

TECHNICAL INSTRUCTION USE OF SAFETY FOOTWEAR

The Barcelona International Convention Centre, in order to prevent injuries caused by the risks derived from the activity itself and the concurrence of different companies and work projects, recommends the use of safety footwear to anyone accessing the facilities during the entire build-up and breakdown phase of the event.

However, there is a need to unify the criterion regarding the mandatory use of footwear for the different job profiles in construction areas, which is why the following Technical Instruction on the use of footwear has been drawn up.

| MANDATORY USE OF SAFETY FOOTWEAR | |
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| WHO? | WHEN? |
| Personnel involved in the construction of shell schemes and design stands (construction, masonry, carpentry, painting, etc.) | During the entire build-up and breakdown phase of the event. |
| Audiovisual Staff | |
| Personnel in charge of logistics tasks and transport of goods/materials | |
| Facility staff | |
| Staff performing global support functions (organisation, agencies, production companies, etc.) | |
| Staff whose own activity involves moving around the build-up areas. | |

| RECOMMENDED USE OF SAFETY FOOTWEAR (not mandatory) | |
|--|---|
| WHO? | WHEN? |
| Exhibitor's in-house staff | Time of delivery defined by the organisation(*) |
| Staff in charge of detailed decoration | |
| Promotional staff | |
| Other | |
| Personnel without safety footwear shall: | |
| <ul style="list-style-type: none"> • Be duly informed of the risks present in the facility. • Avoid walking around the exhibition area, preferably staying in the assigned area. • Pay special attention to the pedestrian path, avoiding the use of mobile devices when moving about. • Avoid passing through areas where structural build-ups are being carried out. | |

The organisation is liable for any injury caused by non-compliance with this instruction and defines the following time of delivery(*) from which the use of safety footwear is recommended for those not required to do so.

| DAY | TIME |
|-----|------|
| | |

(*) The time of delivery may never be earlier than the day before the start of the event and must be defined by the organisation on the basis of:

- Condition and/or delineation of corridors or safe lanes.
- Presence of materials/waste.
- Expected completion of most building tasks.
- Presence of machinery and equipment for handling loads and/or lifting people.

The CCIB reserves the right to limit the stay in construction areas to personnel without protective footwear in those cases in which risk situations are identified subsequent to the time of delivery established by the organisation.

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|------------------------|---------------------|--|
| EVENT NAME | DATE | |
| | | |
| FULL NAME AND POSITION | SIGNATURE AND STAMP | |
| | | |
| COMPANY | | |
| | | |