



REGULATIONS ON THE BUILD UP OF STANDS AND ADAPTATION OF SPACES

3.1 Stand Construction and Decoration

The contracted space solely includes the surface thereof (being understood as solely the floor and its perimeter). However, specific events include the corresponding stand assembly in the price established per m². This circumstance shall be expressly indicated in the participation regulations of the event, which shall indicate any other circumstance that may be linked to the event.

Therefore, exhibitors must proceed to decorate this surface according to their needs. Under no circumstances may the adjacent walls of another exhibitor be used. The exhibitor or decorator must be informed of the characteristics and particularities of the site, as well as the location and size of the elements that may be eventually installed and which must be respected to ensure compliance, such as the clearance height of the building, hoses, fire hydrants, distribution boxes and water pipes or drains existing in the area. Likewise, there must be compliance with the general provisions defined below:

3.1.1. General provisions

The following aspects related to the infrastructure of the venue must be respected when designing, installing and decorating stands:

- The walls and columns, as well as the technical installations of the halls must not support any loads on their structure pertaining to decorations or the articles displayed.
- Hall columns within the stand can be cladded, without damaging them and in accordance with the permitted height regulations, taking into account the fact that in the case of connection boxes or any other supplies, the said boxes can always be registered.
- In the case of cladding or decorating columns with fire equipment, extinguishers, fire alarm call points, signage or any other informational element of the venue, they must always be visible, accessible and clear of obstacles that may prevent their normal use. All of these elements must not be manipulated or disassembled.
- All connection service chests located on the floors of the halls must be easy to register and must be easily accessible at all times. The design of the stand can never obstruct access to any of the service chests. For this purpose, Fira de Barcelona has the power to require compliance with this requirement.
- The surface of the exhibition spaces, both inside the hall and in the outer areas, shall solely be carried out by placing a platform or carpeting. This element must be removed by the exhibitor at the end of the event. Likewise, the rear sides of the walls that form the stand



shall have a decorative finish. It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the halls.

- It is prohibited to carry out channeling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be cladded with paint or glue.
- It is prohibited to apply cement to the floor without the presence of an intermediate protective element authorized by Fira de Barcelona. Furthermore, driving in nails using percussion tools or painting using spray guns is forbidden.
- Any possible damage caused by the exhibitors or their delegates to the walls, installations or other infrastructures of the Fira de Barcelona exhibition area shall be repaired by Fira de Barcelona and charged to the exhibitor.
- Advertising or informative anchors of the halls that are used exclusively by Fira de Barcelona cannot be used.
- For safety, health and environmental reasons, the tools that produce dust, such as all types of saws, must not be used inside the Fira de Barcelona halls, unless they are equipped with dust holding bags or suction systems designed for this purpose.

3.2 Shell-scheme or modular structures

These structures may be hired directly through the Fira de Barcelona Sales Department. Their characteristics and prices are specified in the information provided by the Fira de Barcelona Sales Department (www.servifira.com).

3.3 Custom constructions

These structures may be hired directly through the Fira de Barcelona Sales Department (www.buildupfira.com). In this case, the exhibitor must hire the service through the Fira de Barcelona Sales Department for a free no-obligation estimate.

For events organized by Fira de Barcelona and in the case that the exhibitor undertakes a stand construction project through a company hired independently, they must submit the decoration project to the Fira de Barcelona Operations Department in advance for approval (indicating the layout, elevation and other necessary information). This project must be in accordance with the build up regulations of the exhibition, published in the exhibitor area.



As a general rule, the free constructions must comply with the current regulations and, specifically, the Spanish Technical Building Code (TBC) in all of its sections, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA).

The structures of the stand and any of the elements that comprise it must have the necessary stability and rigidity so that they do not pose a risk to people or to the goods of the exhibition, with the safety of the stand under the responsibility of the exhibitor.

3.3.1. Height of the constructions

The maximum permitted height of the stands shall be five (5) meters, provided that the proportions of the stand and the height of the hall allow it and do not obstruct visibility. In the case that the stand exceeds this height, the regulations for complex structures defined below (point 3.4) shall be applied.

Notwithstanding the foregoing, this height may vary depending on the event regulations published in the exhibitor area.

3.3.2. Ceiling Installation

Exhibitors may cover their stands with a ceiling, provided that they observe the technical directives on fire protection and the safety regulations referred to in sections 1.4 and 3.4. Since the ceilings can be seen from higher floors, their finish should always be aesthetically pleasing.

In any case, Fira de Barcelona suggests that when covering the stand with a ceiling, this ceiling is permeable so that the general temperature control of the hall reaches the space of the stand. The ceiling of a stand must not be completely closed.

3.3.3. Different floor levels due to the installation of platforms

When the floor of the stand must be lifted by installing a platform on the entire surface thereof, it must comply with current accessibility and safety regulations in order to prevent falling to a different level, always in accordance with the provisions set forth in the specifications of the Spanish Technical Building Code.

Under no circumstances shall the access ramp to the platform exceed the limits of the area of the stand, and it must comply with the relevant regulations defined in the Spanish Technical Building Code (BD SUA).

More specifically, it must ensure that the height of the stand platform with respect to the pavement of the hall is never greater than 18 cm.



3.4 Construction of complex structures in the halls and outdoors

Fira de Barcelona may authorize the construction of a complex structure in accordance with the regulations established by the event organizer and in the sections where the ceiling height and the hall structure allow it.

Risk assessment is required to any construction that implies the submission of design floorplans, calculations and certificate of stability approved by qualified technicians. The same applies to all constructions that need a custom evaluation of a special risk assessment.

The complex structures are classified in the following way:

- Stands with a height greater than 5 meters
- Platforms or stages with a height equal to or higher than 0.50 m.
- Singular structures higher than 4 meters.
- Terraces with access to the general public.
- Outdoor constructions larger than 16 m².

The complex structures must comply with the requirements set forth in the current regulations and, specifically, in the contents of all sections of the Spanish Technical Building Code, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA).

Authorization to construct any of these structures must be requested from the Fira de Barcelona Operations Department through the event management team and providing the following documentation:

Project approval by the corresponding professional association, which includes:

- A descriptive and explanatory report of compliance with the current regulations.
- A structural study with static calculation, which includes the verification of each element of the structure and the description of loads transferred to the pavement under each support.
- A floorplan and elevation drawings, including details of the handrails and stairs.
- The evacuation and fire detection plan for structures with a surface larger than 100 m².
- Assessment of risks and preventative measures to consider during the construction build up and break down process.

Once the construction of the complex structure is complete, the responsible technician shall issue the corresponding final certificate (or permission for build up), approved by the corresponding professional association and to be delivered to Fira de Barcelona.



In the case of a structure approved by a qualified and authorized organism, the approval certificate of the structure, along with the build up and break down regulations, shall be submitted to replace the structural study.

In the case that all provided documentation is correct, the build up of the stand or structure presented shall be authorized. If any deficiency is detected, the resulting non-compliances shall be indicated in order to request that the client or decorator make the appropriate corrections. The build up of the stand or structure shall not be authorized as long as the deficiencies remain uncorrected.

3.6 Regulations for suspending aerial structures (rigging)

The service of basic anchoring points (also called rigging) is exclusive to Fira de Barcelona and offered through its official provider. Therefore, it is entirely prohibited to hang any element directly from the ceiling of the halls.

The stand exhibitors and build up contractors must request the rigging points according to the distribution of the weights designed by the qualified technician thereof.

It is not always possible to locate anchoring points in all of the exhibition areas of the hall, since there may be restrictions that depend on the hall and the points already in use, as well as the load capacity of the ceiling. This circumstance may thus require prior adjustment for the rigging (pre-rigging). Moreover, this adjustment may entail additional costs that shall be charged to the exhibitor.

Any exception to the regulations described must be authorized in advance by the Fira de Barcelona technical services.

3.6.1 Basic requirements

The structures must be designed to resist the static and dynamic loads associated with their final design, as well as take into account their steps for build up and break down.

The main requirements for any hanging structure/element are:

- The minimum distance permitted between anchoring points is 1 meter.
- The maximum hanging weight permitted for rigging elements is 15 kg per m², calculated by the ratio of the total weight of the suspended elements to the hired stand surface.
- It is not permitted to raise any truss grid with more than 10 manual lifts (hoists/pulleys).



- The maximum load weight of a rigging point is 1.50 kN (150 kg). It must include the weight of the lift itself (motors, hoists, etc.).
- The hanging elements must have more safety features than those established in the prevailing regulations. This requirement is applied to all principal and secondary, or simply decorative, hanging elements of the points installed by the contractor.
- The loads transferred to the structure at any point due to lifting elements and that act on the halls cannot exceed the maximum load capacity of the point and its elements.
- The materials used must be of a high quality, in a good state, bear the CE marking and have an up-to-date revision.
- The truss structures and materials belonging to the exhibitors are only permitted if they have the CE (European Conformity) certification and are in excellent working condition.
- Exhibitors are not permitted to hang any element from the auxiliary structures installed in the ceiling of the venue.
- The elements hanging from the ceiling must maintain the vertical nature of the point.
- The maximum recommended distance between the anchoring points that use a truss is 10 meters for general lighting.
- It is strictly prohibited to alter any equipment installed by the official provider, including trusses, wires, shackles or rope slings.
- The maximum height shall depend on the area and hall where the rigging point is installed, and under no circumstances can it exceed the maximum height established by Fira de Barcelona.

3.6.2 Safety wires

Safety wires must be put in place for:

- **For Motors and hoists**

Safety wires must be installed during the build up, with the purpose of preventing the hanging structure from collapsing. Safety wires must always be used to retain the element that the motor lifts.



Mandatory requirements:

- Safety wires must connect the structures tied by the exhibitor to the ring, bypassing the electrical motor or hoist.
- Once the two ends of the safety wires are secured, these wires must remain slack.
- The diameter of these wires must be at least 6 mm and equal to or larger than the diameter of the main wires.
- Their thickness must support the load associated with the wire plus 25% in order to handle any sudden stress.
- The safety wires must be positioned in such a way that they are not subjected to stress in their final location.

• For components:

All hanging equipment and components on a truss (lights, sound equipment and speakers, signs, etc.) must be secured with secondary safety wires/chains and metal flanges.

Mandatory requirements:

- The securing of each unit of equipment must act independently from the secondary equipment and the steel wires must have a diameter of at least 4 mm.
- The safety wires must be made of synthetic fiber in the cases where the main joining system is made of steel wires. However, they will not be used when located near lighting systems.
- The nylon elements must have a minimum tensile strength of 7 kN (700 kg).
- The wires and rope slings made of steel, nylon or a combination of both materials can be used to hang elements.

3.6.3 Request procedure

The rigging points shall be installed by the Fira de Barcelona official provider. The said points are not always available and each request shall be considered separately.

To request the rigging service, it is necessary to fill out the form available online through the Fira de Barcelona Sales Department (www.servifira.com) and submit it along with the documentation listed below:

- A drawing (in AutoCAD 2010, if possible) indicating the height, the weight supported by the anchoring point and the orientation of the stand in the hall.
- The rigging request form (available online at the Servifira website), indicating company information and rigging requirements.
- The point type (with or without safety wires, hoists or an electrical motor).



Based on the complexity of the request (number of points, location, simultaneity of requests, etc.), and at the request of Fira de Barcelona, the following must be submitted:

- A technical description of the design materials.
- Justification of weight calculations of the points.
- Quality certificates of the materials.
- Justification of the revision of motors, hoists or any other machinery.
- A description of the build up/break down procedures to prevent damage to the hall structure or anything which may present a risk to the installations or personnel.

All of the data provided must be submitted with measurements from the International System of Units and in Spanish or English.

In the case of detecting some deficiency in the materials or when completing the work, Fira de Barcelona can stop the build up/break down operations until the required documentation is submitted or the procedures used are corrected.

There are local restrictions that change according to the hall structure, the load capacity of the ceiling and the load already used. These restrictions can lead to the installation of pre-rigging structures with the resulting additional costs. For more information on these restrictions, please contact the Fira de Barcelona Sales Department (www.servifira.com) or write to: info@expo-rigging.com.

3.6.4 Inspections and period of build up

Fira de Barcelona, through its supervisors and technicians, can conduct inspections or request more documentation during the periods of build up and break down. The build up contractors must carry out the said inspections and provide the documentation required. They must inform the relevant inspectors of any auxiliary element used, such as lift baskets, scaffolding, portable ladders, etc.

If during the build up period there is reasonable doubt over the sustainability of any element, Fira de Barcelona can request viability tests. The costs of the said tests shall be charged to the exhibitor.

Fira de Barcelona, through its designated technicians, can stop the build up or lifting of any structure deemed necessary for safety reasons. For this same reason, it can also request all additional information considered necessary.



3.6.5 Mandatory regulations for the rigging material

EUROPEAN REGULATIONS:

- UNE-EN 13414. Steel wire rope slings. Safety.
- UNE-EN 1677. List of regulations for components of slings. Safety.
- UNE-EN 12385:2003. Steel wires. Safety.
- UNE-EN 13411:2002. Grips for steel wires. Safety.
- UNE-EN 13889:2004+A1:2009. Forged steel shackles for general lifting purposes - straight and curved shackles - Level 6 - Safety.
- Directive 2006/42/EC on machinery

SPANISH REGULATIONS:

- TBC. Spanish Technical Building Code

RECOMMENDED PRACTICES:

- NTP 155: Steel wires
- NTP 221: Steel wire rope slings

3.6.6. Specific regulations on occupational risk prevention

All work at heights must be carried out in compliance with the regulations on Occupational Risk Prevention. Specifically, R.D 2177/2004, of November 12th, which establishes the minimum health and safety requirements for the use of equipment by employees, regarding temporary work at heights.