REGULATIONS



1.- PRELIMINARY REMARKS

• Art. 1. Definitions

The term "Exhibition" as used in the Conditions of Participation contained herein refers to the trades fair. The term "Exhibitor" refers to all natural and legal persons who are allocated a space in the Exhibition. The term "Organization" or "Direction" refers to the Department Responsible or to the Direction. The term "Foundation" refers to the body organising or coordinating of Exhibition. The term ABANCA International Exhibition Centre of Galicia, refers to the site where the Exhibition is held.

• Art. 2. Acceptance of the Conditions of Participation

By registering, Exhibitors implicitly accept the Foundation's General Regulations, the Specific Conditions for each trade fair, and any other provision issued by the Event Management.

2.- GENERAL CONDITIONS FOR ADMISSION AND PARTICIPATION

• Art. 3. Participation

Any party whose industrial or commercial activities are deemed to fall within the scope of the sectors and articles contemplated in the Exhibition are eligible to submit a request to participate.

• Art. 4. Application for Exhibition Space

The space required should be requested by submitting the Participation Form or Official Application Form, respecting the rates, methods of payment and dead-lines described therein. The Application form for Space provides details of the services included in the rates for the spaces occupied. In the event of payment not being forthcoming within the time specified, the Exhibitor will forfeit all rights over the space reserved, thereafter reverting back to the Direction who will be entitled to reallocate the space to another company. No spaces which have not been paid in full may be occupied, foregoing any right to claims or refunds regarding any amounts already made payable. No stands contracted from the Direction may be mounted without first having fulfilled all of the above mentioned conditions.

• Art. 5. Acceptance of participation

Definitive acceptance of participation is reserved for the Event Management, who may reject applications which, in its opinion, fail to conform to the purposes or subject matter of the event, or which are not related to the nomenclature. If the application cannot be admitted on the aforesaid grounds, the Event Management will refund the amount paid, without the applicant being entitled to any compensation.

• Art. 6. Acknowledgement of Receipt and the Allocation of Spaces

The Direction of the Exhibition will acknowledge receipt of the applications submitted with the corresponding payments. This receipt will be considered as a binding contract between the applicant and the Direction of the Exhibition. Space will be allocated in line with the terms described in the Exhibition Space Application Form. Notwithstanding, the Direction reserves all rights to change the location and/or the nature of the spaces allocated for technical or security reasons.

• Art. 7. Cancellations on the Part of the Exhibitor

Any Exhibitor who cancels his participation will thereby automatically forfeit any rights to refunds of any down-payments already made payable. Should an Exhibitor make a cancellation within thirty days prior to the inauguration of the Exhibition, the Direction reserves the right to demand the payment in full of the space reserved even in the event of it being later reallocated to another Exhibitor.

Art. 8. Payment and deadlines for space and services

Payments made to the Foundation for the space and services contracted with the same shall be made upon presentation of the fees, in accordance with the payment methods and deadlines that appear in the Participation Form or the Event Space Application Form, in the Service Contract Form, or in any other accompanying regulations.

The closing date for contracting space is 30 days before the start of the Event.

The closing date for the contracting all services is fifteen days before the preparation for the Event commences. A surcharge of 20% will be applied to any services requested after the deadline date, with the Foundation reserving the right to admit any such request. The cancellation of a service within the 10 days prior to the commencement of the Event, will entail the payment of 40% on the tariff for said service.

All invoices issued to the Exhibitor by the Foundation shall include the VAT currently in force, or any other tax which may be applicable at any given time.

• Art. 9. Conditions Concerning the Services Provided

The conditions for the services provided during the Exhibition are described in the Form concerning the Contracting of Services Provided by the Foundation.

• Art. 10. Electricity

The Foundation will issue a min. charge equivalent to a 3450 w of single-phase alternating current (AC) for each stand or assigned space as a min. charge for the electricity supplied during the Exhibition. For additional electricity, Exhibitors should complete the form concerning the Contracting of Services. The Foundation reserves the right to carry out spot-checks on the electricity used above and beyond the minimum established above. The Exhibitor will be held responsible for any power installations and all lighting within the stands as well as for the connection to the main power point provided by the Foundation.

• Art. 11. Insurance

The exhibitor must take out a civil liability policy covering attendance at fairs for possible damage to third parties.

In no case may exhibitors make any claim against the institution (organiser) or the employees thereof, for any damage caused to third parties, or for the loss of or damage to material and objects on the stand.

• Art. 12. Event catalogue and other promotional material

Registration for the Event includes free inclusion in the Official Catalogue, which will contain the list of Exhibitors, provided that the requested data is submitted at least 15 days before the start of the preparation for the Event.

The Organisation may disseminate the aforesaid list of exhibitors in those promotional publications related with the Event.

The Organisation accepts no liability for any errors of transcription, defects or omissions of any kind that may occur in the publication of the catalogue or other promotional publications.

• Art. 13. Advertising in the Catalogue

Exhibitors may include advertising in the Catalogue as described in the regulations laid out in the specific conditions for each Exhibition as contained in the Advertising Request Form.

• Art. 14. Customs duty

In Events of an International nature, and where the specific regulations of the Events so indicate, there may be a Customs service and the goods may be sent directly to the Foundation.

• Art. 15. Access

The Site and the pavilions are to accessed using the entrances indicated to that effect.

• Art. 16. Entrance and Exit Times Applicable to the Exhibitors

All Exhibitors bearing the identification badge issued by the Direction of the Exhibition will be entitled to enter the Exhibition Site 1 hour prior to the scheduled opening time and may not remain within the Site for more than 30 minutes after the daily closing time.

Art. 17. Personnel working for the Exhibitor

At no time will there be any working relationship, either directly or subsidiarily, between the Foundation and the personnel that the exhibitor and those companies involved in the assembly and/ or dismantling of the exhibitor's stand as contractors and/or subcontractors who come to the Exhibition Site to carry out any of the works in the performance of their contract.

Both the exhibitor and the companies performing work for the same must have their personnel insured and be up to date with the payment of all their salaries, social security contributions, withholding and declarations, tax settlements, and all labour and tax obligations provided for in the current legislation, and they must comply with the provisions on occupational Risk Prevention. The Foundation is entitled to demand the presentation of documents accrediting that they are up to date with said payments, with this institution accepting no liability for any possible claim or incident in this regard. They must also be covered for the civil liability that may arise from their actions.

• Art. 18. Catering Facilities

All matters pertaining to catering, cafeterias, cocktails and drinks services, etc. provided to stands must be referred directly to the Foundation to be handled by the companies contracted to this effect, being the exclusive holders of the rights for the catering services provided on the Exhibition Site.

Art. 19. Promotional material, advertising activities and image rights

All advertising activities outside the stands, as well as advertising activities in favour of non-exhibiting companies or bodies, are prohibited.

Samples, brochures, leaflets and any kind of promotional material may only be distributed and displayed within each Exhibitor's space. Advertising activities and promotional materials distributed in said spaces may not deviate from the general theme of the Event, nor may they refer to companies that have not registered for the Event. Exhibiting companies who wish to stage shows or conduct recreational activities must notify the Organisation thereof for the authorisation of the same.

All intellectual property rights derived from the activities (broadcasts, recitals, projections, etc.) conducted inside stands will be assumed by the exhibitor.

The projection of any type of image or beam of light outside the exhibition space itself is prohibited.

The taking of photographs or the making of videos of stands or common areas will not be permitted without prior authorisation from the exhibitor or the organisation.

This prohibition does not apply to the media or exhibitors at their own stands. The organisation reserves the right to photograph and/or film the facilities and stands, as well as the articles exhibited therein, by any means, and to use these reproductions exclusively in the media, in other exhibitions or in promotional material for the Foundation and its Events.

• Art. 20. Maximum Permitted Noise Levels

Any loud noises above and beyond the max. permitted level of 60 decibels liable to offend other Exhibitors are forbidden. The Organisation reserves the right to cut off the electrical supply in the case of repeated failure to comply with this condition.

Photographs and video recordings of the stands and the shared space are forbidden without the express prior consent of the Exhibitor in question or the Organisation. This ban does not apply to the media nor to the Exhibitors at their own stands. The Organisation reserves the right to photograph and/or record using any medium the installations and the stands together with the articles present on the stands and reserves all rights to use these images in the media, in other exhibitions and in any promotional material published by the Foundation and its Exhibitions.

Art. 21. Subletting of Space. Joint Stands

It is forbidden to sublet rights partially or totally to any third party and no spaces may be occupied jointly by one or more Exhibitors without the express prior consent of the Direction of the Exhibition.

Art. 22. Regulations Concerning the Displays

All of the items and products on display must remain in the spaces reserved by the Exhibitor during the hours and days that the Exhibition lasts unless indicated otherwise in the specific conditions of the Exhibition or following the express prior consent of the Direction of the Exhibition.

Art. 23. Goods on Display

Any Exhibitor who displays goods other than those which comply with the aim of the theme of the Exhibition will forfeit all rights to the spaces contracted by them.

• Art. 24. The Introduction of Merchandise during the Exhibition

Exhibitors must request individual permission from the Foundation's Technical Services Office before introducing any materials or objects during the Exhibition and in compliance with the times indicated.

• Art.25. Cancellation of the Exhibition

In the event of the Foundation and/or, where appropriate, the Direction of the Exhibition being responsible for the cancelling of the Exhibition, the Exhibitors will be entitled only to refunds of down-payments already made with no rights to compensation. No refunds will be made by the Foundation and/or, where appropriate, the Direction of the Exhibition in the event of a definitive or provisional cancellation of the Exhibition due to unforeseen circumstances and in cases of force majeure, which include, as well as the reasons contained in the usual conditions, any other reasons attributable to a third party such as, for example: strikes; threats; supply cuts (electricity, water and gas); floods, etc.

3. SECURITY REGULATIONS

• Art. 26. Accident Prevention

Any activities which liable to cause accidents in any of the spaces located within the confines of the Exhibition are strictly forbidden. Both the objects on display as well as the decorations used must comply with all of the security, hygiene and labour regulations which apply during their transport, assemblage, handling, functioning and dismantling.

The use of any elements, be they destined for advertising purposes or not, such as balloons, fountains and/or pools must first secure the prior express consent of the Technical Services Office and the Foundation's Exhibition Office.

• Art. 27. Surveillance of the Exhibition Venue

The Institution will ensure the general surveillance of the Exhibition Venue, either through its own staff or with staff from a specialised company. In no case will the security be aimed at the specific property of each exhibitor.

The institution will therefore accept no liability for the robbery or theft of the materials and objects deposited in each stand; or for any damage that may be suffered by the objects, samples, personal effects, assembly materials and/or exhibition, before, during or after the holding of the Event; or for damage to vehicles parked in the areas enabled for this purpose, or for loss of belongings in such vehicles. In the event that any exhibitor wishes to have a specific surveillance service for its stand, this must contracted through the Fair, indicating the persons it would require for the service in order for the institution itself to issue, if appropriate, the corresponding authorisation for the provision of the service. The costs of the same shall be met by the exhibitor.

If the exhibitor wishes to contract this service with a different company, it must, in a timely manner, forward the complete details of the service and of the persons who will perform the same to the Management, which, if appropriate, will issue the authorisation for the provision of the service.

Art. 28. Maintaining Passageways Clear. Packaging

While the stands are being mounted, all of the materials used must remain within the confines of the space assigned to that stand, ensuring that all passageways and other areas remain clear. The Exhibition Cleaning Services will ensure that any object found in the said areas will be removed and the Exhibitor will forfeit all rights to claim for any damaged or lost goods. During the Exhibition, no displays, packaging or other objects may be placed in the passageways or in the other shared spaces on the Site. A Removal, Storage and Delivery Service will be provided by the Foundation for all merchandise and packaging.

• Art. 29. Security Regulations

The location of and access to fire-fighting equipment, e.g. hoses, extinguishers, alarms, emergency exits, etc., including access to service areas, must be respected even if they are located within the spaces contracted to Exhibitors.

• Art. 30. Fire Prevention

The materials used for the assemblage of the stands must comply with the conditions required by the current Regulations regarding Fire Prevention. Amongst other things, these Regulations mention the fireproofing of materials such as those used for walls and floors, etc. All decorative elements must also comply with the same characteristics as those required of assemblage materials (e.g. tables, chairs, display units, etc.) It is forbidden to use any inflammable materials, e.g. peat, pine bark, etc.

4.- CONDITIONS COVERING THE MOUNTING AND INSTALLATION OF THE EXHIBITION SPACES

• Art. 31. Marking of the Spaces

All of the exhibition spaces will be clearly marked for easy identification as indicated on the official floor layout.

• Art. 32. Floor Resistance

The floor of the pavilions and the outside asphalted surfaces can support a max. weight of up to 15,000 Kg/m2. It is forbidden to use supply point covers as temporary support for weight. The Foundation's Technical Services Office must first be consulted for any temporary extra weight in excess of 500 Kg/m2 in other areas of the Exhibition Site.

• Art. 33. Working hours

The periods for the assembly and dismantling of the stands, as well as the working hours within the venue, shall be as set out in the Participation Form or Space Application Form. Outside these periods, the entry or exit of material and the presence of personnel within the premises will not be authorised.

• Art. 34. Entrance Permission

No exhibition spaces may be occupied without the entry permission issued by the Foundation. Nor may any prefabricated stands contracted from the Direction be set up without having complied with the above mentioned prerequisite.

• Art. 35. Removal of Merchandise

For security reasons, removal permission issued by the Foundation will be required before removing any merchandise or other materials.

• Art. 36. Access for Vehicles and Unloading

Access to the Exhibition Site and to the pavilions is to be made using the doors reserved to this effect and at the times and days indicated. Once the merchandise has been unloaded, no vehicles may remain within the pavilions nor in any adjacent areas, using instead the parking areas indicated to this effect.

Art. 37. Specific Regulations Concerning Free Design Stands

Those companies which choose to adopt a free design for their stands should submit their PROJECT for the approval of the Foundation's Technical Services Office no later than 30 days prior to the inauguration of the Exhibition.

On the basis of the assemblage project submitted for the stand, the Foundation may require the Exhibitor to make an initial downpayment whenever the Office of the Technical Services deems this necessary, the exact cost being fixed at the discretion of the Direction.

Surrounding ENCLOSURES WITHOUT OPENINGS with passageways exceeding 4 m in length and without a min. transparent break of 1 m are forbidden. Enclosures without openings with a max. length of 7 m which are pulled in towards the stand for a min. of 1 m are nevertheless allowed.

None of the elements used for assemblage or decoration should exceed the limits of the stand independently of the approved height.

• Art.38. Two-storey Stands

The Technical Services Office can authorise the mounting of twostorey stands with the determined characteristics and location. The max. authorised height for all stands within the confines of their perimeter is 4 m. Any DECORATIVE ELEMENTS exceeding 6 m in height, they must be pulled inwards by 1 m along the whole of the perimeter. A SECOND EXHIBITION LEVEL may be used, not exceeding the max. 7 m authorised height for two-storey stands. Such additional upper levels must pulled inwards by 1m along the whole of the perimeter of the stand in question. The Request for Authorisation must be accompanied by detailed plans signed by a competent technician or alternatively stamped by the corresponding Professional College (project certificate plus a certificate for the finalisation of the work). As far as costs are concerned, unless the Direction of the Exhibition should decide otherwise, the price of the additional upper level per square metre will be min. 50% of the price of the space contracted.

• Art.39. Prohibited activities

The spraying of cellulose paints on any type of object within the venue is prohibited. Hazardous, flammable, explosive and insalubrious materials which give off unpleasant smells and which may cause discomfort to other exhibitors or the visiting public may not be stored or displayed. Interference with the installations is prohibited, with painting, attaching studs or cutting channels of any kind, or cutting wood not being permitted. Unless expressly authorised in writing by the Technical Services Department, no materials may be fixed to or hung on any structural element. The drilling of flooring for the fixing thereupon of carpets or construction elements with contact glue or suchlike is not allowed; these must be be fixed with double-sided adhesive tape, or on decking, or any other means independent of the flooring. The costs of repairing any damage caused by the Exhibitor and/or its Decorator will always be at the Exhibitor's own expense.

• Art. 40. Supply from the Service Points

The supply arrangements for all of the services provided by the service points (e.g. telephones, water and drainage, electricity, etc.) are to be made using ground level cables leading from the respective service points to the stand assigned to each Exhibitor.

• Art. 41. Water and drainage

Connections must always be made under the supervision of or by the staff of the Foundation's Technical Services Department.

• Art. 42. Over-hanging Objects

Unless stated otherwise in the specific Exhibition regulations, no signs, pennons, spotlights or any other similar objects may stick out more than max. 30 cm over the allocated space with a min. height of 2.5 m from the ground. Nor should any such objects exceed the max. height established in the specific Exhibition Regulations and in the General Regulations and Conditions described herein. All spotlights should face into the stands. For any queries, please consult the Foundation's Technical Services Office.

• Art. 43. Removal of Decorative Elements

All materials should be removed during the process of dismantling the stands. Following the finalisation of the dismantling period, any losses or damage to materials not removed within the established period will not be liable to claims and the Exhibitor will be held responsible for any removal costs for such materials incurred by the Foundation.

• Art. 44. Labour and Tax Requirements. Civil Liability

All of the staff employed by the Exhibitors or by the companies contracted by them to carry out construction work must be insured against accidents and must also comply with the payment of their social security contributions, and the fulfilment of any other labour and tax requirements contained in the current legislation. The Foundation hereby declines any responsibility whatever in the event of any claims or incidents pertaining to this matter. The aforementioned parties should also cover their Civil Liability which might derive from their activities.

• Art. 45. Assembly fees

Unless otherwise stated in the specific regulations of each event, the company responsible for the assembly work in a space or stand shall, before commencing such work, pay the Foundation the assembly fees appearing in the current tariff sheet, for the electrical inspection (see specific rules for electrical installations), consumption, uses, etc.

5. REGULATIONS CONCERNING ELECTRICAL INSTALLATIONS

• Art. 46. Preliminary Remarks

All electrical installations must comply with the regulations contained in the Electrical Regulations for Low Voltage Appliances (Decree 2413/1973 issued 20th Sept.) and in the Additional Technical Instructions. All of the electrical installations carried out on the stands must be approved by the Foundation's Technical Services Office.

• Art. 47. Electrical Supply

All of the electricity supplied to the stands will be provided by the Foundation with the following characteristics: 400 volts between phases and 230 volts between phases and neutral. The Foundation will not be responsible for supplying any direct current (DC) which may be required nor for any conditions of stability or continuity which differ from that provided by the general supply system. The installer or user will be held responsible for providing any such special supplies once he has secured the prior authorisation from the Foundation's Technical Services Office. The Foundation reserves the right to limit the level of the power supply whenever it believes that it might have a negative effect on other users or due to overloads or to ensure the

security of its internal supply lines and installations. All users of the stands and the electrical supply must keep within a power range of between 0.85 and 1. As the electrical supply to the Exhibition Site is the responsibility of the electrical company, the Foundation cannot be held liable for any possible flaws in the electrical supply which are beyond the control of the Organisation itself.

• Art. 48. Electrical connection

The electrical connection will be made by the Foundation's Technical Department. It will be carried out on the basis of the distribution established by the Foundation for the optimal use of the network.

There will be a power socket with the following characteristics:

- A) Single-phase supply: Plug model CETAC 2P+N+T 16A
- B) Supply up to 32 A: Plug model CETAC 3P+N+T 32A
- C) 63 A supply: Plug model CETAC 3P+N+T 63A
- D) For consumption in excess of 63 A, the panel in the stand will be connected directly to the Foundation's sleeves.

The connection point shall be made to the aforesaid socket by means of a CETAC model plug, to be supplied by the installer of the stand, who shall also perform the electrical connection. The conductors used must have a circuit insulation voltage of 1,000 V and must be flame-retardant, (MIE BT 025 and 028), with no splices being allowed in these lines. As close as possible to the point of entry of the service connection, there must be a panel with at least:

- A) General four-pole Magnetothermic Differential Circuit Breaker of a gauge in accordance with the supply line. A two-pole Magnetothermic circuit breaker may be used when the gauge is no greater than 25 A.
- B) Master Differential Circuit Breaker with a sensitivity of 30 m A and a gauge not lower than that of the master magnetothermic circuit breaker.
- C) Two-pole Magnetothermic Circuit Breakers of calibre not exceeding 15 A. Receivers with unit loads exceeding 3 KW must be individually protected from the panel. The panel must be of sufficient size and technical conditions to ensure proper and safe operation, and must fixed to some structural element of the stand; it must not be fitted at floor level.

• Art. 49. Electrical distribution in stands

- A) The conductors used shall have a rated insulation voltage of 1,000 V and must be flame-retardant, (MIE BT 025 and 028), the minimum section being 2.5 mm.
- B) Connections and splices must be made by means of terminals located inside connection boxes.
- C) The flexible connections for equipment must not exceed two meters in length, using the appropriate cable for the working conditions.
- D) Any wiring that is to be subjected to mechanical stress must be reinforced or must run under protective ducting.
- E) Power outlets must be safety sockets with earth contact. They must be installed at a distance of more than 1.00 m. away from any point of the water supply.
- F) All motors of power equal to or greater than 5 HP must be equipped with low current starting systems.
- G) Halogen lamps located at a height of less than 2.5 m. must be fitted with protection against contact with the lamp, or LED lamps must be fitted.
- H) Metal structures in the stands must be earthed.
- I) Panels below 4600 W must be provided by the Foundation's technical departments.

• Art. 50. Installation of Lit-up Signs

Prior consent from the Foundation's Technical Services Office is required before proceeding to install any lit-up signs requiring special voltage levels. All such signs must comply with the following conditions:

- A) They must be fitted with individual magnetothermic protective shields for each of the elevator transformers installed.
- B) Any sign which at its lowest point is less that 2.5 m from the ground must be protected using protective wrappings with a suitable dielectric quality.
- C) Any low voltage components of signs fitted above this height must be properly insulated.

• Art. 51. Regulations Concerning the Use of the Installations

The electrical installations on the stand may in no way be tampered with by the Exhibitor who should limit himself to connecting his equipment to the power points or to other points installed to this effect by the electrician who installed the supply. Under no circumstances is it permitted to recharge any kind batteries or chargers within the Exhibition Site. Such appliances will only be allowed onto the sight once the Foundation's Technical Services Office has been informed of their existence and has issued its approval. In such cases, a "No Smoking" since should be placed in close vicinity.

6. ADDITIONAL PROVISIONS

• Art. 52. Disclaimer

The Organisation accepts no liability for any losses in the material and objects deposited in each stand through theft, robbery or damage that may occur before, during or after the event.

Nor does it accept any liability for damage caused to persons or objects in connection with the holding of the Event, or for the safety and robustness of stands and the fixed or mobile installations therein. For the purposes of loading and unloading material, merchandise or any other display objects carried out by the organisation's staff, the Foundation accepts no liability for any damage that may occur during the aforesaid works on the materials on which the tasks are being carried out. Nor will it be held liable for any damage caused to the installations, fittings or any other material in the display stand where the goods subject to loading and unloading are deposited or removed. The Exhibitor shall be responsible for the products presented in its space and for the legal consequences that may arise from the presence and/or use thereof.

• Art. 53. Complaints Concerning the Exhibition

Any complaints levelled against the Foundation regarding the Exhibition should be submitted in writing to the Direction on the same day that the incident in guestion occurred.

• Art. 54. Additional Legal Provisions

For any incident not contemplated in these Regulations, the provisions contained in the applicable legal texts regulating the activities in question will be referred to.

• Art. 55. Arbitration

The contracting parties will submit any questions arising from this contract to Equity Arbitration and will thereafter be bound by the decision arrived at by the latter; the Arbitration Court of the Chamber of Commerce, Industry or Navigation of the City of Vigo in the Province of Pontevedra will be responsible for overseeing the arbitration and the naming of the arbitrator or arbitrators.

Notwithstanding, any minor conflicts regarding any aspects concerning the organisation or the running of the Exhibition and its installations which could arise between various participants or between one or various participants and the Foundation and which require an immediate solution in order to ensure the correct functioning of the Exhibition will be submitted to the Arbitration Committee which will be responsible for settling such questions with an arbitrational nature and the interested parties will be bound by the decisions arrived at. This Committee will be made up of the following members: the President of the Exhibition Organising Committee, the General Secretary, the Manager, the Head of the Technical Services Department and the Head of the Foundation's Financial Services Department.

The Arbitration Committee will meet immediately upon receipt of an appeal or should such a matter be proposed by any of the participants and will proceed to assess and resolve any ordinary questions submitted to it for deliberation. The final decision of this Committee will be considered binding for all of the interested parties although this in no way affects their statutory rights to pursue the case through the corresponding arbitration or legal channels at a later date should they feel that it is in their interest to do so. It will be deemed sufficient for any three member of this Committee to meet and arrive at a joint decision.

