



GENERAL REGULATIONS OF EXHIBITION IN THE CCIB 2015

CONTENTS

Acceptance of CCIB General Regulations

1 General Regulations

- 1.1 Set-up
- 1.2 Breakdown
- 1.2 Rules & Regulations
- 1.4 Vehicle entrance
- 1.5 Staff labour risk prevention during setup and breakdown
- 1.6 Entry passes
- 1.7 Security
- 1.8 Logistics
- 1.9 Maximum weights capacity
- 1.10 Exhibition Floor Plan
- 1.11 Construction and materials

2 Service Regulations

- 2.1 Electricity
- 2.2 Water
- 2.3 Internet and Telephone
- 2.4 Platforms
- 2.5 Smoke
- 2.6 Manual

3 Exhibitors Regulations

- 3.1 CCIB stands
- 3.2 Requests for services
- 3.3 Service cancellations
- 3.4 Payment conditions
- 3.5 Methods of payment
- 3.6 Orders Deadline
- 3.7 Reception of goods
- 3.8 Cleaning
- 3.9 Food & Beverage
- 3.10 Exclusivities



Acceptance of CCIB General Rules

I _____
Name

representing _____
Booth name

By my signature below certify that:

- I have completely read the CCIB Exhibitor Manual.
- I understand all rules and regulations as outlined in the CCIB Exhibitor Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in CCIB Exhibitor Manual.
- I am authorized to sign this document on behalf of my company.

Exhibitor:
Name

Stand Builder (if applicable):
Name

Signed

Signed

Date

Date

Booth Number

Booth Number

Send this sheet to **stands@ccib.es**

1. GENERAL REGULATIONS

1.1 SPECIFIC RULES

- 1) It is the responsibility of the organizer to publish the general exposure rules of CCIB with all information related to the showroom.
- 2) Any modification on the CCIB Rules & Regulations has to be verified and confirmed by the CCIB before publication.
- 3) The organizer is responsible to set his own rules and regulations on:
 - a) The height of the stands and hanging ceiling elements: see Section **2.2.10** of these regulations
 - b) Allowance or not the rigging items at the exhibition zone (When the exhibition is held on the Polivalente area)
 - c) If it is compulsory that each booth has to build their own walls or not
 - d) The visual aspect of the rear side of the back wall of non-shell scheme stands (This is to avoid image problems)
 - e) Information that can be printed or painted on the booth's rear side wall, when this wall is higher than the booth next to it, as well as for the signage that can be hanging from the ceiling.
 - f) Stand layouts approval (floor plans, renders, 3D ...). The CCIB is not responsible for the approval of any booth layouts.
- 4) The organizer is responsible for verifying the application of the specific rules set and take action if necessary
- 5) The CCIB is responsible for verifying the application of the general rules of exposure CCIB and take action if necessary.
- 6) Bikes, skates...and any personal transport by wheels are not permitted inside the building.
- 3) CCIB reserves the right to make internal set-up in previous dates at the set up time by the client hired dates.
- 4) The floor marking of stand spaces will be included only if the CCIB build up the 50% of the booths m2 with its shell scheme material.
- 5) CCIB offers the marking of stand spaces service as long as the previous point is not met. This service will be billed to the organizer
- 6) The organizer must establish an exclusive shell scheme booth assembly period for the CCIB during the set-up period and before the entry of the exhibitors.
- 7) If an exhibitor wishes to build up before the official set-up schedule, it is the organizer responsibility to allow it and book the corresponding space & services needed to the CCIB.
- 8) 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 of the contract.
- 9) Any extension in time of set-up or breakdown required by the organizer or exhibitor must involve the hiring and payment of services compulsory for such activity (safety, logistics, cleaning, etc...).
- 10) 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 with the CCIB.
- 11) The CCIB shall not be liable for any discordant information received about a booth handled by various companies (e.g. builders, designer and exhibitor). A sole person/company is required to control all orders placed with the CCIB.
- 12) If hanging points from the ceiling are allowed by the Organizer, an extra day before the set up has to be booked for security reason to prepare all the hanging points before the stand builders arrive. It is not allowed working at height if people are working on the floor.
- 13) At all times we must consider the staff's logistics CCIB indications.

1.2 SET-UP

- 1) Exhibitions require a previous set-up period that should be foreseen by the Organizer in the Exhibition area booking.
- 2) The beginning of the set-up of the exhibition will be on the day and time that the room rental starts.

1.3 BREAKDOWN

- 1) Exhibitions require a certain breakdown period that shall be foreseen by the Organiser in the Exhibition area reservation.
- 2) 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.
- 3) The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.
- 4) Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the organizer/exhibitor.
- 5) CCIB reserves the right to destroy and / or remove any material remaining after the end of an event.
- 6) The organizer or exhibitor is responsible for the removal of the goods at the time of breakdown. You should contact with the official logistic company of the event for removal and custody of packaged material. Otherwise, the customer accepts the cost of removal and / or destruction of the goods deposited outside the established period.
- 7) Minors are not allowed to access the premises during the breakdown period.
- 8) At all times we must consider the staff's logistics CCIB indications.
- 9) Any extension in time of set-up or breakdown required by the organizer or exhibitor must involve the hiring and payment of services staple (safety, logistics, cleaning, etc.), For such activity.
- 10) Any damage detected in space once finished the breakdown will be made known to the organizer and the appropriate measures will be taken for settlement under the organizer

1.4 VEHICLE ACCESS

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during set-up and breakdown, in accordance with the current regulations.
- 2) The organizer and / or exhibitor must provide the CCIB with prior identification of vehicles and personnel for entering the CCIB during set up and breakdown.
- 3) All vehicles must remain with the engine off within the premises of the CCIB.

- 4) The use of loading and unloading areas exclusively for this purpose. It is forbidden to remain parked in these spaces.

1.5 STAFF LABOR RISK DURING SET-UP AND BREAKDOWN

- 1) The stand builder companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.
- 2) Always keep all evacuation routes and emergency exits free of materials. Don't block them.
- 3) Do not block any emergency equipment (fire extinguishers,...)
- 4) Smoking, consumption of alcoholic beverages and other psychoactive substances is prohibited in all CCIB facilities.
- 5) Children under 18 years old are not allowed during set up and break down.
- 6) The use of protective footwear is mandatory at all times.
- 7) It is mandatory the use of required equipment for works at certain height, , helmets, gloves, glasses, ear protectors and/or masks during the construction works, especially when there is a risk of falling, fire, cuts, noise,...
- 8) Is obligatory use such personal protective equipment in various stages of assembly when there is a fall hazard to another level, hitting, cutting, noise, flying particles, etc..
- 9) All your tools must be in good shape and with all required protections. Please disconnect your electric tools when you are not using them.
- 10) All ladders, scaffolds and similar equipment must be in good shape, have all their components, and have the right size to reach the operation point with security.
- 11) All trolleys, forklifts, and similar equipment will be used for the transportation of goods, not people.
- 12) The set up and breakdown of booths cannot interfere with other people present in the neighboring area.
- 13) Booths and structures can never be dismantled using "collapsing techniques". Everything must be dismantled, and never thrown or broken.

14) Breaking any security rules will mean the **stop** of all dangerous works, and repeating those actions will mean the **ejection of the venue**.

15) Please always ask our H&S technician for any doubts you may have in this matter.

1.6 ENTRY PASSES

- 1) The Organizer shall provide any person having access to the facilities of the CCIB during the set up and breakdown event with the relevant accreditations, conveying a relationship of such personnel to CCIB, with their identifying information.
- 2) The accreditations of the staff must be visible within the CCIB’s building.
- 3) The Organizer/exhibitor must register all staff who work at the booth or organization even though they have been hired by the CCIB, hostesses for example.

1.7 SECURITY

- 1) All external doors that may be opened during the set-up, event and breakdown must have at least one security guard hired by the Organizer.
- 2) The event organizer shall decide if more security is required than that indicated in

the previous point there is always a minimum set by the CCIB.

- 3) Exhibitors requiring a security service for their stand may consult our services catalogue.
- 4) The exhibitor is responsible for the items on the stand during the whole duration of the exhibition (including set-up & breakdown)
- 5) The CCIB is not liable for any possible theft occurring during the rental period, and recommends all exhibitors and clients not to leave unattended or view any type of product, material or small size equipment during and after the closing of the exhibition.

1.8 LOGISTICS

- 1) Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading / unloading equipment, access control, use of common areas, control flows of people (fitters and customers) through the building.
- 2) The lifting platforms can only be used with a logistic personnel at each end.

1.9 MAXIMUM WEIGHT CAPACITY

ROOMS	MAXI MUM WEIGHT PER SQ. METRE
Exhibition Hall	2.500 kg/m ²
Main Hall	1,250 kg/m ²
M1 Floor - VIP Room	500 kg/m ²
P1 Floor - From Room 111 to Room 134	500 kg/m ²
M2 Floor - From Room M211 to Room M221	500 kg/m ²
P2 Floor - Rooms 211+212 and Banquet Hall	500 kg/m ²
Terraces	Extra weight is not allowed on the terraces

The CCIB should be duly reported if any of the machinery or equipment exposed exceed the above weights, low risk of not authorizing entry to the exhibition area.

1.10 EXHIBITION FLOOR PLAN

- 1) 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 related to health & safety regulations.

- 2) Before publication, the exhibition floor plans must be submitted to the CCIB for safety and layout approval. The floor plans must include measures (measurements of stands, aisles, etc.).
- 3) The Organizer is responsible for the location of the stands in the exhibition area according to the exhibitor's needs & technical resources availability and responsible for sending to the exhibitors the technical floor plans which indicate the location of the boxes of services in the exhibitor stands
- 4) The CCIB will make the first and the last floor plans. All other changes will be assumed by the Organizer.

1.11 BUILDING AND MATERIALS

- 1) 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 to authorize the opening of the stand and otherwise demand the removal of the structure.
- 2) The textiles used in the stand construction must be fireproof, according to the current regulations.
- 3) The use of paint, liquids, gas or other inflammable substances is forbidden.
- 4) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 5) If the booth builder decides to setup a platform on the booth, he must keep the electricity distribution points accessible.
- 6) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other booths.
- 7) It is left to the organization the obligation or not to build the stand by exhibitors as well as the heights finishing back of the stands.
- 8) The back walls of the stands built by the CCIB cannot be used by other exhibitors.
- 9) Boring, screw, nail, or the use of paint, glue or anything that can damage the structural elements of the building are not

allowed (floor, walls, ceiling ...). In case of damage the facilities the cost of repair or replacement will be charged to the organizer responsible for your event.

- 10) The maximum building height shall be designated by the organizer with the approval of the CCIB, with the following restrictions, based on the blanks:
 - a) Polivalent Room areas 1, 2 and 3: you will never build above 10 m.
 - b) Polivalent Room areas 4, 5, 6, 7 and 8: You will never build above 4,5m
 - c) Hall: You will never build above 2,5m
 - d) M1, M2, P1 and P2 Foyers: Height to verify depending on the area.
 - e) Rooms 111 to 117 at Level P1: You will never build above 4,5m.
 - f) Rooms 211-212 and Banquet Hall of Level P2: You will never build above 4,5m.
 - g) Rooms 118 to 134 and M211 to M221: You will never build above 2,5m.
 - h) Auditorium Foyer and connection Rambla: You will never build above 2,20m. Consulting Areas.
- 11) When constructing a booth with upper floor or part of the allocated space (only at the Polivalent room area 1, 2 or 3) CCIB requests an "Assume" of the College of Architects. This certificate is to confirm that the structure has been built according to the specification (description, drawings ...) or certificate of approval provided by the manufacturer at least 15 days before installation.
 1. The architect must be present during the assembly of the structure to verify that has been built as indicated in the report or certificate of approval.
 2. Although the structure has been approved the assembly has to be check, so the Architects Association assumes necessary.
 3. If the builder has his own architect stand during assembly must inform the CCIB in advance and presented to the responsible for PRL (risk prevention).
 4. If the assembler of the structure does not have the ability to contact an architect to perform the assumes, CCIB will provide this service to be billed to the stand-builder.



5. If you do not have the technical report or certificate of approval CCIB may facilitate an architect who can make the specification and assumes. In this case you will need 3 weeks before the event and the service is billed to the assembler of the structure.
- 12) If stairs or raised areas over 50 cm. ground level within the stand (where people have to be on this structure) have to submit the visa of the College of Architects as in the previous paragraph 2.2.11
- 13) All costs of submitting visas and certificates shall be borne by the Exhibitor.
- 14) 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 (electricity, IT,...).
- 15) The height of the elements that hang from the ceiling has to be specified by the Organizer.
- 16) In the case of two-floor stand construction (only in P0 areas 1, 2, or 3), the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. Please ask us for more information if necessary.
- 17) In the case of stairs or areas that are more than 50 cm. above floor level in the stand a technical construction document signed by an architect and stamped by the Barcelona College of Architects' must be presented.
- 18) The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.

2 Service Regulations

2.1 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Every client has to order an electrical switchboard from the CCIB.
- 2) On the P0 exhibition area the power of the boxes on the floor is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stands or other areas that do not have boxes in your chest.
- 3) More than 20 Kw electric power entails project.
- 4) The availability of electric power, and the installation of the electrical switchboard, is included in the price of electrical panel.
- 5) 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).
- 6) The Electric power service of the CCIB boxes is 32A. 380V. Higher power will bring the cost of extending the power required and will be done under budget. The organizer will decide to assume this cost or it is billed to the exhibitor.
- 7) The Organizer is responsible for informing the exhibitors about the different power outputs.
- 8) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 9) It is the responsibility of the organizer / exhibitor / fitter / electrician to advise how to connect your box provided by the CCIB (CETAC, ...).
- 10) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB, and inform the venue about how they will connect both switchboards. Further technical information about the connection must be requested to the CCIB.
- 11) The CCIB can provide electricity only from the power points situated on the floor of P0 Polivalente area.
- 12) It is mandatory to use floor cable trunking when wiring cables are in areas outside the stand and the cost must be borne by the organizer. After the set-up there will be a count of linear meters average cane used.



- 13) If exhibitors want the cabling cover must request floor cable trunking that will be billed to the exhibitor.

2.2 24H ELECTRICITY

- 1) At the end of the day all lights must be disconnected for security and ecologic reasons.
- 2) The CCIB provides electric service in the area of exposure, only in times arranged by the organizer. After this time, the electricity of the exhibition area will be disconnected. Make sure your lights and electronic devices are not connected to the network during the electrical disconnect.
- 3) The CCIB is not liable for damages caused by the non-disconnection of electronic devices that exhibitors have not disconnected during the electrical disconnect.
- 4) In case of you require electrical connection for 24 hours, it has to apply for a separate electrical box where the devices that can not be disconnected will be connected. Regardless of this electrical box the stand manager has to ensure that the other lights are turned off but the light is usually closed and ALL the electrical boxes were disconnected overriding the electrical panel requested for 24h.
- 5) In caso of the stand assembler put his electrical panel (previously connected to the CCIB) must indicate to the exhibitor wich power line is for stand lights in order that he can turn off the lights at the end of the day, and what line has to be turned on to continue supplying electricity to the connected elements (computers, fridges ...)
- 6) The CCIB always require a separate application to the control box that supplies power to the electrical box booth lighting. So avoid errors.
- 7) Although an electrical box is not available CCIB can cut the power, why ask this paragraph have in mind to avoid incidents

2.3 WATER

- 1) Water can only be supplied at the Polyvalent Area, level PO.
- 2) Inside this area, the CCIB can only supply water to the stands that have a chest with this service into their space. The costs of any additional platform or material to hide this installation will be assumed by the exhibitor

- 3) 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.
- 4) It is the obligation of the installer to verify that the installation of water drainage is in place before you need to put and cover the platform. Leaving access to the chest if you need to access the main supply.
- 5) The water supply system includes only the water pipe and drain not connected to another element.
- 6) It is the responsibility of the organizer / exhibitor / fitter confirm how you will connect your equipment to the facilities provided by the CCIB.

2.4 INTERNET AND PHONE

- 1) The Organizer is responsible for requesting to CCIB the specific Internet connections for exhibitors and visitors, as well as providing a free access area (cybercafé).
- 2) The internet cable is exclusive to each request individually stands.
- 3) It is the responsibility of the organizer / exhibitor / fitter confirm how you will connect your equipment to the facilities provided by the CCIB.
- 4) The installation of private wifi networks in each stand must be authorized by the organizer. The CCIB is not responsible for possible interferences that these networks can generate.

2.5 PLATFORMS

- 1) The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the stand space, if the exhibitor / organizer has not reported the placement of the corresponding stage in their stand.
- 2) Access to the service points / water tramp/ electricity tramp is obligatory whenever a platform is installed.
- 3) 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.
- 4) The booth constructor is responsible for confirming the requested technical installations that are going under the platform before installing the platform.

2.6 SMOKE



- 1) It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or vapors, or any item or device that generates or contains flame.

2.7 MANUAL

- 1) The CCIB should verify all information respect to the venue before the organizer published.
- 2) The CCIB reserves the right to change the date manually by the case that has been published was not authorized version.
- 3) The CCIB is not responsible for the published information not previously adopted
- 4) It is the responsibility of the organizer to inform all exhibitors of the rules of the

venue as it will be the reference text if necessary.

- 5) Also is the exhibitor's responsibility to inform all their staff and providers about the regulations of the venue.
- 6) It is the responsibility of the organizer to set certain rules, which are explained at the paragraph 1.1 of this regulation.
- 7) The CCIB does not accept any claim on any item specified in the rules of the CCIB mounting exhibitions. Exhibitors and stand builders can contact the CCIB in doubt.
- 8) Must be sent to the CCIB the acceptance of conditions signed

3 Exhibitors Regulations

3.1 CCIB STANDS

- 1) The stands are built inside the assigned space, so the inside dimensions of the stand space should be smaller than the space adjudicated.
- 2) The modular stands may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- 3) The CCIB reserves the right to invoice to the exhibitor any damage that is detected during the break down of the exhibition. This includes the cost of the cleaning and removal of stickers, velcro, posters, vinyls ... placed by the exhibitor on the CCIB's structures.
- 4) Hiring a modular stand implies that no changes be made in the description of the elements described. Any change in the stand or furnishings included as pack will be billed separately and the material removed will be paid
- 5) CCIB modular Stand including carpet protector comes with shovels on the carpet. The exhibitor must request the service of cleaning pre-inaugural whether the plastic is removed before the inauguration. It has to be verify at the description of the stand if the pre-opening or cleaning is included.

- 3) Hiring any service of personal (hostesses, watchmen, cleaning, waiters, ...) implies a time conditions, allowances and transfers.
- 4) It has to provide the application of any material plugs for electrical connection need.
- 5) Printed materials to stand decoration is not reusable.
- 6) Exhibitors are responsible for the keys delivered to doors and store cupboards. Losing or forgetting the key lead timeout refilled.
- 7) The organizer or exhibitor must calculate the location of the material in their space and technical requirements needed (power booster, power extension cord, plugs, telephone line, Internet access, audiovisual ...).
- 8) Once delivered the requested materials shall not be credited if the exhibitor or organizer wants to return them.
- 9) It is responsibility of the exhibitor to confirm that measures of exhibits are within the limits of the allocated space, the stand measures (height) and services required for their operation.
- 10) The CCIB is not responsible for the rented that once served and verified by the CCIB is stolen material.

3.1.2 RENTAL EQUIPMENT

- 1) All material that is offered is rented and has to deliver in the same condition it was found. The CCIB will bill the organizer / exhibitors items that are not in the stand at the time of their collection.
- 2) Plants are rental equipment.

3.1.3 MATERIAL EXHIBITOR EXPOSURE

- 1) The CCIB takes no responsibility for the matters set out in the stands and objects owned by people who are in the stands.
- 2) The exhibitor is in charge of the collection and output of material deposited on the stand after the event ended.

3.2 REQUESTS FOR SERVICES

- 1) Only the order forms 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 along the stipulated format.
- 2) Requests may be sent by fax, post or e-mail (previously scanned).
- 3) The petitioner must provide all the necessary details to raise an invoice.
- 4) Applications must be received in sufficient time for the applicant company to make payments prior to mounting the event (CCIB regulations) and to fulfill its payment policy time.
- 5) The applicant shall provide obligatory the credit card information, even if paying services by other means, to ensure payment of additional services and / or loss or damage to the rental equipment provided by the CCIB.
- 6) The requested services shall not be considered as definitive if the payment conditions are not fulfilled on time.
- 7) Any incident regarding the services ordered will have to be declared at the Exhibitor service Desk in order to be solved. Complains will not be accepted at the exhibition's end or after the event.
- 8) The deadline for contracting services is 20 calendar days before the assembly. The CCIB will reserve the option to increase the rate 20% of the price stated in the manual to the services requested after this date.
- 9) 7 working days before the start of assembly CCIB reserves the right to close the contracting period.

3.3 SERVICE CANCELLATIONS

- 1) Cancellations will only be accepted in writing and within the hiring period.
- 2) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 1) 100% of the services must be paid when you order them.
- 2) All the services requested must enclose copy of the payment in order to go ahead with the corresponding request, in case payment is made by bank transfer.
- 3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
- 4) The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
- 5) 21% VAT applies to all the services except for the F&B services that will be 10% VAT, as per regulation.

- 6) The CCIB verifies the NIF number to confirm whether to charge VAT or not.
- 7) Credit card as guarantee (see section 3.2-5)
- 8) If your company has a policy that requires payments for a specific period of time has to ensure ordering in sufficient time to receive, manage and send the bill to fall within its payment policy.
- 9) New orders during assembly or event will be held in the Exhibitor Service desk and payment is by credit card.

3.5 METHOD OF PAYMENT

- 1) Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
- 2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- 3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

3.6 ORDERS DEADLINE

- 1) See APPLICATION SERVICES 3.2-8
- 2) 20 days before the start of assembly no special budget shall be made
- 3) If accepting new service requests, after the deadline will not ensure the availability and the delivery is made prior to the inauguration of the event.
- 4) Will not be accepted during assembly applications technical services (water, electric extensions, Cable Internet ...)

3.7 RECEPTION, STORAGE AND COLLECTION OF GOODS

- 1) The CCIB does not handle goods. RESA LOGISTIC is the official supplier for this service.
- 2) The Organizer is responsible for the reception of goods, or for indicating how his clients can receive them.
- 3) No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.
- 4) During the dismantling, all the material has to be removed. No material can be left to be picked up after the end of the event.
- 5) The organizer or exhibitor is responsible for reserving a space in the venue if he/she wants to store empty crates during the period of the event. CCIB is the official supplier for this service

3.8 CLEANING

- 1) If the cleaning is not included in the spaces contracted, the Organizer has to hire from the CCIB the cleaning services for the areas to be used, and is responsible for the condition of

these areas. The CCIB reserves itself the right to clean the areas considered in bad condition and that could negatively affect the image of the CCIB. The cost of this cleaning will be charged to the Organizer

- 2) If the official opening is going to be along the day (at 12:00 am for example) the main cleaning will be done the night before. The main corridors will thus have to be free of goods at the end of the set up day. The Organizer will take care of this point.
- 3) The pre-inauguration cleaning of the booths may not be included in the space but can be contracted through the corresponding form in the catalogue of services and maintenance cleaning.
- 4) Cleaning budgets are made, including the removal of debris, with the contenders to do so.

3.9 FOOD & BEVERAGE

- 1) CCIB has exclusive rights in the provision of Catering (Food and Beverage) any restorative material from the outside will not be accepted at the venue.
- 2) This exclusivity also applies to all types of catering equipment such as coffee makers, juicers, popcorn machines, ...

- 3) The CCIB reserves itself the right to add a charge for the entry of any restoration products not supplied by the venue.
- 4) The Exhibitor Manual for food and drinks deliveries can be found at the Exhibitor's help desk. If you need an especial catering service or waiter service contact with stands@ccib.es for more information.
- 5) The exhibitor must take into account the space available in the stand to store requested deliveries.
- 6) Any element not described in the item is not included.

3.10 SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on an exclusive basis:

- 1) Catering (food and beverages, Coffee machine included).
- 2) Rigging
- 3) Cleaning.
- 4) Security.
- 5) Electricity

Any other request not described in this manual, will have to be confirmed with the CCIB with enough time (2 months before the start of event) by the organizer/exhibitor.