

Shoptalk Europe 2025 stand build regulations

AV

If you plan to provide or use any wireless microphones on your stand or the exhibition floor, other than those provided by the official AV supplier, please submit the make and model of the device and the frequencies you plan to use for the show so these can be incorporated into our Radio Frequency plan.

This is required to avoid interference with the presentation microphones and other wireless devices used at the venue. Please note we may contact you and ask to change frequencies or equipment should they pose a risk to presenter devices.

Balloons

Helium balloons are not permitted on any stands at Shoptalk Europe.

Build Up & Breakdown

Please refer to the event timetable for the build-up, open and breakdown schedule. The design of the stand must be as such that it can be erected and dismantled within the time available.

Ceilings

For enclosed stand areas (with closed ceiling area + walls i.e. any enclosed room) an autonomous smoke detector is required.

General exceptions:

- Ceilings made from textile wire mesh are accepted without a smoke detector if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum opening of 2mm x 4mm or 3mm x 3mm. Textile ceilings are to be one layer only and stretched horizontally
- Ceilings made with a metal grid are accepted without a smoke detector, if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum opening of 10mm x 10mm

If you have a double deck stand:

Stands with enclosed rooms under a second level (regardless of the m2) or with more than 100m2 enclosed space will require the following:

A professional smoke detector system that meets the requirements of UNE 23007-14:2009 including

- Alarm buttons
- Interconnected smoke detectors
- Control panel
- Certified by an authorised and competent local supplier
- At least one smoke detector per enclosed room
- The smoke detector system must be connected with the Venue Control Centre using a communication device which must be hired from Servifira

- The smoke detector system requires a 24h power supply in order to operate correctly

Constructed meeting rooms/ Enclosed stand areas

Doors must have a minimum clear width 800mm; however, it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchairs. Doors must display a suitable exit sign overhead and have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The doors should open outwards in the direction of escape and be suitably recessed so they do not protrude into gangways.

Demonstrations

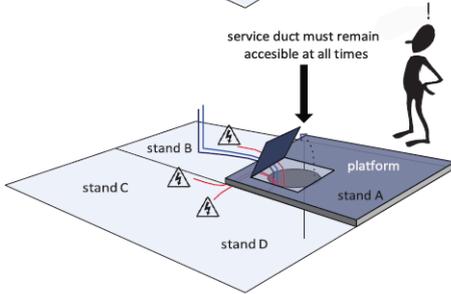
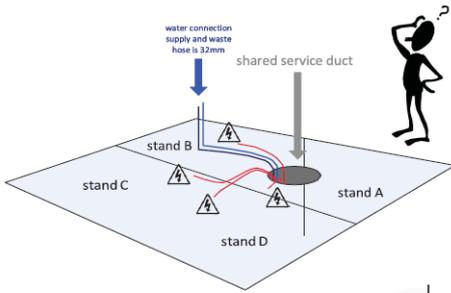
Demonstration areas must be confined with the exhibit space so as not to interfere with any traffic in the aisles. Sponsors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighbouring booths, it is an infringement on the rights of other exhibitors and aisles may not be obstructed at any time.

Display of Logos

Displays of logos or branding outside of sponsor stands such as light beams or projections onto bare walls or gangways are not permitted.

Electrics

All electrical requirements must be arranged directly with GES, the official electrical contractor for the event. If your stand sits on an electrical hatching, you must ensure that access to the electric hatching (Service Duct) is possible at all times due. Where there is a live service duct, 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. Power will be switched off approx 30 minutes after the event. If you need electricity longer than stated, please inform GES via their service desk.



VERY IMPORTANT



Flooring

It is mandatory to supply a floor covering for your stand. Floor coverings must adhere to one of the following. This should be detailed in your RAMS and made available should it be requested. All carpet and carpet tape must be removed at the end of the show. Please note that even if you order carpet directly from a contractor, it is still the exhibitors' responsibility to ensure the carpet tape is removed at the end of the exhibition. Any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed directly to exhibitors. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are strictly prohibited. Any charges for damage to the floor caused by these fixings, or by unsuitable carpet will be passed directly to exhibitors.

Gangways

To ensure the safety of all our visitors and exhibitors, please follow the below gangways regulations:

- All gangways must remain unobstructed and accessible at all times. Your stand build, furniture, exhibits or display must not project beyond the boundary of your stand.
- Emergency exits and gangways must remain unobstructed by any obstacles at all times.
- Freedom of all main and cross gangways is essential at all times for emergency access. Plans showing emergency gangways will be available from the Organisers' Office.
- Exhibitors should only work within the confines of their stand and gangways should not be used for selling purposes. All discussions concerning exhibits must take place within the stand space allotted.
- Doors and gates forming part of an escape should be provided with a clear vision panel at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.
- Bridging or carpeting over gangways is not permitted.
- All stand structures, signs, exhibits, etc. must be contained within the area allotted and may not project into or over the gangways unless approval has been obtained from the Organisers. No items will be allowed to project into or over the gangway below a height of 2.2m – this includes stand fitting such as window boxes, bay windows, flag poles, etc.
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, has to be planned into the floor layout, as people are not permitted to congregate in the gangways.

Height limits

If you neighbour a stand with a wall lower than yours, you must dress down the back of your stand to a reasonable standard using either black or white covering/paint.

- If you have a stand footprint under 36sqm, you are permitted to build up to 2.5m high.
- If you have a stand footprint of 36sqm you are permitted to build up to 4m high.
- If you have a double decker, you are permitted to build up to 6m high.

Modular displays

Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only stand construction on a space only stand. Appropriate walling must be ordered to separate the stand from its neighbour(s) and to give an acceptable level of dressing.

Music or videos on stands

PPL Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Exhibitors wishing to play music on their stands should obtain permission from the Organisers. Please note that no live music is allowed during show hours. Exhibiting Sponsors are solely responsible for obtaining any licence(s) required to play music on their stand.

Exhibiting sponsors using music systems must ensure that they are in possession of the correct licensing and that the volume must be kept to a limit of 70 decibels. A peak of 85 decibels for a maximum of two minutes is permitted for demonstrations twice per hour.

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Please submit this to hola@azteceu.com with sponsor_support@shoptalkeurope.com on cc.

Nameboard

All stands should clearly display their stand number as part of their stand build.

Open sides

- Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands. Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition
- Two-thirds of the run of meterage of each open side must be open
- As the rule is to ensure visibility, low walling or handrails up to 1.1m height are considered 'open'
- The outside finish must be the same as inside or equivalent in quality of build.

Pillars

Pillars can be found throughout Fira de Barcelona. It could be the case that one of these pillars is located within the perimeter of your stand. If you have any questions related to the pillar(s) located in or near your stand, please contact sponsor_support@shoptalkeurope.com

- Exhibitors are encouraged to include the pillar(s) in their stand design, taking into account the following regulations:
- You are allowed to clad professionally around the pillar in your stand space, provided that you maintain a distance of 15cm - 20cm from the pillar and check that there is no fire extinguisher signage on the column that will be affected while raising the truss (this is in terms of rigging only)
- If there is a venue pillar half in the stand and half in the gangway, it will be permitted to clad all around the pillar professionally, in keeping with the stand design.
- Sticking decals, screwing, nailing or attaching a structure in any form at all, to the pillars of Fira de Barcelona is strictly prohibited. The exhibitor will be charged in full for the removal of these items and for repairs of any damage that occurs.
- Where there is a venue column in your stand space that includes a fire extinguisher, there is a 'no-build area' between the fire extinguisher and the gangway. This means that this area must remain clear, visible and accessible at all times. The venue, exhibitors and/or visitors must have access to all emergency service points at all times even if these are located in your stand space.

Ramps

Under The Equality Act (Formerly the Disability Discrimination Act) exhibitors have a duty to make reasonable adjustments to ensure all persons are able to access their stand and products.

Please consider the design and layout of your stand in the planning stages, to take into account access onto your stand, i.e. by providing a ramp for wheelchair users, if you build a platform.

If you build a ramp, the minimum width for the access ramp is 1500mm. The gradient should be no greater than 1:10. The surface of any ramp should be imperforate and non-slip in texture. Any ramp must have minimum clear headroom of 2m throughout.

In accordance with DB-SUA 1, the ramps will have a maximum slope of 10% when their length is less than 3 m, 8% when their length is less than 6 m and 6% in all other cases. Ramps with a slope larger than or equal to 6% and with a height of more than 18.5 cm, will have continuous handrails throughout their entire length, including the floors, on both sides. Likewise, the free edges will have a plinth or side protection element of at least 10 cm high. When the length of the section exceeds 3 m, the handrail will extend horizontally at least 30 cm at the ends, on both sides.

An exception of not placing a railing can be made, provided that the report written by the certified technician is correctly justified.

Rigging and hanging items

If you have a stand footprint of 36sqm and above, you are permitted to rig up to 5m from the top side of the rig to the floor. All rigging must be kept within the confines of your stand space and not fall into gangways or neighbouring stands.

If you have a stand space than neighbours another, any rigged items must be stepped in by 1m and branding must not overhang into the neighbouring space.

- It is not permitted to suspend one truss grid with more than six manual chain hoists
- The maximum load of one rigging point is 1,50kN (150kg) including the self-weight of the hoist.
- Please ensure structural calculations are available in english and ready to share if requested.
- If you have a stand footprint under 36sqm, you are not permitted to rig.

Rigging must be ordered through Fira directly. rigging.granviasouth@firabarcelona.com / Tel:+ 34 93 233 20 00

Raised floors and platforms

If you intend to lay a platform before laying carpet, it must be of natural timber with a minimum thickness of 25mm nominal. Wood, chipboard or block board used for a floor must be a minimum thickness of 18mm. The general height of platforms should be 100mm. We advise that any platform should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities and apply with DDA regulations. Platforms higher than 600mm are regarded as a complex structure and must be submitted with proof of structural integrity. Traps must be cut into platforms to provide access to the electricity and other service boxes in the building floor. Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering so the edge can be clearly seen.

Vehicles on stands

All items that run on fuel, including vehicles, machines, vessels and more, are only allowed in the venue when their fuel tanks and hoses are fully empty and properly and permanently sealed. Battery connections must be loosened.

Venue

No parts of the halls/buildings or technical installations may be damaged, contaminated or altered in any way (e.g. by drilling holes, or by inserting screws or nails); they may not be painted or papered over, and nothing may be pasted on them. No parts of the hall or technical installations may be used to support stand structures or exhibits.

Walling

Space only exhibitors must supply their own walling and must not use the backs of walls provided by other exhibitors. Should your stand neighbour a 3x3 or a 3x6 stand which have a lower walling regulation, you must ensure that the reverse of your stand is dressed accordingly meaning that the

walling visible should be neat and finished in a white/neutral colour. Exhibitors are not allowed to apply any type of visual elements such as logos, writings or flags on the exceeding area.

Weight limits

The location of heavy exhibits/structures must be confined to certain areas and conform to the weight limits for those areas. The weight limit for Hall 2 is 5000kg/m².

Work

Using Angle Grinders, Cutting Wheels & Open Flames Welding, flame-cutting, soldering, abrasive grinding and cutting and other work involving the use of exposed flames, or which produce sparks is strictly prohibited on all exhibition and event areas.

In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. For this purpose, Fira Barcelona will engage a fire officer equipped with suitable fire extinguishing equipment who will be present to supervise the work from its commencement to its completion and will charge this service to the exhibitor / customer. Hot work during the event is prohibited. For safety, health and environmental reasons, tools that produce dust, such as all types of saws, must not be used inside Fira de Barcelona halls, unless they are equipped with dust holding bags or suction systems designed for this purpose.

Double deckers

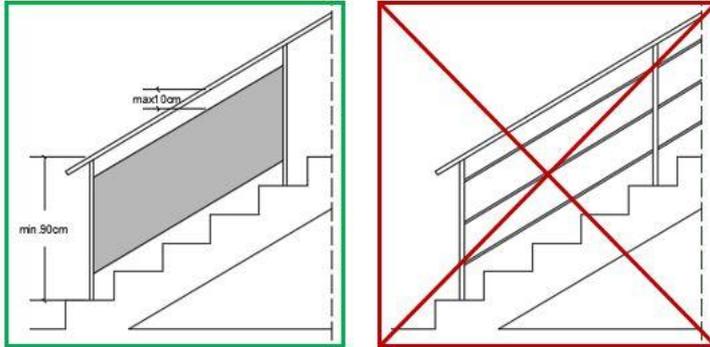
Permitted on island stands only and must be built within the allocated build timetable.

Stairways/railings

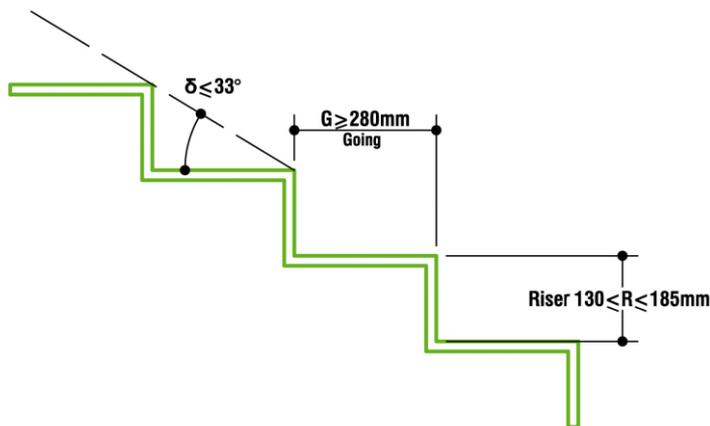
- When your stand includes a stair with two or more steps, a continuous handrail is required
- Where stairs include a platform, the continuous handrail is also required on the platform
- The handrail must be placed at a minimum height of 900mm, measured vertically from the step of the stair to the top of the handrail, and the width of the handrail must not extend more than 100mm

-Rails and handrails

- Must be non-scalable
- Resist an horizontal thrust of 0,80kN/m²:
- Solid structure or vertical balusters (not more than 100mm between each other).
- Minimum height 90cm – vertically from the pitch line of the stair to the top of the railing.
- Stairs wider than 100cm should have handrails on both sides.



Steps dimension:



Complex structural sign off

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the stand designer to determine whether the construction is complex or not. Upon reviewing the stand designs, Abraxys will confirm if the stand is complex or not.

Examples of Complex Structures

- Any structure, regardless of its height, which requires structural calculations;
- Multi-storey stands;
- Any part of a stand or exhibit which exceeds 4m in height;
 - Custom-built/bespoke suspended structures;
 - Sound/lighting towers;

- Temporary tiered seating;
- Platforms and stages over 500mm in height and all platforms and stages for public use (not including stand floor flats and platforms).

If your stand design falls into any of the above categories, then it will require approval from Fira who impose a charge for the structural engineer. Plans must be submitted with a full Risk Assessment and Method Statement. **Kindly note, Abraxys is responsible for providing the Permission to Build Certificate for your stand. Once the review process is finalised, this will be issued directly to the appointed contractor.**