

## APENDIX ONE

### Internal Safety Rules for Exhibition and Meeting Areas

The rules listed below must be complied with when commercialising facilities for usage during exhibitions and meetings inside the IFEMA fairgrounds. (The main layout maps are attached.)

- Before the **ASSIGNMENT**, the Fair and Convention Directors must provide the Department of Safety and Internal Services with the proper layout plans in duplicate so that this Department can give its approval.
- In order to **CHANGE A LAYOUT MAP** that has already been approved, the Fair and Convention Directors must turn it in to the Department of Safety and Internal Services in duplicate so that this Department can give its approval.
- Neither the fronts of the food services units nor the area covered in wood at the entrances of the aforementioned pavilions may be used.
- All of the **EMERGENCY EXITS** must be visible and accessible at all times and may not be blocked for any reason.
- The **E.F.E.** (Equipped Fire Extinguishers), **ALARM BUTTONS** and **FIRE EXTINGUISHERS** that are found on the wall next to the emergency exits, connection modules and main pavilion doors must always be visible and accessible. They may not be placed inside of a stand.
- The **FIREFIGHTING WATER CURTAIN CONTROLS** located next to the L.F.E.'s and in the pavilion connection modules must always be usable and may never be placed inside of a stand.
- The **F.H.**'s (Fire Hydrants), located inside of compartments in the floor, must always be located in an aisle.
- The **MOBILE FIRE EXTINGUISHING SYSTEMS** (fire extinguishers, carts, etc.) that are placed at different location within the fairgrounds must be left where they are. Their location cannot be changed according to current regulations.

## MINIMUM REQUIRED ESCAPE ROUTES

### PAVILIONS 1-10

- **1 Peripheral Aisle** measuring at least 3 m. in width, in which all of the fire prevention and emergency signposting systems must remain visible, accessible and usable.
- **1 Longitudinal Central Aisle** measuring at least 3 m. in width (**with the exception of the ones in Pavilions 9 and 10, which must measure 4 m.**), in which all of the fire prevention and emergency signposting systems must remain visible, accessible and usable.
- **Transversal Aisles** measuring at least 3 m. in width, which must lead to all of the emergency exits.
- **Any other aisle** that is created in a fair (secondary aisles) may not measure less than 3 m. in width.
- **In the main door area** of each pavilion, there must be a foyer whose dimensions must be 5 m. in depth by the same width as that of the door.
- The **CONNECTION MODULES** must have two or three longitudinal aisles measuring 3 m. in width, or one central longitudinal aisle measuring at least 4 m. in width, as well as one transversal aisle measuring 3 m. in width, which must lead to the emergency exits.
- The pavilion **COLUMNS** may not be located in the aisles of the pavilions.
- In none of the **EMERGENCY ROUTES** (aisles), **EMERGENCY EXITS AND MAIN DOORS** of the pavilions may any sort of obstacles be placed, including benches, planters, trees, floral motifs, wastepaper baskets, bars, tables and chairs, etc.
- In the **OPEN-AIR EXHIBITION AREAS**, whenever materials or items of the same height or a greater height than the pavilions are exhibited, they must be signalled with red lighted markers placed at 30-m. intervals.
- For both the outdoor and indoor installation of **HOT-AIR BALLOONS OR SIMILAR ITEMS** at the pavilions, authorization must be requested from the Fair Services Office, which must be provided with the following information: the size, the material the item is made out of, the lifting agent (air, helium gas, etc.) and the type of anchoring to be used.

## Fire Prevention Rules

- The materials used to build the stands and common areas of a fair or any other sort of event at the Exhibition Centre must fit the conditions required by the Rules in force regarding Fire Safety at that time.
- Regardless of fulfilment of the aforementioned rules, the various articles of the General Admission, Participation, Assembly and Installation Rules published by IFEMA must be adhered to.
- Special mention should be given to several requirements, including the fire-resistance of materials such as those used in the construction of ceilings and walls, which must have an **M-1** covering or finish, whereas the floors must have an **M-2** covering or finish. Similarly, any decorative items must have the same characteristics as the construction materials and may not contain any sort of material or product that is combustible or flammable, including peat, loose straw, tow, wood shavings, paper shavings, sawdust, etc. Likewise, in order to perform work or put on demonstrations with an open flame, exhibitors must request the proper permit from Ifema's directors.

**Inspections may be performed by the proper official entities or by Ifema's personnel to verify compliance with all of the aforementioned rules in order to take the appropriate measures.**