

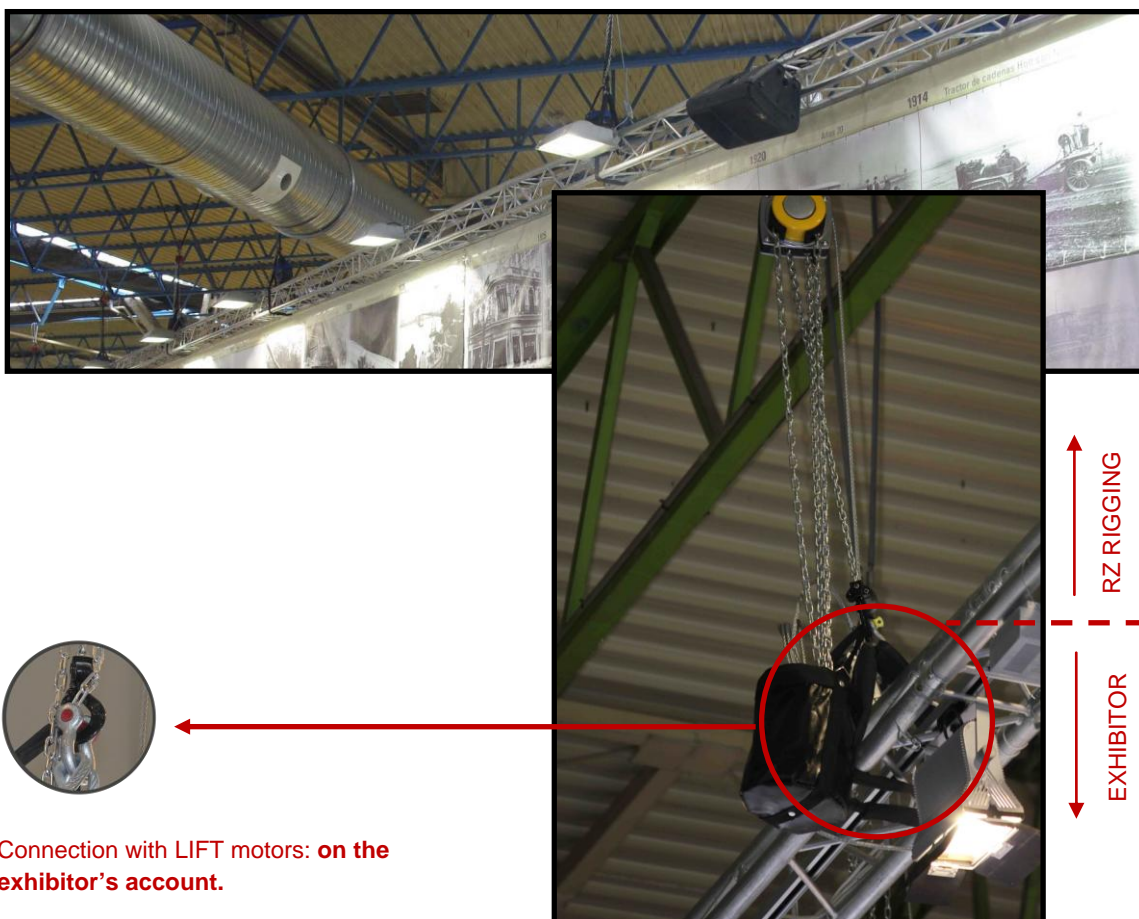
THE **INSPECTION SERVICE** OF OVERHEAD ELEMENTS AT *FERIA DE ZARAGOZA* INCLUDES:

- Technical Project feasibility study. (Engineering Area)
- Calculation and planning of the rigging system needed for the Project, depending on the special characteristics of *Feria de Zaragoza* and the applicable general regulation.
- On-site inspection. Issue of elevation certificate.

THE ANCHOR POINT **INSTALLATION SYSTEM** OF *FERIA DE ZARGOZA* INCLUDES:

- Installation and removal of the rigging points (including elevator platforms and safety cables). The rigging points will always be installed before the exhibitors arrive on premises
- Hoisting and lowering of chains. Connection and disconnection of safety cables.
- Rental of all the elements required for the rigging system, including the lift/suspension motors. (See picture).
- Trade Fair rates per anchor point.

EXAMPLE OF INSTALLATION



Connection with LIFT motors: **on the exhibitor's account.**

Normally by:
SLINGS AND SHACKLES.

(If the exhibitor requires these elements, RZ Rigging can provide them).

I) DOCUMENTATION TO BE SENT:

1. Application Form 17 (essential).

**Sending this Application Form does not represent any direct contracting. (See next section "Contracting process")*

2. Drawings:

- Drawing of stand location in the Pavilion.
- Drawing of structure location with orientation references with respect to the Pavilion (aisles) and distances from the structure with respect to the stand perimeter.

**If the position of the anchor points is sent directly, it must be included in the drawing.*

3. Simulation or Render.

4. Short Descriptive Report:

- Measurements and total weight of the structure to be supported.
- Description, material, measurements and specific weight of each element that comprises the structure.
- Connection system between the main elements that comprise the structure.
- Connection system between the structure and the lift motor.
- Height from structure to the ground.

**RZ Rigging can give you advice on drafting this document.*

**The maximum height permitted at Feria de Zaragoza is 6 m., unless the Technical Department of Feria de Zaragoza gives its express authorisation.*

**The characteristics of the roof, in certain areas of pavilions 3, 6, 8 and 9, require specific installation conditions. Furthermore, in some cases, they prevent the installation of overhead structures. We recommend you to consult with RZ Rigging regarding the specific conditions before drafting the design of your stand*

**The installation of overhead elements is forbidden in the centre area of Pavilion 4 (dome).*

5. Approval certificates of the main elements with structural mission.

Especially:

- Truss: CE Certificate of Conformity
- Shackles: CE Certificate of Conformity
- Slings (steel or textile) : CE Certificate of Conformity
- Clamps or claws for spotlights: CE Certificate of Conformity
- Spotlights: Described in the specific model report. If it is not a normal model, Technical Data Sheet will be requested to verify characteristics and the veracity of the weights indicated in Project.

(Despite the fact that the CE certificate is not expressly requested in the documentation, this element must be properly approved. It will be verified on site).

In agreement with the characteristics of the elements to be supported, CE certificate of conformity or Technical Data Sheet of other elements that comprise the structure may be demanded.

**The certificates may be sent later on following the acceptance of the project, but always before the assembly start date.*

**If you have doubts or cannot obtain any of the CE certificates requested in time, please contact RZ Rigging to prevent incidents in the assembly. No material that has not been properly certified will be installed on the fair premises.*

**With reference to certain elements whose characteristics mean that obtaining an approval certificate by an official organisation is unfeasible (example, some decorative carpentry elements), the decorator or the person responsible for the assembly will issue an Assumption of Responsibility Document in this regard, certifying that both the manufacturing system and the assembly system satisfy the applicable regulations and offer maximum safety guarantees.*

II) CONTRACTING PROCESS:

1. The exhibitor (or decorator) must **send Application Form 17 together with the documentation** needed 30 days before the start of the event (rigging@feriazaragoza.es).
2. The technical area of RZ Rigging (Engineering) will review the documents and will determine the number and position of the necessary anchor points, in agreement with the information received and with the regulation of *Feria de Zaragoza*.

If the documentation is correct, RZ Rigging will send the exhibitor/ decorator the (stamped) "accepted project" together with Application Form 17 with the definite estimate at the bottom of this document.

Important clarifications:

- The general regulation of *Feria de Zaragoza* requires one anchor points for every 50 kgs; **but the assembly system carried out by RZ Rigging permits up to 100 kg per anchor point in many cases.** (Installing double anchorages to roof for that point). However, this installation system affects the height of the anchor point, so, for certain structures that require height, or in certain areas of the premises, the points can only be installed with direct anchorage to roof (50 Kg/point). Before you close your projects, we recommend you await inspection by RZ Rigging.
- The minimum distance between anchor points is 2 m. The maximum distance between points will be determined by the characteristics of the structure to be supported.

3. If you agree, to **confirm the service, the exhibitor/ decorator must return this Application Form 17 to RZ Rigging with acceptance of the estimate** (stamped in the lower right-hand box).
4. Once the accepted estimate has been received and the project report accepted by RZ Rigging, *Feria de Zaragoza* will proceed to manage the invoice of the anchor points in the normal manner.

* Any modifications made to a project that has already been accepted and confirmed by the exhibitor, may alter the estimates. If the project is modified during the assembly time this may entail an economic sanction or, depending on the type of modification, assembly prohibition. Please inform RZ Rigging of any possible changes as soon as possible, in order to evaluate their significance or possible alternatives.

III) ASSEMBLY:

1. When the exhibitor arrives at the premises, the anchor points and the lift motors (with the chains down) will already have been installed in the requested position. The exhibitor will proceed to assemble the structure on the ground.
2. BEFORE HOISTING, RZ Rigging Engineering will have to review the structure to verify that it corresponds to the previously approved project. If the assembly is correct, you will be asked to sign the **elevation certification**.

With regards to staggered hoisting (when the assembly requires partial, not definite, hoisting of the structure), **partial certificates will be signed. The exhibitor may not, under any circumstances, hoist the structure more than 2 m without the knowledge and approval from Engineering.*

*We remind you that the exhibitor can contact RZ Rigging at any time by phone, 24-7, at 902 44 44 42 or can come to the offices of RZ Rigging at the fair premises (Commercial Gallery, premises B-5).

Important:

- Hoisting the structure will not be allowed if there is non-approved material.
- Hoisting the structure will not be allowed if certificates are awaiting delivery
- A truss will be secured to the lift motor via shackles to the hook of the block and tackle and sling (steel or textile), properly clamping the truss.
- Lighting elements (halide lamps, etc) must be anchored to the structure by an approved system (claws or clamps) and each one of them must have an independent safety chain.
- All materials must satisfy article 36 of the Fire Prevention of the participation standards.

3. Once the Elevation Certificate has been signed, the exhibitor will be responsible for hoisting the structure, so long as it is observed that the personnel carry out the manoeuvres correctly, complying at all times with the safety regulation and recommendations given by RZ Rigging personnel.

*RZ Rigging declines responsibility for incorrect handling of the motors both during the hoisting and descent of the structure. However, if this situation is observed, the personnel of RZ Rigging or the safety personnel of *Feria de Zaragoza* may stop, forbid the hoisting of the structure or open an incident report against the assembly company.

*If the exhibitor requires help with hoisting or lowering the structure, he can previously request this from RZ Rigging.

4. Once the exhibitor has hoisted the structure to its definite position, RZ Rigging personnel will proceed to hoist chains and connect the safety cables.

*From this moment on and until disassembly, no modification may be made to the structure. Any subsequent modification may entail a sanction.

IV) DISASSEMBLY:

1. On the date specified by the exhibitor in Application Form 17, RZ Rigging personnel will proceed to disconnect the safety cables and lower the chains.
2. The exhibitor may then lower the structure in order to dismantle it, complying at all times with the safety regulations and recommendations given by RZ Rigging personnel.
3. Once the exhibitor has removed all his material from the contracted space, RZ Rigging personnel will remove the motors and anchor points.