destruction of goods remaining on the stands after the dismantling period.
- 6) Minors are not permitted to access during the breakdown period.

1.3 RULES & REGULATIONS

- 1) The Organizer has to publish the CCIB Rules & Regulations with all the information related to the Exhibition Area.
- 2) Any modification on the CCIB Rules & Regulations has to be verified and confirmed by the CCIB before publication.
- 3) The organizer is responsible to set his own rules and regulations on:
 - Booth and hanging items : see point **2.2** 15) and point **2.2** 16) from this manual
 - Allowance or not to hang items from the ceiling (When the exhibition is held on the Polivalente area)
 - If it is compulsory that each booth has to build their own walls or not
 - The visual aspect of the rear side of the back wall of non-shell scheme stands (This is to avoid image problem)
 - Information that can be printed or painted on the booth's rear side wall, when this wall is higher than the booth next to it, as well as for the signage that can be hanging from the ceiling.

1.2 BREAKDOWN

- 1) Exhibitions require a certain breakdown period that shall be foreseen by the Organizer in the Exhibition area reservation.

- Stand layouts approval (floor plans, renders, 3D ...). The CCIB is not responsible for the approval of any stand layouts.
- 4) The Organizer will be responsible to control the application of his own rules and will take actions if needed.
 - 5) CCIB will be responsible to control the application of the general Rules & Regulations and take actions if needed.

1.4 VEHICLE ACCESS

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the installations during set-up and breakdown, in accordance with the current regulations.

1.5 STAFF SAFETY DURING SET-UP AND BREAKDOWN

- 1) The stand builder companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.
- 2) The CCIB kindly ask you to follow this rules:
 - Always keep all evacuation routes and emergency exits free of materials. Don't block them.
 - Do not block any emergency equipment (fire extinguishers,...)
 - Smoking is prohibited in all CCIB facilities.
 - The consumption of alcoholic beverages and other psychoactive substances is prohibited.
 - children under 18 years are not allowed during set up and break down.
 - The use of protective footwear is mandatory at all times.
 - It is mandatory the use of required equipment for works at certain height, , helmets, gloves, glasses, ear protectors and/or masks during the construction works, specially when there is a risk of falling, fire, cuts, noise,...
 - All your tools must be in good shape and with all required protections. Please disconnect your electric tools when you are not using them.
 - All ladders, scaffolds and similar equipment must be in good shape, have all their components, and have the right size to reach the operation point with security.

- All trolleys, forklifts, and similar equipment will be used for the transportation of goods, not people.
- Please be aware that there is other people working in the same area as you.
- Booths and structures can never be dismantled using "collapsing techniques". Everything must be dismantled, and never thrown or broken.
- Breaking any security rules will mean the stop of all dangerous works, and repeating those actions will mean the ejection of the venue.
- Please always ask our H&S technician for any doubts you may have in this matter.

1.6 ENTRY PASSES

- 1) The Organizer will issue a staff list to the CCIB and provide passes to everyone who has to enter the CCIB installations during the set-up, event and breakdown.
- 2) The Organizer or exhibitor must register all staff even though they have been hired by the CCIB.

1.7 SECURITY

- 1) All external doors that may be opened during the set-up, event and breakdown must have at least one security guard hired by the Organizer.
- 2) The event organizer shall decide if more security is required than that indicated in the previous point.
- 3) Exhibitors requiring a security service for their stand may consult our services catalogue.
- 4) The exhibitor is responsible for the items on the stand during the whole duration of the exhibition (including set-up & breakdown)
- 5) The CCIB is not liable for any possible theft occurring during the rental period, and recommends all exhibitors and clients not to leave unattended equipment during and after the closing of the exhibition.



1.8 MAXIMUM WEIGHT CAPACITY

1. The CCIB must be informed if any machinery or materials exhibited exceed the weights stated. If this information is not previously sent, the access to the exhibition hall may be forbidden.
2. Table summarising maximum weights per square metre.

ROOMS	MAXI MUM WEIGHT PER SQ. METRE
Exhibition Hall	2.500 kg/m ²
Main Hall	1,250 kg/m ²
M1 Floor - VIP Room	500 kg/m ²
P1 Floor - From Room 111 to Room 134	500 kg/m ²
M2 Floor - From Room M211 to Room M221	500 kg/m ²
P2 Floor - Rooms 211+212 and Banquet Hall	500 kg/m ²
Terraces	Extra weight is not allowed on the terraces

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2.1 EXHIBITION FLOOR PLAN

- 1) The general floor plans for stand construction must satisfy the building's safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect related to health & safety regulations.
- 2) Before publication, the exhibition floor plans must be submitted to the CCIB for safety and layout approval. The floor plans must include measures (measurements of stands, aisles, etc.).
- 3) The Organizer is responsible for the location of the stands in the exhibition area according to the exhibitor's needs & technical resources availability.
- 4) The Organizer is responsible for sending to the exhibitors the technical floor plans, indicating the services availability within the assigned space (power, water points, etc.).
- 5) The CCIB will make the first and the last floor plans. All other changes will be assumed by the Organizer.
- 6) If the exhibitor has not required the technical floor plan to the organizer, the CCIB is not responsible for the absence of information.

- 2) The textiles used in the stand construction must be fireproof, according to the current regulations.
- 3) The use of paint, liquids, gas or other inflammable substances is forbidden .
- 4) Any kind of flame is forbidden (candel, flare...)
- 5) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 6) In the case of platform installation, the CCIB's electricity distribution points must be accessible.
- 7) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other stands.
- 8) All the installations (electrical cables, Internet, water....) run over the floor and over the carpet. If exhibitors want to hide those cables a plastic cover has to be ordered.
- 9) For security reasons the CCIB will never put cables under the carpet.
- 10) The authorisation or not of stand construction, as well as the maximum height of the rear part of the stands, depends on the Organizer's rules.
- 11) If the Organizer does not specify any regulation concerning point 2.2-9 the CCIB is not responsible for any complain from other exhibitors. The organizer will have to deal with this issue.

2.2 BUILDING AND MATERIALS

- 1) The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents.

- 12) The rear walls of the stands built by the CCIB may not be used by other exhibitors. The CCIB only has to deliver the walls in good state for the exhibitor who pays for it, not for the neighbour exhibitors. No complain for this point will be accepted.
 - 13) Structural elements of the building such as floors, walls, ceilings, etc. may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint or adhesives be applied to them. In the event of damage to the installations, the cost of repair or replacement shall be charged to the Organiser as responsible for the event.
 - 14) When exhibitors use "Velcro" or other kind of material to stick poster, artwork ... they have to remove this sticky material as the panels have to be left in its original state. In case that this material is not removed, an extra cost will be charged.
 - 15) The Organizer shall state the maximum construction height, with the approval of the CCIB. It is not permitted to build above 10 m. in areas 1, 2 and 3, or above 4.5 m. in areas 4, 5, 6, 7 and 8 of the Exhibition Hall on the P0 area. For rooms 111 to 117 and 211-212, the limit is 4'5m. And for Foyers 1 and 2, the limit is 2'5m, always respecting the existing signage.
 - 16) The height of the elements that hang from the ceiling has to be specified by the Organizer.
 - 17) In the case of two-floor stand construction (only in P0 areas 1, 2, or 3), the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. Please ask us for more information if necessary.
 - 18) In the case of stairs or areas that are more than 50 cm. above floor level in the stand a technical construction document signed by an architect and stamped by the Barcelona College of Architects' must be presented.
 - 19) It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously (electricity, IT,...).
 - 20) The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.
- points. Thus every client has to order an electrical switchboard from the CCIB.
 - 2) On the P0 exhibition area the main electrical outlets on the floor are 32A, 380v. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stand. Plastic cover to hide those electrical cables will be charged to the organizer.
 - 3) Organizer has the authority to establish a maximum power for stands.
 - 4) The floor electrical output of the CCIB power points is 32A., 380V, which means that the biggest electrical switchboard to be delivered is 20kw 380v. Any electrical switchboard over 20kw requires a special quote and an electrical Project. The organizer will decide to whom this costs should be invoiced to.
 - 5) The maximum power delivered in one stand is 49kw always that they have 3 electrical outlets on the stand floor space. In this case 3 electrical switchboards will be delivered one from each electrical outlet. In case that the stand builder want only 1 electrical switchboard a special quote has to be done.
 - 6) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
 - 7) The Organizer is responsible for informing the exhibitors about the different power outputs.
 - 8) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
 - 9) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB, and inform the venue about how they will connect both switchboards. Further technical information about the connection must be requested to the CCIB.
 - 10) The CCIB can provide electricity only from the power points situated on the floor of the Exhibition Hall (for P0 Polivalente area). For other spaces please confirm where the main electrical switchboards are).
 - 11) At the end of the day all the lights of the stands should be switched off. Make sure they are easily accessible. Only non-stop connected items such as fridges could keep switched on, and have to be on a

2.3 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power



different electrical line that the booth lights.

- 12) Electricity for structures on the ceiling. The main electrical switchboard will be delivered on the booth floor, and the stand builder will have to put the electrical cable from the floor to the structure on the ceiling.

2.4 WATER

- 1) Water can only be supplied to the stands that have a water trap in their space.
- 2) The water supply installation only includes the water pipe and drainpipe, from the main water outlet to the place shown in the floor plan sent by the stand constructor, not the connection to other elements (sinks, dishwasher ...).
- 3) The exhibitor shall be in charge of the installation of a concealing platform in order to hide the water installation on the booth.
- 4) The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up day and time. Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.
- 5) Further technical information about the connection must be requested to the CCIB.
- 6) If the Exhibitor or the stand builder does not require any technical information before designing the stand, CCIB does not have any responsibility for technical difficulties that may occur.
- 7) It is the responsibility of the stand builder to be informed about all those requirements when they order water installation.

2.5 INTERNET AND PHONE

- 1) CCIB must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time.
- 2) The Organizer is responsible for requesting the specific Internet connections for exhibitors and visitors, as well as providing a free access area (cybercafé).
- 3) Further technical information about the connection must be requested to the CCIB.

2.6 PLATFORMS

- 1) The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the stand space, if the exhibitor / Organizer has not foreseen the installation of the corresponding platform.
- 2) Access to the service points / water trap / electricity trap is obligatory whenever a platform is installed.
- 3) Once the platform is installed, no further installation requiring access to the service point and requiring cables to be passed under the platform will be carried out. If the services cannot be installed due to the platform being in place, payment for the requested service will not be refunded.
- 4) The booth constructor is responsible for confirming the requested technical installations before installing the platform.

2.7 SMOKE

- 1) It is not permitted to use any type of machine that emits smoke, gas or steam.

2.8 MANUAL

- 1) The CCIB will not be responsible for any information published without CCIB confirmation.
- 2) The CCIB has to verify all the information related to the CCIB before publication.
- 3) The Organizer is responsible to inform to exhibitors about the CCIB's Exhibition Rules & Regulations, as the CCIB always refer to the Rules & Regulation when necessary.

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3.1 CCIB STANDS

- 1) All the items offered are rented and must be returned in their original state. The Organizer/exhibitor shall be charged any lost item.
- 2) The plants are rented material.
- 3) The modular stands and/or the materials rented by the CCIB may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).

- 4) The hiring of any staff service (hostesses, security guards, cleaners, porters, etc.) entails timetables, food expenses and transport.
- 5) The Organizer or exhibitor must calculate the positioning of the material on the stand, as well as the technical requirements (increased power supply, electrical leads, sockets, phone line, Internet access, audiovisual items, etc.).
- 6) The hiring of a CCIB shell scheme implies that there will be no changes in the

description of the items. The refusal of any of the products does not imply a refund.

- 7) Once the requested items have been provided, there will not be any refunds should the exhibitor or Organizer wish to return them.
- 8) The exhibitor is responsible for confirming that the exhibition material is within the assigned space limits, stand measurements (height), as well as the services required for their running.
- 9) The CCIB declines all responsibility for the items displayed and for any personal property on the stands.
- 10) The CCIB is not responsible for any rented material that may be stolen, once it has been served and checked by the CCIB.
- 11) Please make sure that the carpet plastic removal is included in the shell scheme rate offered to exhibitors. If it is not included, the exhibitors can contract the pre-inauguration cleaning to the CCIB.
- 12) Cleaning services offered on the order form will be done during the night.

3.2 REQUESTS FOR SERVICES

- 1) Only the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
- 2) Requests may be sent by fax, post or e-mail (previously scanned).
- 3) The petitioner must provide all the necessary details to raise an invoice.
- 4) The petitioner, even though having the option to pay by bank transfer, must provide the credit card details as a guarantee of payment for additional orders or damage/loss of the material rented by the CCIB.
- 5) The requested services shall not be considered as definitive if the payment conditions are not fulfilled on time.
- 6) Any incident regarding the services ordered will have to be declared at the Exhibitor service Desk in order to be solved. Complains will not be accepted at the exhibition's end or after the event.

3.3 SERVICE CANCELLATIONS

- 1) Cancellations will only be accepted in writing and within the hiring period.
- 2) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 1) 100% of the services must be paid at least 20 days before set-up.

- 2) All the services requested must enclose copy of the payment in order to go ahead with the corresponding request.
- 3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
- 4) The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
- 5) 21% VAT applies to all the services.
- 6) For F&B services 10% VAT is applied.

3.5 METHOD OF PAYMENT

- 1) Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
- 2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- 3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

3.6 ORDERS DEADLINE

- 1) The reception of orders will be closed 20 days before the beginning of set-up (Deadline specified on the Conditions & procedures from the Exhibitor order form).
- 2) After the closing date for receiving orders, the price of the services will increase a 20%, provided that the service can be supplied.
- 3) If new orders of services are accepted after the deadline, it will be done according availability and deliveries are not guaranteed to be done before the start of the event.
- 4) The CCIB may not be able accept requests for certain technical services (water, increased power supply, Internet cable, etc.) when requested after the start of the set up.

3.7 RECEPTION OF GOODS

- 1) The Organizer is responsible for the reception of goods, or for indicating how his clients can receive them.
- 2) The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.
- 3) No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.
- 4) The Organizer or exhibitor is responsible for storing the empty boxes. RESA LOGISTIC is the official supplier for this service.

3.8 CLEANING

- 1) The Organizer has to hire from the CCIB the cleaning services for the areas to be used, and is responsible for the condition of these areas.
- 2) Main cleaning will be done the night before the opening, for this reason the corridors have to be free of goods at the end of the set up day.
- 3) If the official opening is going to be along the day (at 12:00 am for example) the main cleaning will be done the night before, then main corridors will have to be free of goods at the end of the set up day. The Organizer will take care of this point.
- 4) The CCIB reserves the right to clean the areas considered in bad condition and that could negatively affect the image of the CCIB. The cost of this cleaning will be charged to the Organizer.
- 5) The internal and the maintenance cleanings of the stands are optional and may be hired by the corresponding order form of the 'Exhibitor dossier'.

- 6) The quotes for cleaning include waste removal.

3.9 FOOD & BEVERAGE

- CCIB has strict exclusivity on all kind of food and beverages provision on the venue. Thus, all the exhibitors and clients who want to bring in their own material will have to pay for the corresponding fee.
- There are 2 options, in the case of bringing in an external coffee machine:
 - 1) If the exhibitors bring in their own coffee machine, with their own refills of coffee, water, milk, etc. the applicable fee is 150€.
 - 2) If the exhibitors bring in their own coffee machine but get the refills from our catering department, the applicable fee in this case will be 100€.
 For any other product, our catering department will inform you about the applicable fee in each case.

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4.1 SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on exclusive basis:

- **Catering (food and beverages, Coffee machine included).**
 - Hostesses.
 - Rigging. (Rigging set up has to be done before the stand constructors begin to build the stands, for security reasons).
 - The main electrical switchboard to provide power to the rigging structures will be delivered on the booth floor, and the stand builder will have to place the main cable from the floor to the rigging structure.
 - Cleaning.
 - Security.
- These services request has to be done at least 2 months in advance to the set-up of the event, in order to ensure their availability.