

ISE 2021 Event Manual

Barcelona
1-4 June 2021



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integrated
systems
europe

Event Manual

Welcome to the Event Manual for Integrated Systems Europe 2021.

Together, we will commence our journey from Amsterdam to Barcelona! As this is new for all of us, we have created this Event Manual which will take you to our new destination. This document will be your 'GPS' and will help guide you towards a successful ISE 2021. It includes all the vital information that will need to help you prepare for a great show. This manual can also be used to find the contact information of those who are here to assist you with anything you may need along the way.

You may be wondering how the postponement of the show from February to **1-4 June 2021** will affect your preparations. We want to assure you that we are here to help make the transition as seamless as possible. Please feel free to contact us directly on cs@iseurope.org with any queries or concerns that you may have.

The Manual is divided into two sections: **Exhibitor Area** and Stand **Construction Area**.

- In the **Exhibitor Area** you can find all of the information you will need in order to prepare for a successful ISE 2021, including all of the information relevant to show days.
- In the **Stand Construction Area**, you will find all of the rules and regulations regarding build-up, show days, breakdown and for ISE 2021. It also includes traffic regulations, waste disposal procedures, information regarding stand design, electricity guidelines, and much more!

You may not be the only one that needs to read this Manual. If want your preparations to go even more smoothly and your success to be even greater, please send this document to the rest of your team. Communication is key, and this Manual will help to keep everyone on the same page.

In addition to the Event Manual, due to the changed world we are living in, we have also created [A Guide to Safe Exhibiting](#) for you that spells out all of the mandatory protocols for exhibiting safely and successfully at ISE 2021.

Please read all of the information in this Manual carefully. If you have any questions, please feel free to contact us at cs@iseurope.org.

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Exhibitor Area

1 How to prepare for a successful show

1.1 ISE Monthly Update

The majority of the important information regarding your preparations for ISE 2021 will come in the form of our Monthly Update emails, which will be sent out by our Customer Success Team. These emails contain all of the necessary information specific to that month. We send this mailing the first week of every month to all exhibitors who are registered in the ISE system as the decision maker. The subject of these emails is: **ISE Monthly Update [Month]** and the sender is noreply.email@iseurope.org. Please ensure that email communications coming from this address do not end up in your spam folder by marking them as **'not spam'**. If you have not yet received the ISE Monthly Update, please check your spam folder.

We cannot stress enough the importance of these emails. Please read them thoroughly and distribute them to anyone that you think may benefit from them, such as your stand builders. If you have any queries regarding the recipients of these emails, please email cs@iseurope.org. We can add multiple names to the mailing list.

If you would like to access past versions of the Monthly Update, you may do so by visiting the [Download Area](#) in the Exhibitor Area of the ISE website.

1.2 Your Guide to Safe Exhibiting

Our number one priority is the health and safety of each individual that attends our show. In collaboration with Fira de Barcelona, AON risk mitigation consultancy, and the Hospital Clinic, we have created a comprehensive risk mitigation strategy which has been condensed into this simple guide. The [Guide to Safe Exhibiting](#) outlines essential protocols that **must be followed** in order to create a safe and controlled environment before, during and after the show. We would like to emphasise that all protocols mentioned in this guide are **obligatory and non-negotiable**.

The guide is split into these three parts, Stand Design, Stand Management, and Visitor Guidance. Each part clearly outlines the mandatory protocols that must be followed to avoid exposure and contaminations of persons by COVID-19. Expert recommendations may change between now and the start of the show. For this reason, we have decided to continuously update the guide in order to reflect the most current information.

The guide can always be found in Monthly Updates and on the [Download Area](#) of our website, so please be sure to check regularly for developments.

We are very much looking forward to working with you to create a safe and successful show. So please feel free to contact us directly on cs@iseurope.org and we will be more than happy to assist you.

1.3 ISE Contact List

	Contact	Email
Marketing	Barbora Kocurekova	bkocurekova@iseurope.org
Operations		
Meeting Room Rental	Areti Dragiou	adragiou@iseurope.org
Exhibitor Queries	Customer Success Team	cs@iseurope.org
Operational General Queries	+31 20 240 2424	office@iseurope.org
Registration		leadretrival@firabarcelona.com
Sales		
Senior Director of Sales	George Buckingham	gbuckingham@iseurope.org
International Sales Manager	Thomas Häger	thaeger@iseurope.org
International Sales Manager	Tony Bennett	tbennett@iseurope.org
International Sales Manager	Elisabeth Kondakow	ekondakow@iseurope.org
International Sales Manager	Tesse van Veldhuyzen	tveldhuyzen@iseurope.org
International Sales Executive	Kevin van't Kruys	kkruys@iseurope.org
Accounts Receivable	+31 20 240 2465	accounts@iseurope.org
Conferences	Martica Correa Gonzalez	mgonzalez@iseurope.org

1.4 Deadlines & Checklist

	Early Bird Deadline	Deadline	Supplier	How to submit
February				
Stand Design Approval		26-02-2021	Abraxys	ise@abraxys.com
April				
Update EBO		30-04-2021	ISE	via EBO
April		May		
Freight Forwarding/ Lifting		07-05-2021	CEVA Showfreight	ISE Webshop
Electricity	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Hostesses	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Security	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Water-Compressed Air	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Graphics	23-04-2021	07-05-2021	ServiFira	ISE Webshop
AV Equipment	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Badge Readers	23-04-2021	07-05-2021	Servifira	ISE Webshop
Cleaning	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Floor Coverings	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Floral Decorations	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Furniture	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Water-Compressed Air	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Lighting & Wall Sockets	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Parking Passes	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Carpet	23-04-2021	07-05-2021	ServiFira	ISE Webshop
Tele-communications	23-04-2021	07-05-2021	ServiFira	ISE Webshop

	Early Bird Deadline	Deadline	Supplier	How to submit
Early Build-Up/ Access Request		18-05-2021	ISE	kvelasquez@iseurope.org
Catering	23-04-2021	20-05-2021	ServiFira	ISE Webshop
Rigging	23-04-2021	07-05-2021	ServiFira	rigging.op@firabarcelona.com
Refuse Containers/ Cleaning Build-Up	23-04-2021	Available all event days	ServiFira	ISE Webshop
	March	June		
Cabled Internet	24-03-2021	05-06-2021	ServiFira	ISE Webshop

All products will be available on the ISE Webshop starting from now until 07 May 2021. From 07 May until the beginning of the build-up, services will still be available, although they will be subject to availability. During build-up and event days, all orders will have to be placed and paid for at one of the Exhibitor Services Desks which will be located throughout the venue.

Deadline for shipments prior to the show - Advance Warehouse

Shipments should arrive at the receiving warehouse, customs cleared, no later than three days before the requested delivery date to your stand.

Goods should be sent to the advance warehouse located at the FIRA MONTJUÏC in Barcelona and please notify CEVA Showfreight accordingly.

For more detailed information, please make use of the Official Shipping Instructions and Tariffs, by [clicking here](#). If you have further queries, please contact Kerry Yorke, by using the following email address: kerry.yorke@cevalogistics.com.

1.5 Timetable for build-up, show days and breakdown

Build-Up

Monday 24 May *NEW*	08:00 – 00:00	Build-up only upon request via the ISE Webshop
Tuesday 25 May *NEW*	08:00 – 00:00	Build-up only upon request via the ISE Webshop
Wednesday 26 May	08:00 – 00:00	Build-up for all space-only exhibitors/contractors
Thursday 27 May	08:00 – 00:00	Build-up for all space-only exhibitors/contractors
Friday 28 May	08:00 – 00:00	Build-up for all space-only exhibitors/contractors
Saturday 29 May	08:00 – 00:00	Build-up for all space-only exhibitors/contractors
Sunday 30 May	08:00 – 00:00	LAST Build-up Day for all space-only exhibitors/contractors. Decoration and equipment delivery of shell scheme stands/removal of all empty cases
Monday 31 May	08:00 – 17:00	Fine tuning for all exhibitors. No more stand building allowed Decoration only for shell scheme stands, no freight allowed

Show Opening Times

Tuesday 1 June	08:00 – 20:00	Venue open to exhibitors
	09:30 – 18:00	Venue open to visitors
Wednesday 2 June	08:00 – 20:00	Venue open to exhibitors
	09:30 – 18:00	Venue open to visitors
Thursday 3 June	08:00 – 20:00	Venue open to exhibitors
	09:30 – 18:00	Venue open to visitors
Friday 4 June	08:00 – 00:00	Venue open to exhibitors
	09:30 – 16:00	Venue open to visitors

Breakdown

Friday 4 June	16:00 – 19:00	Removal of hand-carried goods
Friday 4 June	19:00 – 00:00	Dismantling of stands
Saturday 5 June	08:00 – 00:00	Dismantling of stands
Sunday 6 June	08:00 – 00:00	Dismantling of stands
Monday 7 June	08:00 – 18:00	Dismantling of stands
** please be advised overnight working is not possible		

Please note that the build-up schedule does not allow for 24 hour working. If overnight working is desired it should be requested from the FIRA directly, via ise@firabarcelona.com.

1.6 Official Suppliers

Multiple companies are mentioned throughout this manual. It is essential to know that Abraxys Global and CEVA Showfreight are our official suppliers before, during and after ISE 2021; buildUP is our official supplier for the tailor made stands and Servifira for Shell Schemes. Below is an overview of each supplier including a more detailed description of their responsibilities. **They can be recognised by our Official Supplier logo.**



CEVA Logistics

Logistics and Showfreight

Logistics and on-site handling – CEVA Showfreight is our official partner and assists exhibitors with shipments to and from Fira de Barcelona. They are the only company authorised to operate motorised equipment, including forklifts, cranes, electric pallet trucks, cherry pickers and scissor lifts as well as truck mounted forklifts and cranes.



Servifira

Shell Scheme

Servifira is the Exhibitor Services department for Fira Barcelona. They manage all services available for Exhibitors during build up and show days, and will also be selling the shell scheme booths.



buildUP

Tailor Made Stands

Build Up is Fira de Barcelona's official stand design department.



Abraxys Global

Stand Design Approval and Health and Risk Assessment

Abraxys is our official Health and Safety partner in approving space-only stand designs and taking care of health and safety onsite during build-up, show days and breakdown.

Besides these official suppliers, we also have other official suppliers who might approach you during your preparations for the show and during the show itself. An overview of these suppliers, along with the email formats used in correspondence, can be found below. **Please note that any supplier endorsed by ISE will always carry our Official Supplier logo.**



Supplier: InAVate

Email Format: @imlgroup.co.uk

Service: ISEshow.TV

Responsible for the daily content of our on-demand video channel



Supplier: FUTURE

Email Format: @futurenet.com or @ise-daily.com

Service: ISE Daily

The official show Daily publication and show newsletters



Supplier: bnetwork

Email Format: @bnetwork.com

Service: Hotel Services

A range of qualified hotels are listed



Supplier: Eventful Publishing

Email Format: @eventfulpublishing.co.uk

Service: Show Guide and Professional Development Guide

1.7 Recommended Suppliers

If you are looking for services to promote your presence on-site or if you need a stand builder, please find a list below of recommended suppliers.



Supplier: Jordi Muntal

Contact: +34 60 997 90 87 • www.jordifotograf.com • info@jordimuntal.com

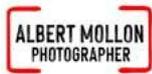
Service: Communication Services

Supplier: Maarten Schuth & Cate Béart

Contact: +31 645 492 771 • www.conferencephotography.es
info@conferencephotography.es

Service: Communication Services

ConferencePhotography
Barcelona | Spain



Supplier: Albert Mollon

Contact: +34 66 180 94 96 • info@albertmollon.net

Service: Communication Services

Supplier: Iventions Event Architects

Contact: +34 933 028 640 • www.iventions.com • ise@iventions.com

Service: Event Agency

Off-site events, Hospitality services, Immersive activations,
Visitor engagement, Press conferences

Iventions
we are event architects



Supplier: buildUP

Contact: +34 93 233 21 80 • www.buildupfira.com • nluca@firabarcelona.com

Service: Stand Builder

Fira de Barcelona's Official Supplier of tailor-made stands

Supplier: Iventions Event Architects

Contact: +34 933 028 640 • www.iventions.com • ise@iventions.com

Service: Stand Builder

Custom design & local production, Superb service &
international project team, Hi-end AV fits

Iventions
we are event architects



Supplier: Ignition DG

Contact: +44 (0)1179 727 110 (UK) • +1 317 510 7880 (US)
www.ignitiondg.com/ise2021 • hello@ignitiondg.com

Service: Stand Builder

Ignition is a strategic exhibition design agency, specialising in
reusable and one-off bespoke booths larger than 30 m²

Supplier: Servis Group

Contact: +34 934 233 107 • www.serviscomplet.com • lrebecca@servisgroup.es

Service: Stand Builder

servis

More than 50 years' experience, based in Barcelona. Customer
SERVIS is in our DNA. Green is our corporate colour for
sustainability (Eventsost Premium certified). ISO 9001:2015
certified by TÜV

1.8 Exhibitor Back Office (EBO) & ISE Webshop

Exhibitor Back Office

The Exhibitor Back Office (EBO) is a vital online tool for your participation. In the Exhibitor Back Office you can find your company profile, the ISE Webshop, the registration portal where you can register your stand personnel as well as order the badge scanners, order invitation cards, and important downloads are gathered. Besides that you will see the Dashboard, where the most important items are summarised.

There are also specific sections to promote your presence at ISE, via press releases and contact with visitors. We strongly advise you to check your company profile and make sure it is up-to-date, as these details will be used on our website and floorplan.

The Exhibitor Back Office (EBO) can be entered after logging in to the exhibitor area.

You can enter this section by using your unique login details; if you did not receive them, please contact the ISE Customer Success Department directly on cs@iseurope.org. Please note that ISE is only authorised to forward login details to contractors if the main contact person approves this in writing.

ISE Webshop

The ISE Webshop can be found within the EBO and will be managed by Servifira, the Exhibitor Services Department of Fira de Barcelona. This is where you will be able to order many of the necessary goods and services for your stand. Servifira offers, for example, the following:

Service	Supplier	Contact details	Logo
Antennae	Servifira	ise@firabarcelona.com	servifira/
Audiovisual & Computer Equipment	Servifira	ise@firabarcelona.com	servifira/
Graphic Services	Servifira	ise@firabarcelona.com	servifira/
Carpet & Platforms	Servifira	ise@firabarcelona.com	servifira/
Cleaning & Waste Management	Servifira	ise@firabarcelona.com	servifira/
Floral Hire	Servifira	ise@firabarcelona.com	servifira/

Service	Supplier	Contact details	Logo
Furniture Hire	Servifira	ise@firabarcelona.com	servifira/
Lead Retrieval	Servifira	Leadretrieval@firabarcelona.com	servifira/
Merchandising	Servifira	ise@firabarcelona.com	servifira/
Smoke Detectors	Servifira	ise@firabarcelona.com	servifira/
Telephone Lines	Servifira	ise@firabarcelona.com	servifira/
Temporary Staff	Servifira	ise@firabarcelona.com	servifira/

The prices for the various services will be determined by September 2020. However, if you wish to receive an indication of price for certain services, we advise you to contact to Servifira directly on ise@firabarcelona.com.

Logging in to the ISE Webshop

Exhibitors will be able to easily navigate the ISE Webshop to order goods and services for their stand. Please find below the step by step instructions for logging into the ISE Webshop.

- Log into the EBO
- Click on 'Webshop & Registration' in the menu (>> Webshop)
- Click the button '[Click here to access the ISE Webshop](#)' which will take to you to the ISE Webshop Homepage
- In the upper-right hand corner, click on the button that says '**SIGN IN**'
- Click '[Create an account](#)' (This is only for the first time logging in)
- Once your account is created, you will receive an email from Servifira informing you that your account has been activated - **You have to click this link to confirm your username and password in order to sign in**
- Go back to the Sign in area and input your login credentials >> Click Sign In
- You are now signed into your account and can start ordering goods and services directly from Servifira instantaneously

If you have any difficulties logging in, please contact Servifira directly on ise@firabarcelona.com.

1.9 Suppliers Contact List

Service	Company Name	Contact Person	Email Address	Contact Number
Exhibitor Services	Servifira	General	ise@firabarcelona.com	+34 93 233 20 00
Freight Forwarding / Lifting	CEVA Showfreight		mark.jackson@cevalogistics.com	+44 330 587 7427
Hotel Services	bnetwork	General	isehotels@bnetwork.com	+34 935 500 350
Lead Retrieval	Fira de Barcelona	General	leadretrieval@firabarcelona.com	+34 93 233 27 73
Rigging	Servifira	General	rigging.op@firabarcelona.com	
Stand Design Information and Approval	Abraxys Global	Debbie Harris	ise@abraxys.com	+44 208 747 2045

1.10 Stand Personnel Registration

Every exhibitor must register stand personnel via the registration portal in the Exhibitor Back Office. Follow the submenus on the left of the EBO: Exhibitor Back Office > Registration.

This service is available from the beginning of December 2020. Via this portal you can register stand personnel by importing an Excel sheet (template is provided in the same portal). This Excel sheet needs to be uploaded to the same portal in order to complete the registrations. If someone requires a Visa invitation letter, they will be able to download it directly from their personal area (a link will be provided once registered via email).

Upon completion of each stand personnel registration, each individual will be able to download the badge in PDF format via email following the instructions. **The badge MUST be printed at home** and carried at all times when entering and inside the venue.

Please note that when registering, any email address can only be used once.

For questions regarding registration, please contact:

Giacomo Colamassaro

t: +31 20 240 24 28

e: gcolamassaro@iseurope.org

1.11 Hotel information

Hotel Accommodations

The official Hotel Accommodations partner of ISE in Barcelona is bnetwork, a renowned agency specialising in hotel and travel arrangements as well as special events. They have the best deals for rooms located in and around Barcelona throughout show days, build-up, and breakdown.

We advise you to use bnetwork to book a hotel for your participation at ISE 2021. Their ISE dedicated webpage isehotels.bnetwork.com shows a wide range of pre-secured accommodation options.

Contact details:

e: isehotels@bnetwork.com

t: +34 935 500 350

IMPORTANT WARNING: Unfortunately, in previous years, some ISE attendees and exhibitors have experienced problems with scams. Please make sure to only book via bnetwork as any other online services may potentially be a scam. **bnetwork can be recognised by the official ISE Official Supplier logo.**

1.12 Directions to Fira de Barcelona – Gran Vía and Montjuïc

Train 5 minutes from Europa/Fira Station

East and South Access:

via FGC (Catalan Government Railways): Station - Europa|Fira
Lines L8, S3, S4, S8, S9, R5, R50, R6 and R60

[More information](#)



Other connections:

via RENFE (National Network of Spanish Railways):
Barcelona-Sants station, 4 km from the fairground, is connected to a comprehensive regional, national and international railway network. From the station you can take the TMB Metro system to the venue or a taxi.

Underground / Metro 5 minutes

East and South Access:

via TMB Metro L9 South: Stations - **Fira** and **Europa|Fira**

via FGC (Catalan Government Railways): Station - Europa|Fira
Lines L8, S3, S4, S8, S9, R5, R50, R6 and R60



North Access:

via TMB Metro L10 South: Station - **Foc**

[More information](#)

Air 15 minutes by taxi

Barcelona-El Prat Airport has two terminals:
T1 and T2, where around 100 airlines operate.



Direct access from the airport:

- By road: a 12km journey (C-31)
- Underground: L9 South (Fira and Europa/Fira stations)
- Bus: TMB line 46 (Pl. Europa stop)
- Taxi



Car

There are two parking garages: A & B
The Gran Via fairground is located in a new business development area, connected to the main motorways and dual carriageways leading into Barcelona:

- AP-7, AP-2, A-2, C-16, C-58, C-31, C-32, C-33
- GPS coordinates: 41.35448, 2.12698



Bus

5 to 10-minute walk
TMB lines: H12, V1, 46, 65, and 79

[Please click here to download the PDF map of how to get to Fira Gran Via venue.](#)

Parking during show days:

During build up and break down, only car park A will be available for use. Car parks A & B will be open during show days. The price for parking is as follows: €0.05/min = €3/h. Maximum price per day is €30 including IVA.

Servifira will be selling parking passes to exhibitors via the ISE Webshop. Passes for ISE Exhibitors will cost €100 and will grant access to the parking garages during all build-up and event days. Visitors will be able to park in the Fira parking garages at the rate mentioned above.

2 During the Show

2.1 Distribution of Material

The display or distribution of any material, in any form from any area within Fira de Barcelona, other than within the boundary of your stand, is strictly prohibited. Canvassing (e.g. soliciting for subscriptions and opinions) is also strictly prohibited.

Pop-ups are only allowed only on your stand; they are prohibited in the aisles, general areas, catering areas and entrances. Only ISE directional pop-ups are allowed in these areas. When renting a meeting room, pop-ups are allowed at the room entrance, but not in the corridor leading to the room. Any pop-ups here will be removed by ISE management without prior notice.

Floor stickers or wall stickers are not permitted anywhere within Fira de Barcelona. Any costs incurred for removing stickers will be passed on to the exhibiting company.

2.2 Mandatory Collection of Visitor Data

Exhibitors are requested to have a lead retrieval system at their stand, enabling them to identify and register the people who have visited their booth and permitting the traceability of the contacts, if necessary. Its use will be mandatory for all commercial visits to the stand. ISE and Fira offer a lead retrieval system which allows scanning of badges without any direct contact; it identifies the person scanned and at what time the scan took place. Please note: this data is required in case a person that visited the stand at any given time needs to be identified and/or contacted. Please note that the use of Fira's lead retrieval system is not mandatory, but recommended. You are allowed to use your own data collection system, as long as you are able to provide the organiser with the following data in case of emergency/possible virus exposure: name, surname, entrance time on booth, company name, email address. See below an example of the data you will have to provide in case of possible virus exposure:

Email of visitor	Name	Surname	Entrance time	Exit time	Company name
alex@test.com	Alex	Test Surname2	02-06-2021 9:00	02-06-2021 9:11	Test Company
john@company.com	John	Smith	02-06-2021 9:00	02-06-2021 9:07	Test Company
A.gonzalez@nocompany.com	Adria	Gonzalez	02-06-2021 9:03	02-06-2021 9:05	Test Company

2.3 Lead Retrieval

Lead Retrieval by Fira de Barcelona gives you total management of the pre-event, at-event and post-show process and is highly recommended by ISE. Using Lead Retrieval, you can scan visitors' badges, retrieve contact data, add photos and even immediately contact the visitors by exporting the leads. You can assign licences and use the system to follow up post-event to ensure no leads are lost in the process. Lead Retrieval by Fira de Barcelona gives you total control over the sales lead management process.

Special offer for ISE 2021!

ISE and Fira want to offer all exhibitors the possibility to rent the lead retrieval system at an even more attractive price. Until **20 March 2021** you can rent a lead retrieval system with extra discount on the Early Bird amount. The system not only allows you to collect leads in a quick and efficient way, but also offers the possibility to track back all the visits on your stand and have a successful and safe ISE 2021.

Please see the breakdown of prices for lead retrieval services:

Description	Super Early Bird COVID proposal	Early Bird Phase 1	Early Bird Phase 2	Event Price
Deadline	Present- Mar 20, 2021	Mar 21, 2021- Apr 21, 2021	Apr 22, 2021- May 25, 2021	May 26, 2021- June 4, 2021
Lead Retrieval - Small Business Edition (1 license)	€ 150	€ 200	€ 225	€ 250
Lead Retrieval - Enterprise (3 licenses)		€ 350	€ 400	€ 450
Lead Retrieval - Additional license (only available as complementary to Enterprise edition)		€ 75	€ 85	€ 100
Device (smartphone) rental	€ 140	€ 170	€ 190	€ 200
Device rental (smartphone) + delivery		€ 215	€ 235	€ 250
Device rental (smartphone) + delivery + overnight storage and charging		€ 275	€ 285	€ 300
Loss/Damage Waver for the smartphone		€ 80	€ 80	€ 80

If you have any inquiries regarding the Lead Retrieval products, please contact Lead Retrieval by Fira de Barcelona on leadretrieval@firabarcelona.com.

2.4 Music & Sound Levels

Exhibitors wishing to play music on their stands should obtain permission from the organisers. Please note that no live music is allowed during show hours. Exhibitors are solely responsible for obtaining any licence(s) required to play music on their stand.

The relevant organisation in Spain from which to obtain the licence is: [SGAE](#)

Exhibitors using music systems must ensure that they are in possession of the correct licensing and that the volume must be kept to a limit of 70 decibels. A peak of 85 decibels for a maximum of two minutes is permitted for demonstrations twice per hour.

Live music during show hours is not allowed; it is only permitted at stand parties hosted between 18:00 and 19:45.

Noise levels will be measured throughout the show days by Abraxys. Exhibitors failing to comply with warnings from show management will have their power supply terminated. Please show consideration to other exhibitors at all times.

2.5 Stand Party/Event on Stand

Every exhibitor is welcome to host a party, event or reception on their stand.

Please keep in mind that your maximum stand capacity is based upon the square meterage per person determined in the [Guide to Safe Exhibiting](#). This capacity must not be exceeded and it is your responsibility to monitor the number of people on your stand at any given time.

External catering organisations are not permitted to cater for such events. When ordering catering, please note that you must have an area for catering materials within your stand. If you do not have such a space, you should order disposable materials for the event.

Please note that the venue needs to be cleared by 20:00 every night of the show. At 19:45 everyone within Fira – Gran Vía is requested to leave the premises. **Therefore, we advise you to put 19:30 as the end time on your invitation.**

For every on-stand event, an [Event Request Form](#) must be filled out and sent to ISE. This form can be found by following [this link](#). Please send the completed version to Daniëlle Inostroza as mentioned on the form.

Please note it is obligatory that you order stand security for every event. This and other services for the parties (tensa barriers, cleaning, etc.) can be ordered via the ISE webshop. We suggest the presence of at least one security guard for the duration of your event. For stands larger than 100m², two security guards should be ordered. The role of the security guards is to contain the party within the stand perimeter but also to protect the stands surrounding the one hosting the party.

2.6 Stand Occupation

Each exhibitor is responsible for manning its rented stand with at least one person during the opening hours of the show. Failure to do so will result in a fee of €500 per day being charged to the exhibitor. Abraxys will be monitoring this on-site.

2.7 Catering

Gastrofira is the Fira de Barcelona's catering department. A wide variety of fresh and delicious food, beverages and equipment can be delivered directly to your stand, meeting room or suite. You can place your catering order through the ISE Webshop. Please place your initial order **before 20 May 2021**.

If you cannot find what you are looking for, have special dietary requirements, or require a specialised order, please do not hesitate to contact the Gastrofira Sales Department directly. They will work on creating a tailored catering offer especially for you. Please contact Gastrofira directly at isecatering@firabarcelona.com or +34 93 233 20 00.

2.8 Fira Meeting Rooms

Within the Fira there are over 180 meeting rooms and suites, which can be found throughout the entire venue. Fira de Barcelona has a wide range of rooms to fit you and your company's needs. Please keep in mind that larger meeting rooms are always in higher demand and must be reserved quickly. A more detailed overview of the suites and rooms available can be found by following [this link](#).

Please note that construction within the meeting rooms is not allowed under any circumstances, particularly, but not limited to; temporary building, removing of existing furniture, installation of additional power, carpeting, attaching any signage to the walls, glass or doors, etc.

If you need any of these services, please submit the request directly to Servifira at ise@firabarcelona.com. Any other services whose provision does not affect the structure of the rooms can be requested from Servifira. These are: AV, furniture, plants, hostesses, computers, free standing signs, etc.

For more information regarding meeting rooms, please contact Areti Dragiou via adragiou@iseurope.org or +31 20 240 2424.

3 General Show Related Information

3.1 Children

Due to the business nature and high volume of pedestrian traffic at ISE, children under the age of 16 are not permitted in Fira de Barcelona during ISE build-up, show days and breakdown. Children between 16 and 18 can enter if accompanied by an adult.

This information is also mentioned in the Terms & Conditions of the online registration portal.

3.2 Cloakrooms & Luggage Rooms

The main cloakrooms are located in the South, North, and East Access areas.

3.3 Copyright

Please note that Integrated Systems Events has no copyright responsibility in respect to any exhibiting company. Exhibitors are reminded that third-party copyrights should not be infringed upon. Proper dispensation must be obtained and any royalties paid prior to the use or distribution of material.

Should any copyright dispute arise, Integrated Systems Events will not be liable for any resulting loss or damages sustained by any exhibitor or third party.

3.4 Disabled facilities

Fira de Barcelona is fully accessible for people with disabilities. There are multiple elevators that enable access to the different levels, disabled restrooms, dedicated parking facilities and more.

For further details please contact Fira de Barcelona by calling +34 932 33 20 00.

3.5 First Aid

During periods of build-up, show days and breakdown, first aid services will be available in the two existing First Aid Centres, next to doors 3.14 in Hall 3 and 8.01 in Hall 8.

In case of emergency, please call Fira de Barcelona control room on +34 93 233 41 00.

3.6 Liability

The exhibitor is solely responsible for the safeguarding of materials, equipment and displays **at all times** during build-up, show days and breakdown. We recommend that you always keep an eye on your materials, goods, equipment etc., and/or hire stand security. It is imperative that you never leave valuable items unmanned. ISE management employs general security when the exhibit halls are closed. **However, ISE, Fira de Barcelona, and ISE's official contractors are not responsible for any loss, theft, damage, injury, or destruction of an exhibitor's property or the property of its agents or employees, by or from any cause whatsoever.**

The exhibitor expressly releases ISE, ISE's official contractors, Fira de Barcelona and their respective officers, employees, members and agents, from any and all claims for such loss, theft, damage, injury or destruction, or for loss of goodwill (whether or not in relation to any property). It is suggested that exhibitors obtain insurance covering losses such as theft and damage to property. The exhibitor assumes all responsibility and hereby agrees to protect, indemnify, defend and hold ISE, Fira de Barcelona, and ISE's official contractors and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by, the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises, or any part thereof, or arising out of, or caused by, the exhibitor's participation in exhibition activities. Exhibitors must comply at all times with the rules and regulations of ISE and Fira de Barcelona. These rules and regulations are subject to change prior to the time the exhibition is held. Failure to follow ISE and Fira de Barcelona's rules and regulations will constitute a breach of contract. In addition, by signing the ISE exhibit contract, exhibitors agree to comply with ISE's interpretation of its rules and regulations.

Should an exhibitor wish to hire their own surveillance service for their stand, this can be requested through the ISE Webshop via Servifira.

If the exhibitor wishes to hire a surveillance service or security company other than that of Fira de Barcelona, they must provide the **Private surveillance in stands** form, duly completed, to the Division of Safety and Mobility of Fira de Barcelona at least 48 hours in advance. This form contains the regulations and conditions for the provision of this service.

3.7 Paging System

The hall PA system may only be used to pass messages on to exhibitors and contractors during build-up and breakdown, by ISE Show Management. During show days it can only be used for police emergencies.

3.8 Smoking, Alcohol and Drugs

Smoking and drugs are not permitted in Fira de Barcelona during build-up, show days and breakdown. There are no dedicated smoking areas, other than outside areas. Please keep in mind not to smoke directly in front of the entrance areas, to avoid any inconvenience for non-smokers. Moreover, the excessive consumption of alcohol is not permitted.

During build-up or breakdown, anyone detected smoking in the halls or using alcohol and/or drugs during build-up or breakdown will be requested - by the organization - to leave the premises, effective immediately, without any warning.

During show days it is strictly forbidden to smoke in the halls or make use of drugs.

3.9 In Case of an Emergency

During the periods of build-up, show days and breakdown, Fira de Barcelona will provide general surveillance of the exhibition areas regarding fire safety and other emergencies.

In case of an emergency, please inform the uniformed security guard if there is one nearby. Otherwise, please call the emergency Fira number at +34 93 233 41 00.

This emergency number is Fira's control room and any emergency will be coordinated from there.

3.10 Mandatory Essential Protocols

Due to the emergence of COVID-19, we have created [A Guide to Safe Exhibiting](#). This guide outlines all of the mandatory essential protocols that **must be followed** in order to have a safe and successful show. It is very important that you read this document as thoroughly as possible, as you will be obliged to follow its instructions.

3.11 Exhibitor Service Desks

You will be able to purchase goods and services from the Exhibitor Service Desks located throughout the venue. Please see a detailed description of their location below.

- **Exhibitor Service Desk 1**

- » In the existing customer service in South Access -1. This front desk can provide services to exhibitors in Halls 1 and 2.

- **Exhibitor Service Desk 2**

- » In room J within the VIP area in the East Access. This desk can provide services to exhibitors in Halls 3, 5 & 6.

- **Exhibitor Service Desk 3**

- » In the existing customer service in North Access. This front desk can provide services to exhibitors in Halls 7 and 8.

Stand Construction Area

Now that we have covered the Exhibitor side of your participation, it is also very important that you read, understand and follow all the rules concerning your stand.

We understand that there is a lot to read, but we want you to be fully aware of all the rules, and give you all the tools that you will need to achieve a smooth build-up, show, and breakdown.

In the Stand Construction Area of the manual you will find important information regarding stand construction, build-up, breakdown, building rules and regulations, and other general information for ISE 2021.

Please note that the rules regarding stand build are different from those for ISE 2020. Also, the logistics regulations have changed due to the new location. The **addition of extra build-up days** is a significant change from prior years. Also, please note that **stand building is no longer allowed on the last build-up day**, Monday 31 May 2021.

Because of these changes, we cannot stress enough the importance of reading all of this information as thoroughly as possible.

4 Highlights for ISE 2021

4.1 Extra Build-Up Days

For ISE 2021 we have added two extra build-up days. Early build-up will begin at 08:00 on Monday 24 May and is only available by request. If you are interested in an early build-up (24 or 26 May), please contact Kelly Velasquez at kvelasquez@iseurope.org. The request for Early Access should be made through the Exhibitor Back Office by Tuesday 18 May 2021 - 17:00 hrs CET. The payment will only be accepted from the exhibitor - no exceptions.

The regular build-up schedule will begin on Wednesday 26 May at 08:00 and will run until Sunday 30 May at 00:00. **There will be no build-up allowed whatsoever on Monday 31 May.**

Build-Up

Build-Up		
Monday 24 May *NEW*	08:00 - 00:00	Build-up only upon request to ISE**
Tuesday 25 May *NEW*	08:00 - 00:00	Build-up only upon request to ISE**
Wednesday 26 May	08:00 - 00:00	Build-up for all space-only exhibitors/contractors
Thursday 27 May	08:00 - 00:00	Build-up for all space-only exhibitors/contractors
Friday 28 May	08:00 - 00:00	Build-up for all space-only exhibitors/contractors
Saturday 29 May	08:00 - 00:00	Build-up for all space-only exhibitors/contractors
Sunday 30 May	08:00 - 00:00	LAST Build-up Day for all space-only exhibitors/contractors Decoration and equipment delivery of shell scheme stands/removal of all empty cases
Monday 31 May	08:00 - 17:00	Fine tuning for all exhibitors. No more stand building allowed Decoration only for shell scheme stands, no freight allowed

** please be advised overnight working is not possible

Please note the build-up schedule does not allow for 24 hour working, in case overnight working is desired it needs to be requested from the FIRA directly, via ise@firabarcelona.com.

4.2 No Stand Build on Monday 31 May

As mentioned in the last section, there will be a zero-tolerance policy regarding stand building on Monday 31 May. This day will be reserved for fine tuning, testing equipment, adding small final touches to your stand, etc. This policy will be monitored and enforced by ISE management and Abraxys.

This also applies to **shell scheme stands**, any freight or goods delivered needs to be done on Sunday. Monday is strictly meant for decoration.

For a clear overview, please see the distinction between Sunday and Monday:

Sunday 30 May. The following activities must be finished by 20:00 hours:

- Vehicle movements
- Collection of empty cases and toolboxes
- Movement of forklifts, cherry-pickers, cranes and movable platforms
- Rigging, securing of safety chains
- Working at height

This is in order to ensure a safe working environment on the day before the show opens for attendees, while there will be a considerable amount of exhibitor staff present within the halls.

Monday 31 May. The following activities are allowed until 17:00 hours:

- Fine tuning of equipment
- Decoration of the stand
- Cleaning
- Training of stand personnel

4.3 European Consolidation Points

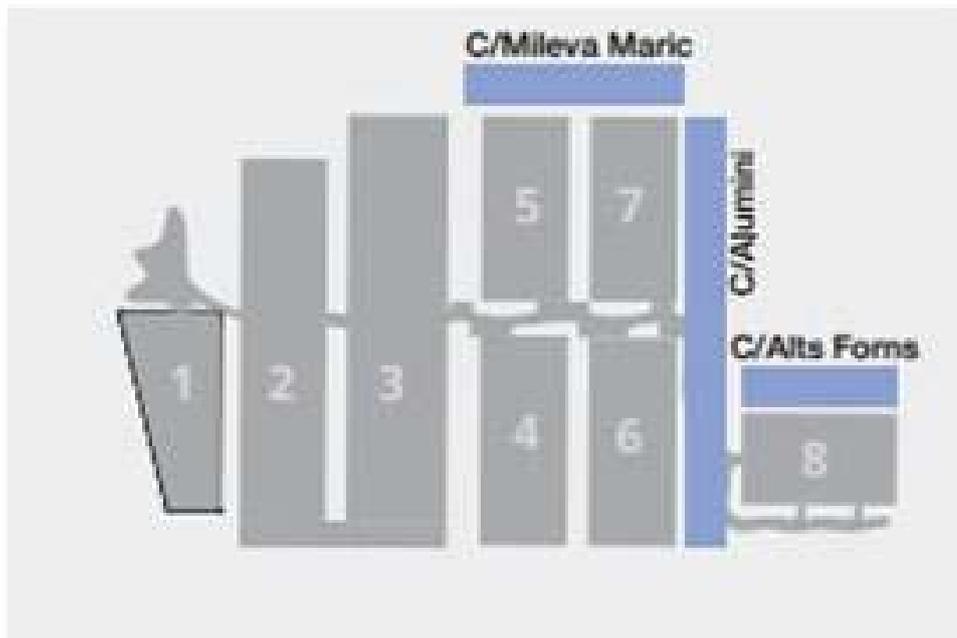
CEVA Showfreight has strategic consolidation points throughout Europe so that goods for ISE can then travel together directly to Fira. This saves exhibitors money and also avoids multiple handling of shipments, thus reducing the risk of damages.

For more information about your nearest consolidation point and prices please email: paul.strachan@cevalogistics.com

4.4 Build-Up Restrictions

Please note that in the loading bay of Hall 8.0, in the loading bays of Halls 6 and 7 (by Alumini Street) and in the rear sides of Halls 5 and 7, no work can be carried out from 22:00 to 07:00. See blue marked areas on floorplan.

This however has no influence on the time frame for working within the halls, this is still allowed until 00:00hrs.



5 Build-up and Breakdown Information

5.1 Traffic Buffering/Traffic Vehicle Registration

Traffic registration as well as buffering takes place during ISE's build-up and breakdown, allowing all parties to work as efficiently as possible. Registration entails all cargo vehicles registering at the marshalling area called Sot del Migdia (SOT). Cargo vehicles are only allowed to drive to the exhibition site at their booked unloading and reloading time slot. This enables optimum throughput on-site and drivers will be given limited unloading and reloading time.

Buffering entails that all vehicles first gather at an external site, called the "buffer zone", and are only allowed to drive to the exhibition site for their booked unloading and reloading slot.

The address for the buffer zone is:

CEVA / RESA

Sot del Migdia - Truck Waiting Area

Carrer del Foc, s/n

E-08004 Barcelona

Spain

Notify ISE with: Exhibitor name_____ Hall number____ Stand number_____

GPS 41°21'34.7"N 2°08'58.3"E

For security reasons, only trucks that have loaded at the customer's premises and have driven directly to the venue are permitted to enter via the SOT buffering zone. Any other shipments and groupage cargo must be delivered or collected via the off-site warehouse located in FIRA MONTJUIC Barcelona.

Please contact Mark Jackson on mark.jackson@cevalogistics.com or +44 330 587 7427 more detailed information.

Please note that **NO** cars are allowed on-site at the loading docks, you will need to use Fira's parking garages. In the case that you need to unload a large amount of goods from your vehicle, please make sure to go to SOT to register in order to access one of the loading docks.

Unloading/Reloading time restrictions

There will be a zero-tolerance policy regarding parking at the loading docks; when the assigned unloading or reloading time has elapsed, you are obliged to leave the loading areas immediately. Any vehicles using the exhibition site as a parking area will be towed away without warning.

Vehicle passes

At the buffer zone/vehicle registration area (SOT), only one space is available at any given time. The driver will be issued with a vehicle pass accompanied by a map. The map will show, in detail, the location of the entrance gate. The pass will state the allocated time allowance at the exhibition site.

Self-unloading vehicles

Drivers of vehicles 12 metres or longer and that need to be unloaded or reloaded by hand, will need to purchase a pass from the registration area at a fee of €100.00 per single entry. For additional entries you will need to report to SOT and purchase a new pass.

Drivers of lorries and vans shorter than 12 metres will need to purchase a pass from the registration area at a fee of €12.00 per entry. For any additional entries, it is necessary to report to SOT and purchase a new pass.

Location of the registration area is detailed above.

5.2 Build-Up Traffic

To help improve congestion in and around the show-site, we will be enforcing a **CEVA-ONLY-UNLOADING** timeframe between **08:00 and 12:00 (midday) on Tuesday 25 May to Friday 28 May**. All self-unloaders are welcome to unload after midday until 20:00 hours.

For more information please contact Mark Jackson of CEVA Showfreight on mark.jackson@cevalogistics.com or +44 330 587 7427.

Exhibitors who have access to the halls on 25 or 26 May can **unload only** after 15:00 on the day prior to their granted access date.

5.3 Build-Up in Halls

On Saturday 29 May, all stand-fitting empty cases must be labelled and ready for collection by 14:00 at the latest. Please note that the storage and return of crates is **not based on last out, first in**.

Sunday 30 May. The following activities must be finished by 20:00 hours:

- Vehicle movements
- Collection of empty cases and toolboxes
- Movement of forklifts, cherry-pickers, cranes and movable platforms
- Rigging, securing of safety chains
- Working at height

Monday 31 May. The following activities are allowed until 17:00 hours:

- Fine tuning of equipment
- Decoration of the stand
- Cleaning
- Training of stand personnel

This also applies to **shell scheme stands**, any freight/goods delivered needs to be done on the Sunday, Monday is purely meant for decoration.

This enables a safe working environment on the day prior to show opening for attendees while there will be a considerable number of exhibitor staff present within the halls.

5.4 Storage of Empty Cases

Empty stand build cases are all the empty cases, crates and material involved in building your stand. Every exhibitor that starts during the regular build-up days (Wednesday 26 May onwards) must have their cases available for collection by **14:00 on Sunday 30 May**. Every exhibitor that has early access granted must have their cases available by **14:00 on Saturday 29 May at the latest**.

Any empty cases removed on Monday 31 May from the floor will incur a 100% surcharge.

There will be a **Priority Service** with a maximum of 10 cbm which will ensure the return of empty cases by 22:00 on Friday 4 June; and a **Next day Service** which will ensure the return of your empty cases by 08:00 on Saturday 5 June.

5.5 Breakdown in Halls

Friday 4 June

17:00 - CEVA will begin bringing priority empty cases into the halls, finishing at 22:00

22:00 - CEVA will return overnight empty case storage, finishing at 08:00 on Saturday morning.

5.6 Breakdown Traffic

During breakdown, vehicles are allowed on to site from the buffer zone/registration area (SOT) at the time slot allocated to them. **It is of great importance that you contact CEVA Showfreight to receive a loading slot for the breakdown.** Your vehicle can only arrive at the buffer zone a maximum of two hours prior to the designated reloading slot. The buffer zone/registration area **cannot** be used as a parking area and is not open overnight. There is a strict policy regarding no parking or access to SOT during the show days.

Cars and vans with a height up to 2.1 metres have parking areas available around the venue (parking garages B and F) to allow loading of goods.

Phased breakdown

Friday 4 June

16:00 - 18:00	ISE Show finishes - until 18:00 contractors will not be allowed to access the venue in order to allow for all visitors to leave and carpet to be removed from the gangways.
18:00 - 22:00	It is only possible to take out hand-carried goods during this time and take them to the car parks within the venue. Please note the car parks have a maximum height of 2.1 metres. Priority empty case storage will be returned during this period.
22:00 - 08:00	Overnight empty case storage will be returned.

Saturday 5 June

08:00 - 11:00	Self-loaders and CEVA
11:00 - 19:00	CEVA-only reloading
19:00 - 22:00	Self-loaders and CEVA

Sunday 6 June

08:00 - 22:00	CEVA and self-loaders
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Monday 7 June

08:00 - 18:00	CEVA and self-loaders
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5.7 CEVA, logistics and handling

CEVA Showfreight is bringing its exhibition site logistics and forwarding services to ISE 2021 as the sole official appointed freight and lifting contractor for the show. The company has offices and specialised partners across the globe to take care of your shipping and on-site requirements.

For detailed information regarding shipping and handling at ISE 2021 please follow [this link](#).

Also, CEVA Showfreight is the only company authorised to operate motorised equipment at the show. This includes forklifts, cranes, electric pallet trucks, cherry pickers and scissor lifts as well as truck mounted forklifts and cranes. To order these services please complete the relevant order form and a unique booking reference will be provided for you and your lorry driver if applicable.

For empty case storage please contact CEVA Showfreight in advance of the show. For more detailed information on this service please see item 5.4.

European Consolidation Points

CEVA Showfreight has strategic consolidation points throughout Europe so that goods for ISE can then travel together directly to Fira. This saves exhibitors money and avoids multiple handling of shipments, thus reducing the risk of damages.

For more information about your nearest consolidation point and prices please email: paul.strachan@cevalogistics.com

5.8 Courier Shipments

We do not recommend using courier companies for shipping to ISE due to the difficulty in dealing with customs clearance. Goods over 10 kg in weight and €40.00 in value require a Spanish importer of record. Therefore, we suggest you contact CEVA Showfreight who will recommend a shipping partner in your region.

5.9 Hard Helmets and Safety Shoes

All contractor personnel needing to gain access to the halls before 08:00 on Monday 31 May, must wear a hard hat, hi-vis, appropriate shoes and a face mask. After this deadline it is still advisable to wear hard hats and safety shoes, but it remains mandatory to wear a face mask. **Please note that there will be no services to purchase these on site.**

5.10 Security

Although every reasonable security precaution is taken throughout build-up, show days, and breakdown, show management nor Fira de Barcelona cannot be held responsible for any loss, damage or accident which may occur to any exhibitor's (or their contractors') property or personnel.

ISE disclaims any and all warranties, whether express or implied, including the warranties of fitness for a particular purpose, merchantability, and non-infringement. In no event will ISE nor Fira de Barcelona be liable to Exhibitor or any other person for lost profits, or any indirect, special, incidental, consequential, exemplary, or punitive damages of any sort. Exhibitor shall hold ISE and Fira de Barcelona free and harmless from any third party claims (including attorneys' fees) in respect of the above.

It is recommended that small and/or attractive items are kept under constant supervision and removed each evening, and that suitable insurance coverage is arranged for your stand. Please take special care of laptops and mobile telephones – do not leave these items unattended at any time – and lock up valuable items during the night or when the stand is not occupied.

You can order stand security to secure your valuable items during build-up, show days, and breakdown. The official contractor for stand security is Servifira and contact information can be found in the Suppliers Contact List (see section 1.2). Also, please refer to the ISE Webshop for more information on how to order these services.

5.11 Cleaning/Waste Disposal

Exhibitors are responsible for arranging their own cleaning and waste disposal during build-up, show days and breakdown.

Cleaning services can be ordered through the ISE Webshop. Cleaning will be carried out at night to minimise the impact of the service during show days.

Please keep in mind that although ordering a cleaning service is not mandatory, during show days, all display material **must** be cleaned and sanitised before and after every occasion it is handled. Please refer to our [Guide to Safe Exhibiting](#) for more detailed information regarding the mandatory essential protocols.

For waste disposal during build-up and breakdown you must order refuse containers via the ISE Webshop. Please note that refuse containers must be placed on the stand; do not place them in the aisles. 20 and 30m² containers will be placed outside of the Halls due to their bigger size. All other smaller containers must be placed inside of the booths. Waste will be monitored on-site by a dedicated team. Any waste left will be photo-documented and the exhibitor responsible will be recharged for this.

After the exhibition, you must leave your stand swept clean and remove all floor tape.

If you do not clean up your own waste, we will do it for you and invoice you for the cleaning costs.

- Waste, paper, cardboard, empty packaging and other combustible materials for disposal must be removed from the stands and their surrounding areas on a daily basis
- No materials may be stored behind stands
- Any waste materials should be contained within the exhibitor's assigned space
- It is strictly prohibited to place any waste or other items in the aisles

Exhibitors can contract waste removal in the ISE Webshop via Servifira.

6 Rules and Regulations

6.1 Introduction

Integrated Systems Events takes the health and safety concerns of both the venue and its exhibitors and contractors very seriously. Therefore, ISE has implemented a set of standards when it comes to this topic, which are set out in this Event Manual. We highly recommend that you and your contractors read this document thoroughly and pass this on to any person that is involved before, during or after the show.

Our documents are updated regularly, so to ensure that your stand complies with our current regulations, and those of Fira de Barcelona, make sure that you and your contractors are aware of our most current regulations by making use of this document and [Fira de Barcelona Technical Regulations](#).

It could be the case that for some matters the regulations of Fira contradict ours, in which case ISE's always overrule. Only when these rules are upheld will stands will be issued with 'Permission to Commence Build'.

Space-only stands are required to be inspected by Abraxys so that they comply with the Health and Safety Law and Approved Codes of Practice. Besides that, please note that all structures must meet with CTE (Codigo Técnico de la Edificación) Spanish Technical Building Code.

Below is a list of important aspects that every exhibitor with a space-only stand has to comply with. Please make sure that everyone involved is aware of this.

- The exhibitor is responsible for its stand design
- A space-only stand location refers to a raw space that does not include walling, stand fittings, carpets, electrics and the like. The exhibitor has to arrange this at their own expense
- All stand related documents and plans for 'Permission to Commence Build' must be submitted to Abraxys before **Friday 26 February 2021**
- A space-only stand must be designed and built by a 'qualified' stand designer and stand-builder
- Separation walls must consist of solid walling. The use of hall walls or those of neighbouring stands, including shell scheme, is not allowed. ISE has the right to place shell scheme walls at the exhibitor's expense if the exhibitor does not uphold this rule
- Separation walls, used as bordering walls with other exhibitors, that are higher than 2.5m must be finished in a proper manner so that they present a neutral (e.g. white, black, tan), flat surface to the bordering stand, down to 2.4m. Signage, logos and projections on the side of the bordering stand are not allowed.

- Signage on the rear side of a wall is only allowed when the wall is more than 100 cm from the edge of that stand
- Stands must be built within the parameters of the assigned stand space. ISE has the right to alter stand designs, at the exhibitor's expense, if this rule is not upheld
- Fire exits, firefighting equipment, emergency signs, technical services and emergency exits must be kept clear at all times
- Stand spaces that include venue columns and service points must design their stands to ensure the venue has 24 hour access to these services. It is compulsory to keep these areas open and accessible at all times. You may incorporate them into your stand design, but you must not build around them or enclose them entirely. Venue fire exit signs must be visible at all times even if the signs are attached to a venue column within your stand space
- Do not purposely obstruct the view of other stands and that of the exhibition as a whole, when designing your stand
- It is prohibited to carry out channelling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be cladded with paint or glue
- For safety, health and environmental reasons, the tools that produce dust, such as all types of saws, must not be used inside the Fira de Barcelona halls, unless they are equipped with dust holding bags or suction systems designed for this purpose

In the case of cladding or decorating columns with fire equipment, extinguishers, fire alarm call points, signage or any other informational element of the venue, they must always be visible, accessible and clear of obstacles that may prevent their normal use. All of these elements must not be manipulated or disassembled

The ISE Operations team reserves the right to oblige the stand contractor to make any amendments to a stand build on-site, at the expense of the contractor/exhibitor, if they feel that it deviates from the rules and regulations, and/or standard health and safety policies.

6.2 Stand Design Approval

For ISE 2021 every space-only exhibitor is obliged to send their stand design, including the **Risk Assessment Form** and the **Method Statement**, to Abraxys for approval. Abraxys will perform a Stand Plan Inspection (SPI) on the stand design that has been submitted. The Stand Plan Inspection fee covers the independent review of your stand plans and the supporting health and safety documents. **Please submit the stand design and the requested documents before Friday 26 February 2021; please note that price for submitting your stand design will be £165 + VAT. After this deadline the price will increase to £300 + VAT per stand design.** The equivalent euro rate will be published on the Abraxys online retail site. Please note that exhibitors who have ordered Shell Scheme or a Modular Stand Design package (MSD) via our preferred supplier Servifira, are not obliged to submit their stand design. If a shell scheme is ordered via other stand builders, then you are still entitled to submit a stand design.

Every Space-Only Stand that requires rigging is deemed complex. Please [see here](#) a detailed flowchart of the **ISE 2021 Space Only Stand Plan Review Process**, which clarifies whether your stand is considered complex and the process to obtain 'Permission to Commence Build'.

Please [click here](#) to submit your stand design, Risk Assessment Form and Method Statement.

The **Hall Number** and **Stand Number** need to be included in the title of the email on all plan submissions or general email enquiries to Abraxys directly: ise@abraxys.com.

Also, please note that the following requirements are requested when handing in your stand design:

1. Detailed technical plans in a recognised scale, not less than 1:50, detailing:

- An overall 3D graphic of the stand design
- Plan view, showing clearly all dimensions, walling and major exhibits
- Scaled side and height elevations showing a clear indication of the height of various elements, including graphics
- Any rigged structures including dimensions and height of the rig
- Any hanging banners including their dimensions and hanging height from the floor
- Stand number and exhibitor name
- For stand plans that include banners, please clearly state all construction materials and total weight of your banner.

2. On-site contact person and mobile phone number

Please note that you must receive a '[Permission to Commence Build Certificate](#)' from Abraxys before you order your rigging services or commence build-up on-site.

If you are required to make amendments to your stand design, there will be no additional fee when you submit your stand design again.

The Stand Plan Inspection fee is applicable to all space-only stands. Where rigged structures are deemed to be complex, an additional complex sign-off fee is payable in addition to the Stand Plan Inspection fee - see the next section.

If you have not ordered a shell scheme stand from the organiser, then your stand plans and health and safety documents must be submitted to Abraxys for review and sign-off. Even if you believe you are only planning a simple build in your space in the hall such as placement of carpet and AV - the space only plan submission process still applies to you and the process must be followed until you receive your '[Permission to Commence Build Certificate](#)'. Only exhibitors that have ordered a shell scheme solution directly from the organisers are exempt from the Abraxys stand plan approval process.

6.3 Height Regulations: Walls and Pillars

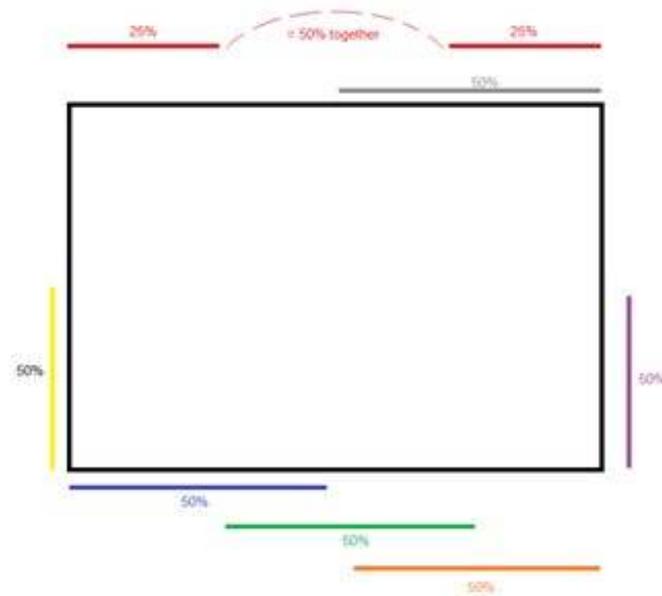
6.3.1 Enclosed Exhibition Stands (50% walling rule)

- Fully enclosed stands are not permitted on the exhibition floor
- A side of a stand on the exhibition floor can only be closed off up to 50% (see example below), unless the side directly faces a venue wall, then this side is exempted from the above rule
- Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition
- Walling and/or showcases must be positioned in such a way that they do not obstruct the view of the neighbouring stand and/or the exhibition as a whole
- ISE will not allow walls to be stepped back in order to overcome this rule
- The walls of the upper deck of a double-deck stand may be completely closed off
- A wall that is completely closed off, needs to be decorated and branded appropriately within the boundaries of the stand

- As the rule is to ensure visibility, handrails up to 1.10m in height are permitted
- The outside finish of the stand must be of the same quality as the inside

Exceptions to the above points referring to enclosed exhibition stands will be considered by the organiser on a case-by-case basis and only if all affected neighbouring stands' exhibitors have agreed in writing.

50% of any one side can be enclosed - in any format.



6.3.2 Pillars

Pillars can be found throughout Fira de Barcelona. It could be the case that one of these pillars is located within the perimeter of your stand. If you have any questions related to the pillar(s) located in, or nearby your stand, please contact Operations at cs@iseurope.org.

Exhibitors are encouraged to include the pillar(s) in their stand design, taking into account the following regulations:

- Cladding the pillars of the Fira de Barcelona is strictly prohibited. The exhibitor will be charged in full for the removal of these items
- It is mandatory to maintain a distance of 15 cm - 20 cm from the pillar and to check that there is no fire extinguisher signage on the column that will be affected while raising the truss (this is in terms of rigging only)
- Where there is a venue column in your stand space that includes a fire extinguisher, there is a **'no-build area'** between the fire extinguisher and the gangway. This means no construction in front of the fire extinguisher under any circumstances. The venue must have access to all emergency service points at all times even if these are located in your stand space

6.3.3 Height Regulations

Space-only stands, including those that make use of a double deck, are allowed to build-up to 7000 mm. However, for stands classified as peninsula, corner or inline, and bordering another stand, the walls bordering the other stand(s) cannot be built higher than 4000 mm unless the part that is higher than 4000 mm is built 1000 mm from the edge of the neighbouring stand.

Shell scheme stands have a height of 2450 mm and, therefore, are permitted to be decorated up to 2450 mm. It is not permitted to use any wall of a neighbouring stand as a wall, nor to use it for decoration for your own purpose.

Please note that there are height variances in the halls. Please refer to chapter 11 of Fira de Barcelona Technical Regulations, which specifies the height restrictions of all halls. Below, you will find a summary of height restrictions per hall, rigging restrictions as well as pre-rigging areas.

Hall	Build Height Restriction	Exceptions
Hall 1	700 cm	n/a
Hall 2	700 cm	There are some restrictions in this hall, please view the floorplan for further information
Hall 3	700 cm	n/a
Hall 4	700 cm	n/a
Hall 5	700 cm	There are some restrictions in this hall, please view the floorplan for further information
Hall 6	700 cm	n/a
Hall 7	700 cm	There are some restrictions in this hall, please view the floorplan for further information
Hall 8.0	685 cm direct point, 585 cm using 2 levels pre-rig	There are some restrictions in this hall, please view the floorplan for further information
Hall 8.1	700 cm	No height restriction, but weight restrictions do apply
Congress Square	500 cm	There are some restrictions in this hall, please view the floorplan for further information
Upper Walkway	300 cm	There are some restrictions in this hall, please view the floorplan for further information

6.3.4 Separation Walls

All space-only stands must provide their own self-supportive back walling, when backing onto a neighbouring stand or perimeter, with a minimum height of 2500 mm. Separation walls can be placed between stands that share a border. The standard maximum height of a separation wall is 4000 mm. Higher separation walls are allowed **under the condition that both exhibitors have agreed this in writing and have received acknowledgement from ISE**. The rear of all side and/or back walls should be finished in a clean, tidy and neutral manner; logos should only be used on the exhibitor's side of the wall unless the separation wall is placed at least one metre from the edge of the stand.

6.4 Electricity

The official supplier of electricity is Fira de Barcelona and can be contacted via Servifira, ise@firabarcelona.com or +34 93 233 20 00.

- **All live service ducts must be accessible at all times.** Service ducts with no live services coming from them are **recommended** to remain accessible in case of emergency (although this is left to the discretion of the exhibitor).
- **If your stand contains multiple service ducts, you are free to decide which ones you want to use.** If you order your electrical installation through Servifira, you have to send them a floorplan marking the service duct you want to use.
- **If your service duct is shared with another exhibitor(s)**, it must be accessible for your neighbouring exhibitor(s) at any time. Therefore, shutting off power or placing a lockable cover on the service duct is strictly prohibited. Servifira will inform you which duct will be used by the other exhibitor(s) if this is the case.
- Where there is a live service duct, the carpet should have a cut area of 1m or if raised floor, a hatch providing access should be incorporated into the design. In order to have a hatch, a platform of 50mm is recommended for electrical cables only, and 100 mm if a water connection is planned for any of the neighbouring stands.

For technical details of electrical installations, please read Fira de Barcelona Technical Regulations at the following [link](#).

6.4.1 Power Supply

- All 'space-only' stands will need to order power through the ISE Webshop.
- All electrical installations must be standardised and certified by a licensed electrical installer, authorised by the Autonomous Catalan Government (Generalitat de Catalunya) who draws up the necessary documentation. Please contact Servifira for more detailed information as they are the official licensed supplier of ISE.

- Non-EU electricians are highly recommended to order their power box through Servifira. If it is not ordered through them, the stand constructor or exhibitor, if applicable, must ensure that the installation is made by an officially certified electrician in Catalonia or a European electrician who has prior experience in carrying out the aforementioned procedure.
- Electricity installation ordered through Servifira includes the following: all the installation, the power box with 10 m of cabling, the power supply (daily or continuous), the power box legalisation according to local laws, electricity taxes and assistance in case of any incidents. The power boxes are installed the first day of the official build-up period.
- All exhibitors with 'space-only' stands who do not order a power box through Servifira, must order the electricity power through the ISE Webshop in order to have a power supply to the stand. Power supply is charged in € per kW and day. Exhibitors can order as much power as they need for build-up, show and breakdown days. If this power requires special installation this may result in extra charges which will be informed by Servifira in advance. Electricity consumption will be billed before the event and Fira Barcelona must have received payment for the installation to be approved and to ensure electricity at the stand
- Stands up to 50 kW require a Technical Design Project and must be approved by a local collegiate engineer. A fee is required in order to receive approval. Please find more detailed information in [Fira de Barcelona Technical Regulations](#): Chapter 6.2 - Page 39 or contact [Servifira](#)
- The power supply will be available from 48 hours before the opening of the show. On the last event day, Friday 4 June 2021, power to stands in exhibition halls will be switched off at 18:00 for logistical reasons. If you need power at any other time (including build-up and breakdown) you have to order it separately with [Servifira](#), via ise@firabarcelona.com or at the Exhibitor Services Desk located at the venue.
- For large amounts of electricity (this can include exterior areas) a power generator may be needed. Please contact [Servifira](#) for more information
- If you are building a double-deck stand and require electricity on the top level, please contact [Servifira](#) to make sure that the cables reach up to the required location.
- Should you require a high amount of kW or a three-phase switchboard in any of the halls, please contact [Servifira](#) for more information.

Installation:

- Metal structures or anything that contains metal parts and that could cause harm if a fault occurred, shall be connected to the ground distribution.
- Trusses, steel constructions and aluminum system stands must be earthed if any electrical installation (light fitting, wall outlet, cable or any related objects) is present in its immediate vicinity (on/below/through)
- Where earthing takes place by using a separate wire, connect this as close as possible to or at the earthing point of the switch and distribution

- Junctions can be made with wire connectors, provided these are suitable for the cable in question
- In any situation, junctions must be protected by a junction box
- Earth leakage circuit breakers must have classification A (AC are not permitted).
- Splitters are not permitted

6.4.2 Raised floors

It could be the case that the electricity outputs are not easily located within your stand. Please take this into consideration when building a stand with a raised floor. A plan with your electricity outputs can be requested from ISE Operations via cs@iseurope.org. Exhibitors who order a large quantity of electricity and/or water are advised to order a raised floor to cover the cables and pipes. A raised floor can be ordered via Servifira.

Stands with more than 50kW power must be approved by a local collegiate engineer. This electrical project has a fee. For more information please find detailed information in [Fira de Barcelona Technical Regulations](#): Chapter 6.2 - Page 39 or contact with Servifira at ise@firabarcelona.com.

Also, please note that if there is a venue service chest located in your floor space, your stand must be designed to ensure that the venue will have access to this service chest at all times, regardless of whether there are live services coming from the service chest or not.

6.4.3 Floor Resistance

There are different levels of floor weight resistance per hall.

Please see an overview below of the different maximum weight resistance per sqm per hall:

Hall 1	3000 kg/m ²
Hall 2	5000 kg/m ²
Hall 3	5000 kg/m ²
Hall 5	3000 kg/m ²
Hall 6	5000 kg/m ²
Hall 7	3000 kg/m ²
Hall 8.0	3500 kg/m ²
Hall 8.1	1500 kg/m ²

6.5 Stand Restrictions

6.5.1 General Restrictions

It is the responsibility of each exhibitor to check for any height and width restrictions that may occur within the rented stand space. The same goes for the location of pillars, fire extinguishers and electricity ducts.

From the ISE side, there will be a dedicated email sent out to the main contact person of the exhibiting company, notifying the exhibitor if there is a pillar, height restriction or fire extinguisher in the stand. If you require more information, please contact ISE Operations via cs@iseurope.org.

6.5.2 Visibility

Space-only stands, located within the A-area (mentioned on your contract), are required to be covered with a ceiling structure to cover unsightly areas such as storage rooms, kitchens, etc. Spaces such as a seating or display area are exempt from this rule. This is done to conceal internal structures from gallery viewing and to create a harmonious, aesthetically pleasing effect.

Stands located outside the A-area, are not required to have a ceiling structure, but are allowed to have one if desired. In both cases, the material needs to be fire-retardant (see also chapter 1.4 in the official Fira Document) and approved by Abraxys, the official ISE supplier for Stand Design Approval and Health and Risk Assignment. ISE reserves the right to assign required changes in ceiling finishes at the expense of the exhibitor.

Where solid ceilings are incorporated into stand designs you may be required to order additional smoke alarms or sprinklers to meet the regulations of the venue. Orders for such equipment should be placed directly with Westpoint, via ise@firabarcelona.com.

6.5.3 Ramps - Disabled Access

All stands with a platform higher than 5 cm must have a uniform access ramp that is no steeper than 1:10. Level landings must be provided at the top and bottom of ramps as well as in any intermediate position where exit doors open on to them. The minimum width of the ramp should be one meter and the slope should be included within the stand and should not protrude into the aisle.

6.5.4 Glazing

- Any exhibitor using glazing in their stand construction must make use of laminated safety glass. Therefore, the use of annealed or tempered glass is not allowed
- When clear glazing is used on large uninterrupted areas, warning markings must be implemented. These could be in form of stripes, dots or logos
- Glazing or finishing strips for the glazing must be finished in a clean and safe manner
- Please note that there are certain requirements when it comes to handrails on glass walls on upper levels in double-deck stands

6.5.5 Handrails

- When your stand includes a stair with two or more steps, a continuous handrail is required
- In the case that stairs include a platform, the continuous handrail is also required on the platform
- The handrail must be placed at a minimum height of 900 mm, measured vertically from the step of the stair to the top of the handrail, and the width of the handrail must not extend more than 100 mm
- On double-deck stands, it is necessary to install railings not only in all places which pose a threat of falling from height, but also where there is risk of impact by an object in the case of glass walls

6.5.6 Doors

- Doors that are placed within stands are not allowed to open outwards
 - » Unless room capacity is more than 50 persons where there are specially appointed emergency exits
 - » Rooms with maximum 50 persons capacity: door can open inwards
 - » Rooms with more than 50 persons capacity: door must open outwards
 - » Rooms with more than 99 persons capacity: a minimum of two separate doors is needed
- All doors must open in the direction of exit. This means that doors close to the gangway edge must be recessed sufficiently inside the stand so that when fully open the door remains fully inside the stand space and does not protrude into the gangway
- Manual sliding doors can only be placed in an area with a maximum capacity of 50 people. These doors either be backed up with a security system that automatically opens the doors in the case of a power cut or have a manual override button that can open the door in case of emergencies. Please note that such installations require a 24-hour power supply to your stand
- Manual sliding doors located in emergency routes must also adhere to the above-mentioned points

6.5.7 Carpet

- ISE carpets the aisles throughout the exhibition halls
- Exhibitors with a space-only stand need to arrange for their floor covering, be that a carpet or any other material, on their own account. Only exhibitors with a shell scheme will be provided with a carpet
- Exhibitors with a space-only stand are obliged to provide their stand with a floor covering. The material used must be fire-proof and must not harm the venue's floor. Therefore:
 - »The floor covering must be within the boundaries of the designated stand. ISE retains the right to remove any floor covering that is placed outside the boundaries of the designated stand, at the exhibitor's expense
 - »The use of adhesive glue, including tape or any other similar material, is not allowed
 - »Bolting, fixing or screwing to the halls' floors, by use of cable clips, nails, bolts or any other similar material, is not allowed
 - »The removal of tape or any other show-related material applied by the exhibitor, and the cleaning related to this, must be performed before the tenancy period ends. Material that has not been removed by the exhibitor, will be removed by ISE and charged directly to the responsible exhibitor
 - »Damage to the venue floor, or any other part of the venue, caused by the exhibitor, will be charged directly to the responsible exhibitor
- Servifira is ISE's official supplier when it comes to carpets and platforms for your stand. Please refer to the EBO for more information

6.5.8 Balustrades

When landings, balconies or any other form of level change exceeds 360mm, exhibitors are required to install balustrades.

6.6 Rigging/Banners

6.6.1 Hanging Banner/Ceiling Policy

Our official rigging partner is Fira de Barcelona, Servifira which monitors all rigging requests. All stand designs that include any rigging services must be included in your stand plans and must be reviewed and approved by Abraxys before rigging services can be ordered from the venue. **Any construction that requires use of the venue rigging points will be deemed complex.** Complex fees are confirmed in Section 6.5.3. Any item that requires rigging must be part of your stand design and must remain within the parameters of the stand.

6.6.2 Rigging

General Rules

All rigging requests need to be sent directly to Servifira, via rigging.op@firabarcelona.com. Rigging points are not always available and every request will be dealt with individually. Fira de Barcelona will only provide fixing points when requests fall within the allowed parameters of your stand space. Also, in order to make use of the requested rigging points, you must respect the rules relevant to your stand space.

It is vital that you provide the following information to Fira de Barcelona:

- A fully dimensioned drawing in .dwg format
- Weight loadings of each ordered rigging point including a justifying calculation signed
- The dimensions of structure to be hung and final height position

If your stand construction includes any suspended elements, you are required to submit the **Rigging Information Form**. You can find this form in the [Download section](#) of the ISE website. For detailed information about rigging regulations, please see [Fira's Rigging Regulations](#).

Important

For rigging height restrictions, consult directly with Servifira via rigging.op@firabarcelona.com. In order to provide exhibitors with an excellent rigging service with maximum flexibility, certain parameters have been established; these can be found below. If your request does not fall within these parameters, you must submit your project two months prior to build-up, **7 May 2021**, for a comprehensive evaluation. This will provide sufficient time to evaluate the proposal and find the best solution

Please note the following:

- In the case of an Island stand, rigging is only allowed within the measurements of the stand
- The maximum height of a banner is 700 cm up from the floor; it must not be hung any higher, unless permission is given by the organiser. This height includes the truss/wall height.
- The distance between the rigged item and the neighbouring stand must be at least 1m. This rule applies to Inline, Corner, and Peninsula stands
- Rigging is **not** possible in the Congress Square and the Upper Walkway
- To check if (pre)rigging is required within a stand, exhibitors must contact Servifira via rigging.op@firabarcelona.com

Rigging limitations:

- The minimum distance permitted between rigging points for hanging elements is 1m
- The maximum hanging weight of rigging elements is 15 kg/m² calculated by the ratio between the total weight of the suspended elements and the contracted stand surface
- It is not permitted to suspend one truss grid with more than six manual chain hoists
- The maximum load of one rigging point is 1,50 kN (150 kg) including the self-weight of the hoist.

If any of the above restrictions cannot be met due to the complexity of the rigging request, the project must be submitted for evaluation two months prior to the beginning of build-up (by 7 May 2021).

For more detailed information regarding rigging limitations, please see [Fira's Rigging Regulations Guide](#).

Complex Suspended Structures:

All suspended structures are considered complex, thus they require load distribution calculations and structural certification through Abraxys, our official stand plan inspection agency. [Please view a detailed flowchart to confirm the complexity of your stand and the process which follows.](#)

Points of attention:

- All rigging and materials must be in accordance with [Fira Barcelona's Rigging Guidelines](#) and the material specifications
- Please note that you are not allowed to hang any element/banner above the height limit as specified on the build height restrictions section
- Please also refer to the build height restrictions for more information about special exceptions regarding technical trusses

- Rigging orders must be placed before the deadline ends
- All rigging has to be finished by Sunday 30 May 2021, as machinery is not allowed to enter the hall and no work at height is permitted after that date
- Rigging is not permitted above shell scheme stands and hospitality suite packages, nor above public gangways
- All rigging must be installed by the official rigging provider of Fira de Barcelona. All suspended fittings and apparatus such as lights, TVs sound clusters and speakers and display rigs, must be fitted with secondary safety wires/chains and brackets
- It is strictly prohibited to tamper with any equipment installed by the official rigging provider of Fira de Barcelona including trusses, cables, shackles or slings
- All rigging requests will be reviewed by the official structural technicians of Abraxys
- Rigging services that have not been declared on stand plans and have not received an engineer's certificate in advance, will not be permitted on-site
- The use of D8+ electric motors (which do not require installation of a security cable) is allowed. If D8+ motors are used, it's important to have all the documents regarding CE certification and maintenance. Documents must be sent to rigging.op@firabarcelona.com

Considerations when designing your rigging order:

In order to design rigging points adequately, you should consider the following advice:

- All rigging requirements MUST include scaled plans and weights to be checked
- Reference the position of the stand with the position of the neighbouring stands and/or aisles and doors
- Show the position of the rigging points (X,Y-coordinates) taking one of the corners of the stand as the origin of the coordinates (0,0). This can be achieved by using an Excel spreadsheet or by indicating it directly on the CAD drawing with dimension lines
- Use vivid colours for the rigging point symbol. Create a legend to clearly identify rigging points on the plan. Please indicate if it is a simple point, point with safety steel, manual chain hoist or electrical chain hoist

- Indicate the rigging point's heights (O-ring), in a table with the reference of the rigging point number. This is compulsory in case the hoists are not provided by the official rigging supplier
- The distance between the rigging points for lighting/branding trusses should not be more than 10m apart
- The location of rigging points is normally at the end of trusses/crossings, but in case of heavy weights, they can be designed by load distribution criteria
- Indicate the load per rigging point on the same drawing. Do not forget to include the hoist and the truss weight
- Attach as much detail as possible in your AutoCAD drawings, such as trusses (with a simple silhouette or a coloured thick line), lighting, branding, AV or any other hung element. Indicate final heights measured from the floor in a rough elevation drawing
- Heights of elements must be measured from the ground in the hall, not from the stand platform

All questions relating to these technical floorplans of your stand area should be directed to ISE Operations via cs@iseurope.org.

6.6.3 Complex Structures

Complex structures are classified in the following way:

- Stands with a height greater than 5 metres, single or double-deckers
- Double decker stands with two levels that people can access
- Platforms or stages with a height equal to or higher than 0.50m
- Grandstands with access to attendees or tiered seating's with access to attendees
- Outdoor constructions larger than 16 m²

The complex structures must comply with the requirements set forth in the current regulations and, specifically, in the contents of all sections of the Spanish Technical Building Code, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA). Authorisation to construct any of these structures must be requested from Fira de Barcelona Operations Department through the event management team.

The following documentation must be provided:

- Project approval by the corresponding professional association, which includes:
 - » A descriptive and explanatory report of compliance with the current regulations
 - » A structural study with static calculation, which includes the verification of each element of the structure and the description of loads transferred to the pavement under each support
 - » A floorplan and elevation drawings, including details of the handrails and stairs
 - » The evacuation and fire detection plan for structures with a surface larger than 100 m²
 - » Assessment of risks and preventative measures to consider during the
 - » construction build-up and breakdown process

All outdoor structures need to withstand wind speeds of up to 100 km/h due to their possible exposure to harsh weather conditions.

Complex Stand Certification Process:

Stands deemed complex include all double-deck stands, all stands with rigging points, all stands with stage platforms over 0.5 metres high and all outdoor exhibits. All stands deemed complex will require a compulsory secondary level of approval from a structural engineer and are subject to additional fees for this formal certification process. Structural calculations are required to be submitted with complex stand plan submissions. The review and sign-off process for these stands will be coordinated and managed by Abraxys.

There is a fixed price structure for the certification of all complex stands. The tables below are for certification costs only and do not include the supply of the actual rigging point.

Stands with more than 50kW power must be approved by a local collegiate engineer. This electrical project has a fee. For more information please find detailed information in [Fira de Barcelona Technical Regulations](#): Chapter 6.2 - Page 39 or contact with Servifira at ise@firabarcelona.com.

All fees relating to this review and to official sign-off process for complex stands will be collected by Abraxys. Relevant fees must be paid before Permission to Build can be granted. Once Permission to Commence Building is granted, you may request the necessary rigging points for your stand directly with Fira de Barcelona via rigging.op@firabarcelona.com. When approved by Servifira, you may order your rigging points via the ISE Webshop. All fees relating to ordering the actual rigging points and certifications must be paid to Fira directly through the ISE Webshop.

Rigging Certification Costs

Number of Rigging Points	Certification Cost
1 to 10	€ 390
11 to 20	€ 500
21 to 30	€ 637
31 to 50	€ 780

Double Deck Certification Costs

Upper Deck Metreage	Certification Cost
1 to 20 sqm	€ 578
21 to 50 sqm	€ 748
51 to 100 sqm	€ 1,457.92

Costs for certification for Stage Areas and Outdoor Structures upon request to ise@abraxys.com.

6.7 General Regulations

6.7.1 Aisles

- During the show, all aisles must remain unobstructed and accessible at all times
- It is strictly prohibited for any part of your stand, including furniture, exhibits or displays, to be based or projected beyond the boundary of your designated stand
- Doors or windows must not open outwards on the aisle, apart from official emergency doors. Please note that emergency doors must open outwards (in the direction of evacuation) and always inside your stand
- Night sheets, for covering your booth or equipment, for example, must be stored in a proper way throughout show times to avoid obstruction
- It is strictly prohibited to build, bridge or rig across aisles

6.7.2 Hall Lighting

The majority of the halls of Fira will not be darkened during ISE 2021. The only two halls that are darkened are Halls 6 and 7. During build-up the hall lights will be switched on 100%. During show days the lights will be switched on in all halls.

There will be a light test on Friday, Saturday and Sunday, during which you can test your stand lighting and make the necessary amendments. The exact timings will be discussed in the ISE Monthly Update emails in April and May 2021.

6.7.3 Exhibition Goods Arrangements

It is not allowed to place, demonstrate or display goods outside your allocated stand space. During show times, displayed goods are not allowed to be covered up. Also, displayed goods that can pose a danger to others, must be screened off. ISE retains the right to remove any covers, without any liability on its part.

6.7.4 Fuelled Exhibits

All items that run on fuel, including vehicles, machines, vessels and more, are only allowed in the venue when their fuel tanks and hoses are fully empty and properly and permanently sealed. Battery connections also must be loosened. For more in-depth information, please contact Abraxys via ise@abraxys.com.

6.7.5 Haze or Fog Machines

Haze machines or fog machines which are used for demonstration purposes, are only allowed for exhibitors situated in **Hall 7** within the Live Events Technology Zone **during show hours only**. Exhibitors who want to make use of this option are required to ask for permission by contacting [Servifira](#) directly. Please note that if an exhibitor fails to request permission beforehand, they will be required to remove the haze machine from their stand.

Having a haze machine is **strictly prohibited** for exhibitors in other halls and other Technology Zones.

6.7.6 Water and Plumbing

Water connections may be available for your stand or hospitality suite depending on where it is located. If your stand is located in Hall 2 or on the outside of Hall 2, you must contact Servifira in order to check that this service is available, given that there are limitations in these areas.

All exhibitors wishing to use water on their stands should study [Fira's Barcelona Technical Regulations](#): Chapter 5.

- Water and drainage outlets can be found within the halls, but if any additional outlets need to be installed, these will be charged to the exhibitor who has requested them. Please contact Servifira for more information, via ise@firabarcelona.com
- Pressure piping with double-sided threads must be used. Water pressure in Fira piping system is 4 bars and at night, can reach up to 5 bars. For arrangements that require constant water pressure, it is recommended that regulators are used and, if necessary, devices installed to maintain or increase the pressure
- Should you wish to make use of this service through Fira Barcelona, please contact Servifira for more information
- ISE takes no responsibility for interruptions or irregularities in the water supply. Without exception, the basic regulations governing internal installations to supply water must be complied with.

Please note that the installation of toilets is not allowed.

6.7.7 Shell Scheme Stand

The height of the shell scheme stands is 2450 mm. All shell scheme stand holders are permitted to decorate their stands up to 2450 mm.

Using the wall of a neighbouring stand is NOT allowed. Exhibitors are not allowed to use the shell scheme walls of neighbouring stands for their own purposes.

If you have not ordered a shell scheme stand from the organiser then your stand plans and health and safety documents must be submitted to Abraxys for review and sign off.

Even if you believe you are only planning a simple build in your space in the hall such as placement of carpet and AV – the space only plan submission process still applies to you and the process must be followed until you receive your Permission To Build certificate. Only exhibitors that have ordered a shell scheme solution directly from the organisers are exempt from the Abraxys stand plan approval process.

6.7.8 Stand Numbers and Fascia Boards

Fascia boards or stand numbers are only provided with packages such as shell schemes. ISE does not provide its exhibitors with fascia boards or stand number stickers. Therefore, if these are desired, you are advised to add them into the design of your stand.



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