

## **GENERAL INSTALLATION RULES**

- Before any work is begun, external installation companies must collect the labour risk prevention documentation which the Pavilion Supervisor will provide.
- With no less than 15 days before the opening of the event, assembling company, the exhibitor or the organizer shall submit to the Technical Department FIBES a dimensioned drawing of the stand, scenery, etc ... to build, where the general layout, the decorative, the taking of water / sewer, electricity, voice / data and other contracted services, and the certificate of charge in case of hanging some element of the structure of the pavilion, and fireproof certificate if the speaker mounted carpet, fabrics, etc ..., for approval of technical and safety aspects.
- FIBES reserves the right to approve and/or modify the project for safety reasons.
- All staff working directly or indirectly for the external installation company will have to be properly insured, FIBES declining any responsibility in case of accident or breach of employment regulations.
- FIBES reserves the right to refuse admission.
- If for justified reasons, the assembly operations have to be done outside normal hours must be informed in due time the competent commercial department, indicating the time and space in which they operate, assuming the solicitor consequent costs security, technical personnel and rent, if any, that this might entail.

**The competent department reserves the right to approve these changes can not be any kind of work after hours without the approval of the department.**

- Painting equipment must be cleaned at the places provided for the purpose, not in toilets.
- No structural or electrical element of the pavilions, conference centre or modular stands must be manipulated.
- It is prohibited to block the supply and return grilles air conditioning. In the case of grids returns must respect a minimum distance of 25cms. apart.
- **It is strictly forbidden to paint, drill, nail, etc.. on the floors, walls, doors and ceilings of the enclosure, as well as panels of modular stands.**

The business editor, speaker or organizer shall bear the cost of repair any non-compliance with this rule may entail.

- Whenever cranes, forklifts, etc come from an external provider it is compulsory to submit the documents (insurance, standardization, etc). They can only stay at Fibes during setting up/dismantling periods, not while the event is taking place.

## **MEASUREMENTS AND FINISHES**

### **Installation in Pavilion**

Stands for commercial exhibitions must meet the following requirements:

- All constructions (stands, etc) must remain within the contracted space and respect the maximum permitted construction height (6m in pavilions, except for stands against the wall where it is 4m).
- Construction finish must be perfect in all the stand's visible areas. Advertising on the boundary with other stands is prohibited.
- When using platform, it must have disabled access and all the boxes have to be registered or in their absence, providing a service.
- Whenever stands of two floors are built, their design plan must be submitted for the approval of the College of Architects.
- The maximum weight hanging from the ceiling is 150 kgs (330 pounds aprox) per point of blasting.  
Any company wishing to suspend any object from the ceiling structure must submit a technical project to Fibes technical department ([fsalas@fibes.es](mailto:fsalas@fibes.es)) at least 15 days prior to setting up date, for technical checking.

In this regard please consult Official tariff rates for Hanging Rights or Fibes official provider rigging setting up.

Always be sustained from the bottom layer of the structure and the points where previously no other fixed item. If complexity of the assembly, had to remove an item (spots, alarms, etc.) from the ceiling, is the consent of the Technical Department, and taking over the cost of assembly and disassembly of each element of Volkswagen, the exhibitor or the organizer (see rates Dept. of Servifibes, [servifibes@fibes.es](mailto:servifibes@fibes.es)). The attachments must be made with nylon slings.

Before starting rigging, Show manager has to be informed and during setting up a technical checking will be done, in order to confirm that setting up fits to submitted Project.

### **Installation in the Conference Centre**

- Carpeting must be used in all installations to protect the marble floor.
- The affixing of posters and other items on the walls of the palace.
- The fixing of signage elements in furniture or other structures designed for that purpose shall be provided with double sided tape Tesa Textile.

- Use of forklifts is not allowed. FIBES provides rubber-wheeled vehicles for the movement of goods inside the Conference Centre.
- Sound in the Al-Andalus Auditorium and Itálica, Ronda and Bahía Rooms must use FIBES permanent systems. External equipment must not be installed to carry out same function.
- It is forbidden to use the elevator dome for the movement of materials, since its use is reserved for people. For this task use the freight elevator, located in Room Albaicín, and authorization for use will give the Security Department

## CATERING

- The floors and, if necessary, the walls of the working areas will be protected, in order to avoid damage, with a fitted carpet or any other material authorized at the discretion of the Technical Department. Working or office areas will be assigned by the technical department during visits or meetings prior to the event.
- It is particularly **FORBIDDEN** to cook with fire, generate smoke, fumes, etc. inside the exhibition hall and its pavilions; in any case, making fire, etc. in any of FIBES facilities will be previously authorized by and under the supervision of the Technical Department. If authorization is given, the measures to take will be indicated as in the section above.
- Only the waste authorized by the environmental regulation will be spilled into the drainage network and never if the waste is solid.
- When the service is finished, elimination of the used oil will be the responsibility of the catering company and it must be disposed of at the special points established for that purpose.
- The persons in charge of the catering company that gives its service for an event in FIBES must watch, during and after the event that all the facilities leased for the development of its activity are kept in the same state as when they were given for use.
- If the generated waste is not removed from FIBES during or after the service, the person in charge of the catering company must check with the Technical Department as to where to place that waste. If the amount of waste is considered to be high, the catering company must require for tanks to be provided for its exclusive use several days prior to the service. It is not permitted to use tanks which are different from those assigned. Organic waste will always be put in closed bags. Unless otherwise indicated, the waste will be placed in such a way that it can be collected for recycling.

## **INSTALLATION OPERATIONS**

- Before installation is begun, the Pavilion Supervisor must be contacted to provide the location of the stand and deliver the documentation on labour risk prevention.
- Whenever electricity is required for installation, a work panel must be contracted from Servifibes, use of the sockets in the Conference Centre, pavilions or other stands being prohibited.
- Within the exhibition area, may only be material assembly operations, completion and placement of ornaments and products. This work will be carried out in the space for the booth, never outside. Nor is authorized the use of electrical equipment for cutting, sanding wood, etc ... these tools unless accompanied by a bag or vacuum equipment.
- Vehicles have a limited time for loading / unloading, after which they may not remain inside the pavilion.

## **OBLIGATIONS OF PARTICIPATION**

- It is obligatory to contract the cleaning services for stands and pavilions, and to take out civil liability and third-party insurance.
- Shell scheme stands must be contracted in an exclusive way with Fibes official provider.
- The installer is obliged to comply with all general rules of construction, as stipulated in government legislation in force and the rules for the prevention of occupational risks, and whose ignorance does not exempt in any case, the responsibilities compliance.

## **RIGHT TO WITHHOLD**

- FIBES is entitled to withhold material exhibited in the case of non-fulfilment by the Installer and/or Exhibitor of the obligations implied in acceptance of the conditions, and to charge for the costs arising from their storage.
- FIBES shall in no case be liable for damages and/or theft which the material withheld in the exercise of this right might suffer.

## **MATERIALS**

- Materials of the following types are prohibited as construction and/or decorative elements:
  - Non-fireproof cloth and carpeting.
  - Two Double-sided tape than Tesa Textile.
  - Inflammable or toxic materials.
  
- Leaving or exposure of goods which are dangerous, explosive, and unhealthy or emit irritating noise or unpleasant smells is not allowed.
  
- Fire cookers are not allowed in the pavilions or in the Conference Centre.

## **ORDERLINESS AND REMOVAL OF MATERIALS**

- Materials used in the installation may not occupy the corridors of the different pavilions, and emergency exits in particular must be respected and left free at all times, all responsibility corresponding to the infringing company. After the time established for installation / removal for that event, all material must have been adequately removed. FIBES accepts no responsibility for the loss of such material outside the time periods established for the event.
  
- **Painting, fixing nails, drilling etc. on or in the floors, walls or ceiling of the Conference and Exhibition Centre or the panels of the stands is absolutely prohibited.**

The installer and/or exhibitor shall be responsible for any repair costs arising from non-fulfilment of this rule.

## **STORAGE**

The relevant Commercial Department will establish the storage locations, days and times for each event, no goods being accepted outside the established days and times. As a general rule, two storage zones are established which may change accord to the occupation of FIBES at any time, as well as its commitments to clients for past and/or future events.

### **In the Conference Centre**

Material intended for conference technical secretariats should be received in the office(s) located in the auditorium office zone (see Page 20) according to the previously contracted days and times.

### **In the Pavilions**

For events where stands are exhibited in pavilions, a storage zone can be integrated in the pavilion itself where goods can be stored before and during the event. In the same ways as for the Conference Centre, goods should be stored in accordance with the previously established days and times.

## **Identification of goods**

All material sent to FIBES for storage needs to be identified in the following way:

- Name of the event
- To: technical secretariat or commercial exhibition area

In the case of a commercial exhibition in a pavilion, the following needs to be indicated as well:

- Name of the exhibitor
- Stand number

## **Control of material**

The event organizer should have sufficient personnel for control before, during and after the event, according to its specific characteristics.

FIBES can carry out this control by hiring specific security personnel for this purpose.

Outside the periods established for storage, FIBES does not accept any responsibility for any goods which may remain on the premises.

## **CONTACT PERSON**

In case of doubts, please do not hesitate to get in contact with:

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