

# ICHNO 2024

Exhibitor's Manual  
Technical Rules and Regulations

**Promoting  
scientific excellence  
and multidisciplinary care**

9<sup>th</sup> International Congress on Innovative  
Approaches in Head & Neck Oncology

21-23 March 2024  
Barcelona, Spain

**ESTRO**

**EHNS**  
European Head & Neck Society

**ESMO** GOOD SCIENCE  
BETTER MEDICINE  
BEST PRACTICE



# ICHNO 2024



# Contact List

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## **Venue**

**Fira Barcelona**  
Avda. Reina Maria Cristina  
8004 Barcelona Spain  
[www.firabarcelona.com/en/montjuic](http://www.firabarcelona.com/en/montjuic)

All Services Offered by the Venue:

- Structural elements and flooring
- Furniture and floral decoration
- Electricity, water and compressed air
- Computer, communication and audiovisual
- Internet services
- Stand personnel
- Catering services
- Stand cleaning
- Special equipment and services
- General ordering conditions

# Key Dates

Aspect	Dates	Description
<b>Congress</b>	21-23 March 2024	ICHNO 2024
<b>Exhibition Booking</b>	25 September 2024	Opening of exhibition space bookings
<b>Exhibition</b>	1 February 2024	Booth designs to be submitted to ESTRO*
	19 March 2024	Build-up (08:00-20:00)
	20 March 2024	Build-up (08:00-12:00)
		Build-up (12:00-20:00) no structural work
	23 March 2024	Dismantling (14:00-20:00)
<b>Satellite Symposia</b>	8 February 2024	Receipt of final satellite symposium program for inclusion in Exhibitor Directory
<b>Advertising</b>	8 February 2024	Company Logo for inclusion in the app and Exhibitor Directory
	8 February 2024	Advertisement for Exhibitor Directory**

\* for “floor space only” booths

\*\*Artwork files for the advertisement pages in Exhibitor Directory should be provided in these specs:

- PDF at print-optimised resolution (PDF 1.3) with fonts and images fully embedded
- No trim or crop marks
- Size: 148 x 210 mm (portrait) - No bleed to be foreseen
- All images should be minimum 350 dpi

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# 1. Access to the Venue

## How to reach Fira Barcelona



Fira Barcelona  
Avda. Reina Maria Cristina  
8004 Barcelona Spain

[www.firabarcelona.com/en/montjuic](http://www.firabarcelona.com/en/montjuic)

Located right in Barcelona’s city center, Montjuïc Venue is ideally situated in an extremely vibrant area. The vast venue is conveniently linked by the local public transport network to both the metropolitan downtown and nearby El Prat International Airport (14 km).

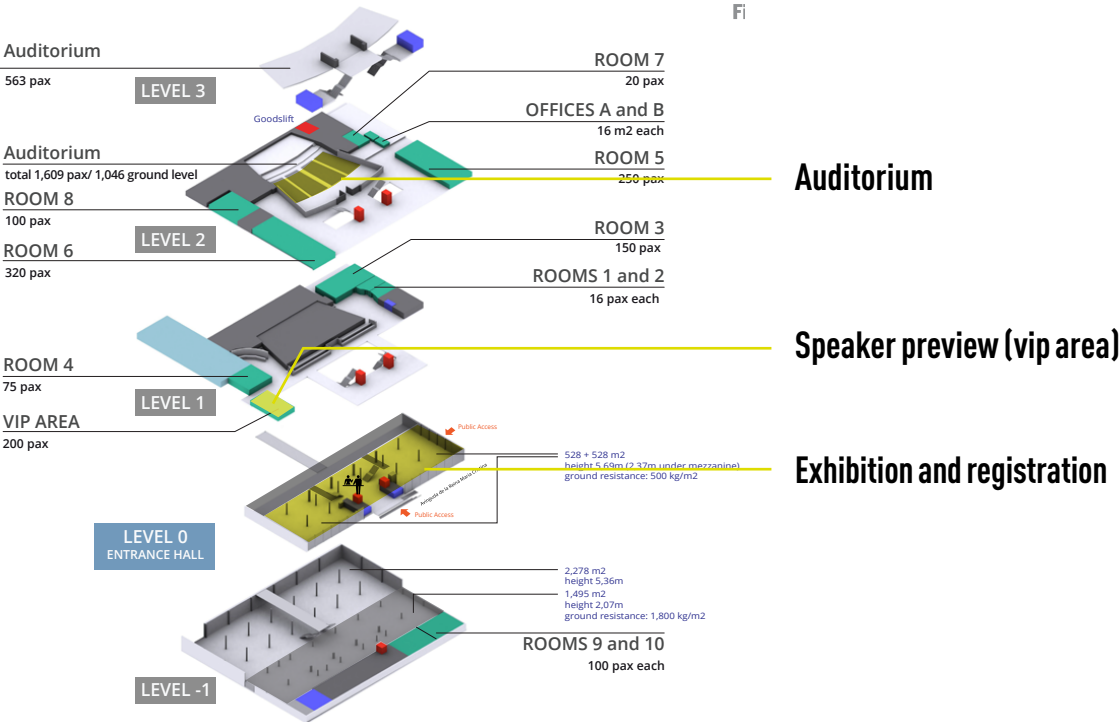
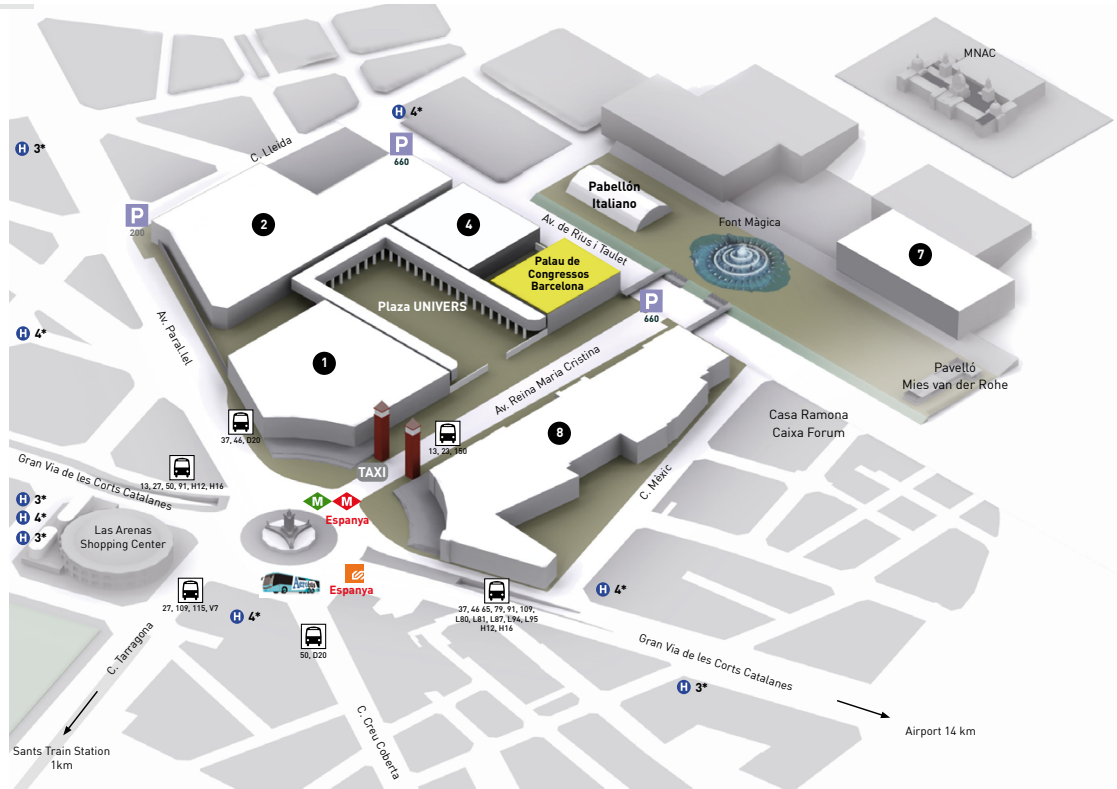
Fira Montjuïc is accessible from the airport using the new Metro Line 9, train and bus connections.

Plaça Espanya metro station and FGC Train station are the solution to reach Montjuïc venue by public transport from the city center and surroundings. Apart from private parking facilities there is also a taxi rank in front of the main access.



# 2. Maps and Floorplan

## Venue General Overview



Exhibition Floorplan

PCB Level 0



### 3. Access to the Exhibition Hall

ICHNO 2024 will take place in **Exhibition Level 0** between **Thursday 21 March** and **Saturday 23 March**.

#### Build-up and Break-down for ICHNO

Hours and dates corresponding to the exhibition set-up, opening times and dismantling are those specified by ESTRO in the exhibitors’ manual. Any request for additional time for set-up, dismantling and/or additional time in the exhibition hall before or after the exhibiting hours must be made to ESTRO, requires the written approval of ESTRO and might cause additional costs. Regulations will be those specified by ESTRO and the Venue.

##### Dates of build-up

Tuesday 19 March	08:00-20:00
Wednesday 20 March	08:00-12:00 12:00-20:00 (no structural work)

##### Dates of break-down

Saturday 23 March	14:00-20:00
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*\*The build-up hours can be extended with an extra cost and they are subjected to the prior written approval of ESTRO.*

#### Exhibition Hours

Thursday 21 March	09:30-19:00 (Networking evening will take place in the exhibition from 17.45 to 19.00)
Friday 22 March	09:30-17:00
Saturday 23 March	09:30-11:00

## 4. Registrations

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### Exhibitors Pre-registration

Exhibitors pre-registration can be made via email to the ESTRO office ([hyilmaz@estro.org](mailto:hyilmaz@estro.org)).

ESTRO will provide all exhibiting companies with an excel file to be completed with the exhibitors' names and to be returned by email to the ESTRO office.

Onsite, when collecting the exhibitors' badges, the appointed company delegate will have the possibility to update the list of exhibitors' names if needed.

The price for all pre-registered regular exhibitors' badges will be **160€ (incl. VAT)**.

### Exhibitors Onsite Registration

Exhibitors badges can only be ordered by the appointed company representative in person. In the case a company delegate not wearing an exhibitor badge needs to access the exhibition hall, he/she will be requested to contact the appointed company representative. If the company delegate cannot contact the appointed company representative, he/she will need to purchase a visitor badge (275€ incl. VAT – valid for the day of purchase) to access the exhibition hall.



# 5. Payments of Exhibitors' Badges

Payments of exhibitors' badges must be made prior the event via bank transfer (pre-registered badges) or onsite **via credit card**.



## 6. Types of Badges

### Exhibitors' Badges

An EXHIBITOR is:

- Any employee of the exhibiting company who possesses a business card with the exhibiting company's name and who is registered as exhibitor to the conference
- Any subcontractor registered as exhibitor to the conference by the exhibiting company, working directly for the exhibiting company and dealing with the organization and management of the booth during the exhibition timings.

All EXHIBITORS must be registered at the conference as such and must wear their exhibitors' badges inside the conference center.

Note: Exhibitor badges are not available for any other professionals.

### Exhibitor REGULAR Badges

The regular exhibitor's badge gives access to the exhibition hall and the coffee breaks. **It does not include the access to scientific sessions.**

Validity: duration of the conference.

The cost for regular exhibitor's badge is **160€ (incl VAT)**.

### Exhibitor FULL Badges

The full exhibitor's badge gives access to the exhibition hall and coffee breaks + access to scientific sessions.

Validity: duration of the conference

The cost for full exhibitor's badge is **1000€ (incl. VAT)**.

### Exhibitor COMPLIMENTARY

Companies exhibiting are entitled to **complimentary** exhibitor's badges as per the booth size. The type of the complimentary exhibitor's badges (regular or full) depends on the company's corporate membership. The number and type of complimentary exhibitors' badges per 9 sqm booth rented is:

Company status	Number and type of complimentary exhibitor's badge
ESTRO Gold members	1 REGULAR + 2 FULL
ESTRO Corporate members	2 REGULAR + 1 FULL
Non-members	3 REGULAR

## Visitors' Badge

A VISITOR is any person not considered as an exhibitor and who needs access to the exhibition hall. All VISITORS must wear a visitor's badge inside the conference center. The visitor's badge gives access to the exhibition hall and coffee breaks.

No access to scientific sessions and social events.

Validity: 1 day (day of purchase)

The cost for visitor's badge is **275€ (incl. VAT)**.

The visitor's badge must be purchased onsite at the registration desk and can be renewed from day to day.

# 7. Space Rental – Rates

## Floor Space Only

Location: Exhibition hall.  
The cost (excl. VAT) for floor space only is **525€/sqm.**  
Cost includes:

- floor space
- 3 complimentary exhibitor’s badges per 9 sqm booth rented
- visibility in the online Exhibitor Directory + congress app (including the company logo)

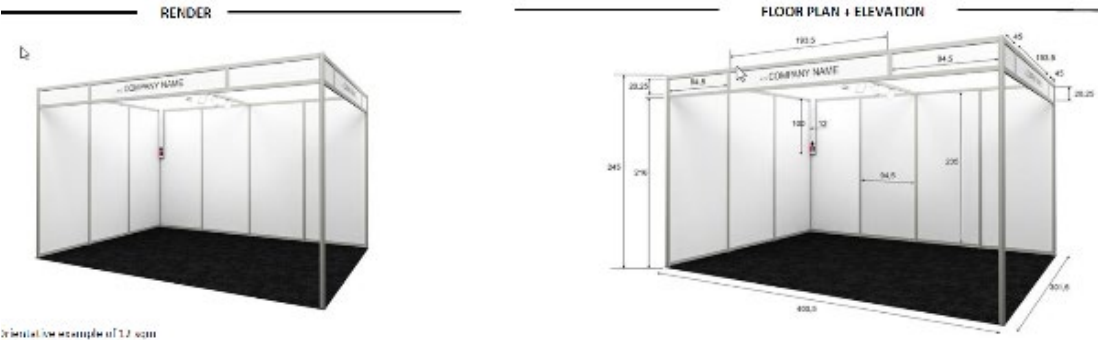
## Floor Space & Modular Shell Scheme Structure

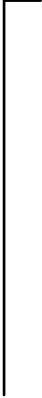
Location: Exhibition hall.  
The cost (excl. VAT) for floor space and modular shell scheme is **630€/sqm.**

The modular shell scheme package offered by ESTRO includes:

- Anthracite gray carpet directly on the palace floor
- White wall at 245 cms /h
- White modular frieze 20,25 cm incorporated in the total height of the stand with vinyl sign and standard font
- Sign with black standard stick lettering. One unit per open street
- General lighting by means of led spotlights of 20 w at a rate of 1 spotlight every 3 sqm
- 1 unit of 1,2 kW powerbox for lighting.

+ structural build-up and dismantling  
+ 3 complimentary exhibitor’s badges per 9 sqm booth rented  
+ visibility in the online Exhibitor Directory & congress app (including the company logo)





**Not included:**

- Furniture
- Additional exhibitor orders
- Internet access (public Wi-Fi is free)
- Electricity

Please note that all on-site services (catering, electricity, waste, etc.) are managed by SERVIFIRA directly:

SERVIFIRA will set-up a personalized website for all exhibitor orders. Here are the optional services SERVIFIRA can provide to exhibitors:

- Structural elements and flooring
- Furniture and floral decoration
- Electricity, water and compressed air
- Computer, communication and audiovisual
- Internet services
- Stand personnel
- Catering services
- Stand cleaning
- Special equipment and services
- General ordering conditions





# 8. Industry Activities

During the congress hours, ESTRO allows exhibiting companies to organize different formats of meetings. Such meetings are limited to staff meetings, briefings, advisory boards, client meetings. Any other type of closed meetings must be approved by ESTRO.

**Meetings including more than 30 guests require the prior approval of ESTRO.** Meetings with similarities to a satellite symposium session are not allowed.

## Satellite Symposia

To be eligible to hold a satellite symposium during the ESTRO Event, the company must be registered as Exhibitor at the ESTRO Event.

ESTRO reserves the right to reject any proposal that is not considered as appropriate to the Event or does not comply with the criteria set forth in the rules and regulations.

### Available Slots and Rates

#### Thursday 21 March 2024

During lunch break  
Exclusive Slot  
€45.000

#### Friday 22 March 2024

During lunch break  
Exclusive Slot  
€45.000

### Satellite Symposium Package

- Rent of the meeting room for the duration of the symposium
- Standard equipment and room set-up
- AV technician
- 1 hostess
- Possibility of roll-up (dimensions 2m\*85cm) displayed the morning before your event in the registration area (artwork to be submitted to ESTRO for written approval). Each company is responsible for producing their own roll-up.
- Inclusion of the satellite symposium agenda in the Exhibitor Directory and event app
- Email blast listing the satellite symposia agenda sent by ESTRO prior to the congress to pre-registered participants (in accordance with the GDPR policy)

### Access

Participants fully registered to the congress, one day participants, company representatives wearing their exhibitor's badges, speakers and all persons involved in the organization of the satellite symposium (technicians, speaker) wearing the appropriate badge have the

right to attend the industry satellite symposium. Exhibitors are not allowed to attend the satellite symposium session of another exhibiting company unless invited.

Access to the room for company organizers is possible for the satellite symposium organizers **30 minutes** before the start of the symposium.

### Rules Regarding the Satellite Symposium Speakers

A conference speaker invited to speak at a satellite symposium cannot be financially supported by the inviting company in any way and it will be the responsibility of the satellite symposium organiser to ensure that this is the case.

The speaker cannot speak on the same subject at the main conference and the satellite symposium. As the main conference programme comes first, it is the responsibility of the satellite symposium organiser and of the speaker to ensure that this overlap does not occur.

### Speaker's Registration

Each company is responsible for the registration of any satellite symposium speakers who are not participating in the official conference program. The visitor's badge allows the access to the satellite symposium room and exhibition hall for the day of the satellite symposia.

### Speaker's Presentations - Preview Centre

center and follow the instructions that ESTRO prepares for its own speakers. Speakers' presentations must be submitted to the preview center **at least 2 hours before the presentation.**

### Setup and Dismantling

Companies must adhere to the indicated start and end times of the reserved time slot. Extensions beyond the assigned timings are not allowed under any circumstances. The room should be completely vacated immediately after the end of the satellite symposium. Companies are responsible for removing all materials, waste, etc. from the room before the next scientific session starts. In case of non-compliance, companies may be charged for costs incurred for cleaning or removal of materials. Installations or alterations to the rooms and the standard set-up can only be made with the explicit approval of ESTRO.

### Food and Beverage

All catering related to the satellite symposium session must be organized and ordered to ESTRO. The lunch box order form will be made available closer to the event.

### Promotional Activities

ESTRO encourages independent promotion of approved symposia, with prior written approval of ESTRO and in line with the GDPR (General Data Protection Regulation).

Onsite promotion of the satellite symposium will be strictly restricted to the company's booth.

One roll-up of each satellite symposium holder will be displayed at the registration area on the day of their symposium and another one can be placed half an hour before the start of their session in front of the satellite symposium rooms.

### Social Functions/Special Events

Social functions or any special event planned by the Exhibitor during the ESTRO congress (this includes the ESTRO pre-meeting courses and workshops):

- require the prior written acceptance of ESTRO
- must not be held in the same place as any ESTRO activity
- must not be held during the scientific program of the ESTRO Event or during ESTRO activities

The date and place of any industry event / social activity planned by the Exhibitor must be approved by ESTRO. ESTRO shall have full authority to discontinue any function not approved by ESTRO and will not be held liable for any costs incurred by the Exhibitor.

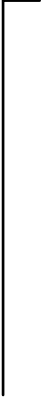
### Meeting Rooms

The meeting rooms are available for exhibiting companies within the congress centre. Please send us your requirements for the meeting rooms and ESTRO will assign a suitable room for your needs.

The rooms can be rented for ½ day (€ 1,000 VAT excl.) or a full day (€ 2,000 VAT excl.). Beamer is included in the price. Catering can be ordered directly from the official partner of ESTRO.

### Audio and Visual Activities

**Lighting and the production of music and/or sound** requires the written acceptance of ESTRO, is limited to the perimeter of the Exhibitor's booth and **must be directed towards the interior of the stand**.

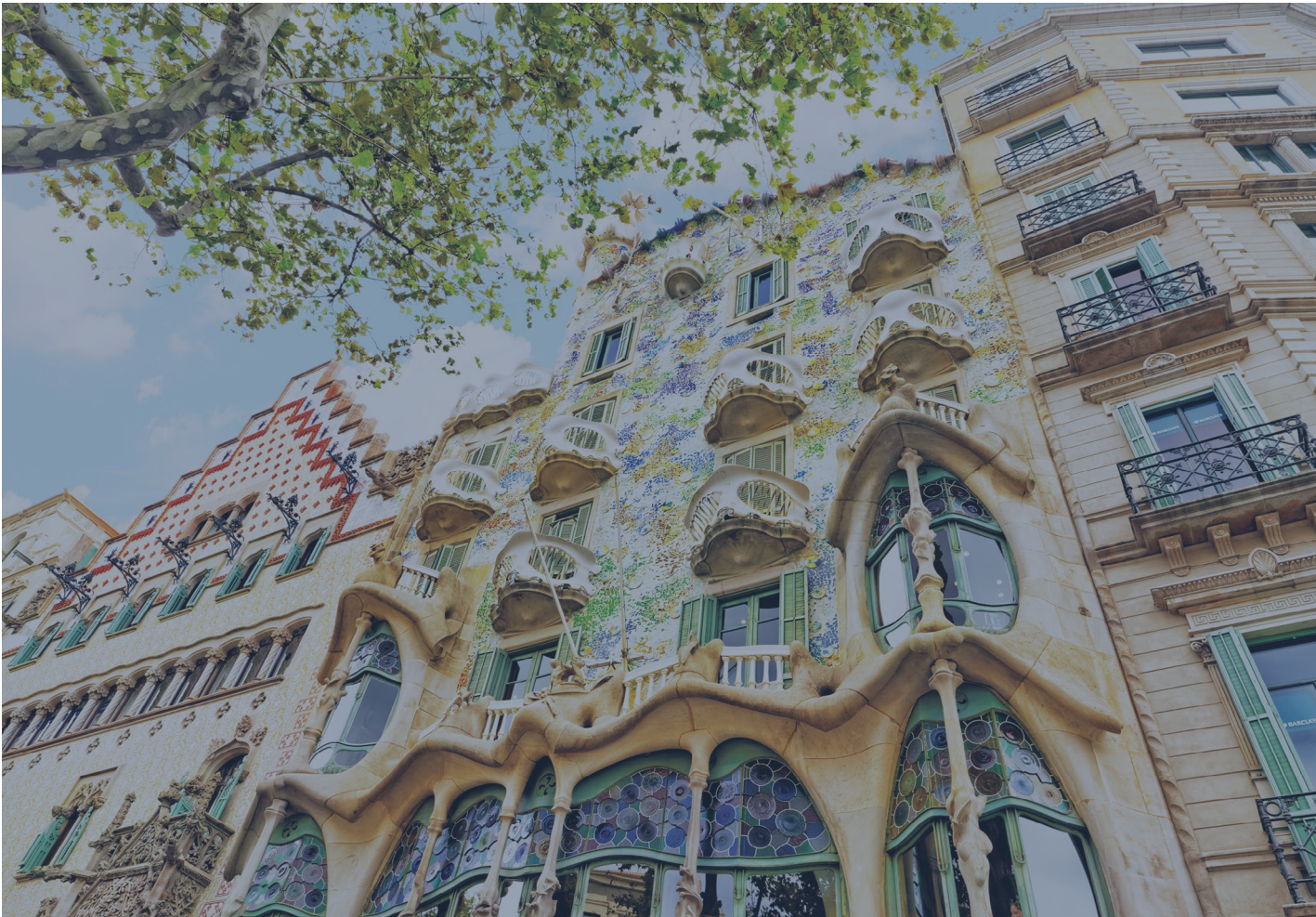


All activities including the use of sound should be notified to ESTRO including the information about **duration and frequency of the sound**.

If ESTRO judges that a disturbance is being caused, the Exhibitor will be required to lower or halt the activity immediately. Licensing for copyrighted work is the sole responsibility of the Exhibitor.

The use of live music, dancers or any other similar entertainment activities are not allowed in the Exhibition Hall. **Professional models/hostesses** may be used for demonstration purposes but may **not leave the Exhibitor’s booth space parameters** to drive traffic to the booth and/or pass out information or take “polls.”





# 9. Onsite Advertising and Sponsoring

## Advertising

Below you will find an overview of opportunities to increase your brand visibility during the congress. Please note that each opportunity is offered in exclusivity – your logo will be the only one visible when purchasing one of the opportunities. The only exception are the advertisements in the digital Exhibitor Directory.

Area	Description	Price
Coffee cups in the exhibition hall	Display of your logo on all cups available in the catering areas in the exhibition during the lunchtimes and coffee breaks.	€10.500 + Production
Event App	Display of your logo on the install, welcome and intro screens of the ESTRO event app	€10.500
Exhibitor Directory (digital)	Display of your advertisement in the key document on exhibition & industry for all participants (available on the ESTRO website and via the ESTRO app)	€ 2.000

All prices are VAT excluded.

# 10. Architectural Guidelines

- The minimum exhibition space allowed is **9 sqm**.
- Booths, part of it or exhibition material may not be covered or removed from the exhibit space during the exhibition opening hours. Unsightly objects must not be placed in public view.
- The floor of the booth must be covered with **carpet**.
- The booth must be delimited with suitable and finished **partition walls** to close off the space on all sides other than the visitors' aisles. Partition walls must not be shared between two booths.
- **Exposed / rear sides of side and back walls** of booths and displays shall be white, plain (without partitions) and kept clean.
- Corner booths, two-walled booths, three-walled booths and **pop-up display** must be complete with **partition walls** located on all sides other than the visitor's aisles.
- ESTRO reserves the right to order the missing parts of the exhibitor's booth at the expenses of the defaulting exhibitor.

## Booth Design and Structural Plans

**Booth design and structural plans** must be in accordance with ESTRO rules and regulations, the Venue regulations and the exhibitors' manual and must be submitted for approval to ESTRO [hyilmaz@estro.org](mailto:hyilmaz@estro.org) by **1 February 2024**. Booth design and structural plans will be valid once the Exhibitor has received the written approval from ESTRO.

## Types of Booths

### Island Booth

An island booth is an exhibition space with 4 sides open.

Full use of the space is permitted, but the design of the booth must ensure the visibility to neighboring booths, have a suitably open appearance and be accessible from all adjacent aisles. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

### Corner Booth

A corner booth is an exhibition space with 2 mandatory walls and two sides open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.



### Three-walled Booth

A three-walled booth is an exhibition space with three mandatory walls and one side open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

### See-through Visibility

Booth structure, design and equipment display must ensure the visibility to neighboring booths and have a suitably open appearance. Unless prior agreement with neighbor companies, only one-third of the surface area adjoining the public aisles can be fully enclosed.

ESTRO reserves the right to refuse or relocate any booth that fails to conform to this requirement.

### Overall Height of Display

The maximum height of any booth or related objects (excluding hanging banners) located 1 meter or less away from a visitor's aisle must not exceed **2,5 meters**. In exceptional cases, ESTRO reserves the right to readapt this regulation.

For booth constructions with **height from the floor higher than 5m**: a surcharge of **100€ (VAT excl.)** corresponding to the space rental will apply.

# 11. Technical Specifications of Fira Barcelona

Please find the technical regulations of Fira Barcelona [here](#).

## Floorplans & Escape Routes

During the build-up and breakdown periods, and for safety reasons, no material or work tools may be placed obstructing the aisles. All materials must remain within the limits of the space of each stand.

In the event that any aisle is effectively obstructed, Fira Barcelona’s Cleaning Services may remove the objects. The customer loses the right to claim damages for such removal. The costs incurred by these actions may be passed onto the exhibitor.

## Fire Prevention, Material Specifications

The materials used for the Fira de Barcelona structures (stands, tents, etc.) must comply with the current regulations. In particular, and with regard to the fire resistance of the material, they must comply with the provisions of the Spanish Technical Building Code (TBC).

Table 4.1 of BD-FS 1. Reaction of surfaces to fire.

- On ceilings and walls: C-s2 and d0.
- Hanging textile elements: Class 1 in accordance with the UNE-EN13773:2003 standard.

All decorative elements must comply with the same characteristics as the construction elements. They may not incorporate any type of inflammable material, for example straw, wood shavings, paper shavings, dry leaves, etc.

In any case, the Fira de Barcelona technical team reserves the right to request the certificates corresponding to the materials used in the stands or for their decoration.

## Surveillance of Exhibition Areas and Exhibitor Goods

During periods of build up, show days and break down, Fira de Barcelona shall be responsible for providing general surveillance, as well as general and preventative safety, with regard to order and fire safety or emergencies of any kind.

Under no circumstances is this security measure intended for and focused on the goods displayed, nor on the particular goods of each exhibitor. Therefore, Fira de Barcelona accepts no liability for the particular goods that are the property of the exhibitors or their



employees. Moreover, Fira de Barcelona shall not accept any liability for the robbery or theft of the materials and articles placed in the stands or any other space of the venue, nor for the damages that may be suffered during periods of build up, show days and break down. Therefore, each exhibitor is exclusively responsible for the surveillance and safety of their particular belongings. However, Fira de Barcelona may provide the necessary support to resolve or process the corresponding complaint with the authorities.

Should an exhibitor wish to have their own surveillance service for their stand, this can be hired through the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)).

If, on the contrary, the exhibitor wishes to hire the surveillance service or a security company other than that of Fira de Barcelona, they must provide the "Private surveillance in stands" form, duly completed, to the Division of Safety and Mobility at least 48 hours in advance. This form contains the regulations and conditions for the provision of this service.

## Occupational Risk Regulations

Fira de Barcelona requires the personnel present in the exhibition areas to be duly identified/ accredited. To do so, all personnel involved in the build up and break down of the event are given personnel passes. During the days of build up and break down, individuals under the age of 16 shall not be allowed to enter the halls.

To obtain Fira de Barcelona passes for the build up, the following actions must be carried out:

- Complete the Fira de Barcelona official application form (name, surname, National ID/ Passport of the applicant, date of birth and company details).
- Sign the official fact sheet of the occupational risks of Fira de Barcelona.
- Provide employees with official Fira de Barcelona passes, which must have the following mandatory fields:
  - Name
  - Surname
  - National ID/Passport

The build up contractors must comply with and ensure that there is compliance (of their contractors and subcontractors) with the current legislation with regard to the prevention of occupational risks that can be applied to the tasks carried out in each case. This is relevant to tasks carried out directly, as well as those that are subcontracted.

The companies that participate in build up and break down tasks must have an Occupational Risk Prevention management system (in accordance with the provisions of the Law on Occupational Risk Prevention 31/95, Art. 30). This section is included in ANNEX No. II of Occupational Risk Prevention.

The build up contractors hired by the exhibitors and companies involved in the build up and break down of stands must immediately report the occurrence of any accident or incident that requires action by Fira de Barcelona to the hall manager, the medical area or Fira de Barcelona personnel.

## Regulations on the Build-up of Stands and Adaptation of Spaces

All connection service chests located on the floors of the halls must be easy to register and must be easily accessible at all times. The design of the stand can never obstruct access to any of the service chests. For this purpose, Fira de Barcelona has the power to require compliance with this requirement.

The surface of the exhibition spaces, both inside the hall and in the outer areas, shall solely be carried out by placing a platform or carpeting. This element must be removed by the exhibitor at the end of the event. Likewise, the rear sides of the walls that form the stand shall have a decorative finish.

It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the halls. It is prohibited to carry out channeling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be clad with paint or glue.

It is prohibited to apply cement to the floor without the presence of an intermediate protective element authorized by Fira de Barcelona. Furthermore, driving in nails using percussion tools or painting using spray guns is forbidden. Any possible damage caused by the exhibitors or their delegates to the walls, installations or other infrastructures of the Fira de Barcelona exhibition area shall be repaired by Fira de Barcelona and charged to the exhibitor. Advertising or informative anchors of the halls that are used exclusively by Fira de Barcelona cannot be used.

For safety, health and environmental reasons, the tools that produce dust, such as all types of saws, must not be used inside the Fira de Barcelona halls, unless they are equipped with dust holding bags or suction systems designed for this purpose.

### Custom Constructions

For events organized by Fira de Barcelona and in the case that the exhibitor undertakes a stand construction project through a company hired independently, they must submit the decoration project to the Fira de Barcelona Operations Department in advance for approval (indicating the layout, elevation and other necessary information). This project must be in accordance with the build up regulations of the exhibition, published in the exhibitor area.

As a general rule, the free constructions must comply with the current regulations and, specifically, the Spanish Technical Building Code (TBC) in all of its sections, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA).

The structures of the stand and any of the elements that comprise it must have the necessary stability and rigidity so that they do not pose a risk to people or to the goods of the exhibition, with the safety of the stand under the responsibility of the exhibitor.

## Ceiling Installation

Exhibitors may cover their stands with a ceiling, provided that they observe the technical directives on fire protection and the safety regulations referred to in sections 1.4 and 3.4 of the technical document. Since the ceilings can be seen from higher floors, their finish should always be aesthetically pleasing.

In any case, Fira de Barcelona suggests that when covering the stand with a ceiling, this ceiling is permeable so that the general temperature control of the hall reaches the space of the stand.

## Different Floor Levels Due to Installation of Platforms

When the floor of the stand must be lifted by installing a platform on the entire surface thereof, it must comply with current accessibility and safety regulations in order to prevent falling to a different level, always in accordance with the provisions set forth in the specifications of the Spanish Technical Building Code.

Under no circumstances shall the access ramp to the platform exceed the limits of the area of the stand, and it must comply with the relevant regulations defined in the Spanish Technical Building Code (BD SUA).

More specifically, it must ensure that the height of the stand platform with respect to the pavement of the hall is never greater than 18 cm.

## Rigging

The service of basic anchoring points (also called rigging) is exclusive to Fira de Barcelona and offered through its official provider. Therefore, it is entirely prohibited to hang any element directly from the ceiling of the halls and facilities.

The stand exhibitors and build up contractors must request the rigging points according to the load distribution carried out by their qualified technician.

It is not always possible to locate anchoring points in all of the exhibition areas of the hall, since there may be restrictions that depend on the hall and the points already in use, as well as the load capacity of the ceiling. This circumstance may thus require prior adjustment for the rigging (pre-rigging). Moreover, this adjustment may entail additional costs that shall be charged to the exhibitor.

Any exception to the regulations described must be authorized in advance by the Fira de Barcelona technical services

The structures must be designed to resist the static and dynamic loads associated with their final design, as well as take into account their steps for build up and break down.

The main requirements for any hanging structure/element are:

- The minimum distance permitted between anchoring points is 1 meter.
- The maximum hanging weight permitted for rigging elements is 15 kg per m<sup>2</sup>, calculated by the ratio of the total weight of the suspended elements to the hired stand surface.
- It is not permitted to raise any truss grid with more than 6 manual chain hoists.
- The maximum load weight of a rigging point is 1.50 kN (150 kg). It must include the weight of the lift equipment (motors, hoists, etc.).
- The hanging elements must have more safety features than those established in the prevailing regulations. This requirement is applied to all principal and secondary, or simply decorative, hanging elements of the points installed by the contractor.
- The loads transferred to the structure at any point due to lifting elements and that act on the halls cannot exceed the maximum load capacity of the point and its elements.
- The materials used must be of a high quality, in a good state, bear the CE (European Conformity) marking and have an up-to-date revision.
- The truss structures and materials belonging to the exhibitors are only permitted if they have the CE (European Conformity) certification and are in excellent working condition.
- Exhibitors are not permitted to hang any element from the auxiliary structures installed in the ceiling of the venue.
- The elements hanging from the ceiling must maintain the vertical nature of the point.
- The maximum recommended distance between the anchoring points that use a truss is 10 meters for general lighting.
- It is strictly prohibited to alter any equipment installed by the official provider, including trusses, wires, shackles or rope slings.
- The maximum height shall depend on the area and hall where the rigging point is installed, and under no circumstances can it exceed the maximum height established by Fira de Barcelona.

## Request Procedure

Rigging points are not always available and every request will be dealt with individually. To request the rigging service, it is necessary to fill out the form available online through the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)) and submit it along with the documentation listed below:

- A drawing (in AutoCAD 2010, if possible) indicating the height, the weight supported by the anchoring point and the orientation of the stand in the hall.
- The rigging request form (available online at the Servifira website), indicating company information and rigging requirements.
- The point type (with or without safety wires, manual chain hoists or electrical motor).

Based on the complexity of the request (number of points, location, simultaneity of requests, etc.), and at the request of Fira de Barcelona, the following must be submitted:

- A technical description of the design materials.
- Justification of weight calculations of the points.
- Quality certificates of the materials.
- Justification of the revision of motors, hoists or any other machinery.
- A description of the build up/break down procedures to prevent damage to the hall structure or anything which may present a risk to the installations or personnel.

All of the data provided must be submitted with measurements from the International System of Units and in Spanish or English.

In the case of detecting some deficiency in the materials or when completing the work, Fira de Barcelona can stop the build up/break down operations until the required documentation is submitted or the procedures used are corrected.

There are local restrictions that change according to the hall structure, the load capacity of the ceiling and the load already used. These restrictions can lead to the installation of pre-rigging structures with the resulting additional costs. For more information on these restrictions, please contact the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)) or write to: [rigging.op@firabarcelona.com](mailto:rigging.op@firabarcelona.com).

## **Mandatory Regulations for the Rigging Material**

### EUROPEAN REGULATIONS:

- UNE-EN 13414. Steel wire rope slings. Safety.
- UNE-EN 1677. List of regulations for components of slings. Safety.
- UNE-EN 12385:2003. Steel wires. Safety.
- UNE-EN 13411:2002. Grips for steel wires. Safety.
- UNE-EN 13889:2004+A1:2009. Forged steel shackles for general lifting purposes – straight and curved shackles – Level 6 - Safety.
- Directive 2006/42/EC on machinery

### SPANISH REGULATIONS:

- CTE. Spanish Technical Building Code

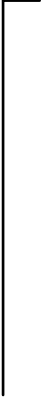
### RECOMMENDED PRACTICES:

- NTP 155: Steel wires
- NTP 221: Steel wire rope slings

## **Specific Regulations on Occupational Risk Prevention**

All work at heights must be carried out in compliance with the regulations on Occupational Risk Prevention. Specifically, R.D 2177/2004, of November 12th, which establishes the minimum health and safety requirements for the use of equipment by employees, regarding temporary work at heights the installation of pre-rigging structures with the resulting additional costs. For more information on these restrictions, please contact the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)) or write to: [info@expo-rigging.com](mailto:info@expo-rigging.com).







## Installations & Power Supply Regulations

### Power Supply

All electrical energy supplied to the stand shall be provided by Fira de Barcelona, the characteristics thereof being 400 V between phases and 230 V between phases and neutral.

A direct current supply or a supply in any other condition of stability and continuity which differs from the general supply and does not belong to Fira de Barcelona will be charged to the stand exhibitor and requires the prior authorization of Fira de Barcelona. Fira de Barcelona may limit the supply power when it may have a negative effect on other users or through the risk of overload or the safety of its own lines and installations.

The users of the stands and installations are required to maintain a  $\cos \varphi$  power factor of between 0.95 and 1.

In the case that the installed electricity-consuming equipment requires some type of precaution in the shutdown processes or is sensitive to possible cuts in the power supply, the equipment installer must install elements that prevent the risk of a possible power supply failure, such as uninterruptible power supply (UPS) systems.

Since the power supply of the Montjuïc venue depends on the power company providing the services, Fira de Barcelona is not responsible for the external defects thereto, including both supply failure and the quality thereof (variations in frequency, variations in voltage, transitions, spikes, sags, short outages, micro-cuts, etc.).

### Legalization of the Installation

All installations must be carried out in accordance with the requirements required by the Low-Voltage Electrotechnical Regulations (LVER) and the supplementary technical instructions thereof by an electrician officially authorized by the Industry Department of the Generalitat of Catalonia, in compliance with the corresponding electrical installation report (official certificate).

EU electricians who do not have the official Catalan electrician license are required to register themselves at any of its offices. Next, they must also register themselves with an ICO (Inspection and Control Organization).

Non-EU electricians must make Fira de Barcelona directly responsible for the electrical distribution switchboard. If Fira de Barcelona is not made responsible for the electrical distribution switchboards, the stand constructor or exhibitor, if applicable, shall ensure that this service becomes the responsibility of an officially certified electrician in Catalonia or a European electrician who has prior experience in carrying out the aforementioned procedure.

All exhibitors who do not make Fira de Barcelona responsible for an electrical distribution switchboard of the stand must fill out the electricity request form in order to have a power supply in the stand.

Electricity consumption will be billed before the event and Fira de Barcelona must have received payment for the installation to be approved and to ensure electricity at the stand.

The electrical connections in the Montjuïc venue are made by using wiring with terminals that must provide the installation of the exhibitor; said wiring must reach the corresponding exhibitor box.

To legalize the electrical installation, the documentation of the installation, duly certified by an electrical installer authorized by the Generalitat of Catalonia, must be delivered to the Fira de Barcelona Industry Service (present in the Customer Service Offices), providing the necessary documentation:

**Stands with up to 50 kW shall require a technical design report that must include the following documentation:**

- Electrical installation report.
- Electrical diagram with calculations.

**Stands with more than 50 kW must be legalized by means of a technical project created by a licensed engineer.** This means:

- A project stamped by the Catalonia School of Engineers.
- A stamped certificate for completion of the work.
- An electrical installation report.

All installations powered by a generator must also be legalized in the case that the said generator exceeds 10 Kva.

The costs of legalization, carrying out the project and the necessary documentation shall always be charged to the exhibitor. Fira de Barcelona may provide the service for carrying out the projects if so required by the exhibitor.

It must always be taken into account that the electrical distribution in a stand must be legalized by a sole owner, the legalization being separate for each stand. In the case of stand islands for several exhibitors, each of the stands must be legalized separately in accordance with Industrial Safety Law 12/2008 of July 31st.

**Electrical Connection to Service Chests or Exhibitor Boxes**

In the Montjuïc venue, once the installation permit is obtained, and with a copy of the same, the installer shall request the connection from the Hall Manager who shall notify the Fira de Barcelona electrical service in order to proceed with connecting the power supply of the stand in the presence of the installer. The electrical service shall verify that the installation permit is authorized and shall proceed to connect.

During the build up period, short power cuts generated by connecting the switchboards of other exhibitors that share the exhibitor box may occur.

In the case that an exhibitor notices the need to modify their contracted power or add another switchboard during the event, this can be managed through the Fira de Barcelona sales department ([www.Servifira.com](http://www.Servifira.com)), but this modification shall not be carried out until Fira de Barcelona considers it appropriate in order to avoid affecting other exhibitors.

### Electricity Distribution of the Stands

The following requirements must be fulfilled:

- The main electrical distribution switchboard of the stand must incorporate a main breaker with heat and magnetic protection.
- The use of fuses is not permitted.
- The main breaker must be adjusted to the power requested to Fira de Barcelona.
- All lighting circuits and exits of less than 32 A must be protected by a residual-current protective device of 30 mA. Likewise, all electrical equipment accessible to the public must also be protected by a residual current protective device of 30 mA.
- All circuits must be protected against current overload with omnipolar cut (phase-neutral) at its source.
- All distribution switchboards must be able to be opened solely with the use of a tool.
- In covered areas, the distribution switchboards must have a minimum protection level of IP 4X, and, in open areas, the degree of protection will be IP 45.
- The distribution switchboards of the stands must be duly fixed to the structure at a height between 1 m and 1.80 m and must be accessible.
- Electrical switchboards that do not fulfill the conditions set forth in the Low-Voltage Electrotechnical Regulations (LVER), according to technical instruction, shall not be accepted.

### 24-hour or Permanent Switchboard

When the distribution switchboards and their electrical connections require a supply for 24 hours, they must be independent of the daytime distribution switchboards and exhibitors must contract Fira de Barcelona, expressly indicating the timetable for the 24 hours. Likewise, they must be legalized with the Industry Service, clearly indicating that they will be used for 24 hours. The installation that is to be connected for 24 hours must be able to reach the permanent box that is available for its connection. Switchboards that have been previously contracted for daytime use cannot be extended to 24 hours; in this instance, the exhibitor must contract a new permanent switchboard (24 hours).

During the build up period, short power cuts generated by the connection of the switchboards of other exhibitors that share the exhibitor box may occur.

In the case that an exhibitor notices the need to modify their contracted power or add another switchboard during the event, this can be managed through the Fira de Barcelona

sales department ([www.servifira.com](http://www.servifira.com)), but this modification shall not be carried out until Fira de Barcelona considers it appropriate in order to avoid affecting other exhibitors.

**Electrical Shut down**

Once the event has finished, Fira de Barcelona shall establish a time at which the electrical service shall disconnect the electrical circuits. This time shall be applied to both daytime switchboards (during the event) and the 24-hour switchboards (once the aforementioned event has finished). In the case of requiring a power supply after this time, the provisional switchboards installed in the Hall can be used.

It is the responsibility of the company carrying out the break down to check, prior to the commencement of the works, that there is no voltage throughout the entire work area of their stand.

**General Conditions for Installing and Contracting a Power Supply**

**In the case of contracting through the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)):**

- All services are provided on a rental basis.
- Exhibitors who hire electrical switchboards through Servifira delegate to Fira de Barcelona the management of their installation.
- Power consumption and the corresponding fees are included in the cost of the electrical switchboards.
- The rental prices of the electrical switchboards for show days include the legalization thereof but not the electrical project in the case it is equal to or greater than 50 kW in the stand.
- The electrical consumption rates are open to any possible official variations that may occur.
- In any case, only the supply of goods and services contracted at least two weeks prior to the commencement of the build up is guaranteed. Fira de Barcelona shall not process any order that has not been previously paid for.
- Fira de Barcelona accepts no responsibility for interruptions to the power supply due to causes beyond its control.

**With regard to the electrical installation of the exhibitor (Fira de Barcelona has not been contracted):**

- The exhibitor must pay the amount of electricity consumption and the corresponding fees through the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)).
- The cost of electricity consumption derived from the show day switchboards shall be billed according to the fees and the full requested power (power of the stand + extra power).
- The electrical consumption rates are open to any official variations that may occur.
- Fira de Barcelona accepts no responsibility for interruptions to the power supply due to causes beyond its control.





## Technical Regulations for Show Days

### Maximum Noise Level Permitted

In the shows held at Fira de Barcelona all activities and product demonstrations that may generate noise inside the halls during the hours of the show days, as a service to other exhibitors (when necessary), shall be limited to the maximum noise level permitted, which corresponds to three (3) dB above the background level. In all cases, the maximum noise level admitted in the exhibition area shall never exceed sixty (60) dB. Should the allowed noise level be exceeded, Fira de Barcelona shall require the exhibitor to lower the volume until it reaches the proper levels.

### Catering

Fira de Barcelona is able to provide catering services to exhibitors who so require it through the Gastrofira Catering Department ([www.gastrofira.com](http://www.gastrofira.com)).

Exhibitors who are going to offer catering at their stand and do not wish to hire Fira de Barcelona services must obtain the health and hygiene authorization described below. This authorization will be necessary for all operators or providers who serve or sell food considered to be a risk in the Fira de Barcelona venues.

#### Necessary document requirements (documents to be provided)

Health and hygiene authorization in effect for points of sale or food services at Fira de Barcelona.

The lack of the aforementioned authorization means the following shall be required:

- A signed document of the commitment to comply with the current law on food hygiene (Regulation EC 852/2004). The model is included in Annex III.
- Photocopy of the Health Record or the corresponding health permits marked by RD 191/2011.
- Manual Self-Monitoring System based on the Hazard Analysis and Critical
- Control Points system.
- Training records of food handlers.

### Connectivity Services

Exhibitors, as well as build up contractors, are prohibited from installing or using Wi-Fi networks other than those offered by Fira de Barcelona. To everyone's benefit, all Wi-Fi connections shall be operated by Fira de Barcelona. Fira de Barcelona uses specific equipment from the build up period of the exhibition until the end. Any other Wi-Fi network must be authorized and its disconnection will be required; in this instance, economic sanctions may be applied.



In cases where the exhibitors require the installation of their own Wi-Fi network, which differs from the one offered by Fira de Barcelona, authorization can be requested from the Networks and Communications Department ([internet@firabarcelona.com](mailto:internet@firabarcelona.com)), where the case will be discussed with the local expert team, and will be either accepted or denied.

If the request is accepted, the configuration and regulations will be indicated in detail, in addition to agreeing on a date and time with the local expert team to validate the configuration before the inauguration of the event.

**Recommendations for exhibitors**

The use of any equipment, Wi-Fi network or any other technology that operates on the 2.4 GHz or 5 GHz frequencies, such as wireless microphones or wireless light controls, is not permitted. If the use of this equipment is necessary, the Networks and Communications Department must be contacted ([internet@firabarcelona.com](mailto:internet@firabarcelona.com)).

If an internet connection is essential to the exhibitor, they should contact the Networks and Communications Department ([internet@firabarcelona.com](mailto:internet@firabarcelona.com)) prior to the event or contract a cable internet service.

In the case that the devices (mobile devices, PCs, etc.) can only connect through Wi-Fi, they should be compatible with the 5 GHz frequency (standard Wi-Fi 802.11a/n/ac). Any device that is not compatible with 5 GHz will not function with any product hired through point 12.1 ONLINE SERVICES CATALOGUE. Fira de Barcelona shall not accept any claim or refund request for devices that are not compatible with 5 GHz.

Fira de Barcelona has the latest Wi-Fi network with more than 1,200 antennas distributed through the venue to ensure the best service possible. The installation of Wi-Fi networks not authorized by Fira de Barcelona generate interference, thereby worsening the services it provides and the service of the other exhibitors. We ask that exhibitors use the service offered by Fira de Barcelona.

Regulations on Vehicle Access in the Exhibition Area

**Build-up & Break down Process**

Exhibitor companies with outstanding unpaid balances with Fira de Barcelona shall not be permitted to commence the build up of a stand, regardless of the exhibition, edition, or event to which the debt relates.

During the days of build up and break down, Fira de Barcelona reserves the right to permit or restrict the entry of exhibitor vehicles to unload or load merchandise (depending on the material in the vehicle to be unloaded), as well as permitting or restricting the entry of exhibitor vehicles in the stand for its removal.

The access of private vehicles in the venue shall not be permitted during the days of build up and break down.

The break down and shipment of merchandise shall be finalized before the period of break down concludes. Fira de Barcelona reserves the right to break down a stand or move the merchandise contained within if the said final date has passed, and in the process the exhibitor will be charged with the additional costs. Fira de Barcelona shall not be responsible for the damages that the said materials and merchandise may suffer.

### **Access to the Exhibition Area for Loading and Unloading Activities**

Vehicles are strictly forbidden from staying overnight in the exhibition area beyond the timetable established in each exhibition. The Regulations on circulation, as well as the existing road signs and speed limits, must be respected at all times inside the venue.

It is prohibited to park in areas of influence corresponding to the emergency exits, as well as in the access points that may be reserved for emergency services.

### **Arrival and Shipment of Articles and Merchandise**

All merchandise intended for Fira de Barcelona shall be clearly identified (venue, hall, stand no. and exhibiting company) and must be received by the exhibitor.

The arrival of merchandise to the halls that make up the exhibition area must be coordinated so that the people authorized by the exhibitor can receive the material at the unloading site.

Under no circumstances shall Fira de Barcelona be responsible for receiving the said merchandise. The responsibility of the exhibition materials corresponds solely and exclusively to the authorized exhibitor and build up contractor.

### **Services for Empty Packaging**

Fira de Barcelona offers a packaging holding service which includes removal, holding and return-to-stand of packaging materials. This exclusive service may be contracted, where the exhibitor fills out the corresponding services catalogue sheet or directly contacts the Fira de Barcelona Sales Department ([www.servifira.com](http://www.servifira.com)).

The exhibition halls and the exhibition area must be free of packaging 24 hours before the event is held. On the contrary, Fira de Barcelona shall order the removal thereof, with the costs incurred charged to the exhibitor.

The packaging shall be collected once the exhibitor has identified them with the relevant label that will have been previously supplied by the official provider. To obtain labels, it is necessary to have signed a packaging (or materials) contract with the official provider in advance.

All materials that are not duly identified with their corresponding packaging label shall be considered waste and will be removed by the cleaning company on the last day of the build up.

The packaging is returned once the event has ended. Exhibitors usually have one hour after the official ending time to vacate the halls (subject to modification if thus required by the conditions). The return of packaging and materials is essential, and, in general, no other logistics services will be carried out while it occurs.

The return of 100% of the materials during the last day of the event and before the following day when the official break down begins is ensured.

Fira de Barcelona accepts no responsibility for the packaging material that is not removed in due time. It is not permitted to store containers, packaging materials, or any inflammable material in the stand.

**Parking Service**




The Montjuïc venue has parking lots reserved for exhibitors and visitors. In the events thus taken into consideration, exhibitors may request parking spaces through the sales channels, where the available spaces, as well as the corresponding dates, hours and prices will be identified. The access height of the underground parking lots is 2 m.

# ESTRO

## ESTRO

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for Radiotherapy & Oncology

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