

# GENERAL REGULATIONS 2018 ECNP

## **CONTENTS**

---

0. Acceptance of CCIB General Regulations

### **1 General Regulations**

---

- 1.1 Specific rules
- 1.2 Set-up
- 1.3 Breakdown
- 1.4 Vehicle entrance
- 1.5 Staff labour risk prevention during setup and breakdown
- 1.6 Entry passes
- 1.7 Security
- 1.8 Logistics
- 1.9 Maximum Weight Capacity
- 1.10 Exhibition Floor plan
- 1.11 Construction and materials

### **2 Service Regulations**

---

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

### **3 Exhibitors Regulations**

---

- 3.1 CCIB stands
  - 3.1.1 Rental equipment
  - 3.1.2 Exhibitor Material
- 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 Rigging/Hanging points
- 4.3 Security
- 4.4 Electricity
- 4.5 Other

## 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 SPECIFIC RULES

- 1) The CCIB is responsible for verifying the application of the general rules of exposure CCIB and act if necessary.
- 2) Bikes, skates...and any personal transport by wheels are not permitted inside the building.

## 1.2 SET-UP

- 1) 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.
- 2) Minors are not allowed to access during the set-up period.
- 3) At all times, we must consider the staff's logistics CCIB indications.
- 4) The CCIB shall not be liable for any discordant information received about a booth handled by various companies (e.g. builders, designer and exhibitor). A sole person/company is required to control all orders placed with the CCIB.

## 1.3 BREAKDOWN

- 1) Exhibitions require a certain breakdown period that shall be foreseen by the Organiser in the Exhibition area reservation.
- 2) 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.
- 3) The exhibitor 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. Otherwise, the customer accepts the cost of removal and / or destruction of the goods deposited outside the established period.
- 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) 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/organizer

- 6) Minors are not allowed to access the premises during the breakdown period.
- 7) At all times, we must consider the staff's logistics CCIB indications.
- 8) 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

## 1.4 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 organizer and / or exhibitor must provide the CCIB with prior identification of vehicles and personnel for entering the CCIB during breakdown.
- 3) All vehicles must remain with the engine off within the premises of the CCIB.
- 4) The use of loading and unloading areas is exclusively for this purpose. It is forbidden to remain parked in these spaces.

## 1.5 STAFF LABOR RISK DURING SET-UP AND BREAKDOWN

- 1) The stand builder companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.
- 2) All evacuation routes and emergency exits have to be always free of materials. Don't block them.
- 3) Do not block any emergency equipment (fire extinguishers...)
- 4) Smoking, consumption of alcoholic beverages and other psychoactive substances is prohibited in all CCIB facilities.
- 5) Children under 18 years old are not allowed during set up and break down.
- 6) **The use of protective footwear is mandatory at all times on all the working areas**



- 7) It is mandatory the use of required equipment for works at certain height,, helmets, gloves, glasses, ear protectors and/or masks during the construction works, especially when there is a risk of falling, fire, cuts, noise,...
- 8) Is obligatory use such personal protective equipment in various stages of assembly when there is a fall hazard to another level, hitting, cutting, noise, flying particles, etc..
- 9) All your tools must be in good shape and with all required protections. Please disconnect your electric tools when you are not using them.
- 10) All ladders, scaffolds and similar equipment must be in good shape, have all their components, and have the right size to reach the operation point with security.
- 11) All trolleys, forklifts, and similar equipment will be used for the transportation of goods, not people.
- 12) The set up and breakdown of booths cannot interfere with other people present in the neighboring area.
- 13) Booths and structures can never be dismantled using "collapsing techniques". Everything must be dismantled, and never thrown or broken.
- 14) Breaking any security rules will mean the **stop** of all dangerous works, and repeating those actions will mean the **ejection of the venue**.
- 15) Please always ask our H&S technician for any doubts you may have in this matter.

**1.6 ENTRY PASSES**

- 1) All the people inside the venue during the set up/ event or dismantling period must be registered. For this reason, the organizer will have to provide to the stand builders a visible identification/badge.

**1.7 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.

**1.8 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) Lifting platforms can only be used with some logistic personnel at each end.

**1.9 MAXIMUM WEIGHT CAPACITY**

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.

<b>ROOMS</b>	<b>MAXI MUM WEIGHT PER SQ. METRE</b>
Exhibition Hall ( areas 1 to 8)	2.500 kg/m <sup>2</sup>

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

**1.10 EXHIBITION FLOORPLAN**

- 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.

**1.11 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 of inflammable substances is forbidden (liquids, gas or other). For any doubt for this substance 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.
  - 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) The back walls of the stands built by the CCIB cannot be used by other exhibitors.
  - 9) 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 exhibitor /stand builder through the event organizer responsible
  - 10) 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 Polivalente area
  - 14) In the case of two-floor stand construction, this is only available in the Polivalente areas 1,2 and 3.
  - 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 must order an electrical switchboard from the CCIB. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- 2) CCIB staff are authorized to unplug the whole booth electrical installation if we detected that it is not properly done, with a possible danger.
- 3) 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.
- 4) More than 49 Kw electric power entails project.
- 5) The availability of electric power, and the installation of the electrical switchboard, is included in the price of electrical box (switchboard)
- 6) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
- 7) The Electric power service of the CCIB boxes is 32A. 380V. If more power need the cost of extending will be charge to to the exhibitor.
- 8) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 9) Is the exhibitor / fitter / electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...)



- 10) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB, and inform the venue about how they will connect both switchboards. Further technical information about the connection must be requested to the CCIB.
- 11) The CCIB can provide electricity only from the floor. No ceiling power points are available on the venue.
- 12) It is mandatory to use floor cable trunking when wiring cables are in common areas and the cost will be invoice to the organizer. After the set up the previous floor cable trunking quoted will be update
- 13) If exhibitors want the cabling cover must request floor cable trunking that will be billed to the exhibitor.

### **2.1.1 24H ELECTRICITY**

- 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. The 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 bring their own electrical switchboard, (which 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 exhibitor / stand builder to ask the CCIB for the technical connections details.

### **2.3 INTERNET AND PHONE**

- 1) Internet cable is exclusive to each request individually stands.
- 2) It is the responsibility of the exhibitor / stand builder 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 to other booths.

### **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 do 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

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.

# 3 Exhibitors Regulations

## 3.1 CCIB STANDS

- 1) The stands are built inside the assigned space, so the inner dimensions of the stand space should be smaller than the assigned space
- 2) The shell squeme 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 squeme stand implies that no items exchanges will be accepted. Any exchange will be billed separately.
- 5) Shell-squeme built by the CCIB includes protective plastic carpet. Exhibitor has to 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
- 6) Electrical cables, internet cables will be lay over the carpet. If the exhibitor wants to hide the cables a cable floor trunking has to be order.
- 7) Minimum Shell squeme booth offered is 6sqm.

### 3.1.1 RENTAL EQUIPMENT

- 1) All material that is offered for rent has to be returned in the same condition as it was delivered.
- 2) The CCIB will bill the exhibitor's 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) Exhibitors are responsible for the keys delivered to doors and store cupboards. Losing or forgetting the key involves time to get a new one.

- 7) Exhibitor has to order in advance the sockets needed for all the devices that need to be connected.
- 8) The 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 ...).
- 9) No money refund or exchanges will be done if the exhibitor rejects a delivered item.
- 10) 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.
- 11) The CCIB is not responsible for rented material, that once deliver on the booth and the CCIB verify the delivery it disappears.
- 12) The CCIB reserves the right to modify or cancel any item available on the Exhibitor manual.

### 3.1.2 EXHIBITOR MATERIAL

- 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 the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
- 2) Requests may be sent by fax, post or e-mail (previously scanned)
- 3) The petitioner must provide all the necessary details to raise an invoice.
- 4) Exhibitors/ stand builders must make sure that the orders are held sufficiently in advance in regards of their own company payment policies.

- 5) The order form must contain the credit card details even if the payment is going to be done by bank transfer, as guarantee of payments
- 6) The requested services shall not be considered as definitive if the payment has not been done.
- 7) 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. Complains will not be accepted at the exhibition's end or after the event.
- 8) 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.
- 9) 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 service.... will not accept cancellations if the service is already done/produce.
- 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) All the services requested must enclose copy of the payment to go ahead with the corresponding request, in case payment is made by bank transfer.
- 3) The exhibitor must fill the requests with all the details required 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) 21% VAT applies to all the services except for the F&B services that will be 10% VAT, as per regulation.
- 6) The CCIB verifies the NIF number to confirm whether to charge VAT or not.
- 7) Credit card as guarantee (see section 3.2-5)
- 8) 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.

- 9) New orders during set up or event will be held in the Exhibitor Service desk and paid by credit card.

### **3.5 METHOD OF PAYMENT**

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

### **3.6 ORDERS DEADLINE**

- 1) See Order SERVICES 3.2
- 2) 20 days before the set up only standard items from the exhibitor manual will be possible to be order.
- 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) The CCIB does not handle or keep goods send directly to the venue. Confirm with the organizer the official supplier for this service.
- 2) During dismantling time, all the material has to be removed from the venue. No material can be left to be picked up after the end of the event.
- 3) Storage is not available on the venue facilities.

### **3.8 CLEANING**

- 1) Booth cleaning can be ordered through the exhibitor manual order form
- 2) Special cleaning requirements are quoted under request, including containers needed for the dismantling
- 3) Common area pre-opening service is to clean the exhibition area corridors before the opening. This service 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](mailto: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](mailto:stands@ccib.es), in order 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

### 4.5 OTHER

- 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 organizer/exhibitor