



GENERAL REGULATIONS OF EXPOSITION IN THE CCIB Exhibitor

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1.1 SET-UP

- 1) Minors are not permitted access during the set-up period.

1.2 BREAKDOWN

- 1) The spaces used must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.
- 2) The Organiser or exhibitor is responsible for the removal of items during the breakdown period. The CCIB offers the services of the removals and storage company, RESA, for any packed material.
- 3) Minors are not permitted access during the breakdown period.

1.3 VEHICLE ACCESS

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the installations during set-up and breakdown, in accordance with the current regulations.

1.4 STAFF SAFETY DURING SET-UP AND BREAKDOWN

- 1) The stand installer companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.

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, both at set-up and breakdown and during the event.
- 3) The CCIB is not liable for any possible theft occurring during the hired period

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2.1 EXHIBITION FLOOR PLAN

- 1) If the exhibitor has not required the technical floor plan to the organizer the CCIB is not responsible of the absence of information.

2.2 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.
- 2) The textiles used in the stand construction must be fire-resistant, according to the current regulations.
- 3) The use of paint, liquids, gas or other inflammable substances is prohibited.

- 4) Access to the fire extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 5) In the event of the installation of platforms, the electricity points must be easily accessible.
- 6) The CCIB is entitled to run power lines and connections serving neighbouring floor outlets across other stands, corridor or other structures.
- 7) Electrical switchboard have to be easy accessible In order to switch off the stand lights at the end of the day.
- 8) All the installations (electrical cables, Internet, water....) goes over the floor and over the carpet. If exhibitors want to hide those cables a plastic cover has to be order.

- 9) For security reasons the CCIB never is going to put cables under the carpet. Electrical cables always go over the carpet. If exhibitor wants hide cables the CCIB only can provide grey plastic cover. This service has to be order and pay on the Exhibitor service desk.
- 10) The requisite or not of stand construction, as well as the maximum height of the rear part of the stands, depends on the Organiser.
- 11) If the Organizer do not specify any regulation concerning point 2.2-9 the CCIB is not responsible for any complain from other exhibitors. The organizer will have to deal with this issue.
- 12) The rear walls of the stands built by the CCIB may not be used by other exhibitors. The CCIB only has to deliver the walls in good state for the exhibitor how pays for, not for the neighbours exhibitor. Any complain for this point will be accepted.
- 13) Structural elements of the building such as floors, walls, ceilings, etc. may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint or adhesives be applied to them. In the event of damage to the installations, the cost of repair or replacement shall be charged to the Organiser as responsible for the event.
- 14) When exhibitors use "Velcro" or other kind of material to stick poster, artwork ... they have to remove this sticky material as the panels have to be deliver as they found them. In case that this material is not removed and extra cost will be charge.
- 15) The Organiser shall designate the maximum construction height, with the approval by the CCIB.
- 16) Heigh of the elements that hang from the ceiling has to be specify by the Organizer.
- 17) In the case of two-storey stand construction (only in P0 areas 1, 2, or 3), the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. For more information contact to the CCIB
- 18) In the case of stairs or areas that are more than 50 cm. above floor level in the stand (always that people have to be stand up in this structure) a technical construction document signed by and architect and stamped by the Barcelona College of Architects' must be presented.
- 19) It is necessary to forewarn the CCIB of the set-up day and time of all stands with

platforms, as the services requested from the CCIB must be installed previously.

- 20) The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.

2.3 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Thus every client has to order an electrical switchboard from the CCIB and to pay the electrical power supply by the electrical switchboard according to his power needs.
- 2) On the P0 exhibition area the main electrical outlets on the floor are 32A, 380v. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stand. Plastic cover to hide those electrical cables will be charge to the organizer.
- 3) In case that more power will be necessary to deliver to the stands because one of the stand has order all the power available, this power extension will be charge to the organizer. Or the organizer will be in charge to verify on time that there is enough power to all the exhibitors.
- 4) Organizer has the authority to establish at maximum power for stand.
- 5) The floor electrical output of the CCIB power points is 32A., 380V, this means that the biggest electrical switchboard to be deliver is 20kw 380v.
- 6) The maximum power deliver in one stand is 49kw always that they have 3 electrical outlets on the stand floor space. In this case 3 electrical switchboard will be deliver one from each electrical outlet. In case that the stand builder want only 1 electrical switchboard and special quote has to be done.
- 7) For more than 49 kw an electrical project has to be done
- 8) Electrical switchboard over 20kw required an special quote
- 9) The electrical connection (power) shall be charged. The calculation formula is as follows: € x Kw. x event days + 1 set-up day.
- 10) The exhibitor is responsible for calculating the power necessary for the elements to



be connected, together with the request for the necessary voltage (220V or 380V).

- 11) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 12) If the installer/electrician brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB. Further technical information about the connection must be requested to the CCIB.
- 13) The CCIB can provide electricity only from the power points situated on the floor of of the Venue. No aerial connexions are available for hanging points on the P0.
- 14) For other spaces please confirm where the main electrical switchboards are).
- 15) Electrical supply has to be calculate for the same amount of kw ordered on the electrical switchboard.
- 16) At the end of the day all the lights of the stands have to be switch off. Only 24 hours for computers, machines, fridges... can be switch on. If stand lights are not switch off during the night a 24h power supply rate will be applied, at the end of the event.

2.4 WATER

- 1) Water can only be supplied to the stands that have a water trap in their space on the P0. Other spaces for Exhibition as conference rooms do not have water installation available.
- 2) The water supply installation only includes the water pipe and drainpipe, from the main waiter outlet to the place show in the floor plan send by the stand constructor, not the connection to other elements (sinks, dishwasher ...).
- 3) The exhibitor shall be in charged of the installation of a concealing platform in order to hide the water installation on the booth.
- 4) 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

providing the requested service and the prepayment will not be refunded.

- 5) Further technical information about the connection must be requested to the CCIB.
- 6) If the Exhibitor or the stand builder do not required any technical information before design the stand, CCIB do not have any responsibility for technical facilities.
- 7) Is responsibility of the stand builder to be informed about all those requirements when they order water installation

2.5 INTERNET AND TELEPHONES

- 1) CCIB must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time.
- 2) Further technical information about the connection must be requested to the CCIB.

2.6 PLATFORMS

- 1) The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the stand space, if the exhibitor / Organiser has not foreseen the installation of the corresponding platform.
- 2) Access to the service points / water tramp/ electricity tramp is obligatory whenever a platform is installed.
- 3) Once the platform is installed, no further installation requiring access to the service point and requiring cables to be passed under the platform will be carried out. If the services cannot be installed due to the platform being in place, payment for the requested service will not be refunded.
- 4) The booth constructor is responsible for confirming the requested technical installations before installing the platform.

2.7 SMOKE

- 1) It is not permitted to use any type of machine that emits smoke, gas or steam.

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3.1 CCIB STANDS

- All the items offered are on hire and must be returned in their original state. The Organiser/exhibitor shall be charged any item not found on the stand upon collection.
- The plants are hired material.
- The modular stands and/or the materials hired by the CCIB may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- The hiring of any staff service (hostesses, security guards, cleaners, porters, etc.) entails timetables, food expenses and transport.
- The exhibitor must calculate the positioning of the material on the stand, as well as the technical requirements (increased power supply, electrical leads, sockets, telephone line, Internet access, audiovisual items, etc.).
- The hiring of a CCIB shell scheme implies that there will be no changes in the description of the items. The refusal of any of the products does not imply a refund.
- A Stand pack (shell scheme + furniture or other service), implies that there will be no changes on the items offered. The refusal of any of the products does not imply a refund. No changes are accepted
- Once the requested items have been provided, there will not be any refunds should the exhibitor wish to return them.
- The exhibitor is responsible for confirming that the exhibition material is within the assigned space limits, stand measurements (height), as well as the services required for their running.
- The CCIB declines all responsibility for the items displayed and any personal property on the stands.
- The CCIB is not responsible for any hired material that may be stolen, once it has been served and checked by the CCIB.
- Shell scheme build by the CCIB has carpet protective plastic. Exhibitor has to order pre-opening cleaning if they want the carpet plastic removed the night before the opening.
- Cleaning services offered on the order form will be done during the night

3.2 REQUESTS FOR SERVICES

- Only the order forms sent by the CCIB, **duly filled out, signed** and stamped, shall be accepted as requests for services.

The CCIB is not responsible for orders that are not made by the stipulated format.

- Requests may be sent by fax, post or e-mail (previously scanned).
- The petitioner must provide all the necessary details to raise an invoice.
- Is compulsory to fill in the credit card information next to the financial details, although you are going to pay the services ordered by bank transfer. This information is required in order to guarantee the payment of extra services or damages on the material hired to the CCIB.
- The requested services shall not be considered as definitive if the payment conditions are not fulfilled in time.
- Any incident regarding the services ordered will have to be informed at the Exhibitor service Desk in order to be solved. Complaints will not be accepted at the exhibition end or after the event.
- The CCIB is not going to approve any stand design. This has to be done by the organizer

3.3 SERVICE CANCELLATIONS

- Cancellations will only be accepted in writing and within the hiring period.
- Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 100% of the services must be paid at least 20 days before set-up.
- All the services requested must enclose copy of the payment in order to go ahead with the corresponding request.
- The exhibitor must fill the requests with all the details required in order to invoice the services (company, address fiscal identification code and credit card authorization).
- The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
- 21% VAT is applied to all the services.
- Catering is applied 10% VAT.

3.5 METHOD OF PAYMENT

- Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
- 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 moment they are ordered.

3.6 CLOSING DATES

- The reception of orders will be closed at the deadline specify on the Conditions & procedures 1.
- No special quotes will be made after the deadline specify on Conditions & procedures 1
- After the deadline specify on Conditions & procedures 1, the price of the services will increase a 20%, provided that the service can be supplied.
- In the case of accepting new orders for services during set-up, a delivery before the event inauguration could not be confirmed.
- Requests for technical services (water, increased power supply, Internet cable, etc.) are not accepted once the set up start.

3.7 RECEPTION OF GOODS

- The Organiser is responsible for the reception of goods, or for indicating how his clients can receive them.
- The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.

- No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.
- The Organiser or exhibitor is responsible for storing the empty boxes. If the organizer does not provides a Shipping company, RESA LOGISTIC is the official supplier for the CCIB.

3.8 CLEANING

- The Organiser has to hire from the CCIB the cleaning service for the areas to be used, and is responsible for the condition of these areas.
- The CCIB reserves the right to clean the areas considered in bad condition and that could negatively affect the image of the CCIB. The cost of this cleaning will be charged to the Organiser.
- The internal and the maintenance cleanings of the stands are optional and may be hired by the corresponding order form of the 'Exhibitor dossier'.
- The quotes for cleaning include waste removal.
- Any other service required that is not described in the previous points (e.g. hanging point) must be consulted 2 month prior to the event.
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• SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on exclusive basis:

- Catering, Food and beverages, coffee machine...
- Rigging. (Rigging set up has to be done before the stand constructors began to built the stands for security reasons)
- Cleaning.
- Security.