FYCMA

REGULATIONS AND GENERAL TERMS AND CONDITIONS FOR PARTIPATION IN EVENTS

Trade Fairs & Congress
Center of Málaga

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1. GENERAL INFORMATION

Art. 1.- Definitions

In the regulations and general terms of condition for participation, the term event refers to the exhibition event. The term exhibitor includes any natural or legal person who has a space in the event. The term organiser designates the organiser of the event. The term management designates the entity responsible for the management of the Trade Fairs and Congress Centre of Malaga (FYCMA). In those cases where the organiser is the management, both terms will be equivalent. The term exhibition site refers to the venue where the event takes place.

Art. 2.- Acceptance of the Participation Regulations

All companies that request their participation as exhibitors or organisers in any of the events held in the Trade Fairs and Congress Centre of Malaga, accept these regulations and general terms of condition which form an integral part of the contract.

Final acceptance of participation, whether it relates to an external organisation or its own, is reserved for management, who may reject those requests that do not conform to the aforementioned regulations, communicating the circumstances in writing to the applicants. If the request cannot be admitted for the reasons stated above, the amount paid will be refunded, and applicants shall not have any right to compensation.

When the event is carried out by an external organiser, that organiser is responsible for ensuring that the exhibitors follow its regulations. In case of non-compliance, management reserves the right to act accordingly when the organiser fails to do so and charge the latter for any expenses incurred.

The breach by the exhibitor of one or several articles of the present regulations, as well as of those specific to the event; committing acts that are against the law, immoral or indecent actions that threaten the safety of persons, facilities and property, that violate the decorum of the event or impair the prestige or good image of the Trade Fairs and Congress Centre of Malaga, will be considered a breach of the contract and will enable the organising body to take the necessary actions in order to immediate a resolution, closure of the affected booth and claim damages. Likewise, it shall constitute just cause for the disqualification of the exhibitor to attend any event held in the centre, directly or indirectly. The aforementioned entity will evaluate and determine, in its case, the period of time that the exhibitor's disqualification lasts, which may not exceed five years.

Art. 3.- Insurance

The exhibitor is obliged to contract third party public liability insurance as well as "Trade Fair" insurance for Fire, Lightning, and/or Explosion for displayed goods and their own and rented decorative materials.

Under no circumstances may an exhibitor ask the management or its employees to take responsibility for the loss or damage to the material and objects found on the stand, whatever the alleged reason may be.

Art. 4. - Access doors

Access to the FYCMA and its pavilions will be facilitated by the doors indicated in each case by management. In order to preserve energy, the air conditioning of the pavilions will not be operative when more than one access door is open.

1. GENERAL INFORMATION

Art. 5.- Schedule for access and exit of exhibitors

Unless the specific rules of the event indicate otherwise, people with exhibitor accreditation, issued by the organiser, may access the event from thirty minutes before the scheduled time for opening and may not stay there beyond thirty minutes after the daily closing.

Art. 6.- Personnel hired by the exhibitor directly or indirectly

At no time will there be any working relationship between FYCMA and the personnel and companies hired by the exhibitor to aid in the assembly of their stand in the capacity of contractors and/or subcontractors, or to carry out any work within the Trade Fairs and Congress Centre that give content to their contract. This relationship, therefore, will not exist either directly or subsidiary, making the exhibitor liable for their own contractors and/or subcontractors, all their salaries, Social Security contributions, withholdings and deductions, tax settlements and all obligations. derived from the work contract or any other type of contract. The exhibitor will be obliged, at the request of FYCMA, to demand the presentation of the supporting documents and to ensure they are up to date.

Likewise, the exhibitor undertakes to comply with and enforce compliance of its contractors and/or subcontractors with current legislation on the prevention of occupational hazards relevant to the work carried out by them or, where applicable, contracted or subcontracted.

2. GENERAL CONDITIONS FOR ADMISSION AND PARTICIPATION IN EVENTS

Art. 7.- Catering, food products and beverages

In the event that the exhibitors offer food or drinks, it should be provided free of charge, as a taster. Only direct sales are authorised if it is necessary to the type of event and provided that the products, their sale, storage, packaging, sealing for their removal and disposal are adjusted to meet all the requirements of sanitary, storage, distribution, and recycling regulations as well as any other regulations relating to this matter.

Art. 8.- Entry of animals

For reasons of hygiene and safety, animals are not permitted in the Trade Fairs and Congress Centre of Malaga, unless it is deemed necessary to the object of the event or the exhibitor's product. In the latter case, it must be communicated and expressly authorised by the management. Only guide dogs are permitted entry.

Art. 9.- Distribution and exhibition of advertising

Any advertising and/or promotional material used by the exhibitor must only be distributed, exhibited or fixed within their own stand. Distribution and/or exhibition of such materials in the corridors or on walls in the event or building is forbidden.

The management reserves the right to approve the distribution and exhibition of the material on display within the stand. In the event of non-compliance, the material being distributed or exhibited will be withdrawn directly by FYCMA.

Art. 10.- Photographs and filming

Authorisation from management must be obtained in order to take photographs and film of the Trade Fairs and Congress Centre of Malaga. The exhibitor may freely photograph and film elements owing exclusively to their own stand.

When members of the public also appear in the photographs taken at the FYCMA facilities, in addition to having the authorisation of management, the explicit permission of the persons appearing in them will be necessary under the terms set out in the General Data Protection Regulations. (GDPR)

Art. 11.- Maximum sound level

Noisy demonstrations with the potential to annoy other exhibitors are forbidden. Noise levels must not exceed 73 decibels during day time hours (from 7:00 a.m. to 11:00 p.m.) and 63 decibels at night (from 11:00 p.m. to 7:00 a.m.) during peak times. Noise levels will be measured from the edge of the stand.

If the authorised sound level is exceeded, the FYCMA technical staff will require the exhibitor to reduce the volume to the authorised limits. In the event of the latter's refusal to follow regulations or repeated non-compliance, the technical staff will proceed to cut off power to the booth and, where appropriate, dismantle the signs and close the stand without the exhibitor having the right to the return of the amount paid or compensation of any kind.

2. GENERAL CONDITIONS FOR ADMISSION AND PARTICIPATION IN EVENTS

Art. 12.- Exhibition requirements

The objects and products on exhibition must remain in the exhibitor's spaces during the days and hours of the event.

Art. 13.- Merchandise exhibited

Any exhibitor who presents merchandise not relating to the theme of the event will lose their right to the contracted space. Only products relating to the theme of the event are permitted in the stands. In case of non-compliance with this regulation, written communication will be sent to the exhibitor signed by the event management or by a member of the Organising Committee in order to proceed with the immediate withdrawal of the products. If within a period of four hours the exhibitor does not withdraw the aforementioned products, at the end of the exhibition day and without any other requirement, the stand will be closed and the signs removed, without the exhibitor having the right to return of the amount paid or compensation of any kind.

3. SECURITY AND ACCESSIBILITY REGULATIONS

Art. 14.- Accident prevention

Activities that pose risk of accident are prohibited in all spaces of the Trade Fairs and Congress Centre of Malaga. Both in relation to the objects exhibited and the elements of stand assembly and decoration, all regulations for the prevention of occupational risks must be adhered to in their transport, assembly, handling, operation and disassembly.

Management has the right to stall any work which they have reason to believe does not comply with the aforementioned regulations until the necessary measures are taken and control is established. The exhibitor is not within their right to make a claim in this case.

During the assembly and dismantling period of an event, the presence of persons not included in the assembly in the work zones is expressly prohibited. Anyone involved in this work must hold the corresponding assembly pass. Special emphasis is placed on the non-presence of minors in these circumstances.

Art. 15.- Surveillance of facilities

During the entire event, FYCMA provides general surveillance of the Trade Fairs and Congress Centre (entrances and external surveillance) and internal surveillance of the pavilions of a preventative and deterrent nature for social order and security against fires and emergencies of any kind. Security surveillance is not directed at the individual belongings of the exhibitor. FYCMA, therefore, is not responsible for the theft of goods or equipment deposited in each booth, nor for the damages incurred to objects, samples, personal effects and/or assembly and exhibition materials, before, during or after the event.

FYCMA will not be held responsible for vehicles parked inside or outside the facilities, nor for their contents.

The centre operates a closed-circuit video surveillance system of indoor and outdoor areas with 24-hour recording. Such recordings may only be viewed at the request of State Security forces and in accordance with the terms set forth in law.

Art. 16.- Obstruction of corridors. Crates

For safety reasons, during the assembly and dismantling of stands, all the material must remain within the limits of said stand, leaving corridors and other areas totally free. The cleaning services of FYCMA will remove any object deposited in these areas without the right to claim damages. During the event, no sample, decoration, crate or object in general must be placed in the corridors or other areas and the exhibited objects as well as construction materials for the stand must remain within the contracted space.

Art. 17.- Access to security equipment

The location of and access to equipment and materials for protecting against fires must be respected: hoses, fire hydrants, fire extinguishers, alarms, emergency exits, etc. even when they are included within contracted spaces and at entrances to service areas.

3. SECURITY AND ACCESSIBILITY REGULATIONS

Art. 18.- Fire prevention, public order and emergency situations and evacuation

The materials used for the various constructions (stands, awnings, etc.) must comply with current regulations, especially in matters related to the fire resistance of materials. Likewise, the decoration elements must comply with the same characteristics as those of construction, ruling out any type of material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, etc. Equally, to be able to carry out works, demonstrations or decorations involving an open flame or with generation of fumes or high temperatures, the exhibitor must obtain written permission from FYCMA, before being an allocated a space that, if granted by management, must have appropriate facilities for that purpose. Compliance with regulations may be inspected by the responsible official bodies, as well as management personnel.

Public order: The exhibitor, their contractors and/or subcontractors, and their dependent personnel, are obliged to comply with current legislation and to ensure the maintenance of public order.

Emergency situations and evacuation: The exhibitor, their contractors and/or subcontractors and their employees are obliged to comply with FYCMA's self-protection regulations. To ensure an effective evacuation, the corridors of the exhibition areas will be at least 3 metres wide. management of the centre reserves the right to modify this width depending on the characteristics and expected inflow of each event.

Art. 19.- Accessibility

Adherence to the present regulations on accessibility is mandatory within internal events and compliance is recommended for external events. The responsibility for upholding these regulations rests with the commercial and technical support staff responsible for holding the event. Their development, without prejudice to the terms included in the General Regulations for Participation, must meet the following criteria:

- Assembly of communal areas: In communal areas, fittings must be assembled without obstructing the passage and manoeuvring areas. The passage areas will have a minimum width of 1.2 meters and manoeuvring areas a minimum width of 1.5 meters. "Lollipop" type Indicators should always be applied to a wall, glass, etc., and should not be located in isolation in the middle of the zone. The use of tensor-type barriers is discouraged as they are not easily identifiable by people with visual impairments. When required, areas for people with disabilities should be allocated and marked appropriately. The evacuation corridors must not be obstructed at any time.
- Catering assembly: Fittings must be assembled taking into account passage and manoeuvring areas. The space between the chairs of individual tables should never be less than 1.2 meters (with both chairs occupied). Circular manoeuvring areas of 1.5 meters must be respected. In catering zones, some tables must be adapted for wheelchair users as well as raised tables for this purpose. When required, areas for people with disabilities should be allocated and identified in an appropriate manner.
- Assembly of rooms: It is important that in the planning of the event, the needs of the organisers and the disabilities of potential attendees are correctly understood in order to install the necessary technical aids. FYCMA can provide most of the common technical aids, when requested for events. Additionally, it can offer customers a wider range of services if requested in advance. Fittings must be mounted taking into account passageways and manoeuvre areas. Corridors should never be less than 1.2 meters wide. Circular manoeuvring areas of 1.5 meters must be respected. Wheelchair users must be located in an area where the speaker and/or audio-visual screens are in clear view without obstacles. This area must be signposted. People with hearing impairments should be placed in the first row and near the sign language translator when there is one. This zone must be clearly signposted. People with visual impairments should be located in the first row and centred.

4. CONDITIONS OF ASSEMBLY AND INSTALLATIONS OF THE SPACES

Art. 20.- Closure of the exhibition

When the total area of the exhibition does not fill the gross area of a pavilion, the exhibition must be completely independent of the free space of the pavilion by means of an opaque enclosure of 2.5 meters minimum height. This enclosure, supplied by the organiser, must have openings that the technical management will determine for security reasons. In cases of an external organiser, the organiser must provide a general plan of distribution of the spaces and stands in CAD format, at least fifteen days in advance

Art. 21.- Endurance of flooring

The floor of the pavilions can support a load of up to 2,000 kg/m2. Point loads must be avoided in corners and edges, where they cannot be distributed. Covers of the service supply channels must not be used as support for point loads.

The floor of the rooms can support a load of up to 300 kg/m2. All legs or mount supports used in the rooms must have a contact section proportional to the load supported, so that no support exceeds this limit. All legs must have rubber, wood or similar type protection in place to prevent damage to the floor.

Art. 22.- Working hours

The time period for assembly and dismantling of the stands and work taking place in the Trade Fairs and Congress Centre of Malaga will be from 8:30 a.m. to 9:30 p.m. The entry or exit of materials and personnel to and from the facility is strictly prohibited outside of this time period.

The extension of this schedule, when it is deemed necessary by an exhibitor or organiser, must be requested at least 24 hours in advance and the amount budgeted for the costs incurred must be paid in advance.

The entry and exit of assemblers and assembly materials will be done exclusively by the loading and unloading access points.

Art. 23.- Vehicle access, loading and unloading of goods

Access to the Trade Fairs and Congress Centre of Malaga will operate through the locations and on the days and hours indicated in each case. Vehicles must not be parked in the loading and unloading spaces and transit areas.

FYCMA is not responsible in any case for vehicles parked inside or outside the facilities, as well as the material or objects contained inside.

FYCMA will indicate in each case the guidelines for regulating the entry of vehicles, limiting it as a general rule to 1 hour for unloading in the loading area, and will have the power to request the keys for their withdrawal or confer a penalty if the time granted is exceeded.

4. CONDITIONS OF ASSEMBLY AND INSTALLATIONS OF THE SPACES

Art. 24.- Free design stands

When the specific regulations of the event do not specify it, the maximum height allowed will be 5 metres in pavilions and 3.25 metres in the Multipurpose Hall. Regulations for accessibility for people with disabilities must be adhered to.

Interpretation and application of the regulations in each particular case must be done in such a way that respects the general perspective of the event and the visibility of the neighbouring stand.

The back of the stands must have a quality finish similar to the interior and must not contain any form of logo or label.

Opaque enclosures on corridors (including: wall, canvas, translucent or opaque glass panels or floors, etc) may not exceed 50% of the total length of the stand. In case of exceeding this, they must be set back towards the interior, a distance equal to half the height of the parameter.

Lighting structures must be hung, by means of protected slings so as not to damage the paint of the IPN of the roof, at a maximum of 150 kg per hanging point, separated from each other by a minimum of 2 metres. The height of the structures must not exceed 6.5 metres in height between the upper part of the structure and the floor, except in the areas where they coincide with the air conditioning pipes in which the height must not exceed 6 metres. The lower part must not be less than 3 metres above the ground. Between the lower part of the suspended fixture and the upper part of the stand there must be at least 1.2 metres.

The Technical Management of the Palace must know and approve the stand set up (floor plan and elevation with dimensions) at least one month before the start of the event.

Art. 25.- Stands with two or more levels

The organiser can authorise the assembly of stands consisting of two or more levels, the characteristics of which will be determined at the time. The project must fully comply with the provisions outlined in the previous article and must be accompanied by detailed plans signed by an architect and endorsed by the corresponding association in Malaga (plan certificate and project management certificate). The exhibitor must deliver a copy of the certificates to the management of the Trade Fairs and Congress Centre of Malaga.

The second floor must be set back one metre from the first on the corridor facing side of the structure.

For billing purposes, the area of the second level in square meters must be 50% of the area of the first level.

Art. 25.1.- Hanging elements and suspended structures

Structures must be hung, using protective slings in order to avoid damaging the paint of the IPN of the roof, at a maximum of 150 kg per hanging point, separated by a minimum of 2 meters.

The slings must completely surround the beam. Fixation to the lower wing is not allowed. The horizontal component transverse to the beam must not exceed 7.5 kg per point.

The design of the structure must be such that, in the event of breakage of a slings or support cables, two principles are met:

- The instantaneous height loss caused by the breakage does not cause the object to make impact with people or the stand below.
- Structural security will be maintained long enough to allow for the evacuation of the area below.

4. CONDITIONS OF ASSEMBLY AND INSTALLATIONS OF THE SPACES

All elements supported by the truss (loudspeakers, spotlights, ...) must have an additional safety cable as well as the main hitch, which can support their full weight.

The hanging of structures or elements in the auditoriums, conference rooms and other rooms with floating or false ceilings is not permitted.

Both the suspended structures (as well as the ground structures in accordance with existing legislation) must have prior authorisation from the Centre Management and a plan prepared by a competent technician with validation that the loads are below the authorised limits.

Before commissioning any installations, the approved fitter or the competent technician must submit the structural safety certificate, the plan and the rest of the necessary documentation to the appropriate body of the Council of Andalusia.

A copy of the entry to the Council of Andalusia records, along with a copy of the documents presented to the Centre Management must also be provided.

Art. 26.- Prohibited activities

1. The spraying of cellulose paints on any kind of object or surface within FYCMA is prohibited. The deposit or exhibition of dangerous, flammable, explosive and unsanitary materials that give off unpleasant odours and that may cause inconvenience to other exhibitors and the visiting public is not allowed.
2. Altering the installations in anyway is forbidden, including; painting, fixing studs to and marking or scoring surfaces. Unless written authorisation is granted by management, it will not be possible to fix or hang materials on any structural element. It will not be allowed to perforate the floor surfaces or to fix carpets or other structural elements to them with contact glue or anything similar. Such elements must be fixed with double-sided adhesive tape, pallets or other methods which do not harm the existing flooring.
3. If for the construction of a stand, it is deemed necessary to create gardens, fountains, accumulations of earth, sand and/or water, it must be done in such a way that it is completely isolated from the ground and does not hinder the cleaning thereof and requires permission from management well in advance of the event.
4. The costs of repair of any damage caused will be the sole responsibility of the exhibitor.
5. It is forbidden to project any type of image or beam of light outside of the allocated space. The use of balloons inflated with light gases as a decorative element of stands and their delivery to visitors, is prohibited.
6. Given the public ownership of the building and in accordance with current legislation, smoking is forbidden inside it.
7. The Specific Regulations of the event may determine any other prohibited activity in relation to that event.

4. CONDITIONS OF ASSEMBLY AND INSTALLATIONS OF THE SPACES

Art. 27.- Services supplied through conduits

All services supplied through conduits (telephone, electricity, compressed air, water and sewage etc.) must be surface-distributed from the conduit to the point of the stand requested by the exhibitor, which should be reflected in a plan showing the desired location.

A plan of the stand with the technical information of the required supplies must be in the possession of the centre one month in advance of the event.

Where it is not stated otherwise, the exhibitor may overcome these limitations by their own means, under supervision of the technical staff of the centre, at a point allocated by the latter.

The services requested by the exhibitors in advance, will be put into operation the day before the event begins.

Art. 28.- Disposal of materials

The exhibitor, their contractors and/or subcontractors are obliged to dismantle and remove all materials, both structural, ornamental and specific to their activity in the contest during the period established for the dismantling of stands. Once this dismantling period has elapsed, any right to claim loss or damage due to materials that have not been removed on time, will be forfeited. The exhibitor will incur the costs of any materials removed by FYCMA.

Art. 29.- Wireless data networks (WIFI)

The installation of any device to be used for wireless data transmission within the Trade Fairs and Congress Centre of Malaga must have the prior authorisation from management. When, for any reason, a wireless installation interferes with the facilities of the centre or those pertaining to other exhibitors, they must be adjusted in such a way that they can be compatible with each other.

Art. 30.- Laboral and fiscal uniformity. Civil Liability

Companies that carry out works for exhibitors or their contractors must have their personnel insured against accidents, as well as covering social security, taxes and other Laboral and Fiscal obligations in accordance with current legislation. FYCMA will not accept responsibility for any possible claim or incident in this regard. Furthermore, civil liability that may derive from the actions of said personnel must be covered.

The company responsible for the assembly work of a stand must pay FYCMA any costs pertaining to auxiliary services that are required and FYCMA agrees to provide.

Art. 31.- Environmental and energy regulations

During the course of events and the assembly and dismantling of stands, good environmental and energy practices in FYCMA must be respected for the promotion of energy consumption and the separation of waste. The majority of waste that is generated must be deposited in the corresponding containers for its subsequent removal and recycling. As follows:

- The materials must be stacked so that they occupy the least amount of space possible to optimise the space in the container.
- Only plastics should be put in the compactor for this purpose. Any other type of material could damage the machine.
- Waste should be placed inside the containers and must not be deposited in the area around them.

4. CONDITIONS OF ASSEMBLY AND INSTALLATIONS OF THE SPACES

- Each type of material should be deposited in its corresponding zone. In the case of hazardous waste, for which there is no container in the loading area, the assemblers should notify maintenance personnel to organise their removal to the hazardous waste warehouse.
- The transport of waste from the dismantling area should be done in a way which avoids loss of materials which become detached and adheres to all health and safety regulations.

With regard to energy savings:

- Make the most of natural light, avoiding over lit areas. Always switch off lights when leaving a room.
- Carry out the maintenance of vehicles, equipment and tools to perform the tasks in a way which guarantees maximum efficiency (lubrication, temperature adjustments, cleaning and changing filters, mechanical adjustments ...).
- Keep doors to rooms closed to prevent heat escaping.

5. REGULATIONS FOR ELECTRICAL INSTALLATIONS

Art. 32.- Electrical supply

All electric power supply to the stands will be provided by the management, at a supply rate of 400 V between phases and 230V between phase and neutral.

FYCMA is not responsible for any supplies that may be required in continuous current or in any other condition of stability and continuity different from that of the general supply. These are the responsibility of the installer or user of the stand and will require prior authorisation from management.

FYCMA may, at its discretion, limit the supply power when it has the potential to have a negative impact on other users or for reasons of overload and security of its own lines and facilities.

The users of the stands and facilities are required to maintain a power factor between 0.95 and 1. The electricity supply in the Trade Fairs and Congress Centre of Malaga depends on the electric company. FYCMA cannot be held responsible for any external fault or anomaly in this respect.

As a preventive measure, in case of supply failure, the exhibitor is obliged to ensure that their own facilities, products and machines are fitted with the appropriate security systems.

In the pavilions all electrical connections will be invoiced. Electricity consumption will be billed according to the amount of power contracted and according to the current general rate.

Art. 33.- Electric connection. Internal stand layout

Electrical connections must be carried out by the installer of the stand, under the supervision of management. It will be done from the distribution point that FYCMA establishes for the best use of the network.

The installation and materials used must comply with ITC-BT-34. Splices are not permitted in the connections between the distribution point and the box. The box must be placed as close as possible to the entry point of the connection and will have at least:

- General magnetothermal switch with omnipolar cut off, sized according to the supply line.
- General differential switch with 30 mA sensitivity and gauge no lower than the general magnetothermal switch.
- Omnipolar magnetothermal switches of a suitable calibre for the distribution line.

The receivers with unit powers greater than 3 Kw must be protected individually from the box. Said frame must be of a sufficient size and technical specifications to guarantee its correct and safe operation. It requires its own support or be fixed to some structural element of the stand and must not be placed at ground level. Splices and connections must be made by means of terminals located inside connection boxes. The flexible connections of the equipment must not exceed two meters in length, ensuring it is suitable for working conditions.

All wiring susceptible to being subjected to any mechanical stress must be appropriately protected. All overhead lines must have a section of galvanised steel cable to ensure they can sustain the effort required.

Sockets must be safe and have earth contact. They must be installed at least one meter from any water source.

Lamps located below 2.5 meters must be protected in such a way that impedes contact with the lamp.

Metal structures of the stands must have earth contact.

5. REGULATIONS FOR ELECTRICAL INSTALLATIONS

Art. 34.- Documentation for the installation

According to the Low Voltage Directive (LVD), installations with power greater than 50Kw will require a plan carried out by a competent technician.

Documentation for installations with power below 50Kw will depend on their location:

- Pavilions and Multipurpose Hall: Best Available Technique (BAT) report, according to the particular model decided by the appropriate body of the Council of Andalusia, signed by the authorised installer or competent technician.
- Auditoriums and rooms: plan carried out by a competent technician.

After the installation, the authorised installer or competent technician must issue an installation certificate, according to the model determined by the administration.

Before the commissioning of any installations, the authorised installer or technician must present the Construction Management Certificate, signed by the corresponding competent technician, and deliver a copy of the entry in the Council of Andalusia's record, along with a copy of the documents presented to the management of the centre.

Art. 35.- Installation of illuminated signs

The installation of illuminated signs that require special voltage for their operation will require the prior authorisation of the management and must meet the following conditions:

- They must have an individual magnetothermal protection for each installed step-up transformer.
- The signs, whose lower part must be situated less than 2.5 meters from ground level, should be used only in areas of adequate dielectric quality.
- Signs placed at a greater height must not have any parts under uninsulated voltage.

Art. 36.- Rules for use of the installation

The exhibitor is not permitted to make any modifications to the electrical installation of the stand and is limited to connecting their plugs to the sockets or connection points designated for this purpose by the installer. Adapters with multiple outputs, connected to a socket outlet, are not permitted.

The recharging of batteries or accumulators that can release flammable or toxic gases inside the are not permitted on the premises. Their presence on a stand will require authorisation from management which must be obtained in advance.

The exhibitor, their contractors and/or subcontractors will be held responsible for any damages arising from modifications to and improper use of the electrical installations.

6. ADDITIONAL REGULATIONS

Art. 37.- Complaints

In order to attend to exhibitors appropriately, any claim related to the event must be made in writing to the management of the event, preferably on the same day that the incidents occur.

Art. 38.- Supplementary legal regulations

For any cases not covered in these regulations, any of the relevant guidelines of a substantive order regulating the activity will be applicable.

Art. 39.- Personal data protection

In accordance with the applicable regulations on Data Protection, we inform you that the personal data you provide us with, as well as the professional contact data that we obtain as a result of our business relationship, will be incorporated into files for which the Trade Fairs and Congress Centre of Malaga holds responsibility, in order to manage the requested service.

The personal data provided will be kept while the business relationship with the CUSTOMER is maintained and will be blocked once it has been non-operational for a period of 5 years and will be available only to Courts and Tribunals in order to deal with possible claims, after which said data will be removed.

The legal basis for processing your data is the execution of the business relationship established with our entity according to the requirements of the relevant regulations: Commercial Code and/or Civil Code according to the nature of the established business relationship.

Your data will be communicated to the public administration for compliance with tax regulations and to the banking entity Santander Bank in the case of direct debit. Such communication of data is a legal obligation. Thus, it will not be possible to contract any services if said data is not provided.

Likewise, we will use the contact information and professional data that you provide throughout our business relationship to send you communications regarding the activities and services provided by the Trade Fairs and Congress Centre of Malaga which may be of your interest and which you authorise by marking the following box:

I authorise the processing of my contact information and professional data in order to receive communications regarding the activities and services provided by the Trade Fairs and Congress Centre of Malaga.

Where appropriate, the data of the employees hired by the CLIENT who will carry out tasks in the facilities of the Trade Fairs and Congress Centre of Malaga, will be held in their own file in order to manage the appropriate accreditations and/or the appropriate access cards to give access to the facilities of the Trade Fairs and Congress Centre of Malaga in order to assure access is controlled and security of the centre is guaranteed. By virtue of this agreement, the CLIENT undertakes to inform employees who will carry out tasks in the facilities of the Trade Fairs and Congress Centre of Malaga, of the communication of their personal data to the centre, in order to manage the appropriate accreditations and/or the appropriate access cards, and where necessary, to assure access is controlled and security of the centre is guaranteed.

The CLIENT ensures the TRADE FAIRS AND CONGRESS CENTRE OF MALAGA that they have duly informed their staff, of the obligation to secrecy and confidentiality with respect to the information of a personal nature that may be accessed during the carrying out of any work commissioned by the TRADE FAIRS AND CONGRESS CENTRE OF MALAGA.

6. ADDITIONAL REGULATIONS

The holders of personal data may at any time exercise their right of access, amendment, deletion, opposition or restriction of processing by sending an e-mail to datos@fycma.com or to the following postal address: Departamento de Servicios Generales del Palacio de Ferias y Congresos de Málaga. Avda. José Ortega y Gasset, 201-29006 Málaga, España. Once your application has been received, we will send you a form relevant to the specific right requested, which you must complete and send us along with a photocopy of your National Identity Document or Passport. These forms are also available at the following link: http://www.fycma.com/es/ejercicio-de-derechos/. Once this documentation has been received, we will take the necessary steps to exercise your rights within the legally established deadlines and if you have not obtained satisfaction in the exercise of your rights you may submit a claim to the Supervisory Authority, Spanish Agency for Data Protection: www.agpd.es

7. REGULATIONS FOR SUSTAINABLE MANAGEMENT

The sustainability of an event requires minimalizing its direct environmental impact and leaving a positive and lasting legacy in the local community of the organisation and its events.

In order to meet sustainability targets during events, we have outlined below a list of good practices to consider whilst participating in an event:

Art. 40 .- Environmental administration

1. When hiring suppliers (transport, assembly, design etc..) prioritise those who adhere to good environmental practices.
2. Where possible, choose removable and reusable stands and/or recycled materials that can be reused in other exhibitions.
3. Use LED lights in the stands whenever possible.
4. Choose to send invitations through electronic formats.
5. Use the available energy resources efficiently.
6. Respect the good environmental and energy practices carried out by FYCMA.
7. The majority of the waste that is generated must be deposited in its corresponding container for removal and recycling.
8. Regarding energy saving:
    - Adjust the temperature correctly by adjusting the thermostat to the values recommended by RITE (21°C maximum in winter, 26°C in summer).
    - Choose equipment with energy saving certification when possible.

Art. 41.- Communication and Marketing

1. Encourage the reduction of print and graphic materials by advertising online and in an electronic format.
2. Ensure that signage and other graphic elements make the most of paper (avoid white margins, etc.) and adhere to recommendations for universal accessibility.

Art. 42.- Social Responsibility

Consider universal accessibility when planning the stand and customer service (both in terms of the personnel hired and printed material and visual presentations)

Ensure that the working conditions of all contracted persons comply with current legislation (contract, salaries, working hours, break times, etc.).

Endeavour to use non-sexist language and images in all communication and distribution materials from the company, both externally and internally.

Raise awareness amongst employees and external stakeholders of the values of equality of opportunity, diversity and non-discrimination at all times.

Include sign language interpretation in broadcasts and presentations (a service that FYCMA can offer).

Promote social causes or raise funds for foundations, organisations and initiatives dedicated to social involvement.