

Apartado/P.O.B. 468  
E-48080 Bilbao

Tel.: + 34 94 404 00 31  
Fax: + 34 94 404 00 01

Ronda de Azkue, 1  
E-48902 Ansio-Barakaldo

[international@bec.eu](mailto:international@bec.eu)  
NIF/CIF: ES A-95135984

## **SPECIFIC REGULATIONS**

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## KEY DATES

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Early bird deadline	<b>15.01.2019</b>	
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Due date of invoice for floor space and insurance policies	<b>05.04.2019</b>	
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Deadline for visitors' free registration.	<b>12.05.2019</b>	On-line registration
	<b>06.06.2019</b>	Personal link sent by an exhibitor

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Deadline for receipt of applications for compulsory services and acceptance of projects	<b>27.04.2019</b>	
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Deadline for receipt of applications for services	<b>12.05.2019</b>	
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Beginning of stand construction	<b>27.05.2019</b>	From 08h00 to 20h00
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End of stand construction and entry of exhibits.	<b>03.06.2019</b> <b>15.00 h.</b>	
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 TRANSFORMING INDUSTRY	<b>04-06.06.2019</b>	Opening hours:
		From 9h30 to 18h00

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Dismantling and removal of exhibits	<b>07-10.06.2019</b>	From 08h00 to 20h00
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## SPECIFIC REGULATIONS

### 1. ORGANIZERS

The organising and management team of **BEDIGITAL 2019** show corresponds Bilbao Exhibition Centre (BEC) and The Association of Machine-Tools, Accessories, Components and Tools Manufacturers (AFM)

All communications should be sent to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)  
BEDIGITAL.  
Ronda de Azkue, 1 / E-48902 Ansio-Barakaldo  
or  
P.O. Box 468 / E-48080 Bilbao  
Tel. +34 94 404 00 31 - Fax +34 94 404 00 01  
international@bec.eu  
www.bedigital.bilbaoexhibitioncentre.com/

### 2. VENUE, DATES AND SCHEDULE OF EVENT

BEDIGITAL 2019 will take place at the BEC exhibition complex in Barakaldo (Spain) from the 4<sup>th</sup> to the 6<sup>th</sup> June 2019. Opening hours will be daily from 9.30 am to 6.00 pm for visitors and from 8.30 am to 7.00 pm for exhibitors. During the visit hours stands must be fully manned and exhibits must be uncovered for display.

### 3. EXHIBITORS AND PRODUCTS ADMITTED

All publicly or privately owned corporate bodies and individuals whose activities are considered to fall within the sectors covered may apply to take part in the contest. The event is open to manufacturers, agents and representatives of products admitted for display.

Products admitted.

- Big data & Analytics.
- Artificial Intelligence.
- Cloud Computing & Services.
- Cybersecurity.
- AR / VR
- Internet of Things. / IOT.
- Blockchain.
- Hardware.
- Software solutions. (CMR, ERP, ...)
- Software Engineering – DevOps.
- Industrial engineering Services
- Telecommunications.
- Information Technologies.

Distribution of printed matter and advertising material outside the stands and advertising for non-exhibitor companies are prohibited.

### 4. SPACE RENTAL

- 4.1.** Space rental will take place by sending the original application for admission, properly filled in all its terms, to the Show Management, along with a deposit of €60+VAT/sqm which will be discounted from the total amount of the participation in accordance with Art. 7, as well as the signed participation terms and conditions.
- 4.2.** The first deadline for receipt of the completed exhibitor application forms 15<sup>th</sup> January, 2019. The applications will be answered in line with demand and available space.
- 4.3.** The minimum space which may be rented is 12 m<sup>2</sup>. Fractions of a square metre will be invoiced as full square metres.
- 4.4.** The organising team reserves the right to modify the surface area or the assigned location if the circumstances require, without entitlement to compensation.

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4.5. The participation formulas are the following:

**A - SMART COMPANY Included contents:**

<p><b>Space:</b></p> <ul style="list-style-type: none"> <li>Space rental. Minimum 12 sqm.</li> </ul> <p><b>Stand + Services:</b></p> <ul style="list-style-type: none"> <li>Stand closed off with melamine panels and aluminium profiles</li> <li>Grey Carpet.</li> <li>Company name in adhesive vinyl letters on header panel.</li> <li>Circuit protection device and automatic thermo-magnetic circuit breaker</li> <li>1 Power point supply 220v.</li> <li>Electrical wiring and mains connections.</li> <li>Official approval electrical wiring and installation.</li> <li>Power consumption from 2kw to 4kw.</li> <li>Daily cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Civil Liability Insurance.</li> <li>Insurance for Damage (12,000 € max. value)</li> </ul> <p><b>Furniture:</b></p> <ul style="list-style-type: none"> <li>1 round table and 3 chairs</li> </ul> <p><b>Promotional elements</b></p> <ul style="list-style-type: none"> <li>Innovation Workshops: Presentation of products, services and solutions</li> <li>Publication and diffusion of news and articles on the event website.</li> <li>Full profile in the Exhibitors' Directory</li> </ul> <p><b>Additional elements:</b></p> <ul style="list-style-type: none"> <li>Exhibitors' passes</li> <li>Assembly and dismantling passes</li> <li>Free registration for you clients (Expo Area)</li> </ul>
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Prices	Until 15/01/2019	From 16/01/2019 on
Smart Company (minimum 12 sqm)	220 €/sqm	245 €/sqm

Prices do not include VAT (10%)

**B - ADVANCED COMPANY Included contents:**

**Up to 32 sqm:**

<p><b>Space:</b></p> <ul style="list-style-type: none"> <li>Space rental. Minimum 16 sqm.</li> </ul> <p><b>Stand + Services:</b></p> <ul style="list-style-type: none"> <li>Stand closed off with melamine panels and aluminium profiles.</li> <li>Blue carpet.</li> <li>Front panel: Foam board with logo</li> <li>Graph on the panel: 3x2 foam with printed images..</li> <li>Circuit protection device and automatic thermo-magnetic circuit breaker.</li> <li>1 Power point supply 220v</li> <li>Electrical wiring and mains connections 15Kw.</li> <li>Official approval electrical wiring and installation.</li> <li>Power consumption 2.000W a 4.000 W</li> <li>Daily cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Civil Liability Insurance.</li> <li>Insurance for Damage.( 12,000 € max. value)</li> </ul> <p><b>Furniture:</b></p> <ul style="list-style-type: none"> <li>1 round table and 3 chairs.</li> </ul> <p><b>Promotional elements</b></p> <ul style="list-style-type: none"> <li>Innovation Workshops: Presentation of products, services and solutions</li> <li>Publication and diffusion of news and articles on the event website.</li> <li>Full profile in the Exhibitors' Directory</li> </ul> <p><b>Additional elements:</b></p> <ul style="list-style-type: none"> <li>Exhibitors' passes</li> <li>Assembly and dismantling passes.</li> <li>Free registration for you clients (Expo Area)</li> </ul>
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Prices	Until 15/01/2019	From 16/01/2019 on
Advanced Company (minimum 16 sqm)	280 €/sqm	305 €/sqm

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Prices do not include VAT (10%)

**From 32 sqm on there is also included:**

**Promotional elements:**

- Logo and link in the Web as Advanced Company.
- Pennant in the Atrium.
- ½ advertising page in the visitors' guide.
- 2 entrances to the Digital Talks.

\*Daily cleaning and stand structure are included for additional sqm to 16  
The furniture and graphics will be the same as for 16 sqm.

**C – "SPACE ONLY" includes:**

- Rental space
- Compulsory Insurances and daily cleaning during the Exhibition.
- Innovation Workshop: Presentation of products, services and solutions
- Publication and diffusion of news and articles on the event website
- Full profile in the Exhibitors' Directory
- Free registration for you clients (Expo Area)
- Exhibitors' passes
- Stand erectors' badges
- Open meetings: Meetings with buyers and users

**PREMIUM COMPANY: From 80 sqm on it includes in addition following benefits:**

**Promotional elements, previous and during the exhibition**

- Logo and link in the Web as Advanced Company
- Logo of the Company in the communications and news sent by BEC to participants and visitors
- 2 highlighted pennants in the Atrium
- 1 circular vinyl near the hall entrance
- Tarps with your logo in the exterior facade
- Logo of your company in the signage and publicity of the event
- 1 advertising page in the visitors' guide

**Conferences:**

- Individual presentation or debate. (with the approval of the Scientific Committee)
- 4 full accesses to the conferences
- Additional passes to the conferences for your clients at preferential price. (This price is maintained until the date of the event)

Prices	Up to 15/01/2019	From 16/01/2019 on
Space rental (minimum 12sqm).	215 €/sqm	240 €/sqm

Prices do not include VAT (10%)

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## 5. EXHIBITORS' RIGHTS

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5.1- Registration covers the following services and supplies:

- Username and password for accessing the Private Area on the website of the show and use of the registration services in the directory and on-line shop, among others.
- Removal of refuse, chippings, waste and drilling fluids.
- Daily cleaning during the show.
- The first cleaning is included before the start of the show for the turnkey packs and is not included for the renting of space.
- Registration in the show's Directory. This must be done in the "Private Area for Exhibitors" of the show's website, using the username and password given to each exhibitor.
- Fitter passes.
- Exhibitor passes: 4 exhibitor's passes for up to 20 m<sup>2</sup> plus 2 for every 20 m<sup>2</sup> or fraction thereof, up to a maximum of 6. Company employees who will not be attending the stand, may register as visitors to obtain their accreditation.
- The compulsory insurance; damage and civil liability insurance (see details in Art. 6).

## 6. COMPULSORY INSURANCE

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The insurance that BEC will contract for this show, **included in the participation price**, in accordance with Clause 33 of the General Rules of Participation, will meet the following basic characteristics:

### 6.1. Insurance for Damage

- Basic cover: Fire & theft of goods displayed on stands, including loading and unloading at the exhibition centre grounds. Packaging will also be included up to a first risk limit of €10,000 and an excess of €1,000 per claim.
- Good insured: All trade in general, as well as IT items and household appliances (brown line), are covered for robbery (excluding larceny), with an excess of €1,000 per claim with the following exceptions: corrosive, inflammable, explosive, poisonous, radioactive goods, live animals and plants, cash, commercial or bank bills, title deeds and coupons for transferable securities, jewellery, art objects and antiques, pre-paid cards, machinery or other goods during assembly and dismantling operations.
- Insured capital: The insured capital will be that declared by the exhibitor in the admission application. However, there is a minimum capital requirement which is set at €12,000. If the exhibitor fails to make a declaration of capital, the Organisers will contract the minimum established, and will assume no liability for any shortfall or excess in insurance.
- Premium: Rate of 8.6‰ (per thousand) to be applied on to the value provided by the exhibitor or, if the latter is the undersigned, on to the minimum capital requirement. Minimum premium: €103.20.
- Excess: The amount will depend on the insurance market conditions available at the time of the policy being taken out.

### 6.2. Third party liability insurance

- Basic cover: Material damage and bodily harm caused to third parties as a result of the event, expressly excluding civil liability deriving from work-related accidents suffered by the dependent personnel of the exhibitor or by subcontractors of the exhibitor.
- Limit of compensation: €1,200,000 per claim and for the total claims arising from the event, with a sub-limit of €150,000 per victim in cases of bodily harm.
- Premium: €110.00 per exhibitor.

6.3. The period covered is from 27 May to 10 June 2019.

6.4. Exhibitors may examine the insurance policies taken out by the organisers of the trade fair at the offices of the latter to check the details of cover, limitations and exclusions.

## 7. FINANCIAL TERMS AND CONDITIONS

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7.1. Along with the application for admission, the Exhibitor must make a payment of 60€+VAT/sqm as deposit which will be discounted from the total amount of the participation, to Bilbao Exhibition Centre, S.A. This amount shall be returned should the prospective exhibitor not be admitted.

7.2. The invoice for the exhibitor's participation in the show will be sent from the 14<sup>th</sup> of March 2019 to all the exhibitors whose space has been assigned prior to said date. Settlement of this invoice will be made through bank transfer by 7<sup>th</sup> April 2019. The subsequent allocations of space will be invoiced immediately after contacting the exhibitor.

7.3. The cancellation of your participation means the loss of all amounts originally paid, except for written supporting communication sufficiently in advance, in which case, consideration will be given to its incorporation as an interim payment in the next exhibition.

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**7.4.** The amount for services contracted by the exhibitor must be paid before 7 April 2019. Those contracted after the date will be paid in cash and will be subject to a surcharge established in the General Service Hire Regulations..

## **8. STAND ASSEMBLY, ENTRY OF GOODS AND DISMANTLING**

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**8.1.** Stand erection will commence at 08.00 on 27<sup>st</sup> May 2019 and must be completed by 15.00 on 3<sup>th</sup> June 2019.

**8.2. Removal of products exhibited.**

It will commence at 08.00 on 7 June 2019 and must be complete don 10 June 2019.

**8.3. Removal of stands.**

It will commence no earlier than 08.00 on 9th June 2017 and must be completed by 20.00 on 12th June 2017. At the end of the event the space must be left in the same conditions as before it was occupied. Any alteration in the floor and walls must be repaired within the same period.

## **9. YOUR CONTACTS AT THE EXHIBITION CENTRE**

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|------------------------------------|---------------------------|---------------------------|
| • Accounting Department:           | +34 94 40 40 123          | administracion@bec.eu     |
| • International Area:              | +34 94 40 40 031          | internationall@bec.eu     |
| • Technical Services Department: : | +34 94 40 40 000 / ext.3  | serviciosbedigital@bec.eu |
| • Visitors Department:             | +34 94 40 40 000 / ext. 2 | visibedigital@bec.eu      |
| • Registration Office:             | +34 94 40 40 115          | acreditaciones@bec.eu     |