


## **SPECIFIC REGULATIONS**

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## KEY DATES

Early bird deadline	<b>15.01.2019</b>	
Due date of invoice for floor space and insurance policies	<b>05.04.2019</b>	
Deadline for visitors' free registration.	<b>12.05.2019</b>	On-line registration
	<b>06.06.2019</b>	Personal link sent by an exhibitor
Deadline for receipt of applications for compulsory services and acceptance of projects	<b>27.04.2019</b>	
Deadline for receipt of applications for services	<b>12.05.2019</b>	
Beginning of stand construction	<b>27.05.2019-</b>	From 08h00 to 20h00
End of stand construction and entry of exhibits.	<b>03.06.2019</b> <b>15:00 h</b>	
 Bilbao 4-6/06/2019	<b>04-06.06.2019</b>	Opening hours: From 9h30 to 18h00
Dismantling and removal of exhibits	<b>07-10.06.2019</b>	From 08h00 to 20h00

## SPECIFIC REGULATIONS

### 1. ORGANIZERS

The organising and management team of the **PUMPS & VALVES 2019** show corresponds to Bilbao Exhibition Centre (BEC) and Easy Fairs.

All communications should be sent to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)  
PUMPS & VALVES 2017  
Ronda de Azkue, 1 / E-48902 Ansio-Barakaldo  
or to  
Apartado de Correos 468 / E-48080 Bilbao  
Tel. +34 94 404 00 00 - Fax +34 94 404 00 01  
pumpsandvalves@bec.eu  
www.pumpsandvalvesbilbao.com

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

PUMPS & VALVES 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.

Products and, where appropriate, services, will only be admitted in the following categories or sectors:

- Industrial pumps
- Control valves
- Valves
- Joints and sealants
- Filters and filtration
- Processing equipment
- Piping and pipelines
- Measuring, test and control technology and equipment
- Hydraulic equipment
- Services for industry

Models, photographs and films will be admitted only as supplements to the material on display, and only if related to admitted products.

Purely informational stands and display material will be admitted only in the case of non-profit associations and institutions.

Any material which fails to meet these requirements will be removed at the expense and risk of the exhibitor.

Advertising of non-exhibitor companies is not permitted, nor is the distribution of advertising material outside of the stands.

### 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.
- 4.2.** The first deadline for receipt of the completed exhibitor application forms is 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 sqm or 16 sqm, according to the participation formula. 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.
- 4.5.** Grouped Exhibitors: They will be admitted in accordance with the conditions established by the organising team.
- 4.6.** The contracting of services will be able to be carried out through the on-line shop with the password provided.
- 4.7.** The participation formulas are the following

#### 1. ALL IN

Prices	Until 15/01/2019	From 16/01/2019
All In (Mínimum 12 sqm)	220 €/sqm	245 €/sqm

### ALL IN Included contents:

<p><b>Space:</b></p> <ul style="list-style-type: none"> <li>Space rental.</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>Official approval electrical wiring and installation</li> <li>Electrical wiring and mains connections</li> <li>Power consumption from 2kw to 4kw</li> <li>Daily cleaning.</li> <li>Civil Liability Insurance.</li> <li>Insurance for Damage.( 12,000 € max. value)</li> </ul>	<p><b>Furniture:</b></p> <p>1 round table and 3 chairs</p> <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>Networking:</b></p> <p>Open Meetings: between exhibitors and buyers and users.</p> <p><b>Additional elements:</b></p> <ul style="list-style-type: none"> <li>Exhibitor's passes</li> <li>Free registration for you clients (Expo Area)</li> <li>Assembly and dismantling passes</li> </ul>
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## 2. ALL IN ADVANCED

Prices	Until 15/01/2019	From 16/01/2019
All In Advanced (Mínimum 16 sqm)	280 €/m <sup>2</sup>	305 €/m <sup>2</sup>

### ALL IN ADVANCED Included contents:

#### ➤ Up to 32 sqm:

<p><b>Space:</b></p> <ul style="list-style-type: none"> <li>Space rental.</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 from 2kw to 4kw.</li> <li>Daily cleaning</li> <li>Civil Liability Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Insurance for Damage. (12,000 € max. value)</li> </ul> <p><b>Furniture:</b></p> <p>1 round table and 3 chairs.</p> <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' Director</li> </ul> <p><b>Networking:</b></p> <ul style="list-style-type: none"> <li>Open Meetings: between exhibitors and buyers and users.</li> </ul> <p><b>Additional elements</b></p> <p>Free registration for you clients (Expo Area)</p> <ul style="list-style-type: none"> <li>Exhibitor's passes</li> <li>Assembly and dismantling passes</li> </ul>
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#### ➤ From 32 sqm on additional benefits such as:

<ul style="list-style-type: none"> <li>Logo and link in the Web as Advanced Company</li> <li>Pennant in the Atrium</li> </ul>	<ul style="list-style-type: none"> <li>½ advertising page in the visitors' guide</li> <li>2 entrances to the Digital Talks</li> </ul>
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\* Daily cleaning and stand structure are included for each additional sqm to 16  
The furniture and graphics will be the same as for 16 sqm

## 1. BARE SPACE

Prices	Up to 15/01/2019	From 16/01/2019
Space rentan (mínimum 12sqm)	215 €/sqm	240 €/m <sup>2</sup>

- Space rental (minimum 12sqm).
- 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
- Open Meetings: between exhibitors and buyers and users.
- Full profile in the Exhibitors' Directory.
- Free registration for you clients (Expo Area)
- Exhibitors' badges.
- Stand erectors' badges.

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

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

- 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).

## 5. EXHIBITORS' RIGHTS

### 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 floorspace.
- 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).
- "On-line + off-line Pack": promotional tools for highlighting your visibility 365 days a year.

### 5.2- The "On-line + off-line Pack" includes the following promotional tools:

#### ON-LINE:

##### 5.2.1- Listing in the exhibitor directory.

- **Company profile:** Configure the company profile and details in the on-line directory. You will be able to publish an unlimited number of products, images and documents.
- **List of products:** Your product entries will remain active for up to two years following the trade show (until the next show). You may update and/or request new inclusions in the innovation gallery.
- **Visibility:** You can insert photographs of your products. This allows professional visitors to carry out searches by category of products, greatly increasing your visibility among the visitors.

#### 5.2.2- **Contact form.**

- Your company profile in the on-line Directory includes a form for putting you in contact with professionals in the field.
- **Get a quote:** You can place on-line enquiries about your products for 2 years (until the next show).
- **Plan a meeting:** You can set up face-to-face meetings with your customers and/or potential customers.

#### 5.2.3- **Greater visibility.**

- Presence in the media: BEC will provide the media with details about your most innovative products you wish to present.

5.2.4- **Search for agents.** You can publish your search for agents and/or representatives in the Directory. This is a good opportunity to make contact with professionals in the field.

5.2.5- **Your news in the event web.** You can send us your company news and we will publish them in the event website (news section).

#### **OFFLINE:**

5.2.6- **Media Press Kit.** For exhibitors sending their "Press Kit", this "Press Kit" will be delivered to the media during the BEC show with the contents of your choice: press releases, photographs, product dossiers, innovations....

**5.3-** The "On-line + Off-line Premium Pack" includes the On-line + Off-line Pack (Section 5.2) as well as the following promotional tools:

#### **ON-LINE:**

##### 5.3.1- **Greater visibility.**

- **Logo:** Your company's logo will appear on the "Featured exhibitor" website home page.
- **Product:** A picture of the product of your choice will appear in the exhibitors' directory.

5.3.2- **Pre-exhibition emailing.** Inclusion of your company logo in 1 emailing which will be sent to the national and international visitors' DB.

5.3.3- **List of registered visitors.** We will send you the list of visitors (names, business names) who have registered through the e-link which we will send you for this purpose for your promotion during the show.

5.3.4- **Link to your website** in the list of exhibitors in the website of the show.

5.3.5- **Insertion of your logo** in the tool for searching for exhibitors in the Directory used by the visitors.

#### **OFFLINE:**

5.3.6- **Visitors Guide:** Your business name will be highlighted.

5.3.7- **Entrance to the hall:** Your business name will be highlighted on the panel in the entrance to the Hall.

5.3.8- **Press Conference:** BEC will be able to help you with the organisation of a press conference, with the media outreach for greater visibility.

5.3.9- **VIP Lounge:** One free entry ticket to the VIP lounge for your company.

5.3.10- **VIP Tickets:** 20 VIP tickets for your best customers.

## **6. COMPULSORY INSURANCE**

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 mille) 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<sup>th</sup> may to 10<sup>th</sup> 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. Invoices for rental and the third party liability and goods insurance premium detailed in Art. 6, together with the amount of the On-line + off-line Pack expires on 5<sup>th</sup> April 2019. Invoices for space allocated after that date will be issued immediately following notification to exhibitors. Payment must be made in the form of a standing order due at sight. The subsequent allocations of floorspace will be invoiced immediately after contacting the exhibitor.

7.3. . In any event the amounts for the full price of participation in the event and the premiums for insurance contracted must be paid 30 days prior to the opening of the event.

7.4. From this moment, the application for admission is irrevocable. In case of withdrawal from the Exhibition, which must be communicated in writing, the exhibitor will lose all amounts paid

## 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<sup>th</sup> June 2019 and must be completed by 20.00 on 10<sup>th</sup> June 2019.

8.3 **Removal of stands.**

It will commence no earlier than 08.00 on 7<sup>th</sup> June 2019 and must be completed by 20.00 on 10<sup>th</sup> June 2019. 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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Commercial Department:	+ 34 94 4040124 / 107	pumpsandvalves@bec.eu
Accounting Department:	+ 34 94 404123	administracion@bec.eu
Technical Services Department:	+ 34 94 4040000 / ext. 3	serviciospumpsandvalves@bec.eu
Visitors Department:	+ 34 944040000 / ext. 2	visipumpandvalves@bec.eu
Registration Office:	+34 94 4040115	acreditaciones@bec.eu

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