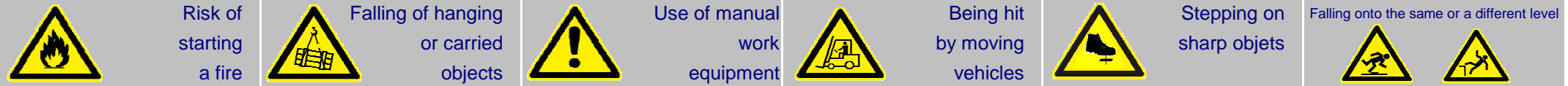


Safety Rules for Works in Pavilions and Exhibition Areas

GENERAL RISKS IN INSTALLATIONS



Preventive Measures and Safety Instructions

Emergency and Evacuation	Work Safety Equipment and Methods	Vehicle Transit	Protection Against Falling
<p>Upon accessing your work area, identify the Evacuation Routes, Emergency Exits and Fire Extinguishing Systems and show them to your staff.</p> <p>In the event of an emergency, you will be advised by your Area Chief.</p> <p>Upon hearing an Evacuation Order, pass it on to all of the personnel for whom you are responsible and execute it immediately. Leave the area by way of the Evacuation Routes, heading towards the Emergency Exits.</p> <p>Make sure that your entire staff goes before you.</p> <p>Avoid anything that might cause or increase Panicking.</p> <p>The Hallways and Evacuation Routes must remain free of objects at all times.</p>	<p>All of the work tools and equipment used in Areas of Exposure must be compliant with the general requirements dictated by the Laws and the safe usage instructions established by the manufacturer. Those workers who use them must have the proper training and information on safe methods of use.</p> <p>Any works with EQUIPMENT WHICH LIFTS PEOPLE must IN ALL CASES be performed with both feet supported on the floor of the basket, which must not be used as a crane or be anchored to fixed structures.</p> <p>Those works with EQUIPMENT FOR TRANSPORTING AND LIFTING LOADS are to be carried out with them properly ensured against falls and without them passing over (whether suspended or supported) people, installations, vehicles, etc.</p> <p>Any lifting operation shall require cordoning off the area of risk of falling objects, with attention to any possible contact with aerial ducts, supports and attachments, structures, etc. The maximum load must not be surpassed, nor the maximum number of occupants either. Lighted and acoustic signals must be operative at all times. The operations of several mobile pieces of lifting equipment in one single environment must be coordinated so as to avoid accidents.</p> <p>CUTTING EQUIPMENT shall always be equipped with the proper protections against cuts and/or the projection of particles. The safety devices for putting them into operation must not be modified and must have waste aspiration systems.</p> <p>CHEMICALS must always be used in labelled packages appropriate for their contents. The use of flammable products is forbidden, as is the spraying of paints containing cellulose.</p>	<p>All of the vehicles which access the pavilions to carry out tasks of loading and unloading, transport and/or handling of materials must be equipped with all of the safety devices established by the manufacturer and/or the current laws in force.</p> <p>Likewise, the people who drive them must have the necessary training and must at all times comply with the safe usage methods issued by the same sources.</p> <p>Special attention must be placed on the prohibition of transporting people in those vehicles which are not designed for that purpose.</p> <p>All types of vehicles must move about the inside of the pavilion at the speed of a walking person.</p> <p>No vehicle or machine may stop or park at the emergency exits or in evacuation routes.</p>	<p>Carrying out works above ground height must occur with the proper forms of protection for preventing falls by people or falling objects. Special attention must be placed on ladders and scaffolding. These must ALWAYS have the necessary certifications, being assembled, used and dismantled in accordance with the manufacturer's instructions, by people properly trained and responsible for their use.</p> <p>SCAFFOLDING must in all cases have platforms with a width of at least 60 cm., railings measuring 90 cm. on all four sides, a foot rail measuring 15 cm., a wheel anchoring system and safety stringers, depending upon their use.</p> <p>LADDERS must in all cases have anti-slipage shoes. No repaired or defective ladders may be used. Nobody may climb above the third rung, when counting from the highest, and they are not to be supported at unstable points or used with legs astride.</p>



Basic Safety Rules

- 1 Follow these rules and convey them to your own staff, as well as sub-contracted companies and self-employed workers.
- 2 Signal and report any operations which may affect people in the nearby areas.
- 3 All of the self-propelled vehicles and equipment must be operated at the speed of a walking person, and with their lighted and acoustic devices turned on.
- 4 Use the Personal Protection Equipment necessary for each task and, in all cases, safety shoes.
- 5 Immediately report any accident or incident which takes place to the person responsible.
- 6 Welding tasks require prior authorization.

For any type of emergency
91.722.54.00

Service
24 hours

Public Emergency Service
112

De su correcta actuación, depende su propia seguridad y la de cuantos trabajamos en los Recintos Feriales.
Muchas gracias por su colaboración.

"Help Us for Prevention"
Workplace Health and Safety Committee

Internal Rules on Assignment of Work Equipment to Outside Companies

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the assignment of work equipment to companies in order to carry out tasks at IFEMA.

1.- DEFINITION OF WORK EQUIPMENT

In accordance with that which is established in Royal Decree 1215/1997, included within the definition of work equipment is "any machine, apparatus, instrument or installation used in work."

2.- INTERNAL REGULATION OF ASSIGNMENTS:

- **IN GENERAL, THE PROHIBITION OF ASSIGNING ANY WORK EQUIPMENT TO PEOPLE OUTSIDE OF IFEMA'S STAFF IS ESTABLISHED.**
- On an exceptional basis, work equipment may be assigned to companies, professionals or self-employed workers in order to carry out tasks inside of the exhibition centre premises.
- Each Directorate/Department may establish a list of the equipment that may be assigned and can even determine which equipment may not be assigned.
- The assignment shall require the following before it takes place:
 - Express authorization by the person responsible for the work equipment (mid-level manager or director)
 - Delivery of the internal safety rules on the assigned equipment to the assignee.
 - Delivery, where appropriate, of the instructions for use provided by the manufacturer.
 - Filling out the document IFEMA WORK EQUIPMENT ASSIGNMENT REGISTRATION, which must identify the equipment, the person responsible for its assignment, the date and duration of the assignment, the name of the assignee company, the name and signature of the person who receives the equipment and the conditions of the assignment.
 - The person who performs the equipment's delivery must check the equipment's proper usage status.
- Each functional area shall safeguard the control sheets on the assignment of its equipment.
- Once the assignment has come to an end, and prior to its reuse by IFEMA personnel, the equipment must be carefully checked. If any anomaly is detected, the equipment will be taken out of service and properly marked until it has been repaired.

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Workplace Health and Safety Committee
IFEMA



IFEMA Work Equipment Assignment Registration

(Mark the proper boxes with an X)

IDENTIFICATION OF THE ASSIGNED EQUIPMENT										
Manual Equipment	Ladder		Scaffolding		Tool		Trans-pallet		Others	
	description									
Vehicles	Forklift Carrier			License or ID number						
	Platformlift			License or ID number						
	Boom with basket			License or ID number						
	Car/Van			License or ID number						
	Motorcycle			License or ID number						
	Dumper			License or ID number						
	Compressor Trailer			License or ID number						
Individual protection equipment	Protection From falls		Head protection		Eye protection		Protection of hands and feet		Hearing protection	others
	description									

Identification of the Person Responsible for the Equipment Who Authorises Assignment				
Full name				
Directorate/Dept.		Area		Position
Signature		Date		Duration Of assignment

IDENTIFICATION OF COMPANY REQUESTING THE EQUIPMENT			
Company name			TaxID
Identification of the Person Receiving the Equipment			
Full name		ID	
Position			
Signature		Date	

The signatory declares and acknowledges the following:

- That the assignment is temporary.
- Having received and knowing the contents of the Internal Safety Rules for the assigned Equipment.
- Knowing the instructions for safe use of the equipment.
- The obligation to provide the users thereof with the information in this document and the safe usage instructions for the equipment.
- Receiving the equipment in perfect conditions.
- Not manipulating or removing any part of the equipment that may affect the functions for which it was designed and, most importantly, its safety and protection systems.
- The obligation to transport, safeguard and store the equipment in a safe manner.
- Not to apply any paint or adhesives.
- Not to attach it to other pieces of equipment.
- Not using the equipment outside of the Exhibition Centre premises.
- IMMEDIATELY reporting any accident or incident which may occur in relation with the use of the assigned equipment to the person at IFEMA who authorized the assignment.
- Not to use the equipment if any anomaly is observed in its operation which might compromise the safety of its users.
- The prohibition of assigning the equipment to third companies or persons.

Rules on Safety in Handling Machines and Tools

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the use, transport, storage and preservation of machines and tools by IFEMA employees at their work stations, as well as by any other person inside of the Exhibition Centre premises.

1.- DESCRIPTION, TYPES AND MATERIALS:

Included within the definition of machines and tools are all those pieces of mechanical work equipment used to carry out any task related with the job, whether electrically powered, pneumatic, hydraulic or manual, with the potential ability to cause damage to people and/or items, so as to safeguard those people and items from the risks caused by the installation, operation, maintenance and repair of those machines and tools.

2.- RISKS CAUSED BY THEIR USE:

- **Mechanical due to crushing, shearing, cutting, being caught or trapped, impact, bludgeoning, friction, abrasion or the projection of a fluid.**
- **Electrical due to short circuits or electrical shock.**
- **Thermal due to burning or fires.**
- **Noise-vibrations.**
- **Radiation.**
- **Fire-explosion.**



3.- PREVENTIVE MEASURES:

- Intrinsic Prevention: all machines must be safe in and of themselves, and therefore, as of their design, they must fulfil the minimum
- safety requirements which ensure the health of the people who use them.
- Only those machines which meet the essential requirements on safety and health may be commercialized and put into service. Those machines which have been given the EC label shall be considered compliant with these standards.
- Each machine shall be marked, in a legible and indelible manner, with no less than the following indications: name and address of the
- manufacturer, EC marking (no smaller than 5 mm); designation of the series or model and serial number, if it exists. Likewise, it must come with an instruction manual in which the following are indicated: the conditions foreseen for use; the job which must be held by the person who uses it, and the instructions so that the machine may be put into service, used, maintained, installed and assembled without risk.
- Periodically, the proper running of the machines must be tested and additional tests carried out in those cases when machines are transformed, when there are accidents, or when a machine is not used for a prolonged amount of time.
- The controls for starting the machine up must be located outside of the danger zones and may only be activated intentionally.
- Moreover, the machines must be equipped with a mechanism that allows them to be fully stopped under safe conditions; the stoppage order must hold priority over any orders for the machine to be started up.
- All parts of a machine which cause danger of a person being trapped or cut, or of abrasion or projectiles, must be equipped with guards or protective devices.
- No safety mechanism with which the machine is equipped must ever be turned off or circumvented, and the protections or guards must not be removed.
- The operations for adjustment, cleaning, greasing and repairing must be performed, whenever possible, with the machine turned off and the power source disconnected. There must be locking mechanisms (the most common are padlocks) which impede the machines from being started up during such operations.
- Loose clothing, loose hair, scarves, chains, etc. must not be worn, nor must any other item that could get trapped in the machine.
- Every machine must be equipped with emergency stoppage mechanisms that make it possible to stop the machine under safe conditions. They must be visible, easy to access, of a red colour over a yellow background and, if they are buttons, they must have a mushroom cap shape.
- Every person that must use a machine has to receive the proper training and information on the risks that their work involves. The information must be understandable and must specify, at least, the conditions for use of the machine, the dangerous situations which may arise, the collective protection measures adopted, as well as the individual protection measures (individual protection equipment) necessary for using the machine.
- The danger zones of the machines must be marked with warnings and signs.
- If the lighting in the work premises is insufficient, there must be localized lighting in the danger zones of the machines

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Workplace Health and Safety Committee
IFEMA

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the use of fleet vehicles by the workers of IFEMA, as well as any by any others inside of the Exhibition Centre premises.

1.- DESCRIPCIÓN:

Fleet vehicles are all of those which, owned by IFEMA or possessed through a rental system, are made available to the workers for transporting people and/or materials, when the needs of their jobs so require.

2.- RISKS RESULTING FROM THEIR USE:

- Running people over
- Being hit by moving and fixed objects.
- Falls onto a different level.
- Injuries due to overexertion during loading and unloading.

3.- RULES ON USE:

- DRIVERS:

- The vehicles may only be driven by expressly authorised personnel who have the training and/or accreditation necessary to drive them in accordance with the rules and regulations which are applicable to them, for each type of vehicle.
- The drivers of those vehicles which, due to their nature, are subject to the Code on Road Traffic, shall be responsible for complying with that Code in their use while performing their tasks and on any type of road.
- Those drivers who are punished by the authorities with losing their driving licence shall be required to report this to their Directorate/Department immediately.

- TRAFFIC:

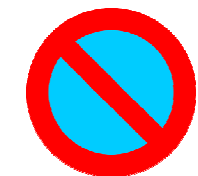
- In any case, the road signs inside of the premises must be adhered to, especially in terms of those stating speed limits, prohibited parking at emergency exits and roads reserved for emergency services.
- All must seek to ensure the integrity of the signs put in place by the manufacturers and/or IFEMA in the vehicles, in terms of their usage instructions and the prevention of risks.
- Forklifts and dumpers shall be governed, as well as by this document, by their internal safety rules, which are specifically issued in order to regulate their use by IFEMA's workers.
- In underground tunnels, regular headlight use is required.
- Special mention is made that it is prohibited to use mobile telephones or DECT terminals while driving.

- TRANSPORTING PEOPLE AND ITEMS:

- Drivers will at all times be responsible for:
 - Not transporting more people than those permitted for each type of vehicle.
 - Not surpassing the maximum load established.
 - Respecting the limits which are established for loads which hang out of the vehicle.
 - Ensuring the proper layout and anchoring of the load, when this is required to guarantee the safety of the occupants and any people moving about roads with transit or traffic.
- In the handling of vehicles intended for lifting loads and/or people, the safety instructions established by the manufacturer must be adhered to.

- MAINTENANCE:

- The vehicles must at all times be covered by the proper forms of insurance and must have undergone the maintenance checks specified by the manufacturer and the official Technical Inspectors of Vehicles.
- The Directorates/Departments shall at all times seek to ensure the proper operation and use of the safety devices installed in the vehicles by the manufacturer.
- Those vehicles which are broken or have defects that compromise the safety of users and/or pedestrians and installations must be taken out of service. They must also be marked with an "Out of Service" sign, and all users must be informed that their use is prohibited.
- Each Directorate/Department must draft a written procedure that regulates the operations of refuelling, cleaning, maintenance and repairs, in which the parties responsible for each task are established, as well as the procedure for reporting any breakdowns.
- Also to be established are the procedures necessary to ensure that only the authorized personnel can make use of the vehicles.



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Workplace Health and Safety Committee
IFEMA

PREVENTION OF LABOUR RISKS AND BUSINESS ACTIVITY COORDINATION

FAIR SERVICES DEPARTMENT

Send to stecnica@ifema.es

IFEMA CALL CENTRE

CALLS FROM SPAIN
INFOIFEMA 902 22 15 15

INTERNATIONAL CALLS (34) 91 722 30 00

FAX (34) 91 722 51 27

IFEMA Feria de Madrid
Avda. del Partenón, 5
28042 Madrid
Spain

lineaifema@ifema.es

www.ifema.es



IFEMA
Feria de
Madrid

C.I.F. Q-2873018-B

Protocol for designating the Person in Charge of monitoring Workplace Hazard Prevention Regulations in work carried out in Exhibition Areas

Ensuring the health and safety of all the people working in a workplace is the legal obligation of the workplace owners, and thus the aim of IFEMA management.

In accordance with current regulations, this addresses the contractors, subcontractors, freelancers and exhibitors carrying out work during the assembly and dismantling phases of fairs and events, working for themselves or others, in the IFEMA exhibition/meeting areas.

FAIR/EVENT _____
COMPANY _____
ACTIVITY _____

Company for whom the work is being carried out

HALL	STAND Nº	COMPANY NAME
_____	_____	_____
_____	_____	_____
_____	_____	_____

Personnel carrying out the work

FULL NAME	ID DOCUMENT	FULL NAME	ID DOCUMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Person in charge of monitoring and compliance with the Workplace Hazard Prevention Regulations in work carried out at IFEMA

FULL NAME _____ ID DOCUMENT _____
CONTACT PHONE NUMBER _____ DATE _____
SIGNATURE _____

Together with this designation protocol, IFEMA includes information on the hazards in exhibition areas, preventive measures and emergency measures.

Consent of the legal representative of the company

FULL NAME _____ ID DOCUMENT _____
DATE _____
SIGNATURE _____

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

The companies contracted by the exhibitor must comply with the established Procedure for Coordination of Business Activities and fill in the Workplace Hazard Prevention Protocol provided by IFEMA. The data given in this document will be included in a file belonging to IFEMA in order to manage the companies and personnel assigned to the assembly and dismantling of IFEMA fairs. The contractor must obtain consent from its personnel for the provision of this information to IFEMA. You have the right to access, correct, oppose and cancel this information, and can do so by writing to IFEMA at Protección de Datos, apartado de correos 67.067 (28080) de Madrid. Alternatively, exhibitors can send an email to protecciondedatos@ifema.es, in both cases with the reference **PCAE Data**. A refusal to provide this information or its cancellation will lead to the withdrawal of authorisation to provide services on the site.

IN ACCORDANCE WITH ARTICLES 24, 30, 33 AND 34 OF THE WORKPLACE HAZARD PREVENTION LAW

Article 24: Coordination of business activities

1. When two or more companies are working in the same workplace, they must co-operate in applying workplace hazard prevention regulations. To do this, they must establish any means of coordination necessary for their protection, the prevention of workplace hazards and sharing information about them, in accordance with section 1 of article 18 of this Law.
2. The owner of the workplace must adopt the necessary measures so that other companies working in the workplace receive adequate information and instructions in relation to the hazards existing in the workplace and the corresponding protection and prevention measures, as well as applicable emergency measures, to be transmitted to their respective workforces.
3. Companies contracting or subcontracting other companies for tasks or services corresponding to their own activity in their own workplaces must ensure compliance with workplace hazard prevention regulations by these contractors and subcontractors.
4. The obligations assigned in the last paragraph of section 1 of article 41 of this Law will also be applicable to contracted work if the workers of the contractor or subcontractor company do not work in the workplace of the main company, as long as these workers are working with machinery, equipment, products, raw materials or tools provided by the main company.
5. The duties of co-operation, information and instruction set out in sections 1 and 2 will be applicable to freelancers working in these workplaces.

Article 30: Protection and prevention of occupational hazards

6. In compliance with the obligation to prevent occupational hazards, the company will designate one or more workers to monitor this activity, constitute a prevention service or contract this service from an external specialist body.

Article 33: Consultation of workers

7. The company must consult its workers sufficiently in advance regarding the adoption of decisions relating to:
 - a. Planning and organising work in the company and the introduction of new technology, in everything relating to the consequences this may have for the health and safety of the workers, arising from the choice of equipment, determining and adapting working conditions, and the impact of environmental factors at work.
 - b. Organising and carrying out activities to protect health and prevent occupational hazards in the company, including the designation of workers in charge of these activities or contracting an external prevention service.
 - c. Designating workers in charge of emergency measures.

Article 34: Rights of participation and representation

8. Workers have the right to participate in the company in matters relating to the prevention of workplace hazards. In companies or workplaces with six workers or more, their participation will be channelled through their representatives and the specialist representation regulated in this chapter.

IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- If you are an exhibitor at a trade fair organised by IFEMA you must consult IFEMA's General Rules of Participation, Specific Fair Rules and the Technical Appendices of the aforementioned general rules and regulations. These are all available on the IFEMA website www.ifema.es, under Participation Rules for Exhibitors and on the website for each event.
- If you are an Exhibitor at a Trade Fair or a Congress with an Exhibition NOT organised by IFEMA you must consult the **Regulations for Exhibitors** (Participation Rules for Externally Organised Trade Fairs) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website www.ifema.es under Participation Rules for Conferences and Congresses.
- If you are the Organiser of a Trade Fair, an Event in an Exhibition Hall/s and/or an Event, with or without an Exhibition, in the Convention Centre: you must consult the **Regulations for Organisers** (Participation Rules for Externally-Organised Trade Fairs, Events in Exhibition Halls and Events, with or without an Exhibition, in the Convention Centre) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website www.ifema.es, under Participation Rules for Conferences and Congresses.






In the last two cases, we also suggest consulting the Organiser's own rules for their exhibitors as they may contain useful additional information.

Information on risks and preventative measures in exhibition areas during the assembly and dismantling stages

In compliance with Workplace Hazard Prevention Regulations, IFEMA informs the companies working in the exhibition areas of the fair site of the existing risks in these areas during the assembly and dismantling phases, and the use of preventive measures to be adopted to eliminate or minimise them.

General concepts

In order to avoid workplace accidents, all the companies and/or professionals working for themselves or others at the fair site must comply with the Workplace Hazard Prevention Regulations. Special care must be taken with machines and tools, with regard to their compliance and training of users, circulation of vehicles and use of Individual Protective Equipment. The companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

Risks	Preventive Measures
<p>Risks of falls at the same level due to tripping over different materials</p> 	<ul style="list-style-type: none"> • Keep your assigned work area clean and tidy. • Do not store material or work in the interior aisles.
<p>Risk of stepping on sharp objects.</p> 	<ul style="list-style-type: none"> • Do not leave materials with nails or screws sticking out on the floor.
<p>Risk of impacts with vehicles.</p> 	<ul style="list-style-type: none"> • All the vehicles circulating in the fair site must be fitted with the safety measures established by the manufacturer, with special emphasis placed on the use of light and sound equipment at all times. • Drivers or operators must have adequate training and apply these measures at all times. • Inside the halls and exhibition areas vehicles must be driven at walking speed. • Do not carry more people than those established for each type of vehicle.
<p>Risk of falling objects.</p> 	<ul style="list-style-type: none"> • During the assembly and dismantling of raised installations, the necessary measures must be adopted to avoid accidents due to falling objects.
<p>Risk of starting fires in assembly materials.</p> 	<ul style="list-style-type: none"> • The materials used for covering floors must have an EFL fire-resistance rating. In the case walls and ceiling they must have a c-s2, d0 rating. • Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.). • The use of working equipment with an open flame or which generates high temperatures will require previous authorisation from the Fair Services Department. • Free access to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.) must be respected, even when these are inside the contracted spaces. • Before work begins, all companies will inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.

Public Emergency Services

112

Your own safety and that of everyone working on the site depends on your actions. Thank you for your collaboration.

For any type of Emergency

91 722 54 00

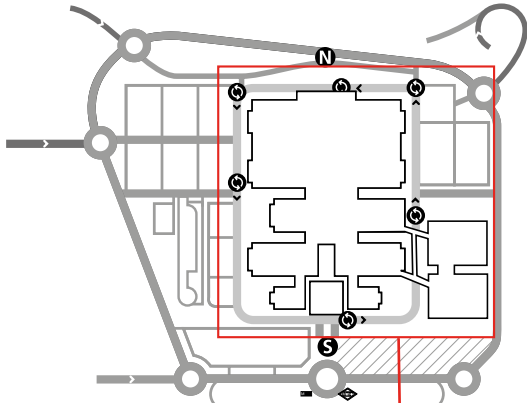
24 hour service

«HELP US PREVENT ACCIDENTS»
Workplace Health and Safety










Information on Emergency Measures and Evacuation at Fair Sites, Plan showing the Location of Evacuation Routes, Emergency Exits, Firefighting Equipment and Medical Facilities

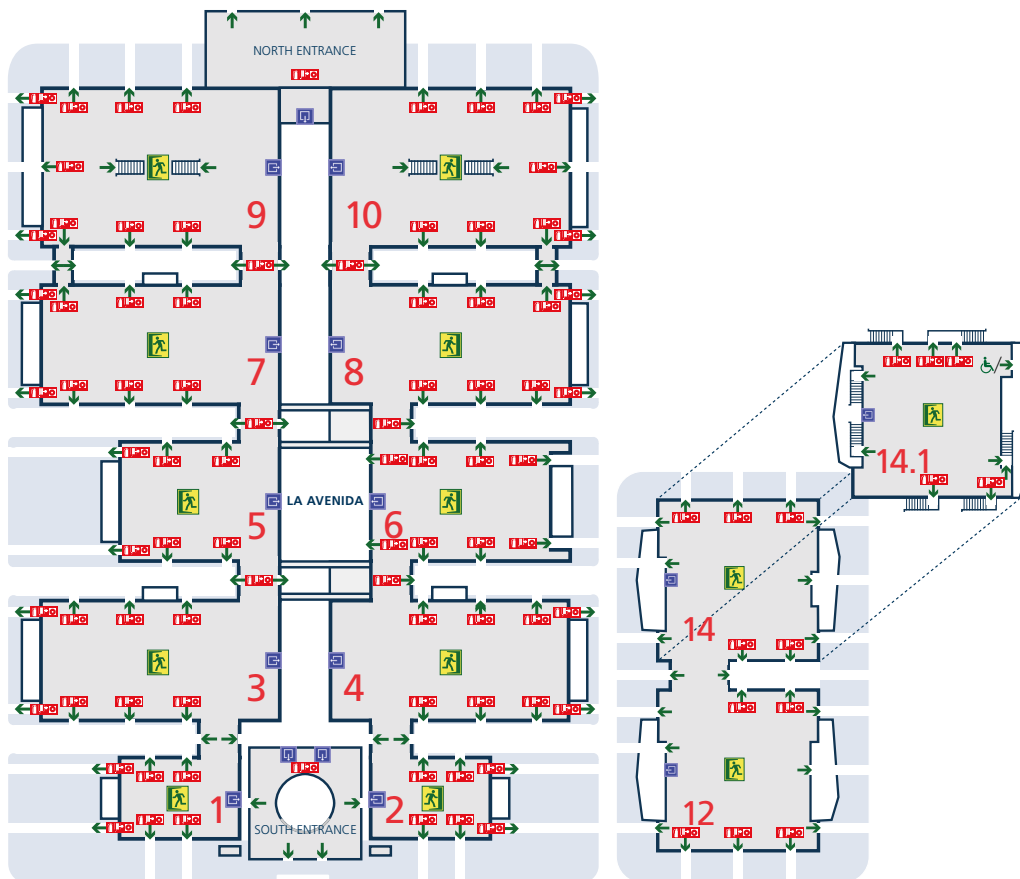
General Site Plan



NOMENCLATURE

	Medical Services
	Evacuation Route
 	Emergency Exits
  	Firefighting Equipment

Enlarged plan of the exhibition areas



Basic Emergency and Evacuation Regulations

- When you arrive at your work area, identify the Evacuation Routes, Emergency Exits and Firefighting Equipment, and show them to your personnel.
- When you hear the Evacuation Order, transmit it to all the personnel for whom you are responsible and start evacuation immediately.
- Leave the area via the Evacuation Routes to the Emergency Exits.
- Be sure that all your personnel leave ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.
- Avoid anything which might cause panic.
- Aisles and evacuation routes must be kept free of objects at all times.