

# SILBARCELONA

expo & congress

9-11 June 2020

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Montjuïc-Plaza España Venue - Fira Barcelona - Barcelona - Spain

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## EXHIBITOR RULES AND REGULATIONS

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## 1. GENERAL INFORMATION

### 1.1. Name

SIL BARCELONA 2020 – THE LEADER FAIR IN LOGISTICS, TRANSPORT, INTRALOGISTICS AND SUPPLY CHAIN OF SOUTHERN EUROPE  
Trade fair whose main aim is to present the products offered by providers of logistics, transport, robotics, capital goods, material handling, stocking and physical distribution services applied to the different areas of industry.

This Exhibition is exclusively addressed to professionals. People under the age of 16 are not allowed to enter without authorization.

### 1.2. Location, Dates and Opening Hours

SIL BARCELONA 2020 will take place from 9<sup>th</sup> to 11<sup>th</sup> June 2020 in Exhibition Hall 8 of Fira de Barcelona Montjuïc - Plaça Espanya Venue (Avda. Reina Maria Cristina, s/n, 08004, Barcelona, Spain).

Opening time of the event:

Exhibitors: From 9<sup>th</sup> to 10<sup>th</sup> June: from 8.00 am to 8.00 pm. And on 11<sup>th</sup> June: from 9.00 am to 7.00 pm  
Visitors: From 9<sup>th</sup> to 10<sup>th</sup> June: from 9.00 am to 7.00 pm. And on 11<sup>th</sup> June: from 9.00 am to 7.00 pm

Opening time for assembly:

From 4<sup>st</sup> to 7<sup>th</sup> June: from 8.00 am to 8.00 pm  
On 8<sup>th</sup> June: from 8.00 am to 10.00 pm

Opening time for disassembly:

From 12<sup>th</sup> to 13<sup>th</sup> June: from 8.00 am to 8.00 pm

Exhibitors are requested to have staff in their stand at all times during the visitors' opening hours the 3 days of the Exhibition (from 9.00 am to 7.00 pm, and on 11<sup>th</sup> June until 7.00 pm).

### 1.3. Organization

The International Logistics Exhibition is organized by:

#### **CONSORCI ZF INTERNACIONAL, S.A.U.**

Avda. del Parc Logístic, 2-10, 3a planta  
Pol. Ind. Zona Franca  
08040 Barcelona (Spain)  
VAT number: (ES) A61290292  
Tel.: +34 932 638 150  
Email: sil@zfbarcelona.es  
Web: www.silbcn.com

## 2. ADMISSION AND PARTICIPATION TERMS AND CONDITIONS

### 2.1. Admission and Contracting Terms

Those companies willing to participate in SIL BARCELONA 2020 must send to the Organizer, Consorci ZF Internacional, S.A.U., the completed Participation Form, together with the proof of the first payment or the total payment, according to the method chosen.

A) By mail to:

#### **CONSORCI ZF INTERNACIONAL, S.A.U.**

Avda. del Parc Logístic, 2-10, 3<sup>a</sup> planta  
Pol. Ind. Zona Franca  
08040 Barcelona (Spain)  
By email to: sil@zfbarcelona.es

The Participation Form must have all its sections completed in block capitals and must be signed by someone with the authority to do so, duly identified by the company submitting the application. As soon as the Organizer receives the form, an invoice will be sent to the Exhibitor.

The signed Participation Form is valid only for the company stated on the registration and for only one edition of the Exhibition.

If the full cost of the space and additionally contracted services has not been paid by 19<sup>th</sup> May 2020, the undersigning party shall no longer be considered an Exhibitor and the cession of space shall be revoked.

#### 2.1.1. Allotment of Spaces

The Organization will establish a floorplan for the Exhibition and will carry out the allotment of spaces freely, taking into account the maximum number of Exhibitor preferences, the date of receipt of each request, antiquity, dates of payment, the sector of activity of the Exhibiting Company, the number of square meters contracted and harmony between spaces.

Once a space has been allotted, the Organization will send the Exhibitor the Contract of Space Allotment, which will stipulate the number of meters allotted and will provide a floorplan specifying their location. This contract shall be signed, stamped and sent back to the Organization as soon as possible and always within 5 business days of its receipt.

In the event of any change in the space allocated, a new contract will be drawn up for the new location. This new contract will supersede any other which may have been issued previously

All claims concerning the site defined on the floorplan shall be presented within a maximum of 5 days after its receipt. Once this period has been expired, the Exhibitor shall be considered to have accepted the site.

The Organization keeps the right, if necessary or by force majeure, to modify the assigned space and/or Exhibition Hall without incurring into any obligation to indemnify or otherwise compensate the Exhibitor in any way.

## 2.2. Types of Exhibitors

### 2.1.1. Direct Exhibitor

The participation as a Direct Exhibitor includes:

- Electronic invitation with your company logo.
- Congress GOLD invitations:
  - From 9 to 19 sqm space: 1 badge
  - From 20 to 34 sqm space: 2 badges
  - From 35 to 48 sqm space: 3 badges
  - Over 48 sqm space: 4 badges
- Section at the SIL BARCELONA Catalogue, available in our website.
- Name of the company at the Exhibitor's section of the SIL BARCELONA website.
- Appearance on the Exhibitor's list on web and app of SIL BARCELONA with the name, logo, link and info of your company.
- Name of the company at the Exhibitor's list in all adverts published by SIL BARCELONA in press.
- Name of the company at the Visitor's Guide and Report Memory of SIL BARCELONA.
- Innovations and Products to opt to the Best Innovation Award (promotion at Visitor's Guide, Press Dossier and SIL News Press).
- Appearance of the Events that your company will perform at your booth in the Visitor's Guide and at the Events Agenda in SIL BARCELONA website.
- QR code available to be placed in your stand linked to your company details included in the Catalogue.
- Match & Meet service to arrange meetings with visitors.
- Possibility to participate at the CÍRCULO LOGÍSTICO Networking, exclusive for exhibitors (payment activity).
- Visibility in the 360° Virtual Tour during the 6 months after the Exhibition

The rate as a Direct Exhibitor will be stipulated according to the participation method chosen.

### 2.1.2. Co-Exhibitor

They are those companies participating in an Exhibitor's stand (Direct Exhibitor) with their own staff and offer.

Direct Exhibitor must oversee that their Co-Exhibitors comply with the participation regulations, technical guidelines, as well as the provisions stipulated by the Fair Organizer. The Direct Exhibitor will take responsibility for those infractions their Co-Exhibitors might commit as if they were their own.

Rate: 550 EUR (+ 10% VAT) per Co-Exhibitor Company.

The participation as a Co-Exhibitor Company includes:

- Registration rights.
- Fire and civil liability insurance.
- 4 Exhibitor badges.
- Electronic invitation inserting the logo of the Co-Exhibitor company.
- Section in the SIL BARCELONA Catalogue (App and website).
- Link to the Co-Exhibitor's website in SIL BARCELONA's website.
- Logo of the Co-Exhibitor company in SIL BARCELONA's website.
- Name of the company at the Exhibitor's section of the SIL BARCELONA's website.
- Name of the company at the Exhibitor's list in all adverts published by SIL BARCELONA in press.
- Name of the company at the Visitor's Guide and Report Memory of SIL BARCELONA.
- Match & Meet service to arrange meetings with visitors.

## 2.3. Represented Company and Communal Media Stand Companies

They are those companies that participate in the Exhibition only for marketing purposes.

The participation as a Represented Company includes the following promotion services:

- Name of the company at the Exhibitor's list in all adverts published by SIL BARCELONA in press.
- Name of the company at the Exhibitor's section of the SIL BARCELONA website.

## 2.4. Rates

- **Registration Rights:** 400 EUR (+ 10% VAT) per company. It is compulsory for all Direct Exhibitors.
- **Fire and Civil Liability Insurance:** 150 EUR + (10% VAT) per company. It is compulsory for all Direct Exhibitors.
- **Visibility in the 360° Virtual Tour during the 6 months after the Exhibition:** 65 EUR (+ 10% VAT)

In the event of a modification in the applicable VAT rate, the Organizer shall charge this new type to the Exhibitor from the date of its entry into force and without altering the established basic rates.

### 2.4.1. Free sqm participation

Exhibition space rental (free sqm):

#### MAIN CORRIDOR

From 0 to 70 sqm: 260 EUR/sqm

From 71 sqm, per each additional sqm: 250 EUR/sqm

**ZONE 1:** 240 EUR/sqm

Prices do not include 10% VAT.

In the case of rental of the free sqm (bare stand) the site allocated comprises the floor space only. Construction of a stand is compulsory according to the Exhibitor particular requirements in order to ensure that the whole Exhibition presents a pleasant appearance. The prices do not include electricity consumption, industry taxes, Fira Barcelona fees nor registration rights and fire and civil liability insurance, which are mandatory for all Exhibitors.

### 2.5. Payment Methods and Discounts

The Organization may use the space of those Exhibiting Companies that do not comply with the established payment conditions, without prior notice and without incurring any obligations to indemnify nor refund any sums at all.

All sums received by the Organization will be withheld and will not be refunded under any conditions. The payment dates are fixed and must be respected in terms of the accumulated amounts, in accordance with the date on which the Participation Form is sent. An invoice shall be sent in each case.

#### SINGLE PAYMENT WHEN SUBMITTING THE PARTICIPATION FORM

##### CONDITIONS OF DISCOUNTS:

25% Discount applied on space rentals as of 35 sqm.

20% Discount applied on space rentals from 9sqm to 34sqm.

If you send before the **20<sup>th</sup> December 2019**:

- The participation form
- Single payment of the 100% of the requested space + registration rights + fire and civil liability insurance + visibility at 360° virtual fair + 10% VAT.

#### SPLIT PAYMENTS

##### CONDITIONS OF DISCOUNTS:

10% Discount applied to the contracting of fair ground in the last invoice.

If you send before the **20<sup>th</sup> December 2019**:

- The participation form
- Immediate payment of 25% of the requested space + registration rights + 10% VAT.

Payments as date:

**A.** If the PARTICIPATION FORM is sent before the **20<sup>th</sup> December 2019**:

- 1<sup>st</sup> payment: 25% of the requested space + inscription rights + 10% VAT when sending the Participation Form.

Deadline: 20<sup>th</sup> December 2019

- 2<sup>nd</sup> payment: 35% of the requested space + 10% VAT. Deadline: **31<sup>st</sup> January 2020**

- 3<sup>rd</sup> payment: 40% of the requested space + fire and civil liability insurances + visibility at 360° virtual fair + 10% VAT.

Deadline: 31<sup>st</sup> March 2020

**B.** If the PARTICIPATION FORM is sent **Between 23<sup>rd</sup> December 2019 and 28<sup>th</sup> February 2020**:

- 1<sup>st</sup> payment: 60% of the requested space + inscription rights + 10% VAT when sending the Participation Form.

Deadline: 28<sup>th</sup> February 2020

- 2<sup>nd</sup> payment: 40% of the requested space + fire and civil liability insurances + visibility at 360° virtual fair + 10% VAT.

Deadline: 31<sup>st</sup> March 2020

**C.** If the PARTICIPATION FORM is sent **after 2<sup>nd</sup> March 2020**: Single payment of the 100% of the requested space + registration rights + fire and civil liability insurance + visibility at 360° virtual fair + 10% VAT

#### 2.5.1. Invoices

Invoices for services that have been provided or that will be provided to the Exhibitor can only be sent to the billing address indicated in the present Participation Form. This is the only way in which the advance payment made can be deducted from the invoiced services. Consorci ZF Internacional, S.A.U. cannot issue invoices for services that have been provided or that will be provided to the Exhibitor to a person that is not the Exhibitor, nor can it change the address of said invoices so that the payee is not the Exhibitor. Consorci ZF Internacional, S.A.U. can only issue invoices to its contractual partner.

In the event in which it is necessary to invoice a different payee, we urge you to contact the administrative team of Consorci ZF Internacional, S.A.U. to find a satisfactory solution that complies with tax legislation.

The Organization reserves the right to withhold exhibited goods as a consequence of the nonpayment of any invoice. Any objections to invoices issued must be made in writing within 30 days of their issue date. After this term, claims will not be considered.

Bank transfer costs shall be met by the transferring company.

The obligation of the Exhibitor is to ensure that no invoices remain pending of payment to Fira Barcelona (Tel. +34 902 233 200).

All payments must be made to: CONSORCI ZF INTERNACIONAL, S.A.U. - INTERNATIONAL LOGISTICS EXHIBITION, except for the invoices by Fira Barcelona, through one of the following methods:

A) Bank transfer (sending proof of payment by fax to +34 932 63 81 28) to:

CONSORCI ZF INTERNACIONAL, S.A.U. – CAIXABANK, S.A.

Avda. Diagonal, 530

08006 Barcelona (Spain)

Bank account – IBAN: ES37 2100 0840 4702 0057 0329

Swift Code: CAIXESBBXXX

IMPORTANT: Please indicate: 'No costs on destination'

B) International banker's cheque made out to: CONSORCI ZF INTERNACIONAL, S.A.U.

### 2.6. VAT Refund for Non-Residents in Spain

The Exhibiting companies who may be business people or professionals not established in Spain or the Balearic Islands (non-residents and established in the Canary Islands, Ceuta and Melilla) can have VAT refunded as follows:

1. If the company is established in a state member of the European Union: they shall ask for VAT refund to the Tax Administration of their own country. For those established in the Canary Islands, Ceuta and Melilla, the request shall be made to the Spanish Tax Department by submitting the 360 form.
2. If the company is established in other countries:
  - a) They shall have a fiscal representative in Spain.
  - b) The mentioned representative shall submit the 361 form to the Spanish Tax Department.
  - c) Prior to the reimbursement request, a Tax Administration certificate from the country of origin shall be submitted in order to certify that the applicant is subject to VAT or any other tax whatsoever.
  - d) It is mandatory the existence of reciprocity recognition with the residence country of the applicant.

The rate of VAT to be applied shall be that in force. In the event of a modification in the rate, the Organization shall pass the new rate on to the Exhibitor as from the date in which the amendment is applicable, but always without altering the fixed prices, except for those Exhibitors not established in Spain or the Balearic Islands, in which case the invoice is not subject to VAT according to article 70. One. 3<sup>rd</sup> of the Spanish Law 37/1992 aligned with the 2008/8/CE directive.

### 2.7. Modifications or Cancellation of Contracted Space

All contracted spaces are indivisible. If, after the allotment of a space, an Exhibitor requests a reduction of size, the initially allotted location could be lost, and he should accept a new allotment among the available free spaces, at the appropriate time and in the corresponding sector. If, for this reason, the Exhibitor renounces his participation, he shall lose all the amounts he has paid.

The Exhibitor cannot not cede, sublet or share for profit or freely, all or part of the assigned space within the framework of the Exhibition, except for companies that have sent the fulfilled Co-Exhibitors Participation Form. Nonetheless, various Exhibitors may be authorized to carry out joint presentations on the condition that each has previously addressed the Organization requesting the shared use of the space.

Once the partial or total amount of the Participation Form has been paid, any amounts paid on account will not be returned in the event of canceling the participation.

The Organization reserves the right to change the dates, place and/or postpone and suspend the Exhibition for justified causes of force majeure. Moreover, even in the absence of any cause of force majeure as set out in Spanish civil legislation, the Organization reserves the right to decide not to hold the Exhibition, should there exist a justifying cause beyond its control that might affect the success and normal functioning of the event. This decision shall be communicated to all Exhibitors as soon as possible. In such cases, the communication shall signify the rescission of the commitments of the parties and the full reimbursement of the sums paid by the Exhibitors to date, the parties expressly renouncing any claim for damages or detriment, as well as any other action to which they might be entitled due to this rescission on the part of the Organization.

If the Exhibiting Company has not given a written confirmation of its participation before 12 pm on 8<sup>th</sup> June 2020, the Organization may use the space without the Exhibiting Company deriving any right to claims.

### 2.8. Contracting Services

The allocated site comprises the floor space only. Exhibitors must hire or set up their installations according to their particular requirements. The Exhibitor may rent a turnkey stand from among those models included in the Exhibitor Guide or install a design stand, pending approval of the plans by the Organization.

The deadline for receiving such applications with Fira de Barcelona is the 29<sup>th</sup> May 2020. The Organizers cannot guarantee that any services requested after this date will be provided, but those that are will be liable to a surcharge of 30% on the original price. These dates shall prevail over the dates published in the information section of the Exhibitor Services Catalogue.

In case of any fault or anomaly during the event, only claims which can be verified during the Exhibition will be admitted. Once it is finished, no claims will be taken into account.

The delivery bond for all stands and stand complements contracted through the Services Catalogue with Fira de Barcelona is 24 hours before the Exhibition opening, that is, they will be delivered on Monday, the 8<sup>th</sup> June 2020.

Electrical projects, requests for the provision of compressed air and water issues and drainpipes should be submitted as soon as possible to ensure the best possible service. Any stand requiring an official approval certificate for its electrical installation must request the electrical switchbox to ServiFira. If a decorator or company does not request this switchbox from ServiFira, it must arrange it itself with an outside firm to check and approve its installation.

### 2.9. Liability

The Organization shall be responsible, in accordance with the currently legal conditions, for the security and perfect condition of the Exhibition Halls, their lobbies, entrances and parts of the Venue in the open air, so that they may be used for the purposes for which they are intended.

In case of any improvement or additional work being carried out in the Venue, the necessary safety measures shall be taken to prevent them from causing any inconvenience to the normal business of the Exhibitions in progress and the Exhibitors may not ask for any right to indemnity for damages or seek compensation from the Organization in relation to the measures taken in respect of such work.

### 2.10. Compulsory Insurance

Insurance coverage for Fire and Civil Liabilities is compulsory and, in this regard, the Exhibitors are included under this coverage in virtue of their participation in the Exhibition through the policy held with Consorci ZF Internacional, S.A.U. In order to formalize the contract and the coverage under this policy, Exhibitors applying for free square meters (and the construction of the stand, if wanted) must pay 150 EUR (+10% VAT) for the insurance premium and services.

Insurance features:

- Civil Liability  
Includes personal and material damage to third parties for which the Exhibitor can be held publicly liable.  
Insured capital: 300.000 EUR  
Sub-limit per victim: 150.000 EUR  
The Exhibitor undertakes responsibility for an excess of 1.500 EUR.

- **Material Damage**  
Includes material damages suffered to insured goods on exhibit as a result of one of the insured risks, with a maximum insured capital base of 20.000 EUR. Basic risks covered: fire, explosion, lightning and electrical damage.  
The Exhibitor undertakes responsibility for an excess of 1.000 EUR.
- **Robbery and Theft Insurance**  
Robbery and Theft Insurance is not included. Should Exhibitors be interested in it, they must take it out at their own expense.  
The Exhibitor is responsible for the goods or products on display during the assembly and disassembly of the Exhibition and throughout its duration and is therefore answerable for the loss or theft that may take place. In the event that an accident were to occur during the assembly, disassembly or duration of the Exhibition, within a maximum term of 24 hours, the Exhibitor should contact the Head of Services for the Exhibition Hall and the staff of Consorci ZF Internacional, S.A.U., who will provide assistance and process the claim. The Exhibitor should also report it to police (*Mossos d'Esquadra*). Claims failing to follow the aforementioned process shall not be dealt with.

The fees stated above are subject to change in line with the annual renewal of the corresponding policy. Policy coverage shall be in addition to or in the absence of the coverage that the Exhibitors may have through the guarantee of fair and exhibition participation.

- Basic risks covered: fire, explosion, lightning and electrical damage. The Exhibitor does not undertake responsibility for accidents covered by basic risk coverage.
- Extensive risks include: vandalism or malicious acts, disorderly conduct and legal strikes. Rain, wind, hailstones or snow, water, flooding, clearing of mud and silt, smoke, crash or impact of land vehicles, falling of spaceships or airplanes, sound waves, accidental spill or leak from the automatic sprinkler systems. The Exhibitors are responsible for their own goods and products exhibited during the event, therefore, they are answering for the losses that take place during the opening hours of the event.

### 3. PARTICIPATION AND PROMOTION

#### 3.1. Passes and Invitations

The Organizer offers the Exhibiting Companies passes and invitations for their clients, suppliers and staff to attend the Exhibition. Passes and invitations must be requested through the Private Area of the Exhibitor in [www.silbcn.com](http://www.silbcn.com).

The Exhibiting Companies will have electronic invitations within their Private Area.

##### 3.1.1. Exhibitor Pass

Passes for Exhibitors and for the staff of the stands, which will nominal and untransferable (ID may be requested), will be provided through Exhibitor Private Area in [www.silbcn.com](http://www.silbcn.com). Exhibitors shall download their own passes, print them and bring them to the Exhibition. Such passes shall be valid for the periods of assembly, disassembly and celebration of the event.

Fee badges for Exhibitors:

Sqm:	Badges at Exhibitor's disposal:
Up to 20 sqm	10 badges
Up to 50 sqm	20 badges
From 51 sqm on	40 badges

Purchase of extra Exhibitor badges: 10 badges pack: 20 EUR + 10% VAT.

For hostesses or backup staff in the stand, catering staff and any other service, the Exhibitor shall issue and download General Services Passes through the Exhibitor Private Area.

##### 3.1.2. Working Pass

The Exhibitor may request at the Servifira counter in Hall 8, the Work Passes for its staff and workers hired to assemble and disassemble. Such passes will not valid during the Exhibition itself.

##### 3.1.3. Invitations

Professional invitations are valid for the duration of the Exhibition and they may be exchanged at the special accreditation points. Upon request of the exhibitor, the invitations will be sent in paper format by mail to the address indicated in the Participation Form and the electronic format invitations shall be managed through their Exhibitor Private Area.

Number of invitations according to the types of participation:

- Exhibitors: 0-200 invitations: free of charge
- Co-Exhibitors: 0-200 invitations: free of charge
- 101-200 invitations: 20 EUR + 10% VAT
- Represented companies: 200 invitations pack: 20 EUR + 10% VAT

Purchase of invitations:

- 201 - 200 invitations: 40 EUR + 10% VAT
- 501 - 1.000 invitations: 60 EUR + 10% VAT
- 1.001 - 2.000 invitations: 80 EUR + 10% VAT
- 2.001 - 3.000 invitations: 100 EUR + 10% VAT
- More than 3.000 invitations: price upon request



### 3.2. Parking

The Exhibition center does not have its own car park so those Exhibitor that would require parking spaces should use the private car parks near the venue.

The nearest parking options are BSM Parking, located in Avda. Reina Maria Cristina, s/n, right under the exhibition ([www.aparcamentsbsm.cat](http://www.aparcamentsbsm.cat)), or the Hotel Catalonia Barcelona Plaza parking ([http://www.hoteles-catalonia.com/es/nuestros\\_hoteles/europa/espanya/catalunya/barcelona/hotel\\_catalonia\\_barcelona\\_plaza/index.jsp](http://www.hoteles-catalonia.com/es/nuestros_hoteles/europa/espanya/catalunya/barcelona/hotel_catalonia_barcelona_plaza/index.jsp))

### 3.3. SIL Online Catalogue (App and SIL website)

The Organization has created a SIL App for iPhone and Android smartphones that enable its users to capture all data of the contacts made in SIL BARCELONA 2020 without exchanging business cards, since the App allows the scanning of all data appearing in SIL badges and in stands with QR codes and to export them, once the exhibition is over, to the email address desired. An email with an excel document will be received with all the captured data. The App enables as well to make notes linked to a particular contact, to view the updated information of the SIL BARCELONA 2018 International Congress and access to Twitter.

So as the Exhibitors and Sponsors can appear in the App and SIL website exhibition they must have been registered as participating companies and must have duly completed the Catalogue form in the Exhibitor Private Area ([www.silbcn.com](http://www.silbcn.com)) before 6<sup>st</sup> June 2020. After this date, the Organization cannot guarantee that the company will appear in the catalogue, in which case the details in possession of the Organization at the time will be published, without this being admitted as grounds for any claim or complaint.

The Organization shall be exempt from all liability for any errors in transcription, defects or omissions of any kind occurring in the publication of the catalogue. Without prejudice to the foregoing, each Exhibitor may contract advertising space in both the App and the SIL website in accordance with the current price list. To do so, he must complete the relevant form.

### 3.4. Publications and Advertising

The Organization will decide what publications and promotional materials to make available to Exhibitors, providing the corresponding tariffs and formats. These may include the Visitors Guide, Exhibition Official Catalogue, Agenda or any other publication.

The Organizer is free to decide what materials to publish (at no cost to the Exhibitor). This may include list of Exhibitors and/or information of any kind regarding the Exhibition.

#### 3.4.1. Outdoors Advertising

The Organization will determine the media for outdoor advertising, in each case supplying the necessary prices and technical specifications.

#### 3.4.2. Indoors Advertising

The Organization will determine the media for indoor advertising, in each case supplying the necessary prices and technical specifications.

All advertising and promotional activities carried out outside the limits of the Exhibitor's own stand must be properly regulated and are completely forbidden without express permission from the Organization. Exhibitors interested in carrying out advertising and promotional activities beyond their stand perimeter must contact the Organization.

All Exhibiting advertising will be strictly limited to that of a professional nature. Advertising with ideological or political content, which contravenes the law or which is comparative will be prohibited.

The Organizer has the authority to prohibit the distribution of advertising materials which has given rise to complaint and to hold such material until the end of the event.

## 4. GENERAL TERMS AND CONDITIONS FOR THE ASSEMBLY, DISASSEMBLY AND INSTALLATION OF THE STANDS

### 4.1 Assembly

Work on setting up stands shall begin on 4<sup>st</sup> June and shall finish on 8<sup>th</sup> June 2020. Opening hours for such work shall be from 8.00 am to 8.00 pm until 7<sup>th</sup> June and from 8.00 am to 10.00 pm on 8<sup>th</sup> June. Exceptionally, work may start at 6.00 am as long as the Organization is previously notified and assuming the expenses that may arise from such extension.

On 8<sup>th</sup> June, woodworks or any other works generating waste will not be allowed. From the time and day specified, only product stocking and final decorations will be allowed. The Organization shall be entitled to apply a 300 EUR (VAT included) sanction to those companies that fail to comply with this rule.

Exhibitors are requested to plan sufficiently ahead the setting up of their products before the above mentioned date and time.

Private vehicles will not be allowed into the Venue the days during the stands are being assembled. Only industrial vehicles will have access: trucks, light trucks, vans or industrial passenger cars (serigraphed). Entry of vehicles for the purpose of unloading goods in the Exhibition Halls is strictly forbidden the day before the opening, the 8<sup>th</sup> June 2020.

During the period when the Exhibition is being assembled, people under 16 years old have completely forbidden the entrance into the Venue, whether they are on their own or with an adult.

The Organization reserves the right to modify the assembly periods and timetables if required.

#### 4.1.1. Assembly Fee

The company in charge of the stand assembly must pay to Fira Barcelona, before starting working, the following fees in concept of: lighting of the halls, electricity and water consumption, toilet service and surveillance service.

- Design stand: 8.51 EUR /sqm (+ VAT)\*
- Modular stand: 5.46 EUR /sqm (+ VAT)\*
- Carpet or platform: 2.63 EUR /sqm (+ VAT)\*



This assembly fee is a unit price per stand, and two companies or different decorators cannot be invoiced (1 contract = 1 stand = 1 fee). The Exhibiting Companies renting their stand through the Organization are exempt from paying the assembly fee. The space hiring rates and other costs are subject to the application of the applicable VAT.

#### 4.2 Disassembly

The Exhibition shall close its doors to the professional public at 6.00 pm on Thursday, 11<sup>th</sup> June 2020. That day, Exhibitors are requested to have their stand settled and with staff at all times until the closing time at 6.00 pm.

Only Exhibitors may remove their goods by hand between 6.30 pm and 10.00 pm on the same day. However, vehicles will be allowed no further than the outer entrances to the Venue and under no circumstances they will be allowed to enter the Fairground itself (Exhibition Halls and adjacent areas inside). That day, it will not be allowed to disassemble the stand nor the access to stand providers will be permitted. Also, the access of vehicles inside the Venue will not be permitted.

General disassembly will begin at 8.00 am on the following day, 12<sup>th</sup> June, and will last until 8.00 pm. Vehicles will then be allowed to enter the Exhibition Halls.

Exhibition break-down must be fully completed by 13<sup>th</sup> June 2020 at 8.00 pm. Stands must be disassembled and all goods removed by the end of the break-down period. The Organization reserves the rights to disassemble any stand and remove any goods left after this deadline, at the Exhibitor's expense. The Organization is not responsible for the goods that Exhibitors leave in their sites.

The Organization reserves the right to modify the disassembly periods and timetables if considered necessary.

##### 4.2.1. Waste Disposal (ECOTAX)

Once the stand has been disassembled, the Exhibiting Company should leave the rented surface area completely clean. The company responsible for building and/or decorating the stand commits to leaving the contracted space completely clean after the set up and also after the disassembly of the stand, removing all decorating material from the Venue. In order to do this, assembly and disassembly days have been established.

All Exhibitors and/or builders contracted at their own risk are obliged to sign the ECOTAX form for the waste disposal. Those Exhibitors that contract Fira de Barcelona's official waste removal service (that will be performed by the company ECLEAN) during assembly and disassembly shall be exempt from paying this amount to Consorci ZF Internacional, S.A.U. once their contract is presented as proof to Fira de Barcelona.

The ECOTAX fee will be charged to the Exhibitor if any materials used during the assembly and/or disassembly periods are not removed. This fee will be 100 EUR/sqm + VAT (prices subject to possible modification). This charge is payable upon receipt of the invoice.

#### 4.3. Permit Handover

In order to commence the assembly work, Exhibitors must receive the project approval from the Organization.

Those companies not meeting the following requirements will not be granted the authorization for the assembly work:

- They must have paid the full cost of the reserved space in SIL BARCELONA.
- The Exhibitors having design stands must have presented the dimensioned construction plans of the stand and the Organization must have approved them.
- The Exhibitors of turnkey stands must have paid the costs of the stands and any additional service whatsoever.
- All pending debts with Fira Barcelona must have been paid.
- The Form for the Waste Disposal Fee (ECOTAX) must be correctly completed and submitted.

The staff hired by foreign companies must fill in the Occupational Risks form.

The assembly will not be authorized (to the Exhibitor, decorator or assembler) if the space invoice and/or the contracted services have not been paid for or if there are debts pending from previous Exhibitions. Permission to build will be denied to those Exhibiting Companies that fail to comply with the prevailing stand building provisions (see sections 4.6. and 4.7.) and projects have not been presented to the Production Department of SIL for approval.

The Organization shall be entitled to stop a stand construction if it fails to comply with the specified provisions or whose project has not been approved by the Technical Department. Also, the Organization is entitled to sanction with 300 EUR (+ VAT) those companies that fail to comply with the provisions for the stand construction.

#### 4.4. Delivery of Goods

Exhibitors are advised to plan the arrival of their goods at the Venue in good time and to bring them in by the gates and doors indicated in each case. Entry of vehicles in the Exhibition Halls is strictly forbidden the day before the opening, 8<sup>th</sup> June 2020.

To access the Venue during the assembly period, the presentation of an Assembly or Exhibitor Pass will be required. To access it during the celebration of the event, an Exhibitor Pass will be required. If they are courier companies, the Exhibitor shall escort the messenger or issue for him/her a General Services Pass.

Opening hours for the entry of goods during assembly:

- From 4<sup>th</sup> to 7<sup>th</sup> June: from 8.00 am to 8.00 pm
- On 8<sup>th</sup> June: from 8.00 am to 10.00 pm

The entry of goods during assembly will be carried out through Hall 8 (access in c/Avda. Maria Cristina, s/n). Vehicles from assembly companies do not require an entry pass, but they will have to mention the Exhibitor's name and stand's number.

Opening hours for the entry of goods during the event: from 8.00 am to 9.00 am.

#### 4.4.1. Receipt of Goods

Exhibitors are requested not to send goods addressed to the Organization. Companies must take charge of the reception and storage of their own goods.

These goods shall be properly tagged and should include: name of the event, Venue, Hall, stand number, name of the Exhibiting Company name of the contact person and phone number.

#### 4.4.2. Empty Packaging

The Venue and Exhibition Halls must be free of packing materials 24 hours before the start of the event, that is, on 8<sup>th</sup> June. Otherwise, the Organization will order them to be removed at the Exhibitor's expense.

The Organization assumes no responsibility for packing materials not removed in due time.

Fira Barcelona has an official provider (RESA LOGISTIC. Tel.: +34 93 233 48 89), offering a packing materials storage service, which includes removal, storage and delivery of packing materials.

#### 4.4.3. Goods entry and restocking during the Event

The hours for merchandise restocking will be 8.00 to 7.00 pm, with industrial vehicles only. Note that no parking will be allowed inside the Venue.

#### 4.5. Customs

There is a Barcelona Customs Office on the Fira de Barcelona premises. For administrative issues, it is open Monday to Thursday from 8.30 am to 1.30 pm and from 3.30 to 6.00 pm and Fridays from 8.00 am to 2.00 pm. During assembly periods for international events, this Customs Office receives and delivers all materials and goods not coming from the EU for the Exhibition.

The materials and goods from non-community countries which are sent to the Exhibition Venue without free clearance shall be formally documented with Community Transit (T.1), Interior Transit issued by another Spanish Customs, or else an A.T.A. Card (Article 673 of the E.E.C. Regulation No. 2454/93 of 2/7/93, Chapter 5, Section 2, Subsection 1, Letter B).

Notification of the arrival shall be made by presenting the transit documents for the shipments to the Venue's Customs Office. The deadline for presenting the documents is the first working day following the arrival of the goods at the Venue.

Exhibitors shall carry out their Customs proceedings through a registered Customs Agent unless they have prior authorization to do so directly. Prior to the arrival of shipments, Exhibitors shall notify their Customs Agent of the forthcoming reception of such shipments consigned to the Agents at the Exhibition Venue, so that a Customs Agent may prepare the documentation to be submitted within the authorized time.

The Customs Service will not admit the submission of entry Declarations once the respective event is finished. When an Entry Declaration submitted outside the established period is admitted, the Inspection Service will impose a Fiscal Penalty for breach of submission.

Once the respective event is finished, and prior to the exit of the goods, the Exhibitor shall submit a written statement to Customs in which he declares the distributed samples, brochures and advertising articles (which came from non-community countries) and those still in his/her possession for redispach or abandonment. Once the event is finished, the redispach of materials and goods will take place through Customs and they will have a period of three working days to complete the proceedings with respect to the temporary import to the Exhibition. If the Exhibitor decides to make definitive import and has the respective import license to do so, in the event that the origin and/or nature of the goods so requires, the Customs Office on the grounds shall clear the goods directly for consumption through a Customs Agent.

In the goods' packing the Exhibition name must be noted, followed by the Venue, name of the Exhibitor, Hall and stand number. The shortage of goods documented in Outward Transit (T.1), A.T.A. Card or Consumption Clearance Declaration will give rise to the filing of a Precinct Report demanding payment of the respective duties and taxes. Likewise, the exit of goods without cancellation of Temporary Import will give rise to the filing of a Report demanding payment of the respective duties and taxes.

If, by reason of their type or class, the goods sent are included in and subject to Health, Veterinary Health, SOIVRE and/or Phytosanitary control, they shall comply at all times with the provisions of the laws in force and this procedure will be performed before the goods Exhibition.

The Customs Office of Fira Barcelona Venue will clear the goods at both entry and exit but it is not prepared to store them because of the large volume of operations carried out. Therefore, once the disassembly and removal period is finished as provided in the specific rules of each event, the Exhibitor shall transfer the goods to a warehouse or to a free zone, at his own expense.

Exhibitors requiring any further information regarding customs may address their enquiries to the Customs Office at Fira Barcelona (Tel. +34 93 233 20 98, Fax: +34 93 233 25 64).

#### 4.6. Building and Decorating the Stands

The maximum permitted height at the front of the stands is 4 metres. Any construction elements or any other items exceeding this height must be set back from the front and the neighbouring Exhibitors by, at least, the same distance as that by which they exceed it. The maximum permitted height will be, provided the pavilion structure may allow it, 5.5 metres, whether they have one or two floors, and they will have to comply with the corresponding setback.

We recommend the use of a platform, especially if water and waste or a large number of electrical sockets are required. All stands with a raised platform must have a disabled access ramp.

The Exhibition Hall columns inside the Exhibitor space may be covered up to the maximum permitted height of 5.5 metres (as long as the pavilion structure may allow it), provided all safety arrangements and appliances are respected and the material covering the columns may not be more than 0.2 metres away from them at any point (see section 4.8. Safety Arrangements).

By no circumstances may any construction or decorative element of the stands overhang the aisles. Under no circumstances may the walls adjoining the Exhibitor's space be used for such purposes.

No items may be hung from the ceiling beyond the stand perimeter without prior permission is obtained from the Organization and from the company responsible for the anchorage points (Exporriging) and provided that the infrastructure of the Exhibition Hall allows it and that do not be over 5.5 metres high.

#### 4.6.1. 1-Storey Stands

The corresponding certificate signed by a qualified technician must be provided in respect of any stand whose floor is over 50 cm above the level of the Exhibition Hall floor and the document must be stamped by the Catalan Institute of Architects and the Project Management Form.

Every design stand must have two copies of the project (including ground and elevation plans) submitted before the 11<sup>th</sup> May 2017 to the Exhibition Technical Department. It can be submitted to:

By email to: [mremigio@elconsorci.es](mailto:mremigio@elconsorci.es)

The Production Department will examine the project and issue the corresponding approval, whenever it satisfies the other conditions. The Organization shall be entitled to stop the construction of any stand failing to comply with the specified regulations or whose project has not been approved by the Production Department.

#### 4.6.1. 2-Storey Stands

Two-storey stands must follow the height regulations described in the previous section.

The project submitted to the Organization must be drawn up by a qualified technician, be approved by the corresponding Professional Association and include the name of the person responsible for directing the work. This documentation must include the number of square metres constructed on the second floor.

Under no circumstances will the construction of two-storey stands or the Exhibition of heavy machinery be permitted without the corresponding approval of the Exhibition Technical Manager, due to the resistance of the concrete floors in some of the Exhibition Halls. To start working on it, the design and 1:200 scale plans must be submitted, must comply with the Technical Building Code and the document must be approved by the Catalan Institute of Architects. This document shall be finally approved by the Works Department of Fira de Barcelona.

#### 4.6.3. Image and Transparency of the Stands

The outside of the walls between stands must be kept in suitable condition.

Exhibitors are requested to design their stands in such a way as to make them as open as possible, so that the overall effect is one of spaciousness and they do not block the view of other Exhibitors. Otherwise, the Organization reserves the right to relocate the Exhibitor in order to ensure that it would not adversely affect the Exhibition harmony.

The Organizer puts a great deal of effort into giving the International Logistics Exhibition an image in keeping with its quality and professional standards.

To ensure that these values are preserved, we ask Exhibitors to review their stand construction plans with the utmost care, paying special attention to those aspects that help to enhance the Exhibition's overall image.

#### 4.7. General Provisions on Building and Decorating Stands

Making holes, screwing, nailing or sticking anything in the walls, ceilings, floors or columns of the Exhibition Halls is not permitted.

Walls, columns and overall infrastructure of the Exhibition Halls and the technical installations of the halls may not be used to support any weight for decoration or construction of the stands.

All columns which contain hydrants, extinguishers and other service equipment must be accessible and signed. Exhibitors may cover any Exhibition Hall column within their own stand, provided that this does not cause any damage to these columns and that the maximum height regulations are adhered to. This will be permitted as in the event of existence of fire extinguishers and security signs, they remain fully visible and accessible.

Altering or modifying the natural condition of the Exhibition Halls is prohibited (by painting, making holes in walls and/or floors, attaching carpeting or any other structural element). Exhibitors shall be held directly responsible for any such alteration or modification and shall be liable for any repair costs deriving from any breach of this provision. The Organizer reserves the right to take any necessary legal action resulting from failure to observe these Rules and Regulations.

Making conduits, anchorage or any other building modifications inside the Exhibition Halls is prohibited without express permission, which may exceptionally be obtained from Fira Barcelona upon presentation of a plan and following a mandatory report from Fira Barcelona's Technical Services.

Exhibition spaces may not be covered with paint or glue. Exhibition spaces may be covered only with a platform or a carpet whose weight is sufficient to keep it in place or which is attached to the floor by means of double-sided adhesive strips that must be removed by the Exhibitor once the Exhibition is over. No mortar or any other material such as plaster, cement, glue, etc. may be put on the floor without first protecting it with a layer of suitable material. Inserting nails or similar elements using percussion tools and applying paint using spray guns is also prohibited.

If it is absolutely necessary for an Exhibitor to carry out unauthorized work, permission must be requested from the Exhibition Manager at least 10 weeks before the Exhibition is due to open, documenting the need for the work in question and, if appropriate, enclosing contour drawings indicating the weights and support surfaces of the products to be exhibited or the decoration to be put up. If permission is granted, the work shall be carried out by Fira Barcelona itself or by an approved operator. Whoever does the work will provide an estimate, including the cost of restoring the affected structure to its original condition and stating the terms of payment, which must be accepted by the Exhibitor.

Any damage caused to Venue walls, installations, etc. by Exhibitors or their representatives shall be repaired by Fira Barcelona at the Exhibitor's expense.

#### 4.7.1. Assembly Materials

If carpet is to be laid on the Exhibition Hall floors, it must be affixed using double-sided adhesive tape with a polyethylene base for a smooth surface. The characteristics of the tape must be as follows:

Thickness: 0.16 mm  
Base: blue polyethylene  
Adhesive: acrylic  
Adhesion, removable side: 4 N/25 mm  
Adhesion, normal side: + 20 N/25 mm  
Breaking elongation: 214%  
Tensile breaking strength (with 214%): 26 N

#### 4.8. Safety Arrangements

The location of signposts, fire-fighting appliances, alarms, emergency exits, utility supplies, access to columns with air conditioning installations and rights of way must be respected and access to all of them kept completely free of any hindrance.

We recommend that you read the key on the scale plans enclosed with the stand technical sheet.

#### 4.9. Security

The Organization shall provide general surveillance of the Exhibition Halls and within the Venue in the open both during the day and during the night. Nevertheless, the Organization disclaims all liability for any damage or robbery suffered by the installations and the goods on display.

The Organization surveillance personnel may not accept any task or mission of any kind from or on behalf of an Exhibitor. The Organization disclaims all liability for any orders given and accepted in contravention of this provision.

The Exhibitor shall be responsible for the surveillance of his stands and his exhibited goods throughout the time of the Exhibition as well as during the assembly and disassembly. Exhibitors are advised to provide even closer surveillance of their own exhibited goods during the setting up and taking down of their stand. Any articles of value that can easily be taken away must be locked up at night.

If an Exhibitor wishes to take charge himself of the surveillance of his stand during the night while set-up and while the Exhibition is on, he must make a written application for permission from the Organization enclosing two copies of a letter confirming the legitimacy of the security officer. The authorization shall be stamped on the back of one copy of the legitimating letter and shall be handled to the security officer together with a copy of his identity card and a photocopy thereof. The Organization can also provide surveillance if requested through ServiFira's Exhibitions Service Catalogue.

#### 4.10. General Safety Rules

The structure and decorative elements (fabrics, carpets, etc.) of the stands must be fire resistant, having been fire-proofed during the manufacturing process, as the Fire Brigade does not allow fire-proofing in situ.

The use of spray guns and cellulose lacquer for painting inside the Exhibition Halls is prohibited. This prohibition includes flammable liquids and the use of aerosols containing gas.

All welding work will require the necessary permit and will take place inside a sufficiently protected area. The Exhibition Hall Manager will check the space and approve the document.

Vehicles with combustion engines on display must have empty fuel tanks. The use of balloons filled with flammable gas is prohibited inside the Exhibition Hall. Vehicles also need to have the battery or the power supply disconnected.

Stands must not have containers of flammable material for waste or rubbish. Waste paper baskets and rubbish bins must be emptied every evening at closing, and the contents placed in the bins provided by Fira Barcelona for this purpose. Storage of any type of wrapping or packing materials on the stands is not permitted.

All glass corners must be polished or protected so that there is no chance of anyone being cut. Glass doors and any other structure made entirely of glass must be marked at eye level. The edges of all organic glass must be suitably protected to prevent them from catching fire.

The use of cordless communication systems will be authorized as long as they do not interfere with Fira Barcelona communications systems Exhibitors wishing to use such devices are to inform Fira Barcelona of their manufacturer, radio frequency and range.

Under no circumstances shall lighted signs, fire extinguishers, fire hydrants or any other protection equipment be obstructed or emergency exits blocked. Any indicator can be covered, whether it is an indicator light or not.

No flammable materials may be stored in offices, storerooms or on column coverings. Likewise, junction boxes (electricity, telephones, TV, gas, water, compressed air, etc.) and entrances to Exhibition Hall equipment or rooms may not be locked.

#### 4.11. Cleaning

The Organizer will take care of the general cleaning of the Venue and Exhibition Halls (aisles, common areas, rubbish collection from bins, etc.) as well as basic stand cleaning (sweeping stand carpet, removing plastic, emptying rubbish bins). However, each Exhibitor shall be responsible for, and assume the cost of, individual stand cleaning.

If individual cleaning of the stand is desired, you can hire a provider through the Exhibitor Services Catalogue.

#### 4.12. Electric Power

All electrics must comply with Low Voltage Electro-Technical Regulations and Additional Standards currently in force, and they must be installed by an electrician/installer who is officially certified by Generalitat de Catalunya Industry Services Department, who must complete the necessary report.

Companies requiring official certification for their electrical installation by an independent electrician must request a fuse box from ServiFira. If a decorator or company does not request this switchbox from ServiFira, they must arrange for an outside company to check and approve its installation.

Exhibitors who do not hire a stand or a fuse box through ServiFira must complete the Electrical Order Form in order to have electric power to their stand.

Electricity consumption will be billed in advance, before the opening of the Exhibition. Payment of said invoice must be made in order to obtain official approval for the installation and for electricity to be supplied to the stand.

The installation may be connected to the Exhibition Hall's mains supply by Fira Barcelona Technical Services only. The connection shall be made when the installations have been approved by the above-mentioned Industry Services.

A thermal magnetic switch and differential appropriate to the power supply requested must be fitted at the access to the stand power connection.

An electrical plan drawn up and duly approved by a technician who is a member of a professional association must be submitted for all installations 50 kW or over. Please remember that these 50 kW are for each stand, whether or not the space is shared by several companies.

The Organizer accepts no responsibility for any loss or damage resulting from an interruption in power supply, as this depends on the electric company.

Electrical connections in the Montjuïc – Plaça Espanya Venue will be supplied via three-phase lines.

#### 4.13. Butane Gas

If a stand requires installation of town gas, it will be necessary to sign a temporary contract with the Repsol- Butano Office in Zona Fira Barcelona located in:

Príncep de Bergara, 6  
08901 L'Hospitalet de Llobregat (Barcelona, Spain)  
Contact telephone: +34 901 100 100  
Office telephone: +34 93 261 19 88  
Fax: +34 93 261 28 04  
Opening hours: Monday to Friday: 9.00 am - 2.00 pm and 5.00 pm - 8.00 pm and Saturdays 9.00 am - 2.00 pm

Any gas installation which is not authorized by Repsol Butano is strictly prohibited, including, for example, camping gas.

The relevant certificates must be presented to the Fira Barcelona Technical Services and Safety Department.

#### 4.14. Water Supply

Exhibitors needing access to water and waste facilities must inform the Organizer by completing the specific form located at the ServiFira's Service Catalogue.

We recommend the use of a platform for the stand, especially if water and waste or a large number of electrical sockets are required.

The Exhibition Halls are equipped with water connection points and drains. However, if any extra pipes are required, these will be at the Exhibitors' expense. The thread is 1/2" and the drain pipe is 32 mm. Plumbing must use pressure pipe threaded at both ends. Water pressure for the Fira Barcelona water supply is 4.4 bar.

For equipment requiring constant pressure, we recommend using regulators and, if necessary, devices to increase the pressure.

The Organizer assumes no responsibility for any water supply interruptions or irregularity, as this depends on the water company.

#### 4.15. Moving Machinery and Devices

In accordance with European Union regulations and other applicable legislation, any machines or security components that do not have the EC safety label and are presented in the Exhibition must be fitted with a visible sign clearly indicating that they do not comply therewith and these machines or their safety components cannot be acquired until such a time as the manufacturer or its legally-established representative in the EC has complied with these regulations.

In any event, in all demonstrations proper safety measures must be adopted in order to guarantee the safety of all persons and prevailing regulations must be met at all times. It is mandatory to surround the demonstration areas with moving equipment with elements that avoid the access to visitors.

The Exhibitor will equip any equipment which must operate during the Exhibition with all necessary devices for worker safety and accident prevention required by the technical regulations for these. Should this regulation be seriously violated and operation of the machine be deemed a danger to humans, the Organizer may require that the machine be stopped.

The Exhibitor will have sole liability for any accident, and must have taken out unlimited civil liability insurance for injury to third parties, whether this be personal or material.

#### 4.16. Air Equipment

##### 4.16.1. Compressed Air

There is a compressed air distribution system in all Montjuïc – Plaça Espanya Venue Exhibition Halls.

Maximum pressure is 7 bar and a pressure regulator, filter and lubricator are required to connect to the system. The valve is 3/4" thread female. In any case, all prevailing regulations regarding pressure containers, pressure devices and additional instructions that may be applicable must be complied with.

Requests for this service must be made through ServiFira's Service Catalogue.

##### 4.16.2. Air Conditioning

The hot-air outlet of any air conditioning equipment installed must be directed into the interior of the stand and never into the Exhibition Hall aisle.

#### 4.17. Fumes and Gases

If any items on display are likely to give off any gas or steam which may be a health hazard or cause annoyance or discomfort, arrangements must be made for such fumes to be extracted from the Exhibition Hall along ducts at the Exhibitor's expense.

These ducts must be requested from ServiFira, which will review the technical requirements, provide an estimate and invoice the customer for the installation.



#### 4.18. Noises

Out of respect for the other Exhibitors, all Exhibitors are requested to limit noisy demonstrations as much as possible during the Exhibition opening hours. The maximum noise level permitted is 3 dB above the level of the stand's background noise, for both indoor Exhibition Halls and outdoor stands and demonstrations.

If the Organizer receives any complaints from other Exhibitors, it is empowered to restrict such demonstrations.

#### 4.19. Photography

None of the products on display may be photographed without the permission of the Exhibitor in question. The Organizer shall have the right to photograph, draw or film the facilities and stands and the articles on display in them and to use these reproductions in their publications and for the media.

Exhibitors have the right to photograph their own stands and articles while the Exhibition is open.

If the photographs are to be taken outside of normal opening times, authorization must be requested from Fira de Barcelona (Services and Security Department). Furthermore, if all electrical power must be turned on to allow photographs to be taken at night, the electrician authorized by Fira Barcelona for the Exhibition Hall in question must be present. All costs incurred shall be paid by the Exhibitor.

#### 4.20. Performances, Playing Music and Showing Movies

If the stands play music or show films, the royalties due in each case shall be paid directly by the Exhibitor, who shall be answerable to the relevant organizations.

Exhibitors wishing to stage artistic performances or present and organize entertainment activities accompanied by music must inform the Organizer of their intention in order to obtain the necessary approval. Such performances shall be limited to two per day with a maximum duration of 15 minutes each. They must comply with the noise regulations specified elsewhere in this section.

The maximum sound emission level for each Exhibitor shall be 3 dB above the level of background noise, measured at the base of the stand.

#### 4.21. Advertising

All advertising and promotional activities carried out outside the limits of the Exhibitor's own stand must be properly regulated and are completely forbidden without express permission from the Organization.

Companies interested in carrying out advertising and promotional activities must contact the Organization.

### 5. ADDITIONAL PROVISIONS

#### 5.1. Admission Right

##### 5.1.1. Admission as an Exhibitor

The Organizer reserves the right to determine what Exhibitors and goods may be admitted to the Exhibition.

Persons under 16 are not admitted, even accompanied, during assembly, disassembly and celebration of the Exhibition.

Exhibitor Passes are nominal and non-transferable. All Exhibitors must wear the pass visible at all times.

##### 5.1.2. Admission as a Visitor

The Organization reserves the admission right as well as the right to check the identity of visitors. The access to the Exhibition is exclusive to professional visitors. People under the age of 16 are not allowed to enter either alone or accompanied. Visitor Passes are non transferable and must be visible at all times.

No pets allowed, except guide dogs. Access with shopping carts and removal of samples from the Exhibition Hall is prohibited. Unauthorized sales are prohibited. There is a non-smoking policy in the entire Venue.

#### 5.2. Force Majeure

The Organizer reserves the right to reduce or extend the duration of the Exhibition, or to postpone it, when special circumstances make this advisable or it is required for reasons of force majeure. Such circumstances shall not be sufficient grounds for Exhibitors to rescind their agreement or for them to claim compensation of any kind for damages.

If the Exhibition is not held for reasons of force majeure which cannot be attributed to the Organizer, the Organizer shall be entitled to retain a sum equivalent to 25% of the amounts paid by each Exhibitor, as compensation for the general expenses incurred.

#### 5.3. Industrial Property

All patentable inventions, as well as all trademarks, models, drawings or cinematographic films of any kind shown at the Exhibition, will enjoy the temporary protection provided by the Patent Rights Act (Ley de la Propiedad Industrial) currently in force.

Exhibitors wishing to make use of the protection mentioned in the preceding paragraph must submit the relevant application, including personal details, the item to be protected and any other information required by current legislation and regulations.

#### 5.4. Contract Terms and Conditions

These Rules and Regulations constitute the contract Terms and Conditions. All Exhibitors, in signing the Participation Form, thereby accept the present Exhibitor Rules and Regulations, as well as Technical and Security Regulations of the International Logistics and Material Handling Exhibition.

At all events, all the regulations established by the Local Authorities and all those relating to civil defense and public order issued by the Catalan Home Office in the exercise of their respective powers and responsibilities must be complied with.

#### 5.5. Data Protection

In compliance with the Spanish Organic Law 15/1999, regarding Personal data protection, we hereby inform you that the data provided will be incorporated into a file created under the responsibility of CONSORCI ZF INTERNACIONAL, S.A.U., with the purposes of handling your request, maintain and control the business relationship and inform you of the state of your registration to the event and other events organized by CONSORCI ZF INTERNACIONAL, S.A.U.



Likewise, you give your consent to CONSORCI ZF INTERNACIONAL, S.A.U. to disclose details related to your company name, address, telephone and logotype of the company, entity or organization involved, in the different publications related to the SIL BARCELONA, whether online or offline, such as the magazine of the event, the catalogue of participating companies, its profiles on different social networks, blogs, press releases, etc., in which it informs and broadcasts news about the SIL BARCELONA.

The period of conservation of your data will be the necessary for the maintenance of the relationship and, in any case, for a maximum of 5 years.

Also, by checking the box below you authorize CONSORCI ZF INTERNACIONAL, S.A.U. to disclose your personal details to collaborating companies of the logistic and transport sector to send you information of their products and services through postal and/or electronic communications

If you do not wish to receive electronic communications to be updated on the news related to CONSORCI ZF INTERNACIONAL, S.A.U., you may object by checking this box

You may exercise your ARCO rights by contacting CONSORCI ZF INTERNACIONAL, S.A.U.: [comercialsil@zfbarcelona.es](mailto:comercialsil@zfbarcelona.es). In any case, you can also contact the Spanish Data Protection Agency ([www.agpd.es](http://www.agpd.es)) to initiate the procedures in defense of your rights.

### 5.6. Jurisdiction

These Exhibitor Rules and Regulations are an integral part of the space hire agreement between Consorci ZF Internacional, S.A.U. and the Exhibitor.

All disputes, differences and questions which may arise between the Exhibitors and Consorci ZF Internacional, S.A.U. concerning the construction, performance and execution of these Rules and Regulations shall be referred to Arbitration at Law under the provisions of Spanish Law 60/2003, of 23<sup>rd</sup> December on Arbitration, the administration of the Arbitration and the designation of the arbitrator being entrusted to the Arbitration Court of Barcelona, both parties undertaking to abide by the arbitrator's decision.

Without prejudice to the provisions of the preceding paragraph, it is expressly established that all questions concerning defaults on payment, claims arising out of failure to pay for services provided and, in general, any pecuniary debts with the Organization, shall be outside the field of the Arbitration Court of Barcelona. Such matters shall be the competence of the Courts and Tribunals of the City of Barcelona to whose jurisdiction the parties to the agreement expressly submit themselves, expressly waiving any rights to exemptions they might have.

### 5.7. Other Measures

The Organization reserves the right to take any other measures required to ensure the good order and functioning of the Exhibitions and the protection of Exhibitors' and visitors' rights.

If any Exhibitor causes disruptions of any kind, the Organization reserves the right to close its stand and, if necessary, force the Exhibitor to vacate the Exhibition with no indemnification. Stand evacuation expenses are payable by the Exhibitor.

### 5.8. Claim Sheets

Official complaint forms are available to Exhibitors and visitors at the Organization offices.

### 5.9. Clarifications

For any doubts relating to the interpretation of any section of the Exhibitor Rules and Regulations, please contact the Exhibitor's Service Department at:

Tel.: +34 932 638 150  
Email: [sil@zfbarcelona.es](mailto:sil@zfbarcelona.es)

### 5.10. Prevention of Occupational Hazards during Assembly and Disassembly

All Exhibitors and fitters undertake to comply and ensure that their contractors and subcontractors comply with prevailing legislation pertaining to safety in the workplace applicable to the work they perform, contracted or subcontracted.

Companies taking part in assembly and disassembly must:

- Have adopted a prevention method (Spanish Labour Risk Prevention Law 31/95, article 30).
- Have a safety report describing the work to be performed, the risk evaluation and preventive measures of the activity.
- Have a list of the names of the workers taking part and accreditation to prove that they have received:
  1. Information on risks and preventive measures communicated by Fira Barcelona.
  2. Specific training in Prevention of Occupational Hazards.
  3. Workers accreditation on Health and Safety.
- Provide the workers with the individual protection equipment and work wear that is of mandatory use during assembly and disassembly.

In any event, the material used must comply with prevailing legislation on labour risk prevention and the prevailing regulations of the Spanish Ministry of Industry.

In the event that any accident or incident takes place that could give rise to any type of responsibility for the persons involved in the activity or other third parties, Exhibitors and companies contracted by those involved in stand assembly and disassembly, must immediately notify the Head of Services of the Exhibition Hall

During the days of assembly and disassembly of the Exhibition, persons under the age of 16 years are not permitted to access the Exhibition Halls.

### 5.11. Preventive Measures to be taken during the Event in Case of Emergency

In case of fire, burnt smell or an emergency situation:

- Call the internal number of Self Protection, mentioning where you are, the area and the type of accident. Emergency telephone no.: 3100 Montjuïc.
- If what is stated above is not possible, use the closest emergency button.
- After giving the warning, if you have the appropriate training, you can tackle the fire with an extinguisher, as long as your safety is not put at risk.

What to do if you hear evacuation sirens:

- Leave what you are doing.
- Unplug all equipment from the power source and close all gas valves.
- Leave the building immediately, but without running or stopping.
- Close the doors if you are the last one to get out.
- Do not take the lifts.
- If we are with people external to the Exhibition, we will inform them of the order to vacate the building and we will make them accompany us.

## 6. CALENDAR OF DEADLINES FOR EXHIBITORS

DEADLINE	ACTION
06/04/2020	Downloading of electronic invitations
24/04/2020	Deadline for sending the innovations of the company
11/05/2020	Deadline for sending your design stand project (for design stands only)
	Deadline for submitting the ECOTAX form (for design stands only)
	Deadline for submitting the Occupational Risks form (for design stands only)
	Deadline for sending images and graphic artworks for the stand (theme area stands)
	Downloading of Exhibitor badges
19/05/2020	Deadline for paying pending amounts
29/05/2020	Deadline for hiring advertising
	Deadline for room hiring
	Deadline for submitting the Contract of Space Allotment
	Deadline for sending the events the company will carry out during SIL (presentation, press release, cocktail, etc.)
	Deadline for contracting services through the Services Catalogue of Fira Barcelona. As of this day, hiring services will have a surcharge
03/06/2020	Deadline for introducing the company information on SIL BARCELONA 2020 Catalogue and App
	Deadline for requesting meetings through the meet and Match service
04/06/2020	Beginning of assembly for design stands
08/06/2020	Beginning of assembly for stands contracted through SIL Organization and Fira Barcelona
	Deadline for purchasing tickets for the Círculo Logístico Networking
09/06/2020	SIL BARCELONA 2020 Official Opening
11/06/2020	SIL BARCELONA 2020 Closing
	Beginning of disassembly (from 6.30 pm and removal of goods by hand only)
13/06/2020	Ending of disassembly