

ASSEMBLY REGULATIONS





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INTRODUCTION

The purpose of these assembly and dismantling regulations is to facilitate the assembly and dismantling operations of the stands for the different fairs/events that FERIA VALENCIA holds throughout the year at its fairgrounds, as well as to guarantee the conservation and proper use of the facilities on the premises.

The following rules are established, compliance with which benefits all those involved, both in the work of decorating and preparing the stands of the firms that attend, as well as the firms exhibiting at the various fairs and event organisers.

The terms and conditions for contracting organised events/events can be found in the general rules for participation. All exhibitors tacitly accept the general rules of participation and the regulations of the exhibition management and the management of the Technical Department upon registration.

The organiser of an event/event must submit a description of the event, as well as a list of all the activities that need to be carried out during the duration and set-up and dismantling of the event for approval.

IT IS ESSENTIAL TO SEND THIS INFORMATION TO THE COMPANY RESPONSIBLE FOR THE STAND ASSEMBLY.

All exhibitors/event organisers participating in the free floor/event modality, or carrying out any work on the existing pre-decoration, must send a sketch of the floor plan and elevation, a layout plan of their space indicating the location of decorative elements, machinery and weights, etc., and of those elements whose height exceeds 3 m, to the following e-mail address: personalmontajes@feriavalencia.com.

Without the approval of Feria Valencia's Technical Area of the aforementioned sketches, assembly cannot begin.

NO ASSEMBLY MAY COMMENCE WITHOUT THE PRIOR APPROVAL OF THE LAYOUT PLAN.

REQUISITOS IMPRESCINDIBLES PARA EL COMIENZO DEL TRABAJO – PERIODO PREVIO AL MONTAJE:

- In order to start the assembly work, the exhibitor must have paid 100% of the floor/space contracted.
- The exhibitor/decorator/assembler must have paid the assembly fee.
- The assembling company and/or the assembler must send it personally, by mail: oficinamontajes@feriavalencia.com or by fax: 963861307 the following DOCUMENTATION to the Assembly Office:
- Company name, details of the person responsible for the company, including contact information.
- Plan and elevation drawing with measurements for approval, endorsement and stamping.
- Photocopy of each worker's ID card
- Copy of the last RNT (formerly TC2) of the company where each worker who is going to access the site is listed, Social Security registration or the last receipt for self-employed workers.

The Assembly Office will inform you that all the requirements are correct and we will send you the assembly/disassembly passes via email. You will be able to take the passes with you, either printed or on your mobile phone.

LABOUR AND FISCAL REGULARITY. CIVIL LIABILITY:

In accordance with the provisions of the Occupational Hazard Regulations, we must coordinate with exhibitors and their contracted companies that are to carry out any type of activity at Feria Valencia, to ensure compliance with the principles of Occupational Hazard prevention and establish the necessary guidelines to guarantee the health and safety of workers.

For this purpose, regardless of the controls that are carried out during the assembly, decoration, celebration and dismantling of any activity, please read the attached Occupational Hazard Regulations documentation in detail.

Or check them out at: www.feriavalencia.com

In application of the provisions of Article 24, in relation to Article 18.1, of Law 31/1995, of 8 November, on the Prevention of Occupational Risks, the exhibitor undertakes and undertakes to keep Feria Valencia informed of any possible occupational hazards arising from the assembly of its stand, which will be specified, where applicable, in the Decoration Project to be presented to the Technical Management of Feria Valencia. The exhibitor undertakes to comply with the "general rules for the prevention of occupational hazards" of the venue, as well as the "rules of action in emergency situations", included in this guide, assuming the responsibilities derived from possible non-compliance, both with regard to its workers, as well as the workers of subcontracted companies, where applicable, and third parties that may be affected by its activity, and is contractually the only party responsible to Feria Valencia in this matter for the concepts indicated. The exhibitor has been informed by Feria Valencia of the risks existing at the exhibition site and of the corresponding Protection and Prevention measures. The exhibitor undertakes to pass this information, together with Feria Valencia's "general occupational risk prevention regulations" and the "regulations for action in emergency situations", to its workers and to any person contracted or subcontracted by the exhibitor or through third parties, and to demand that they comply with them during their stay at the Valencia exhibition centre. Feria Valencia, in the event of non-compliance with the aforementioned regulations, may proceed to stop the work carried out by the exhibitor or by any person contracted or subcontracted by the exhibitor or through third parties, notifying the exhibitor of the cause of said stoppage so that the irregular situation detected may be rectified immediately.

In order to receive the passes from the assembly office, we will send you a document (CAE) which you must read, sign and stamp.

ACCREDITATION OF FITTERS

All persons staying on the exhibition grounds must be in possession of the corresponding assembly pass, which must be presented on request to the security guards or those in charge of the hall.

This pass, which will be provided by e-mail by the Assembly Office, will be valid only for use during the dates or events specified therein and will show the exhibiting firm, hall and stand number.

The corresponding identification shall be PERSONAL AND NON-TRANSFERABLE. Any person failing to comply with this requirement will be asked to leave the premises, and the holder will be forbidden to enter until such time as the Technical Area determines.

The assembly passes will be valid until 2 hours before the opening of the event, and will be effective again from the closing of the event, and until the date that the Technical Department deems appropriate.

Normal assembly and dismantling hours will be from 8:00 am to 8:00 pm on the days designated by the Technical Department for each event. In the event that, due to an emergency, the fitter must enter the venue during the event, the fitter/decorator will go to the assembly office to obtain the corresponding authorisation.

As a general rule, the day before the inauguration, the venue will be closed, leaving that day for cleaning, stand preparation and FERIA VALENCIA services.

UNDER NO CIRCUMSTANCES WILL WORK BE ALLOWED TO BE CARRIED OUT ON THE STANDS.

TARGETED PLANS

Plans and sketches of the stand/space to be occupied are required in order to check that it complies with the General Regulations of Feria Valencia, the specific rules of the event itself and the rules set out in the LPRL, CPI 96 and OMPI.

These sketches will be requested by the Pavilion Manager at the stand to check their approval.

In the case of double-height stands, in addition to the requirements of the previous section, depending on their complexity, the project and the certificate of completion of special characteristics, drawn up by a competent technician, must be presented.

ASSEMBLY RATE

The payment of this fee is always to be made to the installation/decoration company.

All companies carrying out work directly for the exhibitor/organiser will have to pay the amount stipulated by FERIA VALENCIA as an assembly fee.

In the event that the dates allow it and the Technical Area authorises it, the assembly date can be brought forward, therefore, it will be carried out taking into account the increase in the assembly fee. The fee stipulated for the assembly must be paid before the date.

MANAGEMENT OF ASSEMBLY COMMUNICATIONS (TECHNICAL AREA)

All documentation that the exhibitor/fitter/decorator/organiser is obliged to submit or any queries/clarifications that he/she may wish to make available to FERIA VALENCIA must be sent to the addresses indicated:

FERIA VALENCIA

Oficina de Montajes – AREA TÉCNICA

Avda de las Ferias, s/n

46035 VALENCIA-ESPAÑA

Dirección Email: personalmontajes@feriavalencia.com

Teléfonos: +34 963861487/1306

Fax: + 34 963861407

The exhibitor/assembler/decorator/organiser will not be able to argue any request from FERIA VALENCIA personnel, organisation, etc., if it has not been sent to the addresses established herein.

CARRYING OUT ASSEMBLY AND DISMANTLING WORK

The assembly and dismantling activity refers EXCLUSIVELY to the assembly of structures, with the use of portable machine tools up to a maximum of 2000W of power, and the construction of the decoration inside the fairground is strictly forbidden.

During the assembly and dismantling of stands, the floor, walls and other facilities of the exhibition site must be respected, and it is strictly forbidden to alter them.

No drilling, screwing, sticking or nailing to the walls, ceilings, floors or columns of the halls or the halls is permitted under any circumstances buildings.

Any negligence on the part of the stand fitters during the stand assembly and dismantling period shall be imputed to the decorator or, failing that, to the person responsible for the assembly. The amount of this will be established by FERIA VALENCIA.

The work to be carried out in the assembly/assembly of the stand shall be carried out within the space allocated, **UNDER NO CIRCUMSTANCES AND UNDER NO CIRCUMSTANCES** whatsoever, in the aisles of the venue.

No objects may be placed outside the perimeter of the stand, i.e. in the aisle or outside.

The maximum height of the stands may not exceed 5 metres, except on level 2, in the mezzanine area, where there are areas of 3.5 metres. And in the distributors, the maximum height shall always be 3 m. Authorisation from the Technical Area will be required for approval.

STANDS WITH DOUBLE HEIGHT (PUBLIC ACCESSIBLE ROOF OR TOP FLOOR) and/or SPECIAL CONSTRUCTIONAL FEATURES

For these stands, the form "DECLARATION OF RESPONSIBILITY FOR SUFFICIENT TECHNICAL CAPACITY AND ADEQUACY IN EXECUTION" must always be completed, indicating sufficient technical capacity (official qualification) for the design and control in the execution of the construction of the stand and/or its installations. The aforementioned form also serves as a final works certificate, in the sense that it guarantees that the construction of the stand and/or its installations has been carried out correctly.

As a general rule, in order to sign the aforementioned responsible declaration, an architect's degree is required in the case of double-height constructions or stands with special constructive characteristics, or an engineer's degree (with the appropriate speciality) in the case of installations.

Only technical qualifications issued by member countries of the European Community are valid; therefore, technicians from outside the European Community cannot sign the declaration of sufficient technical capability.

Similarly, the assembly of possible auxiliary structures, such as grandstands, stages, marquees, etc., must be accompanied by the corresponding installation certificate from a competent qualified technician, with a clear specification of the loads transmitted to the slabs, with the signing competent technician assuming all responsibility for any damage that the construction may cause to third parties, and for this purpose, the corresponding civil liability insurance policy must be taken out.

The following documentation will be required in all cases, apart from the completion of the form "DECLARATION OF SUFFICIENT TECHNICAL CAPACITY AND ADEQUACY TO EXECUTE".

- DNI/ Passport of the person who is going to sign the form.
- Technical project carried out and signed by the responsible technician.
- Liability insurance policy of the technician signing the form, and proof of payment of the last receipt.
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Any stand whose floor plan rises more than 50 centimetres above ground level, or which exceeds 5 m in height with any of its component elements, must submit the design to the Assembly Office so that the FERIA VALENCIA Engineering Unit can indicate what documentation must be attached to it.

BACK SIDES OF THE STANDS

The rear faces of the stands or that part of the rear that is visible must have a neutral finish and be of at least equal quality to that of the inside of the stand. If the back of the stand is not adjacent to any other stand, the exhibitor's logos are permitted. All the back panels must be in perfect condition, free of cables, nails, fabrics, wood, etc.

ACCESS TO FERIA VALENCIA FACILITIES

At all times, access to lighting boxes, service boxes, manholes and connection points in the installations shall be respected at all times as a right of way and on a compulsory basis. No connection to the installations of the pavilions will be permitted without the presentation of the mandatory Official Bulletin of the Installation carried out.

The location of signalling, detection and extinguishing elements, alarms, emergency exits, etc. must be respected at all times. All fire protection and extinguishing installations must be accessible, signposted and operational at all times. In the event that they are hidden or not accessible due to the elements incorporated, the necessary measures must be taken to ensure compliance.

STORAGE OF ELEMENTS

The hall may not be used for the storage of materials, except for the space designated by the organisers, if space is available, for the storage of packaging or exhibitors' merchandise.

The storage on the stands of materials or waste that are flammable or toxic for people and the environment (gas, fuels, paints, varnishes, solvents, etc.) is not permitted.

DECORATIVE ELEMENTS

The use of easily combustible elements such as straw bales, shavings, sawdust and similar elements as decoration on stands and in communal areas is strictly forbidden.

MATERIALS

The materials used in the construction of stands must comply with current Fire Prevention Regulations. The fire resistance of materials such as coverings or fabrics installed for the decoration of stands must be class M-1 and carpets or floor coverings, type M-3.

PAINTS AND LACQUERS

The use of lacquers or similar products that may be flammable or highly hazardous to health is prohibited for painting work.

TARIMAS

With regard to ramps, the CTE-DB-SUA1-4.3, sets out their characteristics. Basically and for practical purposes, simplifying the regulations as much as possible and talking about the most common cases:

- a) The slope of the ramp shall be a maximum of 10%.
- b) With regard to the width of the ramp, it shall be at least 1,20 m. They shall also have a horizontal surface at the beginning and at the end of the section with a length of 1.20 m in the direction of the ramp.
- c) Whenever the floor of the stand is higher than 4 cm, a ramp with the characteristics described above must be built.

PAVEMENT WORKS IN PAVILIONS

It is forbidden to lay mortar, plaster, cement, glue, etc. on the floor without the interposition of a suitable element depending on the material.

CONDITIONS FOR THE USE OF MACHINERY

During the work carried out inside the fairgrounds, all companies will be required to provide proof of training, as well as the correct identification of the machinery they use, such as telescopic baskets, cranes, forklift trucks, etc., permits for the people who are going to use them, as well as documentation of the person responsible for assembly and machinery.

permits of the people who are going to use them, as well as documentation of the person responsible for the assembly and the machinery. All this information must be presented to the assembly office prior to the start of the work.

All persons using such machinery must be in possession of the appropriate permit or certificate, which shall be presented to the competent authority.

This will be presented at the request of FERIA VALENCIA personnel.

USE OF VEHICLES WITHIN THE SITE

Vehicles may not remain parked inside the halls.

Only if necessary, authorisation would be sought either from the assembly office or the hall commander. In this case, the Technical Department would determine the parking time and the appropriate area.

All machinery to be used on the site shall be fitted with white, environmentally friendly, pneumatic tyres. The maximum speed of the machinery shall be equal to or less than the speed of one person. When the machine is running unladen, the blades shall be between 20 and 25 centimetres above the ground.

The loading/unloading of materials for exhibitors/assembly companies will take ½ hour, and under no circumstances may any vehicle enter the stand to visit or supervise the stand.

It is forbidden for any type of vehicle or machinery to stay overnight inside the FERIA VALENCIA premises. If required, this can be requested through the Service Centre, and the corresponding payment must be made.

USE OF ESCALATORS AND LIFTS

It is strictly forbidden to use these elements to raise or lower exhibition/work materials.

COLLECTION OF ASSEMBLY WASTE

All exhibitors, as assemblers/decorators (subcontracted companies) ARE OBLIGED to remove the materials used for the assembly, within the period established for this purpose.

ATTENTION TO THIS NEW MANDATORY SERVICE - WASTE

Waste removal form (Form 32A)

During the assembly, it is forbidden to leave waste inside the site, and there will be no containers outside the halls for waste removal. They must be removed by the fitters/decorators/exhibitors as they are generated. If the FV technical team detects quantities of waste that impede movement through the aisles, FV will claim the amount of the removal plus the container with a surcharge of 20%.

Once you have finished dismantling your stand, you must leave the venue in the same condition in which you found it. If the exhibitor does not request the Waste Removal Service and waste appears on his stand, Feria Valencia may claim the amount of the removal from the exhibitor with a surcharge of 20%.

NOISY ACTIVITIES

For the attention of exhibitors and visitors, noisy activities exceeding 60 Db measured at the edge of the stand are prohibited. In the event of complaints in this respect, FERIA VALENCIA is entitled to restrict this activity.

OPEN FLAME WORK

It is forbidden to do any kind of welding and cutting of scraps inside the enclosure.

In order to carry out "hot work" and/or open flame demonstrations, the exhibitor must apply for permission to do so from the Staging Office. He will receive the relevant instructions from them. A fire extinguisher of suitable characteristics for the risk produced must be available at all times in the workplace, with the operator being responsible for its use.

The use of butane gas and other flammable materials in the installation is prohibited. If their use is necessary, permission must be requested from the installation office for processing.

ADHESIVE TAPE

The adhesive tape used for gluing carpets, tarpaulins and fabrics must be double-sided and must not cause damage or leave residues on the floor of the building. The characteristics shall be as follows: white cotton fabric backing, natural rubber adhesive, and siliconised paper protection. FERIA VALENCIA may refuse to use any tape that is not suitable.

The use of GRILLED ADHESIVE TAPE is expressly prohibited.

RISKY ACTIVITIES

Activities involving the risk of accidents in the areas of FERIA VALENCIA (drone flights, guided Zeppelin flights, lasers, etc.) are forbidden, both in relation to the objects on display and to people.

ACCESS DURING ASSEMBLY AND DISASSEMBLY

Free parking for cars and vans will be provided during set-up and dismantling.

If unloading is necessary, access for these vehicles to the perimeter of the pavilions will be subject to a deposit of 50 € IN METALLIC, which will be returned, provided that parking does not exceed the maximum established time of 1 hour. EThis deposit is also applicable during the days of the event for the access of catering, cleaning or maintenance vehicles, although, in this case, the parking time will be 2 hours. (Please ask oficinamontajes@feriavalencia.com for the necessary authorisation for the access of catering vehicles)..

CATERING SERVICE AT CONTESTS/EVENTS

If the exhibitor needs to provide catering services, it will be necessary to present:

Letter from the exhibiting firm indicating the name of the company, the latest RNT (former TC'2), Social Security registration or self-employed receipt for the corresponding month.

Food handling certificate issued by the Generalitat Valenciana, in force, for each worker.

The exhibitor is responsible for this service inside his stand. They will always enter through the doors indicated for this purpose, and will comply with the timetable designated by the Technical Area.

In case of food preparation on the stand, the above mentioned requirements must be fulfilled and:

Have work surfaces that are easy to clean and disinfect.

Rhygienic containers with lids for waste disposal.

Sinks equipped with drinking water.

Easy to clean and disinfect floors.

Have documentation of the origin of the food supplied available at the stand.

Have a menu with allergens available.

In the case of a food truck, the following must be presented:

Certificate of food handling

IAE registration

ECurrent Social Security payments

Municipal Fees

Civil Liability Insurance

Approval and health certification

Driving licence and MOT, if applicable.

REQUESTS FOR SPECIAL AUTHORISATIONS ISSUED BY TECHNICAL DEPARTMENT - Assemblies Office

The documentation to be attached is indicated.

APPLICATION FOR STAND PHOTOGRAPHY AUTHORISATION

Written authorisation from the exhibitor/organiser, with company stamp and signature.

Subsequent payment of the photography fee.

APPLICATION FOR VEHICLE AUTHORISATION

Written request of the exhibitor/organiser with company stamp and signature

APPLICATION FOR AUTHORISATION OF HOT WORKS

Application form signed by the exhibitor/organiser and a brief explanation of the work, indicating the company that is going to carry it out and the name and telephone number of the person responsible.

APPLICATION FOR AUTHORISATION OF PRIVATE SURVEILLANCE

Letter from the company authorised by the exhibitor/organiser, with the name of the security company, name and surname of the workers and TIP number.

Last TC'2 or registration with the SS, or last receipt of self-employed.

Once the documentation has been checked and is correct, it will be sent to the Security Office for final authorisation.

CATERING SERVICE REQUEST

Letter from the exhibiting firm/organiser stating the name of the company

Last TC'2, S. S. S. registration or self-employed receipt of the corresponding month.

Food handling certificate issued by the Generalitat Valenciana, in force.

REQUEST FOR AUTHORISATION FROM THE EXHIBITOR TO CARRY OUT WORK ON THE STAND.

Written statement from the exhibiting firm/organiser indicating the name of the company and the work to be carried out.

(cleaning of the stand, care of plants, replacement of material, etc.)

APPLICATION FOR THE AUTHORISATION OF SUBCONTRACTORS TO CARRY OUT WORK ON THE STAND

A letter from the exhibitor/organiser stating the name of the company and the work to be carried out (cleaning of the stand, care of plants, replacement of material, etc.).

NAME OF THE COMPETITION:	
Exhibiting Firm:	
Manager:	Nº Stand:
E-mail:	

IMPORTANT NOTE: Once the dismantling of the installations has been completed, you must leave the premises in the same condition in which you found them.

If you need to contract the WASTE REMOVAL service, FERIA VALENCIA offers this service as an option.

In the event that the exhibitor does not request the waste removal service, but there is waste at the location, FERIA VALENCIA will charge for the removal of the waste, subject to prior notification to the exhibitor, with a 20% surcharge.

CONTRACTING MODALITIES depending on the type of waste.

MODALITY A: CLEAN WOOD			MODE B: OTHER WASTE		
	Units required	Price		Units required	Price
7m3		to be consulted	7m3		to be consulted
30m3		to be consulted	30m3		to be consulted
Total			Total		

The applicable VAT rate shall be 10 %.

If, during the course of the dismantling, additional containers to those requested in this application are required, the invoicing will be updated according to the containers actually required for the removal of the actual volume of waste generated, subject to prior notification to the exhibitor.

Date, signature, name of signatory and Company stamp.

REQUEST FOR SPECIAL AUTHORISATION TECHNICAL AREA

Written request for the matter to be dealt with sent to:

oficinamontajes@feriavalencia.com

For any questions, clarification or information you may need, please do not hesitate to contact us at the following telephone numbers or addresses

Tel.: 963861487 - 963861306

e-mail: oficinamontajes@feriavalencia.com