

Stand Building Regulations

1. GENERAL RULES

BUILD HEIGHT RESTRICTIONS & TECHNICAL FLOOR PLANS

- All Space Only Stands - single storey and double deck might be permitted to build to a maximum height of 6m. However due to the variance in heights in some areas within the different halls all exhibitors must refer to the [technical floorplans](#). These plans will specify the height restrictions of all areas and these must be adhered to.
- Technical trusses for lighting or suspending structures are the only exception to the above and are allowed up to 7m height (ground level to top of truss). Although this is possible in most areas, there are some locations where 7m height may not be available. Please check this with [Expo Rigging](#) when you order your rigging points. Under no condition are logos or banners allowed to be placed above 6m, however, it is allowed to have black or white unbranded fabric stretched across the technical truss in order to improve the visual aspect from above. Please note that the technical floorplans do not consider the permitted height of trusses. All rigging heights must be checked with Expo Rigging
- Exhibits which are taller than the permitted height limit such as antennae, may be acceptable. Please contact [GSMA customer care](#) for such requests.

All questions regarding rigging should be directed to:

EXPO-RIGGING

Tel:+34 931856541

Fax: +34 917913013

Email: info@expo-rigging.com

Please [click here](#) to view the village map and technical floor plans. Downloading options are .PDF, .DXF and .SVG files.

All questions relating to these technical floor plans of your stand area should be directed to:

Freeman Company (Digital)

E-mail: mwc@freemanco.com

Tel: +44 (0) 1252 414 200

MAXIMUM FLOOR LOADING

The maximum floor loading capacity for all halls in Fira Gran Via is 5000kg/m² except for Hall 8.1 where the floorloading is 1800kg/m².

IMPORTANT: Special conditions apply to double deck stands in Hall 8.1:

- Maximum Floorloading is 1800kg/m²
- Point loads can only support up to 6000kg
- The minimum distance between columns has to be 400cm
- Base plates of 50x50cm are compulsory on double decker stand columns
- Take into account the load limits and dimensions of the goods lifts in Hall 8. [Click here](#) for full details

UPPER DECK CAPACITY

Any upper deck structure is subject to the specifications in the [Spanish build regulations CTE](#) which sets different rules & regulation not only on the build specifications, but also on the capacity of the upper level. As a general guideline it could be considered that the capacity of an upper deck is one person per every 2m². Nevertheless this is subject to different rules and can vary in each case. During the process of stand approval the capacity of the upper deck will be reviewed case by case.

The maximum number of persons allowed at any one time has to be clearly displayed and visible at staircases that give access to the upper levels. It is the responsibility of the exhibitor to guarantee that these maximums capacities are respected.

HOSPITALITY SUITE POLICY

- Hospitality Suites are meant for the purposes of private meetings and private entertainment. Hospitality Suite structures should be enclosed in such a manner as to prevent general access to the suite, allowing access only to pre-invited guests via a reception desk.
- Under no circumstances can Hospitality Suites have open sides allowing general access, nor can Hospitality Suites include provision for any kind of public product demonstration.
- Low walling of no less than 1.1m height is permitted as an enclosure along the perimeter of Hospitality Suites.
- Promotional videos should not be displayed along the perimeter of the Hospitality Suite, nor should promotional videos be viewable from the surrounding aisles. Any non-promotional videos that can be viewed from the aisles should be without sound.

ENCLOSED EXHIBITION STANDS (50% RULE)

- Totally enclosed stands are not permitted on the exhibition floor
- Exhibits and walling should be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands
- Only up to 50% of any open side of stands are permitted to have an outside wall
- Solid runs of walling along open perimeters are not permitted where this causes neighbour stands being visually blocked off from the rest of the exhibition
- The upper deck of Double Decker Stands can be completely closed in.
- Exceptions to this will be considered by the organisers on a case by case basis and only if all affected neighbour stands have agreed in writing
- This rule is not enforced for open sides of stands facing a hall perimeter wall
- As the rule is to ensure visibility, handrails up to 1.1m height are considered 'open'

NOTE FOR BUILD-UP: Visual enclosures during build-up in order to protect the privacy of exhibition stands are only permitted if they are structurally sound and are kept within the boundaries of the stand space.

HYBRID STANDS

Hybrid stands are a combination of exhibition stands and hospitality suites. All stands located in Hall 3 are automatically classed as hybrid stands and have to apply the corresponding build rules.

NOTE TO CONTRACTORS: Please check with your client how many m² of Hospitality space and Exhibition space has been purchased and design stands accordingly. This ratio will be checked during stand plan inspection.

STAND PARTITIONS

All Space Only stands must provide their own self-supportive back walling where backing onto a neighbouring stand or perimeter walling with the minimum height being 2.5m. Any partition wall above 2.5m in height that is overlooking neighbour stands must be dressed from the rear in a neutral colour and without logos or branding.

All Shell Scheme stands are permitted to decorate their stands up to 2.5m height. Please refer to the **My Stand Package** section for more information.

PILLARS & WALL SERVICES

- Pillars are located within some stands. These may be decorated without damaging them and in accordance with permitted height regulations taking into account that if they include connection boxes or fire equipment, these need to stay accessible at all times. Coverings must not be applied directly to the pillar but should be separated from it by means of an empty space or a soft material such as felt or insulating material placed against the pillar.
- Many pillars and walls in the halls include fire safety equipment. These pillars can be cladded but must leave equipment, hoses, fire extinguishers or panic buttons completely visible and accessible at all times.
 - The cladding cannot be a completely enclosed. Doors cannot be mounted in the cladding system. The front of the fire equipment needs to remain accessible
 - When cladding around a fire hydrant that is equipped with a panic button an opening on the cladding on this side needs to be provided. The opening needs to be big enough to fit a hand comfortably and reach it (minimum 15x15cm). Signage needs to be provided on top of it to facilitate its location and visibility.
- Fire equipment signage on pillars and walls.
 - The exhibitor may request fixed signs attached to pillars or walls to be removed if it collides with their structure. Only Fira can remove them and a cost might be associated with this. It is the exhibitor's responsibility to substitute this signage in the same place where it will be visible (same height or the closest possible to the original position).
 - The temporary signage needs to indicate the same elements as the signage removed.
 - The substitute signage needs to comply with the UNE 23034:1988 rule in terms of characteristics and size. If the size of the removed/impaired sign is bigger than what the substitute, the original sign needs to be kept if possible.
 - It is also the exhibitor's responsibility to provide temporary signage for these elements if their construction is obstructing the view of the existing signs.
 - Signs need to be auto luminescent in order to be visible in case of a power cut.
 - Check the [fixed fire equipment signage specification](#) for detailed information on pillar cladding and fire equipment & signage
- As with any other technical installation in the halls, pillars and walls must not structurally support any loads pertaining to stand decoration or any objects on display.
- Please [click here](#) to view the village map, technical floor plans. Downloading options are .PDF, .DXF and .SVG files.
- Exhibitors who have a pillar within their stand or partly on their stand can build cladding around it and brand this pillar. However the following rules have to be strictly adhered to:
 - The cladding has to be done by the exhibitor's stand builders in accordance the stand building rules laid out in our manual

- The height of this type of cladding should never be any higher than the highest build element of the exhibitor's stand
- The cladding has to be approved in accordance with our [Stand Plan Submission rules](#)
- The cladding has to be done flush against the pillar in order to minimize the impact on the public gangway. It should never exceed 100mm surrounding the footprint of the pillar
- It is not permitted to create extra space for storage etc
- Any service boxes will need to be accessible at all times
- If there is no agreement between the parties facing the pillar, the pillar has to be left as is and might be clad in a neutral colour by GSMA
- Where pillars are touching a stand boundary or they are located part on the gangway and part on one or more stands, the affected stands only have the right to clad the pillar and come to an agreement who can brand which side etc
- GSMA have always the right to refuse proposals of such cladding
- In some cases the organisers will permit this type of cladding to pillars located on gangways in front of stands. If there is a pillar on a gangway between stands, the stands facing that pillar need to be in agreement about who can brand this pillar. The affected exhibitors can come up with a plan to each dress one side etc. as long as all parties agree (this has to be in writing)

The organisers reserve the right to refuse any designs or request amendments to designs, which in their opinion have a detrimental effect to neighbouring exhibitors or the overall look of the exhibition.

FIXTURES

- It is strictly prohibited to make any fixtures to the hall installations, walls, floors, ceilings or columns
- All connection panels set in the hall floors must always be accessible
- The exhibition surface area may not be covered with either paint or glue. The only permitted covering for the exhibition space is a platform or carpeting which must be removed by the exhibitor at the end of the event including the removal of any adhesive tape
- Any damage incurred by exhibitors or their delegates to the exhibition hall walls, installations etc. will be repaired by Fira and charged to the exhibitor

PAINTWORK

Only water-based paints may be used on site. Protective measures must be taken to ensure that no paint is spilt or sprayed on to the fabric of the building. Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.

AIR CONDITIONING

The installation of air-conditioning units with warm-air condensation is prohibited inside the halls. Air-conditioning Systems that consume large amounts of water are strictly prohibited.

GSMA reserves the right to switch off any air-conditioning systems on stands should they cause any nuisance to the visitors or the surrounding stands i.e. temperature increase, noise etc.

EXHIBITION FLOOR

The exhibition floor is covered with concrete. It is obligatory to cover it. Carpet is only provided for Shell Scheme stands and Meeting room packages; therefore if you have a Space Only stand you must make arrangements to cover the floor of your stand. It is strictly forbidden to paint or plaster the stand floors or to use glue to attach the floor covering. Only double-sided adhesive tape may be used for this purpose. This must be removed at the end of the Exhibition.

PLATFORMS

The provision of a platform may be necessary in order to cover the installation of services such as power, water or compressed air. It is the responsibility of the exhibitor to provide any platform that is deemed necessary. Any floor service chests need to remain accessible at all times. Find out more in the [Floor Service Chest / Floor Ducts](#) section.

Open corners of stand floors and platforms with sharp edges must be avoided. Platform edges must be fully highlighted and the use of the platform must be included within the risk assessment. You can order platform and ramp from our official supplier ServiFira.

FLOOR SERVICE CHESTS / FLOOR DUCTS

All service chests must be accessible at all times. Platforms must have access to the service chest underneath. The general height of the platform should be 100 mm, please [click here](#) for visuals. All stands with a platform higher than 5cm on which people could stand must have an access ramp. Please see [Ramps - Disabled Access](#) for more information.

Whenever a service chest is shared between more than one stand in one block of stands, it must remain accessible at all times (through a hatch).

In order to have a hatch, we recommend a platform of 50mm for electrical cables only, and 100mm if a water connection is planned for any of the neighbouring stands.

If during build up or show days any cable gets unplugged for some reason, the chest needs to be accessed by the technical teams.

Whenever a service chest is half covered by a division wall or is at the limit of the stand, the area around the chest must remain accessible.

[Click here](#) for more detailed information about floor service chests.

DISPLAY OF LOGOS

Displays of logos or branding outside of exhibition stands such as light beams or projections onto bare walls or gangways are not permitted without prior written approval by GSMA.

LUMINESCENT DISPLAYS & STAND LIGHTING

The luminescence of projections, electronic lighting display walls such as LED walls or other types of luminescent displays or general lighting within stands may have to be adjusted to avoid disturbances to neighbour stands. Such devices should be placed in such way to not affect surrounding stands.

PIN SPOTS/STICK LIGHTS

Pin spots overhanging the edge of stands in order to illuminate fascia or facades of structures are only permitted when the following conditions are met:

- Pin spots cannot be fitted below 4m height measured from the hall floor
- At 4m or above, stick lights up to 300mm length are allowed
- Only at 6m height stick lights up to 500mm length are allowed
- No other forms of lighting overhanging the gangways are permitted
- All lighting must be shown on stand drawings
- Any stick lights found on site without prior approval, will have to be removed

BLACKOUTS

Turning off the hall lighting above stands in Hall 1, 2 and 3 requires accessing the lamps with lifting equipment which can only be done prior to build-up. Please contact mwc@firabarcelona.com to request a quote for this service before **Wednesday 25 January 2017**. Turning off hall lighting in Halls 5, 6, 7 and 8.1 is not allowed as it might affect the neighbouring stands.

HANGING BANNER / BALLOON / CEILING POLICY

All banners and ceilings that are hung from the exhibition hall roof must form an integral part of your stand and must be contained within the actual stand build/design. Simple banners are strictly not allowed to be hung above stands. All rigging requests will be monitored by GSMA.

BALLOONS

Balloons must comply with the above 'Hanging Banner Policy' and must not be mounted above stands. They can only be filled with air.

Only one compressed air bottle can be kept on the stand at a time. It is the responsibility of the Exhibitors to make arrangements for storage of further bottles. In line with the [Special Risks](#) policy, the organisers need to be notified of this at least 90 days in advance.

DRONES OR REMOTE CONTROLLED FLYING OBJECTS

Drones or any other type of remote controlled flying objects are prohibited at the event in order to ensure the health, safety and privacy of all attendees. Exceptions to this rule may be granted by GSMA in its sole discretion as part of special exhibition and sponsorship packages, and subject to GSMA's acceptance of an organization's [Drone Application](#) according to the deadlines established in the Application.

2. BUILD ELEMENTS

BARRIERS (BALUSTRADES)

Barriers shall be provided to protect exposed edges of landings, balconies and any other changes of levels exceeding 360mm.

CEILING INSTALLATIONS - VISIBILITY

Exhibitors may cover their stands with a ceiling structure provided that they observe the [material specifications](#) and health and safety regulations particularly about [smoke detectors](#).

It must be remembered that ceilings can be seen from higher floors and especially the upper walkway and so their finish should be aesthetically pleasing and be included into the planning of your stand design. In order to achieve a harmonious effect the Organiser may require changes to be made in the ceiling finishes, even if this entails additional expense to the exhibitor.

DOORS

Where any door or gate is at the head or foot of stairs a landing shall be provided between the door or gate and the top or bottom step. The depth of the landing shall not be less than width of a flight of stairs. Doors for entry and exit located on the edge of stands must not open outwards onto a gangway.

Sliding Doors

Manual sliding doors are only permitted in rooms with a maximum capacity of 50 persons.

Automatic sliding doors are only permitted with backup security systems that automatically open the door in case of a power cut and a manual override button that can open the door in case of an emergency. Such installations have to be made with a 24h power supply.

Sliding doors that are located in emergency routes also have to be fitted with above mentioned security systems for automatic sliding doors.

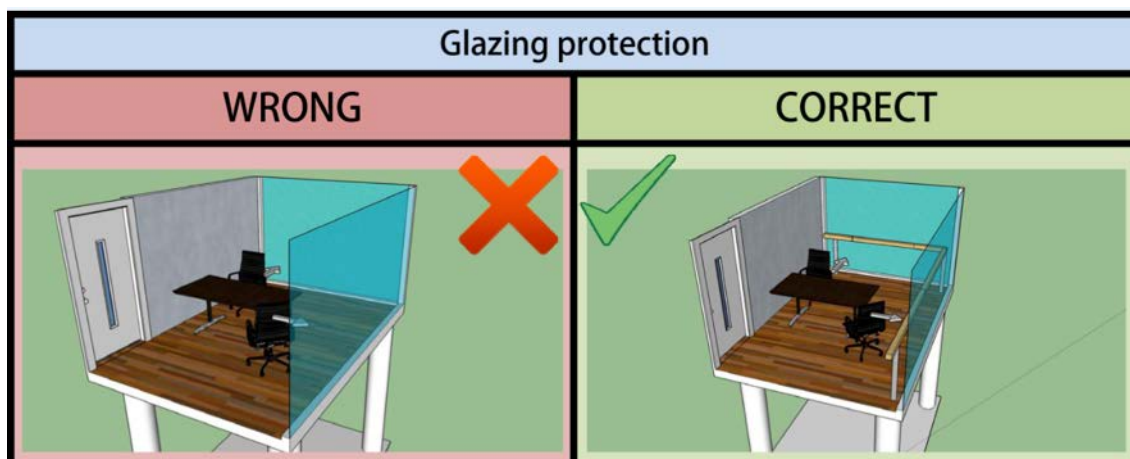
STAIRCASES

- Any upper deck that has more than 25m of distance to a staircase or is over 200m² in size has to implement an additional staircase
- Stairs should be no less than 1m wide and have a handrail. They should have a handrail on both sides if they are wider
- Staircases over 2.40m width shall have an additional central handrail
- Flights and landings should be guarded at the sides when there is a drop of more than 360mm or there are two or more risers
- Flights should be minimum 280mm in depth. The height of steps should be minimum 130mm and maximum 185mm
- Flights of curved Staircases should measure minimum 280mm in depth measured at 500mm distance from their inner edge
- Open risers are not permitted

Please refer to [Spanish build regulations CTE](#) for more details

HANDRAILS

- A continuous handrail must be provided where there are two or more risers
- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals
- The height of a handrail shall be a minimum of 900mm measured vertically from the pitch line of the stair to the top of the handrail
- Handrails shall be continued as necessary around landings
- Handrails shall not project on to the required width of the staircase for more than 100mm
- All projecting ends of handrails shall be designed and constructed so as to avoid injury to persons descending a staircase
- When the upper deck of a double deck stand has been built, it is mandatory to install railings (either temporary or the definitive ones) to prevent falls from height. The protection of railings needs to cover all the area where there is the risk of falling.
- In the case of glass walls (floor to ceiling) in the upper level of a double decker stand, where there is the risk of impact by an object, a railing or a similar physical barrier alongside these, needs to be set in place.



CARPET

Aisle carpeting will be provided by the Organiser throughout the exhibition halls. Standard Carpet will be only provided to package stands such as Shell Scheme, Meeting rooms etc. Space only stands and space only hospitality suites DO NOT have carpet provided. [Floor covering](#) is compulsory.

You will be able to order carpet and platforms for your Space Only stand from our official supplier ServiFira. You can also order a different carpet for the stands listed above at your own expense. **Servifira online ordering website** will be available shortly.

For further information on how to customise your Shell Scheme Stand or your Hospitality Suite please contact ServiFira at:

ServiFira

Tel: +34 93 233 2000

Fax: +34 93 233 2080

Email: mwc@firabarcelona.com

For further details about your stand package please consult the **My Stand Package** section in this Manual.

RAMPS - DISABLED ACCESS

All stands with a platform higher than 5cm on which people could stand must have an access ramp. The slope of any ramp shall be uniform and no steeper than 1:10. Level landings shall be provided at the top and bottom of ramps and any intermediate position where exit doors open on to them. The minimum width of the ramp should be 1m. This slope should be within the stand and should not protrude into the aisle.

3. MATERIAL SPECIFICATIONS

All materials used must meet the relevant [Spanish CTE](#) (Código Técnico de la Edificación), British, M or Euroclass standard. We draw your attention to the fact that only materials authorised by competent laboratories which attain the required EC standards can be used. Test certificates for the classes of building materials and the required material characteristics shall be supplied upon request. Certain materials are extremely dangerous due to their flammability and as such their use is prohibited. The specification of materials is quite explicit as to their classification and usage. Please see our guidelines below:

FABRICS & DECORATIVE MATERIALS

Fabrics and other decorative materials used for stand dressing must be flame-proofed or purchased already treated by use of an approved chemical. Suitable samples of materials shall be submitted for approval or documentary evidence provided. Materials may be tested on site to ensure that they comply.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.

Artificial plants and flowers are combustible and give off toxic fumes. They must therefore, not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed and are marked as such or provided with supporting documentation.

British Standards

BS 5438 or BS EN ISO 6940 and 6941

Spanish, M Class or European Standards BS EN 13501

Class M1 or Euroclasses A1, A2 or Euroclasses A1, A2 or B

TIMBER

BRITISH STANDARDS

Timber used in construction and displays under 25mm thick must be impregnated to Class 1 standard, in accordance with BS 476 - Part 7. The exception to this is MDF, which is acceptable for use due to its density.

Note: Treated boards will have BS 476 - Part 7 - Class 1 marked on them.

SPANISH OR M CLASS

Laminated wood more than 18mm thick or non-laminated between 5mm and 18mm shall be labelled or certified to M3. Non-laminated wood more than 18mm should be assumed to comply with M3 without the need for supporting documentary evidence.

Wood-based composite or plywood below 5mm requires to be M1 supported by reports. It may also be impregnated with suitable fire proofing substances applied by an approved method to M2 standards provided that certificates are supplied with the name of the product, a description and date of the approved applications.

EUROPEAN STANDARDS BS EN 13501

For M1 class above read A1, A2 or B classes. For M2 read A1, A2, B or C. For M3 read A1, A2, B, C or D. Documentary evidence is required and should be submitted along with your plans.

PLASTICS

BRITISH STANDARDS

Plastics must conform to the requirements of BS 476-Part-7-Class 1 Fire Regulation. Plastic plants, trees, etc must also conform to this standard.

Polycarbonate materials such as Lexan and Macrolon are acceptable. Perspex must not be used.

SPANISH OR M CLASS

Plastic must conform to the requirements of M0 or M1. Documentary evidence is required. Plastic plants, trees, floating decorations etc must also conform to this standard. Perspex must not be used.

EUROPEAN STANDARDS BS EN 13501

For M0 class above read A1 or A2. For M1 class above read A1, A2 or B classes. Documentary evidence is required.

PAINT AND SURFACE TREATMENTS

- Only water-based paints may be used on site. Protective measures must be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.
- Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.
- For Spanish or M class or European classes, paints should be of class M0 or M1 (euroclass A1, A2 or B) and be supported by documentary evidence. Nitrocellulose based paints are prohibited.

GLAZING

All glazing must comply with the Spanish AENOR, British and/or European standards (eg BS 6206 and BS 6262 or BS EN 12600).

Glass shall be laminated, toughened or otherwise protected from shattering. Documentary evidence or labelling is required. Any uninterrupted large areas of clear glazing especially glazed doors, shall be indicated so as to be readily apparent (for example by warning stripes, dots or logos) to ensure that people do not injure themselves by inadvertently walking into the glass. Corners must be polished or protected if they would otherwise pose a hazard to people striking them.

Overhead glazing must be minimum 8mm thick and shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

FITTED FLOOR COVERINGS

Fitted carpets, drugget, matting, crumb cloths and other textile floor covering and under-lays must comply with the standards below supported by documentary evidence or labelling. Floor coverings shall be secured and maintained so that it will not cause a hazard. Mats shall be sunk, so they are flush with the floor of the stand. Fixing of floor coverings may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited. The Organiser will apply a charge to the exhibitor for any tape not removed by the end of their tenancy period, or damage caused to the hall floor.

British Standards - BS 4790 Spanish or M Class or European Standards - BS EN 13501.

4. SERVICES

ELECTRICITY- POWER SUPPLY

- For more technical details of electrical installations please read the [electrical safety](#) section.
- At Gran Via venue the power is supplied through service chests. Please note that each service chest supplies up to 63 amp (3 phase). For power higher than 63A, a special connection will be required and quoted separately.
- All service chests must be accessible at all times. Platforms must leave access to the underneath chest
- Connections until 63A will be carried out through a CEE form of an appropriate intensity (16, 32 and 63A, three - phase)

CABLES:

- The type of cable used between the Fira Barcelona supply box and the stand switchboard shall be 0,6/1 kV isolation type. Conductors to be used in the stand installation must be 0.6/1kV isolation level. Conductors of 450/750 V isolation level can be used with a rubber isolation (Type H07RN-F)

LEGAL ASPECTS:

- Only Spanish regulation will be accepted. For any other case not explained, please follow the current Regulation of Low Voltage (Reglamento Electrotécnico de Baja Tensión) published in the Royal Decree 842/2002 (Real Decreto 842/2002)
- Power distribution within a stand must be legalized by a single and unique owner. Legalizations are made stand by stand

- Installations must be standardized and certified by a licensed electrical installer authorized by the Autonomous Catalan Government (Generalitat de Catalunya) who draws up the necessary documentation
- Stands up to 50 kW require a Technical Design Project
- Stands with more than 50 kW power must be legalized through an electrical project conducted by a local collegiate engineer. This Electrical project has a fee For more information please contact with ServiFira at mwc@firabarcelona.com
- The power supply will be available from 07.00 to 23.00 during the exhibition period, except on the last event day, **Thursday 2 March** when for logistical reasons power to stands in exhibition halls will be switched off at 18.00. If you need power at any other times (including dismantling) you have to order additional power please see the **Exhibition Suppliers** section. Please note: the additional power will be installed on a different switchboard e.g. if you need 24-hour power you will have two different switchboards.
- All Space Only stands, Space Only hospitality suites and Hybrid stands will be supplied with the following power supplies depending on the size of the stand space. If you require more power for your stand please contact ServiFira in advance to order additional power.

Space of 18m2 or below	Space of over 18m2
- 1x 3.3kw / 16A Switchboard	1x 6.6kw / 32A Switchboard
- 3x Sockets within switchboard	- 3x Sockets within switchboard

- For high amounts of electricity and for the exterior areas it may be possible that a power generator is needed. Please contact ServiFira in order to receive a quote
- If you are building a double decker stand and require electricity on the top level, please contact ServiFira about this in order 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 in order to receive a quote:

ServiFira

Tel:+ 34 932332000

Email: mwc@firabarcelona.com

- For power supplies of all other stands i.e. Shell Scheme or Meeting Room packages, please check under the relevant section on **My Stand Package** page

RIGGING

NEW FOR MWC17 - You are required to submit the **Rigging Information form**, if your stand construction includes any suspended elements. You can find this form in the **Forms & Deadlines** section.

Complex Suspended Structures

- Suspended structures that require more than 10 rigging points or any other type of hanging structures classed as complex, require load distribution calculations and structural certification through the official stand plan inspection agencies. Please check the [Stand Plan Submission section](#) for further details. Any additional cost is the responsibility of the exhibitor.

- Banners or lighting trusses (without cladding) that use less than 10 rigging points do not require structural certification but are still required to be inspected on-site before being lifted (see further down this paragraph).

All rigging requests need to be sent directly to Fira Barcelona. Rigging points are not always available and every request will be dealt with individually. Should it be possible to provide the requested rigging points it is important to remember that you must respect the rules relevant to your stand space. Fira Barcelona will only provide fixing points when requests fall within the allowed parameters relating to your space. It is imperative that you provide the following information to Fira Barcelona:

- A fully dimensioned drawing in .dwg format
- Weight loadings of each ordered rigging point
- The dimensions of structure to be hung
- Orientation
 - All rigging and materials should be in accordance with Fira Barcelona's Rigging Guidelines and the material specifications. **Fira Barcelona's Rigging Guidelines** will be available here shortly
 - Please note that you are not allowed to hang any element/banner above the height limit as specified on the [technical floorplans](#)
 - Please also refer to the [build height restrictions](#) to find out more about special exceptions on technical trusses.
 - Rigging orders must be placed by deadline Any required rigging will be subject to sufficient time being available to carry out such operations
 - All rigging on stands has to be finished by **Saturday 25 February 2017**, 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 or Hospitality Suite Packages or above public gangways
 - All rigging must be installed by 'EXPO-RIGGING' the official suppliers of Fira Barcelona All suspended fittings and apparatus (eg lights, TVs sound clusters and speakers, display rigs etc) shall be fitted with secondary safety wires/chains and brackets
 - It is strictly prohibited to tamper with any equipment installed by 'EXPO-RIGGING' including trusses, cables, shackles or slings
 - Exhibitors own truss structures are only permitted if it bears the CE mark (European Conformity) and is in perfect working condition. Roof trusses in each hall have different load bearing characteristics. Exhibitors are not permitted to suspend from trusses themselves
 - All rigging requests will be reviewed by the official structural technicians Graó Tècnic

IMPORTANT: Before lifting any rigged elements you must advise Graó Tècnic on +34 670965795 or contact the hall manager and get your [hanging connections](#) inspected, otherwise additional costs for inspecting connections at height will be charged to the exhibitor. Graó Tècnic may ask for additional technical information. For complex rigging structures a structural approval may be required and any costs incurred shall be charged to the contracting party.

Orders may be taken after the deadline, but will be subject to a late order surcharge. Please check under **Exhibition Suppliers/Rigging** for further information.

For any further questions, please contact:

EXPO-RIGGING

Tel: +34 931856541

Fax: +34 917913013

Email: info@expo-rigging.com

WATER & WASTE

Water and waste 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 exterior you must contact ServiFira in order to check that this service is available given that there are limitations in these areas.

PLUMBING

- There are water and drainage outlets in the Halls, but if additional conduits need to be installed, these will be charged to the exhibitor. The screw thread 1/2" and the drainage channel is 32mm
- Pressure piping with double sided threads should be used for piping
- Water pressure in the Fira piping system is 4 bars. At night this can reach 5 bars
- For apparatus that require a constant water pressure, it is recommended that regulators are used and, where necessary, devices that increase the pressure
- The Organiser 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
 - Should you wish to order this service you will be able to do it through **ServiFira Ecommerce website**. This website will be available shortly.

The installation of toilets is not permitted as part of stands or hospitality suites.

WASTE REMOVAL

All Exhibitors have to accept GSMA's Waste Removal conditions. Please click here to see the Terms & Conditions of the event manual which include the Waste removal conditions acceptance.

The exhibitor or the company responsible for building and/or decorating the stand should leave the area completely clean and free of debris before the end of the dismantling period. The following are the official conditions in relation to waste removal:

- Exhibitor must ensure that all materials, debris and waste are removed from Fira Gran Via before the end the dismantling period
- Exhibitor must ensure that any proposal that is accepted from a stand design and build contractor includes waste removal and recycling
- Exhibitor agrees that in the event that any materials are found when the dismantling period has come to an end, a clearing up fee of up to €300 per square metre will be charged directly to the exhibitor
- General waste bins and skips will not be provided in the halls
- Exhibitors have the option of contracting Fira's official cleaning service on the details above. Please [click here](#) to view supplier contact details
- Dumping of materials (i.e. removing waste from stands and abandoning elsewhere in the site) at The Mobile World Congress is strictly forbidden and carries severe penalties. Any contractor caught abandoning waste of any kind will be fined €5000 on the spot plus the cost of the removal of the abandoned material
- Fire prevention regulations:
 - 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 exhibitors assigned space
- It is strictly prohibited to place any waste or other items in the aisles

If the Exhibitor fails to comply with these rules, GSMA reserves the right to have waste and rubbish removed by a contractor designated for storage of empty packaging, at the Exhibitor's risk and expense.

Should you wish to contract storage of empty packaging, click [here](#) to find out more.

- **IMPORTANT:** At the end of build up and at the end of dismantling before leaving the venue every exhibitor/contractor must have their stand space inspected by a representative of Waste Control Staff who will issue a waste removal "Handover Certificate" as proof that named stand space is clean and clear of any waste. The official cleaning company will be contactable through their service desks which will be located in various strategic locations around the venue. All exhibitors without a waste removal Certificate may be subject to extra penalty charges by GSMA in accordance with their waste removal penalties as detailed in the waste removal section of the exhibitor manual.

Stand Building Health & Safety

FIRE EXITS AND ESCAPE ROUTES

CAPACITY OF EXITS

The number, capacity and distribution of exits must be sufficient to allow visitors safe access and egress to ensure effective means of escape in the event of an emergency. The exits should be kept available and unobstructed at all material times and should generally be arranged so that there are alternative escape routes from any point within the event. The capacity of exits is subject to the specifications under [Spanish build regulations CTE](#) (Código Técnico de la Edificación).

ESCAPE ROUTE SIGNAGE

Escape route signs should be illuminated at all times. Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand. All escape routes and exits shall be maintained unobstructed, in good order with non-slippery and even surfaces and free from trip hazards.

ACCESS TO SAFETY EQUIPMENT AND SIGNAGE

- Exit door lighting, fire signage and safety equipment signs must not be obstructed unless permission has been given by Fira Barcelona and the event organisers and alternative arrangements made.
- Stands must be set out in such a way that they do not interfere with access to the fire-fighting devices.
- If fire-fighting devices are located inside the stands, they must remain visible and accessible at all times.
- It is strictly forbidden to custom build cupboards or doors in front of venue fire fighting equipment such as fire alarm buttons, fire hoses or fire extinguishers.

AMOUNT OF ESCAPE ROUTES

Stands over 150sqm require minimum two emergency exits on opposite sides of the stand on the ground level.

WIDTH OF ESCAPE ROUTES

Escape routes in stands have to have the following widths:

Stands up to 100sqm 1m width minimum

Stands over 100sqm 1.5m width minimum

Please consult with the [stand plan inspection agencies](#) for stands over 500sqm

LENGTH OF ESCAPE ROUTES

- The maximum length of an escape route on a stand is 15m until reaching an open area
- Should the escape route be longer than 15m then it needs to have 2m width minimum or an alternative escape route should be created leading to the opposite side of the stand
- If this cannot be achieved due to the large size of the stand, the stand should be designed in such way to ensure the shortest possible escape route. This type of layout will have to be checked individually by the [stand plan inspection agencies](#)

EMERGENCY EXIT DOORS

- Emergency exit doors must be non-lockable
- Emergency exit doors must have a system of easy and fast opening accessible on the side from which an evacuation would occur
- Emergency exit doors must open in the direction of the evacuation
- [Click here](#) to find out more about sliding doors and emergency exits

FIRE SAFETY

MATERIAL SPECIFICATIONS

Please refer to the [Material Specifications](#) for details of which materials can be used and how they are classified. Flammable materials may not be used for the construction or assembly of stands. The materials employed shall not contribute to evolution of large volumes of smoke. All materials used must meet the relevant [Spanish build regulations CTE](#) (Código Técnico de la Edificación), British, M or Euroclass standard.

FIRE EXTINGUISHERS

Stands with a travel distance of over 15m to a public gangway must provide their own fire extinguishers. Those should be properly mounted close to escape routes and located clearly visible at least every 15m. At least one extinguisher should always be provided on second levels.

Please contact Resa Expo Logistic if you wish to hire fire extinguishers.

Cristina Furne

Resa Expo Logistic - Central Operations office (at the back of Hall 3 - access only from outside the hall)

Tel: + 34 932334889

Fax: + 34 932631894

E-mail: Cristina@rxl.es or info@rxl.es

SMOKE DETECTORS

▪ **General**

- Exhibitors may cover their stands with a ceiling structure provided that they observe the material specifications as laid out in the exhibitor manual. Test certificates should meet DIN 4102-B1 or its equivalent standards. Relevant certificates should be available for presentation upon request.
- Stands with enclosed ceilings measuring up to 6m in height that do not allow the release of smoke must have smoke detectors and a fire alarm system with CE certification fitted.
- At least one smoke detector for each 60sqm of enclosed ceiling is required. i.e. an enclosed ceiling of 100sqm requires minimum two smoke detectors.
- In narrow aisles and covered spaces less than 3m wide, the minimum distance between detectors has to be 15m
- For stands with less than 100sqm enclosed space, independent, autonomous smoke detectors with integrated alarms are acceptable as long as they are certified CE norm.
- Conventional textile ceilings are classed as solid ceilings and will require smoke detectors

General Exceptions

- If the ceiling area to be covered is less than 40sqm, the correspondent smoke detector can be avoided if the covered ceiling has at least 2 openings of 300mm x 300mm on opposite corners of the room to be covered.
 - Ceilings made from textile wire mesh are accepted without smoke detector if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum opening of 2mm x 4mm or 3mm x 3mm. The textile has to be stretched horizontally and has to be in one layer only.
 - Ceilings made with metal grid are accepted without smoke detector if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum opening of 10mm x 10mm
-
- **Stands with more than 100sqm enclosed space or double decker stands**
 - Stands with enclosed rooms under a second level (regardless of how many sqm) or with more than 100sqm enclosed space will require the following:
 - a professional smoke detector system that meets the requirements of UNE 23007-14:2009 including
 - alarm buttons,
 - interconnected smoke detectors
 - control panel.
 - a certificate by an authorised and competent local supplier.
 - at least one smoke detector per enclosed room.
 - the smoke detector system must be connected with Fira's Control Centre using a communication device which has to be hired from ServiFira
 - the smoke detector system requires a 24h power supply in order to operate correctly

It is recommended to contact ServiFira for a quote for the installation by Fira's official supplier of these systems. Below is a list of some of the requirements for such installations as an example:

- Alarm buttons must be placed so that any person within these spaces should not have to move more than 25m in order to reach/press the alarm button. In places where it is expected that users

may have limited mobility, the distance covered should be reduced. In general, the buttons should be set at a height between 1.2m and 1.6m from the floor.

- The sound of the fire alarm must have a minimum level of 65 dB (A) or 5 dB (A) above any other noise that will probably persist for a period of 30 seconds, if this level is higher. The sound level should not exceed 120 dB(A) at any point where there is likely to be people.
- Please [click here](#) to see a diagram of how such smoke alarm systems should be installed.

If you wish to contract a smoke detector installation, please contact ServiFira for further information under:

ServiFira

Tel: +34 932332000

Fax: +34 932332080

E-mail: mwc@firabarcelona.com

STORAGE

No excess stock and literature or packing cases or other flammable materials may be stored in any unauthorised areas or voids.

Storage underneath stages, staircases and structures is strictly forbidden.

You can arrange for your empty packaging to be stored through RESA Expo Logistics. [Click here](#) to find out about storage of empty cases and stock

HOT WORK AND NAKED FLAMES

Any work involving oxy-acetylene cutting/welding, gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering etc. requires a hot work permit, issued by Fira Barcelona prior to the commencement of work. The hall managers of Fira Barcelona will issue this permit on site. The area where this work is carried out must be clear of flammable products and personnel and a fire extinguisher has to be at hand. Please make provisions for a fire extinguisher if any of the above work is required at your stand.

SMOKING

Please note that it is not permitted to smoke inside of any part of the Fira Gran Via Premises. This applies to Build-up, show open days and dismantling.

FLAMMABLES: GAS BOTTLES (BUTANE, PROPANE), HELLIUM BALLOONS, BIOETHANOL, BURNERS

Domestic Butane or Propane gas bottles, helium filled balloons or bio ethanol burners are not permitted inside the venue. Should you require outdoor heating solutions, please contact ServiFira for further details

EMERGENCIES

Please [click here](#) to view venue emergency procedures.

GENERAL HEALTH & SAFETY

GENERAL HEALTH AND SAFETY RULES

- A Health and Safety representative must be present throughout build-up and dismantling. This person should be easy to find and be less than one hour away from the stand when his/her presence is required.
- To facilitate vehicle traffic, it is strictly prohibited for large groups of people to loiter in the loading bays between the halls. These areas may not be used to store materials, and groups of people should not congregate there.
- Mounting waste skips to adjust waste materials or for any other reason is strictly prohibited. Materials should not stick out beyond the top of waste skips.
- It is the responsibility of each contractor, operator and driver to have sufficient and necessary training in the use of any machinery or vehicle hired or used during build-up and dismantling.
- The presence of flammable chemical products or gases (such as butane) within the venue halls or in any other closed location is strictly prohibited.
- Cooking within the venue halls or in any other closed spaces is prohibited.

WORK ACCESS EQUIPMENT (Ladders, scaffold towers, scissor lifts)

- The use of portable ladders of a height of more than five metres is prohibited. Any ladder of this kind will be removed. Repeated noncompliance with this measure will involve stopping of construction activity for a period of time as a penalty. In all cases, auxiliary equipment should be suitable for the work to be undertaken and should include ladders under five metres in height (ladders under three metres are recommended), full scaffolding, personal lifts, scissor lifts and boom lifts.

WORK MACHINERY AND WOOD CUTTING

- Any machinery or equipment used must be in good condition, with dangerous parts effectively guarded.
- All workbenches and manual saws for the cutting or sanding of wood must be equipped with the relevant bag and suction system for the sawdust and shavings produced. Protective devices must be used in the cutting areas and mobile elements.
- Under no circumstances shall these be used inside the hall 48 hours before opening. Work equipment used in build-up and dismantling must bear the CE mark and be in a perfect state of use.

SPECIAL RISKS AND PROHIBITED GOODS ON THE EXHIBITION STANDS

Unless specifically agreed by the organisers in writing following a notice period of at least 90 days notice, the following goods and equipment are prohibited and will not be admitted on to the exhibition:

- Flammable liquids or gases
- Naked flames incl. candles, torches etc.
- Compressed gas cylinders

- Radioactive materials
- Radiation generators
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidising materials (with the exception of small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity)
- Any activity involving water where there is a risk of legionella i.e. water features, fountains etc.
- Explosive, pyrophoric or spontaneous combustible materials.
- Smoke machines
- Lasers other than Class 1 lasers or those in completely enclosed equipment
- Equipment that may cause nuisance due to odour, emission of objectionable noises or stroboscopic or disturbing lights, simulators and rides
- Animals

PERSONAL PROTECTIVE EQUIPMENT

The following items are obligatory during build-up and dismantling within the compound of Fira Barcelona Gran Via:

Hard hats & High Visibility Reflective Vests

- All areas within the venue will be compulsory hard hat areas and high visibility reflective vests must be worn during build-up and dismantling.
 - Safety helmet in accordance with UNE-EN 397: at all times. Additionally, a chin strap is required when working at heights.
 - Reflective vest, class 3, in accordance with UNE 471: at all times.
- Access to the venue is prohibited without wearing a hard hat and a high visibility vest with the exception of the Sunday before the event. Both of these required safety items can be purchased on-site
- It is obligatory to use a safety helmet and reflective vest (as well as safety boots and gloves) when loading and unloading lorries and other vehicles in the loading bays and in any other location in the venue.

Religious Exemptions

Spain does not provide a religious exemption to the UNE-EN 397 safety helmet regulation. An individual may choose to wear a patka under the standard safety helmet.

GSMA will permit turban/dastaar-wearing Sikhs to enter Fira Gran Via during build-up without the standard safety helmet only if:

1. The organization requesting the individual's entry provides their identification information so on-site staff may identify them;
2. The individual's employer* notifies GSMA at least seven (7) days prior to build-up, in writing, that the employer has permitted this particular employee a religious accommodation, including information on the way in which the proposed accommodation meets the requirements of UNE-EN 397; and
3. The employee brings an alternative head covering which meets the requirements of UNE-EN 397, as pre-approved by GSMA in its sole discretion, to wear onsite.

*Only the individual's actual employer may permit the accommodation or request it from GSMA.

Other PPE

- Safety boots: when handling loads.
- Gloves: when handling loads.
- Safety goggles: in activities involving cutting and that otherwise pose a projection hazard.
- Safety harness: in any task done at a height of more than 2 metres that entails a risk of falling.
- Any other protective equipment stipulated in the activity's own risk assessment.

Exhibitors and contractors are required to carry with them and use any additional any such personal protective equipment as required by the activity undertaken

ALCOHOL AND DRUGS

It is prohibited for any contractors to be under the influence of alcohol or illegal drugs while working at the venue, or while performing site activities, including operating vehicles or equipment. GSMA and Fira reserve the right to remove anybody from site who does not adhere to this rule.

VEHICLES AND MACHINERY

- The use of vehicles such as bicycles, scooters, skates, segways or other similar vehicles is prohibited inside the halls during build-up and dismantling (Dismantling starts on Thursday 2nd of March from 16:00h)
- Engine driven vehicles, vessels or machinery will only be admitted to be displayed during the exhibition if a stand vehicle form has been submitted and accepted by the deadline. You can submit the **Stand Vehicle form** through the **Forms & Deadlines** page in this Manual.
- Before being admitted, fuel tanks must be emptied and closed with the fuel caps locked and any batteries disconnected

ELECTRICAL SAFETY AND ELECTRICAL EQUIPMENT

- The installation of electrical power onto stands and temporary seminar areas and facilities will be undertaken by the FIRA de Barcelona's appointed electrical contractor. The nominated contractor will liaise with the exhibitor or contractor to ensure that the installation is verified as safe prior to it being energised
- Details of the power supply available at FIRA de Barcelona and the detailed requirements for each stand type are listed in the [power supply](#) section. This information includes the voltages and the number of socket outlets which will normally be provided. The venue's and stand power supplies will be protected by 30mA residual current and over current protection. In these circumstances, should you overload the supply or have dangerously faulty equipment, the local circuit breakers will cut the power to the stand automatically
- Exhibitors requiring a larger power supply may arrange this with the venue at an additional cost, up to a maximum rating as specified in the Electrical Rules. Because of the obvious fire and electrical danger, the rating of the supply must not be exceeded
- Contractors working at the venue must ensure that all power tools in use are suitable for use with the local supply.
- Exhibitors and contractors are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension leads used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests and must not be overloaded

- Inspected equipment must be clearly labelled with inspection labels and a certificate of inspection must be available on the stand
- Any electrical equipment on the stand must be in sound condition with live conductors enclosed and inaccessible, and cables properly protected against damage. Where an electrical installation is being wired or installed on site by the exhibitor, such work must be undertaken by a qualified electrician in accordance with the electrical safety rules and local wiring codes. As detailed in the rules, the electrical installation of each stand will have to be tested and certified before the stand is energised and will be disconnected if it is not properly installed and safe.
- Any portable hand held electrical equipment used outdoors by contractors must be of double insulated standard and supplied from a circuit protected by a 30mA RCD.
- Exhibitors and contractors are not permitted to carry out work on the venue's electrical installation without written permission by the venue
- Electrical supplies to the stands must be isolated prior to dismantling
- GSMA Ltd and Fira Barcelona and their agents reserve the right to remove or disconnect any electrical equipment which either appears defective or has inadequate evidence of electrical inspection
- Please follow the current Regulation of Low Voltage (Reglamento Electrotécnico de Baja Tensión) published in the Royal Decree 842/2002 (Real Decreto 842/2002). Only Spanish regulation will be accepted
- Isolation levels:
 - Power supply main cable - The type of cable used in this segment shall be 0,6/1 kV isolation type
 - Stand Installation - Conductors to be used in the stand installation must be 0.6/1kV isolation level
 - Conductors of 450/750 V isolation level can be used with a rubber isolation (Type H07RN-F). For other isolations, please check tables 1 and 2 in electrical rules
- Colour code to identify the phase conductors is: black, brown or grey. Blue is identified for neutral conductor and the green / yellow for ground conductor
- Minimum section of the conductors depending on the protection installed

MCCB (Amperes)	minimum section (mm²)
6	1.5
10	1.5
16	2.5
20	4
25	6
32	6
40	10
50	10
63	16
80	25
100	35
125	50 (35 for open air conductor)
160	70 (50 for open air conductor)

- The ground conductor must be of the same section as the phase – neutral conductors until 16 mm². From 16 mm² on, it can be reduced by half
- Metal structures, receptors and, in general, everything that has metal parts and that could become live if a fault occurred, shall be connected to the ground distribution

- All lighting circuits and outlets of less than 32A shall be protected with 30 mA residual current circuit breaker (RCCB). All electrical equipment that is accessible to the public must be also protected with 30 mA RCCB
- All circuits must be protected against overcurrents with omnipolar cut off (phase-neutral) in its origin
- The Gran Via venue has the following electrical specifications:
 - Working voltages: 230 V single-phase, 400V three-phase
 - Frequency: 50Hz
 - Maximum single-phase supply: 6.6 kW (32A). Electrical connections with a power greater than 6kW must be carried out the form of three-phase installations
 - Power factor for calculation: 0.85
- Each service chest contains: communications, electricity, data, water supply and waste, TV and FM. The technical details of each chest are as follows:
 - III 400 V (CEE plug)
 - From 16 to 63amp supply
 - 2 Connections of compressed air per service chest, 1000 l/ min. 6.5 bar
 - 2 water supply connections per chest, half an inch, 4 bar, 32mm drainpipe

For further information please check [Fira de Barcelona's Electrical regulations](#) and the [power supply](#) section.

Onsite Logistics

- **EXTERNAL CATERING**

Mobile World Congress 2017 offers exhibitors a diverse range of **official catering companies** which comply with the legislation in force, relative to food hygiene and pass the strictest quality controls.

Any exhibitors wanting to provide stand catering from an **external caterer** must ensure that this provider complies with the MWC regulation and legislation relative to food hygiene in order to guarantee security and quality of Catering service. Please follow the below three steps to ensure compliance:

- **STEP 1: FOOD HYGIENE & QUALITY APPROVAL CERTIFICATE**

Contact SAIA (the official Food Hygiene Consultants) for your “Food Hygiene & Quality Approval Certificate application” for MWC17. Deadline to apply for this is **Friday 3 February 2017**.

- Below is a summary of the documentation needed from all applicants before the set deadline:

REQUIRED DOCUMENTATION

- Legislation fulfilment Commitment Letter, relative to Food Hygiene & Safety (Regulation 852/2004), [click here](#) to download
- Compulsory data form, [click here](#) to download
- MUST READ requirements to operate. Please [click here](#) to download, read, sign and send together with the other documentation
- Photocopy of the Sanitary Registration
- Manual of the self-controlling system based on the Hazard Analysis and Critical Control Point (HACCP)
- Certificate of training of the food handling personnel

The requested information should be sent via email for approval before **Friday 3 February 2017** to:

SAIA

Lluís Riera & Klaas Romani

lriera@saia.es

kromani@saia.es

Tel: +34 931 841 048

- Once the documents have been revised and found to fulfill all specified requirements, and the applicable service charge has been received (see details below), SAIA will issue the **Food Hygiene & Quality Approval Certificate** which will guarantee the service during Mobile World Congress 2017.

- **SERVICE CHARGES - Food Safety & Quality**

- A one off service charge will be due for payment as part of each application. This service charge covers:

- Evaluation of the above documents
- Issuing the certificate
- On-site inspections

- The certificate will not be issued unless this payment has been received (full payment details below):

-

Pre event – 425€ (VAT not included): This amount will be charged once per catering company.

- Certification of achievement for food safety standards for MWC17
- Coordination of access & issuing of passes via the logistics office of Fira Barcelona
- Communicating Quality Protocol (Must Read to Operate document above)

During & Post event - 640€ (VAT not included): This amount will be charged once per stand (client), and catering.

- Stand visit & audit by food hygiene technicians with Food Safety and Quality checklists
 - Individual Food Safety and Quality reports for each of the providers, with images, records and proposals for improvement
- Fira Barcelona reserves the right to refuse access to any external catering companies that do not comply with the rules concerning food hygiene as explained in Step 1.

- **STEP 1 - FOOD HYGIENE PAYMENT DETAILS**

- **VIA BANK TRANSFER**

On receipt of invoice, please send the applicable service charge via bank transfer and email a copy of the transfer to Iriera@saia.es.

- Bank transfers are the only accepted payment method.

- **Entity:** SAIA

- **Bank:** BANKIA

- **Account number:** 2038 8949 4860 0010 9558

IBAN Code: ES64 2038 8949 4860 0010 9558

Swift Code: CAHMESMM

STEP 2: EXTERNAL CATERING WASTE MANAGEMENT

- All catering companies must ensure that all waste generated as a result of their services is removed from the venue immediately. Dumping of materials or disposal in the venue waste bins is strictly prohibited. Companies found not to comply with this rule will be charged a waste removal fee by Fira Barcelona or may have their access rights revoked.

External catering companies are required to hire a minimum of one 240 liter catering waste container per stand and day, prior to being granted their vehicle access passes. Please see the following contact details to hire your catering waste containers.

Cost of the waste wheelie bin per day: 87.50€ (VAT not included)

- **STEP 2 - EXTERNAL CATERING WASTE MANAGEMENT PAYMENT DETAILS**

- **ServiFira**

mwc@firabarcelona.com

Tel: +34 93 233 20 00

BANK TRANSFER

- Bank transfers will only be accepted on/before Tuesday 14 February 2017.
- On receipt of invoice, please send the applicable fee via bank transfer and email ServiFira with a copy of the transfer to mwc@firabarcelona.com.
- **Entity:** ServiFira
- **Bank:** LA CAIXA
- **Account number: 2100 0927 56 0200017660**
IBAN Code: ES49 2100 0927 56 0200017660
Swift Code: CAIXESBBXXX

CREDIT CARD / CASH

- Credit card / cash payments will only be accepted from 15 February 2017.
- Please go to the Customer Service desk (Fira Gran Via, South entrance, level -1).

- **STEP 3: EXTERNAL CATERING VEHICLE PASS**

Note: The Food Hygiene & Quality Approval Certificate does **NOT** include vehicle access.

- Please contact Fira Barcelona Logistics department to book and arrange the External Catering Vehicle Pass. Below rates and conditions:

Vehicle Type	Booking BEFORE Thursday 23 February 2017 (inclusive)	Booking AFTER Thursday 23 February 2017
Up to 3.5t	500€ (VAT not included)	750€ (VAT not included)
3.5t or over	750€ (VAT not included)	750€ (VAT not included)

- *Every vehicle access for delivery purposes includes three staff badges (one driver and two staff) for the duration of the event (27 February 2017 to 2 March 2017)*
- **IMPORTANT:** Vehicle passes will have to be requested at least 72h before the beginning of the event in order to process the three staff badges. **All staff badges need to be validated with a security sticker prior to the event open days, therefore any vehicle passes requested after Friday 24 February 2017 will not include personal badges.** In such cases, exhibitors will need to provide their caterers with official event passes from their EVP allocation.
- Only commercial vehicles are allowed to access the venue. NO PRIVATE CARS WILL BE ALLOWED.
- **Fira Barcelona Logistics department**
mwcsupplier@firabarcelona.com
Fira Gran Via, South Entrance, Level -1

- Fira Barcelona Logistics department will send you your 'Vehicle and Staff badges Access Application form' via email. Once you send the form back, Logistics Office will inform you how to proceed.
- This Vehicle Access Pass only allows access to the venue during the event dates at the following times:

Monday 27 February 2017	Tuesday 28 February 2017	Wednesday 1 March 2017	Thursday 2 March 2017
07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	07:00 - 16:00

- *All Non-official catering vehicles have to leave the venue before 16:00 on Thursday 2 March 2017*
 - If you require vehicle access during Build-Up and/or Dismantling times, you have to go via the logistical platform [Sot del Migdia](#), where you will be able to collect your build-up vehicle permits, vehicle time slot cards and your contractor wristbands. For more details on vehicle access please click here.
 - This access permit will always be checked with a Photo-ID in all the entrances where access has been granted so please ensure an official photo identification document is being carried to access the venue (Driving License, Passport or similar).
 - **Note** Any additional external catering staff (apart from any of the three included in vehicle pass) that require access to the venue will need to hold an official Mobile World Congress contractor pass from the exhibiting company to access the event.
- **STEP 3 - EXTERNAL CATERING VEHICLE PASS PAYMENT DETAILS**

BANK TRANSFER

- Bank transfers will only be accepted on/before Tuesday 14 February 2017.
 - On receipt of invoice, please send the applicable fee via bank transfer and email Fira Barcelona Logistics Department with a copy of the transfer to mwcsupplier@firabarcelona.com.
 - **Bank:** LA CAIXA
 - **Account number: 2100 0927 56 0200017660**
 IBAN Code: ES49 2100 0927 56 0200017660
 Swift Code: CAIXESBBXXX
- CREDIT CARD / CASH
 From 30 January 2017 at the Logistics Office, Fira Gran Via, South entrance, level -1.

External Catering Companies COSTS

STEP 1

Quality food hygiene approval certificate including (see above information):

- Pre event - 425€ (VAT not included)*
- During / Post event - 640€ (VAT not included)**

*This amount will be charged to the Catering company

**This amount will be charged to the Catering company per each stand/client and catering audited

STEP 2

240 litre waste wheelie bin:

- 87,50€ (VAT not included) x bin x stand x day

STEP 3

Vehicle passes:

- Requested ON/BEFORE Thursday 23 February 2017
 - 500€ (VAT not included) x vehicle max. 3,500kg
 - 750€ (VAT not included) x vehicle more than 3,500kg
- Requested AFTER Thursday 23 February 2017
 - 750€ (VAT not included) x vehicle max. 3,500kg
 - 750€ (VAT not included) x vehicle more than 3,500kg

- **VEHICLE ACCESS**

IMPORTANT!:

We would like to make all exhibitors and contractors aware that during MWC17, GSMA will enforce a 'no vehicle movement' and 'no work at height' policy during **Sunday 26 February**.

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

On **Sunday 26 February**, the use of hard hats and high visibility vests is still recommended to anyone that needs access to the site, but is not compulsory for entry as is required during the rest of the build-up period.

The following activities must be finished by **21:00h on Saturday 25 February**:

- Deliveries of goods
- Collection of empty freight & boxes
- Collection of toolboxes
- Movement of Forklifts, Cherry pickers, Cranes, movable platforms
- Placement of heavy exhibits
- Rigging
- Securing of safety chains
- Adjustments in height of rigged elements
- Working on stepladders or other elevation tools
- None of these activities are allowed on **Sunday 26 February**. Any rented equipment will be removed from the booth on **Saturday 25 February**.

A surcharge shall be imposed on any vehicle or machinery movement carried out on **Sunday 26 February** to ensure that the environment surrounding the activity is kept safe.

Please pass this important message on to your staff and contracted agencies in order to avoid problems on-site.

GENERAL VEHICLE ACCESS RULES:

- Vehicles are not allowed to enter the venue during event open days
- Truck drivers incl. all additional passengers will have to present a hard hat and high visibility vest at Sot del Migdia before being marshalled down to the venue. Trucks will not be permitted to leave Sot del Migdia without hard hat or high visibility vest. Hard hat and high visibility vest selling points will be available at Sot del Migdia. It is recommended that contractors bring their own equipment where possible. [Click here](#) to find out more about this
- Vehicles are not permitted inside the exhibition site for build-up or dismantling unless expressly authorised
- Vehicle movement is prohibited inside the exhibition grounds on **Sunday 26 February 2016** including any forklift trucks, cranes or other lifting equipment.
- Vehicle waiting area: In order to ease congestion of vehicles and minimize queues during access hours all vehicles intending to access the venue must first go to the marshalling yard/logistics platform 'Sot del Migdia'. Please [see here](#) the location and recommended access routes
- All drivers at Sot del Migdia will be given an access card with details and timings of access to the venue
- Contractor access wristbands can also be collected from Sot de Migdia
- Please ensure that you book your truck unloading / reloading time with the official ground handling company for the event, Resa Expo Logistic by submitting the **Truck Scheduling form** (Cars and vans are not required to send this form and can go directly to the vehicle waiting area). Truck Scheduling form is available through the Forms & Deadlines page of this Manual.
- Access of vehicles during dismantling will follow the same procedure as during build-up
- After closure during the last day of the exhibition on **Thursday 2 March**, 18:00 goods must be removed by hand. We recommend that personal and valuable items are removed immediately
- All electric circuits shall remain open and vehicles will not be allowed inside the exhibition site until **Friday 3 March** at 08:00
- During build-up and dismantling days the Organiser reserves the right to permit or restrict the entry of exhibitor vehicles to carry out the loading and unloading of goods based on the items present in the vehicle to be unloaded or on the stand for removal. Please [see here](#) the traffic and access map of the venue
- Permanent parking inside the venue is strictly forbidden
- Sot de Migdia will not be used for parking. For your convenience please [see here](#) contact info of a public parking area nearby the venue
- For safety reasons it is not permitted to use private or externally hired lifting or access machinery such as forklifts, cranes, scissor lifts, cherry pickers etc. All such machinery must be hired from [Resa Expo Logistic](#) when working for Mobile World Congress
- For further information [click here](#) to view the **Shipping & Freight section**.

For any queries please contact:

Resa Expo Logistic

Contact: Jorge Reina

Tel: +34 932334543 / 2474

Fax: +34 932631894

Email: jreina@resaexpo.com

24 HOURS WORK

Contractors have the opportunity to apply for late working during build-up and dismantling. The application form is available on-site at the corresponding Exhibitor Service Desk according to your hall, where it has to be fully paid and stamped by Fira Barcelona. Then it has to be handed over to the Hall Manager of the respective Hall before 15:00 on the day of the intended late working. All staff has to wear the build-up or dismantling wristband according to the corresponding period.

LATE WORK TARIFF MWC 2017					
	Requests received before 15:00		Requests received after 15:00 and before 18:00		Requests received after 18:00
	HALF SHIFT 21:00 - 01:00	FULL SHIFT 21:00 - 08:00	HALF SHIFT 21:00 - 01:00	FULL SHIFT 21:00 - 08:00	FULL SHIFT 21:00 - 08:00
14-25 FEB 2017	750 €	1,500 €	1,500 €	2,000 €	NOT AVAILABLE**
26 FEB - 1 MARCH 2017	NOT AVAILABLE*	NOT AVAILABLE*	NOT AVAILABLE*	NOT AVAILABLE*	NOT AVAILABLE*
2-6 MARCH 2017	750 €	1,500 €	1,500 €	2,000 €	NOT AVAILABLE**

- * Penalty of €6.000 if found working after 21:00h
- ** Penalty of €3.000 if found working after 21:00h
-
- Please note:
 - Only switchboards with 24h power will be in use during work outside of official hours. All daytime switchboards will be turned off at 22:00 as per the regulations. If you need a daytime switchboard to be working during late work please indicate this when ordering the service. Additional power can be provided (if technically possible) at the corresponding cost
 - Contractors who have more than one stand in the same hall will only need to pay once
 - Contractors who are building in different halls will need to pay once per hall
 - On Sunday 26 February late work is not permitted
 - Construction work during the event open days is strictly prohibited. For security reasons such work is not permitted even outside the official opening hours

- **Access/Exit doors during late work**
 - Most doors and gates at Fira Barcelona get locked after 21:00. Please download the [Late Work Access Plan](#) and pass it to anyone working late, so they know which gates are open outside of official opening hours in order to allow for access and egress.
 - If you have any questions regarding this service, please contact:
 - **ServiFira**
Tel: +34 932332000
Email: mwc@firabarcelona.com

- **BUILD UP AND DISMANTLING ACCESS - CONTRACTOR PASSES - WRISTBANDS**

ACCESS TO THE VENUE

- All personnel requiring access to the exhibition during build-up and dismantling must wear a contractor wristband
- Due to increased security measures all employees will be issued with one coloured wristband for build up and a different colour for dismantling
- Contractors with trucks or any other commercial vehicles should go to the logistical platform [Sot del Migdia](#), where they will be able to collect their vehicle permits and their contractor wristbands

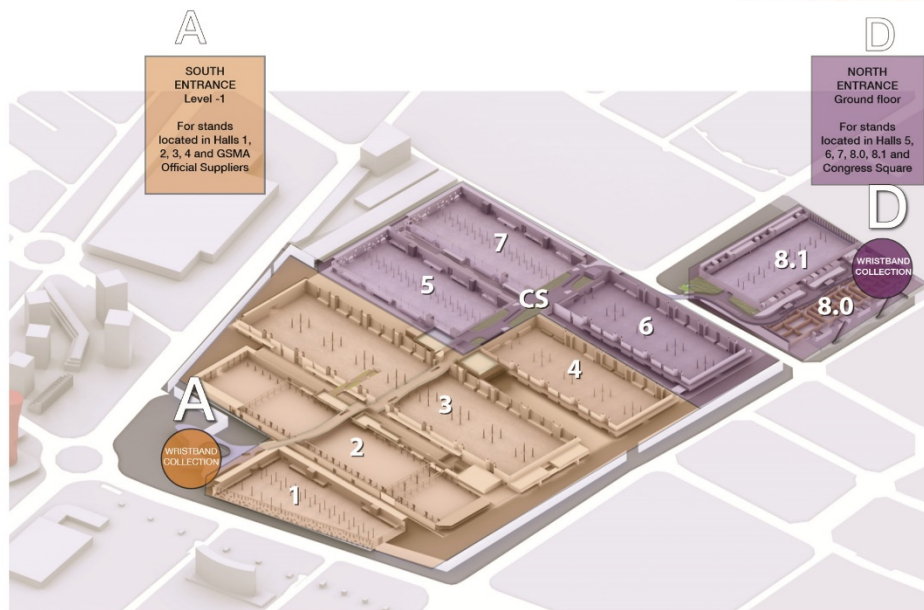
WRISTBANDS REGISTRATION

Exhibitor Service Desk Location	Contractors/ Exhibitors
Exhibitor Service Desk located in South Entrance (Hall 1)	Contractors from Hall 1, 2, 3, 4 and GSMA Official Suppliers
Exhibitor Service Desk located in North Entrance (Hall 8)	Contractors from Hall 5, 6, 7, 8.0, 8.1 and Congress Square

- You can apply for the wristbands via the **Build-up and Dismantling form** through the Forms & Deadlines page of this

WRISTBAND COLLECTION POINTS

MOBILE™
 GSMA WORLD CONGRESS
 BARCELONA 27 FEB - 2 MAR 2017



- Contractor / Exhibitors dismantling wristbands can also be collected at the same Exhibitor Service Desks until 21:00 on **Thursday 2 March** and during the whole dismantling period from 08:00 - 18:00
- Wristbands should be collected in bulk by the main Contractor / Exhibitor
- Each contractor previously registered will also be able to collect the wristbands ordered showing the passport or a photo ID

SECURITY

Please note that the name of the company and the name of the employee (who is wearing the wristband) incl. passport number must be written on the wristband when collected for the purposes of security checks on-site. All personnel must be in possession of additional identification during Build-Up and dismantling, in addition to their wristbands in order to allow security spot checks.

CONTRACTORS ACCESS DURING SHOW OPENING DAYS

- All exhibitors can register contractor personnel that they wish to have on-site during the opening days of the event if required
- Please note you will have to register these badges via the Exhibitor & Partner Invitation System. For more information on this system please [click here](#)
- Access will be given in accordance with exhibitor access times
- Those that are wearing these badges will not require a wristband during Saturday 25 and Sunday 26 February
- Please [click here](#) to view the registration section

EXHIBITOR ACCESS DURING BUILD UP AND DISMANTLING

- The exhibitor stand staff badges will only be valid from **Saturday 25 February 2017**. Any exhibitor who needs access before should request a build up wristband
- Stand staff badge holders will be able to remain in the venue until 22:00 after the event closing time on **Thursday 2 March 2017** in order to remove valuable goods
- Please note that no vehicles are allowed within the halls
- Any exhibitor who needs access from **Friday 3 March 2017** should request a dismantling wristband

If you have any questions regarding contractor wristbands please contact our Customer Services Department at the details below:

Customer Services

Tel: +34 932332000

Fax: +34 932333496

Email: customerservice@firabarcelona.com

EMPTY CASE / PACKAGING STORAGE

- During build up the exhibition halls and the whole exhibition site must be free of packaging 24 hours before the event commences. After this time the Organisers reserve the right to forbid any further work being carried out on stands. Please [click here](#) to see build up schedule
- If the exhibitors or their contractors have not removed all empty packaging by the specified time the Organiser may order their removal with any associated costs being borne by the exhibitor. The Organiser does not take any responsibility for packaging material removed
- No excess stock and literature or packing cases or other flammable materials may be stored in any unauthorised areas or voids
- Storage underneath stages and structures is strictly forbidden
- Fira Barcelona also offers a packaging holding service which includes removal, holding and return-to-stand of packaging materials and cleaning services.
- Please note that supplier will only begin to return empty cases after the event, once the halls are safe to do so and main aisle carpets have been lifted. Exhibit cases will be given priority, however this process will not commence until at least 3 hours after the closure of the show

and will continue throughout the night. Please take this into account when planning your return travel.

- For more information please contact:

Resa Expo Logistic

Tel.:+34 93 233 4743

Fax.:+34 93 263 1894

Email: jreina@resaexpo.com

or

Exhibition Freighting

Contact name: Roger Bowman

Tel: +44 1732885131

Fax: +44 1732887789

E-mail: roger@ef-gsm.com or mobileworldcongress@ef-gsm.com

WASTE SEPARATION FOR EXHIBITORS

Exhibitors have the option to separate their waste on their stand into paper waste, packaging and mixed waste for recycling.

If you decide to do this please check at one of the Fira Customer service desks located at the south entrance Level -1 or in the upper walkway near Hall 6 and request separate coloured bags at no extra cost.

Waste separation colour code

Paper	Blue bag
Packaging	Yellow bag
Mixed waste	Black bag

Full bags have to be left in the nearest gangway at the end of the day for separate collection.

For further questions, please contact:

ServiFira

Tel: +34 932332000

Fax: +34 932332080

Email: mwc@firabarcelona.com

Exhibitor Code of Conduct

ADULT CONTENT

The organiser shall be entitled to close a stand during build-up or exhibition open period if the exhibitor is considered to be displaying materials of an offensive nature. The organiser reserves the right to clear out a stand, with the exhibitor bearing any costs that may, as the case may be, arise.

AIR CONDITIONING

The installation of air-conditioning units with warm-air condensation is prohibited inside the halls. Air-conditioning Systems that consume large amounts of water are strictly prohibited. GSMA reserves the right to switch off any air-conditioning systems on stands should they cause any nuisance to the visitors or the surrounding stands i.e. temperature increase, noise etc.

ALCOHOL AND DRUGS

It is prohibited for any exhibitor or its contractors to be under the influence of alcohol or illegal drugs while working at the venue, or while performing site activities, including operating vehicles or equipment.

GSMA and Fira reserve the right to remove anybody from site who does not adhere to this rule. Alcoholic beverages can be served on your stand for entertainment purposes but we ask for your collaboration to avoid excessive use by individuals. Please submit a **Stand Event form** via [Forms & Deadlines](#) if you are planning to hold an event on your stand.

ANTI-HARASSMENT

The GSMA is dedicated to providing a positive, harassment-free event experience for all participants and staff, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, race, age or religion. The GSMA does not tolerate harassment of event participants or staff in any form. The use of harassing language and imagery (including that of a sexualised nature) is not appropriate at any GSMA event or related social activity sponsored or organised by the GSMA. Any event participant, including exhibitors and exhibitor staff, found to be violating this policy may be sanctioned or expelled without a refund at the GSMA's sole discretion.

The full GSMA Anti-Harassment Policy can be found [here](#).

AUDIO VISUAL FREQUENCY INTERFERENCE

Audio visual equipment of all types has the ability to cause disrupting interference to communications services, we require exhibitors to eliminate such interference from AV installations to ensure that quality of attendee and exhibitor experience is maintained for all.

Due to interference problems with communication services during previous congress, we require exhibitors to make an effort to avoid or minimize any possible source of interferences within their booths, not only to ensure the quality of their own communications services but also to reduce interferences with any neighbouring booth and general services provided within congress.

The CE marking or formerly EC mark*, is a mandatory conformity for products installed at Mobile World Congress (video walls, computers, tablets, etc.). The CE mark is a minimum requirement, with part of the certification process to reduce likelihood of disruptive radio frequency interferences. However the standard does not guarantee a given piece of certified equipment will not cause harmful interferences, this remains the responsibility of the stand holder. In dense environments, such as Mobile World Congress, even minor issues can have disproportionately large effects. For prototype equipment or demonstrations that require the use of licensed spectrum, please refer to the ["FREQUENCIES COORDINATION POLICY"](#).

All exhibitors that intend to install a video wall larger than 10 square meters must send the make and

model details and relevant CE certification to mwc.internet@firabarcelona.com and also specify if the video wall will be used permanently or occasionally during congress. Certifications should also be provided for the equipment that is used to drive the main screen (Video Matrix, controllers etc), as these also generate and emit signals that can cause interference.

It is not permitted to install any equipment without the CE marking. During the build-up and during the event, GSMA or its designated representatives may check that video wall installations have the relevant and mandatory CE marking, as well as if the equipment is radiating across in any protected, licensed or requested band causing detrimental interference to others, and if found as such require the exhibitor to take immediate action to rectify.

During build-up we also recommend:

- Use of good quality cables and wiring/installation methods
- Implementing shielding of cables and power sources of any equipment that may cause interference to communication services, such a power sources of video walls, computers, etc.
- Non modification of any electrical equipment as this can lead to generation if interference and also invalidate the CE certification

GSMA reserves the right to measure and evaluate signal emissions from any equipment and if found to be causing interference, even if carrying a CE Mark, require rectification or ultimately the shutdown of the source of interference

* Regarding the EC mark, refer to the following websites:

<http://www.minetur.gob.es/telecomunicaciones/es-ES/Servicios/Certificacion/Paginas/index.aspx>

CATERING DURING BUILD UP & DISMANTLING

During build up & dismantling periods our official supplier ANTARA CATERING will be available to offer catering options.

Antara Catering

Contact: Sandra Bielsa

Tel: +34 932 333 463

Mobile: +34 646 867 817

Email: antara@antaracatering.com

Please see below the list of catering outlets that will be open during build up & dismantling at Fira Gran Via:

No	NAME OF THE OUTLET	2017 VARIETY OF CUISINE	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	01-Mar	02-Mar	03-Mar	04-Mar
1	NUCLO RESTAURANT	ALL CUISINES								13:00-15:30					11:00-16:00					
6	LA PIAZZETTA	ITALIAN								9:00-18:00			9:00-21:00		08:00-19:00	8:00-15:00		9:00-18:00		
7	GFOOD	SANDWICHES - SALADS - BAKERY											9:00-18:00		07:00-19:00	7:00-15:00				
10	PEPITO GRILLO	AMERICAN BURGERS			9:00-18:00					9:00-18:00				9:00-21:00	8:00-19:00	8:00-15:00		9:00-18:00		
11	GFOOD 250	GRAB AND GO												9:00-18:00		8:00-15:00				
16	SIBARIUM	SANDWICHES - SALADS - BAKERY										9:00-18:00	9:00-21:00		8:00-19:00	8:00-18:00				
17	RAMEN (NOMO)	ASIAN FOOD											11:00-16:00		8:00-19:00	8:00-16:00				
21	PIZZA 'N CO	ITALIAN											9:00-21:00		8:00-19:00	8:00-16:00	9:00-18:00			
26	ANTARA	SANDWICHES - SALADS - BAKERY									9:00-18:00				7:00-19:00	7:00-16:00	9:00-18:00			
26B	CAFFRICCIO	SANDWICHES - SALADS - BAKERY													12:00-16:00					
29	GASTRO7	MEDITERRANAN											9:00-21:00		8:00-19:00	8:00-16:00				
32	PEPITO GRILLO	AMERICAN BURGERS							9:00-18:00				9:00-21:00		8:00-19:00	8:00-16:00				
40	USARIT	SIRIAN												11:00-16:00	8:00-19:00	8:00-16:00				
41	DELI&CIA	SANDWICHES - SALADS - BAKERY								9:00-18:00			9:00-21:00		8:00-19:00	8:00-16:00	9:00-18:00			

CHILDREN

Individuals under 16 years of age (including infants) are not permitted entry to the Mobile World Congress venue during build-up, dismantling or on event days. Any exceptions to this policy are in the sole discretion of the organiser of Mobile World Congress and permission must be provided by the organiser, in writing, prior to start of the event - requests for exceptions cannot be made onsite.

Gold and Platinum Pass members can enrol their children (8 - 15 years) into Mobile Explorers Club by contacting explorers@mobileworldcongress.com.

To find out more, click [here](#)

COMPETITIONS, LOTTERIES & DRAWS

No competitions, lotteries, draws, games of chance or the like may be held by the Exhibitor whether at the Event or through the Sponsorship without the prior written consent of (i) the Organiser, and (ii) the relevant local and/or national authority/authorities. To apply for such license, please contact:

Servei Territorial del Joc i d'Espectacles a Barcelona

Via Laietana, 14

08003 Barcelona

Tel: +34 935676300

E-mail: stje.barcelona@gencat.cat

COPYRIGHTS

If you wish to play music or show music videos on your stand as a secondary or accessory manner, please note that GSMA has entered into an agreement with SGAE, AIE and AGEDI that settles any and all use of intellectual property rights managed by the aforementioned entities in the course of MWC . Therefore, you need not to apply for the relevant licenses for public performance. However, please note that live performances, dancing events, or parties are not included in the general agreement entered by GSMA with SGAE, AIE, AGEDI and therefore, should you wish to organise any such event, you should contact the referred entities.

If films are to be projected, the exhibitor must apply for the appropriate authorisation from EGEDA, the entity which administers the public performance rights of the audiovisual producers, and from AISGE who manage the rights of actors and actresses.

AGEDI Pintor Juan Gris, 4, 2ªpl. 28020 Madrid Tel:+34 915558196 Fax: +34 915559592 Email: correo@agedi-aie.es	SGAE Passeig de Colom, 6 08002 Barcelona Tel:+34 932689000-3 Fax: +34 932689001 Email: rmuntaner@sgae.es	EGEDA Consell de Cent, 419. 2º, 1ª 08009 Barcelona Tel: +34 932310414 Fax: +34 932313336	AISGE Consell de Cent 433, prtal 1 08009 Barcelona Tel: (+ 34) 93 412 76 22 Fax: (+ 34) 93 265 35 77 Email: aisge.barcelona@aisge.es
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DISTRIBUTION OF PROMOTIONAL MATERIAL

- All efforts to advertise, promote sales and operate exhibits or Sponsorship by the Exhibitor must be conducted in such a way as not to cause any annoyance or inconvenience to other exhibitors or visitors and must only take place in the space allotted for exhibition or as granted as part of the Sponsorship
- It is strictly prohibited to distribute promotional literature in any way other than from the confines of your stand area
- The Exhibitor shall maintain its stand in a clean and tidy state for the duration of the Event and will have its staff dressed appropriately (no nudity or semi-nudity)
- The Exhibitor will not paste or otherwise affix or exhibit advertisements anywhere in the building except on its stand and/or where granted as part of the Sponsorship. The Exhibitor may distribute advertising matter only from its stand (which does not include the gangways) and only in relation to its own goods, save where specifically accepted in writing as part of the Sponsorship
- The Exhibitor will not distribute, exhibit or advertise any third party materials, items or services at the Event
- The Organiser reserves the right to require any Exhibitor to remove any material or cease any activity at the Organiser's sole discretion

DRESS CODE AT THE EVENT

All staff at exhibition stands are expected to dress with business and/or business casual attire. As a rule of thumb, exhibitors should ensure that the attire of all staff they deploy on or around their stand (whether the exhibitor's direct employees or their contractors) would be considered appropriate in a professional environment. In recognition of the many cultures and nationalities present at Mobile World Congress, attire of an overly revealing or suggestive nature is not permitted. Examples of such attire may include, but are not restricted to:

- Tops displaying excessive cleavage
- Tank tops, halter tops, camisole tops or tube tops
- Miniskirts or minidresses
- Shorts
- Second-skin bodysuits

These guidelines are applicable to all stand staff, regardless of gender, and will be strictly enforced. The GSMA reserves the right to request that individual exhibition staff change their attire or leave the premises immediately their appearance is perceived to be offensive to other exhibitors or participants.

FOOD HYGIENE

Mobile World Congress 2017 offers exhibitors a variety of official catering companies, which comply with the legislation in force relative to food hygiene and pass the strict quality controls. Please [click here](#) to view Exhibition Suppliers section for information about the official catering companies. Nevertheless, all exhibitors wanting to provide stand catering from a non-official caterer must make sure that this provider complies with the legislation in force relative to food hygiene in order to guarantee their proper security and quality of the service. Please follow the [External Catering guidelines](#) to ensure compliance. If you have any questions concerning the health and safety rules & regulations, please contact:

SAIA, the official Food Hygiene Consultant

Email: iriera@saia.es

Tel: +34 931841048

Fax: +34 931841049

HOSPITALITY SUITE POLICY

- Hospitality Suites are meant for the purposes of private meetings and private entertainment. Hospitality Suite structures should be enclosed in such a manner as to prevent general access to the suite, allowing access only to pre-invited guests via a reception desk
- Under no circumstances can Hospitality Suites have open sides allowing general access, nor can Hospitality Suites include provision for any kind of public product demonstration
- Low walling of no less than 1.1m height is permitted as an enclosure along the perimeter of Hospitality Suites
- Promotional videos should not be displayed along the perimeter of the Hospitality Suite, nor should promotional videos be viewable from the surrounding aisles. Any non-promotional videos that can be viewed from the aisles should be without sound

INSURANCE

It is compulsory for each exhibiting company to obtain insurance in a form satisfactory to GSMA Ltd. as part of your stand purchase.

Without prejudice to GSMA rights under Sponsorship and Exhibition Terms or otherwise, the Exhibitor shall ensure that any of its contractors, including but not limited to unofficial stand builders, take out and maintain with reputable insurers such policies of insurance as may be necessary to insure the contractor against all manner of risks that might arise in connection with the contractor's acts or omissions during the Mobile World Congress on behalf of the Exhibitor, including but not limited to maintaining at all times public liability and employee liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity of not less than two million pounds sterling (£2,000,000) or its equivalent. GSMA shall be entitled to inspect such insurance policies upon request. For the avoidance of doubt, GSMA may refuse entry onto the grounds of Fira de Barcelona if contractor is without said insurance or where GSMA believes in its sole opinion that admission to the venue would be a threat to the health and safety of others.

Clause 19 from the exhibitor terms and conditions accepted when contract was signed:

19. Insurance

19.1 Subject to receipt of all payments due to the Organiser from the Company hereunder, the Organiser will take out and maintain for the Event a contract of insurance providing cover to the Organiser in accordance with the attached summary of terms. The insurance administration fee includes the Organiser taking out and maintaining this insurance cover, but the Organiser does not provide advice concerning this insurance cover and it is for the Company to decide if it is adequate.

19.2 If loss occurs which may give rise to a claim under such insurance cover, the Organiser shall notify its insurer within seven (7) days of receipt from the Company of written notification of the claim completed by the Company in the standard form provided with the Exhibitors' Manual. The Company must submit the completed claim form promptly following a loss. The Company shall provide any information as may be requested by the Organiser's insurer, and the Organizer shall send to the Company copies of any correspondence with the insurer in relation to the claim. In the event that a claim is made by the Organiser under its insurance cover, the Organiser shall pay or arrange to pay that part of any proceeds of the claim that relate to the loss of the Company over to the Company. Whilst the Organiser agrees to notify its insurer of the claim, it is under no obligation to commence legal proceedings or threaten the same in relation to any such claim. The Company shall exercise due diligence and best endeavours relating to a claim both before and after a loss and in any event must take all reasonable precautions to prevent injury, loss or damage.

19.3 Notwithstanding clause 19.1 above, the Company must at first instance take out and maintain at all times public liability and employee liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity of not less than two million pounds sterling (£2,000,000) or its equivalent, and the Organiser shall be entitled to inspect such insurance policies upon request.

SUMMARY OF EXHIBITION INSURANCE COVERAGE– MWC Barcelona 2017

Section A: Loss of Expenses/ Commitments Caused by Cancellation/Abandonment/ Postponement/Curtailment of the Event beyond the Control of the Insured or the Company - including Delayed Transportation £10,000

Delayed transportation means loss arising directly as a result of the late or non-arrival of exhibits or their arrival in a condition unsuitable for exhibiting due to any cause beyond the control of the insured or the Company and occurring during direct transit to the event insured.

Section B: Loss or Damage to Stand and Property £20,000

All exhibits, display material, furniture and all other property to be contained on the exhibition stand. Property hired or loaned including the exhibition stand or shell supplied by the exhibition organisers. Loss or damage to property whilst in transit to or from the insured event is included subject to exclusion (i) of this summary. Any articles containing precious metals or precious stones, furs, antiques, objects d'art, fine arts or other collector's items are subject to a single article limit of £1,000 unless full details have been disclosed to and accepted by the insurer.

Section C: 'Contingent Liabilities'. Public Liability Indemnity Limit £2,000,000

This coverage applies only on a contingency basis in excess of any other policy covering a public liability claim. It is a condition precedent to liability of the Insurer to make any payment under this section that exhibitors shall have in force their own Public liability insurance for the duration of the Exhibition/conference and during periods required before and after such use for setting up, breaking down, rehearsals, sound checks and any other preparation. Such Public Liability insurance must have a limit of indemnity which is not less than the Limit provided under this cover.

General and Deductibles. The Limits of Indemnity quoted above are the maximum sums payable under each section per stand, per event. The deductibles are as follows:

Section A:	Any one loss or series of losses arising out of one occurrence	Nil
Section B:	Any one loss or series of losses arising out of one occurrence	£250
Section C:	Any one loss or series of losses arising out of one occurrence	£250

Principal Exclusions. The policy will exclude any loss caused by or resulting directly or indirectly from any of the following:

1. War, civil war, invasion, acts of foreign enemies, revolution, sabotage, confiscation, nationalisation, order of any Government, Public or Local Authority, radioactive contamination, sonic boom
2. War or Terrorism including any threat (actual or perceived) or fear of such acts or any anxiety, grief, shock, mourning or diminished interest in the Event arising as a consequence of such acts
3. Loss or Damage to property in the open by theft or weather conditions
4. Financial loss including loss of money and consequential loss except as defined in Section A
5. Fluctuation of temperature as a result of the deliberate act of a supply authority
6. Electrical or mechanical breakdown or derangement
7. Injury to employees
8. Motor vehicles and Mechanical plant not used for display purposes
9. Theft of property in transit contained in vehicles when left unattended at night unless the vehicle is contained in a locked garage or compound and during the day unless all doors, windows and openings are closed and locked
10. Theft of goods or property from the exhibition venue whilst such goods or property are left unattended and occurring during such hours as the exhibition venue is open to visitors as defined or advised by the organisers for the insured event
11. Losses caused by or arising directly or indirectly from, or in any way associated with, Severe Acute Respiratory Syndrome (SARS) and its sequelae
12. Any loss directly or indirectly caused by or arising from or contributed to by any outbreak of foot and mouth disease
13. Any loss, damage, cost or expense of whatsoever nature directly or indirectly caused by, arising out of, contributed to by, resulting from or in connection with any communicable disease which leads to: i) the imposition of quarantine or restriction in movement of people or animals by any national or international body or agency and/or ii) any travel advisory or warning being issued by a national or international body or agency; and in respect of i) or ii) any fear or threat thereof (whether actual or perceived)
14. Any Public Liability claim in any way involving Asbestos
15. Failure of Computer Equipment to correctly recognise any date or time
16. National Mourning whether declared or not

This summary is subject in all respects to the express terms of the insurance policy that Organizer has purchased, a copy of which will be made available on written request.

NOISE

Out of respect for your fellow exhibitors, it is requested that demonstrations, which may generate noise during the event opening hours, are kept to a minimum. All loudspeakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand. The maximum permitted volume on stands is 3db above background noise, measured from 3m distance to the stand. This applies to stands both inside and outside. The Organiser is authorised to restrict any demonstrations which do not comply with the regulations.

If you are playing music or showing videos on your stand please refer to the [copyrights rules](#).

OUTBOARDING & SUITCASING

Suitcasing and Outboarding are strictly prohibited. Suitcasing refers to the practice of companies or persons who go to shows as attendees but "work the aisles", soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants, and encourage attendees to leave the show floor and spend time with them. For the good of the show and the exhibitors supporting the show, the only legitimate place to conduct business during Event Hours is within a contracted exhibition or hospitality space within the Venue. The Company shall not suggest or encourage an Event participant to attend a location outside the Venue in order to conduct business.

PARTIES & EVENTS ON YOUR STAND

The Organiser must be informed of any events such as parties, receptions, press conferences within your Exhibition Space and/or Hospitality Suite areas. Events are only allowed to take place during the event opening hours of your hall and need to comply with the [noise rules](#).

Any exhibitor deemed to be entertaining on their stand after the show closes each evening will be asked to finish their event and make their way to the venue exit.

If you wish to hold an event on your stand please go to [Forms & Deadlines](#) in this Manual and complete the **Stand Event form**.

The Organisers will then reply either accepting your request for an event or declining with stated reasons. A calendar of stand events will be available for download here from September 2016, in order to accommodate your event with other events in the exhibition.

If you have any questions please contact: customercare@mobileworldcongress.com.

PHOTOGRAPHY & FILMING IN THE EXHIBITION HALLS

During show open days, photographing and filming of stands or products on stands is prohibited without the prior authorisation of the exhibitor(s) concerned. Exhibitors are allowed to take photos or videos of their own stands; however other stands may only be photographed or filmed by official Mobile World Congress photographers. Privately hired photographers are not permitted at any time. Please contact one of the [official photographers](#) if you wish to use their services.

Photography and filming is not permitted during build-up or dismantling. Anyone found taking photos or filming will be stopped by security.

PRESS ACCESS TO MOBILE WORLD CONGRESS

Members of the press are strictly not allowed access to the exhibition halls during build-up or dismantling periods. Exhibitors who are found to have registered press as exhibition staff and have facilitated press access to the exhibition floor during these periods will be in violation of terms and conditions. Offenders will be expelled from the venue.

SELLING OF GOODS

Exhibitors are strictly prohibited from selling goods and services, for cash or otherwise, inside the Venue.

SMOKING

Smoking, including the use of smokeless tobacco products, e-cigarettes and unregulated nicotine products within FIRA premises (Gran Via or Montjuïc) is strictly prohibited except in designated areas. This prohibition applies to build up, show days and dismantling days.

VEHICLE USE DURING EVENT DAYS

It is not permitted to use vehicles such as scooters, bicycles, skateboards or segways inside the venue during event open days.

If you wish to display a vehicle on your stand during the event, please fill in the **Stand Vehicle form** through [Forms & Deadlines](#) in this Manual.

For more details on vehicles on stands check the [Vehicles and Machinery](#) regulations.

WASTE REMOVAL

All Exhibitors have to accept GSMA's Waste Removal conditions. Please [click here](#) to see the Terms & Conditions of the event manual which include the Waste Removal conditions acceptance.

The exhibitor or the company responsible for building and/or decorating the stand should leave the area completely clean and free of debris before the end of the dismantling period. The following are the official conditions in relation to waste removal:

- Exhibitors must ensure that all materials, debris and waste are removed from Fira Gran Via before the end of build up and the end of dismantle periods.
- Exhibitors must ensure that any proposal that is accepted from a stand design and build contractor includes waste removal and recycling.
- If any materials are found after the dismantling period has come to an end a clean-up fee of 300 € per square meter of your total stand size will be charged directly to the Exhibitor - therefore if you have contracted a 12m² stand you will be liable for a €3,600 fine (12 * €300) regardless of the total amount of materials found.
- General waste bins and skips will not be provided in the halls.
- Dumping of materials (i.e. removing waste from stands and abandoning elsewhere in the site) at Mobile World Congress is strictly forbidden and carries severe penalties. Any contractor caught abandoning waste of any kind will be fined, on the spot, €5,000 plus the cost of the removal of the abandoned material.
- **IMPORTANT:** At the end of build up and at the end of dismantling before leaving the venue every exhibitor/contractor must have their stand space inspected by a representative of eClean/Barna Porters who will issue a waste removal "Handover Certificate" as proof that named stand space is clean and clear of any waste. eClean will be contactable through the hall manager of the hall your stand is located in. All exhibitors without a waste removal Certificate may be subject to extra penalty charges by GSMA in accordance with their waste removal penalties as detailed in the waste removal section of the event manual.

Exhibitors have the option of contracting official cleaning service. Please [click here](#) to view **Exhibition Suppliers/Cleaning**.

WASTE SEPARATION FOR EXHIBITORS

Exhibitors have the option to separate their waste on their stand into paper waste, packaging and mixed waste for recycling.

If you decide to do this, please check at one of the Fira Customer service desks located at the south entrance Level -1 or in the upper walkway near Hall 6 and request separate coloured bags at no extra cost.

Waste separation colour code:

Paper	Blue Bag
Packaging	Yellow Bag
Mixed Waste	Black Bag

Full bags have to be left in the nearest gangway at the end of the day for separate collection.

Wi-Fi POLICY

There is a centralised Exhibitor Wi-Fi network to provide WiFi services across the exhibition space. This allows Fira de Barcelona full visibility of the Wi-Fi neighbourhood and the ability to deal with rogue access points which can have detrimental effects to the quality of experience for all. Fira continue to maintain central Wi-Fi Management for the 2017 event, therefore, under the rules of this policy, **installing your own exhibitor Wi-Fi networks is not permitted**. Wi-Fi network will be deployed and managed by Fira de Barcelona.

For the 2017 event, **we will only provide a 5Ghz WiFi service, which provides a spectra that is less congested and offers many more channels significantly easing the problem. We will not be providing general available service in the 2.4GHz band.**

We want to provide you a high quality, stable and fast Wi-Fi network and this is not achievable on 2.4Ghz, however we can provide you a quality service on the 5GHz network.

To be able to connect to the Exhibitor Wi-Fi network, a 5Ghz compatible device will be required. Nearly all of the latest Smartphones, tablets and laptops also run 5Ghz Wi-Fi.

Please ensure you have 5Ghz compatible devices at Mobile World Congress 2017.

In the interests of protecting the investment of every exhibitor and ensuring a successful event for all, Fira de Barcelona are authorized to shut down any Wi-Fi network not installed by them and will use state of the art Wi-Fi scanning equipment to detect unauthorised access points present in exhibitor booths. All exhibitors must adhere to the Wi-Fi Policy and penalty processes will be activated if any are found to be in breach of the policy. Please submit your **WiFi Policy Acceptance form** through the [Forms & Deadlines](#) page before **Friday 27 January 2017**.

Please remember the main driver for this Wi-Fi strategy is to improve your Wi-Fi experience at Mobile World Congress and review the [Best Practices Infographic](#) to understand the general do's and don'ts of MWC.

Beacons: Beacons during the MWC 2017 are operated in an already crowded 2.4 GHz spectrum so to avoid any interference and reduce the quality of service proposed by GSMA-MWC to visitors and exhibitors, installing your own BLE infrastructure is not permitted during the show. Beacon networks and indoor location services will be only deployed and managed by GSMA.

IMPORTANT NOTE: We understand that some exhibitors require a 2.4GHz Wi-Fi network for demonstrations. If you have a need for a 2.4Ghz Wi-Fi network, Fira de Barcelona can provide this for

you. Please contact them before **Friday 20 January 2017** to discuss your requirements. You will need to provide a business case explaining why you require a 2.4GHz private Wi-Fi network and this will only be approved if you actually need to showcase your products and/or services on a 2.4Ghz device.

General Health & Safety

IMPORTANT: This information should be read and adhered to by all exhibitors.

GSMA and Fira Barcelona take their Health & Safety responsibilities very seriously and it is essential that all Exhibitors and Contractors do the same in order to jointly achieve a safe working environment during the event period. All the Health & Safety sections comprise information about your stand collated by you and/or your stand contractor. In these sections you will also find information about all relevant forms and information to be submitted. As Organisers, it is our policy to make the exhibition and all surrounding events a safe environment as far as is reasonably practicable. This section of the manual has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with all Health & Safety procedures.

COMPULSORY HEALTH & SAFETY DOCUMENTATION

All exhibitors must submit the following Health & Safety Documentation.

▪ **HEALTH & SAFETY DECLARATION**

When first accessing the manual all exhibitors have to accept the [Terms & Conditions](#) which include a Health & Safety statement.

▪ **RISK ASSESSMENT**

All exhibitors and all exhibitors' contractors must conduct a risk assessment of their activities for each stand.

You will be able to find the **Risk Assessment form** through the [Forms & Deadlines](#) page in this Manual.

Please [click here](#) for an example on how to conduct a Risk Assessment.

METHOD STATEMENT

- Space only
- Space only hospitality suites
- Hybrid stands
- Outdoor stands
- Meeting rooms over 20sqm

If your stand package is one of the above you are required to submit a Method Statement.

You can find the **Method Statement form** in the [Forms & Deadlines](#) page in this Manual. There are help text messages within the form to guide you on how to fill out this form.

▪ **STAND PLAN SUBMISSION**

All Space only exhibitors, or exhibitors fitting out a meeting room, must submit detailed plans of their construction. Please [click here](#) for more detailed information.

You will find the **Stand Plan Submission form** in the [Forms & Deadlines](#) page in this Manual.

▪ **DOUBLE DECKER FORM**

All Space Only Double Decker structures must fill out and submit the **Double Decker form** and highlight their planned control measures to prevent accidents when working at height. Work at height without adequate preventive measures in place is strictly not permitted and will be stopped if necessary. If you have a double decker stand the form will be shown automatically in the [Forms & Deadlines](#) page in this Manual.

EXHIBITOR RESPONSIBILITIES

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. This includes that all employees, contractors and visitors employed, instructed, invited or entertained by you are provided with suitable and sufficient information, instruction, training and supervision to ensure their health and safety as well as others working on or near your stand, or affected by your work actions or inaction during the show's tenancy.

The principal areas, which need to be brought to your and any contractors attention, include the following:

- It is a legal requirement that you carry out a suitable and sufficient Risk Assessment outlining the control measures you will implement to eliminate or reduce to an acceptable level any major hazards or risks posed by your work activities
- Ensure all persons understand the [Emergency Procedures](#) and know the location of the [First Aid Centres](#). All your staff and contractors must be notified of these procedures, and it is recommended that at least one member of your team has undertaken a basic first aid course
- Ensure all contractors and subcontractors carry adequate liability insurance
- There are Fire alarms located around the hall perimeters and can be used to report a Fire. To report any other incidents you can contact the emergency services. Please make sure that your staff stores this numbers in their mobile phones:

MEDICAL/FIRE/EMERGENCY: (+34) 93 233 4100 (internal 4100)

- It is imperative that emergency exits and specific gangways are kept clear at all times
- Operatives must wear suitable protective clothing relevant to their job, which may include harnesses as well as head, eye, hearing, foot and hand protection; It is compulsory to wear hard hats and high visibility clothing in all halls during build-up and dismantling. Please [click here](#) to find out more about [Personal Protective Equipment](#).

IMPORTANT: During Build-up and Dismantling, nobody will be allowed to access the venue without hard hat or high visibility vest with the exception of the Sunday before the event. Controls will be in place at all entry points including vehicle gates. Hard hat and high visibility vest selling points will be available at the south and the north entrance and also at the logistics platform 'Sot del Migdia'. It is recommended that contractors bring their own equipment where possible. The selling points will be open from 08:00-18:00 during the entire build-up period and the costs for purchasing on-site will be as follows:

Hard Hat	7€
High Visibility Vest	5€

- All powered access equipment, i.e. forklift; trucks, cranes etc. are only to be operated by [RESA Expo Logistics](#) the appointed contractors who are fully trained, competent and licensed. All such equipment has to be recently inspected. Where restraining devices are fitted they must be worn
- Ensure portable power equipment is only used for the purpose for which it is designed, with safety guards and other safety devices fitted and used. Power leads must be kept to a minimum and only cross gangways if properly taped down. Power requirements must not overload the systems order. Such equipment must never be left unattended with power supplied to it. Please do not create a trip hazard at any time
- It is the Exhibitor's responsibility to ensure that all staff and contractors are fully trained to ensure safe working practices at all times. Good housekeeping and tidiness in all work areas minimises hazards and aids security
- Please ensure all personnel employed by yourself or your company or affected by your work actions are aware of these Health & Safety responsibilities. Exhibitors must obtain their contractor's Health & Safety Policy and Risk Assessment detailing specific safety procedures, hazards and their associated control measures, competence and training of staff, and a named individual safety officer responsible for their work activities throughout the show's tenancy
- It is the exhibitor's/contractor's responsibility to ensure that they and their staff are not working excessively long hours. Staff should be permitted suitable rest periods and if late working is undertaken, staff should be rotated in line with a work schedule

NB: May we remind exhibitors that you are obliged to report accidents to the Organisers and the [First Aid Centres](#)