

PARTICIPATION REGULATION ADVANCED MANUFACTURING BARCELONA 2025

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1. GENERAL CONDITIONS

These general conditions of participation apply to the Advanced Manufacturing BARCELONA 2025 event.

1.1 Exhibitors obligations

Participation in the Event will imply the full and irrevocable acceptance by the applicant of the following obligations:

- The total occupancy of the space that has been assigned and the permanence at the Stand during all hours of the Event or of at least one representative of the Exhibitor.
- The exhibition of the products throughout the duration of the event.
- Compliance with the payment obligations required for participation in a timely manner as indicated in the booking with EASYFAIRS and always before the celebration of the Event, including any additional order beyond the basic equipment.
- The exhibition only of elements included within the theme of the Event.
- Not to sublet, share or assign the occupation of the Space or any part thereof, except with the prior written authorization of EASYFAIRS.
- The exhibitor shall ensure that its representatives comply with the terms of the Exhibitor Manual.

2. CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES

2.1.- Vehicle access, loading and unloading of goods during assembly and dismantling periods

Access to FIRA will be via the EAST access on the days and times established by EASYFAIRS for assembly and dismantling.

Vehicles are not allowed to park inside the halls.

Neither EASYFAIRS nor FIRA takes responsibility for the surveillance of vehicles parked at FIRA.

There is a public Car park for trucks and another for cars that can be used by paying, where appropriate, the corresponding rate.

2.2.- Assembly regulations

It will be EASYFAIRS who will inspect the feasibility, technical suitability, and compliance with the current regulations of the assembly of the Event, being its sole responsibility the authorization for the realization of this for each particular case.

In this way, companies that choose to make special decorations in the modular Stands must send the project with the plans dimensioned in plan and elevation, as well as a technical description and quality report for more information to operaciones@easyfairs.com before 3rd.

Exhibitors who are going to unload/load bulky merchandise for the exhibition during the event and for this purpose need to access the venue at a different time to that established for assembly are obliged to send the operations department (operaciones@easyfairs.com) information on the technical needs of the machinery, including the logistical means included in the unloading and assembly time. The operations department will assess the requests and will contact you to confirm the timetable.

Transport companies and/or exhibitors must carry this application that EASYFAIRS will send completed with the corresponding time and gate. In case the transport staff do not have it, they will not be able to access the positioning of the machinery until the authorized ones have completed the positioning.

2.3.- Stand assembly regulations

It is allowed:

- FLOORS: Change the color of the carpet, as well as install flooring in the Stands. Those Stands who build on flooring, should it have a height greater than 19 mm, must have at least one access ramp of at least 1,20 m wide for people with reduced mobility.
- VERTICAL PARAMETERS: Vertical elements can be installed within the space with a maximum height of 100 cm in aisles adjacent to neighboring Stands or open aisles, and never closing more than 70% of the façade.

Higher height elements may be installed as long as they are set back at least 1 meter within the Stand perimeter and up to a maximum of 4 m high by paying the assembly fee of 400 €.

The Exhibitor's machinery is exempt, which must not occupy more than the space assigned for the event.

All Exhibitors may use mobile elements or furniture, on which the display or exhibition material is supported, of more than 1 m in height for the demonstration of their products (excluding machinery), occupying no more than 50% of each façade or aisle.

It is not allowed:

- Use of Exhibitor's electrical box installed directly at the hall main connection.
- No element can exceed from the space allocated for the construction of the Stand.
- The use of roll-up as a separation from adjacent Stands.
- The Exhibitor must not make any modification to any of the components, materials and/or furniture of the Stand, nor may he/she glue and/or nail any additional object or element on the walls and/or furniture of the Stand that leaves any type of mark, groove, crack, or damage. All the components, materials and furniture that make up the Stand (including but not limited to walls, chairs, tables, showcases, etc.) are contracted by the Exhibitor on a rental basis. In this way, they must be returned to EASYFAIRS once the Event is over, for which the Stand was booked, in the same condition in which they were delivered.

In this sense, at the end of the Event, the EASYFAIRS operations team will carry out an exhaustive review by taking photographs, which may only be used by EASYFAIRS for internal use, to check that the condition of the Stand is correct and that, indeed, the exhibitor has complied with this commitment to care and maintain the Stand. In this regard, and in the case that the EASYFAIRS team finds any additional element not contracted at the Stand that has altered its original state and cannot be easily removed without causing some type of damage to one of its components, EASYFAIRS staff will proceed to send the invoice for any damage that has been caused by the adhesion by the Exhibitor of that additional element.

On the other hand, and if the Exhibitor finds furniture in the stand that does not correspond to the contracted package, we suggest that they notify EASYFAIRS for its immediate removal, since, otherwise, EASYFAIRS will proceed to invoice the use by the exhibitor of said furniture initially not contracted at the end of the event.

Finally, and in general terms, in the case of any damage of any nature to the stand by the Exhibitor, EASYFAIRS will proceed to charge the cost of repairing said damage to the Exhibitor at the end of the event.

2.4.- Regulations regarding the hanging of structures and rigging

The aerial elements must be set back at least 1 meter around the perimeter towards the interior of the stand.

Exhibitors will be able to hang elements of the structures of the roofs of the halls following the procedure established in the Regulations for hanging structures in pavilions/rigging in force at FIRA. For reasons of safety of the structure of these roofs, all the installations of hanging points that may be required by the Exhibitor will be carried out by FIRA.

The scope of this regulation refers only to all direct hanging points that are installed in all the halls of the enclosure.

2.5.- Use of vehicles as Stands

All companies that use a vehicle with a combustion engine as a Stand for the exhibition of their products must have the tanks loaded with the minimum essential fuel to be able to access the allocated space and leave it at the end of the Event. It is mandatory to inform EASYFAIRS so they can properly coordinate the access to the interior of the hall.

The person in charge of the vehicle will be obliged to present to EASYFAIRS the original vehicle's technical data sheet and the last MOT carried out.

2.6- Water and drainage. Compressed air

They will be supplied inside the ducts/channel at the closest point to the one requested by the Exhibitor, provided that this is not located in a hall corridor. For the proper functioning of the installations, it is not allowed to install more than two water or air connections for each contracted outlet.

In the event of the installation of **wooden floor** or any other type of raised or technical flooring on the surface of the Stand that hides access to the service ducts/channels, **a registration point** must be provided right at the location of the outlets so that they can be accessed in the event of any incidents with the connections.

2.7.- Use of machines and tools during the event

Every machine or tool must be CE approved and identified with the corresponding marking.

Each machine or tool must be equipped with emergency stop devices to enable it to be stopped safely.

Anyone who uses a machine or tool must have received adequate training and information on the risks involved in its use. Hazardous areas of machines or tools must be marked with warnings and signs.

Each part of a machine or tool which presents a hazard of entrapment, cut, abrasion or projection to the user shall be equipped with guards or protective devices.

Any safety device on the machine or tool must never be overridden or "bypassed", nor should any guards be removed.

2.8.- Use of lasers during the Event

For safety reasons, cutting and welding work cannot be carried out without the prior corresponding authorization of Fira de Barcelona. The work area must be examined and approved by the Fira de Barcelona manager present at the hall before signing the corresponding authorization.

This type of work shall not be authorized in the following cases:

1. In the presence of carpeting, wood, paper or any other inflammable material.
2. In areas or equipment that have not been especially conditioned.
3. With cutting and welding equipment that is not in a good state of use.
4. By unqualified people.

Conditions for the authorization of cutting and welding work:

1. All potential risks of fire or explosion, such as combustible materials, paints, oils, fats, solvents and compressed gases, must be removed from a radius of twenty (20) meters.
2. There shall be an operational extinguisher that will be placed 2 meters from the work.
3. The work area shall be protected with fire-resistant elements (safety screens).
4. In the case of electric welding, the machines must have their respective ground line.
5. The areas of electric-arc welding must be visually isolated from the rest of the work environment.
6. In the case of oxy-fuel equipment, the bottles must be secured to their corresponding cart by means of metal chains or clasps. Each portable cart with welding equipment must be equipped with a 6 kg ABC powder extinguisher.
7. Sixty (60) minutes after completing the work, the area must be examined by an authorized person.
8. Personal protective equipment suitable for the work to be carried out:

A safety helmet

Glasses or facial screens, with filter glass, that protect from the violent projection of particles and radiation from welding.

Protective elements for hands, arms, legs and the body against heat and mechanical risks

Safety footwear.

Cotton work clothing (flame-resistant and fitted).

In poorly vented areas, the use of protective masks with filters for metal fumes.

2.9.- Regulations for installing WIFI

We offer the possibility to hire a WIFI network with access to the INTERNET on our online shop.

If your technical connection needs requires the deployment of your own WIFI network, authorization may be requested from the networks and telecommunications department internet@firabarcelona.es (with a copy to operaciones@easyfairs.com)

FIRA will study the requests and notify the Exhibitor in writing. FIRA reserves the right to refuse an application if the network presented by the Exhibitor may, in its technical judgement, harm the quality of service for other Exhibitors.

Pursuant to the above, it is explicitly forbidden for the exhibitors to install WIFI access points without prior authorization, whether this is in order to connect to the Internet or for any other purpose.

During the event, all WIFI emissions inside the halls will be controlled. If a private WIFI installation not authorized in advance is detected, its immediate disconnection will be requested.

2.10.- Maximum sound level

Loud demonstrations on the premises that may disturb third parties are not allowed. Sound must not exceed 60 decibels.

In case of inconvenience to third parties due to exceeding the authorized sound level, FIRA's technical staff will verify this fact. If the result of the measurement is positive, said personnel will require the Organiser to transfer to those responsible the obligation to reduce the volume to the authorized limits.

2.11.- Catering

Exhibitors located in the hall who wish to offer a free catering service at their Stand must inform the Organizer for their knowledge and appropriate effects.

The use of ovens or cooking accessories that use fuels other than electricity or LPG (butane/propane) and that generate fumes or smoke is not permitted.

All packaged products must comply with current regulations.

The Exhibitor must be responsible for the management of the waste derived from this service.

2.12.- Removal of waste and assembly and dismantling materials, exhibits and from the Stand.

Each Exhibitor shall dismantle and remove all exhibits, fixtures, articles, rubbish and other display items and materials from the space and venue at the specified times during the dismantling period and no later than the end of it. If the Exhibitor fails to comply with the clause, EASYFAIRS reserves the right to dismantle and remove the exhibitor's goods.

2.13.- Electrical installations

2.13.1.- General matters

All installations must comply with the Low Voltage Electrical Regulations (Royal Decree 842/2002, of August 2nd), Complementary Technical Instructions and any other internal provisions established by the General Directorate for Industry, Energy and Mines of the BARCELONA Regional Government.

2.13.2.- Exhibitors's electrical box

The installation of electrical boxes from suppliers or installers outside EASYFAIRS directly to the hall connection is not allowed. They can only be used by connecting to the contracted box through EASYFAIRS, which will act as a bridge between the electrical connection of the hall and the installation of the Exhibitor.

No modification or manipulation can be made to the electrical installation of the Stand or the installation once its connection to the network has been authorized, limiting itself to plugging its receivers into the sockets or connection points designated for this purpose by the authorized installer.

2.14.- Lighting

Lighting installed less than 2,80 m from the floor or in places accessible to people must be firmly fixed and positioned so as to prevent any hazard to people or fire risk.

Any lighting equipment that can reach high temperatures must be sufficiently distanced from any flammable material.

2.15.- It is not allowed

- Spray-painting inside FIRA and on any kind of object.
- Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odors and that may cause inconvenience to other Exhibitors or the visiting public.
- Drilling the floorings or fixing carpets or building materials onto them with contact glue or similar. These elements must be fixed with double-sided adhesive tape or fixed on the wood or technical floor installed for that purpose by the Exhibitor or by any other means, always independent of the flooring.
- Painting, inserting studs or making grooves in the structural elements of the venue or in the Stand.
- Performing assemblies in the areas defined as aisles.
- Aiming spotlights outside the Stand.
- Using the hall service channels for the passage of wiring or any other type of installation.
- Loud demonstrations that may disturb other Exhibitors.
- Storage of packaging inside the hall. If any type of packaging is found stored outside the Exhibitor's stand, EASYFAIRS reserves the right to store the packaging at the relevant cost or to invoice said space as exhibition space.
- The use of balloons inflated with light gases as a decorative element of the stands. In case of exceeding the height of 3m in height, the costs of the 400 € height fee must be paid.

2.16.- Dismantling regulation

The dismantling of the Stands begins once the show is closed and when the FIRA security department determines that it is safe to start dismantling. That said, EASYFAIRS will begin with the dismantling of the Stand simultaneously with the Exhibitor. From that moment onwards, empty packaging will be delivered to those exhibitors who have contracted it, prioritizing the venue's official company.

Dismantling time, all Exhibitors must have taken responsibility for the packaging or labeling of their belongings or elements that have been part of their stand.

Each Exhibitor shall dismantle and remove all exhibits, fixtures, articles, rubbish and other display items and materials from the space and venue at the specified times during the dismantling period and no later than the end of it. If the exhibitor fails to comply with the clause, EASYFAIRS reserves the right to dismantle and remove the Exhibitor's goods.

The Exhibitor will be responsible for all charges at a rate of 120 €/m² of the exhibition space.

In the case of packaged or palletized goods that are not removed within the established period, the official FIRA logistics company will store the goods at its facilities. The exhibitor will have to pay the costs derived from the removal of the hall and storage.

2.17.- Assembly and dismantling passes FIRA DE BARCELONA

In order to obtain the FIRA de Barcelona assembly passes, the following telematic processing actions must be carried out:

- Fill in the official FIRA de Barcelona application form (name, surname(s). ID/Passport of the applicant, date of birth and company details).

- Sign the official FIRA de Barcelona information sheet on occupational hazards.
- Give the workers the official FIRA de Barcelona passes where the following fields must appear: Name, Surname, ID/Passport number of the applicant, date of birth and company details.

3. OCCUPATIONAL RISK REGULATIONS - COORDINATION OF BUSINESS ACTIVITIES

Guaranteeing the health and safety of all the people who provide their services at Advanced Manufacturing Barcelona is one of event's objectives. To this end and pursuant to Article 24 of the Law on Occupational Risk Prevention in the Coordination of Business Activities and the implementation thereof in Royal Decree 171/2004, FIRA, as the owner of the workplace, and EASYFAIRS, as Organizer, are obliged to inform the other businesses present of the risks inherent to the workplace which may affect their activities, the measures established to prevent these and the evacuation and emergency measures to be adopted.

In accordance with the foregoing, it is necessary for you to access, familiarize yourself with and apply the Occupational Risk Prevention Regulations that can be found on the FIRA website.

****Information on risks and preventive measures during assembly and dismantling***

RISKS

- People falling from different levels. Falls on ladders - double-decker stands. Falls due to the use of unsuitable furniture, non-use of portable ladders.
- People falling on the same level. Tripping over stand platforms. Trips due to lack of tidiness and cleanliness. Slips due to slippery surfaces.
- Falling objects due to handling. Manual handling of office material, filing cabinets, advertising leaflets, etc.
- Blows or cuts against immobile objects. Blows against lamps and furniture. Knocks against exhibition material.
- Blows or cuts with objects or tools. Cuts with office tools: scissors, cutters, etc.
- Overexertion. Handling and transport of exhibition material. Handling packages of information leaflets.
- Thermal contacts. Burns with spotlights, halogen lamps.
- Electrical contacts. Equipment with plugs or wiring in poor condition. Open electrical panels. Conflict situations generated by the working or occupational environment.
- Risks caused by ergonomic/postural deficiencies. Inadequate furniture. Musculoskeletal ailments due to the use of laptops.
- Risks derived from the material or machinery on display.

PREVENTIVE MEASURES

- Operators working at heights must be provided with sufficient preventive equipment to eliminate the risk of falls (safety belts, ladders, scaffolding, etc.).
- Ladders must have non-slip shoes, anti-opening elements and be in good condition.
- Ladders must be used correctly.
- Scaffolding must be CE marked and correctly assembled (with platforms at least 60 cm wide and handrails 90 cm high with intermediate bar and toe board).
- Work areas and workplaces must always be in a good state of cleanliness and hygiene and free of debris.
- Fire extinguishing equipment and evacuation exits must always be visible and unobstructed.
- All chemical products must be visibly labelled in such a way as to ensure identification of the substance (paints, solvents, oils, degreasers, etc.).
- The introduction of flammable products is not permitted.
- A special work permit is required for welding. Welding equipment shall not be used without prior authorisation from FIRA.
- In electrical welding work, all the equipment to be used must be in safe conditions of use: group protections, cable insulation without cracks and correct connections.
- All equipment for lifting loads, cranes, forklift trucks, etc., must have all their safety elements and be in accordance with current regulations.
- This work equipment must only be operated by authorised, qualified and responsible personnel.
- Suspended loads shall not be passed over people.
- The speed of circulation on the FIRA de Barcelona site shall be a maximum of 10 km/h.

- When working with electrical equipment, the protections, plugs, cables, fuses, earthing, etc., must be in good condition.
 - Electrical work may only be carried out by qualified personnel. It is forbidden to tamper with the electrical installation.
 - The blades and cutting elements of saws and carpentry equipment must be protected.
- **Safety Rules** As stated in these regulations, any natural or legal person who, for any reason, carries out work at the event (service providers contracted by FIRA, Exhibitors, event organizers and contractors, subcontractors or dependent personnel, regardless of their activity, employment situation or professional relationship) are obliged to be aware of, comply with and take into account the information provided by FIRA and EASYFAIRS in the preventive planning of the activities to be carried out at the venue. All companies on site are responsible for complying with and ensuring that their contractors, subcontractors and/or freelance employees comply with the Occupational Risk Prevention legislation that applies to their activities, including the information and instructions to be provided by FIRA as detailed below.

****Information on risks and preventive measures during celebration.***

RISKS

- People falling from different levels. Falls on ladders - double-decker stands. Falls due to the use of unsuitable furniture, non-use of portable ladders.
- People falling on the same level. Tripping over stand platforms. Trips due to lack of tidiness and cleanliness. Slips due to slippery surfaces.
- Falling objects due to handling. Manual handling of office material, filing cabinets, advertising leaflets, etc.
- Blows or cuts against immobile objects. Blows against lamps and furniture. Knocks against exhibition material.
- Blows or cuts with objects or tools. Cuts with office tools: scissors, cutters, etc.
- Overexertion. Handling and transport of exhibition material. Handling packages of information leaflets.
- Thermal contacts. Burns with spotlights, halogen lamps.
- Electrical contacts. Equipment with plugs or wiring in poor condition. Open electrical panels. Conflict situations generated by the working or occupational environment.
- Risks caused by ergonomic/postural deficiencies. Inadequate furniture. Musculoskeletal ailments due to the use of laptops.
- Risks derived from the material or machinery on display.

PREVENTIVE MEASURES

Ensure that fixed ladders are fitted with handrails.

- Have manual ladders available and check that they are in good condition before using them.
- Signpost any unevenness.
- Be extremely tidy and clean.
- Signpost wet areas after cleaning.
- Use footwear that supports the foot.
- Training and information on manual handling of loads.
- Signposting in the event of obstruction of passageways.
- Maintain order and cleanliness.
- Training and information on the correct use of office tools. Training and information on manual handling of loads
- Protect contact areas.
- Do not use equipment in poor condition; remove it.
- Keep electrical panels closed. Do not manipulate them.
- Give workers instructions on how to act.
- Provide ergonomic furniture.
- Training and information on ergonomic postures.

- The client must have the necessary preventive measures in place to avoid risks derived from the material or machinery on display at their stand.

As a general safety measure in the event of concurrence of activities, **it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all the exhibition areas.**

Access will be strictly prohibited without said personal protection equipment. This instruction applies to all persons entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the assembly and dismantling procedures.

4. SECURITY AND EMERGENCY REGULATIONS

4.1.- Security and surveillance of the areas occupied by the Organizer for the act or Event as well as the exhibition areas

During the entire fair period, FIRA provides general surveillance of the venue, including dissuasive and preventive surveillance, access control and public order. In the same way, EASYFAIRS provides a safety device for the interior of the halls. In this sense, it is understood that it is not a specific surveillance service of the area or of each Stand and its belongings, but of preventive security of a general nature. Within the occupied areas by the Organizer, including, where appropriate, the Exhibition areas in halls, it will be a surveillance service aimed at fulfilling the responsibilities described in this chapter.

Among the tasks of "public order" and "general surveillance" entrusted to FIRA's private security, as a collaborator of the State Security Forces and Corps, is included the obligation to prevent, avoid and prosecute, as far as possible, the commission of crimes of any kind.

In accordance with the above, EASYFAIRS and FIRA are not responsible for the theft of materials and objects deposited in the area occupied by the Exhibitor, nor for any damage that may be suffered by objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the celebration of the Event unless there is sufficiently proven liability of FIRA staff or such damages are included in the coverage of the compulsory insurance, only in the case of Exhibitions, Civil Liability and "Multiferia".

The surveillance and security of the Exhibitor's private belongings, if any, **are therefore the sole responsibility of the Exhibitors.**

4.2.- Emergency procedures at FIRA

FIRA will provide general monitoring of the fair venue for the entire duration of the fair in relation to fire safety, as well as the specific control, where applicable, stipulated in the requirements of the licenses granted.

FIRA's Security and Self-Protection Department is responsible for the handling and management of emergencies (medical-health, fire, threats of any kind and natural disasters), in the context of the Self-Protection Plan governing the fair venue.

In such situations, the Organizers, Exhibitors, their contractors and/or subcontractors and their dependent personnel are subject to the FIRA Protection Plan, under the guidelines of the Security and Protection Department, which will at all times act in coordination, collaboration and under the auspices of the State Security Forces, and must collaborate, if required, in maintaining its effectiveness, facilitating and collaborating in compliance with the drills or emergency simulations that are carried out, within the framework of current regulations, in self-protection-related matters.

4.3.- Keeping aisles clear

Aisles and all other evacuation routes **must be always kept clear, including during assembly and dismantling.** All material must be kept within the confines of the assembly areas or Stands, leaving the aisles and other common areas completely clear. During the Event, no samples, packaging, or objects in general are allowed to be placed in the aisles or other communal areas, or in the empty spaces created in the rear enclosure areas that may be assembled.

FIRA cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

4.4.- Fixed and mobile installations against fire

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire hose cabinets (FHCs), floor hydrants, the location of which must be highlighted with a different color from that of the rest of the floor, extinguishers, alarms, water extinguishers, emergency exits, etc., even when included in the contracted spaces, and access points to technical and service areas.

4.5.- Fire prevention

The materials used for the different Event facilities and constructions (Stands, marquees, etc.) shall comply with current regulations.

In particular, regarding the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard. Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc.

4.6.- General provisions in Emergency Situations

Throughout the trade fair period, FIRA provides fire protection (fixed installations and complementary mobile means) and emergency signage for the halls occupied by the event, which may not be modified, cancelled, or replaced without express written authorization from FIRA's Security and Self-Protection Department.

FIRA is responsible for managing exceptional alarm situations and/or within the framework of FIRA DE BARCELONA Self-Protection Plan.