

## **REGULATIONS FOR EVENTS HELD AT THE CONVENTION CENTRE**

### **Art. 1. - Definitions**

In these General Regulations for Participants, the term “Event” refers to the activity for which the Organiser and BEC have entered into a contract. The term “Exhibitor” shall be construed to include any physical or legal person that has space at the Event. The term “Organiser” shall mean the organisation or person that has organised the Event.

### **Art. 2. - Acceptance of Regulations for Participants**

By signing the contract, the Organiser undertakes to abide strictly by the relevant particular regulations and by the General Terms and Conditions laid down by the Bilbao Exhibition Centre (BEC).

These regulations shall be applicable to and binding on both the Organisers of Events at the BEC Convention Centre and Exhibitors at those events.

All organisations or physical persons that apply to take part as Exhibitors in any Event held at BEC are deemed thereby to accept these Regulations for Events Held at the Convention Centre.

## **2.- GENERAL TERMS & CONDITIONS FOR PARTICIPANTS**

### **Art. 3. - Access Doors**

Access to the Convention Centre shall be via the doors indicated by the Organiser and BEC in each case.

### **Art. 4. - Access & Departure Times**

Anyone holding an accreditation issued by the Organiser identifying them as a participant in the Event may access the Convention Centre and the areas occupied by the Event within the timetable set by the Organiser.

### **Art. 5. - Personnel Directly or Indirectly Answerable to the Organiser**

At no time shall any direct or subsidiary employment relationship be deemed to exist between BEC and any personnel that the Organiser or any firm hired by same as a contractor or subcontractor, including those firms involved in erection work, may move to the BEC to perform any task in relation to the activities of the Organiser there; all work by contractors and/or subcontractors of the Organiser shall be payable by the Organiser, including salaries, social security contributions, withholdings and tax returns, tax settlements and all other obligations arising from the relevant contracts of employment or other contracts, and the Organiser may, at its own initiative or upon request from BEC, demand documentary proof of compliance with those obligations.

The Organiser further undertakes to abide by and enforce compliance of its contractors/ subcontractors with current legislation on health and safety at work as applicable to the work done by the Contractor or by its contractors or subcontractors, as the case may be.

### **Art. 6. - Catering, foodstuffs & beverages**

All matters concerned with restaurants, cafeterias and the serving of buffets and beverages may be passed over directly to the approved catering service suppliers of BEC. Any beverages or foodstuffs on offer shall be offered free of charge. Direct sales of foodstuffs and beverages are not authorised.

### **Art. 7. - Photographs & Filming**

Authorisation from BEC (Maintenance Dept.) must be obtained before photographs and films may be taken. However, the Organiser may freely take them in regard to the Event.

### **Art. 8.- Maximum noise level**

Demonstrations involving noise levels that may be detrimental to other, concurrent events are not permitted, and noise levels may not exceed 60 dB.

Should any complaints arise due to noise levels allegedly in excess of the permitted maximum, the technical staff of BEC shall make the relevant checks.

Should the excess noise level be confirmed, the said technical staff shall require the Organiser to reduce the volume to below the authorised limit.

## **3. - SAFETY REGULATIONS**

### **Art. 9. - Accident Prevention**

Any activity that entails risks of accidents anywhere in the Convention Centre is prohibited.

All applicable regulations for the prevention of occupational risks shall be complied with in the transportation, erection, handling, operation and dismantling of exhibits, mountings and decorative elements.

**Art. 10. - Surveillance**

BEC shall provide general surveillance (access points and external surveillance), fire safety measures (fixed installations & additional mobile equipment) and emergency signposting of the venue, including the facilities at the Convention Centre. BEC is likewise responsible for directing the response to any exceptional situations involving alarms and/or evacuation, in the framework of its in-house emergency plan.

Internal surveillance within the areas occupied by the Organiser and in any exhibition areas set up shall be the responsibility of the Event Organiser and shall be payable by same, though such security staff as may be deemed necessary may be hired from BEC.

BEC assumes no liability for the safekeeping of materials or merchandise deposited in the contracted areas or meeting rooms without due surveillance or custody on the part of the Organiser unless actual proof of responsibility on the part of BEC personnel is provided.

**Art. 11. - Leaving access points clear**

For safety reasons, all material must remain within the space contracted during erection and dismantling periods, leaving aisles, access points, fire hydrants and other areas completely clear.

Packaging and other objects may not be placed at access points or exits during the Event.

**Art. 12. - Right of way for safety services**

12.1. - The location of & access routes to the following fire-fighting equipment & materials shall not be changed: hydrants, extinguishers, alarms, emergency exits, etc., even when they are within the spaces contracted. The same shall apply to access routes to service areas.

12.2. - HIT-AIR BALLOONS & SIMILAR. Permission must be obtained before hot-air balloons & similar objects may be installed indoors or outdoors. The following data must be provided: size, material, type of lifting agent (air, helium, other gases, etc.) and type of anchoring system.

**Art. 13. - Fire prevention, public order, evacuation & other emergencies**

**Fire prevention:** The materials used in construction must comply with the following standards and regulations. The materials used in flooring shall be level M.2 fire resistant, and those for walls and ceilings shall be level M.1. Decorative elements shall be subject to the same standards as construction elements, and no easily combustible materials or products such as straw, wood chippings, shredded paper, sawdust, peat, etc. shall be used. Specific permission from the management of BEC must be obtained before any work or demonstrations or any decorations involving naked flames. Inspections to check on compliance with these regulations may be made by the relevant official bodies and by BEC management staff.

**Public order:** The Organiser, its contractors/ subcontractors and the personnel answerable thereto shall abide by the applicable legislation on the maintaining of public order.

**Evacuation & other emergencies:** The organisers, its contractors/ subcontractors and the personnel answerable thereto shall abide by and enforce the protection plan that is handed to them in due time through the procedure for the co-ordination of business activities.

**Art. 14. - Capacity**

Under current legislation, BEC is subject to a maximum permitted number of occupants per area. The Organiser must be aware of that number and undertake not to exceed it.

**4. - CONDITIONS FOR ERECTION WORK & INSTALLATIONS IN SPACES HIRED****Art. 15. - Floor bearing load**

The floors of the Convention Centre can bear loads of up to 500 kg. /m<sup>2</sup>. The manhole covers over service ducts may not be used as point load bearing areas.

**Art. 16. - Working hours**

The times set for erection and dismantling work and the working hours established within the venue shall be as laid down in the specific regulations for each Event. Outside the said times the entry and exit of material and the presence of personnel at BEC is prohibited.

**Art. 17. - Vehicle access, loading & unloading during erection & dismantling periods**

Access to BEC shall be via the doors, on the days and at the times indicated in each case.

Mechanically driven vehicles loaded with exhibition material are expressly forbidden in the cargo lift. Materials shall be loaded and unloaded using trans-pallets, hand-carts and similar.

Access to the interior of the Convention Centre shall be permitted exclusively for the unloading of materials via the cargo lift provided for that purpose. In no case may passenger lifts be used for loading and unloading work.

Vehicles may not park in the loading and unloading areas adjacent to the cargo lift. BEC assumes no liability for surveillance of vehicles while they are in the loading and unloading areas. Vehicles may park in the designated parking areas.

In no case shall BEC assume any liability for the contents of such vehicles.

The Organiser undertakes to inform any firms hired to transport, load and unload materials of the contents of these regulations.

### **Art. 18. - Exhibiting of vehicles**

Vehicles must be exhibited on platforms with smooth bases so that their weight is distributed evenly over the exhibition surface area. The Organiser shall submit copies of the technical data sheets for all vehicles exhibited.

Should the vehicles in question not hold official approval, the Organiser shall submit a detailed list of their technical characteristics. Vehicles cannot be started up or run inside the Convention Centre. Batteries must be disconnected and fuel tanks must contain only the minimum amount necessary to enable the vehicles subsequently to be removed from the venue.

### **Art. 19. - Prohibited activities**

1. - No paint of any kind may be applied to any object within the Convention Centre. Hazardous, inflammable, explosive and insalubrious materials that give off unpleasant odours or may upset visitors may not be deposited in or exhibited at the venue.
2. - The venue cannot be altered in any way: painting, nails, glue, tacks, cable ducts, carpentry and masonry work of all kinds are strictly prohibited. Floors may not be perforated and fitted carpets or construction elements may not be attached thereto with contact adhesive or otherwise without the express written consent of BEC.
3. - The cost of repairing any damage caused by the Organiser or any firm involved in erection work and the organising of activities shall be payable in all cases by the Organiser.
4. - No erection work may be done outside the areas indicated on the plan approved by BEC.
5. - Nothing, not even decorative elements, may be hung from the ceiling of the Convention Centre.
6. - Balloons filled with lighter-than-air gas may not be used for decoration or handed out. Balloons may be, however, used subject to prior approval from the management of BEC provided that they are anchored to a structural element or filled with innocuous, heavier-than-air gases so that they cannot rise.
7. - Animals are banned from the Convention Centre unless permitted by the specific rules and regulations for the Event, in line with current legislation.
8. - Other prohibitions concerned with the specific nature of each Event may be included in its specific rules and regulations.

### **Art. 20. - Utility supplies from junction boxes**

All telephone and electricity services supplied from junction boxes shall be distributed above ground from the relevant junction box to the point of use requested by the Organiser.

### **Art. 21. - Removal of erection materials**

Should the Organiser wish to leave any materials inside the venue, a written application must be submitted indicating the storage time required, type of materials and a contact name and telephone number. Any expenses arising from this service will be invoiced separately and must be paid before the material may be removed.

At the end of each day basis during erection work, the Organiser and the decorator shall remove any surplus material. The Bilbao Exhibition Centre (BEC) will provide the necessary refuse containers.

At the conclusion of the Event the space occupied must be left as found. Decoration materials may not be left behind.

## **5. - REGULATIONS FOR ELECTRICAL INSTALLATIONS**

### **Art. 22. - Technical Electrical Regulations**

Two types of electricity supply are available to Organisers at the BEC:

SINGLE-PHASE: 220 V A/C, 50 Hz between phase & neutral

THREE-PHASE: 3 x 380 V A/C, 50 Hz between phases.

Any other supply required shall be arranged by the Organiser through an installer authorised by the Basque Government Delegation for Industry and Energy.

The Organiser shall provide BEC with a low-voltage electrical installation certificate issued by the Basque Govt. Dept. of Industry, plus a certificate of completion of work if the installation has a power rating of more than 50 kW.

BEC can provide an authorised electrical installer. To request this service the relevant application form must be completed.

The electrical power supply is cut off completely at the end of each exhibition day unless the Organiser has requested otherwise in advance (e.g. for machines that need to be powered up 24 h a day).

#### **22.1. - Supply lines**

Mains power supply lines shall be installed by BEC personnel, while the lines required for each event shall be for the account of the Organiser. These lines must be installed by an installer authorised by the Basque Govt. Delegation for Industry and Energy.

The cables used to run power lines from the mains network to protected junction boxes, at which no spliced connections are permitted, are as follows: 1000 V, insulated, in shielded ducts.

BEC will invoice power lines according to the power level requested.

#### **22.2.- Use**

The Organiser may not make any modification to the electrical installation, and shall be answerable for any damage resulting from unauthorised modifications or improper use of it.

#### **22.3. - Materials & currents**

Each construction shall have a general junction box made of self-extinguishing material, which shall be located in a safe, easily accessible place out of reach of the public.

The said junction and fuse box shall be fitted with a lock and key, and shall be kept always locked.

They key shall be held by the authorised installer alone, so that no one else can tamper with the interior.

The said junction box shall contain at least the following:

Omnipolar automatic thermal-magnetic main switch.

Differential trip switch.

As many two- or three-pole automatic thermal-magnetic cut-outs as there are circuits or lines exiting the box.

The current levels of the main thermal-magnetic switch, the trip switch and the automatic thermal-magnetic cut-outs shall be appropriate for the power level used, as shall the cross-sections of the cables used.

Voltage: 220 V single-phase

Thermal-magnetic cut-out: II (two-pole)

Differential trip switch. 30 MA sensitivity

Voltage 3 x 380 V 3-phase + N

Thermal-magnetic cut-out IV (4-pole)

Differential trip switch. 30 MA up to 63 A

300 MA as from 63 A

#### **22.4. - Cables & Sockets**

Main electrical lines and distribution lines for lighting and power shall be installed as follows:

Regulation 1000 V insulated cables with a minimum cross-section of 2.5 mm<sup>2</sup>

Connections made without terminal strips or not in connection boxes with sealed, screw-on or pressure-sealed covers attached to the walls or ceiling are prohibited.

Parallel, low-insulation wires and multiple outputs from a single socket are also prohibited.

All plugs and sockets rated at more than 3 kW shall be powered directly or independently from the main junction box, and shall be protected by an automatic thermal-magnetic cut-out of a size proportional to their power rating.

All installations shall be earthed, including lighting connections and power plugs and sockets, with wires of the cross-section as the live phases up to 16 mm<sup>2</sup>, and half that cross-section from 16 mm<sup>2</sup> upwards.

Metal structures shall be earthed and the installation shall be subject to approval from authorised BEC personnel.

#### **22.5. - Completion of installation work**

On completing his/her work, the installer shall hand in the required documents at the Basque Govt. Delegation for Industry and Energy for the approval thereof, and shall collect therefrom the relevant certificate, duly stamped.

Both the technical personnel of the Basque Govt. Delegation for Industry and Energy and the electrical service personnel of BEC may make such inspections as they may deem necessary, and may refuse to connect or disconnect the installation should they observe any irregularity.

#### **22.6. - Obligations**

The low-voltage regulations approved by the Basque Govt. Delegation for Industry and Energy must be strictly complied with in electrical installation work and in the use of electrical hand tools, for which junction boxes providing proper protection must be provided, as per Royal Decree 842/2002 of August 2, 2002.

#### **22.7. - Exoneration from liability**

All energy-related services are subcontracted by BEC, which is therefore exempt from any liability for any electrical power outage.

#### **Art. 23. - Regulations for the use of electrical installations**

Users shall not modify the electrical system installed in any way, but shall merely connect their equipment to the sockets or connection points designated by the installer.

Connectors for multiple outputs from a single socket are not acceptable. Sufficient sockets must be used to avoid the need for such outputs.

Under no circumstances may batteries or accumulator cells of any kind be recharged inside the venue. They may be included in installations subject to the prior knowledge and approval of the BEC Maintenance Management, but “no smoking” signs must be posted in the vicinity.

The Organiser shall be jointly and severally liable with its contractors/ subcontractors for any damage caused by modifications to the electrical installation or by any improper use thereof following its approval by the BEC Maintenance Management.

#### **Art. 24. - Illuminated signs**

Illuminated signs that require special voltages may be installed only with the prior consent of the BEC Maintenance Management, and must in any event meet the following requirements:

They must have individual thermal-magnetic cut-outs for each step-up transformer installed.

Signs whose lower edge is less than 2.5 m above the ground shall be set in casings with suitable dielectric quality.

Signs posted higher up shall have no live parts which are not insulated.

Standard UNE-EN 50107 shall apply to all illuminated signs and installations powered at no-load output voltages of between 1 and 10 kV.