



GENERAL STAND BUILDING REGULATIONS AND INFORMATION IMPORTANT INFORMATION FOR ALL EXHIBITORS

There are two types of stand available to exhibitors at IAAPA Expo Europe 2021 – a **shell scheme stand** where the structure is purchased from the official stand contractor or a **space only (raw space) stand** where the exhibitor is responsible for building their own structure and **walls separating themselves from other exhibitors** on each side of their stand where they adjoin another company.

In addition, exhibitors choosing the **space only (raw space) stand** option must provide suitable floor covering to the full area of their stand and secure this to the hall floor in an appropriate manner.

All space only exhibitors must submit fully dimensional stand plans (including elevations) for approval by 30th July 2021 to OperationsEMEA@IAAPA.org or via the exhibitor portal.

All stand structures, signs, exhibits, etc must be contained and be the same size within the area allotted and may not project into or over the gangway.

All stand structures must be completely self-supporting. Suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.

Exhibitors demonstrating simulators or amusement rides and/or offering rides to show attendees or guests are solely responsible for compliance with all local laws and regulations governing the operation of rides, and for securing in advance all necessary approvals to demonstrate and offer rides during the event (please see [Audience Participation Form](#)).

AIR CONDITIONING UNITS:

The installation of air conditioning units with warm air condensation is prohibited inside the halls.

BALLOONS:

Any type of balloons on stands as decoration will only be permitted with the written permission of the Organisers.

BOOTH PLATFORMS – NEW!

The use of platforms should be avoided, wherever possible, in order to provide level access to exhibits and services. Where the use of platforms is unavoidable they should not exceed 170mm in height (one step) and consideration must be given to the accessibility for persons with disabilities. The distance between supporting timbers of platforms constructed from battens (25mm minimum thickness) and sheet materials such as MDF or plywood (18mm minimum thickness) must not exceed 400mm from centre to centre. Platform edges, where accessible, must be splayed, rounded or angled to prevent sharp corners and tripping hazards.

Please ensure the gradient does not exceed 1:12 and is a minimum of 1m wide and that the ramp is in a contrasting colour to the rest of the stand floor.

If you have any questions about these platform regulations please contact OperationsEMEA@IAAPA.org.

BOOTH LAYOUT/DESIGN SUBMISSION REQUIREMENTS:

Raw/space only or special design exhibitors of any size and exhibits displaying inflatables **must** submit a drawing of the proposed layout to IAAPA Show Management for approval. Drawings must include all dimensions (front view, elevation, plan view) 3D perspective plan and types of materials used. Please note that raw/space only exhibitors must provide a wall between their booth and any neighbouring exhibitors that must a minimum of 2.5 high.

For 3m deep booths the maximum build height for walls and display components is 2.5m.

Booth design drawings must be submitted either by the exhibitor portal or to OperationsEMEA@IAAPA.org by 30th July 2021.

Any exhibitor attempting to build an exhibit without the relevant approval will not be permitted to set-up or will be forced to close their space until the design has been approved. In addition, late form submissions are subject to a fine and/or loss of seniority as shown in the violations/penalties section.

BRANDING & LOGOS:

The display of light beams or projections onto bare walls or gangways, etc is generally not permitted, however, requests may be considered if submitted to prior to the event to OperationsEMEA@IAAPA.org.

CARPET/FLOORING:

All booths must have carpet/floor covering to the full area of the stand. This must be secured in a clean and appropriate manner using approved tape so as not to cause damage to the floor. All materials including tape must be removed at the end of the event.

Shell scheme stands include standard grey carpet and this will be removed by the official contractor at the end of the event.

CEILINGS AND STAND COVERINGS:

Any ceiling installed should be aesthetically pleasing from above and below.

Ceilings should be permeable and of a suitable material to meet the requirement of the Spanish Technical Building Code – C-s2 and d0.

Decorative elements may **not** include straw, wood shavings or other flammable materials.

DISPLAY HEIGHT LIMITS:

Exhibit fixtures, components and attached identification signs are permitted to a maximum height of 5m for raw space booths of 6m deep or larger. If you intend to exceed this height you **must** inform OperationsEMEA@IAAPA.org to gain the relevant permissions – please note costs for structural approval may be incurred.

Shell scheme booths and raw/space only booths of 3m deep are limited to a 2,5m height.

Double sided signs, logos and graphics must be set back 3m from adjacent booths or be covered/finished on the side facing the adjacent booth.

DOORS:

Doors must be a minimum of 2.1m in height and **must contain a vision panel** of a minimum diameter of 150mm at eye level.

Doors must be set back so as to open outwards and not impinge on aisle ways.

Doorways must be kept free of obstacles at all times.

ELECTRICS:

For safety reasons electrical connections in the hall can only be completed by the official electrical contractor. Fira de Barcelona can supply a full list of electrical rules and regulations for the show on request.

The venue will not be responsible for damage or interruptions to the power supply.

All supply boxes must remain accessible at all times.

Please be aware that electricity to all stands will be terminated 30 minutes after the close of the event each day unless 24 hour power has been ordered or prior agreement made in writing.

Electrical generators are not permitted in the exhibition hall.

HEIGHT VARIANCES:

Exhibitors may request a variance to the height rules if they are bringing product to the Show that extends beyond the height limit from the floor as long as neighbouring sites and sightlines are not blocked. Variances are reviewed and approved on a case-by-case basis.

HANGING SIGNS

Hanging signs are permitted in booths that are 6m x 6m or larger but all signage must be contained within the contracted booth space. Double sided signs must be set back 3m from adjacent booths.

Rigging is exclusive with Fira de Barcelona and orders must be placed via the webstore. Maximum and minimum heights may be imposed and structural information and weights may be required by the rigging contractor.

Signs that are supported from below (not hanging) must not exceed the maximum booth height noted under Display Height Limits above.

INFLATABLES:

All booths including inflatables should consider using a maximum of 75% of the contracted space and leaving 25% for staff and customers to utilise.

The following rules are in place for any inflatable exhibit:

- All blowers must be contained within the stand area and have suitable guards and protection in place.
- All blowers must incorporate a thermal overload protection
- All inflatables must be de-energised at the end of each day including during the build and break periods
- Blowers should be continually monitored during the show open hours
- Flammable materials should not be situated next to blowers – there should be sufficient area around the blower to allow for ventilation
- Any box or device used to dampen the sound of the blower must have been designed and manufactured for this purpose and include adequate space for ventilation.

LIGHTING:

General hall lighting is provided but it is strongly recommended to have specific lighting in your booth. Shell scheme stands include lights (1no per 3m²).

Lighting installations must be carried out by the official electrical contractor and comply with relevant and current legislation.

Strobe lighting and flashing lights are not permitted. Lighting should be situated so as not to cause any disturbance to neighbouring stands.

Any low-level lighting (i.e less than 2.5m high) must be protected to prevent burns, etc – in this case LED lighting would be preferred.

MOTOR & POWERED VEHICLES

Vehicles must not be driven into the halls unless escorted by the floor manager.

All internal transport - lifting work/forklift work within the exhibition area is dealt with only by the approved logistics contractor – Agility. Exhibitors are not permitted to use HIABs, moffats, electric pallet trucks, etc.

It is forbidden to allow engines to idle inside and outside the halls.

All vehicles for display purposes must be approved by the Organisers prior to the event and at this time specific rules and regulations will be sent to the exhibitor.

PAINT

Only water-based paints are permitted.

Protection from spillages, etc must be provided to prevent damage to the fabric of the hall and other stands.

Flammable materials and the use of cellulose varnish, etc is strictly prohibited. Spray paints are not permitted.

You are not permitted to apply paint to any area of a shell scheme stand.

SPECIAL RISKS:

Activities including lasers, drones, specialist lighting, water activities, smoke machines, etc all require special permission from the venue.

Any such activity must be detailed with plans, method statement, risk assessment and other ancillary information and sent to OperationsEMEA@IAAPA.org by 30th July 2021 so the relevant permission can be applied for in a suitable time period.

STORAGE:

Storage of containers, packaging and/or any flammable material in or around the stands is not permitted even in areas that are not in use during the event. If you require storage for empty cases, packing materials, excess product or display materials please contact Agility in advance of the event – dflower@agility.com or via the service desk in the hall.

STRUCTURAL ENGINEERS/COMPLEX STRUCTURES:

Complex structures at Fira de Barcelona are classified as:

- Stands with a height in excess of 5m (single or double decker)
- Double decker stands where persons can access the second level
- Platforms or stages in excess of 0.5m
- Singular structures in excess of 4m

Booths that are considered complex must comply with the following requirements:

- Provide a risk assessment for the build and break periods, suitable dimensional plans, structural calculations from an approved technician
- The structure must meet the requirements of the Spanish Technical Building Code as well as basic structural safety, fire safety and safe use and accessibility
- Plans must include elevations drawings and details of handrails and stairs, if relevant
- An evacuation and fire detection plan is also required for structures in excess of 100m²
- A responsible technician will be appointed in association with the venue and the costs for inspection will be re-charged to the exhibitor/contractor
- Double decker structures are only authorised where the second level does not exceed 50% of the total meterage allocated.

Authorisation will be from the venue through the Show Management Team.

Onsite the appointed responsible technician will inspect the structure and approval will be granted with a written certificate.

WASTE REMOVAL:

Exhibitors are responsible for the disposal of their own waste. Exhibitors/contractors should order suitable waste disposal containers from the venue and ensure that only the correct waste is disposed of and containers are not overfilled.

WASTE PRODUCTS/FUMES:

Exhibitors whose products produce fumes, gases or waste – such as fog, confetti or bubbles (but not limited to these examples) must keep emissions and products contained within their booth. Any emissions need to be vented, trapped or collected so as not to impact neighbouring exhibitors.

Non-compliance may lead to your product being removed or the booth closed.

HEALTH & SAFETY NOTES:

Please make sure your booth design allows for adequate physical distancing for staff and attendees. Follow the density guideline of not more than 3 persons inside a 3m x 3m booth.

Consider clear barriers between staff and attendees.

Provide electronic promotional materials, where possible and use lead retrieval instead of business cards.

IAAPA has a 'no contact' policy to prevent the spread of germs so please no handshaking, hugging or touching others.

It is not permitted to block or cover emergency exit signs.

In covered structures properly maintained and illuminated emergency exit signs must be provided and it is the responsibility of the exhibitor to provide the necessary maintained illuminated emergency signage.

Throughout the event tenancy period all escape routes and emergency exits must be kept clear and free from any obstacles including stand fitting materials.

Emergency exit doors must be at least 0.80m but not more than 1.23m wide. Such doors may not be lockable and should have a system of easy and fast opening on the side from which evacuation would

occur. All emergency exit doors must open in the direction of the evacuation onto a level and unobstructed area.