



## REGULATIONS ON VEHICLE ACCESS IN THE EXHIBITION AREA

### 10.1 Build up and break down process

#### 10.1.1 Build up process

Exhibitor companies with outstanding unpaid balances with Fira de Barcelona shall not be permitted to commence the build up of a stand, regardless of the exhibition, edition, or event to which the debt relates.

The period and times of build up and break down shall be adjusted to the dates indicated in the exhibition calendar. They are determined for each event according to the corresponding participation regulations. However, this period shall be divided between the build up activities of the stands and the arrival of merchandise.

If for any reason the build up of a stand had to be moved to a time prior to the dates indicated, the exhibitor must request the corresponding authorization from the Fira de Barcelona Customer Services Department, which in turn shall grant authorization on the basis that the capacity of the halls allows it. In this case, the costs derived from the said extension shall be charged to the exhibitor (surveillance, electricity service, etc.). In terms of requesting an extension of the timetable during the official build up and break down days, this shall be requested through the Fira Hall Manager before 12 pm on the day of the extension.

Fira de Barcelona reserves the right to modify the build up periods and timetables if necessary.

#### 10.1.2 Access to the halls

Access to the halls, as well as the loading and waiting areas, shall be defined in each case according to the characteristics of the exhibition, with the proper indications provided by means of detailed plans of the exhibition area.

During the days of build up and break down, Fira de Barcelona reserves the right to permit or restrict the entry of exhibitor vehicles to unload or load merchandise (depending on the material in the vehicle to be unloaded), as well as permitting or restricting the entry of exhibitor vehicles in the stand for its removal.

The access of private vehicles in the venue shall not be permitted during the days of build up and break down.

#### 10.1.3 Break down process

The break down period shall be adjusted to the dates indicated in the exhibition calendar. This period shall be divided between the break down activities of the stands and the shipment of



merchandise. Likewise, different break down periods can be established for different halls depending on the characteristics of the exhibition and provided that the exhibition calendar is respected.

The break down and shipment of merchandise shall be finalized before the period of break down concludes. Fira de Barcelona reserves the right to break down a stand or move the merchandise contained within if the said final date has passed, and in the process the exhibitor will be charged with the additional costs. Fira de Barcelona shall not be responsible for the damages that the said materials and merchandise may suffer.

Fira de Barcelona reserves the right to modify the break down periods and timetables if necessary.

## 10.2 Access to the exhibition area for loading and unloading activities

Fira de Barcelona shall indicate in each case the guidelines for regulating the entry of vehicles into the exhibition area and halls. Likewise, their time of admission before, during and after each exhibition held in the exhibition areas shall be limited.

Fira de Barcelona has a system for controlling the access and stay of vehicles inside its venues, the purpose of which is to guarantee the maximum length of stay of the vehicles to load and unload merchandise.

Vehicles may remain inside the venue only during the loading and unloading activities of the merchandise. Once the said activities have been finalized, the vehicles must leave the inside of the exhibition area, and can use the outdoor parking lots.

### Vehicle category types

Low vehicles: vehicle clearance  $\leq 2$  m.

Average vehicles: vehicle clearance between 2 and 3.5 m.

High vehicles: vehicle clearance  $> 3.5$  m.

### Implementation fees

Fees according to the vehicle category (low, average and high).

Cost of access to the venue and number of hours the vehicle can remain in the exhibition area.

**Important:** Vehicles are strictly forbidden from staying the night in the exhibition area beyond the timetable established in each exhibition. If this requirement is not fulfilled, the driver shall be sanctioned with a fine defined in the fees stated at the access points to the venue.

The regulations on circulation, as well as the existing road signs and speed limits, must be respected at all times inside the venue.

It is prohibited to park in areas of influence corresponding to the emergency exits, as well as in the access points that may be reserved for emergency services.



### 10.3 Arrival and shipment of articles and merchandise

All merchandise intended for Fira de Barcelona shall be clearly identified (venue, hall, stand no. and exhibiting company) and must be received by the exhibitor.

The arrival of merchandise to the halls that make up the exhibition area must be coordinated so that the people authorized by the exhibitor can receive the material at the unloading site.

Under no circumstances shall Fira de Barcelona be responsible for receiving the said merchandise. The responsibility of the exhibition materials corresponds solely and exclusively to the authorized exhibitor and build up contractor.

### 10.4 Services for empty packaging

Fira de Barcelona offers a packaging holding service which includes removal, holding and return-to-stand of packaging materials. This exclusive service may be contracted, where the exhibitor fills out the corresponding services catalogue sheet or directly contacts the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)).

The exhibition halls and the exhibition area must be free of packaging 24 hours before the event is held. On the contrary, Fira de Barcelona shall order the removal thereof, with the costs incurred charged to the exhibitor.

The packaging shall be collected once the exhibitor has identified them with the relevant label that will have been previously supplied by the official provider. To obtain labels, it is necessary to have signed a packaging (or materials) contract with the official provider in advance.

All materials that are not duly identified with their corresponding packaging label shall be considered waste and will be removed by the cleaning company on the last day of the build up.

The packaging is returned once the event has ended. Exhibitors usually have one hour after the official ending time to vacate the halls (subject to modification if thus required by the conditions). The return of packaging and materials is essential, and, in general, no other logistics services will be carried out while it occurs.

The return of 100% of the materials during the last day of the event and before the following day when the official break down begins is ensured.

Fira de Barcelona accepts no responsibility for the packaging material that is not removed in due time. It is not permitted to store containers, packaging materials, or any inflammable material in the stand.



### 10.5 Arrival of installations and merchandise from abroad (outside the EU)

Customs with the "0851 - Trade Fair" code, linked to the Barcelona Provincial Customs Clearance and Special Taxes Office, operates in the Fira de Barcelona venues.

From January 2017, all customs procedures are carried out online under the control of the Main Customs Office of Barcelona. The business hours are from 8:30 am to 2 pm at the Main Customs Office on Passeig de Josep Carner, 27.

#### Relevant information:

Non-EU materials and merchandise, without free circulation and sent to the exhibition area, must be formally documented with the EU Transit documentation (T.1), Internal Transit issued by other EU customs or with the ATA Carnet (in accordance with the Customs Code Regulation no. EU952/2013).

The transits that reached the exhibition area 0851 must be completed by the customs agent representing the exhibitor, generating the corresponding summary declaration. The DUA (single customs declaration) of Temporary Importation shall be submitted with the summary declaration within 24 hours of the arrival of the merchandise to the venue.

When Temporary Importation presented after the 24-hour period is admitted as an exception, the Inspection Service shall impose a sanction for failing to comply with this regulation.

If, due to the kind or class of merchandise shipped, it is subject to controls by Health, Veterinary Health, SOIVRE or Phytosanitary measures, the said merchandise will be regulated at all times by the provisions of the current legislation, in effect prior to their exhibition.

Packaging should be clearly marked with the name of the exhibition where it will be displayed, followed by Fira de Barcelona. The name of the exhibiting company, the exhibition area (Gran Vía), the exhibition hall number and the stand number must also be indicated. Once the event has finished and before the merchandise is shipped, the exhibitor must submit a written declaration to Customs of the samples, brochures and other advertising material originating from non-EU countries which have been distributed, and which material is still in their possession.

Once the event is over, the re-shipment of materials and merchandise must be processed through Customs 0851.

If the exhibitor decides to definitively import their items and is in possession of the necessary documentation for this purpose, Customs 0851 will arrange dispatch.

If merchandise is not properly documented on the Departure Transit form (T.1), ATA Carnet or the DUA of Temporary Importation, this will result in the initiation of the appropriate action to obtain the relevant duties and taxes. Likewise, the shipment of merchandise without canceling the



Temporary Importation document will result in action being initiated to obtain the relevant duties and taxes and the corresponding sanction.

The Customs Zone of the Fira de Barcelona venue handles both incoming and outgoing merchandise but there is no provision for storage due to the high number of transactions carried out. For this reason, once the break down period has come to an end in accordance with the provision of the specific regulations governing each event, the exhibitor shall transfer their merchandise to a holding area or Duty-Free Zone, assuming all costs incurred.

For additional information on customs and dispatch requests, we suggest that you contact Resa Expo Logistics (official provider of Fira de Barcelona) [operations@resaexpo.com](mailto:operations@resaexpo.com); Tel: +34 93 233 47 42.

#### 10.6 Parking service

The Gran Vía venue has parking lots reserved for exhibitors and visitors. In the events thus taken into consideration, exhibitors may request parking spaces through the sales channels, where the available spaces, as well as the corresponding dates, hours and prices will be identified. The access height of the underground parking lots is 2 m.