

GUIDE TO CONTRACTING SERVICES



FERIA VALENCIA

Dear Exhibitor:

We are pleased to send you Feria Valencia's file of available services. In this folder you will find all the services relating to your participation in our fairs. We are keenly aware how important it is for our exhibitors to rely on quality services to ensure the success of their participation at the fair. To guarantee the best possible response to your requirements, we would kindly ask you to fill in the various forms and return them to us before the deadline specified in each one of them. If you have any doubts or queries, the Feria Valencia technical services dept will be delighted to attend you personally.

In the hope that this documentation will be of use to you, I wish you to send our best regards.

FERIA VALENCIA



CONSTITUTIONAL LAW

FERIA VALENCIA



In compliance with Constitutional Law 15/1999 of the 13th December on Protection of Information of a Personal nature and with Law 34/2002 of 11th July on Information Society and Electronic Mail Service, the Valencia Trade Fair informs you that the information of a personal nature provided in this form will remain part of a computer file, for which the **VALENCIA INTL TRADE FAIR** is responsible, with the aim of sending you commercial information about our activities, products and services, including the sending of commercial communications via e-mail. We also inform you that this information may be provided to exhibitors and visitors for promotional and informational purposes that may be in your interest. The completion and delivery/sending of this form implies your express agreement on allowing us to supply your information to third parties, as well as receiving commercial communications via e-mails. Should you wish to exercise your right access, correct, cancel and oppose the processing of your personal details, you may contact us by e-mail at feriavalencia@feriavalencia.com, by letter to the following postal address: FERIA VALENCIA: Av. De las Ferias, s/n. - 46035 Valencia (P.O. Box. 476 - 46080 Valencia) or by fax on Tel.: +34/902 747 365, for the attention of The Information Systems Area.

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I General Conditions for Participation

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1 CONTRACTING CONDITIONS

1.1 ORDER FORMS:

You should fill in and return the order forms to us by fax or to the following postal address:

- Fax : +34 902 747 345

- Postal Address: FERIA VALENCIA
Trade Fair
Avda. de las Ferias, s/n
46035 Valencia
(APDO. 476 E-46080 Valencia)

1.2 DEADLINES:

Order forms have a deadline. After this deadline Feria Valencia will not be held responsible for the availability of the service required for possible delays in installation or supply.

Feria Valencia commits itself to supplying the services requested as long as they are ordered within the agreed deadlines and the exhibitor has paid all outstanding fees in full.

1.3 MODIFICATIONS AND CANCELLATIONS:

Any modification or cancellation of orders must be notified in writing and before the deadline agreed for the reception of the order forms.



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2 PASSES FOR ASSEMBLING AND DISMANTLING STANDS AND EXHIBITOR'S CARD

2.1 ASSEMBLER AND DISMANTLING PASSES:

The passes required for setting-up and dismantling of stands will be issued by Setting-up Department. All passes are personal and non-transferable.

To obtain these passes, the exhibiting company must fill in and return the Order **form 60** included in this folder. At the same time, it must also send or present valid and updated proof that the persons working on the stand are covered by Social Security, with either the TC-2 or self-employed social security forms, and they must also attach proof of compliance with the Business Activity Management obligations regarding **Prevention of Risks in the Workplace** set out in RD (Royal Decree) 171/2004 of 30th March which follows on from Article 24 of Law 31/1995 of 8th November. The exhibitor must also have paid in full any outstanding payments for rental of stand space or other fees as stipulated in the Application for Participation form.

All persons within the Feria Valencia exhibition centre must be in possession of a valid setting-up and dismantling pass, which must be shown to security personnel on demand. The passes are valid up until two hours before the opening of the event and will be valid again at 8.00 a.m. on the morning after the closing of the event until the deadline stipulated.

Any person not fulfilling these requirements will be asked to leave the premises, and will be forbidden until such time as the FERIA VALENCIA deems fit.

2.2 EXHIBITOR'S CARDS:

The Exhibitor card is the document accrediting the holder as an exhibitor. It will be issued in the name or names of the individual persons, to extent possible, who will be attending the stand during the event, or, when this is not possible, in the name of the exhibiting company.

Each exhibitor is entitled to 4 Exhibitor Passes for the first module of 16 m² (or other area as stipulated by the fair in question), plus 2 further passes for each subsequent module, up to a maximum of 100 passes. The exhibitor must supply the names and positions of the persons to whom the passes will be issued.

Exhibitor's cards can be collected at the Treasury Office at Feria Valencia, once all outstanding payments have been paid, as stipulated in the Conditions for Participation of the trade fair. (Form 61)



I General Conditions for Participation

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3 RULES AND REGULATIONS FOR SETTING-UP AND DISMANTLING STANDS

With a view to facilitating stand setting up and dismantling at trade events held throughout the year and also aimed at securing the upkeep of exiting installations of the Fairgrounds, FERIA Valencia has established the following Rules and Regulations which are incumbent upon all persons participating in stand decoration and preparation activities for exhibiting firms at the Trade Fair's events.

3.1 STAND ASSEMBLY/ DISMANTLING ACTIVITIES:

Stand assembly / dismantling are considered to be those that are aimed at bringing the space rented out by the Trade Fair into suitable conditions for the presentation of products by exhibiting firms at each Show. Stand assembly activities refer exclusively to the mounting of pieces or components using portable machines up to 1.000w, stand finishing and arrangement of decorating materials and exhibits. The construction of decoration items or elements within the Trade Fair halls is not allowed. Stand dismantling activities refer exclusively to the removal of exhibits, decorative elements and stand components installed by or on behalf of the Exhibitor.

Assemblers are considered by the trade Fair to be all such persons who participate directly or indirectly in the activities of stand assembly and decoration (decorator, joiners, painters, carpets-layers, gardeners, electricians, transporters, etc.) and in the activities of stand dismantling and removal of exhibits and stand components from the Trade Fair premises.

3.2 ASSEMBLER ACREDITATIONS:

In order to have access to the Trade Fair premises, all persons required for undertaking stand assembly / dismantling must have a corresponding Assembler's Pass (**Form 60**), which is issued by the Assembly Department of the Trade Fair. The Assembler's Pass will be valid only for the dates specified on the Pass and will indicate the Exhibitor's name, together with the pavilion and stand number/s.

Exhibitors involved directly in stand assembly / dismantling must apply for Assembler's Passes using the appropriate Application Form contained in the Exhibitor Services Application Forms, indicating therein the names of the persons who will be performing these activities, who in all cases must be protected under the Social Security scheme and they must also attach proof of compliance with the Business Activity Management obligations regarding Prevention Risks in the Workplace set out in RD (Royal Decree) 171/2004 of 30th March which follows on from Article 24 of Law 31/1995 of 8th November.

Exhibitors contracting a professional decorator for stand assembly should see that the decorator he or she applies to FERIA VALENCIA for the Assembler's Pass or Passes. The decorator must present a copy of the contract signed by the Exhibitor, or a letter from the Exhibitor authorising him or her to perform such activities on the Exhibitor's behalf, and both the Decorator and the Exhibitor are responsible for complying with Social Security requirements and they must also attach proof of compliance with the Business Activity Management obligations regarding Prevention of Risks in the Workplace set out in RD (Royal Decree) 171/2004 of 30th March which follows on from Article 24 of Law 31/1995 of 8th November.

In case where Exhibitors contracts for jobs related to stand assembly decoration with independent professionals, or where decorators undertake subcontracts, such circumstances must be indicated when applying to the Assembly Department of the Valencia Fair for the corresponding Assembler's Passes, and all parties to the agreement are responsible for complying with Social Security requirements for all workers and they must also attach proof of compliance with the Business Activity Management obligations regarding Prevention of Risks in the Workplace set out in RD (Royal Decree) 171/2004 of 30th March which follows on from Article 24 of Law 31/1995 of 8th November.

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Decorators who undertake jobs for more than one Exhibitor must present to FERIA VALENCIA with as many letters of authorization as the number of Jobs to be performed, indicating for each job a list of own staff involved and subcontracted staff, if any.

Persons performing sporadic jobs for Exhibitor stand assembly / dismantling (transporters, drivers of loading / unloading vehicles and fork-lifts, etc.) must apply for special passes from the Trade Fair which will not have the same validity as Assembler's Passes.

Assembler's Passes will be valid from the date stated until two hours before the opening of the Event in question, thereafter losing their validity during the event and recovering their validity at 8.00 a.m. on the day following the close of the Event in question until the expiry date indicated by the Trade Fair.

Outside of the validity dates for stand assembly / dismantling, no persons related to such activities will be allowed to remain on the Trade Fair premises or leave materials store on premises.

3.3 PERFORMANCE OF STAND ASSEMBLY / DISMANTLING ACTIVITIES

All persons present on the Trade Fair premises in the stand assembly / dismantling period must carry their authorization passes, which are to be presented to security member and any other authorized Trade Fair personnel upon request.

Scheduling of stand assembly / dismantling activities will be established by FERIA VALENCIA by each individual show. A special authorization must be requested from the Assembly Department in order to undertake such activities outside the established working hours, and said authorization is to be produced upon request to FERIA VALENCIA security personnel.

In addition to applying for special permission for undertaking stand assembly / dismantling activities outsider the periods established by the Trade Fair for each show, a daily charge will be levied by the Trade Fair in lieu of services and supplies. If wood or wood materials are to be sawn, power saws with dust vacuuming capabilities should be employed.

During all stand assembly / dismantling activities, all workers are obliged to respect permanent mixtures and components such as floors, walls and other installations of FERIA VALENCIA. Painting, mailing or otherwise altering such installations is strictly prohibited. The special arrangement of columns on the two main avenues is to be respected, and these columns may not be covered in any way. Signposting on the premises must not be altered or covered any way.

Portable Tools may be used for setting-up and dismantling stands. To apply for electrical supply for portable tools and lighting service, the exhibitor must fill in a form with its company name, stand number, exhibition pavilion, operating hours, and the power supply required up to a limit of 2000 watts, signed by a electrician officially recognised by the Servicio Territorial de Industria of the Consellería de Empresa, Universidad y Ciencia, who will be responsible for ensuring that the provisional panel is suitably protected in accordance with existing safety standards.

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3 RULES AND REGULATIONS FOR SETTING-UP AND DISMANTLING STANDS

This form is to be presented to the Assembly Department of the Trade Fair authorization and must be presented to the Electrical Services of FERIA VALENCIA.

Any damages arising through negligence on the part of assembler during stand assembly / dismantling activities on the premises of the Trade Fair will be imputed to the corresponding Exhibitor, even is such damages have been caused by the decorator, installer or contracted staff, and all charges for such damages will be settled by the Exhibitor. The amount of the charges in lieu damages and the evidence in support of such charges will be established by FERIA VALENCIA.

The Exhibitor or, where relevant, the professional whose services have been contracted by the exhibitor, must present to FERIA VALENCIA with a sketch and description of the installation involved one month before the work is due to commence (Form 30B). Should the Trade Fair consider it to be necessary, a deposit may be fixed by the Technical Director for the Exhibitor to pay, the amount of which be established by Technical Director.

Equipment and materials used for stand installation and decoration must be located in such a way as not to impede the free use of lanes within the Trade Fair halls during the stand assembly / dismantling period, and no spaces on the premises must be occupied as goods storages areas to be rented out to Exhibitor or Decorators of for depositing equipment and materials between assembly and dismantling periods. Once each show as come to a close, the Exhibitor or Decorator must remove all materials previously used for stand installation and decoration, leaving all installations and elements pertaining to the Trade Fair in exactly the same conditions as they originally presented upon initial occupation of space and within the time period stipulated on the Assembler's Pass.

All adhesive backing for carpet laying should be of a type approved by FERIA VALENCIA.

Any cloth used to cover ceiling and / or the roof must be fire-resistant.

The back walls in all stands must be left in perfect condition, free from remains of cables, nails, fabric, etc. and when required, must be painted.

Under no circumstances may stands lean against or be attached to adjacent stands in any way.

3.4 INSPECTION AND CONTROL IN DECORATION OF STANDS:

The technical department and security services of the Fair will inspect and control the setting-up of stands to ensure that it corresponds to the decoration Project previously submitted. They will also ensure that the setting-up and dismantling (always to be carried out in the interior of stand) do not interfere with security Systems (fire, evacuation, etc.) and reserve the right to halt any decoration Works which do not adjust to the Project or which may endanger the safety of the premises or personnel.

They will also carry out the functions of inspecting and controlling the personal identification of personnel inside the Fair premises, and reserve the right to eject from the premises any person lacking proper identification.

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3 RULES AND REGULATIONS FOR SETTING-UP AND DISMANTLING STANDS

3.5 SANCTIONS:

Independently of the economic sanction mentioned under point 3.3, in lieu of damages arising from negligence with respect to installations on the premises, FERIA VALENCIA have the right to prohibit Decorators, Assemblers, Installers, or Suppliers from entering the premises as a consequence of repeated non-fulfilment of the present Rules and Regulations for stand assembly/dismantling activities due to justified protests from Exhibitor or for any other reason considered by FERIA VALENCIA to be a reasonable cause for such a prohibition.

Maximum penalties will be implemented in the case of damages to FERIA VALENCIA signposting, fire-extinguishing installations or the obstruction of emergency exits. Such penalties will also be implemented in cases of manifest and repeated non-fulfilment of the requirements of inspection and security staff of FERIA VALENCIA with the object of satisfying the present Rules and Regulations.

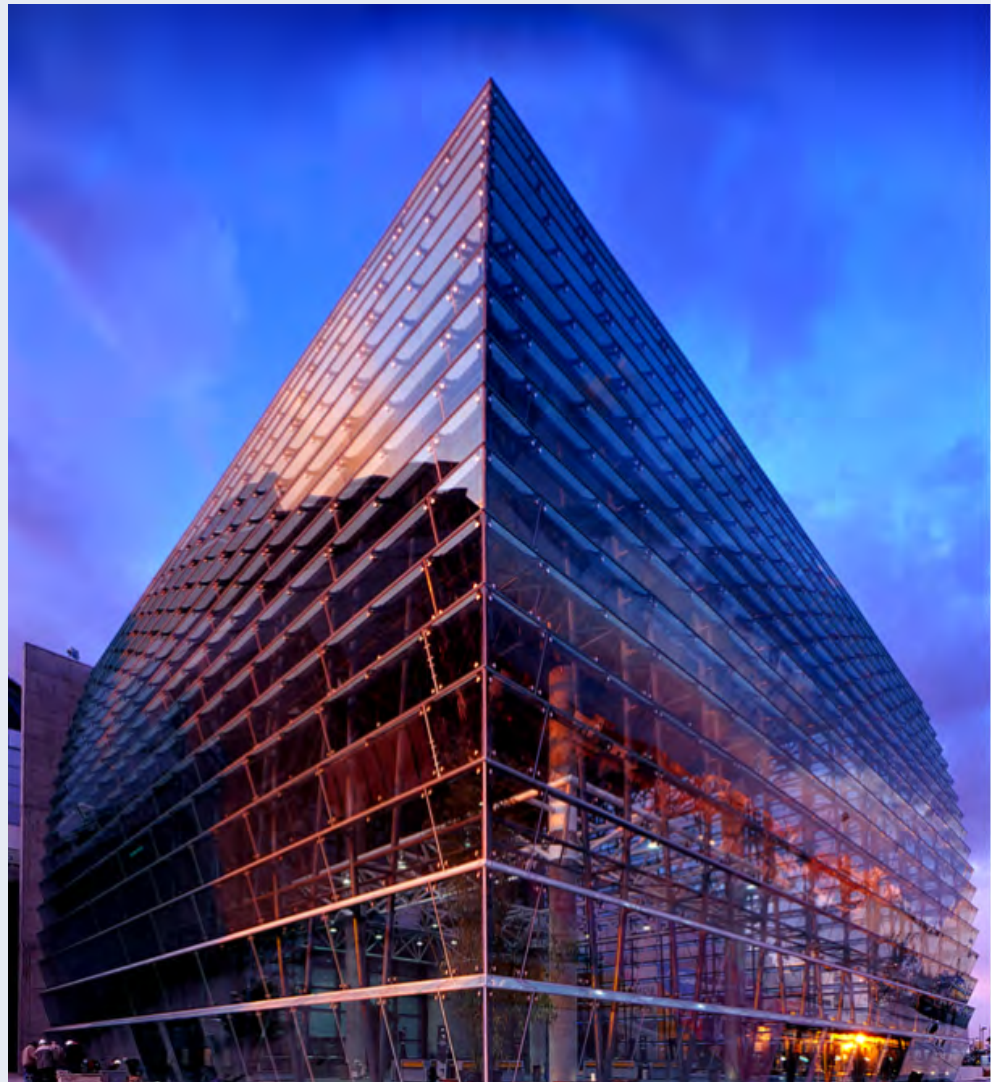


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4 REGULATION FOR GOOD ACCESS AND UNLOADING / REMOVAL OF GOODS

- 4.1 Vehicles should not remain parked in the loading and unloading areas after loading and unloading; they should be driven away immediately.
- 4.2 Vehicles should not park at any of the gates or access way.
- 4.3 Exhibitors requiring the use of the access ramp to the upper level pavilions should not use trucks whose maximum authorized weight exceeds 30.000 kg (tare+load) if they are rigid vehicles with three axles.
- 4.4 Pavilions of upper levels support maximum weight for sqm of 1.250 kg.



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5 AUTHORIZATION ACCESS FOR CATERING SERVICE

- 5.1 In order to offer this catering service to your stand, you must request the Authorized Access from our Assembly Department of FERIA VALENCIA and send it duly completed to fax number +34 963 861 307. This stamped authorization may be collected during the dates that the event is held.
- 5.2 The timetable for catering services provider's deliveries and removals is 09.00 to 11.00h and 13.00 to 15.30 h.

ASSEMBLY DEPARTMENT

Pavilion 6 Bis. Office Building,
Entrance from Avda. de las Ferias s/n
(adjacent to the Central Forum)
Phone: + 34 902 747 338 - Fax: +34 963 861 307
montajes@feriavalencia.com



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6. COMPULSORY MINIMUM REQUIREMENTS FOR STAND SUPPLY CONNECTION BASED ON SPANISH LEGISLATION

Please note that the service entrance is normally done via outlet boxes found on the floor and so the outlet boxes or panel boards used for the stand must be accessible at all times and must not be covered by any platforms or other surfaces which cannot be easily and immediately removed.

The final electricity connection to the stands will start 4 days before the start of the fair, provided that the electricity supply for the stand has been set up and that the certification is positive, according to the R.E.B.T. regulations, the Additional Technical Instructions and the Feria Valencia regulations.

All electrical installations must be made with 1Kv. Conductor or in tubing, free from halogens and with reduced opacity.

CONDUCTORS

All electrical installations shall be made using electrical conductors rated at 1KV. (1000 V); mailing this 300, 500 and 750 V. Conductors may be used provided that they are enclosed within a protective tube ITC- BT 34, 6-2, 6-3, ITC- BT- 20, 2.2-1 and 2.2-2, ITC- BT-28.4.

Conductors shall conform to the Spanish Standard UNE 21123-4 or 5, equivalent standard (ICE-502)

The minimum diameter of branch lines (for lighting and sockets) shall be 2.5mm, protected with heads with a maximum of 16 A. Joints and branches shall be protected using boxes.

PROTECTION

All installations shall be protected using a general 30 mA. differential. The chassis of all machinery and electrical equipment must be earthed. A general magnetothermal device rated in accordance with line intensity and general power consumption (conforming to international standards) must be used. Each branch line shall be protected by a magnetothermal device with a maximum of 16 A. and a minimum circuit-breaking capacity of 6 KA. (although 10 KA. is recommendable) (ITC-BT 34 3.1 and 3.3); failing this, ceramic cartridge fuses may be used with a maximum of 16 A., type (gl). (ITC-BT-022 1-1 a&b). Whatever the distribution plans used, the protection of installations for electrical equipment accessible to the general public must be equipped with devices with a maximum residual differential current of 30mA.

POWER POINT AND SOKETS

One single cable or Flex must be connected to one power point. Multiadaptors must not be used; multiple bases must not be used, except for mobile multiple bases connected to a fixed base with a flex measuring no longer than a maximum of 2m. (sfollowing standars ITC- BET 34-6, 4-4). All sockets will be earthed. The sockets installed in the ground will have appropriate protection against water leakages and will be installed at a distance of over one metre from any water outlet.

MOTORS

All motors with power exceeding 0.75 kilowatts must be equipped with a limited-intensity starting system, as established by current regulations (ITC-BT- 47-6).

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6. COMPULSORY MINIMUM REQUIREMENTS FOR STAND SUPPLY CONNECTION BASED ON SPANISH LEGISLATION

LIGHTING

Lamps located less than 2.5 metres from the ground, or in places accessible to people, must be strongly fixed and located in such a way that they are not a risk for people and there is no risk of any materials setting on fire. Any lighting which reaches high temperatures must be located far enough from any flammable materials.

EARTHED CONNECTIONS

The metallic structure of the stands must be earthed.

NEON SIGNS

Individual magnetothermal circuit breakers for each step-up transformer installed will be available.

Signs with their lower end at a distance less than 2.5 metres from the ground must be covered with an adequate dielectric cover. Signs which are located higher than this must have all voltage areas insulated.

ELECTRICAL SYSTEM

The electricity supply must be a low power supply and must be set-up by a qualified installation company. Individuals or legal entities who wish to carry out such activities in Spain must submit a declaration with the requirements established by law to the corresponding body of the Autonomous Community in which they wish to settle. The corresponding body of the Autonomous Community will assign a company identification number. Once the electrical system has been set up, a qualified installation company will check the installation and will give the corresponding low voltage certificate (Certins page), a copy of which shall be given to the Electronic Services Department of Feria Valencia in order to connect the electricity supply.

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6. COMPULSORY MINIMUM REQUIREMENTS FOR STAND SUPPLY CONNECTION BASED ON SPANISH LEGISLATION

NOTES:

Available to electrical installer at the FERIA VALENCIA Electrical Services Section is an abstract of the Low Voltage Electrotechnical Regulations BT and Regulation referring to high voltage lighting installations.

All electrical installations must be comply with the new standars (Real Decreto 842/2002 passed on 2 August 2002).

OBSERVATIONS:

FERIA VALENCIA has fixed power points with a maximum of 50KW for lighting and 35KW for machinery. All services must use these power points. In the event of needing power supply for machinery requiring more than 35 KW in one single power point, the Technical Services will indicate the exact point where it can be connected, with the applicant assuming the costs of supply and surge protector. Power points for lighting have a max of 18KW/ in a 5-pole 32A outlet. Exhibitors with lighting needing more power can fraction it and connect to the FERIA VALENCIA fixed power points. FERIA VALENCIA supplies a maximum electrical power of 3000W, single phase 230V.

All machines or device using electronic components which may be deprogrammed due to power cuts are compulsorily required to have UPS (Uninterrupted power supply) resides the necessary harmonic filters for disruptions and reactive power condensers, as regulated in the new ITC- BT-43 2.7 standards.

For power over 50kW in a single socket, and for each exhibitor, a project must be drawn-up by the contracted assembling company, and must be legalised in the PROP of Valencia's Regional Government (Generalitat Valenciana), and must be handed in at the Electronic Services Office of FERIA VALENCIA, together with the installation certificate. Certificates for the electrical connection delivered to the Electrical Services Department with less than four days before the opening the fair, will be subject to a minimum moratorium of eight hours for connection (prior validation that the electrical installation is correctly finalized).

In accordance with Spanish legislation, all stands with an electrical power outlet of more than 50 kw need to have a design plan and installation certificate, carried out by a competent technician (an engineer with expertise in electrotechnics). If each individual power outlet does not exceed 50 kw, then this plan will not be necessary.

For example, a stand with a lighting outlet of 30 kw and two power outlets of 40 kw, amounting to 110 kw in total, will not need a design plan; a stand with a power outlet of 80 kw a lighting outlet of 30 kw, also amounting to 110 kw in total, will need a design plan.

IMPORTANT:

See application forms for electrical service power and lighting of Feria Valencia, on the supply of services offered exclusively by FERIA VALENCIA."

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7 INPUT VAT REFUND FOR TAXPAYERS NOT BASED IN SPAIN

Feria Valencia must, in general, tax VAT on invoices issued for the services provided related to the fairs and exhibitions and their organisation, as established by current legislation.

Should the beneficiary of said services be an entrepreneur or professional not based in Spain, Spanish VAT will not be taxed, as long as the services provided are related to fairs and exhibitions organised by Feria Valencia.

In the event of fairs or exhibitions not organised by Feria Valencia, Spanish VAT will, in general, be taxed to the organiser non-resident in Spain.

7.1 Entrepreneurship credentials at Feria Valencia:

For clients based in the European Community, Feria Valencia will consider those who provide their identification number for VAT purposes as entrepreneurs. This will only occur once said identification number has been confirmed to Feria Valencia by the VIES VAT number validation system.

For clients not based in the European Community, Feria Valencia will consider entrepreneurs those who provide a certificate issued by their local government authorities which certifies that they carry out a business or professional activities in said country which makes them eligible for a tax refund as entrepreneurs not based in the European Community.

7.2 ENTREPRENEURS OR PROFESSIONALS BASED IN THE EUROPEAN COMMUNITY, THE CANARY ISLANDS, CEUTA OR MELILLA

Entrepreneurs or professionals not based within the jurisdiction where the VAT is applicable but still based in the European Community, the Canary Islands, Ceuta or Melilla, are eligible to claim a VAT contribution refund by electronically submitting the corresponding form available on the claimant's Member State's Tax Administration website.

7.3 ENTREPRENEURS OR PROFESSIONALS BASED IN OTHER COUNTRIES

Entrepreneurs or professionals not based within the jurisdiction where the VAT is applicable nor based in the European Community, the Canary Islands, Ceuta or Melilla, are eligible to claim a VAT contribution refund by submitting form 361.

A representative who lives in the jurisdiction where the said tax applies and who has been appointed by the applicant must submit the declaration electronically. Prior to submitting the refund claim, the following documents must be submitted to the competent body of the Spanish Tax Administration Agency via certified mail to the Tax Management Spanish Office at calle Infanta Mercedes, 49, 28020 Madrid, Spain:

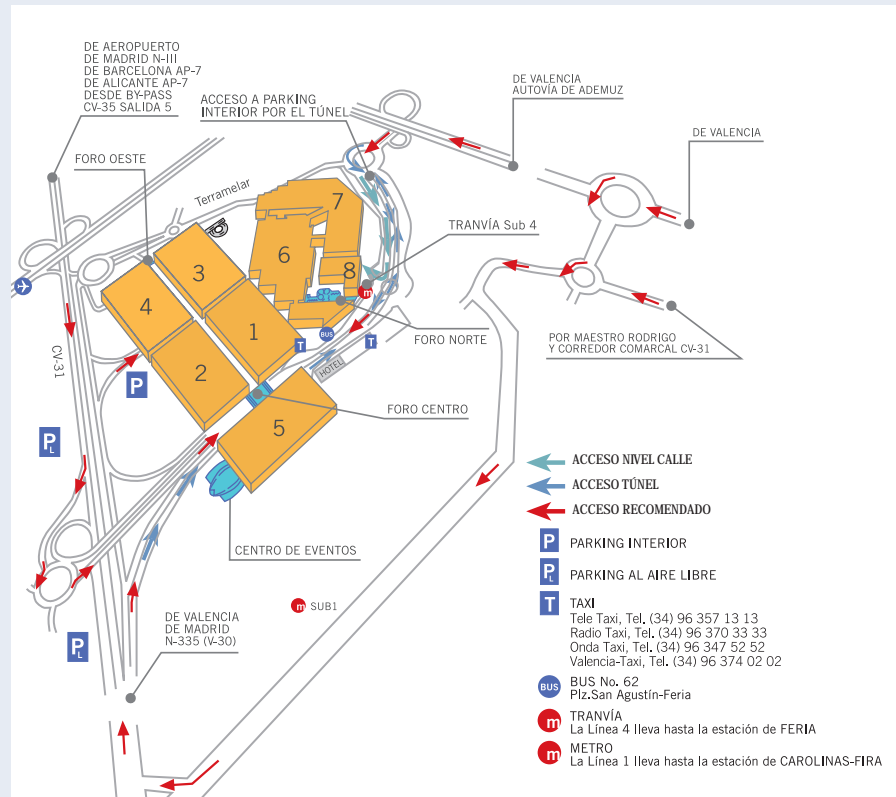
- 1- Certificate issued by the Government of the country they are based in which certifies that they carry out a business or professional activity in said country which makes them eligible for a tax refund as entrepreneurs not based in the European Community.
- 2- The original copy of a power of attorney granted before a public notary in favour of a representative residing where the said tax applies.

II Other Exhibition Sites Services

FERIA VALENCIA

8 ACCESS AND MEANS OF TRANSPORT

FERIA VALENCIA boasts excellent communications and easy access; located at 5 kilometres from the airport and less than 10 minutes from the city centre.



8.1 ROAD ACCESS

From VALENCIA city either via the Ademuz motorway (C-234), taking the well signposted right turning on reaching the Valencia TV Station, or by taking the recently completed road, the “Corredor Comarcal”.

From BARCELONA AND CASTELLÓN: AP-7/ N-340 / BY PASS SALIDA 501 or 497.

From ALICANTE or other cities further south: AP-7 / N-340 / BY PASS SALIDA 501 or 497/ V30.

From MADRID: A3 / BY PASS SALIDA 501 or 497.

From the International Airport of Valencia: direct access 5 km along the V-11

Car Park for Visitors and Exhibitors:

“P-INTERIOR” (P1 y P2) Car park. Undercover pay car park located within the fair premises.

“P-NARANJOS” y “P-MILITARES” Car park. Located within the FERIA VALENCIA exhibition centre, with shuttle service to Entrance.

II Other Exhibition Sites Services

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8 ACCESS AND MEANS OF TRANSPORT

8.2 ACCESS BY UNDERGROUND



Line number 1, from the city centre to the Carolinas-Fair station.



Line number 4, from the city to the main entrance to FERIA VALENCIA.

8.3 ACCESS BY BUS



Bus line number 62, direct line from the city centre to the main entrance to FERIA VALENCIA.

8.4 ACCESS BY TAXI

Permanent taxi rank outside the trade fair halls during events, (North Forum, Central Forum, Level 1 and West Forum)

8.5 ACCESS BY TRAIN

There are daily high-speed railway connections from Valencia to Madrid and Barcelona by Alaris and Euromed trains.

renfe RENFE issues vouchers that entitle holders to a discount of 30% off the price of their tickets. These vouchers are available to Spanish exhibitors and visitors to exhibitions at FERIA VALENCIA and are valid for travel on the dates the events are open and for five days before and after each event.

More information: www.renfe.es

8.6 AIR LINKS

Valencia has an International airport serving many cities around the World including direct flights to Barcelona, Palma de Mallorca, Málaga, Bilbao, Murcia, Sevilla, Ibiza, Mahón, Tenerife, Paris, London, Milán, Lisboa-Oporto and Zurich.

IBERIA IBERIA issues vouchers to exhibitors and visitors in Valencia that entitle holders to 25% discounts off full fares in Business and economy class on Iberia flights from any domestic and European or intercontinental destination

The discounts are available for travel within the dates the exhibition are open for two days before and two days after exhibition in the case of domestic and European flights and four days before after the exhibitions on the case of intercontinental flights.

More information: www.iberia.com

II Other Exhibition Sites Services

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9 INFORMATION AND COMMUNICATION

FERIA VALENCIA offers exhibitors information and communication-related services, including:

- Communications and press office.
- Visitor information points, providing the location of the different booths and service areas, as well as any additional data of interest.
- Interactive information screens (at certain shows).
- Information booth at Manises Airport. Through this booth, information is provided about all of the shows and other activities at Feria Valencia.
- Offices of different organizations and agencies while the shows are being held.
- Customer service (information, suggestions, complaints and claims).
- Public address system (during setup and breakdown).



II Other Exhibition Sites Services

FERIA VALENCIA

10 OTHER SERVICES

First Aid Service.

Security / surveillance.

Left luggage - cloakroom.

Lost property office.

Exhibition site suitable for the disabled.

Travel Agents.

Cash dispensers.

Banking Services.

Restaurants and cafés.

Discounts in hotels, restaurants and other establishments.



III Feria Valencia Contact Information

FERIA VALENCIA

Contact with Feria Valencia:

CUSTOMER SERVICE

Telf. +34 902 747 330

Telf. +34 963 860 000

Opening hours to exhibitors:

MONDAY TO FRIDAY FROM 09:00 TO 13:30H AND 16:00 A 19:00H

During the fairs and periods of stand assembly / dismantling from 9:00 to 19:00 h continuous.

Contact with other Feria Valencia departments:

SERVICE CENTER

Telf. +34 902 747 309

Fax: +34 902 747 345

servicecenter@feriavalencia.com

TECHNICAL AREA - Assembly Department

Telf. +34 902 747 301

Fax: +34 963 861 307

atecnica@feriavalencia.com

TREASURY OFFICE

Telf. +34 902 747 333

Telf. +34 963 861 105

Fax: +34 963 861 291

tesoreria@feriavalencia.com

TECHNICAL SUPPORT DEPARTMENT

Telf. +34 902 747 342

Fax: +34 963 861 180

sistemas@feriavalencia.com

Other telephone numbers at FERIA VALENCIA:

Emergencies: +34 963 861 510

First Aid Service: +34 963 861 533

Travel Agents at FERIA VALENCIA:

VIAJES +34 963 861 545

El Corte Inglés +34 963 861 544

IV Recommendations for Maximising your Participation at the Fair

FERIA VALENCIA

Organising your participation in a trade fair is a complex Business, given the need to plan, integrate, co-ordinate and control a large number of elements. For this reason, it is advisable to begin the process with plenty of time before the actual event in order to guarantee the effectiveness of your company's participation. Take a look at the steps below. This is a check list that will help you with deadlines and stops to take.

CHECK LIST

STEP 1: APPROXIMATELY 8 MONTHS BEFORE THE EVENT

Administrative procedures with the Fair's organization (consult deadlines with the Fair): Apply for the documentation for participation in the fair. Certain fairs require registration 9 months in advance. Apply for any subsidies and assistance for which your company may be eligible.

Choose a decorator and/or installer to be responsible for the stand.

Define a communication and promotion plan.

Inform the corresponding staff in your company.

Prepare a detailed budget.

STEP 2: APPROXIMATELY 5 MONTHS BEFORE THE EVENT

Administrative procedures with the organization of the fair: Contracting services and insurance, necessary for optimum performance.

Check the location of the stand and the characteristics of the stand (bear in mind your goals and the available budget, the material to be exhibited and FERIA VALENCIA regulations).

Prepare the material (adaptations, production) and the necessary technical and commercial documentation.

Prepare samples and promotional material (either existing or prepare new material).

Plan transport and travelling, accommodation and expenses. Train staff attending the stand.

STEP 3: APPROXIMATELY 4 MONTHS BEFORE THE EVENT

Administrative procedures with the organization of the fair: Register the company in the exhibitor's catalogue and contract advertising space (consult deadlines with the person responsible for the fair).

Prepare goods despatch documentation.

Supervision of the stand (decorative elements, furniture, contracting supplies, etc.)

Establish transport logistics.

Prepare price lists (CIF, FOB, etc.).

Make transport and accommodation reservations.

Contract advertising in specialised press, indicating the location of the company's stand at FERIA VALENCIA. Supervise the production of printed material: brochures, catalogues, visiting cards, etc. Produce a press dossier.

Review the budget and check for deviations.

IV Recommendations for Maximising your Participation at the Fair

FERIA VALENCIA

STEP 4: APPROXIMATELY 2-3 MONTHS BEFORE THE EVENT

Administrative procedures with the organization of the fair: Present the documentation relative to any services contracted and check that you have received invitations, exhibitor passes, parking cards.

Supervise the despatch of goods to be exhibited at the fair.

Non-European Community exhibitors: checks passports, visas and accident insurance.

Supervision and follow-up of equipment.

Plan a campaign to attract visitors. Select potential visitors. Establish a method of contact: telemarketing, mailings, sales staff, etc.

Intensify the activities of press office with reports, articles and information relative to the company's innovations. Send the FERIA VALENCIA press office information about the company.

Review the budget.

STEP 5: APPROXIMATELY ONE MONTH BEFORE THE EVENT

Make an inventory of the stand and check the contracting of services at the fair.

Continue the campaign to attract visitors, make files for visitors and plan a visitor schedule.

Confirm hotel and flight reservations.

Check the availability of promotional material (brochures, catalogues, etc.)

Review the budget.

STEP 6: DAYS PRIOR TO THE EVENT

Meet with the staff attending the stand: Review any remaining details relative to the participation at the fair: work shifts and meeting schedule. Effect a brief review of your mission (review the objectives of the participation, assign tasks and responsibilities, etc.)

STEP 7: POST-FAIR

Follow-up of contacts established. Compilation and analysis of available information. Analysis of results.

Reclaiming VAT for exhibitors from other European Community companies.

IV Recommendations for Maximising your Participation at the Fair

FERIA VALENCIA

EVALUATING YOUR PARTICIPATION. DO RESULTS MATCH EXPECTATIONS?

To evaluate your participation at the fair you need to reflect on the results obtained and adopt corrective measures for future editions if necessary.

Participation at a trade fair should not be improvised. Specific objectives must be set and all activities to be carried out must be planned with sufficient time.

Exhibiting at a trade fair is an investment which requires sufficient resources (human, material, and financial) to achieve targets.

The profitability and success of taking part in a trade fair must not be measured solely by volume of sales obtained. Other benefits must also be evaluated, although they may be difficult to quantify in economic terms: commercial contacts, strengthen customer loyalty, information on the market, vision of the competition, unveil and promote new products and services, strengthen the company's image, use these contacts as a testing ground for the product.

The results must not be measured solely in the short term, given that efforts often bear fruit in the medium to long term. In the case of sales, in addition to evaluating the volume realised at the fair itself, you must also bear in mind the sales generated once the fair has concluded as a result of a commercial contacts established during the fair.

The results of taking part do not finish when the fair itself closes. Once the fair is over there must be a personalised commercial follow-up, together with an evaluation of the information gathered.

Review the fair marketing strategy:

COMMUNICATION:

- Promotion prior to the fair.
- The insertion of publicity in the fair catalogue. Once the fair is over commercial contacts will come from the information in the catalogue.

STAND:

- Decoration and size of stand

HUMAN RESOURCES:

- The stand must be manned by experienced staff.

COMERCIAL PLANNING:

- Prior contact.
- Design and use of methods of compiling information on visitors.
- Post- fair follow-up.

Procedures to Be Followed in Emergencies in FERIA Valencia

FERIA VALENCIA

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1. INTRODUCTION

The prevention of occupational hazards is a commitment on the part of the company and employees for the health of the latter and for for the benefit of all. FERIA VALENCIA has set in motion an ambitious System of Management for Prevention of Occupational Hazards, based on the OSHAS 18001/1999 Standard, aiming at ensuring the health and safety of its employees, and of outside workers on its premises, as well as complying with the legal and regulations standards established by the Law of Prevention of Occupational Hazards and all other regulations in force concerning these aspects.

The Standards for Prevention contained in this document, must be complied with all companies operating within the premises of FERIA VALENCIA, who must ensure that all the workers under their responsibility (subcontracted, self employed, etc) are aware of them.

All companies, as well as their personnel, must use safe working methods. Workers must not incur in any unnecessary risks, and any risk or anomalous event must be immediately reported to their superiors who, if necessary, will report it to the prevention unit of FERIA VALENCIA.

Companies and personnel in charge of machinery and equipment will take responsibility for the verification of the periodicity of their maintenance (particularly in protection systems), ensure that all employees using them are properly trained and have the appropriate information, workers must never modify or withdraw the protection systems of machines or equipment.

Those in charge of subordinates will be held responsible for their safety, and must ensure that they have received adequate information to carry out their activity safely. Personnel must use the personal protection equipment provided by the company, and be responsible for its maintenance and proper use. FERIA VALENCIA has a medical service and the personnel of the fair are trained to act in an emergency situation until the arrival of a qualified doctor. If you detect an accident, you must report it to our staff in the fair.

The prevention Unit of FERIA VALENCIA is an organisational unit within the Technical Department set up to manage the Prevention System, and to ensure the correct implementation of the current legislation (Law 31/1995, art.24; RD 171/2004) and internal regulations of the fair. Their aim is the continuous improvement of working conditions within FERIA VALENCIA and of the standards in working hours. For advice or information, contact the Prevention Unit: 96 386 12 74

2. GENERAL CLAUSES FOR SAFETY REGARDING CONTRACTING

2.1 Contracted and subcontracted companies will on their own account comply with current work and safety regulations and ensure that their employees and subcontracted companies fulfil the current regulations of health and safety in the work place, especially the Law of Prevention of Occupational Hazards and all applicable Royal Decrees on minimum standards of health and safety. FERIA VALENCIA will not intervene in the direct management of Prevention of occupational hazards of contracted or subcontracted parties involving their employees, although it retains the right to undertake any inspections it considers necessary with its own experts or the members of the Committee of Health and Safety.

2.2 In order to guarantee that the contracted company, apart from its obligation to comply with the legal requirements about committees of health and safety, or co-ordinators of health and safety, must have a representative or person in charge who will be held responsible for the compliance of its personnel with the health and safety regulations established by FERIA VALENCIA or decided by him/herself and affecting the work carried out by his/her company.

Therefore, each contractor will appoint a person in charge of safety, to carry out the functions of coordination and supervision of health and safety of the workers under its control, and to liaise with FERIA VALENCIA for the co-ordination and discussion of all matters regarding prevention of occupational hazards he/she considers necessary at any moment.

Procedures to Be Followed in Emergencies in Feria Valencia

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- 2.3 Contracted companies must also commit themselves to abide by any other internal regulations related to the prevention of occupational hazards put to its knowledge.
 - 2.4 All staff and contractors must be equipped with the necessary equipment for personal protection for all situations of risk requiring them. Contracted workers must be previously informed of the risks to be avoided by using equipment for personal protection and must be previously instructed in the use of said equipment by their employers. The maintenance and use of the equipment must conform to the instructions manual and must be duly certified.
 - 2.5 Non compliance with the requisites of the above clauses may lead to the suspension of work until these are fulfilled and will be considered sufficient cause for suspending present or future contracts in the premises of the trade fair without right to compensation.
- ### 3 GENERAL SAFETY REGULATIONS FOR WORKERS FROM OUTSIDE FERIA VALENCIA
- 3.1 The contracted party must provide the Department of Assembly of FERIA VALENCIA with a list of all electrical, mechanical and auxiliary equipment, as well as welding equipment to be used by them with in the premises of FERIA VALENCIA.
 - 3.2 The contracted party must request authorization from the Technical Area of FERIA VALENCIA to use or manipulate any fixed or Mobile installation, equipment, Tools, etc. property of FERIA VALENCIA.
 - 3.3 Exhibitors contracting a professional decorator for stand assembly should see that the decorator he or she applies to the Trade Fair for the Assembler's Pass or Passes ([Form 60](#)). The decorator must present a copy of the contract signed by the Exhibitor, or a letter from the Exhibitor authorising him or her to perform such activities on the Exhibitor's behalf, and both the Decorator and the Exhibitor are responsible for complying with Social Security requirements.
 - 3.4 All employees of the contracted party will respect the safety warnings in the areas of work of circulation.
 - 3.5 Any type of accident detected by the staff of the contracted or subcontracted party must be immediately reported to the member of the Department of Surveillance and Safety of FERIA VALENCIA.
 - 3.6 Should it be necessary to implement the EMERGENCY EVACUATION PLAN, all employees of the contracted party must follow the instructions which they will have previously received from members of FERIA VALENCIA.
 - 3.7 Any work accident to staff of the contracted or subcontracted party must be reported to the medical service of FERIA VALENCIA within the same day it takes place.
 - 3.8 The contracted party must maintain its area of work in perfect working order, hygiene, cleanliness, respecting and enforcing amongst its workers the safety regulations in force in FERIA VALENCIA.
 - 3.9 Fork-lift trucks will be exclusively used for transporting material, being expressly prohibited the transport of persons, and must only be used by duly authorized and trained personal.

Procedures to Be Followed in Emergencies in Feria Valencia

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4. SAFETY REGULATIONS FOR SETTING UP AND DISMANTLING OF EVENTS.

4.1 GENERAL STANDARDS

All workers must report all situations of danger detected by them during work to their immediate superiors.

Order and cleanliness must be maintained in the workplace in order to prevent accidents.

Before working for the first time in an area, it must be inspected and studied properly.

Once the job is finished, all tools, materials and residues must be removed in order to leave the area in correct working order.

Those workers not properly authorized and trained must not use machinery, equipment or electrical panels, cables or connections.

Danger warnings, prohibitions and obligations must be respected at all times.

Safety devices of machines and equipment must never be switched off.

Workers carrying out tasks requiring individual protection equipment must use them.

The introduction of alcoholic drinks and drugs on the premises of the fair is expressly prohibited.

It is prohibited to move fire extinguishers, hoses, alarms, fire hydrants, emergency lights, emergency exits and to block or cover signs for the same.

All residues toxic to people or the environment (paint, varnishes, solvents and their containers) must be removed by the companies who have used them, and must never be dumped in the drainage system of FERIA VALENCIA.

The staff of FERIA VALENCIA must ensure the application of the safety regulations, and are authorized to stop any work they consider hazardous carried out by non-FERIA workers on the fair premises

FERIA VALENCIA has a Plan for Self-protection contemplating action to be undertaken in emergency situations. The staff of the fair is responsible for providing non-Feria workers with information and advice on action to take. All non-Feria workers must collaborate with the staff of the FERIA VALENCIA and follow their instructions.

4.2 PERSONAL PROTECTION

Safety equipment must be kept in perfect condition. In case of damage, replacement of equipment must be requested.

Working clothes must be properly buttoned without tears, loose or hanging parts to prevent being caught or hooked. It is prohibited to work with clothes stained with grease, oil, solvents, etc.

Protective glasses must be used when carrying out or looking at tasks ejecting solid or liquid particles, or emitting hazardous gases, dazzle, etc.

Helmets must be used when there is a risk of falling objects and material. It is advisable to wear a helmet at all times during the working day.

Procedures to Be Followed in Emergencies in Feria Valencia

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Workers involved in setting up and dismantling must use safety shoes with reinforced toes and rubber soles with adequate grip and without fittings, to avoid slipping and electrical contact.

Safety gloves must be worn in all tasks where hands might be damaged.

Suitable insulating gloves must be used to carry out works involving possible electrical hazards.

The use of safety belts with shock-absorbers is compulsory for all work not protected by scaffolding, railings, platforms, etc.

In general, safety belts must be used to carry out any kind of work at a height over 3.5 meters and must be properly secured.

Masks, filter or respiratory equipment must be worn to carry out tasks involving risk of breathing dust, gases, vapours or any hazardous substance.

Ears protectors must be used in all tasks with potentially hazardous sound levels.

4.3 WORKING AT HEIGHTS. SCAFFOLDING AND PLATFORMS

People suffering from vertigo must not carry out work at heights.

All those working at height must use a tool-belt.

When working at heights, tools or material must not be thrown. They must be handed or passed by using a rope or a container.

Assemblage or dismantling must be carried out with maximum levels of safety, and the fixing of pieces to their definitive place will be made, if possible, before loosening them from supporting cables or ropes.

Scaffolding must be firm and stable, set up by trained staff and have banister, bracing, mailing and plinth base.

Prior to the carrying out of works on scaffolding or platforms it must be checked that they are in perfect conditions. Any anomaly must be reported to a superior.

Before carrying out works on wheeled scaffolding, the wheels must be blocked.

It is forbidden for workers to be at different levels and the same vertical. Working platforms must have a minimum height of 60 cm.

Only the necessary material to guarantee the continuity of the works must be stored on scaffoldings and platforms in order not to overload them and maintain the space clear.

Tools, utensils and materials used on the working platform must be placed in containers, minimising the risk of fall.

No worker must be on the scaffolding when this is being moved.

When scaffolding is being used to access working platforms at a height of 3.5m or more, safety belt or harness or alternative protective measurements must be used.

Procedures to Be Followed in Emergencies in Feria Valencia

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The different levels and guard boards of the working platforms must be slip-proof, kept free of obstacles and provided with a training system to eliminate all products capable of causing slipping.

When carrying out work on mobile platforms, safety devices to prevent them from moving or falling must be used.

Platforms with potential falls from over 2m height must be completely surrounded by railings and plinth base.

The stairs to access the platforms must be placed laterally to the structure and never at the corners.

4.4 PORTABLE LADDERS

Ladders must be inspected before beginning work, discarding those not offering sufficient guarantees of safety. The stiles must be made of one piece, and the rungs must be assembled and not merely nailed.

The base of ladders must be provided with a nonslip base, or securing devices at the top.

Before going up or down a ladder, workers must ensure all rungs are firmly in place. Workers must face the ladder when using it and with their hands free.

Workers must carry out their tasks facing the ladder and holding it with one hand. Should this is not possible, they must use a safety belt secured to a fixed point, never to the ladder.

It is prohibited to connect two ladders if there are no devices purposely designed for that function available.

Ladders must not be simultaneously used by two people.

When ladders are not being used, they must be stored away from the action of the sun or rain. They must never be left horizontally placed on the floor.

Wooden ladders must not be painted (except with a transparent varnish) as paint may hide flaws or anomalies which may be dangerous.

4.5 TOOLS:

Only tools adequate to each specific task must be used.

Tools must be carefully inspected by the users prior to use, discarding those representing flaws and reporting them to an immediate superior.

To avoid the use of Tools in bad conditions, they must be labelled indicating any flaws.

Tools with handles must have the suitable dimensions and be well secured without crack or chips, and must, when necessary, be insulated.

Electricians' tools must comply with legislated standards.

Tools must be kept clean of oil and grease.

Cutting or sharp tools must be kept suitably sharpened, never carried in pockets or loose within toolboxes, but always in their cases or special containers.

Procedures to Be Followed in Emergencies in Feria Valencia

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4.6 MACHINES:

Portable machines must always be kept in perfect working order. Neglect in this regard might be fatal.

Prior to any work with a portable machine, its condition must be checked. Any detected anomaly must be reported to an immediate superior.

Before drilling, it must be checked that there are no cables or obstacles in the work area that might cause accidents when operating with the drill bit.

When working with pneumatic machines, these must not be disconnected from their hoses or valves, without first shutting down the feed and allowing the air to escape from the tool itself. The hose must not be doubled to interrupt the air flow, except in cases of emergency.

Standardised protective glasses must be used.

Riveting machines and similar pneumatic tools must always be used with the head or tool-bit downwards when not in operation. After use, the tool-bit or head must be removed from the machine.

Compulsory protection to fixed grinding machines are: protective screen for the observation of work; a protective guard covering of the grinding wheel; the machine must be secured to the ground at the same level as the axis or above it, with a maximum distance from the periphery to grinding wheel of 3 mm.

It is forbidden to adjust the securing of the appliance with the disk in operation.

Side faces of the grinding wheel must never be used to sharpen tools.

Small pieces grinding machines must have metallic protector and the operator must wear protective glasses or face guard at all times.

4.7 PREVENTION OF ELECTRICAL RISKS

Before using electrical apparatus or installation, check that it is in perfect working order, comply with the precautions to be adapted in its use and respect them scrupulously.

Before connecting an electrical apparatus, check that the electrical supply is adequate for the machine.

While using electrical apparatus or installation, use only the parts necessary for the purpose. Do not use or modify any security services devices.

Do not use electrical apparatus or installation if they are accidentally wet or if the operator has wet hands or feet.

Do not manipulate or try to repair installations or electrical machine. In case of irregularity report it to an electrician.

Never open the protective safeguard of electrical devices and respect all warnings and signs in order to avoid bodily contact with either wire or electrical pieces.

All electrical installations carried out in FERIA VALENCIA must comply with Electro-technical Standards for Low Tension and be installed by electricians officially authorized by the Ministry of Industry.

Emergency Procedures

FERIA VALENCIA

IF YOU SEE AN ACCIDENT

- PROVIDE assistance to anyone injured
- NOTIFY the first aid team, emergency telephone number 96-386-1510, extension 1510.
- Make sure they receive the notification.

IF YOU SEE A FIRE

- NOTIFY the Security Dept. Base Station, emergency telephone number 96-386-1510, extension 1510:
 - Identify yourself.
 - Specify the location, nature and magnitude of the emergency.
 - Make sure they receive the notification.
 - DO NOT use the elevator.
- IMMEDIATELY USE the appropriate fire extinguisher.
- INDICATE the location of the fire to the Emergency Response Leader or to members of the Emergency Response Team.
- RETURN to your work station and await further orders.

IF THE ALARM GOES OFF

- KEEP order.
- OBEY the instructions of the Evacuation Team.
- DO NOT LAG BEHIND to pick up personal objects.
- CLOSE all windows.
- EXIT in an orderly manner, without running.
- DO NOT SPEAK during the evacuation.
- IF THERE IS SMOKE, crawl low towards the exit.

GO TO THE ESTABLISHED MEETING POINT AND REMAIN THERE UNTIL YOU RECEIVE FURTHER INSTRUCTIONS (very important so it can be determined whether everyone has been evacuated or if anyone is still inside the affected area).

Emergency Procedures

FERIA VALENCIA

WORKPLACE HAZARD INFORMATION SHEET (ROYAL DECREE 171/2004)

HAZARD	LOCATION	SOURCE OF RISK	PREVENTIVE MEASURES
Falls to a lower level	Shafts, pavilions and parking areas	Access to openings	Access is prohibited to unauthorized personnel.
Falls to a lower level	Pavilion roofs	Exposed perimeters	Access is prohibited to unauthorized personnel.
Same-level falls	Pavilion floors	Presence of objects (cables, hoses, etc.) Presence of solid waste from setups (paper, sawdust, wood, plastic, etc.) Presence of substances on the floor because of possible leaks from machinery and equipment	Keep work areas clean and tidy. Quickly repair any leaks. Remove objects from circulation areas. Use of protective footwear, certified and with CE marking, is mandatory. If applicable, notify appropriate FERIA VALENCIA staff.
Same-level falls	Pavilion floors	Holes in the floor (covers)	Check for any holes in work area: –Notify appropriate FERIA VALENCIA staff –Protect and/or mark any existing holes
Falling detached objects	Pavilions	Access under work areas at a higher level during show setup or breakdown	Traffic under work at heights is prohibited. Obey signs.
Falling detached objects	Pavilions	Breakdown of booths	Use hard hat, certified and with CE marking.
Falling objects	Pavilion 6 level 3 Pavilion 7 level 3	Stored items next to escalator walls	Perimeter area of escalators shall not be used for storage
Stepping on objects	Pavilion floors	Solid refuse on the floor (paper, plastic, sawdust, wood, etc.)	Keep work areas clean and tidy. Remove objects from circulation areas. Use of protective footwear, certified and with CE marking, is mandatory. If applicable, notify appropriate FERIA VALENCIA staff.
Being struck by vehicles	Pavilions or exterior areas	Maintenance vehicle traffic (forklifts and lift platforms, etc.), cars, trucks, etc.	Walk in crosswalks provided for this purpose in parking and exterior areas. Do not remain in vehicle traffic areas. Obey the instructions of drivers operating vehicles. Obey signs posted at the site and the instructions of FERIA VALENCIA staff. Vehicles in operation must have lights on inside of pavilions. The speed limit at Feria Valencia is 10 km/hr (6.2 mph)

Emergency Procedures

FERIA VALENCIA

WORKPLACE HAZARD INFORMATION SHEET (ROYAL DECREE 171/2004)

HAZARD	LOCATION	SOURCE OF RISK	PREVENTIVE MEASURES
Being struck or crushed by vehicles	Pavilions or exterior areas Loading areas	Maintenance vehicles (forklifts and lift platforms, etc.), trucks, etc.	Do not remain in vehicle traffic areas. When the vehicles stop, they shall be immobilized to prevent accidental movement.
Being trapped by or between objects	Pavilions: Freight elevator	Access to interior of site	The freight elevator may not be used unless authorized by FERIA VALENCIA staff.
Being struck by vehicles	Accesses, exterior areas, exhibition site and parking areas	Maintenance vehicle traffic (forklifts and lift platforms, etc.), cars, trucks.	Walk in crosswalks provided for this purpose in parking and exterior areas. Use reflective vest in exterior areas. Do not remain in vehicle traffic areas. Obey the instructions of drivers operating vehicles. Obey signs posted at the site and the instructions of FERIA VALENCIA staff. Vehicles in operation must have lights on inside of pavilions. The speed limit at the exhibition site is 10 km/hr (6.2 mph)
Electrical contact	Pavilions	Electrical installation in general: <ul style="list-style-type: none"> •Transformer substations •Low-voltage circuit breaker panels. •Junction boxes. •Electrical cable trays. •Electrically actuated equipment. 	The electrical installation (breaker panels, junction boxes, trays, equipment, etc.) may not be manipulated unless authorized by FERIA VALENCIA staff. Access to transformers is prohibited, unless authorized by FERIA VALENCIA staff.
Electrical contact	Electrical installation	Electrical installation with accessible live parts	If applicable, notify appropriate FERIA VALENCIA staff.
Fire	Exhibition site	Presence of combustible or flammable substances	No tasks involving flashpoints may be performed, unless authorized by FERIA VALENCIA staff
Fire	Exhibition site	Thermal load (paper, sawdust, wood, plastic, etc.)	Smoking in the work area is prohibited. Keep work areas clean and tidy.
Noise exposure	Pavilions	Equipment in operation exceeding 80 dBA during booth setup or breakdown	Use hearing protection, certified and with CE marking.
Those resulting from lighting conditions	Pavilions: booth setup and breakdown work	Inadequate lighting for the visual requirements of the tasks being performed	Light levels for the visual requirements of the tasks being performed shall be in accordance with Royal Decree 486/97

Emergency Procedures

FERIA VALENCIA

WORKPLACE HAZARD INFORMATION SHEET (ROYAL DECREE 171/2004)

HAZARD	LOCATION	SOURCE OF RISK	PREVENTIVE MEASURES
Those resulting from emergency situations	Exhibition site	Fire and/or accidents	Obey FERIA VALENCIA emergency procedures. Cooperate with FERIA VALENCIA staff as required.
Those resulting from evacuation conditions	Exhibition site	Blocked doors and escape routes	The following are prohibited: <ul style="list-style-type: none">• Storing material next to doors or escape routes in pavilions• Parking vehicles at emergency exits or escape routes (perimeter stairs, pavilion doors, etc.)
Those resulting from the safety conditions of the equipment	Exhibition site	Booth setup and breakdown	All equipment used during booth setup and breakdown shall have a Declaration of Conformity (CE marking) or a statement of compliance with Royal Decree 1215/97, which establishes the minimum health and safety requirements for the use of equipment by workers.
Those resulting from non-compliance with the general workplace safety regulations at FERIA VALENCIA	Exhibition site	Coordination of business activities Booth setup and breakdown	Compliance with the General Workplace Safety Regulations is mandatory at FERIA VALENCIA.

Saving Heating and Cooling Energy in the Booths

FERIA VALENCIA

The aim of the basic "energy saving" requirement established by current regulations consists of achieving rational use of the energy needed to run buildings, reducing its consumption to sustainable limits through their design, construction, use and maintenance characteristics. To meet this objective, buildings shall be designed, built, run and maintained in such a way as to comply with the basic requirements. Air conditioning / heating is provided during the days and hours when shows are being held, and not before or afterwards, because during setup, for example, the freight doors are open and would nullify its effect. Ambient temperature requirements are considered to be met, in accordance with the applicable regulations, if indoor temperatures are maintained within the following ranges:

SEASON	OPERATING TEMPERATURE ° F
Summer	73 a 77 degrees
Winter	70 a 73 degrees

For the booths to reach temperatures similar to those in the corridors, which are the ones that FERIA VALENCIA can control, the following are recommended:

- Participants should dress appropriately to the season to avoid discomfort.
- Open booths minimize temperature differences with the corridor and facilitate ventilation.
- Adequate rather than excessive light level.
- Use of light sources with high light efficiency.
Avoid incandescent lamps whenever possible.

Procedures to Be Followed in Emergencies in Feria Valencia

EMERGENCIES MEETING POINT

FERIA VALENCIA

Punto Reunión en caso de evacuación de Emergencia

112 Punto de recogida Ayudas Externas

USEFUL INFORMATION / Información útil:

- P** PARKING INTERIOR
Indoor Parking
- P** PARKING AL AIRE LIBRE
Outdoor Parking
- T** TAXI
- BUS** BUS No. 62
Plz. San Agustín-Feria
- m** TRANVÍA / TRAMWAY
La Línea 4 lleva hasta la estación de FERIA
Line No.4 takes you up to FERIA station
- m** METRO / UNDERGROUND
La Línea 1 lleva hasta la estación de CAROLINAS-FIRA
Line No.1 takes you up to CAROLINAS-FIRA station

EN CASO DE EMERGENCIA / IN CASE OF EMERGENCY.

- ▶ Comuníquese rápidamente al teléfono: 96 386 15 10
Phone 96 386 15 10 immediately.
- ▶ Identifíquese.
Identify yourself.
- ▶ Detalle el lugar, naturaleza y tamaño de la emergencia.
Give details of location, nature and extent of emergency.
- ▶ Compruebe que reciben el aviso.
Make sure your warning is received.

EN CASO DE INCENDIO / IN CASE OF FIRE

- ▶ Mantenga la calma: no grite ni corra.
Remain calm. Do not shout or run.
- ▶ Si se prende su ropa tiéndase en el suelo y rueda; si hay humo abundante gatee.
If your clothes catch fire, fall to the ground and roll, if there is a lot of smoke, crawl on hands and knees.
- ▶ Abandone su puesto de trabajo y dirijase a la salida más cercana.
Leave your work place go to the nearest emergency exit.
- ▶ No rezagarse a recoger objetos personales.
Do not stay behind to gather your personal belongings.
- ▶ Siga las instrucciones del equipo de evacuación de FERIA VALENCIA.
Follow instructions from the FERIA VALENCIA evacuation team.
- ▶ No hablar durante la evacuación.
Do not talk during evacuation.