

# EXHIBITOR RULES AND REGULATIONS

# SIL

## Barcelona

5<sup>th</sup>-7<sup>th</sup> junio 2024

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

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## 1. GENERAL INFORMATION

### 1.1. Name

SIL BARCELONA 2024 – 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 2024 will take place from the 5<sup>th</sup> to 7<sup>th</sup> of June of 2024 in the Exhibition Hall 8 of Fira Barcelona's Montjuïc – Plaza España Venue (Avda. Reina Maria Cristina, s/n, 08004, Barcelona).

Opening time of the event:

Exhibitors: From 8.00 am to 8.00 pm (5<sup>th</sup> to 6<sup>th</sup> of June). From 8.00 am to 7.00 pm (7<sup>th</sup> June)  
Visitors: From 9.00 am to 7.00 pm (5<sup>th</sup> to 6<sup>th</sup> of June). From 9.00 am to 6.00 pm (7<sup>th</sup> June)

Assembly Hours:

From the 31<sup>st</sup> of May to the 3<sup>rd</sup> of June: From 8.00 am to 8.00 pm  
On the 4<sup>th</sup> of June: From 8.00 am to 10.00 pm

Disassembly Hours:

From the 8<sup>th</sup> to the 9<sup>th</sup> of June: From 8.00 am to 8.00 pm

Exhibitors are requested to have staff at their stand during visitors' opening hours the 3 days of the Exhibition (from 9.00 am to 7.00 pm, and on the 9<sup>th</sup> of June until 6:00 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 2024 must send to the Organizer, Consorci ZF Internacional, S.A.U., the completed Participation Contract, together with the proof of the first payment or the total payment, according to the method chosen by email to: sil@zfbarcelona.es.

The Participation Contract must have all its sections completed 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 Contract, an invoice will be sent to the Exhibitor.

The signed Participation Contract 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 8<sup>th</sup> of May of 2024, the undersigning party shall not longer be considered an Exhibitor and the cession of space shall be revoked.

#### 2.1.1. Allotment of Spaces

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

Once the space has been allotted, the Exhibitor shall find the Space Data Sheet, stating the number of meters allotted and its location within the floor plan in the Exhibitor's Private Area.

In case of modifications in the space allotted, a new data sheet will be issued with details regarding the new site. This new sheet will supersede any other which may have been issued previously.

All claims concerning the site defined on the floor plan shall be presented within a maximum of 5 days after its receipt. Once this period is expired, the Exhibitor shall be deemed to have accepted the site.

The Organization reserves the right, in case of necessity or 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

### 2.2.1. Direct Exhibitor

The participation as a Direct Exhibitor includes:

- Customized e-invitation with the logo
- Exhibitor badges: < 20 sqm = 10; < 50 sqm = 20; > 51 sqm = 40
- Invitations SIL KNOWLEDGE: < 20 sqm = 2; < 50 sqm = 3; > 51 sqm = 4
- Appearance in the list of participating companies: with name, logo, info and link to the website
- Appearance of your company name on the screens and interactive map of SIL BARCELONA
- Appearance of the events that you carry out at your stand in the Event Agenda of the website and the SIL PLATFORM
- Publication of news in the innovation section of SIL website, to apply for the Best Innovation Award at the Fair
- QR code with all the information about your company that you have entered, to place it on your stand in a visible place
- Mention on social networks
- List of attendees, speakers and exhibitors on the SIL PLATFORM, where you can talk to them via chat
- Agenda on SIL PLATFORM where visitors can request you meetings
- Post SIL Report: Photos and impact of the company on the website

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

### 2.2.2. Co-Exhibitor

It is a company participating in an Exhibitor's stand (Direct Exhibitor) with his own staff.

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

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

The participation as a Co-Exhibitor Company includes:

- Communication Fees
- 4 Exhibitor badges
- Electronic invitation with the logo of the Co-Exhibitor company
- Section in the SIL BARCELONA Catalogue
- Appearance in the list of participating companies: with name, logo, info and link to the website
- Appearance of your company name on the screens and interactive map of SIL BARCELONA
- Publication of news in the innovation section of SIL website, to apply for the Best Innovation Award at the Fair
- Agenda on SIL PLATFORM where visitors can request you meetings
- List of attendees, speakers and exhibitors on the SIL PLATFORM, where you can talk to them via chat

## 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 is free of charge and includes:

- Appearance in the list of participating companies with name of the company
- Appearance of your company name on the screens and interactive map of SIL BARCELONA

## 2.4. Rates

Communication charges: EUR 615 (+10% VAT) Mandatory for all Direct Exhibitors.

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 implementation and without altering the established basic rates.

### 2.4.1. Free sqm participation

Rental of space:

#### MAIN CORRIDOR

From 0 to 70 sqm: 273 EUR/sqm

From 71 sqm, per each additional sqm: 263 EUR/sqm

**ZONE 1:** 252 EUR/sqm

Prices do not include 10% VAT.

## 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 Contract is sent. An invoice shall be sent in each case.

**15% - 20% (depending on sqm) discount shall be applied when contracting floor space if the Participation Contract is sent before the 31<sup>st</sup> of January of 2024.**

### 2.5.1. Invoicing

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 Contract. 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.



If 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.

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. - LEADING EXHIBITION FOR LOGISTICS, TRANSPORT, INTRALOGISTICS & SUPPLY CHAIN IN SOUTHERN EUROPE, except for the invoices issued by Fira Barcelona, through one of the following Bank transfer:

CONSORCI ZF INTERNACIONAL, S.A.U.  
CAIXABANK, S.A.  
Avda. Diagonal, 530  
08006 Barcelona  
Bank Account- IBAN: ES37 2100 0840 4702 0057 0329  
Swift Code: CAIXESBBXXX  
IMPORTANT: Indicate "NO COSTS ON DESTINATION"

## 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 69.

## 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 Contract. 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 Contract 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.

## 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 the models offered by Fira Barcelona or install a design stand, pending approval of the blueprints by the Organization.

## 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 by Consorci ZF Internacional, S.A.U. Insurance features:

- 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 was to occur during the assembly,

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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)

The Expositors are responsible for their own goods and products exhibited during the event; therefore, it is responsible for the losses or subtractions produced.

### 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).

##### 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 shall request the badges or passes to Fira Barcelona for the staff and workers hired for the assembly and disassembly. These passes will not be valid during the Exhibition itself.

##### 3.1.3. Invitations

Professional invitations are valid for the duration of the Exhibition. The Exhibitor will be able to manage the electronic invitations through the Exhibitor Private Area.

#### 3.2. Parking

The Exhibition site does not have its own car park so those Exhibitors that would require parking spaces should use the private car parks that are nearby.

The nearest parking options are BSM Parking, located in Avda. Reina Maria Cristina, s/n, ([www.aparcamentsbsm.cat](http://www.aparcamentsbsm.cat)), or the Hotel Catalonia Barcelona Plaza parking (more information: [plaza.comercial@cataloniahotels.com](mailto:plaza.comercial@cataloniahotels.com)).

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

The Organization has created SIL Platform that will allow to capture all the data of the contacts made at SIL BARCELONA 2024 without having to exchange and accumulate business cards, since the SIL Platform allows scanning all the contact data that appears on the accreditations and stands with QR codes and, once the fair is over, send them to the desired email address. In this email you will receive a document in Excel format with all the captured data. On the other hand, SIL Platform also allows you to make personal notes associated with a specific contact, see the catalog of the companies participating in the Fair or consult the SIL KNOWLEDGE 2024 conference program.

In order Exhibitors and Sponsors of the Fair will appear in the Catalog of participating companies of the SIL Platform and the SIL website, they must have been registered as participating companies and have completed the "Catalog" section found in the Private Exhibitor Area ([www.silbcn.com](http://www.silbcn.com))

The Organization is exempt from all responsibility for transcription errors, defects or omissions of any kind that may occur in the publication of the Catalog. Without prejudice to the foregoing, each Exhibitor may contract advertising spaces both on the website and on the SIL Platform, in accordance with the current rates and must complete the corresponding Contract for this purpose.

#### 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 the 31<sup>st</sup> of May and shall finish on the 4<sup>th</sup> of June of 2024. Opening hours for such work shall be from 8.00 am to 8.00 pm until the 3<sup>rd</sup> of June and from 8.00 am to 10.00 pm on the 4<sup>th</sup> of 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 the 4<sup>th</sup> of June, woodworks or any other works generating waste will not be allowed. As of the time and day specified, only product stocking and final decorations will be permitted. The Organization shall be entitled to apply a EUR 300 (VAT included) sanction to those companies that fail to comply with this rule.

Exhibitors are requested to plan the set up of their products ahead of the abovementioned date and time.

Private vehicles will not be allowed into the Venue during the assembly days. Only industrial vehicles will have access: trucks, light trucks, vans or industrial passenger cars (screen printed). Entry of vehicles for the purpose of unloading goods in the Exhibition Halls is strictly forbidden the day before the opening, that is, the 4<sup>th</sup> of June of 2024.

During the assembly period, it is strictly forbidden for people under 16 years old to access the Venue, either alone or accompanied by 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 for lighting of the halls, electricity and water consumption, toilet service and surveillance service

- Design stand: EUR 8.90/sqm (+ VAT)\*
- Modular stand: EUR 5.80/sqm (+ VAT)\*
- Carpet or platform: EUR 2.90/sqm (+ VAT)\*

### **4.2 Disassembly**

The Exhibition shall close its doors to the professional public at 6.00 pm on Friday, the 7<sup>th</sup> of June of 2024. That day, Exhibitors are requested to have their stand set up and with staff at all times until 6.00 pm.

Only Exhibitors may remove their goods by hand between 6.30 pm and 10.00 pm on the same day, 7<sup>th</sup> of June. However, vehicles will be allowed no further than the outer entrances to the Venue and, under no circumstances, will they be allowed to access the Venue itself (Exhibition Halls and indoor adjacent areas). That day, the disassembly of the stand will not be allowed and the access to stand suppliers will not be permitted.

General disassembly will begin at 8.00 am on the following day, the 8<sup>th</sup> of June, and will last until 8.00 pm. Vehicles will then be allowed to access the Exhibition Halls.

Exhibitors should have all goods properly packed and identified before leaving their stands. The Organization has surveillance in place, but shall not be liable for any thefts that may occur.

Exhibition dismantling must be fully completed by the 9<sup>th</sup> of June of 2024 at 8.00 pm. Stands must be disassembled and all goods removed by the end of the disassembly period. The Organization reserves the right 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 deemed 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 Barcelona's official waste removal service (that will be performed by the company ECLEAN) during assembly and disassembly shall.

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 2024
- The Exhibitors having design stands must have presented the dimensioned construction plans of the stand and the Organization must have approved them

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- 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 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.

#### 4.4. Delivery of Goods

Exhibitors are advised to plan ahead the arrival of their goods at the Venue 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, on the 4<sup>th</sup> June of 2024.

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. In case of courier companies, the Exhibitor shall escort the messenger or issue a General Services Pass for him/her.

Opening hours for the entry of goods during assembly:

- From the 31<sup>st</sup> of May to the 3<sup>rd</sup> of June: from 8.00 am to 8.00 pm
- On the 4<sup>th</sup> of 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. Reina 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 number.

##### 4.4.1. Receipt of Goods

Exhibitors are requested not to send goods addressed to the Organization. Companies must be in 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 the 4<sup>th</sup> of June. Otherwise, the Organization will order their removal 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 93 264 24 40), offering a packing materials storage service, which includes removal, storage and delivery of packing materials. [www.resaexpo.com/es/#services](http://www.resaexpo.com/es/#services).

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

The hours for merchandise restocking and catering access will be from 8.00 am to 7.00 pm, with industrial vehicles only. Note that no parking will be allowed inside the premises.

#### 4.5. Building and Decorating the Stands

If Exhibitors have chosen the free sqm option, the site allocated comprises the floor space only. Construction of a stand is compulsory in order to ensure that the whole Exhibition presents a pleasant appearance, being the minimum mandatory elements flooring, its own lighting and dividing walls with the adjacent stands.

The construction of a stand on the hired Exhibition surface is a basic requirement. The Organization shall be entitled to enforce its compliance with this requirement if a Company does not make provisions for the construction of a stand.

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 and provided that the infrastructure of the Exhibition Hall allows it and that do not be over 5.5 metres high.

##### 4.5.1. -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.



All design stands (including ground and elevation plans) must be submitted before the 5<sup>th</sup> of May of 2024 to the Exhibition Technical Department. This can be submitted:

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

The Technical Department will examine the project and issue the corresponding assembly permit, 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 Technical Department.

#### 4.5.2.-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 Barcelona.

#### 4.5.3. 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 LEADING EXHIBITION FOR LOGISTICS, TRANSPORT, INTRALOGISTICS & SUPPLY CHAIN IN SOUTHERN EUROPE 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.

#### 4.6. 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.

#### 4.6.1. 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:

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

Avda. del Parc Logístic, 2-10, 3<sup>a</sup> planta, Pol. Ind. Zona Franca  
08040 Barcelona (Spain)  
TAX number: (ES) A61290292

Tel.: +34 932 638 150  
[comercialsil@zfbarcelona.es](mailto:comercialsil@zfbarcelona.es)  
[www.silbcn.com](http://www.silbcn.com)



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

#### 4.7. 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.

#### 4.8. Security

The Organization (Consorti ZF Internacional) shall provide general surveillance of the event during visitors' opening hours and disclaims all liability for any damage or robbery that the installations and goods on display may suffer during this period.

During any other periods (assembly/disassembly and nights), FIRA BARCELONA has the human and technical means to meet the security requirements.

The Exhibitor shall ensure the surveillance of his stand and his exhibited goods throughout the duration of the Exhibition, as well as during the assembly and disassembly period. It is advised that any valuable articles that can easily be taken shall be kept under lock and key.

If an Exhibitor wishes to be in charge for the surveillance of his stand during the assembly/disassembly nights and/or the Exhibition nights, he shall make a request to the Organization in order to obtain the corresponding authorization and he will be presented with the following options:

- Contract the security company desired, as long as it is legally established and registered in the corresponding commercial or public register (Law 5/2014, of the 4th of April, on Private Security ) and the corresponding valid documentation of the surveillance staff (professional qualification, TIP)
- Contract the surveillance to Fira Barcelona through SERVIFIRA
- The Organization (Consorti ZF Internacional) can also help with the procurement of surveillance services, upon request through the Exhibition's Service Catalogue

In case that the service takes place at night, that is, outside the opening hours, they must present the documentation for this purpose so that Fira Barcelona will be able to authorize both access and stay. The security personnel hired by the exhibitor will not be able to wander freely around the venue, limiting their area of influence to the stand.

#### 4.9. 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.

#### 4.10. Cleaning

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

If individual cleaning of the stand is desired, cleaning services can be contracted through Fira Barcelona.

#### 4.11. Electric Power

All electricians 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 Fira Barcelona, 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 Fira Barcelona 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 for Fira Barcelona. 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.

#### 4.12. 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.

#### 4.13. Water Supply

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.

#### 4.14. 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.

#### 4.15. Air Equipment

##### 4.15.1. 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.

##### 4.15.2. 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.

#### 4.16. 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.

#### 4.17. 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.

#### 4.18. 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 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.

#### 4.19. 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.

#### 4.20. 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.

#### 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 Contract, 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. Personal Data Protection

In compliance with Regulation (EU) 2016/679 on General Data Protection and the Organic Law 3/2018 on Personal Data Protection and Digital Rights Guarantee, we inform you that the personal data provided to us shall be processed by CONSORCI ZF INTERNACIONAL, S.A.U., in order to handle the Exhibitor's request, perform the contract and/or pre-contract, comply with legal obligations and inform you about the state of your request, as well as, in your case, send you information about other events and exhibitions organized by CONSORCI ZF INTERNACIONAL, S.A.U. and/or, with your prior consent, information about third parties of the logistics and transport sector in partnership with CONSORCI ZF INTERNACIONAL, S.A.U. The storage period of this data will be the necessary for the maintenance of the relationship and compliance with legal obligations or, in your case, until withdrawal of consent.

If the Exhibitor transfers personal data of clients, suppliers, employees, guests, professionals and/or internal or external partners, for which the Exhibitor is responsible, he agrees to have the necessary legitimization to process and transfer such data, and CONSORCI ZF INTERNACIONAL, S.A.U. shall not be held liable to that effect.

The holder of the personal data may exercise his/her rights of access, rectification, opposition and cancellation, as well as portability rights and limitation of treatment, collected in the applicable data protection regulation, by writing to CONSORCI ZF INTERNACIONAL, S.A.U. (Data Protection Officer) - Avda. Parc Logístic, 2-10 – (08040) Barcelona; or by sending an email to: [dpc@czfi.es](mailto:dpc@czfi.es). This holder shall also oppose to the sending of informative and/or commercial communications from CONSORCI ZF INTERNACIONAL, S.A.U. and/or, if consent is given in the participation form, from collaborating companies of the logistics and transport sector, in the same manner as for the exercise of rights. In case of any infringement of the personal data protection right, parties can address the corresponding Supervisory Authority (on a national level, the Spanish Data Protection Agency, [www.aepd.es](http://www.aepd.es)), in order to initiate the appropriate proceedings to claim and/or defend their rights. For more information, check our Privacy Policy in the website for SIL BARCELONA – International Logistics and Handling Exhibition in Barcelona ([silbcn.com](http://silbcn.com)).

### 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 & Disassembly

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

Companies taking part in the assembly and disassembly process and contracted by Consorci ZF Internacional, SAU shall:

- Have adopted a prevention method (Spanish Labor 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 attending and the accreditation to prove that they have received:
- Information on risks, preventive measures and emergency measures, notified by Fira Barcelona to the person in charge of Risk Prevention of Consorci ZF Internacional SAU, and this person, in turn, to those responsible of the different contracted companies and that come together in the aforementioned site
- Specific training in Prevention of Occupational Hazards
- Workers accreditation on Health and Safety or surrender of the latter when duly accredited
- Provide the workers with the individual protection equipment and mandatory work wear during assembly and disassembly

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

In case of accidents or incidents that could give rise to any type of responsibility for the people involved in the activity or other third parties, Exhibitors and companies contracted for stand assembly and disassembly, must immediately notify the Head of Services of the Exhibition Hall. During the days of assembly and disassembly, persons under the age of 16 years will not be permitted to access the Exhibition Halls.

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

Avda. del Parc Logístic, 2-10, 3<sup>a</sup> planta, Pol. Ind. Zona Franca  
08040 Barcelona (Spain)  
TAX number: (ES) A61290292

Tel.: +34 932 638 150  
[comercialsil@zfbarcelona.es](mailto:comercialsil@zfbarcelona.es)  
[www.silbcn.com](http://www.silbcn.com)



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

(INFORMATION PROVIDED BY FIRA BARCELONA).

**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.: **4100 (932334100)**
- 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 equipments from the power source and close all gas valves
- Leave the building immediately, without running or stopping
- Close the doors if you are the last one to get out
- If you are with people external to the Exhibition, inform them of the order to vacate the building and make them come with you
- Go to the **outdoor meeting points**, following the marked evacuation routes

**Montjuic Venue (MJ) Meeting Points:**

- Exhibition Hall 8: In front of the bus stops (Plaza España – side of the ticket offices of Exhibition Hall 8). Without crossing Avenida Reina M<sup>a</sup> Cristina

**What to do if you need emergency healthcare:**

- Notify the event to Security, using the following telephone no.: **4100 (932334100)**  
If the person has lost consciousness, lay him or her on the floor with the feet raised
- In case of vomiting, place the head laterally
- Always loosen and untie clothes, tie, belt, etc.
- Fira Barcelona has a **dispensary** in every venue:
- Montjuic Venue: Plaza Universo. Telephone 93 233 21 11. Internal phone 21 11



**6. CALENDAR OF DEADLINES FOR EXHIBITORS**

DATE	ACTIVITY
<b>03/05/2024</b>	<p>Downloading of electronic invitations</p> <p>Submission of the new developments of the company</p> <p>Submission of the design stand project (for design stands only) Submission of the ECOTAX form (for design stands only)</p> <p>Submission of the Occupational Risks form (for design stands only)</p> <p>Submission of images and creative artwork for the stand (theme area stands) Downloading of Exhibitor badges</p> <p>As of this date, contracting services will be subject to a surcharge. Service contracting through the Fira Barcelona Portfolio</p>
<b>08/05/2024</b>	Settlement of pending payments
<b>14/05/2024</b>	You can already download the SIL PLATFORM
<b>24/05/2024</b>	<p>Advertising Contracting</p> <p>Hiring conference rooms</p>
<b>31/05/2024</b>	<p>Data entry in the SIL BARCELONA 2024 Catalogue and SIL PLATFORM</p> <p>Meeting arrangement through the Match and Meet service</p> <p>Start of the assembly for design stands</p>
<b>04/06/2024</b>	Start of the assembly for stands contracted through Fira Barcelona and SIL Organization
<b>05/06/2024</b>	Official Opening of SIL BARCELONA 2024
<b>07/06/2024</b>	<p>Closing of SIL BARCELONA 2024</p> <p>Start of disassembly (from 6:30 pm and removal of goods by hand only)</p>
<b>09/06/2024</b>	End of disassembly