

GENERAL INFORMATION

This Exhibitor Manual forms part of the Rules & Regulations as detailed in your contract. By the agreement between the Exhibitor and the Organiser's, all Exhibitors commit themselves to strict compliance with the Regulations contained within this Exhibitor Services Manual.

Intermodal Europe takes place at **Fira Gran via**, one of the largest and best-connected exhibition centers in Europe.

ADDRESS OF VENUE

Fira Gran Via, Hall 1
Barcelona South Access
Av. Joan Carles I, 64 08908
L'Hospitalet de Llobregat
Barcelona
Spain

Google Maps: <https://maps.app.goo.gl/WY7XQzyLA6CyaoZN8>

Venue map: <https://guestevents.firabarcelona.com/en/enclosure/granvia/#pano360>

Fira Gran Via full venue technical guidelines can be viewed here:

<https://guestevents.firabarcelona.com/en/gran-via/download-center/>

ACCOMMODATION

We want to make travelling and staying near the event as easy as possible for you.

Intermodal Europe has appointed **bnetwork** as the official accommodation provider in 2025.

bnetwork has negotiated with various top-quality hotels and at a range of prices within your budget (up to 25% discount) and can assist you with your bookings. **bnetwork** will put together a tailor-made package for your organization. Send in your requirements using the contact details below or visit their dedicated and secured [online booking page](#).

Please mention Intermodal Europe 2025 when making your reservation. You can contact

bnetwork directly with your query: Phone: +34 93 550 03 50 or

Email: intermodaleurope@bnetwork.com

PLEASE NOTE: October is a busy month in Barcelona and booking directly with the hotels in the city will lead to much higher prices being quoted. We would highly recommend booking with **bnetwork** for the best prices and service.

ALCOHOL

According to 'Article 26 Catering Promotions' in the 'Advertising Code for Alcoholic Beverages', advertising in which alcoholic beverages are offered by a member of the trade or with the active cooperation of a member of the trade free of charge or at less than half of the normal selling price of the alcoholic beverage to private individuals is not permitted. During trade fairs, exhibitors are permitted to offer alcoholic beverages to visitors upon request, see 'Article 29 Trade Fairs'.

The provisions of the 'Licensing and Catering Act' prohibit the provision of alcoholic beverages to persons under the age of 18.

ALTERATION TO EXHIBIT LAYOUT

If any unforeseen circumstances occur that require an alteration to the layout of the exhibition floor plan, exhibitors will be informed at the earliest opportunity. The organisers cannot be held liable for any loss that this may cause the exhibitor. In the interest of the exhibition as a whole, it may be necessary to remove or alter anything in or on any part of the stand.

ANIMALS

Animals are not allowed in the exhibition halls for the duration of the tenancy except for registered assistance dogs. During the stand build-up and breakdown period, no animals will be allowed on-site if deemed unsafe. The organizer's decision is final at all times. Written requests must be submitted and approved either by the local authorities and/or venue managers; contact the [Operations Team](#) for further guidance.

AUDIO VISUAL

You can order audiovisual equipment for your stand. Audiovisual presentations must be kept within the stand area. Sound and noise levels must be kept to a level that doesn't disturb neighbouring exhibitors (under 80 decibels). A range of AV, office equipment and computers can be hired via **ServiFira** the **Fira** store.

Last early bird orders: 2nd October 2025

Last online order: <https://store.firabarcelona.com/E275025/g/c/3>

BADGES

No one is permitted into the exhibition hall during the stand build-up, open period, or breakdown without the appropriate badge.

Exhibitor Badges: For security reasons, all exhibitors are required to wear/display their exhibitor badges during the exhibition open days. Please order passes via **Customer Centre, Exhibitor Badges** section

Contractor Badges: Contractors must register for badges before coming onsite for build-up and dismantling. It will delay your contractor's work if they do not have their badges before they come onsite, so please make sure to pre-register.

It is imperative that contractors complete the stand contractor information form so we know who will be building your stand and will grant you access to the venue premises.

STAND CONTRACTOR INFORMATION FORM:

<https://contractorpass.firabarcelona.com/WEB/E275025/passes>

Our contractor badges are digital and are a QR code, every contractor entering the premises will need to have their contractor pass ready. Please note all contractors will need to always carry their ID's along with the QR code on their phones.

Police checks: Please be aware that our events are subjected to random checks by the local police to ensure that all persons working on-site are legally eligible to work. Please also be aware that contractor badges could be subject to random checks and proof of identity may be required.

IMPORTANT: It will delay your contractor's work if they are not preregistered and have not pre-printed their badges before coming on-site. Contractor badges are not valid during the show open days. If required, contractors can request a short-term show maintenance badge in the registration area. Please order passes via the [contractor link](#) that will be available soon

BALLOONS

The use of balloons filled with combustible gas is prohibited in the halls. Balloons filled with safety gas may be allowed with organizer approval, provided they are anchored, within your stand space, and positioned no higher than 4 meters from the floor (2.5 meters for shell scheme stands). Charges apply for damage to air handling units or roof structures caused by balloons.

Flammable gases are not permitted, and helium cylinders must be removed after filling.

If you are planning to have balloons on your stand, please submit a plan detailing location, height, and attachment to Abraxys Global Limited. Include balloons in your risk assessment or submit a separate form if already completed.

BANKING/ATMs

Cash machines can be found at the following locations:

One is available at the south entrance of the venue. Additional cash machines are available just outside the venue at the shopping mall, located at **Gran Via 2**.

BREAKDOWN INSTRUCTIONS

The show's closing hours and finishing times are detailed in **the Timetable section**. Breaking down is not permitted to commence until the halls are cleared of visitors and permission has been given; this is typically 60mins after the show has closed. During breakdown, it is not permitted to consume alcohol and children under 16 are not permitted.

You will be required to remove personal effects or small and valuable items from your hired furniture and stand as soon as the Exhibition closes to prevent any losses or damage during the Breakdown period. All exhibits, graphics and displays must be removed from shell scheme stands by **Thursday 23rd October 2025** as shell scheme stands will be dismantled after this time. Any items to be shipped must be coordinated with your logistics company and not left unattended. Remember - any items left unattended during the Breakdown are at your own risk and may be disposed of.

A charge will be levied to any Exhibitor who leaves bulky items of an excess of waste, including publications.

Exact breakdown guidelines will be distributed to exhibitors during the exhibition

BUSINESS EQUIPMENT/ SERVICES

Fira Gran Via does not have a dedicated business center with professional office equipment for you and your staff to continue working. While the venue is conveniently located next to a shopping mall, it's crucial to come onsite fully prepared with any necessary materials or equipment you might need.

The shopping mall is located on: Gran Via 2, Avinguda de la Granvia de l'Hospitalet, 75, 08908 L'Hospitalet de Llobregat, Barcelona

CATERING/RESTAURANTS

By following the guidelines below, you'll ensure a smooth and delightful catering experience for your stand at Intermodal Europe. Whether you are planning a full-scale catering service, ordering basic refreshments for your stand, or looking to brand your food and beverage items, **GastroFira** has you covered. Remember to adhere to the deadlines and reach out to the dedicated team for any special requirements or queries.

External Caterers and Samples:

1. Approval from **Fira Gran Via** is required for the use of external caterers (note that external caterers are not permitted to operate within Fira Meeting Rooms).
2. At fairs related to the food industry, the exhibitor is responsible for ensuring food safety when offering tasting or sampling services. For exhibitors at Intermodal Europe, the sampling of their own products does not require obtaining a Food Hygiene Authorization through SAIA.
3. External caterers are required to complete an audit with SAIA, an external provider that ensures compliance with Fira Gran Via's standards for food hygiene (audit cost: 290€ + VAT).

Please contact lriera@saia.es / kromani@saia.es to proceed with this SAIA audit and ensure compliance with the required standards, allowing for a seamless catering experience at the event. For more information, kindly read the form below.

Ordering Process:

1. All catering orders should be placed through **ServiFira** the **Fira** Store linked below.
2. Mark your calendar: place the orders through the website before **the 30th of September 2025**.
3. Make sure the shopping cart items are paid and validated before the final deadline date. Afterwards, orders may not be accepted or accepted partially.

If you cannot find what you are looking for, have special dietary requirements or require a specialized order, please do not hesitate to contact the **Gastrofira** Sales Department directly. Contact details: mlaborda@firabarcelona.com

Keep in mind: The deadline for tailor-made orders is the **23rd of September 2025**.

Branded Items:

Enhance your brand presence with Gastrofira's range of branded items (including but not limited to paper coffee cups, napkins, straws and water bottles).

Plan ahead: Deadline for branded item orders is the **23rd of September 2025**.

CARPETING/FLOORING:

For all Shell Scheme stands, carpet will be provided by AlterExpo. The Shell Scheme carpet colour will be light grey.

For space only stands needing carpet, **JMT Floorcovering** is the official carpet provider for Intermodal Europe. While space only exhibitors have flooring flexibility, we strongly recommend Rewind Carpet to support sustainability and simplify preparation. This choice is crucial for achieving a minimum **Bronze level** according to the Better Stands qualifying criteria, which recognizes sustainable practices. To order Rewind carpet, contact [JMT Floorcovering](#) directly for details on colors and installation.

By choosing sustainable flooring, you are enhancing your stand's appearance and contributing to an environmentally responsible event. For more information on the sustainability of the carpet, visit the [Rewind website](#). Orders can be placed through [JMT Floorcovering](#)

It could be the case that the electricity outputs are not easily located within your stand. Exhibitors who order a large quantity of electricity and/or water are advised to order a raised floor to cover the cables and pipes. Please refer to the raised floors section for more information. For more information on maintaining service chests accessibility and understanding its potential impact on your carpet or raised floor, please consult the service chests section.

CEILINGS

Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.

CLEANING

During the event, there will be basic cleaning in the aisles.

For exhibitors with **Shell Scheme and ShowReady/Sustainable stand** cleaning will usually occur during the opening morning of the show. Often this will include: carpet cleaning and wiping of horizontal surfaces from tables, chairs, and desks, but not the cleaning of exhibits, glass displays or walls.

For emptying the rubbish bins on your stand, we kindly ask you to place the full bin bag in the aisle at the end of the day so that they can be collected by the cleaners. Any items left in the gangways will be considered litter and disposed of.

Please note that a charge will be levied for those exhibitors who leave bulky items behind or an excess of rubbish, including publications. Refer to waste in this section for guidance during build up and breakdown.

Please note: cleaning is not provided for **Space-only stands**. To place an order **through the [Fira Store](#)**.

Space-only exhibitors are responsible for arranging their own cleaning and waste disposal during build-up, show days and dismantling. Cleaning will be carried out at night to minimize the impact of the service during show days.

Please keep in mind that although ordering a cleaning service is not mandatory, during show days, we recommend all display material is cleaned and sanitized before and after every occasion it is handled.

CLOAKROOM

The Cloakroom is situated in the South Access. The cost is €2.00 per item.

Please note: Intermodal Events Worldwide and Fira Barcelona cannot be held liable for any missing items.

CHILDREN

An exhibition is a trade event or consumer show and the nature of the exhibits, and our attendees reflect this, as such attendance by anyone under the age of 16 is strictly prohibited. This includes during the stand build-up, open days, and breakdown of the exhibition. No alternative childcare facilities are provided. Where children are permitted during the event, all children must adhere to the Informa Markets Child Policy procedure which includes providing clear contact information and obtaining a wristband; this will be provided at registration.

COMPLAINTS

It is in the interest of exhibitors and visitors that any faults or failures in the services provided at Intermodal Europe 2025 by any contractor, the venue or the organizer should be brought to the attention of the organizers as soon as possible. If you wish to make a complaint, please contact our [Customer Services Team](#) or make it known while still at the event so we can find a solution. Contact the team on-site by visiting the Support Desk.

COMPRESSED AIR

Fira Gran via has been appointed as the official and ONLY compressed air contractor for Intermodal Europe, and you can order via **ServiFira** the [Fira Store](#).

IMPORTANT: If you need extraction solutions, contact [Customer Services Team](#) with your machine's technical details and service requirements. Note that some areas of the venue may not support extraction services.

COOKING ON YOUR STAND & INSTALLATIONS

Cooking on stands is not permitted due to the wide health and safety and hygiene issues involved. The official caterers can supply a wide range of catering.

HEAVY MACHINERY & CONTAINERS

Heavy machinery may not be displayed without written permission via **the on-stand activities form**. They must always be treated as a special risk and advice and permissions should be sought from Informa Markets.

Containers may not be displayed without written permission via **the Container Information Form**, see **Forms Section**. They must always be treated as a special risk and advice and permissions should be sought from Informa Markets. This form needs to be completed/signed by every exhibitor who plans to install a container at the 2025 show. If they do not complete/sign this form prior to coming onsite you will not be allowed access to the halls.

- The weight/dimensions you list on this form should be the container you bring onsite; an alternative container will not be permitted unless you have had prior approval from the Organizer.
- If your stand design has a container, and it includes a bar you need to advise the Organizer of the correct weight.
- There are weight restrictions within hall 1, so it's important you adhere to these rules

If the machinery or container is over **700kg**, you must submit your order form to **EFI Logistics** no later than **22nd September 2025**, late submission may not be able to arrange.

EFI will allocate a heavy lift window for the safe move-in/ move-out of large/ heavy displays, and containers.

All deliveries need to be booked in with **EFI**. A vehicle booking/ pass system is in operation at Intermodal.

CUSTOMER SERVICE DESK

For **Intermodal Europe 2025** we have a Support Desk, which will be located in the venue. Here, you will find the Informa Market Customer Service Team, along with our main suppliers, all on hand to ensure you have a pleasant experience. For operating hours, please refer to the timetable.

CUSTOMS & DELIVERIES

All shipping, customs and material handling should be booked in advance with our appointed freight contractor, **EFI Logistics**. To receive the Early Bird booking rates, order services before the order deadline:

Monday 22nd September 2025

Order online at www.efilogistics.com/ie25

There will be a vehicle booking system at Intermodal Europe.

All deliveries direct to the venue must be booked in and unloading ordered with **EFI**. A vehicle pass will be issued, this will be shown by your driver on arrival at FIRA. During busy times, unloading slots will be allocated.

During the heavy lift window, all deliveries must be unloaded/ reloaded by forklift. This service must be booked in advance with **EFI**.

Deliveries for space-only stands must NOT be made before **08:00** on Saturday **18th October 2025**. However please be mindful that any deliveries could delay your stand's build, so please check with your stand contractor regarding an appropriate time.

Shell scheme stand deliveries must NOT be made before **12:00** on **Monday 20th October 2025**.

You can find out more about shipping instructions, place a delivery order, or see more preferred partners, by using the forms section of this exhibitor manual.

DAMAGE TO VENUE

Damage caused to the fabric of the exhibition building by an exhibitor/contractor will be charged by the venue via Informa Markets. Under no circumstances should an exhibitor/contractor attempt to repair any damages caused. A fine will be imposed equivalent to the quote Informa Markets receives from the venue managers to restore their property.

DEMONSTRATIONS & MACHINERY

All types of demonstration (e.g., the operation of machines, video and film shows etc.) require advance notification and the written consent of Informa Markets. Demonstrations must be included and submitted via the **on-stand activities form**, see **Forms Section in Customer Centre**.

The organizers are entitled to restrict or prohibit such demonstrations if they interfere with the exhibition, even if consent has been given at past events.

Musical reproduction using radio, CD or DVD and acoustic advertising requires authorization and must not disturb neighboring exhibitors.

Following copyright regulations, exhibitors must obtain the relevant licenses and permissions before the beginning of the exhibition.

Contact for Licensing: Fèlix Llimós Moneeny SGAE Representative, Zone B02 Barcelona.
Phone: 639783655 **Email:** zonab02@representante.sgae.es

All demonstrations must be carried out following health and safety regulations and must not constitute a fire or safety hazard to the demonstrator or audience.

Full details must be submitted using the **on-stand activities form** (together with a risk assessment in the case of moving demonstrations) to the organizers at least 30 days before the event. The organizers reserve the right to stop working demonstrations on-site if they in any way pose a threat to exhibitors or visitors or disturb neighboring stands. For more information and permission please contact the organizers.

DISABLED ACCESS FACILITIES

Fira Gran Via is fully accessible by wheelchair, including all exhibition hall, meeting rooms and public areas. Disabled toilets are located inside each hall. There are disabled parking bays, please ask the car parking attendants for further information. Wheelchairs are available upon request.

DISTRIBUTION OF MATERIAL

All exhibitors are advised that unless they have a contractual agreement with the event organizers, all promotional activity is restricted to the limits of their stand. For details of other opportunities available in the halls, please contact [Customer Service Team](#)

Under no circumstances must activities spill into gangways – this includes the use of promotional staff or characters. If you are approached on your stand by unwanted visitors trying to sell products, please take a business card and inform the Organizers at the Support Desk immediately so that appropriate action can be taken.

ELECTRICAL REGULATIONS

Fira Gran via have been appointed as the official electrical contractor for the show.

For **Space Only** stands It is mandatory to order all electrical requirements, including switchboards, via **ServiFira** the [Fira Store](#)

Please note: that all power boxes will be protected with a 30 mA RCCB and will include power supply for the last two build-up days and all show days. If you require something different or power supply for other days, these can be requested at servifira@firabarcelona.com

If you have a **Shell Scheme** or **ShowReady/Sustainable** stand It is mandatory to order all electrical requirements, via the shell scheme contractor for the show [AlterExpo Webshop](#)

Electrical Regulations

The venue is solely responsible for installing electrical mains on stands and ensuring all connections are safe before use. Exhibitors and contractors may bring their own extension leads, adaptors, and power tools. However, all electrical equipment must be tested by a qualified electrician, including insulation and earth bonding checks, and display clear inspection labels.

Power tools should be battery-operated or use **230 volts / 50hz or lower**. Event organizers reserve the right to inspect, test, and remove any electrical equipment that is defective or lacks proper inspection documentation.

Power will be distributed by the venue from the floor ducts.

If the stand installation does not meet the set requirements, it cannot be connected to the power grid within the venue. These requirements must be complied before power can be supplied to your stand. Electrical (switching) panels must not be accessible to visitors. The installation of an R CCB (residual- current circuit breaker) for a nominal fault current of 0.03A is obligatory for the electrical infrastructure.

In case of a raised floor, the electricity distribution point must be accessible. Earth leakage circuit breakers must have classification A (AC are not permitted).

For safety reasons, connections to existing utilities may only be performed by the venue or its authorized service partners.

Service chests

All service chests must be accessible at all times. Service chests with no live services coming from them must also remain accessible in case of emergency.

If your stand contains multiple service chests, you are free to decide which ones you want to use. If you order your electrical installation through **ServiFira**, should include a floorplan marking the service chest you want to use. If your service chest is shared with another exhibitor(s), it must be accessible for your neighboring exhibitor(s) at any time. Therefore, shutting off power or placing a lockable cover on the service chest is strictly prohibited.

Where there is a live service chest, the carpet should have a cut area of 100cm or, in the case of a raised floor, an access hatch should be incorporated into the design. With a hatch, a platform of 5cm is recommended for electrical cables only, and 10cm if a water connection is planned for any of the neighboring stands.

Please note that it could be the case that live services are being sourced from the service chest on your stand to yourself and neighboring exhibitors. If you are unsure whether you have a service chest on your stand, please contact **ServiFira**.

For technical details of electrical installations, please read [Fira de Barcelona Technical Regulations](#).

ServiFira electrical package: They provide a comprehensive electrical package for exhibitors. This includes full installation, a power box with 10m cabling, choice of daily or continuous power supply, compliance certification, and incident assistance. The package covers all necessary electricity taxes and ensures adherence to local regulations, simplifying your setup process.

Pricing and ordering: Electricity is charged in euros per kilowatt per day. Order power for build-up, show, and dismantling days as needed. Special installations may incur extra charges, which **ServiFira** will communicate.

Payment must be received before installation approval to ensure power at your stand.

High power requirements: Stands requiring from 50 kW need a Technical Design Project approved by a local collegiate engineer (fee applies). Consult [Fira de Barcelona Technical Regulations](#), Chapter 6.2, for details or contact **ServiFira** for assistance.

Connection options:

Choose between daytime (12 hours) or permanent (24 hours) connections. Permanent connections are recommended for stands with refrigeration units or equipment needing constant power. For any questions or to discuss your specific electrical needs, please contact servifira@firabarcelona.com

ENTERTAINMENT ON STAND

If you plan to have entertainment on your stand, you will need to provide details including date, timings and the numbers involved, and this will need to be reviewed and approved by Informa Markets. Please submit an **on-stand activities form**, see **Forms Section in Customer Centre**.

Arrangements should be made with security, lighting and stand power, and additional costs may be incurred.

Party/Drinks Reception on Stand:

Parties on stands will need to book a security controller for the event.

Party Security Controllers – Responsibilities & Requirements The role of Party Security Controllers is to ensure that all events remain within the designated stand perimeter while protecting neighbouring stands and maintaining a safe, controlled environment. Once the event concludes, they are also responsible for clearing the stand area.

Key Responsibilities:

- Ensure attendees remain within the stand's boundaries to avoid obstructing adjacent stands or walkways.
- Guide guests to the exit once the event or activity has ended.
- Coordinate with the stand manager regarding any special instructions, such as securing specific areas, restricting access, or managing sensitive zones.

Important Note: If you have already contracted general security for your stand, this **specific service must still be booked** for any in-stand event.

Mandatory Requirement: Stand security must be ordered for every party, event, or reception hosted at your stand. A minimum of one security guard per 50 attendees is required.

The cost covers the full duration of the event or party. Book security controllers here: <https://store.firabarcelona.com/E275025/g/c/82/Product/2337>

FIRE

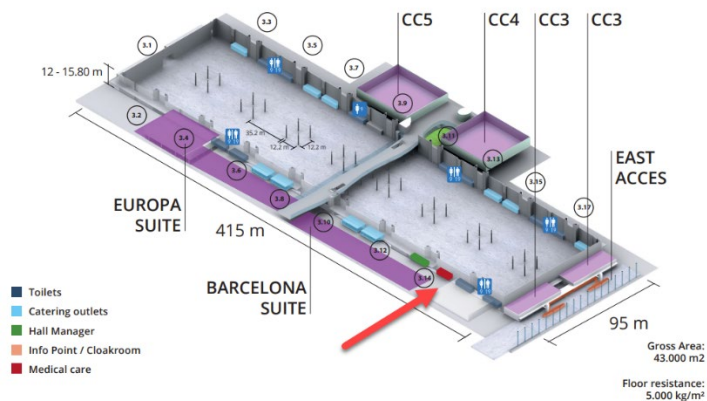
No inflammable or explosive materials shall be used for the construction of an exhibition stand and no paint spraying, or paint coating shall be carried out inside the exhibition hall

FIRST AID

First aid facilities will be available at all times during the exhibition including during the stand build-up and dismantling periods. First aid care can be found in hall 3 next to freight door 3.14 (next to the bridge). If you are unable to go to the office and require assistance on location, please call +34 93 233 41 00.

The First Aid point will be located at 3.14

Hall 3



FLOOR LOADING

The floor loading in the Exhibition Hall is 3000kg/m². If you have any heavy loads entering the Exhibition Hall, please contact **EFI Logistics** directly.

FLOOR SAFETY MANAGEMENT

Informa safety professionals shall monitor the stand activities and overall exhibition floor H&S risk exposure; as far as reasonably practicable, to safeguard;

- The assigned venue areas
- Encourage exhibitor appointed contractors to adopt good safety practices
- Removal and disposal of waste appropriately
- Monitor high risk activities
- Appropriate information, guidance, and supervision, on H&S issues
- Manage incidents/accident immediate scenes, including high potential near misses

Unsafe behaviour, or conditions may result in work being stopped and require additional controls to be implemented to correct issues prior to stand activities continuing. No resolution may result in offenders being asked to leave the site.

FLORAL & PLANT HIRE

We would recommend **Fira Gran via** as florist for our event. Please place your order using the **ServiFira** the [Fira Store](#).

FORKLIFTS

Exhibitors and contractors are not permitted to use their company's forklifts within the hall. All unloading by mechanical means must be ordered in advance from **EFI Logistics** www.efilogistics.com/ie25

Our on-site logistics supplier is **EFI Logistics**. It can help with all your transport and lifting requirements. Please contact them directly using the details in the contact information section within the manual.

To aid safer working practices, there will be no forklifts operating in the halls during the initial stages of breakdown until it is deemed safe by the organisers to do so. This is to ensure the safety of all those attending the exhibition.

FURNITURE

Both **AlterExpo** and **Fira Gran via** can provide furniture services for Space-only stands.

- **ServiFira** order via the [Fira Store link](#).
- **AlterExpo** order via [WebShop link](#).

Shel Scheme, and Show/Ready stand exhibitors furniture packages can be via the [AlterExpo WebShop](#).

GANGWAYS

Emergency gangways **MUST** be kept clear at all times, and anything left in any gangway will be deemed rubbish by the cleaners and removed. Please ensure that your contractors are briefed on this matter.

Move-in/move-out will be targeted and controlled via a booking/pass system. Contact **EFI Logistics** to book in for unloading/re-loading. They will confirm time slots and allocate passes.

GIVEAWAYS AND PROMOTIONS

If you intend to hold any competitions, such as raffles, draws or any other activity where money can be exchanged or prizes won by members of the public, please ensure compliance with your country's competitions laws.

Please note: Remove customer samples and promotional items, unless adequate hygiene controls are in place.

HEALTH AND SAFETY

Intermodal Events maintain high standards of health and safety and require Exhibitors and Contractors to undertake their work in a safe way that does not put themselves or others at risk.

The standards and rules are outlined in **the Health & Safety** section, you can find key recommendations. It also outlines your responsibilities and those of your contractors. Therefore, we ask that you read this section very carefully.

INSURANCE

The exhibitor is fully responsible for obtaining comprehensive insurance protection for their exhibits, display materials, personal property and staff personnel. The cover should be against all risks both in transit to/from, and on location at the exhibition for the entire show period.

Informa Markets provides indemnity under contract as part of the terms and conditions that exhibitors are party to. If you have not signed a formal Informa Markets contract including insurance, you will not be covered by this agreement and no indemnity will be available. In this circumstance you must provide a copy of your insurance policy and be insured for Public Liability to a minimum level of £2,000,000 or €2,500,000 or \$3,000,000.

Any loss or damage that may occur during the show should immediately be notified to the Organizers and Security on-site. Please note that Exhibitor contracts do not cover stand contractors and any subsequent subcontractors, and as such contractors are now required to submit proof that they have adequate insurance cover.

Any questions relating to insurance and details of Informa's insurance policy should be directed to insurance@informa.com.

LATE WORKING

All contractors and exhibitors are reminded that they must design their stand to ensure it can be completed and dismantled within the published stand build-up and breakdown times. Working outside of these times is not permitted.

MUSIC

Music at your stand; live, mechanical, amplified, or acoustic? Always request permission in advance.

Audio and Musical Reproduction:

- Prior authorization needed for musical reproduction and acoustic advertising
- Must not disturb neighboring exhibitors, please review the noise section of the portal.
- Obtain relevant licenses and permissions from the local society of authors and editors.

Contact for Licensing: Fèlix Llimós Moneeny SGAE Representative, Zone B02 Barcelona.

Phone: 639783655 **Email:** zonab02@representante.sgae.es

NOISE LEVEL POLICY

To ensure a comfortable environment for all exhibitors and attendees noise levels must remain below 80 decibels and should not cause disturbance to neighbouring exhibitors or the public.

In the event of a dispute regarding noise levels, the organizers' decision is final. Failure to adhere to this policy may result in the disconnection of stand power at the discretion of the organizers.

Please ensure compliance to maintain a positive experience for all participants.

Requirements:

1. Please note that music reproduction from a DJ and/or performing live is only permitted after written permission from the Organizer.
2. The maximum permitted noise level for the hall is 85dBA, measured at 1 meter distance from each speaker. Transgression of the permitted noise level for special activities such as performances is only allowed after written permission from the Organizer.
3. Speakers should be focused on the stand area itself at all times. During the exhibition we perform constant noise checks. If the maximum 85 dBA is not maintained, we unfortunately have to take measures. The first two measures are warnings. If after 2 warnings the maximum decibels are still exceeded, we reserve the right to turn off the sound system.

PARKING

Underground parking for standard vehicles Fira Gran Via provides underground parking facilities for vehicles up to 2.05 meters in height. These facilities are available on a first-come, first-served basis to exhibitors, sponsors, and visitors, with the exception of designated disabled parking spaces. For your convenience, Parking C and Parking B will be accessible on-site.

Parking fees and pre-ordering: You can choose from two payment options for parking:

1. Hourly rate: Pay €3 per hour directly at the parking facility.
2. Pre-order a parking ticket: Purchase in advance via the [Fira Store](#).

If you opt for pre-ordering, you can collect your parking pass at the Fira exhibitor support desk (formerly known as the Support Desk). Be sure to bring the ticket you received upon entering the parking area to exchange it for your pre-paid pass.

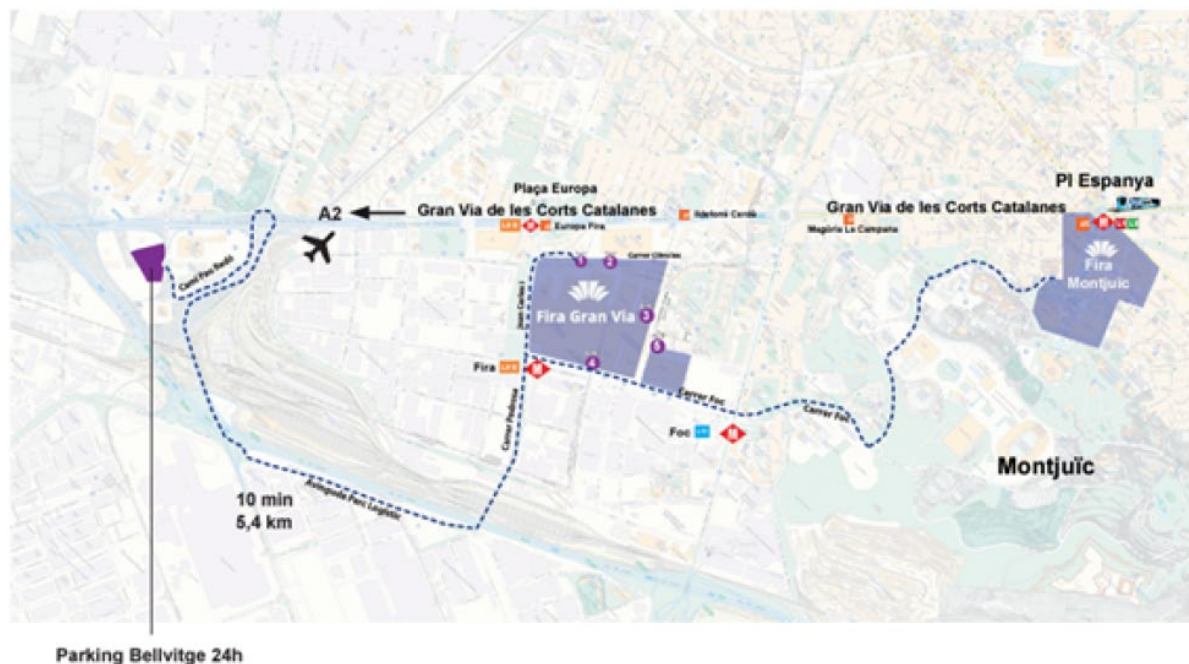
Parking during show days Vehicles with a maximum height of 2.05 meters can access the parking garages during show days. Visit the [Fira Store](#) for a full list of parking options and rates and purchase your ticket in advance.

/14/25, 3:23 PM



Vehicles exceeding a height of 2.1 meters are not permitted to park in the **Fira de Barcelona** parking facility. As an alternative, we recommend considering a truck parking option. Located just a 7-minutedrive from **Fira de Barcelona Gran via**, the **Bellvitge Truck Parking** offers a convenient solution. For inquiries about availability or additional information, please refer to the contact details provided below:

Phone: +34 617757929 **Email:** info@parkingcamionesbcn.com **Address:** C/ Cami de Pau Redo 08907 L'Hospitalet de Llobregat



Large vehicle parking For vehicles exceeding 2.05 meters in height:

Parking Bellvitge Address: C/ Cami de Pau Redo, L'Hospitalet de Llobregat Contact: +34 617 757 929

PILLARS ON STAND

If your stand includes a pillar, please view the following document for dimensions <https://guestevents.firabarcelona.com/app/uploads/2022/02/column-details.pdf>

We recommend adding a 20cm margin to the provided measurements to avoid unexpected issues during setup.

Column Cladding

Hall columns within stands may be cladded up to your maximum stand-building height, provided no damage occurs. Connection boxes: Any connection boxes on the pillar must remain accessible at all times.

Please also see Pillar Cladding Example PDF in the manual section of Customer Centre.

Vinyl columns: Vinyl installation on columns can only be performed by official **Fire** suppliers. This service can be contracted through the **Fira Gran via Sales Department** at graphics@firabarcelona.com

Fire Equipment and Signage Columns with fire equipment, extinguishers, fire alarm call points, signage, or other informational elements must remain visible and accessible. These items cannot be manipulated, obscured, or removed under any circumstances.

Additional Details

For specific pillar dimensions and details about attached fire equipment, consult the column details document available in the technical information section here.

Adherence to these guidelines will ensure a smooth and compliant setup for your stand.

PUBLIC ADDRESS SYSTEM

The public address system is for use by the organizers and authorities only. During the open period, only official and emergency messages will be broadcast.

PHOTOGRAPHY & FILMING

To avoid unnecessary canvassing of exhibitors and exhibition attendees, an official photographer has been appointed to undertake all photography for the show. No other photographers will be allowed into the hall without prior written consent from Informa Markets.

RISK ASSESSMENT

Shell scheme exhibitors must complete a risk assessment which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on-site if asked.

Space-only exhibitors must submit a detailed construction phase plan, risk assessment, and stand build method statement to Abraxys. Contact them for further help and advice.

Abraxys Global

Tel: +44 (0) 208 747 2045

Email: intermodal@abraxys.com

SAFETY

Your safety is our top priority. We have created a safety plan that you and your teams can be confident in, called Informa AllSecure. You'll see it, front and center at our shows. Come to an Informa event and connect, learn, know more, and do more business, effectively, safely and with confidence.

Read what we're doing to protect you, here:

Watch: [All Secure video](#)

Visit: <https://www.informa.com/AllSecure>

RAISED PLATFORM / FLOOR COVERING

- Space Only stands will not be carpeted, it is the responsibility of all space only exhibitors to lay their own appropriate floor covering.
- Carpet may only be stuck down using venue approved carpet tape, which the contractor/exhibitor must remove without a trace once the event is over. The carpet must also be removed at the end of the event. Leaving carpet and/ or tape behind may result in additional cost to be charged to the Exhibitor.
- All Space Only stands should be made to install a raised platform for cable management to avoid any cable ramps. The general height should not exceed 100mm and must include a ramp for disabled access.
- All corners of the raised flooring must be rounded off or protected.
- If a service duct is located or partially located under your stand you must ensure that the duct is accessible with a hatch
- Please note that raised platform floors higher than 5cm (50mm) are required to have integrated ramp access to provide ease of access for everyone.
- Also, if there is a venue service chest located in your floor space, your stand must be designed to ensure that the venue will have access to this service chest at all times, regardless of whether there are live services coming from the service chest or not.

Please refer to the Service Chests section for more information.

RIGGING

Rigging is permitted only for Space-only exhibitors. For Shell Scheme, and ShowReady/Sustainable stand exhibitors, rigging is not allowed. Please refer to the following regulations to ensure compliance with the organizer and venue rigging regulations.

No hanging structures are allowed for stands smaller than 30sqm.

In case of further information please contact: rigging.granviasouth@firabarcelona.com

Please note the **2nd October 2025** is the early bird deadline for contracting this service. Costs will increase after that date.

Please find attached Gran Via Technical regulations link:

https://guestevents.firabarcelona.com/app/uploads/2022/02/Fira_Barcelona_Technical_Regulations_ENG_web.pdf

Some restrictions do apply regarding rigging points in certain halls, so please contact the Suspensions department at **Fira Gran via** for specific information.

SUSTAINABILITY SECURITY

The Organiser's will take every reasonable precaution throughout the exhibition; however, Organiser's security is designed to secure exhibition hall not the contents of individual stands.

Exhibitors should take care to ensure that their goods are safeguarded and should not leave their stands unattended during the Build Up, Breakdown or Open Hours of the show.

The Organisers cannot be held responsible for any loss, damage or accident that may occur to any Exhibitors' property or personnel; therefore, exhibitors must arrange full insurance cover – see INSURANCE in this section.

If you would like additional security for your stand, this can be ordered via the **Fira Store**.

SMOKING POLICY

Smoking/vaping is prohibited in the exhibition areas, but ashtrays/trash units are supplied in external designated areas.

SOUND SYSTEMS

If you wish to use a sound system, it is mandatory to make this known to the exhibition team in advance. You can do this by completing and submitting the **stand activities form**, see **Forms Section**.

SPACE-ONLY STAND HEIGHT LIMITS

Maximum stand height is **4m** for any ground-based structure, **6m** for rigging. **Please note: It is not possible to erect anything higher without prior approval from the Organizer's.**

SPECIAL EFFECTS

All special effects must be treated as special risks and are subject to strict controls following a risk assessment and the appropriate legal and venue requirements. Further information can be obtained by contacting our [Customer Service Team](#). Details must be submitted via the **on-stand activities form in Customer Centre**.

Smoke generators and pyrotechnics are not allowed. Low-powered lasers may be used, subject to approval, and they must always project to a surface within the stand perimeter.

At no point should it be possible for the laser beam to reach the human eye, either directly, or via reflection or refraction. The operation of laser systems is subject to approval, and The Ahoy and Informa Markets, Informa Markets, must be notified in writing via the **on-stand activities form** of the use of such devices at least six weeks before the start of the stand build-up period.

STAND NUMBERING

All exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and the finding the stands they wish to visit.

STORAGE

No excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk. If you require on-site storage, a place to store empty cartons, boxes, literature etc..... please contact **EFI Logistics** who will collect these from your stand, store them and redeliver them during the breakdown period.

EFI will operate a range of storage services at Intermodal including

- Standard storage for empty stand material pallets and cases

- Priority storage for exhibitor cases and pallets
- Full goods secure storage for tools, ladders, and full goods
- Accessible storage for replacement stand stock

These services must be booked through **EFI** in advance

www.efilogistics.com/ie25

Please email informa@efilogistics.com for further information. Alternatively, please accommodate a storage area within your stand design.

SUSTAINABILITY

We love sustainability – you'll hear us talk about it a lot. We are continuously looking for opportunities to improve our impact- environmentally, socially, and economically. You can find the exhibitor **Sustainability Checklist**. In the **Forms Section**.

TEMPORARY STAND STAFF

All temporary staff must have a valid work permit when working at an exhibition, failing to provide a permit upon random spot checks by local authorities will result in a penalty. It is your responsibility to ensure your staff have the required documentation. Please note that all temporary stand staff must have a valid badge.

Order Temporary Stand Staff services at the **Fira Store**.

TRAVEL

Several transport options are available to and from **Fira Gran via**.

1. Metro –The metro connects the entire city, including the airport, with a direct line (L9) to **Fira** (the closest stop to South Access).
2. Taxi – A taxi rank will be located outside the South Access with connections to the airport and the city.
3. Train – RENFE high-speed and long-distance train journeys

TRAFFIC REGULATIONS

To ensure efficient delivery to the exhibition hall and an orderly flow of traffic during the build-up / breakdown, the Fira Barcelona traffic regulations must be strictly observed.

There will be a vehicle booking and pass system. Only vehicles booked in/displaying a pass will have access to the unloading area. Times are allocated according to load/location in the hall.

Please ensure all vehicles for offload are booked in via EFI Logistics. If you have any questions about your deliveries, please contact: informa@efilogistics.com

VEHICLES

Forklifts

In the interests of safety, only vehicles from **EFI Logistics** are allowed in the exhibition halls at any time. All forklifts should be secured when not in use to prevent unauthorized use. In particular, keys must be removed when not attended.

Other vehicles

No vans, trucks or cars will be allowed in the hall at any time.

Vehicles for Display

Vehicles may not be displayed without written permission via the **on-stand activities form**. They must always be treated as a special risk and advice and permissions should be sought from Informa Markets. The vehicle must be made safe from risks of fire, fuel leakage and unauthorized use.

Motor vehicles used in stands must have minimum fuel, just enough to enter and leave the exhibition venue at the end of the event. Also, batteries have to remain disconnected while vehicles are in the stand.

Vehicles must have passed an MOT inspection or exhibitors must submit the corresponding certification from the country of origin.

VISAS

The organizers are not in a position to sponsor VISA applications. However, we can send a letter of participation to help your VISA process, Once you register for your exhibitor badge, you will receive a confirmation email. Within the confirmation email is a link to apply for your visa letter. Visa application is subject to local country rules and regulations, Informa Markets cannot be held responsible for any miscommunication or changes. If you have any further questions, you can contact our Customer Service Team on +44 (0)20 80520660, you can also email us at [Customer Service Team](#). for any further questions. Our office hours are from Monday - Friday, 9:00 - 17:00 (GMT)

WATER FEATURES

Water features which can come into contact with humans and/or create mists and sprays, such as fountains and spa baths, must be treated against the risk of spreading waterborne diseases. Of particular concern are the bacteria which cause Legionnaire's disease. Any such feature is considered a special risk requiring a separate risk assessment detailing how the risk is controlled through temperature control, water treatment and regular documented testing. Water treatment is a complex process and if you are considering using water as part of your stand display, we would strongly recommend employing an expert in water treatment and testing.

Approval from the organizers will be required for this activity and an **on-stand activities form** must be completed along with the additional risk assessment.

WASTE DISPOSAL

Removal of rubbish – during the build-up period, exhibitors and contractors will be responsible for the day-to-day removal of debris. All exhibits and stand-fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items. All common areas must always be kept unobstructed. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

For waste disposal during build-up and dismantling you must order refuse containers via **ServiFira** the [Fira Store](#).

Containers: 20 and 30 cubic meter containers will be placed outside of the Halls due to their bigger size. All other smaller containers must be placed inside of the stands. Waste will be monitored on-site by a dedicated team. Containers are hired on a daily basis and removed every night for safety reasons, regardless of whether they are full or not.

After the exhibition, you must leave your stand swept clean and remove all floor tape. Any waste left will be photo-documented and the exhibitor responsible will be recharged for its disposal.

- Waste, paper, cardboard, empty packaging and other combustible materials for disposal must be removed from the stands and their surrounding areas on a daily basis.
- No materials may be stored behind stands.
- Any waste materials should be contained within the exhibitor's assigned space.
- It is strictly prohibited to place any waste or other items in the aisles. Exhibitors can contract waste removal in the [Fira Store](#) via **ServiFira**.

Recycling waste bins will be placed around the venue so please use these and ensure that the correct material for recycling is placed in the correct waste bin.

To prevent significant unforeseen costs, please be aware:

- Waste removal is not free of charge and must be ordered separately and in advance as detailed below.
- During build-up and dismantling periods, waste should be contained within the exhibitors assigned space, it is strictly prohibited to place any waste in the aisles.
- Only skips are allowed to stay on the perimeter of stands. Waste accumulated inside the stands must be removed before the end of each day.
- All rubbish (including carpets, adhesive, etc.) must be removed from space only stands, as part of the Better Stands program we encourage you to reuse stand elements wherever possible.
- Containers are removed overnight for fire protection reasons, even if they are not full. Waste containers must be ordered on a daily basis.

Products and installations that are not removed within the published time limits will be disposed of and potentially very significant costs will subsequently charge. The organizer will deploy waste disposal consultants, who will monitor, identify, and assign waste generated to individual exhibitors and their contractors. The charges for waste removal will then be invoiced directly to the exhibitor/contractor along with any penalty.

Description automatically generated waste must be ordered according to the details mentioned in the below table.

Stand size	Waste container			
	Build-up		Dismantling	
	240 l	1 m3	240 l	1 m3
Up to 25 m2	1		1	
Between 25 and 50 m2	2		2	
Between 50 and 150 m2		1		1
Between 150 and 300 m2		2		2
Over 300 m2		3		3

Fira Gran via will deploy waste disposal consultants, who will monitor, identify, and assign waste generated to individual exhibitors and their contractors. The charges for waste removal will then be invoiced directly to the exhibitor/contractor.

WATER & WASTE PIPED SERVICES

The general supply points for water, drainage and compressed air will be provided by **Fira Gran Via**. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted independently.

WIRELESS INTERNET

Intermodal Events Worldwide will provide a complimentary Wi-Fi network throughout the exhibition. This is public Wi-Fi and recommended for light browsing and checking emails only.

If your exhibits require internet access, IT services can be purchased through **ServiFira** the [Fira Store](#).

Wi-Fi Policy Fira Gran via is the sole authorized provider of Internet and connectivity services, including WIFI, across the exhibition halls. It is strictly prohibited to install or operate personal Wi-Fi or wireless devices that emit signals at the 2.4GHz or 5GHz frequency bands. To ensure the optimal experience for all attendees and exhibitors, Fira's IT team reserves the right to identify and deactivate any unauthorized wireless networks. All exhibitors are required to comply with the Fira Gran Via's Wireless Policy.

Fira Gran via provides Wi-Fi services for exhibitors. If the services in the catalogue do not meet your needs, please contact Fira Gran Via by sending an email to internet@firabarcelona.com

A general free of charge Wi-Fi service is available for the show for visitors and exhibitors, however for a consistent connection we would recommend ordering a dedicated network through **ServiFira** the [Fira Store](#).

Couldn't find what you're looking for?

Contact the [Customer Service Team](#) for any further questions.