

General Rules for Participation in Events Organised by IFEMA MADRID.



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1. General Conditions of Admission and Contracts for Exhibitions Organised by IFEMA MADRID

1. DEFINITION

The terms defined below shall have the meanings ascribed to them herein

“Exhibition” or “Fair” refers to the trade fair event.

“Organisation” refers to IFEMA MADRID, Institución Ferial de Madrid.

“Exhibitor” is the person or legal entity who has a space at the Exhibition

“Management” designates the corresponding Department of IFEMA MADRID, organiser of the Exhibition

“Recinto Ferial de IFEMA MADRID” or “Recinto Ferial” refers to the venue owned by IFEMA MADRID where the events to which these regulations apply take place.

“PARTICIPATION RULES” is used to refer to the regulations that form part of the Exhibitor’s contractual documentation. This includes: These IFEMA MADRID GENERAL RULES OF PARTICIPATION comprise the GENERAL CONDITIONS FOR ADMISSION AND CONTRACTING IN EVENTS ORGANISED BY IFEMA MADRID, the GENERAL RULES OF PARTICIPATION FOR EXHIBITORS and the SPECIFIC RULES OF THE EVENT. They are always available in the exhibitors’ area of the institutional website and on the website of each event.

2. PARTICIPATION RULES OF THE FAIR

The application to participate as an Exhibitor in a Fair organised by IFEMA MADRID implies full acceptance of these PARTICIPATION RULES, as well as, where applicable, the provisions established by the Organisers of each Fair in its Specific Regulations.

Compliance Management System

IFEMA MADRID acknowledges its commitment to the fundamental principles of integrity and honesty in its Code of Conduct and other Compliance Policies, as well as in its Compliance Management System. As a public consortium involved in wealth generation for Madrid and an economic and commercial driving force, IFEMA MADRID is dedicated to upholding these principles in everything it does.

This recognition encompasses IFEMA MADRID’s obligation to guarantee compliance with its Compliance Management System and internal regulations, including its Code of Conduct, in its relationship with Exhibitors. This is to ensure that the objectives and scope of the commitments acquired by the parties are met. Nevertheless, IFEMA MADRID is not obliged to adhere to the code of conduct or other Exhibitor Compliance regulations.

If IFEMA MADRID deems that the Exhibitor’s participation would contravene the Compliance Management System, Code of Conduct and other Compliance Policies of the Institution, the Exhibitor’s participation may be refused.

For further information, please consult the website: <https://www.ifema.es/en/about-us/transparency/good-governance>

3. PARTICIPATION APPLICATION

The “Participation Application” is understood to be the documentation of the Exhibition, which is to be formalised by the individual or legal entity requesting the assignment of the use of exhibition space. The Exhibitor, in the process of applying for and managing participation in the Exhibition, must accept and undertake to comply with these General Rules of Participation, the Specific Rules of the Exhibition and other applicable regulations.

All companies or entrepreneurs whose activities are included in the sectors and products covered by the fair may apply to participate in the event.

The Participation Application (exhibition space) must be formalised by filling in the specific contracting material for the Exhibition in accordance with the terms, conditions, fees, methods of payment and deadlines set out therein.

During the participation process, the Exhibitor will be required to agree and accept a budget and a space with IFEMA MADRID, which will be included in the participation agreement sent by IFEMA MADRID. This will formalise the Exhibitor's participation. IFEMA MADRID reserves the right to decline any proposed amendments to the conditions set out in the Participation Agreement, and to require compliance with the original terms and conditions once the agreement has been signed.

By applying to participate in the fair, the Exhibitor acknowledges that his participation is at his own risk and shall not be entitled to any compensation if the business expectations of the Exhibitor or the Organisers are not met.

4. PARTICIPATION ACCEPTANCE

Upon receipt of the participation requests, IFEMA MADRID will duly acknowledge the same.

The final decision regarding participation is at the discretion of IFEMA MADRID, who may reject an application for any reason, including, but not limited to, the following: (i) in the event that the activities carried out by the applicant company are not considered to be included in the sectors and products covered by the trade fair event and, therefore, are not in line with its objectives, (ii) due to lack of space (iii) application submission after the established deadlines, (iv) those applications that pose a risk to IFEMA MADRID's reputation, when the same entails non-compliance with the Compliance Management System, Code of Conduct and other Compliance Policies of the Institution. In the event of any of these circumstances, IFEMA MADRID will notify applicants in writing.

If the application is not accepted, IFEMA MADRID shall refund the amount paid without the applicant being entitled to any compensation.

Once the Exhibitor has negotiated with the Exhibitor the space they wish to contract and has accepted the budget provided by IFEMA MADRID for said space, IFEMA MADRID will send them the participation agreement, thus completing and formalising the contractual relationship between IFEMA MADRID and the Exhibitor. This is achieved through two key elements: firstly, the Exhibitor's acceptance of the space and budget offered by IFEMA MADRID; and secondly, the communication of the terms of participation sent by IFEMA MADRID.

Participation Agreement: Both the general rules and the Specific Exhibition Regulations previously accepted by the exhibitor when submitting the participation application form part of the participation agreement, which is of the same contractual nature.

5. SPACE ALLOCATION

The distribution of spaces will be conducted in accordance with the stipulations set forth in the Exhibition's specific rules.

The Exhibition Management may modify the allocated spaces or make alterations to the layout of the halls or other common areas for organisational reasons.

In the absence of any stipulations to the contrary set forth in the specific exhibition regulations, exhibitors shall not be deemed to have acquired any rights over the exhibition space they have occupied at the previous edition of the fair, IFEMA MADRID being solely responsible for the distribution of space at the fair in accordance with the circumstances of each exhibition.

The Management may authorise two-storey stands, subject to the presentation and approval of the project, with the characteristics determined in the Specific Exhibition Regulations and in the General Regulations for Exhibitor Participation in shows organised by IFEMA MADRID.

6. PAYMENTS

Payments to IFEMA MADRID for the contracted services will be made upon presentation of the relevant charges, in accordance with the payment methods set out in the Participation Application or specific contracting documents. It is explicitly prohibited to condition the payments on IFEMA MADRID's access to the Exhibitor's platforms, the completion of its data forms, or the acceptance of standardised clauses.

IFEMA MADRID does not accept payments on behalf of third parties' individuals or entities with whom it does not have a specific legal relationship. This is stipulated in Article 42 of the Commercial Code, which requires the principal payment of the contract to be demanded from the Exhibitor or Group company. If the exhibiting company designates another entity to make any of the payments for those goods or services that are provided as ancillary services to the object of the contract, it must provide all the necessary invoicing data. Should the designated entity fail to assume responsibility for the payments within the stipulated timeframe, the Exhibitor shall be obliged to make the requisite payments to IFEMA MADRID upon request.

In the event of non-payment of any of the items reflected in the contract within the established deadlines, the Exhibitor will forfeit all rights to the reserved space and said space will be made available to Exhibition Management, who may offer it to other companies. The occupation of exhibition space and, where applicable, the assembly of the stand contracted from IFEMA MADRID will not be authorised until the full price has been paid, as well as the amount of the services contracted. Furthermore, in the case of contracting free design stands, the corresponding assembly fees must be paid.

7. EXHIBITOR'S RESIGNATION

The Exhibitor's withdrawal from participation in the Exhibition shall constitute grounds for the termination of the contractual relationship between IFEMA MADRID and the Exhibitor, for all purposes, with the loss of any amounts accrued by IFEMA MADRID at the time of notification. Any resignation must be made in writing and addressed to the Exhibition Management.

In accordance with the preceding paragraph, the sums that the Exhibitor should have paid to IFEMA MADRID at the time of making the waiver, in accordance with the payment deadlines schedule reflected in the "**Participation Application**" or "**Contracting Form**" of the event, shall be deemed to constitute accrued amounts.

Should the Exhibition Management be informed of the cancellation within a period of 30 days prior to the commencement of the Exhibition, IFEMA MADRID reserves the right to request the full payment of the contracted space.

Regarding the services provided in the IFEMA MADRID Services Catalogue, which the Exhibitor had contracted prior to the notice of cancellation, the cancellation charges set forth in Article 9 of these General Conditions for Admission and Contracts at Exhibitions Organised by IFEMA MADRID will be applicable.

8. GENERAL SERVICES

Being an Exhibitor implies the contracting of the General Services indicated in the material and documentation for contracting space for the Exhibition.

9. IFEMA MADRID SERVICES CATALOGUE

The IFEMA MADRID Services Catalogue, available in various formats, outlines the services provided by IFEMA MADRID that can be contracted by exhibitors. It also includes the rates and contracting conditions for these services. All service contracts must be entered into via the Service Catalogue. In accordance with the terms and conditions of the exhibition, any stand assembly plans sent to IFEMA MADRID by exhibitors and assemblers, which include any complements or services that have not been contracted, will be considered as a firm contract and will be invoiced in accordance with the current rates.

All services must be contracted at least one month before the event start date. IFEMA MADRID reserves the right to refuse requests for services requested after this date.

IFEMA MADRID will apply a charge of 25% of the established fee for "Last Minute Services" in the event of accepting the provision of services requested in the seven (7) days prior to the start of the assembly, during the assembly or holding of the Exhibition.

Should a service be cancelled within fifteen days prior to the start of the assembly or during the assembly, a cancellation fee of 40% of the corresponding rate will be applied. If a service is cancelled, the full cost must be paid, except in the case of transfers of installations. In these instances, a Transfer Tariff will be applied, as detailed in the Table of Tariffs. This applies to telecommunications services, water and drainage, compressed air, and so on.

The Stand Design service offered in the IFEMA MADRID Services Catalogue is non-refundable. Exhibitors are obliged to pay the full cost of the stand within the deadlines established for this purpose.

The IFEMA MADRID Services Catalogue also provides information on the Exhibitor Services offered by IFEMA MADRID's collaborating companies. This includes details on the services provided and contact information, allowing Exhibitors to access a comprehensive range of services. These services are provided by the Exhibitor directly to the collaborating company.

10. WEB ACCESS: EXHIBITORS' AREA

The IFEMA MADRID Exhibitor has a personalised "Expo Zone" on the website: This area comprises a set of services available to Exhibitors, accessible via the institutional website or the Exhibitor's website.

IFEMA MADRID offers access to "Expo Zone" via a username and password. Should the Exhibitor have previously participated in the event, they are required to use the username and password provided for the event. Should you be unable to locate your passwords, please contact CUSTOMER SERVICE IFEMA MADRID for assistance. Should you be a first-time exhibitor, IFEMA MADRID will provide you with your username and password once your stand has been allocated.

The information provided in the "Expo Zone" and the access codes are confidential. It is the responsibility of the exhibitor to prevent improper use by third parties. IFEMA MADRID declines any responsibility in this regard.

11. EXHIBITION PROMOTIONAL ELEMENTS

The Exhibitions may publish the list of products, brands, logos and advertising of the confirmed Exhibitors in the various promotional elements up to the closing date of each element. The specifics of each exhibition, including the type of element, price (if applicable), technical characteristics, and deadlines for data and advertising orders, will be clearly outlined. It is the responsibility of each exhibitor to ensure the accuracy and completeness of the data provided. IFEMA MADRID may modify their wording to align it with the established system for each element.

The data will be inserted in the promotional element. IFEMA MADRID may publish the element in different formats. The document will be made available in printed and electronic formats for distribution to interested parties or potential clients. It will also be included on the Exhibition website and at visitor information points.

The data provided for inclusion in the promotional elements must be of a professional nature and will be processed by IFEMA MADRID for the purpose. You have the right to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of your data. Data subjects can exercise these rights by sending an email to IFEMA MADRID protecciondedatos@ifema.es with subject line: "CATALOGUES". The rights to rectification and erasure (to be forgotten) can only be exercised in the context of the website. They do not apply to non-interactive editions such as books or stable electronic media.

It is the sole responsibility of the Exhibitor to obtain the necessary authorisation for the publication of their company's details and, where applicable, the details of third parties such as co-exhibitors, represented firms, etc. in the promotional element in question.

12. PERSONNEL IN CHARGE OF THE EXHIBITOR: CONTRACTORS AND SUBCONTRACTORS

At no time shall there be any labour relationship between IFEMA MADRID and the personnel that the Exhibitor and/or the companies involved in the assembly of its stand, as contractors and/or subcontractors, bring to the Recinto Ferial de IFEMA MADRID to carry out any of the work that gives content to its exhibition contract, either directly or subsidiarily, and the Exhibitor shall be responsible for the Exhibitor, their contractors and/or subcontractors, all their salaries, Social Security contributions, withholdings and declarations, tax settlements and all obligations arising from the work contract or any other type of contract, IFEMA MADRID being authorised to demand the presentation of documents accrediting that they are up to date with the payment of these.

Similarly, the Exhibitor is responsible for ensuring that its contractors and subcontractors comply with current legislation on occupational risk prevention applicable to the work carried out by the Exhibitor or, where applicable, contracted or subcontracted. This includes IFEMA MADRID's internal regulations in this regard.

It is the responsibility of companies carrying out work for exhibitors or their contractors to be insured for any civil liability that may arise from their actions.

13. SECTORAL REGULATION FOR EXHIBITION PRODUCTS

The Exhibitor agrees to exhibit, offer or market only products and services that comply with all applicable legal regulations.

14. TRANSFER OF USE OF SPACE

It is not permitted to transfer any part of the space or stand to third parties or to transfer any rights acquired by the Participation Agreement. Similarly, it is not permitted to occupy the space or use the same stand on a shared basis by several co-exhibitors, except with the prior written authorisation of the exhibition management in each specific case.

15. CHANGE OF DATE, CANCELLATION AND SUSPENSION

If IFEMA MADRID is forced (i) to cancel the exhibition, (ii) cancel the spaces contracted by Exhibitors or reduce their surface area due to force majeure, (iii) change the date on which the Exhibition is held or (iv) suspend it temporarily or definitively, Exhibitors will be refunded the amounts paid, without them being entitled to any compensation for the concepts.

16. CLOSING THE STAND

IFEMA MADRID reserves the right to close a stand during the period of assembly or celebration of the Show in the event of non-compliance by the Exhibitor with these PARTICIPATION RULES, with current legal regulations affecting its exhibition activity, if the Exhibitor's activity poses a real risk to the safety of people, or in execution of a court order indicating this, without any obligation on the part of IFEMA MADRID to grant the Exhibitor any compensation or reimbursement of the amounts paid for its participation.

17. DISQUALIFICATION FROM CONTRACTING

Any individual or entity that fails to comply with the participation rules, or engages in any activity that is contrary to the law, morals, or good customs, or that endangers the safety of persons, facilities, or property, or that violates the decorum of the fair, or that undermines the prestige or good image of IFEMA MADRID, shall be disqualified from contracting with IFEMA MADRID or from participating in any exhibition organised by it or held in its facilities. The latter shall assess and determine, where appropriate, the length of the disqualification, which may not exceed five years.

18. SUGGESTIONS AND COMPLAINTS TO IFEMA MADRID

To provide Exhibitors, Organisers and Participants with the best possible service, any suggestion or complaint regarding the services provided by IFEMA MADRID must be made in writing, preferably on the same day as the incident occurs. The relevant forms can be found on the IFEMA website or can be requested from the Recinto Ferial's Information Points.

19. DATA PROVIDED TO IFEMA MADRID

19.1. Information regarding the processing of your personal data

IFEMA MADRID, with registered offices at Avda. del Partenón, 5, 28042 Madrid, Spain, will process any data provided by you as an exhibitor at the event or exhibition, whether yours or your collaborators'. This data will be processed by IFEMA MADRID for the following purposes: (i) to manage your contractual relationship with IFEMA MADRID and your status as Exhibitor; (ii) to send you commercial information by electronic or equivalent means about activities, events and services of IFEMA MADRID and contents of its sponsors and third party companies related to the fairs; and (iii) (if you tick the box) to generate a profile based on the data collected so that we can offer you products, contents and services of interest to you based on this information.

The legitimisation of the processing is the contractual relationship established between the Exhibitor and IFEMA MADRID (article 6.1.b Regulation (EU) 2016/679 on the General Data Protection Regulation (hereinafter, GDPR)), your express consent (article 6.1.a GDPR) and IFEMA MADRID's legitimate interest in preserving the security of its facilities.

In accordance with your status as an Exhibitor, your professional data (company name or trade name, postal and/or e-mail address, telephone and fax numbers and contact person) may be provided, under the obligation of confidentiality, to the auxiliary companies necessary for the organisation of the fair, providing the services contracted and attending to your orders. Your data may be shared with other companies that are working with us on this project (you can find out more at ifema.es). Except for the cases, the personal data collected will not be disclosed to third parties, unless required by public authorities or in compliance with a legal obligation.

Should you wish to exercise your rights to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of your data, you can write to Data Protection at the above address or by email to protecciondedatos@ifema.es, indicating in both cases in the subject line: "Exercise of Event " and name and the sender's ID number [DNI/NIE/Passport].

We kindly request your assistance in maintaining the data's accuracy by notifying us of any changes. Should you require further information, please contact the Data Protection Officer at protecciondedatos@ifema.es. Alternatively, you can seek the protection of the AEPD through its website. Finally, you can consult our privacy policy at ifema.es.

19.2. Regulation of data processing tasks

Unless otherwise stipulated, the implementation of the Participation Agreement shall not require the processing of personal data in such a way that one party acts as a processor on behalf of the other party for the purposes of Article 28 of the GDPR.

However, for the correct execution of the contractual obligations of both parties, it may be necessary for the Exhibitor to provide IFEMA MADRID with personal data related to the services to be provided. This is in accordance with the legal basis for processing, which is the existence of a contractual relationship and the legitimate interest of IFEMA MADRID. This includes, but is not limited to, the following: (i) Contact details of the Exhibitor's employees to manage their participation in the Exhibition; (ii) Access to data of persons authorised to access IFEMA MADRID facilities for security reasons; (iii) Access to data for the issue, where applicable, of passes and/or accreditations and for general access control of attendees or guests; (iv) In general, for the execution of the participation agreement. IFEMA MADRID guarantees to apply the following measures in this respect:

- Only the data that is strictly necessary for the service in question will be processed.
- Any data obtained in accordance with the terms and conditions shall not be communicated to third parties, unless such communication is necessary for the execution or management of the object of the Participation Agreement, by requirement of the Public Administrations, or in compliance with a legal obligation.
- Erasure and/or return the personal data to the Exhibitor once the Participation Agreement has ended. This data may only be kept and used to comply with legal obligations or for the defence of the legitimate interests of the Parties in the event of a claim, all in accordance with the applicable statute of limitations.
- The security of personal data is assured, and its processing is carried out with the required safeguards in compliance with Article 32 of the GDPR.
- Similarly, the Exhibitor must guarantee that any data provided to IFEMA MADRID for the purposes or when necessary for the execution of the participation agreement is provided based on one of the grounds for legitimisation established in article 6 of the GDPR and having fulfilled the duty to provide information referred to in articles 13 and 14 of the GDPR.

20. LEGAL REGULATIONS

The legal provisions cited in these regulations are those in force at the time of drafting these IFEMA MADRID PARTICIPATION RULES. If any of the provisions have been amended subsequently, the legal reference shall be understood to refer in all cases to the provision in force at the time of its application.

If a matter is not addressed in these Rules, the relevant substantive provisions regulating the activity shall apply.

21. APPLICABLE LAW AND JURISDICTION

These rules, its appendices, any amendments, modifications and supplements, as well as the Parties' rights hereunder, shall be subject to and interpreted in accordance with Spanish law.

The Parties agree to submit to the jurisdiction and competence of the Courts and Tribunals of Madrid for the resolution of any dispute that may arise because of the validity, effectiveness, interpretation, compliance and execution of the participation agreement.

FINAL PROVISIONS

One. All exhibitors at the Recinto Ferial de IFEMA MADRID must comply with the regulations for participation. This includes any companies they contract or subcontract, as well as any collaborating companies that carry out work or provide services on behalf of the exhibitor because of holding the Exhibition. Consequently, the Exhibitor shall inform the contracted, subcontracted or collaborating companies of the PARTICIPATION RULES insofar as they may be affected by the work commissioned by the Exhibitor to be carried out at the Recinto Ferial de IFEMA MADRID.

Two. In the event of any discrepancies in the interpretation of the Rules, the Spanish version shall prevail over any other language versions.

2. General Regulations for Exhibitor Participation in Exhibitions Organised by IFEMA MADRID

I. GENERAL PROVISIONS

1. SCOPE

These General Regulations for Exhibitors' Participation in Exhibitions apply to all shows organised by IFEMA MADRID, although they may be expressly modified in specific aspects by the Specific Regulations of an Exhibition when the Exhibition has characteristics that make it advisable to do so.

2. ACCESS: SCHEDULING FOR ENTRY AND EXIT OF EXHIBITORS

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

Unless otherwise indicated in the Specific Exhibition Regulations, Exhibitors accredited by IFEMA MADRID may enter the hall thirty minutes before the scheduled opening time and may not remain in the hall for more than thirty minutes after the closing time.

Exhibitors may hold events after the start time, if the Specific Exhibition Regulations allow it and under the occupancy and economic conditions established therein.

3. DELIVERY AND REMOVAL OF OBJECTS

No occupation of the space, stand assembly or entry of goods will be permitted without an entry permit issued by IFEMA MADRID.

Each Exhibitor is required to adhere to the timetables set out in the Specific Regulations for the entry and exit of materials, objects and decoration materials during the assembly and dismantling periods of the Exhibition.

Any material, object or product remaining in the hall after the allotted time for its removal, in accordance with the conditions and at the established rates, will be considered abandoned and will be removed by IFEMA MADRID.

Each Exhibitor is required to request an individualised permit from IFEMA MADRID to the Hall Manager for the entry/exit of goods during the Exhibition. Exhibitors must adhere to the timetables set out in the permit.

In accordance with the regulations governing direct sales at fairs where the removal of goods on display is permitted, the Exhibitor must authorise the removal of goods sold by issuing and delivering the corresponding document to the purchaser.

To remove goods and materials at the end of the exhibition, the exhibitor must obtain exit authorisation from IFEMA MADRID. This will be issued once the exhibitor has paid the expenses incurred during the exhibition.

4. COMPLIANCE WITH SPANISH CUSTOMS

The importation of all types of goods into the European Union is subject to a number of formalities. If these goods are intended for display at a trade fair, they are goods intended for commercial purposes. This is regardless of whether the entity authorised to exhibit is established in the European Union.

All goods intended for display must comply with the instructions set out below, regardless of whether they are to be moved from a territory which is not considered to be part of the European Union Customs Union.

All goods intended for display must comply with the instructions set out below, regardless of whether they are to be moved from a territory which is not considered to be part of the European Union Customs Union.

Any Exhibitor who is unsure as to whether the goods they intend to exhibit originate from these territories must consult with the first customs office of entry into the European Union. For the purposes of these regulations, exhibitors are required to consider all items, including catalogues, samples and advertising material, as merchandise.

Upon arrival in the European Union, all goods must be presented to a customs office and the relevant declarations must be made.

Should you require further information regarding the formalities to be carried out, please do not hesitate to contact the relevant customs authority.

It is important to note that all formalities must be completed regardless of the mode of transport of the goods. Therefore, goods transported as passenger baggage must also be declared to customs.

Once the goods have arrived in Spain and in any case before, they are unloaded at the stand of the corresponding Exhibitor, the document **"Release of temporary import declaration declaration"** or **"Release of declaration of release for consumption"** must be available.

These documents must remain in the possession of the company representative at the stand, along with the goods covered by the declaration, to be available at any time Customs or the Public Prosecutor's Office request them.

There are two methods for declaring goods, depending on the purpose of the goods:

- If the goods on display are to be delivered free of charge as advertising material, the **"Release of declaration of release for free circulation and consumption"** document must be available for display. In such a case, the value of the goods must be declared, and the value added tax corresponding to the goods must be paid, as well as the customs duties appropriate to the nature of the imported goods.
- If the goods are imported for the sole purpose of temporary exhibition and with the intention that they will be re-exported once the Fair is over, the document required for exhibiting will be the **"Temporary Import Declaration Form"**. If the document authorising you to exhibit at the Fair is the **"Temporary Import Declaration Release"**, once the Fair is over and, necessarily, before the goods are removed from the authorised Exhibitors, the temporary import must be discharged before the corresponding customs authority. The customs formalities referred to above may be carried out either by the person concerned directly or by a customs representative to perform the relevant actions before customs.

It is advisable to engage the services of a professional company specialising in the transit of goods with a recognised Customs Agent status. These companies can facilitate temporary or definitive imports, providing a guarantee to ensure payment of any outstanding customs and tax debt. They can also use their Tax Identification Number to facilitate the process. IFEMA MADRID offers its clients a temporary import service for goods to be exhibited at trade fairs and congresses. This service is provided by a company selected for this purpose, which is authorised to carry out the procedures on behalf of IFEMA MADRID and which has offices at Recinto Ferial IFEMA MADRID.

Should you require any clarification in this regard, please contact the Madrid-Barajas Customs Office (e-mail: adu.madridbarajas@correo.aeat.es - Tel: +34 91 746 70 11).

5. STAND SERVICE/EXHIBITOR MATERIALS/ ADVERTISING

5.1. The stand must be permanently manned by personnel at the Exhibitor's expense during the entire event period. All objects and products exhibited will remain inside the stand for the entire event duration, unless otherwise stated in the Specific Exhibition Regulations. It is recommended that exhibits and assembly and/or exhibition materials, which due to their size and weight can be removed and stored in closed areas of the stand itself, are stored there before and after the exhibition hours. Personal effects should be removed by the Exhibitor once they have left the stand.

5.2. Only products and promotional materials included in the sectors covered by the Exhibition, or activities related to the Exhibition's theme, will be permitted on the stands. Should an exhibitor fail to comply with this obligation, IFEMA MADRID will issue written notification, allowing the exhibitor to withdraw their products or cease activities immediately. Should the Exhibitor fail to comply with the communication within four hours, the stand will be closed and remain closed until the end of the exhibition day. The Exhibitor will not be entitled to a refund of the amounts paid or any compensation whatsoever.

If the products or goods to be exhibited are subject to the obligation of prior administrative notification and/or authorisation, visa, licence, etc., issued by the competent body, the Exhibitor must have, prior to entry into the Recinto Ferial, the necessary documentation accrediting compliance with the procedures and having obtained, where applicable, the corresponding permits. Without the requisite documentation, the Exhibitor may not be permitted to exhibit at the Fair.

5.3. The carrying out of promotional activities, the distribution and exhibition of samples, leaflets, brochures, flyers and all kinds of promotional material will only be carried out within the space of each Exhibitor.

To avoid any potential conflicts between exhibitors, it is strictly prohibited to display any form of advertising on stands or within the Recinto Ferial de IFEMA MADRID, including leaflets, videos, photographs, symbols, etc. This applies to all territories where a territorial dispute is currently unresolved.

Failure to comply with this rule may result in the withdrawal of the advertising by the organisers.

5.4. Live animals are not permitted on the stands unless expressly authorised by the Specific Exhibition Regulations, in accordance with current legislation.

5.5. Vehicles used as exhibition material:

Vehicles with combustion engines must have their fuel tanks filled only with the minimum fuel necessary to access the allocated space and to be able to leave it at the event end. Vehicles may not be started during the Exhibition except where expressly authorised in the Specific Exhibition Regulations.

Electric vehicles Inside the hall is not permitted unless expressly authorised by the Specific Exhibition Regulations, in accordance with current legislation.

5.6. It is not permitted to project any type of image or light beam outside the allocated space.

5.7. The consignment or shipment of goods will be sent to the Exhibitor's stand. IFEMA MADRID does not accept goods on behalf of or in the name of the Exhibitor.

6. USE OF MACHINES AND TOOLS DURING THE EXHIBITION

It is a legal requirement that all machines and tools have EC type-approval and bear the relevant marking.

It is imperative that each machine or tool is equipped with an emergency stop device to enable safe and prompt shutdown in the event of an emergency.

It is the responsibility of any individual who is required to use a machine or tool to have received adequate training and information on the risks involved in its use. Furthermore, where compulsory, they must have the required professional qualification.

It is imperative that any hazardous areas of machines or tools are clearly marked with warnings and markings. It is the employer's responsibility to ensure that any part of a machine or tool presenting an entrapment, cutting, abrasion or projection hazard is fitted with the appropriate guards or protective devices.

It is imperative that any safety devices on the machine or tool are not bypassed or "bridged", and that guards or guards are not removed.

The provisions of this regulation are without prejudice to the Exhibitor's obligation to comply with and ensure that the personnel in his charge comply with the applicable regulations on Health and Safety at Work and Prevention of Occupational Risks and all other specific regulations applicable to the type of machinery and tools.

7. USE OF LASERS DURING THE EXHIBITION

It is important to note that all laser activities can pose a risk, not only to the user, but also to other people, even if they are at a considerable distance. Considering this, all procedures involving the use of any type of laser must be conducted in clearly marked areas that are enclosed and defined in a precise manner. These areas must be accessible only to authorised personnel and must be subject to exclusive and restricted access. It is a requirement that the laser devices used are accompanied by a certificate of approval and type approval from the manufacturer.

8. MAXIMUM SOUND LEVEL

Noisy demonstrations are prohibited and may not exceed 60 decibels measured from the stand's edge.

Should the indicated sound level be exceeded, IFEMA MADRID staff will request that the Exhibitor reduce the volume to the specified limits. In the event of refusal or repeated non-compliance with this rule, IFEMA MADRID staff will cut off the stand's electricity supply and, where appropriate, close it down and terminate the contract without the Exhibitor being entitled to a refund of the amounts paid or any compensation whatsoever.

The public address service will be available during the last day of assembly, the whole celebration and during the first day of dismantling. The public address system will only be used for security-related and institutional announcements. It is therefore strictly prohibited to broadcast personalised messages from exhibitors or their collaborating companies over the system.

9. CATERING AND FOOD PROCESSING

9.1. General Terms

Generally, services related to catering, including catering services to stands, may only be provided by IFEMA MADRID's catering concessionaire and companies approved to provide catering services at venues managed by IFEMA MADRID. To access the list of providers and complete information about this service, please refer to the online services catalogue on the [institutional website](#).

The following two cases would fall outside the scope of this regulation:

- Offering samples of a packaged product ("sampling") free of charge to the visitor. In this instance, the Exhibitor is required to comply with all applicable health regulations. Furthermore, they must assume responsibility towards third parties for any claims that may arise from the service and exonerate IFEMA MADRID from any liability in this respect.
- Marketing of food products at a fair or event related to the food sector and intended for consumption outside the IFEMA MADRID site. The exhibitor is required to comply with all applicable health regulations. Furthermore, the exhibitor must assume liability to third parties for any claims arising from the service and exonerate IFEMA MADRID from any liability in this respect.

9.2. Free catering services offered by the Exhibitors at their stands

Exhibitors who wish to offer a complimentary catering service on their stand may do so by submitting their request to IFEMA MADRID's approved catering companies or through other catering service providers. In this instance, please complete the form "**Communication for catering services on stands**" available in the Exhibitors area of the institutional website and send it, with the requested information, to catering@ifema.es for their attention and appropriate action.

A copy of the form is forwarded to the Department of Health Services, Quality and Consumption of the Barajas District.

If IFEMA MADRID is not notified, the Exhibitor will not be able to offer this service at its stand.

The Exhibitor assumes liability to third parties for claims arising from the catering service and agrees to indemnify IFEMA MADRID from any liability in this respect.

Should the catering activity form a significant part of the exhibition activity at the stand and be provided free of charge to visitors, the Exhibitor may proceed with the action, provided they request authorisation from IFEMA MADRID by emailing catering@ifema.es and obtain express approval for said action.

9.3. Sponsors with restaurant and/or catering activity:

When considering the suitability of sponsors for companies offering restaurant and/or catering services, these companies must be approved on a temporary basis, as well as comply with the relevant provisions included in the specific regulations of the fair.

In this instance, the Exhibitor/Sponsor is required to comply with all applicable health regulations. Furthermore, they must assume responsibility towards third parties for any claims that may arise from the service, exonerating IFEMA MADRID from any liability in this respect. Furthermore, please be advised that in this instance, you are required to inform **catering@ifema.es** by email of this action for your information and to ensure appropriate action. A copy of the form is sent to the Department of Health Services, Quality and Consumption of the District of Barajas.

9.4. Technical aspects in relation to food processing:

The preparation of food on the stands by culinary techniques such as frying and similar techniques, roasting, stewing, grilling, griddling, etc., is only permitted if the service provider has installed extractor hoods fitted with absolute active carbon filters. This is to ensure that the emission of fumes and odours is kept to a minimum. All cooking appliances using the water-based cooking technique are exempt from the requirement to install a hood.

The use of ovens or cooking accessories using fuels other than electricity or IPC (butane/propane) is not permitted.

9.5. Information on food safety:

All packaged products must be correctly labelled in accordance with the current labelling regulations, which include substances that cause allergies or intolerances (Regulation 1169/2011).

The following aspects apply to exhibitors, catering stands and the catering of the RD 1021/2022 of 13 December, which regulates certain hygiene requirements for the production and marketing of foodstuffs in retail establishments: paragraphs 4 (temperatures), 10 and the second final provision of paragraph 12.

In addition, suppliers must indicate on a sign near the customer service area that, in accordance with the regulation and RD 126/2015 on food information on foodstuffs presented unpackaged, they are required to provide the following information: "Have information on allergens available on request of the consumer" and have the list of ingredients in the products they provide (product data sheet).

10. PHOTOGRAPHIC AND AUDIOVISUAL REPORTS

10.1. By the Exhibitors

Exhibitors may take images and/or videos of their stand's contents, as well as of the activities and products (herein referred to as "the contents"). No third parties may take photographs or film footage of the stands or products exhibited without the relevant exhibitor's permission.

Exhibitors are solely responsible for obtaining any assignments, authorisations or licences to which the Contents may be subject. For its reproduction and dissemination using all technical means at its disposal, including but not limited to traditional media, Internet media, social networks, information channels and/or institutional websites, and media, in particular, written media as well as audiovisual and electronic media (which may be recorded in various video and/or photographic formats), currently known and those that may be developed in the future.

Consequently, Exhibitors shall be solely liable for any claims of any nature resulting from the absence or insufficiency of the authorisations, permits and licences referred to in the preceding paragraph. Furthermore, Exhibitors shall indemnify IFEMA MADRID against any claim or demand from third parties arising directly or indirectly from non-compliance with the provisions of this section.

Photographers contracted solely by the Exhibitor and not by IFEMA MADRID will be permitted to carry out their work in the space assigned to them.

Exhibitors agree to refrain from any action that could negatively impact the interests of IFEMA MADRID and to promptly notify the Institution of any illegal activity. They also commit to providing the necessary assistance and collaboration.

IFEMA MADRID shall not be liable in any way for the unauthorised reproduction, dissemination and use of the Contents by any third party.

10.2. By IFEMA MADRID

Both IFEMA MADRID and communication media, sponsoring companies and/or authorised collaborators contracted by the Institution itself may take photographs and recordings in which the personal image of those attending events, acts, fairs and events held at IFEMA MADRID facilities may be captured, unless IFEMA MADRID has obtained express consent for the transfer of their image rights.

Images taken by IFEMA MADRID may be reproduced and disseminated, or parts of them, using all technical means, including but not limited to traditional media, Internet media, social networks, information channels and/or institutional websites, and media, in particular written media as well as audiovisual and electronic media (which may be recorded in various video and/or photographic formats), currently known and those that may be developed in the future. This is subject to the sole limitation of any use that violates honour in the terms provided for in Organic Law 1/1982.

The reproduction and dissemination of these images may be carried out by IFEMA MADRID for information and archival purposes and for promotional and/or commercial purposes, if IFEMA MADRID or the Event itself. For more details on sponsors, please refer to the website of each Event or exhibition.

As data controller, IFEMA MADRID (Q/2873018B) will process images or recordings captured by its own means in its facilities for the purposes indicated, and if applicable, the sponsors and/or collaborators participating in the event. This processing is in accordance with your legitimate interest, as set out in Article 6.1.f of the GDPR. If the recipients are applicable, they will be the media outlets and other media that have contracted with IFEMA MADRID to publish the Event. Furthermore, your data may be communicated by law and/or by administrative or judicial requirement. The data will be retained for the period required by law. The data subject may exercise their rights to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of their data by sending an email to protecciondedatos@ifema.es or by writing to Avenida del Partenón N^o5 (28042, Madrid) indicating in the subject "Exercise of Rights" and in the content: the publication concerned, information about the contest in which they participated and a photocopy of their ID. It may also seek the protection of the Spanish Data Protection Agency (AEPD, www.aepd.es). For more information visit our Privacy Policy at ifema.es.

Other communication media outlets may also attend events held at IFEMA MADRID to provide news coverage of these events, provided they have prior accreditation from the Institution. IFEMA MADRID shall not be liable in any way for any unauthorised reproduction, dissemination or use that may be made. The media shall be responsible for the processing of the images.

11. RAFFLES, TOMBOLAS AND RANDOM COMBINATIONS

The following forms of gambling are defined in Articles 3.2 f and Article 15 of Law 6/2001 of 3 July 2001 on gambling in the Community of Madrid: raffles, tombolas and random combinations.

In accordance with the current legislation, the exercise of the activities included in the scope of application of this Law shall require prior administrative authorisation, except for the holding of raffles, tombolas and random combinations, which must only be communicated to the competent Regional Ministry in matters of gambling. Exhibitors who are going to carry out an activity regulated by the law must send a copy of the authorisation issued or the notification submitted, as appropriate, to Exhibition Management for their reference.

12. ACCESS OF MINORS TO TRADE FAIRS

Minors are permitted to enter IFEMA MADRID trade fairs as visitors accompanied by an adult and paying the applicable entrance fee.

13. INDUSTRIAL PROPERTY

IFEMA MADRID is committed to combating unfair industrial property piracy malpractices. However, IFEMA MADRID is unable to act as a decision-making body in disputes between exhibitors, as this is a competence reserved for the courts and tribunals. However, IFEMA MADRID will always collaborate with the competent judicial bodies and the security forces and corps who come to the Recinto Ferial to guarantee the execution of sentences, precautionary measures, etc. IFEMA MADRID, through the Exhibition Management, will provide exhibitors with information on the industrial property support services offered during the fair.

14. TRAFFIC AND PARKING OF VEHICLES DURING THE EXHIBITION

Vehicles are not permitted to be parked in the loading and unloading areas inside the Recinto Ferial. Vehicles must be parked in the designated parking areas and a fee may be charged.

Once the show has opened, no vehicle, including personal mobility vehicles, may be driven inside the halls and on the avenue, unless expressly authorised by IFEMA MADRID.

Bicycles, scooters, personal mobility vehicles, urban mobility vehicles or similar vehicles, whether motorised or not, are not permitted to access or circulate on the interior roads of the Recinto Ferial. Their users are kindly requested to use the designated parking areas in all IFEMA MADRID's outdoor car parks.

Exceptions are those that are used and are authorised to carry out the economic activity of transporting goods. In such cases, they are governed by the regime set out in the section "Regulations on Access and Parking of Vehicles for Loading and Unloading". They must always comply with the specific traffic regulations for each type of vehicle, which include the compulsory use of helmets, as well as lights and reflective clothing at night or in low visibility.

Under no circumstances, these items are not permitted in pedestrian areas of the Recinto Ferial.

Under no circumstance, these vehicles must not be left parked on roads, pavements or any other part of the Recinto Ferial. It should be noted that in all outdoor car parks, there are specific areas designated and signposted for bicycle parking, which are commonly referred to as "bicycle racks".

Vehicles for persons with reduced mobility are exempt from the regulations.

II. SAFETY AND EMERGENCY REGULATIONS EMERGENCIES

II.1. OCCUPATIONAL SAFETY REGULATIONS-COORDINATION OF BUSINESS ACTIVITIES

15. GENERAL INFORMATION

One of IFEMA MADRID's management's key objectives is to ensure the wellbeing and safety of all individuals present within the Recinto Ferial de IFEMA MADRID.

In accordance with Article 24 of the Law on the Prevention of Occupational Risks on the Coordination of Business Activities and RD 171/2004, IFEMA MADRID, as the owner of the work centre, is obliged to inform the other concurrent employers of the risks inherent to the work centre that may affect the activities carried out by them, the measures established to prevent them and the evacuation and emergency measures that must be applied.

In accordance with the above, it is necessary to access, know and apply the Occupational Risk Prevention Regulations, which can be found on the institutional website.

- Instructions for action in case of emergency (Recinto Ferial and Palacio Municipal de IFEMA MADRID).
- General Risks of the facilities and preventive measures in Exhibition Areas.
- Safety Rules on the handling of the following Work Equipment: Vehicles; Safety Signalling; Machinery and Tools; Transfer of Work Equipment; Confined Spaces; Platform Lifts; Forklift Trucks; Rolling Scaffolding; Stepladders; Low Voltage Electrical Equipment...

In accordance with these regulations, any natural or legal person who carries out work at IFEMA MADRID (including suppliers of services contracted by IFEMA MADRID, exhibitors, organisers of fairs, acts or events, and contractors, subcontractors or personnel dependent on any of them, whatever their activity, employment situation or professional relationship) is obliged to know, comply with and take into account the information provided by IFEMA MADRID in the preventive planning of the activities to be carried out at IFEMA MADRID.

To ensure the safety of all personnel involved in the assembly and dismantling of fairs and events in all exhibition areas, it is compulsory to wear a protective helmet, high-visibility jackets and safety footwear. This is a general preventive measure due to the concurrence of activities.

Access will be permitted only if the personal protective equipment is worn. This instruction applies to any person accessing, passing through, carrying out activities or simply being present in the halls or outdoor exhibition areas during assembly and dismantling work.

This instruction does not exempt the use of other protective equipment that may be required for each specific task carried out in the assembly and disassembly phases.

The information provided by IFEMA MADRID may be supplemented with other specific regulations that may be applicable when, due to the nature of the specific activities to be carried out, it is considered necessary for general safety. The decision will be made by the Directorate for Exhibition Services, in consultation with the firms involved in the project. Similarly, the remaining specific technical rules set out in the General Regulations for Exhibitor Participation (prohibited activities, non-occupation of aisles, fire prevention, electrical installations, etc.) will complement the generic risk prevention rules insofar as their compliance is aimed at guaranteeing the safety of people and installations.

Similarly, all participating companies are responsible for ensuring that their contractors, subcontractors and/or self-employed workers comply with the occupational risk prevention legislation applicable to the activities carried out by them. This includes the information and instructions provided by IFEMA MADRID, which are detailed in these GENERAL PARTICIPATION RULES.

All companies that, on behalf of the Exhibitor, carry out work or activities in the contracted space, are required to complete the online form "Prevention of Occupational Risks and Coordination of Business Activities" available on the institutional website prior to the start of assembly work. Assembly work may not commence without the prior completion and sending of the protocol.

Furthermore, should exhibiting or assembly companies require the use of cutting, welding or equipment that produces heat or flame during the assembly/dismantling periods, they are required to apply to the Technical Secretariat via email to stecnica@ifema.es. This should be accompanied by the **"Hot Work Authorisation Request Form"** and sent to stecnica@ifema.es for authorisation and control. Should you require this service, it can be provided by the relevant hall manager on the spot.

II.2. SAFETY AND EMERGENCY REGULATIONS

16. IFEMA MADRID'S EMERGENCY RESPONSE

16.1 IFEMA MADRID provides comprehensive security services throughout the exhibition period. These include general surveillance, access control and public order, as well as protection against fire and emergencies of any kind.

The IFEMA MADRID Security and Self-Protection Department is responsible for the management and direction of emergencies (medical-health, fire, threats of any kind and natural catastrophes) within the context of the Self-Protection Plan in force at the Recinto Ferial.

In the event of an emergency, the Organisers, Exhibitors, their contractors and/or subcontractors, and their dependent personnel are subject to IFEMA MADRID's Emergency Action Plan, under the guidelines of IFEMA MADRID's Security and Self-Protection Department. This department will always act in coordination, collaboration and under the control of the State Security Forces.

16.2. Installation of the sound source inhibition system for emergencies will enable the UNE-54 public address system to operate.

The installation of this system will be mandatory for any sound source installed in any contracted space in halls that may affect the hearing of evacuation or confinement messages emitted by the emergency public address system of the Recinto Ferial. All sound sources capable of exceeding 90dB and intended to be used during fairs and events (forums, musical actions, demonstrations, presentations, congress halls, etc.) must be declared in accordance with the instructions set out in the **"Actions with Sound in Halls Declaration Form"**, which is available on the institutional website.

All affected clients must allow the installation of the system owned by IFEMA MADRID prior to the start of the event. This system will consist of remote control equipment which will be connected to the sources. It will automatically inhibit them by cutting off the electricity supply when an emergency message is activated via the public address system.

To ensure the security of all parties involved, IFEMA MADRID or its collaborating companies with the relevant expertise may, at any time, inspect the correct installation of the sound source inhibition system equipment. It is therefore obligatory to facilitate access to the equipment and to resolve any incidents that may arise.

17. NON-OCCUPATION OF CORRIDORS AND OTHER SPACES. PACKAGING

Aisles, as escape routes, must always remain accessible, including during assembly and dismantling periods. All material must remain within the confines of the assembly areas or stands, leaving aisles and other common areas completely free. IFEMA MADRID's cleaning services will remove any object deposited in these areas. No claim for damages will be accepted.

During the Exhibition, no exhibit material, packaging or objects in general may be placed in the aisles or other communal areas. Furthermore, they may not be placed in the empty spaces created in the rear areas of any enclosures that may be set up. IFEMA MADRID's partner company provides a collection, storage and delivery service for goods and packaging in accordance with current rates.

18. FIXED AND MOBILE INSTALLATIONS

The visibility and accessibility of fire-fighting equipment and installations shall always be respected: Equipped fire hydrants (BIE, according to its acronym in Spanish), floor hydrants (in this case their location shall be highlighted, using a different colour to the rest of the flooring), fire extinguishers, alarms, water extinguishing equipment, emergency exits, etc., even when they are included within the contracted spaces, as well as the accesses to the technical and service areas.

If the fixed signage already installed is covered, the Exhibitor, if applicable, must signpost the elements with approved signage:

- TECHNICAL BUILDING CODE / Basic Document SI, Sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety. Signage.
- UNE 23034:1988 Fire safety. Security Signage. Evacuation routes.
- UNE 23035-1-2-4:2003 Fire safety. Photo luminescent signage. Part 4: General conditions Measurements and classification.

Furthermore, the compartmentalisation curtains in the connection cores, as shown in the hall floor plans, must be respected.

19. FIRE PREVENTION

All materials used for the construction of the Fair or Event, including stands and marquees, must comply with the relevant regulations. In particular, with regard to fire resistance, the material used for floor coverings must be EFL, while the material used for wall and ceiling construction must be C-s2,d0. Furthermore, suspended textile elements, such as curtains, drapes or curtains, must be class 1 in accordance with UNE-EN 13773:2003.

Similarly, decorative elements must comply with the same characteristics as construction elements and may not contain any type of material or product that is easily combustible, such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves, etc. Furthermore, exhibitors must request a permit from the IFEMA MADRID Exhibitor Services Department to carry out work, demonstrations or decorations with an open flame. Compliance with the regulations may be inspected by the relevant official bodies, as well as by the staff of IFEMA MADRID's Fair Services Department.

20. SURVEILLANCE OF EXHIBITION AREAS AND EXHIBITOR'S BELONGINGS

To guarantee compliance with the obligations set out in this section, IFEMA MADRID will have a security service within the exhibition areas.

The "public order" and "general surveillance" tasks entrusted to IFEMA MADRID's private security, as a collaborator of the State Security Forces and Corps, include the obligation to prevent, avoid and prosecute, as far as possible, the commission of crimes of any kind. It is understood that this is not a specific surveillance service for each stand and their belongings. Rather, it is a general preventive security service.

In accordance with the above, IFEMA MADRID cannot be held responsible for any theft or robbery of materials or objects deposited at each stand, nor for any damage to objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the Exhibition, unless there is sufficient proof of liability on the part of IFEMA MADRID personnel or such damage is included in the coverage of the Mandatory Civil Liability and "Multifair" Insurance. It is the responsibility of each Exhibitor to ensure the security and safety of their own personal belongings.

For EXHIBITORS, a summary document with basic information on safety and emergency matters is available, called "PRACTICAL SAFETY ADVICE FOR EXHIBITORS". This document is applicable during their direct participation in the activities carried out at IFEMA MADRID.

21. CONTRACTING OF PRIVATE SECURITY

A private security service is provided by IFEMA MADRID's partner security company, which is indicated on the institutional website.

Should the Exhibitor wish to contract this service with a company other than IFEMA MADRID's collaborating company, they are required to send the IFEMA MADRID Security and Self-Protection Department at least 48 hours in advance a document accrediting that they have complied with the requirements of current legislation on Private Security.

Furthermore, the duly completed "**Private Surveillance Authorisation Request**" form, which contains the regulations and conditions for the provision of this service, must be sent to **dseguridad@ifema.es**. This form is available on the institutional website.

III. GENERAL REGULATIONS FOR THE ASSEMBLY OF SPACE INSTALLATION

22. TECHNICAL CHARACTERISTICS OF HALLS AND OPEN SPACES

The accompanying Regulations include a descriptive document outlining the technical characteristics of the pavilions and open spaces, which are accessible to Exhibitors and available on the institutional website.

23. ASSEMBLY AND DISMANTLING PERIODS

The days for stand assembly and dismantling, as well as the working hours within IFEMA MADRID will be those set out in the Specific Exhibition Regulations. Unless expressly authorised by IFEMA MADRID, the entry or exit of material or the presence of personnel in the Recinto Ferial will not be permitted outside of these specified times.

24. VEHICLE ACCESS, LOADING AND UNLOADING OF GOODS DURING ASSEMBLY AND DISMANTLING

Access to IFEMA MADRID and to the inside of the halls will be through the doors and on the days and at the times indicated in each case.

Access to the inside of the halls will be exclusively for the unloading of materials. Vehicles are not permitted to be parked inside the halls or in adjacent areas.

IFEMA MADRID is not responsible for the surveillance of vehicles while they remain at the Recinto Ferial de IFEMA MADRID.

There are two parking areas available for customers' vehicles: one for lorries and one for cars with the following rates.

25. FREE DESIGN STANDS

25.1. Approval of the project

Companies opting for the free decoration of their stand must send the decoration project (floor plan, elevations and bounded perspectives) to IFEMA MADRID's Exhibitor Services Department for approval.

The project must be uploaded to the Expo Zone in one of the following formats: JPG, PDF, TIF, or any CAD standard.

The deadline for the submission of the project is one month before the start of the assembly. An approved project is a prerequisite for starting the assembly.

No electricity will be supplied to those stands that do not comply with the conditions for the assembly and installation of spaces.

25.2. Assembly rules:

All companies are required to ensure that their stand is at least 2.50 m high between the middle walls of the stand and the walls of the hall, or in the case of other stands, that they comply with the relevant regulations. Stands constructed on a platform must be at least 19 mm higher than the surrounding floor level. In such cases, at least one access ramp for people with disabilities must be provided, with a minimum width of 1.00 m.

The rear faces of the stands must be finished in a neutral colour and of a similar quality to the inside of the stand. No logos or lettering of any kind may be placed on them.

The maximum height of any element is 4.00 m. A single element may be raised on the perimeter up to a maximum height of 6.00 m, except in the medians with neighbouring stands. With a minimum setback of 1.00 m, all desired elements may be raised up to the maximum permitted height.

There are exceptions to the construction height restrictions. These exceptions apply to stands located in the connecting cores between halls, the sides of the entrances to Halls 9, 10 and the sides of the entrances and the back of Halls 12 and 14.0, where the maximum construction height of any element must be 4 m.

All blind three-dimensional construction or decorative elements of the stand (walls with double panels on frames, towers, podiums, platforms, etc.) must have at least two holes of at least 8 mm in diameter, at a maximum height of 0.4 m, facing each other.

25.3. Stand Security:

It is imperative that the structures of the stand, as well as any elements used in its decoration, are constructed with the necessary rigidity and stability to ensure the safety of people and property.

In the stairs, handrails and level change protections section, all designs must comply with current regulations, specifically the provisions established in the Technical Building Code (TechBC):

- In accordance with the relevant regulations, any changes in level at a height above the ground of more than fifty (50) centimetres and pavement projections shall be protected by a guardrail ninety-five (95) centimetres high. Perimeters, openings and overhangs on first floors accessible to people shall be protected with the same criteria.
- Slopes less than or equal to fifty (50) centimetres must be signposted by tactile and visual differentiation. The tactile differentiation be positioned at 25 cm from the limit of the slope.
- The Exhibitor is responsible for the structural safety of the stand. IFEMA MADRID may request written proof of this if it deems it necessary.

25.4. Two-storey stands and elevated structures:

All companies that choose to build a two-storey or raised structural element of 1.20 m. or more, which is going to support loads or people in their space, must fully comply with the above conditions and, in addition, provide a certificate of assembly review once built, as well as including the responsible declaration of supervision of structures hosted on the IFEMA MADRID website (see this regulation's annexes).

It is the responsibility of the exhibitor to ensure that the certificate or project specifies the dimensions, load of use and capacity. There are exceptions to this rule, namely stands located in the connecting cores between halls and on the sides of the entrances to Halls 9, 10, 12 and 14.0, as well as the entrances and the back of Halls 12 and 14.0. In these locations, a second floor may not be built.

25.5. Assembly and uses of stands:

All companies that erect grandstands at the Recinto Ferial must comply with all current regulations, including the Technical Building Code in all its sections, as well as the Basic Documents on Structural Safety (DB SE), Fire Safety (DB SI) and Safety of use and accessibility (DB-SUA). Furthermore, they must present an assembly revision certificate once the grandstand has been built, as well as include the responsible declaration of supervision of structures hosted on the IFEMA MADRID website (see annexes to this regulation).

The certificate or project must clearly state that the installation has been designed in accordance with current regulations and constructed correctly to support the capacity indicated. It must also demonstrate that all necessary actions or assemblies have been carried out to comply with regulations regarding evacuations, signage, emergency lighting and access. It is the sole responsibility of the Exhibitor to comply with the limits and conditions set out in the agreement.

25.6. Use of vehicles as stands:

This policy applies to vehicles with combustion engines. The tanks must be filled only with the minimum fuel necessary to access the allocated space and to be able to leave it at the end of the Exhibition. Vehicles may not be started during the Exhibition except where expressly authorised in the Specific Exhibition Regulations.

Electric vehicles Inside the hall is not permitted unless expressly authorised by the Specific Exhibition Regulations, in accordance with current legislation.

If the vehicle has two or more floors, the original vehicle technical data sheet and the most recent MOT certificate [ITV in Spanish] must be presented to the Directorate of Trade Fair Services.

25.7. Use of hot air balloons as a promotional element:

Exhibiting companies may use hot air balloons as a promotional element, if they are in the outdoor areas of the Recinto Ferial that have been made available for this purpose.

The hot air balloon display will be held under the following conditions:

- The balloon from its base, a basket resting on the ground, to the highest point of the balloon, may not be more than 23 metres. The hot air balloon must be always anchored to the ground.
- The fixing must be joined at least two points attached to the basket and to existing points on the floor.
- The anchorage area is bounded by a perimeter to prevent unauthorised personnel from passing under the balloon.
- The following documents are required: (i) Balloon Damage and Civil Liability Insurance Certificate with six million euros coverage; (ii) Certificate of Airworthiness, (iii) Piloting Licences, (iv) Activity Authorisation issued by AENA, (contact IFEMA Technical Management), (v) Aerial Work Licence issued by AESA.
- The contracting of this service should be done through the Outdoor Advertising Department (publicidadexterior@ifema.es or by calling +34 91 722 53 08 / 40). IFEMA MADRID is responsible for accepting applications.

25.8. Civilian remotely piloted aircraft "Drones":

IFEMA MADRID does not authorise the use of this device in indoor covered spaces such as halls, offices, etc. The use of this device is only permitted in enclosed areas that prevent the device from leaving the stand area, do not pose a danger to people or things, and in terms of taking images.

In uncovered spaces within the Recinto Ferial, their use will be regulated in accordance with the specific regulations in force and will require, in all cases, prior authorisation from IFEMA MADRID, which must be requested by email from the Exhibitor Services Department stecnica@ifema.es.

25.9. Signposting of Spaces:

Exhibitors must mark their space with the appropriate stand number in accordance with the official plan of the Exhibition. IFEMA MADRID reserves the right to signpost the relevant information at the Exhibitor's expense if the Exhibitor fails to do so. The Exhibitor will be charged the corresponding fee at the rates in force.

25.10. Interpretation and Application:

The interpretation and application of the regulations for each case is the responsibility of IFEMA MADRID. IFEMA MADRID reserves the right to make exceptions if it deems it necessary, based on respect for the general perspective of the Exhibition and the visibility of neighbouring stands.

In the event of a discrepancy between the Specific Exhibition Regulations and the regulations, the Specific Exhibition Regulations shall prevail.

25.11. Anchoring of chairs or armchairs:

The seats are anchored to each other or guaranteed to be immobile. In activities requiring the use of more than 50 units, the seats or chairs must be arranged in a way that prevents them from being moved.

The interpretation and application of the regulations for each case is the responsibility of IFEMA MADRID. IFEMA MADRID reserves the right to make exceptions if it deems it necessary, based on respect for the general perspective of the Exhibition and the visibility of neighbouring stands.

26. HANGING REGULATIONS STRUCTURES/RIGGING

Exhibiting companies may hang elements from the roofs of the halls following the procedure set out in the "Regulations for hanging structures in halls. Rigging.", which is available on the IFEMA MADRID institutional website and fill in the form "**Authorization request for rigging structures in halls**", which is also available on the IFEMA website, and send it to inspeccion.rigging@ifema.es

In Hall 12, there is a linear crossfire detection system with beams every 10 m and at a height of 12 m.

27. ELEMENTS OUTSIDE THE ALLOTTED SPACE

Unless specifically indicated in the Exhibition Rules, any decorative or constructive element may not protrude more than 50 cm from the space allocated in the direction of the common areas. These elements must be placed between 4 metres and the maximum height in the Exhibition Rules.

28. NON-PERMITTED ACTIVITIES OF ASSEMBLY AND INSTALLATION OF SPACES

The following is not permitted:

- Structurally change IFEMA MADRID facilities or any its structural elements.
- Spray painting inside IFEMA MADRID.
- Dangerous, inflammable, explosive and unhealthy materials that give off unpleasant odours and cause a nuisance.
- Drill holes in the flooring or fix carpets or construction elements with contact glue or similar. Fix these elements with double-sided adhesive tape or to the platforms installed for this purpose. No painting, putting in screws or creating grooves allowed.
- Drilling, nailing, drilling or fixing of any kind to the walls, nor may any kind of painting, nailing, adding screws or creating grooves of any kind be carried out.
- Balloons inflated with light gases as a stand decorative element. They can be used after consulting with IFEMA MADRID Exhibition Services. They must be anchored to a stand or filled with harmless gases.
- To carry out any type of assembly in those areas defined as Exhibition corridors.
- Direct the spotlights towards the outside of the stand.
- It is not permitted to completely enclose the roof of any stand, room or structure, unless it is made of fabric ceilings, micro-perforated material or any other material that allows smoke to pass upwards or fire-fighting water to pass downwards. Partial enclosures may be constructed using any suitable material, provided that at least 10% of the total horizontal surface area of the area to be enclosed is left open.
- Using the hall service ducts to run wiring or any other type of installation without prior authorisation from IFEMA MADRID. The requisite authorisation shall be requested by filling in the form "**Request for authorisation for service duct cabling**" available on the website. Similarly, for the identification of the wiring as required in the form to be filled in, a sketch should be attached to the form, detailing the cable runs that would be needed and the service ducts of the hall that would be necessary to use. An application must be completed for each hall in which the service gutters are required to be used. The application shall be sent to stecnica@ifema.es.
- The installation of satellite dishes or any other antennae type on the exterior or roofed areas of halls is not permitted. Should it be necessary to install any element of this nature, the relevant authorisation must be sought. Furthermore, the Exhibitor must provide written confirmation that they will dismantle the elements once the event has concluded.
- Carrying out activities outside the authorised and pre-set times for the celebration of the event.
- Use of confetti.
- Carrying out activities involving pyrotechnics.
- Attach any elements to the walls.
- The Specific Exhibition Rules may determine any other activity not permitted in connection with that Exhibition.
- The costs of repairing any damage caused during assembly, installation and dismantling shall be borne by the Exhibitor.

29. SERVICES SUPPLIED FROM GUTTERS/UTILITY CHUTES

IFEMA MADRID may use the service ducts/channels located inside a stand to provide service to neighbouring stands if necessary.

The correct installation of the services will depend on the plan with the desired location of the services being sent to us at least one month before the start of the installation of the Exhibition.

If a plan is not sent, IFEMA MADRID will place the services at its discretion. Should the Exhibitor wish to change them, IFEMA MADRID will not guarantee their provision. In this case, the Exhibitor will be invoiced for the cancellation of that service or the Transfer fee, as appropriate, and for the invoicing of the new services, all in accordance with the current fees reflected in the Fee Schedule.

All services (telecommunications, compressed air, water and drainage, electricity, etc.) will be supplied inside the gutter/channel at the point closest to the one requested by the Exhibitor. In the event of the installation of platforms or other raised flooring on the stand surface that obscures access to the service ducts/outlets, a manhole must be provided at the location of the outlets so that they can be accessed in the event of problems with the connections.

All connections to the IFEMA MADRID network will be made under the supervision of the staff in charge of the IFEMA MADRID facilities.

It is strictly prohibited for third parties, or any other company not approved by IFEMA MADRID for this purpose to use these gutters/chutes.

30. WATER AND DRAINAGE. COMPRESSED AIR

The general water, drainage and compressed air connections will be supplied by IFEMA MADRID. The water and compressed air inlets are 1/2 inch in diameter, and the drain inlet is 1 1/2 inch in diameter, all with female thread ending. The installation of any additional elements on the stand (washbasin, sink, connection, etc.) is to be contracted separately.

All connections to the IFEMA MADRID network will be made under the supervision of IFEMA MADRID Technical Management staff.

The installation of more than two drainage outlets for each contracted water connection is not permitted for the proper functioning of the sewage installations.

The general drinking water supply of IFEMA MADRID is from Canal de Isabel II, which may result in fluctuations in supply pressure. The typical supply pressure is between 4 and 6 bar, although this may vary. Should the equipment to be connected to the requested water intakes require a pressure different from the service pressure for its correct operation, the installer or Exhibitor must provide the necessary elements to regulate the pressure to the equipment's needs and correct operation.

Compressed air is supplied at a pressure of 6 bars. Should lower pressures be required, the necessary pressure regulators will be provided to adjust to your needs. Should you have any queries, please do not hesitate to contact the Technical Secretariat at stecnica@ifema.es

31. REGULATIONS FOR THE INSTALLATION OF AIR-CONDITIONING EQUIPMENT

Only air-conditioning units with an air-cooled condensing circuit may be used. The installation and/or use of equipment using any lost water, evaporative or other type of open circuit refrigerant cooling system, which does not comply with the provisions of Royal Decree 487/2022 of 21 June 2022, shall not be permitted. Ref. BOE-A-2022-10297 (only available in Spanish).

32. REGULATIONS FOR GAS INSTALLATIONS AND OTHER ELEMENTS USING FUELS

The emission of flammable, toxic or generally unpleasant vapours and gases in the exhibition areas is not permitted. This is due to the potential health and nuisance risks to the attending public. All combustion gases and vapours must be channelled from the exhibition areas to the outside through approved ducts in accordance with current regulations and after the installation has been authorised by IFEMA MADRID's Technical Management. Only appliances that use gaseous fuels with an open circuit of non-conducted evacuation (type A appliances) are exempt from the above requirement in accordance with the provisions of Royal Decree 919/2006 of 28 July, which approves the Technical Regulations for the Distribution and Use of Gaseous Fuels and its Complementary Technical Instructions ICG 01 to IGC 11.

33. CONDITIONS AND REGULATIONS FOR THE PROVISION OF IFEMA MADRID TELECOMMUNICATIONS SERVICES

a. General conditions for the provision of wired Internet access services

In all IFEMA MADRID wired INTERNET ACCESSES, the service is provided through a UTP cable with RJ45 termination, previously located in the stand, in accordance with the assembly plan sent by the exhibitor to the IFEMA MADRID Technical Secretariat.

This wired Internet access is unique. In the case of having a single computer, the connection is direct, and it is sufficient to insert the RJ45 of the cable in the BASE-T Ethernet access of the computer that is going to have the service. The configuration is automated and requires no technical expertise. It is carried out by a DHCP server, which the computer must have a network card that supports 10/100/1000 Base T/TX Ethernet and be configured to use DHCP services, obtaining an IP address automatically. The IP address is private.

Should the Exhibitor require a public IP service, this can be contracted in addition to the cable Internet access services. To request details of the configuration, please send an email to telecomunicaciones@ifema.es.

In the event of a requirement to install additional computers on a wired Internet access, each service allows for up to 250 computers to be connected. The Exhibitor may contract this turnkey service with IFEMA MADRID through a MULTIPOST NETWORK, which will provide all the necessary cables, following the assembly plan, to put all the indicated equipment into operation.

Furthermore, Exhibitors may opt to deploy their own local network. In this case, it is the exhibitor's responsibility to set up the network electronics (switch) and cabling necessary for each of the terminals connected to the internet access provided by IFEMA MADRID to function correctly. IFEMA MADRID can only guarantee the correct functioning of the wired Internet access service that has been contracted.

The specific characteristics of the different cable Internet access services offered in the IFEMA MADRID catalogue of services can be consulted in the Exhibitors' area or by e-mail at telecomunicaciones@ifema.es

b. General terms and conditions for the provision of Wi-Fi Internet access services

The Wi-Fi internet access provided by IFEMA MADRID will be accessed via a user code and password, which will be sent to the email address provided when the service is contracted. It is the user's responsibility to retain the necessary codes for the use of the service. If the service user forgets or loses these codes, they may request Customer Service to provide them again by contacting Customer Service and indicating the following information: the company name and tax ID number [NIF in Spanish] that were provided when contracting the service. If the information is not provided, Customer Service will not be able to replace the codes, nor will it deliver new codes or issue a refund for the purchase of the service. Should you have contracted the service through IFEMA MADRID, kindly request the relevant codes from IFEMA MADRID.

The prices for the provision of Wi-Fi Internet access services shall be those established in the catalogue of services in force at the time of contracting.

Due to the high level of congestion in the 2.4 GHz Wi-Fi band in environments such as trade fairs, we advise the use of the 5 GHz band. This frequency band offers a greater number of channels and is less susceptible to interference and congestion. To benefit, it is necessary to have devices compatible with this band. Please be aware that not all devices, even the most modern ones, are compatible with this service. We therefore recommend that you first check the technical characteristics of the devices you are going to connect via Wi-Fi during the fair and make sure that they can operate in the 5 GHz Wi-Fi band.

IFEMA MADRID can only guarantee the correct operation of the Wi-Fi service to users of devices that allow connection in the 5 GHz band. Consequently, we cannot guarantee an adequate level of service for those devices that only operate in the 2.4 GHz Wi-Fi band.

c. Application for own Wi-Fi

The installation by Exhibitors of Wi-Fi access points operating according to the 802.11b and/or 802.11g and/or 802.11a and/or 802.11n and/or 802.11ac standards is expressly prohibited. The objective of this measure is to prevent any potential interference issues that may arise with the points that may be installed independently by each exhibitor, as well as with IFEMA MADRID's access points. Such interference may result in the non-functioning of preferred Wi-Fi networks.

If IFEMA MADRID's Wi-Fi connection service does not meet the Exhibitor's needs; the Exhibitor must apply to IFEMA MADRID for authorisation to install their own Wi-Fi network. Please use the following link to submit your request: <https://www.ifema.es/en/forms/wifi-installation-authorisation-application> explaining the reasons why the IFEMA MADRID Wi-Fi service cannot be used, as well as the detailed characteristics of the solutions to be implemented and their use.

IFEMA MADRID reserves the right to refuse such authorisation if, under its analysis, the IFEMA MADRID Wi-Fi service is considered sufficient to cover the Exhibitor's needs, or if it is considered that the solution requested by the Exhibitor may prejudice the use of the Wi-Fi service by other Exhibitors.

The installation of Wi-Fi access points providing free Internet access to visitors is prohibited, unless expressly authorised by IFEMA MADRID for this purpose.

During the event, all Wi-Fi broadcasts inside the halls will be monitored. If a previously unauthorised private Wi-Fi installation is detected, it shall be immediately requested to be disconnected.

d. General conditions for modifications and cancellations of the Telecommunications services provided by IFEMA MADRID

IFEMA MADRID will apply a charge of 25% of the established fee for "Last Minute Services" in the event of accepting the provision of services requested in the seven (7) days prior to the start of the assembly, during the assembly or holding of the Exhibition.

Should a service be cancelled within fifteen days prior to the start of the assembly or during the assembly, a cancellation fee of 40% of the corresponding rate will be applied. If a service is cancelled, the full cost must be paid, except in the case of transfers of installations. In these instances, a Transfer Tariff will be applied, as detailed in the Table of Tariffs. This applies to communications services, water and drainage, compressed air, and so on.

e. Terms and Conditions of Use of IFEMA MADRID's Telecommunications Services

IFEMA MADRID has no relationship or association of any kind with any website or with the owners of the websites accessed by the user through the services provided by IFEMA MADRID. Consequently, IFEMA MADRID assumes no responsibility for the content, functionality, usefulness, reliability, accuracy, nor for the contents included in the web pages to which the user connects, which are websites belonging to independent companies without any association or relationship with IFEMA MADRID.

IFEMA MADRID cannot preview any content included in any web page, nor can it edit, delete, modify, eliminate, suppress, control, review or restrict access to any content included in any web page prior to its transmission to the user. Therefore, IFEMA MADRID cannot guarantee that the contents of the web pages accessed through the Services provided by IFEMA MADRID will be constantly updated, that they will be in accordance with the law, morality, good faith and/or good customs, their accuracy, legality, truthfulness and/or completeness. Furthermore, IFEMA MADRID shall not be liable for any damage and/or loss and/or loss of profit lost by the user or any other third party that is not solely and exclusively attributable to IFEMA MADRID. Furthermore, IFEMA MADRID shall not be liable for any damage and/or loss caused by the user or any other third party when the user or the persons for whom they are responsible are liable of such damage and/or loss, or when the user is damaged as a result of any content, information, opinion, statement and/or data that the user or any other third party accesses or acquires through any website accessed through the Services provided by IFEMA MADRID.

IFEMA MADRID shall not be liable for any damage or loss caused to any user or third party, nor for any profits lost by any user and/or third party, caused directly or indirectly by the use and/or access and/or connection to the Services provided by IFEMA MADRID and/or websites linked to them. Therefore, IFEMA MADRID shall not be liable for any damage and/or loss caused to any user and/or third party, nor for any profits lost by any user and/or third party due to incorrect operation, defects, faults and/or damage caused. This agreement covers all hardware, software and computer programmes belonging to the user and third parties. It also covers any loss, alteration or damage to information on magnetic media, discs, tapes, diskettes and other media. It also covers the introduction of computer viruses or unwanted variations or alterations to all information, documents, files, databases, hardware and software belonging to the user and third parties.

IFEMA MADRID shall not be liable for any damages and/or losses and/or lost profits caused to any third party using their bank details without their consent by any user contracting the services provided by IFEMA MADRID.

The user shall access and use the Services provided by IFEMA MADRID in accordance with the terms of this agreement. The user shall refrain from carrying out any illegal act and/or omission and/or any act that involves any kind of damage and/or harm to IFEMA MADRID, third parties and/or other users. The user shall also refrain from any act that represents any damage and/or violation or attempted damage and/or violation of IFEMA MADRID's system or infrastructure, as well as its security system. In such cases, IFEMA MADRID shall be exonerated from any liability. IFEMA MADRID reserves the right to immediately and without prior notice restrict, prohibit, suspend, terminate and/or deny access to the Services provided by IFEMA MADRID to any user or third party who, in IFEMA MADRID's opinion, acts on the user's behalf.

It is the user's responsibility to ensure that the information and personal data provided to IFEMA MADRID when contracting the Services provided by IFEMA MADRID is accurate and truthful. IFEMA MADRID will not be held liable for any false information or personal data provided by the user. The USER of this service declares that they are over the age of 18.

The user shall be liable for all damages and losses caused to IFEMA MADRID and/or the establishment in the fulfilment of their participation agreement, whether due to wilful intent, negligence or fault.

34. ASSEMBLY RIGHTS

The company in charge of the stand assembly work is required to pay IFEMA MADRID the corresponding assembly fees for the services rendered during the Fair assembly and dismantling period prior to the start of the work:

- Health care service (ATS).
- Inspection of electrical installations.
- Upkeep of the common areas.
- Connections and power supply during assembly and dismantling.
- Use and maintenance of paint rooms.
- Personalised service through the person in charge of the hall.
- Individual signposting of assembly areas.
- The assembly fees for the stand, including the first floors, will be as follows, as shown in the current price list, depending on the different uses of the facilities:
- Spaces with no decoration or decorated with carpet or laminate flooring: Tariff TYPE A.
- Basic aluminium or similar modular stands: Tariff TYPE B.
- Aluminium design modular stands, stands from carpentry and other materials Tariff TYPE C.
- Reduced parking fees during set-up and dismantling in dedicated car parks.

35. REMOVAL OF ASSEMBLY AND EXHIBITION WASTE AND MATERIALS

In accordance with the current legislation on urban waste, all exhibitors, as well as the companies contracted and/or subcontracted to assemble and/or dismantle stands, are required to assemble, dismantle and remove the assembly, decoration and exhibition materials used within the time periods established for this purpose.

Should you require the necessary containers, they can be hired from IFEMA MADRID (please refer to the rates indicated in the Services catalogue). All waste must be separated and, if there are different types of waste, a container must be hired for each type:

- PAPER
- CARDBOARD
- PLASTIC
- ORGANIC
- GLASS
- MISCELLANEOUS

If the container does not contain the waste for which it has been requested, it will not be removed until its contents have been filled with the correct type of waste.

Once the deadlines for the removal of goods and decorations and those for the dismantling of the stand have passed, all materials remaining in the hall's exhibition areas will be considered waste and will be removed by IFEMA MADRID. The Exhibitor will forfeit any right to claim for loss or damage to the same, and will be responsible for the costs related to their removal, which will be invoiced by IFEMA MADRID at the price of:

- The cost of waste removal and cleaning without dismantling of structures is calculated by multiplying by 10 the price of cleaning hours and waste container rental (as published in the Services catalogue).

- The cleaning cost and waste disposal will be calculated based on the following factors:
 - The cost of cleaning hours and waste container hire (as published in the IFEMA MADRID catalogue) will be multiplied by 10.
 - The cost of dismantling the structure will be added (as estimated by the trade fair assembly company, plus a 20% surcharge).

IV. SPECIFIC STANDARDS FOR ELECTRICAL INSTALLATIONS

36. GENERAL TERMS

All installation works shall be done in accordance with the requirements of the Low Voltage Electrotechnical Regulations (Royal Decree 842/2002 of 2 August 2002), Complementary Technical Instructions and any other internal regulations laid down by the Community of Madrid's Directorate General for Industry, Energy and Mines.

All electrical installations carried out in the Recinto Ferial must be submitted for approval by IFEMA MADRID's Technical Management.

To comply with the relevant regulations, the Electrical Inspection Sheet, duly completed and stamped by an authorised installation company, must be submitted to IFEMA MADRID's Electrical Inspection Service, which can be obtained at the inspection company's offices at the Recinto Ferial.

37. ELECTRICITY SUPPLY

All electrical power supply to the stands will be provided by IFEMA MADRID. The supply will be 400 V between phases and 230 V between phases and neutral.

IFEMA MADRID is not responsible for any supplies that may be necessary in direct current or in any other condition of stability and continuity other than that of the general supply. These are the responsibility of the stand installer or user and require prior authorisation from IFEMA MADRID's Technical Management.

IFEMA MADRID reserves the right to limit the supply of power in instances where it may have a negative impact on other users or for reasons of overload or safety of its own lines and installations.

It is the responsibility of users of stands and installations to maintain a $\cos \phi$ power factor between 0.95 and 1.

As the electricity supply at the Recinto Ferial depends on the electricity company providing the service, IFEMA MADRID accepts no responsibility for any anomalies beyond the control of this Institution, either due to a lack of supply or its quality (frequency variations, voltage variations, transients, peaks, dips, short interruptions, micro-cuts, harmonic flickers, etc.).

If the electricity-consuming equipment installed requires some type of precaution in the shutdown processes or is sensitive to possible power cuts, it is recommended that the installer of the equipment installs elements that avoid the risk of a possible power cut, such as power supply systems (UPS) that cannot be interrupted.

38. CONNECTION TO ELECTRICITY

The electrical connection will be carried out by the stand installer, under the supervision of IFEMA MADRID's Technical Management. It will be carried out from the distribution point that IFEMA MADRID establishes for the best use of the network and will consist of a socket manufactured by the firm MARECHAL, with the following characteristics:

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

For consumption levels above 63 A, the stand switchboard will be connected directly to the IFEMA MADRID power supply.

It is imperative that these sockets be contained within the distribution ducts/channels of the halls, which must be fully accessible to facilitate the prompt resolution of any potential incidents.

39. ELECTRICAL DISTRIBUTION OF THE STANDS

39.1. Protections to Guarantee Security

As close as possible to the point of entry of the service connection, the installer shall place a switchboard with at least:

- General magnetothermal circuit breaker is designed for omnipolar cut-off (neutral cut-off included) and calibre according to the supply line. This circuit breaker may be a two-pole circuit breaker when its rating does not exceed 25A.
- General earth leakage circuit breaker with a sensitivity of 30 mA and a rating not less than that of the general MCB.

Devices with a power consumption of more than 16 A are protected individually from the switchboard. The switchboards are housed in closed enclosures that can only be accessed with the use of a tool or key, except for their manual operation. If operated from the inside, they shall be protected against direct contact. The enclosures must be IP4X for indoor use and IP45 for outdoor use. They must be fixed to a structural element of the stand and may not be placed at ground level. This is to ensure the optimum state of the switchboard and its characteristics.

39.2. Electrical Cables

For electrical installations inside the stands that are assembled inside the halls, the cable to be used will have a minimum rated voltage of 300/500 V in accordance with UNE 21027 or UNE 21031. It will be suitable for mobile services and will be channelled with tube or channels in accordance with the provisions of ITC-BT 20 and 21. It will also have an IP4X protection degree in accordance with UNE 20.324, or 450/750 volts with a polychloroprene sheath or similar, according to UNE 21.027 or UNE 21.150. It must also be suitable for mobile services or 450/750V flexible cable (H07ZZ-F), according to UNE 21027-13. In the latter two cases, it is not necessary to install it under a tube, although it should not be accessible to the public. All electrical wiring must comply with the minimum CPR class C, CSA-S1B, D1, A1 standards, which must be justified by submitting the relevant Declaration of Performance (DoP) together with the CE marking.

For outdoor or open-air installations that provide service to stands set up outside the halls, the cable shall have a minimum rated voltage of 450/750 V with a polychloroprene or similar sheath in accordance with UNE 21.027 or UNE 21.150 and suitable for mobile services, channelled with tube or channels according to the provisions of ITC 20 and 21 and with IP4X protection degree according to UNE 20324, or the cable may be of copper conductors, with polychloroprene or similar sheath and minimum rated voltage 0.6/1 kV, suitable for mobile services. It is not necessary to install it under a tube, although it shall not be accessible to the public. The interior electrical installation of these stands must comply with the above point, if it is not closed in all its parts. All electrical wiring must comply with the minimum CPR class C, CSA-S1B, D1, A1 standards, which must be justified by submitting the relevant Declaration of Performance (DoP) together with the CE marking.

All connections and splices are made by means of terminals located inside junction boxes.

Flexible connections of equipment should not exceed two metres in length. Furthermore, cable suitable for the working conditions should be used.

All wiring that is to be subjected to mechanical stress must be of the armoured type or must be in protective conduit.

39.3. Bases and Sockets

Socket-outlet sockets are safety sockets with earthing contact. Sockets installed in the floor are adequately protected against water and have an impact protection rating of IK10. These units are installed at more than 1m from any water intake point.

A single cord cable must be attached to a socket. Multiway adapters cannot be used. Multiple bases may only be used in exceptional circumstances, for example, in the case of mobile multiple bases, which must be powered from a fixed base with a maximum cable length of 2 metres.

39.4. Engines

All motors with a power greater than 0.75 kilowatts must be equipped with reduced current starting systems, in accordance with the provisions of ITC-BT-47 of the current Low Voltage Electrotechnical Regulations.

39.5. Lighting

All lamps located less than 2.5 metres above the ground or in places accessible to persons must be securely fixed and positioned in a way that prevents any risk of danger to persons or ignition of materials. Any lighting equipment that reaches high temperatures is sufficiently distanced from any combustible material.

39.6. Ground Connections

The metal structures of the stands shall be earthed.

40. INSTALLATION OF ILLUMINATED SIGNS

Installation of illuminated signs that require a special voltage for their operation will require prior authorisation from IFEMA MADRID's Technical Management. In addition, the following conditions must be met:

- Each step-up transformer shall be protected by an individual circuit breaker.
- Signs, with a lower part less than 2.5 m high, are enclosed in enclosures of adequate dielectric quality.
- Any signs arranged at a higher height do not have any uninsulated live parts.
- For illuminated signs and installations supplied with rated no-load output voltages between 1 and 10 kilowatts, please refer to the provisions of UNE-EN 50.107.

41. RULES FOR THE USE OF THE INSTALLATION

Once the Exhibitor's stand has been connected to the mains, they are not permitted to make any modifications or alterations to the electrical installation. Only the authorised installer may connect the receivers to the sockets or connection points intended for this purpose.

The use of multi-way adapters (also known as thieves) will not be accepted.

Each of the stand's receivers be connected individually and directly to the corresponding connection points previously installed for this purpose by the authorised installer.

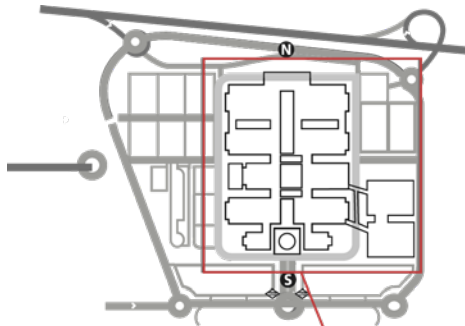
Under no circumstances may batteries or accumulators of any kind be recharged inside the enclosures. The inclusion of these individuals in the stands will be permitted only with the prior knowledge and authorisation of IFEMA MADRID's Technical Management.

The Exhibitor, their contractors and/or subcontractors shall be held liable for any damage caused by modifications to the electrical installation or by improper use of the electrical installation.

Annex I. Information on Risks and Preventive Measures in Areas of Exposure during Assembly and Dismantling Phases

INFORMATION ON EMERGENCY MEASURES AND EVACUATION AT THE FAIR VENUES, PLAN SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIREFIGHTING AND HEALTHCARE FACILITIES

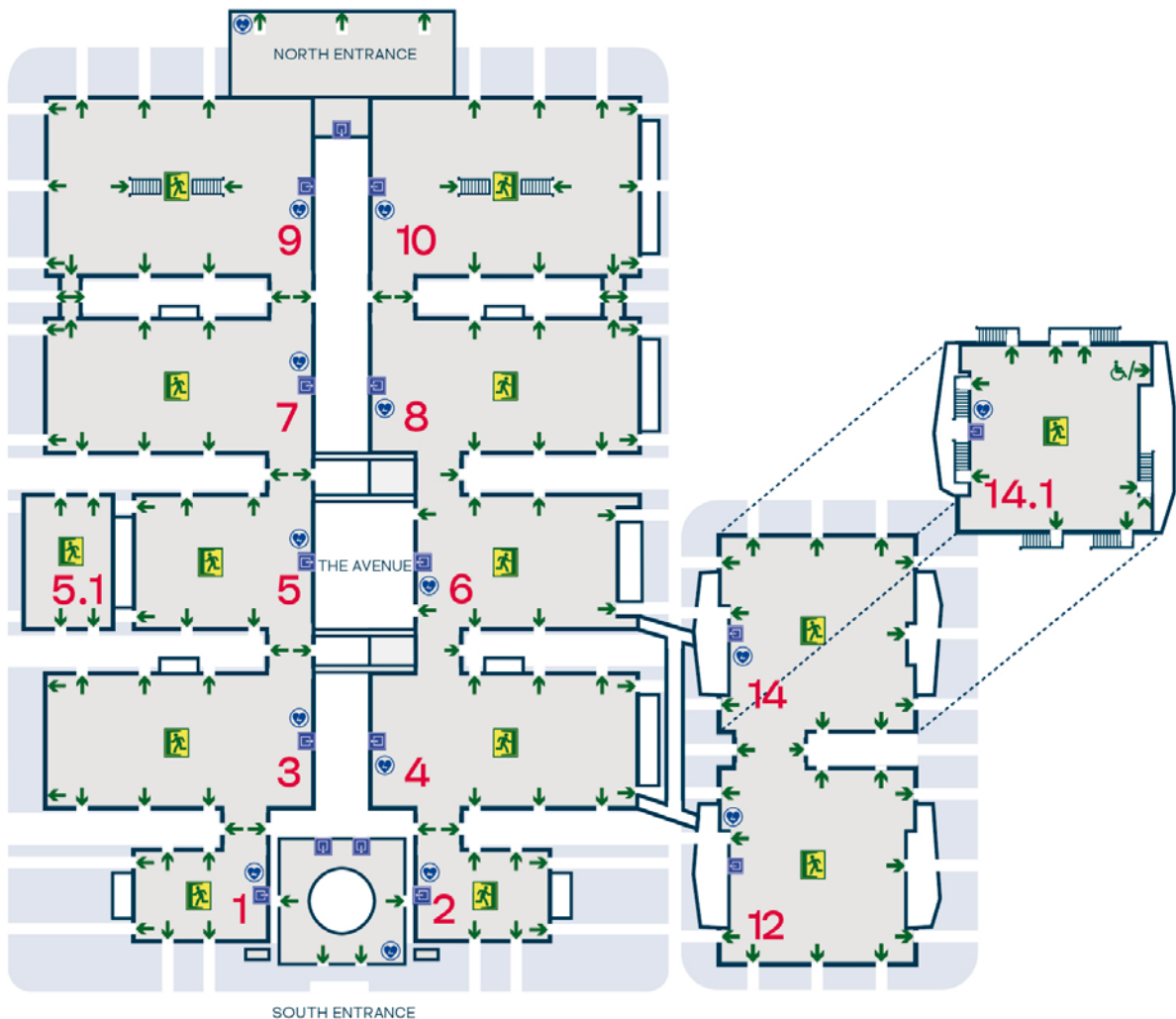
General Plan of the Fair Site



Key

	Medical Service*
	Escape route
	Emergency exits
	Fire fighting equipment

Expanded plan of the Exhibition Areas



* Medical service available depending on the fair activity.

In compliance with occupational health and safety regulations, IFEMA MADRID notifies companies carrying out work in the exhibition/meeting areas of the Recinto Ferial de IFEMA MADRID of the risks that exist in these areas during the assembly and dismantling, as well as the health and safety measures to be adopted to eliminate or minimise them.

GENERAL CONCEPTS

To avoid Accidents at Work, all companies and/or professionals who carry out work on their own account or on behalf of third parties inside the Recinto Ferial must comply with the regulations on the Prevention of Risks at Work in relation to the tasks to be carried out there. It is of the utmost importance to pay special attention to machines and tools regarding their compliance and training of users, circulation of vehicles, securing the area with safety signs and the use of personal protective equipment. Similarly, companies that contract or subcontract work to others are responsible for ensuring that the latter adopt the prevention and safety measures.

- **MANDATORY MINIMUM EQUIPMENT OF PPE:** To ensure the safety of all personnel involved in the assembly and dismantling of fairs and events in all exhibition areas, it is compulsory to wear a protective helmet, high-visibility waistcoat and safety footwear. This is a general preventive measure across the whole site.



Access will be permitted only if the personal protective equipment is worn. This instruction applies to any person accessing, passing through, carrying out activities or simply being present in the halls or outdoor exhibition areas during assembly and dismantling work.

This instruction does not exempt the use of other protective equipment that may be required for each specific task carried out in the assembly and dismantling phases.

- **SECURITY SIGNAGE:** In accordance with each employer's preventive responsibilities, self-employed worker and/or professional, it is imperative that the necessary preventive measures are adopted so that the risks generated by their own activity in the IFEMA MADRID facilities do not affect the rest of the participants.

It is of particular importance to adhere to this instruction **when activities are carried out that may pose a risk due to falling objects, the movement of suspended loads, impacts or crushing by assembly/dismantling materials, impacts or being run over by vehicles or in their loading/unloading tasks, and the projection of particles** in responsibility of each participant, particularly if areas of common use may be affected.

In accordance with the regulations, **the risk generator is responsible for determining and applying the corresponding preventive measure.** It is understood that collective measures have priority over individual measures when it comes to their application.

As a general preventive measure for the protection of the rest of the attendees, especially applicable in the assembly and disassembly of bulky elements, stand structures or heavy or large exhibits, **it is compulsory for the company, self-employed person and/or professional whose activity generates the risk to signpost, mark and/or effectively monitor the perimeter of potential influence of these activities** to ensure that no outsider may be exposed to the risk.

All those attending IFEMA MADRID facilities are required to comply with the **Internal Safety Standard on Safety Signage.** This provides guidance on the most appropriate signage method depending on the activity to be protected.



Prior to the commencement of any work that may pose a risk, it is imperative that signage, marking and/or physical surveillance are in place. The purpose of perimeter elements that isolate the work area is to prevent the transit of people and/or vehicles through the area. This is to ensure that the area remains outside the radius of action of the risks associated with the work or activity. The perimeter elements shall remain operational as long as the risks they protect against persist.

Basic Emergency and Evacuation Rules

<ul style="list-style-type: none"> - When you arrive at your work area, identify and show your personnel the Evacuation Routes, Emergency Exits and Firefighting Equipment. - When you hear an Evacuation Order, notify all your personnel and start evacuation immediately. - Leave the area via the Evacuation Routes to the Emergency Exits. 	<ul style="list-style-type: none"> - Be sure that all your personnel leave ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams. - Avoid doing anything that might cause panic. - Aisles and evacuation routes must be kept free of objects at all times.
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RISKS		PREVENTIVE MEASURES
Risk of same level falls due to tripping over various materials.		<ul style="list-style-type: none"> - Keep your assigned work area clean and tidy. - Do not store material or work in the interior aisles.
Risk of stepping on sharp objects.		<ul style="list-style-type: none"> - Do not leave materials with protruding nails or screws on the floor.
Riesgo de atropellos por circulación de vehículos.		<ul style="list-style-type: none"> - All vehicles circulating in the Fair Venues shall use the safety equipment as stipulated by the manufacturer, with special attention to the use at all times of acoustic warnings and lights. - Drivers or operators shall have adequate training and shall apply these measures at all times. - Inside the halls and exhibition areas, vehicles must be driven at walking pace. - Do not carry more people than those permitted for each type of vehicle.
Risk of falling objects.		<ul style="list-style-type: none"> - During the assembly and dismantling of raised installations, the necessary measures shall be adopted to avoid accidents due to falling objects.
Risk of fires starting in assembly materials.		<ul style="list-style-type: none"> - All materials used for the different facilities of the Event, constructions (stands, marquees etc.) must comply with prevailing legislation. In particular, and with regard to the flammability of the materials used, floor coverings shall be coated with BFL-s1, with walls and ceilings coated with B-s1, d0. Suspended textile elements, such as curtains or screens must be Class 1, pursuant to the standard UNE-EN 13773:2003. - Construction and decoration materials must not include easily flammable elements (straw, wood shavings or paper scraps, sawdust, peat, etc.). - The use of work equipment with an open flame or which generates high temperatures will require the prior mandatory permission of the Fair Services Department. - Unobstructed access to the fire-fighting installations (hoses, fixed fire-fighting systems, extinguishers, alarms, emergency exits, etc.), even where these are inside the contracted areas. - Before work begins, all companies shall inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.

Public Emergency Service

112

For any kind of emergency
+ 34 91 722 54 00
24-hour service

Your own safety and that of all who work at the Recinto Ferial depends on your acting appropriately. Thank you very much for your help.

<< Help us to prevent >>

Occupational Health and Safety Committee

Annex II. Halls and Open Spaces Information

	SURFACE AREA	DIMENSIONS	HEIGHT	COLUMNS	SERVICE/LOAD	GOODS DOORS			CAPACITIES BY TYPE OF ASSEMBLY
						n ²	width	height	FAIR
									capacity in terms of n ² of people
m ²	m	m	n ^o	kg/m ²	n ²	width	height		
HALL 1	5.400	90 x 60	9,0	2	15.000	6	7,6	4,9	2.322
HALL 2	5.400	90 x 60	8,0	0	15.000	6	7,6	4,9	2.322
HALL 3	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 4	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 5	10.800	120 x 90	10,5	6	15.000	6	7,5	5,3	4.644
HALL 5.1	4.675	55 x 85	6,0	0	750	5	4	4	1.215
HALL 6	10.800	120 x 90	14,5	0	15.000	8	7,5	5,3	4.644
HALL 7	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 8	16.200	180 x 90	10,5	10	15.000	8	7,5	5,3	6.966
HALL 9	21.600	180 x 120	10,5 / 4,0 *	10	15.000	8	6	5,5	9.288
HALL 10	21.600	180 x 120	10,5 / 4,0 *	10	15.000	8	6	5,5	9.288
HALL 12	14.400	120 x 120	15,0 / 5,5 *	0	15.000	6	8	5,5	6.192
HALL 14.0	14.400	120 x 120	9 / 5,5 */ 8 ***	9	15.000/2.000	6	8	5,5	6.192
HALL 14.1	14.400	120 x 120	10,5 / 6,5 **	8	1.500	4	Van lift 6,00 x 3,00 x 3,50		6.192
CONNECTING HUBS 1-3	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 3-5	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 5-7	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 7-9	900	30 x 30	4 / 5 *	4	15.000	1	7,3	4,6	387
CONNECTING AISLE 7-9	300	10 x 30	5 *	0	15.000	2	9,5	5,5	0
CONNECTING HUBS 2-4	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 4-6	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 6-8	900	30 x 30	4 / 5 *	4	15.000	2	7,3	4,6	387
CONNECTING HUBS 8-10	900	30 x 30	4 / 5 *	4	15.000	1	7,3	4,6	387
CONNECTING AISLE 8-10	300	10 x 30	5 *	0	15.000	2	9,5	5,5	0
CONNECTING HUBS 12-14	1.500	50 x 30	4,5 *	6	2.000	1	8	5,5	645
CENTRAL AVENUE	2.500	28,91	-	-	15.000	-	-	-	-
CENTRAL AVENUE PLAZA	5.000	55 x 91	-	-	15.000	-	-	-	-
CIRCULAR COURTYARD	1.030	-	-	-	400	-	-	-	-
AREA OUTSIDE HALL 1	9.500	-	-	-	15.000	-	-	-	-
AREA OUTSIDE HALL 2	5.400	-	-	-	15.000	-	-	-	-

NOTES:

* The stands located in the connecting hubs and aisles between halls, the sides of the entrances of Halls 9, 10 and the sides of the entrances and bottom of Halls 12 and 14.0, must have a maximum construction height of 4 m for any element.

** Hall 14.1 vaulted ceiling, with a minimum height of 6.5 m and maximum 10.5 m.

*** Installation walkway height, consult affected area.

Annex III.

**Regulations for the Access and
Parking of Vehicles for Loading
and Unloading**

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

1. PREMISE

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

2. OBJECTIVE

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

3. PROCEDURE

The procedure will be based on access and exit control elements equivalent to those of an ordinary car park, installed at the entrance/exit accesses to the Recinto Ferial, assisted by a licence plate reading system which allows each entry ticket to be associated with the vehicle licence plate.

Depending on its tonnage, each vehicle will receive a ticket at the entrance to the site that will have a maximum stay time in the loading and unloading area of between one and three hours, sufficient time to load or unload your goods. After this time, the vehicle shall leave the Fair Venue or park in the corresponding car park (truck parking for transport vehicles or car parking, if applicable, for cars and vans of up to 3,500 kg that do not exceed dimensions – 6 m length x 2.2 m width), control will be supervised by security personnel on access.

At the exit control, the system will determine if the vehicle is within the maximum authorised time or has exceeded it by reading the licence plate. In the former case, the exit barrier will open, allowing the vehicle to leave immediately. In the latter case, the driver will have to pay the rate corresponding to the time exceeded at an automatic ticket reader at the exit, using the ticket received at the entrance.

The rate for time exceeded will be dissuasive, its sole purpose being to ensure compliance with the regulations and respect for the maximum authorised length of stay. IFEMA MADRID is therefore not seeking to profit from this measure, but rather to improve working conditions in critical areas for the development of fair activity.

Once the vehicle has left Recinto Ferial de IFEMA MADRID, the system will not allow its re-entry until half an hour has passed.

4. RATES

The rates are indicated in terms of:

- Access to goods entrances
- Access to truck parking areas
- Payment points.
- The IFEMA MADRID website.

5. PARKING ALTERNATIVES

1. Transport vehicles

Transport vehicles may use a truck parking area with a rate established by the minute. There is no parking time limit on this car park.

IMPORTANT:

To access the truck parking area, the same ticket given to the driver at the access to the Fair Venue must be used.

The time that vehicles remain in the truck parking area (with access from inside the Fair Venue) will be regulated as follows in relation to the maximum authorised stay time at the loading and unloading docks:

If the length of stay in the truck parking area exceeds one hour, the vehicle will be able to use the entire time allocated to remain at the loading and unloading dock must it need to carry out such operations.

In the event that the stay in the truck parking area is equal to or less than one hour, at the exit of the vehicle, only the authorised stay time that had not yet been consumed at the loading and unloading docks at the time of the entrance to the truck parking area may be used.

Important note: These regulations will affect trailers and platforms in the same way

2. Cars

Cars of workers of any of the companies involved in the fair activity, including the exhibiting companies, may use the car parks that IFEMA MADRID provides for each event, benefiting from special rates for valid assembly/dismantling periods.

The parking spaces provided for assembly/dismantling periods will always be the brown/red (north east) or orange/

green (north west) parking spaces, or both, depending on the volume of the fair or event. In these car parks, there will be a single appropriately signposted entry road for exclusive access by assembly/ dismantling staff. This route will issue special rate tickets for assembly personnel. Before leaving the car park, vehicles must pay the fee at any of the IFEMA MADRID automatic ticket readers. This operation will validate the ticket to leave the car park through any of the exits.

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

3. Exhibitors with a "Parking Subscription Card"

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

4. Users of other car parks

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

6. REGULATIONS AND RECOMMENDATIONS FOR THE USE OF THE HALL 14.1 CARGO LIFTS

1. Use vehicles with a maximum weight of less than 12,000 kg (GVW) and whose maximum measurements do not exceed: (i) Length: 5.9 m. (ii) Width: 2.9 m. (iii) Height: 3.4 m. in order to be able to lift the vehicle to the hall, provided that assembly/dismantling so allows and it is authorised by IFEMA MADRID. In no circumstance may the GVW exceed 1,500 kg/m².
2. In the case of small vehicles and/or small and heavy loads, both must be placed in the centre of the cargo lift to avoid imbalances due to uneven weight distribution.
3. To introduce loads into the cargo lift by means of forklift, access the interior of the cabin slowly with the blades sufficiently raised and through the centre of the access doors, in order to avoid hitting the lift doors or breaking or damaging the door rails with the lower parts of the forklift masts.
4. Prior to the use of the cargo lift, ensure you have manual or mechanical means of transporting goods (pallet trucks, wheelbarrows, carts etc.) suitable for transporting them from the vehicles to the lift and from there to the stand or vice versa.

If you do not have these means and wish to contract them with IFEMA MADRID, contact the company providing this service as far in advance as possible. Consult the Customer Service Line on +34 91 722 30 00 or by email to **ifema.expositor@ifema.es**

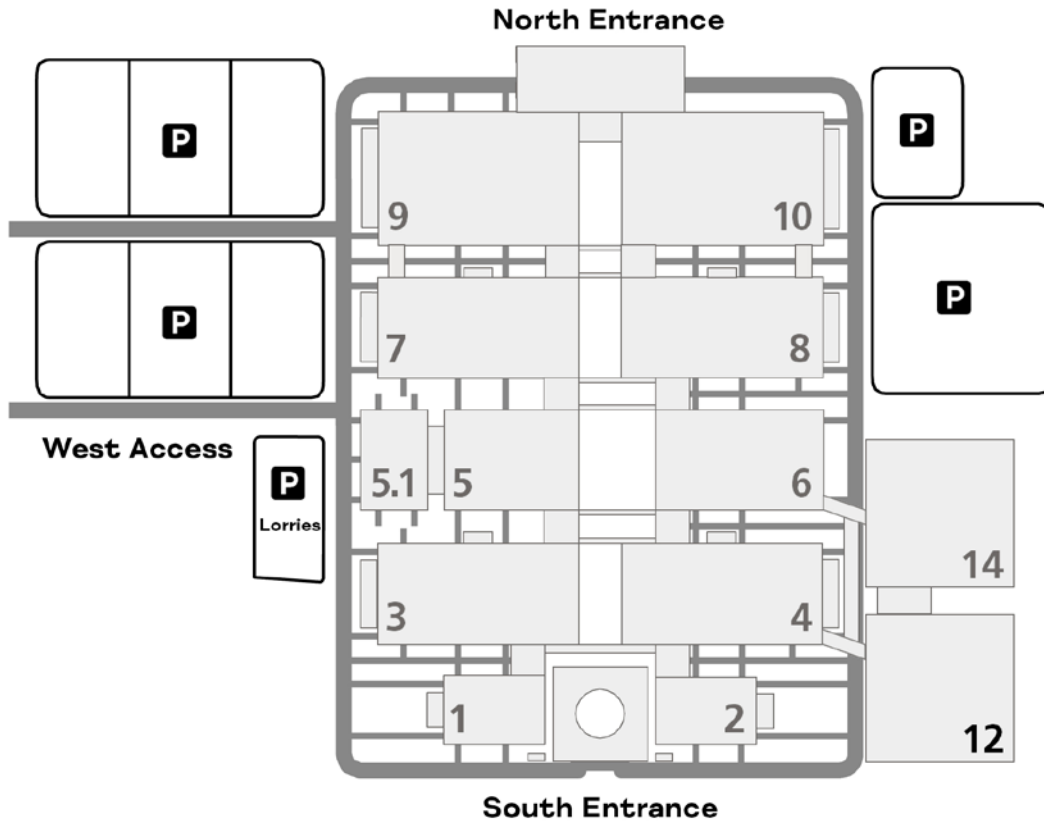
We recommend that goods arrive on pallets or properly packed to facilitate their movement within the dock and in the hall.

5. Given the space limitations, once empty, vehicles must go outside the dock to the parking spaces provided for this purpose. The docks are considered a fast loading/unloading area. To access the loading bay, authorisation for the entry/exit of goods by SERVIFEMA is mandatory.
6. Service lifts will be provided in strict order of arrival of vehicles with effective availability for transporting the goods.
7. Goods will be brought down in order of the proximity of the goods to each lift.
8. IFEMA MADRID personnel will assign cargo lifts based on criteria of proximity to their stand.

Please follow the instructions of service personnel at all times.

For any additional information, consult the IFEMA MADRID Trade Fair Services Department on +34 91 722 30 00 or by email to **stecnica@ifema.es**

7. PARKING AREA FOR VEHICLES DURING ASSEMBLY/DISMANTLING PERIOD (CARS AND VANS UP TO 3,500KG NOT EXCEEDING THE DIMENSIONS 6M LENGTH X 2.20M WIDTH), A. EXCEPT FOR LORRIES PARKING AREA



8. REGULATIONS FOR THE USE OF FORKLIFT TRUCKS AND LIFTING PLATFORMS

Companies wishing to use forklift trucks and elevator platforms must complete, the form entitled **“Request for access for lift trucks and elevator platforms”** and send it, signed by the company representative, within the deadlines and conditions established therein, at least 30 days before the start of assembly to **stecnica@ifema.es**. After this period, requests may not be attended to or authorised. IFEMA MADRID will reply within seven days of receipt.

Please read carefully the conditions of authorisation of use and circulation of such machinery in the enclosure in the aforementioned form.

Once authorised, the exhibiting and/or assembling company, hereinafter “the company”, will be able to access the Fair Venue with the authorised machinery under the conditions set out below:

1. All machinery must have CE marking (Royal Decree 1644/2008).
2. All machinery must be covered by Civil Liability Insurance, either its own policy or the company’s, which identifies the serial number of the equipment in question.
3. The current regulations regarding the use of self-propelled forklift trucks and elevator platforms must be abided by. This regulation is mandatory. In case of any breach thereof, access authorisation may be withdrawn and the machinery withdrawn from the premises.
4. Machines must be parked exclusively in the places established by IFEMA MADRID for the purpose (indicated on the map included with the access request form) and during the approved periods.
5. Any machinery parked outside the areas provided for that purpose and/or outside the authorised periods shall be removed, with a dissuasive penalty charge payable, the sole purpose of which is to ensure compliance with the regulations and respect for the authorised period. Machinery may not leave the premises until the penalty payment has been made.
6. The current rates are displayed at access points to the premises, access to parking areas and the automatic and manual payment points.
7. In no case may any machinery be parked in transit areas, on evacuation routes or in areas that pose a risk to people at the Recinto Ferial.
8. During the assembly and dismantling periods, the parking of the machines in the area established by IFEMA MADRID will have no cost for the companies using it.
9. During fairs, other events and outside the authorised assembly/dismantling periods, companies may park their machinery in the areas established for this purpose, paying the cost of parking according to current rates.
10. Only workers duly trained and authorised by your company may operate machinery. Companies shall include the list of workers authorised to use their machinery on the corresponding form. Those responsible for the machinery shall be reachable, via mobile phone, at all times while the equipment is at the Fair Venue. Only a person who appears as authorised on this list may operate machinery.

11. All machinery shall bear a Fair Venue Access Accreditation sticker. The following information is to appear on this sticker:
 - Access request number
 - Machine serial number
 - Exhibition/Event
12. It is strictly forbidden to carry out maintenance on machinery inside the Fair Venue, including the parking area as defined by IFEMA MADRID.
13. If the company needs to refuel equipment, it must do so in accordance with its user manual.
14. It is strictly forbidden to deploy the arm of the elevator platform or loads on forklift trucks over transit areas. All movement of machinery shall be directed from the ground by company personnel in order to ensure that people present in the work area are not put at risk.
15. In the work area, all safety conditions pursuant to current regulations must be ensured.
16. In the case of non-electrical machinery, the company shall guarantee its efficient fuel burning, undertaking to adopt the necessary measures to guarantee the quality of the air inside the halls where they are being used. The company shall carry out gas measurements where IFEMA MADRID so requires it and there is the suspicion that its activity is producing gas emissions that may be harmful to people at the Fair Venue.

Ed. 07/24

Feel the inspiration.

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