



ibtm[®] world

barcelona, spain
17 - 19 november 2015

Contractor Manual

1st publish – 03.08.15

All forms are available on-line to complete

ibtmworldops@reedexpo.co.uk

Exhibition Timetable

Build Up

Wednesday 11 November	0800hrs - 2100hrs	Space Only
Thursday 12 November	0800hrs - 2100hrs	Space Only
Friday 13 November	0800hrs - 2100hrs	Space Only
Saturday 14 November	0800hrs - 2100hrs	Space Only
Sunday 15 November	0800hrs - 2100hrs	Space Only & Shell Scheme
Monday 16 November	0800hrs - 2100hrs	Stand Dressing Only

All standfitting & construction **must** be completed by 2100hrs on Sunday 15 November 2015.

Open Days

Tuesday 17 November	1000hrs - 1800hrs	Exhibitor Access from 0800
Wednesday 18 November	1000hrs - 1900hrs	Exhibitor Access from 0800
Thursday 19 November	1000hrs - 1700hrs	Exhibitor Access from 0800

Please note that the exhibition hall will be open from 0900hrs each day, so please ensure that stands are ready for business by this time. The official opening time for the exhibition is 1000hrs at which point the Hosted Buyer appointments, trade visitor access and business will commence.

Education sessions begin prior to the official opening from 0900hrs onwards, and in order to allow entrance to the sessions for trade visitors and Hosted Buyers, there maybe some access via the show floor. However, no access will be permitted to the show floor for business purposes at this time.

Breakdown

Thursday 19 November	1800hrs - 2400hrs	Removal of portable exhibits & displays
Friday 20 November	0800hrs - 2100hrs	Space Only
Saturday 21 November	0800hrs - 1400hrs	Space Only

THE HALLS MUST BE CLEAR OF ALL EXHIBITORS, STAND CONTRACTORS AND STANDFITTING, INCLUDING WASTE MATERIALS, BY 1400 HRS ON SATURDAY 21st NOVEMBER. EXHIBITORS WILL BE CHARGED FOR ANY CARPET TAPE OR STAND CONSTRUCTION MATERIALS LEFT BY SPACE ONLY CONTRACTORS.

Deliveries, Storage & Lifting

This section contains information on how to get items **delivered** to IBTM World, how you can **store** them (if you don't have enough room on your stand) and if you have any **heavy items** how you can get these delivered and moved around the exhibition.

Contractor Badges

Contractor passes are required by any personnel that will be entering the exhibition during the **build up** and/or **breakdown** only e.g. delivery men, stand contractors etc and these will be issued on arrival by security or from the organiser's office.

Please note: Those that have already registered for an exhibitor badge will be able to use these throughout the whole of the on site period, including build and breakdown - there is no need to request a separate pass.

Courier Deliveries

ILS have been appointed by Reed Exhibitions as the official freight handling contractor for IBTM World.

The following instructions are to assist all exhibitors/contractors in the smooth flow of freight to and from IBTM World.

If you require further information regarding your freight forwarding please do not hesitate to contact ILS:

Tel: +44 (0) 24 7633 7955

Fax: +44 (0) 24 7633 6795

Contact: Kelly Gouveia

Email: Kelly@i-l-s.co.u

Contact: John Lawson

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

If sending deliveries through another courier company please ensure they have your stand number, hall details, company name, contact name and telephone number of the person who will receive the package 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 apply.

Do not send your materials by post/mail - Barcelona Post Office will not deliver to the venue.

ILS will be receiving goods at Fira Gran Via from Wednesday 12 November through to show open on Tuesday 18 November. Goods arriving before 12 November will be received by the onsite logistics company RESA and additional charges will apply.

Please contact ILS for courier reception charges and advice.

Customs Arrangements

There is an office of the Barcelona Customs at Fira Barcelona fairground. Its opening hours are 8.30am - 14.00pm and 16.00pm - 18.00pm from Monday to Friday (working days).

Tel: +34 93 233 20 98

Fax: +34 93 233 25 64

During the assembly and installation periods of international events, this Customs Office receives and clears for display the materials and goods which do not come from the European Economic Community (E.U.).

The name of the respective event, followed by 'Fira de Barcelona/Barcelona Trade Fair', should be written in a visible place on all packages. Also written on the packages should be the name of the Exhibitor, the Venue, the number of the Pavilion and the stand number.

The materials and goods from non-Community countries which are sent to the venue without free clearance should be formally documented with Community Transit (T.1), Interior Transit issued by another Spanish Customs, or else an A.T.A. Carnet (Article 673 of the E.E.C. Regulation No. 2454/93 or 2/7/93, Chapter 5, Section 2, Subsection 1, Letter B).

Once the respective event is finished, and prior to the exit of the goods, the Exhibitor should submit a written statement to Customs in which he declares the distributed samples, brochures and advertising articles which came from non-Community countries.

The redispach of materials and goods of foreign origin, once the respective event is finished, should also be performed through the Customs Office situated in Fira Barcelona fairground.

You are advised to appoint a freight-forwarding contractor who can arrange clearance on your behalf, as well as transport to and from the Fira Gran Via. Please contact ILS for a list of representatives in your country.

Delivery Address

All deliveries to the show, must be addressed to:

Contact Name and Mobile Number, Company Name & Stand Number

IBTM World 2015

Fira Barcelona

Recinto Gran Via

Avenida Juan Carlos I, 58-64

Hall 3

08908 L'Hospitalet de Llobregat

Barcelona Spain

PLEASE NOTE that neither the Venue nor the Organisers will accept or sign for any

deliveries. Please make sure that there is someone present on your stand to accept deliveries. Alternatively contact our official courier contractor, ILS who will accept deliveries and deliver them to your stand on your arrival for a charge.

Direct Deliveries to Barcelona

Sending shipments to an exhibition can be difficult, especially if you use freight contractors who are not used to working in an exhibition environment.

If you are sending shipments we advise you to book and use the ILS service who will accept, hold and deliver the items to your stand when you arrive.

Please send your shipments to:

IBTM World 2015

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

Empty Case Storage - Removal and Return

Packing cases must be removed from the exhibition halls. You should therefore make prior arrangements for the safe-keeping of such items with ILS.

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 you are an exhibitor or stand constructor outside of the UK and require assistance to move your goods to IBTM World 2015 you can contact ILS direct for information of their local agent that can assist with all your shipment requirements.

Heavy Lifting - Forklifts/Cranes

Please contact International Lifting and Shipping at the earliest opportunity with details of large or heavy exhibits. These may need to be positioned in the early part of the move-in and may require special handling. ILS will operate all lifting/unloading equipment onsite.

Insurance

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and/or in storage and also in transit to other destinations. ILS can obtain a quotation to insure your goods for you but this

is on a request basis.

Marking Cases

Cases should be clearly marked on at least 2 sides as follows:

Name of Exhibitor

IBTM World 2015

Hall Number, Stand Number

Case Number (e.g. 1 of 5, 2 of 5, 3 of 5 etc where consignment is 5 cases)

Gross weight (in KGS)

Net weight (in KGS)

Dimensions (in CMS)

Onsite Offices

ILS will be based in Hall 3 and our office operations times are for the duration of the build up and breakdown periods for IBTM World.

Packing

Packing should be designed with internal padding & battens, suitable for the nature of the goods and the intended mode of transport, and to be able to withstand both outward and return journeys, it should be capable of easy unpacking and repacking.

Tariff

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

UK Advanced Warehouse

ILS will be operating an advanced warehouse for IBTM World where goods can be consolidated and transferred to the show site ensuring fewer vehicles to Fira Gran Via and peace of mind your shipment is on site when you arrive and cheaper costs for all exhibitors. Please contact us with your requirements.

Deadline date for arrival at our Coventry Depot is Wednesday 4th November 2015

All shipments arriving at our advanced depot 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 2015

International House

Colonnade Point

Central Boulevard

Prologis Park

Coventry

CV6 4BU

T: +44 (0) 24 7633 7955

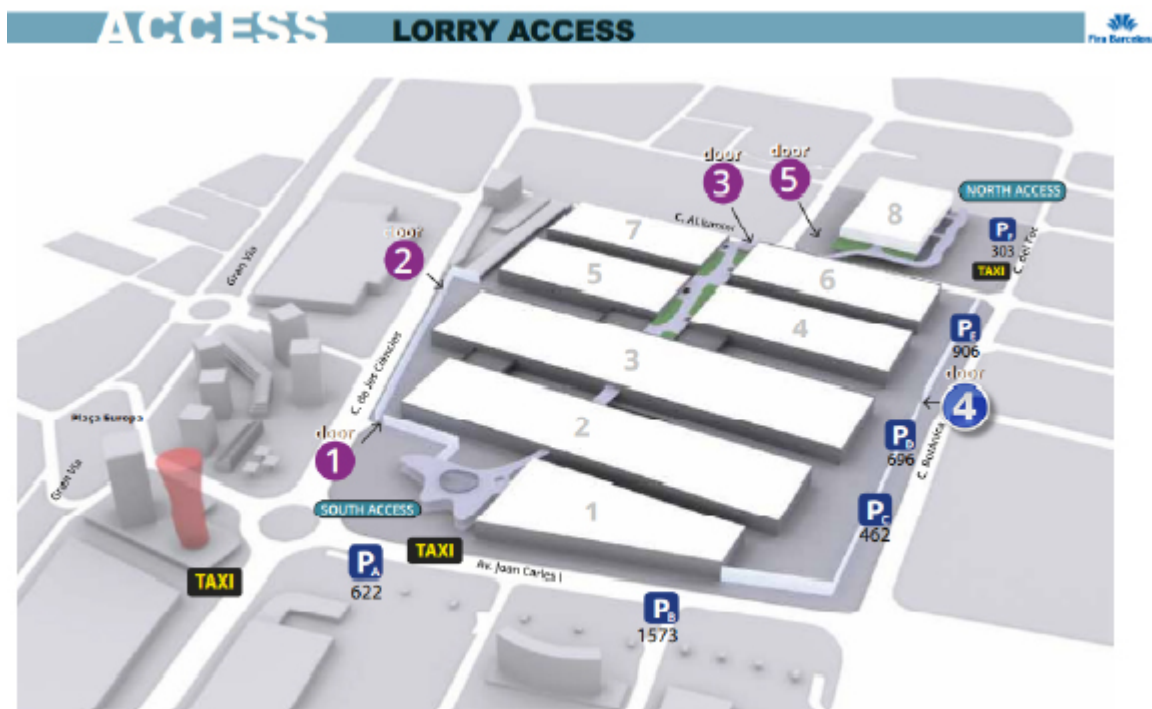
F: +44 (0) 24 7633 6795

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

VAT Reclaim

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

Vehicle Access during Set-up and Dismantling periods



ACCESS AND EXIT THROUGH: GATE 4 ONLY

In 2014 the venue introduced fees for vehicle access to the venue during set-up and dismantling periods. Payment is through a conventional parking system. When accessing the venue collect a ticket then pay at the pay-machine before leaving. Fees will vary depending on your vehicle type and length of stay. Full details are below.

Access Fee during Set-up and Dismantling Periods

Vehicle access to and exit from the venue premises is by **Gate 4**, located in Carrer Botànica, Hospitalet, from 8h to 21h.

Venue access is via a ticket system, to be paid once the vehicle leaves the venue, at the ticket machine right next to Gate 4.

Access fee will vary depending 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. Stationing Period:

- Access fee allows the vehicle to station a minimum period of time depending on the type of vehicle (see the table above)
- After this time, the extension to the parking time will be charged on a hourly basis
- It is not allowed to park overnight (21h to 8h) inside the venue premises. If this happened to occur, the driver will be fined €300

See table below:

Venue access from 08.00 to 2100 hrs

WiFi at IBTM World

Each year, REED and Fira de Barcelona review the Wi-Fi policy and strategy to ensure that our exhibitors are gaining the best possible Wi-Fi experience at IBTM World. Wi-Fi is now such a big part of our industry that we need to constantly keep up to date with how we best provide the service to you.

Most people would agree that internet connectivity is a useful, if not vital part of the successful exhibiting experience. Equally, we all aware how Wi-Fi signals can become disrupted when a high volume of devices compete for bandwidth in an enclosed environment. In the same way it can be difficult using a mobile phone within a sports stadium - it is a question of volume and density of users rather than a limitation of the network itself. It has also become clear that privately managed Wi-Fi on stands currently interferes with the official venue Wi-Fi, as well as conflicting with neighbouring stands.

The objective of the Wi-Fi strategy at IBTM World is to provide all our exhibitors an improved Wi-Fi experience at the venue. To do so, this year Fira de Barcelona deployed the largest WiFi infrastructure throughout all the venue with more than 1,200 antennas. Such an infrastructure will be available to all exhibitors ordering IT services to Fira de Barcelona. In the benefit of all exhibitors, **all Wi-Fi connections will be managed by Fira de Barcelona only**. Fira de Barcelona reserves the right to manage the Wi-Fi spectrum and channel allocation within the venue.

The above Wi-Fi strategy is to be adhered to by all exhibitors. We will use state of the art Wi-Fi scanning equipment to detect if any privately managed access points have been installed in exhibitor booths and penalty processes will be activated if any are found.

All main stand holders will be allocated one (1) Wi-Fi user per stand which is provided for free of charge. This will reduce the cost of all additional connections for 3 days to only 15€. Despite Fira de Barcelona offers such a Wi-Fi infrastructure, exhibitor devices are critical as well. In order for exhibitors to get the most out of such an infrastructure we strongly recommend exhibitors to use only 5GHz devices wherever Wi-Fi connectivity is required.

Wi-Fi devices use one of two bands to connect. These are 2.4GHz (802.11 b/g) and 5GHz (802.11a). However 2.4GHz (older devices and laptops) does not perform well in busy environments such as exhibitions halls. This is not a system fault, it is simply a limitation of the frequency.

If an internet connection is vital for your stand, we recommend you to use the wired internet service as this remains the most reliable internet access solution for your stand.

Please [click here](#) for more information

IMPORTANT WIFI UPDATE – PLEASE READ BELOW
3/10/2015

Connectivity @ IBTM World

As always our recommendation for stable and good quality connectivity on-site is a hardwire connection. However we recognise that for many devices this is simply not an option and therefore continue to work closely with our partners at Fira and our exhibitors to improve the provision of this service. WiFi is a shared and finite resource and it is important that all stakeholders understand the limitations of the service to ensure that we are all working together to provide a stable platform that IBTM World can operate on to enable everyone to connect to the WiFi if they need to. The technical team at the venue have carried out an audit of the access points (AP) and have relocated existing AP's and added new ones to ensure that there is sufficient coverage for all events regardless of their configuration. They have recently tested this system at the ESC Cardiology Congress that took place in September 2014 with the same process as we will be putting in place for EITBM; at its peak it had 12000 concurrent users on the WiFi system. We have, therefore, fine-tuned our policy to reflect what the congress put in place. However we are reliant on all stakeholders to abide by the policy to enable us to provide the best possible service so we will be strictly policing the use of rogue devices onsite and if we find that people are not adhering to the policy to the negative experience of other exhibitors we will take steps to rectify this.

“The ESC congress 2014 that took place at the Fira Barcelona end of August 2014 was a tremendous success. Not only because of the attendance of more than 30 000 participants but also because of some extremely positive feedback from the scientific community and the industry with regards to the overall quality of the congress. Technology is at the heart of the our event and the reliability of the Fira's network (wired and Wi-Fi) was key in our success. 30064 unique devices have been connected via Wi-Fi over the 5 days of our congress, with a peak of 12 644 simultaneous connections. The Wi-Fi coverage was very good, and that was important for the new "voting/ask a question" feature in the ESC mobile app. Also, because the Fira's permanent Wi-Fi infrastructure is perfectly managed by a professional team, they've helped a lot in the implementation of a "Wi-Fi policy for exhibitors", and for the first time at the ESC congress, we've been able to supply Wi-Fi to participant in the exhibition area which was certainly the best achievement for the technical team (ESC / Fira).”

Ghislain Daval – Information Services Director, European Society of Cardiology

As in previous years, IBTM World and Fira will provide a free WiFi service to all Trade Visitors, Hosted Buyers, Press and Exhibitors. To prevent any confusion we will not offer different SSIDS to the different groups; there will be one username and one password for all connections (it will be a unique network ssid and password, rather than a username and password). This service will operate on 2.4ghz and 5ghz, but as this is a free service we will limit all connections up to 2mb each. This is an unsupported network, and unfortunately due to the limitations of some devices this is likely to become congested for some users especially those that can only operate on 2.4ghz (older smartphones and laptops). If you have a newer device that can operate on 5ghz we fully anticipate that there will be sufficient bandwidth, and our recommendation for anyone wanting to connect to WiFi at IBTM World does

so with a device that can operate on 5ghz.

SSID: IBTM World_free_wifi

Pass: IBTM World2015

Exhibitor Connectivity:

All paid for WiFi will operate on 5ghz only. Please check your devices with your provider or IT department before placing an order. If your device can only operate on 2.4ghz then unfortunately we will not be able to guarantee a stable connection and therefore we will not sell you a connection and you will need to use the free WiFi. This service is unsupported and is likely to be congested. We will again be including a WiFi connection for each main stand holder as part of the contracted package, with each additional WiFi connection available at a cost of 15€ per connection and this will be available via the ServiFira ordering portal or on-site at the service desk. These connections will offer each connected user up to 8mb bandwidth. Fira will provide unique passwords to exhibitors for this. If you require connectivity for presentations, streaming content or order systems or for any other process that is business critical then we strongly recommend that you use a hardwire connection. Please contact the technical team at the Fira to discuss your requirements and they will make a recommendation and provide a quote based on your needs and the devices you will be using. In previous years we have tried to prevent exhibitors from bringing in their own routers, but unfortunately this is difficult to police and we have had a significant number of rogue connections which has disrupted the service for exhibitors who have paid for connections from the Fira. As a result we have agreed that exhibitors can bring in their own routers, however they will need to agree to the following:

- Provision of a technical contact on-site with a mobile number so that we have a contact in the event of any problems
- Operating a designated channel and broadcasting to a pre-agreed area
- Returning a signed copy of the WiFi policy

If we discover networks that have not been approved, the exhibitor will be visited by a member of the Fira team and asked to rectify the issue immediately. We understand that sometimes exhibitors do not have a technician on-site or need to speak to their IT department to do this, so we will allow exhibitors a maximum time period of 1 hour to rectify the problem. If the network is still operating outside of our guidelines at this point we will switch off the internet connection until the problem has been rectified. Whilst we don't want to be heavy handed it is important that we treat all exhibitors fairly and equally and therefore we will enforce these rules. On the ordering portal, exhibitors will have the option of purchasing Fira WiFi or a hardwire connection and a WiFi licence (i.e. bringing their own router). If an exhibitor requires a hardwire connection only, they will need to speak to a technician so that we can confirm what it will be used for, and that its usage is within our policy.

Stand Build Regulations

You will find below all the various stand build regulations for the space only stand that you have at IBTM World.

Balloons

Helium Balloons (Blimps) & Toy Balloons will only be permitted with written permission from the organisers. For further details please contact the Operations Team on ibtmworldops@reedexpo.co.uk.

Complex Structures

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

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, drawings must be submitted for onwards submission to the venue, local authority and their structural engineers by the deadline below:

Deadline: **Friday 9th October 2015**

For two storey stands, these 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 and Risk Assessment are also required by law.

Stands who are requesting permission to build above 4m must provide sufficient documentation to prove the structural stability of the stand. Reed Exhibitions reserve the right to employ a structural engineer to assess these documents if required.

Please submit full plans via the new online system.

Any fees payable for special approval must be paid by the exhibitor.

PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED 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.

CONSTRUCTIONS OF STANDS 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

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, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Dilapidations

Please remember that you are responsible for making good any damage caused to the fabric of the Exhibition buildings, 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.

It is essential to use a recognised adhesive tape when fixing any carpet directly to the hall floor as **ALL CARPET TAPE MUST BE REMOVED** at the end of the exhibition.

ANY CHARGES INCURRED BY THE ORGANISERS AS A RESULT OF FAILURE TO REMOVE CARPET/CARPET TAPE WILL BE PASSED ONTO THE EXHIBITOR.

The stand space must be completely clear and clean by the end of the dismantling period. Any waste left behind is subject to a charge.

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 that your stand incorporates enough space. The Equality Act requires 1.2 metres aisle width – though only 750mm for an internal door – suggesting that 750mm would be enough
- The gradient of any ramp should be no greater than 1:12

- If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it
 - Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people
-

Dividing Walls

On divided sites, you are responsible for erecting and decorating 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 2.35m 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 trade mark).

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 22 November 2015, 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.**
-

Early/Late Working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside of the published build up and breakdown 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 in some cases this could mean on 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 the show each day. Please also remember to order a 24 hour supply for the open period if required.

You or your contractors are advised to contact the official contractor to arrange a temporary power supply for actual construction of your stand if required. Power must not be taken from cleaners' sockets or other hall sockets.

When you order you will need to specify using a grid the correct positioning for lights and sockets - should the grid not be submitted, the items will be positioned at the discretion of the contractor and charges maybe be levied for on-site charges.

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 are of varying power requirements dependent upon type and manufacturer. It is therefore essential that 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.

As the exhibitor, it is your responsibility to order 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.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and 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.

Exhibition Timetable

Please refer to the [timetable](#) for the build-up and breakdown schedule.

The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods.

It is important you contact the Operations Team if you foresee any problems keeping to this schedule.

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 ,ie, 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.

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.

Health and Safety

Please refer to the separate [Health & Safety section](#) for full details of the Health and Safety regulations that need to be adhered to.

Height Limit

The overall height of standfitting 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 must be dismantled and removed by 14.00hrs on Saturday 22nd November 2015, including waste. 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: **Friday 9th October.**

For stands not exceeding 4m in height, please send your plans by: **Friday 9th 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

The official Lifting and Logistics contractor, ILS, will be the only company permitted to operate forklift trucks and cranes in the halls.

The use of vehicle mounted 'HIAB' type cranes and self-drive lifting equipment and demountable forklift trucks will not be permitted within the halls or offloading areas.

ILS will be happy to provide you with advice and a quotation for your requirements.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of ILS who have special facilities in place for the event. 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

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If you need to carry out maintenance work on your stand after the Exhibition closes any evening you should advise us **by 14.00 hrs** on the same afternoon in order that arrangements may be made for the admission of workmen and the provision of 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.

Platforms

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

Rigging

All rigging must be submitted as part of the stand plan.

Rigging is permitted above all space only stands subject to the following:

Banners : These must be shown on plan and weight loading and dimensional drawing submitted to ServiFira for quote

Lighting Rig: These must be shown on plan and weight loading and dimensional drawing submitted to ServiFira for quote

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 2015. [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.

If you require help in producing a Risk Assessment or Method Statement, please [contact us](#).

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.

Stand Number Panel

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

Stand Plan Submission

As you have booked a space only stand at IBTM World 2015, you are required to submit stand plans showing dimensions and height, visuals, risk assessment and method statement to us by **Friday 9 October 2015** . In order to help our exhibitors and contractors, IBTM World and Reed Exhibitions have set up a new online system for the submission and management of stand plans.

This new system is an online tool which you and your contractor can access to upload stand plans, stand visuals, risk assessments and method statements. You can also obtain important show-related information and see the status of your stand plan submission.

You are also able to upload files by replying to any emails received from reedexhibitions@standplans.co.uk.

Please [click here](#) to set up your account and create a password. Please note that your username is your email address.

Please note that the contact set up against your stand is the Main Contact i.e the person that booked the stand. If your email is not found within the system then please email ibtworldops@reedexpo.co.uk and we can add you against the stand or, alternatively, the main contact will need to add you to the system.

IMPORTANT If you have a stand contractor who is managing your stand-build then please ensure, once you have logged into the system, that you add them as Primary Contact under the Contact section. This will then send a link directly to them to access the online stand check system and they can, therefore, manage the upload of information to us.

To help you navigate the system, please see below a summary of the pages you will find within the website:

My Stands - This lists all the stands that you are associated with. To manage a specific stand, please select it from the list.

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

Red - Either no information received or information submitted is not sufficient

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

Green - Check completed

We will only issue permission to commence build once we are happy with the level of information received.

Show Info - Useful show-related information, i.e. contractors manual, exhibition timetable, official suppliers details etc.

History - View all documents uploaded and emails sent.

Upload (new file) - Upload new documents relating to the stand design. Complete the description and select the file. If there is any important information to go with the document, please include it in the message section. Once the file is uploaded, this will be

displayed in the History section.

Contact - All stand contact details. Please note that the Primary Contact will receive all the direct communications from the Stand Check System. If you know who your stand contractor is, then add their details here and change them to the Primary Contact.

If you have any questions or queries then please do not hesitate to contact the [IBTM World Operations Team](#).

Stand Space and Exhibitors Responsibility

Exhibitors are responsible for their own stand design and construction. No standfitting or carpet is provided by Reed Exhibitions on space only sites.

It is your responsibility to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. Where possible the organisers will provide on request 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. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the Organisers Office if you are in any doubt regarding your allotted floor space.

Standfitting regulations contained within this section must be observed by you when planning your stand design and layout. In order to achieve a smooth run up to the Exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with passes and any additional information they may require.

We will be pleased to offer advice and guidance where required.

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.

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

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](#)

Health & Safety

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.

There is a template available for your convenience that you can [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 which can be found in the Emergency Procedures section of this manual.

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

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.

Accommodation

Pacific World Event Management

Diputation, 238-244-Planta 3

E-08007 BARCELONA

Spain

Aurélie Cambon

Tel : (+34) 934 827 175

Mob : (+34) 647 32 12 36

E: aurelie.cambon@pacificworld.com

AV & Computer Rental

ACS audiovisual solutions

Dennis Laurijssen

E: ibt@acsaudiovisual.com

Tel : +3120 606 9349

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: Ferran Pesas/Sara Colaianni

Tel: +34 93 233 3211/+34 93 233 39 13

E: fpesas@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

eClean

Fira Barcelona
Plaza Universo, Mod. 4
08004 Barcelona
T: +34 93 233 39 02
E: info@eclean.es
W: www.eclean.es

Electrics

ServiFira

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
E: ibtmworld@firabarcelona.com

Floral

ServiFira

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
E: ibtmworld@firabarcelona.com

Freight Forwarders

International Lifting & Shipping

International House
Colonnade Point
Central Boulevard, Prologis Park
Coventry, CV6 4BU
T: +44 (0) 24 7633 7955
Contact: Kelly Gouveia
E: Kelly@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
E: ibtmworld@firabarcelona.com

IT & Communication Services

ServiFira

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
E: ibtmworld@firabarcelona.com

Lifting & Equipment**International Lifting & Shipping**

International House
Colonnade Point
Central Boulevard, Prologis Park
Coventry, CV6 4BU
T: +44 (0) 24 7633 7955
Contact: Kelly Gouveia
E: Kelly@i-l-s.co.u
Contact: John Lawson
E: jl@i-l-s.co.uk

Rigging Supplier**Servifira :**

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 414 6140
E: info@expo-rigging.com

Shell Scheme Accessories**ServiFira**

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 233 2000
E: ibtmworld@firabarcelona.com

Stand Design & Construction (space only sites)**BuildUp**

Av. Reina Ma Cristina S/n
08004 Barcelona
T: +34 93 423 3107
Contact: Ludivico Rebecca
E: lrebecca@servisgroup.es

VAT Reclaim Service**Quipsound Ltd**

The Crown Building
London Road
Westerham
Kent, TN16 1UT
T: +44 (0) 1959 561 717

E: uk@quipsound.com

W: www.quipsound.com

Venue

Fira Barcelona

Recinto Gran Via

Avenida Juan Carlos I, 58 -64

Hall 3

08908 L'Hospitalet del Llobregat

Barcelona

Spain

T: +34 93 233 2000

E: ibtmworld@firabarcelona.com

W: www.firabarcelona.com

Water & Compressed Air

ServiFira

Av. Reina Ma Cristina S/n

08004 Barcelona

T: +34 93 233 2000

E: ibtmworld@firabarcelona.com