

CCIB EXHIBITION AREA GENERAL REGULATION 2024. *EXHIBITORS*

CONTENTS

Acceptance of CCIB General Regulations

1 General Regulations

- 1.1 Set-up
- 1.2 Dismantling
- 1.3 Vehicle entrance
- 1.4 Staff labour risk prevention during setup and breakdown
- 1.5 Security
- 1.6 Logistics
- 1.7 Maximum weights capacity
- 1.8 Exhibition Floor Plan
- 1.9 Construction and materials
- 1.10

2 Service Regulations

- 2.1 Electricity
- 2.2 Water
- 2.3 Internet and Telephone
- 2.4 Platforms
- 2.5 Smoke
- 2.6 Manual

3 Exhibitors Regulations

- 3.1 CCIB stands
- 3.2 Requests for services
- 3.3 Service cancellations
- 3.4 Payment conditions
- 3.5 Methods of payment
- 3.6 Orders Deadline
- 3.7 Reception of goods
- 3.8 Cleaning

4 Exclusivities

- 4.1 Food & Beverage
- 4.2 Hanging points
- 4.3 Security
- 4.4 Electricity
- 4.5 Cleaning
- 4.6 Other points

Acceptance of CCIB General Rules

I _____
Name

representing _____
Booth name

By my signature below certify that:

- I have completely read the CCIB Exhibitor Manual.
- I understand all rules and regulations as outlined in the CCIB Exhibitor Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in CCIB Exhibitor Manual.
- I am authorized to sign this document on behalf of my company.

Exhibitor:

Stand Builder (if applicable):

Name

Name

Signed

Signed

Date

Date _____

Booth Number

Booth Number

Send this sheet to stands@ccib.es

1. GENERAL REGULATIONS

1.1 SET-UP

- 1) The organizer must provide to the exhibitors the schedule for set-up as well as the venue regulations.
- 2) Exhibitor has to forward to the stand builder company the Technical manual with all the information needed to build the booth.
- 3) All the people inside the venue during the set up/ event or dismantling period has to be registered. For this reason, the organizer will have to provide to the stand builders a visible identification/badge.
- 4) Minors are not allowed to access during the dismantling period.
- 5) At all times we must consider the staff's logistics CCIB indications.

1.2 BREAKDOWN

- 1) Booth dismantling must be done during the period that the organize has indicate
- 2) The exhibitor has to confirm with their stand builder company that they know the dismantling time.
- 3) The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state. Therefore, external companies will be not allowed to leave any kind of material in the venue.
- 4) In case that external companies wish to leave any kind of waste material during the dismantling, they should order a waste container during the set -up period.
- 5) Exhibitor/stand builder is responsible for the removal of the goods at the time of breakdown. You should contact the official logistic company of the event for removal and custody of packaged material. Minors are not allowed to access the premises during the breakdown period.
- 6) Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.
- 7) CCIB reserves the right to destroy and / or remove any material remaining after the end of an event and

charge the cost for this service to the exhibitor/stand builder

- 8) At all times we must consider the staff's logistics CCIB indications.
- 9) Minors are not allowed to access during the dismantling period.
- 10) Any damage detected in space once finished the breakdown will be made known to the organizer and the appropriate measures will be taken for settlement under the organizer

1.3 VEHICLE ACCESS

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during set-up and breakdown, in accordance with the current regulations.
- 2) The use of loading and unloading areas is exclusively for this purpose. It is forbidden to remain parked in these spaces.

1.4 STAFF LABOR RISK DURING SET-UP AND BREAKDOWN

A Separate file

1.5 SECURITY

- 1) Exhibitors requiring a security service for their stand may consult our services catalogue.
- 2) The exhibitor is responsible for the items on the stand during the whole exhibition days (including set-up & breakdown)
- 3) The CCIB is not liable for any possible theft occurred during the rental period, and recommends all exhibitors and clients not to leave unattended or view any type of product, material or small size equipment during and after the closing of the exhibition.

1.6 LOGISTICS

- 1) Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading / unloading equipment, access control, use of common areas, control flows of people (fitters and customers) through the building.
- 2) The lifting platforms can only be used by CCIB logistic staff at each end.

1.7 MAXIMUM WEIGHT CAPACITY

ROOMS	MAXIMUM WEIGHT PER SQ. METRE
Exhibition Hall	2.500 kg/m ²

1) In case the client/stand builder brings large machinery, any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area (Areas 1 to 8), it is mandatory that the CCIB will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the venue and weight
- Plan for weight distribution (number of platforms, dimensions and weight resistance)
- Forklifts, cranes or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the CCIB has the complete information, the unloading of the element will be approved or disregarded.

1.8 EXHIBITION FLOOR PLAN

- 1) The general floor plans for stand construction must satisfy the building's safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect related to health & safety regulations.
- 2) The Organizer is responsible for the location of the stands in the exhibition area according to the exhibitor's needs & technical resources availability and responsible for sending to the exhibitors the technical floor plans which indicate the location of the boxes of services in the exhibitor stands

1.9 BUILDING AND MATERIALS

1) The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents to authorize the opening of the stand and otherwise demand the removal of the structure.

- 2) The textiles used in the stand construction must be fireproof, according to the current regulations.
- 3) Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- 4) The use/storage of inflammable substances is forbidden (liquids, gas or other).. For any doubt for these substances contact the CCIB.
- 5) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 6) If the booth builder decides to setup a platform on the booth, he must keep the electricity distribution points accessible. Stand builder has to verify if any technical access is on the booth space
- 7) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other booths.
- 8) It is an organizer rules the obligation or not that each booth has their own walls as well as how walls rear side that to be finished.
- 9) Rear back walls of the stands built by the CCIB cannot be used by other exhibitors.
- 10) Boring, screwing, nailing, or the use of paint, glue or anything that can damage the structural elements of the building are not allowed (floor, walls, ceiling ...). In case of damage of the facilities, the cost of repair or replacement will be charged to the organizer responsible for your event.
- 11) The maximum building height shall be designated by the organizer
- 12) It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously (electricity, IT,...)
- 13) The height of the elements that hang from the ceiling has to be specified by the Organizer. Only available on the Polivalente area
- 14) Double deck booth is only allowed to be built on Polivalente space, areas 1-2-3 if the organizer allow it
- 15) The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations.

2 Service Regulations

2.1 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Every client has to order an electrical switchboard from the CCIB. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- 2) Electrical switchboards provide by the CCIB cannot be manipulated, damaged,... the cost of a damaged Electrical box will be charge to the company who has ordered it.
- 3) CCIB staff are authorized to unplug the whole booth electrical installation if we detected that it is not properly done, with a possible danger.
- 4) On the P0 exhibition area the power of the boxes on the floor is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stands or other areas that do not have boxes in your chest.
- 5) Electrical switchboard will be ALWAYS delivered on the booth floor. Stand builder /organizer must check how to place it inside the booth to be hidden and accessible.
- 6) On a booth set / island...or always that a distribution box must share the power between several spaces, the DISTRIBUTION BOX will be place on one of the booths. Individual electrical box will be connected to the DISTRIBUTION BOX to bring power to the other booths. Organiser will have to inform the booth company about this DISTRIBUTION BOX in order they know how to organize the booth decoration.
- 7) DISTRIBUTION BOX always must be accessible.
- 8) To provide power on a booth space that do not have electrical duct on the space, electrical cables will go from the nearest electrical duct available going through aisles or across other booths spaces
- 9) If a booth orders more electricity that the power available on the booth space the electrical extension will go along aisles
- 10) More than 49 Kw electric power entails project.
- 11) The availability of electric power, and the installation of the electrical switchboard, is included in the price of electrical panel.
- 12) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
- 13) The Electric power service of the CCIB boxes is 32A. 380V. If more power is needed the cost of extending will be charge to the organizer or to the exhibitor.
- 14) The Organizer is responsible for informing the exhibitors about the different power outputs always on the floor.
- 15) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 16) It is organizer / exhibitor / fitter / electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...).
- 17) In case that the stand builder is compulsory to connect it to the electrical switchboard ordered to the CCIB. If more information is needed to make the connection contact to the CCIB.
- 18) CCIB only could provide electricity from the electrical ducts on the floor (Polivalente area).
- 19) Is compulsory the use of plastic protector on the common spaces to hide electrical cables.
- 20) Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them
- 21) Electricity on other venue spaces apart from the Polivalente area will be supplied from the nearest electrical supply. Electrical cables from the main electrical access to the delivery space will be along the floor visibles.

2.1.1 24H ELECTRICITY

LIGHTS SWITCH OFF AT THE END OF THE DAY

- 1) At the end of the day all the booth lights must be disconnected for security and ecologic reasons by every exhibitor
- 2) The CCIB provides electric service in the Exhibition area during the official exhibition times. At the end of the day main electrical sources will be switch off. Booth manager has to check before leaving the venue that the booth spotlights are switch off.
- 3) In case that you need 24h electrical connection for some devices (no booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.
- 4) If the booth manager has not switched off the booth lights, then the CCIB will do it. The CCIB won't be liable for any damages caused from this action.
- 5) In case that the stand builder brings their own electrical switchboard, (it has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day

2.2 WATER

- 1) Water can only be supplied at the Polivalente Area, level PO.
- 2) CCIB can only supply water to the stands that have a water tramp available on their own booth the costs of any additional platform or material to hide this installation will be assumed by the exhibitor
- 3) The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up (day and time). Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.
- 4) It is the obligation of the installer to verify that the installation of water drainage is in place before you need to put and cover the platform. It is mandatory to leave access to the water tramp
- 5) The water supply system includes only the water pipe and drain not the connection to another element.

- 6) It is the responsibility of the organizer / exhibitor / stand builder to ask the CCIB for the technical connections' details.

2.3 INTERNET AND PHONE

- 1) The internet cable is exclusive to each request individually stands.
- 2) It is exhibitor / stand builder responsibility to ask the CCIB for the technical connection details.
- 3) Private wifi networks installations for the booth must be authorized by the organizer. The CCIB is not responsible for possible interferences that these networks can generate.

2.4 PLATFORMS

- 1) Before placing the platform, the stand builder/exhibitor has to confirm that services provide by the CCIB (electricity, water, telephone cables, Internet, etc) are on the right place. No complains will be accepted in case that the stand builder does not check it-
- 2) Access to the service points / water tramp/ electricity tramp are compulsory when a platform is installed.
- 3) Once the platform is installed, no new services that need to go under it will be accepted.
- 4) If ordered services are not checked by the stand builder/exhibitor before the platform is installed, the CCIB will not accept any cancellation or refund

2.5 SMOKE

- 1) It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

2.6 MANUAL

- 1) Exhibitor has to send to the stand builder the general regulations and information relating the venue and the Organizer rules for the booth construction.
- 2) Acceptance of conditions must be sent to the CCIB signed.

3 Exhibitors Regulations

3.1 CCIB STANDS

- 1) The stands are built inside the assigned space, so the inside dimensions of the stand space should be smaller than the assigned space.
- 2) The shell scheme stands may not be damaged, spoiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- 3) The CCIB reserves the right to invoice to the exhibitor any damage that is detected during the break down of the exhibition. This includes the cost of the cleaning and removal of stickers, velcro, posters, vinyl ... placed by the exhibitor on the CCIB's structures.
- 4) Hiring a shell scheme stand implies that no items exchanges will be accepted. Any exchange will be billed separately.
- 5) Check the Shell-scheme booth characteristics to know what the booth includes, as it can change depending the organizer requirements.
- 6) CCIB carpet is delivered with protective plastic. Exhibitor must order pre-opening cleaning if they want the carpet plastic removed the night before the opening, if it is not included on the booth description
- 7) Electrical cables, internet cables will be lay over the carpet. If the exhibitor wants to hide the cables a cable floor trunking must be order.
- 8) Exhibitor has to order in advance the sockets needed for all the devices that need to be connected.
- 9) The organizer or exhibitor must calculate the location of the material in their space and technical requirements needed (power booster, power extension cord, plugs, telephone line, Internet access, audiovisual ...).
- 10) No money refund or exchanges will be done if the exhibitor rejects a delivered item.
- 11) It is responsibility of the exhibitor to confirm that measures of exhibits are within the limits of the allocated space, the stand measures (height) and services required for their operation.
- 12) The CCIB is not responsible for rented material, that once deliver on the booth and the CCIB verify the delivery it disappears.
- 13) The CCIB reserves the right to modify or cancel any item available on the Exhibitor manual.

3.1.1 RENTAL EQUIPMENT

- 1) All material that is offered for rent must be returned in the same condition as it was delivered.
- 2) The CCIB will bill the organizer / exhibitors' items that are not in the stand at the end of the dismantling the time of their collection.
- 3) Plants are rental equipment.
- 4) Hiring any service of personal (hostesses, watchmen, cleaning, waiters,) implies a time conditions, lunch break and transfers.
- 5) Printed materials that have to be stuck are for a single-use (not reusable as can be broken during dismantling).
- 6) Exhibitor must send the final images to be print with specifications sent on the quote 3 weeks before the set up.
- 7) Exhibitors are responsible for the keys delivered to doors and store cupboards. Losing or forgetting the key involves time to get a new one.

3.1.2 EXHIBITOR'S MATERIALS

- 1) The CCIB takes no responsibility for items inside the booth, brought by the exhibitor or stand builder as well as displayed material or private objects of the booth staff.
- 2) The exhibitor is responsible to get their material on the booth during the set up and to pick up it and take out of the venue before leaving at the end of the dismantling

3.2 REQUESTS FOR SERVICES

- 1) Only orders made in CCIB ONLINE WEB , quotes sent by the CCIB or by Exhibitor's Manual order form (excel file) will be accepted. Signature of the document when required. The CCIB is not responsible for orders that are not made along the stipulated format.
- 2) The petitioner must provide all the necessary details to raise an invoice.
- 3) Exhibitors/ stand builders must make sure that the orders are held sufficiently in advance in regards of their own company payment policies.
- 4) The requested services shall not be considered as definitive if the payment has not been done.
- 5) Exhibitor complains will have to be declared at the Exhibitor Service Desk (no emails or phone calls) during

the set-up or event in order to be solved. Complaints will not be accepted at the exhibition's end or after the event.

- 6) The deadline for contracting services is 20 work days before the set up. The CCIB will reserve the option to increase the rate 20% of the price stated in the manual to the services requested after this date.
- 7) 7 working days before the setup, no more order will be accepted

3.3 SERVICE CANCELLATIONS

- 1) Cancellations will only be accepted in writing and before the set up for standard material on the exhibitor manual
- 2) Special requests like graphics, design furniture, F&B customized services etc cancellations will not be accepted if the service is already done/produced.
- 3) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 1) 100% of the services must be paid when you order them.
- 2) Payment's copy is required when Bank transfer payment method is chosen.
- 3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
- 4) The CCIB reserves the right to cancel all the services that have not been paid on time
- 5) 10% VAT applies to all the services
- 6) The CCIB verifies the NIF number to confirm whether to charge VAT or not.
- 7) If your company has a policy that requires payments for a specific period of time has to ensure ordering in sufficient time to receive, manage and send the bill to fall within its payment policy.
- 8) New orders during set up or event will be held in the Exhibitor Service desk and paid by credit card.

3.5 PAYMENT METHOD

- 1) Visa, Mastercard or American Express Credit Card. PayGold system. You will receive a SMS or email with a URL where you will fill in your credit card information to make the payment.
- 2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- 3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

3.6 ORDERS DEADLINE

- 1) See Order SERVICES 3.2
- 2) 20 days before the set up only standard items from the exhibitor manual will be possible to be ordered.
- 3) New service requests after the deadline will not ensure the availability/stock as well as delivery time.
- 4) Technical services will not be accepted during the set up. (water, electric extensions, Cable Internet ...)

3.7 RECEPTION, STORAGE AND COLLECTION OF GOODS

- 1) CCIB does not handle or keep goods. Confirm with the organizer the official supplier for this service.
- 2) No goods are accepted before the set-up period. Check the official supplier with the organizer that can provide the storage service prior to set-up.
- 3) During the dismantling, all the material has to be removed. No material can be left to be picked up after the end of the event.

3.8 CLEANING

- 1) Confirm with the organizer cleaning service inside booth space.
- 2) The pre-opening cleaning and daily cleaning always is going to be done during the night.
- 3) Special cleaning requirements are quoted under request, including containers needed for the dismantling
- 4) Cleaning does not include the removal of materials used to build booths. Leftovers have to be removed by the stand builder company (crates, glasses, aluminium profiles, chip wooden boards,...)

4.Exclusivities

4.1 FOOD & BEVERAGE

- 1) Food & Beverages service is an exclusivity of the CCIB. It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- 2) This exclusivity also includes to all types of catering equipment such as coffee makers, juicers, popcorn machines, ...
- 3) The CCIB reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- 4) For especial catering services including waiter service please contact with stands@ccib.es for more information.
- 5) The exhibitor must consider the space available on the booth to store and display the requested deliveries.
- 6) In case to have any other doubt about F&B please contact to stands@ccib.es, to avoid misunderstandings once the event started

4.2 RIGGING/HANGING POINTS

- 1) Only the CCIB is allowed to hang points from the points available on the venue.
- 2) The CCIB will quote hanging points for stand builder under requirement

4.3 Security

- 1) Only the CCIB can provide Security service on the Venue facilities

4.4 Electricity








- 1) The CCIB is the only company allowed to connect any kind of device directly to the main power sources.
- 2) Other companies have to order electrical switchboard/box to connect their electrical installation






5) Others

- 1) If you have any doubt for other services not described in this manual, will have to be confirmed with the CCIB with enough time (2 months before the start of event) by the exhibitor

This document is the result of the experience and analysis of the existing risks in activities previously held in the facilities of Fira CCIB, S.L.

The main company undertakes to ensure these rules are received by all contractors, subcontractors and freelance workers, under their responsibility or otherwise, who shall read, accept and understand the rules prior to working in the facilities of the CCIB.

	<p>Access will be restricted to duly accredited personnel. <i>Access to the build-up areas will be prohibited to those under 18 years of age</i>, particularly infants and children</p>
	<p><i>It is mandatory to use of safety footwear in build-up and breakdown areas.</i> The use of highly visible vest is mandatory in the presence of machinery or load handling equipment and personnel in the venue. Likewise, <i>companies must ensure their personnel uses the personal protective equipment</i> that are listed in their risk assessment guide for the tasks they undertake.</p>
	<p>Ladder are not permitted to work at heights above 5 metres. They must be in good condition and have all their safety features (ladder feet, stabilisers, etc.) <i>Only one person may be on the ladder at a time.</i> Stepladders in use must be fully extended. <i>It is forbidden to work "straddling" atop ladders</i> If ladders are used as a means of access, these must exceed the point of access by 1 m and be firmly clamped at the top end</p>
	<p>It is expressly <i>forbidden to smoke or use toxic substances</i> such as alcohol, drugs or other risk perception-altering substances within the CCIB facilities or during the work day.</p>
	<p>It is expressly forbidden to use hazardous substances within the CCIB facilities.</p>
	<p>Work at heights may be carried out in the facilities that <i>involve the risk of falling objects</i>; to do so, a tool belt and hard hat shall be worn, the work area will be duly signposted and kept free of all non-essential personnel</p>
	<p>Keep work areas clean and tidy, and <i>keep foot traffic areas, evacuation routes and emergency exits clear</i> of materials that may block or hinder access to them.</p>

	<p>Do not block <i>access to fire-protection equipment</i> and make sure to know where the nearest extinguishers are to the work area prior to starting any task. Never disable the existing safety device and use them properly.</p>
	<p><i>Do not tamper with the power supply without prior authorisation</i> from the CCIB staff member responsible.</p>
	<p>Only use the equipment and machinery when having the necessary qualification and authorisation, always following operating standards indicated by the manufacturer.</p> <p>Ensure that all tools are in good working order.</p> <p>When using power tools, these must always be completely unplugged when not in use. Check their power cables and plugs, as it is forbidden to use tools that have been repaired using splices or electrical tape.</p>
	<p>Auxiliary transport equipment (carts, pallet jacks, etc.) shall be used to transport materials, NOT PEOPLE.</p>
	<p><i>Demolition techniques are not permitted</i> in the stand breakdown; these must be disassembled and never thrown, pulled down, pulled apart or knocked.</p>

The breach of the safety rules will entail the stoppage of hazardous tasks and their repetition, or not following the indications given the centre staff, and may lead to **immediate expulsion**.

Please check with our Occupation Risk Prevention Technician for any questions you may have, who may be reached by email at esegovia@ccib.es

FULL NAME	DATE	
	SIGNATURE AND STAMP	
COMPANY AND POSITION		