

GENERAL PARTICIPATION

Rules for exhibitors



Venue, dates and opening hours

- EXPOBIOMASA 2019 will be held at Feria de Valladolid on 24, 25 and 26 September, 2019 from 09.30 am to 6.30 pm. **Children under age 16 are not permitted to access the Exhibition**
- EXPOBIOMASA 2019, here in after called Exhibition, is the fair of professionals of Bioenergy, agricultural and forestry exploitation, domestic heating, industrial heat and energy, biogas, biofuels, electric and thermal energy generation, bioenergetics services, auxiliary industry, public and private entities and other companies within Bioenergy sector.

Organization

- The Asociación Española de Valorización Energética de la Biomasa (Avebiom), is the responsible of the executive direction of the Exhibition, and executes the legal representation of the fair and whose registered address is C/Panaderos 58bis, entreplanta. 47004. Valladolid. Spain. Phone: (0034)975102020 - 983 300150. ID: G-47.538.525

Registration Rights

- Along with the Registration Form duly filled in and signed, the exhibitors must send a deposit for the amount of the Registration Fee for each stand occupied.
- All those companies and public or private entities whose activity was in accordance with the theme of the exhibition will be allowed to participate at the Exhibition.
- The Organiser may reject an application if the products are not in accordance with the theme of the exhibition. The Organizing body also reserves the right to reject those forms which fail to comply with the appropriate conditions for participation in the event.

Exhibitors Responsibilities

- The exhibitor is the responsible of the products exhibit in the stand and of the consequences that arise from its presence.
- The exhibitor and third parties working in the fair have to use staff with an employment contract, working for a company or self-employed who meet the requirements established by the laws in force, as well as having a civil liability and accident risk insurance policy. The organisers accept no responsibility for irregular legal situations which could be produced.
- A stand can be occupied by more than one exhibitor just under Organization's consent.

Booking

- Stand Booking will be effective once send the Registration Form duly filled in and signed and the corresponding payment has been done.
- Once after the first payment has been done the Organization of EXPOBIOMASA 2019 will issue the first Invoice.

Registration fees, Discounts and Payments

- The registration fees include: the costs for opening and managing dossiers, the inclusion of the exhibitor's details in the fair catalogue and in the list of exhibitors on the fair website provided that the registration is carried out during the established period, free WI-FI, the exhibitors' passes and invitations, one parking place, cleaning before the inauguration, wood cleaning at outside area and workplace hazards prevention services. The payment of this fee is compulsory and the price is 30€ for each square meter in the interior area or pavilions, and 750€ in the outdoor area.
- At the inside pavilion ground price will be 118€/sqm, open sides will vary depending on the size of the stand:
 - From 20sqm 1 side opened
 - From 30sqm 2 sides opened
 - From 40sqm 3 sides opened
 - More than 64sqm 4 sides opened ("island")

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- To participate in Expobiomasa is mandatory to build a stand (floor and walls) with a minimum height of 2,90m. a scheme booth can be hired through the service folder that includes fair carpet flooring, white melamine walls, silver colored anodize aluminium profiles, ceiling grating with messing 1x1, 300w (100w sqm) halogen lights, socket 500w in the electric box, decorative frontispiece with standard lettering. The price of the scheme booth is 49,76 €/sqm. Stands not contracted through the Service Orders Folder will be obliged to pay, prior to initiating assembly, the service fees derived from assembly: 4,36€/sqm
- At the outside area, price will be 20€/sqm, and the minimum size of the stand is 50sqm.
- During the registration period **until NOVEMBER 30, 2018**, exhibitors can book their spaces at a discount of 40% (60% if associated with AVEBIOM) in the rental price land. To do this, they must send the completed form and make the payment of registration fees within the first registration period, before 30 November 2018.
 - Registration Fees before November 30, 2018.
 - 50% of price before March 31, 2019.
 - All other services and pending amounts before July 31, 2019.
- Exhibitors that book a stand **between 1 DECEMBER 2018 and 31 MARCH 2019** will enjoy a 15% discount in floor price (25% discount if Avebiom member) whenever the Registration Form has been send before the deadline and the payments were done:
 - Registration Fees and 50% of price before March 31, 2019.
 - All other services and pending amounts before July 31, 2019.
- Exhibitors that book a stand **between APRIL 1 and MAY 31, 2019 (final term)** will have to pay (Avebiom members will enjoy a 10% discount on floor price)
 - Registration Fees and 100% of price before May 31, 2019.
 - All other services and pending amounts before July 31, 2019.
- All services formalized after July 31, 2019 will have an additional charge of 10%.
- All payments will be made by bank transfer to the following account:
Asociación Española de Valorización Energética de la Biomasa - EXPOBIOMASA.
C/Panaderos 58bis, entreplanta. 47004. Valladolid. Código Fiscal: G-47.538.525.
Banco de Sabadell: ES70 0081 7130 3600 0184 3486 / BSAB ESBB

Insurance

- All exhibitors are obliged to take out civil liability and fire insurance through the Organization or otherwise submit evidence of the policy by which it is covered.
- Insurance for theft is not included, for which reason each exhibitor should seek such cover with the Insurance Company of its choice. The Organization body is not responsible for the theft produced for the non-fulfilment of the rules detailed in this document.
- The Organizing body is not responsible for the theft or pilfering of the materials and objects kept in the stands, nor any damage that may occur during assembly time, exhibition and dismantling.

Space allocation

- The companies' Registration Forms received before the space allocation deadline will be invited to choose spaces. This will be carried out, on the basis of the general interest of the exhibition, the activity of the company, the date the Form is received, if they were exhibitors at previous editions, the meters requested, services needed and as far as possible exhibitor's preferences.
- Space allocations could be changed by the Organization body due to technical, systematic, distribution and security reasons.
- The definitive reservation of space requires that payment, or corresponding payments have been done and that the exhibitor has signed the Participation Contract. In the case of non-compliance the Organizing body may take over this allocated space.

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- Space allocation will start once that discount period is finished, after March 31, 2019 and will be held according to the following priority: First, sponsors EXPOBIOMASA 2019; second highest number of meters contracted (that means that registration fee must be paid); and third, registration date (date of payment of the fee). There are factors that will be taken into account in order to give a specific location, availability of smoke extraction, access to cranes, access supplies for demonstrations. Reduction in the number of meters or not to pay within the stated deadline will cause relocation in the exhibitors map.

Cancellation, modification and reduction of space

- The contracted spaces are indivisible, thus prohibiting the transfer of the admission rights or any part or the totality of the stand to a third party without Organization consent.
- If the exhibitor cancels its participation before May 31, 2019 it will have the right to a refund of the payment of quantities except the Registration fee. Cancellations after this date will result in the forfeit of this right.
- In the case that the exhibitor should request a reduction in space after space allocation it will forego the right to this space. However, it will still have the right to request a new location among the free available spaces, should there be any.
- If exceptional circumstances were to demand it, the Organizing body reserves the right to modify the location of the exhibitor, with no right to an indemnity, provided that the Organizing body endeavors to allocate a space having similar characteristics to the one originally allocated.
- If force majeure circumstances surrounding the event will not allow celebrating the Exhibition, the Organization will inform the exhibitors as soon as possible refusing any kind of responsibility.
- If force majeure circumstances surrounding the event will not allow celebrating the Exhibition, the exhibitor will have the right of the payment of quantities except the registration fee, with no right to any other compensation.
- The Organizing body has the authority to retain the exhibited materials in the case of non-payment of any one of the instalments required for participation, and it is not in any way responsible for any damage that these materials may incur as a result of the aforementioned right of retention, the cost of which will be borne by the exhibitor.

Catalogue

- All exhibiting companies who complete the appropriate forms included in the Service Orders Folder by the scheduled dates will appear in the catalogue at no extra cost. The deadline for catalogue details is **May 31, 2019**.
- Companies sending the Registration Form after this date will have no right of appearing in the catalogue.
- The Organizing body is not responsible for errors in transcription, defects or omissions of any type which the publisher may make in the catalogue.
- If at the deadline date the exhibitor has not send catalogue details, the Organization will use the details given at previous editions with no responsibility for errors.

Advertisement

- The Organiser body may distribute the list of exhibitors in those promotional publications related to the exhibition.
- The exhibiting companies may take out advertisements in the Trade Fair Catalogue or in any other advertising medium proposed by the Organizing body, in accordance with the rates established in the Service Orders Folder.
- Any promotional activity outside the stands is forbidden, as is any promotional activity in favour of companies or entities not exhibiting.
- The promotional materials that are distributed within the stand may not deviate from the general theme of the exhibition.
- Intellectual property rights of the activities such as music, films... will be assumed by the exhibitor.

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Assembly and dismantling

- Assembly will be carried out September 20 to 23, 2019 from 8.00 a.m. to 8.00 p.m. On September 23, 2019 vehicle entry will not be allowed in the halls due to the cleaning and carpeting of the aisles. The assembly deadline will be September 23, 2019 at 8.00 p.m.
- Dismantling will start on September 26, 2019 at 7.30 p.m. until 10.00 p.m., with vehicle access to the interior of the halls prohibited until Organization order, and will be extended to September 27, 2019 from 8.00 a.m. to 8.00 p.m. The deadline for dismantling will be September 30, 2019 at 8.00 p.m.
- All these companies that will make assembly and dismantling works with staff different to fair staff must fill in correctly the permission document provided by the organization. According to the current law of workplace Hazards Prevention, the organization reserves the right to cancel or to suspend assembly or dismantling works in case of non fulfillment.
- Stand assembly will be in accordance to this rules and to the “Normas de Contrucción de stands detallada” available in the append I.

Entrance of goods

- The goods must arrive correctly labeled (exhibiting company, hall, stand number) and must be received by the exhibitor itself, with the Organizing body holding no responsibility.
- Both entrance and leaving of goods must be done in the deadlines planned by the Organization. The Organization will not be responsible for any kind of damage, or theft done for the non fulfillment of these rules.
- Over the course of the exhibition the replacement schedule will be from 8.00 a.m. to 9.00 a.m. subject to application to the Organizing body. The circulation of vehicles must take place in accordance with the itinerary that is provided leading to the stand location and vehicles must leave once the loading and unloading is completed, the exhibitors being responsible for any damage that may be sustained. Once this hour ends, vehicles must leave the trade fair venue.

Security

- The Organizing body provides the overall security of the Exhibition Centre (entrances, external surveillance) throughout assembly, exhibition and dismantling. The Organizing body also runs dissuasive general security and preventive surveillance operations inside Halls with a view to preserving law and order, extinguishing fires or attending to emergencies of any nature. The Organizing body may not be held responsible for the theft or pilfering of materials and objects deposited in stands by the exhibitors.

Access to service equipment

- The location of signs, all fire-fighting equipment, alarms, emergency exits and service boxes as well as their visibility and accessibility must be respected at all times, even if they fall within allocated exhibition spaces.

Noise, smoke and gas

- Emission of smoke or gasses and noisy demonstrations is forbidden over the course of the exhibition out of respect for the neighbouring stands, not exceeding 60 decibels measured at the stand itself. The storage, exhibition and manipulation of dangerous, inflammable, explosive or unhealthy materials are also prohibited.
- Nevertheless, there will be a smoke extraction system to which the smoke emitter or boiler can be connected for exhibitors who wish to keep their boilers running. It is only in this case that the emission of gases will be permitted. The extraction of smoke will only be available in a specific area of the pavilion. The number of combustion devices that could use the smoke vents is limited. The stands with smoke extraction will be distributed in the order they arrive. The exhibitor promises not to put the combustion device into operation until it is connected to the smoke extractor. The breaching of this condition entails a minimum charge of €3,000 and/or the closure and/or immediate expulsion from the fair without the right to any economic compensation. The fair will designate a person responsible for occupational health and safety who will ensure strict compliance with these rules.

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Data protection

- According to the data protection regulations, we inform you that your data is part of a file whose responsible is the Asociación Española de Valorización de la Biomasa (Avebiom) CIF: G47538525 address: C/Panaderos 58bis, entreplanta. 47004. Valladolid. Spain, info@avebiom.org. Your data will be processed for the purpose of managing your participation in the event, as well as informing you about the fair and other bioenergy projects, and answering your requests electronically.
- You can exercise your rights of access, rectification, deletion, limitation of treatment, opposition and / or portability, by sending us an application with a copy of your ID to Asociación Española de Valorización de la Biomasa (Avebiom) address: C/Panaderos 58bis, entreplanta. 47004. Valladolid. Spain, info@avebiom.org.

Compulsory fulfilment of resolutions

- These Norms of Participation are compulsory for both the exhibiting companies and the installing companies or collaborators that carry out work or services for the exhibitor. The exhibitor is obliged to pass on the Norms of Participation and any relevant information to the above stated people.

Complaints and suggestions

- Any complaint and/or suggestion may be address to the Organization in the corresponding document (it will be provided by the Organization). The document may be send by postal mail, signed and with company's stamp within 15 days of the last day of the fair.