

Fibes dossier

Ed.06

Sevilla.

PALACIO DE CONGRESOS Y EXPOSICIONES

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01 /

General information

General information

Postal Address

Conference and Exhibition Centre of Seville. Avd. Alcalde Luis Uruñuela 1 (41020. Seville). Telephone number: (+34) 954 478 700

Usual opening hours technical staff

From 08:00 to 18:00h.

Technical staff timetable on assembly days and performances

Monday to Sunday from 08:00 to 20:00h. Any extension of opening hours must be consulted with the corresponding Sales Department.

Location and access

The building is located to the east of the city centre of Seville, at the junction of Avenida Alcalde Luis Uruñuela (north side) and Calle Doctor Miguel Ríos Sarmiento (east side).

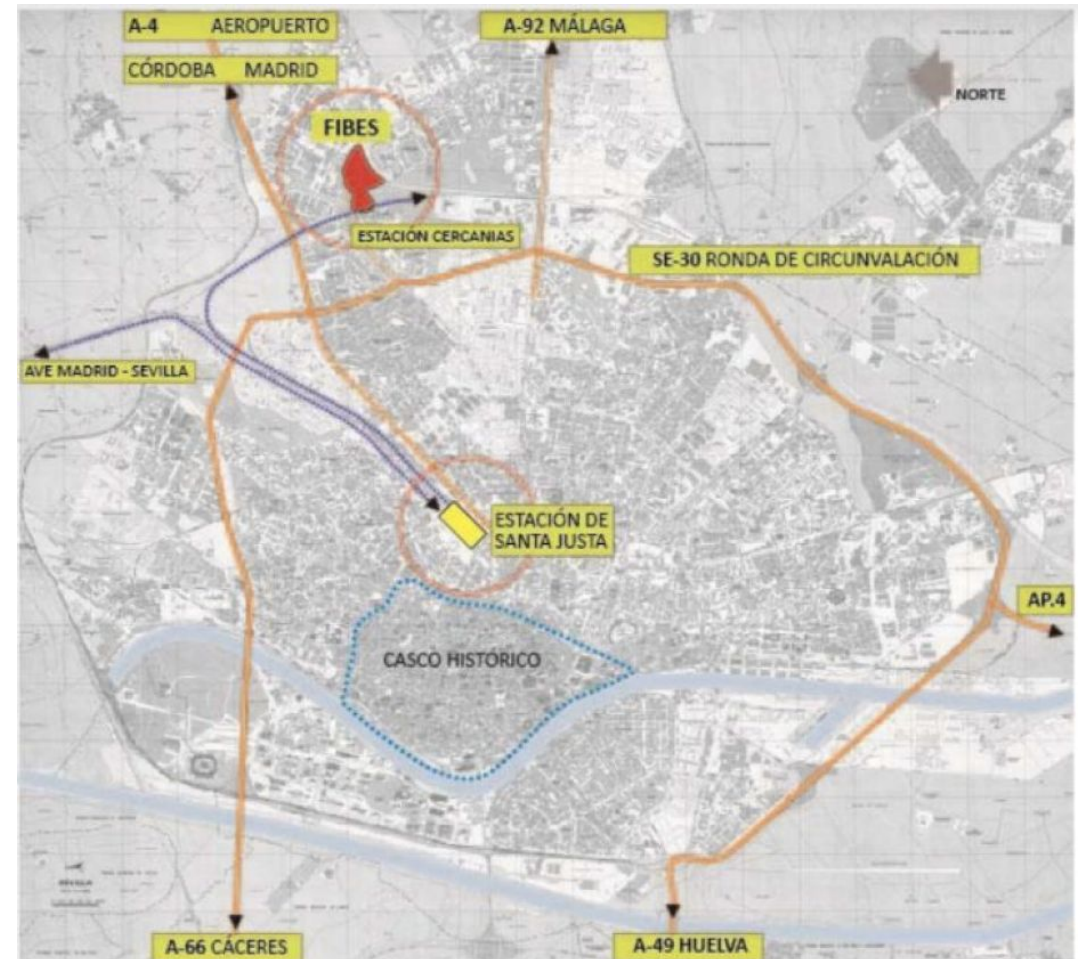
It is also worth mentioning the western boundary of the Madrid-Cádiz railway line, which surrounds the city, and the existence to the south of the irrigation channel, the Ranilla stream, which belongs to the confederation of irrigators of the Guadalquivir Valley.

Seville airport is also to the northeast.

Coordinates

37° 24'16" N

5° 55'57" W



General information

Private transport

Access to the site is from Avenida Alcalde Luis Uruñuela and there is a surface car park for authorised vehicles. There is a rotating underground car park with access from Doctor Miguel Ríos de Sarmiento street.

Goods

Access to the site is from Avenida Alcalde Luis Uruñuela; after passing the first barrier, the vehicle must be placed for loading and unloading at the door located on the left shoulder of the stage under the front canopy.

Buses

The current extension of FIBES has a bus parking area in Calle Doctor Miguel Ríos de Sarmiento.

Public transport

A.- **Taxi:** The taxi rank is located at the entrance to the Palacio de Congresos.

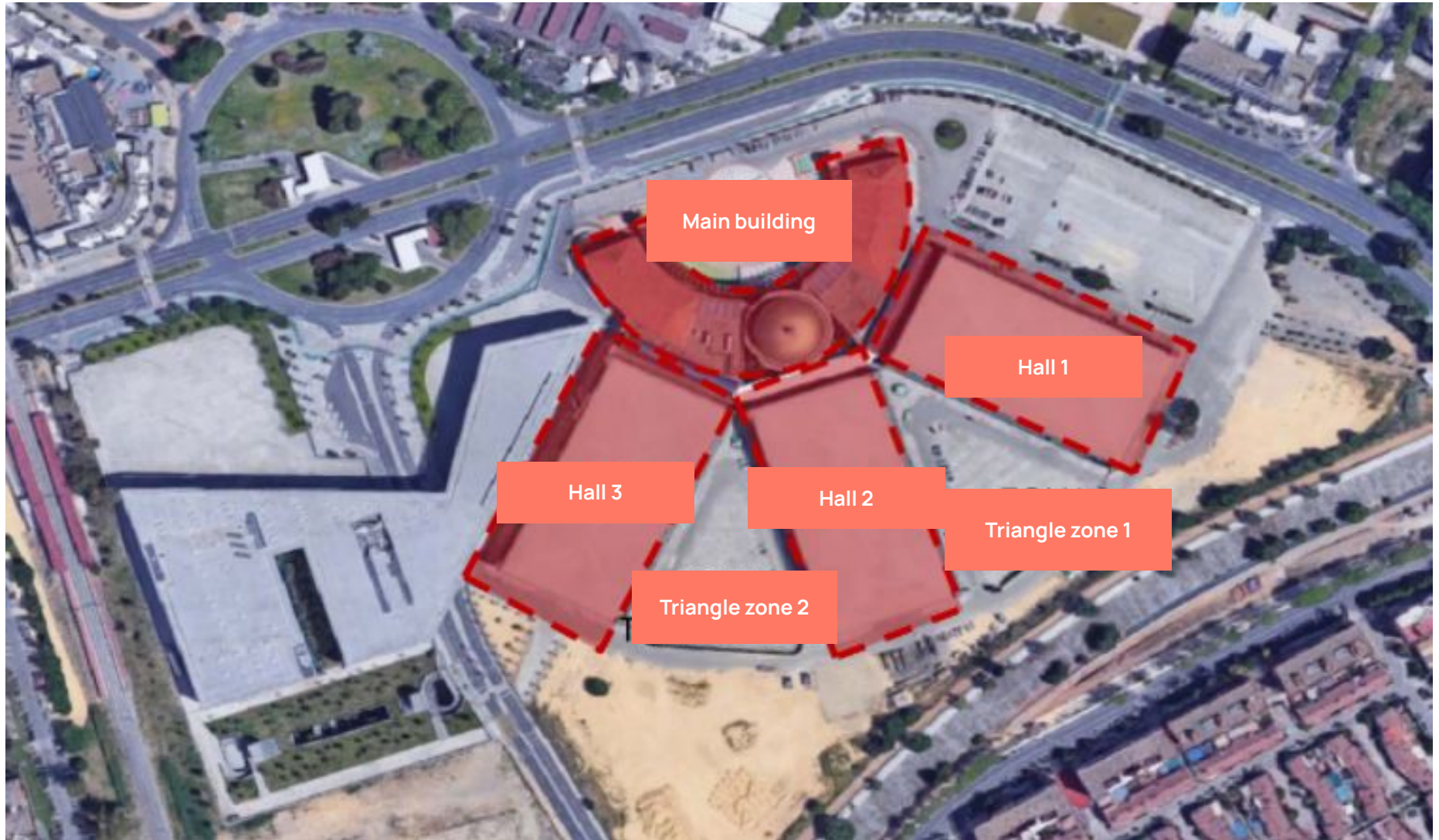
B.- **Train:** There is a suburban train stop 50m away on line C4 with a stop at Santa Justa Station and a stop at the Palacio de Congresos with a frequency of approximately 30 minutes and a journey time of 6 minutes. From Santa Justa Station there are connections with the rest of the lines offered by RENFE.

C.- **Bus:** The direct lines that stop at the Palacio de Congresos are line 27 (from the city centre) and line B4 (east circular line).



General information

Fibes 1



General information

Fibes 1

The main **pedestrian access** for users of the Palacio de Congresos is from Avenida Alcalde Luis Uruñuela, through the Puerta Dorada, through the outside area and the cascade area (Access 1).

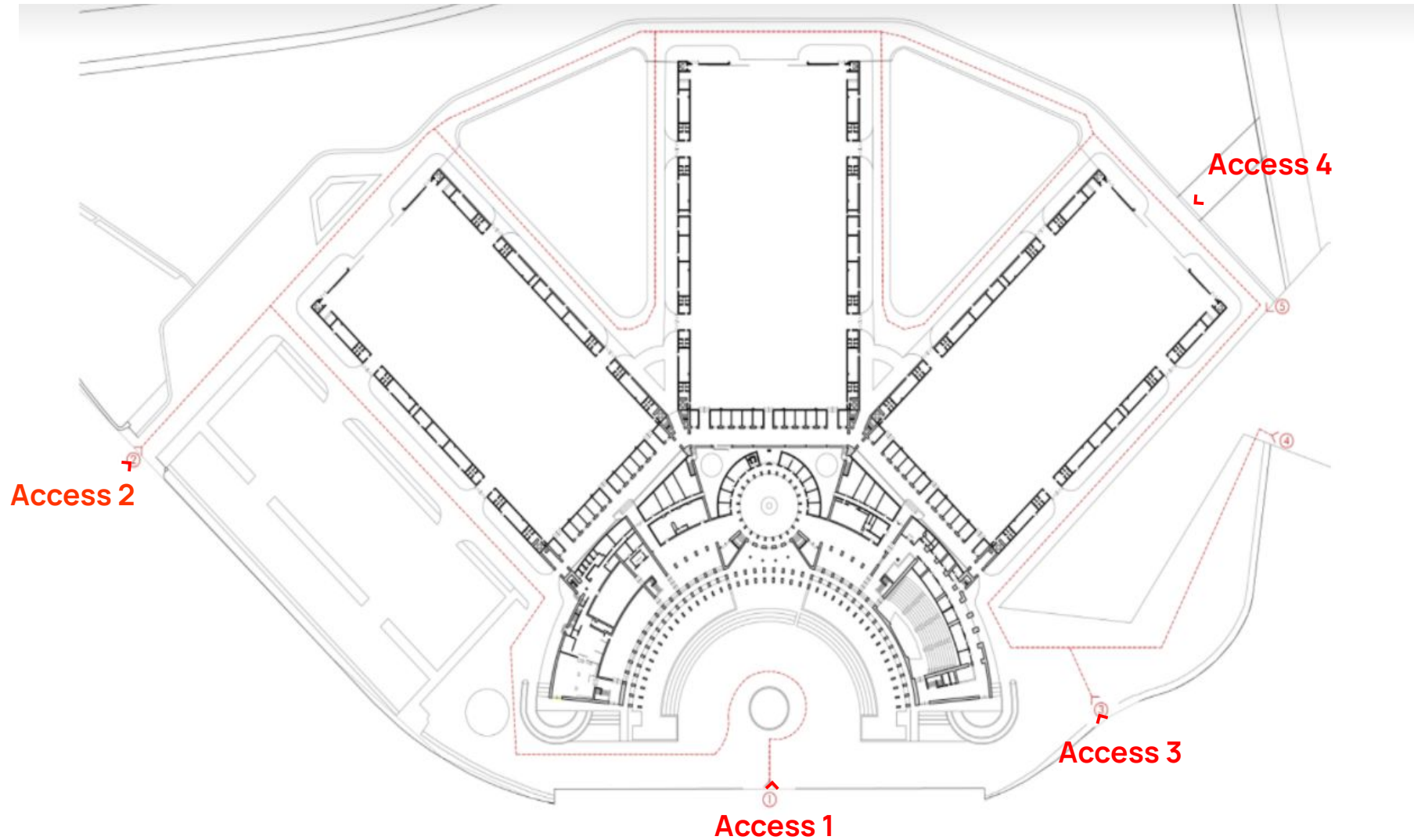
There are also two more pedestrian accesses: in contact with the extension building, next to Pavilion 3 (Access 3) and the North Gate (Access 2).

With regard to **vehicle access**, we can distinguish:

- **Access 1:** With prior authorisation from the management, it can be used as temporary vehicle access.
- **Access 2:** This is the North Gate, also located on Avenida Alcalde Luis Uruñuela, from which the main vehicle access is resolved for external parking and entry and exit of goods vehicles.
- **Access 4 (South Gate):** If the influx of heavy goods vehicles so requires, the possibility of access through this gate will be studied.

General information

Fibes 1



General information

Fibes 2



General information

Fibes 2

The main **pedestrian access** for users of the Palacio de Congresos is resolved from the large ramp that makes up module A and which is accessed from Avenida Alcalde Luis Uruñuela (Access 6). There is also an independent access via a large staircase to the auditorium from the northern outer square of the plot (Accesses 1 and 2).

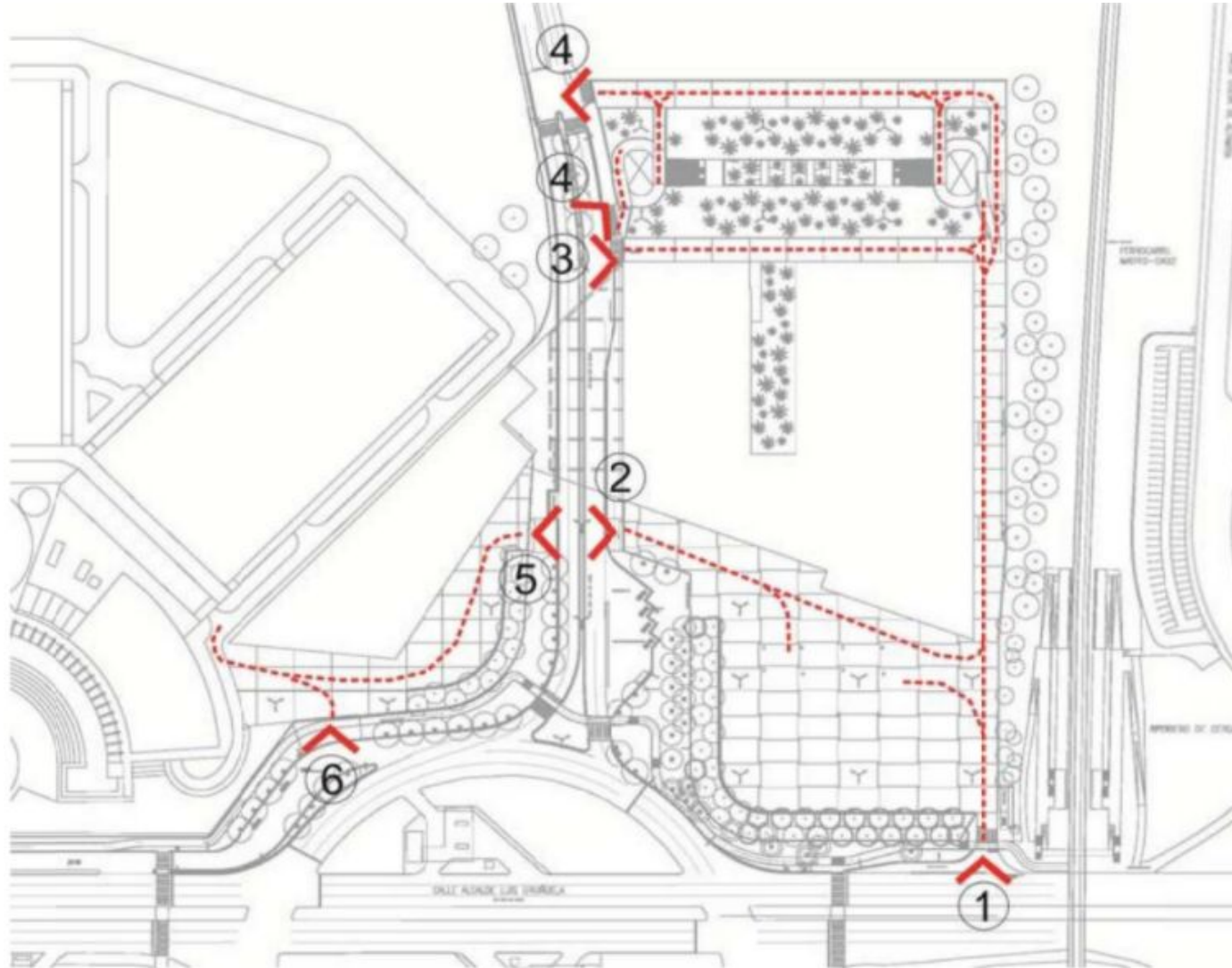
Car park users will access the main building through floor S-1.

With regard to **vehicle access**, we can distinguish:

- **Access 1:** From Avenida Alcalde Luis Uruñuela, there is access to the outdoor car park to the north, and to the underground car park.
- **Access 2:** There is also access to the outdoor car park via Calle Doctor Miguel Ríos Sarmiento. This will be the main access for heavy goods vehicles to load and unload the auditorium.
- **Access 3:** This is the access for loading and unloading through the service road that runs along the south of the building.
- **Access 4:** This is the main access and exit to the underground car park.

General information

Fibes 2



02 / Set up-rules

Set up-rules

1. General set up conditions

1. Any company carrying out assembly work must be approved by CONTURSA as an authorised fitter.
2. CONTURSA reserves the right to approve and/or modify the project for safety reasons or non-compliance with regulations.
3. The only approved company permitted to use aluminium signage in the palace will be the one managed by CONTURSA, no other external supplier will be permitted (in Fibes 2).
4. In the case of contracting an external company for the implementation of the exterior tarpaulin, only "suction cups" may be used as the tarpaulin installation system; if further details are required, they may be requested from the Technical Department (In Fibes 2).
5. In the case of using fabrics or carpets, it will be necessary to provide a fireproof certificate.
6. In the case of truss or composite stage assemblies, it will be necessary to provide the corresponding Certificate of Assembly.
7. For events organised by CONTURSA, all companies carrying out work in Fibes facilities must be registered on a documentary platform for the Coordination of Business Activities. For events organised by third parties, the event organisers shall establish the criteria to be followed.

To register a company on the aforementioned document platform, they must request registration by e-mail to pri@sevillacityoffice.es, indicating the company name, VAT number and contact e-mail address, where they will receive a user name and password to proceed with the uploading of documents.

Set up-rules

During the assembly and dismantling phases, if it is carried out with the exhibiting company's own workers, but these are not accredited as "exhibitors" during the days of the event, or if external assembly, decoration, etc. services are contracted with external companies that are not Fibes suppliers, in these cases, the preventive documentation of both the company and workers must be uploaded onto the Documentary Platform for the Coordination of Business Activities, and the documentation must be fully validated in order to have access to our facilities on the days of assembly and dismantling.

In the case of contracting and/or subcontracting, FIBES shall require contractors, subcontractors and self-employed workers to provide the necessary documentation for the fulfilment of their obligations, FIBES declining any liability in the event of an accident or non-compliance with labour regulations.

8. CONTURSA reserves the right to refuse admission in the event of non-compliance with the established regulations.

9. If, for justified reasons, assembly operations have to be carried out outside the usual hours, the competent commercial department must be informed in due time, indicating the timetable and the space in which they have to operate, with the applicant assuming the consequent costs of security, technical personnel and rent, where applicable, that this may entail. The competent department reserves the right to approve these modifications, and no work of any kind may be carried out outside the normal timetable without the approval of the said department.

10. The cleaning of the painting material must be carried out in the points provided for this purpose, and the toilets may not be used for this purpose.

11. No structural or electrical elements of the pavilions, the palace or the modular stands may be manipulated.

12. It is forbidden to cover the air conditioning supply and return grilles. In the case of return air grilles, a minimum distance of 25 cm must be observed.

Set up-rules

13. Regarding the assembly of scaffolding, according to Royal Decree 2177/04 of Minimum Provisions of Security and Health in temporary works at height:

- The elements of the scaffolding and/or scaffolding turrets must have the CE marking.
- Assembly and disassembly will be carried out by workers who have received adequate and specific training for the planned operations.
- The direction of assembly / disassembly and final inspection, for scaffolding height < 6 m., will be carried out by personnel with more than 2 years of experience in this matter accredited by the employer.
- The direction of assembly/disassembly and final certified inspection, for scaffolding height >6 m., will be carried out by a competent technician with University education.

14. For double-storey stands, the installation company must provide a "Work Procedure", signed by the employer, which reflects the collective and individual protection measures to be used.

15. It is strictly forbidden to paint, drill, nail, etc. on the floors, walls, doors and ceilings of the venue, as well as on the panels of the modular stands.

- The panels of the modular stands may only be decorated (vinyl, foam board, etc.) by suppliers approved by CONTURSA, and only with express authorisation.
- The exhibitor shall be responsible for returning the stands in the same condition in which they were delivered and in the event of non-compliance with these rules, the exhibitor shall be responsible for the cleaning hours or replacement costs of the material.
- The setting up company, exhibitor or organiser shall be responsible for any repair costs that non-compliance with this rule may entail.

16. Whenever the client brings in machinery from outside (cranes, forklifts, etc.), it is compulsory to present all the documentation for the said machinery (homologation, insurance, industry documentation, etc.), as well as the driving licences of the people who are going to operate it. Machinery may only remain on the site during the set-up/dismantling periods, and must leave the site during the event.

Set up-rules

17. The basic rule is not to use a manual ladder to work. If necessary and whenever it is not possible to use a work platform, the measures described in **NTP 239 - Manual Ladders** must be adopted, highlighting the following points, among others:

- a) The ladder must be of sufficient length to offer, in all positions in which the that must be used, a support for the hands and feet, for which, in case of having to work on it, there must be at least four free steps above the position of the feet, always working in front of her, never laterally.
- b) If the ladder is a scissor ladder, it must be opened completely, without exceeding 30° of opening (See fig 13). It is not allowed to work astride (See Fig. 14 one foot on each side of the top of ladder).



- c) Its use is prohibited for heights greater than 5 m. Whenever the work point exceeds 3.5 meters in height or 2 meters from the feet to the ground, a safety harness must be used, tied to a safe fixed point. When work must be carried out at these heights or higher, other auxiliary means (scaffolding or lifting platforms) will preferably be used. The use of ladders in these cases will be justified only for sporadic jobs, of short duration and in which their stability is not in danger.

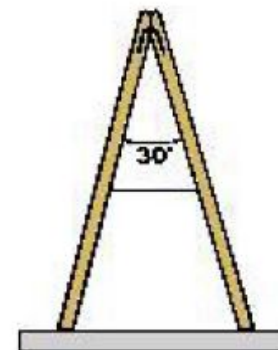


Fig 13



Fig 14

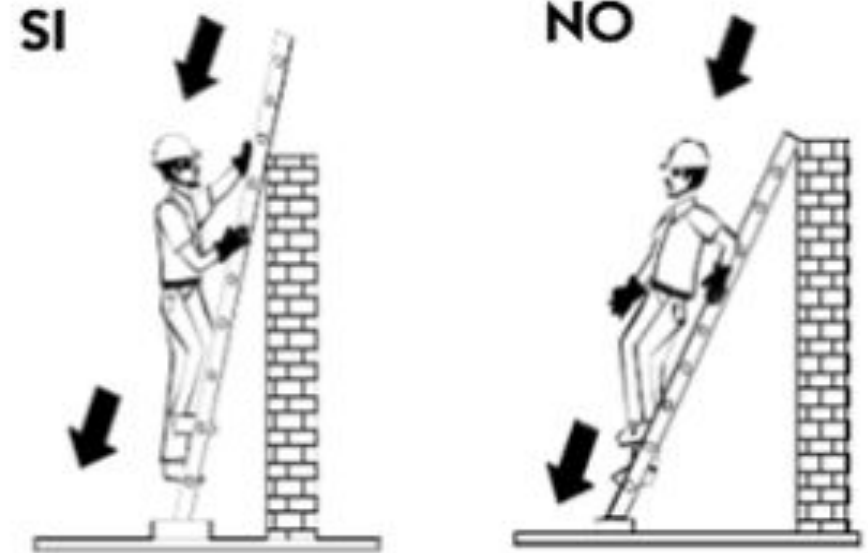
Set up-rules

d) Ascent, descent and work from stairs will be carried out facing them. The transport by hand of a load by a ladder will be done in such a way that it does not prevent a safe hold.

The transport and handling of loads by or from ladders is prohibited when, due to their weight or dimensions, they may compromise the safety of the worker (weights greater than 25 Kg.).

Ladders will not be used by two or more people simultaneously

e) Stairs must not be used for purposes other than those for which they were built. Thus, double stairs should not be used as simple ones. Nor should they be used in a horizontal position to serve as bridges, walkways or platforms. On the other hand, they should not be used to serve as supports for scaffolding.



RECORDAR (Durante el proceso de montaje y desmontaje)

1. Es obligatorio el uso de los Equipos de Protección Individual - EPIS (calzado de seguridad, chaleco de alta visibilidad, guantes y casco de seguridad), así como de todas aquellas medidas necesarias para cumplir la normativa en materia de Prevención de Riesgos Laborales, tanto para el personal como para las máquinas. Para trabajos específicos; uso obligatorio de arnés y casco de seguridad (para trabajos en altura), protección ocular (para trabajos con taladros, amoladoras, sierras de corte).
2. Evitar en lo posible el uso de escaleras de mano, solo para trabajos puntuales, priorizando el uso de andamios fijos o móviles (montaje completo de andamios y con las protecciones obligatorias; escalera interior, ancho de plataforma ≥ 60 cm, barandilla perimetral de 90 cm de altura, listón intermedio a 45 cm y rodapié de ≥ 10 cm), y/o maquinaria de elevación con operador acreditado.
3. No utilizar herramientas, maquinaria y medios auxiliares (andamios, escaleras, etc), no homologados (marcado CE, RD1215).

Set up-rules

2. Participation obligations

1. Modular stands will be contracted exclusively with CONTURSA's official supplier.

2. It will be compulsory to contract cleaning services for the stands and pavilions, as well as civil liability and damage insurance.

3. Before starting any work, the installation companies are obliged to collect the documentation on the prevention of occupational risks that will be handed over to them by the set-up supervisor, and in turn, they shall hand over the documentation mentioned in point 5 of the general conditions.

4. No less than 15 days before the opening of the event, the setting up company, exhibitor or organiser shall present the following documentation to CONTURSA's Technical Department:

4.1) Contour plan of the stand, scenography, etc... to be built, specifying the general layout, decorative elements, water/drainage, electricity, voice/data and other contracted services.

4.2) Load certificate in case of hanging any element of the pavilion structure.

4.3) Fireproof material certificate if the exhibitor installs carpeting, fabrics, etc., for the approval of technical and safety aspects.

5. The installer is obliged to comply with all the general construction regulations, with the stipulations of the Official Legislation in force, as well as with the occupational risk prevention regulations, and ignorance of which does not exempt him, in any case, from the responsibilities that compliance with them entails.

Set up-rules

6. The use of the following personal protective equipment (PPE) is compulsory for the assembly and disassembly phases: safety shoes, work clothes, high visibility waistcoat, gloves, helmet.

For specific work; height, welding, cutting, etc., the necessary PPE must be worn depending on the work to be carried out (safety harness, eye protection, hearing protection, apron, gloves, gaiters, face protection for welding).



Set up-rules

3. Rights of retention

CONTURSA is authorised to retain the materials exhibited in the event of non-compliance by the assembler and/or exhibitor with the obligations contracted on acceptance of the conditions, and to charge the costs incurred in storing the same.

CONTURSA shall not be liable, under any circumstances, for any damage and/or theft that may occur to the materials exhibited in the exercise of the aforementioned right.

4. Measurements and finishes

4.1. Assembly in the hall (Fibes 1)

In the case of commercial exhibition stands, these shall comply with the following requirements:

4.1.1.) The assembly supervisor shall be informed prior to carrying out this work.

4.1.2.) All construction (stands, etc.) must be within the contracted occupation space and must comply with the maximum permitted assembly height (6m in the hall, except for stands attached to the wall, which shall be 4m).

4.1.3.) The finish of any construction must be perfectly finished in all visible areas of the stand, including the rear, roofs and access ramp, with the manholes recorded in the case of platforms, especially in stands located in the window and in the foyer or in those where it is possible to see them from upper floors. Advertising on the boundary with other stands is prohibited.

4.1.4.) When a platform is used, provided that it exceeds 4 cm in height, it must have access for the disabled and all the manholes must be accessible or, failing this, those that provide a service.

4.1.5.) Whenever double storey stands are built, the project must be approved by the architects' association.

4.1.6) The maximum weight for hanging from the ceiling is 150 Kg. per blasting point.

Set up-rules

The project must be sent to the technical department (**fsalas@sevillacityoice.es, jeronimo.arrebola@ocaglobal.com, jose.paredes@ocaglobal.com**) at least 15 days before the installation date for technical review.

- a. In this respect, the current rates for the right to hang or installation of points with manual motor by the official CONTURSA supplier shall apply.
- b. The blasting points shall always be supported from the lower layer of the structure and at those points where there are no other previously fixed elements (spotlights, alarms, etc.).
- c. If, due to the complexity of the assembly, it is necessary to remove any element from the ceiling, this shall be with the prior consent of the Technical Department, and the cost of assembly and dismantling of each element shall be borne by the assembly company, the exhibitor or the organiser (see rates with the Production Department).
- d. Attachments are to be made with steel core or steel wire rope slings.
- e. Before carrying out this work, the assembly supervisor shall be informed and a technical check shall be carried out during the assembly to ensure that what has been assembled corresponds to the project submitted.

Set up-rules

Assembly in Palace-Dome (Fibes 1)

- 1) It is essential to use carpeting in all installations, in order to protect the floor.
- 2) It is forbidden to fix posters and any other element on the walls of the palace.
- 3) The use of pallet trucks is not permitted. For the transport of materials inside the palace and in the commercial gallery, CONTURSA provides trolleys with rubber wheels.
- 4) The sound in the Al-Andalus Auditorium and the Itálica, Ronda and Bahía halls will always be provided by CONTURSA's fixed equipment, and external equipment may not be installed to perform the same function.
- 5) It is strictly forbidden to use the dome lift to move materials, as it is exclusively for people. The forklift located in the Albaicín Room shall be used for this task, and authorisation for its use shall be given by the Safety Department.

Types of materials authorised /not authorised

- 1) The fixing of signage elements to the furniture or other structures provided for this purpose shall always be carried out with Tesa Textil and MiArco double-sided tape.
- 2) All materials such as:
 - Carpeting and non-flammable fabric.
 - Double-sided tape other than Tesa Textil or MiArco.
 - Flammable or toxic material.
- 3) The storage or display of dangerous, explosive or unhealthy goods that emit obnoxious noises or unpleasant odours is not permitted.
- 4) No open fires are allowed in the halls or inside the palace.

Set up-rules

4.2. Assembly in the Palace (Fibes 2)

In the case of commercial exhibition stands, the following requirements must be observed:

4.2.1.) The assembly supervisor shall be informed prior to carrying out this work.

4.2.2.) All stand construction must be within the contracted occupation space and must comply with the maximum permitted assembly height. The maximum permitted heights range between 3.70 and 6 metres, depending on the location of the stand, please consult the assembly supervisor.

4.2.3.) The finish of any construction must be perfectly finished, including the back and ceilings, and the access ramp with registered manholes in the case of platforms, especially in stands located in the window and in the foyer or in those where it is possible to see them from upper floors. Advertising is prohibited on the boundary with other stands.

4.2.4.) When a platform is used, provided that it exceeds 4 cm in height, it must have access for the disabled and all the manholes must be accessible or, failing that, those that provide a service.

4.2.5.) Whenever double storey stands are built, the project of the same must be approved by the Architects Association.

4.2.6.) It is essential that carpeting is used in all assemblies to protect the floor, especially when a platform is installed and its finish may damage the slate floor.

4.2.7) It is forbidden to fix posters and any other element on walls, aluminium walls, glass, etc. (any authorisation under the supervision of the Technical Department).

4.2.8) Only trolleys and pallet trucks provided by CONTURSA may pass through the hall and ramp.

4.2.9) Sound in the Auditoriums will always be provided by CONTURSA's fixed equipment, and external equipment may not be installed to perform the same function.

4.2.10) The maximum weight of the FIBES 2 floor is 350 Kg per square metre.x

4.2.11) The installation of suspended elements hanging from the ceiling of the building is not permitted.

Set up-rules

Types of materials authorised /not authorised

- 1) The fixing of signage elements to the furniture or other structures provided for this purpose shall always be carried out with Tesa Textil and MiArco double-sided tape.
- 2) All materials such as:
 - Carpeting and non-flammable fabric.
 - Double-sided tape other than Tesa Textil or MiArco.
 - Flammable or toxic material.
- 3) The storage or display of dangerous, explosive or unhealthy goods that emit obnoxious noises or unpleasant odours is not permitted.
- 4) No open fires are allowed in the halls or inside the palace.

Set up-rules

5. Fibes 2 forklift data

Module A (FIBES 2)

1) Free interior measurements

- length: 1,92m.
- width: 2,00m.
- height: 2,05m.

2) Forklift door dimensions: 1,40 x 1,98m.

Module B (FIBES 2)

1) Free interior measurements

- length: 3,40m.
- width: 2,04m.
- height: 2,03m.

2) Forklift door dimensions: 1,98 x 1,98m.

3) Restrictive measures in unloading route starting from Mod B

Forklift:

- Forklift access to Floor 0 (level 0.00) "Warehouse Area": Pass through door opening of 1.75 x 2.10m.
- Forklift access to Floor 1 (elevation +3.50) "Catering Area": Pass through door opening of 0.83 x 2.10m.
- Forklift access to Floor 2 (elevation +7.00) "Exhibition Hall": Pass through doorway 0.85 x 2.10m.
- Forklift access to Floor 3 (elevation +12.50) "Panel Rooms": Pass through door opening of 1.42 x 2.10m.

Set up-rules

6. Operationality

1. Before starting assembly, you must contact the assembly supervisor for the location of your stand and collect the documentation on occupational risk prevention, and if this has not yet been done, you must pay 100% of the extra services requested before the start of the event.
2. Whenever electricity is required to carry out work, a switchboard must be hired from the PRODUCTION OFFICE, and the use of CONTURSA sockets or other stands is forbidden.
3. Only the assembly of materials, finishing and placement of ornaments and products may be carried out inside the site. This work must be carried out in the space set aside for the stand, never outside it. Likewise, the use of electric machines for cutting, sanding wood, etc., is not authorised, unless these tools are accompanied by vacuum or bagging equipment.

4. Vehicles will have a limited time to load/unload, and may not remain inside Fibes 1 and Fibes 2 after this time.
5. Order and exit of materials: The materials used in the assembly may not occupy the access corridors of the different halls, especially the emergency exits, which must be kept free at all times, any responsibility falling on the company in breach.
 - 5.1.) At the end of the assembly/dismantling period established for the event, all the material must have been properly removed.
 - 5.2.) CONTURSA accepts no liability for the loss of such material outside the time limits set for the event.

Set up-rules

7. Other services

7.1. Catering Services Companies

7.1.1.) In the work areas, and in order to avoid deterioration of the same, floors, and even walls if necessary, shall be protected with carpeting or other authorised material at the discretion of the Technical Department. The work areas or oice, will be assigned by the Technical Dept. in visits or meetings prior to the event.

7.1.2.) It is strictly PROHIBITED to cook with fire, generate smoke, gases, etc. inside the palace and pavilions; in any case, authorisation to light fires, etc. in any area of FIBES shall be subject to prior authorisation and supervision by the Technical Department. In the event of authorisation, the measures to be taken shall be indicated as in the previous section.

7.1.3.) Only waste authorised by environmental law shall be discharged into the sewage system, and under no circumstances shall these be solid waste.

7.1.4.) Once the service has finished, used oils shall be removed by the caterer himself for delivery to the collection points provided.

7.1.5.) Those responsible for the catering company providing a service during an event at FIBES are obliged to ensure that, during and after the service, all the facilities provided for the performance of their activity are maintained in the same condition as at the time of delivery.

7.1.6.) In the event of not removing the waste originating during or after the service from FIBES, the person in charge of catering shall have to consult with the Technical Department as to where to deposit this waste. If it is estimated that the volume of waste could be high, the caterer will have to request the placement of bins, a few days in advance, for their exclusive use. The use of bins other than those assigned is not permitted. Organic waste shall always be deposited in closed bags.

7.1.7) Unless otherwise indicated, waste shall be disposed of in a selective manner.

7.1.8.) Like any other external company, the relevant documentation mentioned in the general conditions under point 1 must be presented.

Set up-rules

7.2. Storage service

The competent Commercial Department shall establish the days, times and location of the storage area for each event, and NO goods shall be received outside the established deadlines.

) As a general rule, two storage areas are established, which may vary depending on the occupation of FIBES at any given time, where the event is held, as well as the commitments acquired with clients for past and/or future events. Please consult the sales department beforehand.

- FIBES 1: Avenida Alcalde Luis Uruñuela
- FIBES 2: Miguel Rios Sarmiento St.

7.2.2.) At the Palacio de Congresos: The material destined for the technical secretariat of the congresses will be received at the office/s located in the auditorium office area, and always at previously contracted times and on previously contracted days.

7.2.3.) In the Pavilions: For events with commercial exhibition stands in pavilions, there is the possibility of integrating within the pavilion itself a warehouse area where goods can be received before and during the event.

7.2.4.) The goods shall be stored at the times and times previously established.

7.2.5.) Identification of the goods: All material sent to FIBES for storage must be identified as follows:

FIBES I - PALACE OF CONGRESSES AND EXHIBITIONS

NAME OF THE EVENT: XXX 20XX

Location of the Warehouse: XXX (According to contract)

Exhibitor details - Business name / Name and Surname / Contact telephone / Stand number - XXX

Avda. Alcalde Luis Uruñuela 1. CP 41020 Sevilla (Spain)

Set up-rules

7.2.6.) Control of materials: The event organiser must have the necessary personnel for the control before, during and after the event, depending on the particularities of the event.

a. CONTURSA may carry out this control by hiring security personnel specifically for this purpose.

b. CONTURSA declines all responsibility for any goods that may remain on the premises outside the established storage periods.

c. For the collection of materials, these must be perfectly packaged and identified for collection by the corresponding courier service during the contracted times and period.

**IF YOU HAVE ANY QUESTIONS YOU CAN CONTACT OUR
ASSEMBLY SUPERVISOR: Francisco Jose Salas Puerta (+34) 646
758 403 / fsalas@sevillacityoffice.es**

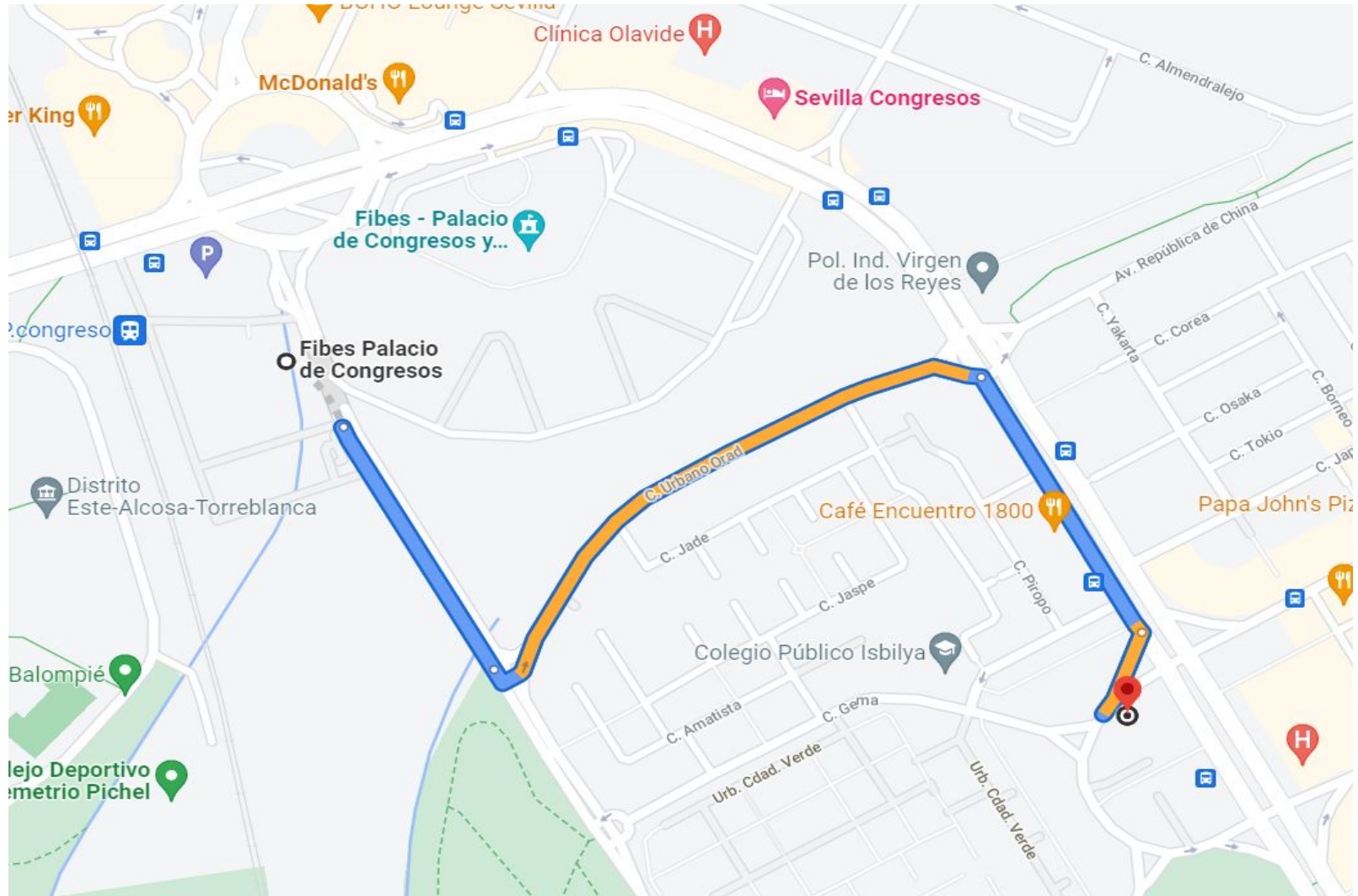
03 / Basic rules for action in case of emergency

Basic rules for action in case of emergency

Closest health centre

Centro de Salud María Fuensanta Pérez Quirós

Av. de las Ciencias, s/n,
41020 Sevilla
(+34) 954 786 783

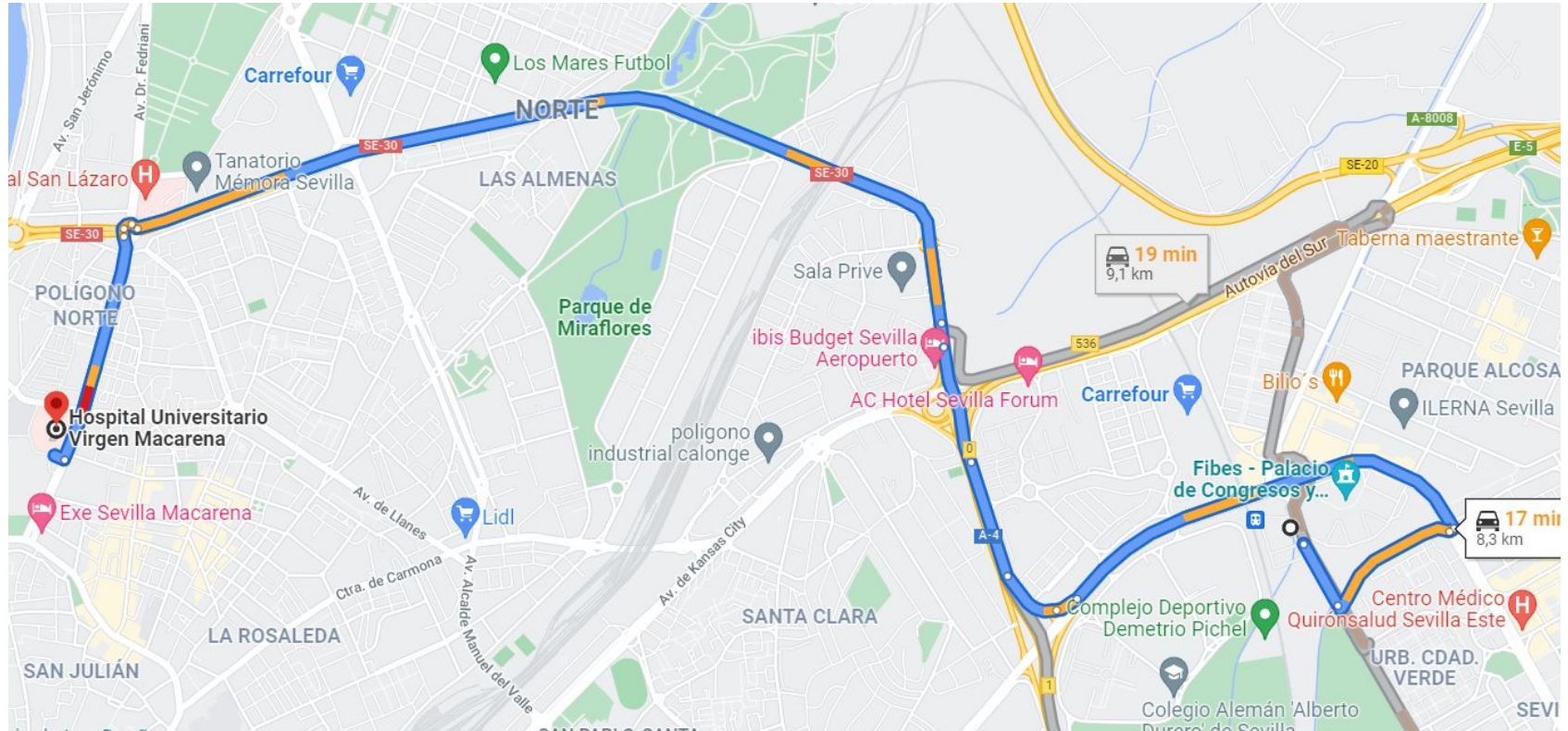


Basic rules for action in case of emergency

Closest hospital

Hospital Universitario Virgen Macarena

Av. Dr. Fedriani, 3, 41009 Sevilla
(+34) 955 008 000



Basic rules for action in case of emergency

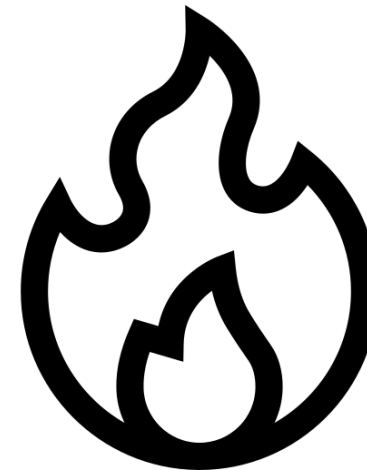
In case of fire

If you detect a fire

- Report the emergency:
 - By telephone.
 - Call the fire brigade.
- If you are trained and the intervention does not involve danger, try to extinguish the fire. If not, evacuate the area, closing doors and windows if the size of the fire allows it.

If trapped by fire

- Crawl, hold your breath and close your eyes when you can.
- Put closed doors between you and the smoke. Plug the gaps around doors and openings, using rags and rugs. Wet them if water is nearby.
- Find a room with a window to the outside. Open it slightly if you can.
- Point out your location from the window, if you find a phone call the fire service and tell them where you are.



Basic rules for action in case of emergency

In case of evacuation

If the evacuation signal is activated

- Immediately vacate the premises.
- Remain calm and do not stop at the exits.
- Use the evacuation routes provided for this purpose.
- If you are surrounded by smoke, duck and crawl.
- Close doors as you pass through.
- Follow the instructions of designated emergency personnel.

In case of accident

In the event of a serious accident

- Remain calm.
- Call for medical help. Telephone numbers are provided on the reverse side.
- Observe the situation before you act.
- Examine the injured person thoroughly without touching them unnecessarily.
- Act quickly but without haste.
- Do not move an injured person without first knowing what is wrong with them.
- Never give water to an unconscious person.
- Do not allow him to become cold.



Track/Strip relief



Rescue telephone

Basic rules for action in case of emergency

Special instructions

Accident in flames

- Cover with blanket or jacket.
- Cool with water. Do not remove clothing.
- Emergency transport.

Acid / alkali poisoning

- Do not induce vomiting. Give water to drink.
- Emergency transport.

Chemical burns

- Remove clothing. Dissolve affected area in water (shower/eye wash).
- Call for medical assistance.

Fire prevention

- Be careful with smoking articles. Do not throw matches or lit cigarette butts on the ground, litter, etc. Use suitable ashtrays.
- Do not overload power lines.
- Do not tamper with electrical lines or improvise fuses.
- Do not make inappropriate electrical connections or adaptations.
- Avoid using multiple sockets.
- Do not place combustible materials close to sources of lighting, heating, etc.
- Be careful when handling flammable products. Store them in an insulated, ventilated and separate area, using only the essential quantities.
- Be careful with processes that cause flames, sparks, etc. Previously study the time and place where they are to be carried out.

Basic rules for action in case of emergency

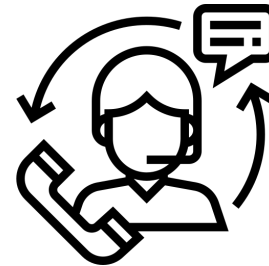
Emergencies

Remember: stay calm, it's better to act

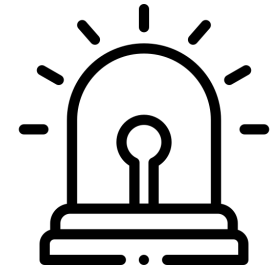
In case of an accident



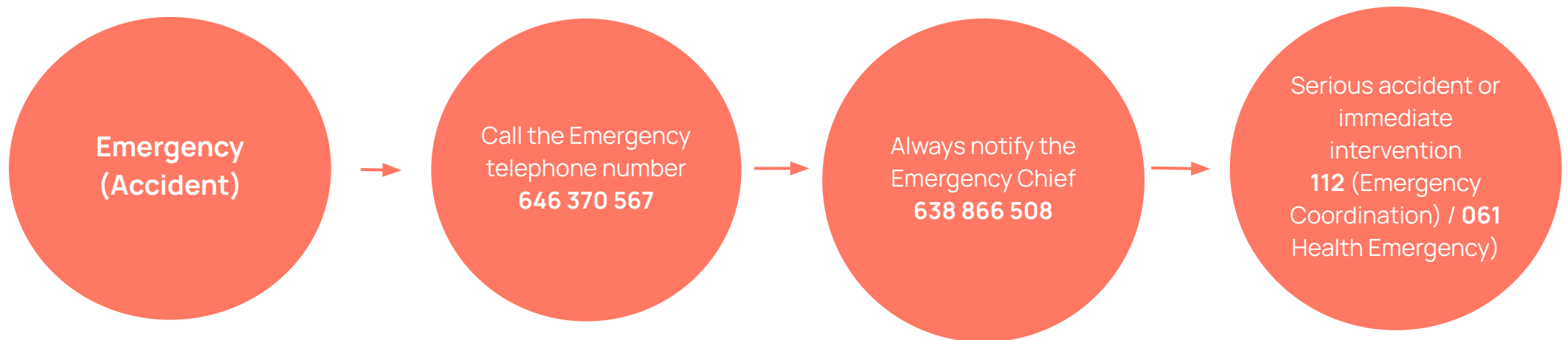
PROTECT



WARN



HELP



Basic rules for action in case of emergency

Emergency phone numbers and addresses

Centre:

Fibes

Avda. Alcalde Luis Uruñuela 1, 41020 Sevilla

FIBES Emergencies	646 370 567
Security (24H / 365 days)	954 478 700
Jefe de Emergencia	638 866 508
Emergency Chief	112 (Coordinación Emergencias) 061 (Emergencia Sanitaria)
Firefighters	081
National Police	091
Local Police	092
Civil Guard	062
Toxicological Information	915 620 420
María Fuensanta Pérez Quirós Health Centre	954 786 783 Av. de las Ciencias, s/n, 41020 Sevilla
Virgen Macarena University Hospital	955 008 000 Av. Dr. Fedriani, 3, 41009 Sevilla

Basic rules for action in case of emergency

Basic instructions for action

Emergency worker

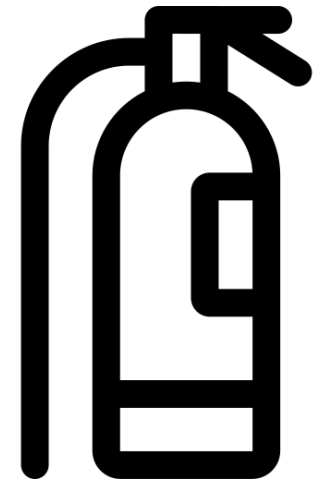
If a fire occurs

- Locate the source of the incident.
- If the size of the fire allows it, you have knowledge of fire fighting and without endangering yourself, start extinguishing it with the portable fire extinguishers in your area.
- Never let the fire cut off possible escape routes. Do not turn around or turn your back to the fire.
- If the fire is under control, inform the company management, but do not leave the area, as the fire could rekindle.
- If the fire cannot be brought under control, evacuate the area by closing the doors behind you and the established evacuation signal.

Rules for handling fire extinguishers

Remember:

- Unhook the extinguisher without inverting it.
- Remove the safety pin.
- Point the nozzle at the base of the flames.
- Squeeze the handle intermittently.
- Never try to extinguish a fire with the wrong extinguisher, it may be useless and even counterproductive.



Basic rules for action in case of emergency

Basic instructions for action

Emergency worker

Extinguishing agent	Classes of fire			
	Class A Solid materials	Class B Liquid fuels	Class C Gaseous fuels	Class D Highly active chemical M.
Water jet	XX	W	W	W
Water spray	XXX	X	W	W
Physical foam	XX	XX	W	W
Multi-purpose powder	XX	XX	XX	W
Dry powder	W	XXX	XX	W
Carbon snow (carbon dioxide)	X	X	W	W

Legend:

XXX = Excellent XX = Good X = Acceptable W = Not Acceptable

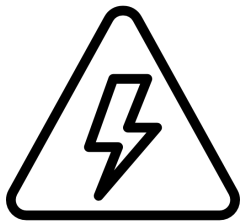
Caution: It is dangerous to use water or foam on equipment fires in the presence of electrical voltage or on Class D fires. Chemically active metals.

Basic rules for action in case of emergency

Basic instructions for action

If you cannot get out because of the large amount of fire or smoke

- Make it known that you are there (Telephone, place a sheet or conspicuous object at the window, if available).
- Wet the door where you are (use the bin or drawers as a bucket), in order to cool it down.
- Wet towels or rags and place them at the bottom of the door to prevent smoke from entering.

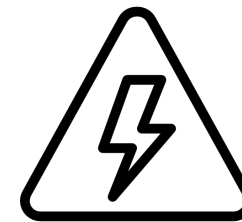


Fire in electrical panel

+



Water



Fire in electrical panel

+



CO²



Basic rules for action in case of emergency

Basic instructions for action

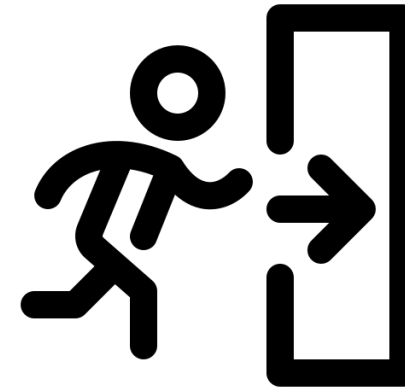
Evacuation rules

Remain calm. Advise staff in your area of the need to evacuate the centre, using the defined exits (provided these are practicable).

- Guide the occupants to the evacuation routes, but act firmly to ensure a rapid and orderly evacuation.
- Assist disabled, handicapped or injured persons.
- Do not allow the collection of personal belongings.
- Do not allow the use of lifts.

Absence control

- Wherever possible, check that the various assigned locations have been evacuated correctly.
- Once outside, at the assembly point, carry out a head count of personnel, reporting any anomalies to the fire brigade.



Basic rules for action in case of emergency

Basic instructions for action

Action in case of accident

Recognition of vital signs:

- Awareness
- Breathing
- Pulse

1. HEMORRHAGE

- Apply gauze or clean cloth to bleeding spot.
- Press fingers over bleeding artery.
- Transfer to medical centre

2. WOUNDS

- Do not handle the wound
- Wash with soap and water
- Do not use ointment
- Cover with sterile gauze

3. BURNS

- Water abundantly over the burned area for at least 15 minutes.
- Remove clothing, bracelets, rings, etc. soaked in hot liquids.
- Do not use ointments
- Cover with sterile gauze
- Transfer to medical centre

4. DISMISSAL

- Lay the casualty down with the head lower than the body.

5. CONVULSIONS

- Do not prevent movement
- Place the casualty lying down where he/she cannot hurt him/herself.
- Prevent biting of the tongue by placing a folded handkerchief between the teeth.

6. TOXIC

- Obtain product information (label, safety data sheet, Toxicological Information (+34) 915 620 420).
- Place in a safe position and prevent from cooling by covering with a blanket.
- Transfer to a medical facility
- If conscious, induce vomiting unless product information advises against it (corrosives, hydrocarbons).

Basic rules for action in case of emergency

Basic instructions for action

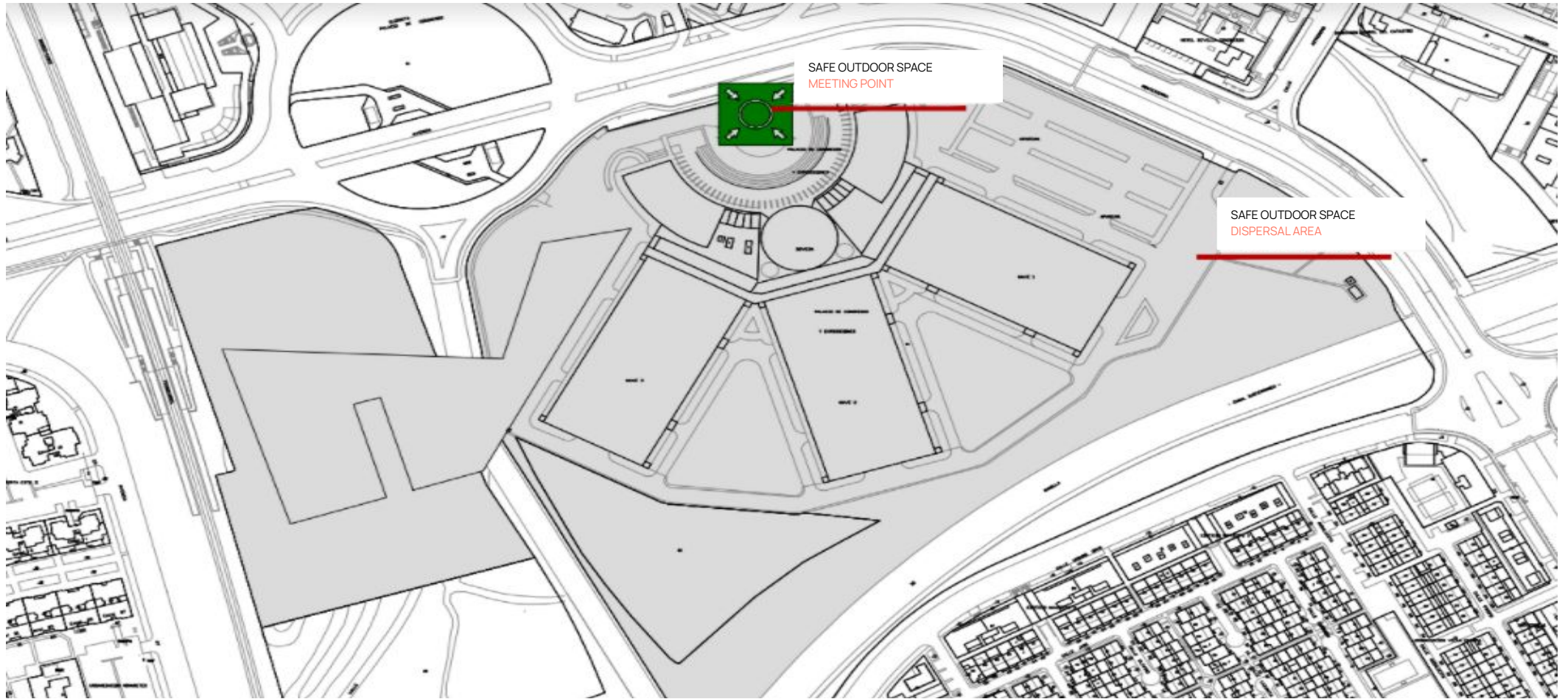
Remember that it is very important for your safety to observe the following points aspects:

1. Remember that if there is a lot of smoke and fire at the entrances, the best thing to do is to wait inside your premises. If you decide to leave, do so wrapped in a blanket or garment soaked in water.
2. In the event of an accident, the injured person should be treated urgently, NOT transferred urgently, (DO NOT PREDICT).
3. Know the evacuation routes and exit doors, as well as the location of emergency resources (portable fire extinguishers, alarm buttons, etc.).

Basic rules for action in case of emergency

Safe outdoor space

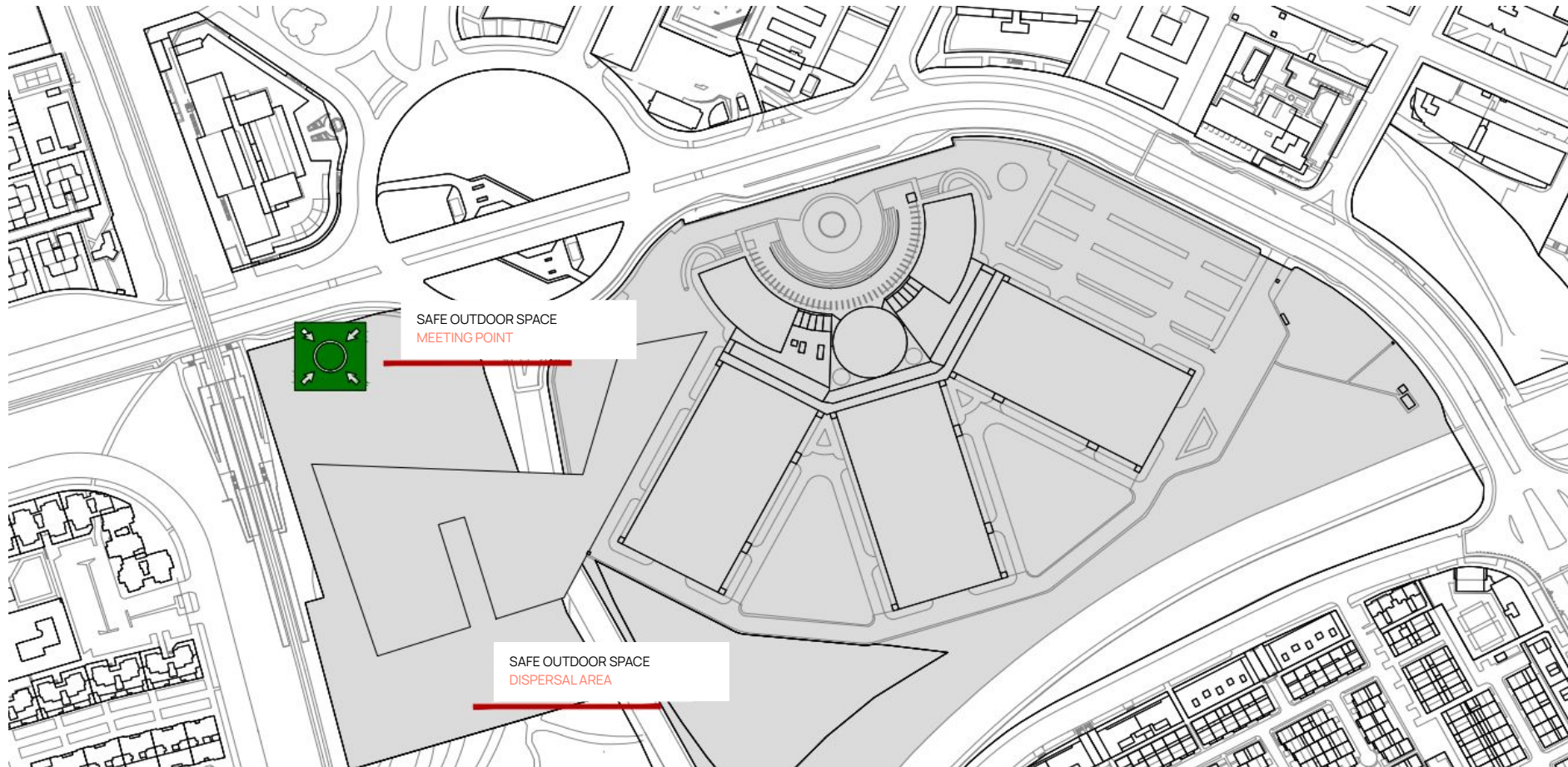
Meeting Point (Fibes 1)



Basic rules for action in case of emergency

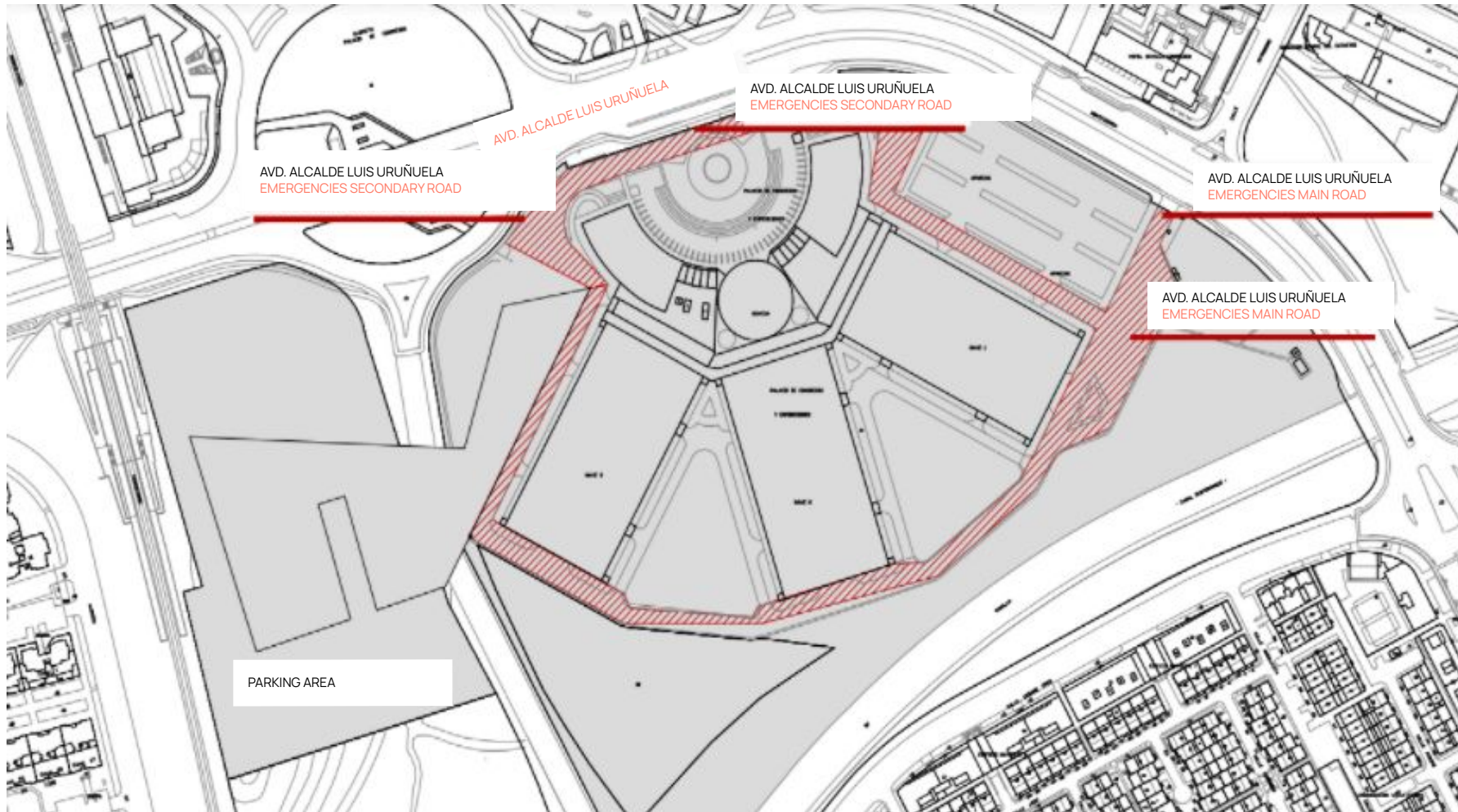
Safe outdoor space

Meeting Point (Fibes 2)



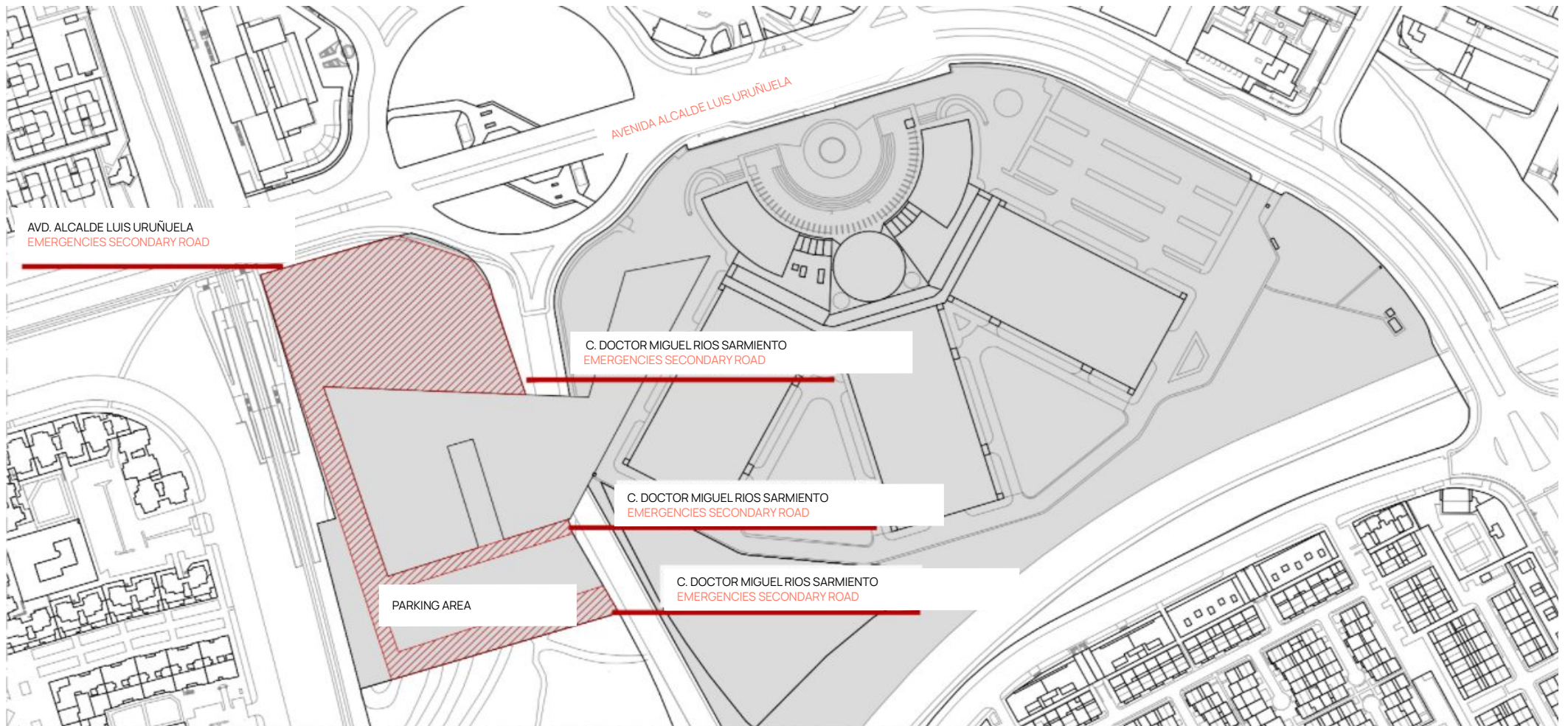
Basic rules for action in case of emergency

Accesses for external services (Fibes 1)



Basic rules for action in case of emergency

Accesses for external services (Fibes 2)



04 /

Rules for prevention and action in case of alarm and/or evacuation

Rules for prevention and action in case of alarm and/or evacuation

All areas

SMOKING

Smoking without the proper precautions or in places of special risk is one of the main causes of fire.

- DO NOT SMOKE or allow smoking in places where smoking is prohibited.
- Place cigarette butts in ashtrays.
- Make sure they are properly extinguished. Do not throw papers in them.
- Use litter bins to deposit papers, not to deposit cigarettes.

TOXIC AND INFLAMMABLE PRODUCTS

- They should be kept in easily identifiable containers.
- Identify containers, bottles and storerooms.
- Comply with instructions for use.

Avoid lighting lighters and matches. Do not smoke in storage areas for flammable liquids and gases.

TIDINESS AND CLEANLINESS

- Keep your workplace clean and tidy.
- Remove waste and rubbish daily, using the areas designated for this purpose.
- Aisles and doorways should be kept clear of obstacles at all times.
- Paper cuttings are fire vehicles for poorly extinguished cigarettes.

Rules for prevention and action in case of alarm and/or evacuation

All areas

ELECTRICITY

- Know how to use the electrical equipment for which you are responsible.
- Know the location of control and protection panels and their disconnection.
- Do not overload sockets without authorisation from the Electricity Area.
- Before leaving your workstation, switch off electrical equipment by disconnecting the power switches.
- When unplugging equipment, never pull the cable, but pull it from the plug.
- Do not install equipment or heat sources without prior authorisation. Do not leave paper or textiles near these sources.
- Notify Maintenance if you notice damaged cables or broken sockets.
- Do not use intermediate plugs (thieves), they overload the line. Have them replaced with individual plugs.
- Extension cords should have three wires, one of which should be grounded.
- Do not manipulate or repair equipment or installations that have to do with electricity, unless you are an expert.

EMERGENCY AND EVACUATION

- In the event of an emergency, it is essential that the extinguishing media can be used immediately and that the escape routes are completely clear of any obstacles.
-
- Do not move fire extinguishers.
- Do not obstruct the extinguishing media. Do not hinder their immediate use.
- Know the location of emergency exits.
- Do not obstruct escape routes or emergency exits.
- Check that emergency doors are working properly, report any faults.
- Know the emergency procedures (fire, evacuation, etc.).
- If you are a member of the evacuation teams, contact your area manager and await instructions.

Rules for prevention and action in case of alarm and/or evacuation

In technical areas and storage

SOOTANOS

- Keep them clean. Avoid using them for storage or rubbish storage.

UNDER STAIRWELLS

- Do not use for storage, rubbish or flammable products.

GARAGES

- The supply of flammable products must not exceed the quantity foreseen to be consumed in a day.
- Greasy rags can cause instantaneous ignition phenomena.
- Take extreme precautions when washing parts with flammable liquids.
- Have fire extinguishers at hand, preferably powder extinguishers.
- Carry out painting or varnishing work in the same room.

At the end of the work, sweep up sawdust, shavings, etc. and remove them from the premises. Heat sources must be far away from flammable elements and must be switched off when leaving the premises.

Rules for prevention and action in case of alarm and/or evacuation

In pavilions

Avoid overloading sockets.

Installations requiring extension cables should be kept to a minimum. Such wiring should be routed in areas where it cannot be damaged, never in floor coverings or doorways.

CUTTING AND WELDING WORK

Before carrying out this work:

- Notify the Safety Department.
- Remove easily combustible materials.
- Make sure that fire-fighting equipment is available in the area.
- Once the work has been completed, examine the area and check that no hazardous elements remain.
- Repair, decoration and maintenance work is monitored regularly.

Outside companies will be informed of:

- Fire extinguishers and fire hydrants nearby.
- Shortest and closest evacuation routes.
- How they should act in the event of an emergency.
- That evacuation routes and emergency exits must not be obstructed.
- At the end of the day, carry out an inspection of their work area, checking that equipment and combustible materials are safe and that a fire cannot be started accidentally.

Rules for prevention and action in case of alarm and/or evacuation

Emergency response

ON DISCOVERING A FIRE

- Act via the alarm button, the alarm centre, or the control centre.
- Stay calm, do not shout.
- If possible, close the doors and windows of the premises on fire.
- Follow the instructions given by the emergency teams.

ON RECEIVING THE EVACUATION ORDER

- Before leaving your workplace, check if there is anything that does not belong to you or seems suspicious. Do not touch or move it, notify the control centre.
- Remain calm, do not shout or run.
- Switch off electrical and heating equipment. Open doors and windows if possible.

Rules for prevention and action in case of alarm and/or evacuation

In case of a bomb threat

WHEN RECEIVING A THREATENING PHONE CALL

- Do not interrupt the call.
- Write down the message in as much detail as possible
- Listen and try to catch as much of the background as possible.
- If possible, ask the caller's intentions and what to do next.
- Report the incident to the intervention leader or control centre and await instructions.

WHEN IDENTIFYING A SUSPICIOUS PACKAGE

- Report it to the control centre, mark it and isolate the area.
- Do not touch or move it.
- Leave the area.

ON RECEIVING THE EVACUATION ORDER

- Before leaving your workstation, check if there is anything that does not belong to you or looks suspicious. Do not touch or move it. Notify the Control Centre.

- Remain calm, do not shout or run.
- Switch off electrical and heating equipment. Open doors and windows if possible.
- Escort out personnel from outside the centre who are with you.
- Do not go back for personal belongings or to look for other people.
- Walk quickly but do not run.
- After leaving the building, proceed to the designated Assembly Area.
- In that area, check if a colleague is missing, contact members of the intervention teams.
- Never attempt to leave the premises with your vehicle.
- Your own safety depends on your correct action.
- Nervousness and panic are your greatest enemies.
 -

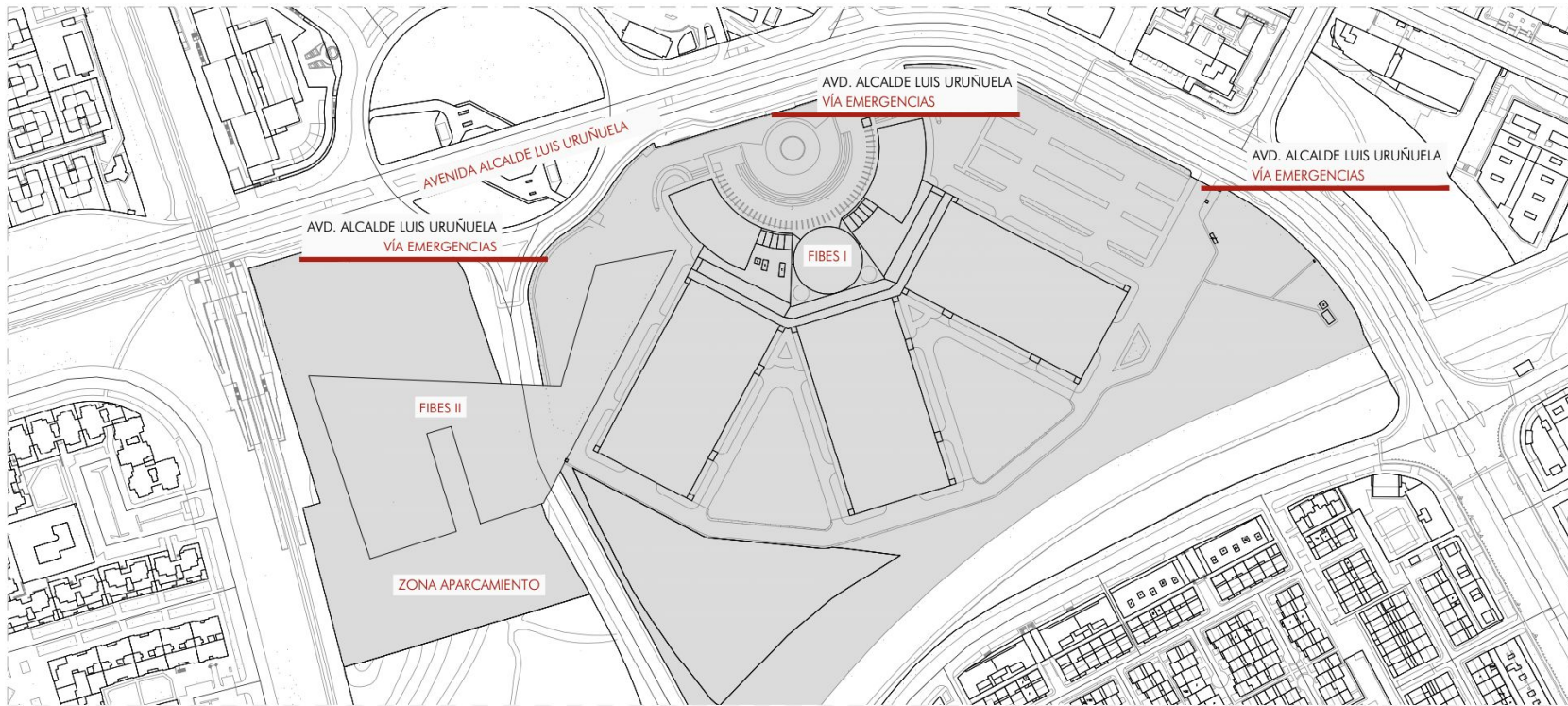
05 / Blueprints

Blueprints

- Plans for signposting evacuation routes and meeting point (Fibes 1)
- Plans for signposting evacuation routes and meeting point (Fibes 2)
- Fibes 2 heights
- Specifications for the Fibes 2 freight elevator
- Exhibition Floor (Fibes 2) - Floor 1
- Exhibition Floor (Fibes 2) - Floor 2
- Warehouse access routes Fibes 2
- Access routes for freight elevator Fibes 2
- Ramp access routes Fibes 2

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 1)



EMPLAZAMIENTO E: 1/2.500

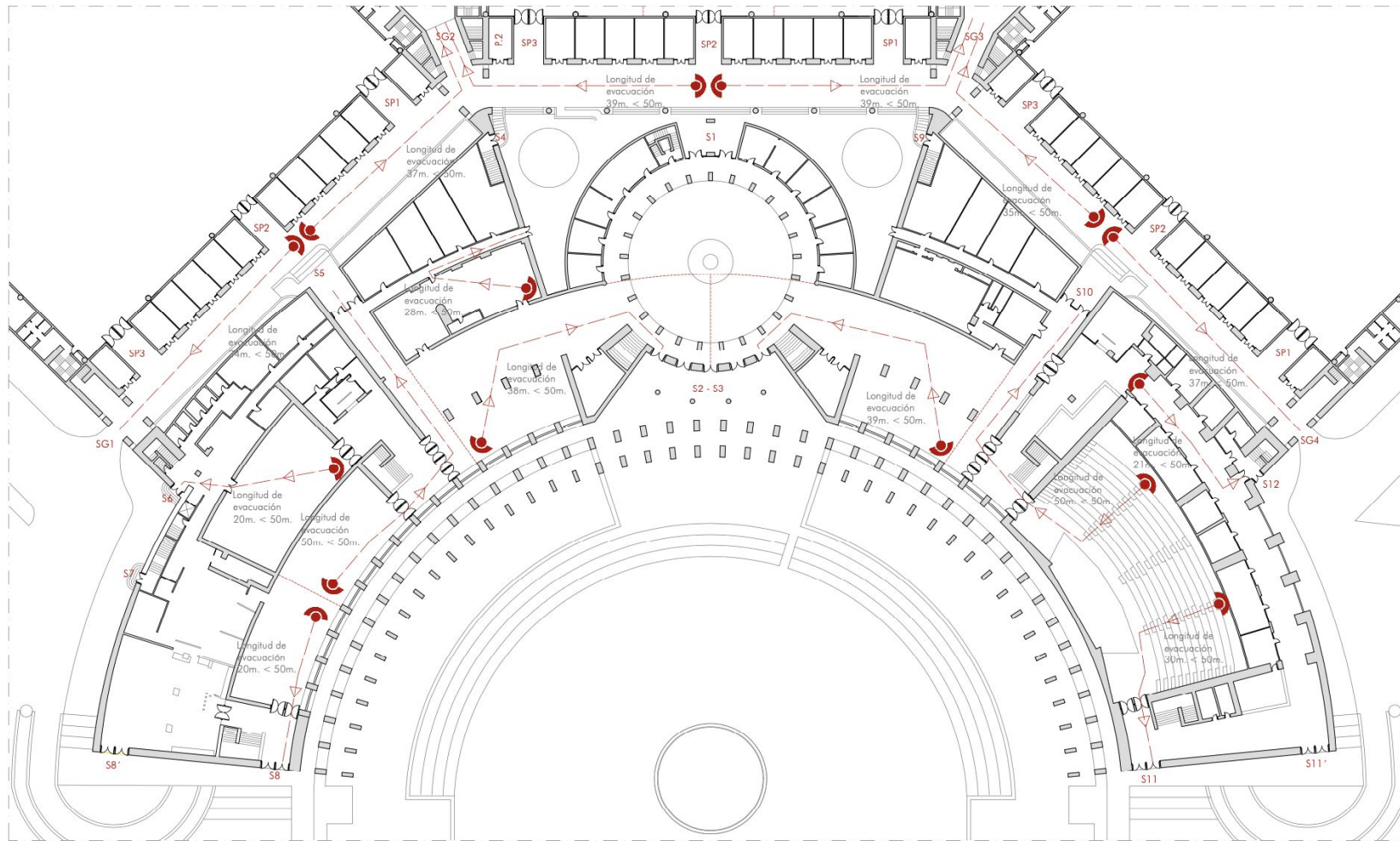


SITUACIÓN E: 1/10.000

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE
EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
SITUACIÓN Y EMPLAZAMIENTO

Blueprints

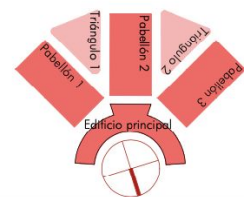
Plans for signposting evacuation routes and meeting point (Fibes 1)



PLANTA BAJA

LEYENDA

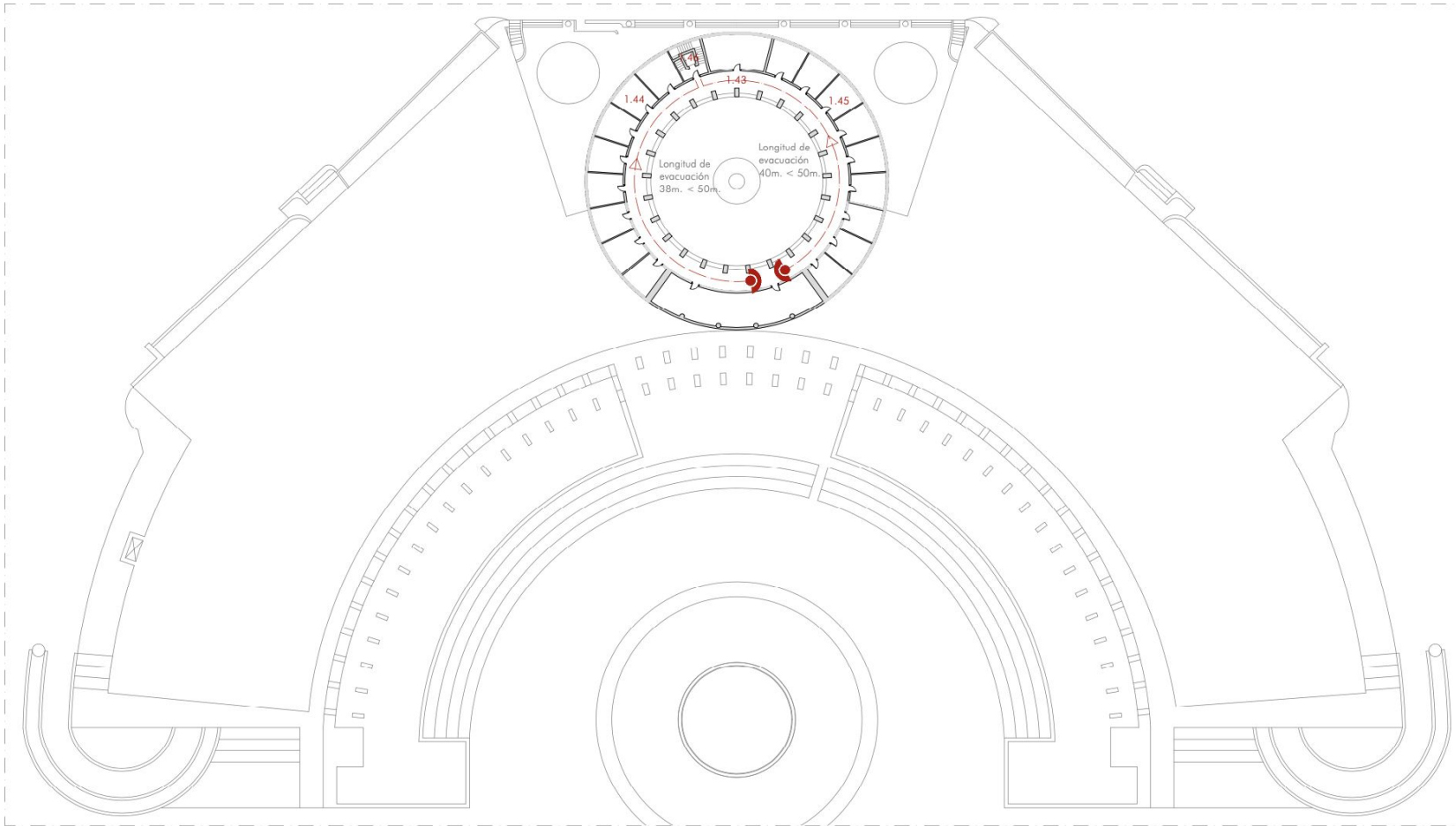
-  ORIGEN DE EVACUACIÓN
-  RECORRIDO DE EVACUACIÓN



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
P. BAJA. RECORRIDOS DE EVACUACIÓN.

Blueprints

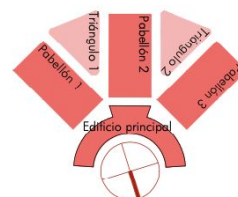
Plans for signposting evacuation routes and meeting point (Fibes 1)



PLANTA SEGUNDA

LEYENDA

-  ORIGEN DE EVACUACIÓN
-  RECORRIDO DE EVACUACIÓN



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
P. SEGUNDA. RECORRIDOS DE EVACUACIÓN.

Blueprints

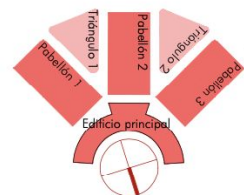
Plans for signposting evacuation routes and meeting point (Fibes 1)



*LANTA SÓTANO

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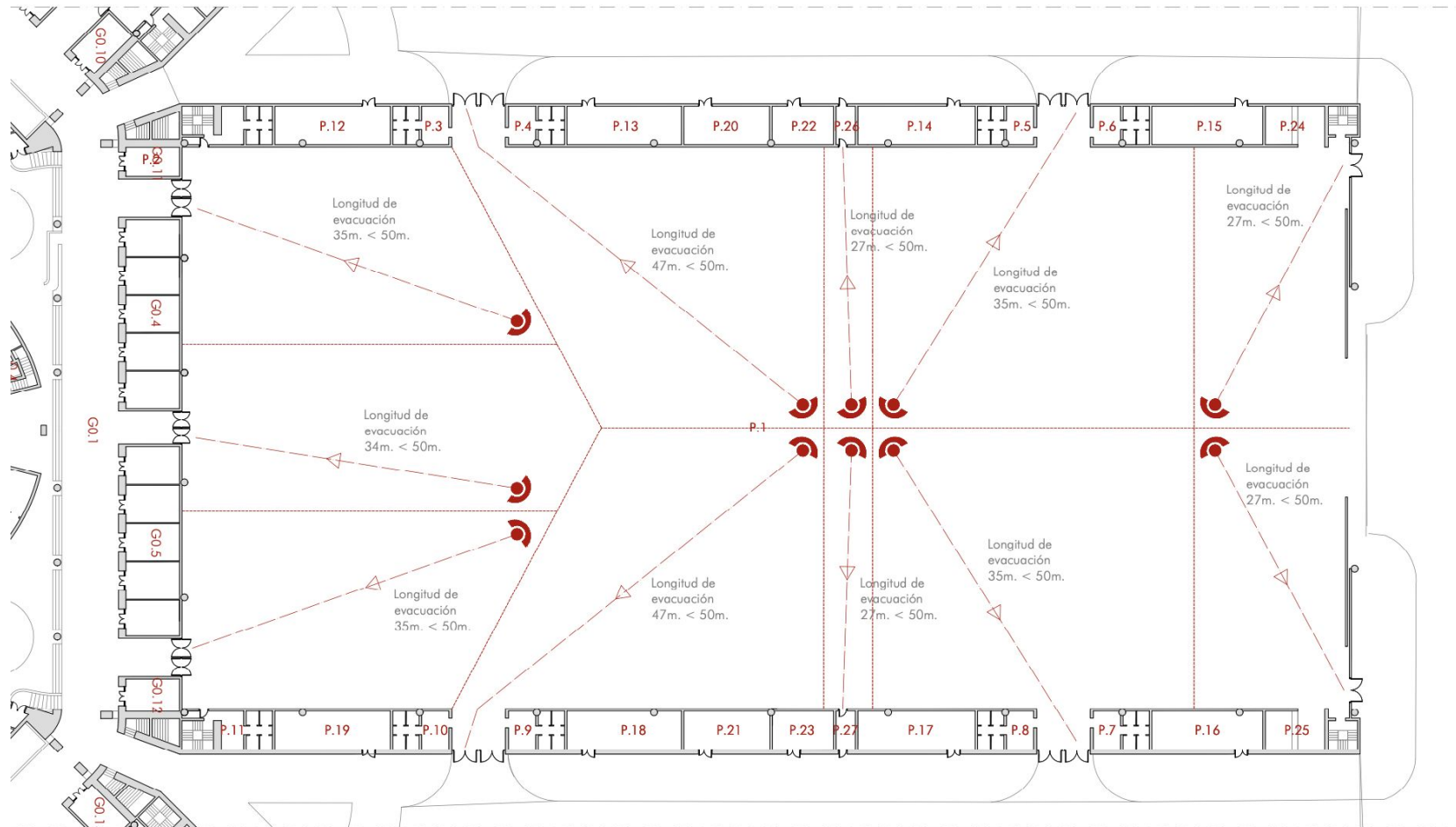
-  ORIGEN DE EVACUACIÓN
-  RECORRIDO DE EVACUACIÓN



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
P. SÓTANO. RECORRIDOS DE EVACUACIÓN.

Blueprints

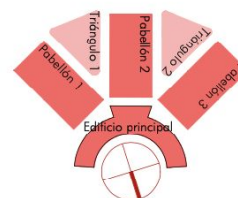
Plans for signposting evacuation routes and meeting point (Fibes 1)



PLANTA PABELLÓN EXPOSICIONES

LEYENDA

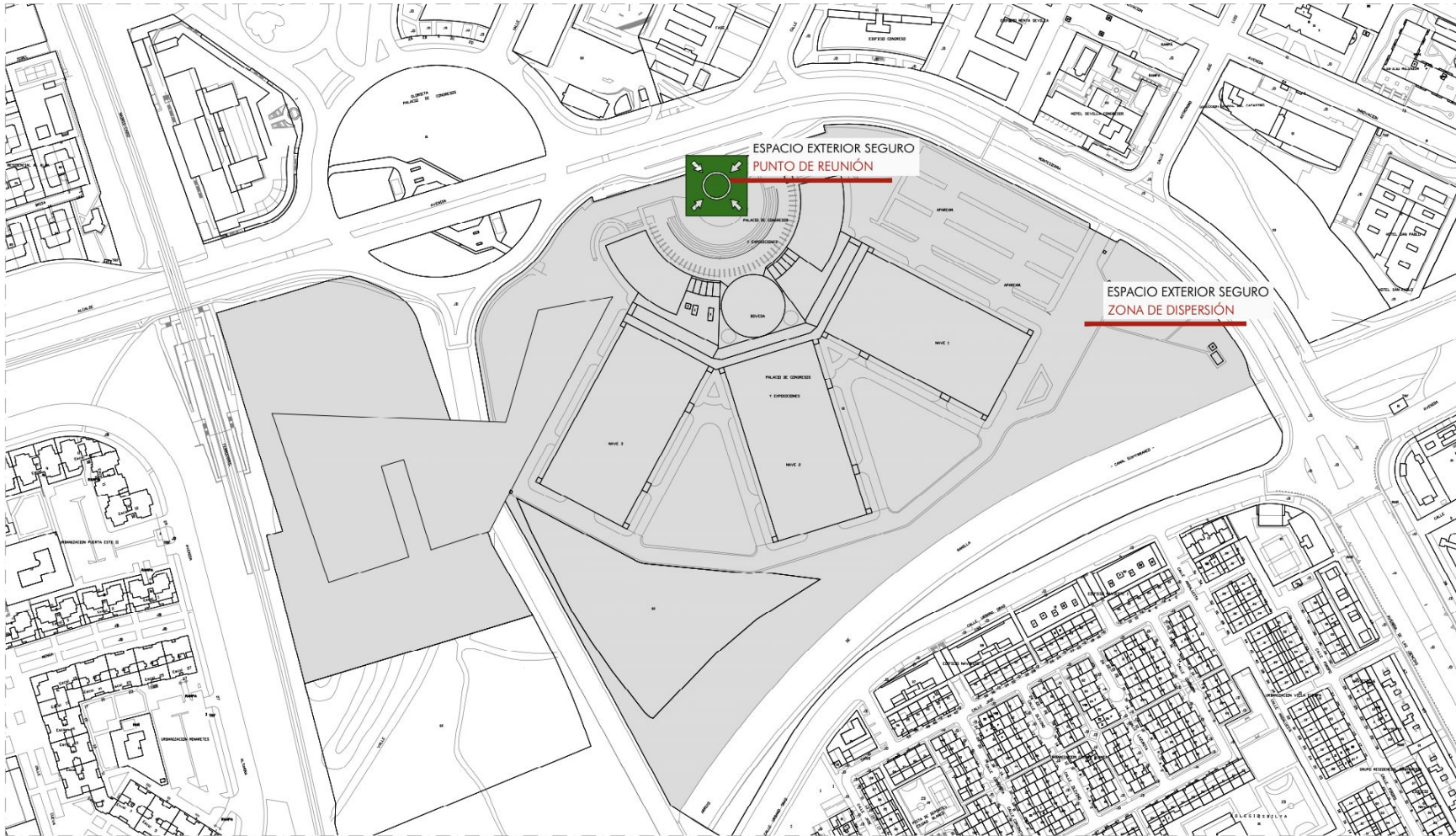
-  ORIGEN DE EVACUACIÓN
-  RECORRIDO DE EVACUACIÓN



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
 PABELLÓN. RECORRIDOS DE EVACUACIÓN.

Blueprints

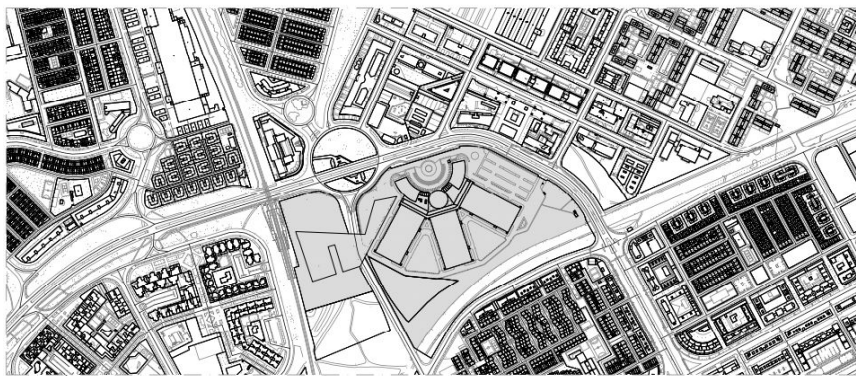
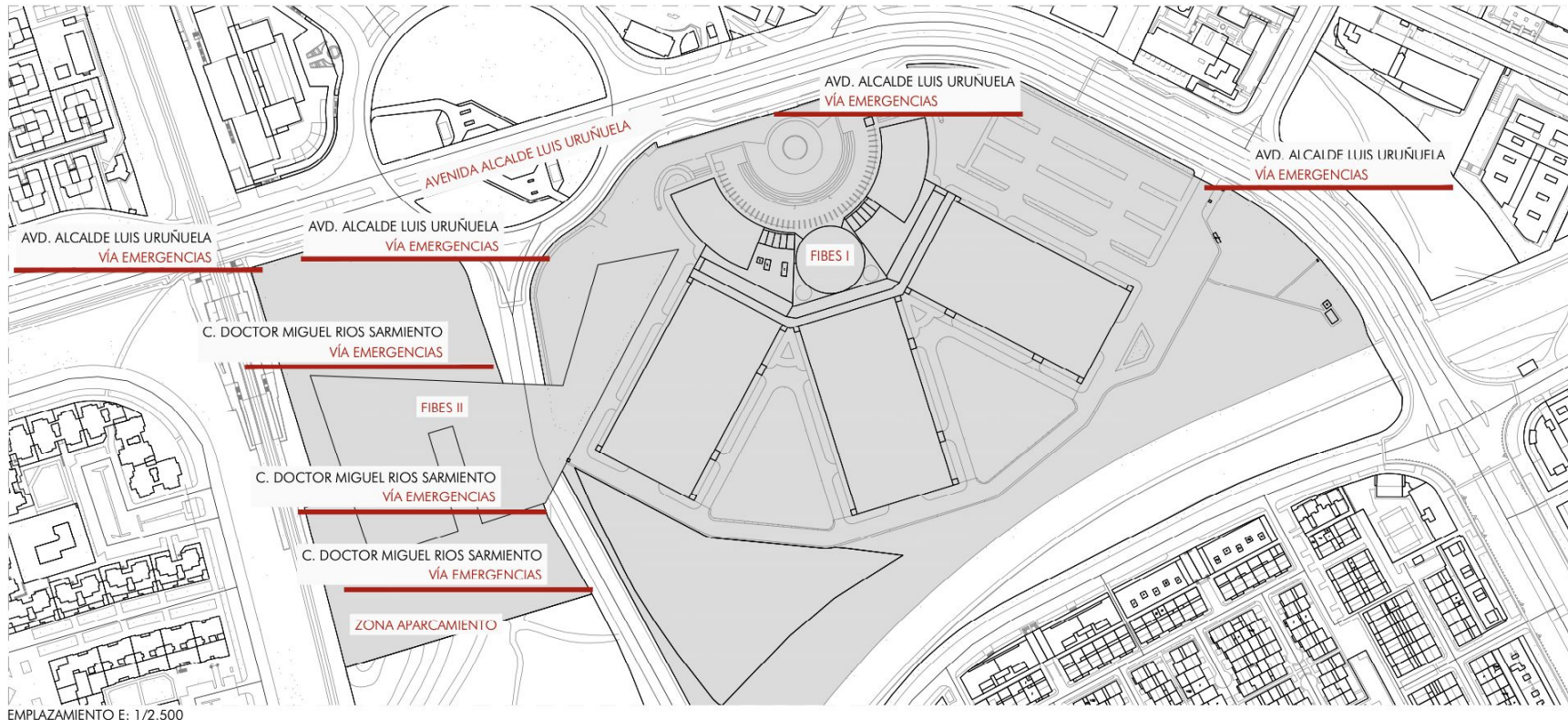
Plans for signposting evacuation routes and meeting point (Fibes 1)



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES I
ESPACIO EXTERIOR SEGURO.

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)

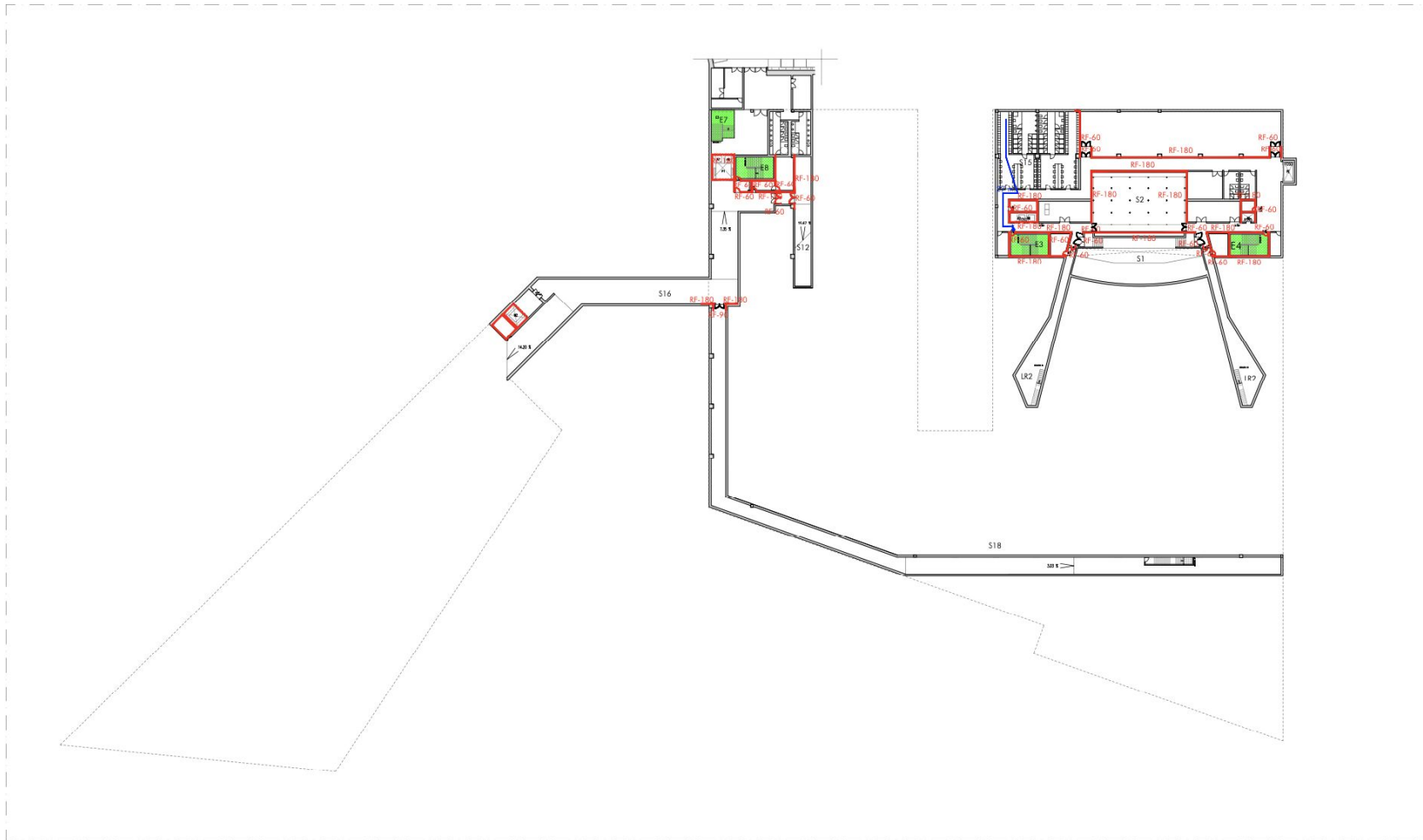


SITUACIÓN E: 1/10.000

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
SITUACIÓN Y EMPLAZAMIENTO

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



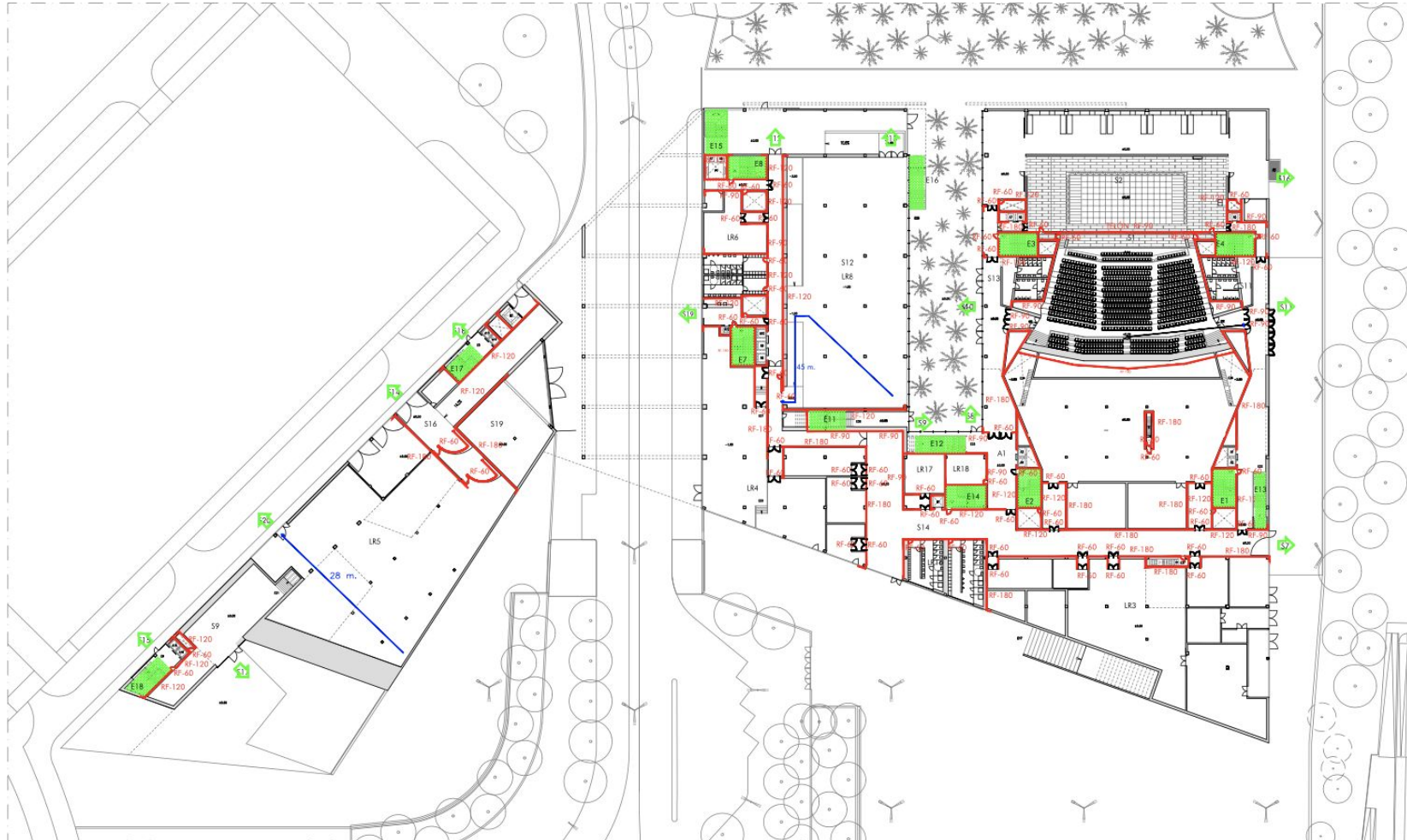
PLANTA COTA -3,50 M

LEYENDA			
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	SALIDA AL EXTERIOR		PUERTA CORTAFUEGO
	DENOMINACIÓN ESCALERA		LOCAL DE RIESGO
	ELEMENTO DELIMITADOR SECTOR		RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL -3,50M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



PLANTA COTA ±0,00 M

	ESCALERA DE EVACUACIÓN	S1	SECTOR DE INCENDIOS
	SALIDA AL EXTERIOR		PUERTA CORTAFUEGO
E1	DENOMINACIÓN ESCALERA	LR	LOCAL DE RIESGO
	ELEMENTO DELIMITADOR SECTOR		RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL -0,00M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



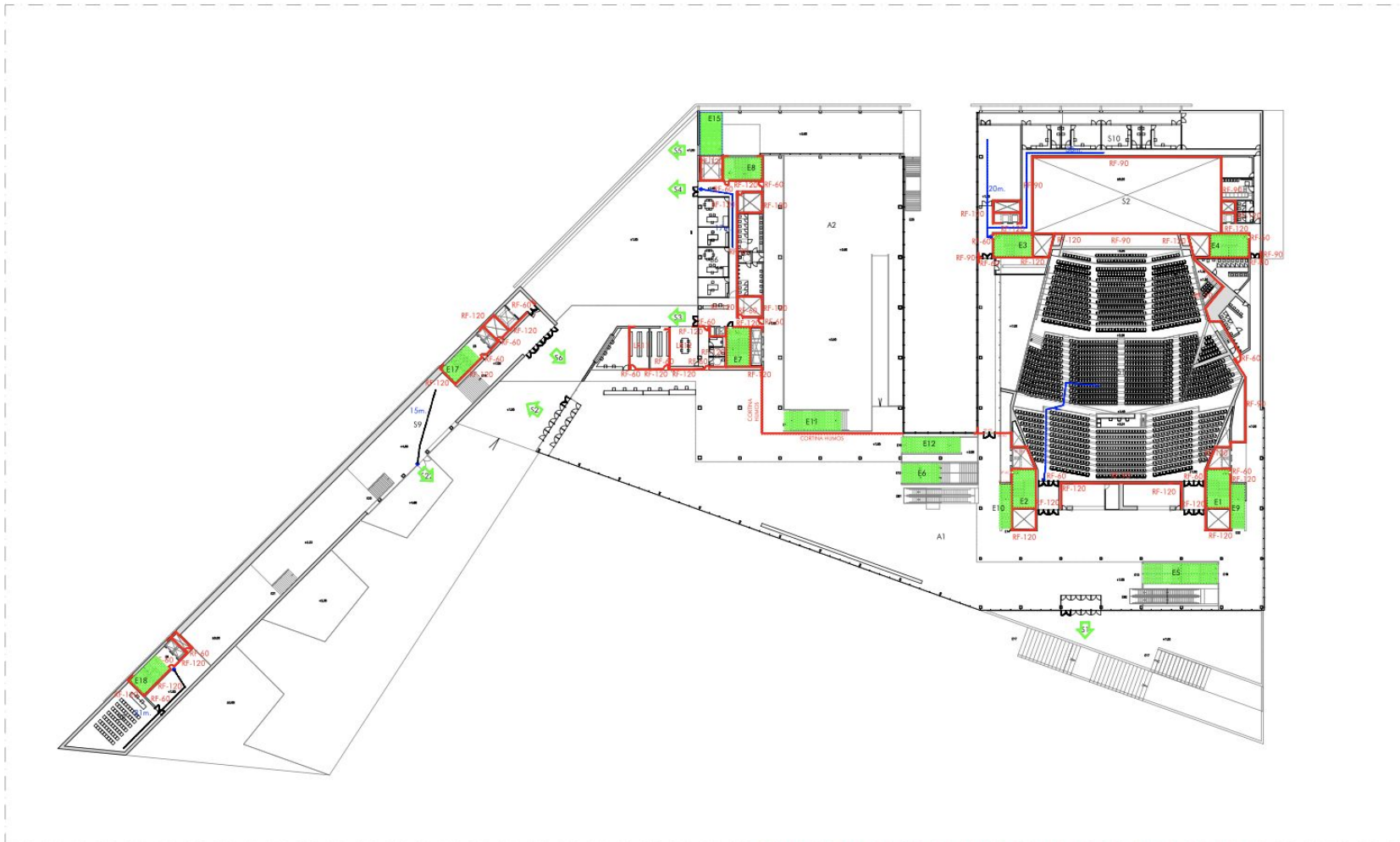
PLANTA COTA +3,50 M

LEYENDA			
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	SALIDA AL EXTERIOR		PUERTA CORTAFUEGO
	DENOMINACIÓN ESCALERA		LOCAL DE RIESGO
	ELEMENTO DELIMITADOR SECTOR		RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL +3,50M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



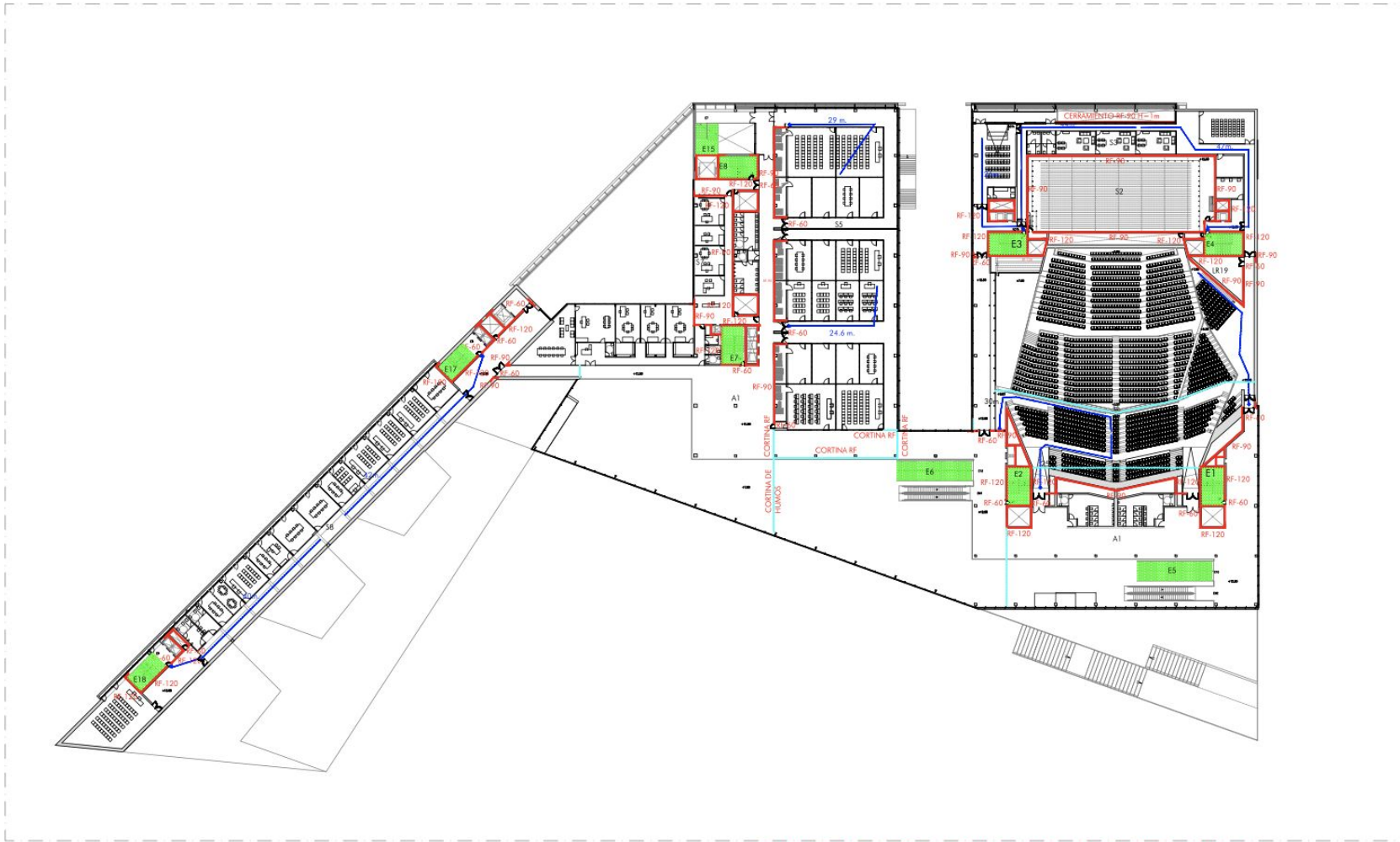
PLANTA COTA +7,00 M

LEYENDA			
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	SALIDA AL EXTERIOR		PUERTA CORTAFUEGO
E1	DENOMINACIÓN ESCALERA	LR	LOCAL DE RIESGO
	ELEMENTO DELIMITADOR SECTOR		RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL +7,00M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



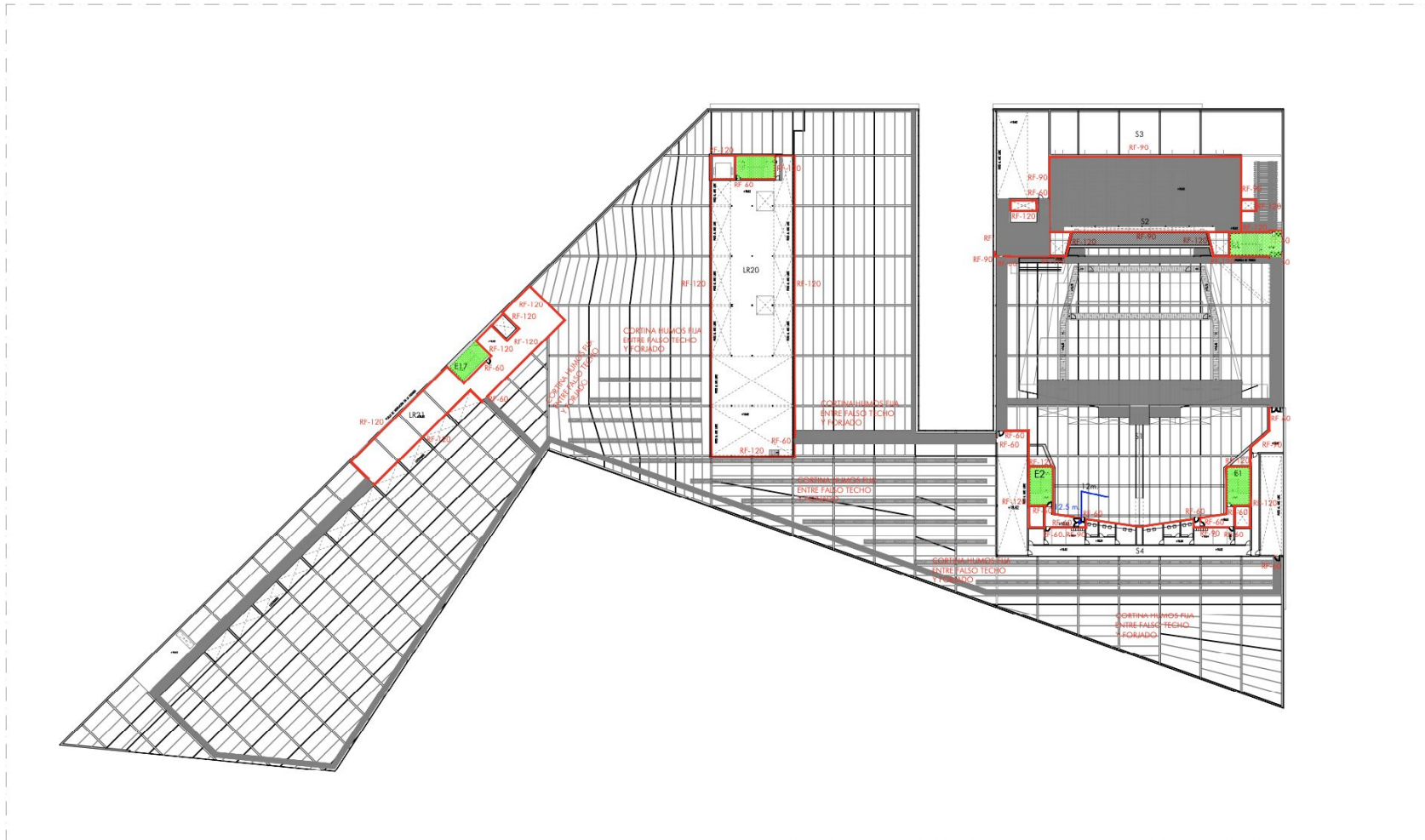
PLANTA COTA +12,50 M

LEYENDA			
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	SALIDA AL EXTERIOR		PUERTA CORTAFUEGO
	DENOMINACIÓN ESCALERA		LR LOCAL DE RIESGO
	ELEMENTO DELIMITADOR SECTOR		RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL +12,50M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



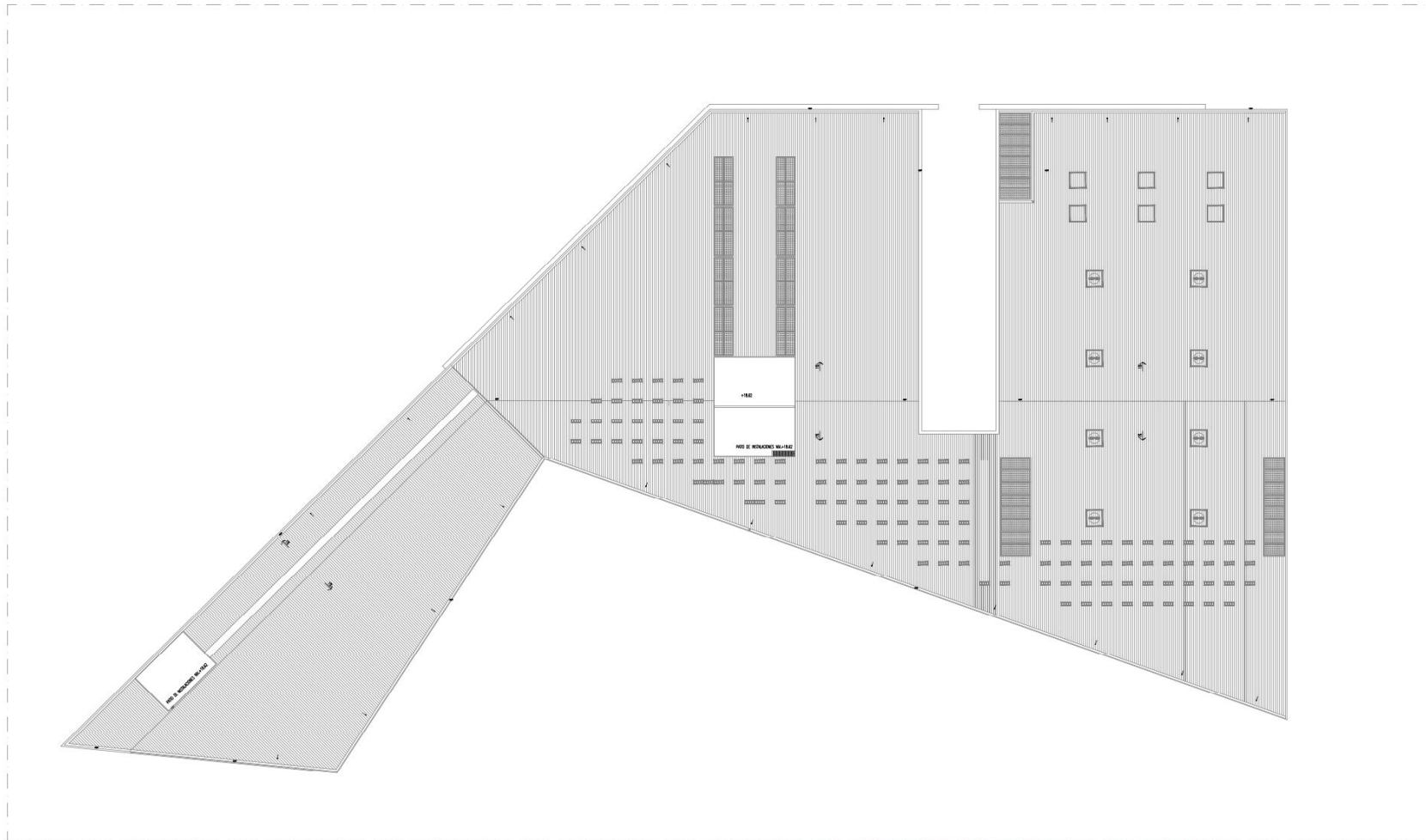
PLANTA COTA +18,62 M

LEYENDA	
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	SALIDA AL EXTERIOR
E1	DENOMINACIÓN ESCALERA
	ELEMENTO DELIMITADOR SECTOR
S1	SECTOR DE INCENDIOS
	PUERTA CORTAFUEGO
LR	LOCAL DE RIESGO
	RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL +18,62M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



PLANTA COTA +22,00 M

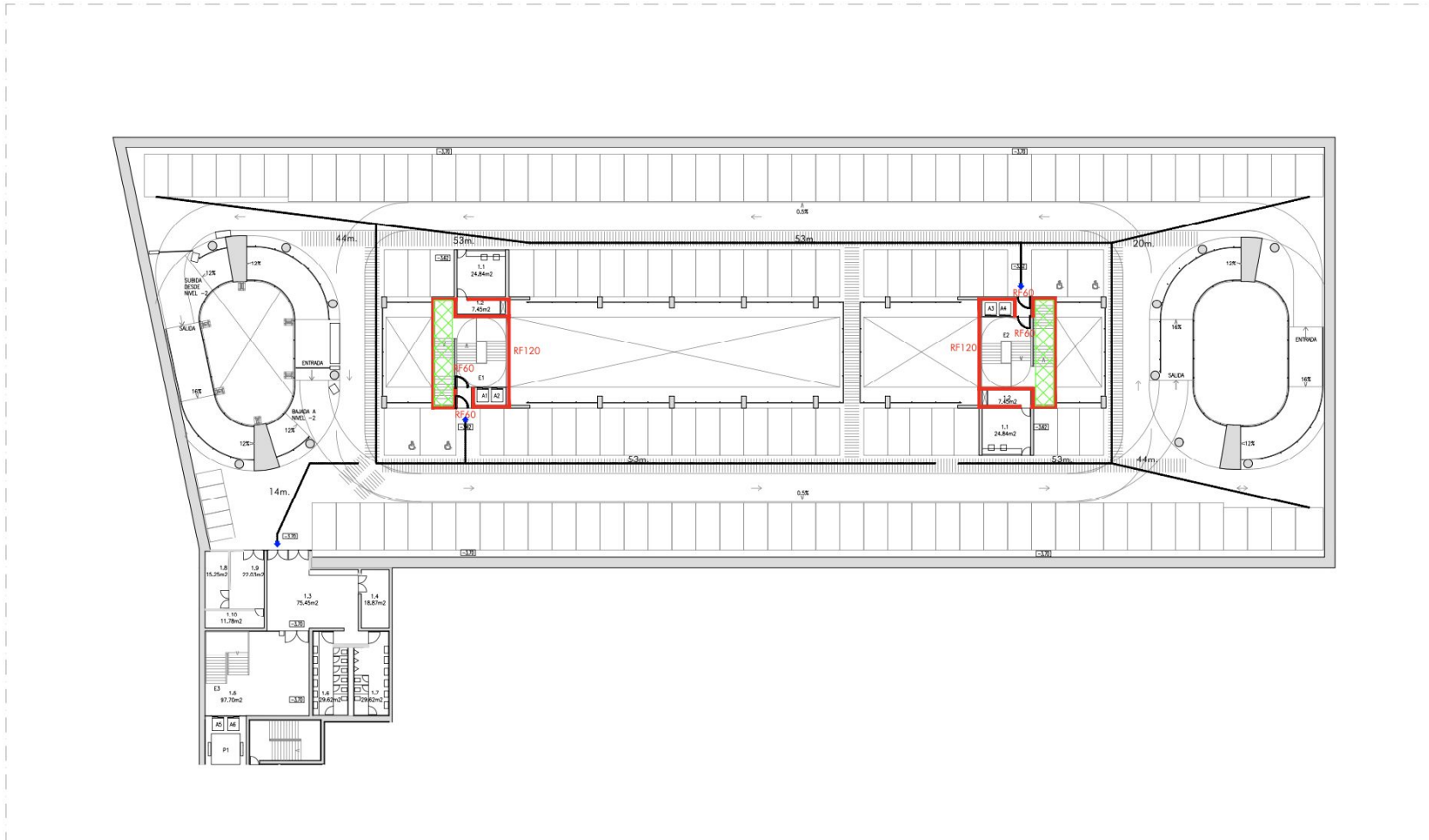
LEYENDA

- EXUTORIO PARA EVACUACION DE HUMOS ATRIO
- EXUTORIO PARA EVACUACION DE HUMOS AUDITORIO
- EXUTORIO PARA EVACUACION DE HUMOS ESCENARIO

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE
EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. PLANTA NIVEL +22,00M

Blueprints

Plans for signposting evacuation routes and meeting point (Fibes 2)



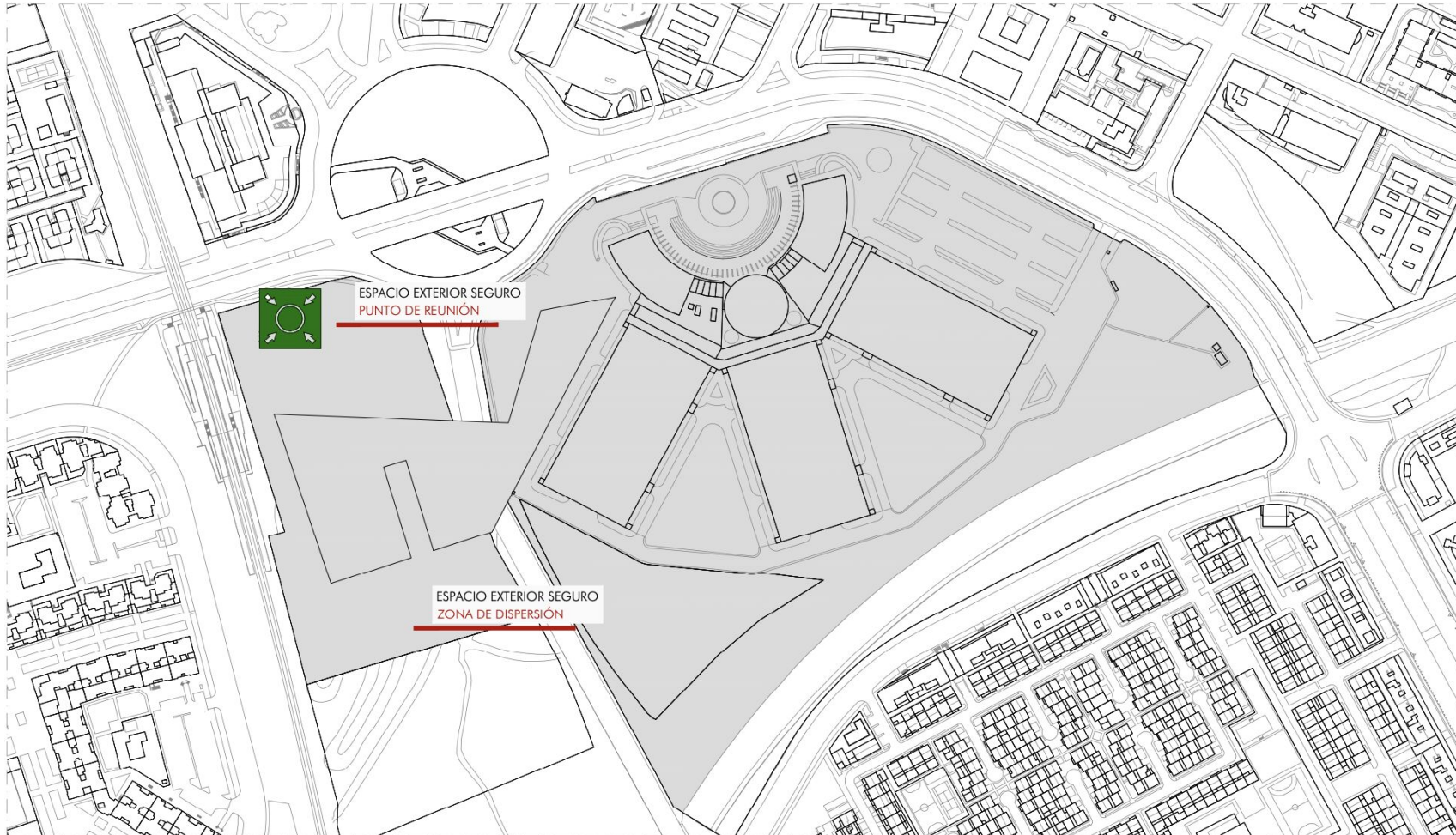
PLANTA NIVEL -1. APARCAMIENTO

LEYENDA	
	ESCALERA DE EVACUACIÓN
	SALIDA AL EXTERIOR
E1	DENOMINACIÓN ESCALERA
	ELEMENTO DELIMITADOR SECTOR
S1	SECTOR DE INCENDIOS
	PUERTA CORTAFUEGO
LR	LOCAL DE RIESGO
	RECORRIDO DE EVACUACIÓN

PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
EVACUACIÓN. APARCAMIENTO. PLANTA 1.

Blueprints

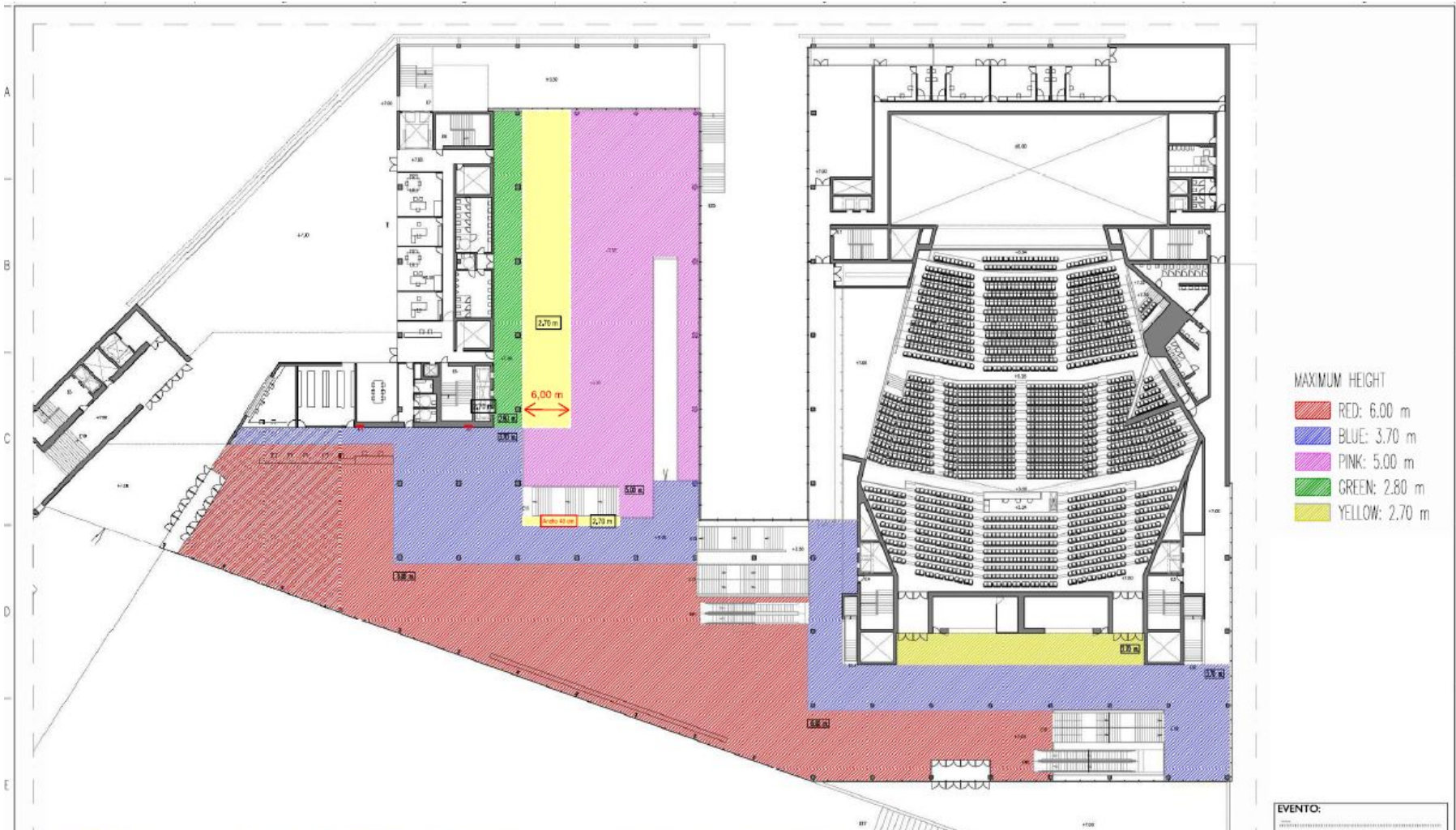
Plans for signposting evacuation routes and meeting point (Fibes 2)



PLAN DE AUTOPROTECCIÓN DEL PALACIO DE EXPOSICIONES Y CONGRESOS DE SEVILLA. FIBES II
ESPACIO EXTERIOR SEGURO.

Blueprints

Fibes 2 heights



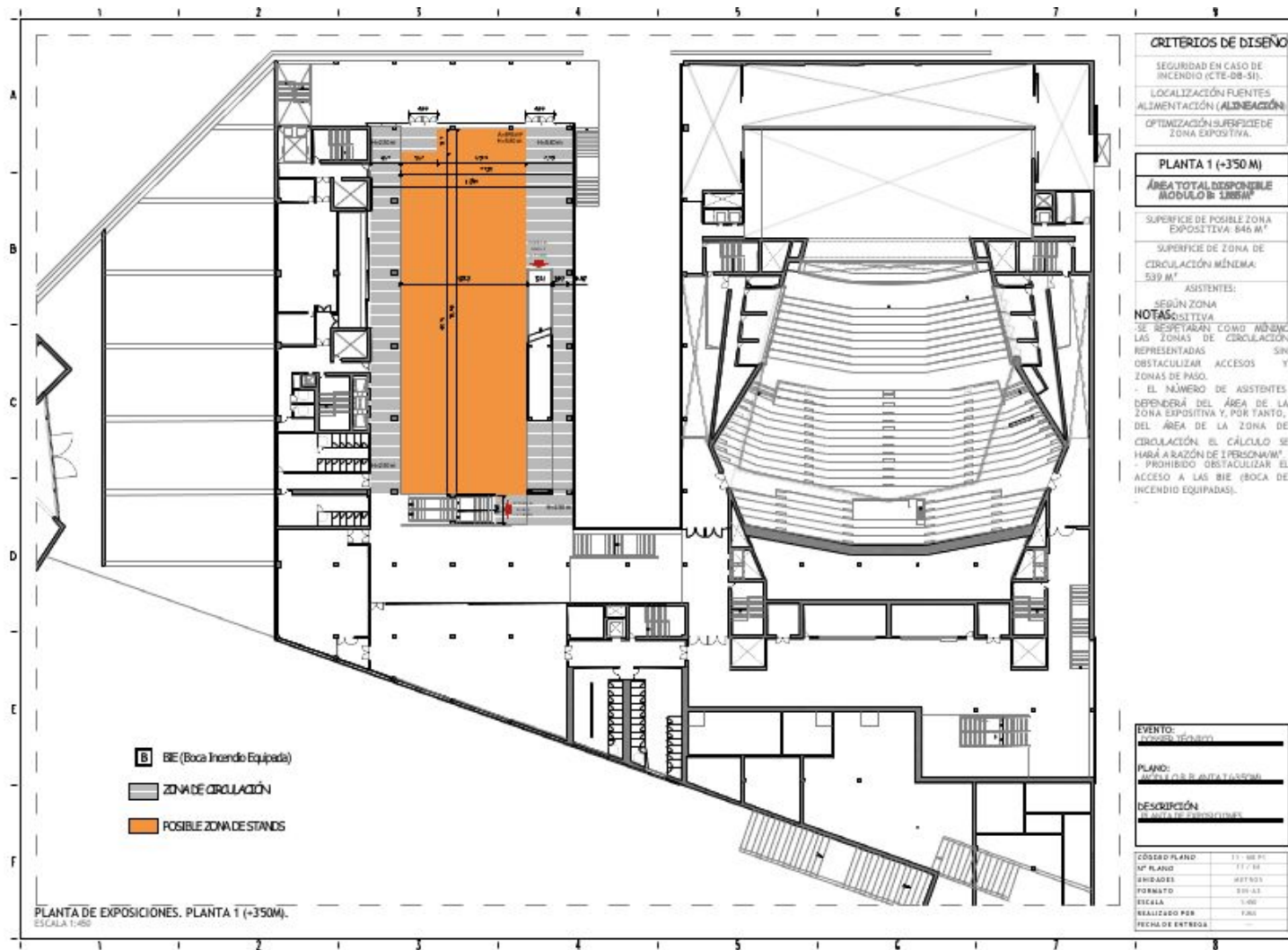
Blueprints

Specifications for the Fibes 2 freight elevator

Módulo	Unidad	Tipo	Carga	Paradas	PUERTA MBRA	Cabina	Paradas en pisos
A	M2	G2ED	2000 KG	4	AT1400	1950x2050 3600x2700	0,1,2,3
B	P1	4000H	4000 KG	6	AC2000 SIMPLE	3600x2700	-1,0,1,2,3,4

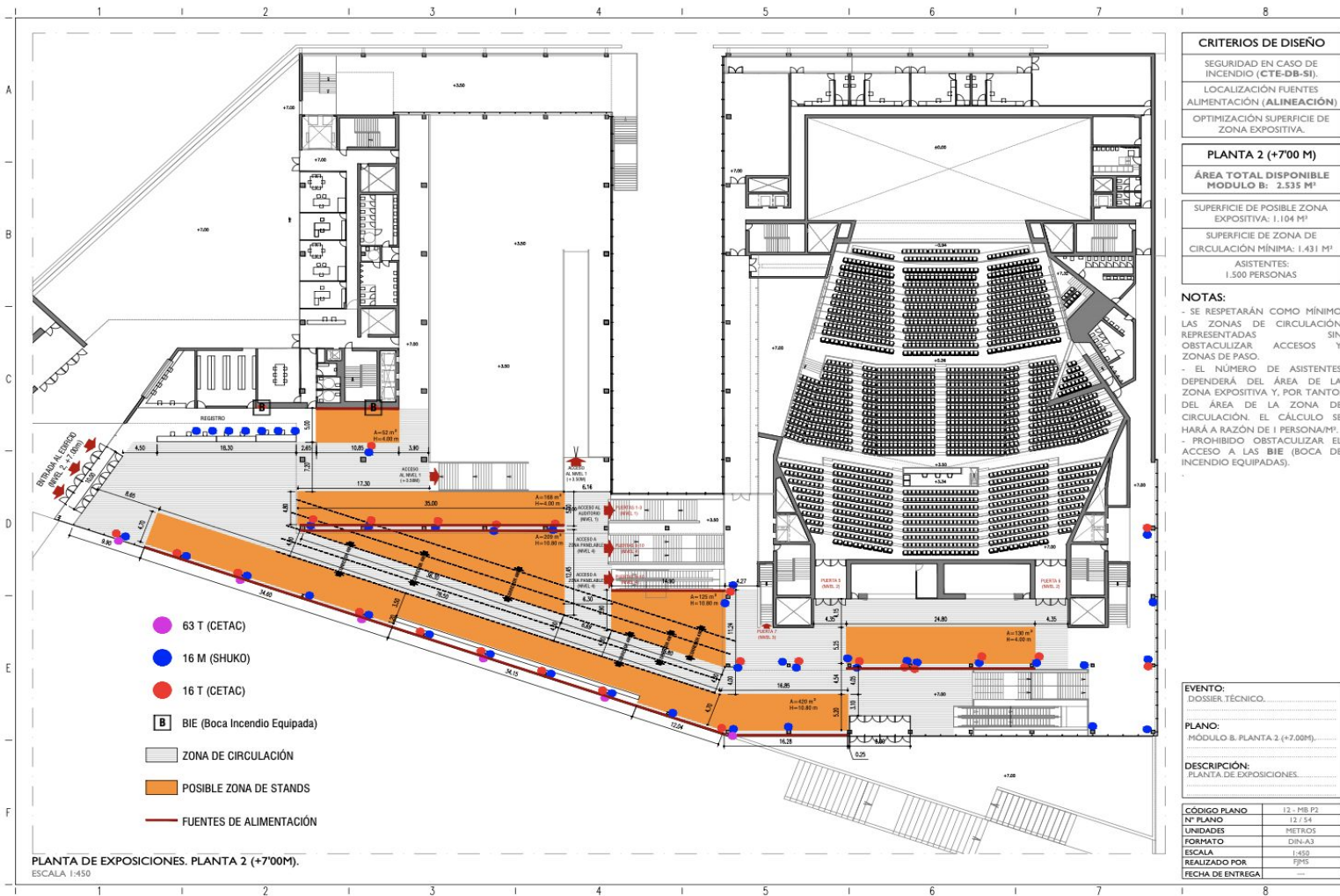
Blueprints

Exhibition Floor (Fibes 2) - Floor 1



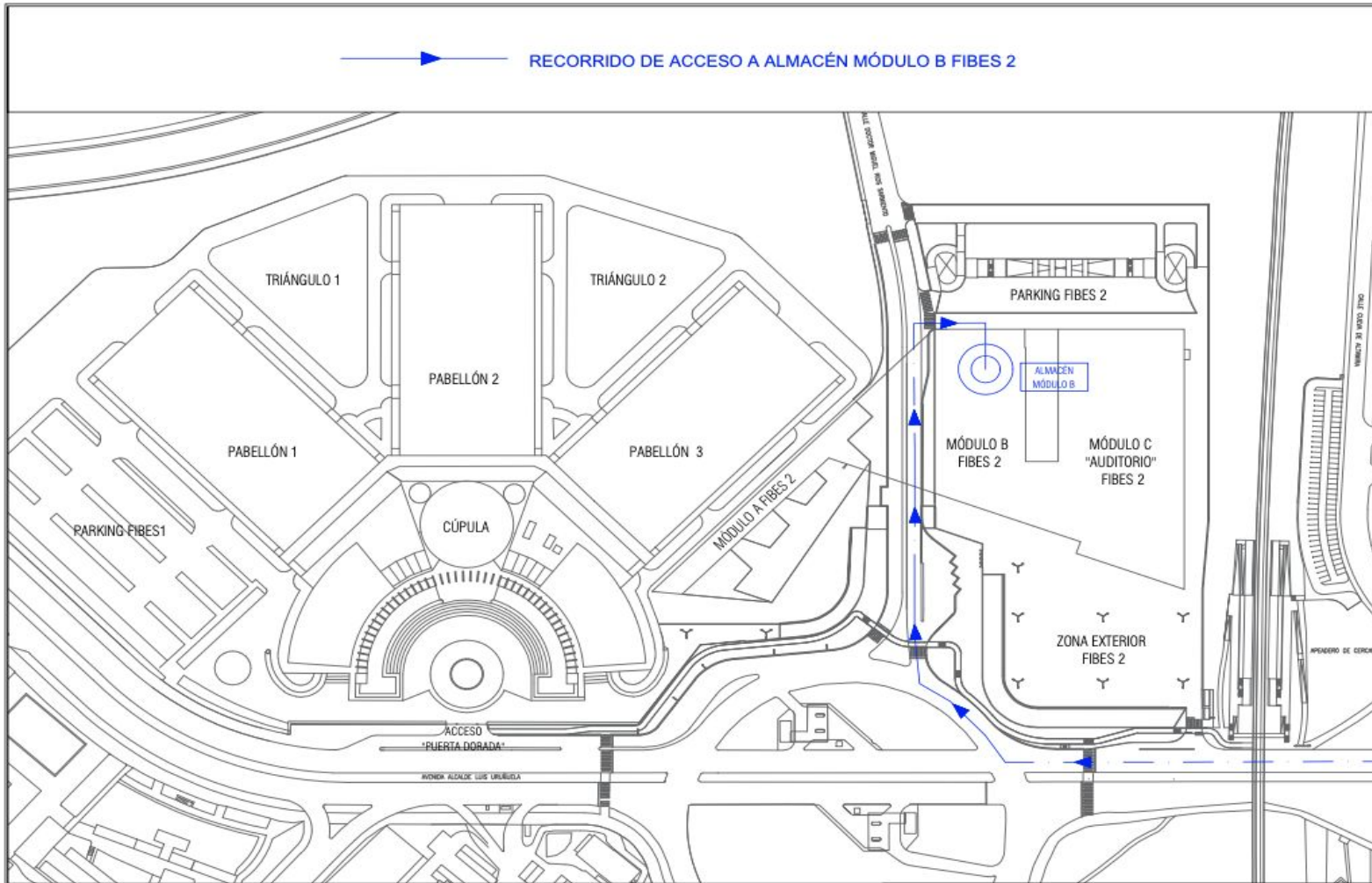
Blueprints

Exhibition Floor (Fibes 2) - Floor 2



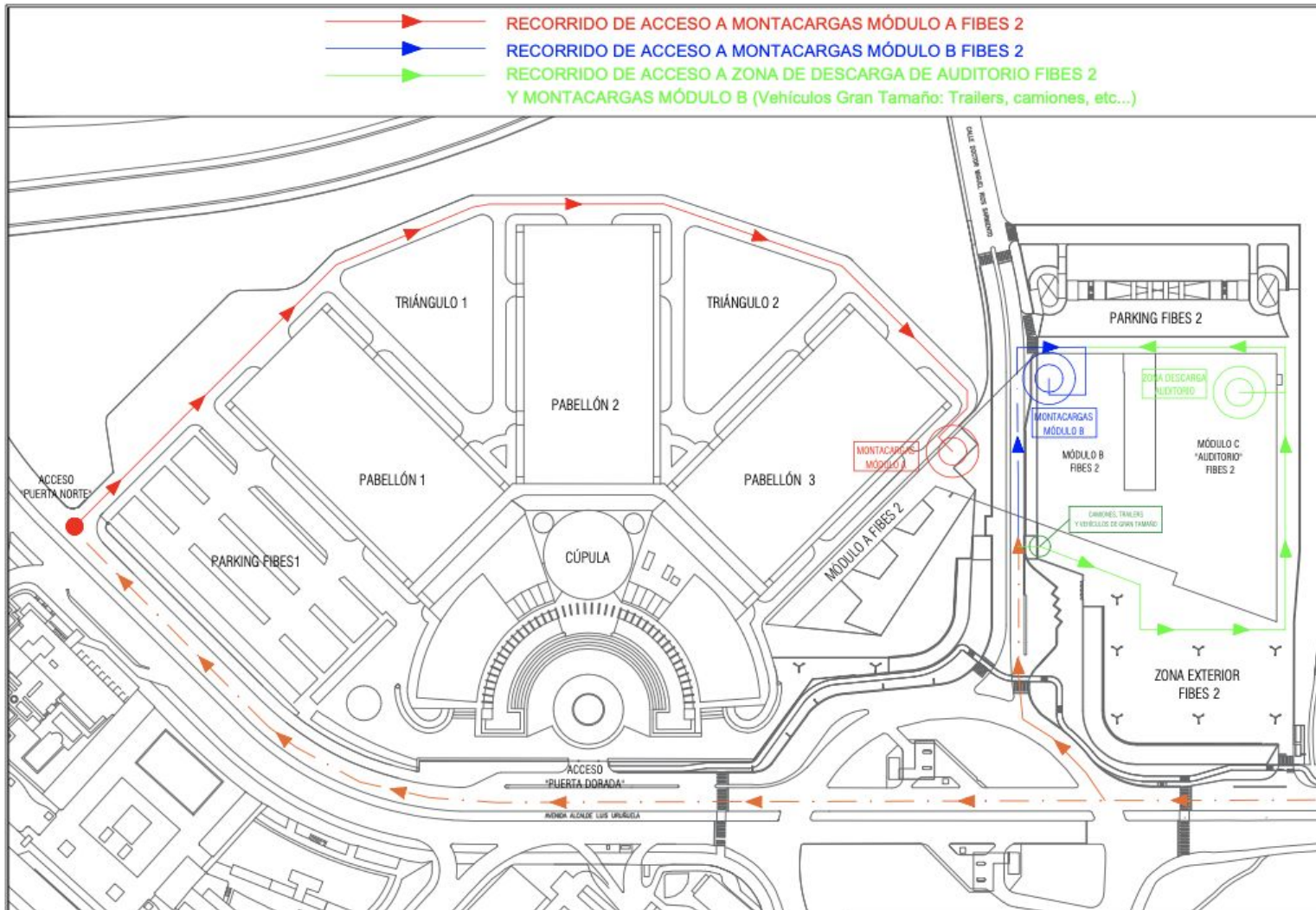
Blueprints

Warehouse access routes Fibes 2



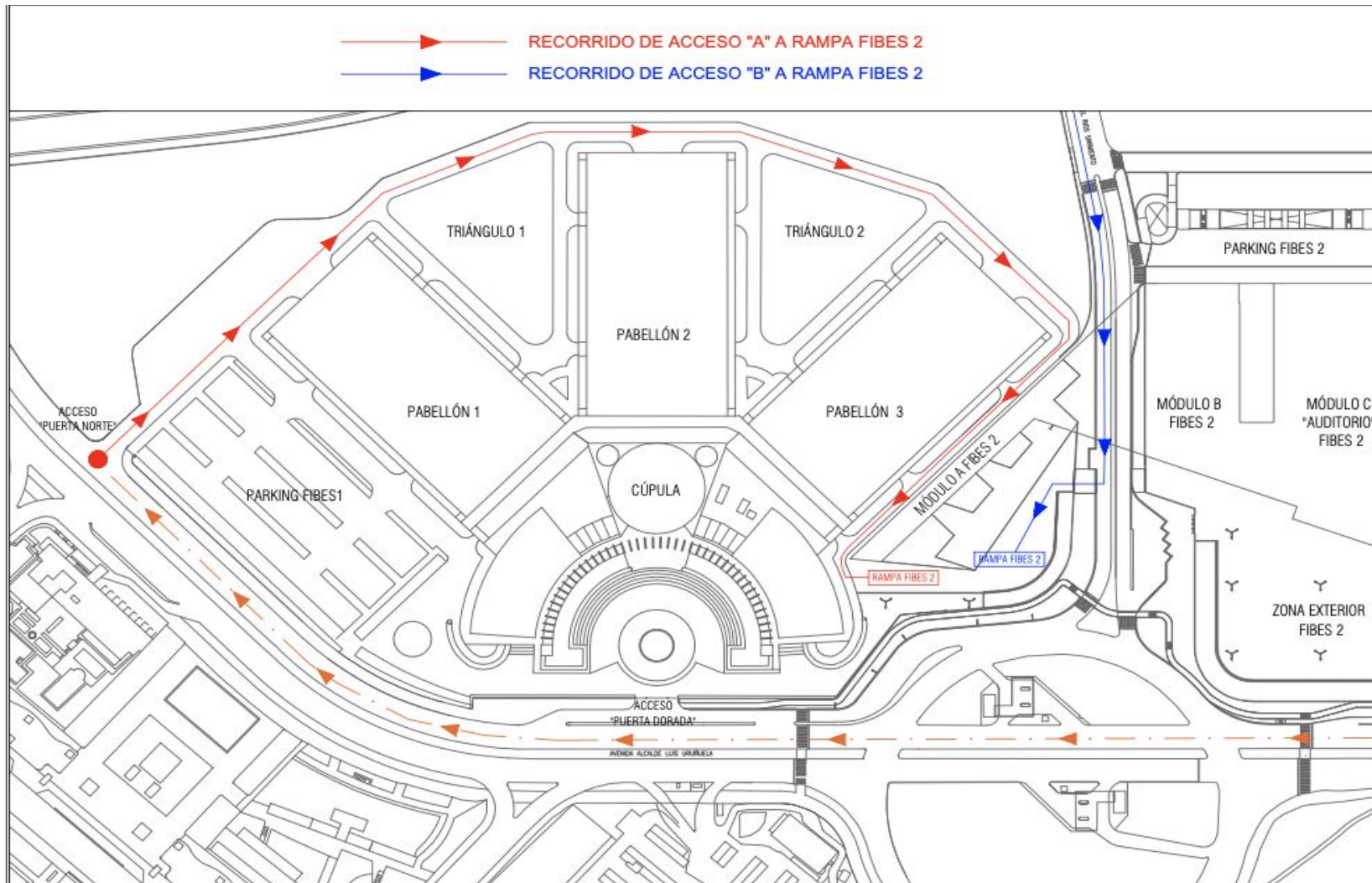
Blueprints

Access routes for freight elevator Fibes 2



Blueprints

Ramp access routes Fibes 2



fibes Sevilla City Office
Palacio de Congresos
y Exposiciones

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Sevilla.