



GENERAL REGULATIONS OF EXPOSITION IN THE CCIB



1.1 SET-UP

1) Set-up will be on Friday, 1st July from 14:00 to 20:00 hrs and on Saturday, 2nd July from 08:00 to 20:00 hrs. All booths must be finished by this time.

2) It is mandatory to send the following information before set-up for each booth:

- Constructing company—Contact person
- Installer company—Contact person

In case CCIB does not have this information, access to the venue can be denied.

3) The CCIB shall not be liable for any information received about a stand handled by various companies (e.g. installer, designer, exhibitor). A sole person/company is required to control all orders to the CCIB.

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

1.2 DISMANTLING

1) The exhibitor is responsible for the removal of material from the booth including waste

2) The spaces used must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.

3) After the set dismantling period has elapsed, the CCIB shall not be responsible for the safekeeping and/or storage of any items left in the building.

The CCIB is expense, of any exhibition-related material and all other items left in the building after the dismantling period.

4) The 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.

Otherwise, the exhibitor accepts the cost of the removal and/or destruction of goods remaining on the booth after the dismantling period.

5) Minors are not permitted access during the dismantling 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 ENTRY PASSES

1) Everyone who has to enter the CCIB installations during the set-up, event and breakdown should carry the corresponding entry passes.

2) The exhibitor must register all personnel, even though they have been hired by the CCIB.

1.6 SECURITY

1) All external doors that may be opened during the set-up, event and breakdown will have security guards.

3) Exhibitors requiring a security service for their stand may consult our services catalogue.

4) The exhibitor is responsible for the items on the stand, both at set-up and breakdown and during the event.

5) Neither CCIB nor ORL Congressos are liable for any possible theft occurring during the event



2.1 EXHIBITION FLOOR PLAN

- 1) The general floor plans for stand construction must satisfy the building's safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect relating to health & safety regulations.
- 3) The Organiser is responsible for the location of the stands in the exhibition area, depending on the exhibitor requirements. The technical services available in the space reserved and the individual stand plans indicating the electrical points. Floor plan will be subject to any modification required.

2.2 BUILDING AND MATERIALS

- 1) The booth construction, the signs and the material displayed must be enough stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents.
- 2) The textiles used in the booth 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, if needed.
- 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....) go over the floor and over the carpet. If exhibitors want to hide those cables a plastic cover has to be order to the CCIB
- 9) For security reasons the CCIB is never going to put cables under the carpet.

- 10) The rear walls of the stands built by the CCIB may not be used by other exhibitors. The construction of rear and lateral walls for all booths is not mandatory, but strongly recommended for estetical issues. We will not accept any complaint if this rear or lateral walls are not constructed and the neighbouring booth is seen in poor conditions from other booth.

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.

- 11) 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.

- 12) 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 charged.

- 13) The maximum construction height allowed in the Exhibition Hall is 5 meters. In case you need extra height, please contact us.

- 14) 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.



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 booth.

3) In case that more power will be necessary, this power extension will be charged to the exhibitor.

4) Organizer has the authority to establish at maximum power for booth.

5) The floor electrical output of the CCIB power points is 32A., 380V, this means that the biggest electrical switchboard to be delivered is 20kw 380v.

6) The maximum power delivered in one booth is 49kw as long as they have 3 electrical outlets on the stand floor space. In this case 3 electrical switchboard will be delivered one from each electrical outlet. In case that the stand builder wants 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 requires a 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).

12) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.

13) 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.

14) The CCIB can provide electricity only from the power points situated on the floor of the Exhibition Hall

15) Electrical supply has to be calculated 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 switched off. Only 24 hours for computers, machines, fridges... can be switched on. If stand lights are not switched 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.

2) The water supply installation includes only the water pipe and drainpipe, from the main water outlet to the place shown in the floor plan sent by the stand constructor, not the connection to other elements (sinks, dishwasher ...).

3) The exhibitor shall be in charge 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 booth builder do not require any technical information before design the booth, CCIB do not have any responsibility for technical facilities.

7) It is responsibility of the booth builder to be informed about all those requirements

when they order water installation



2.5 INTERNET AND TELEPHONES

1) 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 has not foreseen the installation of the corresponding platform.
- 2) Access to the service points / water tramp/ electricity tramp is mandatory 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.

2.8 MANUAL

- 1) The CCIB is not responsible for any information published before CCIB confirmation.
- 2) The Organizer is responsible to inform all the exhibitors from CCIB Exhibition Rules & Regulations, as the CCIB is always going to address to this Rules & Regulations.

3.1 CCIB STANDS

- All the items offered are on hire and must be returned in their original state. The 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 booth, 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.
- 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 in, 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 email (previously scanned).
- The petitioner must provide all the necessary details to raise an invoice.
- 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.



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 and fiscal identification code).
- The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
- 18% VAT is applied to all the services.
- Catering is applied 8% 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 20 days before the beginning of setup..(Deadline specified on the Conditions & procedures from the Exhibitor order form)
- No special quotes will be made 20 days before the beginning of set-up. (Deadline specified on the Conditions & procedures from the Exhibitor order form)
- After the closing date for receiving orders, 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 company responsible for the reception of goods, or for indicating how his clients can receive them is RESA LOGISTIC
- The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.
- No goods are accepted before the set-up period. Anything received at the CCIB before this momento will be returned to origin. RESA LOGISTIC can provide the storage service prior to set-up.
- The exhibitor is responsible for storing the empty boxes. RESA LOGISTIC is the official supplier for this service.

3.8 CLEANING

- 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.

3.9 CATERING (Food and Beverages)

- CCIB has strict exclusivity on all kind of food and beverages provision on the venue. Thus, all the exhibitors and clients which want to bring in their own material will have to pay for the corresponding fee. There are 2 options, in the case of bringing in an external coffee machine:
 - 1) If the exhibitors bring in their own coffee machine, with their own refills of coffee, water, milk, etc. the applicable fee is 150€.
 - 2) If the exhibitors bring in their own coffee machine but get the refills from our catering department, the applicable fee in this case will be 100€.
 In any other product, our catering department will inform you about the applicable fee in each case.

4.1 EXTRA INFORMATION

- Any other service required that is not described in the previous points must be consulted 2 months prior to the event.

SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on exclusive basis:

- Catering.
- Hostesses.
- Cleaning.
- Security.



GENERAL RULES FOR THE USE OF THE CCIB SETUP AND DISMANTLING

EXHIBITION HALL:

- Only gas or electric forklift trucks are authorised in the Exhibition Hall.
- Hand pallet trucks may be used throughout the Area.
- It is forbidden to store material in any part of the Exhibition Hall without special permission.
- Lifting platforms, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

<i>ROOM</i>	<i>MAXI MUM WEIGHT PER SQ. METRE</i>
Exhibition Hall	3,000 kg/m ²

P1 FLOOR: Meeting rooms

- The use of any type of forklift truck is completely forbidden on the P1 Floor.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

<i>ROOM</i>	<i>MAXI MUM WEIGHT PER SQ. METRE</i>
P1 Floor -From Room 111 to Room 134	500 kg/m ²



M2 FLOOR: Meeting and showrooms

- The use of any type of forklift truck is completely forbidden on the M2 Floor.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

ROOM	MAXIMUM WEIGHT PER SQ.
M2 Floor -From Room M211 to Room M221	500 kg/m ²



PROCEDURE FOR LOADING AND UNLOADING IN THE EXHIBITION HALL FROM THE LOADING BAY

- The entry of vehicles in the CCIB Loading Bay must be previously authorised by the CCIB Logistics Department.
- Once the vehicle is authorised to enter the Loading Bay, the procedure to follow is:
 - All trucks and vans must enter one by one.
 - The speed limit of 10 km/hour must be strictly observed inside the Loading Bay.
 - Time limits for loading and unloading will be established. The entry of vehicles into this area may not be revoked if the established times are not respected.
 - There are 3 large platforms and several service lifts for transporting material to the Exhibition Hall.
 - The lifting platforms may not be used without the supervision of the Logistics Department.
 - It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signalled to avoid mistakes).
 - Private cars will not be allowed into the Loading Bay except on special occasions.
 - The event organiser will be responsible for ensuring that these regulations are always observed.
- The maximum number of vehicles inside the building will be defined on each occasion by the Logistics Department.
- It is strictly forbidden to keep a vehicle's motor running during loading and unloading.
- Entry will not be allowed for vehicles that lose oil or that do not fulfil minimum safety requirements.
- In case of doubt over the procedure to be followed, the Logistics Department must always be consulted before putting any initiative into action.



PROCEDURE FOR THE ENTRY OF TRUCKS IN THE EXHIBITION HALL FROM TAULAT STREET

- The entry of trucks in the Exhibition Hall from Taulat Street is restricted.
- It must be previously authorised by the CCIB Logistics Department.
- Once vehicles are authorised to enter from Taulat Street, the procedure to follow is:
 - All trucks and vans must enter one by one.
 - The speed limit of 10 km/hour must be strictly observed inside the Exhibition Hall.
 - Time limits for loading and unloading will be established. The entry of vehicles into this area may not be authorised if the established times are not respected.
 - There are 3 large platforms and several service lifts for transporting material to the Exhibition Hall.
 - The lifting platforms may not be used without the supervision of the Logistics Department.
 - It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signalled to avoid mistakes).
 - Private cars will not be allowed into the Loading Bay except on special occasions.
 - The event organiser will be responsible for ensuring that these regulations are always observed.
- The maximum number of vehicles inside the building will be defined on each occasion by the Logistics Department.
- It is strictly forbidden to keep a vehicle's motor running during loading and unloading.
- Entry will not be allowed for vehicles that lose oil or that do not fulfil minimum safety requirements.
- In case of doubt over the procedure to be followed, the Logistics Department must always be consulted before putting any initiative into action.

GENERAL REGULATIONS FOR SETUP AND BREAKDOWN IN THE CCIB

- It is strictly forbidden to smoke in all the building.
- It is strictly forbidden to use the passenger lifts for loading and unloading material.
- It is strictly forbidden to work inside the building without an accreditation badge (either a CCIB accreditation badge or a badge provided by the client).
- It is strictly forbidden to move around areas of the building not hired by the client.
- Instructions from the security staff and CCIB workers must be observed at all times.