RZ /FLUGE ZARAGOZA
(FAST GUIDE. Update 2027)

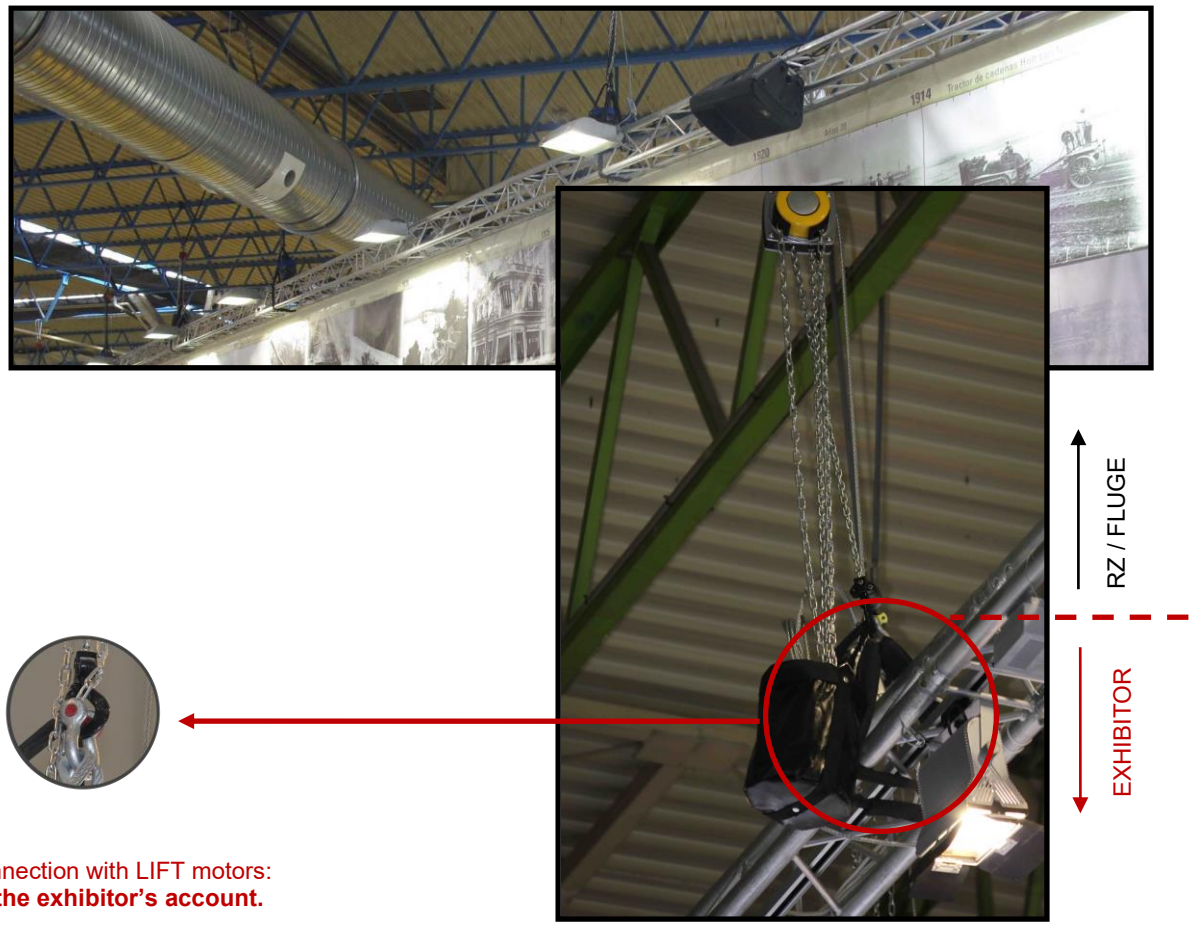
THE **INSPECTION SERVICE** OF OVERHEAD ELEMENTS AT *FERIA DE ZARAGOZA* INCLUDES:

- 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.

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 the following 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 you submit the position of the rigging points directly, this must be indicated on the plan.*

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/Fluge can assist you in preparing this document. (See the "Important Clarifications" box at the end of this section.)

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)
   - **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.*
** In all cases, the connecting components used to connect the exhibitor's structure to the hooks of the RZ/Fluge lifting motors must be properly, specifically and expressly certified as "work equipment for lifting loads" in accordance with current legislation. (**Carabiners will not be accepted for this purpose**).*
** If any alternative suspension method is used for decorative elements (e.g. Gripple-type systems), the corresponding Technical Data Sheet and CE Certificate must also be provided.*

All elements that may pose a risk of falling** (spotlights, speakers, banners, signage, etc.) **must be independently secured by the exhibitor using additional and independent safety chains and/or steel cables, separate from the structural attachment points.

* **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.

For both carpentry structures and any other type of "non-certifiable" elements, THE CONNECTION TO THE RIGGING POINTS MUST BE MADE USING CERTIFIED TRUSS SYSTEMS.

ALL REQUIRED DOCUMENTATION MUST BE COMPLETED AND SUBMITTED IN ORDER FOR THE PROJECT TO BE APPROVED.

Important clarifications:

- The maximum permitted height at Feria de Zaragoza is **6 m**, unless expressly authorized by the Technical Department of Feria de Zaragoza, and provided that the technical conditions of the hall allow it. Certain areas of **Halls 6 and 9** are subject to height restrictions *(see the indicative plan at the end of this document).*

- The characteristics of the roof structure in certain areas of **Halls 3, 6, 8 and 9** require specific installation conditions and, in some cases, prevent the installation of overhead structures.

- In **Halls 10 and 11**, and in the **central area of Hall 4 (dome),** the installation of overhead elements is **prohibited**.

- The general regulations of Feria de Zaragoza require **1 suspension point on the roof for every 50 kg**. However, the installation system used by RZ/Fluge allows, in many cases, **up to 100 kg per rigging on the structure** (*by installing double suspension points to the roof for that point).* Nevertheless, this installation system **affects the height of the rigging**. Therefore, for certain structures where additional height is required, or in certain areas of the venue, the points can only be installed with a direct suspension point to the roof (50 kg/point).

- **The minimum and maximum distances between riggings** will be determined by the characteristics of the structure being suspended. Considering the regulations and technical characteristics of suspended trusses, as well as deflection and displacement depending on the maximum load applied, it is generally estimated that **truss spans are limited to a maximum of 10 metres between rigging, with a maximum 1.5-metre cantilever**.

- The installation of **"Lightweight Elements"** (**maximum 2 m in length, 6 m² in surface area, up to 10 kg in weight, and with no electrical supply**) is subject to special installation conditions and specific rates (please consult RZ/Fluge).

- The **connection point to the venue's electrical supply** is installed **on the floor** by Feria de Zaragoza staff upon request from the exhibitor (Form 2). The installation of the cabling required from the electrical connection point to the overhead structure is the **responsibility of the exhibitor**. If the exhibitor requires **specific suspension points** for anchoring this electrical connection, please consult RZ/Fluge.

- For rectangular trusses, rigging points must always be installed **at the 4 corners.**
- For circular trusses, **a MINIMUM of 4 rigging points** must be installed for diameters of 3 metres or more, regardless of whether the total load is less than 300 kg.

- **OVERHEAD ADVERTISING:** Overhead advertising elements **facing adjoining stands** are not permitted unless they are set back by a **MINIMUM of 2 m.**

II) CONTRACTING PROCESS:

1. The exhibitor (or decorator) must **send Application Form 17.1 together with the documentation (complete Project)** 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/Fluge (Engineering) will review the Project and will determine the number and position of the necessary rigging points, in agreement with the information received and with the regulation of *Feria de Zaragoza*.

   If the documentation is correct, RZ/Fluge 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 agree, **to confirm the service, the exhibitor/decorator must return this Application Form 17.1 to RZ/Fluge 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/Fluge, *Feria de Zaragoza* will proceed to manage the invoice of the rigging 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/Fluge of any possible changes as soon as possible, in order to evaluate their significance or possible alternatives.

   * **Excessive review rounds due to an insufficiently defined project** or repeated failure to provide essential documentation or information may result in **financial penalties or even the withdrawal of any discounted rates**, **particularly if the established submission deadlines have passed without the installation project having been fully clarified and approved.**

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/Fluge Engineering will 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/Fluge at the fair premises.

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/Fluge personnel. (Except in the case of electric motors, in which it is RZ/Fluge 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 have signed the "**Lifting and Lowering Procedure**", which must have been included in the project documentation beforehand.

*RZ/Fluge 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/Fluge 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/Fluge 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/Fluge.

4. Once the exhibitor has hoisted the structure to its definite position, **RZ/Fluge 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 for STAND BUILD-UP:

- Hoisting the structure will not be allowed if there is **non-approved material** (Work Equipment for Lifting Loads)
- 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/Fluge 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/Fluge personnel will proceed to disconnect the safety cables and lower the chains.

* RZ/Fluge 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/Fluge personnel (Except in the case of electric motors, where all lifting and lowering operations will be carried out by RZ/Fluge personnel)

3. Once the exhibitor has removed all his material from the contracted space, RZ/Fluge personnel will remove the motors and anchor points.

ADDITIONAL NOTE.
Feria de Zaragoza offers a **TRUSS AND LIGHTING service**. This service is optional for the exhibitor and is managed by RZ/Fluge.

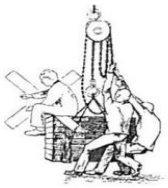
Please refer to Form 17.2 for further information or contact us at rigging@feriazaragoza.es / (+34) 876 53 10 17.

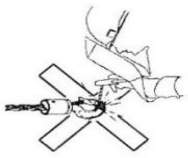
RZ RIGGING

FLUGE ZARAGOZA

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 0º 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

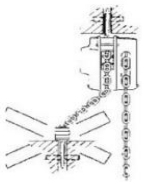

Fig. 3


Fig. 4


Fig. 5


Fig. 6


Fig. 7


Fig. 8



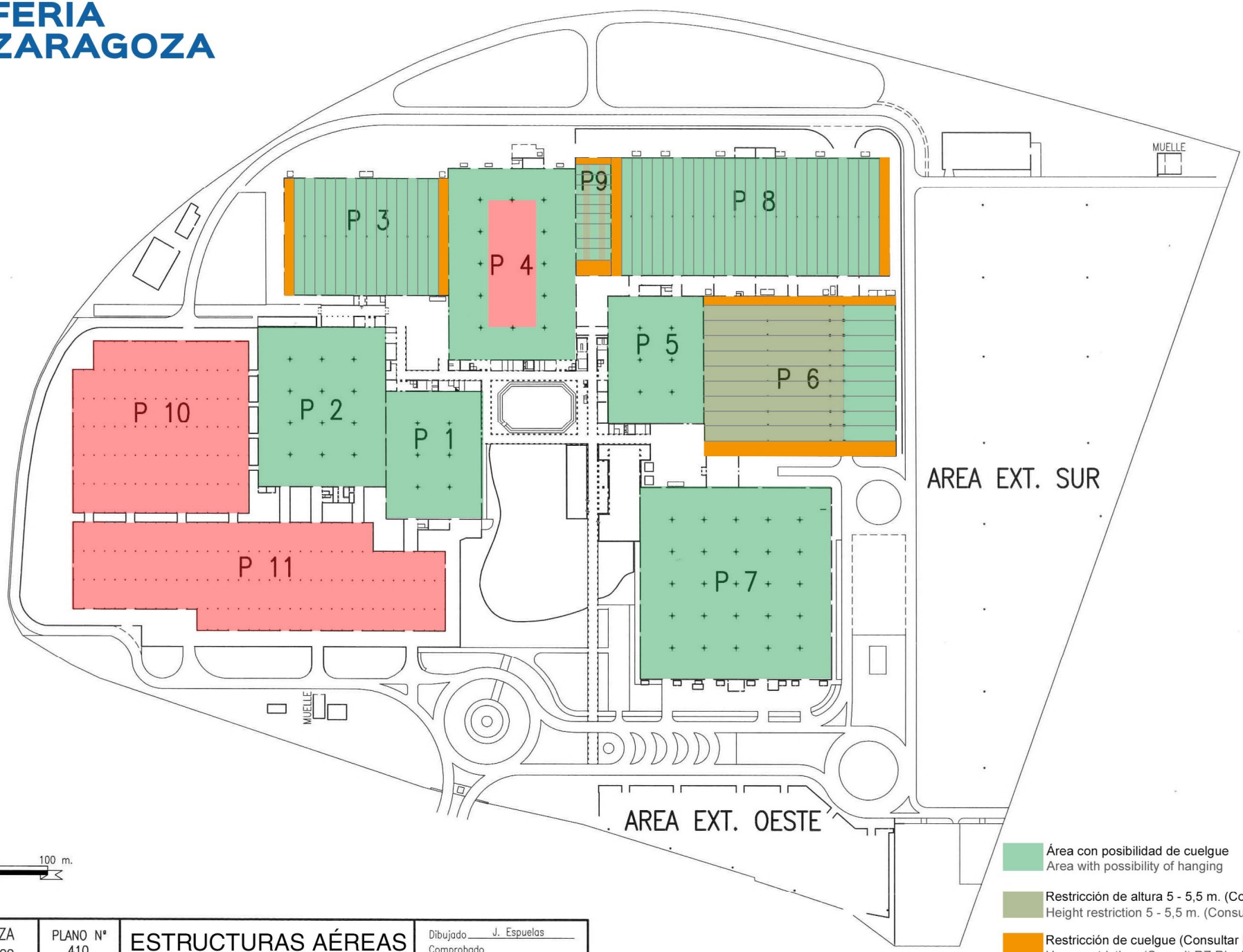
Fig. 9

Name, ID, date and signature

EXHIBITOR:
Document delivered to the head responsible of the structure assembly.

RESPONSIBLE INSTALLER COMPANY:

FERIA ZARAGOZA



Área con posibilidad de cuelgue
Area with possibility of hanging

Restricción de altura 5 - 5,5 m. (Consultar RZ Rigging)
Height restriction 5 - 5,5 m. (Consult RZ Rigging)

Restricción de cuelgue (Consultar RZ Rigging)
Hang restriction. (Consult RZ Rigging)

Área SIN POSIBILIDAD de cuelgue
Area with NO POSSIBILITY of hanging

FERIA DE ZARAGOZA
DEPARTAMENTO TECNICO

Teléfono 976 76 47 00
Fax 976 33 06 49
E-mail: info@feriazaragoza.es

PLANO Nº 410

ESCALA

ESTRUCTURAS AÉREAS
AERIAL STRUCTURES

rigging@feriazaragoza.es

Dibujado J. Espuelas
Comprobado

FECHA: 09.05.2002

Actualizado: 22.11.2007