

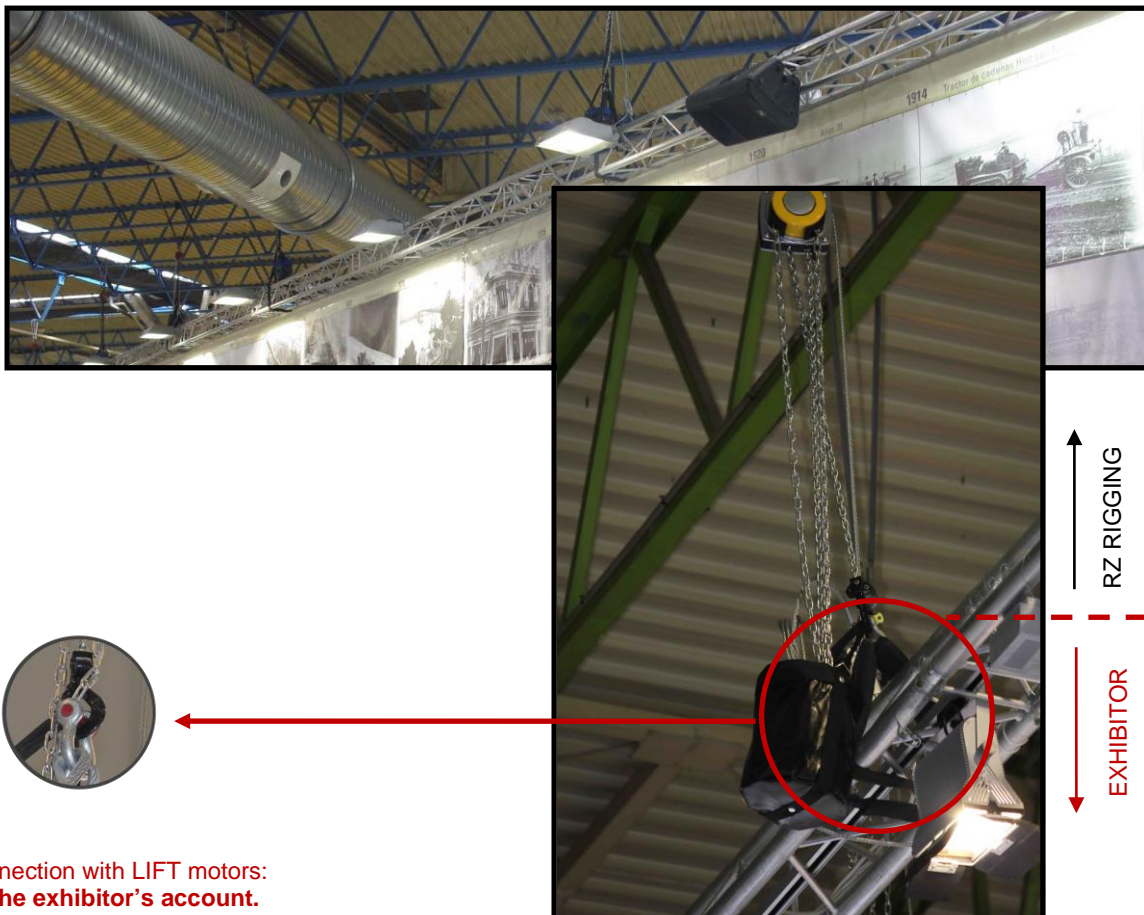
THE INSPECTION SERVICE OF OVERHEAD ELEMENTS AT FERIA DE ZARAGOZA INCLUDES:

- 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 ZARAGOZA 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.

By:
SLINGS AND SHACKLES.
***Mandatory use of SHACKLES (No carabiners allowed)**

I) DOCUMENTATION TO BE SENT:

1. Application Form 17.1 (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. Except in some areas of pavilions 6 and 9, where there are restrictions of height (See guidance plan at the end of this document)

*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), as well as in Pavilions 10 and 11.

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

Technical Data Sheet and CE Certificate must be submitted, especially for the following elements:

- **Shackles** (both for the connection between the lifting motor and the structure, and for the hanging of any other element supported from it)

*In any case, the connecting elements used for the connection between the structure of the exhibitor and the hooks of the RZ Rigging lifting motors must be adequately, specifically and expressly approved as **"work equipment for lifting loads"** in accordance with the current legislation. (For this purpose, **carabiners will not be accepted**)

*If another hanging method is used for decorative elements (for example, **gripple**), the corresponding Technical Data Sheet and CE Certificate will also be required.

- **Slings** (steel or textile)
- **Truss**
- **Clamps or claws for spotlights**
- **Spotlights**
- **Speakers, screens or other image/sound elements.**

* 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.

***All elements with a potential risk of falling (spotlights, speakers, canvas, posters, etc.) must be secured by the exhibitor by installing **ADDITIONAL AND INDEPENDENT** safety chains,**

* For any questions or clarifications you can contact RZ Rigging. **No material that has not been properly certified will be installed on the fair premises.**

CARPENTRY STRUCTURES

* For carpentry structures it will be mandatory:

a. **Project signed by a competent technician**, justifying the resistance and stability of the assembly in the elevation and final position.

This project **must contain**:

- **Complete definition of the structure** (including all the elements that compose it)
- **Calculation of the lifting points** necessary to support the weights and details of their location.
- **Definition and location of the additional and independent anchor points necessary to install the safety cables** of the lifting motors.

b. For visual inspection of the interior of the entire structure and its connecting elements, **the exterior paneling must be made practicable.**

OTHER ELEMENTS

*For certain elements whose characteristics make it impossible to obtain a homologation certificate from an official body (for example, signages or other decorative elements), the decorator or the person responsible for its assembly will send a **Document of Assumption of Responsibility**, certifying, in addition to its weight, dimensions and technical characteristics, that both the manufacturing and assembly systems comply with current regulations and offer maximum safety guarantees.

TO OBTAIN ACCEPTANCE OF THE PROJECT IT WILL BE NECESSARY TO COMPLETE ALL THE REQUIRED DOCUMENTATION

II) CONTRACTING PROCESS:

1. The exhibitor (or decorator) must **send Application Form 17.1 together with the documentation with sufficient time for the study** to be carried out by Engineering, **taking into account the deadlines** indicated in the contracting forms (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 17.1 with the definite estimate at the bottom of this document.

3. If you agree, **to confirm the service, the exhibitor/ decorator must return this Application Form 17.1 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.

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 and maximum distances between rigging points will be determined by the characteristics of the structure to be supported.
- The installation of "Lightweight Elements" (Maximum of 2 m in length, 6 m2, up to 10 kg in weight and without power supply) have special installation conditions and specific rates (consult with RZ Rigging)
- The point of connection to the electrical supply of the Exhibition Hall is installed **on the ground** by personnel of Feria de Zaragoza upon request of the exhibitor (**Form 2**). The transport of the connection to the air structure will be done by the exhibitor (electrical cables). If the exhibitor needs specific rigging points for anchoring this connection, consult RZ Rigging.

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 1,5 m without the knowledge and approval from Engineering.**

*We remind you that the exhibitor can contact RZ Rigging at any time by phone **(+34) 876 53 10 17** or can come to the offices of RZ Rigging at the fair premises (Commercial Gallery, premises B-5).

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. (Except in the case of electric motors, in which it is RZ Rigging who will carry out the lifting and lowering maneuvers)

*The processes of lifting and lowering of the structures must be carried out by personnel with the necessary training and experience, in accordance with current legislation. **Before proceeding to the manipulation of the manual hoists, the person designated by the exhibitor must sign the receipt and acceptance of our "Elevation and Descent Protocol".**

*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. (Except in the case of electric motors, in which it is RZ Rigging who will carry out the lifting and lowering maneuvers)

*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.

Important reminders:

- 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 elements installed in the structure with a risk of falling must have an **independent safety chain.**
- **The carpentry elements must be built making the paneling practicable,** so that Engineering can carry out visual inspection of its interior.
- All materials must comply with **art. 36 Fire Prevention rules of participation.**
- In the case of installation with manual motors (hoists), the exhibitor or decorator is responsible for sending RZ Rigging the **LIFT AND LOWER PROTOCOL of the structures,** signed by himself or by whoever carries out these operations.
- **The installed project must correspond exactly to the previously authorized project.** If incidents are observed, Engineering may paralyze the assembly, require installation of additional mooring points or rectifications and even deny the lifting of the structure.
- **It is prohibited to raise structures more than 1.5 m without express authorization from the Engineering Department** (on-site inspection)

IV) DISASSEMBLY:

1. On the date specified by the exhibitor in Application Form 17.1, RZ Rigging personnel will proceed to disconnect the safety cables and lower the chains.

* RZ Rigging will NOT carry out the lowering of chains if it observes machinery or product of the exhibitor under the structure to disassemble susceptible to receive damages in the lowering process. It will carry out the lowering of chains **when the area is clean and clear.**

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.

ADDITIONAL NOTE.

From January 1, 2019 Feria de Zaragoza offers the service of TRUSS AND LIGHTING. This service is optional for the exhibitor and will be managed by RZ Rigging.

Consult the form 17.2 for more information or contact us through rigging@feriazaragoza.es / (+34) 876 53 10 17.



RZ RIGGING

PROTOCOL FOR MANUAL OPERATION OF HAND CHAIN HOIST (ELEVATION AND DESCENT)

1. **The operation of this equipment will only be carried out by the staff with the necessary training and experience, in accordance with current legislation.**
2. DO NOT operate the hoist if it is malfunctioning or unusual.
3. DO NOT lift or throw more than the stipulated load for the hoist.
4. DO NOT use the hoist if it is damaged or not working properly.
5. DO NOT attempt to stretch the load chain or repair it if it is damaged.
6. DO NOT handle loads on people and ensure that they remain away from the load and outside the area of the supported load or danger radius.
7. DO NOT use the hoist to lift, support or transport people. **(fig 1)**
8. Avoid welding work close to the elements of the hoist. **(fig 2)**
9. Avoid lateral loading so as not to overload the housing or the load hook with its snatch-block **(fig 3)**.
10. DO NOT use the chain as a sling (chain loop) not either wrap it around the load. **(fig 4)**
11. DO NOT apply the load to the tip of the hook or its insurance.
12. DO NOT knots or repairs to the load chain should be made. **(fig 5)**
13. DO NOT operate the hoist beyond the travel limit of the load chain.
14. DO NOT remove safety locks from load hooks. **(fig 6)**
15. DO NOT operate the hoist unless the loading sling (s) or other accessories are the right size and are attached to the hook by shackle, never overload this. **(fig 7)**
16. DO NOT operate the hoist before making sure that the chain is not twisted, tangled or damaged. **(fig 8)**
17. DO NOT lift loads that are not balanced or secured or if the load is not secured, carefully tension the clearance.
18. Check the brake operation, tensioning the hoist, before each lifting or dragging operation. Check that the load in a short lifting distance is handled without problems.
19. Report any malfunction or abnormal performance of the hoist, to the RZ RIGGING offices, before handling.
20. Maintain a firm posture or secure yourself in some way when the hoist operates.
21. Use hook locks. The hook locks are to retain the shackles and slings, only in conditions of slack. Ensure that the hook locks are closed without supporting any load.
22. Ensure that the load is free to move and free of all obstacles.
23. Avoid swinging the load or the hook.
24. DO NOT use the load limitation or warning device to measure the load.
25. DO NOT operate the hoist in any way other than the manual way.
26. DO NOT allow more than one operator to pull a hand chain at the same time. More than one operator could cause overload.
27. DO NOT allow yourself to divert attention from hoist handling.
28. DO NOT allow the hoist, due to improper handling, to hit other hoists, structures or objects.
29. The elevation and descent of the structures will always be level and parallel to the ground.
30. In ambient conditions below 0° you must check that the brake is not frozen before its operation.
31. ALWAYS, the loading slings will be attached to the hook by SHACKLE. Before using a shackle, check that the pin and its body do not show cracks or deformations. Prevent the shackle from working tilted. Do not use the shackle taken directly from the lifting element by the body or pin. Always place the shackles so as to avoid loosening the pin **(fig 9)**

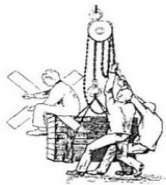


Fig. 1

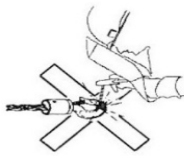


Fig. 2

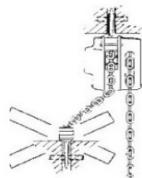


Fig. 3



Fig. 4



Fig. 5



Fig. 6



Fig. 7



Fig. 8



Fig. 9



NO

Name, ID, date and signature

EXHIBITOR:

Document delivered to the head responsible of the structure assembly.

RESPONSIBLE INSTALLER COMPANY: