



## **GENERAL RULES FOR THE USE OF THE CCIB**

### **SETUP AND BREAKDOWN**

#### **EXHIBITION HALL:**

- Only gas or electric forklift trucks are authorised in the Exhibition Hall.
- Hand pallet trucks may be used throughout the Area.
- It is forbidden to store material in any part of the Exhibition Hall without special permission.
- Lifting platforms, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

#### **MAIN HALL:**

- The use of any type of forklift truck is completely forbidden in the Main Hall.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Hall that have not been assigned to the client is forbidden. On some occasions, the Hall is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors of the Main Hall.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls of the hall to avoid scratches or general damage.
- Material may not be stored in the Main Hall.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.



### **M1 FLOOR:**

- The use of any type of forklift truck is completely forbidden on the M1 Floor.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

### **P1 FLOOR:**

- The use of any type of forklift truck is completely forbidden on the P1 Floor.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.



## **M2 FLOOR:**

- The use of any type of forklift truck is completely forbidden on the M2 Floor.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

## **P2 FLOOR (Carpeted meeting rooms):**

- The use of any type of forklift truck is completely forbidden in this area.
- Hand pallet trucks, in good condition and with rubber wheels, may be used.
- The use of handcarts with rubber wheels is also permitted.
- On special occasions when hand pallet trucks are required, the floor must be protected with carpeting, or some sort of rubber or protective material.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

**P2 FLOOR (Meeting Rooms and Foyer with parquet floors):**

- The use of any type of forklift truck is completely forbidden.
- Hand pallet trucks, handcarts and such like may only be used if the floor is protected with carpeting, or some sort of rubber or protective material. 'Corridors' of this protective material must be laid in both the Foyer and the Meeting Rooms.
- Stages, platforms and similar structures may not be installed without prior authorisation from the CCIB Maintenance Department. If they receive authorisation, all floor supports must have rubber protectors and the floor must be covered with carpeting or a protective material. It is strictly forbidden to use unauthorised or unprotected platforms or stages.
- On the occasions when authorisation is given to use other structural elements such as trusses, etc., they must all be protected with carpeting or other protective materials that guarantee the correct distribution of weight on the floor.
- Use of areas of the Floor that have not been assigned to the client is forbidden. On some occasions, the Floor is shared by different clients.
- It is strictly forbidden to hang, hook or stick any type of material on the walls, ceilings and floors.
- It is also forbidden to saw, paint and carry out any activity that could damage the floors, walls or ceilings.
- Pallets, cages or any material that could damage floors or walls must be protected with carpeting or protective material.
- It is forbidden to lean pallets, wood or any other material against the walls to avoid scratches or general damage.
- Material may not be stored on this Floor.
- The main doors of the building may not be used for loading and unloading.
- Entrances, emergency exits, fire extinguishers, etc. must be kept clear of all type of goods.
- Instructions given by the CCIB Logistics staff must be observed at all times.

**TABLE SUMMARISING MAXIMUM WEIGHTS PER SQUARE METRE:**

<b>ROOMS</b>	<b>MAXIMUM WEIGHT PER SQ. METRE</b>
Exhibition Hall	3,000 kg/m <sup>2</sup>
Main Hall	1,250 kg/m <sup>2</sup>
M1 Floor - VIP Room	500 kg/m <sup>2</sup>
P1 Floor - From Room 111 to Room 134	500 kg/m <sup>2</sup>
M2 Floor - From Room M211 to Room M221	500 kg/m <sup>2</sup>
P2 Floor - Rooms 211+212 and Banquet Hall	500 kg/m <sup>2</sup>
Terraces	Extra weight is not allowed on the terraces



## **PROCEDURE FOR LOADING AND UNLOADING IN THE EXHIBITION HALL FROM THE LOADING BAY**

- The entry of vehicles in the CCIB Loading Bay must be previously authorised by the CCIB Logistics Department.
- Once the vehicle is authorised to enter the Loading Bay, the procedure to follow is:
  - All trucks and vans must enter one by one.
  - The speed limit of 10 km/hour must be strictly observed inside the Loading Bay.
  - Time limits for loading and unloading will be established. The entry of vehicles into this area may not be revoked if the established times are not respected.
  - There are 3 large platforms and several service lifts for transporting material to the Exhibition Hall.
  - The lifting platforms may not be used without the supervision of the Logistics Department.
  - It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signalled to avoid mistakes).
  - Private cars will not be allowed into the Loading Bay except on special occasions.
  - The event organiser will be responsible for ensuring that these regulations are always observed.
- The maximum number of vehicles inside the building will be defined on each occasion by the Logistics Department.
- It is strictly forbidden to keep a vehicle's motor running during loading and unloading.
- Entry will not be allowed for vehicles that lose oil or that do not fulfil minimum safety requirements.
- In case of doubt over the procedure to be followed, the Logistics Department must always be consulted before putting any initiative into action.



## **PROCEDURE FOR LOADING AND UNLOADING ON FLOORS P1, M2 AND P2 FROM THE LOADING BAY**

- The entry of vehicles in the CCIB Loading Bay must be previously authorised by the CCIB Logistics Department.
- Once the vehicle is authorised to enter the Loading Bay, the procedure to follow is:
  - All trucks and vans must enter one by one.
  - The speed limit of 10 km/hour must be strictly observed inside the Loading Bay.
  - Time limits for loading and unloading will be established. The entry of vehicles into this area may not be authorised if the established times are not respected.
  - There are 3 large platforms and several service lifts for transporting material to the Exhibition Hall.
  - The lifting platforms may not be used without the supervision of the Logistics Department.
  - It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signalled to avoid mistakes).
  - Private cars will not be allowed into the Loading Bay except on special occasions.
  - The event organiser will be responsible for ensuring that these regulations are always observed.
- The maximum number of vehicles inside the building will be defined on each occasion by the Logistics Department.
- It is strictly forbidden to keep a vehicle's motor running during loading and unloading.
- Entry will not be allowed for vehicles that lose oil or that do not fulfil minimum safety requirements.
- In case of doubt over the procedure to be followed, the Logistics Department must always be consulted before putting any initiative into action.



## **PROCEDURE FOR THE ENTRY OF TRUCKS IN THE EXHIBITION HALL FROM TAULAT STREET**

- The entry of trucks in the Exhibition Hall from Taulat Street is restricted.
- It must be previously authorised by the CCIB Logistics Department.
- Once vehicles are authorised to enter from Taulat Street, the procedure to follow is:
  - All trucks and vans must enter one by one.
  - The speed limit of 10 km/hour must be strictly observed inside the Exhibition Hall.
  - Time limits for loading and unloading will be established. The entry of vehicles into this area may not be authorised if the established times are not respected.
  - There are 3 large platforms and several service lifts for transporting material to the Exhibition Hall.
  - The lifting platforms may not be used without the supervision of the Logistics Department.
  - It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signalled to avoid mistakes).
  - Private cars will not be allowed into the Loading Bay except on special occasions.
  - The event organiser will be responsible for ensuring that these regulations are always observed.
- The maximum number of vehicles inside the building will be defined on each occasion by the Logistics Department.
- It is strictly forbidden to keep a vehicle's motor running during loading and unloading.
- Entry will not be allowed for vehicles that lose oil or that do not fulfil minimum safety requirements.
- In case of doubt over the procedure to be followed, the Logistics Department must always be consulted before putting any initiative into action.



#### **GENERAL REGULATIONS FOR SETUP AND BREAKDOWN IN THE CCIB:**

- It is strictly forbidden to smoke in all the building.
- It is strictly forbidden to use the passenger lifts for loading and unloading material.
- It is strictly forbidden to work inside the building without an accreditation badge (either a CCIB accreditation badge or a badge provided by the client).
- It is strictly forbidden to move around areas of the building not hired by the client.
- Instructions from the security staff and CCIB workers must be observed at all times.

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