



OPERATIONAL, TECHNICAL AND LOGISTICAL POLICIES FOR THE HOSTELCO 2024 TRADE SHOW

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https://media.firabcn.es/content/guest%20Events/Regulations/Fira_Barcelona_Technical_Regulations_ENG_web.pdf



2. GENERAL POLICY FOR THE ASSEMBLY, DISMANTLING AND INSTALLATION, AND SERVICE OF STANDS

2.0 Relevant information for your participation, dates of assembly, celebration and disassembly.

Deadlines to be considered;

- Hiring of spaces 2 February 2024 (*)
- Hiring of stands and services (water, electricity, compressed air, etc.) 2 February 2024
(Reduced rate with 30% discount until 19 January).
- Rigging contract (anchor points and suspensions) 12 January 2024
(Reduced rate with 30% discount until 22 December 2023).

(*) as of 13/01/2024, all new contracts between 9 m2 and 25 m2, and those who have not informed the organisation of the type of stand they are going to build by the same date, will be obliged to contract their STAND with Servifira.

Remember the importance of identifying in advance your needs in terms of electrical power, 24h permanence and water/drainage connections and contracting the services before 20 January in order to benefit from the reduced rate.

ASSEMBLY							
Day	Month	Day	Day	Timetable			
9	MARCH	S	Saturday	7:00	20:00		
10	MARCH	S	Sunday	7:00	20:00		
11	MARCH	M	Monday	7:00	20:00		
12	MARCH	T	Tuesday	7:00	20:00		
13	MARCH	W	Wednesday	7:00	20:00		
14	MARCH	T	Thursday	7:00	20:00	CARPENTRY WORKS PROHIBITED	
15	MARCH	F	Friday	7:00	20:00	CARPENTRY WORKS PROHIBITED	NO VEHICLE access inside the pavilions.
16	MARCH	S	Saturday	7:00	20:00	CARPENTRY WORKS PROHIBITED	NO VEHICLE access inside the pavilions.
17	MARCH	S	Sunday	7:00	23:00	CARPENTRY WORKS PROHIBITED	NO VEHICLE access inside the pavilions.

TRADE SHOW DAYS									
Day	Month	Day	Day	Timetable EXHIBITOR		PRODUCT PLACEMENT	Timetable Visitors		Manual goods withdrawal only
18	MARCH	M	Monday	8:30	20:00	6:30-8:00	10:00	19:00	
19	MARCH	T	Tuesday	8:30	20:00	6:30-8:00	10:00	19:00	
20	MARCH	W	Wednesday	8:30	20:00	6:30-8:00	10:00	19:00	
21	MARCH	T	Thursday	8:30	18:30	6:30-8:00	10:00	18:00	19:00-22:00

DISMANTLING					
Day	Month	Day	Day	Timetable	
22	MARCH	F	Friday	8:00	20:00
23	MARCH	S	Saturday	8:00	20:00
24	MARCH	S	Sunday	8:00	20:00
25	MARCH	M	Monday	8:00	15:00



Assembly,

- **Stand construction: Saturday 9 to Friday 15 March, from 7am to 8pm.**
- **Decoration and product placement: Saturday 16 March, from 7am to 8pm, and Sunday 17 March, from 7am to 11pm.**
- **From 8 p.m. on Thursday 14 March**, no vehicles will be allowed inside the halls. Only manual entry of products will be allowed.
- **From 8 p.m. on Wednesday, 13 March**, no construction work that generates dust and waste will be permitted inside the halls (e.x. cutting wood).
- It is the exhibiting company's responsibility to remove all waste generated by the construction of its stand. Fira de Barcelona offers the possibility of contracting this service through the FIRA STORE.
<https://store.firabarcelona.com/K028024/g/c/78>

Please remember that it is strictly forbidden to leave waste from your assembly or exhibition inside the venue and/or exhibition halls. Failure to comply with this obligation will result in penalties.

- **Minors are not permitted under any circumstances.**
- Dates for the presentation of projects

DATE OF SPACE ALLOCATION	DATE OF PROJECT SUBMISSION DEADLINE
June / July / September 2023	11 October 2023
October / November / December 2023	10 January 2024
January 2024	2 February 2024

Submission of projects after the deadline is subject to a penalty of €340.

The approval of your project will be linked to its technical compliance, following the indications set out in the Assembly Regulations and, as a new feature at this edition, to the information requested in the following [form](#) regarding those responsible for assembly and the need for services for your stand.

Given the volume of trade fair activity during the first quarter of the year and the reduction in the number of suppliers, we recommend that you formalise the contracting of your stand before **30 November 2023**.

Trade show days,

- **Opening hours for exhibitors:**

From **Monday 18 to Wednesday 20 March**, from **8.30 am to 8.00 pm**.

On **Thursday 21 March**, the last day of the fair, opening hours will be from **8.30am to 6.30pm**.

- **Opening hours for visitors:**

From **Monday 18th to Wednesday 20th March**, from **10am to 7pm**.

On **Thursday 21st March**, the last day of the fair, the opening hours will be from **10am to 6pm**.

Out of respect for visitors and other exhibitors, and in order not to damage the image of the show, it is forbidden to leave the stand unattended or without product before the closing time (**18h**) on the last day of the show. Failure to comply with this rule will result in a penalty of €3,000.

- Replenishment of goods during the event,

For the **19th, 20th and 21st March**, the HALL MANAGER must be notified, handing over the "SPARE GOODS" form available in the EXHIBITOR'S AREA.

The timetable for the replenishment of goods will be from **06:30 am to 8:00 am**, see point 6 (Agenda Deadlines).

Dismantling,

- On **Thursday 21 March from 7 p.m. until 10 p.m.**, once the show is closed, only manual removal of goods will be permitted (only products of a size and weight that can be handled by staff without the use of mechanical transport).
 - Vehicles will only be allowed to enter the venue once Security has confirmed that the majority of visitors have left the premises.
 - The entry of vehicles to the site will be organised in a planned manner through the logistics platform that the organisation will set up for this purpose. Please pay attention to the information on this subject that will be published in the EXHIBITOR'S AREA close to the event.
- From **Friday 22nd to Sunday 24th March**, from **8am to 8pm**.
- **Monday 25th March**, from **8am to 3pm**.

Commitment to sustainability and improvement of the show's operations

In our firm commitment to an ecological transformation that puts the brakes on climate change, reducing the use of polluting resources, and with the intention of improving the show's operations, we recommend to all our exhibitors:

- The use of reusable and/or recyclable materials for their stand structures.
- The use of paints with acceptable VOC concentrations.
- The use of LED bulbs.
- The use of recyclable carpeting.
- Not to leave obstacles or waste in the aisles adjoining your stand.
- Comply with the established timetables.
- To contract additional services in addition to your participation well in advance.
- Plan the logistics with sufficient time.

2.1 Assembly.

Assembly begins on **Saturday, 9th of March 2024** and is completed on **Sunday 17th of March**.

Assembly schedules,

- The assembly schedule from the **9th March (Saturday)** to **16th March (Saturday)**, will be all day from **7:00 am to 8:00 pm**.
- The assembly schedule for **Sunday 17th March** will be all day from **7:00 pm to 11:00 pm**.

The assembly schedule may commence at **6:00 am**, with prior notice given to the Congress Hall manager. The cost of such a time extension shall be paid by the applicant. The schedule for the request for services (electricity, compressed air, etc.) can be checked by calling the **SERVIFIRA** department by **telephone at: +34 93 233 2000**.

These dates and times apply to both the construction and the reception of goods. Exhibitors are requested to plan their product layout well in advance of the date and time indicated.

ASSEMBLY- Check-list/Calendar important to keep in mind during assembly

- **Stand construction:** From **Saturday 9th to Friday 15th March**, from **7am to 8pm**.
- **Decoration and product placement:** **Saturday 16th March**, from **7am to 8pm**, and **Sunday 17th March**, from **7am to 11pm**.

IMPORTANT: It is strictly forbidden for vehicles to enter the Halls. **From 8pm on Thursday 14 March**, vehicles will not be allowed inside the halls to unload goods or carry out other work, 3 days before the inauguration. Only manual entry of products will be allowed.

From 8 p.m. on Wednesday, 13 March, no construction work, which generates dust and waste, will be allowed inside the halls (e.x. cutting wood). Only final finishing and product placement will be permitted. The Organisers are entitled to impose a fine of **300 €** (10% VAT not included) on companies that fail to comply with this rule.

It is the responsibility of the exhibiting company to remove all waste generated by the construction of its stand. Fira de Barcelona offers the possibility of contracting this service through the FIRA STORE.
<https://store.firabarcelona.com/K028024/g/c/78>.

Please remember that it is strictly forbidden to leave waste from your assembly or exhibition inside the venue and/or exhibition halls. Failure to comply with this obligation will result in penalties.

- **The replacement of goods for the 19th, 20th and 21st of March** must be notified to the HALL MANAGER by handing in the form "REPLACEMENT OF GOODS" available in the EXHIBITOR'S AREA, the day before the show closes.
- Under no circumstances may minors be admitted.



2.2 Assembly project validation process.

In order to be able to assemble your stand it is essential that the organisation has validated your project.

The Assembly Permit will be issued following receipt and approval of your proposed stand design by the Operations and Logistics Department of the Organiser, (e-mail: operations.hostelco@firabarcelona.com and telephone: (+34) 93 233 20 00). The Permit will be sent together with endorsement approving your project.

The Operations and Logistics Department will provide an updated list of the approved stands to the hall manager to allow him/her to begin the assembly of your stand in your allocated space.

In any case where an Assembly Permit has not been issued, the Organiser may stop or make appropriate changes to the assembly of the stand to ensure its compliance with the applicable Trade Show Policies.

Projects that have not been approved must be changed as requested. Once completed, the new design will be sent to the Department of Operations and Logistics for review and approval.

One validation per project will be sent. The Organiser will send the approval and endorsement with the Assembly Permit to the person who submitted the design, either the Exhibitor or the Designer. Without an Assembly Permit construction may not begin in your space.

IMPORTANT: Your decorator can find this document along with the Technical Policy of Fira Barcelona in the Assembly Area of the show website: <https://www.hostelco.com/en/contractor-area/> as well as information on how to manage the assembly passes.

Assembly companies will have to access the online registration platform as of **Thursday 8th February** <https://contractorpass.firabarcelona.com/WEB/J028024/passes> in order to attain the assembly passes for their entire team, valid during the build-up and breakdown stage.

The construction permit will be denied to any exhibiting company that does not comply with the trade show policies in force regarding the construction of stands and whose projects have not been submitted to the Organiser's Operations and Logistics department for approval.

All stands/constructions must be submitted for approval to the Operations and Logistics Department via this e-mail address: operations.hostelco@firabarcelona.com and telephone: (+34) 93 233 20 00 stating the following details:

- Name of the exhibiting company.
- Congress Hall in which you are located.
- Number of your stand.
- If you will have a Design or a Modular stand.
- Renders, floors in your stand and heights.
- Name of the company in charge of assembling your stand.

The approval of your project will be linked to its technical compliance, following the indications set out in the Assembly Regulations and, as a novelty in this edition, to the information you are asked to provide regarding those responsible for the assembly and the need for services for your stand in the following [form](#).

Given the volume of trade fair activity during the first quarter of the year and the reduction in the number of suppliers, we recommend that you formalise the contracting of suppliers, we recommend that you formalise the contracting of your stand before **30th November 2023**.

The permits will be made based on the date the space is allocated. Therefore, to find out when it must hand in the project, the exhibitor must take into account the following schedule:

NOTE: If you have contracted your stand with Fira Barcelona you will not have to make any arrangements regarding the sending of notifications or projects for your stand.



SPACE ALLOCATION DATE	DEADLINE	DELAY FEE
	Submission of the project (stands over 3.5 m) Stand type notification (stands smaller than 3.5 m)	
June/July/September 2023	Wednesday 11 th October 2023	€340 (VAT not included)
October/November/ December 2023	Wednesday 10 th January 2024	€340 (VAT not included)
January 2024	Thursday 2 nd February 2024	€340 (VAT not included)

You may deliver your projects by email to: operations.hostelco@firabarcelona.com

The Organiser will be **authorised to halt the construction of any stand that fails to comply with the trade show policies** specified or any project that has not been approved and endorsed by the Operations and Logistics Department. The Organisation may also **fine** any company that is in breach of the Stands Construction Rules in the amount of **€150/m²** (plus 10% VAT).

Assembly passes can be requested through the **Exhibitor Area** or on the **Trade Show Website (Contractor Area)**. To obtain them, you will need:

- To be up to date with the construction fee.
- To be up to date with the payment of the electrical power and to have completed the form for contracting electrical power through the AEX.
- A completed Waste Management Form.
- Completed data on all workers: full name and ID card or Passport number.

To validate **passes during build-up and breakdown** for assembly companies, they will have to access the online registration platform as of **Thursday 8th February** (<https://contractorpass.firabarcelona.com/WEB/J028024/passes>)

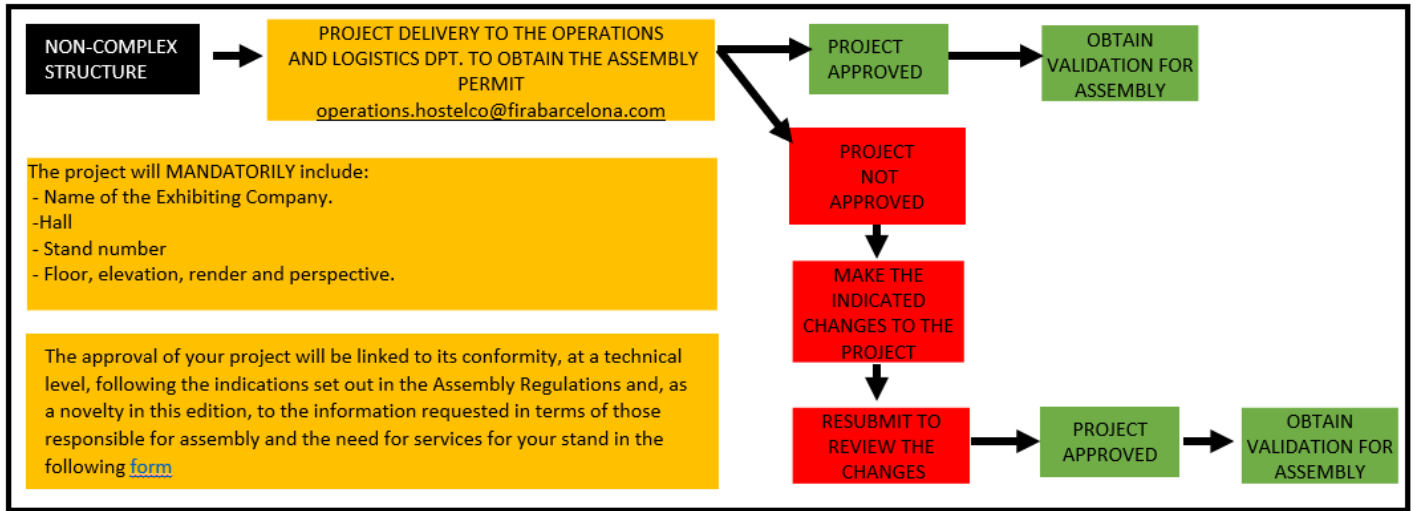
Personnel hired by non-Spanish companies must present their passport or National Identity Card if they are EU citizens. The companies contracting the aforementioned workers must undertake to comply with Spanish regulations regarding the prevention of occupational risks.

Exhibitors should note that in order to ensure that buyers have a favourable impression of the Trade Show, exhibitors are strictly forbidden from leaving their stands or leaving them unattended or unstocked on **Thursday 21st March** before the scheduled end of the Show at **6:00 pm** except in the event of force majeure. The Organiser may impose a **fine of €3,000**.

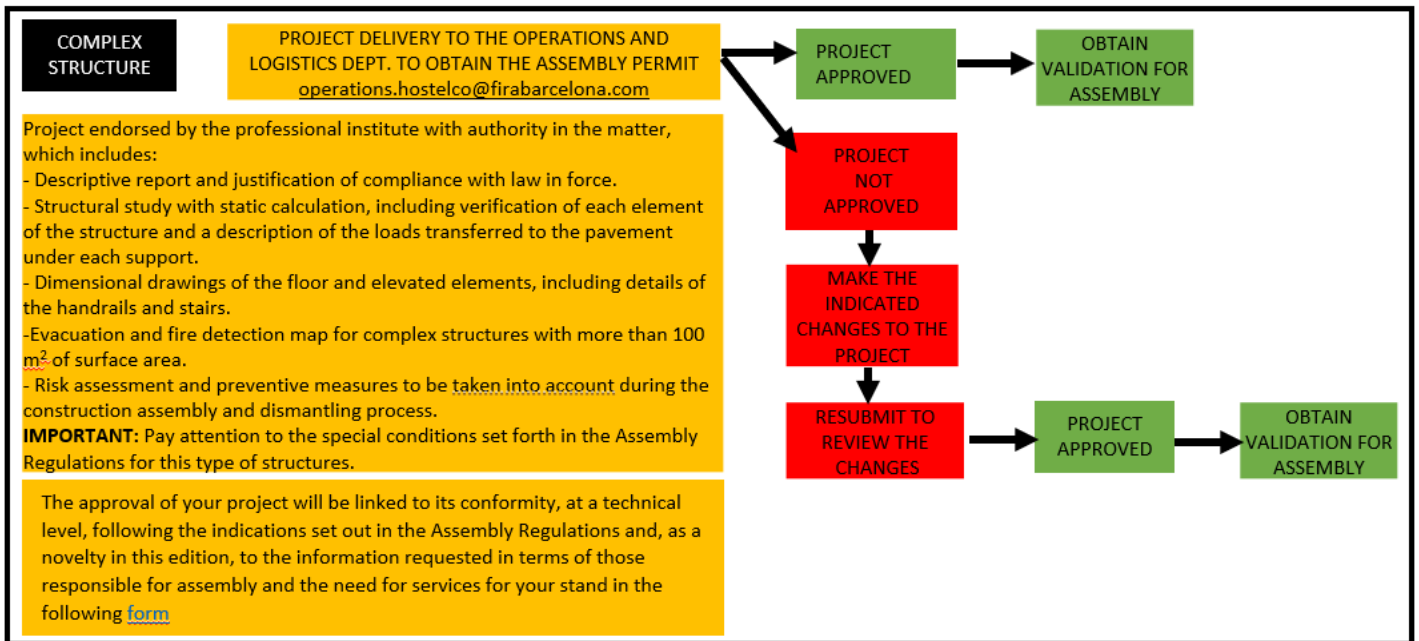


2.2.1 Steps to follow for construction and validation according to stand type.

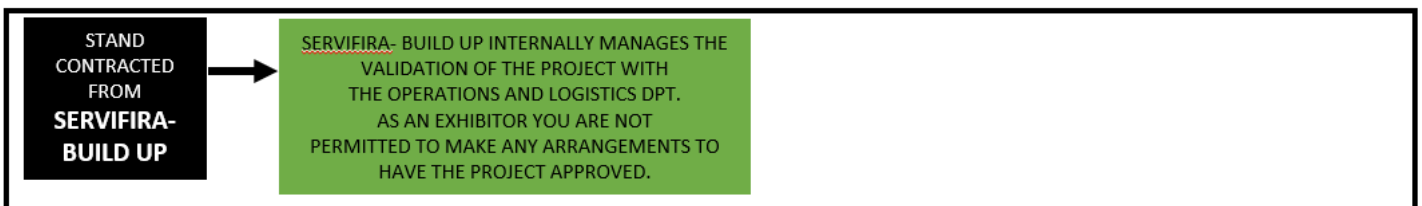
A,



B,



C,



2.2.2 Construction, Stand structure types and Engagement of products and services – Fir Store.

The site assigned during the allocation process is made up of the space only, with the construction of a stand being mandatory. The construction of a stand on the exhibition area being leased is considered a basic requirement.

Remember to download the technical data sheet for your stand in the Exhibitor's Area to find out the technical details of your space.

The Organiser is authorised to enforce compliance with the above for companies that have not made arrangements for the fitting out of a stand. Under no circumstances may the adjacent walls of another exhibitor be used.

Wooden flooring is advised, especially for exhibitors whose stand has water and drainage supplies, multiple electrical connection points or is located near lavatories.

In order to avoid incidents during assembly and/or to ensure a quality reception of the services requested, the Organiser may request or advise that wooden floors are installed for the stand, if the circumstances so require. In the event that the exhibitor does not install wooden flooring, despite the Organiser having recommended it, the participating company will not be compensated for any possible incidents arising from water outlets or hydrants.

Structure Types

Fira de Barcelona may authorise the construction of a complex structure in accordance with the regulations established by the event organiser in the sectors where the roof height and the hall structure so permit.

A complex structure will be regarded as any construction which requires the intervention of a competent technician related to the design, calculation or certification of its final strength or if the assessment of a significant risk is required.

1- NON-COMPLEX STRUCTURE.

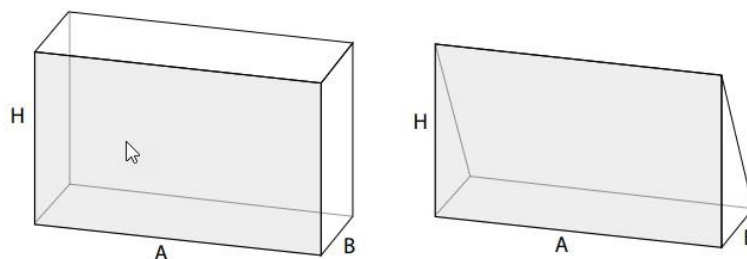
- o Those that do NOT meet any of the following descriptions of a complex structure:

2- COMPLEX STRUCTURE.

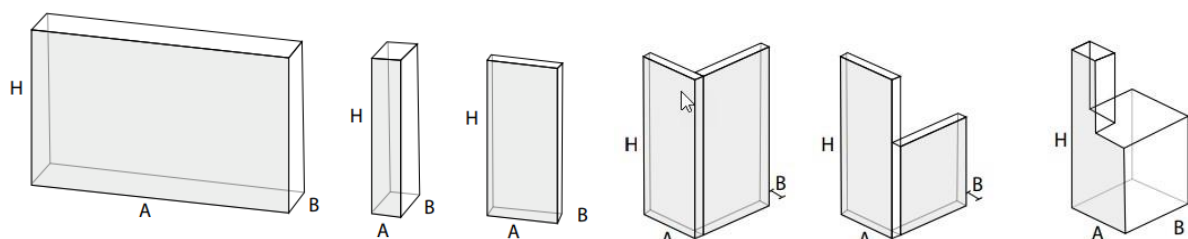
A complex structure is understood to be any construction that requires the intervention of a competent technician related to the design, calculation or certification of its final strength, or if a significant risk assessment is required.

Complex structures are classified in the following manner;

1- Modular stands or structures more than 5 metres high. These must have a minimum of three perpendicular support plans over their entire height. Cases in which $H > 5$ m are regarded as complex structures.



2- Single structures that are greater than 4 metres high. These structures are regarded as singular in totem-type constructions, isolated or corporeal partitions or any structure that doesn't have at least three perpendicular support planes over their entire height. $H > 4$ m and $B/H < 0.4$ (slenderness coefficient: relationship between dimension B and the height of element H)





- o Double-deck stands accessible to people on the upper floor. ·
- o Platforms or stages of the same height or greater than 0.50 m accessible to people. ·
- o Terraces that are accessible by people. ·
- o Constructions in outdoor areas whose surface area is greater than 16 sqm.
- o Non-approved constructions in areas with a surface area smaller than 16 sqm.

Authorisation for the construction of any of these structures must be requested from: operations.hostelco@firabarcelona.com, attaching the following documentation:

Complex structures must comply with the requirements established in the current regulations and, specifically, with the content of the Technical Building Code in all its sections, as well as the basic documents on structural safety (DB SE), fire safety (DB SI) and use and accessibility safety (DB SUA).

Authorisation for the construction of any of these structures must be requested from the Fira de Barcelona Operations Department at the event address, together with the following documentation:

Prior assembly

Project drawn up, signed and endorsed by a competent technical expert (an authorisation affidavit will be accepted in replacement of the endorsement).

The project must include:

- Descriptive report and proof of compliance with current law.
- Structural stability and resistance study that considers:
 - Use overload in accordance with table 3.1 CTE DB SE, type-C use category.
 - Internal 0.125 kN/sqm wind up to 4 m in height; an internal 0.063 kN/sqm wind will be considered from 4 m in height upwards.
 - Description of the loads transmitted to the flooring under each support.
- Dimensional drawings of the floor and elevated elements, including details of the handrails and stairs.
- Evacuation and fire detection plan for complex structures with more than 100 sqm of surface area
- Risk assessment and preventive measures to be taken into account during the construction assembly and dismantling process.

The assembly of each of these structures will have to be supervised by a competent technical expert authorised by a professional association and he/she will have to issue an assumption of the commission for said purpose (the authorisation affidavit of the competent technician will be accepted).

If all the documentation provided is correct, authorisation will be given for assembly of the stand or structure presented. If any deficiencies were identified, the observed nonconformities shall be indicated in order to request the appropriate corrections from the client or decorator. Assembly of the stand or structure shall not be authorised until the deficiencies have been corrected.

During the assembly

The technical expert will ensure that the assembly of all the complex structures complies with the conditions established in the documentation provided by the exhibitors. Any request for complementary documentation that is required for structures due to their complexity, even if they are not classified as complex structures as such, will be left to Fira de Barcelona's discretion.

Before the opening

Once the construction of the complex structure has been completed, the technical expert will issue the corresponding certificate to endorse the final structural soundness from the corresponding professional association (an authorisation affidavit will be accepted in replacement of the endorsement), which will be delivered to Fira de Barcelona.

In the case of a structure approved by a competent and authorised body, the approval certificate for the structure will be presented together with the assembly and dismantling standards as a substitute for the structural study.

In the case of a construction that is located in outdoor areas, in addition to the tasks mentioned above, it will be necessary to prove that the action of the wind at a speed not exceeding 100 km/h has been taken into account in the calculation of the structure.

At events organised by Fira de Barcelona, and in the case of double-decker stands, these must be designed so that the second floor does not exceed 50% of the total allocated area, and it must be located so as not to be detrimental to the visibility of the stands within their surroundings.

For more information, see the Technical Policy of Fira Barcelona in the Assembly Area <https://www.hostelco.com/en/contractor-area/> or the Exhibitor's Area (AEX).

Engagement of products and services - Fira Store

All services (rigging, water and power connection, wi-fi, cleaning, catering, etc.) and products (fixtures, graphics, decorative elements, etc.) needed to assemble the stand may be engaged or hired in the ecommerce platform, Fira Store: <https://store.firabarcelona.com/K028024?lang=en>

IMPORTANT:

- **Hiring of stands and services** (water, electricity, compressed air, etc.).
2 February 2024 (Reduced rate with 30% discount until **19th January 2024**).

- **Contracting rigging** (anchor points and suspensions)
12 January 2024 (Reduced rate with 30% discount until **22nd December 2023**).

(*) as of **13/01/2024**, all new contracts between 9sqm and 25sqm, and those who have not informed the organisation of the type of stand they are going to build by the same date, will be obliged to contract their STAND with Servifira.

Remember the importance of identifying in advance your needs in terms of electrical power, 24h permanence and water/drainage connections and contracting the services before **20th January** in order to benefit from the reduced rate.

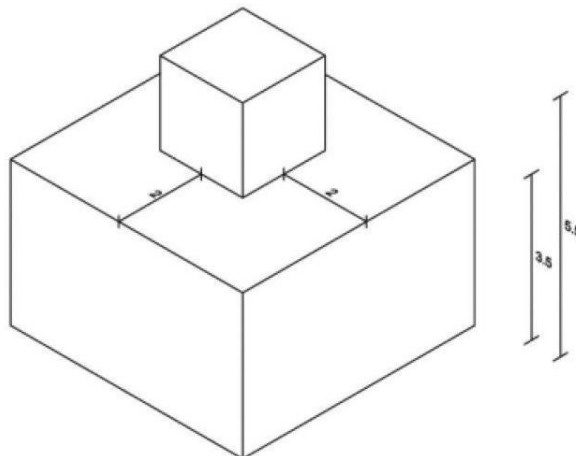
2.3 Height policy on stand construction and decoration.

The maximum permissible height is,

- 3.5 metres around the perimeter of the stand.
- 5.5 metres for elements placed 2 metres towards the interior of the stand.

Volumetric example:

Any element that exceeds 3.5 metres in height must be set back into the interior of the stand according to the following proportion rules.



For example: An element with a height of 5.5 metres is 2 metres higher than 3.5 metres, so it must be set back at least 2 metres away from the perimeter of the stand.

IMPORTANT: None of the stands located in Hall 2,3, between 4 and 5 and between 6 and 7, affected by the central visitor walkway, may exceed 5 metres in height at any point of its area of influence, with the same applying for stands in the porch area (along the sides of the hall), which may not exceed 4 metres in any point of their area of influence. And in hall 2 in the area of the porches (sides of the hall), the height may not exceed 4 m at any point in the area of influence.

You will be able to access the 360° view of the hall in which your stand is located through the following web page: www.firabarcelona-guestevents.com/ca/gran-via/#map

We remind you that the maximum height of 5.5 metres will be allowed as long as the infrastructure of the Hall allows it. We therefore advise you to consult **point 4 (Special heights and problematic rigging points)**, where you will find the areas in the halls where it is not possible to place items measuring 5.5 metres in height. We also recommend that you **refer to all the information on this subject included in the Technical Data Sheet of your stand.**



2.3.1 Limits for stand assembly and adaptation of exhibition spaces

No construction elements or elements of any other type may be leaned against the walls, columns or other fixed elements of the pavilions, and adequate protection must be used or a safe distance must be kept between the construction materials and the hall parameters. In no circumstance may the stability of any object, assembly or structure in the Fira Barcelona infrastructure be compromised.

All elements must be self supported. Drilling holes, screwing or nailing into the walls, ceilings, floors or columns of the Halls is not allowed. The creation of ditches, anchors or other construction modifications are not allowed inside the pavilions or in the outside areas of the venue.

Exhibition spaces, both inside and outside, should not be covered with paint or glue. The application of mortar to the floor without there being an intermediary element authorised by Fira Barcelona is prohibited; equally, it is prohibited to drive in nails using percussion tools or to paint using spray guns.

Any damage which may be caused by clients or their delegates to the trade show venue, installations, or other infrastructure, will be repaired by the Fira Barcelona and charged to the client.

2.3.2 Partition walls

When your space is adjacent to those of other exhibitors, it will be mandatory to have your own partition up to the maximum permitted height, perimeter of 3.5 meters high and at least 2 meters high (See point 2.3 on height policy).

The rear walls of the partitions between the stands must be duly treated and without any advertising, in compliance with the trade show's height regulations.

2.3.3 Rigging or suspended elements

Applying Fira Barcelona's safety and occupational risk prevention regulations, any company wishing to suspend any object (lighting structures, signs, banners, etc.) from the ceiling of any of the Trade Show Venue's Halls must apply to Servifira by completing the form which can be found in the Fira Store at the following link:
<https://store.firabarcelona.com/K028024?lang=en>

Any elements which are suspended from the ceilings must comply with the Trade Show's Height Regulations. Lighting trusses may be placed at a height of 5.5 metres on the perimeter line of the stand, provided that they do not contain advertising and the characteristics of the Congress Hall allow it. If you want to use them for advertising, they must be consistent with the proportions indicated in the height regulations.

The **Alimentaria** height policies shall prevail over the Rigging policies in the event that they are different. Due to its architectural characteristics, some areas of the trade show venue have a limited number of anchorage points; therefore, to enable rigging points to comply with safety regulations it will be necessary to install adaptation structures whose cost shall be borne by the Exhibitor or Decorator.

2.3.4. Covering of columns, height (insetting) and spaces with fire hoses.

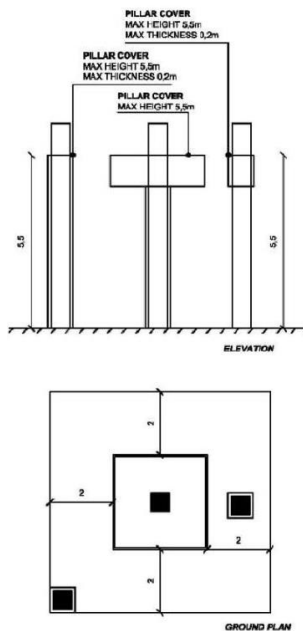
If the space assigned to the exhibitor contains pillars inside the stand, these may be covered up to the maximum permitted height (5.5 metres), respecting the safety easement.

Columns which are located on the façade of the stand may be covered to the maximum height allowed for the perimeter and the covering placed on the columns must not protrude more than 0.2 m from the said columns. Any columns with fire hydrants and extinguishers and other elements attached to them may be covered, provided that the services are removable for inspection, visible and properly indicated.

Construction or decorative elements of the stands must not protrude into the passageways under any circumstances.

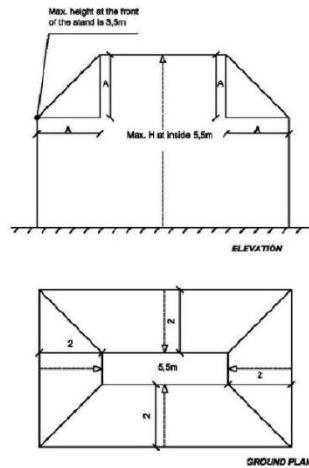
For example;

EXAMPLE OF A PILLAR COVERING



EXAMPLE OF SETTING BACK ACCORDING TO HEIGHT

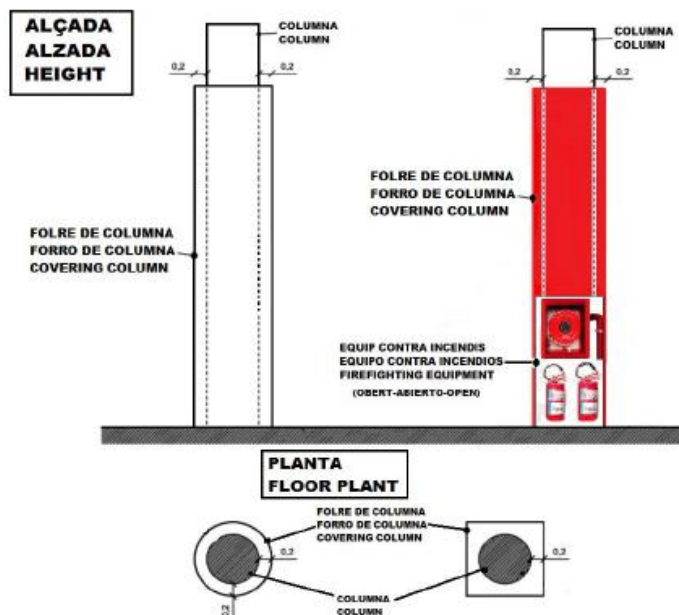
Any element exceeding 3,5m height must be set back the same distance (A) as that by which it exceeds it.



Note: All stands that are building with a neighboring wall are allowed to construct this wall at 5,5m setting back only the corridor aisle.

SPACE WITH COLUMN AND HOSE REEL

The area where columns with a Hose Reel are found is not part of the booth space. As the exhibitor's option, such area may be covered with carpet and wooden flooring. But note that nothing can be placed in front of the Hose Reel. This area should be completely accessible and inspectable.



There is an exception to this rule: the positioning of spotlights with arms on the façades of the stand shall be permitted at a minimum height of 2.2 metres and at a maximum distance of 40 cm from the edge of the façade.

All stands whose floor is raised 50 cm or more above ground level, must present the corresponding certificate (Confirmation of Acceptance) signed by a competent technician.

Any stand exceeding 3.5 metres in height at any point must submit a project (floor plan, height and perspective) to the Operations and Logistics Department of the Exhibition at: operations.hostelco@firabarcelona.com for its supervision and approval.

The deadline for project submission will be based on when your space is allocated. To confirm the required delivery date for your project you must follow the schedule detailed in **point 6 (Deadline schedule)** regarding project delivery deadlines.

In the event that, for any reason, the Organiser does not approve your project, it will be essential to resubmit it with the corrections indicated.

IMPORTANT: It is obligatory that the Design stands include in a visible place to display the assigned numbering that appears in their participation contract, in order to make it easier for visitors to find the stand. The number must be located at a maximum height of 2.20m and a minimum of 1.50m on all sides of the street (letter) where the stand is located.

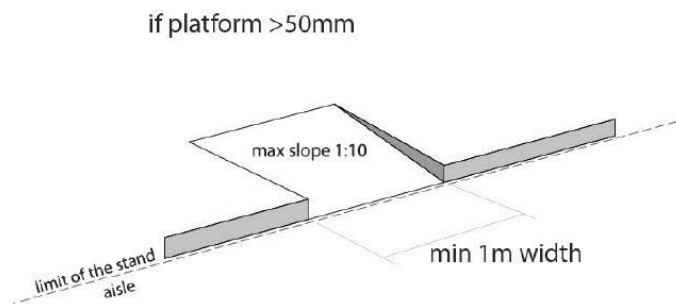
The Organiser shall be authorised to halt the construction of any stand that fails to comply with the trade show policies specified or any project that has not been approved and endorsed by the Alimentaria Operations and Logistics Department.

It may also fine any company that is in breach of the Stand Construction Rules the amount of €150/m² (10% VAT not included).

2.3.5 Disabled Access.

It is obligatory for all the stands which have wooden floors of more than 5 cm in height to include an access ramp with a minimum width of 1 m, which shall not protrude from the stand into the passageways.

As an exception, a portable ramp will be accepted if no ramp is provided for the wooden floor. If the wooden floor is hired from Servifira, it is obligatory to hire a ramp.



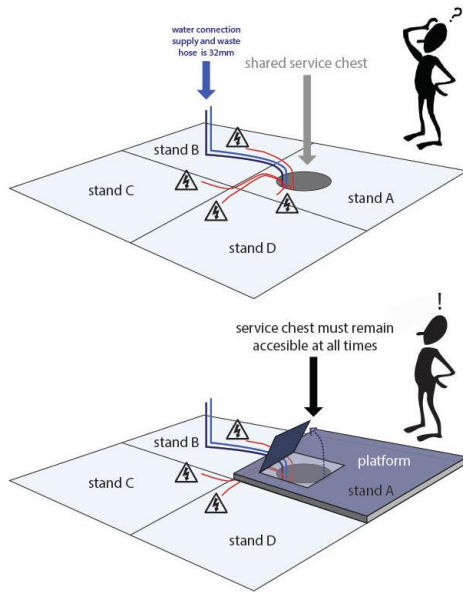
2.3.6 Electrical installations.

All installations must be carried out according to the requirements of the Low Voltage Electrotechnical Regulation (REBT) and its complementary technical instructions, by an electrician officially authorised by the Catalonia Government's Department of Industry, with the corresponding electrical installation bulletin completed (official certificate).

It is very important to remember that:

- The work on low-voltage electrical facilities must be performed by authorised low-voltage installers in both the assembly and dismantling phases.
- It is the responsibility of the company performing the dismantling work to check, prior to the start of said work, that there is no voltage in the entire working area of the stand.
- If you have electrical boxes in your assigned space, it must be possible to inspect and gain access to them (See technical data sheet of your space).

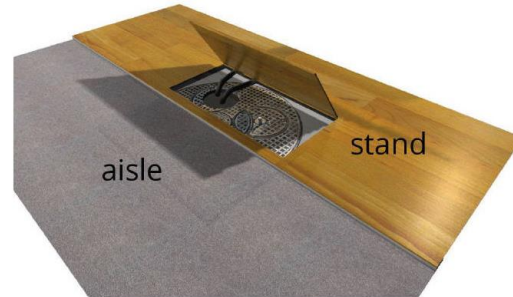
IMPORTANT: The trade show organiser guarantees a minimum CETAC industrial electric connection (16 A) for each stand. In the event that a client has more than one CETAC in use and that any of the adjoining stands to be fed from the same pit does not have the minimum connection guaranteed by the trade show, the organiser may be obliged to require the removal of one of the existing electrical switchboards in order to guarantee the minimum connections for each stand and this may incur extra costs for the exhibitors concerned.



Whenever a service chest is shared between more than one stand in one island, it must remain accessible at all times (through a hatch).

In order to have a hatch, we recommend a platform of 50mm for electrical cables only, and 100mm if a water connection is planned for any of the neighbouring stands.

If during build up or show any cable gets unplugged for some reason, the chest needs to be accessed by the technical teams.



Whenever a service chest is half covered by a division wall or is at the limit of the stand, the area around the chest must remain accessible.

2.3.7 Water installation.

It is recommended that water installations are accompanied with the installation of a technical wooden floor in order to improve the appearance and ensure the safety of visitors to your stand. Please note that all requests for the installation of supplies must be accompanied by a technical plan with the design of the stand so that the pre-installation can be planned correctly.

It is recommended that you request these services well in advance to ensure their availability and correct installation. The service can be engaged through the Fira Store at the following link: <https://store.firabarcelona.com/K028024?lang=en>.

2.3.8 Stand image and transparency.

The rear walls of the partitions between the stands must be duly treated and without any advertising, in compliance with the trade show's height regulations (see point 2.3).

IMPORTANT: In order to lead to a general effect of spaciousness and so as not to prejudice the other exhibitors, full transparency in the design of all the stands is requested and we also inform you that at least half the length of each façade (50%) must be either glazed or open. If you have any questions, please contact operations.hostelco@firabarcelona.com

The Organiser is authorised to request the necessary changes in the design of your stand if it impairs the visibility of the other exhibitors and to ensure it complies with the above-mentioned Regulations, even when the project has been previously approved and endorsed by the Organiser. For any questions regarding the Construction Regulations, please contact the operations department at: operations.hostelco@firabarcelona.com

The Organiser shall make considerable efforts to provide the **HOSTELCO** trade show with an image in accordance with the levels of quality and professionalism of the trade show. In order to preserve these parameters, we ask exhibitors to carefully review their construction projects, paying special attention to the aesthetic aspects that contribute to enhancing **HOSTELCO's** overall image.

2.3.9 Safety easement.

The location of signposts, fire-fighting equipment, alarms, emergency exits, service boxes, access to columns with air-conditioning installations and rights of way shall be respected at all times and shall be obligatory, ensuring access to any of them is always possible. We recommend that you read the key that appears in the Technical File referring to the allocated space, which can be consulted in the Exhibitor's Area.

Stands with accesses over 15 metres in width must install their own fire extinguishers. These must be correctly mounted near the escape routes and installed in a visible location at least every 15 metres. The installation of fire extinguishers is mandatory in any stand which contains two floors. The extinguishers can be rented through the Fira Store at the following link: <https://store.firabarcelona.com/K028024?lang=en>.

All fire-fighting equipment within the stand must be included in the stand design without obstructing it with anything, leaving it visible, accessible and signposted at all times.

Fixed Fire Equipment Specifications

Hall	h (cm)
Hall 1	295
Hall 2	*
Hall 3	490
Hall 4	590
Hall 5	295
Hall 6	545
Hall 7	295
Hall 8	350
Hall 8.1	349

Note that the fire extinguisher equipment can only be cladded if all the equipment remains accessible at all times.

* Hall 2 does not have columns in the exhibition area.

Fira Barcelona
Gran Via Venue

2.4 Gas, Installations and Exhaust system.

The discharge of vapours, flammable or toxic gases that may be harmful to health or bothersome to the public or other clients at the event is not permitted.

Toxic gases and vapours generated by combustion must be vented to an external area through ducts that are suited to this purpose. To this effect, **technical feasibility studies for the location and attachment of said ducts must be requested** from the Operations and Logistics Department operations.hostelco@firabarcelona.com. If the project is technically feasible, the client shall be responsible for the costs of the execution of the installation. The deadline for said request is **2nd February 2024**.

In any case, the provisions in the technical regulation for the distribution and use of gaseous fuels RD 919/2006 and its complementary technical instructions IG01 to 11 must be complied with.

If the gases or vapours are not harmful to the health (steam or vapours from the cooking of food, for example) but give off an odour that may be unpleasant to the other clients, **a hood with suitable filters must be installed to absorb said odours**.

The exhibitor must meet compliance with said standards, as well as the consequences derived from any non-compliance.

If the use of **domestic gas is necessary**, the **installation and supply of gas** by an authorised company must be legalised for this purpose by delivering the relevant bulletin.

The office closest to Fira Barcelona is Repsol Butano, Agencia TOSSA, Ronda Sant Antoni, 52 (or the one operating at any given time).

The installations must adhere to current regulations.

In both cases, the corresponding certificates must be submitted to the Operations and Logistics Department operations.hostelco@firabarcelona.com

The deadline for submitting this documentation is 2nd February 2024.



2.5 Machines and devices in operation.

The exhibitor shall fit the installations that shall be operated during the event with all the necessary protection devices to operate them, as well as to prevent accidents, which are required by the technical regulations defined for such installations.

If the machinery or certain parts are to be shown to visitors whilst being operated, the normal protection can be replaced by a covering of organic glass or similar transparent material. If the machines are switched off and they are for display purposes only, the protective devices may be removed.

In the event of any serious breaches of this rule, and if the operation of the machinery could pose a danger to people, the Event Management is authorised to demand them to be switched off.

If there is a breach in these terms and conditions, the liability for any accident occurring will fall exclusively on the exhibitor, who must have taken out a Civil Responsibility Insurance policy for damages to third parties, persons or objects for an unlimited amount.

2.6 Stand assembly services.

Each exhibitor's stand assembler is required to pay Fira de Barcelona the fees described in the Services Catalogue (e-Commerce) for stand assembly services before beginning the assembly. These fees are set according to the following types of assembly:

- Carpeting or parquet.....2.90 €/m²
- Shell Scheme.....5.80 €/m²
- Design Stand.....8.90 €/m²

Prices do not include VAT. Businesses registered for tax purposes outside of Spain are exempt from paying VAT.

Exhibitors who contract a stand package or a stand at BUILDUP www.buildupfira.com will not incur a separate Assembly Fee.

No exhibitor/assembler/decorator with **pending or outstanding debts** to Fira Barcelona and/or Alimentaria Exhibitions, S.L.U., regardless of the Trade Show/Year/Activity the debt relates to, **will be allowed to assemble any stand**.

Assembler services must be paid for before assembly as a condition of issue of assembler passes. If payment is not made, the passes cannot be collected.

Each stand has a single assembler services fee, which cannot be billed to two businesses or decorators. (1 contract = 1 stand = 1 service fee).

Any personnel entering the Venue who are not employed by the exhibitor must provide the Customer Services Department with their full name and ID/Passport for issue of their assembly ID passes.

To process valid passes for assembly companies, for the **assembly and breakdown period**, they will have to access the online registration platform as of **Thursday 8th February** (<https://contractorpass.firabarcelona.com/WEB/J028024/passes>)

2.7 Cleaning and Waste Management during stand assembly and dismantling.

The company responsible for the construction and/or decoration of the stand will be responsible for removing the waste generated at the end of each day during both the assembly and disassembly periods. The fire prevention policy prohibits the accumulation of waste in the stands and their storage areas, as well as in the aisles and shared spaces.

The work material must be within the space assigned to the exhibitor and it is strictly forbidden to place any waste or any other element blocking the aisles.

Exhibitors/contractors may engage the service for the removal of waste and the storage of materials/packaging through the Fira Store online services catalogue at the following link: <https://store.firabarcelona.com/K028024?lang=en> or at the Customer Services desk during build up, the trade show days, and the breakdown period.

The management of the removal of the generated waste may be performed by your own methods or by engaging the service through Fira Store online catalogue. Other waste management companies unrelated to Fira de Barcelona must be accredited in order to offer their services at the venue and must pay the relevant fees to gain access. General waste bins will not be provided in the aisle, as they have to be hired. The 20/30 m³ waste boxes cannot remain overnight within the trade show venue.



In order to validate the proper waste management during breakdown, either by your own methods or by contracting our supplier, the assembly company must ask the manager of your hall to stamp the WASTE MANAGEMENT FORM, certifying that it has left the space in which the stand in question is located, clean and clear and that no waste has been left in any space within the venue grounds. This stamped form will guarantee that no refuse invoice will be generated. You will find form operational through the Exhibitor Area or on the Trade Show Website (Contractor Area).

Cooperation in the carpeting of aisles

The period for carpeting the aisles inside the pavilions coincides with the assembly, so we request your full cooperation and for you to heed the pavilion manager's requests/indications, leaving the aisles adjoining your stand free of materials and waste on the required dates.

2.8 Dismantling

From Friday 22nd to Sunday 24th of March, from 8am to 8pm.

The Trade Show will close its doors to the professional public at 6:00 PM on Thursday 21st of March 2024.

Exhibitors should note that in order to ensure that buyers have a favourable impression of the trade show, exhibitors are strictly forbidden from leaving their stands or leaving them unattended or unstocked on Thursday 21st of March 2024 before the scheduled end of the show at 6:00 pm except in the event of force majeure. The Organiser may impose a fine of €3,000.

Thursday 21st of March 2024 exhibitors must remove their goods by hand after 6:30 pm and until 10 pm. There will be no vehicle access inside halls on Thursday 21st of March 2024 from 6:30pm to 10pm, nor may you stand be dismantled. From 22nd to 24th of March, from 8 am to 8 pm and the 25th March from 8am to 3pm, vehicles will be able to enter the halls.

IMPORTANT: remember that if any products require cold storage and they are not going to be taken away on the last day of the trade show (when the goods retrieval period begins), you must engage the electrical power services via the Fira Store <https://store.firabarcelona.com/K028024?lang=en> to keep your products cool until the date engaged.

Plan and organise the removal of the products from your stand well in advance, ensuring that your belongings are supervised at all times. Please note that during this time period, the removal of goods and the visitors leaving the event will coincide at the access points. Stands must be completely empty by 10:00 PM on Thursday 21st of March 2024. In the event that the goods cannot be removed before that time, the exhibitor must ensure that they are kept in a safe place to prevent possible theft.

Although there is security in place, the Organiser shall not be held responsible for any theft or pilfering that may occur.

The work on low-voltage electrical facilities must be performed by authorised low-voltage installers in both the assembly and dismantling phases.

It is the responsibility of the company performing the dismantling work to check, prior to the start of said work, that there is no voltage in the entire working area of the stand.

On the following day, Friday 22nd of March, the dismantling of the Fair will begin from 8 am until 8 pm and heavy vehicles can then access the interior of halls.

We would like to remind you that any decoration / vinyl posters, contracted from companies other than Fira Barcelona's official suppliers and which have been used in the structure of the stand, must be removed at the end of the Fair. Otherwise, the exhibitor will be sent an invoice for the removal of the waste.

The dismantling of the Trade Show will be carried out during the 4 days following the trade show days and must be fully completed by Monday 25th of March at 3pm. Fira de Barcelona reserves the right to dismantle a stand or to move the existing goods at the exhibitor's expense if this has not been completed by the deadline. Similarly, the Organiser may change the dismantling times if considers it necessary.

IMPORTANT: For any questions regarding the general conditions for the assembly, dismantling and installation of stands, please consult the Technical Policy of Fira Barcelona (Gran Via Venue) that you will find in the Exhibitor's Area (AEX) and the Assembly Area <https://contractorpass.firabarcelona.com/WEB/J028024/passes>

3 ACCESS, HALL RESISTANCE AND MANAGEMENT OF GOODS DURING ASSEMBLY, THE TRADE SHOW DAYS AND DISMANTLING.

Exhibitors are advised to plan for the arrival of their goods at the trade show venue well in advance.

IMPORTANT: It is absolutely forbidden for vehicle to enter halls, 3 days prior to the opening of the trade show, that is, after **8pm on Thursday 14 of March 2023**.

RESA EXPO LOGISTICS, our logistics operator, offers the following services;

IN THE VENUE

- Loading/Unloading of vehicles
- Rental of lifting machinery
- Storage of goods prior, during and after the event in the general warehouse.
- Storage of empty packaging during the event in the general warehouse.
- Rental of individual storage containers

BEFORE / AFTER ARRIVAL AT THE VENUE

- Domestic and international transport (courier, ground/air/sea freight)
- Customs procedures
- **Incoming goods**
The participating companies must be responsible for receiving their own goods, as well as storing them. In any case, it is recommended that all goods be clearly labelled (Venue, Hall, Stand No. and Exhibiting Company). Exhibiting companies are requested not to send in their goods using the Organiser itself as the addressee.
- **Goods storage**
The official merchandise handling goods company, RESA EXPO LOGISTICS, offers reception and delivery or unloading services for your products to the stand as well as storage of goods.
- **Empty packaging**
Halls must be completely cleared of packaging 24 hours before the trade show starts. In the event that packaging remains on site, the Organiser may order its removal at the exhibitor's expense. The Organiser shall not be held liable for packaging material which has not been removed in good time.

- **Product placement**
Saturday 16th March from 7am to 8pm and Sunday 17th March from 7am to 11pm

- **Goods restocking during the trade show days**
Exhibiting companies which need to replenish goods during the trade show days must fill in the Goods Restocking form that can be found in the Exhibitor's Area.
The goods restocking schedule is from **6:30 to 8:00 am**, see point 6 (Deadlines Schedule), on **19th, 20th and 21st of March**.

Onsite logistics services: unloading of trucks, rental of machinery and personnel, storage of packaging and goods during the event
Email: logistics@rxl.es
Phone: +34 93 2642440

Shipping services: shipments via advanced warehouse, transport & customs clearance
Email: shipping@resaexpo.com
Phone: +34 93 2334110

- **Access control (merchandise gates): entry of vehicles to the Gran Vía venue**
Fira has an access and stay control system for vehicles in its venues to ensure that vehicles do not exceed the maximum stay permitted during loading and unloading.
Fira de Barcelona will publish the rules governing the entry of vehicles to the Trade Show Venue and the Halls, or limiting the maximum stay before, during and after each Event.



Vehicle categories:

- Low: Vehicles with a clearance of <= 2 m. (saloon cars, MPVs, 4x4, vans)
- Medium: Vehicles whose clearance is between 2 and 3.5 m. (medium-sized lorries)
- High: Vehicles requiring a clearance > 3.5 m. (large lorries)

Fees:

- Fees according to vehicle categories (Low, Medium and High)
- Charge for accessing the Venue and the number of hours the vehicle stays inside the Venue.

VEHICLES VEHÍCULOS VEHICLES	TARIFA ACCÉS TARIFA ACCESO ACCESS RATE	TARIFA HORÀRIA TARIFA HORARIA HOURLY RATE
Fins a 2m d'alçada Hasta 2m de altura Up to 2m high	2€	Estada vàlida 1h Estancia vàlida 1h Valid for 1h
De 2m a 3,5m d'alçada De 2m a 3,5m de altura From 2m to 3,5m high	5€	Estada vàlida 2h Estancia vàlida 2h Valid for 2h
Superior a 3,5m d'alçada Superior a 3,5m de altura Over 3,5m high	10€	Estada vàlida 3h Estancia vàlida 3h Valid for 3h

The official schedule for remaining within the loading and unloading zone will be established in the assembly, trade show days and breakdown of the show. Outside of this timetable, the permanence of vehicles inside the venue is prohibited. Any vehicle remaining overnight will be fined €300.

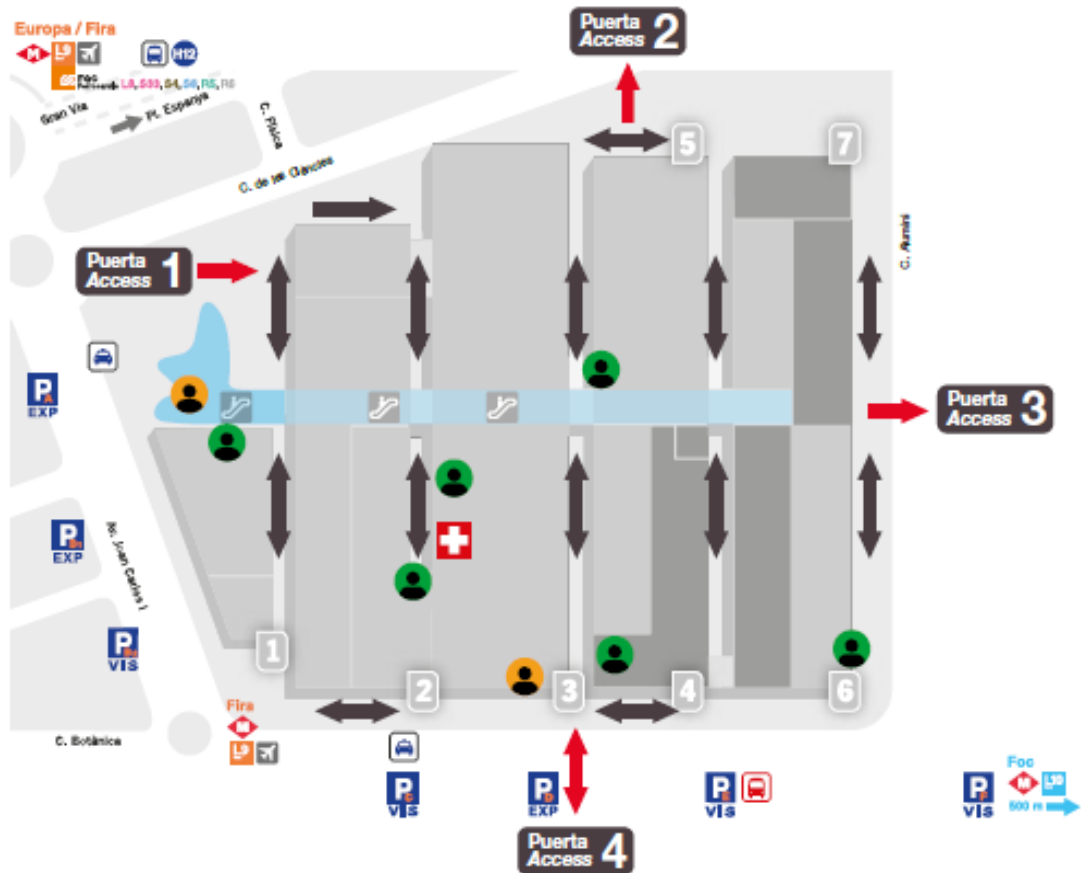
During the trade show days, vehicles must park in the underground parking and purchase the corresponding ticket.



3.1. Access map to the venue during ASSEMBLY.

From Saturday 9th of March to Thursday 14th of March (from 7:00 am to 8:00 pm)

IMPORTANT: Entry of vehicles to the Halls to deliver items 3 days before the opening day is strictly forbidden (in other words, after 8:00 PM on Thursday 14th of March).



RESISTENCIA PABELLONES / EXHIBITIONS HALL FLOOR LOADS

Palacio / Pavilion	Resistencia / Resistance kg/m ²
1	3.000
2	5.000
2.1	1.800
3	5.000
4	5.000
5	3.000
6	5.000
7	3.000
Hall 4-6	1.000

OTROS SERVICIOS / OTHER SERVICES

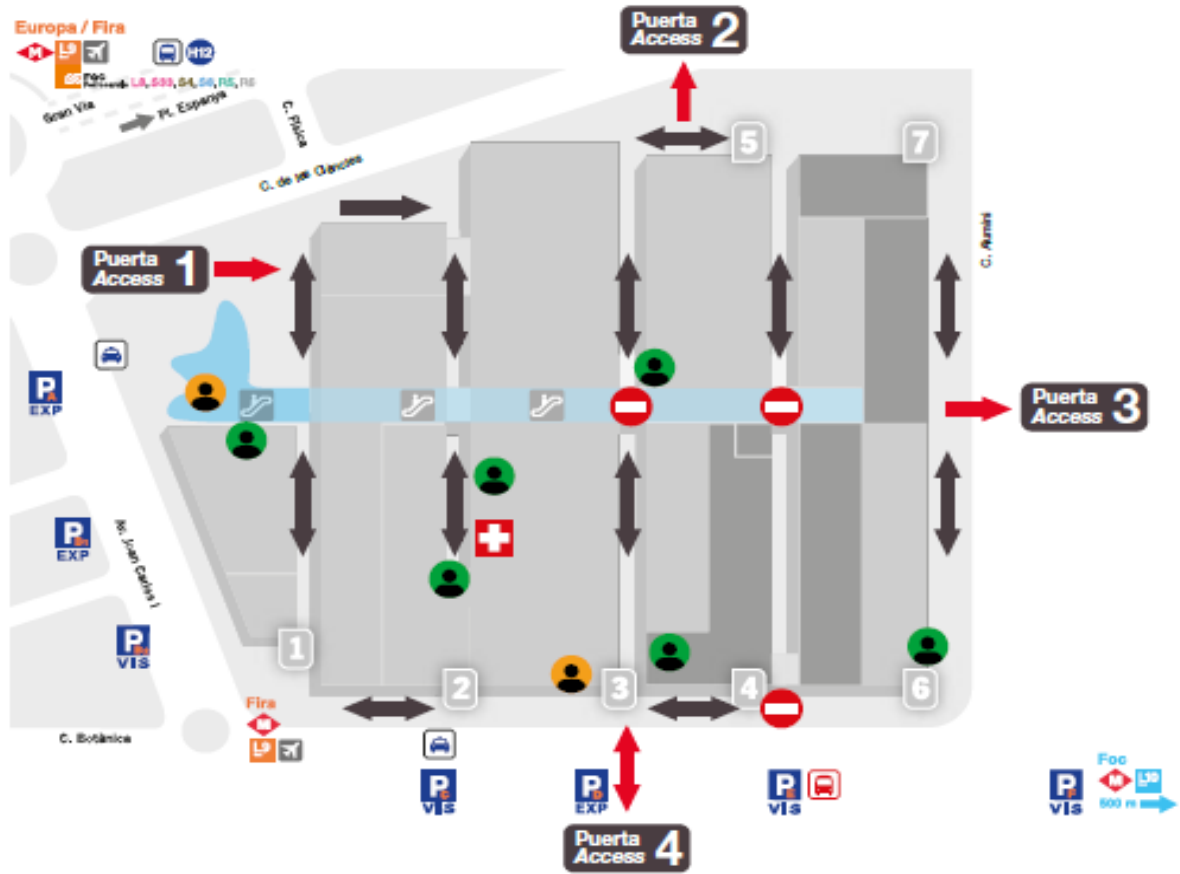
- Jefe Servicio Pabellón / Hall Manager
- Atención al expositor / Customer Service
- Dispensario / Dispensary
- Parking visitantes / Visitors' Parking
- Parking expositores / Exhibitors' Parking

PUERTAS ACCESO MERCANCÍAS CON VEHÍCULO / DOORS FOR ACCESS OF GOODS WITH VEHICLE

- Puerta 1** Entrada / Access 1 Entrance
 - Puerta 2** Salida / Access 2 Exit
 - Puerta 3** Salida / Access 3 Exit
 - Puerta 4** Entrada / Salida / Access 4 Entrance / Exit
- Entrada / Salida de vehículos al recinto / Vehicles Entrance / Exit to the venue
- Recorrido Interno / Internal path
- Paso bloqueado / Path blocked

3.1. Access map to the venue during ASSEMBLY.

Friday 15th to Saturday 16th March (from 7:00 am to 8:00 pm)
 Sunday 17th March (from 7:00 am to 11:00 pm)



RESISTENCIA PABELLONES / EXHIBITIONS HALL FLOOR LOADS

Palacio / Pavilion	Resistencia / Resistance kg/m ²
1	3.000
2	5.000
2.1	1.800
3	5.000
4	5.000
5	3.000
6	5.000
7	3.000
Hall 4-6	1.000

OTROS SERVICIOS / OTHER SERVICES

- Jefe Servicio Pabellón / Hall Manager
- Atención al expositor / Customer Service
- Dispensario / Dispensary
- Parking visitantes / Visitors' Parking
- Parking expositores / Exhibitors' Parking

PUERTAS ACCESO MERCANCÍAS CON VEHÍCULO / DOORS FOR ACCESS OF GOODS WITH VEHICLE

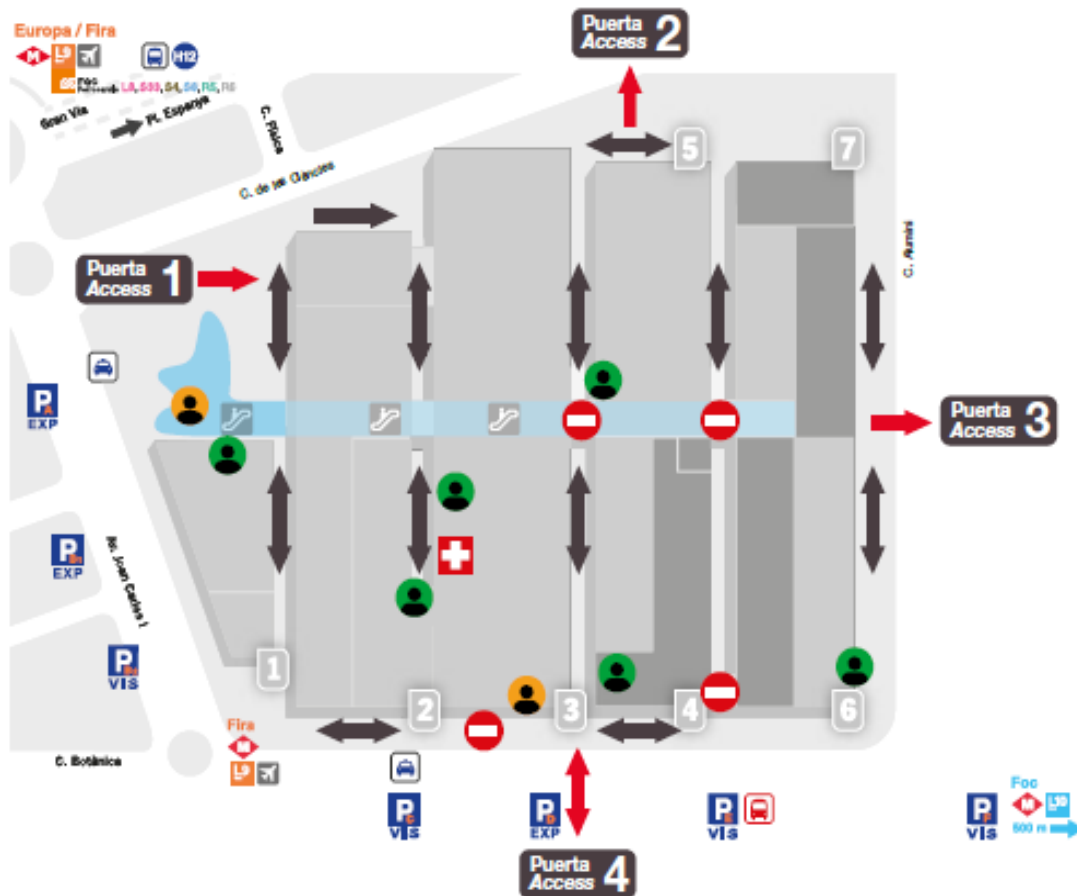
- Puerta 1** Entrada / Access 1 Entrance
 - Puerta 2** Salida / Access 2 Exit
 - Puerta 3** Salida / Access 3 Exit
 - Puerta 4** Entrada / Salida / Access 4 Entrance / Exit
- Entrada / Salida de vehículos al recinto / Vehicles Entrance / Exit to the venue
- Recorrido Interno / Internal path
- Paso bloqueado / Path blocked



3.2. Access map to the venue during the TRADE SHOW DAYS.

From Monday 18th to Thursday 21st of March (from 6:30 am to 8:00 am)

Important: On the 18th (first day of the event), product placement will be carried out through the Platform (on request only). For more information see the AEX.



RESISTENCIA PABELLONES / EXHIBITIONS HALL FLOOR LOADS

Palacio / Pavilion	Resistencia / Resistance kg/m ²
1	3.000
2	5.000
2.1	1.800
3	5.000
4	5.000
5	3.000
6	5.000
7	3.000
Hall 4-6	1.000

OTROS SERVICIOS / OTHER SERVICES

- Jefe Servicio Pabellón / Hall Manager
- Atención al expositor / Customer Service
- Dispensario / Dispensary
- Parking visitantes / Visitors' Parking
- Parking expositores / Exhibitors' Parking

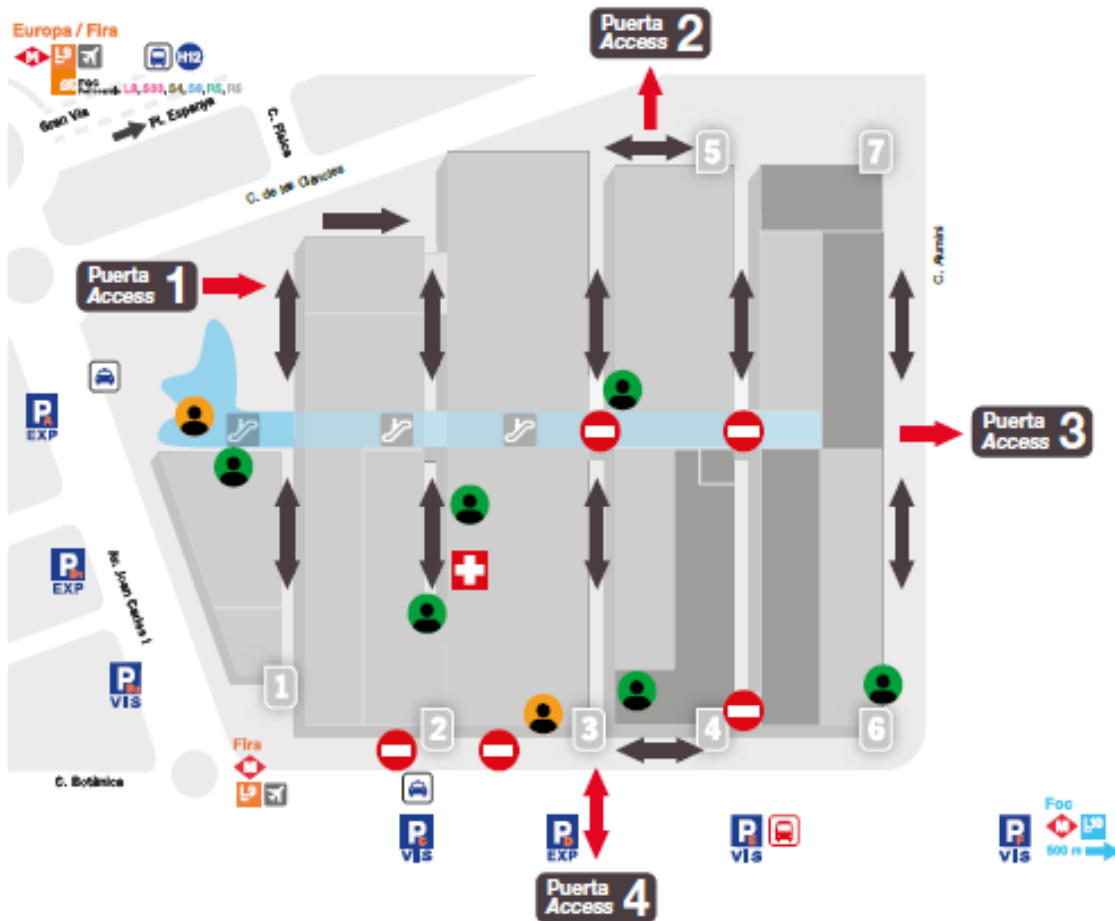
PUERTAS ACCESO MERCANCÍAS CON VEHÍCULO / DOORS FOR ACCESS OF GOODS WITH VEHICLE

- Puerta 1** Entrada / Access 1 Entrance
 - Puerta 2** Salida / Access 2 Exit
 - Puerta 3** Salida / Access 3 Exit
 - Puerta 4** Entrada / Salida / Access 4 Entrance / Exit
- Entrada / Salida de vehículos al recinto / Vehicles Entrance / Exit to the venue
- Recorrido Interno / Internal path
- Paso bloqueado / Path blocked



3.2 Access map to the venue during the last day of the celebration EVICTION OF GOODS BY HAND

The 21st of March (from 7:00pm to 10:00pm) through the Platform, see document in the AEX.



RESISTENCIA PABELLONES / EXHIBITIONS HALL FLOOR LOADS

Palacio / Pavilion	Resistencia / Resistance kg/m ²
1	3,000
2	5,000
2.1	1,800
3	5,000
4	5,000
5	3,000
6	5,000
7	3,000
Hall 4-6	1,000

OTROS SERVICIOS / OTHER SERVICES

- Jefe Servicio Pabellón / Hall Manager
- Atención al expositor / Customer Service
- Dispensario / Dispensary
- Parking visitantes / Visitors' Parking
- Parking expositores / Exhibitors' Parking

PUERTAS ACCESO MERCANCÍAS CON VEHÍCULO / DOORS FOR ACCESS OF GOODS WITH VEHICLE

- Puerta 1 Access 1** Entrada / Entrance
 - Puerta 2 Access 2** Salida / Exit
 - Puerta 3 Access 3** Salida / Exit
 - Puerta 4 Access 4** Entrada / Salida / Entrance / Exit
- Entrada / Salida de vehículos al recinto / Vehicles Entrance / Exit to the venue
- Recorrido Interno / Internal path
- Paso bloqueado / Path blocked

3.3. Access map to the venue during DISMANTLING.

From the 22nd to the 24th of March (from 8:00am to 8:00pm)
 The last day 25th Monday of March (from 8:00am to 3:00pm).



RESISTENCIA PABELLONES / EXHIBITIONS HALL FLOOR LOADS

Palacio / Pavilion	Resistencia / Resistance kg/m ²
1	3.000
2	5.000
2.1	1.800
3	5.000
4	5.000
5	3.000
6	5.000
7	3.000
Hall 4-6	1.000

OTROS SERVICIOS / OTHER SERVICES

- Jefe Servicio Pabellón / Hall Manager
- Atención al expositor / Customer Service
- Dispensario / Dispensary
- Parking visitantes / Visitors' Parking
- Parking expositores / Exhibitors' Parking

PUERTAS ACCESO MERCANCÍAS CON VEHÍCULO / DOORS FOR ACCESS OF GOODS WITH VEHICLE

- Puerta 1** Entrada / Access 1 Entrance
 - Puerta 2** Salida / Access 2 Exit
 - Puerta 3** Salida / Access 3 Exit
 - Puerta 4** Entrada / Salida / Access 4 Entrance / Exit
- Entrada / Salida de vehículos al recinto / Vehicles Entrance / Exit to the venue
- Recorrido interno / Internal path
- Paso bloqueado / Path blocked

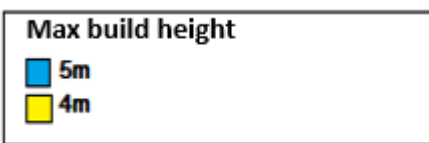
4 SPECIAL HEIGHTS IN THE VENUE AND PROBLEMATIC RIGGING POINTS.

4.1 Indicative plan of the special heights in the halls which may affect the construction of your stand.

If you have any questions about the heights where your space is located, you can contact the Organiser's Operations and Logistics Department by telephone, at: +34 93 233 20 00



Any elements which are suspended from the ceilings must comply with the Trade Show's Height Regulations. Lighting trusses may be placed on the perimeter line of the stand, measuring up to **5.5 metres** in height, provided that they do not contain advertising and that the characteristics of the Congress Hall allow it. If you want to use them for advertising, they must be consistent with the proportions indicated in the height regulations. Due to its architectural characteristics, some areas of the trade show venue have a limited number of anchorage points; therefore, to enable rigging points to comply with safety regulations it will be necessary to install Adaptation Structures whose cost shall be borne by the exhibitor or decorator.



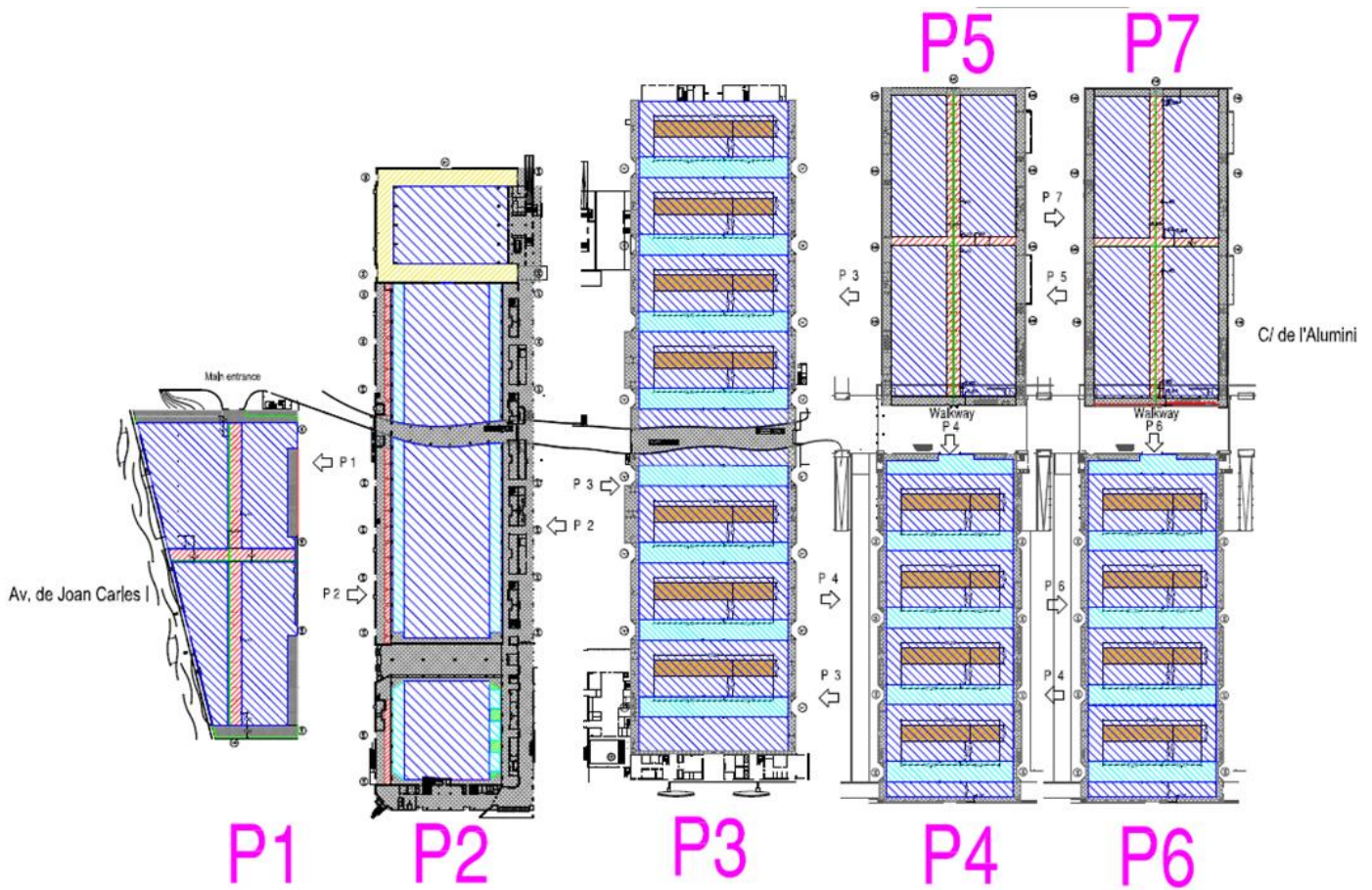
4.2 Indicative plan of problematic rigging points.

If you have any questions about the rigging, you can contact;

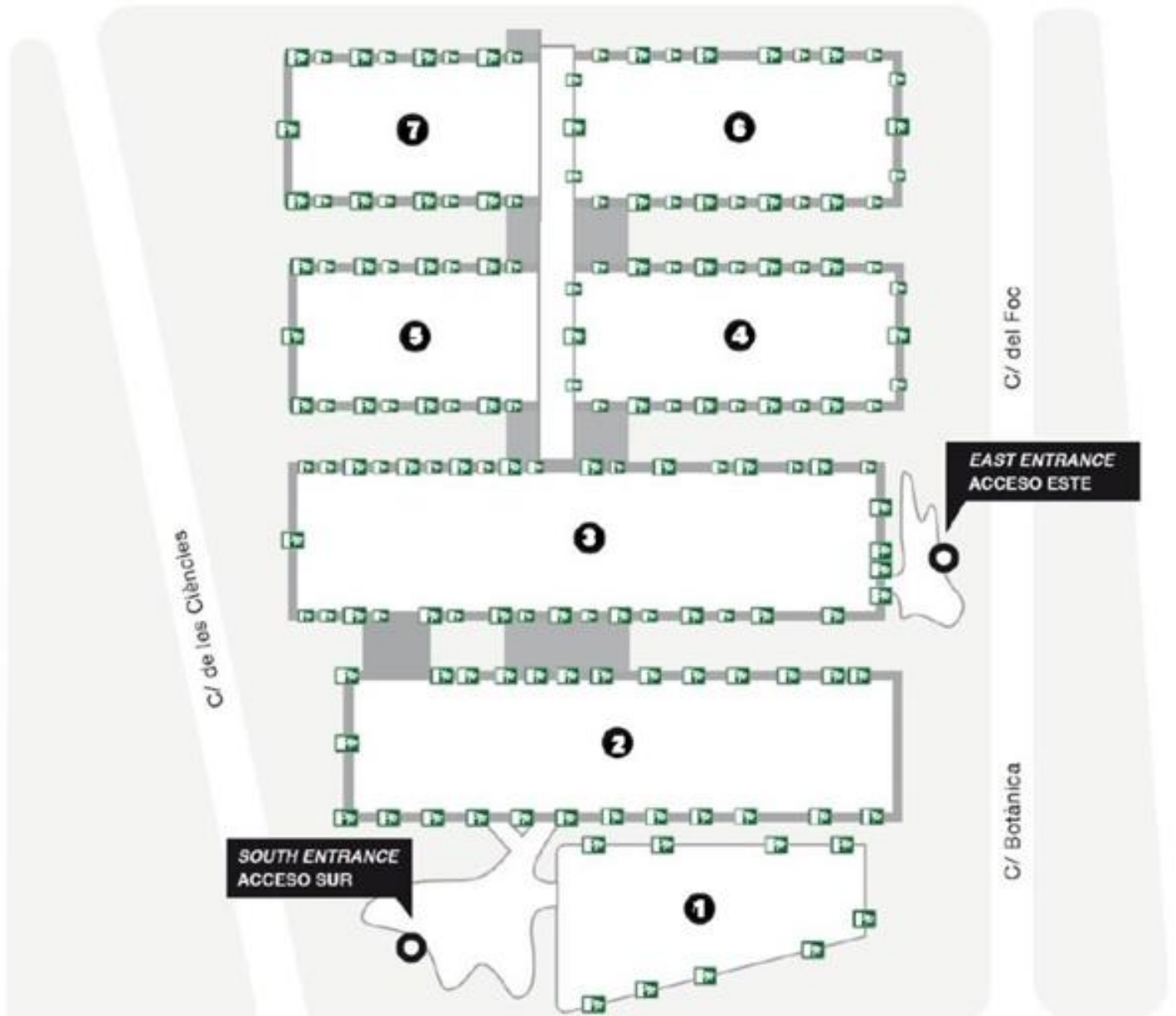
- Hall 1-2-3: [Neumann&Muller](#) rigging.granviasouth@firabarcelona.com Phone: +34 93 2714800
- Hall 4-5-6-7: [Top Fort](#) rigging.granvianorth@firabarcelona.com Phone: +34 93 0042424

Rigging points will always be placed according to the **Hostelco 2024** height regulations.

NOTE: The Organiser reserves the right to set up adaptation structures in other areas which are not indicated below, the cost of which will be borne by the exhibitor.



5. EVACUATION PLAN





6. DEADLINES SCHEDULE AND SUMMARY OF IMPORTANT ASPECTS TO CONSIDER

6.1 Deadlines schedule

DEADLINE	TIME DEADLINE	DATE ITEM
Prior Assembly		
Deadline to receive the stand plans: June - July – September 2023		Wednesday 11 OCTOBER 2023
October – November – December 2023		Wednesday 10 JANUARY 2024
January 2024		Friday 2 FEBRUARY 2024
Contracting of Rigging (anchor points and suspensions). Reduced rate with a 30% discount until 22/12/2023.3		12/01/2024
Contracting of stands and services (water, electricity, compressed air, etc.) Reduced rate with 30% discount until 19/01/2024.		02/02/2024
During Assembly		
Start of assembly	7am to 8pm	09/03/2024
Start of decoration and product placement	7am to 8pm	16/03/2024
End of decoration and product placement	7am to 11pm	17/03/2024
Deadline for carpentry work inside the Pavilions	8pm	13/03/2024
Deadline for entry of vehicles into the Pavilions	8pm	14/03/2024
During Trade Show		
Opening of the Trade Show to visitors	10am	18/03/2024
Closing of the Trade Show to visitors	6pm	21/03/2024
Goods restocking	6:30am to 8am	19-20-21/03/2024
During dismantling		
Removal of goods by hand	7pm to 10 pm	21/03/2024
Begining of the dismantling of the Trade Show	8am to 8pm	22/03/2024
End of the dismantling of the Trade Show	3pm	25/03/2024



6.2 Summary of important aspects to consider.

From section 2.0, [Relevant information for your participation; Dates of set-up, holding and dismantling](#), on page 3

- Hiring of spaces	2 February 2024 (*)
- Hiring of stands and services (water, electricity, compressed air, etc.) (Reduced rate with 30% discount until 19 January).	2 February 2024
- Rigging contract (anchor points and suspensions) (Reduced rate with 30% discount until 22 December 2023).	12 January 2024

(*) as of 13/01/2024, all new contracts between 9 sqm and 25 sqm, and those who have not informed the organisation of the type of stand they are going to build by the same date, will be obliged to contract their STAND with Servifira.

Remember the importance of identifying in advance your needs in terms of electrical power, 24h permanence and water/drainage connections and contracting the services before 20 January in order to benefit from the reduced rate.

Assembly,

- **Stand construction:** Saturday 9 to Friday 15 March, from 7am to 8pm.
- **Decoration and product placement:** Saturday 16 March, from 7am to 8pm, and Sunday 17 March, from 7am to 11pm.
- **From 8 p.m. on Thursday 14 March**, no vehicles will be allowed inside the halls. Only manual entry of products will be allowed.
- **From 8 p.m. on Wednesday, 13 March**, no construction work that generates dust and waste will be permitted inside the halls (e.x. cutting wood).
- It is the exhibiting company's responsibility to remove all waste generated by the construction of its stand. Fira de Barcelona offers the possibility of contracting this service through the FIRA STORE.
<https://store.firabarcelona.com/K028024/g/c/78>

Please remember that it is strictly forbidden to leave waste from your assembly or exhibition inside the venue and/or exhibition halls. Failure to comply with this obligation will result in penalties.

- **Minors are not permitted under any circumstances.**
- Dates for the presentation of projects

DATE OF SPACE ALLOCATION	DATE OF PROJECT SUBMISSION DEADLINE
June / July / September 2023	11 October 2023
October / November / December 2023	10 January 2024
January 2024	2 February 2024

Submission of projects after the deadline is subject to a penalty of €340.

The approval of your project will be linked to its technical compliance, following the indications set out in the Assembly Regulations and, as a new feature at this edition, to the information requested in the following [form](#) regarding those responsible for assembly and the need for services for your stand.

Given the volume of trade fair activity during the first quarter of the year and the reduction in the number of suppliers, we recommend that you formalise the contracting of your stand before **30 November 2023**.

Trade show days,

- **Opening hours for exhibitors:**

From **Monday 18 to Wednesday 20 March**, from 8.30 am to 8.00 pm.

On **Thursday 21 March**, the last day of the fair, opening hours will be from 8.30am to 6.30pm.

- **Opening hours for visitors:**

From **Monday 18th to Wednesday 20th March**, from 10am to 7pm.

On **Thursday 21st March**, the last day of the fair, the opening hours will be from 10am to 6pm.

Out of respect for visitors and other exhibitors, and in order not to damage the image of the show, it is forbidden to leave the stand unattended or without product before the closing time (18h) on the last day of the show. Failure to comply with this rule will result in a penalty of €3,000.

- Replenishment of goods during the event,

For the **19th, 20th and 21st March**, the HALL MANAGER must be notified, handing over the "SPARE GOODS" form available in the EXHIBITOR'S AREA.

The timetable for the replenishment of goods will be from **06:30 am to 8:00 am**, see point 6 (Agenda Deadlines).



Dismantling,

- On **Thursday 21 March from 7 p.m. until 10 p.m.**, once the show is closed, only manual removal of goods will be permitted (only products of a size and weight that can be handled by staff without the use of mechanical transport).
 - Vehicles will only be allowed to enter the venue once Security has confirmed that the majority of visitors have left the premises.
 - The entry of vehicles to the site will be organised in a planned manner through the logistics platform that the organisation will set up for this purpose. Please pay attention to the information on this subject that will be published in the EXHIBITOR'S AREA close to the event.
- From **Friday 22nd to Sunday 24th March, from 8am to 8pm.**
- **Monday 25th March, from 8am to 3pm.**

Commitment to sustainability and improvement of the show's operations

In our firm commitment to an ecological transformation that puts the brakes on climate change, reducing the use of polluting resources, and with the intention of improving the show's operations, we recommend to all our exhibitors:

- The use of reusable and/or recyclable materials for their stand structures.
- The use of paints with acceptable VOC concentrations.
- The use of LED bulbs.
- The use of recyclable carpeting.
- Not to leave obstacles or waste in the aisles adjoining your stand.
- Comply with the established timetables.
- To contract additional services in addition to your participation well in advance.
- Plan the logistics with sufficient time.

From section 2.1, [set up](#), on page 5

Assembly schedules,

- The assembly schedule from the **9th March (Saturday) to 16th March (Saturday)**, will be all day from 7:00 am to 8:00 pm.
- The assembly schedule for **Sunday 17th March** will be all day from 7:00 pm to 11:00 pm.

- **Stand construction:** From Saturday 9th to Friday 15th March, from 7am to 8pm.
- **Decoration and product placement:** Saturday 16th March, from 7am to 8pm, and Sunday 17th March, from 7am to 11pm.

IMPORTANT: It is strictly forbidden for vehicles to enter the Halls. **From 8pm on Thursday 14 March**, vehicles will not be allowed inside the halls to unload goods or carry out other work, 3 days before the inauguration. Only manual entry of products will be allowed.

From 8 p.m. on Wednesday, 13 March, no construction work, which generates dust and waste, will be allowed inside the halls (e.x. cutting wood). Only final finishing and product placement will be permitted. The Organisers are entitled to impose a fine of 300 € (10% VAT not included) on companies that fail to comply with this rule.

It is the responsibility of the exhibiting company to remove all waste generated by the construction of its stand. Fira de Barcelona offers the possibility of contracting this service through the FIRA STORE.
<https://store.firabarcelona.com/K028024/g/c/78>.

Please remember that it is strictly forbidden to leave waste from your assembly or exhibition inside the venue and/or exhibition halls. Failure to comply with this obligation will result in penalties.

- **The replacement of goods for the 19th, 20th and 21st of March** must be notified to the HALL MANAGER by handing in the form "REPLACEMENT OF GOODS" available in the EXHIBITOR'S AREA, the day before the show closes.
- Under no circumstances may minors be admitted.



From section 2.2, [assembly project validation process](#), on page 5

IMPORTANT: Your decorator can find this document along with the Technical Policy of Fira Barcelona in the Assembly Area of the show website: <https://www.hostelco.com/en/contractor-area/> as well as information on how to manage the assembly passes.

Assembly companies will have to access the online registration platform as of **Thursday 8th February** <https://contractorpass.firabarcelona.com/WEB/J028024/passes> in order to attain the assembly passes for their entire team, valid during the build-up and breakdown stage.

The approval of your project will be linked to its technical compliance, following the indications set out in the Assembly Regulations and, as a novelty in this edition, to the information you are asked to provide regarding those responsible for the assembly and the need for services for your stand in the following [form](#).

Given the volume of trade fair activity during the first quarter of the year and the reduction in the number of suppliers, we recommend that you formalise the contracting of suppliers, we recommend that you formalise the contracting of your stand before **30th November 2023**.

SPACE ALLOCATION DATE	DEADLINE	DELAY FEE
	Submission of the project (stands over 3.5 m) Stand type notification (stands smaller than 3.5 m)	
June/July/September 2023	Wednesday 11th October 2023	€340 (VAT not included)
October/November/ December 2023	Wednesday 10th January 2024	€340 (VAT not included)
January 2024	Thursday 2nd February 2024	€340 (VAT not included)

To validate **passes during build-up and breakdown** for assembly companies, they will have to access the online registration platform as of **Thursday 8th February** (<https://contractorpass.firabarcelona.com/WEB/J028024/passes>)

Exhibitors should note that in order to ensure that buyers have a favourable impression of the Trade Show, exhibitors are strictly forbidden from leaving their stands or leaving them unattended or unstocked on **Thursday 21st March** before the scheduled end of the Show at **6:00 pm** except in the event of force majeure. The Organiser may impose a **fine of €3,000**.

From section 2.2.2, [Construction, Stand structure types and Engagement of products and services – FiraStore](#), on page 9

IMPORTANT:

- **Hiring of stands and services** (water, electricity, compressed air, etc.) **2 February 2024**
(Reduced rate with 30% discount until **19 January**).
- **Rigging contract** (anchor points and suspensions) **12 January 2024**
(Reduced rate with 30% discount until **22 December 2023**).

(*) as of 13/01/2024, all new contracts between 9 m² and 25 m², and those who have not informed the organisation of the type of stand they are going to build by the same date, will be obliged to contract their STAND with Servifira.

Remember the importance of identifying in advance your needs in terms of electrical power, 24h permanence and water/drainage connections and contracting the services before 20 January in order to benefit from the reduced rate.

Modular stands or structures more than 5 metres high. These must have a minimum of three perpendicular support plans over their entire height. Cases in which H>5 m are regarded as complex structures.

Single structures that are greater than 4 metres high. These structures are regarded as singular in totem-type constructions, isolated or corporeal partitions or any structure that doesn't have at least three perpendicular support planes over their entire height. H>4 m and B/H<0.4 (slenderness coefficient: relationship between dimension B and the height of element H)



From section 2.3, [height policy on stand construction and decoration](#), on page 11

IMPORTANT: None of the stands located in Hall 2, affected by the central visitor walkway, may exceed 5 metres in height at any point of its area of influence, with the same applying for stands in the porch area (along the sides of the hall), which may not exceed 4 metres in any point of their area of influence.

From section 2.3.3, [rigging or suspended elements](#), on page 12

Any elements which are suspended from the ceilings must comply with the Trade Show's Height Regulations. Lighting trusses may be placed at a height of 5.5 metres on the perimeter line of the stand, provided that they do not contain advertising and the characteristics of the Congress Hall allow it. If you want to use them for advertising, they must be consistent with the proportions indicated in the height regulations.

From section 2.3.4, [covering of columns, height \(insetting\) and spaces with fire hoses](#), on page 14

IMPORTANT: It is obligatory that the Design stands include in a visible place to display the assigned numbering that appears in their participation contract, in order to make it easier for visitors to find the stand. The number must be located at a maximum height of 2.20m and a minimum of 1.50m on all sides of the street (letter) where the stand is located.

From section 2.3.6, [electrical installation](#), on page 14

IMPORTANT: The trade show organiser guarantees a minimum CETAC industrial electric connection (16 A) for each stand. In the event that a client has more than one CETAC in use and that any of the adjoining stands to be fed from the same pit does not have the minimum connection guaranteed by the trade show, the organiser may be obliged to require the removal of one of the existing electrical switchboards in order to guarantee the minimum connections for each stand and this may incur extra costs for the exhibitors concerned.

From section 2.3.8, [stand image and transparency](#), on page 15

IMPORTANT: In order to lead to a general effect of spaciousness and so as not to prejudice the other exhibitors, full transparency in the design of all the stands is requested and we also inform you that at least half the length of each façade (50%) must be either glazed or open. If you have any questions, please contact operations.hostelco@firabarcelona.com

The Organiser is authorised to request the necessary changes in the design of your stand if it impairs the visibility of the other exhibitors and to ensure it complies with the above-mentioned Regulations, even when the project has been previously approved and endorsed by the Organiser. For any questions regarding the Construction Regulations, please contact the operations department at: operations.hostelco@firabarcelona.com

From section 2.6, [stand assembly services](#), on page 17

No exhibitor/assembler/decorator with **pending or outstanding debts** to Fira Barcelona and/or Alimentaria Exhibitions, S.L.U., regardless of the Trade Show/Year/Activity the debt relates to, **will be allowed to assemble any stand**.

To process valid passes for assembly companies, for the **assembly and breakdown period**, they will have to access the online registration platform as of **Thursday 8th February** (<https://contractorpass.firabarcelona.com/WEB/J028024/passes>)

From section 2.7, [cleaning and waste management during stand assembly and dismantling](#), on page 17

In order to validate the proper waste management during breakdown, either by your own methods or by contracting our supplier, the assembly company must ask the manager of your hall to stamp the WASTE MANAGEMENT FORM, certifying that it has left the space in which the stand in question is located, clean and clear and that no waste has been left in any space within the venue grounds. This stamped form will guarantee that no refuse invoice will be generated. You will find form operational through the Exhibitor Area or on the Trade Show Website (Contractor Area).



From section 2.8, [dismantling](#), on page 18

Exhibitors should note that in order to ensure that buyers have a favourable impression of the trade show, exhibitors are strictly forbidden from leaving their stands or leaving them unattended or unstocked on **Thursday 21st of March 2024** before the scheduled end of the show at **6:00 pm** except in the event of force majeure. The Organiser may impose a fine of €3,000.

Thursday 21st of March 2024 exhibitors must remove their goods by hand after **6:30 pm** and until **10 pm**. There will be no vehicle access inside halls on **Thursday 21st of March 2024 from 6:30pm to 10pm**, nor may you stand be dismantled. From **22nd to 24th of March, from 8 am to 8 pm** and the **25th March from 8am to 3pm**, vehicles will be able to enter the halls.

IMPORTANT: remember that if any products require cold storage and they are not going to be taken away on the last day of the trade show (when the goods retrieval period begins), you must engage the electrical power services via the Fira Store <https://store.firabarcelona.com/K028024?lang=en> to keep your products cool until the date engaged.

IMPORTANT: For any questions regarding the general conditions for the assembly, dismantling and installation of stands, please consult the Technical Policy of Fira Barcelona (Gran Via Venue) that you will find in the Exhibitor's Area (AEX) and the Assembly Area <https://contractorpass.firabarcelona.com/WEB/J028024/passes>

From section 3, [access, hall resistance and management of goods during assembly, the trade show days and dismantling](#), on page 19

IMPORTANT: It is absolutely forbidden for vehicle to enter halls, 3 days prior to the opening of the trade show, that is, after **8pm on Thursday 14 of March 2023**.

- **Product placement**
Saturday 16th March from 7am to 8pm and Sunday 17th March from 7am to 11pm

- **Goods restocking during the trade show days**
Exhibiting companies which need to replenish goods during the trade show days must fill in the Goods Restocking form that can be found in the Exhibitor's Area.
The goods restocking schedule is from **6:30 to 8:00 am**, see point 6 (Deadlines Schedule), on **19th, 20th and 21st of March**.

From section 4, [special heights in the venue and problematic rigging points](#), on page 26

Any elements which are suspended from the ceilings must comply with the Trade Show's Height Regulations. Lighting trusses may be placed on the perimeter line of the stand, measuring up to 5.5 metres in height, provided that they do not contain advertising and that the characteristics of the Congress Hall allow it. If you want to use them for advertising, they must be consistent with the proportions indicated in the height regulations. Due to its architectural characteristics, some areas of the trade show venue have a limited number of anchorage points; therefore, to enable rigging points to comply with safety regulations it will be necessary to install Adaptation Structures whose cost shall be borne by the exhibitor or decorator.

7. POLICIES OF FIRA BARCELONA

For any questions regarding the Policy, visit this link.

https://media.firabcn.es/content/guest%20Events/Regulations/Fira_Barcelona_Technical_Regulations_ENG_web.pdf