

ibtm[®] WORLD

BARCELONA, SPAIN

27-29 NOVEMBER 2018

CONTRACTOR MANUAL

All order forms are available on-line to complete within the exhibitor portal → exhibitor manual.

For any further queries, please contact the Operations Team:

ibtmworldops@reedexpo.co.uk.

This document is subject to change at the organiser's discretion.

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IMPORTANT FOR 2018

Stand Checking System (SCS)

Stand design submissions & relevant documents are required by **2 October 2018**

Please use the Stand Checking System (SCS) web portal for the submission (upload) of stand plans. For further information, please refer to the Stand Plan Submission Section.

Exhibitors or stand contractor are required to upload to SCS the following details:

- Stand plans – full dimensional drawings are required.
- Stand visuals
- **Risk assessment & method statement supporting the stand construction**

We check your stand submission in SCS, and keep you updated on the checking progress, as it works towards seeking Permission to Build to allow you access on site to start build.

There is also other important show related information that can be viewed on the SCS website.

Catering

When using external catering suppliers at IBTM World, it is now mandatory to apply for the Food Hygiene Authorization, described in the Catering Section. This applies to all suppliers/operators selling or serving of high-risk food (as required by the criteria of the official Food Hygiene Consultancy SAIA), inside the venue of Fira de Barcelona.

Chipboard

Please note that chipboard, particleboard and low-density fibreboard (LDF) is not suitable for construction and in particular of weight bearing structures. The H&S Manager and Structural Engineer will identify stands that do not comply during the build process and all necessary remedial work must be completed before the stand will be permitted to open.

Contractor Badges

These are required by anyone entering the exhibition halls during build up and/or breakdown e.g. delivery men, stand contractors etc. They will be issued on site by security or from the Organisers' Office. If you have registered for an exhibitor badge, these can be used throughout the whole period on site.

If you have any queries, please contact ibtmworldops@reedexpo.co.uk

Dust

Sanding, the use of solvents and any other activities that creates dust (an airborne hazard) must be controlled at all times. Equipment with dust extraction and non-hazardous alternatives should be used. MDF may not be machined on site, as its dust is hazardous to health.

Smoking Policy

Smoking within the halls during the build-up and breakdown phase is forbidden. It is an offence to smoke or to knowingly permit smoking on the premises. If you observe someone smoking, please inform a member of the exhibition team.

EXHIBITION TIMETABLE 2018

Build Up

Wednesday 21 November	0800hrs - 2100hrs	Space Only
Thursday 22 November	0800hrs - 2100hrs	Space Only
Friday 23 November	0800hrs - 2100hrs	Space Only
Saturday 24 November	0800hrs - 2100hrs	Space Only
Sunday 25 November	0800hrs - 2100hrs 1400hrs - 2100hrs	Space Only & Shell Scheme All crates & pallets removed from hall Aisle Carpet down
Monday 26 November	0800hrs - 2100hrs	Stand Dressing Only

All stand-fitting & construction **must** be completed by **2100hrs on Sunday 25 November 2018**.

Open Days

Tuesday 27 November	0845hrs - 1800hrs	Exhibitor access from 0800
Wednesday 28 November	0845hrs - 1900hrs	Exhibitor access from 0800
Thursday 29 November	0845hrs - 1700hrs	Exhibitor access from 0800

Please note: IBTM World will open at 0845 for Visitors and Hosted Buyers for the keynote sessions, which will begin at 0900.

Breakdown

Thursday 29 November	1800hrs - 2400hrs	Removal of portable exhibits & displays
Friday 30 November	0800hrs - 2100hrs	Space Only
Saturday 1 December	0800hrs - 1400hrs	Space Only

Halls must be clear of exhibitors, stand contractors and stand fittings including waste material, by **1400hrs on Saturday 1 December 2018**. Exhibitors will be charged for any carpet tape or stand construction materials left by their contractors.

CHECKLIST & SERVICE DEADLINE DATES

When ordering services with ServiFira, a surcharge cost increase of 30% will be charged for orders place from 14th November 2018.

Go to the online manual for Order Forms	Shell/Space	Deadline Date: 30% Surcharge starts	Suppliers
Stand Design Submission	SPACE	2 October 2018	Operations Team
Audio Visual Requirements	EVERYONE	13 November 2018	ACS
Shell Electrics & Lighting	SHELL	13 November 2018	Servi Fira
Space Only Electrics & Lighting	SPACE	13 November 2018	Servi Fira
Shell Scheme Additions	SHELL	13 November 2018	Servi Fira
Stand Package Order Form	SHELL	2 November 2018	Operations Team
Internet Connectivity	EVERYONE	13 November 2018	Servi Fira
Carpet/Flooring	EVERYONE	13 November 2018	Servi Fira
Stand Cleaning (Space only stands)	SPACE	13 November 2018	Servi Fira
Rigging	EVERYONE	13 November 2018	Servi Fira
Stand Catering	EVERYONE	21 November 2018	Gastrofira
External Catering Approval	EVERYONE	9 November 2018	SAIA Food Hygiene Consultancy
Graphics for Space & Shell Stands	EVERYONE	9 November 2018	Sundisa
Freight Forwarding/ Shipping	EVERYONE	15 November to Advanced UK Warehouse	ILS
Furniture Supplier	EVERYONE	13 November 2017	Servi Fira

DELIVERIES, STORAGE & LIFTING

Official Delivery, Freight, Fork-lifting & Storage Supplier

Contact International Lifting Services (ILS):

Tel: +44 (0) 24 7633 7955

Fax: +44 (0) 24 7633 6795

Contact: John Lawson Email: jl@i-l-s.co.uk

Contact: Sean Adriaanzen Email: sean@i-l-s.co.uk

Onsite ILS Offices

ILS will be based in Hall 3 and office times are for the duration of Build-up and Dismantling of IBTM World.

UK Advanced Warehouse

ILS operate an advanced warehouse for IBTM World so goods can be consolidated and transferred to the event meaning fewer vehicles, a cheaper cost for all exhibitors, and peace of mind your items will be on site when you arrive.

The deadline date for arrival of shipments at the ILS Coventry Depot is **Wednesday 14th November 2018**

All shipments arriving at the advanced warehouse must be sent with a pre-advise to the fax/email address shown below.

International Lifting & Shipping
C/o (Exhibitor Name & Stand Number)
IBTM World 2018
International House
Colonnade Point, Central Boulevard
Prologis Park
Coventry CV6 4BU
T: +44 (0) 24 7633 7955
F: +44 (0) 24 7633 6795
E: jl@i-l-s.co.uk

Delivery Address - direct to Venue from 21 November 2018

Goods arriving before 21st November will be held by the onsite venue company, RESA, and additional charges will apply. All deliveries must be addressed as follows:

IBTM World 2018
C/o International Lifting & Shipping
(Exhibitor Name, Stand Number)
Fira Barcelona
Recinto Gran Via
Avenida Juan Carlos I, 58-64
Hall 3

08908 L'Hospitalet de Llobregat
Barcelona, Spain

Neither the Venue nor the Organising team will accept or sign for any deliveries. Someone must be present on your stand to accept them.

We strongly recommend you use ILS services. They accept, hold and then deliver the items to your stand when you arrive (there is a cost to this). Sending items to an exhibition can be difficult, especially if you use a freight contractor not used to working in the exhibition environment. You can also use ILS Advanced Warehousing Option.

Courier Deliveries

If you do not use ILS, and chose to use another courier company for your deliver to IBTM World, please pass on your stand number, hall details, company name, contact name and telephone number of the person receiving the items onsite. If there is no one onsite to receive your courier delivery, your shipment will be received by our onsite freight contractor and a service charge will applied for holding and delivery.

DO NOT SEND MATERIALS BY POST/MAIL - BARCELONA POST OFFICE WILL NOT DELIVER TO THE VENUE.

ILS receive goods at Fira Gran Via from Wednesday 21 November until the show opens on Tuesday 28 November. Please contact ILS for courier reception charges and advice prior to sending your shipment.

Customs Arrangements

SPANISH CUSTOMS FORMALITIES (FOR NON-EUROPEAN UNION SHIPMENTS):

Shipments originating outside of the European Union must go through customs formalities upon arrival to Spain, and have an importer for the record (a company declaring to be the importer of your goods), otherwise the courier company cannot deliver your parcels onsite.

Barcelona Fairgrounds cannot be the acting importer, so if your parcels are addressed direct to the venue your shipment will be 'stuck' / stopped at customs. Even if your courier is instructed to clear customs of your goods, they cannot do this because the shipment has the wrong address on it for clearance purposes.

To help you, Resa can act as your importer and clear your parcels, when your shipment uses Resa's address. This service is chargeable, but avoids complications and delays, so please ask ILS or Resa before shipping your goods for a full quotation and advice.

If you wish to use the services of Resa, please address your shipment as follows:

RESA EXPO LOGISTICS / IBTM 2018
For: Exhibitor name / Booth nr.
C/Botánica - Entrada Nr. 4 - Fira Gran Via
08908 – Hospitalet (Barcelona)

All shipments must be accompanied by a proforma invoice and a description of the shipped items.

Important reminder: some products are restricted by customs and cannot be shipped to the event e.g. foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products and protected species. If there are any doubts, please contact us Resa/ILS before shipping.

Empty Case Storage - Removal and Return

All packing cases must be removed from the exhibition halls. You should therefore make prior arrangements for the safe-keeping of such items with ILS and collect the correct package labels.

Freight Arrival Dates

Barcelona Advance Warehouse latest arrival date:

Road Groupage 1 working day prior to goods required on the stand

Courier Shipments 1 working day prior to goods required on the stand

Freight Forwarding - European Road/Air/Sea

If your goods are coming from the UK to IBTM World 2018, contact ILS direct for information about their local agent who can assist you with all your shipment requirements.

Heavy Lifting - Forklifts/Cranes

Please remember to contact the ILS team early with details on large or heavy exhibits being brought to the event. The position of the exhibit may need early access in Build Up or special handling. ILS will co-ordinate this with the Operations Manager, and they are the only operator allowed to lift/unload on site.

Insurance

Exhibitor's must have adequate insurance for their goods when in transit to and from the exhibition, whilst at venue and/or when in storage and in transit to other destinations. ILS can provide quotation to insure your goods for you but this is on a request basis.

Tariff

Comprehensive quotations will be supplied upon receipt of consignment details where requested. Or a copy of our basic tariff can be sent.

Express Freight Service IBTM World to ILTM

Due to limited transit time between IBTM and ILTM this year, we are offering an express freight service from Barcelona to Cannes.

Quotations are available upon request.

VAT Reclaim

Overseas exhibitors can recover the VAT paid on many of their exhibition costs; please visit www.quipsound.com for further information.

VEHICLE ACCESS DURING SET-UP AND DISMANTLING PERIODS



ACCESS AND EXIT THROUGH: GATE 4 ONLY

Access Fee during Set-up and Dismantling Periods

There is a charge for vehicles accessing the venue during set-up and dismantling periods. Collect a ticket at Gate 4, and pay at the pay-ticket machine before leaving. Charges vary depending on your vehicle type and length of stay. Full details are below.

Vehicle access/exit is only by Gate 4, located in Carrer Botànica, Hospitalet, from 0800 to 2100.

Parking charges depends on:-

1. Type of vehicle:

Low/small: vehicles with clearance light = 2m (cars, minivans, 4x4, vans)

Medium: vehicles with clearance light between 2 and 3,5m (medium trucks)

High/large: vehicles with clearance light > 3,5m

2. Parking period:

The charge allows parking for a minimum period of time depending on the type of vehicle (see the table below)

After this time expires, any extension on time is charged at an hourly rate.

It is not permitted to park overnight (2100 to 0800) inside the venue premises. If this happens, the driver will be fined €300

Type of vehicle	Permitted Stationing Period	Access fee	Fee/hour (extension after stationing period)
Small	1 hour	2 euros	5 euros/hour
Medium	2 hours	5 euros	7 euros/hour
Large	3 hours	10 euros	12 euros/hour

SPACE ONLY EXHIBITORS & THEIR RESPONSIBILITIES

Exhibitors are responsible for their own stand design and construction.

No stand fitting (walling), electrics or carpet is provided by Reed Exhibitions on space only sites.

The Exhibitor should examine the area and site allotted to avoid costly adjustments to stand structures. Upon request, Organisers will provide detailed stand plots indicating the position of service ducts and pillars.

Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition.

The Exhibitor must ensure the Stand Build Regulations are applied within the stand design and layout. [Click Here](#) to read the relevant section.

If you have an appointed contractor, please email ibtmworldops@reedexpo.co.uk with their contact details.

STAND PLAN SUBMISSIONS – UPLOAD TO SCS (ONLINE)

This is a new online web based system for the submission, checking and management of stand designs. All relevant supporting documents need to be submitted to us by **2 October 2018**.

SCS allows you and your contractor to access and upload:

1. Stand plans – full dimensional drawings - showing proposed construction detail, with positions and dimensions of machinery exhibits
2. Stand Visuals
3. Risk assessments & method statements to support your stand design

Once you have uploaded them, you can check the status of your submission whilst it progresses towards gaining **Permission to Start Build**. Also other important show related information can be viewed on the SCS website.

Submissions and documents can also be uploaded by simply replying to any emails received the stand check system. Please ensure emails from this email address do not go into Junk. Simply [click here](#) to login in to your account or set up a new account and create a password. Your username is your email address.

The 'Contact' name set up for your stand is the person who booked the stand. They should add your details as the Contractor against the stand record in order for you to access the system and submit documents. If this does not happen, simply email ibtmworldops@reedexpo.co.uk and we will add your name against the stand.

IMPORTANT for Stand Contractors when managing stand-build, please ensure exhibitors add you as the Primary Contact in the Contact section on SCS. Then, by email, a link will be sent directly to them to access SCS and they can upload and manage the submission process (as applicable).

Below is a summary of the SCS web pages to help navigate the system:-

My Stands – A list of stands associated to you. To manage a specific stand, please select it from the list.

Status - Summary Status of the stand checking process. The stand checks are colour coded as follows:-

Red - No information received

Amber - Information received but not sufficient or will be subject to an onsite check.

Green - Check completed.

Permission to Commence Build is only issued once we are happy with the information received.

Show Info – Contains useful information i.e. exhibition timetable, official suppliers etc.

History - View all documents uploaded and emails sent.

Upload (new file) - Upload new documents on the stand design. Complete the document description and then select the file. If important information is sent with the document, please include this in the message section. When the file is uploaded, this note will be displayed in history.

Contact - All stand contact details. The Primary Contacts receive all direct communications from SCS. If a stand contractor is appointed, simply add their details and change them to the Primary Contact.

If you have any questions on this, please contact E: ibtmworldops@reedexpo.co.uk.

STAND BUILD & VENUE REGULATIONS

Below are all the Stand Build Regulations for Space only stands that apply to this event. You may also wish to refer to the Health & Safety section for further guidance as well as the e-guide.

Non-Complex Structures

For stands not exceeding 4m in height, detailed drawings, risk assessment & method statement must be submitted to the Operations Manager by the deadline below:

Deadline: 02 October 2018

Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or via a submitted risk assessment it has been found to be of significant risk. Structures over 4 metres in height, raised platforms and all suspended items are also considered to be complex structures.

For all stands exceeding 4m in height, with 2 storeys, or deemed by us to be complex structures, then drawings must be submitted using the SCS Online System to allow the venue, local authority and our structural engineers to consider the detail. This is required by **Deadline: 02 October 2018**

STAND CONSTRUCTION with A PLATFORM/FLOOR

All stands with a floor, structure, staircase or surface where or under which people stand that are over 50 cm. above ground level must present a construction certificate ("Certificado de Asume") signed by the competent engineer.

This certificate of construction can only be handed out by an architect or engineer, who is a member of the Architectural Association Barcelona (Colegio de Arquitectos de Barcelona), or can be requested with costs at the [Fira](#).

The following documents are requested by the Fira for the certificate of construction:

- List of the used building materials giving indication of their characteristics
- Scaled construction drawings including masses and relative elevations

- Static computation of the construction

The drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement & risk assessment is also required by law.

Please upload your stand designs & submission to the SCS Stand Checking System.

The details of any additional space rental charges for 2 storey stands are available from the IBTM World sales team.

PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE BUILD WILL NOT BE ALLOWED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

The Organisers' reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not submitted stand design drawings in accordance with these regulations

All stands, including waste, must be dismantled and removed by 1400 hrs on Saturday 1 December 2018. Only submit plans with a thorough method statement if you believe this can be achieved in the time frame available.

Staircases - When planning your double deck stand please ensure that staircases comply to the following:

1. The going of each step must be between 280mm and 425mm.
2. The rise of a flight between landings contains no more than 12 risers for a going of less than 350mm and no more than 18 risers for a going of 350mm or greater.
3. Single steps are not permitted.
4. A level landing must be provided at the top and bottom of each flight.
5. Doors must not swing across landings.
6. Rises must not be open.
7. A continuous handrail must be provided on each side of a flight and landings.

Aisles

Exhibitors and contractors are not to leave items in the aisles. Exhibitors/Contractors must remove all waste materials. Designated Emergency aisles must be kept clear at all times. A floor plan showing these aisles is in the Organisers Office onsite.

During the open period no objects must stick out from the stands into the aisles, nor must furniture, displays, or parts of the displays be placed in the aisles.

Alcohol and Drugs

Drinking of alcohol onsite during the build-up and breakdown phase is forbidden. The taking of drugs is strictly forbidden at all times.

Animals

Animals are not allowed on site unless they are part of the event. Written confirmation must be received from the Organisers 6 weeks before coming on site, as approval needs to be gained from the Local Authorities. Guide Dogs are permitted during the open period of the exhibition.

Balloons

Balloons are not permitted at IBTM World.

Catering

If catering and hospitality are part of your plans at IBTM World, we must make sure all exhibitors and their catering contractors understand and comply with current Spanish Law for the food and beverage served on their stand.

Recommended Caterers

Gastrofira is Fira Barcelona's catering department. They are used widely in Barcelona and all exhibition at Fira Barcelona and comply with all hygiene requirements.

A wide variety of fresh and delicious food is offered, including beverages and equipment delivered directly to your stand.

To place your catering order - go to the online ordering system in the manual.

Delivery information

A) Initial Request: please place your initial order for all the days of the event before **Tuesday 20 November 2018**.

Service cannot be guaranteed if your request is after this date.

B) Restocking during Exhibition: the online ordering system will open from **November 27 to 29, 2018** for restocking at the show. Please consider that for new onsite orders, some food items might not be available. We will always have a variety of options available.

C) Catering Delivery Service Times: The service times for the standard booth catering offer are as follows:

From 08:00 to 10:00 for drinks, snacks, tableware, pastries and fruit.

From 10:00 to 12:00 all other products.

E) Warranties: Once the catering products requested have been delivered and the client has signed the corresponding delivery note, goods may not be returned or exchanged.

Customized orders

If you cannot find what you are looking in the online ordering system, or you have special dietary requirements, or require a specialised personal offer for your stand or suite, please do not hesitate to contact Gastrofira Sales Department. They will work on a tailored catering offer for you and create something especially for you. If serving your own local or specialised culinary produce from your country or venue is important, Gastrofira may be able to secure or prepare this food for you.

Contact:

Ana Ruiz In charge of: Exhibitors

Tel: +34 9323 33126 Email: aruiz@firabarcelona.com

External Caterers - Requirements in 2018

The following regulation is to ensure food service is within Spanish Food and Hygiene Regulations, and will be normal practice for good caterers.

Please complete the Catering Declaration Form advising us on the type of food preparation being conducted on site. Is it Class A or Class B? See definitions below for guidance.

Access for catering vehicles and staff will be restricted only to those caterers who complete the Catering Declaration Form. Please note €300 per vehicle is charged if staying overnight. Usual venue day parking fees must be paid.

Class A – preparation and cooking of ingredients within kitchens on stands, assembly and consumption in venue. This class also covers service of high risk foods such as sushi from the stand, if prepared on or off site.

Class B – preparation and cooking of ingredients made off site (e.g. in hotel kitchens) or purchased off site, and then delivered to the exhibitor stand with low handling required on final assembly and consumed in venue.

All External caterers within Class A (see details below) must be certified by SAIA and hold a current SAIA Certification

If the external caterer you chose to use does not already have SAIA Authorization, there will be a fee: 275 € + VAT to gain this Authorisation from SAIA. Good Catering companies have SAIA to operate in their normal business, so most will already have SAIA Authorisation for 2016. Further information is also below:

[Class A - Food hygiene SAIA authorization to serve food in Fira Barcelona](#)

It is mandatory to have Food Hygiene Authorization (SAIA), in accordance to the criteria of the official Food Hygiene Consultancy **SAIA**.

1. Documents required

A. Food Hygiene Authorization in force to sell or serve food in Fira de Barcelona.

B. In case of not having it:

- a. Letter of commitment of compliance with the legislation in force, relative to food hygiene (Regulation 852/2004). (Example attached)
- b. Photocopy of the Sanitary Registration.
- c. Manual of the self-controlling system based on the Hazard Analysis and Critical Control Point (HACCP).
- d. Register of training of the food handling personnel.
- e. List of existing allergens in the offered products.

2. Basic facilities requirements (Verified on site)

- a. Installation of drinkable water (sinks), equipped with antibacterial soap and paper. Mandatory in case of food handling in the stand.
- b. Handling surfaces: smooth, non-permeable and easy to clean.
- c. Dispose the necessary equipment to maintain temperatures of food (hot food over 65°C / 149°F; cold food under 4°C / 39°F).
- d. Trash cans with non-manual opening lids
- e. Inside the exhibition halls it is not permitted to cook or heat with fire, material used for this purpose must be electrical. Any gas installation is prohibited.
- f. Electrical box 24 hours for refrigerators and machinery that need permanent supply.

Operators or suppliers who need water facilities must hire the point of supply and drainage through Servifira. The electrical panel, power and industry rates should be also hired directly with Servifira.

Fira de Barcelona accepts no responsibility for interruptions or irregularities that may occur in the water supply or electricity, due to the responsibility of the utility companies.

3. Handling Good Practice minimum requirements

- a. Samples of any food being consumed by more than 50 persons must be kept frozen for 5 days after the end of the event.
- b. Fulfilment of the food hygiene good practices (personal hygiene, use of jewellery, tied up hair, no use of cotton rags, no use of wooden tools, etc.)

- c. Transport of food in an isothermal environment to avoid breaking the cold chain.
- d. Use of exclusive uniforms to work.
- e. All personnel has to be in a healthy state that will not compromise the healthiness of the food (flu, badly covered wounds, etc.)

All documents asked in section 1 have to be sent to SAIA consultancy with a minimal of 15 days before the beginning of the event, to validate its contents. Send to:

Mr. Lluís Riera / Klaas Romani

Email: Iriera@saia.es / kromani@saia.es

Tel: +34 931 841 048

Fax: +34 931 841 049

SAIA will perform on site audits, during the event, to verify compliance with the different requirements.

If the external caterer does not already have SAIA Authorization, there will be a fee: 275 € + VAT, Once the documents have been checked and if they fulfil the requirements, SAIA will issue the corresponding invoice, which must be paid by the operator/supplier, submitting proof of the transaction. Once done, SAIA will issue the Food Hygiene Authorization to sell or serve food in Fira de Barcelona.

Passes for External Catering Companies

IBTM require in advance (by email) a list of all catering personnel, their supervisors name and mobile number and the registration details of any vehicles coming on-site. Upon receiving this badges are issued on pre-open days from the Organisers Office. Please note that vehicles will be permitted for delivery only, and must be removed from site as soon as they are unloaded. If parking on site, they must pay the venue parking fees.

All catering companies must ensure that all generated waste as a result of their services is removed from the venue immediately. Dumping material or disposing of it in venue waste bins is strictly prohibited. Companies not complying with this condition will be charged a waste removal fee by Fira Barcelona or may have their access rights revoked.

Non-official catering companies are required to hire a minimum of one 240 litre catering waste container per stand and day, prior to being granted their vehicle access passes. 85,75€ (VAT not incl) x bin.

To contract your catering waste containers please refer to ServiFira online ordering website

[ServiFira online ordering website.](#)

Children

No one under the age of sixteen years will be able to attend IBTM World 2018 unless accompanied by a parent or guardian who is the holder of a valid entry badge. Persons under the age of sixteen years admitted under these conditions will not be required to wear a badge or pay for entrance.

Chipboard

Please note that chipboard, particle-board and low-density fibreboard (LDF) is not suitable for construction and in particular of weight bearing structures. The H&S Manager and Structural Engineer will identify stands that do not comply during the build process and all necessary remedial work must be completed before the stand will be permitted to open.

Cleaning

It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you, which means your bins are emptied and carpets are swept every morning; however this does not apply to the top of the two-story stand where a charge will be made. As is usual, the cleaning of exhibits will remain your responsibility, as will any special services that may be required such as the removal of bulk rubbish.

For further cleaning services, please contact:

Tel: +34 93 233 39 02

Email: info@eclean.es Web: www.eclean.es

PLEASE NOTE that you may incur charges if you or your contractor leave excess waste during build up and breakdown.

Demonstrations & Seated Audiences

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within the gangway and/or nuisance to any other Exhibitor, the Organisers reserve the right to cancel the presentation/demonstration or restrict the noise frequency and timings.

Dilapidations

Please remember the exhibitor is responsible for making good any damage caused to the fabric of the Venue, by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance.

Please use a recognised low tack adhesive tape when fixing any carpet direct to the hall floor. ALL CARPET TAPE MUST BE REMOVED at the end of the event. ANY CHARGES INCURRED BY THE ORGANISERS AS A RESULT OF FAILURE TO REMOVE CARPET/CARPET TAPE WILL BE PASSED ONTO THE EXHIBITOR.

Dividing Walls

On divided sites, you are responsible for erecting and decorating the side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a plain neutral colour only. The minimum height for dividing walls is 2.5m. The maximum height for dividing walls of single-storey stands is 6m.

Double Deck Stands

Written application for permission to design stands of 2 storeys must be made directly to the organisers. Such stands may be built to a maximum height of 6m (including any name sign or trademark).

The details of any additional space rental charges for 2 storey stands are available from the IBTM World sales team.

In the interests of the Exhibition as a whole, we reserve the right to determine the position of any 2-storey structure within a stand. The area occupied by the structure must not be greater than 50% of the total stand space. All 2 storey stands are classified as complex stands and charges will be made for structural approval.

Please be aware that we have a limited breakdown tenancy, all stands must be dismantled and removed by 1400hrs on Saturday 1 December 2018, including waste. Only submit plans with a thorough method statement if you believe this can be achieved in the time frame available.

Staircases

When planning your double deck stand please ensure that staircases comply to the following:

- The going of each step must be between 280mm and 425mm.
- The rise of a flight between landings contains no more than 12 risers for a going of less than 350mm and no more than 18 risers for a going of 350mm or greater.
- Single steps are not permitted.
- A level landing must be provided at the top and bottom of each flight.
- Doors must not swing across landings.
- Rises must not be open.
- A continuous handrail must be provided on each side of a flight and landings.

Dust

Sanding, the use of solvents and any other activities that creates dust (an airborne hazard) must be controlled at all times. Equipment with dust extraction and non-hazardous alternatives should be used. MDF may not be machined on site, as its dust is hazardous to health.

Early/Late Working

If you have appointed a stand contractor to build your open space stand, you must be certain the design of the stand allows it to be built within the specified times in the Exhibition timetable.

Early or late working outside of the published Exhibition Timetable will not be permitted.

Electrical Installations

All electrical installations will be carried out in accordance with low-voltage electrical engineering regulations and associated directives.

Installation must be carried out by an electrician approved by the Department of Industrial Services of the Generalitat de Catalunya, with the completion of the pertinent installation report.

Mains connection shall be carried out by operatives of the Official FIRA Service, after payment of outstanding invoices for the installation permit issued by the Industrial Services of the Generalitat. Access to the connection boxes by any person not employed by the Official Services of the Fira de Barcelona is prohibited.

If installations of 50Kw or higher are to be used, an electrical plan must be submitted, prepared by a competent technician and stamped by the relevant professional association.

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. All electrical installations should be carried out by the official contractor.

During build-up initial connections are made as early as possible, but some cases this may mean the opening morning if the stand (or block of stands) is not complete.

The power to all stands will be switched off 15 minutes after the close of show each day.

Please remember to order a 24 hour supply for the open period if required e.g. refrigerator.

Temporary power supplies for actual construction of the stand should be arranged with the official supplier ServiFira. Power must not be taken from cleaners' sockets or other hall sockets.

Specify your requirement using a grid showing the correct position for lights and sockets – if the grid is not submitted, the items will be located at the discretion of the official contractor and costs levied for any changes required on-site.

Basic loading guidelines for socket outlets:

500 watt socket	Laptops, PC Computers, TVs, videos, spotlights to 500w & refrigerators
1000 watt socket	Domestic filter coffee machines & lighting up to 1000w
2000 watt socket	Kettles* & machinery up to 2000w
3000 watt socket	Hired coffee machines, machinery 2000w - 3000w

* These appliances vary in power requirements and subject to type and manufacturer. It is therefore essential the reference tag or plate is fitted to each appliance and under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket ordered.

The exhibitor is responsible for ordering adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site checks will be carried out by the appointed Health & Safety Officer, as well as the official contractor. In all cases the decision of the Organiser and its appointed representative is final.

Ensure there is sufficient and correctly installed, rated power sockets to prevent using extension leads and long trailing flexes. If used, extension leads must have correct fuses and are limited to one per socket. Multi-sockets must not be used.

Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the organisers' prior written permission.

Equality Act

It is the exhibitor's responsibility to remove all barriers to service and comply with the Equality Act. Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand is it needs to be accessible to all. Please note the following when designing your stand:

- Ensure there is enough space on your stand. The Act requires a 1.2m aisle width – only 750mm for an internal door – so 750mm may be enough
 - The gradient of any ramp should be no greater than 1:12
 - If a stand is a double-decker, and not practical to fit a lift. So, please ensure any services – such as refreshments can be brought downstairs on a tray for those who need it.
 - A serving counter no higher than 760mm should be available or a lap tray provided for the convenience of disabled people
-

Fire and Safety Regulations

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

Materials employed in different types of construction must meet applicable regulations. Amongst the provisions of the different regulations, worthy of especial note is the fire resistance of materials, such as those used for covering floors, which shall be of M3 level, and that used in the construction of walls and ceilings, which shall be M2. Similarly, decorative elements employed should not be easily flammable.

Flammable materials may not be used for the construction or assembly of stands. Fabrics must be fire retardant AT ORIGIN (MANUFACTURE) and should include the relevant certificates.

The use of spray pistols, as well as celluloid lacquer paint, to paint inside the halls, is strictly forbidden. This prohibition extends to inflammable liquids and the use of aerosols containing gas.

Timber Used in Stand Construction & Displays

All timber under 1 inch thick must be impregnated (pressure process) to BS476 PART 7 CLASS 1 Standard. Boards, plywood, chipboard etc. must be treated in the same way if they are under 18mm thick. Timber over 1 inch thick need not be treated & MDF is acceptable in most cases. Treated boards will have BS 476 - PART 7 - CLASS 1 marked on them.

Plastics / Stand Dressing

All plastics must conform to BS 476 - PART 7 - CLASS 1 Fire Regulations. Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED.

Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS 476 PART 7 and are marked as such. Plastic security night-sheets must also conform to the above standard.

Fabrics Used in Displays

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS 5438 & BS 5852. Certain fabrics need not be proofed, e.g. wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (Not Draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Only water based paints must be used.

First Aid

The Medical Centre, which is located opposite stand C15, can be contacted through a member of the control centre on 93 233 41 00 or use the emergency buttons, or the Organisers' Office. If an ambulance is required, please do not call the emergency services directly; inform a member of the exhibition team who will contact the relevant authorities.

Flooring

Open space sites are not carpeted - exhibitors must provide their own floor covering.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the organisers.

Nothing may be structurally attached to the floor of the Exhibition premises without the written consent of the Venue. Carpet may only be fixed to the venue floor with approved carpet tape. All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

Please note that if you are going to order any services, they have to be drawn from ducts within the stand space, not from ducts in the gangway. If you would like a drawing showing where the ducts come up in your stand, please email ibtmworldops@reedexpo.co.uk.

If you would like to order a platform floor on your stand then please [contact the Fira directly](#).

Floor Loading Restrictions

Maximum floor loading is 5,000kg per square metre. If you are exhibiting any items over this weight please inform the Operations Team as soon as possible to see if it's possible.

Gangways and Emergency Exits

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

Bridging and carpeting over gangways have specific rules and you should contact the organisers for further information before any arrangements for your stand are made.

Hanging Wires

Do not leave these hanging below head height and they must be marked with hazard tape so they are easy to see.

Health and Safety

Please go to the [Health & Safety section](#) for full details.

Height Limit

The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval.

Please be aware that we have a limited breakdown tenancy. All space only stands, including waste, must be dismantled and removed by 14.00hrs on Saturday 1st December 2018. Only submit plans for stands that are over 4m with a thorough method statement if you believe this can be achieved in the time frame available.

For all stands exceeding 4m in height, with 2 storeys, with a platform exceeding 500mm in height, or deemed by us to be Complex Structures, please send your plans by Tuesday 2nd October.

For stands not exceeding 4m in height, please send your plans by Tuesday 2nd October.

Please send ALL plans via the new online system.

Hot Work Permit

All hot works are subject to a hot working permit obtainable from the organiser's office.

Lifting and Logistics

Please refer to the [Deliveries, Storage and Lifting section](#) of the manual.

LPG

All non-mains Flammable Gas including Compressed Gas & LPG (Liquified Petroleum Gases - Propane, Butane, etc) is prohibited on the premises at all times unless the venue is satisfied that exceptional circumstances apply and its prior consent is obtained.

Maintenance

Maintenance work is NOT permitted on stands during the exhibition open hours.

If maintenance work is required, this can be arranged for after the Exhibition closes any evening but you must advise the Organiser by 14.00 hrs on the same afternoon so arrangements can be made for access of workmen and lighting.

Mobile Exhibitions Units/Trailers

Mobile Exhibition units, caravans or similar vehicles are not permitted without prior written consent from the organisers.

Organiser's Right to Change Stands and Floor Plan Layout

In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the Exhibitor concerned.

The exhibition floorplan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the exhibition floorplan.

Parking

There is an underground car park at the venue - entrance at the front of the Fira. Pre-paid tickets should be purchased at the Customer Service desk, located inside the venue premises.

Payable onsite (at the car park)

Build-up/dismantling and Show period: €3.00 per hour

Pre-paid Tickets

Day ticket (show period): €24,10

Last day of build-up + 3 days of show: €53,45

A combined ticket of build-up; 3 days of show and breakdown: €73,85

Please note that all these prices include +21% VAT

Small vehicles can use parking A , located in front of the south access. Pre-paid tickets should be purchased onsite at the Customer Service Desk.

Medium and large vehicles can park at parking Iglesias, located close to the Montjuic venue, in Avda Montanyans s/n, Barcelona (telf. +34 93 425 00 31). The fee per day in Parking Ingelsias is around 25-35€, depending on the type of vehicle.

Platforms

We strongly recommend that all space only stands have a platform. The services at Fira are not on continuous ducts and the service duct on any stand may service more than one stand.

Platform access

All platforms must have a trap door above the service duct in use to allow the venue team to access the duct in the event of an emergency.

For full details and technical information about access to services, please [click here](#).

Radio Frequency

If you are using wireless microphones it is your responsibility to ensure they are licensed appropriately with Ofcom PMSE. The use of the range 790 – 862 MHz 69 is no longer legal, with the exception of 823 – 832 MHz which requires a UHF Shared Licence. Microphones which use Channel 70 (863.100 – 864.900 MHz) is licence exempt. Ofcom licensing only applies to wireless microphones and not to microphones cabled to a speaker or desk.

Please [click here](#) for full information.

Rigging

All rigging must be submitted as part of the stand plan and is permitted above all space only stands subject to the following:

Banners and/or Lighting Rigs: These must be shown on plan with weight loading and dimensional drawing submitted to ServiFira for quote, and to Organisers for checking.

Clad lighting Rig/Ceilings Structures and any other fitting: These must be shown on plan and weight loading and dimensional drawing submitted to ServiFira for quote. Full dimensional drawings of both the exterior and interior structure must be submitted as part of the stand plan process. Should an engineer's approval be required, we will advise you of this and any charges that may be incurred.

Servifira will be providing rigging at IBTM World 2018. [Click here](#) to submit your request.

Risk Assessment & Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. This risk assessment is to be submitted along with stand plans.

For templates and guidance on producing a Risk Assessment or Method Statement, please [click here](#).

Signage

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or where they overhang gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia which, in our opinion, is causing a nuisance to any other Exhibitor.

Smoking Policy

Smoking within the halls during the build-up and breakdown phase is forbidden. It is an offence to smoke or to knowingly permit smoking on the premises. If you observe someone smoking, please inform a member of the exhibition team.

Stand Number Panel

A stand number panel must be displayed on every open side of the stand.

Storage

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases, cases or large quantities of packing materials, please contact the official Freight and Storage contractor, ILS, details of which can be found within the [Deliveries, Storage & Lifting](#) section of this manual.

VAT Reclaim

Overseas exhibitors can recover the VAT paid on many of their exhibition costs; please visit www.quipsound.com for further information.

Vehicles for Display

Please notify the Operations Team in writing if you wish to display a vehicle on your stand. The following precautions must be followed when displaying a vehicle:

- The fuel tank must contain only sufficient fuel to move the vehicle out of the building
 - The fuel cap shall be locked in place
 - The fuel tank shall not be replenished in the venue
 - A drip tray must be placed under the vehicle to catch oil
-

Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the Venue and Local Authority. If an exhibitor erects a stand which does not conform fully and in all respects to the requirements of the organiser, Venue and Local Authorities, the organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitors expense and to make it conform to the regulations and

requirements. Local Authority decisions are final.

Walling in Open Sides

Long runs of walling along open perimeters of stands must be avoided. Just 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. Any walling exceeding 50% of any open side should be set back 0.5m from the open perimeter of the site.

Water Features

Water features that create mists and sprays such as fountains create the risk of the spread of Legionella bacteria in the air that can cause Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing. If you are intending to have a water feature on your stand please confirm the details in writing to the Operations Team so that written approval can be given.

Water and Waste

If you require water or waste on your stand please contact ServiFira direct:
Tel: +34 93 233 2000 or [click here](#)

Wi- Fi Connectivity

Reed Exhibitions and Fira de Barcelona (the venue) must protect the Wi-Fi signal during this event so everyone has a successful exhibiting experience. The Venue has invested in a high-grade Wi-Fi product system, which can be fine-tuned to achieve the desired requirements for each event, e.g. Mobile World Congress 2017.

To benefit all exhibitors, **all Wi-Fi connections will be managed by the Venue only**. To achieve this, private Wi-Fi Access Points (APs) are not allowed on stands as it disrupts the venue service. State of the art Wi-Fi scanning equipment will detect any privately managed APs installed in exhibitor booths and a penalty process activated if they are found.

Reed Exhibitions has allocate all main stand holders with one (1) free of charge enhanced Wi-Fi connection per stand which operates on 5GHz only and has a 8 Mbps bandwidth. Additional connections can be purchased for event days at 15€ for each device. This is available on the ServiFira ordering portal or on-site at the service desk.

Complimentary WiFi is provided throughout the venue for everyone to use. Users are limited to a maximum **bandwidth of 2mbps**, and it is an unsupported network (i.e. no assistance from IT support) and its suitable for light internet browsing only. Your mobile devices will identify which network to use (SSID). There are 2 available. Simply connect to either:

5 GHz – for new devices e.g. iPhone and smartphones. SSID: **IBTM_free_wifi**

Password: ibtm2018

Or,

2.4 GHz - for older devices e.g. over 5 year old. SSID: **IBTM_free_wifi_legacy**

Password: ibtm2018

To gain best service from the Venue's service, we strongly recommend 5GHz devices. All wireless services, regardless of location or service provider, may be subject to interference. Such interference can lead to loss of connectivity, slow network traffic and poor performance at busy times.

For presentations, streaming content or order systems or other processes that are business critical on your stand, we strongly recommend ordering wired internet service as this is the most reliable access for your business.

If Fira discovers rogue networks, the offending exhibitor will be asked to rectify the issue immediately. If the exhibitor's technician is not on-site or they need to speak to their IT department, there is a maximum time period of 1 hour to rectify the problem. If the network is still operating outside of the Venue guidelines after this time, we will switch off the internet connection until the problem has been rectified.

Please contact ServiFira using their ordering portal or on-site at the service desk to order services or any further service information.

Working at Height

Working at height is to be in accordance with LOLER and the Working at Heights Regulations. All rigging from the roof is to be carried out by the official venue rigging contractor.

All working at heights is subject to risk assessment, so ALL working platforms must have guardrail, mid rail and toe board. Tools are to be kept on lanyards as far as is reasonably practicable. Static and mobile access working platforms must be fit for purpose (see working platforms below).

Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used. Operatives working at height other than on a static working platform designed for that purpose (e.g scaffold) must be clipped on. Operatives working at height must have suitable head protection e.g bump caps.

Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g hard hats.

Work Equipment and Tools

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

Working Platforms

- a. All working platforms are to have a guardrail, mid rail and toe board.
- b. Mobile access towers must be correctly constructed and fit for purpose.
- c. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base

width indoors and 3 x shortest base width outdoors).

d. Mobile access towers may not be moved whilst in use and wheels must be locked off.

e. Ladders must be footed or tied off and used in accordance with Construction (Health, Safety & Welfare) Regulations. The use of domestic ladders and steps is strictly forbidden.

All of the above is a summarised guide. For full details on any particular aspect you must seek professional advice for instance look on the HSE website hse.gov.uk or feel free to seek advice from the Operations Team.

HEALTH & SAFETY

EU Directives for Operations in the EU

For companies in the EU, please refer to the following EU Directives:-

EU Framework Directive 89/39*, EU Workplace Directive 89/654, EU Workplace Equipment Directive 89/655, EU Personal Protective Equipment Directive 89/656, EU Manual Handling of Heavy Loads Directive 90/269 and EU Display Screen Equipment Directive 90/270, EU Working at Heights Directive 2001/45, EU Noise at Work Directive 2003/10/EC.

*Article 9 of the EU Framework Directive requires a risk assessment as follows:

The employer shall: be in possession of an assessment of the risks to safety and health at work, including those facing groups of workers exposed to particular risks; decide on the protective measures to be taken and, if necessary, the protective equipment to be used.

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Manager.

Please make sure you read through all the following details and have understood our Health and Safety rules and regulations and you agree to abide to them. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you. If you would like to view the general health and safety site rules with regards to safe working and for the various emergency procedures then please contact the [Operations Department](#).

If you would like to view the Emergency Procedures then [click here](#).

Policy Statement

Reed Exhibitions aims to set the benchmark standard for managing health and safety in exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running a public event places a special responsibility on Reed Exhibitions and extends our duty of

care not only to our staff but also to exhibitors, contractors, venue staff and visitors. The Exhibition Director, supported by the Operations Team will:

- Allocate sufficient resources to meet health and safety objectives
 - Provide adequate control of risks arising from our work activities
 - Consult with the venue, exhibitors and contractors on safety matters
 - Provide relevant health and safety information to employees and others
 - Ensure all employees are competent to undertake all required activities
 - Employ a competent exhibition contractor
 - So far as is reasonably practicable prevent accidents and cases of work related ill health and maintain safe and healthy working conditions.
-

Risk Assessment

Reed Exhibitions has carried out suitable and sufficient event Risk Assessment, details of which can be obtained from the Organiser's Office if you so require. However, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

A template available for your convenience for [download here](#) or feel free to contact the Operations Executive on the show. There's also extra reading material from the HSE website in the form of the [5 Steps to Risk Assessment](#)

Exhibitors' and Contractors' Legal Duties

As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build-up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.

- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand the organiser has obtained the shell scheme contractor's risk assessment so you don't need to worry about this.
 - Ensuring that your staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
 - Ensuring that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures that can be found by [clicking here](#).
-

Stand Designer's Legal Duties

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

Items to be submitted to Reed Exhibitions by Exhibitors' Contractors

- Exhibitor's Health and Safety Declaration - please complete the form
- The name of your nominated health and safety representative on site
- A copy of risk assessments and method statements covering the build-up and breakdown of your stands
- A copy of your stand plans (not shell scheme)
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:
 - Flammable substances or naked flame
 - Pressurised gases such as LPG
 - Hazardous chemicals and substances
 - Ionising radiation
 - Water features
 - Demonstrations
 - Visitor treatments - e.g. massage

Items to be submitted to Reed Exhibitions by Organiser's Contractors

- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. **Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor**
- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- Organiser's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building

OFFICIAL SUPPLIERS

Accommodation

Pacific World Event Management

Diputation, 238-244-Planta 3

E-08007 BARCELONA

Spain

Ground Transport

Aurélie Cambon

Tel : (+34) 934 827 175

Mob : (+34) 647 32 12 36

E: aurelie.cambon@pacificworld.com

AV & Computer Rental

ACS audiovisual solutions

Marco Noordegraaf

E: ibtm@acsaudiovisual.com

Tel : +31-20-606 93 40

Catering

Gastrofira

Tel: +34 93 233 20 00

Email: acatering@firabarcelona.com

GastroFira

Av. Reina Ma Cristina S/n

08004 Barcelona

Online Ordering

Stand Catering

Tel: +34 93 233 20 00

E: acatering@firabarcelona.com

Special Requests / Appetizers / Cocktails

Contact: Ariadna Mele Gallardo /Sara Colaianni

Tel: +34 93 233 39 13

E: amele@firabarcelona.com / scolaianni@firabarcelona.com

ASPIC Catering

T. +34 93 414 40 21

E. aspic@aspic.es

W. www.aspic.es

ANTARA Catering

T. +34 93 233 4755

E. antara@antaracatering.com

W. www.antaracatering.com

PARADIS Catering

T. +34 93 002 52 55

E. comercial@paradis.es

W. www.paradiscatering.com

Cleaning

ServiFira

Av. Reina Ma Cristina S/n

08004 Barcelona

T: +34 93 233 2000

F: +34 93 233 2080

E: Sandra Bielsa sbielsa@firabarcelona.com

Electrics

ServiFira

Av. Reina Ma Cristina S/n

08004 Barcelona

T: +34 93 233 2000

F: +34 93 233 2080

E: Blanca Claparols bclaparols@firabarcelona.com

E: Sandra Bielsa sbielsa@firabarcelona.com

Floral

ServiFira

Av. Reina Ma Cristina S/n

08004 Barcelona

T: +34 93 233 2000

F: +34 93 233 2080

E: Blanca Claparols bclaparols@firabarcelona.com

E: Sandra Bielsa sbielsa@firabarcelona.com

Freight Forwarders

International Lifting & Shipping

International House

Colonnade Point

Central Boulevard

Prologis Park

Coventry

CV6 4BU

T: +44 (0) 24 7633 7955

F: +44 (0) 24 7633 6795

Contact: Sean Adriaanzen

E: Sean@i-l-s.co.uk

Contact: John Lawson

E: jl@i-l-s.co.uk

Furniture & Floorcovering

ServiFira

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
F: +34 93 233 2080
E: Blanca Claparols bclaparols@firabarcelona.com
E: Sandra Bielsa sbielsa@firabarcelona.com
E: Montserrat Rente Sarda mrente@firabarcelona.com

Graphics

Sundisa

C/ Botànica, 73-75 08908
L'Hospitalet de Llobregat

Tel. +34 93 263 05 00
Fax. +34 93 263 04 56
info@sundisa.es
<http://sundisa.es/en/>

IT & Communication Services

ServiFira

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
F: +34 93 233 2080
E: Blanca Claparols bclaparols@firabarcelona.com
E: Sandra Bielsa sbielsa@firabarcelona.com

Lead Capture Scanners

Livebuzz

Richard Wearing
E: exhibitors@livebuzz.co.uk
T: +44 (0) 2476 711 493

Lifting & Equipment

International Lifting & Shipping

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry
CV6 4BU

T: +44 (0) 24 7633 7955
F: +44 (0) 24 7633 6795
Contact: Sean Adriaanzen

E: Sean@i-l-s.co.uk
Contact: John Lawson
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Press & PR

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Rigging Supplier

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Shell Scheme Accessories

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Stand Design & Construction (space only sites)

SmartSpace
Gateway House
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BuildUp

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VAT Reclaim Service

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Water & Compressed Air

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