

GENERAL REGULATIONS OF EXPOSITION IN THE CCIB - VERSION I -

CONTENTS

1

- 1.1 Set-up
- 1.2 Breakdown
- 1.3 Vehicle entry
- 1.4 Personnel safety during setup and breakdown
- 1.5 Entry passes
- 1.6 Security

2

- 2.1 Exhibition floor plan
- 2.2 Construction and materials
- 2.3 Electricity
- 2.4 Water
- 2.5 Internet – Telephone
- 2.6 Platforms
- 2.7 Smoke

3

- 3.1 CCIB stands
- 3.2 Requests for services
- 3.3 Service cancellations
- 3.4 Payment conditions
- 3.5 Method of payment
- 3.6 Closing dates
- 3.7 Reception of goods
- 3.4 Cleaning

4

Others

1

1.1 SET-UP

- Exhibitions require a certain set-up period that shall be foreseen by the Organiser in the stand reservation.
- During the stand set-up period and prior to entry of the exhibitor, an exclusive assembly period for the CCIB must be established.
- Should an exhibitor wish to bring forward the stand set-up, the respective authorisation depends on the Organiser, with a corresponding space reservation.
- The official opening hours are from 8.00 am to 20.00 pm. Any extension of this schedule shall be agreed with the Sales Department and reflected in an addendum to the contract.
- The Organizer is responsible for coordinating the entry of vehicles and goods into the building during set-up, by the accesses and within the hours agreed upon with the CCIB.
- The Organiser is responsible for the floor marking of stand spaces.
- The CCIB shall not be liable for any information received about a stand handled by various companies (e.g. installer, designer, exhibitor). A sole person/company is required to control all orders to the CCIB.
- Minors are not permitted access during the set-up period.

1.2 BREAKDOWN

- Exhibitions require a certain breakdown period that shall be foreseen by the Organiser in the stand reservation.
- The Organiser is responsible for coordinating the removal of material from the building during breakdown, by the accesses and within the hours agreed upon with the CCIB.
- The spaces used must be returned to the CCIB completely clear of all items and the stand areas restored to their original state.
- After the set dismantling period has elapsed, the CCIB shall not be responsible for the safekeeping and/or storage of any items left in the building. The CCIB is entitled to dispose, at the organiser's expense, of any exhibition-related material

and all other items left in the building after the breakdown period.

- The Organiser or exhibitor is responsible for the removal of items during the breakdown period. The CCIB offers the services of the removals and storage company, RESA, for any packed material. Otherwise, the client accepts the cost of the removal and/or destruction of goods remaining on the stands after the dismantling period.
- Minors are not permitted access during the breakdown period.

1.3 VEHICLE ENTRY

- The CCIB reserves the right to regulate the access of vehicles and their length of stay in the installations during set-up and breakdown, in accordance with the current regulations.

1.4 PERSONNEL SAFETY DURING SET-UP AND BREAKDOWN

- The stand installer companies are responsible for observing the safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.

1.5 ENTRY PASSES

- The Organiser shall issue everyone who has to enter the CCIB installations during the set-up, event and breakdown with the corresponding entry passes, and provide the CCIB with a list of this personnel.
- The Organiser or exhibitor must register all personnel, even though they have been hired by the CCIB.

1.6 SECURITY

- All external doors that may be opened during the set-up, event and breakdown must have at least one security guard.
- The event organiser shall decide if more security is required than that indicated in the previous point.
- Exhibitors requiring a security service for their stand may consult our services catalogue.

- The exhibitor is responsible for the items on the stand, both at set-up and breakdown and during the event.
- The CCIB is not liable for any possible theft occurring during the hired periods.

2

2.1 EXHIBITION FLOOR PLAN

- The general floor plans for stand construction must satisfy the building's safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect relating to the safety regulations.
- Prior to marketing, the exhibition floor plans must be submitted to the CCIB for safety and layout approval. The floor plans must be delimited (measurements of stands, aisles, etc.).
- The Organiser is responsible for the location of the stands in the exhibition area, depending on the clients' requirements, the technical services available in the space reserved and the individual stand plans indicating the electrical points.

2.2 BUILDING AND MATERIALS

- The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents.
- The textiles used in the stand construction must be fire-resistant, according to the current regulations.
- The use of paint, liquids, gas or other inflammable substances is prohibited.
- Access to the fire extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- In the event of the installation of platforms, the electricity points must be easily accessible.
- The CCIB is entitled to run power lines and connections serving neighbouring stands across the Organiser's or exhibitors' stands.
- The requisite or not of stand construction, as well as the maximum height of the rear part of the stands, depends on the Organiser.
- The rear walls of the stands built by the CCIB may not be used by other exhibitors.

- Structural elements of the building such as floors, walls, ceilings, etc. may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint or adhesives be applied to them. In the event of damage to the installations, the cost of repair or replacement shall be charged to the Organiser as responsible for the event.
- The Organiser shall designate the maximum construction height, with the approval by the CCIB. It is not permitted to build above 10 m. in areas 1, 2 and 3, or above 4.5 m. in areas 4, 5, 6 and 7 of the Exhibition Hall.
- In the case of two-storey stand construction, the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. Said technician shall be responsible for the fulfilment of the project.
- In the case of stairs or areas that are more than 50 cm. above floor level in the stand, the College of Architects' approval must be presented. The stairs must have a handrail.
- It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously.
- The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.

2.3 ELECTRICITY

- Only the CCIB is authorised to provide the electrical switchboards for the power points.
- A power supply of or over 50 Kw. requires an electricity project.
- The electrical connection shall be charged whenever an electrical switchboard is installed. The calculation formula is as follows:
€ x Kw. x event days + 1 of set-up (to be determined).

- The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
- The electrical output of the CCIB power points is 32A., 380V. The need for a superior output entails the cost of the necessary power increment, for which a quote shall be made. The Organiser shall decide whether or not to assume this cost, or charge the exhibitor.
- The Organiser is responsible for informing the exhibitors about the different power outputs.
- La differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- If the installer/electrician brings his own switchboard to be connected at the CCIB, he is obliged to inform the CCIB and to present the installation forms duly stamped in the Industry Department of the Catalan Autonomous Government (Generalitat de Catalunya).
- In the event that the installer/ electrician bring his own switchboard it is compulsory to connect it to the switchboard ordered by the exhibitor and provided by the CCIB. Further technical information about the connection must be requested to the CCIB.

2.4 WATER

- Water can only be supplied to the stands that have a water trap in their space.
- The exhibitor shall be in charged of the installation of a concealing platform in order to hide the water installation on the booth.
- In the case of having to cross a common area is compulsory to place a plastic protector. These protectors are large and may be visually inconvenient, but are necessary for passing pipes and cabling.
- The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up day and time. Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.
- The water supply installation only includes the water pipe and drainpipe, not the connection to other elements.
- Further technical information about the connection must be requested to the CCIB.

2.5 INTERNET AND TELEPHONES

- CCIB must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time.

- The Organiser is responsible for requesting the specific Internet connections for exhibitors and visitors, as well as providing a free access area (cibercafé).
- Further technical information about the connection must be requested to the CCIB

2.6 PLATFORMS

- The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the space, if the exhibitor/Organiser has not foreseen the installation of the corresponding platform.
- Access to the service points /water trap /electricity trap is obligatory whenever a platform is installed.
- Once the platform is installed, no further installation requiring access to the service point and requiring cables to be passed under the platform will be carried out. If the services cannot be installed due to the platform being in place, payment for the requested service will not be refunded.
- The booth constructor is responsible for confirming the requested technical installations before installing the platform.

2.7 SMOKE

- It is not permitted to use any type of machine that emits smoke, gas or steam.

3

3.1 CCIB STANDS

- All the items offered are on hire and must be returned in their original state. The Organiser/exhibitor shall be charged any item not found on the stand upon collection.
- The plants are hire material.
- The modular stands and/or the materials hired by the CCIB may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- The hiring of any personnel service (hostesses, security guards, cleaners, porters, etc.) entails timetables, food expenses and transport.
- The Organiser or exhibitor must calculate the positioning of the material on the stand, as well as the technical requirements (increased power supply, electrical leads, sockets, telephone line, Internet accesses, audiovisual items, etc.).
- The hiring of a stand pack implies that there will be no changes in the description of the items. The refusal of any of the products does not imply a refund.
- Once the requested items have been provided, there will not be any refunds should the exhibitor or Organiser wish to return them.
- The exhibitor is responsible for confirming that the exhibition material is within the assigned space limits, stand measurements (height), as well as the services required for their running.
- The CCIB declines all responsibility for the items displayed and any personal property on the stands.
- The CCIB is not responsible for any hired material that may be stolen, once it has been served and checked by the CCIB.

3.2 REQUESTS FOR SERVICES

- Only the hire sheets sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The
- CCIB is not responsible for orders that are not made by the stipulated format.
- Requests may be sent by fax, post or e-mail (previously scanned).

- The petitioner must provide all the necessary details to raise an invoice.

- The requested services shall not be considered definitive if the payment conditions are not fulfilled in the stipulated time.

3.3 SERVICE CANCELLATIONS

- Cancellations will only be accepted in writing and within the hiring period.
- A fortnight before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 100% of the services must be paid a fortnight before set-up.
- All the services requested must enclose copy of the payment in order to go ahead with the corresponding request.
- The exhibitor must fulfil the requests with all the details required in order to invoice the services (company, address and fiscal identification code).
- The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
- 16% VAT is applied to all the services.
- Catering is applied 7% VAT.

3.5 METHOD OF PAYMENT

- Visa credit card, by filling out the authorisation sheet provided by the CCIB.
- In the case of furniture and plants ordered during set-up, these will be paid for by VISA or in cash and with a 20%.

3.6 CLOSING DATES

- The reception of orders will be closed a 20 days before the beginning of set-up.
- No special quotes will be made a 20 days before the beginning of set-up.
- After the closing date for receiving orders, the price of the services will increase 20%, provided that the service can be supplied.
- In the case of accepting new orders for furniture and plants during set-up, delivery before the event inauguration is not confirmed.
- Requests for technical services (water, increased power supply, cable Internet, etc.) are not accepted.

3.7 RECEPTION OF GOODS

- The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.
- No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.
- The Organiser or exhibitor is responsible for storing the empty boxes. RESA LOGISTIC is the official supplier for this service.

- The Organiser is responsible for the reception of goods, or for indicating how his clients can receive them.

3.8 CLEANING

- The Organiser has to hire from the CCIB the cleaning service for the areas to be used, and is responsible the state of these areas. The CCIB reserves the right to clean the areas considered to be in poor condition and that could negatively affect the image of the CCIB. The cost of this clearing will be charged to the Organiser.
- The internal clearing of the stands is optional and may be hired by the corresponding order sheet from the

services catalogue, as is the maintenance cleaning.

- The quotes for cleaning include waste removal.

4

- Any other service required that is not described in the previous points (e.g. rigging) must be consulted 1 month prior to the event.