

**GENERAL TERMS FOR PARTICIPATION
BILBAO EXHIBITION CENTRE, S.A**

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I.- PARTICIPATION IN EVENTS

Art 1.- Application for Admission

Those wishing to exhibit at an Event must submit an application for admission to the Organisers, who must approve it prior to the event.

Applications for admission must be submitted on the official form for the Event and must meet the requirements laid down in the specific regulations for same.

The submittal of an application for admission to an Event implies full acceptance of these General Regulations and of the specific regulations for the Event.

Applications for admission must be accompanied by payment of the registration fee and the deposit required as per the specific regulations of each Event. Applications for admission that fail to meet these requirements will not be considered.

Art 2.- Financial Terms and Conditions

The price of participation and the form of payment will be determined in the specific regulations for each Event

Art 3.- Acceptance of Applications for Admission

Acceptance of application is at the sole discretion of the Organisers.

The Organisers reserve the right to reject those applications for admission that they deem not to meet the requirements for participation in the Event. Applicants will be notified in writing of rejection, for which reasons will be given.

Art 4.- Consequences of Rejection of Applications

Should the Organisers reject an application for admission, the amounts already paid by the applicant will be refunded.

Art 5.- Allocation of Floor space

Event, the participation record of exhibitors, the date of their applications, the harmonious distribution of space and any other circumstance which may be in the best interest of the Event. In accordance with those circumstances, floor space will be allocated on the basis of the data provided by the applicant in the application for admission.

The Organisers reserve the right to relocate Exhibitors if exceptional circumstances so require. In such cases the Organisers will attempt to allocate floor space with characteristics similar to the space originally allocated

Art 6.- Withdrawal of Prospective Exhibitors

Any applicant who withdraws from the Event after his application for admission has been accepted by the Organisers will forfeit all sums paid up to the time of withdrawal. Should withdrawal take place within the thirty days immediately prior to the opening of the Event full payment for the floor space allocated may be demanded, even if that floor space is subsequently occupied by another Exhibitor.

Art 7.- Obligations of the Exhibitor

Exhibitors whose application for admission is accepted by the Organisers will be understood to have assumed these binding obligations:

- to meet all payments required for participation in the Event as laid down in its specific regulations;
- to abide by the safety regulations laid down in Section III of these General Regulations;
- to occupy the whole of the floor space rented and remain on their stands throughout the Event;

- to exhibit their products throughout the Event, except in those Events in which direct sale of products to the public is authorised and the purchaser removes the products thus purchased;
- to exhibit only products which fall within the scope of the Event;
- not to transfer their rights in part or in full to third parties without the prior consent in writing of the Organisers.

Art 8.- Consequences of Nonfulfilment

Should the Exhibitor fail to fulfill the obligations set forth in the foregoing article, or should any manifest error or falsehood be detected in the information provided, entitlement to floor space allocated or not occupied will be forfeit, and that floor space will revert to the Organisers of the Event, who may offer same to other applicants and the Exhibitor will have no right to any compensation or refund.

Art 9.- Terms and Conditions of Services

The BEC Service Online Shop lists the services that may be provided during the Event and the terms for contracting.

Art 10.- Event Catalogue

An official catalogue of the Event may be published in various forms. This catalogue will provide a list of the exhibitors and products at the Event. Entry of Exhibitors in the official catalogue is regulated in the specific regulations of each Event.

Art 11.- Customs

A customs service is provided for international Events to facilitate non EU goods imports.

Art 12.- Photography and Filming

Exhibitors must obtain the authorisation of the Organisers to film within the Exhibition Complex or take photographs of any object outside the confines of their own Stand.

Art 13.- Visitors access

The specific regulations for each Event will establish the terms and conditions for access to the Event by visitors and for the provision of trade accreditation or free passes to Exhibitors.

Art 14.- Copyright

Exhibitors may ask BEC to issue a certificate attesting that their products or services have been exhibited at the Event for the purpose of priority entitlement in applications for registered trade mark status for those products under the Trade Mark Act [“Ley de Marcas”] (Act 17/2001).

Art 15.- Change of Date, Cancellation and Suspension

If an Event is cancelled, reduced in the size of its exhibition area, or should exhibition activity be suspended or cancelled –fully or partially, temporarily or for good– for reasons not attributable to BEC and/ or the Organisers, Exhibitors will be entitled to a refund of the amounts paid, minus any expenses incurred, in proportion to the amounts paid by each Exhibitor. There will be no right to any further compensation.

II.- BASIC SAFETY AND HEALTH REGULATIONS

Art 16 – General instructions

Pursuant to the stipulations of the Occupational Hazard Prevention Act 31/95 of 8 November 1995 and other complementary regulations, the prevention regulations contained in this document must be observed by all companies that operate on at the facilities of Bilbao Exhibition Centre S.A. The said companies must ensure at all times that all workers under their responsibility receive a copy of these regulations.

As stipulated in Article 24 of the Occupational Hazard Prevention Act (Act 31/95), the basic instructions for Occupational Safety and Health to be followed and fulfilled by workers and contractor companies are established in this document.

The contractor must ensure that all supervisors, officials and personnel have sufficient training and information concerning their own occupational hazards and the preventive measures to be implemented, as well as having the necessary individual protection equipment. It must also inform workers of the hazards and preventive measures to be taken at the facilities they are going to occupy, for which an informative diagram has been provided before contracting services. In the same way, it must ensure that subcontractors who provide services on their own account at Bilbao Exhibition Centre S.A. facilities will at all times comply with the labour, social welfare and safety and health regulations in force for workers.

Bilbao Exhibition Centre S.A. will not intervene in the direct management of occupational hazard prevention for contractors or subcontractors regarding workers, although it is authorized to carry out all the inspections it considers advisable, by means of its technicians or members of the Safety and Health Committee, to verify compliance with the regulations established.

The contractor company will appoint a "Preventive resource" who will carry out safety and health surveillance functions on workers under its responsibility, as well as business coordination with Bilbao Exhibition Centre S.A. in order to coordinate all matters related with prevention.

Non-fulfilment of any obligation as regards hazard prevention may lead to work being stopped until the said regulations are duly complied with.

All work tools, tooling, machinery, material, individual protection equipment, etc. must be approved and in perfect condition.

Art 17 – Access and communication routes

- Access to the facilities will be exclusively via the places established for this purpose (authorised routes and doors).
- The signalling that exists in each work area must be respected.
- Vehicles must never be parked in areas where they might hinder evacuation of the facilities or in unauthorised places. The speed limit of 10 kph must be respected at all times.
- Regulation fork-lift trucks will be driven by duly authorised persons and used exclusively for transporting material, and never for transporting persons.
- Drivers of special vehicles, such as cranes, lorries, etc., will remain in their vehicles while work is being carried out and must not leave the area.
- Fire-fighting equipment must be respected at all times: vehicles must not be parked and materials must not be deposited in areas where they might hinder access to this equipment.

Personnel who are carrying out work on roads or routes will clearly mark out the work area and will use reflective waistcoats, jackets or tabards.

Art 18 –Individual protection equipment

- In order to carry out work inside the work centre, the individual protective equipment needed for the activity to be carried out in each work position will always be used.
- All personnel who provide services at the facilities must be provided with the duly approved individual protective equipment (IPE – *EPI in Spanish*) required for the activity to be carried out. Workers will previously have been informed about the activity and the occasions when each IPE must be used, as well as about the hazards they are

to be protected against. They will have been given theoretical and practical training in the use of the equipment by their company. Use and maintenance of the equipment must be in accordance with the instruction manual.

- Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Clothing which is stained with grease, oil, solvents, etc. must not be worn while working.
- In construction work, workers must wear safety footwear and protective gloves.
- Whenever there is the risk of falling items, materials, etc, or of contact with suspended equipment, a protective helmet must be used.
- Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres which is not completely protected by means of collective protection systems (handrails, nets, etc.).
- To carry out any work that might involve the risk of inhaling dust, fumes, vapour or any other harmful substance, workers must use the appropriate mask, face-guard, filters or breathing equipment.
- Safety glasses or goggles and hearing protection must also be used for work when so required.

Art 19 – Electrical hazards

- Unauthorised persons are strictly forbidden to operate the company's electrical switches or switchboards. The contractor's or subcontractor's electrical installations and appliances will only be operated by persons authorised to do so. In case of any anomalies, please notify your immediate superior.
- Avoid the use of multiple sockets.
- Before using an electrical appliance or installation, ensure that it is apparently in perfect condition, find out about any precautions which should be taken for its use and respect them scrupulously.
- Before starting any work, check that the mains voltage is the same as the rated voltage of the machine.
- Never work with or near electrical installations or appliances with wet hands or feet.
- Never open the protective or access covers of electrical appliances and always respect any sign or protective device intended to prevent bodily contact with wiring or live parts.

Art 20 – Order and cleanliness

- If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.
- Work will not be considered to have finished until all materials and equipment used have been removed and the area is left clean and tidy.
- If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.
- Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.
- If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.
- Work will not be considered to have finished until all materials and equipment used have been removed and the area is left clean and tidy.
- If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.

- Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.

Art 21 Special hazards

- When work is carried out close to the edge of off-level areas, platforms, flimsy walls, etc. and, in general, in areas where collective protective systems cannot be used, the use of fall prevention systems will be compulsory.
- For work in which paints, varnishes, solvents, etc. must be used, always check the safety label of each product and comply with the safety instructions.

Art 22 Hand tools

- The use of hand tools is only permitted if they are in good condition.
- Connection of hand tools will be carried out to the appropriate mains voltage outlets and standard sockets of electrical switchboards.
- If extension cables are used to connect equipment, they must be in good condition and have a protective earthing conductor when not working with tools with double insulation.
- If hand tools are used in areas indicated as having potential fire or explosion hazards, inquiries must be made about possible limitations and particular conditions for use.

Art 23 Machines

- Unless workers are properly trained and authorised, they must not operate or use machinery, equipment or appliances that require specific training.
- All machines must be in perfect working condition.
- Before starting work, a check will be made that the machine is in good condition and the immediate superior will be informed of any anomaly.
- When drilling is going to take place, it will be necessary to ensure that there are no cables or other kind of obstacles that might cause accidents when the drill bit passes through.
- Rivet guns and similar pneumatic tools will always be kept with the tool facing downward when they are not being used. At the end of the working day or during any rest period, the tool will be removed from the machine to which it has been fitted.
- All obligatory protective devices will always be used on all machines and will be checked prior to starting any work.
- When using perforating, cutting tools, etc., with which particles might come away, duly approved goggles or glasses will be worn.
- It is forbidden to adjust machine supports while they are in movement.
- Each machine will be used for its specific purpose and never for any other.

Art 24 Working above ground

- Workers must be duly authorised to carry out work at a height above ground.

Ladders

- If ladders are used in transit areas, the surrounding area will be marked or a person will be placed to warn about the risk.
- Before using a ladder, it must be checked to ensure that it is in good condition and firmly settled, with lengths of one single piece and well assembled rungs. They will be fitted with nonslip devices

at the base or fixing hooks at the top. They will be in perfect condition.

- Work will be carried out facing the ladder and holding it with one hand. If this is not possible, a safety belt will be used, fastened to a fixed point and never to the ladder
- Ladders will never be used by two persons at the same time.
- Joining together two ladders is not permitted unless they are fitted with devices specially prepared for this purpose.
- To carry out work above ground level, workers should wear a tool belt. Tools and materials must never be thrown, they will be passed from hand to hand or using a rope or basket.

Scaffolding and platforms

- Scaffolding must be sturdy and stable, erected by skilled, authorised personnel (depending on the type of scaffolding). If the scaffolding is more than 2 metres high, it must be fitted with a handrail, a waist rail and a baseboard. If this is not so, the immediate superior must be notified.
- If the scaffolding has wheels, they will be locked before anybody ascends.
- The width of the work platform will be at least 60 cm.
- More material than is needed to guarantee continuity of work will not be stored on scaffolding or platforms, so as not to overload them and to have free space.
- When the scaffolding is moved, there must not be workers on it.
- The floors and gangways of work platforms will be nonslip, they will be kept clear of obstacles and they will be equipped with a drainage system that allows slippery products to be removed.
- Platform access ladders will be located on one side of the structures and never on the corners.
- When work is carried out on mobile platforms, safety devices will be used to prevent them from moving.

Art 25 Lifting and transportation

- If cables or slings are used at the work site, they must be identified with the rated work load.
- Workers who operate lifting and transportation equipment or load handling accessories must accredit the corresponding authorisation from the main company that certifies the corresponding training regarding safe operation.

Art 26 Basic preventive measures

- Unless workers are properly trained and authorised, they must not operate or use machinery, equipment, switchboards, cables, electrical connections or other equipment or appliances that require specific training.
- It is totally forbidden to take alcoholic beverages or other drugs into work areas.
- Do not place combustible materials close to lighting or heating sources.
- Avoid manual handling of loads that weight more than 25 kg.
- Use mechanical means to load and unload heavy materials.
- Comply at all times with the occupational hazard prevention regulations and in all cases, if you have any doubts, contact your immediate superior.

Art 27 Accident and emergency situation procedures

On entering the exhibition halls

- Check where the nearest emergency exits and fire extinguishers are located, identify personnel responsible for the hall (uniform, identifying clothing, counters).
- If you detect any anomaly, notify the personnel responsible immediately.
- Do not hinder roads, access routes or doors that enable evacuation in case of emergency.

In case of Accident or Emergency

- Quickly contact the telephone number shown below or speak to the personnel responsible.
- Identify yourself.
- Give details of the place, nature and importance of the incident.

In case of fire

- Keep calm, do not shout or run. Do not use the lifts (elevators).
- If your clothing catches fire, fall to the ground and roll; if there is a lot of smoke, crawl.
- Do not go back to pick up personal items.
- Follow the instructions of the BEC Evacuation Team.

If you detect any suspicious item:

- Do not touch it, keep away from it and call the emergency telephone number or contact the personnel responsible in the area.

EMERGENCY TELEPHONE NUMBER

944040222



Art. 28.- Personnel under Exhibitors' responsibility

Exhibitors are ultimately and exclusively responsible for complying and enforcing contractors' and/or subcontractors' compliance with labour and Social Security legislation currently in force and in particular, occupational risk prevention legislation applicable to the transport, assembly, handling, operation and dismantling of stands and exhibits.

Exhibitors must take out an accident and civil liability insurance policy to cover their staff and activity. Moreover, these obligations are extended to any contractors and subcontractors. BEC is entitled to demand documentary proof of compliance with the aforementioned obligations to be submitted prior to the start of the relationship, and at any time during or afterwards.

Under no circumstances shall any labour relationship exist between BEC and Exhibitors' staff and/or companies acting as contractors and/or subcontractors involved in their stand assembly.

Art. 29.- Prohibited Activities

Any activity which may entail accident hazards is prohibited in all spaces within the exhibition centre grounds. In particular, storage or exhibition of insalubrious, harmful or hazardous materials and spraying cellulose paint over any type of object within the exhibition centre grounds is prohibited.

In addition, any material to be used in constructions and assemblies or for decoration purposes shall comply with current regulations, and be fire or flame-protected via application of any appropriate coating as necessary.

Spanish Regulations for each event may specify any other forbidden activities in such event.

Art. 30.- Allocated Space Limits

For safety reasons, during the event, stand assembly and dismantling, any exhibitor's material must remain within the limits of space allocated, leaving passage areas and any other area completely free.

Any material found outside the aforementioned limits will be removed by the exhibition centre cleaning services without any entitlement to compensation.

Art. 31.- Demonstrations

The exhibitor shall request prior express written authorisation from the Event Management to carry out any work, demonstrations or decorations which may pose any hazard to exhibition goods and/or visitors, other exhibitors, the exhibition centre grounds or members of its staff.

Art. 32.- Exclusive Exhibitors' Liability

The exhibitor will be exclusively liable for any damage and/or loss of any nature taking place within the exhibition centre grounds to its own staff, other exhibitors and any person or goods inside and outside the exhibition centre grounds which may be caused by the activity carried out by the exhibitor or acts and omissions by the staff hired or subcontracted by the exhibitor, and/or due to the goods or products installed within the exhibitor's area.

The exhibitor, his/her contractors and/or subcontractors will be liable for any damage which may be due to a breach of health and safety regulations provided in these General Participation Regulations.

Art. 33.- Insurance

1.-Both stands and goods exhibited are not under the Event Management custody or safekeeping and any risks related to them will be the responsibility of the exhibitor.

The exhibitor expressly waives the right to recover for from BEC, its associates and employees any damage or loss sustained by the goods exhibited unless negligence behaviour by them can be proven.

2.-To guarantee stands and exhibition goods are insured, BEC may take out Property Damage and Civil Liability policies providing the coverages specified in these event Specific Regulations. The cost of these insurance policies will be met by the exhibitor.

3.- The exhibitor undertakes to maintain any staff allocated to them during the event insured against sickness and accident risks pursuant to the Law or sector bargaining agreements or particular agreements.

4.- In the event of the exhibitor obtaining timely authorisation from the Event Management for the use of any type

of vehicle within the exhibition centre grounds, the exhibitor is bound to maintain the Compulsory Civil Liability Insurance in force, pursuant to the Law on Insurance against Civil Liability in respect of the Use of Motor Vehicles.

5.- Insurance policies undertaken to comply with the above clauses will not limit the Exhibitor's obligations and responsibilities pursuant to these General Participation Regulation and Specific Regulations of the event where the exhibitor participates. Therefore the exhibitor shall respond to as many losses and liabilities as may be attributed in excess or by default of the limits and warranties covered and insurance excess amount.

Art. 34.- Exhibition Centre Grounds Surveillance

During the exhibition, BEC will provide external and general surveillance for all accesses to the exhibition centre grounds and internal site surveillance of deterrent nature, and general and preventive safety related to health and safety against fire and emergencies of any kind.

Nevertheless, the exhibitor will in any event be exclusively responsible for any damage and/or loss sustained to goods within the exhibition centre grounds, his/her stand, staff, visitors or other exhibitors due to theft, robbery or any other reason of whichever origin and source which may take place within the exhibitor's stand space.

In any event, BEC waives any liability related to vehicles parked inside or outside the exhibition centre grounds or any damage to materials or objects contained therein.

III.- TECHNICAL RULES FOR ASSEMBLY/DISMANTLY

Art. 35 Preliminary preparation for exhibitors

- Exhibitors shall complete in detail any claims and certificates related to:
 - Total electrical power required (kW and Kvar).
 - No. of receptors, voltage (380/220 V) and power (kW and Kvar) required for each.
 - No. of specific connections with power exceeding 40 Kw, between 20 and 40 Kw, and under 20 Kw.
 - Flow rate (l/min) and number of compressed air supply points (pressure supplied: 7 bar).
 - Number of required voice/data lines, including destination.
 - Water supply (customer service).
 - Weights and supporting systems planned for each auxiliary element, machine or component.
 - Mooring needs for specific components.
 - Static and dynamic loads transmitted to BEC structure.
 - Mooring system planned.
 - General and specific equipment protection against personal risk.
 - Specific safety standardisations required.
 - Other

BEC reserves the right to accept or modify the system proposed by the exhibitor to fix components. In any event, BEC may request a specific project to be carried out and verified by a qualified technician to check structural viability and safety. Moreover, BEC will demand compliance with electrical installation regulations or any other regulation in force.

BEC will request the submission of any relevant official authorisations for the supply of services. Exhibitors' lack of compliance with any legal obligations required by the installation will not lead to any claim against BEC.

- BEC shall supply Exhibitors with the planned location of their stands. Exhibitors' needs shall be reported to BEC Service Department with 30 days notice on the commencement of the Event assembly. After the aforementioned date, BEC cannot guarantee the supply and/or availability of services not covered by fixed or available infrastructures.
- Exhibitors shall submit the stand floor drawing to BEC including the location of any components requiring electricity, compressed air, water, drain and telephony.

- BEC reserves the right to reject requests submitted by Exhibitors if received outside the deadlines specified in these regulations or any other specific deadlines as may be applicable.

- In any event, BEC reserves the right to approve and/or modify Exhibitors' projects for event adaptation purposes.

Art. 36 Preliminary preparation for fitters

- Before any work can start, fitting and decoration companies, self-employed workers responsible for assembly-dismantling operations and any other employee appointed by the Exhibitor must be authorised by the Exhibitor, via the Exhibitors' Private Area / obtaining Passes and Registration Forms / Authorisation Forms from the Event web page.

- BILBAO EXHIBITION CENTRE reserves the right to admission.

- The organising team has established assembly and dismantling fees according to stand type, number of square metres, times when the aforementioned activities will take place.

These fees include services rendered during assembly and dismantling times:

- Medical Service (ATS)
- Electrical Installation Inspection
- Cleaning of shared areas
- WCs
- Electricity supply and connection during assembly and dismantling operations.
- Use and maintenance of paint rooms.
- Customised care service for fitters and personalised space sign-posting.

- Only exhibitors who contract stand construction with the Service Department have the "fee" included in the total installation price.

- All staff working directly or indirectly for the assembly or decoration company, freelance workers involved in assembly-dismantling operations, and any other employee appointed by the exhibitor must be up-to-date with any labour contributions, training and instruction obligations regarding the activities to be carried out, risk prevention and any other type of regulations, including the guidelines specified by the BILBAO EXHIBITION CENTRE (BEC). Any non compliance with the aforementioned obligations will entitle BILBAO EXHIBITION CENTRE (BEC) to stop any assembly-dismantling activities, immediately dismiss staff allocated and/or their line managers without prejudice to any legal action which may be pursued by BILBAO EXHIBITION CENTRE (BEC) against them.

- Once all preparations are finished, the corresponding passes for the staff to be able to work will be issued, as long as decoration companies have submitted a list of the names of the participating companies including personal names and national IDs of each employee as well as completed TC2, TA2 forms or proof of payment corresponding to the last payment of self-employed insurance contributions as appropriate.

Art. 37 Safety Standards

- Accident Prevention

Exhibitors undertake to comply with and enforce contractors' and/or subcontractors' compliance with all legal local and EC safety provisions in force, as well as those included in "Technical Rules of Participation".

In addition, any applicable legislation related to public order maintenance and emergency; in addition to evacuation plans implemented by BEC must be complied with and compliance thereof enforced.

In any event, the location of and access to safety materials and installations - in particular, fire protection materials

such as hoses, fire hydrants, extinguishers, alarms, emergency exits, etc. - even when included in spaces hired as well as accesses to service areas must be observed.

To safeguard the safety of staff allocated to assembly and dismantling tasks, the use of safety elements such as helmets, goggles, gloves, etc., will be required.

- Personnel under Exhibitors' responsibility

Exhibitors are ultimately and exclusively responsible for complying and enforcing contractors' and/or subcontractors' compliance with labour and Social Security legislation currently in force and in particular, occupational risk prevention legislation applicable to the transport, assembly, handling, operation and dismantling of stands and exhibits.

Exhibitors must take out an accident and civil liability insurance policy to cover their staff and activity. Moreover, these obligations are extended to any contractors and subcontractors. BEC is entitled to demand documentary proof of compliance with the aforementioned obligations to be submitted prior to the start of the relationship, and at any time during or afterwards.

Under no circumstances shall any labour relationship exist between BEC and Exhibitors' staff and/or companies acting as contractors and/or subcontractors involved in their stand assembly.

- Forbidden activities

- Any activity which may entail accident hazards is prohibited in all spaces within the exhibition centre grounds. In particular, storage of or exhibiting hazardous substances which may be flammable, explosive, harmful, hazardous or unhealthy, which may release unpleasant odours and cause inconvenience to other exhibitors or visitors.
- Spraying cellulose-based paints on any kind of object inside the exhibition centre grounds.
- Any material to be used in constructions and assemblies or for decoration purposes shall comply with current regulations, and be fire or flame-proofed via application of any appropriate coating as necessary.
- Lighting fitting assemblies must be oriented towards the stand interior and under no circumstance shall shine directly on the public and adjacent areas.
- Any construction tasks such as sheet cutting, welding, shotgun painting, etc. are forbidden inside the exhibition buildings.
- The use of incandescent tools such as welding and oxy-cutting machines, blowpipes, etc. is also forbidden.

Specific Conditions for each event may specify any other forbidden activities in such event.

Art. 38 Assembly

- Companies with outstanding debts with BEC may not commence stand assembly, regardless of the event or venue where the payment obligation was breached.

- Accreditations for staff during assembly and dismantling operations

- Any person unrelated to the exhibitor company working during the assembly, event and/or dismantling operations must request a work pass. For this purpose, the person shall submit to acreditaciones@bec.eu a Social Security contributions certificate for the month prior to the pass request date, pursuant to art 42 of the Act of Statutes of Workers' Rights.

- Any staff hired by non-Spanish companies must present their passport or if staff from the EU the corresponding document issued by the EU country upon request. Any companies hiring the services of the aforementioned employees shall undertake to comply with Spanish regulations regarding occupational risk prevention.

- Entry passes for exhibitors will be valid during assembly and dismantling periods.

- BEC reserves the right to modify assembly periods and times, if deemed necessary.

Art.39 Tidiness and Operability

- Only material assembly operations, decoration likewise product finishing and fitting will be allowed within the exhibition centre grounds. Work shall be carried out within the space allocated to the stand and never outside.

- Materials used for assembly purposes may not invade corridors and accesses to the different Halls. In particular, Emergency Exits and Equipped Fire Hydrants must be kept clear at all times; and in any event the infringing company will be ultimately liable for any breach.

Any material found outside the aforementioned limits will be removed by the exhibition centre cleaning services without any entitlement to compensation.

- During assembly operations, both exhibitor and decorator shall remove any leftover material at the end of the day on a daily basis and BILBAO EXHIBITION CENTRE (BEC) shall provide any containers required for that purpose.

Art. 40 Assembly and Access Times

- Times specified for assembly operations are from 8 am to 8 pm every day except on the day prior to the event opening day when operations must resume at 3 pm. From that time on, all stands must be finished and complete exhibiting the product and with packagings stored appropriately.

The aforementioned timetable allows decking, stand assembly, etc.

This time schedule can be extended until 10 pm or 12 am if necessary, when assembly complexity thus requires or due to other circumstances. To do so, authorisation from the Technical Service Department must be requested and the appropriate fee paid in advance.

- Accesses to halls and loading and waiting areas shall be defined in any case, according to the event characteristics and specific guidelines will be facilitated by way of detailed drawings of the exhibition centre grounds.

- During assembly and dismantling days, BEC reserves the right to allow or restrict entry to exhibitors' vehicles to load or unload goods, according to the material in the vehicle to be unloaded or removed from the stand.

Art. 41 Vehicle access and parking during assembly/show/dismantling times

- In each case, BEC shall facilitate guidelines to regulate the entry of vehicles in the exhibition centre grounds and halls or limit admission times before, during and after each event.

- Vehicle parking inside BEC facilities for loading/unloading operations, is limited to the following times:
 - Vehicles with a maximum authorised load > 3,500 kg: **Three hours**
 - Vehicles with a maximum authorised load ≥ 3,500 kg: **Two hours**
 - Cars and mini vans: **One hour**

Parking in excess of these times will be penalised at a dissuasive rate of €30/h.

PLEASE BEAR IN MIND:

- The ticket received on entering the facilities must be visible at all times.
- No parking in front of goods entrances, emergency exits or fire fighting facilities.

Optionally, the following are available:

Rates	UNDERGROUND CAR PARK (only clearance <2.20 m)	OUTDOOR CAR PARK (only clearance \geq 2.20 m)
First hour	€ 2.00	€1.50
Other hours	€1.40	€1.50

Art. 42 Goods Entrance

- Any goods for the BIEMH must be clearly identified including hall, stand number and directly received by the Exhibitor.
- The arrival of goods at the halls must be co-ordinated so that only staff authorised by the exhibitor receives the material at the place of delivery. Under no circumstances shall BEC be responsible for receiving the goods.

Art. 43 Empty Packaging

- Exhibition halls must be free from any packaging 24 hours prior to the event. Otherwise BEC may order their removal and the exhibitor shall meet all costs derived thereof.
- BEC waives any liability regarding any packaging material not removed in due time.
- BEC also offers Exhibitors the opportunity to purchase a packaging service, including packaging removal, storage and delivery to the stand. This exclusive service can be hired by completing the appropriate form from the Online Shop.

Art.44 Dismantling

- On the last day of the event, after closure, manual removal of goods will be allowed while vehicle entry to the halls will be forbidden. For such purpose, electrical circuits will remain open. Any change will be included in the specific Event conditions.
- The Dismantling period will comply with the dates stated in the Request for Admission.
- In addition, different dismantling periods may be established for different halls according to the exhibition characteristics.
- At the end of assembly/dismantling periods, the space occupied must be left in the same conditions as found. No decoration material may be left within the exhibition centre grounds. In any event, any material left inside the premises at the end of the dismantling period will be invoiced for the corresponding storage period and moving costs

incurred and other costs which would have been met by the organising team or on their own account. No claims will be accepted.

- BEC reserves the right to dismantle a stand or move goods and the exhibitor will meet the costs if the aforementioned deadline is exceeded.
- BEC will not be liable for any damage sustained by the aforementioned materials and goods during storage. If after 15 days goods have not been removed from storage BEC may pursue any legal action against the exhibitor to seek compensation for the costs incurred and damage sustained.
- If any exhibitor/decorator needs to leave any material within the exhibition centre grounds, a written request specifying storage duration, type of goods, contact name and telephone number will be required. Any costs generated as a result of this service will be invoiced separately and must be paid before the material is removed.
- In addition, the venue organising team has established clearing-up fees applicable to decoration firms who fail to clean and clear the space occupied by their stands and leave any waste or left-over material at the end of the dismantling times.
- To remove any goods from the exhibition centre grounds, Sign-Out Sheets must be duly completed for materials and any amount due to the organising team shall be paid.
- BEC reserves the right to modify dismantling periods and times as appropriate.

Art. 45 Types of material

- Highly flammable or toxic materials are forbidden, including but not limited to:
 - Balloons or any gas-filled decorative element;
 - Any non-fireproofed carpet;
 - Large amounts of pressed porexpan;
 - Cellulose-based paint spraying;
 - Trusses of straw; and
 - any other material which may be considered within this class.

Any material used must comply with current regulations and in particular, fire resistance of materials must be taken into account and fire-proof certificates must be produced at the request of BILBAO EXHIBITION CENTRE (BEC).

Art. 46 Stand building and decoration

- The space hired only includes floor and perimeter (except for Events where due to specific regulations of such event, the price per m² includes Stand assembly, or unless otherwise expressly stated in the Regulations). Therefore, exhibitors shall proceed to decorate the surface according to their needs.
- Stand construction on the exhibition surface rented is a basic requirement. The organising team is entitled to enforce compliance of the above, should anybody fail to arrange and produce a stand. Under no circumstances shall the adjacent walls of another exhibitor be used.
- Exhibitors or decorators must be informed regarding site characteristics and specific features, as well as the location and size of any components which may eventually be installed and which must be respected such as hoses, fire hydrants, distribution boxes or drain pipes. Compliance with general provisions is also required.

- Stand building and decoration is each exhibitor's responsibility except for any events or shows where the stands require a specific structure.

- The following general standards must be observed (except for events with specific standards in place):

- The back of the panels shall be finished to a similar quality to that of stand interior;
- The maximum height of partition walls may not exceed 3m in height;
- The external panels of stands may not exceed 4 m in height. Any decoration components exceeding 4 m in height and up to a maximum height of 6 m (if the hall height permits) must be offset one metre inside the entire stand perimeter.
- No blind enclosure longer than half the total of each side shall be allowed on external stand panels;
- For upper enclosure, authorisation must be requested from the Technical Service Department with a minimum notice of 30 days prior to the commencement of assembly operations;
- No decorative or signage elements, such as lighting elements on the aisle façades, may protrude beyond the perimeter.

When stand structure requires it, stands will be fitted with ramps for PRM.

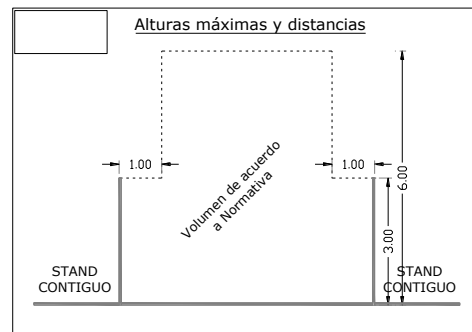
- The material used to decorate must be fireproof and non-flammable, with the necessary priming where necessary.

- Companies using a combustion engine vehicle as a stand, must fill tanks with the minimum fuel necessary to access the allocated space and leave at the end of the Event.

Maximum heights:

a) The maximum height of the partition walls with the adjoining stands may not exceed 3 m. Decorative items exceeding 3 m in height up to a maximum of 6 m (as long as the height of the hall allows) must be set back one metre towards the inside of the stand.

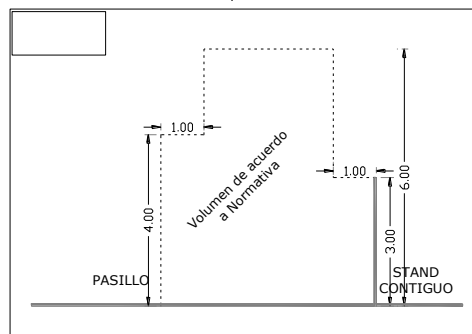
Diagram 2.12a



Esquema 2.12a

- The maximum height permitted of the outer (aisle) façades is 4 m. Decorative items exceeding 4 m in height up to a maximum of 6 m (as long as the height of the hall allows) must be set back one metre towards the inside of the stand.

Diagram 2.12b



Esquema 2.12b

Art. 47 Building and decoration of free-style stands

- Exhibitors opting for free-style stand decoration must submit decoration projects (dimensioned elevation, ground view and perspective view) to the BEC Technical Service Department, for approval.

Projects may be submitted in any of the following formats: *.jpg, *.pdf, *.gif, *.tif or any CAD standard.

The deadline for project submission will be one month prior to the commencement of assembly operations.

To start assembly, projects must be approved and any fees paid.

Any projects which might show discrepancy between the approved drawing and actual assembly in the hall will lead to immediate work stoppage.

- Any stand with 2 floors or which due to technical structure characteristics require safety assurance must have the project and work completion certificate certified by the Basque Professional Association of Architects or Master Builders (or any other similar technical body) one month prior to the commencement of assembly operations.

The certificate or project must specify dimensions, use load and people capacity furthermore, the exhibitor will be exclusively liable for compliance of limits established therein.

- The same standards will be applied to any suspended elements which due to their characteristics may be a hazard to people.

Art. 48 Ceiling installation

- Exhibitors may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed.

- Ceiling finishings must be decorative as ceilings can be seen from upper levels. To achieve a pleasant view of the whole stand, the Technical Service Department may request changes to ceiling finishes even if this entails additional costs for the Exhibitors.

- If ceilings are fitted to stands, ceilings cannot be completely closed.

Art. 49 Overhead structures

- Pursuant to BEC Occupational Risk Prevention and Safety Regulations any company wishing to suspend any object from the Hall ceilings shall apply to BEC for permission, via Online Shop.

- Installation of overhead structures at 6m in height is authorised as a lighting system support, as long as they are set back one metre from the stand perimeter and the Exhibitor has the appropriate electrical installation in place in each case.

In any case, diagrams 2.12a and 2.12b must be respected.

- Alternatively, the installation of small-size marking components suspended from these structures will be authorised, provided there is sufficient distance between the marking components, walls and/or stand constructions and visibility of the entire Venue assembly is not limited.

In both cases, timely authorisation (minimum 30 days prior to commencement of assembly operations) must be obtained from the Technical Service Department.

Art. 50 Walls, pillars and flooring

- For stand construction purposes the following tasks are strictly forbidden: painting, wall plug fitting, hammering, making cable grooves, etc. on floors, walls and pillars within the exhibition centre grounds.

- Pavement perforation is not allowed.
- If possible, machinery will be secured using shock-absorbers fitted with soles
- If perforation cannot be avoided, the Service Department must be contacted to determine viability and costs derived from any repairs.
- Exhibitors/decorators making pavement perforations without the required authorisation will be charged for repair costs as well as a penalty per perforation.
- Carpets shall be fitted to floors using double-sided adhesive tape and no residue must be left after removal.
- Due to the premises location on the ground, accumulating large amounts of water is forbidden.
- Feed-through covers for service supply may not be used as occasional load supports.
- If stand building requires making gardens, fountains, earth and/or sand accumulation, they shall be carried out isolating the floors perfectly and not hindering cleaning operations. Permits must be applied for in advance.

Art. 51 Rigging

- Any exhibitor/decorator wishing to suspend any decoration, lighting, audiovisual or demonstration component from the hall ceiling must submit the appropriate request to the BEC Service Department for consideration which will grant or deny authorisation; if accepted, any characteristics and mooring points required shall be specified.
- Any elements suspended from the ceiling shall be installed and hoisted on the first assembly day and dismantled on the last dismantling day.

Art. 52 Connections

- Doors, ducts (water / drain, fire system), etc., running through the space occupied by the stand must be provided with full free access.
- Any other electrical or water piping conduits must be made with flexible supports; the use of rigid elements is strictly forbidden.
- Electricity cables and/or water pipes to the corresponding intake points shall run through the space specified in each case by the organising team.
- Any drain connection shall be conducted and carried out at the points designed for the purpose and as established by the organising team; the use of rigid elements inside feed-through is strictly forbidden.
- Any connection to the mains network will be carried out by BILBAO EXHIBITION CENTRE (BEC) staff. All services will be connected along the surface from feed-through to the requested stand point.
- Existing electrical connections in feed-throughs are 32 and 63 amp Scame sockets. Connection and connection points shall be carried out by the stand installer under the supervision of staff authorised by BEC, through industrial power connections as per EN 60309-IEC 309 standards of 380 v. – 50 Hz 3 P+N+T for supplies of up to 63 amp. For

higher power, BILBAO EXHIBITION CENTRE (BEC) shall study both the characteristics and the procedure for making switchgear and conductors required.

- Maximum short-circuit intensity of CETAC sockets in exhibitors is 9.79KA, i.e. under 10KA. This means that exhibitor electrical switchboards must be suitable for 10KA short-circuit intensity.

Art. 53 Exhibition

- Any machinery and/or mechanical component in operation must be fitted with maximum protections to prevent causing accidents to other exhibitors and/or visitors. In addition, occupational health and safety regulations currently in force must be complied with. Furthermore, any machine and/or mechanical component to go into operation must be subject to risk assessments regarding any risk which operators are exposed to when carrying out tests and demonstrations. The same assessment is compulsory for risks which third parties (visitors) are exposed to. In the case of assembly and dismantling operations the same procedure will apply. To keep employees and the Relevant Authority informed, documents related to the risk assessments, like the one attached to this regulations, shall be available and at hand at all times.

The Relevant Authority and even the organising team may prohibit the operation of machinery and/or mechanical elements when the aforementioned documentation is missing or incomplete.

- Any machinery and/or mechanical component demonstration will be carried out in the presence of a person representing the exhibiting company, and appropriate safety measures must be implemented to ensure people's safety, releasing BILBAO EXHIBITION CENTRE (BEC) from any responsibility in relation to claims or accidents.

- Any water circuits for cooling or decoration, etc., must be closed circuit.

- The use of gases (butane, oxygen or similar) by the exhibiting company must be backed by the corresponding use and preservation contract from the distribution company.

If installation is required, a company authorised by the Basque Government Industry and Energy Department will carry this out and must be accompanied by the corresponding certificate issued by said company.

Storage of this type of material is not permitted.

- Exhibitors shall comply with regulations in relation to maximum noise levels which must not exceed 60 dB measured at the edge of the stand.

The Exhibitor will be liable for all of the foregoing and releasing BILBAO EXHIBITION CENTRE (BEC) from any responsibility for any non-compliance with regulations.

Art. 54 Technical/electrical regulations

54.01 Preliminary Specifications

- BILBAO EXHIBITION CENTRE (BEC) premises make two types of electricity supply available to exhibitors:
 - SINGLE-PHASE: 220V/50 Hz Alternate Current between phases and neutral
 - THREE-PHASE: 3 x 380V/50 Hz Alternate Current between phases.

Any other type of supply will be managed by the Exhibitor through an Installer Authorised by the Basque Government Industry and Energy Department.

- Exhibitors shall provide BILBAO EXHIBITION CENTRE (BEC) with a LV electrical installation certificate issued by the Basque Government Industry Department.

- The organising team shall fit each stand with a connection, with the required power capacity from the closest point to the mains network, reserving the right to limit energy supply due to overloading or installation safety. BILBAO EXHIBITION CENTRE (BEC) offers an Electrical Service by Authorised Installers, which can be hired by completing the corresponding application form.

- The electricity supply to stands will be completely cut off every day at the end of the Exhibition day for the Event, except for any Exhibitors who have previously requested otherwise (machinery requiring electrical fluids for 24 hours, etc.).

54.02 Supply connection

- Supply Connection installations will be carried out by BEC staff while stand connections will be Exhibitors' responsibility. It is compulsory for these tasks to be performed by an Installer authorised by the Basque Government Industry and Energy Department.

- Supply connection conduits from the mains network up to the stand protection board where no splicing will be allowed, will be:

- 1,000 v isolation in shielded cables

- All supply connections will be supplied as three-phase.

- BEC shall charge the cost of supply connections according to the power requested.

54.03 Installation Use

- Exhibitors may not make any changes to the stand electrical installation and will be liable for any damage caused by installation modifications or installation misuse.

54.04 Installation material and intensities

- Each stand will be fitted with a general switchboard made of self-extinguishing material to be fitted in a safe place of easy access and out of the reach of the public.

- The control panel and stand protection will be fitted with a lock and a key and it shall always be locked.

- The person authorised to carry out the installation will be the only person entrusted with the key and therefore the only one allowed to manipulate inside.

- The board will be fitted with at least the following components:

- All-pole automatic thermo-magnetic master circuit breaker.

- Differential circuit breaker

- As many two and three-pole automatic thermomagnetic circuit breakers as circuits or lines derived from it.

- Intensities of automatic thermo-magnetic circuit breaker, circuit breaker and automatic thermomagnetic circuit breakers, as well as those sections will be adapted to power.

A-Voltage: 220 V single-phase

Thermo-magnetic: II (two-pole)
Differential circuit breaker: 30 MA sensitivity
B-Voltage 3 x 380 V 3-phase + N
Thermo magnetic IV (four-pole)
Differential circuit breaker: 30 MA up to 63^a
300 MA from 63 A

54.05 Conduits and sockets

- Main line and distribution circuit installation for lighting and power shall be carried out using statutory 1000 V insulated cables with minimum section of 2.5 mm².
- Cable splicing not carried out using the statutory air-tight terminals and inside boxes fitted with covers and closed off with screws or pressurised and fitted to the stand walls or ceiling will not be permitted.
- In addition, using parallel low-insulation cables and multiple outlets from the same plug intake is forbidden.
- All plugs or connection points exceeding 3 KW shall be directly or independently supplied from the general switchboard and must be protected by an automatic thermomagnetic circuit breaker in proportional ratio to power.
- All installations shall be equipped with corresponding earth connections for both light plug points and power points with the same sections as active phases up to 16 mm² and half section from 16 mm².
- Stand metallic structures shall be earthed and the installation approved by staff authorised by BILBAO EXHIBITION CENTRE (BEC).

54.06 Receptors

- Mobile receptors must be fitted with extra flexible cables not exceeding 2 m in length.
- Receptors with $\cos < p < 0.95$ not fitted with correction equipment will not be admitted.
- Halogen lamps located below 2 m shall be fitted with protection to prevent direct contact with them.

54.07 Motors

- Motors with power exceeding 5 CV shall be fitted with a low-intensity start-up system.
- Charging batteries or accumulators within the exhibition centre grounds is forbidden. Permission at the stands must be approved by staff authorised by BILBAO EXHIBITION CENTRE (BEC), and "No smoking/Keep away from flames" signs must be displayed.

54.08 End of installation

- Once work is complete, the installer will submit the documentation necessary for approval to the Basque Government Industry and Energy Department and collect the duly stamped report.

- Both Technicians from Basque Government Industry and Energy Department and staff from the BILBAO EXHIBITION CENTRE (BEC) Electrical Service, may carry out as many inspections as considered necessary and can decide whether to connect or interrupt connection should any abnormalities be found.

54.09 Obligations

- Strict compliance with Low Voltage Regulations issued by the Basque Government Industry and Energy Department is compulsory for both electrical installations and use of mobile electrical tools which must be protected with the corresponding board as per Royal Decree 842/2002 of 2nd August 2002.

54.10 Disclaimer

- All energy services are subcontracted by BILBAO EXHIBITION CENTRE (BEC) therefore no liability will be accepted in the event of power outage.
- For prevention purposes, in the event of power outage, exhibitors must equip any installation, product or machine with the corresponding safety system in each case.

IV MISCELANEOUS PROVISIONS

Art 55.- Claims

Any dispute arising between Exhibitors must be set out in writing and submitted to the Organisers, who will decide in the best interest of the Event and whose decision will be final.

Art 56.- Personal Data Protection

The party responsible for processing your personal data is Bilbao Exhibition Centre, S.A ("BEC"), with registered address at Ronda de Azkue 1, 48902 Ansio-Barakaldo.

The purposes for processing your data are (i) the handling of your participation and of the contractual relationship with you as a result of your participation, and (ii) to keep you informed of future events related to the sector that may be of interest to you.

The personal data provided will be held by BEC until the conclusion of the event, or, where appropriate, until you exercise your right to object to purpose (ii).

As of this time, BEC will store your data for a period of six years or for the limitation period of actions related to its responsibilities, when this period is in excess of the aforementioned.

The legal grounds for the processing of your data is for purpose (i) the implementation of the legal relationship between BEC and you, and, for purpose (ii) the legitimate interest of BEC, consisting of raising awareness of events held at BEC, related to the sector, that may be of interest to the recipient.

BEC shall not share your information with third parties, unless legally required to do so.

You have the right to access, change or cancel your data, oppose its processing, revoke your prior consent (for example, to stop receiving commercial information) or request the limitation of its processing or the transfer of your data.

Where appropriate, you may submit written requests to exercise the aforementioned rights, providing proof of identity, to protecciondedatos@bec.eu or by letter addressed to the registered address for BEC for the attention of A/A Protección de Datos.

Likewise, you are also entitled to present a claim against the Spanish Data Protection Agency (Data protection Control Authority).

Further information at www.aepd.es.

If data related to third parties is provided during the relationship with BEC (for example, details of employees, contractors or suppliers of external services), you declare and guarantee that these third parties have been duly informed of this notice and, where appropriate, their consent has been requested, without BEC having to carry out any additional action in this respect.

Art 57.- Applicable Legislation and Jurisdiction These General Regulations are governed by Spanish law.

The parties agree that any litigation, dispute, question or claim resulting from the execution or interpretation of these regulations and/ or from documents directly or indirectly related herewith will fall under the sole jurisdiction of the courts and tribunals of Bilbao