



IFEMA

**Feria de
Madrid**

**REGULATIONS FOR RIGGING
STRUCTURES IN HALLS**

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1. GENERAL CONDITIONS

Exhibiting companies may hang elements from hall roofs which fulfil the stipulated specifications and by following the procedure which is detailed in this document.

Any structures to be hung shall be designed in a way which does not compromise the safety of persons or the facilities. The main project objectives and requirements are as follows:

- The safety coefficients of the structure in the halls subjected to the loads which are transmitted to them by hanging elements shall be higher than those laid down in valid regulations.
- The safety coefficients of hanging elements shall be higher than those laid down in valid regulations.
- The loads which are transmitted to the structure during the assembly of stands, whether this is due to the hoisting of elements or on account of any other assembly or dismantling operation, shall be such that the structure of the halls is not subjected to safety coefficients lower than those laid down in valid regulations.
- Materials shall be chosen so that the structure of the halls is not damaged by adopting measures such as the protection of slings with rubbers.
- The materials used shall be good quality and shall be in good condition, which shall be guaranteed through compliance with the regulations mentioned in Section 5 of this document.
- The minimum diameter of any steel cables used shall be 6 mm.
- Structures shall be fitted with a safety system comprising stress-free safety wires which would support the load in the event of the main cables breaking. The minimum diameter of these elements shall be 8 mm.

- Each exhibitor shall only use the hanging points located in the vertical line of the space occupied by the stand. If points need to be located outside this area, it will be IFEMA which marks the position.

2. PROCEDURE TO BE FOLLOWED

Any exhibitors wishing to hang an element from the structure of the halls shall adhere to the following procedure:

A rigging project shall be sent to the following e-mail address: inspeccion.rigging@ifema.es . It shall contain the minimum contents which are specified in Section 3 of this document together with a completed application form.

Any projects which are received in the last 30 days prior to the commencement date of the event for which the application is made may not be taken into account and, therefore, hanging from the hall structure may not be authorised.

Within a time period of 7 days from receiving an application, IFEMA will issue a report on the application. Its outcome will be one of the following:

- i. Application approved. The exhibitor may, therefore, carry out the assembly which is shown on the application form.
- ii. Application with remarks. The exhibitor must adapt the project to IFEMA's remarks and submit it again so it can be rechecked. The remarks may refer to any aspect of the installation, such as the need to increase the number of force transmission points, to reduce the amount of each one, to modify their location or their configuration, to change the materials to be used, etc.
- iii. Unapproved application. These are cases which do not meet the conditions laid down in this document.

Once the rigging project has been approved, on the dates set for each event, the exhibitor may carry out the assembly, which shall be exactly in keeping with the approved application. Any changes must be approved by IFEMA. During the assembly, the applicant must ensure the project approval document and copies of the approved plans are made available.

During assembly, technicians from IFEMA or from companies contracted for this purpose shall check it adheres to the approved projects. The assembly of any installations which are not in keeping with the contents of the approved projects shall be prohibited.

If, during the assembly of any elements, there should exist reasonable doubts about their suitability, IFEMA may insist that proper verification tests are carried out which shall be paid for by the exhibitor.

3. MINIMUM CONTENTS OF RIGGING PROJECTS

The projects which are attached to rigging application forms shall contain an accurate definition of anything whose hanging is intended. The following data, at the very least, shall be included:

- Explanatory brief of the installation to be carried out.
- A description of the assembly, as long as it involves the transmission of loads to the structure.
- Weight values of all the elements which form part of the rigging system (spotlights, loudspeakers, motors, sheathing, truss weights, etc).
- Scale diagrams showing floor and elevation measurements of the installation, indicating the location of each hanging point both on the elements to be hung and on the hall structure. Schedule 1 of this document contains an example for guideline purposes.
- Value of the load transmitted by each hanging point.

- List of materials with a structural purpose to be used.
- The quality certificates of these materials.
- A description of the safety system to be used doubling the capacity of the initial system.
- The documentation must be signed by someone in charge in the installing company.

4. CONDITIONS FOR PROJECT ACCEPTANCE

All projects which comply with the following conditions will be accepted:

- Their minimum contents must be those laid down in Section 3 of this document.
- No mistakes must be found when they are checked.
- During their analysis, together with the other applications and the structure of the halls involved, they lead to safety coefficients in keeping with valid regulations.
- Suitable materials are used which transmit loads safely.
- Quality certificates of the materials needed are provided.
- Assembly procedures are used which do not damage the hall structure nor entail risks for the safety of persons or the facilities.

All the data in the projects shall be noted in the International System of Units and shall be submitted in Spanish or in English.

5. COMPULSORY REGULATIONS

- UNE EN 13414. Steel cable slings. Safety.
- UNE-EN 1677. Series of regulations for sling accessories. Safety.
- UNE-EN 12385:2003. Steel cables. Safety.
- UNE-EN 13411:2002. Steel cable grips. Safety.
- CTE. Technical building code.

6. QUALITY DOCUMENTATION TO BE PROVIDED IN PROJECTS

Installers must provide the quality certificates of all materials used for resistance purposes which are going to be used in the assemblies.

7. COLLABORATION WITH INSPECTION WORK

IFEMA may perform any inspections it deems fit during assembly for which the installers shall offer all the necessary means. To this end, they shall place at the disposal of the inspectors appointed by IFEMA the auxiliary means they are using such as lifting baskets, scaffolds, ladders or any others which are available.

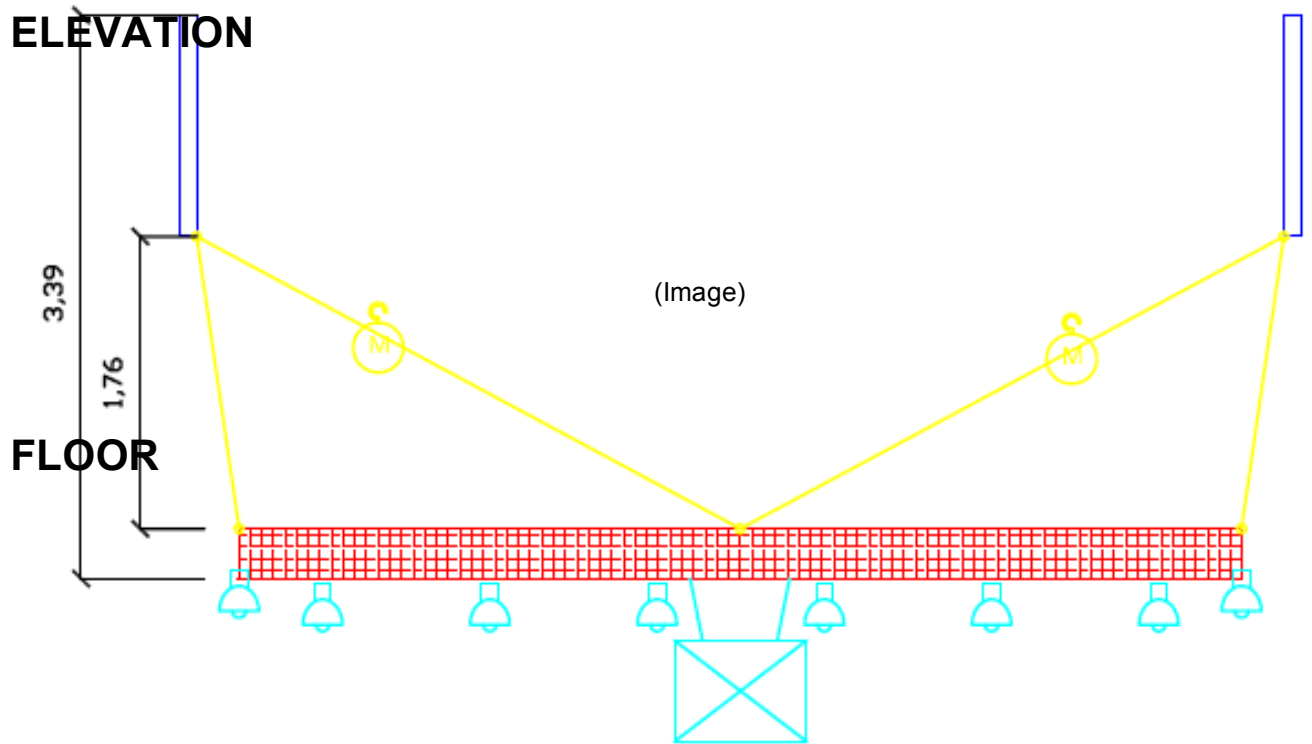
8. COMMUNICATION CHANNELS BETWEEN IFEMA AND THE APPLICANTS

Rigging applications shall be sent by e-mail to the following address: inspeccion.rigging@ifema.es. Any modifications shall also be submitted via this address.

SCHEDULE 1

EXAMPLE OF GRAPHIC DOCUMENTATION TO BE SUBMITTED

(Image)



ALZADO