CCIB EXHIBITION AREA
GENERAL REGULATION
EXHIBITORS

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Acceptance of CCIB General Rules

I _____
Name

representing_____
Booth name

EVENT____**ECNP_2027**_____

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:

Name
_____

Signed
_____

Date
_____

Booth Number

_____

Stand Builder (if applicable):

Name
_____

Signed
_____

Date _____

Booth Number

_____

Send acceptance signed 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 set-up period.
5) At all times we must consider the staff's logistics CCIB indications.
6) Stand builder has to remove all the construction material leftovers from the venue or ordered the correspond container (recycle policy)
7) Waste containers are not available in the exhibition area for exhibitors/stand builders construction material.

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.
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 breakdown 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

Information on 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 visible any type of product, material or small size equipment during the event and after closed of the exhibition.

1.6 LOGISTIC

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 freight elevators can only be used by logistic staff.

1.7 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.
   - Once the CCIB has the complete information, the unloading of the element will be approved or disregarded.

ROOMS	*MAXI MUM WEIGHT PER SQ. METRE*
Exhibition Hall (areas 1 to 8)	2.500 kg/m²
Main Hall	1,250 kg/m²
M1 Floor - VIP Room	500 kg/m²
P1 Floor - From Room 111 to Room 134	500 kg/m²
M2 Floor - From Room M211 to Room M221	500 kg/m²
P2 Floor - Rooms 211+212 and Banquet Hall	500 kg/m²
Terraces	Extra weight is not allowed on the terraces

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) The use/storage of inflammable substances in the booth space is forbidden (liquids, gas or other).

4) Any inflammable liquid, gas or other substances must be approved by CCIB. For any doubt 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 set up a platform in the booth, the electrical switchboard must be accessible.

7) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other booths.

8) The organization is responsible to decide if exhibitors are obliged to build a stand as well as the heights and finishing of the back side of the stands.

9) The back walls of the stands built by the CCIB for a exhibitor cannot be used as walls by other exhibitors.

10) Holing, screwing, nailing, or the use of paint, glue or anything that can damage the structural elements of the building (floor, walls, ceiling ...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will will be charged to the company that has booked the space.

11) The maximum building height shall be designated by the organizer

12) It is necessary to inform the CCIB of the set-up day and schedule of all stands with platforms, as some services provided from the CCIB must be installed previously (electricity, IT, etc)

13) The height of the elements that hang from the ceiling has to be specified by the Organizer. Only available on the Multipurpose area.

14) In the case of two-floor stand (double deck) construction, this is only available in the multipurpose 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.

1.10 COMPLEX STRUCTURES-

Construction over 4mts, 2 booth floor. Bleachers with access for people, Stages or platforms over 0.50 mt H, Tents.

1) Walls / structures higher than 4 mts requires a certification... Construction project and Architect certification. See Complex structures file.
2) Bleanchers or structures over 0.50mt also required certification
3) CCIB could do the certification for each booth, technical construction information is required to make the Certification during the set up
4) Certification price will be according to the project to be certificate.
5) Information is required for a minimum of 1 month before the set up.
6) A certification copy will be sent by email once the architect sends it to the CCIB.

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) The electrical switchboards supplied by the CCIB cannot be manipulated or damaged. The cost for repairing the damaged electrical switchboard will be charged to the company that had ordered it.
3) CCIB staff is authorized to unplug the whole booth's electrical installation if a potential risk for the setup is detected.
4) On the ground floor exhibition area, the power of the floor boxes is 20kw. This power sometimes has to be shared by different exhibitors. In this case CCIB has the authority to cross other booths, corridors or structures to deliver power supply to other stands that do not have Service Chests in their own exhibition area.
5) Electrical switchboard will ALWAYS be delivered in the booth floor. Stand builder /organizer must check how to place it inside the booth to be accessible.
6) When a group of stands have to share power from a service chest there will be an electrical switchboard (distributor) delivered in the space of one of the stands. The electrical switchboards of each stand must be connected to the distributor. The organizer should consider the location of the distributor electrical switchboard and/or notify the exhibitor so they can take this into account.
7) Distribution switchboards must be accessible at all times.
8) . To provide power supply to a booth that does not have power box in its own exhibition space, electrical cables will go from the nearest switchboard or Service Chest available, going through aisles or across other booths.
9) If a booth orders more power supply than the power available, the extra power supply will be provided from the closest switchboard or Service Chest, going through aisles or across other booths if necessary
10) When the total power of all electrical switchboards used in the project reaches a minimum of 49KW, an electrical project must be carried out. This is a mandatory study to ensure that the set of switchboards used in the project are safe.
11) The availability of power, and the installation of the electrical switchboard, is included in the price of electrical switchboard
12) The exhibitor is responsible for calculating the necessary power supply based on the elements that need to be connected, together with the request for the necessary voltage (220V or 380V).
13) The Organizer is responsible for informing the exhibitors about the different power outputs.
14) The differential switch protection of the power and lighting primary circuits is 30mA and these are not superimmunised.
15) It is responsibility of the organizer / exhibitor to inform the CCIB on how the connection to the electrical switchboard provided by the CCIB is done (CETAC/SHUKO)
16) In case that the stand builder is bringing his own electrical switchboard, it is compulsory to connect it to the electrical switchboard provided by the CCIB.

For more information, contact the CCIB CCIB only could provide electricity from the electrical ducts on the floor (Polivalente area).

17) CCIB can only provide power supply from the Service Chests in the floor of the multipurpose area. If anything else is needed, contact CCIB and we'll try and look for an alternative.

18) It's compulsory the use of plastic cable duct on the common spaces to hide electrical cables.

19) Any ordered electrical extension will be supplied together with the electrical switchboard and the exhibitor/ stand builder will have to place them.

20) In the remaining spaces of the CCIB outside of the multipurpose area, power supply will be provided from the closest electrical access point. Any required electrical cables for this purpose will be visible in this scenario.

21) The electric power service of the CCIB boxes is 32A. 380V. If more power is needed, the cost of extending will be charged to the organizer or to the exhibitor.

2.1.1 24H ELECTRICITY

LIGHTS SWITCH OFF AT THE END OF THE DAY

1) At the end of the day all lights in the stands must be turned off for safety and sustainability reasons.

2) The CCIB provides power supply in the exhibition area only during the hours contracted by the organizer. After these hours, the exhibition area's electricity service will be disconnected. The stand manager must ensure that the stand lights are off before leaving the building.

3) In case that 24h power supply for some devices is required, a second electrical switchboard will have to be ordered. Regardless of the second electrical switchboard, the booth manager will have to make sure the lights are turned off. I opposite case, the general lighting will be switched off and the second switchboard order for 24 hours will be disconnected.

4) CCIB is not responsible for any damages caused by the failure to disconnect electronic devices that exhibitors have not disconnected during the nighttime power disconnection period.

5) In case that the stand builder brings his 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, so the booth manager knows which switcher has to be turned off at the end of the day, and which line has to remain on to provide power to the connected elements.

2.2 WATER connection

1) Water can only be supplied in the multipurpose area of the ground floor.

2) CCIB can only supply water to the stands that have a water connection available in 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 non-providing of the requested service and the prepayment will not be refunded.

4) It is the obligation of the exhibitor to verify that the installation of water drainage is in place before the platform to cover it is placed. It is mandatory to leave access to the water access point.

5) The water supply system includes only the water pipe and drain, NOT the connection to any other element.

6) It is the responsibility of the organizer / exhibitor / stand builder to inform the CCIB about the technical connections' details

2.3 INTERNET

1) The organizer will be responsible for requesting access for exhibitors and visitors to Wi-Fi networks, by contracting a general access service in the exhibition area or a free Wi-fi area (cybercafé)

2) The wired internet connection will be exclusive to each of the stands that individually request it.

3) It is the responsibility of the organizer, exhibitor and / or stand builder to inform the CCIB about how they are planning to connect the different devices to the CCIB network.

4) Private Wi-fi networks installations for exhibitors must be authorized by the organizer. The CCIB is not responsible for possible interferences that these networks can generate.

2.4 RAISED FLOORS - -

1) Stand builders must inform the CCIB about the day and time that the platform is going to be placed to provide the required services onsite.

2) The CCIB is not responsible for the connection of the requested installations (electricity, water, telephone cables, Internet...) through the space, if the exhibitor/organizer has not informed of the placement of the corresponding platform at their stand.

3) It is mandatory to guarantee access to power and water box whenever a platform is installed.

4) Once the platform is in place, no installation work will be performed that requires access to the electrical box and running cables under the already installed platform. If the requested services cannot be installed because the platform is in place, the amount for the requested service will not be refunded.

5) It is the responsibility of the stand builder to confirm the requested technical installations that must pass under the platform before the platform is assembledAccess ramp Organizer rules.

2.5 SMOKE & FLAMES

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) It is the responsibility of the organizer to inform all exhibitors about CCIB regulations since it will be the established norm.

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) Drilling, screwing, nailing or any action that could damage the modular stands and/or materials rented by the CCIB is not permitted.

3) The CCIB reserves the right to charge the exhibitor for any damage to equipment once it is detected at the start of dismantling. This includes the cost of removing any stickers, vinyl, Velcro, posters, etc. placed by the exhibitor on CCIB equipment.

4) When purchasing a shell scheme stand, no changes will be made to the description of the elements described. Any changes to the stand or furniture included as a pack will be billed separately, and no charge will be made for removed materials..

5) The CCIB modular stand, which includes carpeting, is delivered with protective plastic to protect the carpet during assembly.

6) Exhibitors must request the pre-opening cleaning service if they wish the plastic to be removed before the opening. It must be checked in the stand description whether pre-opening cleaning is included or not.

7) Electrical and internet cables will be delivered above the carpet. If the exhibitor wishes to hide the cables in a conduit or duct, they must request it and will be charged for it.

3.1.1 RENTAL EQUIPMENT

1) All materials offered are rentals and must be returned in the same condition as they were found.

2) The CCIB will bill the organizer / 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 of any staff (hostesses, security guards, cleaners, waiters) entails certain conditions in terms of timetables, lunch breaks and transfers.

5) The printed material for stand decoration is not reusable.

6) Exhibitor must send the final images to be printed at the latest 3 weeks before the start of the set up period.

7) Exhibitors are responsible for the keys provided for warehouse doors and cabinets. Losing or forgetting a key will result in a wait time for a replacement.

8) Exhibitors must order in advance the sockets needed for all the devices that need to be connected.

9) It is the exhibitor's responsibility to confirm that the dimensions of the exhibition material are within the limits of the assigned space, stand dimensions (height), as well as the services required for its operation.

10) Once the requested materials have been delivered, cancellation of services are not accepted.

11) The CCIB is not responsible for rented material that might be theft once it's been delivered in the booth and verified by the CCIB staff.

12) The CCIB reserves the right to modify or cancel any item available on the Exhibitor manual.

3.1.2 EXHIBITOR'S MATERIALS

1) The CCIB is not responsible for elements displayed on the stands and the objects owned by the people who are on the stands.

2) The exhibitor is responsible for the delivery of the exhibition material during the assembly and for the collection and removal of the material left at the stand once the event has ended.

3.2 REQUESTS FOR SERVICES

1) Only requests submitted through the CCIB ONLINE WEBSITE, quotes sent by the CCIB, or via the Exhibitor's Manual (Excel document) will be accepted. Signature of the document is required when requested. The CCIB is not responsible for requests not submitted in the required format.

2) The applicant must provide all the necessary data to be able to issue an invoice.

3) Applications must be received with sufficient time for the requesting company to make payments prior to the event being set up (CCIB regulations) and to comply with CCIB payment policy.

4) The requested services will only be processed when the payment terms are met within the established timeframe.

5) If any issues are experienced at a stand, it is necessary to contact the Exhibitor Support Desk (not by phone or email) during setup or the event. Once the event is over, no complaints will be accepted.

6) The deadline for contracting services is 20 working days before the start of set up. The CCIB reserves the right to charge a 20% increase on the price indicated in the manual for services requested after this date.

7) Orders deadline date are available on the CCIB Web Shop.

3.3 SERVICE CANCELLATIONS

1) Cancellations will only be accepted if made in writing and within the contracting period for items in the Exhibitor Manual that have not been personalized.

2) Special orders such as prints, designer furniture, special food and beverage services cannot be cancelled if the service has been reserved or is already in the process of being produced.

3) No cancellations or changes will be accepted 15 days before the event and 100% will be charged.

3.4 PAYMENT CONDITIONS

1) 100% of services must be paid at the time of the request.

2) When choosing the bank transfer payment option, proof of transfer must be attached.

3) Exhibitors must complete applications with all the information requested to invoice services (company, address, tax identification code, credit card).

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 will verify the tax information to confirm whether to charge VAT or not.

7) If your company has a payment policy requiring a specific period of time, you will need to make sure you place your order with enough notice to be able to receive, process and send the invoice within your payment policy.

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

3.6 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 same 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) If new service requests are accepted after the deadline, availability and delivery before the event opening cannot be guaranteed.

4) Technical services will not be accepted during the set up (Water, electric extensions, Cable Internet ...)

3.7 RECEPTION, STORAGE AND GOODS COLLECTION

1) The CCIB does not handle or keep goods. Please check with the organizer, the official supplier for this service.

2) No goods are accepted before the set-up period. Official Freight Forwarding company 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. CCIB Exclusive services

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

4) supplied by the venue (authorization is necessary from the venue)

5) For especial catering services including waiter service please contact with stands@ccib.es for more information.

6) The exhibitor must consider the space available on the booth to store and display the requested deliveries.

7) In case to have any other doubt about F&B please contact to stands@ccib.es to avoid misunderstandings once the event stared

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 CLEANING

CCIB provides the cleaning service in exclusive basis as well as the management of the bins and containers in the venue.

No company is allowed to clean the venue facilities surfaces to avoid damages.

4.6 STRUCTURAL CERTIFICATION

Structural certification for all complex structures set up

4.7 OTHERS

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 email to stands@ccib.es

The construction of singular structures must be notified in advance and must comply with the requirements established in the current regulations for their design and construction, specifically, the contents of the Technical Building Code in all its sections, as well as in the basic documents on structural safety (DB SE), fire safety (DB SI) and safety of use and accessibility (DB SUA).

Are considered complex structures those that require the intervention of a competent technician in their design, calculation or in the certification of their final strength or that require an evaluation of significant risks.

TIPO	COMPLEX STRUCTURE DEFINITION
1	Singular constructions or stands over 4m high
2	Two floor booths
3	Bleachers with access for people
4	Stages or platforms over 0.5m high
5	Structures in outdoor areas larger than 16m2 (Tents)

The construction of complex structures is permitted if the following protocols are complied with depending on the type of element and phase.

PROTOCOL OF ACTION		
PREVIOUS FASE	DURING THE SET-UP	FINAL FASE
Descriptive report of the project Structural calculations Dimensioned plans in plan and elevation. Specific risk assessment. Accessibility justification (2,3,4) Evacuation and fire detection plan (2,5)	Assembly supervision	Assembly certificate

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.

	Access will be restricted to duly accredited personnel. ***Access to the build-up areas will be prohibited to those under 18 years of age***, particularly infants and children
	***It is mandatory to use of safety footwear in build-up and breakdown areas.*** The use of highly visible vest is mandatory in the presence of machinery or load handling equipment and personnel in the venue. Likewise, ***companies must ensure their personnel uses the personal protective equipment*** that are listed in their risk assessment guide for the tasks they undertake.
	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.) ***Only one person may be on the ladder at a time.*** Stepladders in use must be fully extended. ***It is forbidden to work "straddling" atop ladders*** 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
	It is expressly ***forbidden to smoke or use toxic substances*** such as alcohol, drugs or other risk perception-altering substances within the CCIB facilities or during the work day.
	It is expressly forbidden to use hazardous substances within the CCIB facilities.
	Work at heights may be carried out in the facilities that ***involve the risk of falling objects***; 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
	Keep work areas clean and tidy, and ***keep foot traffic areas, evacuation routes and emergency exits clear*** of materials that may block or hinder access to them.

	Do not block ***access to fire-protection equipment*** 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.
	***Do not tamper with the power supply without prior authorisation*** from the CCIB staff member responsible.
	Only use the equipment and machinery when having the necessary qualification and authorisation, always following operating standards indicated by the manufacturer. Ensure that all tools are in good working order. 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.
	**Auxiliary transport equipment** (carts, pallet jacks, etc.) shall be used to transport materials, ***NOT PEOPLE***.
	***Demolition techniques are not permitted*** in the stand breakdown; these must be disassembled and never thrown, pulled down, pulled apart or knocked.

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		

The Barcelona International Convention Centre, in order to prevent injuries caused by the risks derived from the activity itself and the concurrence of different companies and work projects, recommends the use of safety footwear to anyone accessing the facilities during the entire build-up and breakdown phase of the event.

However, there is a need to unify the criterion regarding the mandatory use of footwear for the different job profiles in construction areas, which is why the following Technical Instruction on the use of footwear has been drawn up.

MANDATORY USE OF SAFETY FOOTWEAR	
WHO?	WHEN?
Personnel involved in the construction of shell schemes and design stands (construction, masonry, carpentry, painting, etc.)	During the entire build-up and breakdown phase of the event.
Audiovisual Staff	
Personnel in charge of logistics tasks and transport of goods/materials	
Facility staff	
Staff performing global support functions (organisation, agencies, production companies, etc.)	
Staff whose own activity involves moving around the build-up areas.	

RECOMMENDED USE OF SAFETY FOOTWEAR (not mandatory)	
WHO?	WHEN?
Exhibitor's in-house staff	Time of delivery defined by the organisation(*)
Staff in charge of detailed decoration	
Promotional staff	
Other	
Personnel without safety footwear shall: • Be duly informed of the risks present in the facility. • Avoid walking around the exhibition area, preferably staying in the assigned area. • Pay special attention to the pedestrian path, avoiding the use of mobile devices when moving about. • Avoid passing through areas where structural build-ups are being carried out.	

The organisation is liable for any injury caused by non-compliance with this instruction and defines the following time of delivery(*) from which the use of safety footwear is recommended for those not required to do so.

DAY	TIME

(*) The time of delivery may never be earlier than the day before the start of the event and must be defined by the organisation on the basis of:

- Condition and/or delineation of corridors or safe lanes.
- Presence of materials/waste.
- Expected completion of most building tasks.
- Presence of machinery and equipment for handling loads and/or lifting people.

The CCIB reserves the right to limit the stay in construction areas to personnel without protective footwear in those cases in which risk situations are identified subsequent to the time of delivery established by the organisation.

EVENT NAME	DATE	
FULL NAME AND POSITION	SIGNATURE AND STAMP	
COMPANY		