

# CCIB EXHIBITION AREA GENERAL REGULATION 2018. *EXHIBITORS*

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## Acceptance of CCIB General Rules

I \_\_\_\_\_  
Name

representing \_\_\_\_\_  
Booth name

By my signature below certify that:

- I have completely read the CCIB Exhibitor Manual.
- I understand all rules and regulations as outlined in the CCIB Exhibitor Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in CCIB Exhibitor Manual.
- I am authorized to sign this document on behalf of my company.

Exhibitor:

Stand Builder (if applicable):

Name

Name

\_\_\_\_\_

\_\_\_\_\_

Signed

Signed

\_\_\_\_\_

\_\_\_\_\_

Date

Date

\_\_\_\_\_

\_\_\_\_\_

Booth Number

Booth Number

\_\_\_\_\_

\_\_\_\_\_

Send this sheet to **stands@ccib.es**

# **1. GENERAL REGULATIONS**

## **1.1 SET-UP**

- 1) The organizer must provide to the exhibitors the schedule for set-up as well as the venue regulations.
- 2) Exhibitor has to forward to the stand builder company the Technical manual with all the information needed to build the booth.
- 3) All the people inside the venue during the set up/ event or dismantling period has to be registered. For this reason, the organizer will have to provide to the stand builders a visible identification/badge.
- 4) At all times we must consider the staff's logistics CCIB indications.

## **1.2 BREAKDOWN**

- 1) Booth dismantling must be done during the period that the organize has indicate
- 2) The exhibitor has to confirm with their stand builder company that they know the dismantling time.
- 3) The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state. Therefore, external companies will be not allowed to leave any kind of material in the venue.
- 4) In case that external companies wish to leave any kind of waste material during the dismantling, they should order a waste container during the set -up period.
- 5) Exhibitor/stand builder is responsible for the removal of the goods at the time of breakdown. You should contact the official logistic company of the event for removal and custody of packaged material. Minors are not allowed to access the premises during the breakdown period.
- 6) Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.

- 7) CCIB reserves the right to destroy and / or remove any material remaining after the end of an event and charge the cost for this service to the exhibitor/stand builder
- 8) At all times we must consider the staff's logistics CCIB indications.
- 9) Minors are not allowed to access during the dismantling period.
- 10) Any damage detected in space once finished the breakdown will be made known to the organizer and the appropriate measures will be taken for settlement under the organizer

## **1.3 VEHICLE ACCESS**

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during set-up and breakdown, in accordance with the current regulations.
- 2) The use of loading and unloading areas is exclusively for this purpose. It is forbidden to remain parked in these spaces.

## **1.4 STAFF LABOR RISK DURING SET-UP AND BREAKDOWN**

Visit the link attached to get the information

<http://www.ccib.es/uploads/sfSympalBossMediaPlugin/document/beee7ee3d2c792a40658a7dd64b4a54cc93b46da.pdf>

## **1.5 SECURITY**

- 1) Exhibitors requiring a security service for their stand may consult our services catalogue.
- 2) The exhibitor is responsible for the items on the stand during the whole exhibition days (including set-up & breakdown)
- 3) The CCIB is not liable for any possible theft occurred during the rental period, and recommends all exhibitors and clients not to leave unattended or view any type of product, material or small size equipment during and after the closing of the exhibition.

**1.6 LOGISTICS**

- 1) Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading / unloading equipment, access control, use of common areas, control flows of people (fitters and customers) through the building.
- 2) The lifting platforms can only be used by CCIB logistic staff at each end.

**1.7 MAXIMUM WEIGHT CAPACITY**

- 1) In case the client/stand builder brings large machinery, any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area (Areas 1 to 8), it is mandatory that the Ccib will be provided with a detailed project describing the unload procedure inside the exhibition area:
  - Exhibition access used
  - Transportation used to bring the element inside the venue and weight
  - Plan for weight distribution (number of platforms, dimensions and weight resistance)
  - Forklifts, cranes or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the CCIB has the complete information, the unloading of the element will be approved or disregarded.

<b>ROOMS</b>	<b>MAXIMUM WEIGHT PER SQ. METRE</b>
Exhibition Hall	2.500 kg/m <sup>2</sup>
Main Hall	1,250 kg/m <sup>2</sup>
M1 Floor - VIP Room	500 kg/m <sup>2</sup>
P1 Floor	500 kg/m <sup>2</sup>
M2 Floor	500 kg/m <sup>2</sup>
P2 Floor	500 kg/m <sup>2</sup>
Terraces	Extra weight is not allowed on the terraces

**1.8 EXHIBITION FLOOR PLAN**

- 1) The general floor plans for stand construction must satisfy the building’s safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect related to health & safety regulations.
- 2) The Organizer is responsible for the location of the stands in the exhibition area according to the exhibitor’s needs & technical resources availability and responsible for sending to the exhibitors the technical floor plans which indicate the location of the boxes of services in the exhibitor stands

**1.9 BUILDING AND MATERIALS**

- 1) The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents to authorize the opening of the stand and otherwise demand the removal of the structure.
- 2) The textiles used in the stand construction must be fireproof, according to the current regulations.
- 3) Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- 4) The use/storage of inflammable substances is forbidden (liquids, gas or other).. For any doubt for these substances contact the CCIB.
- 5) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 6) If the booth builder decides to setup a platform on the booth, he must keep the electricity distribution points accessible. Stand builder has to verify if any technical access is on the booth space
- 7) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other booths.
- 8) It is an organizer rules the obligation or not that each booth has their own walls as well as how walls rear side that to be finished.
- 9) Rear back walls of the stands built by the CCIB cannot be used by other exhibitors.



- 10) Boring, screwing, nailing, or the use of paint, glue or anything that can damage the structural elements of the building are not allowed (floor, walls, ceiling ...). In case of damage of the facilities, the cost of repair or replacement will be charged to the organizer responsible for your event.
  - 11) The maximum building height shall be designated by the organizer
  - 12) It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously (electricity, IT,...)
  - 13) The height of the elements that hang from the ceiling has to be specified by the Organizer. Only available on the Polivalente area
  - 14) Double deck booth is only allowed to be built on Polivalente space, areas 1-2-3 if the organizer allow it
  - 15) The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations.
- 1.10 DOUBLE DECK**
- 1) If double deck booth is allowed to be built by the organizer then:
    - a) Double deck only can be built on areas 1, 2 and 3 of the Polivalente area. CCIB requests an "Asume" of the College of Architects. Its purpose is to confirm that the structure has been built according to the specification (description, drawings ....) or certificate of approval provided by the stand builder at least 1 month before the set up
  - b) The architect must be present during the assembly of the structure to verify that has been built as indicated in the report or certificate of approval.
  - c) Although the structure has been approved the assembly has to be checked, so the Architects Association assumes necessary.
  - d) If the builder has his own architect stand during assembly must inform the CCIB in advance and get in touch with the Health & Safety CCIB Manger during the set up.).
  - e) If the stand builder does not have the possibility to contact an architect to do the technical project, CCIB will provide this service to be billed to the stand-builder.
  - f) If the stand builder does not have the technical report or certificate from the double deck structure, CCIB can provide this service. In this case you will need 3 weeks before the event and the service will be billeted to the assembler of the structure.
  - g) In case of stairs or raised areas over 50 cm (from the floor) in which people have to be stand up, then a technical construction project will be requested as well as on the previous points.
  - h) All costs of submitting visas and certificates shall be borne by the Exhibitor. All the costs for the compulsory certifications will be invoice to the stand builder/ exhibitor.

## 2 Service Regulations

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### 2.1 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Every client has to order an electrical switchboard from the CCIB. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- 2) Electrical switchboards provide by the CCIB cannot be manipulated, damaged,... the cost of a damaged Electrical box will be charge to the company who has ordered it.
- 3) CCIB staff are authorized to unplug the whole booth electrical installation if we detected that it is not properly done, with a possible danger.

- 4) On the P0 exhibition area the power of the boxes on the floor is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stands or other areas that do not have boxes in your chest.
- 5) More than 20 Kw electric power entails project.
- 6) The availability of electric power, and the installation of the electrical switchboard, is included in the price of electrical panel.
- 7) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
- 8) The Electric power service of the CCIB boxes is 32A. 380V. If more power need the cost of extending will be charge to the organizer or to the exhibitor.
- 9) The Organizer is responsible for informing the exhibitors about the different power outputs always on the floor.
- 10) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 11) It is organizer / exhibitor / fitter / electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...).
- 12) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB, and inform the venue about how they will connect both switchboards. Further technical information about the connection must be requested to the CCIB.
- 13) The CCIB can provide electricity only from the floor. No ceiling power points are available on the venue.
- 14) It is mandatory to use floor cable trunking when wiring cables are in common areas and the cost will be invoice to the organizer. After the set up the previous floor cable trunking quoted will be update
- 15) If exhibitors want the cabling cover must request floor cable trunking that will be billed to the exhibitor.

- 16) Socket/Electrical extensions will be deliver next to the electrical box. Exhibitor or stand builder has to place the sockets/electrical extensions on the right place

### **2.1.1 24H ELECTRICITY**

- 1) At the end of the day all the booth lights must be disconnected for security and ecologic reasons by every exhibitor
- 2) The CCIB provides electric service in the Exhibition area during the official exhibition times. At the end of the day main electrical sources will be switch off. Booth manager has to check before leaving the venue that the booth spotlights are switch off.
- 3) In case that you need 24h electrical connection for some devices (no booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.
- 4) If the booth manager has not switched off the booth lights, then the CCIB will do it. The CCIB won't be liable for any damages caused from this action.
- 5) In case that the stand builder bring their own electrical switchboard, (it has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day

### **2.2 WATER**

- 1) Water can only be supplied at the Polivalente Area, level PO.
- 2) CCIB can only supply water to the stands that have a water tramp available on their own booth the costs of any additional platform or material to hide this installation will be assumed by the exhibitor
- 3) The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up (day and time). Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.
- 4) It is the obligation of the installer to verify that the installation of water drainage is in place before you need to put and cover the platform. It is mandatory to leave access to the water tramp

- 5) The water supply system includes only the water pipe and drain not the connection to another element.
- 6) It is the responsibility of the organizer / exhibitor / stand builder to ask the CCIB for the technical connections details.

### 2.3 INTERNET AND PHONE

- 1) The internet cable is exclusive to each request individually stands.
- 2) It is exhibitor / stand builder responsibility to ask the CCIB for the technical connection details.
- 3) Private wifi networks installations for the booth must be authorized by the organizer. The CCIB is not responsible for possible interferences that these networks can generate.

### 2.4 PLATFORMS

- 1) Before placing the platform, the stand builder/exhibitor has to confirm that services provide by the CCIB (electricity, water, telephone cables, Internet, etc) are on the right place. No complains will be accepted in case that the stand builder does not check it-

- 2) Access to the service points / water tramp/ electricity tramp are compulsory when a platform is installed.
- 3) Once the platform is installed, no new services that need to go under it will be accepted.
- 4) If ordered services are not checked by the stand builder/exhibitor before the platform is installed, the CCIB will not accept any cancellation or refund

### 2.5 SMOKE

- 1) It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

### 2.6 MANUAL

- 1) Exhibitor has to send to the stand builder the general regulations and information relating the venue and the Organizer rules for the booth construction.
- 2) Acceptance of conditions must be sent to the CCIB signed.

## 3 Exhibitors Regulations

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### 3.1 CCIB STANDS

- 1) The stands are built inside the assigned space, so the inside dimensions of the stand space should be smaller than the assigned space.
- 2) The shell squeme stands may not be damaged, spoiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- 3) The CCIB reserves the right to invoice to the exhibitor any damage that is detected during the break down of the exhibition. This includes the cost of the cleaning and removal of stickers, velcro, posters, vinyl ... placed by the exhibitor on the CCIB's structures.
- 4) Hiring a shell squeme stand implies that no items exchanges will be accepted. Any exchange will be billed separately.
- 5) Check the Shell-squeme booth characteristics to know what the booth includes, as it can change depending the organizer requirements.
- 6) CCIB carpet is delivered with protective plastic. Exhibitor must order pre-opening cleaning if they want the carpet plastic removed the night before

the opening, if it is not included on the booth description

- 7) Electrical cables, internet cables will be lay over the carpet. If the exhibitor wants to hide the cables a cable floor trunking must be order.
- 8) Minimum Shell squeme booth invoice is 6sqm.

#### 3.1.1 RENTAL EQUIPMENT

- 1) All material that is offered for rent must be returned in the same condition as it was delivered.
- 2) The CCIB will bill the organizer / exhibitors' items that are not in the stand at the end of the dismantling the time of their collection.
- 3) Plants are rental equipment.
- 4) Hiring any service of personal (hostesses, watchmen, cleaning, waiters,) implies a time conditions, lunch break and transfers.
- 5) Printed materials that have to be stuck are for a single-use (not reusable as can be broken during dismantling).

- 6) Exhibitors are responsible for the keys delivered to doors and store cupboards. Losing or forgetting the key involves time to get a new one.
- 7) Exhibitor has to order in advance the sockets needed for all the devices that need to be connected.
- 8) The organizer or exhibitor must calculate the location of the material in their space and technical requirements needed (power booster, power extension cord, plugs, telephone line, Internet access, audiovisual ...).
- 9) No money refund or exchanges will be done if the exhibitor rejects a delivered item.
- 10) It is responsibility of the exhibitor to confirm that measures of exhibits are within the limits of the allocated space, the stand measures (height) and services required for their operation.
- 11) The CCIB is not responsible for rented material, that once deliver on the booth and the CCIB verify the delivery it disappears.
- 12) The CCIB reserves the right to modify or cancel any item available on the Exhibitor manual.

### 3.1.2 EXHIBITOR'S MATERIALS

- 1) The CCIB takes no responsibility for items inside the booth, brought by the exhibitor or stand builder as well as displayed material or private objects of the booth staff.
- 2) The exhibitor is responsible to get their material on the booth during the set up and to pick up it and take out of the venue before leaving at the end of the dismantling

### 3.2 REQUESTS FOR SERVICES

- 1) Only the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
- 2) Requests may be sent by fax, post or e-mail (previously scanned).
- 3) The petitioner must provide all the necessary details to raise an invoice.
- 4) Exhibitors/ stand builders must make sure that the orders are held sufficiently in advance in regards of their own company payment policies.

- 5) The order form must contain the credit card details even if the payment is going to be done by bank transfer, as guarantee of payments
- 6) The requested services shall not be considered as definitive if the payment has not been done.
- 7) Exhibitor complains will have to be declared at the Exhibitor Service Desk (no emails or phone calls) during the set-up or event in order to be solved. Complains will not be accepted at the exhibition's end or after the event.
- 8) The deadline for contracting services is 20 work days before the set up. The CCIB will reserve the option to increase the rate 20% of the price stated in the manual to the services requested after this date.
- 9) 7 working days before the setup, no more order will be accepted

### 3.3 SERVICE CANCELLATIONS

- 1) Cancellations will only be accepted in writing and before the set up for standard material on the exhibitor manual
- 2) Special requests like graphics, design furniture, F&B customized servicer etc cancellations will not be accept if the service is already done/produce.
- 3) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

### 3.4 PAYMENT CONDITIONS

- 1) 100% of the services must be paid when you order them.
- 2) All the services requested must enclose copy of the payment in order to go ahead with the corresponding request, in case payment is made by bank transfer.
- 3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
- 4) The CCIB reserves the right to cancel all the services that have not been paid on time
- 5) 21% VAT applies to all the services except for the F&B services that will be 10% VAT, as per regulation.

- 6) The CCIB verifies the NIF number to confirm whether to charge VAT or not.
- 7) Credit card as guarantee (see section 3.2-5)
- 8) If your company has a policy that requires payments for a specific period of time has to ensure ordering in sufficient time to receive, manage and send the bill to fall within its payment policy.
- 9) New orders during set up or event will be held in the Exhibitor Service desk and paid by credit card.

### 3.5 PAYMENT METHOD

- 1) Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
- 2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- 3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

### ORDERS DEADLINE

- 1) See Order SERVICES 3.2
- 2) 20 days before the set up only standard items from the exhibitor manual will be possible to be order.
- 3) New service requests after the deadline will not ensure the availability/stock as well as delivery time.

- 4) Technical services will not be accepted during the set up. (water, electric extensions, Cable Internet ...)

### 3.7 RECEPTION, STORAGE AND COLLECTION OF GOODS

- 1) CCIB does not handle or keep goods. Confirm with the organizer the official supplier for this service.
- 2) No goods are accepted before the set-up period. Check the official supplier with the organizer that can provide the storage service prior to set-up.
- 3) During the dismantling, all the material has to be removed. No material can be left to be picked up after the end of the event.

### 3.8 CLEANING

- 1) Confirm with the organizer cleaning service inside booth space.
- 2) The pre-opening cleaning and daily cleaning always is going to be done during the night.
- 3) Special cleaning requirements are quoted under request, including containers needed for the dismantling
- 4) Cleaning does not include the removal of materials used to build booths. Leftovers have to be removed by the stand builder company (crates, glasses, aluminium profiles, chip wooden boards,...)

## 4. Exclusivities

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### 4.1 FOOD & BEVERAGE

- 1) Food & Beverages service is an exclusivity of the CCIB. It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- 2) This exclusivity also includes to all types of catering equipment such as coffee makers, juicers, popcorn machines, ...
- 3) The CCIB reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)

- 4) For especial catering services including waiter service please contact with [stands@ccib.es](mailto:stands@ccib.es) for more information.
- 5) The exhibitor must consider the space available on the booth to store and display the requested deliveries.
- 6) In case to have any other doubt about F&B please contact to [stands@ccib.es](mailto:stands@ccib.es), to avoid misunderstandings once the event started

#### **4.2 RIGGING/HANGING POINTS**

- 1) Only the CCIB is allowed to hang points from the points available on the venue.
- 2) The CCIB will quote hanging points for stand builder under requirement

#### **4.3 Security**

- 1) Only the CCIB can provide Security service on the Venue facilities

#### **4.4 Electricity**

- 1) The CCIB is the only company allowed to connect any kind of device directly to the main power sources.
- 2) Other companies have to order electrical switchboard/box to connect their electrical installation

#### **5) Others**

- 1) If you have any doubt for other services not described in this manual, will have to be confirmed with the CCIB with enough time (2 months before the start of event) by the exhibitor