



## Space only stands

A Space Only stand is a floor space only stand which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

All exhibitors are invited to read and abide to all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.



### Compulsory forms to be submitted by each Space Only stand

The following documents are mandatory and should be returned to EWEA Exhibition Operations Team, or provider indicated on the form, within the given deadline:

- **Waste removal - flat rate**  
(deadline: 15 December 2013, please go to your checklist in the Exhibitor Manual)
- **Exhibitor profile**  
(deadline: 18 December 2013, online entry, please go to 'Exhibitor profile' in the Exhibitor Zone)
- **Stand plans for approval**  
(deadline: 24 January 2014)
- **Risk assessment**  
(deadline: 24 January 2014)
- **Health and Safety Declaration**  
(deadline: 24 January 2014)
- **Structural calculations for stands over 4m in height & complex structures**  
(deadline: 24 January 2014)
- **Waste removal - build up / break down - containers**  
deadline: 26 February 2014, please go to your checklist in the Exhibitor Manual)
- **Space Only Electrical Orders**  
(deadline 26 February 2014, please go to your checklist in the Exhibitor manual)
- **Stand activities**  
(deadline: 27 February 2014, please go to your checklist)

## Risk assessment

All space only exhibitors are required to fill in a risk assessment form by 24 January 2014.

**RISK ASSESSMENT & METHOD STATEMENT EXAMPLE** are available in the online exhibitor manual (Exhibitor Zone)



Deadline: 24 January 2014



## Health & Safety Declaration

It is important for all exhibitors to read and comply with EWEA Regulations & Fire and Safety Regulations. Therefore it is mandatory for all exhibitors to complete and return the Health & Safety Declaration confirming that they have read and received the manual.

All exhibitors are required to fill in a Health and Safety Declaration form by 24 January 2014.

EWEA Exhibition Operations Team will ask for this Health & Safety Declaration form on the first build up day if missing.

Please make sure you complete it in order to avoid any delays during build up.

**HEALTH AND SAFETY DECLARATION** is available in the online exhibitor manual (Exhibitor Zone)



Deadline: 24 January 2014



All exhibits that contain water and in which aerosols can form and be released as a result of water movement, air jets or other influences require permanent chemical disinfection of the water contained therein in order to prevent infection with legionella bacteria.

The following reference values are to be adhered to:

Free chlorine: upper reference value:1.5mg/l; lower reference value:0.5mg/l

pH value: upper reference value 8; lower reference value :6

This applies to whirlpools, various bathtubs, fountains, etc. For this purpose, chlorine tablets must be used for disinfection as they pose fewer safety risks than chlorine bleach solution or chlorine gas. If the water in the exhibits is changed daily and, prior to the daily refilling, cleaning is performed to remove any biofilm that may have formed, disinfection is not required.

Please contact the EWEA Operations Team if you are planning on exhibiting a water feature at your stand.



Contact

EWEA Exhibition Operations Team

Dianne Wright, Gina Walls

Email: [exhibitionoperations@eweaevents.org](mailto:exhibitionoperations@eweaevents.org)

Tel: +44 247 651 0015

## Waste removal

All space only exhibitors are obliged to manage their waste during build up and breakdown, as well as during the exhibition opening days.

### Build up and breakdown

During build up and breakdown, exhibitors or contractors must order waste containers according to the type and amount of waste generated. The delivery of waste containers can be pre-ordered using the



FIRA Barcelona's online platform, accessible from the exhibitor manual or on site at the Fira Barcelona Exhibitor Services Desk, hall 7.

#### Event opening days

Please note that during the event 2€ per sqm will be charged to all space only stands covering the removal of paper, boxes and general waste.

Stand cleaning prices only include vacuum cleaning (no waste removal) and needs to be ordered separately if required.

Fira de Barcelona is to be entrusted with the proper disposal of recyclable materials. The exhibitor and/or contractor are responsible for sorting their waste into recyclable materials and refuse.

If the rented exhibition space is not returned in proper condition, Fira d Barcelona will have it cleaned and restored at the exhibitor's expense; a minimum of €500 + VAT will be charged to the exhibitor.

**WASTE REMOVAL ORDER FORMS** are available in the online exhibitor manual (Exhibitor Zone)

#### Build up and breakdown waste removal



Contact

ServiFira

Email: [ewea2014@firabarcelona.com](mailto:ewea2014@firabarcelona.com)

Tel: +34 932 33 2000

Fax: +34 932 33 2080



Deadline: 27 February 2014

#### Event opening days waste removal



Contact

EWEA

Aleksandra Nowak

Email: [anw@ewea.org](mailto:anw@ewea.org)

Tel: +32 2 213 18 00



Deadline: 15 December 2014

## Stand plans submission



**All Space Only exhibitors must submit stand drawings, including:**

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by **risk assessment and method statement**.  
Approval will be forwarded to all non-complex stands as soon as possible.

- Structural calculations may be required for some stands, clarification of which is listed in the section below.

Once stand plans, risk assessment and method statement, accompanied by structural calculations, have been received, they will be forwarded to the venue and structural engineer for approval.

Complex stands (requiring structural engineer sign off) will receive final approval when the structural engineer has completed plan checks and an on-site inspection during build up.

There is an additional cost to the exhibitor for this service which will be confirmed by the structural engineer.

Fira de Barcelona reserve the right to insist on having any modifications it considers useful or necessary in accordance with their safety regulations.



Contact

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Deadline: 24 January 2014  
Structural calculations for stands



## Structural calculations

The following list is a brief description of Exhibition stands requiring Structural Engineer Approval:

- Walls over 4m in height
- Two-Storey Stands
- All stands with an accessible/platform level higher than 50cm above hall floor level

All stands exceeding 4m in height, including two-storey stands and platforms above 50cm from the hall floor are required to forward stand plans and structural calculations to the Exhibition Operations team by 24 January 2014.

Structural Fees are dealt with on an individual basis – please discuss directly with the Structural Engineer.



Deadline: 24 January 2014



[ADDITIONAL REGULATIONS FOR TWO – STOREY STANDS](#)

## Important documents:



[ELECTRICAL REGULATIONS – SPACE ONLY STANDS](#)

[VENUE REGULATIONS FOR THE ASSEMBLY OF STANDS](#)

[SERVICE DUCTS – TECHNICAL INFO](#)

## Stand design

### Stand design rules

- The maximum build height is 6m. This may be less in certain areas of the Halls. Please check your stand location,
- Lighting rigs are permitted up to 6m as long as they have no build elements, ceiling or branding, height permitting,
- Non-island stands must provide walling for the full length of their side / back walls to at least a height of 2.5m,
- Shared walling must be clad and finished in plain white down to a height of 2.5m,

- At least 50% of each stand side facing onto an aisle must remain open or fitted with transparent material,
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Long walling of 4m or over facing onto an aisle must be stepped back by a minimum of 1m into the stand,
- Stands over 4m in height will need to provide structural calculations by 24 January 2014, and be checked on site, at an additional cost to the exhibitor,
- Exhibitors may cover their stand with a ceiling providing they comply with fire prevention standards and regulations. Fiera de Barcelona recommends the use of fireproof C1 cloth ceilings and 40 - 60% vent meshing.
- Ceilings must be fixed onto an EU approved structural frame.
- Ceilings may be seen from higher floors, ensure that they have a decorative finish
- Two - Storey stands may not have a fully closed ceiling.
- All platforms over 50mm in height must include a ramp for wheelchair access. The minimum width of the ramp should be 1000mm.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor, please request a technical stand plan from the EWEA Operations Team.
- Whenever a service duct is shared between more than one stand in one island, it must remain accessible at all times. Please refer to SERVICE DUCT INFORMATION

#### IMPORTANT NOTE:

All space only exhibitors must supply EWEA Operations Team, no later than 24 January 2014, with drawings showing the proposed layout of their stand and all dimensions in both plan and elevation together with the relevant forms (Risk assessment & Method Statement form, Health and Safety Declaration,) and structural calculations for stands over 4m height.

## Structure

Maximum stand build height must not exceed 6m; this includes any banners or logos.

Lighting rigs only are permissible at a maximum of 6m, providing this is structurally possible and has been agreed with the Organisers in writing. No branding, build or ceiling is permitted on a lighting truss.

Stands exceeding 4m in height: must supply structural calculations by 24 January 2014 to be approved by a structural engineer prior to build up. The stand will also be checked by the engineer during the build. For stand walls exceeding 4m, structural inspection and approval fee is considered on an individual basis.

Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Structural calculations are required to prove that the stand is stable and capable of supporting loads of anything which will be supported i.e. lights, speakers, plasma screens etc.

A technical floor plan showing the position of any service duct on your stand can be requested from the EWEA Exhibition Operations Team.



### Shared Walling

Walls marked on the plan between two stands must be constructed to the full width to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The section of walling facing your neighbour's stand must be clad and plain white. The tops of stands must be finished tidily where they are visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

### Two-Level Stands

Two-storey construction and the construction of closed ceilings are only permitted subject to the consent of EWEA Operations Team and Fira de Barcelona.

Stability of stands with two levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service, each stand will be assessed on an individual basis. Please forward all plans to the EWEA Operations Team by 24 January 2014.

## Fire regulations and stand design

### General rules

- Escape routes shall be kept clear at all times.
- Doorways along escape routes must be able to be opened easily over their full width from inside, but may not block the hall aisles when open.
- Doors on emergency exits, emergency escape hatches and their identifying signs or markings shall not be obstructed, obscured, have anything built over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please remember to keep all your exhibits inside your stand area at all times.
- Building work or the putting up of decorations, signs or lighting over gangways is not permitted.
- Bear in mind that these aisles represent escape routes in the event of an emergency!

### Fire regulations and stand design

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other items of safety equipment, their signs or markings, and green emergency exit signs shall remain visible and accessible at all times, and shall not be obstructed or enclosed.

### Displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles.

### Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 8cm above floor level and not touching light fittings.



## Materials

No stand or display material may be more flammable than wood. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer.

The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.

Fira de Barcelona reserves the right to reject the use of material that does not comply with the above mentioned demands. Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant. Fabric ceilings and other decor must be impregnated against fire.

Before each our event, Fira De Barcelona staff and EWEA Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.



## [VENUE FIRE REGULATIONS](#)

Nothing containing inflammable or explosive liquids or gasses, may be brought into the halls, and for this reason, permission has to be applied for when motor vehicles form part of the stand design. The vehicle's fuel tank must be emptied, the fuel tank cap must be locked, the batteries disconnected and the vehicle's keys handed over to night security staff.

## Painting

Products containing organic solvents may not be used in the hall. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent. This applies before, during and after the exhibition. Special permission for spray painting must be obtained:



## Contact

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## Stand Dressing

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing. Fabric ceilings and other decor must be impregnated against fire.

## Venue Care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.



### **Damages**

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the halls or site, for example, marks by paint and adhesive tape; damage to the walls or the exhibition carpet.

### **Delivery of the materials to your stand during build-up and breakdown**

The necessary fire-department entry routes and maneuvering areas designated by “no-parking” signs must be kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners’ expense and risk.

Materials required for constructing stands or exhibits delivered for immediate installation at the stand area may be deposited during the set-up and dismantling phases for a short period of time in the hall aisle as long as the required aisle widths are maintained for safety reasons and logistical concerns are sufficiently taken into consideration. This will be considered to be fulfilled if a strip of no more than 0.9 m in width between the stand border and the hall aisle is used to deposit items.

Regardless of the width of the hall aisle and the items deposited there, it is mandatory to maintain an unblocked passageway of no less than 1.2 m in width. Areas in front of emergency exits and areas where hall aisles intersect are the exception; their entire width must always be kept clear.

Hall aisles may not be used for assembly or to set up machines (e.g. woodworking equipment, workbenches).

Hall Managers may request the immediate clearing of the hall aisle for logistical reasons. Any expenses incurred will be invoiced to those who caused them.

### **Fire Extinguishers**

A portable and suitable fire extinguisher must be provided for each 15m on the emergency escape routes, equally on ground and upper floors.

At least one fire extinguisher must be provided on the upper floor, of a two- storey stand.

Suitable fire extinguishers must be provided if stands have kitchens.

Questions?

For questions related to the stand plans/Risk assessment/Health and safety declaration and structural calculations for stands over 4m height, please contact:



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### **Important notes:**

Any damage incurred to panels or other part of the stand will be charged to the exhibitor directly.

### **Demonstrations**

Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team by 24 January 2014.

Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.

Plans must also show any proposed queuing and viewing areas within the stands. EWEA reserve the right to ban working demonstrations onsite if they, in any way, disturb neighboring stands or pose a threat to the public.

#### **Distribution of Promotional Material**

Please bear in mind that all business including the dispensing of literature and promotional material must be conducted from your stand.

Your staff will not be permitted to hand out leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from EWEA - the European Wind Energy Association. At the discretion of the organiser, a penalty fee will be charged to exhibitor not adhering to this rule.

Please note that material must not be attached to the fabric of the building. Any costs which could occur to remove this kind of materials would be charged to the responsible exhibitor.