

RULES BOOK

EXHIBITION RULES AND REGULATIONS

All exhibitors must read and comply with following regulations:

1. **Stand booking general terms and conditions** – you can find them as a part of your contract, or you can download them here:
 - [WINDEUROPE 2024 STAND BOOKING TERMS AND CONDITIONS](#)
2. **General venue regulations**
 - [BEC – GENERAL TERMS FOR PARTICIPANTS](#)
 - [BEC - TECHNICAL/ ELECTRICAL REGULATIONS](#)
3. **Health and safety Rules** – listed below.
4. **Stand design rules** – explained in section below.
5. **Exhibition rules** listed below.

BASIC HEALTH AND SAFETY REGULATIONS

General Instructions

In accordance with the stipulations of the Occupational Hazard Prevention Act 31/95 of 8 November 1995 and other complementary regulations, the prevention regulations contained in this document must be observed by all companies that operate at the facilities of Bilbao Exhibition Centre S.A.

The said companies must ensure at all times that **all workers under their responsibility receive a copy of these regulations.**

As stipulated in Article 24 of the Occupational Hazard Prevention Act (Act 31/95), the basic instructions for Occupational Safety and Health to be followed and fulfilled by workers and contractor companies are established in this document.

The contractor must ensure that all supervisors, officials and personnel have sufficient training and information concerning their own occupational hazards and the preventive measures to be implemented, as well as having the necessary individual protection equipment. It must also inform workers of the hazards and preventive measures to be taken at the facilities they are going to occupy, for which an informative diagram has been provided before contracting services. In the same way, it must ensure that subcontractors who provide services on their own account at Bilbao Exhibition Centre S.A. facilities will at all times comply with the labour, social welfare and safety and health regulations in force for workers.

Bilbao Exhibition Centre S.A. will not intervene in the direct management of occupational hazard prevention for contractors or subcontractors regarding workers, although it is authorized to carry out all the inspections it considers advisable, by

means of its technicians or members of the Safety and Health Committee, to verify compliance with the regulations established.

The contractor company will appoint a "Preventive resource" who will carry out safety and health surveillance functions on workers under its responsibility, as well as business coordination with Bilbao Exhibition Centre S.A. in order to coordinate all matters related with prevention.

Non-fulfilment of any obligation as regards hazard prevention may lead to work being stopped until the said regulations are duly complied with.

All work tools, tooling, machinery, material, individual protection equipment, etc. must be approved and in perfect condition.

Access and communication routes

- Access to the facilities will be exclusively via the places established for this purpose (authorized routes and doors).
- The signalling that exists in each work area must be respected.
- Vehicles must never be parked in areas where they might hinder evacuation of the facilities or in unauthorized places. The speed limit of 10 kph must be respected at all times.
- Regulation fork-lift trucks will be driven by duly authorized persons and used exclusively for transporting material, and never for transporting persons.
- Drivers of special vehicles, such as cranes, lorries, etc., will remain in their vehicles while work is being carried out and must not leave the area.
- Fire-fighting equipment must be respected at all times: vehicles must not be parked and materials must not be deposited in areas where they might hinder access to this equipment.
- Personnel who are carrying out work on roads or routes will clearly mark out the work area and will use reflective waistcoats, jackets or tabards.

Individual protection equipment

- In order to carry out work inside the work centre, the individual protective equipment needed for the activity to be carried out in each work position will always be used.
- All personnel who provide services at the facilities must be provided with the duly approved individual protective equipment (IPE – EPI in Spanish) required for the activity to be carried out.
- Workers will previously have been informed about the activity and the occasions when each IPE must be used, as well as about the hazards they are to be protected against. They will have been given theoretical and practical training in the use of the equipment by their company.
- Use and maintenance of the equipment must be in accordance with the instruction manual.
- Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Clothing which is stained with grease, oil, solvents, etc. must not be worn while working.
- In construction work, workers must wear safety footwear and protective gloves.
- Whenever there is the risk of falling items, materials, etc., or of contact with suspended equipment, a protective helmet must be used.
- Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 meters which is not completely protected by means of collective protection systems (handrails, nets, etc.).

- To carry out any work that might involve the risk of inhaling dust, fumes, vapor or any other harmful substance, workers must use the appropriate mask, face-guard, filters or breathing equipment.
- Safety glasses or goggles and hearing protection must also be used for work when so required.

Electrical hazards

- Unauthorized persons are strictly forbidden to operate the company's electrical switches or switchboards. The contractor's or subcontractor's electrical installations and appliances will only be operated by persons authorized to do so. In case of any anomalies, please notify your immediate superior.
- Avoid the use of multiple sockets.
- Before using an electrical appliance or installation, ensure that it is apparently in perfect condition, find out about any precautions which should be taken for its use and respect them scrupulously.
- Before starting any work, check that the mains voltage is the same as the rated voltage of the machine.
- Never work with or near electrical installations or appliances with wet hands or feet.
- Never open the protective or access covers of electrical appliances and always respect any sign or protective device intended to prevent bodily contact with wiring or live parts.

Order and cleanliness

- If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.
- Work will not be considered to have finished until all materials and equipment used have been removed and the area is left clean and tidy.
- If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.
- Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.

Special hazards

- When work is carried out close to the edge of off-level areas, platforms, flimsy walls, etc. and, in general, in areas where collective protective systems cannot be used, the use of fall prevention systems will be compulsory.
- For work in which paints, varnishes, solvents, etc. must be used, always check the safety label of each product and comply with the safety instructions.

Hand tools

- The use of hand tools is only permitted if they are in good condition.
- Connection of hand tools will be carried out to the appropriate mains voltage outlets and standard sockets of electrical switchboards.
- If extension cables are used to connect equipment, they must be in good condition and have a protective earthing conductor when not working with tools with double insulation.
- If hand tools are used in areas indicated as having potential fire or explosion hazards, inquiries must be made about possible limitations and particular conditions for use.

Machines

- Unless workers are properly trained and authorized, they must not operate or use machinery, equipment or appliances that require specific training.
- All machines must be in perfect working condition.
- Before starting work, a check will be made that the machine is in good condition and the immediate superior will be informed of any anomaly.
- When drilling is going to take place, it will be necessary to ensure that there are no cables or other kind of obstacles that might cause accidents when the drill bit passes through.
- Rivet guns and similar pneumatic tools will always be kept with the tool facing downward when they are not being used. At the end of the working day or during any rest period, the tool will be removed from the machine to which it has been fitted.
- All obligatory protective devices will always be used on all machines and will be checked prior to starting any work.
- When using perforating, cutting tools, etc., with which particles might come away, duly approved goggles or glasses will be worn.
- It is forbidden to adjust machine supports while they are in movement.
- Each machine will be used for its specific purpose and never for any other.

Working above ground

Workers must be duly authorized to carry out work at a height above ground.

Ladders

- If ladders are used in transit areas, the surrounding area will be marked or a person will be placed to warn about the risk.
- Before using a ladder, it must be checked to ensure that it is in good condition and firmly settled, with lengths of one single piece and well assembled rungs. They will be fitted with nonslip devices at the base or fixing hooks at the top. They will be in perfect condition.
- Work will be carried out facing the ladder and holding it with one hand. If this is not possible, a safety belt will be used, fastened to a fixed point and never to the ladder
- Ladders will never be used by two persons at the same time.
- Joining together two ladders is not permitted unless they are fitted with devices specially prepared for this purpose.
- To carry out work above ground level, workers should wear a tool belt. Tools and materials must never be thrown, they will be passed from hand to hand or using a rope or basket.

Scaffolding and platforms

- Scaffolding must be sturdy and stable, erected by skilled, authorized personnel (depending on the type of scaffolding). If the scaffolding is more than 2 meters high, it must be fitted with a handrail, a waist rail and a baseboard. If this is not so, the immediate superior must be notified.
- If the scaffolding has wheels, they will be locked before anybody ascends.
- The width of the work platform will be at least 60 cm.
- More material than is needed to guarantee continuity of work will not be stored on scaffolding or platforms, so as not to overload them and to have free space.
- When the scaffolding is moved, there must not be workers on it.

- The floors and gangways of work platforms will be nonslip, they will be kept clear of obstacles and they will be equipped with a drainage system that allows slippery products to be removed.
- Platform access ladders will be located on one side of the structures and never on the corners.
- When work is carried out on mobile platforms, safety devices will be used to prevent them from moving.

Lifting and transportation

- If cables or slings are used at the work site, they must be identified with the rated work load.
- Workers who operate lifting and transportation equipment or load handling accessories must accredit the corresponding authorization from the main company that certifies the corresponding training regarding safe operation.

Basic preventive measures

- Unless workers are properly trained and authorized, they must not operate or use machinery, equipment, switchboards, cables, electrical connections or other equipment or appliances that require specific training.
- It is totally forbidden to take alcoholic beverages or other drugs into work areas.
- Do not place combustible materials close to lighting or heating sources.
- Avoid manual handling of loads that weight more than 25 kg.
- Use mechanical means to load and unload heavy materials.
- Comply at all times with the occupational hazard prevention regulations and in all cases, if you have any doubts, contact your immediate superior.
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system, hand sanding is not permitted.

Accident and emergency situation procedures

On entering the exhibition halls:

- Check where the nearest emergency exits and fire extinguishers are located, identify personnel responsible for the hall (uniform, identifying clothing, counters).
- If you detect any anomaly, notify the personnel responsible immediately.
- Do not hinder roads, access routes or doors that enable evacuation in case of emergency.

In case of **Accident or Emergency**:

- Quickly contact the telephone number shown below or speak to the personnel responsible.
- Identify yourself.
- Give details of the place, nature and importance of the incident

In case of fire:

- Keep calm, do not shout or run. Do not use the lifts (elevators).
- If your clothing catches fire, fall to the ground and roll; if there is a lot of smoke, crawl.
- Do not go back to pick up personal items.
- Follow the instructions of the BEC Evacuation Team.

If you detect **any suspicious item**:

- Do not touch it, keep away from it and call the emergency telephone number or contact the personnel responsible in the area.

EMERGENCY TELEPHONE NUMBER: + 34 944040222

STAND DESIGN RULES

Health and Safety Declaration

It is important for all exhibitors to read and comply with Wind Europe regulations, Fire and Safety Regulations and Safety at Work regulations. Therefore, it is mandatory for all exhibitors to complete and return the Health & Safety Declaration form, confirming that you have read and received the exhibitor manual.

All exhibitors are required to fill in a Health & Safety Declaration form **by 19 January 2024**. Please ensure that you complete the form in order to avoid any delays in build-up.

Personal protection equipment

In order to carry out work in the hall, the individual protective equipment needed for the activity to be carried out in each work position should always be used.

Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Hi-visibility vests and suitable footwear must be worn during build-up and breakdown by everyone in the hall.

Whenever there is the risk of falling items, materials, etc. or contact with suspended equipment, a protective helmet must be used.

Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres, which is not completely protected by means of collective protection systems (handrails, nets, etc.).

To carry out any work that might involve the risk of inhaling dust, fumes, vapor or any other harmful substances, workers must use the appropriate mask, face guard, filters or breathing equipment.

Safety glasses or goggles and hearing protection must also be used for work when required.

Waste removal

Full package stands will be vacuumed prior to each opening event day.

Basic package / space only stands are responsible for their own stand cleaning and removal of waste before, during and after the event.

All rubbish and waste that is generated during the build-up, the event and during the breakdown period must be disposed of in the manner described below. For this purpose you must only use the containers and refuse bags which are available from BEC online web shop.

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

Fire safety regulations

It is important for all exhibitors to read and comply with It is important for all exhibitors to read and comply with BASIC HEALTH AND SAFETY REGULATIONS (see section before)

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles. Always keep all your exhibits inside your stand area. Building work or decorations, signs or lighting over aisles are not permitted. Bear in mind that these aisles represent escape routes in the event of an emergency.

Bilbao Exhibition Centre has a comprehensive fire alarm system, portable fire extinguishers and fire hoses. Fire hose cabinets, fire extinguishers, or any other fire-safety device must not be hidden, obstructed or otherwise disturbed.

The materials used in construction must comply with the following standards and regulations. The materials used in floorcovering 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 organizers must be obtained before any work or demonstrations or any decorations involving naked flames. Chipboard should only be used as cladding around a solid timber frame.

All surfaces must be coated, according to the instructions for use, with an approved fire-retardant paint or enamel, or must have been flame-proofed by the manufacturer, whereby each sheet should have been clearly marked as such.

Fabric ceilings and other decoration must be impregnated against fire.

The use of car body filler to fill and sand stands with is strictly prohibited.

Do not store cardboard boxes behind your stand or in a void area.



Smoking is prohibited inside the Convention Centre.

Stands exceeding 4 meters

Please submit drawings (pdf) and calculations, as it is necessary to assess the structure with all details of the build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Please forward to the Exhibition Operation Team.

Structural calculations are required to prove that the stand is stable and capable of supporting relevant loads i.e. lights, speakers, plasma screens etc.

The floors of the halls can bear loads of up to 4 000kg./m². Manhole covers over service ducts may not be used as point load bearing areas.

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

Complex stands (over 4m high) require an approval by **Campbell Reith Structural Engineers**.

Exhibitors / contractors will receive final approval once the stand plans and accompanying documents have been checked.

Additional costs for this service will be charged directly to the exhibitor/contractor.

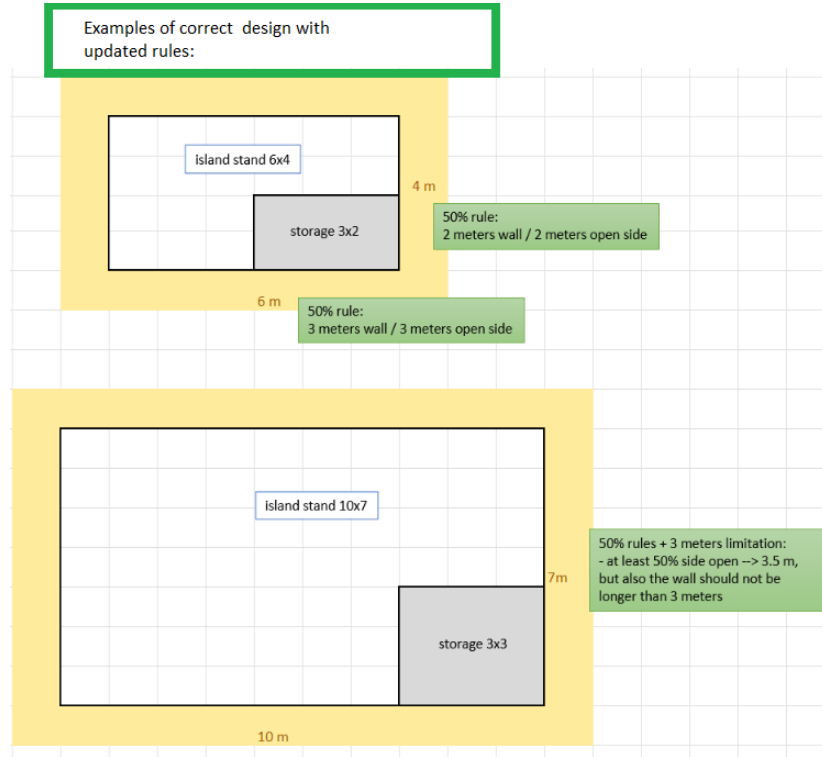
Single-storey (over 4m) stand - £365 + VAT, Two-storey stand - £515 + VAT.

Two-storey stands will be submitted with structural calculations, risk assessment and method statement they will then be forwarded to the venue for final approval. The venue reserves the right to proceed with additional inspections and ask for any modifications they consider useful or necessary in accordance with safety regulations. These will be certified by the Basque Professional Association of Architects or Master Builders (or similar body) one month prior to build-up.

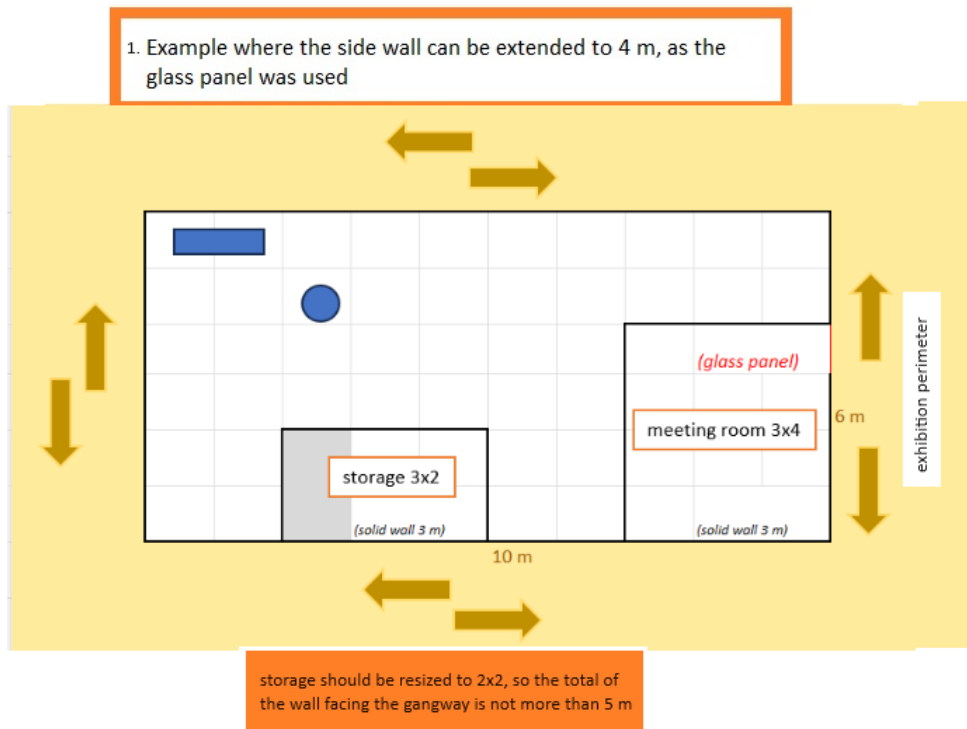
STAND DESIGN

General rules of stand design

- Maximum build height restrictions vary in the halls and it includes banners. This may be lower in certain areas of the halls, please check your stand location and any indicated height restrictions on the technical floorplan or contact the operations team.
- Lighting rigs are permitted up to a maximum of 8m depending on the hall height and written permission from the organisers. No build elements, ceiling or branding should be added to lighting rigs.
- Non-island stands must provide walling for the full length of their shared side/back walls to at least a height of 3m.
- Consideration should be given to your neighbouring stand(s) view point.
- There are two rules that will be applied to **the solid walls facing onto an aisle**:
 1. **50% rule**: At least 50% of each side of a stand that faces onto an aisle must remain open; additionally,
 2. **3 metres + 1 metre gap rule**: In cases where a stand side is longer than 6m the continuous wall should not exceed 3m. For every 3m of continuous wall there should be a 1m gap

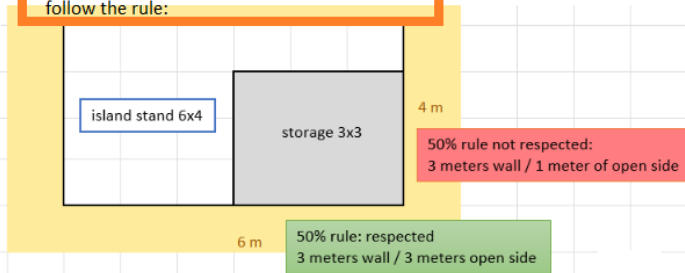


- Every stand will be evaluated case by case, the exact location and the impact on neighbours will be considered.
- Gaps between the walls, or glass panels should be used where keeping the wall of 3 meters is not sufficient.
- Exceptions may be considered where a stand is located on the perimeter of the hall.
- Examples:



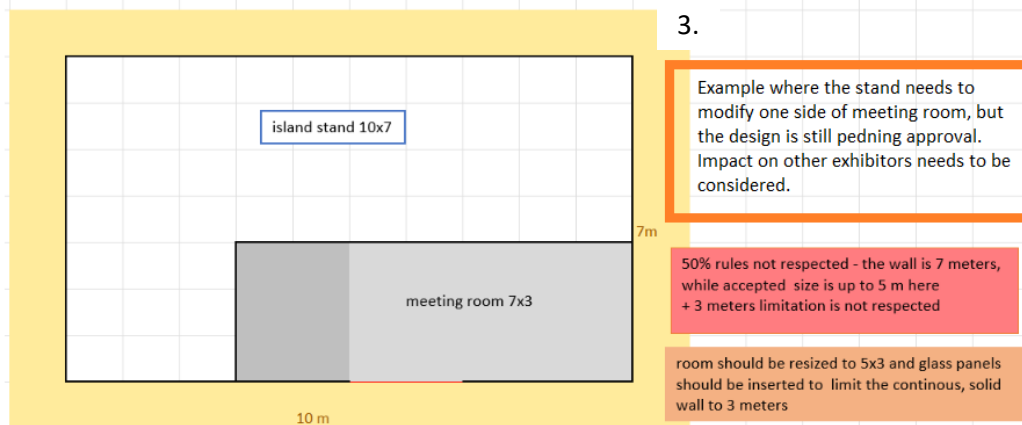
2.

Example where one side of the stand does not follow the rule:



3.

Example where the stand needs to modify one side of meeting room, but the design is still pending approval. Impact on other exhibitors needs to be considered.



- Any solid structure going up to the height of an adult person – from the floor level - will be considered as a wall, and therefore, will fall under the same rules as solid walls.
- If you require a more enclosed stand, please consider using either low walling or installing transparent material.
- Walling facing an aisle must be dressed with graphics, screens etc.
- Complex stands will need to provide structural calculations and plans, these will be checked prior to build at an additional cost to the exhibitor.
- When placing items which require water, drainage, compressed air or power, it is important to take the location of the service ducts into consideration.
- Doorways along escape routes must be easy to open to their full width from inside but should not block the aisles when open.
- Doors to emergency exits, emergency escape hatching and their identifying signs or markings shall not be obstructed, obscured, 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 always remember to keep all your exhibits inside your stand area.
- Do not store cardboard boxes or other items behind your stand or in any void area.
- Building work or decorations, signs or lighting over aisles are not permitted.,
- Bear in mind that aisles represent escape routes in the event of an emergency.
- During build-up and breakdown access to the hall will be authorised only to people wearing wristbands handed out in the exhibition operations office, located between hall 1 and hall 3.
- Wearing sensible/safety shoes is obligatory for anyone who enters the hall during build-up or breakdown.
- Wearing a hi- vis vest during build-up and breakdown in the hall and lorry-way is compulsory.
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system

- When placing items which require water, drainage, compressed air or power outlets, it is important to take the location of the service ducts into consideration.

Ceilings

- The material must also be of such a quality that it is not easily flammable or must have been flame-proofed to achieve the same effect
- Exhibitors may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed
- **Ceiling finishes must be decorative, as ceilings can be seen from upper levels, as visitor enter the halls.** To achieve a pleasant view of the whole stand, the Technical Service Department may request changes to ceiling finishes event if this entails additional costs for the exhibitors
- If the ceilings are fitted to stands, ceiling cannot be completely closed.

The halls at the Bilbao Exhibition Centre are accessed from the main atrium. Visitors descend into the hall from a mezzanine entrance. This will mean that visitors see the top of most stands, particularly those at the front of the hall. At previous events, exhibitors have used the top or ceiling of their stands as a branding opportunity rather than suspending vertical banners.

Raised floor

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. To improve accessibility to visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted people, the following guidelines apply to stand floors:

- Maximum height of 12 cm, measured from the floor of the building up to and including the top of the raised floor;
- The sides should be closed and neatly finished, sharp edges and corners need to be avoided and if necessary with bevelled edges;
- The floors should be within the stand building line.
- When a raised floor is used on a stand the outer edge of the floor must be in a contrasting colour with respect to the aisle and the ramp.
- If the raised floor is less than five cm higher relative to the floor of the building a bevelled edge with a minimum of one meter in width is sufficient. This bevelled edge needs to be in a contrasting colour relative to the rest of the floor edges.
- A raised floor up to a height of 12 cm measured from the floor of the building, a ramp of at least one by one meter width is desired.
- A handrail at a ramp is not necessary when the raised floor is lower than 12 cm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 80 - 100 cm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared to a dark background. The rail end may not hang loose. If the handrail is positioned only on one side, it should be attached to the wall;
- The edges around the ramp cannot contain any sharp edges; floor connections must have a smooth transition (no high thresholds).
- Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors can enjoy the same experience on exhibitors' stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

Shared Walling

Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 3 m. Both exhibitors are responsible for cladding and decorating both side of their stand wall above a height 3 m.

The section of walling facing your neighbors stand must be neatly finished and plain white. No branding or logos can be added. The tops of stands must be finished tidily, especially if 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. Please contact the operations team if you need the contact details of a neighbor's stand.

Company branding cannot be added to the back of the stand walls – plain painted finishes only, down to 3m.

Electricity/plans

It is essential to present the plans with the location of the electrical connection, indicating the type and amount of electricity required to BEC - Bilbao exhibition Centre, via BEC online-shop, 30 days before the commence of build-up.

Double-Decker (Two-Storey) Stands

The check carried out by the venue will focus on the following points:

- The stability and load-bearing capacity of the structure
- The safety of the handrails (at least two horizontal bars for each banister)
- The balustrades must be sufficiently strong and stiff
- The location and design of glass partitions
- The buttressing of the stand
- The design of various structures and the application of construction materials such as wood, iron, aluminium and plastic

Electricity

- Only electric lighting may be used for a stand and the electrical system must be installed only by certified electricians.
- As an exhibitor, be aware to order day and / or continuous power for your equipment. Day power will be switched off half an hour after closing time for visitors.
- If you require 24/7 power for special equipment please order through BEC.

Every order of the main requires order of Ministry permit, which can be done in BEC web shop.

Note on electrical systems and stand lighting:

- The installation should be distributed over sufficient groups and each group should have the correct fuses.
- Electrical cables should be fitted at a sufficient distance from steam, water or gas pipes. Cables exposed to potential damage should be sufficiently protected.
- Motors should have a thermal safety switch. Motors with a power capacity larger than 3kW should also be fitted with a star – delta switch.
- Spliced joints should be made by means of wire connectors or terminal clamps. Spliced joints may not be hidden behind walls, under floors or in ceilings.
- Metal parts that could potentially become conductors of electricity (live wires) due to an electrical defect should be sufficiently earthed. Electrical cable should be sufficiently secured.

- Heat-emitting light fittings should be kept at least 0.10m from any combustible material. In addition, no combustible material should be capable of being reached by reflected heat emission within 0.30m of the edge of the reflector.
- Neon lights require special permission from the Operations Team.
- The use of a laser light must be notified to the operations team. If permitted, the issue of a permit may also be made conditional, depending on the nature of the laser.

EXHIBITION GENERAL RULES

Balloons

The use of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited.

Children

WindEurope 2024 is a trade show and as such we regret that no one under the age of 16 is permitted on site during the build-up, opening and breakdown period, even if accompanied by an adult. The exhibition halls are regarded as a building site during build-up and breakdown.

Complaints

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by official suppliers or the WindEurope should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us at events@windeurope.org, or onsite in the organisers' office.

Damages

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the halls or site, for example, paint and adhesive tape marks, damage to the walls or the venue flooring.

Demonstrations

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by **19 January 2024**.

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. WindEurope reserves the right to ban working demonstrations onsite if they disturb neighbouring stands or pose a threat to the public in any way.

Disabled visitors

All disabled people must be given the same opportunities as non-disabled persons. This includes the ability to attend exhibitions and look at any of the exhibits. We ask that you ensure that your stand and exhibits are easily accessible to

disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact the WindEurope Exhibition Operations Team: operations@windeurope.events

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.

It is not allowed to distribute 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 Wind Europe. At the discretion of the organiser, a penalty fee will be charged to exhibitors who fail to respect this rule.

Please note that materials must not be attached to the fabric of the building. Any costs which result from the removal of these kinds of materials will be charged to the exhibitor responsible.

Fire Regulations

Fire hydrants in the exhibition halls and on outdoor exhibition areas shall not be obstructed or rendered unrecognisable or inaccessible. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

The necessary fire department entry routes and manoeuvring 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.

LPG / compressed gases

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact the WindEurope Exhibition Operations Team: operations@windeurope.events

Music / Entertainment

The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three metres from the source of sound using a directional decibel metre.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

Spanish agency handling copy rights for music is SGAE. BEC pays a yearly licence fee for all events taking place in the venue. If you are concerned about the particular entertainment that you are organising at your stand, please contact BEC Exhibitor Services: windeurope@bec.eu to check if the licence covers it.

Neon

If you wish to use neon lighting, please contact the WindEurope Exhibition Operations Team: operations@windeurope.events

All neon installations must incorporate a fireman's switch.

Smoking

Smoking is not permitted in the venue at any time.

Vehicle exhibit

If you are planning to exhibit a vehicle or other petrol engine equipment fitted with a fuel tank, including boats, please inform the WindEurope Exhibition Operations Team, who will be able to confirm access times etc.

Please ensure that:

- Batteries must be disconnected and fuel tanks are virtually empty (maximum of 5 litres per tank).
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.
- Cable clamps on the battery terminals should be disconnected.
- Keys to the vehicle must be left with the Floor Manager in case of an emergency.
- Vehicles must be exhibited on platforms with smooth bases so that their weight is distributed evenly over the exhibition surface area.

Venue care

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

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the hall or site, for example, paint and adhesive tape marks, damage to the walls or the exhibition floor.

Water Features / Displays

Please notify the WindEurope Exhibition Operations Team: operations@windeurope.events if you are planning any features containing tanked or re-circulating water on your stand; a full risk assessment must be submitted with details of the control measure for the control of Legionella, including treatment methods.

All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.