



INTERNAL REGULATIONS 2010



**PALAU DE CONGRESSOS
DE CATALUNYA
BARCELONA**



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INTRODUCTION

The Catalonia Palace of Congresses is located on the Avenida Diagonal, the most prestigious avenue and business center in Barcelona.

Surrounded by the exceptional garden of the Hotel Rey Juan Carlos I and the exclusive Royal Club de Polo, excellent and fast access to the airport, with good connections of public transport: subway, bus and taxi.

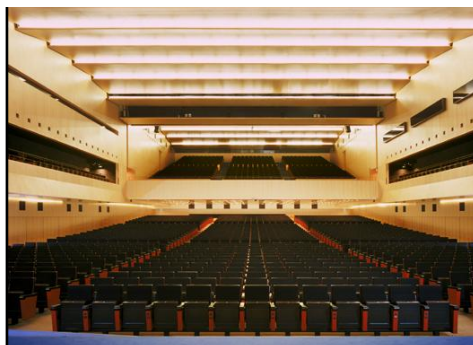
The Congress Centre is part of the “**Hotel Rey Juan Carlos I Business & City Resort**”, a vast complex with facilities devoted to provide the very highest standard and quality in catering and hospitality, confidentiality and unsurpassable service.

The other biggest building in the complex is the luxury five stars **Hotel Rey Juan Carlos I**, one of the most famous hotels in the world. Further services are provided by “**The Royal Fitness**”.

CHARACTERISTICS

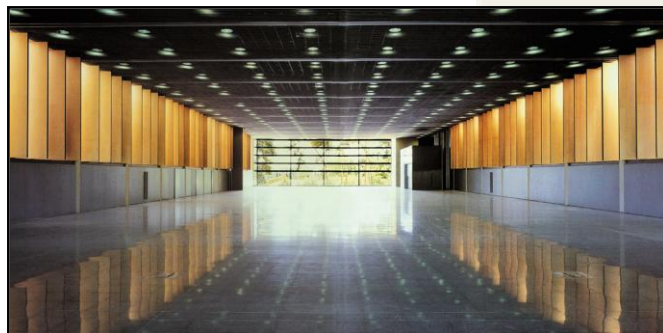
The Catalonia Palace of Congresses offers:

- **Auditorium** of 2.141m² with capacity for 2.027 people.
- **Banquet Hall** of 1.240m² with capacity for 1.300 covers.
- **Exhibition Hall** of 2.050m² with capacity for 2.000 covers.
- **32 Meeting Rooms, 2 Press Rooms.**
- **Public Parking** with capacity for 100 cars.



1. GENERAL RULES

- 1.1 It is totally forbidden at the Catalonia Palace of Congresses to bring food and beverages from outside.
- 1.2.2 The placement of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the Catalonia Palace of Congresses are not allowed without a prior written authorisation.
- 1.3 Moreover, the ornamentation of the installations rented must be respected at all times, without adding, moving or suppressing anything present in them.
- 1.4 The Organiser must have subscribed an insurance policy to an Insurance Company in order to cover every risk occurred during the time of the Congress or Exhibition, the loading and unloading days, the delegates who attend the events and the hiring personal to carry out the event, as well. Prior the event, the Organiser needs to hand in a copy of this insurance policy in writing.
- 1.5 The Catalonia Palace of Congresses does not offer Luggage Room, due to security reasons.



2. SECURITY RULES

- 2.1 The organisers/exhibitors must be always accredited. The accreditation should be always situated on a visible place.
- 2.2 The organisers/exhibitors agree to permit the adoption of all control and safety measures established by the Municipal Government of Barcelona or by the management of the Catalonia Palace of Congresses.
- 2.3 The organisers/exhibitors agrees to observe the norms in force on safety, and especially in what refers to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any inflammable material or object be introduced in the exhibition. In no case may any access fire exit or fire hydrant be blocked.
(Please requests the floorplans). The Company in charge for all the set up will have to send the final floorplans to the Congress Center since our Security Department has to approve them.
- 2.4 No items must be hold on the walls and seats, they must be correctly put into a pile wherever the Security of the Palace authorises. Any item will not be dragged unless a carpet is placed.
- 2.5 The organisers must ensure to the service entities that intervene during the set- up, celebration of the event and break down (exhibitors, contractors, decorator, audio-visual, catering, hostesses and other companies), they are aware of the strict legislation in questions of safety and hygiene. They will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the Catalonia Palace of Congresses exempt from the same.
- 2.6 The exhibitor formally declares that his staff is insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the Catalonia Palace of Congresses any possible claim or involvement in these matters.



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- 2.7 The organisers/exhibitors are responsible for the damage caused to the installations rented by all staff under his orders or the public in general, which attends the acts organised during the Congress or Exhibition.
- 2.8 Smoking is totally forbidden in the entire installation area of the Catalanian Palace of Congresses during the time of loading and unloading. The Security_Department has established a smoking area in the same place where food and beverages machines are located, right next to the Control Area.
- 2.9 Workers must remain in those areas they work, and avoid going through any other different place in the Catalanian Palace of Congresses.
- 2.10 It is compulsory to make use of a harness in risky duties: (works on high places or easy to fall)



3. ELECTRICITY & LIGHTING

3.1 General Rules

Any electrical installations that take place at the Catalonia Palace of Congresses must meet the requirements set out in the Low Voltage.

Electrical installations that are carried out in the exhibition stands/meeting rooms are subject to the approval of the Office of the Director of Technical Affairs and the Maintenance Department of the Catalonia Palace of Congresses. Please, find this information on page 12 point 1.4 "Electricity" on the "Exhibitor Manual PRO RESA EXPO"

3.2 Electrical Supply

The electricity for all exhibition stands will be supplied by the Conference Palace and has the following characteristics: 380V - for line voltage and 220V – for neutral to line voltage

The Palau reserves the right to limit the power supply in the interests of general safety to prevent overloading or for the protection of the cables and other installations of the venue.

Exhibitors and visitors of the Conference Palace are obliged to keep a power factor in between 0.85 and 1.

As the Conference Palace is fully dependent on the Electricity Board for its power, it can in no way be held responsible for inconsistencies in the supply caused by accidents, power shortages or power cuts, beyond its control.

The Conference Palace is not responsible for providing any kind of material needed by exhibitors that functions on a direct current (DC) or any other kind of current that differs from the general supply, that being 220V or 380V. This being the sole responsibility of the exhibiting company's electrician or the exhibiting company itself, with prior authorisation from both the Office of the Director of Technical Affairs and the Maintenance Department of the Conference Palace.

3.3 Electrical Connections

Connections will be made from the high safety power outlet deemed most appropriate by the venue's onsite technician, to ensure the best use of the electrical network.

It is obligatory to use conductors or cables that are fireproof with an insulating voltage rating of 1000V. These cables must not under any circumstances be spliced or "tapped off".

The exhibiting company's electrician must supply an electric box (or fuse box), which should be placed on the stand as near to the appropriate socket outlet as possible. The electric box should have a minimum of the following characteristics:

- A general differential switch, 30miliAmp-sensitive and with a calibre or rating of no less than the power of the General Magnetothermal Switch.
- Magnetothermal switch to protect the line/lines that have been installed.

The exhibiting company's electrician must be able to guarantee the safe and proper working order of the electric box/fuse box by ensuring that it is of the right size and technical conditions. It must be fixed to a structural feature of the exhibition stand and cannot be placed at floor level.

3.4 Distribution of electricity to stands

- Conductors or cables used must have a minimum cross-section of 2.5mm², must be fireproof and must have an insulating voltage rating of 1000V.
- Connections, splices and "tapping off" can only be done using the terminals located inside the electric box/fuse box.
- Metallic structural features of exhibition stands must always be grounded.

3.5 Deadlines for orders and documentation

The deadline for ordering electrical supplies, phone lines or audio-visual material as well as for sending in documentation is **one week** before the start of the event.

3.6 Power and Lighting

Electrical installations, as well as the supply of lighting and electricity to each stand, will be billed directly to the exhibitor or exhibiting company.

In case of special lighting this will be billed apart, a minimum of 3,75 Euro/KW/day + 16% VAT. Regulation in the Catalonia Palace of Congresses is to have an "Electric Inspection" done by the Department of Industry, and that will have to be checked and approved by the Palau's onsite electricians on every stand. Moreover it has to be paid a fee of 3,75 Euro + 16% VAT for every stand. The inspection is to comply with the Health and Safety norms in place in the legislation. To know how to calculate the electrical consumption, please refer to page 12 point 1.4 Electricity in the Exhibitor Manual PRO RESA EXPO". The electrical consumption and Electrical Inspection MUST be paid by each stand to RESA.

3.7 Safety measures and access

The location of any fire-fighting material such as fire hoses and fire alarms, as well as access to emergency exits, must be strictly respected at all times, even when these fall within a contracted space or stand area. Access to service areas, cables, socket outlets and fuse boxes must also be respected at all times.

3.8 Supply from electric boxes and service ducts

Telephone lines and electric cables will run at floor level from the appropriate service ducts to the point on the stand requested by the exhibitor. The exhibitor must send a plan indicating the exact location where these should be left a minimum of one month before the start of the event. Should an exhibitor not specify the exact location for these then they will be left in the place deemed most appropriate by the onsite technician.

3.9 Disposal of material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

4. RULES AND PROCEDURES TO FOLLOW IN ORDER TO CONTRACT SUPPLIERS AND EXTRA SERVICES

In the event the client comes up with any external company or supplier it is of the utmost importance the following:

1. The client must send us an application letter including full details of the external company or supplier, which have to be accepted for the manager of the Catalonia Palace of Congresses.
2. The external company or supplier will have to pay to the Palace of congresses the % of the grand total of the invoice stipulated depending on the services given as canon, for the rights to enter in the Catalonia Palace of congresses. Kristen, I will remove this, as this will not be applied In this event.
3. The client will follow the internal politics and rules of the Catalonia Palace of Congresses

5. DETAILS OF ACCESS LOADING & UNLOADING

5.1 Access of goods to the different areas of the Catalonia Palace of Congresses is always **through the "Puerta Muelle de Carga"** situated at C/ Torre Melina, where all the material will be checked and controlled by the porter, and receipts will be signed by the Organisation of the event, then it will decide the access of the material through **"Puerta Muelle de Carga"** or through the **"Puerta Puerta Parking"** on Diagonal Avenue (side lane). From there you can access the loading bay and use the freight lifts that reach level -1 and level 0. It is forbidden to use the lifts that are exclusive for clients.

No other lifts can be used except those which are advised by The Security Department. (Alternatives lifts should be protected with carpet or another similar material)

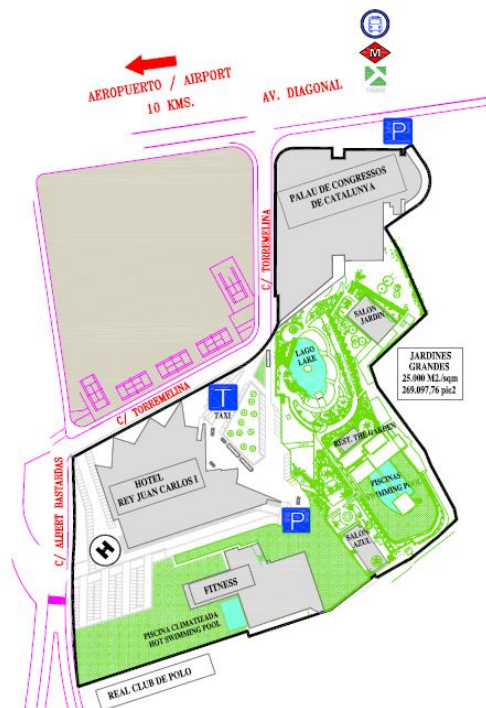
Details of the freight lifts

Freight lift 1		Freight lift 2	
Width	5,55	Width	1.87m
Depth	2.43	Depth	2.51m
Height	3.5m	Height	2.25m
Max. Weight	4.0 Ton	Max. weight	1.6 Tons
Door	5m(w) x 3m(h)	Door	1.2m(w)x2.15m(h)

5.2 In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance. Everybody will have a badge.

5.3 It is not allowed to enter any material, parcel through the Main Entry of the Catalonia Palace of Congresses. All the staff will have to enter through the staff entry or Parking area no through the main entry.

- 5.4 In case the loading bay is occupied, we suggest waiting at Albert Bastardas Street. (See floorplan enclosed).
- 5.5 It is forbidden to park on the sideways around the Palace.
- 5.6 For any set-up in the Auditorium, please contact the Security Department for alternative lifts. Goods should arrive through the Foyer doors. No other side way is admitted.



- 5.8 Once completed the loading and/or unloading all vehicles must leave the area.
- 5.9 Vehicles that enter the parking can only have the maximum length of 10 meters (12 meters joined) and a maximum height of 4 meters.
- 5.10 When an event is finished no goods can be left in the Palace.

6. STAND SPECIFICATIONS

- 6.1 Before initiating the stand and in order to avoid damaging to the floor the entire surface area of the stand has to be covered with carpet (fixed by means of double-sided adhesive).
- 6.2 The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited.
- 6.3 It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the Palace.
- 6.4 Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the Congress Centre.
- 6.5 The Palace must receive a list with names and identity card numbers from all the workers for the set up and dismantling, including a timetable.
- 6.6 During set up with paint, varnishes or dissolvents, the area must be covered by plastic. When a weld is necessarily Security department should be advised and some instruction including a fire extinguisher will be given.
- 6.7 The Catalonia Palace of Congresses will not be responsible for any item or material that has not been removed once the event is finished. The Congress Palace will proceed to remove/take away them, and the expenses caused for this service will be charged to the Organisation or the person in charge for the booth/stand.
- 6.8 The Compant in charge for all the set up will have to send the final floorplans to the Congress Center since our Security Department has to approve them.

7. EXHIBITION HALL 1+2 (LEVEL 0)

- 7.1 The placement of materials in the emplacements of other exhibitors and areas in common is prohibited. These must always remain free for the circulation of persons and materials.
- 7.2 Should exhibitors want to hang things from the ceiling must request a technical plan of the specific points (each point can support a maximum weight of 500 KGs.). The set up from the ceiling has to be before the set up of the stands, you will need to hire a genie/internal truck to hung things to the ceiling. This service is only provided by PRO RESA EXPO. Please refer to page 13 point 1.5 Rigging Points in the Exhibitor Manual.
- 7.3 When drawing the plan for the stands, there must be a 80 cm. space between the stands and the wall, as well as to the show window and the storage cupboards. This space has to be always free.
- 7.4 The maximum weight authorized in the Exhibition hall (LEVEL 0) is 500 KGs. per square meter.
- 7.5 The Exhibition Hall (LEVEL 0) is composed by a total surface of 2.050 sq.m and is 6,9 mt height. However, the MAXIMUM height to build is **4,5 mt.** All stands that exceed this height (4,5 mt) will not be allowed to be built.
- 7.6 The Catalonia Palace Of Congresses will install the telephone lines and faxes requested on the account of the exhibitor.

7.7 MULTIFUNCTION ARE (LEVEL -1)

- 7.8 The "MULTIFUNCTIONAL AREA" at LEVEL -1 is composed by 1.058 sq.m. The total height is 3,60 mt, However the MAXIMUM height to build is 3 mt. All stands that exceed this height (3 mt) will not be allowed to be built.

8. FORKLIFT AND TRANSPALET SERVICES

8.1 Should the organiser or contractor need this service it should be requested to PRO RESA EXPO in advance. This service will be confirmed depending on the availability.

9. EXCLUSIVE PERSONNEL SERVICES

The following services are exclusive of the Catalonia Palace of Congresses and they have to be requested directly to the Palace:

- Stand/stages cleaning
- Cloakroom staff
- Bay boy/Worker
- Security Guard
- Electrician
- Technical on communications
- Technical on computers
- Waiter
- Maître
- Venenciador



10. EXCLUSIVE CATERING SERVICES

The Catering (Food and Beverages) is exclusive of the Catalonia Palace of Congresses and has to be requested in advance. For ordering catering, please refer to exhibitor GREEN Form

11. EXCLUSIVE CLEANING SERVICES

- 11.1 Cleaning included in the rental rate: only the cleaning of the meeting rooms contracted, and common areas understanding such to be: stairways, hallways, lifts, bathrooms, hall, which will be carried out daily, once the sessions are over.
- 11.2 Cleaning not included in the rental rate: cleaning for stands, stages, and extraordinary set ups, cleaning during the setting up and the dismantling dates, not included the workers to take out all plastics and cartons. This cleaning will be charged to the Organizers. A budget will be given according to the number of booths as well as square meters used.
- 11.3 Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean.
- 11.4 General cleaning and all necessary containers during the set up & dismantling days will be on account of the Organizer.
- 11.5 The daily cleaning of each stand (including hovering and emptying of dustbins and ashtrays) is obliged and has to be requested directly to the Congress Palace. It is to be requested by the exhibitors form before the beginning of the event.

12. EXCLUSIVE SECURITY

- 12.1 The security is an obliged responsibility of the Organizer and will be exclusively requested to the Palace.
- 12.2 Our Security Department will determine the number of Security Guards that your event need. We will make a budget depending on the number of assistants, and space rented.

13. EXCLUSIVE AUDIOVISUAL

- 13.1 The existing audiovisual equipment and stage lighting in THE PALAU DE CONGRESSOS are provided by, administered by and operated by the Official Service Team of THE PALAU DE CONGRESSOS. Any additional or complementary equipment will be supervised by the Technical Management and provided by the official suppliers PCC GLOBAL SERVEIS or other suppliers chosen by the CLIENT and approved by THE HOTEL, after paying a 15% of the total meeting room rental reserved as charge for the services to be provided to the third party during the days that will be working in the PALAU.

Please, contact the Palau de Congressos to ask for AV material

14. PARKING

- 14.1 The Catalonia Palace of Congresses do not have any parking for trucks, coaches, vans, they can be parked at the "IGLESIAS" parking located at Zona Franca.

PARKING IGLESIAS Att.: Mr. Javier Iglesias

Pasaje Can Clos s/n

Tel.: +34 93 332 87 64 / +34 609 37 29 00 / + 34 93 425 00 31

- 14.2 Private cars can be parked in the parking of the Catalonia Palace of Congresses. Availability for 100 cars. (Rates on request). Please ask for

additional information regarding big and exclusive events since we can offer an special rate if the Organizer pay all the Parking spaces.

15. CUSTOMS, WAREHOUSE MAILING, SHIPPING OF STAND MATERIAL, AIRFREIGHT, SEAFREIGHT AND LAND TRANSPORT

15.1 The Catalonia Palace of Congresses does not have any storage place. We kindly ask you not to send any material before the arrival date of the group to the Congress Center.

We recommend contacting the following companies of mailing/shipping and logistics

- RESA EXPO LOGISTIC

Empresa / Company	RESA EXPO LOGISTIC International Fairs Logistics
Dirección / Address	C/ Ciencias, Entrada nº 1 P.O Box/ Apartado de Correos 2045 08908 Hospitalet - Barcelona – Spain
Contacto	Sr. Pablo Martinez
Tel:	00.34.93.233.47.45
Fax:	00.34.93.263.18.94
e-mail:	Pmartinez@resainternacional.com
web:	www.resainternacional.com

The Catalonia Palace of Congresses rejects any liability for all the material sent and the material which has not arrived or cannot be found due to incorrect addresses.

16. INFORMATION

Should you need any further information, please do not hesitate to contact us.

PALACIO DE CONGRESOS DE CATALUÑA

Avda. Diagonal, 661-671

08028 Barcelona-Spain

Contact person: Mariana Guerra

Tel: 34.93.364.4040

Fax: 34.93.364.44.01

mariana.guerra@hrjuancarlos.com





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