

REGULATIONS FOR SETTING-UP STANDS



FERIA VALENCIA

REGULATIONS FOR SETTING-UP STANDS

INTRODUCTION

WITH A VIEW TO SPEEDING UP THE SETTING-UP AND DISMANTLING OF EVENTS HELD THROUGHOUT THE YEAR IN ITS EXHIBITION CENTRE, AND TO ENSURE THE PROPER MAINTENANCE OF ITS EQUIPMENT AND INSTALLATIONS, FERIA VALENCIA ESTABLISHES THE FOLLOWING REGULATIONS. COMPLIANCE WITH THESE REGULATIONS WILL BENEFIT ALL PARTIES SERVICING THE STANDS FOR COMPANIES EXHIBITING AT THE VARIOUS FAIRS.

RULES FOR SETTING-UP AND DECORATION OF STANDS AT FERIA VALENCIA

ONLY PORTABLE TOOLS, UP TO A MAXIMUM POWER OF 2000W, ARE ALLOWED FOR SETTING-UP AND DISMANTLING SERVICES. ALL CONSTRUCTION WORK INSIDE THE EXHIBITION CENTRE IS STRICTLY FORBIDDEN.

THREE BASIC POINTS:

1. PRESENTATION OF SOCIAL INSURANCE DOCUMENTS JUSTIFYING THAT ALL PERSONS WORKING WITHIN THE EXHIBITION CENTRE ARE COVERED BY SOCIAL SECURITY, WITH UPDATED TC-2 OR SELF-EMPLOYMENT INSURANCE FORMS.
2. THE PLANS FOR THE LAYOUT AND SETTING-UP OF STANDS MUST BE APPROVED AND STAMPED, CERTIFYING THAT THE STAND COMPLIES WITH THE MEASUREMENTS AND RULES ESTABLISHED BY FERIA VALENCIA.
3. PREVIOUS PAYMENT OF “ USE OF SERVICES” FEE.

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ACCREDITATION OF PERSONNEL

- ❑ ALL PERSONS WITHIN THE EXHIBITION CENTRE MUST BE IN POSSESSION OF A SETTING-UP/DISMANTLING PASS WHICH MUST BE SHOWN TO SECURITY STAFF ON DEMAND.
- ❑ PASSES ARE VALID UNTIL 2 HOURS BEFORE THE OPENING OF THE EVENT, AND WILL BE EFFECTIVE AGAIN FROM 8 AM OF THE DAY FOLLOWING THE CLOSURE OF THE EVENT, UNTIL THE FINAL DEADLINE DECIDED BY THE TECHNICAL DEPARTMENT.
- ❑ PASSES ARE PERSONALISED AND NON-TRANSFERABLE. ANYONE FAILING TO COMPLY WITH THIS PREREQUISITE WILL BE ASKED TO LEAVE THE PREMISES, AND WILL BE BANNED FROM ENTRY UNTIL THE TECHNICAL DEPARTMENT GIVES ITS AUTHORISATION.

APPROVAL OF PLANS

- ❑ PLANS MUST BE PRESENTED FOR APPROVAL TO ENSURE ALL WORK COMPLIES WITH THE PREREQUISITES ESTABLISHED IN THE GENERAL REGULATIONS OF FERIA VALENCIA, THE REGULATIONS SPECIFIC TO THE EVENT, AND THE REGULATIONS INCLUDED IN THE LPRL, CPI, 96 AND OMPI DOCUMENTS.
- ❑ IN THE CASES OF DOUBLE-STOREY STANDS, APART FROM THE ABOVE-MENTIONED PREREQUISITES, A REPORT ON THE STAND APPROVED AND SIGNED BY THE OFFICIAL PROFESSIONAL COLLEGE OF ARCHITECTS OR ENGINEERS MUST BE PRESENTED. THE REPORT WILL REMAIN ON DEPOSIT AT THE SETTING UP OFFICE UNTIL THE STAND HAS BEEN ENTIRELY DISMANTLED.

SETTING UP FEES

- ❑ DATES ALLOWING, AND IF FEASIBLE, SETTING UP WORKS AND SERVICES MAY BE BROUGHT FORWARD, AFTER PREVIOUS PAYMENT OF CORRESPONDING INCREASE OF SETTING UP FEES.
- ❑ ALL COMPANIES CARRYING OUT DIRECT WORK FOR EXHIBITORS MUST PAY A FEE OF €1.40 PER SQUARE METRE.

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SETTING-UP AND DISMANTLING WORKS

- ❑ IN ALL WORK BOTH IN SETTING UP AND DISMANTLING STANDS IT IS ESSENTIAL TO RESPECT FLOOR, WALLS AND THE REST OF THE FAIR EQUIPMENT AND PREMISES. ANY ALTERATION IS EXPRESSLY FORBIDDEN.
- ❑ ANY DAMAGE CAUSED BY NEGLIGENCE BY SETTING UP STAFF IN THE FERIA VALENCIA EXHIBITION CENTRE DURING THE PERIOD OF SETTING UP-DISMANTLING OF STANDS WILL BE ATTRIBUTED TO THE DECORATOR OR, IN HIS ABSENCE, THE PERSON IN CHARGE OF THE SETTING UP WORKS. THE TECHNICAL DEPARTMENT OF FERIA VALENCIA WILL ESTABLISH THE SUM TO BE PAID FOR THE DAMAGES CAUSED.
- ❑ THE WORKS PERFORMED IN THE SETTING UP OF THE STAND WILL BE CARRIED OUT INSIDE THE PERIMETER OF THE STAND. UNDER NO CIRCUMSTANCES WILL THEY BE CARRIED OUT IN THE AISLES OF THE EXHIBITION HALL.
- ❑ THE SCHEDULE FOR SETTING UP-DISMANTLING OF STANDS WILL BE FROM 8 AM TO 8 PM ON THE DAYS DESIGNATED BY THE TECHNICAL DEPARTMENT FOR EACH EVENT. AS A GENERAL RULE **ON THE DAY PREVIOUS TO THE OPENING OF THE EVENT, THE FAIR PREMISES WILL REMAIN CLOSED, THIS DAY BEING RESERVED FOR CLEANING, FAIR SERVICING, AND ALLOWING EXHIBITORS TO VISIT THEIR STAND UNTIL 6 PM. WORK ON THE STAND WILL NOT BE ALLOWED UNDER ANY CIRCUMSTANCE.**
- ❑ THE MAXIMUM HEIGHT OF STANDS SHALL BE DETERMINED FOR EACH EVENT, PROVIDED IT DOES NOT EXCEED 5 METRES EXCEPT ON LEVEL 2, WHERE THERE ARE AREAS IN WHICH THE HEIGHT IS LIMITED TO 3.5 METRES.
- ❑ ALL THE BACK AREAS OF STANDS SHALL BE KEPT IN PERFECT CONDITION, WITHOUT TRACES OF CABLES, NAILS, FABRICS, WOOD, ETC.
- ❑ FOR THE FIXING OF CARPETS OR OTHER ELEMENTS, DOUBLE-COATED FABRIC WILL BE USED, TESA 4964 OR EQUIVALENT, EASILY REMOVABLE WITHOUT LEAVING TRACES OF THE ADHESIVE, AND RESISTANT TO TEARING.
- ❑ THE FABRICS INSTALLED FOR STAND DECORATION MUST BE M-1 TYPE AND CARPETS OF M-3 TYPE.
- ❑ IN NO CASE SHALL THE USE OF STRAW BALES OR SIMILAR PRODUCTS BE ALLOWED IN STAND DECORATION.
- ❑ IT IS STRICTLY FORBIDDEN TO PLACE ANY OBJECT OUTSIDE THE PERIMETER OF THE STAND, THAT IS, IN THE AISLES.
- ❑ ONCE THE PERIOD FOR DISMANTLING IS OVER, OBJECTS WILL BE WITHDRAWN AND PAVILIONS WILL BE CLEANED, ASSUMING THAT ANY MATERIAL LEFT BEHIND—BOARDS, CATALOGUES, BROCHURES, ETC.—IS CONSIDERED OF NO VALUE BY ITS OWNERS.

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- ❑ FOR ANY TYPE OF ANCHORING TO CEILING, PILLARS, ETC., A FEE PER POINT OF ANCHORING MUST BE PAID IN ADVANCE AND AFTER OBTAINING PRIOR APPROVAL FROM THE TECHNICAL DEPARTMENT.
- ❑ IT IS EXPRESSLY FORBIDDEN TO PARK ANY TYPE OF VEHICLE INSIDE THE PAVILIONS. PARKING IS ALLOWED ONLY IN THE SPACES EXPRESSLY DESTINED FOR THAT PURPOSE, PROVIDED THERE IS AVAILABLE SPACE AND THE TECHNICAL DEPARTMENT GIVES ITS CONSENT.
- ❑ A MAXIMUM TIME OF ½ HOUR IS ALLOWED FOR LOADING AND UNLOADING FOR SETTING UP AND EXHIBITING COMPANIES, AND UNDER NO CIRCUMSTANCE WILL ANY VEHICLE BE ALLOWED TO ENTER FOR VISITING OR SUPERVISION OF STANDS.
- ❑ FOR PAINTING WORK, IT IS EXPRESSLY FORBIDDEN TO USE LACQUER OR SIMILAR PRODUCTS CONSIDERED FLAMMABLE OR HIGHLY HAZARDOUS FOR PEOPLE'S HEALTH.
- ❑ AS IN THE PREVIOUS POINT, ANY WELDING WORK INSIDE THE PREMISES IS EXPRESSLY FORBIDDEN.
- ❑ IT IS FORBIDDEN TO SPEND THE NIGHT IN ANY TYPE OF VEHICLE OR MACHINERY, BOTH INSIDE OR OUTSIDE THE PREMISES OF FERIA VALENCIA.
- ❑ ANY PERSON USING MACHINES, FORKLIFTS, SCAFFOLDINGS, MECHANICAL ARMS, ETC., MUST BE IN POSSESSION OF THE CORRESPONDING AUTHORISATION, WHICH MUST BE SHOWN TO SECURITY STAFF ON DEMAND.
- ❑ **ANY PIECE OF MACHINERY USED IN THE FAIR PREMISES MUST BE EQUIPPED WITH ENVIRONMENTALLY-FRIENDLY WHITE PNEUMATIC TYRES.** THE MAXIMUM SPEED WILL BE EQUAL TO OR LOWER THAN WALKING PACE. WHEN CIRCULATING WITHOUT LOAD, THE FORKS MUST BE AT A DISTANCE OF BETWEEN 20 AND 25 CM FROM THE FLOOR.
- ❑ **IT IS FORBIDDEN TO USE ESCALATORS TO TRANSPORT MATERIALS.** ESCALATORS WILL BE SWITCHED ON ONE DAY BEFORE THE OPENING OF THE FAIR. FOR THAT PURPOSE, THEY WILL BE CLEANED AND CHECKED BY THE COMPANIES IN CHARGE OF THEIR MAINTENANCE.
- ❑ FOR THE INSTALLATION OF NEON LIGHTS, IT IS NECESSARY TO OBTAIN WRITTEN APPROVAL FROM THE ELECTRICAL SERVICES SECTION OF THE TECHNICAL DEPARTMENT, WHO WILL GRANT OR REFUSE IT ON INSPECTION OF THE INSTALLATION PROJECT.
- ❑ THE FERIA VALENCIA PAVILIONS CANNOT BE USED TO STORE MATERIALS, EXCEPT IN THE AREA EXPRESSLY DESIGNATED BY THE TECHNICAL DEPARTMENT FOR STORAGE OF PACKAGING OR GOODS BELONGING TO EXHIBITORS, AND PROVIDED THERE IS AVAILABLE SPACE.