

**TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF THE PRODUCTION, CONSTRUCTION, ASSEMBLY, DISASSEMBLY AND TECHNICAL USE OF THE STAND OF THE INSTITUTE OF SPACE STUDIES OF CATALONIA AT THE INTERNATIONAL ASTRONAUTICAL CONGRESS TO BE HELD IN MILAN FROM 14 TO 18 OCTOBER 2024****1. OBJECT OF THE CONTRACT**

The object of this contract is the provision of services for the production, construction, assembly, disassembly and technical operation of the IEEC stand at the 75th International Astronautical Congress to be held in Milan from 14 to 18 October 2024. Once the stand has been disassembled and taken down, the contractor must remove the materials and furniture, leaving the stand empty.

The design and drafting of the technical project of the stand is not part of the contract as this will be carried out by the IEEC through a specialised company.

The architectural design and technical project of the stand, including the following documents, are attached to this set of technical specifications (hereinafter referred to as the 'TS') and constitute an integral part thereof:

- Document Appendix 1: New Space Catalonia stand design presentation for IAC Milan 2024.
- Document Appendix 2: Descriptive report.
- Document Appendix 3: Technical Report.
- Document Appendix 4: Project budget.
- Document Appendix 5: Plans.

**2. CHARACTERISTICS AND DESCRIPTION OF THE SERVICE****2.1. CONCEPTUALISATION AND DESCRIPTION OF THE STAND****2.1.1. Context**

Regarding the IEEC stand at IAC 2024, hereinafter referred to as the **NewSpace Catalonia stand**, the objectives are:

- To position Catalonia as a technological hub and a leading country in the NewSpace sector.
- To showcase the NewSpace policy of the Government of Catalonia as a tool at the service of the economic, technological and social progress of the country.
- To position Catalonia internationally in the global NewSpace arena:
  - showcase of flagship projects that are being promoted by the Government in the field of technologies in the NewSpace sector.
  - showcase of Catalan companies in the sector and solutions developed in Catalonia.

The NewSpace Catalonia stand will contribute to building a story about the new ecosystem we are establishing in the country; a project for a digital Catalonia based on space technologies.

In this edition of the IAC, the aim of the stand is to display the main lines of action outlined by the promotion of the **new space economy, within the New Space Strategy of the Government of Catalonia**:

- Infrastructure development: low orbit nanosatellite constellation for IoT and Earth Observation, data platform, El Montsec communications station and the Alguaire spaceport.
- Promotion of the ecosystem, talent and the adoption of services based on satellite data by the administration, research and innovation for the growth and competitiveness of the sector.
- Creation of the administrative structure that facilitates legal certainty and the definition and execution of the space sector policy of the Government of Catalonia.

**2.1.2. Surface area and location of the stand**

The IEEC's 'NewSpace Catalonia' stand (in partnership with the Generalitat of Catalonia) comprises a single space, located in the MiCo Milano Convention Centre – North Wing Level 0. The space corresponds to stand MN-E19 and consists of 143 m<sup>2</sup>, and is indicated in green on the map below:



### 2.2.3. Stand design and technical project

The design of the stand and its layout has been prepared and accepted by the IEEC in advance by a company specialising in exhibition stand design (document attached to these specifications).

As stated in the design and technical project and specifically in the following documents attached to these TS:

- **Document Appendix 1: Presentation of the NewSpace Catalonia stand design for IAC Milan 2024.**
- **Document Appendix 2: Descriptive report.**

The Descriptive report of the design project is established in Document Appendix 2 to these TS.

The technical specifications and the list of stand components appear in the **Technical Report of the design project - document Appendix 3 to these TS.**

Below is a summary **of the technical specifications** of the NewSpace Catalonia stand:

#### Ground

Raised platform with carpet and an access ramp.

#### Reception desk

This area will have the following material:

- Counter/reception desk with the corresponding logos
- 2 stools

#### NewSpace area

This area must have the following material:

- 1 custom exhibition podium to position a model (small satellite mock-up)
- Self-supporting wall with graphic image of the NewSpace Strategy of Catalonia on both sides (which will be provided by the IEEC).
- Two TV screens measuring 55", hung on both sides of the wall, with USB inputs and the ability to play multimedia files.

#### Meeting area

Open area to be provided with the following equipment:

- 6 low round tables with a diameter of 80 cm
- 3 chairs per table
- Water fountain (hot and cold) and cups
- Industrial-size waste bin
- Portable lectern with double gooseneck microphone with relevant corporate identification (according to the indications provided)
- Audio equipment
- 2 wireless microphones
- 1 headset microphone
- 1 data connection point (wired internet)

Business area

An area where Catalan companies and technology centres will be located: a total of 14 companies are expected to participate. Each company must have its own space with its own identification in order to be able to receive visitors during the congress.

The large space allocated to each company (8) must have:

- Reception desk
- 2 stools
- Board/panel
- Normal table for meetings
- 4 chairs

The small space intended for each start-up (6) will have:

- High table
- 2 stools
- Board/panel

Storage rooms/space for staff

There must be an area designated as a storage room that serves the staff of the stand, both for the exhibiting companies that want to leave some of their material there and for our own staff.

Physical characteristics of the storage room: the storage room must have 1 door with a numerical code lock on the wall facing the outer corridor.

The two visible external walls (wall facing the meeting area and wall facing the external corridor) will be lined with a custom-designed print (to be provided by the IEEC).

The storage room must have the following material:

- 2 Cupboards and shelves.
- 2 pieces of furniture with hangers for personal items.
- A coffee machine

This storage room must have ventilation. The minimum recommended outside air flow rate is 12.5 l/second per occupant. The maximum capacity will be determined and indicated with a vinyl marker.

Electrical system

There must be mains and electrical system connections (a minimum of 20 x multi-socket 230 V outlets and 18 x 30 W spotlights) sufficient to cover the needs of users at the various tables/desks and in the storage room.

General considerations:

- The entire stand structure must be assembled between 12 and 13 October 2024. Only the vinyl coating and/or small painting details can be left until 14 October 2024.
- The day before the start of the congress, from 12:00 noon onwards, companies must be able to set up in their spaces and have everything ready and operational.
- The materials, colours, and style of the stand (look & feel) must convey the NewSpace sector (conceptualised as a joint framework of the space and digital sectors) as a driver of economic, social, and territorial progress for the country.

- The company awarded the contract must comply with the specific regulations established by the IAC 2024. The design of the stand and its layout must be compatible with the security measures and protocols established by the organisation, in accordance with the congress technical guide. The rules and regulations for the design of the stand and flooring are described in the aforementioned document.

In this point we consider the technical report of the project to be reproduced in the document 'Appendix 3: Technical Report' to these TS. **The stand must have each and every one of the elements listed in the aforementioned technical report.**

### **CORPORATIVE IMAGE**

The IEEC will provide the successful bidder with all the material related to the graphics of the stand (upper truss, self-supporting wall, storage room walls, and panels for the areas of the co-exhibitors (8 companies and 6 start-ups), which will be in charge of printing and installing them.

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The successful bidder will be responsible for managing the stand with the IAC 2024 and other suppliers, and for processing the necessary permits such as the necessary prior passes for the days of assembly and disassembly of the stand.

If it becomes necessary to hire services from a specific supplier, the contractor will be responsible for managing them at no cost to the IEEC.

The successful bidder will be responsible for the stand's compliance with all the measures and instructions established by the technical regulations indicated by the organisation of the IAC ([https://es.fieramilanocongressi.it/BinData/AZI\\_30/GENERICDOCUMENTS/Allianz\\_MiCo\\_Technical\\_Regulations\\_2023\\_v2\\_9853\\_BIN.pdf](https://es.fieramilanocongressi.it/BinData/AZI_30/GENERICDOCUMENTS/Allianz_MiCo_Technical_Regulations_2023_v2_9853_BIN.pdf)).

The successful bidder must comply with the specific regulations established by the IAC, which are described in the following documents:

- **Document Appendix 6: IAC2024\_Exhibitors Technical Manual\_Final**
- **Document Appendix 7: Allianz MiCo Technical Regulations**
- **Document Appendix 8: Evacuation Plan - MiCo North Wing - Level 0**
- **Document Appendix 9: Evacuation Plan - Mico South Wing - Level 0**
- **Document Appendix 10: Allianz MiCo - Logistics Rules**

### **3. DESCRIPTION OF THE SERVICES REQUIRED**

The awarded company is responsible for constructing, assembling, disassembling, and technically operating the IEEC stand at the 75th International Astronautical Congress in Milan from 14-18 October 2024. This includes executing the design and technical project attached in these TS, as well as producing, printing, and placing all graphic elements.

#### **3.1. Construction, assembly and disassembly**

##### **3.1.1. Construction, assembly and disassembly of the NewSpace Catalonia stand**

The services to be provided by the successful bidder are as follows:

- a) Construction and installation of the different elements of the stand, in accordance with the technical project: platforms, walls, counter, paving, carpeting or flooring, skirting boards, and all complementary construction elements in accordance with the design project. In the construction process, it is necessary to foresee the construction of the stand's own necessary components in accordance with its specific needs. The construction of the various components of the stand will be carried out between 12 and 13 October 2024 (from 8:00 to 20:00). The successful bidder will be responsible for managing and bearing the costs associated with the permits for special installations proposed in its bid.
- b) Installation of the entire electrical system and of the elements necessary for correctly lighting the stand, also in accordance with the project: socket bases, connections, wiring, lights, etc. The project must take into account the location of the stand within the enclosure in order to propose lighting that guarantees the correct visibility of all the spaces.
- c) Transport of material, models and/or other exhibition elements from the points where they are stored by the successful bidder to the stand and their removal once the fair has ended.
- d) Placing the elements that comprise the stand and are contained in the Technical Report of the design project (Appendix 3 of these TS). Removal of these elements, once the fair has ended.
- e) Rental of the furniture necessary for the stand.
- f) Production, printing and placement of the vinyls necessary for the correct labelling of the visible spaces of the stand (reception counter, upper truss, both sides of the self-supporting wall, 2 exterior walls of the storage room and panels of the companies (8) and start-ups (6)), whose files will be supplied by the IEEC.
- g) Supply of all the material.
- h) Technical support for incidents related to the audio/audiovisual system or to the stand (structure or lighting).
- i) Once the fair has ended, disassembly and collection of all elements of the stand. Disassembly will take place between 16:30 on 18 October until 08:00 on 19 October (throughout the night).
- j) Cleaning services once the stand has been built and all its elements have been installed (pre-opening cleaning).

The following table shows the congress timetable for assembly and disassembly:

SATURDAY	12 OCTOBER	08:00 - 20:00	Access to assemble the stand
SUNDAY	13 OCTOBER	08:00 - 20:00	Access to assemble the stand
MONDAY	14 OCTOBER	11:15	Official start
		11:15 - 18:00	Exhibition
TUESDAY	15 OCTOBER	10:00 - 18:00	Exhibition
WEDNESDAY	16 OCTOBER	10:00 - 18:00	Exhibition
THURSDAY	17 OCTOBER	10:00 - 18:00	Exhibition
FRIDAY	18 OCTOBER	10:00 - 16:30	Exhibition
		16:30 - 19:30 19:30 - 08:00	Disassembly (throughout the night)
SATURDAY	19 OCTOBER	08:00	The premises must be empty

### 3.1.2. Environmental criteria

When constructing the stand, environmental criteria must be considered in accordance with the recommendations of the Milan IAC 2024 ('responsible event'). This includes waste recycling and the use of construction materials that are resource-efficient and environmentally friendly. For more details, please refer to the document available at the following link:

[https://es.fieramilanocongressi.it/BinData/AZI\\_30/GENERICDOCUMENTS/Allianz\\_MiCo\\_Technical\\_Regulations\\_2023\\_v2\\_9853\\_BIN.pdf](https://es.fieramilanocongressi.it/BinData/AZI_30/GENERICDOCUMENTS/Allianz_MiCo_Technical_Regulations_2023_v2_9853_BIN.pdf)

### 3.1.3. Coordination and supervision

- Management of the assembly and disassembly of the stand. Supervision of the proper functioning of the stand during the days of the IAC, especially with regard to audiovisual and computer equipment.
- In the event that any element or installation of the stand breaks down or suffers any damage during the exhibition, the successful bidder will be responsible for repairing, replacing or restoring it immediately.
- Transport and assembly of all the graphic elements of the stand.

### 3.1.4. Technical utilisation

Throughout the days of the fair, the successful bidder must provide at least the following personnel:

- A team of 8 assemblers and 2 electricians

## 4. MANAGEMENT OF THE WORK

The tasks of supervising and verifying the correct performance of the service will be the responsibility of the technical team formed by representatives of the IEEC, which will establish the control measures it deems appropriate to obtain an effective provision of the contracted work.

## 5. WORK TEAM REQUIRED OF THE SUCCESSFUL BIDDER

Apart from the assembly team required in the Technical Report of the design project (Appendix 3 to these TS), the following work team is required:

- 1 project coordinator: the person in charge of the successful bidder's team and, consequently, of the timely and quality provision of the services included in this contract. Maximum interlocutor of the team, tasked with reviewing – with the project management by IEEC – the correct progress of the planned activities, the adequacy of human resources and managing occupational, hygienic and health risks, etc. Preparation of action calendars in relation to communication plans, launching of the management tool, operational planning of communication actions and related management. This coordinator must have a minimum of 3 years' experience in the sector.
- 1 production / operations manager: responsible for coordinating the entire production and operations team, with direct oversight of daily operations. This role involves defining, managing, and executing actions in the stand's production area, ensuring production quality, and serving as the liaison and communication link within the team. The manager will develop, control, modify, and monitor tasks related to the production, signage, and operation of the stand. They will also support the management of interaction activities with the stand design, monitor schedules and tasks, and analyse occupational, hygiene, and health risks. Additionally, the manager will gather requirements, identify use cases, and detail them. The person in this role must have at least 3 years of experience in the sector.

**6. CORPORATE IDENTITY**

Given that this is the IEEC's NewSpace Catalonia stand in partnership with the Generalitat of Catalonia, the corporate images are those of the NewSpace Strategy of Catalonia, the IEEC and the Generalitat of Catalonia, and an overall image of a joint strategy must be conveyed.

You can find the IEEC corporate image here:

<https://www.ieec.cat/en/communication/corporate-image/>

You can find the corporate image of the Catalonia NewSpace Strategy here:

[https://politiquesdigitals.gencat.cat/ca/economia/estrategia-new-space-catalunya/index.html#googtrans\(ca|en\)](https://politiquesdigitals.gencat.cat/ca/economia/estrategia-new-space-catalunya/index.html#googtrans(ca|en))

You can find the corporate image of the Generalitat of Catalonia here:

<https://identitatcorporativa.gencat.cat/ca/descarregues/identificacio-basica/altres/angles/>

In the case of the latter, the design must take into account the Regulations for international institutional stands, which you can find here:

<http://identitatcorporativa.gencat.cat/ca/aplicacions/estands-institucionals/>

Castelldefels, August 2024.

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