

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 2019 STAND BOOKING TERMS AND CONDITIONS](#)
2. **General venue regulations**
 - [BEC – GENERAL TERMS FOR PARTICIPANTS](#)
 - [BEC - TECHNICAL/ ELECTRICAL REGULATIONS](#)
 - [BASIC HEALTH AND SAFETY REGULATIONS](#)
3. **Stand design rules** related to your stand design – you can find them in **the section below**.
4. **Exhibition rules** listed below.

EXHIBITION 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 2019 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.

Demonstrations

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team: operations@windeurope.events Demonstration areas must be indicated on 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.

The Organisers reserve the right to ban working demonstrations on-site if they disturb neighbouring stands or pose a safety issue to the public in any way.

Disabled visitors

All disabled people must be given the same opportunities as able-bodied 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 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 WindEurope. At the discretion of the organiser, a penalty fee will be charged to the exhibitor for not adhering to this rule.

Emergency gangways

The exhibition halls will have designated emergency gangways. These must be kept clear at all times so that emergency vehicles can gain access, throughout build-up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear.

Please ensure that your contractors are aware of the location of the emergency gangways, these are clearly indicated on the technical floorplan and marked out on the hall floor. There will be Health & Safety Floor Manager present who is in possession of an evacuation plan. Evacuation plans will also be available from the organisers' office.

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.

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.

Stand construction rules

For detailed rules related to stand construction, please refer to **the section below**.

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.

BASIC PACKAGE STAND

A basic package / space only stand is an area, 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.

Compulsory forms to be submitted by each basic package / space only exhibitor:

The following documents are mandatory and should be returned to Exhibition Operations Team, by the given deadline: **15 February 2019**

- Stand plans for approval
- Risk assessment / Method statement
- Health and Safety Declaration
- Structural calculations for stands over 4m in height and double deckers.

In case any of these documents is missing, delay in build-up might occur.

ALL EXHIBITORS MUST READ AND ABIDE BY 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.

STAND PLANS SUBMISSION

Exhibitors are responsible and liable for their appointed contractors' compliance with all of the rules and regulations specified in this manual.

All basic package/space only exhibitors must submit stand drawings, including:

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by a risk assessment and method statement and complete [STAND PLAN SUBMISSION FORM](#).

Approval will be forwarded to all non-complex stands as soon as possible.

Structural calculations may be required for some stands. This is explained in the section below.

For complex stands approvals, once stand plans, risk assessment and method statement, along with any necessary structural calculations have been received, the venue and structural engineers will give final approval.



[STAND PLAN SUBMISSION FORM](#)

RISK ASSESSMENT AND METHOD STATEMENT



[RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)

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 500kg./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 - £145 + VAT, Two-storey stand - £210 + 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.



Contact

WindEurope Exhibition Operations Team
Inside Events
Dianne Wright, Gina Walls
Email: operations@windeurope.events
Tel: +44 247 651 0015



Deadline: **15 February 2019**

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 manual. 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 15 February 2019**. Please ensure that you complete the form in order to avoid any delays in build-up.



[BASIC HEALTH AND SAFETY REGULATIONS](#)



[HEALTH AND SAFETY DECLARATION - accessible as online form in the Exhibitor Zone](#)



Contact

WindEurope Exhibition Operations Team
Inside Events
Dianne Wright, Gina Walls
Email: operations@windeurope.events
Tel: +44 247 651 0015



Deadline: 15 February 2019

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 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.



[CLEANING AND WASTE – order form is in the BEC web shop](#)



Contact

BEC Exhibitor Services

Email: wineurope@bec.eu

Tel: ++ 34 94 40 40 000 Ext 3



Deadline: 14 March 2019

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. You can download the document from the link below.



[BASIC HEALTH AND SAFETY REGULATIONS](#)

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles.

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.

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.



Smoking is prohibited inside the Convention Centre.

STAND DESIGN

1. GENERAL RULES OF STAND DESIGN

- The maximum build height is 6m, including 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 8m (depending on the hall height) and written permission from the organisers. No build elements, ceiling or branding should be added.
- Non-island stands must provide walling for the full length of their side/back walls to at least a height of 3m.
- At least 50% of each stand side facing onto an aisle should remain open or fitted with transparent material.
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Long walling of 4m or more, facing onto an aisle, could be asked to be stepped back by a minimum of 1m into the stand.
- Stands over 4m in height 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 outlets, it is important to take the location of the service ducts into consideration.

2. 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

- Exhibitor may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed
- Ceiling finishing's 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.

3. 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 wide 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). By a ramp in the corner of a stand there should be placed an upright edge of about four cm arranged in the longitudinal direction.

Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors are able to enjoy the same experience on exhibitors' stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

4. 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 neighbor's 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.

5. 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 commencement of build-up.

6. VENUE CARE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the venue. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

7. 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.

8. 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 may 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.

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.



[ELECTRICITY – ORDER FORM FOR MAINS AND FOR ELECTRICAL FITTINGS - BASIC STANDS - order form is in the BEC web shop](#)



Contact

BEC Exhibitor Services

Email: windeurope@bec.eu

Tel: ++ 34 94 40 40 000 Ext 3



Deadline: 1 March 2019

GENERAL RULES FOR BASIC STANDS

- 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 hatched and their identifying signs or markings shall not be obstructed, obscured, have anything build 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.
- Do not store cardboard boxes behind your stand or in a void 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.
- During build-up and breakdown access to the hall will be authorised only to people wearing registration passes
- Wearing safety shoes is obligatory for anyone who enters the hall during build-up or breakdown
- Wearing a hard hat is mandatory during the early days of build-up and 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

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 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.