

PARTICIPATION RULES



Fira Barcelona

**Gran Via Venue
23-27 March 2011**



**SON
IMAG
FOTO
& MULTIMEDIA**

www.sonimagfoto.com

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GENERAL INFORMATION

1.1 NAME

SONIMAGFOTO & MULTIMEDIA 2011 The world of image and multimedia technologies.

Organisation: Fira de Barcelona.
Av. Reina Ma Cristina, s/n - 08004 Barcelona.
Tel. 902 233 200 - Fax (+34) 932 333 435 - Tel. int. (+34) 93 233 20 00
Web: www.sonimagfoto.com
E-mail: sonimagfoto@firabcn.es

1.2 LOCATION

Fira de Barcelona Fairgrounds Gran Via Hall 1.

1.3 DATES

From March 23rd to 27th, 2011.

1.4 TIMES

From 10 am to 19 pm continuously. On Sunday from 10 am to 15 pm.
From 9 am to 21 pm for Exhibitors.

1.5 SET-UP AND DISSASSEMBLY

1.5.1 Set-up

From 18th[†] to 22nd March 2011 from 8 am to 20 pm. On Tuesday, March 22nd, no vehicles will be allowed into the halls: Moreover on 22nd set-up will be extended until 24 pm.

1.5.2 Disassembly

From March 28th to 29 th, 2009, from 8 am to 20 pm.
On Sunday, 27th, from 16 pm to 21 pm, goods can be removed when this does not require vehicles entering the Halls.

1.6 SECTORS

1.0 Capturing images

Compact cameras, reflex cameras, video cameras, camphones, multimedia mobile phones, scanners.

1.1 Image storage

Memory cards, USB memories, hard disks and multimedia hard disks, films.

1.2 Image editing

Software for editing, handling and retouching.

1.3 Image processing

Developing laboratories, minilabs, digital kiosks.
Service companies for processing and copying images.

1.4 Image output

Digital image printing, domestic printing, medium and large format printing, printing on different objects and materials, digital albums and frames.

1.5 Multimedia av systems

Projectors, flat screens (plasma and LCD), multimedia computer support equipment, CD readers/recorders, DVD, Blu-ray Disc, DTT, MP4 players, Home Entertainment.

1.6 Accessories and consumables

Batteries, chargers, cables, bags, lenses, filters, binoculars, satchels, cases, bags, tripods, paper, inks, cartridges, image supports.

1.7 Equipment for studios and professionals

Lighting, studio batteries, reflective screens, light tables, work tables.

18 Image services

Auxiliary image services, Internet services, mobile phone operators

1.9 Photo art

Fine Art Printing, interior design, decoration.

2.0 Miscelaneus

Media, training, schools, associations.

1.7 REGISTRATION AS EXHIBITOR

1.7.1 Registration fee (incription rights)

All national and foreign manufacturers, distributors and exclusive agents authorised by the manufacturer, may participate in SonimagFoto 2009, under the basic condition that the products exhibited fit in with the theme of the show, with the Organisers reserving the right to immediately remove any product that is not included in the Show 2009 directory and/or do not comply with the Show Rules.

This must be done by filling in the Application Form and sending it to:

Fira de Barcelona - Sal6n SonimagFoto
Av. Reina Ma Cristina, s/n - 08004 Barcelona

Definitive registration for the area requested by the Exhibitor will require the exhibitor to have paid 375 € + VAT, corresponding to the Registration Fee, and to have filled in the Application Form.

The form should be filled out in its entirety, either typed or printed, and signed by someone responsible and duly identified as representative of the firm making the application.

The signatory of the Application Form recognises and accepts the conditions stipulated in these Rules of Participation.

1.7.2 Participation fees

The following fees are applicable for the SonimagFoto 2011 (floor space only):

- Hired space: 148 €/sq.m.
- For Application Forms received before October 31th, 2010: 129 €/sq.m.

Twin-level stands: 50% of the contracted fee, corresponding to the built-up square meters.

Minimum space to be contacted: 16 sq.m.

The prices of hiring floor space and other expenses will be increased by the corresponding VAT.

1.7.3 Reserving space

The reservation for space will be made with the following dates and priorities:

- a) Preferential term for booking locations until October 31st, 2010, with the fee of 129 €/sq.m.
- b) The fee applied to forms received from November 1st 2010, will be 148 €/sq.m.

1.7.4 Distribution of floor space

The allocation of floor space is the exclusive domain of Fira de Barcelona, who will carry it out according to considerations of a technical nature, relating to the whole of the exhibition and material to be exhibited, although it will try to take into account the date of the application, the past years of attendance, and the number of square metres requested.

Floor space will be distributed and allocated to the exhibitors as of November 15th, 2010. Therefore, it is vital that exhibitors submit their application to participate before this date.

1.7.5 Participation agreement

Once the floor space has been allocated and the proposal accepted, the Exhibitor will be sent the Participation Agreement in which the location of the square metres allocated will be indicated, as well as the plan, and the Exhibitor's Manual including the General Rules of Participation. By signing the Agreement, the Exhibitor accepts the space and the General Rules of Participation. The Participation Agreement is valid only for the company indicated in the registration and for a single edition of the show.

1.8 TERMS OF PAYMENT

To start the booking process, the customer must have paid beforehand any prior unsettled debt with Fira de Barcelona.

Upon receiving the Participation Application Form, the full Participation Fee (375 €) will be invoiced. No Participation Application will be considered unless the Participation Fee has been paid.

When the Organisation has received the Participation Contract, it will invoice the exhibitor for 100% of the space allocated.

If the contracting company has not paid the full amount required for participation by the payment dates indicated on the invoice, the Organisation may cancel its participation. The Organisation will not be under any obligation to indemnify or return the advance payments made in this respect, which shall be withheld as compensation for the expenses incurred by the Organisation for the cancelled participation.

Forms of payment

All payments should be made to Fira de Barcelona, specifying the Exhibition it is wished to attend, by any of the following methods:

- Cash payment at Fira de Barcelona, SERVIFIRA.
- Bank cheque.
- Bank transfer.
- Direct debit (only for Spanish customers with a bank account in Spain).

Banks

- BBVA. A/c no. 0182.6035.42.0100857117
- BSCH. A/c no. 0049.1806.99.2410296028
- CAIXA D'ESTALVIS I PENSIONS DE BARCELONA
A/c no. 2100.0927.56.0200017660
- BANCO POPULAR ESPAÑOL. A/c no. 0075.0002.25.0604422331

IMPORTANT:

To ensure that your payment is recorded correctly, please state your customer code and the invoice number as reference in your transfer or on your bank/authorised cheque made out to FIRA INTERNACIONAL DE BARCELONA.

If you pay by bank transfer, please send a copy of the bank document to the Exhibition's offices (fax: 93 233 34 35).

Any objection to the invoice must be made in writing within 30 days after issue. No claims will be considered after this time has expired.

1.9 ADMISSION AS EXHIBITOR

Only manufacturers, distributors and exclusive authorised agents, whether Spanish or foreign, whose programme corresponds to the Fair's theme will be accepted.

The Exhibition of used vehicles, machinery or equipment will not be permitted. The Exhibitor agrees to have his stand attended during the hours when the fair is open and to exhibit products.

The Organising Committee approves the acceptance of firms and products and its decisions cannot be appealed. Applicants cannot claim any right to admission.

The acceptance of Exhibitors will be communicated in writing, along with a plan of the hall giving the stand's location, and will only be valid for the firm which figures on the registration form and only for this year's fair. The status of Exhibitor will be annulled and the grant of space revoked if the space or stand reserved has not been paid for in full before the beginning of the set-up period.

1.9.1 Hire of a prefabricated stand structure

Stand and other services you may require, must be ordered through the on line services catalogue.

1.9.2 Services for fitters

The company responsible for setting up a stand, must pay the FIRA, before starting the fitting, the fees given below for the lighting in the palaces, water and electricity, lavatory services, security patrol, telephone switchboard and cleaning up following dismantling of the stand.

- Carpet or dais..... 1.65 €/sq.m
- Modular stand..... 3.95 €/sq.m
- Designer stand 6,20 €/sq.m

If you hire a stand through ServiFira, ServiFira will meet the expenses of the Assembly Service.

• Waste management

Fira de Barcelona informs you that all decoration companies are responsible for removing waste during assembly of your stand and leaving your space clean and clear of objects after dismantling. If necessary, you can contract removal of your debris or waste from our official supplier.

If any waste should be left after dismantling, this will be subject to a penalty charge at the current rates.

• Rigging service

Applying the new Fira de Barcelona regulations on occupational safety and risk prevention, any company wishing to suspend an object from the ceiling of any of the halls on the two exhibition sites should submit an application to ServiFira.

The support structure of spotlights shall be fitted at a height of at least 7 metres from the floor.

Optionally, the installation of compact sign items hanging from these structures will be authorised, provided that between the set of sign items and the walls and/or structure of the stand there is a sufficiently wide separation so as not to restrict the view of the rest of the Exhibition.

1.10 VAT REFUND FOR NON-RESIDENTS

To claim a refund of Value Added Tax, for a taxpayer who is not resident in the territory in which said tax is applied, this taxpayer is obliged to designate a tax representative in Spain to undertake all the formalities before the Body or Special Branch of the Tax Office, which in Spanish territory is:

- Delegación Especial de la Agencia de Administración Tributaria de Madrid: Sección de Regímenes Especiales
Guzmán el Bueno, 139 - 28071 Madrid - Spain
Tel. (+34) 91 582 67 67 - 91 582 67 39 - 91 582 66 08
Fax (+34) 91 582 67 57
- In the event that you have no tax representative, contact specialist companies or the Competent body in your country of origin (Chamber of Commerce, Treasury, etc.).

1.11 INSURANCES

COMPULSORY INSURANCE CIVIL LIABILITY AND PROPERTY DAMAGE

Public liability and damage to property insurance is obligatory, and in this sense exhibitors subscribe to these types of insurance by virtue of their participation in the Exhibition through the policy of FIRA INTERNACIONAL DE BARCELONA. In order to formalise the contracting of the aforementioned

insurance and adherence to the said policy, the exhibitor must pay the sum of 56 € as an insurance premium for services covering Public Liability and Damage to property, excluding theft and pilfering:

Public liability

Including damage to persons and/or property caused to third parties, for which the exhibitor may be held civilly responsible.

Capital insured: 300,000 €.

The exhibitor is liable for an excess of 1,500 €.

Damage to property

Includes material damage to the insured goods on display caused by one of the covered risks, with an insured base capital limit of 20,000 €, at primary risk.

Basic risks covered:

- Basic risks which include:
Fires, explosion, lightning, including damage of an electric origin.

The exhibitor is not liable for any excess for accidents included under the basic risks cover.

- Extensive risks which include:

- Acts of vandalism or malicious behaviour, riotous acts and legal strikes
- Rain, wind, hail or snow.
- Water.
- Flooding.
- Mud clearing and mud removal expenses.
- Smoke.
- Collision or impact of land vehicles.
- Falling of spacecrafts or aircrafts.
- Sonic waves.
- Accidental leakage or escape from automatic fire extinguishing installations.
- Exhibition attendance costs.

Exhibition attendance costs.

These refer to the duly justified expenses for: transfers, advertising, hotels, rental, hosts/hostesses and maintenance of the stand incurred by the insured person and/or his/her employees in order to participate in the fair. These expenses shall be compensated for when participation is totally and definitively interrupted due to an accident covered by the guarantees of fire, explosion, lightning and the extension of guarantees. Limit per claim: 10,000 €.

The exhibitor is liable for an excess of 1,000 € for claims included under the Guarantees Extension cover and Assistance Expenses.

The exhibitor is responsible for the merchandise or products displayed during the exhibition hours posted for the Exhibition, and thus he/she is answerable for the losses or robberies that take place during the exhibitor's exhibition timetable.

PROVISIONS COMMON TO MANDATORY INSURANCE

Processing of claims:

- In the event of an accident, the exhibitor must contact the Head of Pavilion Services, who will assist him/her and deal with procedures at our special incident handling service.
- In the event of theft or damage resulting from vandalism or malicious behaviour, the claim must be accompanied by the original copy of the corresponding police report, which must be obtained within a maximum of 24 hours of the said events.

Excesses

- Excesses are individual and per claim, and are borne by the exhibitor with complete indemnity of Fira.

Main exclusions

- With regard to objects: any property that is not an exhibition object. For example: personal property belonging to the exhibitor, his/her employees or assistants, such as mobile phones, laptop computers, vehicles, etc.
- In terms of area: all goods that are not within the fair complex.
- Specifically: money or securities, jewellery and valuables in general.

Notes

The company WILLIS can be contacted by telephone on (+34) 93 415 62 67, on working days, from Monday to Friday, from 9 a.m. to 2:30 p.m. and from 4:15 p.m. to 6:30 p.m. to provide information on any query or interpretation concerning the covered guarantees (in keeping with the provisions of the General Conditions of the policy of which Fira Internacional de Barcelona is the policyholder).

The Exhibiting Company may not claim against either the Fair or its employees in those cases where the claims do not fulfil the procedural requisites indicated in each case.

PREMIUMS AND COVERAGE

The indicated premiums and coverage may vary, depending on the result of the annual renewals or modifications to which the contracted policies and services may be subject.

1.12 CANCELLATION AND NON-PARTICIPATION

Sending the Application Form implies the obligatory payment of 375 € as a Registration fee, which is non-returnable. In case of cancellation exhibitors must abide by General Participation Rules.

Should the Exhibitor request a reduction of floor space, he will lose all rights to the location allocated, but may request a new space from amongst the ones that are still free at the time.

1.13 CLEANING OF STANDS

Daily cleaning of the stands will be carried out by the services of Fira de Barcelona, consisting of cleaning the floor and furniture and emptying rubbish bins and ashtrays, as well as the proportional part of the communal areas and maintenance in the case of any eventuality that may occur during the Show's opening hours. **The cleaning service is free for Exhibitors.**

There is an optional special cleaning service for stands that can be contracted in the Services Contracting File.

1.14 EXHIBITOR BADGES AND WORKING PASSES

a) Exhibitor badges

Each Exhibitor is entitled to have badges for the personnel attending to his stand in proportion to its number of square meters. These passes are exclusively reserved for Exhibitors and are valid from the first day of setting up to the last day of disassembly.

b) Working passes

All the persons, aside from the Exhibitor, who are in charge of constructing and setting up the stand must obtain a Work Pass once the authorisation of the set-up has been granted, which will permit their access to the grounds of the fair to do their work, with the presentation of a photocopy of the passport.

These work passes will be valid during the period of set-up and disassembly, losing their validity during the days of the celebration of the fair, and will be provided at the customer service counter.

1.15 VISITOR INVITATIONS

Exhibiting companies will have free access to a number of invitations to be specified at a later date, depending on the square metres contracted. The invitations will be valid from March 23rd to 27th, 2011. You may also apply for the number of additional invitations you require in the Complementary Application Form at a price which will be indicated in due course.

1.16 VISITOR ACCESS

Visitors may enter the fair either with an invitation or paying for a ticket.

1.17 SALES REGULATIONS

Products exhibited and sold must only be delivered or given to the buyer after the closing of the Fair.

1.18 ADVERTISING IN THE TRADE FAIR AREA

Printed matter and other forms of advertising may be distributed in the area around the stand of each Exhibitor but not in the aisles of the halls or on the Grounds of the Fair.

All Exhibitors advertising should deal specifically with professional matters. Advertising of an ideological or political nature is prohibited as is any advertising that violates the law or is comparative. The organisation of the fair is authorised to prohibit the distribution of advertising which has given rise to complaints and to retain this material until the close of the fair.

Visual, mobile or acoustic advertising media will only be authorised as long as they do not disturb exhibitors of adjoining stands.

Within the stands advertising of third parties is prohibited. Any articles exhibited which do not belong to the exhibiting firm itself or companies represented by it, must have their exhibition and advertising authorised by the Fira de Barcelona.

1.19 TECHNICAL SERVICES

Costs of installation and connection of the telephone, gas, water, electricity and compressed air, as well as the charges for their use and for whatever other services rendered, will be billed separately.

All installations to be connected to the main network or power supply must be done by the services of Fira de Barcelona.

Installations within the stands may be done by specialised companies hired by the exhibitor. When the consumption occasioned by the

machines and apparatus on the stand is greater than the maximum contracted, Fira de Barcelona may prohibit their continued use.

Fira de Barcelona accepts no responsibility for the damage that might be caused by an overload caused in this way or for possible interruptions in the supply of electrical current.

1.20 SECURITY GUARD SERVICES

During the periods of Assembly, Celebration and Disassembly, Fira de Barcelona will undertake the general security of the Fair Sites, control of accesses and outside security, in addition to general and preventive security for matters of order and fire prevention or emergencies of any nature.

Under no circumstances will this security cover goods on exhibition, or the private goods of each exhibitor, and thus Fira de Barcelona does not accept responsibility for the private property of exhibitors, their employees or assistants.

Neither, therefore, does Fira de Barcelona accept responsibility for the theft or robbery of materials and objects deposited at the stands, nor for damages that these may undergo during the periods of Assembly, Celebration and Disassembly. The Event organisers will nevertheless provide its support for the resolution or processing of the corresponding report.

Each Exhibitor accepts responsibility for any objects of value there may be at his or her stand and must take care of these during the period of assembly, the times of public attendance and the period of disassembly.

1.21 ACCESS TO OTHER EXHIBITOR'S STANDS

Access to the stands of other exhibitors outside public opening hours is prohibited, without express permission from the Exhibitor.

1.22 PROTECTION OF INDUSTRIAL PROPERTY RIGHTS

The provisions of the law will govern models of use, drawings, scale models, inventions and trademarks that should be protected, and their inscription in the Register of Industrial Property should be applied for. Any invention which could be the object of an invention patent, as well as any trademark or model, drawing or film of any sort which is shown at the fair will enjoy the temporary protection provided by the current Industrial Property Law.

Exhibitors who wish to avail themselves of the protection referred to here should present the corresponding application, including an identification of the Exhibitor, description of the object to be protected and whatever other data may be necessary in accordance with current guidelines.

1.23 PHOTOGRAPHS AND AUDIOVISUALS

None of the products on display may be photographed or filmed without the authorisation of the interested Exhibitors.

Fira de Barcelona has the right to photograph, film or draw the installations and stands, as well as the articles exhibited therein, and to use reproductions in advertising and in the press.

Each Exhibitor has the right to photograph his own stand and articles, but the photographer should apply for authorisation from the Fair so as to maintain due control.

The photography service established by Fira de Barcelona can also be used.

AUDIO-VISUAL & MUSICAL REPRODUCTIONS

Any Exhibitors intending to enhance their stand using methods requiring mechanical or electronic devices that do not reproduce images, shall request, from AGEDI (the Spanish Association for the Management of Intellectual Property Rights), or body which manages, in each case, the public communication rights of the phonograms of producers, as well as from SGAE (the Spanish General Society of Authors and Publishers), or body which, in each case, manages author royalties, the appropriate authorisation for the public communication of the works.

In the case of the projection of films, the Exhibitor shall request due authorisation from the body which manages the public communication rights for the public communication thereof.

Exhibitors wishing to stage performances and put on entertainments accompanied by music shall notify the Event organisers for approval, subject to the permits and authorisations which must be obtained from the appropriate bodies, organisations and Administrative Departments.

1.24 CUSTOMS

1.24.1 A Delegation of Barcelona Customs operates in the Fira de Barcelona exhibition centres.

Opening hours are the same as the normal Customs Administration ones. During build up of international events, this Customs office receives and dispatches materials and goods to be exhibited that do not originate in the European Economic Community (EU).

1.24.2 Packaging must visibly show the name of the Event, followed by Fira de Barcelona. The name of the Exhibitor, Exhibition Centre, number of Exhibition Hall and stand number must also be indicated.

1.24.3 Materials and goods from non-community countries, must be documented with the Community Transit Form (T.1), Domestic Transit Form, issued by another Spanish Customs Office or ATA Carnet (Article 673 of EEC Regulation, number 2454/93 of the 2/7/93, Chapter 5, Section 2, Subsection 1, letter B).

If the type or class of goods are included in and subject to Sanitary Inspection, Veterinary, SOIVRE and/or Plant Health Inspection, they must comply, at all times, with the legislation in force.

1.24.4 Once the Event is over, and before goods are removed, Exhibitors must present Customs with a document declaring the samples, leaflets and advertising articles handed out, originating from non-community countries, and those still in their possession.

1.24.5 The re-shipping of materials and goods, after the Event, will be dispatched via the Customs office located in the Exhibition centre.

1.24.6 If the Exhibitor decides to import the materials or goods and has an import licence, if the origin and/or nature of them so require, this same customs office will dispatch them directly for consumption, via the Customs Agent.

1.24.7 Exhibitors must use a chartered Customs Agent to deal with Customs, unless in possession of an authorisation to do so directly. They must notify their Customs Agent, prior to their arrival, of the reception in the Exhibition Centre of shipments consigned to them, so that their representatives can prepare the documentation to be presented within the authorised time period. Customs agents, representatives of Exhibitors, will present the Entry Declaration within three working days of the arrival of goods and, in any case, before the Event ends.

At the end of the Event, they will have three working days to finalise the temporary trade fair import.

1.24.8 The Customs Service will not admit Entry Declarations once the Event is over. When a declaration is admitted out of time, the Intervention Service will impose a corresponding tax sanction.

1.24.9 If goods do not have the exit documents, T1, ATA Carnet or consumption despatch Declaration, the Exhibition Centre Act proceedings will be initiated to exact the corresponding duty. Likewise, if goods are removed without cancellation of Temporary Import, the Exhibition Centre Act proceedings will be initiated to exact the corresponding duty.

1.24.10 The Customs Zone of the Fira de Barcelona Exhibition Centre will dispatch both entry and exit of goods but storage will not be provided given the large volume of operations.

Therefore, at the end of pull out, according to the rules established for each Event, Exhibitors must, at their own expense, move the goods to a deposit or customs-free area.

1.25 CHANGES OF LOCATION

Circumstances may arise in which the organisation finds itself obliged to alter an already assigned location, changing its place or modifying its dimensions, as well as accesses, exits, aisles and the general plan of the hall, without the Exhibitor having the right to demand any refund. If for some reason the organisation cannot provide the Exhibitor with the space reserved but allocates another of similar characteristics but smaller size, the Exhibitor will have the right to be refunded the difference between the amount paid for the space originally assigned and the cost of the space with which he is finally provided, to the exclusion of any further claims on the part of the Exhibitor and without his being entitled to be paid any other indemnification for damages.

1.26 CIRCUMSTANCES BEYOND THE ORGANISER'S CONTROL

The Organisers reserve the right to reduce or extend the duration of the event, or to postpone it, provided that special circumstances or circumstances beyond the organiser's control make causes of force majeure should so require, without this involving any compensation to the Exhibitor.

If the Event should not be held owing to causes not attributable to Fira de Barcelona, the latter may withhold the amounts received from Exhibitors as compensation for the general expenditure incurred.

All those events not envisaged in these Regulations will be subject to the application of the rules set out for this purpose in the Fira de Barcelona General Conditions of Participation.

1.27 ACCEPTANCE OF THE RULES OF THE EVENT

On presenting the Entry Form the Exhibitors automatically accept these rules of the event, which they agree to respect along with the Technical Guidelines and Security Arrangements.

Fira de Barcelona reserves the right to shorten, to extend or to postpone the dates upon which the Event is held. Such circumstances will not be sufficient grounds for Exhibitors to rescind their agreement or to request any kind of compensation for damages.

1.28 REGULATIONS GOVERNING RAFFLES, GAMES OF CHANCE

Any type of lottery or contest which the exhibitor wishes to organise must have the prior authorisation of the Organisers.

Any lottery, raffle, tombola or other game of chance which take place must have the prior authorisation of the General Management of Gaming and Performance and must abide by the Regulations governing raffles, tombolas and games of chance and any directives that may apply.

1.29 PERSONAL DATA PROTECTION AND EMAIL ADDRESS

Pursuant to Act 15/99, on Personal Data Protection, and Act 34/2002, on Information Society Services and E-Commerce and other legal provisions, you are hereby informed that your personal details are stored in a database held by FIRA DE BARCELONA. Furthermore, your details can be used for notifications, including those sent via email, that FIRA DE BARCELONA distributes for promotional or informative purposes about the activities that it runs and/or supports. You are likewise informed that, subject to strictest confidentiality, your personal details may be passed on to companies that collaborate with FIRA DE BARCELONA, providing it is necessary to do so for the purposes of rendering the service for which they have been contracted. You may exercise your rights to access, modify, contest and oppose your personal details by writing to FIRA DE BARCELONA, DEPARTAMENTO ADMINISTRATIVO COMERCIAL(DAC), Avenida Reina M^a Cristina s/n, Palacio n^o 1 (Barcelona 08004), or by sending an email to datos@firabcn.es. If you do not wish to receive further commercial information via email, send an email to datos@firabcn.es.

1.30 LITIGATION AND THE COMPETENT COURT

The present Rules for Participation form an integral part of the hire contract of space and services between the organisation and the Exhibitor.

Any doubt, question or difference which might arise between the Exhibitors and the Organisation with regard to the interpretation, compliance with and execution of the present Rules of Participation will be submitted to the impartial arbitration referred to by the Law 60/2003, of 23 December, on the arbitration system, assigning the administration of the arbitration and designation of the arbitrator to the Tribunal Arbitral de Barcelona (Court of Arbitration of Barcelona), compliance with the decision returned being obligatory.

Without detriment to what is stated in the paragraph above, it is established expressly that all questions having to do with arrears, claims for non-payment of services rendered, and in general all financial debts existing with the organisation, will remain outside the scope of the T.A.B. In such case the competent authority will be the courts of the city of Barcelona, to whose jurisdiction both parts are expressly subject, expressly renouncing any right to another jurisdiction should such right exist.

The organisation reserves the right to adopt any other measures which might lead to the better order and function of the fairs and to the protection of the rights of the exhibitors and visitors.

TECHNICAL GUIDELINES AND SECURITY ARRANGEMENTS

2.1 GENERAL ARRANGEMENTS: INFRASTRUCTURE

- It is not permitted to make holes, insert screws or pound nails into the walls, ceilings, floors or columns of the halls.
- The walls and columns, as well as the installations of the halls should not be used to hold up the weight of decorations or of objects on exhibit. Advertising material may not be suspended from the ceilings. The columns of the halls, which are within the stand itself, can be covered, without damaging them and in agreement with the established regulations for height.
- The making of channels, placing anchoring clamps or other construction modifications in the interior of the halls is forbidden, as is nailing using percussion tools, painting using spray guns as well as applying mortar without an interposed sheet of iron or steel.
- The floors of the halls may not be covered with paint or glue. This can be done only by installing a platform or using a carpet which stays in place due to its own weight or by means of adhesive strips, to be removed by the exhibitor at the end of the fair.
- In the event of absolute necessity to perform any of this normally not permitted work, authorisation must be applied for at least 10 weeks before the opening of the fair, demonstrating the necessity and, when called for, enclosing the project or plans. If the authorisation is granted, the work will be done by the Fira de Barcelona or a firm authorised by it, after the exhibitor accepts an estimate which will include the costs of restoration of the affected construction.
- Any possible damage caused by the exhibitor or his delegates on the Fair premises to walls, installations, etc. will be repaired by the Fira de Barcelona at the exhibitor's expense.

2.2 CONSTRUCTION AND DECORATION OF STANDS

The site assigned to the exhibitors provides only for floor space. The design and construction of the actual stand is the responsibility of the Exhibitor according to individual requirements.

In all these cases, the person responsible should enquire about the characteristics and peculiarities of the site, as well as the position and size of elements which could possibly be situated within its perimeter and whose accessibility must be maintained: fire hydrants, electrical junction boxes, drains, air conditioning elements, etc., duly informing the stand decorator.

There are several formulas for the construction of stands:

2.2.1 Modular structures

These structures are hired out directly by SERVIFIRA - Fira de Barcelona. The cost of rental is calculated according to the number of square metres involved, and their characteristics and prices are stipulated in the services dossier.

2.2.2 Free-design constructions

In the case in which the exhibitor entrusts the construction project of his stand to Servifira Project or to another decoration company, the construction drawing shall be submitted to the Management of the event before 17th February, 2011 for approval.

2.3 HEIGHT OF CONSTRUCTIONS

Maximum height: Decoration height shall be 5 metres including the base platform.

Constructions or decoration elements adjoining aisle or other exhibitors higher than 3 metres, should begin 1 metre from the perimeter of the stand. Coverings on columns will not exceed 5 metres and the outlet margin of the base will be 1 metre maximum.

2.4 INSTALLATION OF CEILINGS

- Exhibitors may cover their stands with a ceiling as long as they respect the technical provisions for fire prevention and security regulations.
- It should be kept in mind that the ceilings can be seen from the upper levels and, in this case, their top should be decorative. To achieve an attractive overall view, Fair Management may require changes in the finishing work on the ceilings although this occasions extra costs to the Exhibitor.

2.5 CONSTRUCTION OF TWO-STOREY STANDS

Two-storey stands can be built in the halls whose structural characteristics allow such constructions.

Under no circumstances can the two storey built surface comprise more than 50% of the total floor space of the stand.

The construction of roofs in the two storey zone shall be limited to the

service area of the same, without being able to comprise more than 50% of the two storey built area.

Authorisation must be sought in writing from Fira de Barcelona. If granted, a descriptive record and two sets of 1:200 scale plans, duly signed by a qualified technician and approved by the Colegio de Aparejadores y Arquitectos Técnicos de Barcelona must be submitted to the Fair Organisers before 17th February, 2011. The architect will be responsible for the direction of the works at all times.

One stairway will be built for every 125 sq.m of surface area. Each stairway will have a free width of 70 centimetres with at least one banister. The stairs will be covered with anti-slippage material of 28 centimetres and the riser will be of 18 centimetres.

Any stand with a floor elevated over 50 centimetres off the ground must present a construction certificate signed by a qualified technician.

2.6 ELECTRICAL INSTALLATIONS

- Said installations must comply with current rules of the Electromechanical Regulations for low voltage.
- The electrical installations of the stands must be done under the supervision of an authorised technician or installer with an official identification card authorised by the ICICT (Institut Català d'Inspecció i Control Tècnic).
- The connection to the main must be applied for in the offices of the ICICT (Institut Català d'Inspecció i Control Tècnic) in the Plaza del Universo of the Fira de Barcelona, with the presentation of the corresponding form signed by the exhibitor and the person responsible for the installation.
- For simultaneous power installations of over 50 Kw, a project with records, schematic and installation plan, signed by an authorised Technician, will be presented with the application.
- This installation will be inspected by the ICICT (Institut Català d'Inspecció i Control Tècnic). Once it is authorised, the connection and subsequent disconnection will be done by staff of the electric services of the Fira de Barcelona, access to the box of connection to the main being absolutely prohibited to any other person not belonging to these services. Electrical supply to the trade fair halls is three-phase and of the following voltages: 220 V and 380 V.

2.7 GENERAL SAFETY GUIDELINES

- The construction of the stands, the installation of material for exhibition and the advertising supports must have the stability necessary for public safety. A railing with a minimum height of 90 cm. must surround platforms open to the public situated at more than a metre from the lower level.
- Easily inflammable materials may not be used for the construction and installation of the stands. Fabrics must be fire-resistant.
- The use of spray guns as well as cellulose lacquer is prohibited in the interior of the halls. This prohibition is extended to inflammable liquids and the use of butane gas aerosols.
- For welding tasks the surrounding area should be sufficiently protected and the corresponding permission must be obtained.
- Vehicles with internal combustion engines, which are on exhibit, should have the fuel tanks empty.
- The use inside the halls of balloons filled with inflammable gas is prohibited.
- When smoking is permitted on the stand there should be a sufficient number of ashtrays available or recipients for the ashes, which should be regularly emptied with sufficient safety precautions.
- On the stands there should not be any recipients made of inflammable material for waste or rubbish. Litter and rubbish bins should be emptied every afternoon, at closing time, in the containers provided for this purpose by the Fira de Barcelona.
- Storage on the stand of any sort of container or packaging material is not authorised.
- Edges of glass display cabinets should be smoothed or covered so that there is no risk of cuts. Glass doors and any structures made entirely of glass should have a sign on them at eye level.
- The edges of Plexiglas should be adequately protected to avoid their catching fire.
- Demonstrations of noisy machinery should be held to a minimum, out of respect for both the other exhibitors and the visitors.
- The use of cordless telephones is authorised so long as it does not interfere with the Fira de Barcelona's own telephone installations. Exhibitors who wish to use these apparatus should communicate the trademarks, frequency of use and range.
- Under no circumstances can the illuminated signs, fire extinguishers, fire hydrants and other security equipment be covered, nor may the emergency exits be blocked.
- Inflammable products may not be stored in the offices, storerooms or the enclosures of the columns. In the same way the connection boxes (electricity, telephone, T.V., gas, water, compressed air, etc.) and access to the equipment and outbuildings of the halls may not be locked.

- Materials such as cloth, glue, carpets, etc, must be fire-resistant, and the corresponding certificates must be presented.
- We remind you of the prohibition on the installation of air-conditioning units using hot air condensation in the interior of the halls.
- For any other circumstance not mentioned here, the Safety Plan of the Fira de Barcelona will apply.

2.8 EXTRACTION OF SMOKE AND GASES

- All gas or steam produced by material on exhibition which are dangerous to health or irritating to the general public must be extracted outside of the halls. The installation of extractor pipes should be provided for at the exhibitor's expense, in non-inflammable materials.
- It is necessary to previously consult with the Department of Technical Services and Works of the Fira de Barcelona about the possibility of making such installations, which depends on the location occupied in the exhibition halls.

2.9 MACHINES AND APPARATUS IN MOVEMENT

- The Exhibitor will equip the installations which are to function during the fair with all the protective devices necessary for the work and prevention of accidents, required by the technical regulations in use for such installations.
- If the machinery or specific parts of it are to be demonstrated to visitors while in operation, normal protection may be substituted by a covering of Plexiglas or similar transparent material.
- When the machines are off and are only on exhibit, protective devices may be removed.
- If there are serious infractions of these regulations and the functioning of the machinery may entail danger to persons, Fair Management may require it to be stopped.
- If these conditions are infringed upon, responsibility for any accident will incur exclusively upon the exhibitor, who must have contracted a policy of Public Liability Insurance for injury to third parties to an unlimited quantity.

2.10 INTERNET LINES

It must be contracted through the Service Catalogue of Exhibitor of Fira de Barcelona. For any question you can contact the Customer Service Helpdesk of ServiFira (+34) 93 233 20 00.

2.11 GAS INSTALLATIONS

Domestic gas: It will be necessary to make a temporary contract directly with the supplier company.

Other gases: Installations must be adapted to the rules in force.

In both cases the corresponding certificates must be shown to the Technical and Security Services Department of Fira de Barcelona.

2.12 FLOOR RESISTANCE

Floor resistance in the different parts of the Trade Fair Area is the following: 5.000 kg x sq.m

When the stand itself or the goods to be exhibited are of such a weight that in relation to the supporting surface they exceed these limits, the exhibitor must report this to Fair Management which, in conjunction with the Technical Service of the Fira de Barcelona, will take appropriate action.

In the event that the exhibitor neglects to make this report, the Fira de Barcelona can refuse to allow the construction of the stand or the exhibition of the machine, and if necessary, require the repairs of damage done and indemnification for losses incurred.

2.13 OTHER INSTALLATIONS

These will be done according to existing regulations.



Fira Barcelona

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