



***ASSEMBLY REGULATION FOR EXHIBITORS AT CCIB***

***SECURITY FORUM***

***BARCELONA, May 28<sup>th</sup> and 29<sup>th</sup> 2019***



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### **1.1 ASSEMBLY**

- Exhibitors will receive the stand at 10:00 on 27<sup>th</sup> May 2019. From this moment on, exhibitors will have the chance to decorate their booths.
- In case an exhibitor wishes to anticipate the decoration, the authorization of the Security Forum organization will be required.
- The official opening and closing hours of the building are from 9:00 to 20:00.
- Access by minors will not be allowed during the assembly.

### **1.2 DISMANTLING**

- Dismantling of the stands will be held on May 29<sup>th</sup> from 18:30 until 00.00 on May 30<sup>th</sup>, 2019.
- The storage of packages in the pavilion is prohibited due to safety reasons. CCIB will allocate an area for storage of packaging.
- Any items that remain in the stand after completion of the removal period will be considered as spam by the exhibitor, so that the organization is not responsible for their custody and / or storage. In case of withdrawal, the exhibitor will be charged for the costs incurred.
- The exhibitors are responsible for the removal of the goods at the time of dismantling. RESA provides services company for removal and custody of the packaged material. Otherwise, the customer accepts the cost of removal and / or destruction of the goods deposited outside the established period.
- Access by minors will not be allowed during the assembly and/or dismantling.

### **1.3 ENTRY OF VEHICLES**

- The CCIB reserves the right to regulate vehicle access on site and residence time during assembly and dismantling, under current regulations.

### **1.4 PERSONAL SAFETY DURING ASSEMBLY AND DISMANTLING**

- The exhibitors are responsible for compliance with safety standards and the Law of Prevention of Risk in the Workplace during assembly and dismantling as well as for registering their staff with Social Security.

### **1.5 ACCREDITATION**

- Organization shall provide a badge to any person in need to access the CCIB facilities during the assembly, dismantling and event.
- All exhibitors' staff must be certified, even if it has been hired by CCIB or third parties.



## **1.6 SURVEILLANCE**

- Exhibitors who require more surveillance for the stand may request the services catalog.
- Exhibitors are responsible for the materials of the stand, in the period of assembly, disassembly and event.
- The organization is not responsible for thefts or shopliftings.

## **2.1 EXHIBITION PLAN**

- The exhibition plan complies with building security and the law of prevention of occupational hazards. It is the responsibility of exhibitors not to block aisles, emergency access, fire protection elements and any other matter concerning safety legislation or similar decorative elements. They may be removed by the Organization in case of need.

## **2.2 CONSTRUCTION AND MATERIALS**

- Exhibitors agree to step through the spaces allocated to exhibitors, and electronics to provide services to other stands.
- Boring, screwed, nailed, or the use of paint, glue or anything that can damage the structural elements of the building (floor, walls, ceiling ...) is forbidden. In case of damage to the facilities the cost of repair or replacement will be at your expense.

## **2.3 ELECTRICITY**

- The power exceeding 20 kW. power project entails.
- It is the exhibitor responsibility to calculate the power required to stand depending on the items you need to connect and request the necessary voltage (220V or 380V).
- Any additional power will have an additional costs (energy upon organizer fares).
- The electric power service manholes CCIB is 32A. 380V. The need for higher power will involve the cost of extending the power required and will be done under budget.
- Differential protection of primary power and lighting circuits is 30mA and are not immunized super guy.
- For more information on how to connect, contact the CCIB.
- The CCIB can supply power only to the boxes in the floor of the multipurpose room.

## **2.4 WATER**

- The supplying of water will only be allowed to the booths that have a chest with this service within their space. It shall be paid by the exhibitor to place a dies in order to hide it.



- Water supplying pipe installation only includes water and sewer, not the connection to another element.
- It is the exhibitor's responsibility to inform the Organizer about how you are connecting your equipment to the facilities.

## **2.5 INTERNET AND PHONE LINES**

- Exhibitors interested in installing a private Wifi zone must request an authorization from the organizer. Otherwise the Wifi zone can be disconnected due to interferences with the general event network. The organizer will be not responsible of the signal quality.

## **2.6 DAIS**

- It is not allowed the construction of pallets on the stands.

## **2.7 FUMES**

- It is not permitted to operate any machine emanating fumes, gases or vapors in the room, even if they are harmless to people.

## **3.1 CCIB BOOTHS**

- All offered material is rented and must be delivered in the same condition it was given.
- No piercing, screwing, nailing or any action that may damage the modular stands and / or materials purchased.
- The hiring of any staff (hostesses, watchmen, cleaning, waiters ... ) implies a time conditions , expenses and transfers.
- Exhibitors must calculate the location of the material on their space and technical requirements needed (power booster, power extension cord, plugs, telephone line , Internet access , audiovisual ... ) .
- Hiring a modular stand implies that no changes can be made in the description of the elements described. The rejection of any of the products does not imply monetary compensation.
- Once served, the requested materials will not be refundable in case they are no longer needed.
- Exhibitors are responsible for confirming that the measures of exhibition materials are within the limits of the allocated space, the booth measures (height) and services required for their operation.
- The organization takes no responsibility for the objects in the stands and objects owned by people who are in the booths.
- The organization is not responsible for the rented material that once served and verified is stolen.

## **3.2 APPLICATION OF SERVICES**



- The organization will only accept as service requests all the sheets submitted by the hiring official suppliers fully completed, signed and stamped.
- Sending requests can be made via fax, mail or email (pre-scan of the document).
- The applicant must provide all the information needed to issue invoice.
- Service requests will not be considered as firm in case the payment is not made on time.
- Any incident detected on your stand may be sent to the exhibitor service desk during assembly or celebration of the event. Any claim made once the event is closed will not be accepted.

### **3.3 SERVICES CANCELLATION**

- Only written cancellations made within the contract period will be accepted.
- 2 months before the event, the cancellation implies the lose of all the amounts paid and the exhibitor will have to pay 100 % of the services.

### **3.4 PAYMENT TERMS**

- 100% of the services must be paid before the start of assembly.
- All services requested must attach a copy of the payment to process the request.
- The exhibitor must complete applications with all information requested in order to get an invoice for services.
- Organization reserves the right to cancel all services whose amount has not been effective in the given period.
- All services will be applied the VAT.



### **3.5 CCIB SERVICES WAY OF PAYMENT**

- Visa, Mastercard or AMEX completing the authorization form that will be provide by the CCIB.
- Payment is accepted by bank transfer. Bank details will be provided by the CCIB.
- In the case of the services required during assembly or event, they will have to be paid at the time with VISA or cash and a 20% surcharge.

### **3.6 DEADLINES**

- 30 days before the start of assembly, closing for service applications.
- 30 days before the start of assembly no special budget will be made.
- After the deadline, the price of services will be increased a 20% as long as it the service can be provided.
- We will not accept applications during assembly for technical services (water, electrical upgrades, Internet connection, etc).

### **3.7 RECEPTION OF GOODS**

- The exhibitors are responsible for the reception of goods. The Organizer or CCIB will not receive goods. RESA LOGISTIC is the official provider for this service.
- No goods may be accepted before the assembly dates. RESA LOGISTIC can provide custody services prior to assembly.
- The exhibitors are responsible for the storage of empty packaging.

### **3.8 CLEANING**

- Cleaning of the stand during exhibition is not included and is optional. It can be hired in the appropriate form.
- Cleaning budgets will include the removal of materials.

### **3.9 CATERING**

- CCIB has total exclusivity in providing catering services, so any exhibitor wishing to bring their own material will have to take over a fee for that product.
- For example, in case of coffee machines two options are given:
  - Exhibitor brings its own coffee machine with its own consumables (coffee, milk, water, etc..). In this case the fee is 150 Euros.
  - Exhibitor brings its own coffee machine and requests the suppliers to the CCIB. In this case the fee would be 100 Euros.
  - Any other product that the customer wants to bring will be valued with catering department to decide the appropriate rate to be applied in each case.



#### 4.1 CCIB EXCLUSIVITY

- CCIB has exclusive rights in the following services:

- Catering (food and drink), cleaning and safety.

This assembly regulation is completed by exhibitors reading and accepting the general rules for participation in SECURITY FORUM.