

## Free Stand Design Rules & Regulations

Dear Airspace Integration Week 2023 Exhibitor & Stand Builder,

Airspace Integration is thrilled to have you as a part of the 2023 Week. We are working diligently to ensure that this event is as safe, smooth, and successful as it can be both for you, the exhibitors, and our attendees. Among these efforts is the custom stand design approval process. The rules and regulations listed below are put in place by Airspace Integration to ensure the following:

- Exhibitors and attendees experience an open and inviting atmosphere in the exhibit hall.
- Exhibitors have as resource consistent guidelines for custom stands and can trust that they are enforced.
- The exhibit hall maintains solid lines of sight throughout the space.

We truly appreciate you reviewing these rules, designing your stand to comply with them, and tailoring your approval applications to provide all information needed to review it. We are confident these rules will foster a clean, comfortable, and successful exhibit hall at the Airspace Integration Week 2023!

### Stand Design Approval Application Requirements

All custom stand designs must be submitted through the Exhibitor Portal for approval no later than **August, 21, 2023**.

Please submit custom designs for review and approval *prior* to the deadline date. Alterations may be required and will be at the expense of the exhibitor or stand builder.

All applications must be submitted with the following documentation:

1. A signed copy of the “Custom Stand Design Parameters” (page 2)
2. Color Renderings from 2 distinct viewpoints
3. Diagram showing dimensions of all elements of the stand, including the flooring and any hanging elements (if applicable)
4. Plan view showing orientation of stand *in relation to* aisles & neighboring stands.

**Important:** If you have questions regarding technical aspects of the floor plan including service ducts, rigging, columns, or other similar features, please email [Teresa Tejedor](mailto:Teresa.Tejedor@airspace-integration.com).

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The **Maximum Height** of all stands will be 4 meters. Small decorative elements with low impact on visibility (such as lighting fixtures) may reach a height of 6 meters provided they are not located on an aisle. The maximum height of truss structures – for lighting purposes only – may not exceed 7 meters.

Decorative elements may reach or hang from a maximum of 6 meters and must be inset a minimum of 1 meter from the stand perimeter. The element itself may not exceed 1.5 meters in height.

Perimeter walls may not span more than 50% of each open side. To enclose more than 50% of any side of the stand/aisle border, one of the following parameters must be met:

- a. Exhibit element is set back a minimum of 2 meters from the aisle.
- b. Exhibit element is entirely transparent *and* no higher than 1.5m.
- c. The entire length of the enclosed side of the stand is 4m or less.

Signposting, flags, and spotlights shall not protrude more than 50 centimeters out of the allocated space, nor may they exceed the maximum height of 4 meters in the perimeter. Spotlights must be directed into the stand.

Stands that are built on top of any flooring substrate reaching a height of 4cm or higher must have at least one disabled access ramp that is at least 1.20 meters wide.

Any stand builder using electric power tools and/or painting as a part of installation is required to lay protective plastic to prevent soiling of aisle carpet. If the following parameter is not met: a. The exhibiting company is responsible for soiled/damaged aisle carpet, including damage caused by the contracted stand builder.

- b. A damage fee will be determined by the on-site supervisor and billed to the exhibitor.

The maximum height of two-story stands is 7 meters. The second story must be inset a minimum of 1 meter. Double decker stands are not permitted on either side of the entrance to hall 9. Designs must be certified by a Spanish architect and certificates submitted to IFEMA at this email address: [stecnica@ifema.es](mailto:stecnica@ifema.es).

The Airspace Integration Congress is responsible for the interpretation and application of these regulations in all cases, reserving the right to grant exceptions on an individual basis while respecting the general perspective of the exhibition and the visibility of neighboring stands.

Exhibitors and stand builders are responsible for knowing and understanding facility rules and regulations, which can be found here: <https://www.ifema.es/en/support/external-organizers-fairgrounds>

**Initial and submit a copy of this form as part of the stand design application. Submission indicates that the exhibiting and submitting company agree to comply with and be responsible for adhering to these display rules.**

X \_\_\_\_\_

Please Sign on the Line