

# GASTRONOMIC FORUM BARCELONA 2025

## OPERATIONAL, TECHNICAL AND LOGISTICAL REGULATIONS OF THE SHOW

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# 1. HOW TO GET TO THE VENUE

## MONTJUÏC VENUE

### From the airport:

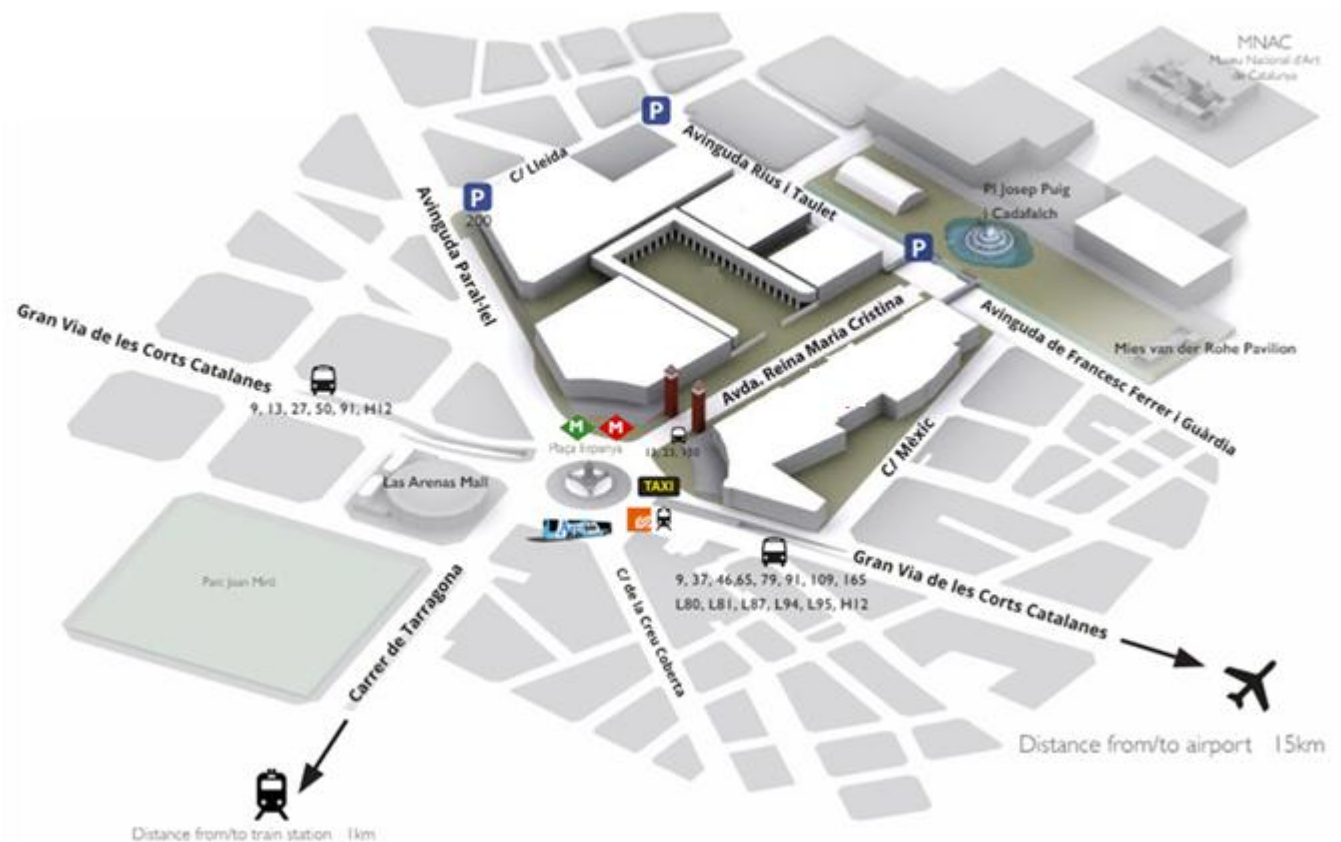
- By road: 15 kilometres away (C-31)
- Train: R2 North (Renfe), station: *Barcelona-Sants*
- Aerobus: direct connection to the venue
- Bus: TMB line 46 (stop: *Pl. Espanya – FGC*)
- Metro: line L9 Sud to the station: *Torrassa* and link with L1 to the station: *Espanya*

### From other parts of the city:

- Metro: L3, L1 station: *Espanya*

### Venue address:

Fira de Barcelona Montjuïc Exhibition Centre. Av. Reina M<sup>a</sup> Cristina, s/n  
08004 (Barcelona)



## 2. AGENDA, DEADLINES AND SUMMARY OF IMPORTANT THINGS TO KEEP IN MIND

### 2.1 Agenda deadlines

DATE ITEM	TIME DEADLINE	DEADLINE
<b>Prior to assembly</b>		
Deadline to receive the stand plans		
Space allocation date between April to June 2025	3 of JULIOL 2025	
Space allocation date between Juliol to September 2025	8 of OCTOBER 2025	
Contracting of STANDS i SERVICES (platform, carpet, water , electricity, compressed air, rigging,,...) with prices with the <b>30%</b> surcharge	13/10/2025	
<b>During assembly</b>		
Start of assembly	29/10/2025	08:00h to 20:00h
Deadline for carpentry works inside the Hall	31/10/2025	20:00 h
Deadline for vehicles to enter inside the Hall	31/01/2025	20:00 h
Start to decoration and product placement	01/11/2025	08:00 h to 20:00 h
Delivery stands PACKS	01/11/2025	16:00 h
Deadline for decoration and product placement	02/11/2025	08:00 h to 22:00 h
<b>During celebration</b>		
Last day for product placement with authorisation	03/11/2025	07:00 to 08:30 h
Opening of the Trade Show to exhibitors	03/11/2025	09:00 h
Opening of the Trade Show to visitors	03/11/2025	10:00 h
Goods Restocking	4-5/11/2025	07:00 to 08:30 h
Closing of the Trade Show to visitors	05/11/2025	18:00 h
Closing of the Trade Show to exhibitors	05/11/2025	19:00 h
<b>During dismantling</b>		
Removal of goods by hand	05/11/2025	19:00 h to 22:00 h
Beginning of the dismantling of the Trade Show	06/11/2025	08:00 h to 20:00 h
End of the dismantling of the Trade Show	07/11/2025	20:00 h

## 2.2 Summary of important things to consider

During the periods of **assembly, celebration and dismantling**, Fira de Barcelona will be responsible for general surveillance, as well as general and preventive security in matters of order and safety against fires or emergencies of any kind.

In no case is it a security directed and focused on the goods on display, or on the particular goods of each client. Consequently, Fira de Barcelona is not responsible for private property owned by customers or their employees. Fira de Barcelona will also not be responsible for the theft or theft of the materials and objects placed in the stands or in any other space of the venue, nor for any damage that they may suffer during the periods of assembly, celebration and dismantling.

Therefore, the surveillance and security of each client's private belongings is the sole responsibility of each client. However, Fira de Barcelona may provide the necessary support for the resolution or processing of the corresponding complaint to the authorities.

If, on the other hand, the customer wishes to contract the surveillance service with another security company outside Fira de Barcelona, they must submit, at least 48 hours in advance, to Fira de Barcelona's Security and Mobility department, the duly completed "Private surveillance at stands" form, which contains the regulations and conditions for the provision of this service.

During the assembly, celebration and dismantling periods, Fira de Barcelona will be responsible for general surveillance.

Fira de Barcelona will **NOT** be responsible for the theft or theft of the materials and objects placed in the stands. The surveillance and security of each client's private belongings is the sole responsibility of each client.

In the event that a customer wishes to have a **private surveillance service for their stand or contract the storage service**, they can do so through the Fira Store catalogue and make the purchase directly on the website <https://store.firabarcelona.com/K116025/>.

### 2.2.1 Prior to Assembly:

#### **Project Submission**

If you have contracted your **stand** with Fira Barcelona, you will not have to carry out any procedures regarding the sending of notifications or projects of your stand.

If you have contracted only **ESPACIO** with Fira Barcelona **in order to start the assembly work of your stand**, it is **essential that the organization has validated your project**. You must send your project through the salon's website (Assembler's Area) <https://www.gastronomicforumbarcelona.com/>.

You can find the Operational, Technical and Logistical Regulations of the show in the Exhibitor's Area (AEX) or Assembler's Area of the show's website: <https://www.forumgastronomicbarcelona.com/area-montador/>

Validations will be made based on the date of space allocation. Therefore, to know when to deliver their project, the exhibitor must take into account the following schedule:

- Spaces assigned between **April and June 2025** the deadline for submission of the project is 3 July, 2025
- Spaces assigned between **July and September 2025** the deadline for submitting the project is **October 8, 2025**

#### **Assembly Passes**

**Assembly passes** will be requested through the **Exhibitor Area (AEX) or in the Assembler's Area of the show's website** (<https://www.forumgastronomicbarcelona.com/area-montador/>).

To get them, you'll need:

- Be up to date with your payments with Fira Barcelona
- Be up to date with the contracting of electrical power

The accreditation platform will be operational from **Tuesday, October 1** to obtain the assembly passes for all your equipment, valid during assembly and disassembly at the following link <https://contractorpass.firabarcelona.com/WEB/J116025/passes>.

### Hire services

Remember to download **the technical sheet** of your stand in the Exhibitor's Area, to find out the technical details of your space. You can access the 360° view of the palace where your stand is located through the following website:  
<https://guestevents.firabarcelona.com/enclosure/montjuic/hall-8/>

Remember **to contract all the services** you need (rigging, water and electricity connections, wi-fi, cleaning, catering, etc.) and products (furniture, graphics, decorative elements, etc.) necessary for the assembly of the stand are available for contracting on the Fira Store ecommerce platform: <https://store.firabarcelona.com/K116025?lang=es> . It is advisable to request these services well in advance to ensure their availability and correct installation.

It is advisable to accompany the **water installations with the installation of a technical platform** in order to improve the appearance and guarantee the safety of passage at your stand. Please note that all requests for installation of supplies must be accompanied by a technical drawing with the design of the stand so that the pre-installation can be planned correctly.

## 2.2.2 Assembly:

The assembly dates are from **November 3 to 5, 2025** with the following schedules:

STAGE	Day	Month	Day	Schedule		
Assembly	29	Octubre	X	Miércoles	8	20
	30	Octubre	J	Jueves	8	20
	31	Octubre	V	Viernes	8	20
	1	Noviembre	S	Sábado	8	20
	2	Noviembre	D	Domigno	8	22
					*	**
					*	**

\*NO VEHICLES access inside the palace

\*\*FORBIDDEN to carry out CARPENTRY tasks in the INTERIOR of the palace (see point 4.5)

The **STAND PACKs** contracted with Fira de Barcelona will be delivered at 10:00 a.m. on **Saturday, November 1** (48 hours before the start of the show).

*\* In case you need special delivery conditions, contact ServiFira./salon*

The assembly dates for the free design stands are from **Wednesday, October 29 to Sunday, November 2**, with the following schedules:

- From Wednesday 29 to Saturday 1 November from 8:00 a.m. to 8:00 p.m.
- Sunday, November 2 from 8:00 a.m. to 10:00 p.m.

**It will not be allowed to start the assembly of the stand** to all those exhibitors/assemblers/decorators that;

- have overdue balances pending payment with Fira Barcelona and/or Alimentaria Exhibitions S.L.U, regardless of the Show/Edition/Event to which the debt corresponds.
- **no tengan aprobado el proyecto del stand**

### IMPORTANT:

**VEHICLE ENTRY:** The entry of vehicles into Hall 8 for the unloading of goods is strictly prohibited, 2 days before the inauguration, that is, from 8:00 p.m. on Friday, October 31.

**CARPENTRY WORK:** From 8:00 p.m. on Friday, October 31, carpentry work or any other type that generates debris will not be allowed. Only final finishes and product placement will be allowed.

**SAFETY MEASURES:** The use of safety footwear, gloves against mechanical aggression and protective glasses is mandatory. In work that requires it (risk of falling objects, high loads, work on double-decker stands, blows with suspended objects, etc.) the use of a safety helmet will be mandatory. Use reflective vests when there is vehicle circulation and when working outside.

The Organization is empowered to apply a **penalty of €300** (10% VAT not included) to those companies that fail to comply with this rule.

During the assembly and disassembly periods and for safety reasons, no type of material or work tools may be placed in the aisles that obstruct the passage through them. All materials must remain within the limits of the booth space itself.



The assembly schedule can begin at **6:00 a.m.**, with prior notice to the person in charge of the Palace. The cost derived from this extension will be borne by the applicant. The schedule for requesting services (electricity, compressed air, etc.) can be consulted by calling the **SERVIFIRA al Tel: +34 93 233 2000**.

The aforementioned dates and times apply to both construction and goods receipt. Exhibitors are kindly requested to plan their product placement well in advance before the date and time indicated. Personnel who access the Venue, and who are not members of the exhibiting company, must enter with an assembler's pass.

### 2.2.3 Celebration:

The dates of celebration are from **November 3 to 5, 2025** with the following schedules:

STAGE	Day	Month	Day	EXHIBITOR	Product Placement REPLENISHMENT	VISITOR	
Celebration	3	Noviembre	L Lunes	9 20	7:00-8:30	10 19	
	4	Noviembre	M Martes	9 20	7:00-8:30	10 19	
	5	Noviembre	X Miércoles	9 19	7:00-8:30	10 18	EVICION 19:00-22:00

Exhibitor Opening Hours :

- From 9am to 8pm on Monday 3rd and Tuesday 4th November 2025
- From 9am to 7pm on Wednesday 5 November 2025

\*Exceptional access:

- **PRODUCT PLACEMENT:** November 3 from 7:00 a.m. to 8:30 a.m.
- **GOODS REPLENISHMENT:** On November 4 and 5 from 7:00 a.m. to 8:30 a.m. (with form)

Visiting Hours:

- From 10am to 7pm on Monday 3 and Tuesday 4 November 2025
- From 10am to 6pm on Wednesday 5 November 2025

**Prohibition of Abandonment:** It is forbidden to leave the stand or leave it unattended before **7 p.m. on Wednesday, November 5**, except for force majeure. The organization will apply a fine of **€3,000** to those who do not comply with this rule.

**Product eviction:** On Wednesday, November 5 from 7 p.m. to 10 p.m., only the removal of goods manually or with a forklift will be allowed. It will not be possible to access the interior of the palace by vehicle 8. The dismantling of the stands will not be allowed.

### 2.2.4 Disassembly:

The dismantling dates are **November 6 and 7**, with the following schedules:

- On November 6 and 7 from **8:00 a.m. to 8:00 p.m.** From **08:00 a.m.** on the 6th, access will be allowed to all the vehicles of the decorating companies to begin the dismantling of the stands

STAGE	Day	Month	Day	Schedule
Disassembly	6	Noviembre	J Jueves	8 20
	7	Noviembre	V Viernes	8 20

#### IMPORTANT:

##### REMOVAL OF GOODS:

**Date and Time:** Product recall will begin on **Wednesday, November 5, 2025**, from **7:00 p.m. to 10:00 p.m.**

**Withdrawal Method:** Only manual removal of goods will be allowed. It is advised that during these hours valuable items are removed.

You can proceed to remove the material from your stand by hand, (only products that are of manageable size and weight by the staff without using mechanical transport can be removed), from **7:00 p.m. to 10:00 p.m.**, through the pedestrian doors of Hall 8, being able to reach with your vehicles only the exterior accesses. Valuable personal items must be removed at this time.

We recommend preparing and packing the carry-on material to facilitate the evacuation of palace 8 during that time. Likewise, and due to its enormous importance, we recommend that all exhibitors take extreme security and control

measures for their products on display, as well as their correct packaging and storage to avoid any type of theft and theft of them.

**DISMANTLING OF STAND PACK:**

It will begin on **November 5 at 8:00 p.m.** The Organization will not be responsible if the stands are not empty of products (wine boxes, utensils, tools, etc.).

It is recalled that all decoration or vinyl used by unofficial suppliers must be removed, leaving the stand in the same condition in which it was delivered. Otherwise, the cost of withdrawal will be invoiced to the exhibitor.

**Blue Tack Use:** Blue Tack is recommended for use as it leaves no residue on the surface.

**SECURITY OF BELONGINGS:**

**Security Measures:** It is recommended to take extreme security and control measures for your products, as well as correct packaging and storage to prevent theft. From **7:00 p.m. to 10:00 p.m. on November 5**, the last day of celebration, and the beginning of the eviction, **personal and valuable items must be removed at this time and day.**

**Additional Storage:** For those who need more storage capacity, **Resa Logistics** is available to help. You can contact them by e-mail [logistics@rxl.es](mailto:logistics@rxl.es) or by phone at **93 264 24 40**.

We recommend preparing and packing the carry-on material to facilitate the evacuation of palace 8 during that time. Likewise, and due to its enormous importance, we recommend that all exhibitors take extreme security and control measures for their products on display, as well as their correct packaging and storage to avoid any type of theft and theft of them.

**ELECTRICAL INSTALLATIONS:**

Electrical circuits and compressed air will be available until **8:00 p.m.** on the same day. It is the responsibility of each company to verify that there is no voltage in the work area before starting the disassembly. Electrical installations must be handled only by authorized installers.

Make sure that everything that needs electricity (machinery, fridge, freezer...) is properly disconnected.

It is the responsibility of the company carrying out the dismantling to check, prior to the start of the work, that there is no voltage in the entire work area of its stand.

**From the 6th if you require electrical service during dismantling**, you will be able to use the provisional electrical service panels, which will be available in the palace.

In the event of needing special panels, please contact **Customer Services** for contracting.

**WASTE IN DISASSEMBLY:**

To validate the correct management of waste, the assembly company must go to the waste manager in its pavilion to have the **"WASTE MANAGEMENT FORM" stamped**. This form guarantees that the space has been left clean and expeditious, thus avoiding any bill for debris removal.

**Prohibitions:** It is not permitted to use the toilet basins for assembly and disassembly; the marked industrial basins must be used. In addition, all toxic or chemical products, such as batteries, oils, light bulbs, paints, solvents and in general any toxic or chemical product must be properly recycled.

**Final Cleaning:** The contracted surface must be completely cleaned, including the removal of adhesive tapes and other materials. Stands that leave waste will be responsible for the associated cost, with a maximum penalty of **€50/m<sup>2</sup>** occupied.

The dismantling will be completed on **November 7 at 8:00 p.m.**

### 3.ACCESSES, RESISTORS OF THE PALACE AND MANAGEMENT OF GOODS DURING ASSEMBLY, CELEBRATION AND DISMANTLING

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

The **floor strength** of Hall 8 is 5,000 kg/m2.

**IMPORTANT:** The entry of vehicles **inside the pavilion** is strictly prohibited after 8:00 p.m. on Friday, October 31, 2025.

**RESA EXPO LOGISTICS** Our logistics operator offers the following services;

**On-site logistics services** (unloading trucks, machinery and personnel rental, storage of packaging and goods during the event):

Email: [logistics@rxl.es](mailto:logistics@rxl.es)

Phone: +34 93 2642440

**Shipping services** (shipments via warehouse, transport & customs);

Correo: [shipping@resaexpo.com](mailto:shipping@resaexpo.com)

Telf.: +34 93 2334110

#### ON-SITE SERVICES:

- Vehicle Loading/Loading
- Lifting machinery rental
- Warehousing of goods before/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

#### SERVICES BEFORE/AFTER ARRIVING AT THE VENUE:

- National and international transport (Courier, land, air, sea)
- Customs procedures
- **Goods Receipt**
  - Participating companies must be responsible for the receipt of their own goods, as well as their storage. In any case, it is recommended that these are perfectly identified (Venue, Centre, Stand No. and Exhibiting Company).
  - Exhibiting companies are requested not to send goods whose recipient is the organization itself.
- **Warehousing of goods**
  - The official goods handling company, RESA EXPO LOGISTICS, offers reception and delivery or unloading services for its products to the stand and also storage of goods.
- **Empty packaging**
  - The palaces must be free of packaging 24 hours before the celebration of the event. Otherwise, the Organization may order its removal at the expense of the exhibitor. The Organization assumes no responsibility for packaging material not removed in a timely manner.
- **Replacement of goods during the celebration**
  - Those exhibiting companies that need to replace goods during the days of the show must fill in the Replacement of Goods form that they will find in the Exhibitor Area.
  - The replenishment of goods will be from **07:00 a.m. to 8:30 a.m.**, see point 6 (**Deadlines Agenda**), on November 4 and 5, 2025.

#### FOOD COLLECTION

The **Fundació dels Bancs dels Aliments** will participate in the collection of leftover food during the celebration of the **Gastronómic Fòrum Barcelona**. All those exhibitors who want to collaborate with this initiative, either during the celebration of the **Gastronómic Forum Barcelona** or throughout the year, can contact the Foundation through Tel. +34 93 346 44 04.

For additional information on the actions carried out by the **Fundació Banc dels Aliments**, as well as the different ways to collaborate with food solidarity and contribute to the fight against hunger and cheapening, you can consult the Foundation's website: [www.bancdelsaliments.org](http://www.bancdelsaliments.org)



### 3.1. Access map to the venue during ASSEMBLY.

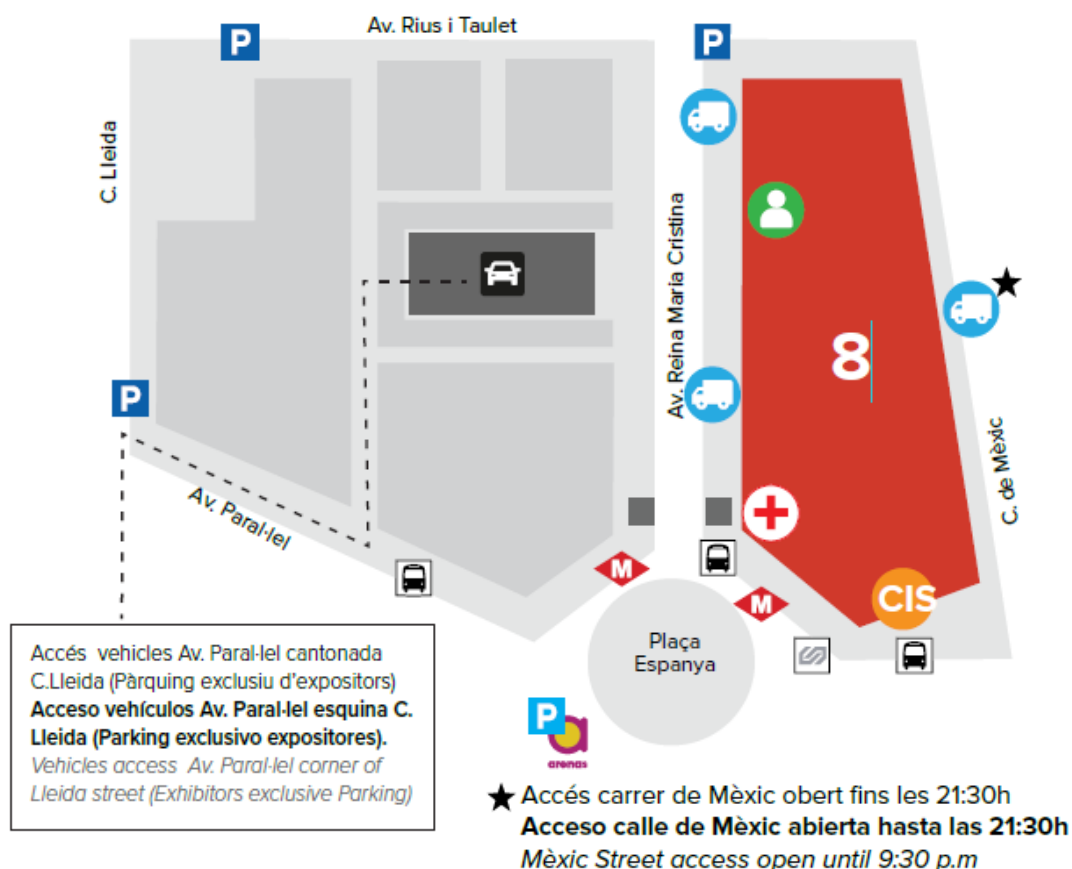
Access from Wednesday 29 October to Saturday 1 November from 08.00 h. to 20:00 h.

Access on Sunday, November 2 from 08:00 a.m. to 10:00 p.m.

**IMPORTANT:**

- The entry of vehicles **into Hall 8 for the unloading of goods** after 8:00 p.m. on Friday, October 31, is **strictly prohibited**.
- The **floor strength** of Hall 8 is **5,000 kg/m<sup>2</sup>**.

#### PLÀNOL DEL RECINTE / MAPA DEL RENCINTO / VENUE MAP



Accés de vehicles per càrrega i descàrrega  
**Acceso de vehículos para carga y descarga**  
Vehicles access for loading and unloading



Cap de palau  
**Jefe de palau**  
Hall Manager



Pàrquing exclusiu Expositors.  
**Parking exclusivo Expositores.**  
Exclusive parking for Exhibitors.



Dispensari  
**Dispensario**  
Dispensary



Pàrquing públic  
**Parking público**  
Public parking



CIS - Oficines atenció expositor  
**CIS - Oficinas atención expositor**  
CIS - Exhibitor service offices

Resistencia Palau 8  
**Resistencia Palacio 8**  
Hall 8 floor load **5,000Kg/m<sup>2</sup>**

### 3.2. Access map to the venue during CELEBRATION.

Access for **Product Placement** (Last minute) day 3 from 07:00 to 8:30 h.

Access for the **Replacement of goods** on 4 and 5 November from 07:00 a.m. to 8:30 a.m. (with form).

**IMPORTANT:**

- The **placement of product** and the **replacement of goods** will be carried out **by hand** through the indicated accesses. If you need wheelbarrows, they must be **manual**.
- For the **replacement of goods**, you must deliver the **duly completed replacement form to the head of the pavilion to be stamped and will indicate the door through which you can enter.**

#### PLÀNOL DEL RECINTE / MAPA DEL RENCINTO / VENUE MAP



	Accés mercaderies a mà Acceso mercancías a mano Goods access by hand		Pàrquing exclusiu Expositors. Parking exclusivo Expositores. Exclusive parking for Exhibitors.
	CIS - Oficines atenció expositor CIS - Oficinas atención expositor CIS - Exhibitor service offices		Pàrquing públic Parking público Public parking
	Cap de palau / Jefe de palacio / Hall Manager		Dispensari / Dispensario / Dispensary

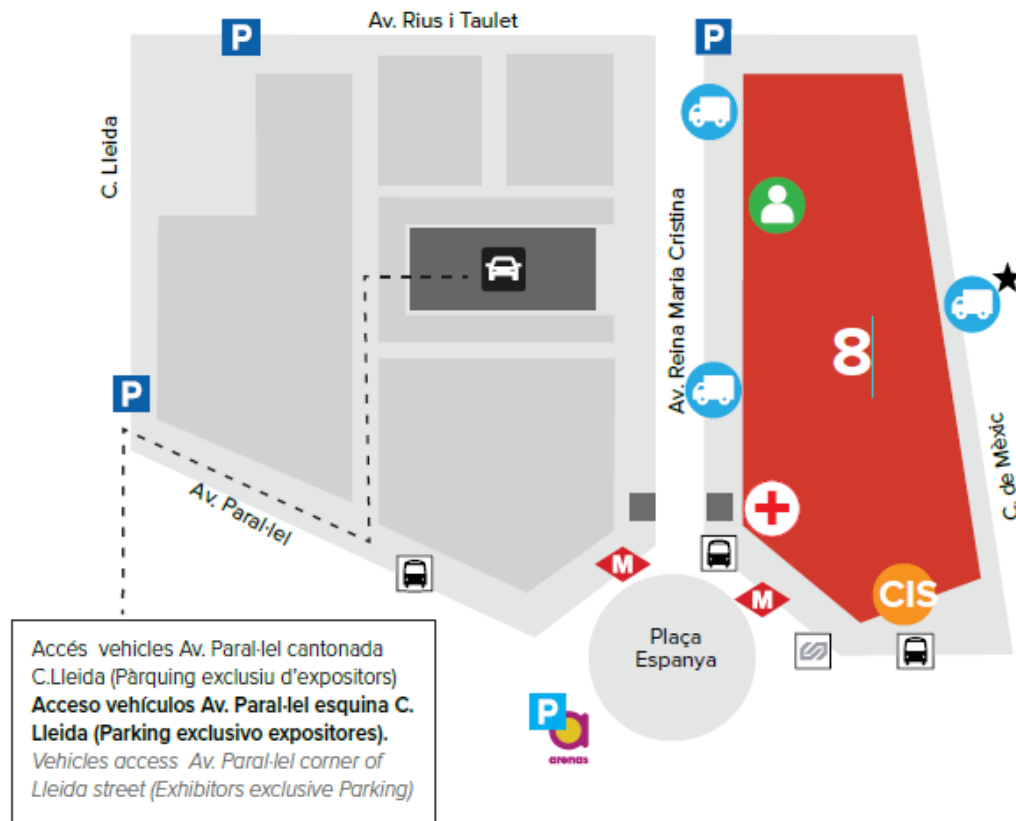
### 3.3. Access map to the venue during DISASSEMBLY

Access from 6 to 7 November from 8:00 a.m. to 8:00 p.m.

**IMPORTANT:**

- Product **recalls** will begin on **Wednesday, November 5, 2025**, from 1900 a.m. to 10:00 p.m.
- Only manual removal **of goods will be permitted**. It is advised that during these hours valuable items are removed. (only products that are of manageable size and weight by the staff may be removed without the use of mechanical transport),
- It will be through the **pedestrian doors** of palace 8, being able to reach with their vehicles only the exterior accesses.
- **We recommend preparing and packing the** carry-on material to facilitate the evacuation of palace 8 during that time. Likewise, and due to its enormous importance, we recommend that all exhibitors take extreme security and control measures for their products on display, as well as their correct packaging and storage to avoid any type of theft and theft of them.

#### PLÀNOL DEL RECINTE / MAPA DEL RENCINTO / VENUE MAP



Accés de vehicles per càrrega i descàrrega  
**Acceso de vehículos para carga y descarga**  
*Vehicles access for loading and unloading*



Cap de palau  
**Jefe de palacio**  
*Hall Manager*



Dispensari  
**Dispensario**  
*Dispensary*



Pàrquing exclusiu Expositors.  
**Parking exclusivo Expositores.**  
*Exclusive parking for Exhibitors.*



Pàrquing públic  
**Parking público**  
*Public parking*



CIS - Oficines atenció expositor  
**CIS - Oficinas atención expositor**  
*CIS - Exhibitor service offices*

Resistencia Palau 8  
**Resistencia Palacio 8**  
*Hall 8 floor load* **5,000Kg/m²**

## 4. GENERAL REGULATIONS FOR ASSEMBLY, DISASSEMBLY AND INSTALLATION AND STAND SERVICES

### 4.1 BUILDING STANDARDS

#### 4.1.1 Height Regulations

The following are the heights allowed depending on the type of location within the pavilion and the type of structure:

##### 1. Heights at the perimeter, in line with the corridor (floor installations and supported structures):

- **Minimum height:** 2 meters
- **Maximum height without restrictions:** 3.5 meters

If it is desired to exceed 3.5 m, up to a maximum of 5.5 m, it will be mandatory to apply the setback rule (i.e. remove the part that exceeds 3.5 m towards the interior of the stand, in proportion to this additional height).

##### Installation of spotlights:

The placement of spotlights with an arm on the façades of the stand is allowed, at a minimum height of 2.20 m and at a maximum distance of 40 cm from the façade line.

##### Bear in mind:

- **Advertising:** It is only allowed on elements that exceed 3.5 m in height, as long as they are removed to the interior of the stand the same distance that exceeds that height. The maximum height allowed is 5.5 m.
- **Visibility (image and transparency of the stand):** No more than 50% of each façade facing the aisle can be closed. See point 4.1.2 for more details.

##### 2. Heights on walls adjacent to neighbouring stands or pavilion walls (floor installations and supported structures):

- **Minimum height:** 2 meters
- **Maximum height:** 5.5 meters

The sides of the walls facing the corridor and exceeding 3.5 m must follow the setback rule up to a maximum of 5.5 m.

##### Visible backs:

Any wall adjacent to another display that exceeds 2 m must have the back correctly finished, without images or advertising.

##### Bear in mind:

- **Advertising:** Only allowed on elements that exceed 3.5 m, applying the setback rule to the interior of the stand. Maximum height allowed: 5.5 m.

##### 3. Stands with façade to the side corridor of the pavilion (next to service areas such as bathrooms or restaurants):

- **Minimum height:** 2 meters
- **Maximum height without restrictions:** 3.5 meters

In the event of exceeding 3.5 m, the setback rule must be applied up to a maximum of 5.5 m.

##### Bear in mind:

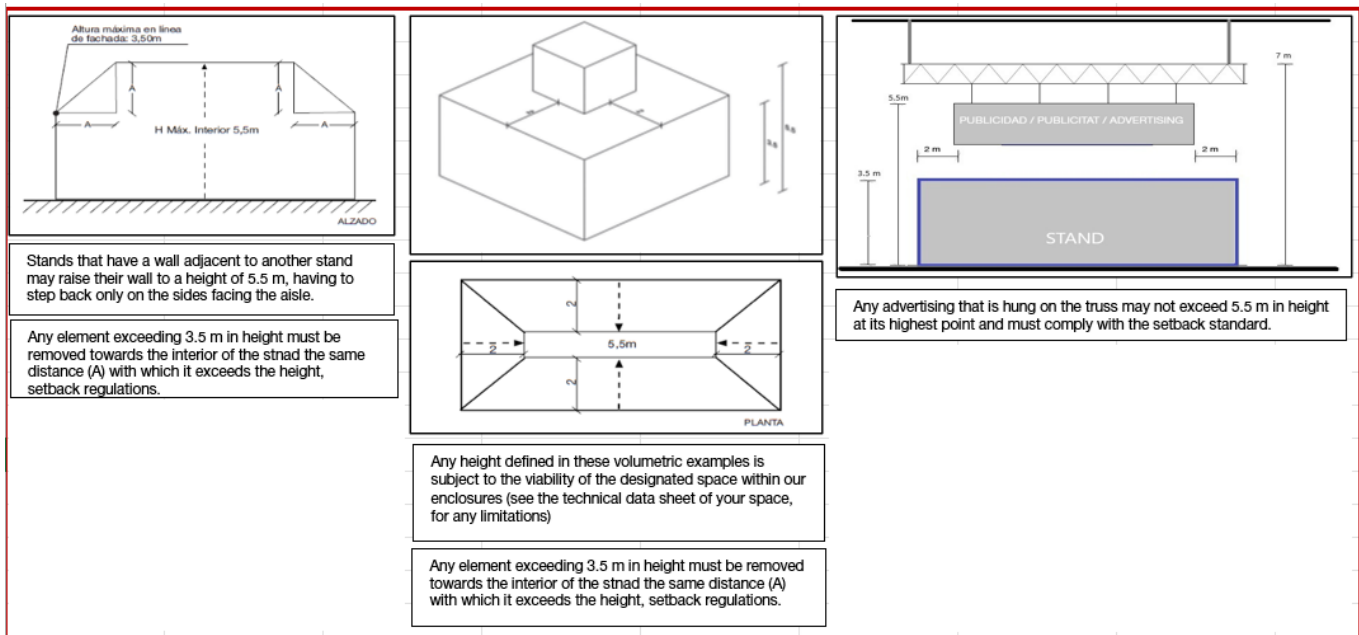
- **Advertising:** Allowed only in elements that exceed 3.5 m, applying the setback to the interior of the stand. Exception: On the back wall adjacent to the side corridor of the pavilion, advertising is allowed in its entirety, as long as there is no stand located in front of said wall.
- **Visibility:** No more than 50% of each façade facing the aisle can be closed, except on the wall behind the side aisle of the pavilion, which can be closed 100%, as long as there is no stand facing it.

##### 4. Height of technical truss structures (hung or supported):

- **Maximum height allowed:** 7 meters in the perimeter line of the stand, provided that the characteristics of the enclosure allow it.

##### Bear in mind:

- **Advertising:** If you want to suspend advertising elements from the truss, you must follow the setback rule, that is, retreat to the interior of the stand a distance equal to the height they exceed. The upper point of the advertising element may not exceed 5.5 metres in height.



#### 4.1.2 Visibility regulations:

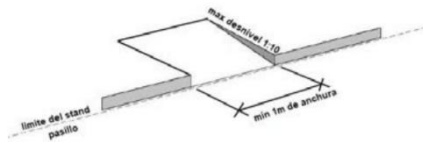
- The allocation of a space, unless otherwise specified, does not include the assembly of any type of stand or structure. It is mandatory for all exhibitors to build a stand in their exhibition space. In no case may the walls of neighbouring exhibitors be used as their own for the purposes of setting up the stand, it is **therefore mandatory to have their own wall**. The party walls between stands must have the rear part properly conditioned and without any advertising, complying with the height regulations of the show.
- Image and transparency of stands: **The construction** of completely closed stands **is not allowed**. Exhibitors must not obstruct the visibility of adjoining stands. Only **enclosure construction of up to 50%** of each open side of the allocated space is **permitted**. In order to cause a general effect of spaciousness and not to harm the other exhibitors, maximum transparency is requested in the design of all stands, informing them that they must leave at least half the length of each façade glazed (transparent glass) or open.
- The Organization is empowered to request the necessary changes in the design of its stand, if it is harming the visibility of other exhibitors and thus comply with the aforementioned Regulations, even if the project has been approved and endorsed by the Operations area of the organization.

#### 4.1.3 Limitations on the assembly of stands and adaptation of exhibition spaces

- **It is not allowed to support** construction or any other type of elements on the walls, columns or other **fixed elements of the pavilions**, and adequate protection must be used or a safety distance must be maintained between the construction materials and the walls of the pavilion. Under no circumstances should the stability of any object, assembly or structure be conditioned on Fira de Barcelona's infrastructure. All elements must be self-supporting.
- It is not allowed to drill, screw or nail into the walls, ceilings, floors or columns of the Pavilions. **It is not allowed to make trenches, anchors** or other construction modifications inside **the pavilions or in the outdoor areas** of the enclosure. Exhibition spaces, both indoor and outdoor, must not be coated with paint or glue. It is not allowed to place mortar on the ground without the interposition of a protective element authorised by Fira de Barcelona, nor to nail using percussion tools or to paint using spray guns.
- Any possible damage caused by customers or their delegates at the exhibition centre to walls, facilities or other infrastructure of Fira de Barcelona will be repaired by Fira de Barcelona at the customer's expense.
- **Access ramp** for people with reduced mobility: It is **mandatory** for all stands with a **platform greater than 5cm high**, to be provided with an access ramp with a minimum width of 1m, which may not protrude from the stand occupying the aisle. Exceptionally, a mobile ramp will be accepted if no ramp has been provided on the platform. If the platform is contracted to ServiFira, it is mandatory to hire a ramp.



rampa obligatoria > 50mm

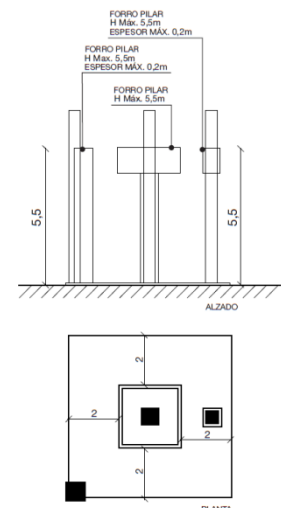
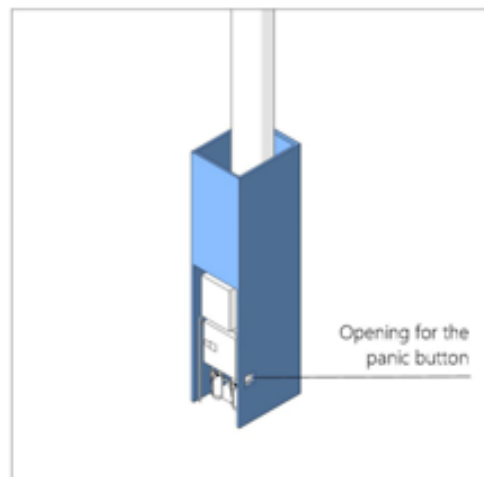
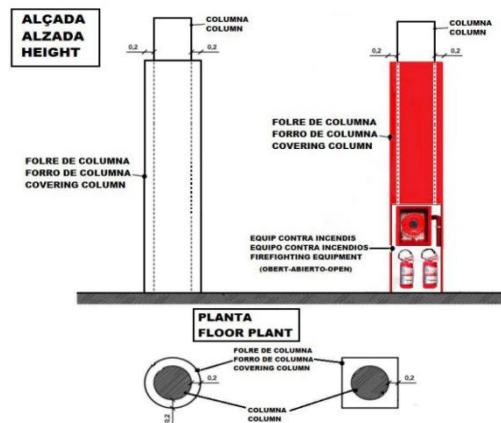


- It is mandatory that the **design stands** include in a visible place the **assigned numbering** that appears in their participation contract, in order to facilitate the visitor's location. The number must be located at a maximum height of 2.20m and a minimum of 1.50m on all faces of the street (letter) that corresponds to your stand.

#### 4.1.4 Column Coating

- In the event that the space that has been assigned to it contains columns inside the stand, these may be lined up to the maximum height allowed (**5.5m**), respecting the security easement.
- The columns located on the façade of the stand may be lined at the maximum height allowed in perimeter and the lining placed on columns must not protrude more than **0.20m** from said columns.
- All those columns that contain fire hydrants, fire extinguishers and other service elements may be lined, leaving the services registerable, in sight and well signposted.
- NOTE: pillars that are not within the stand space may NOT be lined or used.

EJEMPLO DE FORRO DE PILARES



When installing a liner around a fire hose station equipped with a panic button, an opening that allows easy access to the button should be included. The opening should be at least 15x15 cm, providing enough space for one hand to reach the button comfortably. In addition, clear signage should be placed near the opening to ensure that it is easily located and visible.

## 4.2 PROJECT VALIDATION PROCESS

In order to start the assembly work of your stand, it is necessary to have approved the stand construction project.

- All stand assemblers/decorators in free space (space without a stand provided by Fira de Barcelona) must fill in the form that they will find, in the Assembler's Area of the website of the show in which they are participating, indicating the assembly they are going to carry out and providing the necessary documentation according to their structure.

### Validate your project

Remember that, in order to begin the build-up work, your project needs to be approved by the technical team. Send it to us:

Project presentation

- All projects must be sent through the Assembler's Area, even so, if there is any **doubt** on your part about the approval of projects, you can send your **query** to the following email: [operations.forumgastronomic@firabarcelona.com](mailto:operations.forumgastronomic@firabarcelona.com)
- It is important that you pay attention to the necessary documentation and the type of management to be carried out depending on the structure to be assembled.
- In any case, if it has not received the corresponding validation of the project, the Organization is entitled to stop or make the pertinent changes to the assembly of its stand to ensure compliance with the Regulations.
- Projects that have not been approved must make the changes that have been indicated.
- Once completed, the new version of the project will be sent again through the show's website (**Assembler's Area**) <https://www.gastronomicforumbarcelona.com/> so that it can be supervised and approved.

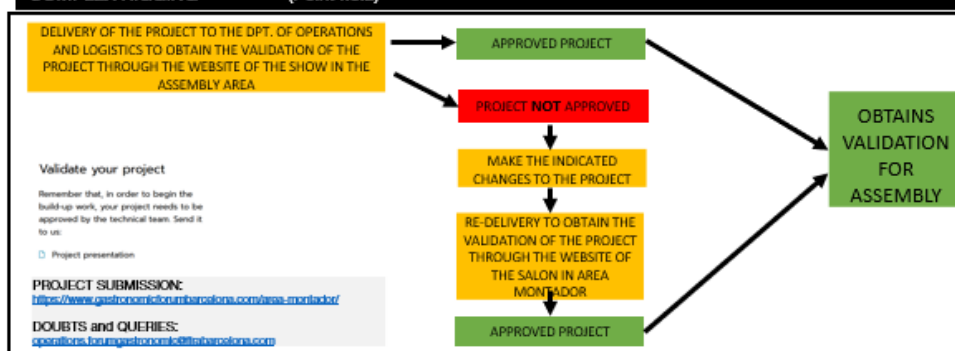
### TYPOLGY OF STRUCTURES AND PROCESS OF PROJECT PRESENTATION FOR THE CONSTRUCTION OF THE STAND.

- **NON-COMPLEX STRUCTURE**  
That which does NOT meet any of the following conditions of complex structure.
- **COMPLEX STRUCTURE**  
That which meets any of the following conditions:
  - Two-story stands accessible to people on both floors.
  - Stands with heights of more than 5m, even if they do not have two floors.
  - Platforms or stages equal to or more than 0.50 m in height.
  - Unique structures greater than 4 metres in height.
  - Bleachers with access for people.
  - Constructions in outdoor areas with a surface area of more than 16 m2.
- **RIGGING COMPLEX**  
Anyone who meets any of the following conditions:
  - "Complex Riggings" are considered to be those cases in which a structure or hanging element that is not approved for this purpose and, therefore, of non-industrialized manufacture and without a specific technical sheet of resistance and loads to be supported is detected in the description presented.
  - An approved structure or hanging element is considered to be truss-type structures or others that could be analogous, which have a technical sheet/certification that validates their resistance and supported loads.
  - Approved structures that have non-approved lined and/or hanging elements will also be considered as a whole "Complex Riggings".

**NON-COMPLEX STRUCTURE (Point 4.2.1)**

**COMPLEX STRUCTURE (Point 4.2.2)**

**COMPLEX RIGGING (Point 4.8.2)**



**STAND CONTRACTED WITHSERVIFIRA o BUILD UP**

SERVIFIRA- BUILD UP MANAGE INTERNALLY WITH THE OPERATIONS DEPARTMENT AND LOGISTICS THE VALIDATION OF THE PROJECT. YOU AS AN EXHIBITOR SHOULD NOT PERFORM NO APPROVAL MANAGEMENT.

### 4.2.1 Approval of all projects

Assemblies greater than 3.5 m in height at any point of their route, must provide the project approval department, the following data;

- Details of the exhibiting company. Name, Pavilion, booth number and footage awarded.
- Details of the construction and decorating company (Name and contact).
- Dimensioned plan of plan, profile and elevation.
- Renderings or 3D images of the project

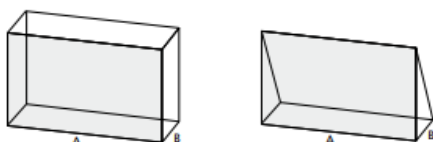
Projects that have not been approved must make the changes indicated to them and send the project back for approval. It will be communicated in writing that the project has been approved, once the requested modifications have been made and the regulations are complied with.

Penalty for modification or non-compliance with the Stand Construction regulations. The Organisation will be empowered to stop the construction of any stand and/or sanction those companies that fail to comply with the specified regulations or whose project to be assembled has not been previously approved by the technical department of Fira de Barcelona or that the stand to be set up is not the one that has previously been approved by said department

### 4.2.2 Approval of projects with complex structures

#### Types of complex structures

· **Modular stands or structures with heights of more than 5 meters.** These must have a minimum of three perpendicular planes of support throughout their height. Cases where  $H > 5\text{m}$  are considered complex structures



· **Unique structures greater than 4 metres in height.** These structures are considered unique in totem type constructions, isolated dividers, corporeal or any structure that does not have a minimum of three perpendicular support planes throughout its height.  $H > 4\text{m}$  and  $B/H < 0.4$  (slenderness coefficient: ratio of dimension B to the height of element H).



- **Two-story stands** accessible to people on the upper floor.
- **Platforms or stages** of height equal to or greater than 0.50 m with access for people.
- **Bleachers** with access for people.
- **Constructions** in outdoor areas with a surface area of more than 16 m<sup>2</sup>.
- **Constructions** in outdoor areas of less than 16 m<sup>2</sup> of non-approved surface.
- **Complex rigging** (detail point 4.8.2)

If your project consists of any of these complex structures, attend to the following point and provide our technical department with the necessary documentation.

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

Authorisation for the construction of any of these structures must be requested from Fira de Barcelona, accompanied by the following documentation:

#### **Documentation to be provided prior to assembly**

*Project drafted, signed and endorsed by a competent technician (a declaration of responsibility for authorisation will be accepted in place of the visa (Annex IV)).*

The project must include:

- Descriptive and justifying report of compliance with current regulations.
- Structural study of stability and resistance that considers:
  - Usage overload according to table 3.1 CTE DB SE, type C usage category.
  - Internal wind of 0.125kN/m<sup>2</sup> up to 4m high, from 4m high will be considered internal wind at 0.063 kN/m<sup>2</sup>.
  - Description of the loads transmitted to the pavement under each support.
- Plans limited in plan and elevation, including details of the railings and stairs.
- Evacuation and fire detection plan for structures with a surface area of more than 100 m<sup>2</sup>.
- Risk assessment and preventive measures to be taken into account during the process of assembly and disassembly of the construction.

The assembly of each of these structures will have to be supervised by a competent technician authorised by their professional association and will have to issue an order for this purpose (the responsible declaration of qualification of the competent technician will be accepted (Annex IV).

In the event that all the documentation provided is correct, the assembly of the stand or the structure presented will be authorized. If there is any deficiency identified, the disagreements observed will be indicated in order to request the appropriate corrections from the client or decorator. The assembly of the stand or structure will not be authorized until the deficiencies are corrected. identified, the disagreements observed will be indicated in order to request the appropriate corrections from the client or decorator.

## Management during assembly

The technician in charge will supervise that the assembly of all the complex structures complies with the conditions established in the documentation provided by the exhibitors.

It will be at the discretion of Fira de Barcelona to request complementary documentation for those structures that are required due to their complexity, even if they are not classified as complex structures as such.

## Documentation to be provided prior to the inauguration

Once the construction of the complex structure has been completed, the technician in charge will issue the corresponding certificate of final structural soundness endorsed by the corresponding professional association (the declaration of qualification will be accepted in place of the visa, which will be delivered to Fira de Barcelona.

In the case of a structure approved by a competent and authorised body, the certificate of approval of the structure will be presented together with the assembly and disassembly rules in place of the structural study.

For any construction that is located in outdoor areas, it must be proved, in addition to all the above, that the action of the wind with a speed of no less than 100 km/h has been taken into account in the calculation of the structure.

In the case of events organised by Fira de Barcelona and in the case of double-decker stands, these must be designed in such a way that the second floor does not exceed 50% of the total area awarded, and must be located in such a way that it does not impair the visibility of the stands in their surroundings.

### 4.2.3 Project approval Small structures outside

In the event of planning to install a tent with a surface area of less than 16 m<sup>2</sup> in outdoor areas, the customer must provide Fira de Barcelona with the approval of these tents by a competent and authorised body. These tents must define at what wind speed they are resistant, and their ballasting conditions.

In the event of adverse weather conditions, Fira may require the closure, folding or removal of these tents, or any other corrective measures (fasteners, braces, ballasts, etc.) aimed at mitigating possible risks.

In addition, the flat gantry structures located on the outside will be properly counterbalanced to prevent them from overturning in winds of 100km/h. The project must include the justification of the calculation of the counterweights signed by a competent technician. Such counterweights or ballasts must be sufficiently defined according to their type (sand, water, metal plates, etc.), dimensions and weight.

## 4.2.4 Project Approval of Inflatable Structures

In the case of the installation of inflatable structures, both inside the pavilions and in outdoor areas, they must comply with the provisions of the UNE-EN 14960:2014 standard, especially with regard to being equipped with fixings or counterweights. Likewise, it will be mandatory to dismantle the inflatable structure in case of rain or winds above 38km/h.

Approval for the assembly of inflatable structures will be subject to receipt of the following documentation:

- Current Civil Liability Insurance that covers the activity.
- User Manual
- Annual Approval/Review Document.

Once the installation has been carried out and prior to the inauguration of the event, it will be necessary to issue a certificate of good execution in situ by a representative of the assembly company, according to the model document to be provided by Fira de Barcelona.

## 4.3. REGULATIONS FOR INSTALLATIONS AND ELECTRICITY SUPPLY

### 4.3.1 Power supply

All the electrical power supply to the stands will be supplied by Fira de Barcelona, with the characteristics of the stand being 400 V between phases and 230 V between phases and neutral.

Fira de Barcelona is not responsible for direct current supplies or in any other condition of stability and continuity other than that of the general supply, these being, in any case, on behalf of the customer of the stand and requiring prior authorisation from Fira de Barcelona.

Fira de Barcelona may limit the supply power when it may have a negative impact on other users or for reasons of overload or safety of its own lines and facilities.

Users of stands and installations are required to maintain a power factor of  $\phi$  between 0.95 and 1.

In the event that the installed electricity-consuming equipment requires some type of precaution in the shutdown processes or is sensitive to possible power cuts, it is recommended that the installer of the equipment install elements that avoid the risk of the possibility of a lack of electricity supply, such as uninterruptible power supply (S.A.I.).

As the electricity supply of the Gran Via Venue depends on the electricity company providing the service, Fira de Barcelona is not responsible for anomalies beyond its control, both due to lack of supply and its quality (frequency variations, voltage variations, transients, peaks, gaps, short interruptions, micro-cuts, etc.).

### 4.3.2 Legalization of the installation

All installations must be carried out in accordance with the requirements of the Low Voltage Electrotechnical Regulations (REBT) and its complementary technical instructions by an electrician officially authorised by the Department of Industry of the Generalitat de Catalunya, completing the corresponding electrical installation bulletin (official certificate).

Electricians from EU countries who do not have the official Catalan electrician licence must register at any of their offices. You will then also need to register with an EIC (Inspection and Control Entity).

Non-EU electricians must order electrical distribution panels directly from Fira de Barcelona. If the electrical distribution panels are not ordered through Fira de Barcelona, the builder of the stand or the customer, as the case may be, must entrust this service to an electrician officially certified in Catalonia or to a European electrician who has previous experience in carrying out the aforementioned procedure.

All customers who do not order an electrical stand distribution panel from Fira de Barcelona must complete the electricity request form to have electricity supply at the stand. Electricity consumption will be invoiced before the event and Fira de Barcelona must have received payment in order for the installation to be approved and electricity to be available at the stand.

For the legalisation of the electrical installation, the documentation of the installation must be submitted to the Fira de Barcelona industry service (present at the Customer Service offices), duly certified by an electrical installer authorised by the Generalitat de Catalunya and providing the necessary documentation:

Stands **with up to 50 kW** will require a technical design report in which the following documentation must be included:

- **Electrical installation bulletin.**
- **Electrical diagram with calculations.**

Stands **with more than 50 kW** must be legalised by means of a technical project prepared by a registered engineer.

This means:

- **A project sealed** by the College of Engineers of Catalonia.
- **Stamped certificate** of completion of the work.
- **Electrical installation bulletin.**



All installations that are powered by a **generator set** must also be **legalised** in the event that this generator set **exceeds 10 Kva**.

The costs of legalisation, implementation of the project and necessary documentation will always be borne by the client. Fira de Barcelona will be able to provide the project execution service if required by the client.

It should always be borne in mind that the **electricity distribution** within a **stand** must be **legalised by a single owner**, with the legalisation being independent for each stand. **In the case of islands of stands for several customers, each of the stands must be individually legalised** according to the industrial safety law of 12/2008 of 31 July.

#### 4.3.3 Electrical connection to manholes or display boxes

The activation of the electricity supply in the halls will be carried out exclusively by Fira de Barcelona staff, and will be carried out once the electrical installations of the stand have been approved and authorised by the corresponding Industry Service, present at the Fira de Barcelona Customer Service office.

For consumption above 63 A, the stand panel will be connected directly to the connection to be installed by Fira de Barcelona and the TN-C distribution system must be used.

#### 4.3.4 Electrical disconnection

Fira de Barcelona will establish a timetable for the disconnection of the electrical circuits during the event and once it is over. This schedule will be applicable both for daytime (during the event) and for 24-hour tables (once the event is over). If you require electricity supply after these hours, the corresponding request must be made to Fira de Barcelona 24 hours before the last day of the event.

It is the responsibility of the company carrying out the dismantling to check, prior to the start of the work, that there is no voltage in the entire work area of its stand.

#### 4.3.5 General conditions for installation and contracting of electricity supply

In case of contracting through the sales department of Fira Barcelona, ServiFira, the following link:

<https://store.firabarcelona.com/K134025?lang=es>:

- All services are provided on a rental basis.
- Customers who contract electrical panels at Servifira delegate the management of their installation to Fira de Barcelona.
- The amount of the electrical panels includes electricity consumption and the corresponding fees.
- The rental prices of celebratory electrical panels include the legalization of the same, but not the electrical project in the case of being equal to or greater than 50 KW at the stand.
- Electricity consumption tariffs are subject to possible official variations that may occur.
- In any case, the supply of the products and services that have been contracted is only guaranteed two weeks before the start of assembly. Fira de Barcelona will not process any order that has not been previously paid.
- Fira de Barcelona is not responsible for the interruption of the electricity supply, caused by causes beyond its control.

In the case of the client's own electrical installation (not contracting with Fira de Barcelona):

- The customer must pay the amount of electricity consumption and the corresponding fees through the Fira de Barcelona services department, ServiFira, at the following link: <https://store.firabarcelona.com/K134025?lang=es>
- The amount of electricity consumption derived from the celebration panels will be invoiced according to the tariffs and for the entire power requested (stand power + extra power).
- Electricity consumption tariffs are subject to possible official variations that may occur.
- Fira de Barcelona is not responsible for the interruption of the electricity supply caused by causes beyond its control.

### 4.3.6 Water and sewer services

It is advisable to accompany the water installations with the installation of a technical platform in order to improve the appearance and guarantee the safety of passage at your stand. Please note that all requests for installation of supplies must be accompanied by a technical drawing with the design of the stand so that the pre-installation can be planned correctly.

It is advisable to request these services well in advance to ensure their availability and correct installation. This service can be contracted through the Fira Store at the following link: <https://store.firabarcelona.com/K116025?lang=es>



Montjuïc Supplies

## 4.4. CLEANING AND WASTE MANAGEMENT

Fira de Barcelona has a comprehensive cleaning and waste management service. This service can be contracted through the service sales department of Fira de Barcelona ([www.servifira.com](http://www.servifira.com)), the following link: <https://store.firabarcelona.com/K134025?lang=es>.

### 4.4.1. Cleaning of Stands

In the event of requesting additional cleaning services (vacuuming, scrubbing, cleaning of windows and vertical surfaces, etc.), these will be contracted through the sales department of Fira de Barcelona, ServiFira, the following link: <https://store.firabarcelona.com/K134025?lang=es>. This cleaning will be carried out at night to minimise the impact of the service during the hours of celebration.

Any customer who decides to use a cleaning service external to Fira de Barcelona must duly accredit their staff, must carry out the service within the established exhibitor hours and the needs for electrical connection must be met by the stand installation itself.

### 4.4.2. Waste removal and management

The **company responsible for the construction or decoration of the stand will be responsible for removing the waste generated on a daily basis, in both assembly and disassembly periods**. The **fire prevention policy prohibits the accumulation of waste** in the stands and their warehouses, as well as in the corridors and common areas. For this purpose, assembly companies may contract waste containers from the service sales department, ServiFira, the following link: <https://store.firabarcelona.com/K134025?lang=es> or manage it on behalf of others. **Waste must be removed at the end of each day. The collection of material is only allowed within the limits of the stand.**

The management of the removal of the waste generated may be carried out by its own means, or by contracting the service through Fira de Barcelona's services department, ServiFira. Waste management companies outside of Fira de Barcelona must, like any other supplier, be accredited to be able to offer their services and pay for vehicle access within the venue.

At events organised by Fira de Barcelona, the waste control service will be responsible for informing and sanctioning cases of non-compliance with the regulations.

It is not allowed to use the sinks in the bathrooms for assembly and disassembly work; For these activities, marked industrial picks must be used. It is remembered that batteries, oils, light bulbs, paints, solvents and in general any toxic or chemical product must be properly recycled.

At the end of the dismantling period, the contracted surface must be completely clean, which includes the removal of adhesive tapes from carpets and any other material.

## 4.5. MACHINERY THAT GENERATES DUST

All workbenches, **wood-cutting machinery or any tools that generate dust** must not be used inside the Fira de Barcelona pavilions, unless they are equipped with **dust retention bags or suction equipment** designed for this purpose and only when authorised by the organisation.

Under no circumstances may the remains generated during the assembly of the stand be thrown directly into the common corridors. Also, keep in mind that the cutting areas and moving elements must have protective devices.

## 4.6. COLLABORATION CARPETING CORRIDORS

The carpeting of the corridors is carried out during the assembly of the events, so we ask for your full collaboration, attending to the following requests:

- Avoid walking through carpeted aisles during the installation process to avoid damaging the material.
- If you need to access your stand, please use the alternate routes indicated by the organization's staff.
- Collaborate with organizational staff as much as possible to facilitate the carpeting process.

Remember that exhibitors and decorators can contract operational services, such as; the removal of debris/waste, and storage of materials or packaging through the Fira de Barcelona services department, ServiFira, the following link:

<https://store.firabarcelona.com/K134025?lang=es>.

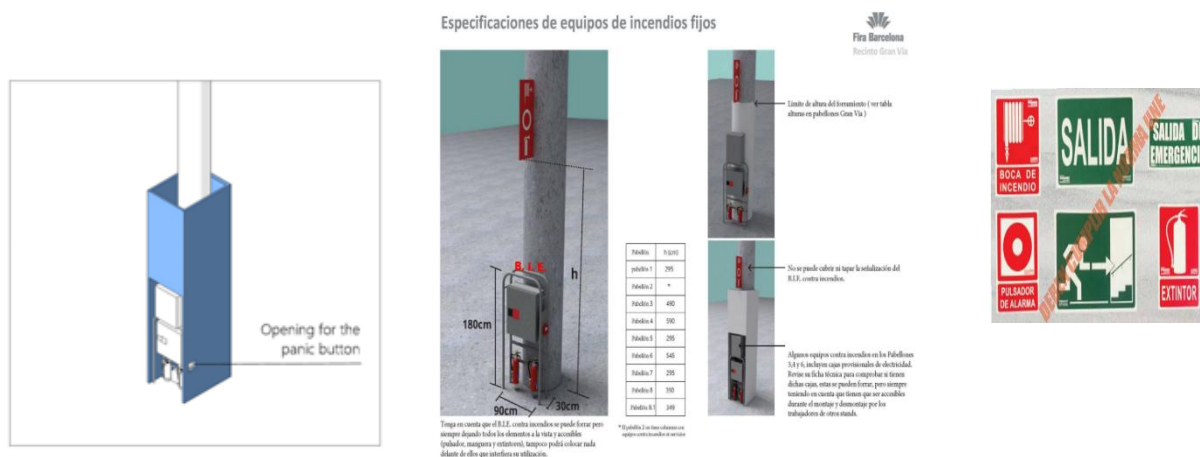
## 4.7. SECURITY EASEMENT

The following aspects must be respected in relation to the infrastructure of the venue when designing, installing and decorating stands:

The walls and columns, as well as all the technical installations of the pavilions, must not withstand the loads caused by the decoration or the objects on display in their structure.

It is authorised to cover the columns of the pavilion that are inside the stand itself, without damaging them and in accordance with the accepted height standards, taking into account that in the event of connection boxes or any other supply, the aforementioned boxes will always be registerable.

In the case of covering or decorating columns where there are bias bindings, fire extinguishers, fire buttons, signage or any other information element of the enclosure, these must always be visible, accessible and free of obstacles that may prevent their normal use. All these elements may not be manipulated or disassembled.



When installing a liner around a fire hose station equipped with a panic button, an opening that allows easy access to the button should be included. The opening should be at least 15x15 cm, providing enough space for one hand to reach the button comfortably. In addition, clear signage should be placed near the opening to ensure that it is easily located and visible.

## 4.8. REGULATIONS FOR SUSPENDING AERIAL STRUCTURES (RIGGING)

Applying Fira Barcelona's occupational safety and risk prevention regulations, any company that wishes to suspend an object (lighting structures, signs, banners, etc.) from the ceiling of any of the Pavilions of the Exhibition Centre, must send their request to ServiFira, filling in the form that they will find in the Fira Store at the following link:

<https://store.firabarcelona.com/K116025?lang=es>

The basic anchor point service (also called rigging) is exclusive to Fira de Barcelona, provided through its official provider. It is therefore strictly forbidden to hang any item directly from the ceiling of the pavilions. Exhibitors and stand assemblers must request rigging points according to the weight distribution designed by their competent technician.

It is not always possible to place anchor points in all the exhibition areas of the pavilion, as there may be restrictions that may depend on the pavilion and the points already in use, as well as the load capacity of the roof, this circumstance may lead to the need to make a prior adaptation for rigging (pre-rigging). This adaptation may entail additional costs that will be borne by the customer.

Any exception to the regulations described must be authorised in advance by Fira de Barcelona's technical services.

### Basic requirements

Structures must be designed to withstand the static and dynamic loads associated with their final design, as well as contemplate the assembly and disassembly phases.

The main requirements for any hanging structure/element are:

- The minimum distance allowed between anchor points is 1 meter.
- The maximum permissible hanging weight of rigging elements is 15 kg/m<sup>2</sup>, calculated by the proportion between the total weight of the suspended elements and the contracted stand area.
- It is not allowed to lift any truss grille with more than 6 manual lifts (hoists/trotails).
- Due to the high asynchronism, the maximum load for rigging points will be 150kg (1.47kN) in the case of using manual hoists.
- The safety factors of hanging elements must be higher than those established in the prevailing regulations. This requirement applies to all hanging elements of the points installed by the fitter, whether main or secondary, or simply decorative.
- Loads transferred to the structure during any period due to lifting elements being subjected to the pavilions may not exceed the maximum load capacity of the point and its elements.
- The materials and equipment used must be of good quality, in good condition, CE marked and have their inspections up to date.
- Truss structures and materials belonging to exhibitors are only allowed if they are CE qualified (European Conformity), and are in perfect working condition.
- Only truss structures with steel cables or textile slings with a steel core (steelflex) are permitted. The use of textile-only slings is not permitted to sling trusses.
- Customers are not allowed to hang anything from the auxiliary structures installed on the ceiling of the enclosure themselves.
- Elements hung from the ceiling must maintain the verticality of the point.
- It is strictly forbidden to alter any equipment installed by the official supplier, including trusses, cables, shackles or slings.
- The maximum height of truss or aerial structure hanging from rigging points is 5.5m in the exhibition area, provided that there are no height restrictions in the pavilion. For congress or organiser areas, keep the maximum height limit to 5.5m or consult your rigging manager/supplier.
- Rigging suppliers will be able to perform load checks per rigging point by installing load cells. If it is detected that the maximum loads established in the regulations are exceeded, the exhibitor or assembler must take measures to prevent them from being exceeded.
- It is strictly forbidden to link any type of structure or assembly to structural or auxiliary elements of the enclosure (pillars, beams, grids, installations, etc.).

### SAFETY CABLES

The placement of a safety cable is mandatory for:

- Type D8 motors and hoists:

Safety cables must be installed in all assemblies, in order to prevent the collapse of the hanging structure. Safety cables will always be mandatory to retain the element that the engine lifts.

Mandatory requirements:

- The safety cables must connect the structures attached by the display to the ring, bypassing the electric motor or hoist.
- Once the two ends of the safety cables are fixed, they must be unburdened.
- The diameter of these cables must be a minimum of 6 mm and equal to or greater than the diameter of the main cables.
- Its thickness must withstand the load associated with the cable plus 25% to cope with any sudden stress.
- Safety cables should be positioned so that they do not suffer stress at their final location.

For accessories:

All equipment and accessories hanging on a truss (lights, sound and speaker equipment, signage, etc.) shall be secured with secondary safety cables/chains and metal cable ties.

Mandatory requirements:

- The fixation of each equipment must act independently of the equipment
- secondary and steel cables must have a diameter of at least 4mm.
- The use of steel slings or steelflex core textiles is recommended.

In case of using textile slings, the nylon elements must have a minimum tensile strength of 7 kN (700 kg), and connection to the truss with a metal cable is mandatory.



## 4.8.1 Application procedure

The rigging points will be installed by the official supplier of Fira de Barcelona. These points are not always available and each request will be considered individually.

To request the rigging service, it is necessary to fill in the form available on the Internet at the service sales department of Fira de Barcelona ([www.servifira.com](http://www.servifira.com)), and submit it together with the documentation detailed below:

- Drawing (if possible in AutoCAD Version 2010) indicating the height, the weight supported by anchor point and the orientation of the stand in the pavilion.
- The rigging request form (available on the Internet through the Servifira website) indicating the company's details and rigging requirements.
- Point type (with or without safety cable, hoists or electric motor).

Depending on the complexity of the request (number of points, location, simultaneity of requests, etc.), and at the request of Fira Barcelona, the following must be submitted:

- Technical description of the design materials.
- Justification of point weight calculations.
- Material quality certificates.
- Proof of inspection of motors, hoists or any machinery.
- Description of assembly/disassembly procedures to avoid

damage to the structure of the pavilion or that may pose a danger to the facilities or personnel.

All data provided must be submitted with the measurements of the International System of Units and provided in Spanish or English.

In the event of detecting any deficiency in the materials or in the execution of the work, Fira de Barcelona may stop the assembly/disassembly until the required documentation is presented or the procedures used are corrected.

There are local restrictions that change depending on the structure of the pavilion, the load capacity of the roof and the load already used by the roof. These restrictions may entail the installation of pre-rigging structures with consequent additional costs. For more information about these restrictions, you should contact the official rigging suppliers.

## 4.8.2 Complex Riggings

"Complex Riggings" are considered to be those cases in which a structure or hanging element that is not approved for this purpose and, therefore, of non-industrialised manufacture and without a specific technical sheet of resistance and loads to be supported is detected in the description presented.

An approved structure or hanging element is considered to be truss-type structures or others that could be analogous, which have a technical sheet/certification that validates their resistance and supported loads.

Approved structures that have non-approved lined and/or hanging elements will also be considered as a whole "Complex Riggings".

For these cases in which the request for complex rigging is considered, the following documentation must be provided by the assembler/exhibitor:

### Prior assembly

- Descriptive and justifying report of the elements to be disposed of and the materials used.
- Structural study of stability and resistance that considers the overload of the elements arranged
- Justification for calculating weights of the points and loads considered
- Plans dimensioned in plan and elevation Fira Barcelona reserves the right to consider "complex rigging" other cases in which the safety of the structure or hanging element is not sufficiently guaranteed (such as metal structures not approved for rigging purposes).

The assembly of each of these complex riggings will have to be supervised by a competent technician authorized by their professional association and will have to issue (prior to assembly) an assignment for this purpose endorsed by said association (the responsible declaration of qualification of the competent technician will be accepted in place of the visa - see annex IV).

In the event that all the documentation provided is correct, the assembly of the complex rigging presented will be authorized. If there is any identified deficiency, the disagreements observed will be indicated in order to request the appropriate corrections from the client or decorator.

The rigging in question will not be allowed until the deficiencies are corrected. In the case of a structure approved by a competent and authorised body, the certificate of approval of the structure may be submitted alternatively (in substitution of the structural study) together with the rules for assembly and disassembly.

### DURING ASSEMBLY

The technician in charge will supervise that the assembly of the complex rigging complies with the conditions established in the documentation previously provided by the exhibitors.

Fira de Barcelona, through its managers and technicians, may carry out inspections or request further documentation during the assembly and disassembly periods. Assemblers must facilitate such inspections and provide the required documentation.

They must report any auxiliary element used, such as lifting baskets, scaffolding, ladders or others, to the relevant inspectors.



If, during the period of assembly of any element, there are reasonable doubts as to its sustainability, Fira de Barcelona may request feasibility tests. The costs of such tests will be borne by the customer.

Fira de Barcelona, through its designated technicians, may stop the assembly or elevation of any structure if it is considered necessary for safety reasons. For this same reason, you can also request any additional documentation you deem necessary.

### Prior to the inauguration

Once the installation of the complex rigging has been completed, the technician in charge will issue the corresponding certificate of solidity of final assembly endorsed by the corresponding professional association (the declaration of qualification will be accepted in place of the visa) which will be delivered to Fira de Barcelona.

## 4.8.3 Inspections and assembly period

Fira de Barcelona, through its managers and technicians, may carry out inspections or request further documentation during the assembly and disassembly periods. Assemblers must facilitate such inspections and provide the required documentation. They must report any auxiliary element used, such as lifting baskets, scaffolding, ladders or others, to the relevant inspectors.

If during the assembly period of any element there are reasonable doubts as to its sustainability, Fira de Barcelona may request feasibility tests. The costs of such tests will be borne by the customer.

Fira de Barcelona, through its designated technicians, may stop the assembly or elevation of any structure if it is considered necessary for safety reasons. For this same reason, you can also request any additional documentation you deem necessary.

## 4.8.4 Mandatory regulations for rigging equipment

### European Regulations:

- UNE-EN 13414. Steel cable slings. Safety.
- UNE-EN 1677. Standards series for sling accessories. Safety.
- UNE-EN 12385:2003. Steel cables. Safety.
- UNE-EN 13411:2002. Grips for steel cables. Safety.
- UNE-EN 13889:2004+A1:2009. Forged Steel Shackles for General Lifting Purposes – Straight and Curved Shackles – Level 6 – Safety
- Machinery Guidelines 2006/42/EC

### Spanish Regulations:

- CTE. Technical Building Code

### Best Practices:

- NTP 155: Steel Wire Ropes
- NTP 221: Steel Wire Rope Slings

## 4.8.5 Specific regulations for the prevention of occupational risks

All work at height must be carried out in compliance with the Occupational Risk Prevention regulations. In particular, R.D 2177/2004, of 12 November, which establishes the minimum health and safety provisions for the use by workers of work equipment, in terms of temporary work at height.

## 4.8.6 Safety and health on construction sites

By application of the criteria of the Labour Authority, the assembly and dismantling of certain elements, installations and structures such as tents, stands, stages, sound support and lighting structures, etc., may be framed, depending on their characteristics (size, height, use, location, relationship with other facilities, existence of an execution project, etc.), within the scope of application of Royal Decree 1627/1997, of 24 October, which establishes minimum health and safety provisions in construction works.

For more information, please contact: Rigging - Fira Montjuïc. [rigging.montjuic@firabarcelona.com](mailto:rigging.montjuic@firabarcelona.com)

The elements that are suspended from the ceilings are obliged to comply with the Regulations on the height of the Lounge. Due to their architectural characteristics, some areas of the fairgrounds have a limited number of anchor points, so in order to enable rigging points in compliance with safety regulations, it will be necessary to install adaptation structures that will be carried out by the exhibitor or decorator.

## 4.9 MAXIMUM PERMISSIBLE NOISE LEVEL

All activities and product demonstrations that may generate noise during the hours of celebration inside the pavilions and in service to other customers (when necessary), will be limited to the maximum volume of noise allowed, which **corresponds to three (3) dB above the background level**. In any case, **the maximum noise level permissible in the exposure area shall never exceed sixty (60) dB**. If the permitted sound level is exceeded, Fira de Barcelona will require the customer to reduce the volume until the appropriate levels are reached.

When activities that may generate noise are carried out outside the enclosure, it will be necessary to consult the current regulations of the city council to check the maximum level of noise allowed. As a guideline, the acoustic limitation may range **between 40dBs and 65dBs** depending on the area of affectation, as well as the time slot of the event.

In musical events, parties or activities from 10 p.m. both inside and outside the venue, which generate noise likely to disturb the residents of the buildings adjacent to the venue, it will be necessary to hire an analysis service that will monitor the sound level emitted by the activity in real time.

The cost of this service of technical supervision and control of the noise level will be borne by the applicant for the activity.

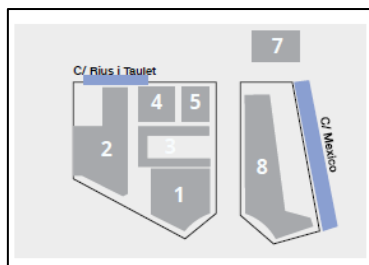
Fira de Barcelona reserves the right to require the reduction of the noise emitted or its total suspension when the admissible sound levels (dB) are exceeded and is entitled to restrict demonstrations that do not comply with the provisions of said section.

It should also be taken into account that areas of our venues are strictly limited to outdoor night-time activities **(between 10:00 p.m. and 7:00 a.m.)**, both in assembly and dismantling periods and in celebration periods, specifically:

### MONTJUÏC

· on Mexico Street,

· on Rius i Taulat Street (outdoor area of Pavilion 2)



## 4.10 GASES, INSTALLATIONS AND SMOKE EVACUATION

The emission of vapors, flammable or toxic gases that may be harmful to health and/or annoying to the attending public or other customers of the event is not allowed.

**Toxic gases and vapours generated by combustion must be evacuated to an external area** through suitable ducts for this purpose. To this end, **the technical feasibility studies for the location and fixing of these conduits must be requested** from the Department of Operations and Logistics [operations.forumgastronomic@firabarcelona.com](mailto:operations.forumgastronomic@firabarcelona.com).

In the event of technical feasibility of the project, the costs of the execution of the authorised installation will be borne by the customer. The deadline for such an application is **October 1, 2025**.

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

In the event that the gases or vapours are not harmful to health (water vapour, or food cooking, for example) but cause odours that may cause discomfort to the rest of the customers, **a hood must be installed with suitable filters to absorb these odours**.

The exhibitor is responsible for compliance with these rules, as well as for the consequences derived from their non-compliance.

If the **use of domestic gas is necessary**, it will be necessary to **legalise the installation and supply of gas by a company authorised** for this purpose, delivering the corresponding bulletin.

The nearest Repsol Butano branch to Fira de Barcelona, TOSSA Agency, Ronda Sant Antoni, 52 (or whatever is operational at the time).

The facilities must be adapted to current regulations. In both cases, the corresponding certifications must be submitted to the Department of Operations and Logistics [operations.forumgastronomic@firabarcelona.com](mailto:operations.forumgastronomic@firabarcelona.com).

**The deadline for submission of this documentation will be October 1, 2025.**

In the event of serious infractions against this rule, and it may pose a danger to people, the management of the Contest is empowered to demand their arrest.

## Use of Stoves

For safety reasons and in accordance with current regulations on fire prevention and risks associated with the use of combustible gases, the use of gas or pellet stoves is strictly prohibited throughout the fairgrounds.

This measure aims to reduce the risk of accidents related to leaks, fires or explosions, thus guaranteeing the safety of exhibitors, visitors and venue staff.

Alternatively, the use of approved electric heating systems that meet established safety standards is recommended. You can consult the website of the Fira Barcelona sales department ([www.servifira.com](http://www.servifira.com)), if you are interested in contracting this service.

## 4.11 MACHINES AND APPLIANCES IN OPERATION

The exhibitor will equip the facilities that must operate during the Fair with all the necessary protection devices for work and accident prevention required by the technical standards in use for such facilities.

If machinery or certain parts are to be shown to visitors during operation, the normal protection may be replaced by a coating of organic glass or similar transparent material. When the machinery is stationary and has the sole purpose of display, the protective devices may be removed.

In the event of serious infractions against this rule, and the operation of the machinery may pose a danger to people, the management of the Contest is empowered to demand their arrest.

If these conditions are violated, the responsibility for any accident will be exclusively with the exhibitor, who must have taken out a Civil Liability Insurance policy for damage to third parties, people or things in an unlimited amount.

## 4.12 MEASURES OF ACTION IN CASE OF EMERGENCY AND EVACUATION

### WHEN YOU ENTER THE PAVILION WHERE YOUR STAND IS LOCATED

Identify and show your staff the escape routes, emergency exits and firefighting means in the vicinity of your stand.

### WHAT TO DO IN CASE OF EMERGENCY

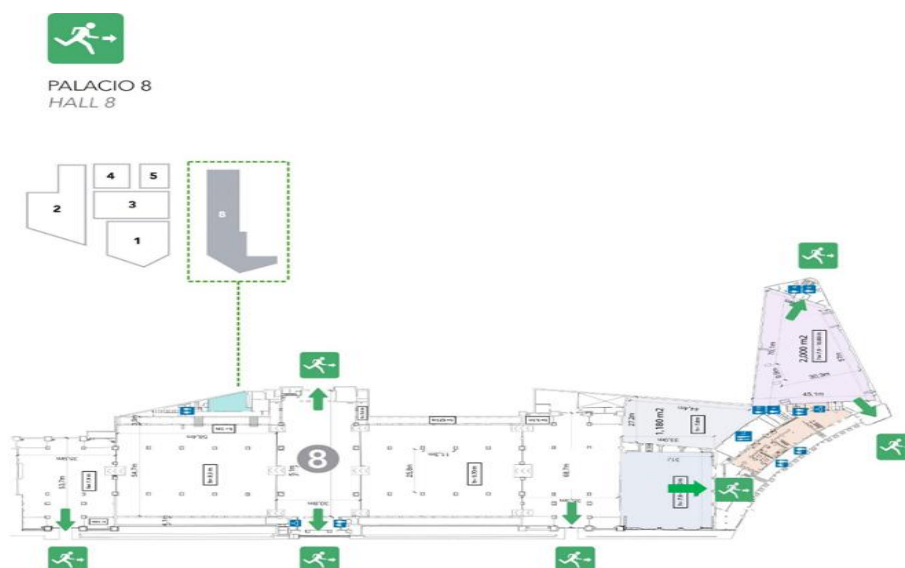
Don't lose your cool. Don't spread panic. Inform the Fira de Barcelona staff, the Montjuïc Control Centre by calling +34 93 233 41 00 or using the emergency buttons. Do not obstruct emergency exits.

### HOW TO EVACUATE THE AREA

Upon hearing the evacuation order, pass it on to all staff in your charge and visitors who are currently at your stand and execute it immediately. Go without running through the escape routes to the emergency doors. Follow the instructions given over the public address system and by emergency personnel (uniformed). Do not use elevators. Stay in the assembly area designated by security personnel and wait for instructions; If you notice that someone is missing, report it to the emergency teams.

### WE NEED YOUR COLLABORATION

Immediately inform the security service (directly to the uniformed guards or by calling + 34 93 233 41 00) of any object, situation or detail that, in your opinion, may be important.



## 5.COMPLEMENTARITY OF REGULATIONS

Aspects not covered by these regulations will be governed by the General Regulations of Fira Barcelona, visit this link.

[https://prd-webrepositary.firabarcelona.com/wp-content/uploads/2025/02/17131416/normativa\\_fira\\_barcelona\\_montjuic\\_eng\\_nexe.pdf](https://prd-webrepositary.firabarcelona.com/wp-content/uploads/2025/02/17131416/normativa_fira_barcelona_montjuic_eng_nexe.pdf)