

**SET-UP: RULES TO FOLLOW  
CONGRESOS Y TURISMO DE SEVILLA, S.A.  
CONTURSA**

Managing Entity of Seville Conference and Exhibition Centre

**(FIBES I)**

**I. GENERAL CONDITIONS FOR SET-UP**

1. Any company that carries out any setup operations must be approved by CONTURSA as an authorized set-up operator or fitter.
2. CONTURSA reserves the right to approve and/or modify the project for security reasons, or regulations breach.
3. Likewise, the staff working directly or indirectly for the external set-up company must be duly insured; CONTURSA expressly rejects any liability in the event of an accident or failure to comply with the Labour Legislation. The documentation to provide would be as follows:
  - i) Social Security System affiliation and registration proof.
  - ii) The company's contribution situation certificate.
  - iii) The company's insurance payment proof.
  - iv) Workplace Risk Prevention documentation (courses, certificates, etc...)
  - v) Fireproof certificates if fabrics or carpets are used.
4. CONTURSA reserves the right to refuse admission to those who do not comply with the established rules.
5. If, for justified reasons, set-up operations have to be performed out of the usual work timetable, the relevant commercial department must be duly informed well in advance, indicating the timetable and area where the operations are to be carried out, and the applicant will assume all the expenses arising from security personnel, technical staff and rent, if these be necessary. The relevant department reserves the right to approve these changes. No work can be done out of the usual timetable without the consent of that department.
6. Painting material cleaning work must be carried out at those places fitted out for that purpose. Toilets must not be used for that matter.
7. It is not allowed to handle or tamper with any structural or electrical elements of the pavilions, the Conference Centre or the modular stands.
8. It is forbidden to cover the exhaust vents of the air conditioning system. For return air grilles a minimum separation distance of 25cm must be observed.
9. It is strictly forbidden to paint, drill, hammer, etc. on the floors, walls, doors and ceilings of the venue, as well as on the panels of shell scheme stands.
  - i) The panels of shell scheme stands can only be decorated (vinyl, cardboard, feather, etc.) by providers accredited by CONTURSA and in all cases under express authorization.
  - ii) The exhibitor will be responsible of returning stands after use in the same conditions as they were received. In the event that this rule is not observed, the exhibitor must pay for the cleaning costs as well as the costs for material replacement.
  - iii) The setting-up company, exhibitor or organizer must pay for the expenses for those repairs brought about by not observing this regulation.
10. Whenever the client brings machinery from outside (cranes, forklifts, etc.), it is mandatory to present all documentation relating to it (accreditation, insurance, legal documents, etc.) and that machinery will only stay in the venue during set-up and dismantling periods as it must not be there during the staging of the event.

## II. OBLIGATIONS FOR PARTICIPATION

1. Shell scheme stands will be exclusively hired by CONTURSA official provider.
2. It is obligatory to hire cleaning service for the stands and pavilions, as well as civil liability insurance and insurance against damage.
3. Before starting any work, setting-up companies must collect the documentation about workplace risk prevention which will be given by the set-up supervisor, and they also will deliver the documentation mentioned in point 5 of the general conditions.
4. At least 15 days before the opening of the event, the setting-up company, the exhibitor or the organizer will submit to CONTURSA Technical Department:
  - i) A given floor plan of the stand, stage, etc... to build up, where they specify the general distribution, decoration elements, water feeds, drainage points, electricity outlet, voice/data outlet and the other hired services.
  - ii) A certification of load in the event of hanging elements from the pavilion structure.
  - iii) The fire-proof material certification if the exhibitor will use carpets, fabrics, etc... for the approval of those technical and safety aspects.
5. The setting-up company is obliged to comply with all the general regulations on building, with the regulations of the Current Official Law, as well as with the labour risk prevention regulation, taking into account that ignorance of the law is no defence against failure to comply with it.

## III. RIGHT OF LIEN ON GOODS

1. CONTURSA is entitled to withhold the exhibited material in the event that the setting-up company and/or the exhibitor do not comply with the obligations assumed through acceptance of the conditions. CONTURSA is also entitled to charge the expenses brought about by storing that material.
2. CONTURSA is not responsible whatsoever for the damage and/or theft of the material referred to in the above section.

## IV. MEASURES AND FINISH

1. **Set-Up in Pavilion:** In the event of a trade fair or commercial exhibition with stands, the following requirements must be observed:
  - i) The setting-up supervisor must be informed before carrying out this work.
  - ii) All building-up work (stands, etc.) must be limited to the occupation area under contract and must respect the maximum set-up height permitted (6m in the pavilion, except for the stands against the wall, which will have the limit height of 4m).
  - iii) The finish will be perfect in all the zones of the stand which are visible. Any advertising elements in the boundary with other stands are prohibited. All construction must be perfectly finished including backs and roofs of the booth, and access ramp with registered boxes in case of stage.
  - iv) If a platform on the floor is used, it must be accessible for disabled persons and all junction boxes must be measurable or, at least, those which give some type of service.
  - v) Whenever two-floored stands are built-up, the construction project must be approved and endorsed by the Architects Association.
  - vi) The maximum weight to hang from the ceiling is 150kg per cantilever point. It is mandatory to send the project to the technical department (fsalas@fibes.es) at least 15 days before the set-up date for technical inspection.
    - a. In this regard, the current fees will be applied related to Right to hang or Installation of points with manual engine carried out by CONTURSA official provider.

- b. Cantilever points will always be supported on the bottom layer of the structure and on those points where there are no previously fixed elements (torches, alarms, etc.)
- c. If the complexity of the set-up needs removal of some elements from the ceiling, this will require previous consent given by the Technical Department, and the expenses for setting up and dismantling every element will be assumed by the setting-up company, the exhibitor or the organizer (see prices at Servifibes Department: servifibes@fibes.es).
- d. Fixing must be done with nylon slings.
- e. The set-up supervisor must be informed before these tasks are carried out and a technical inspection will be done during set-up in order to check that the work matches the previously sent project.

## 2. **Set-up in Conference Centre**

- i) It is mandatory to use carpets in all setups in order to protect the floor.
- ii) It is forbidden to stick posters, bills or any other element on the walls of the Conference Centre.
- iii) It is not allowed to use transpallets. For goods transport inside the Conference Centre and the shopping arcade, CONTURSA puts at your disposal rubber-wheeled trolleys.
- iv) The sound at the Al-Andalus Auditorium and Italica, Ronda and Bahia Rooms will always be supplied by CONTURSA fixed equipment. External equipment must not be used to perform the same function.
- v) It is strictly forbidden to use the dome lift to transport goods as its use is exclusive for persons. The service lift will be used for this purpose. This service lift is situated in Albaicin Room and the Security Department will authorize its use.

## 3. **Types of materials authorized / Not authorized**

- i) The following materials are expressly forbidden as construction and/or decoration elements:
  - o Non fireproof carpet or fabric.
  - o Double-sided tape other than Tesa Textil or Miarco
  - o Flammable or toxic material.
- ii) It is not allowed to deposit or exhibit dangerous, explosive or unhealthy goods, or those emitting nasty noise or smell.
- iii) It is not allowed to cook with fire in the pavilions or inside the Conference Centre.

## V. **HOW TO OPERATE**

1. Before starting the set-up operations, you must get in contact with the set-up supervisor for the allocation of your stand and collect the documentation regarding workplace risk prevention, and make the payment of 100% of the extra services requested before the start of the event.
2. If electricity is needed to carry out the work, you must hire an electrical control panel from SERVIFIBES. It is forbidden to use plugs and sockets of the Conference Centre, pavilions or other stands.
3. Inside the fair site, only operations of material assembly, and decoration and product finish and placement can be carried out. This work must be done inside the area assigned for the stand, never out of it. It is as well forbidden to use electrical machines to cut, sand wood, etc... unless these tools are equipped with a vacuum cleaning system or bag.
4. Vehicles will have limited time for loading / unloading operations. After that time they will not be allowed to remain inside the Pavilion.
5. Order and release of materials: The material used for set-up must not occupy the corridors accessing the different pavilions, special attention must be paid to the emergency exits which must always be free, Any responsibility will lie with the offending company.
  - i) When the time for set-up / dismantling fixed for the event is over, all the material will have been properly removed.
  - ii) CONTURSA rejects any responsibility for the loss of that material out of the days and times reserved for the event.

**VI. OTHER SERVICES**

**1. Catering Services Companies.**

- i) 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.
- ii) It is strictly FORBIDDEN to cook with fire, generate smoke, fumes, etc. inside the Conference Centre or pavilions; in any case, making fire, etc. in any of FIBES facilities and premises must 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.
- iii) Only the waste authorized by the environmental regulation will be spilled into the drainage network and never if the waste is solid.
- iv) 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 places established for that purpose..
- v) The persons in charge of the catering company that gives its service for an event in FIBES must watch and observe, 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.
- vi) 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.
- vii) Unless otherwise indicated, the waste will be placed in such a way that it can be collected for recycling.
- viii) Like any other external company they will have to present the relevant documentation mentioned in the general conditions in point 5

**2. Storage service:** The relevant Commercial Department will establish the days, times and location of the storage area for each event. Thus, no goods will be accepted out of the set timetable.

- i) As a general rule, two storage areas will be established which can be changed depending on FIBES occupation at every moment, as well as on the commitments made to customers regarding future and/or past events.
- ii) **At the Conference Centre:** All the material addressed to the technical secretariat of the congresses and conferences will be received in the office/s situated in the office area of the auditorium unexceptionally at the times and on the days previously agreed.
- iii) **At the Pavilions:** For those events including stand commercial exhibition in the pavilions, there is the possibility to allocate a storage area in the pavilion itself where to receive the goods before and during the event.
- iv) As it applies for the Conference Centre building, the goods will be stored at the times and on the days which were previously set.
- v) **Identification of the goods:** All the goods sent to FIBES for storage must be identified as follows:

**FIBES I - PALACIO DE CONGRESOS Y EXPOSICIONES**

**EVENT NAME: XXX 20XX**

Warehouse Location: XXX (Define according to contract)

Exhibitor Data - Name of the exhibitor company / Contact name & number / Booth number - XXX

Avda. Alcalde Luis Uruñuela 1

41020 Sevilla (España)

- vi) **Goods control:** The organizer of the event must have the necessary control personnel before, during and after the event, according to its own characteristics.
- a. CONTURSA could be in charge of that control by hiring security personnel especially for that purpose.
  - b. Out of the days and times established for storage activity, CONTURSA rejects all responsibility for goods which could eventually remain at its premises.
  - c. Materials must be perfectly packaged and identified for the collection of the corresponding courier during the hours and period contracted.

**CONTACT PERSON:**

In case of doubt, you can contact our set-up supervisor:

Francisco José Salas Puerta  
Telephone of contact: 955 156 032  
E-mail addresses: [fsalas@fibes.es](mailto:fsalas@fibes.es)