REGULATIONS FOR STAND CONSTRUCTION

Hispack 2027
PACKAGING, PROCESS & LOGISTICS
20 EDITIONS

Fira Barcelona



INDEX

REGULATIONS FOR STAND CONSTRUCTION

01 . GENERAL TERMS AND CONDITIONS FOR STAND CONSTRUCTION
02 . SPECIAL HEIGHTS AND RIGGING POINTS AT THE GRAN VIA VENUE

01. GENERAL TERMS AND CONDITIONS FOR STAND CONSTRUCTION_____p.6

1.1 Approval of projects

Fines for modifications or non-compliance with the Stand Construction regulations

1.2 Stand construction and decoration

Construction Regulations
Partition walls
Exhibition material used as part of the stand
Image and transparency of stands (Inner enclosures)
Disabled access
Limitations to the build up of stands and adaptation of exhibition spaces
Pillars cladding

1.3 Documentation required for the construction of complex structures at events

1.4 Installations and power supply regulations

1.5 Maximum level of sound

1.6 Cleaning and waste management

Waste generated during the assembly and disassembly of the stands
Cooperation in the carpeting of aisles

1.7 Safety equipment

02. SPECIAL HEIGHTS AND RIGGING POINTS AT THE GRAN VIA VENUE_____p.18

2.1 Suspended elements

Location map of special heights in halls which may affect the construction of your stand
Map of orientation of the problematic points of rigging

ANNEX_____ p.22

VENUE OVERVIEW

GENERAL TERMS AND CONDITIONS FOR STAND CONSTRUCTION



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01

GENERAL TERMS AND CONDITIONS FOR STAND CONSTRUCTION

1.1 Approval of projects

Any stand that exceeds at some point the **3m** of height must compulsorily send a project to the technical Department of Operations for its supervision and approval. This project should include:

- Details of the exhibiting company. Company name, hall number, stand number and allocated stand area in metres.
- Details of the stand construction and decorating company (Name and contact number).
- Dimensioned floor plan, cross section and elevation.
- Render or images 3D of the project.

In order for assembly work to start on your stand, it is essential for the stand construction project to have been approved. Projects that have not been approved must implement the changes indicated and submit the project again for approval. Approval of the project will be confirmed by email once the requested modifications have been made and it has been corroborated that it complies with regulations.

Fines for modifications or non-compliance with the Stand Construction regulations

The Organisation will be empowered to halt the construction of stands and impose fines of **€150/m2 (plus 10% VAT)** on companies which do not comply with the specified regulations, whose assembly projects have not been previously approved by Fira de Barcelona's technical department or whose assembled stands do not comply with that previously been approved by the said department.

1.2 Stand construction and decoration

The maximum permitted height is:

- **3m** at the stand perimeter and dividing walls.
- **5m** for elements set back **1m** from the edge of the stand.
- **5m** for those wall which are adjacent to the walls of the exhibition hall, whenever technically possible (see data sheet)

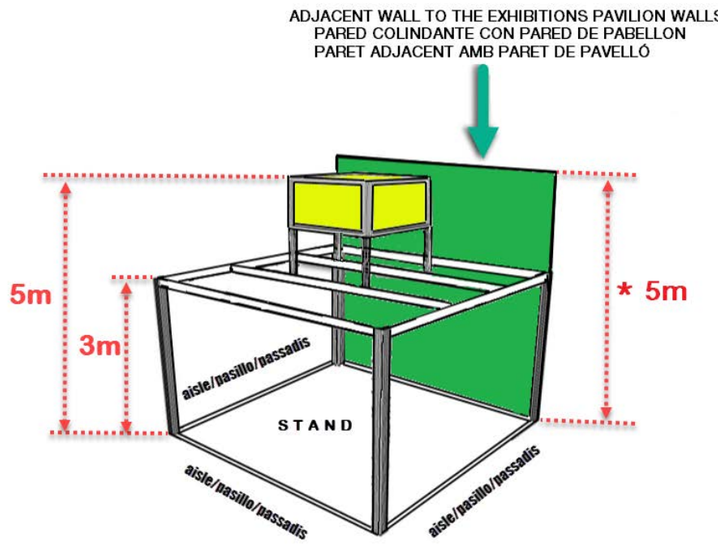
Any element exceeding **3m** in height, with the exception of the walls adjacent to the pavilion wall with a maximum height of **5m**, must be moved **1m** towards the inside of the stand.
Please remember that the maximum height of **5m** is only permitted when the Hall's infrastructure permits, so we recommend that you refer to **Point 02** which shows all the areas of the Halls where the stand cannot exceed a height of **5m**. At this same point, you can consult how high you can place the lighting truss.
We also recommend that you refer to all the information in this respect in the Technical Data Sheet of your stand.
Under no circumstances may any structural or decorative elements of the stand protrude into the aisles. As an exception to this rule, spotlights on brackets on the façade of the stand are permitted at a minimum height of **2.20m** and to a maximum of **40cm** out from the line of the façade.

Elements suspended from ceilings must comply with the trade show Height Regulations.
You may install a lighting truss at a height of 7m along the line of the stand's perimeter provided that it does not feature structure, advertising, logos, etc., and that the characteristics of the Hall make this installation feasible. Due to its architectural features, some areas of the trade show venue have a limited number of anchoring points, which means that to set up rigging points in line with safety regulations it will be necessary to install support structures, the cost of which will be payable by the exhibitor or decorating company.

If any advertising elements are to be suspended, the proportions indicated in the height regulations must be followed (maximum 5 m from the pavilion floor level to the top edge of the advertising element).

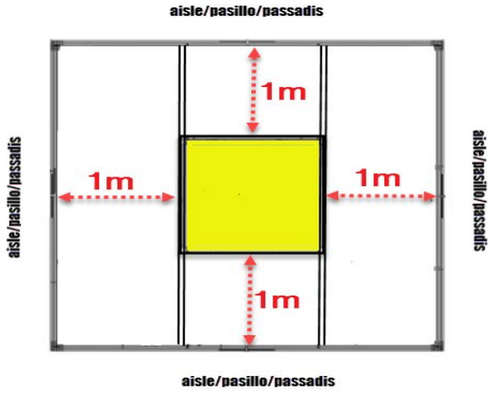
Example of volume:

Elevation
Alzado
Alçat



* 5m en paredes colindantes con pared de pabellón, siempre que técnicamente sea posible (ver ficha técnica)
5m en parets adjacents amb paret de pavelló, sempre que tècnicament sigui posible (veure fitxa técnica)
5m for those wall which are adjacent to the walls of the exhibition Hall, whenever technically possible (see data sheet)

Floor plan
Planta



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Partition walls

When your space is adjacent to those of other exhibitors, **it will be mandatory to have your own partition up to the maximum permitted height (3m).** (See section on height regulations).

The partition walls between stands **must have a minimum height of 2.40 m, and the rear side must be properly finished and free of any type of advertising.** They must also comply with the height regulations of the exhibition hall.

Exhibition material used as part of the stand

All exhibitors whose exhibition material is used to form one of the sides of their stand should ensure that the back of it is properly finished to maintain the aesthetic standards of the show. In the case of tall exhibition material:

1. With an adjacent stand: exhibitors must ensure that the back section which protrudes over the maximum permitted height for stand construction is properly finished.
2. Without adjacent stands (islands): We recommend you inform the show organizers.

Image and transparency of stands (Inner enclosures)

The construction of completely enclosed stands is not permitted. The exhibitors must not obstruct the visibility of adjoining stands. Up to a maximum of **50%** of each open side of the assigned space may be enclosed.

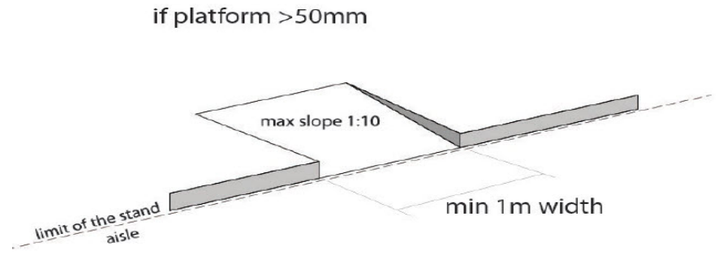
In order to lead to a general effect of spaciousness and so as not to prejudice the other exhibitors, full transparency in the design of all the stands is requested and we also inform you that at least half the length of each façade either glazed or open.

The organisation is authorised to request the necessary changes in the design of your stand if it impairs the visibility of other exhibitors so that it complies with the above-mentioned Regulations, even when the project has been previously approved and endorsed by the organisation's operational department.

The Organisers advise exhibitors whose stands are visible from the raised visitor's walkway to include some form of ceiling/roof on their stand, which may feature advertising, as these ceilings can be seen from the walkway, which is used by large numbers of visitors.

Disabled access

All stands with a platform higher than **5cm** must have an access ramp at least **1m** wide which must not extend beyond the stand into the aisle. As an exception a mobile ramp may be accepted if no ramp has been planned for the platform. If the platform is contracted from SERVIFIRA, a ramp must also be contracted.



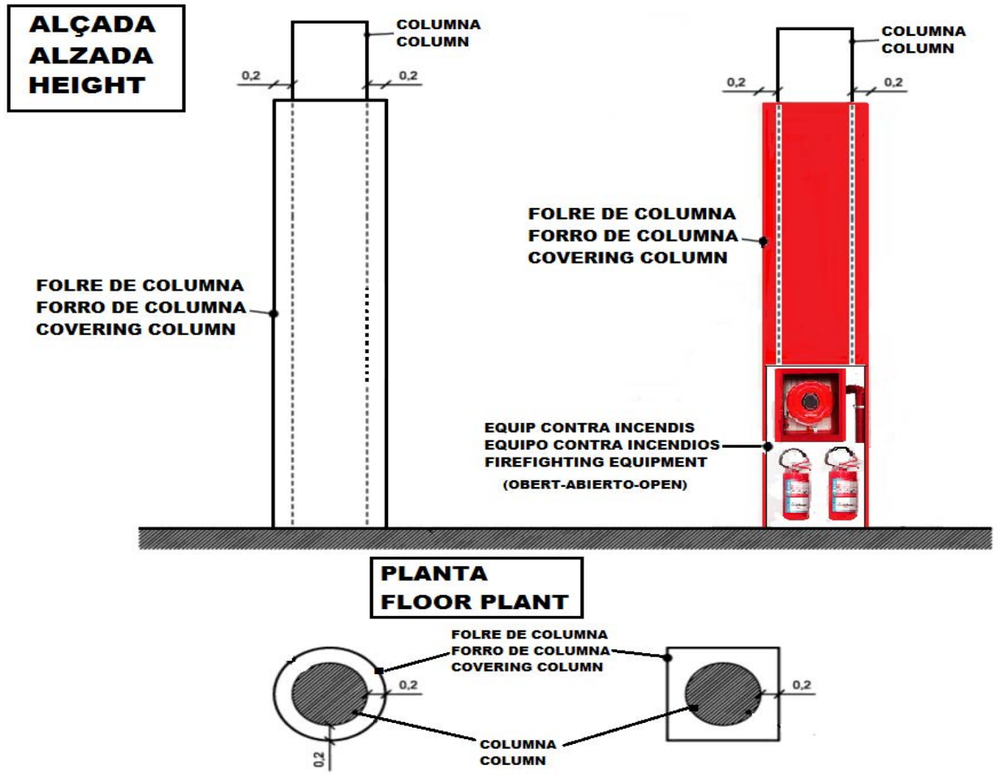
Limitations to the build up of stands and adaptation of exhibition spaces

No construction elements can be supported by or onto walls, columns or other fixed elements of the halls, and adequate protection must be used or a safe distance must be maintained between the construction materials and the hall walls. In no case should the stability of any object, assembly or structure be conditioned to the infrastructure of Fira de Barcelona. All elements must be self-supporting and self-standing. It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the halls. It is prohibited to carry out channeling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be cladded with paint or glue. It is prohibited to apply cement to the floor without the presence of an intermediate protective element authorized by Fira de Barcelona. Furthermore, it is prohibited to drive in nails using percussion tools or to paint using spray guns. Any possible damage caused by exhibitors or their delegates to the walls, installations or other infrastructures of the Fira de Barcelona exhibition area shall be repaired by Fira de Barcelona and charged to the exhibitor.

Pillars cladding

If the exhibition space assigned to you contains columns, you may clad them up to the maximum permitted height (see maximum height) though all safety equipment must be left uncovered and accessible. The columns located on the perimeter of the bracket can only be covered to the height allowed in the perimeter. The cladding should never exceed 0.20m surrounding the footprint of the pillar. Any pillars with fire hydrants and extinguishers and other elements may be lined, while the services must be left visible, accessible and properly signposted.

Vinyl columns can only be installed by official Fira suppliers. This service can be contracted through the sales department of Fira Barcelona (www.servifira.com)



1.3 Documentation required for the construction of complex structures at events

Fira de Barcelona can authorise the construction of a complex structure in accordance with the established regulations for the event in areas where the roof height and the hall structure permit.
A 'complex structure' is understood to refer to any construction that requires the intervention of a qualified technician in its design, calculations or certification of its final stability, or which needs a significant risk assessment to be made.
Complex structures are classified as:

- Stands with a height greater than **5m**, single or double-deckers.
- Double decker stands with two levels that people can access.
- Platforms or stages with a height equal to or higher than **0.50m**.
- Singular structures higher than **4m.**
- Terraces with access to the general public.
- Outdoor constructions larger than 1**6m²** .

The complex structures must comply with the requirements set forth in the current regulations and, specifically, in the contents of all sections of the Spanish Technical Building Code, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA).
Authorisation for the construction of any of these structures must be sought from Fira de Barcelona, attaching the following documentation:
Building plans endorsed by the corresponding professional association, including:

- Descriptive report justifying compliance with current legislation.
- Structural study with static calculations, including corroboration of each element of the structure and a description of the loads transmitted to the floor under each support.
- Dimensional plans of the layout and elevation, including details of the handrails and staircases.
- Fire detection and evacuation plan for complex structures larger than **100 sq. m.**
- Risk assessment and the preventive measures to be taken into account during the assembly and dismantling of the construction.

Once the complex structure has been completed, the relevant technician should issue the final certificate, endorsed by the relevant professional body, which should be submitted to Fira de Barcelona.
Characteristics:

- In the case of a structure validated by a competent authorised body, the approval certificate of the structure should be presented along with the assembly and dismantling regulations instead of the structural study.
- For any construction situated in exterior areas, in additional to the aforementioned requirements, certification must also be provided that the structural calculations take into account wind load up to a speed of 1**00km/h**.

In the case that all provided documentation is correct, the build up of the stand or structure presented shall be authorized. If any deficiency is detected, the resulting non-compliances shall be indicated in order to request that the client or decorator make the appropriate corrections. The build up of the stand or structure shall not be authorized as long as the deficiencies remain uncorrected.
In events organized by Fira de Barcelona and in the case of double decker stands, the said stands must be designed so that the second level never exceeds **50%** of the total surface allotted. Stands must be situated in a way that does not block the visibility of other stands in the surrounding areas.
For tents with a surface smaller than **16m²** to be installed outdoors, the exhibitor must provide Fira de Barcelona with the approval for these tents by a qualified and authorized organism.

INSTALLATIONS AND POWER SUPPLY REGULATIONS

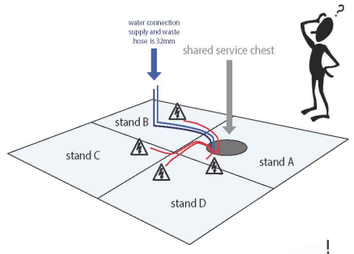


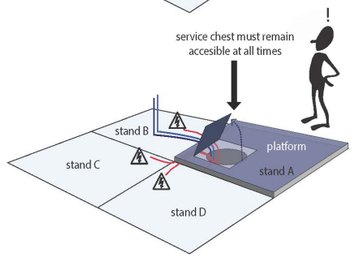
1.4 Installations and power supply regulations

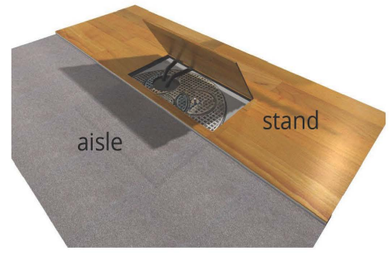
It is very important to remember:

1. All work on low voltage electrical installations must be carried out by an authorized low voltage installer, in both the assembly and dismantling process.
2. It is the responsibility of the company that performs the dismantling to ensure, prior to the beginning of the work, the absence of Electrical current in the entire working area of its stand.
3. If you have switchboards or catch basins (Gran Via Venue), in your assigned stand space, it is mandatory that these elements be Registrable and accessible (Check Technical Document of your stand space).
4. Additionally to item 3, whenever a service chest is shared between more than one stand in one island, it must remain accessible at all times (through a hatch).

In order to have a hatch, we recommend a platform of 50mm for electrical cables only and 100mm if a water connection is planned for any of the neighbouring stands (check with Servifira department).
If during build up or show any cable gets unplugged for some reason, the chest needs to be accessed by the technical teams.
Whenever a service chest is half covered by a division wall or is at the limit of the stand, the area around the chest must remain accessible.







1.5 Maximum level of sound

Maximum volume allowed is **60dB** above the background level, measured to the edge of the stand, both inside and outside. The Organization can restrict presentations that do not meet these requirements.
The PA will be only used for safety reasons and institutional announcements. Furthermore, personalized messages from exhibitors or Partner companies cannot be broadcasted.



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1.6 Cleaning and waste management

<u>Waste generated during the assembly and disassembly of the stands</u>

The company responsible for the construction and/or decoration of the stand will be responsible for removing the waste generated at the end of each day during both the assembly and disassembly periods.
The fire prevention policy prohibits the accumulation of waste in the stands and their storage areas, as well as in the aisles and shared spaces. The work material must be within the space assigned to the exhibitor and it is strictly forbidden to place any waste or any other element in the aisles.
All the workbenches and hand saws for cutting wood must be equipped with their corresponding deposits and devices to remove any dust and sawdust generated.
Under no circumstances may the waste generated during the assembly of the stand be directly placed in the aisles used by all the exhibitors.
In addition, please bear in mind that the cutting areas and moving parts must have protective devices.
Failure to comply with these measures will result in a fine from Fira de Barcelona of approximately **€50/m²**, with the exhibitor/decorator being informed of the imposition of the said fine.
The exhibitors/decorators may contract the refuse/waste removal and materials and packaging storage services through the online service catalogue in the Exhibitor Area or at the Customer Service desk during the assembly and disassembly periods and during the event itself.
The management of the removal of the generated waste may be performed by your own methods or by contracting the service through the Exhibitor Area. Other waste management companies unrelated to Fira de Barcelona must be accredited in order to offer their services at the venue and must pay the relevant fees to gain access. General waste bins will not be provided in the aisles and the **20/30m3** waste boxes must not be left overnight inside the fair venue.

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







During disassembly, in order to validate the proper waste management, either by your own methods or by contracting our supplier, the assembly company must ask the pavilion manager to stamp the "WASTE MANAGEMENT FORM", certifying that it has left the space in which the stand in question is located, clean and clear and that it has not left any waste in any space within the venue grounds. This certificate will guarantee that no refuse invoice will be generated.

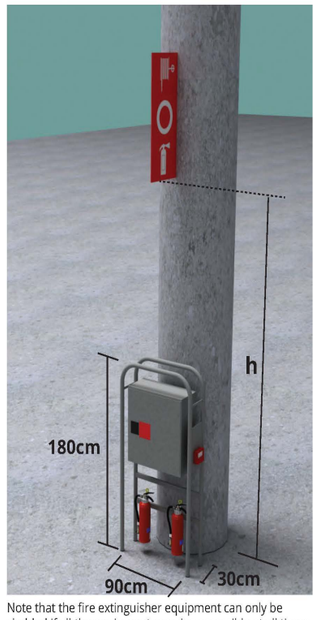
1.7 Safety equipment

These standards are obligatory for all exhibitors:
All signposting, firefighting equipment, alarms, emergency exits, electrical service panels, air conditioning vents and rights of way shall be kept free at all times.
We recommend you refer to the key in the Technical Data Sheet for your allocated space, which is available in the Exhibitor's Area of the website.



Fixed Fire Equipment Specifications

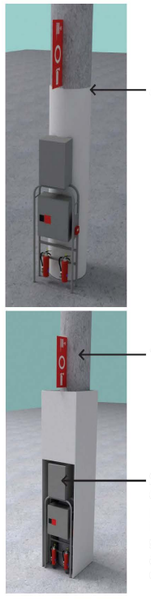
Fira Barcelona
Gran Via Venue



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

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

* Hall 2 does not have columns in the exhibition area



A vinyl can reach up to the upper fire signage

The cladding cannot cover the upper signage

Some of the fire equipment in Halls 3, 4 and 6 include fixed switchboards. Check floor-plans and pictures of the halls in order to see if the specific column includes it or not. The swicthboards can be cladded but need to be accessible during build up and dismantling to other exhibitors.

02 SPECIAL HEIGHTS AND RIGGING POINTS AT THE GRAN VIA VENUE

2.1 Suspended elements

In accordance with the occupational health and safety and risk prevention regulations of Fira de Barcelona, any company that wishes to suspend any object
(lighting structures, signage, pennants, etc.) from the ceiling of any of the Halls in the trade show venue must submit a request to ServiFira, completing the form which can be found in the Exhibitor's Area of the website.

For further information, contact:

Rigging - Fira Gran Via Halls 1, 2, 3
rigging.granviasouth@firabarcelona.com

Rigging - Fira Gran Via Halls 4, 5, 6, 7, 8.0, 8.1
rigging.granvianorth@firabarcelona.com

Elements suspended from ceilings must comply with the trade show Height Regulations.
You may install a lighting truss at a height of **7m** along the line of the stand's perimeter **provided that it does not feature structure, advertising, logos, etc.**, and that the characteristics of the Hall make this installation feasible. Due to its architectural features, some areas of the trade show venue have a limited number of anchoring points, which means that to set up rigging points in line with safety regulations it will be necessary to install support structures, the cost of which will be payable by the exhibitor or decorating company.

If any advertising elements are to be suspended, the proportions indicated in the height regulations must be followed **(maximum 5 m from the pavilion floor level to the top edge of the advertising element).**



Location map of special heights in halls which may affect the construction of your stand



Map of orientation of the problematic points of rigging

If you have any queries regarding rigging, please contact:

Rigging - Fira Gran Via Halls 1, 2, 3
rigging.granviasouth@firabarcelona.com

Rigging - Fira Gran Via Halls 4, 5, 6, 7, 8.0, 8.1
rigging.granvianorth@firabarcelona.com

The rigging points will always be placed according to the rules of heights.

NOTE: The Organization reserves the right to have to place structures of adequacy in other areas not marked and whose cost will be borne by the exhibitor.



Area with special conditions for the placement of the Rigging

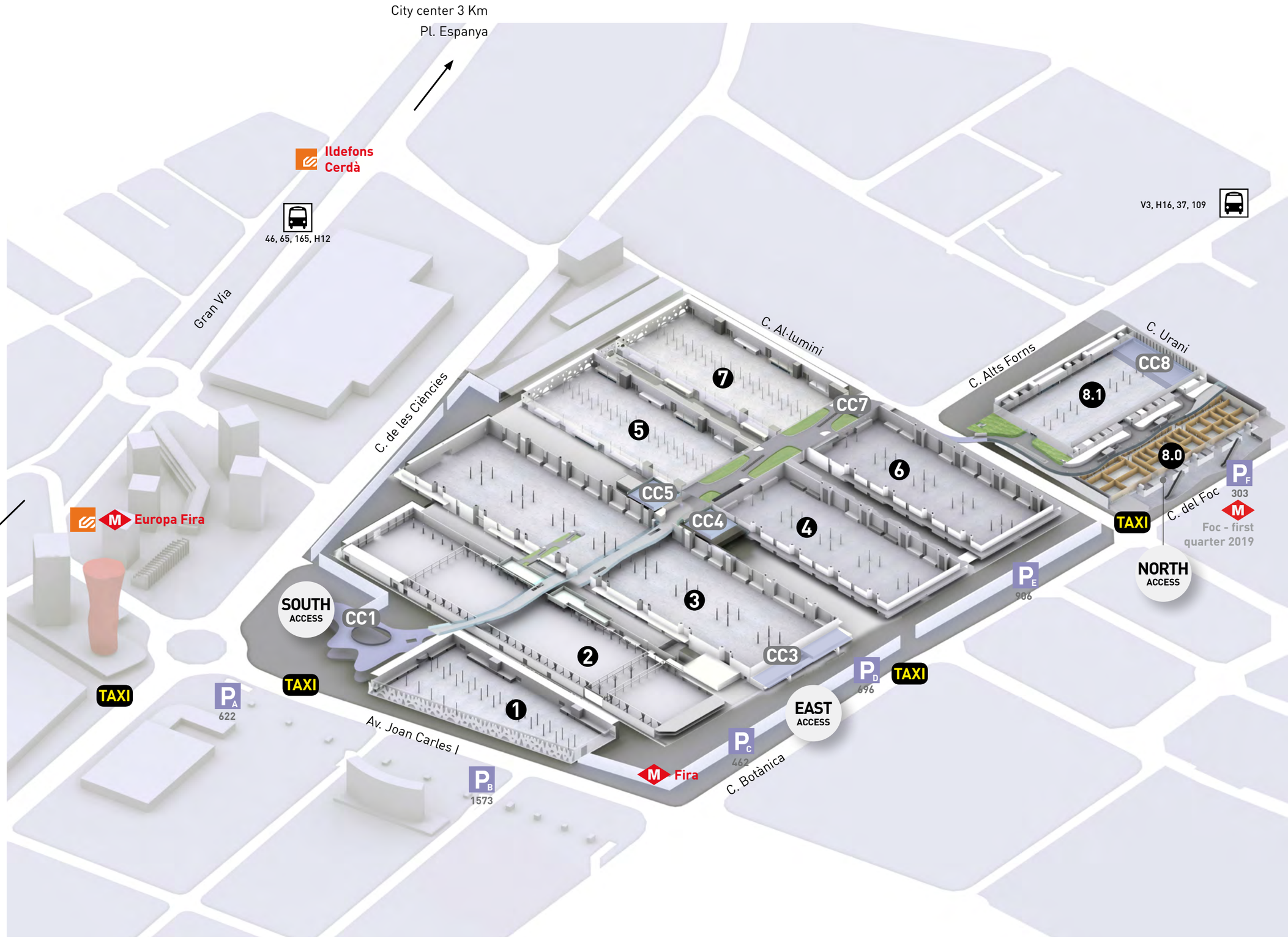
Area with impossibility to place Rigging

Pre-Rigging Area placement of special structure



VENUE OVERVIEW

HALL	m²
1	14,000
2	32,000
3	43,000
4	20,000
5	17,000
6	20,000
7	17,000
8.0	13,800
8.1	12,700



- Metro
- FGC
- BUS
- TAXI
- Parking

