

KEY SHOW INFORMATION

VENUE:

Halls 1 & 2, Fira Barcelona, Av. Joan Carles I, 64, 08908 L'Hospitalet de Llobregat, Barcelona

TRAVEL / ACCESS :

<https://www.firabarcelona.com/en/gran-via/>

Underground station: TMB L9 South – Fira and Europa/Fira station and TMB L10 South Foc

DATES:

27th – 30th September 2021 (Monday – Thursday) – Conference

28th – 30th September 2021 (Tuesday – Thursday) – Trade Show

SHOW COLOURS:

Aisle Carpet Colour – Navy Blue

Shell Scheme Carpet Colour – Grey (as standard)

Shell Scheme Diagram:



IMPORTANT INFORMATION & POLICIES

ANIMALS:

No reptile, fish, bird, or any other live animal shall be allowed at Fira Barcelona except as an approved exhibit. For any animal to be permitted, approval must be granted in writing prior to the commencement of the tenancy. To request approval please send details to OperationsEMEA@IAAPA.org no later than 30th July 2021.

BALLOONS:

Those wishing to bring balloons, of any sort, into Fira Barcelona must receive approval in writing prior to the event. To request approval, please send details (including any type of gas to be used) to OperationsEMEA@IAAPA.org no later than 30th July 2021.

CARPET/FLOOR COVERING:

Please note that carpet/floor covering is mandatory. It must cover the full area of your stand and be fitted in a safe and appropriate manner. Suitable carpet tape must be used so that the floor is not marked. Any carpet, floor covering, tape or tape residue left at the end of the event will incur a cost for removal.

CHILDREN:

No one under the age of 18 is permitted on the show floor during move in or move out periods. Children under the age of 18 are not permitted in special events or education sessions.

CLEANING & WASTE:

Stand cleaning can be ordered [here](#) it is not included as part of your exhibitor contract.

You are responsible for the removal of all waste, stand fitting materials, packaging, etc and must ensure that you have ordered suitable containers for the disposal of any such waste.

IMPORTANT: IAAPA has a zero-waste policy. Please ensure you also remove all waste and excess items at the end of the event – you will be charged for the disposal of items left including excess literature, stand fitting materials, packaging, etc

COMPRESSED AIR:

External compressed air tanks are not permitted at Fira Barcelona. Any requirement for compressed air must be ordered through Fira Barcelona – please order [here](#). If the venue are unable to supply your compressed air requirement prior approval will be required before any other arrangements can be put in place – please submit any specifications to OperationsEMEA@IAAPA.org by 30th July 2021.

COOKING/FOOD & BEVERAGE SAMPLING:

Any form of cooking or food and beverage sampling must be approved in advance of the event. Please complete and return the food and beverage sampling form and return to OperationsEMEA@IAAPA.org by 30th July 2021.

Please note no food or beverages may be sold from your booth.

DRONE POLICY:

Drones are generally not permitted at Fir Barcelona. However, if a drone forms part of your exhibit, please send full details to OperationsEMEA@IAAPA.org so suitable approvals and restrictions can be put in place.

ELECTRICS:

Main electrical power supply on all stands will be switched off 30 minutes after the show closes each day – unless 24-hour power has been ordered.

FIRE SAFETY:

Materials used for the construction and installation of exhibition booths and any other construction must meet the relevant Spanish build regulations CTE (Código Técnico de la Edificación), and of the EU (European Union). The Technical Department at Fir Barcelona always reserves the right to request certifications. In order to comply with the CTE (DB-SI), covering materials must follow:

On ceilings and walls: C-s2 (resists briefly to flames and burning of a single object both limiting the spread of flame, light smoke blockage) and d0 (no drops in 10min).

On floorings: EFL. (Withstands brief flames and limits the spreading of flame).

For auditoriums: upholstered seats should not be combustible and need to meet the corresponding layout.

FLOOR LOADINGS:

The maximum floor loading in each of the halls is 5000kg/m².

HEALTH & SAFETY NOTES:

Please refer to the IAAPA Expo Europe **Health & Safety** Guidelines.

Masks/face coverings are required at all IAAPA functions and inside Fir Barcelona.

Please ensure that you design your booth layout with adequate physical distancing for your staff and attendees visiting your booth. Please note that density guidelines allow not more than 3 persons in a 3m x 3m booth. Consider the use of plexiglass between booth staff and attendees.

Please provide electronic promotional materials, where possible. Use **lead retrieval** instead of collecting business cards.

IAAPA has a 'no contact' policy to prevent the spread of disease – no handshaking, no hugging or touching others. Please work with your contractor to help with enhanced cleaning and a reduction in touch points.

INTERNET/WI-FI:

Exhibitors requiring internet to properly demonstrate their products or services are recommended to arrange a hard-wired line or private hot spot. Please click [here](#) to visit the Fira Store.

Please note that Fira Barcelona has very strict guidelines on wi-fi usage – these are mandatory – please ensure that you have read these – they can be found [here](#).

INSURANCE:

All IAAPA Expo Europe 2021 exhibitors receive standard general liability coverage with their contract. However, exhibitors are required to provide IAAPA with an insurance certificate (ISO form) to OperationsEMEA@IAAPA.org by 30th July 2021 if you are conducting the following activities:

1. Displaying Amusement Ride or Device which allows audience participation
2. Using flammable materials
3. Serving food

If you have a space only stand your stand contractor must also provide a copy of their public liability insurance along with the proposed stand plans for the event.

LANGUAGE:

Please note that not all show attendees will speak English – you may wish to consider having a member of staff who speaks Spanish. If you want to order an interpreter please visit the Fira web shop [here](#)

LASER PRODUCTS:

If you are planning to display laser or laser tag products as part of your booth please submit the full details to OperationsEMEA@IAAPA.org by 30th July for approval.

MOVE IN:

Goods may not be delivered directly to the exhibition hall before the commencement of the tenancy on 24th September 2021.

Only Agility (the official freight forwarder and on-site handling agent) are permitted by the Organisers to manage logistics throughout the show tenancy. Only Agility are permitted to operate any mechanical handling equipment like powered trolleys, hydraulic jacks, powered pallet trucks, forklifts, etc inside the perimeter of the Fir Barcelona exhibition site.

Booths must be complete and ready for inspection by 1800 hours on Monday 27th September 2021. The aisles around the booth must also be clear by this time.

Please refer to the [schedule](#) for additional move-in information.

OFFICIAL CONTRACTORS:

[Official contractors](#) have been appointed for various services to ensure a more efficient and regulated move in and teardown. Please refer to the list of [official contractors](#) for details. All orders for services provided by Fir Barcelona can be place with their web store – you will need to register for this [here](#) and can then order a multitude of services in one place. Unless otherwise stated:

- In adherence to safety requirements, only the official contractor can carry out electrical power supply, compressed air supply and water, drainage, and pipe installations
- Exhibitors may appoint their own contractor for stand design and construction. However, the contractor must supply suitable stand plans (including elevations) for approval prior to the event along with a risk assessment and method statement for the stand construction and tear down. In addition, they must also supply a copy of their public liability insurance certificate prior to the event
- The services of official contractors are for the convenience of exhibitors. Show Management will accept no liability in respect of any contract between exhibitors and contractors for the negligence or default of any such persons, their servants, and agents.

- Where mechanical handling within the exhibition halls is required only the official freight forwarder, Agility, will be appointed.
- Exhibitors are required to return all the forms to the relevant parties by the deadlines – otherwise on-site services are not guaranteed.

*******Warning: Non-Official Vendors and Scams*******

Be aware that many companies inappropriately represent themselves as official vendors for IAAPA, especially offering services such as hotel rooms, audio-visual services, furniture, mailing lists, show guides, etc. in conjunction with an IAAPA trade show. It is always best to check the show's Official Vendor list before responding to their solicitation to determine if they are IAAPA-approved.

In addition, over the past few years, more and more companies have been fraudulently claiming to sell "IAAPA Attendee Lists." These lists are **not** lists from IAAPA events—IAAPA does not sell or release attendee contact information from any event. For your own protection, you should refrain from conducting business with these rogue companies. For more information click [here](#).

PAINTING:

Large-scale painting is not encouraged at Fir Barcelona. However, small scale painting is permitted during the move-in period with the following precautions:

- Painting should only take place in a properly ventilated area.
- Only water-based paints are permitted onsite.
- Protective measures must be taken to ensure that no paint is spilt or sprayed on the fabric of the building.
- Fabrics and materials treated with fire resistant solutions should not be overpainted with water-based paints.

PRINTED/PUBLICITY MATERIALS:

Any printed materials can only be distributed from your stand area. IAAPA would encourage the use of electronic materials rather than paper items.

IAAPA reserve the right to remove any materials which are considered unsuitable or breach IP/copyright.

SECURITY:

General security will be provided 24 a day for the duration of the tenancy. Please note that exhibitors and their staff are not permitted onsite outside the published hours.

All personnel in the exhibition halls must always wear approved identification badges. You may be charged for a reprint of a lost badge.

Please note that you are not permitted to use your own staff or personnel from a security agency for in booth security services. If you require security for your stand, please visit the Fira [services portal](#).

Neither IAAPA or Fir Barcelona shall be in any way liable or responsible for loss of any object, item, goods, or materials of any kind from anywhere in the exhibition hall. It is always the exhibitors' responsibility to look after their goods.

SPACE ONLY EXHIBITS (RAW SPACE):

Space only exhibitors must complete the following:



- Submit a drawing of the proposed booth layout including dimensions and elevations by 30th July 2021
- If using an external contractor to construct the booth follow the guidelines given and ensure they have completed entry requirements to the hall
- Submit a copy of the contractors' public liability insurance for approval

VEHICLE ACCESS & PASSES:

Vehicle access to the unloading area is limited. Please note that there is a charge by Fira Barcelona for access to the loading/unloading area this varies according to the time required and the size of your vehicle.

All charges are imposed by the venue on arrival – booking and payment in advance is not possible.

VISAS:

Citizens from outside the European Union might need a Schengen Visa to enter Spain.

Please visit your local Spanish Embassy / Consulate website for further information.

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

If you need an invitation letter please contact OperationsEMEA@IAAPA.org

Subject: **Visa Invitation Letter for IAAPA Expo Europe (Company Name – Booth Number)**

Visa letters will not be issued for companies with outstanding debits.