

	 <b>Feria Hábitat Valencia</b>	<b>10</b>
<p><b>FERIA HABITAT VALENCIA</b></p> <p>Sectors:</p> <ul style="list-style-type: none"><li>- Furniture (47th edition)</li><li>- Decoration, Gifts and Accessories (46th edition)</li></ul>		<b>28 SEPT. - 2 OCT.</b>
<h2>Feria Valencia informs you</h2>		
<p><i>If you wish to take part in this trade fair, please fill in and return this Application Form for Participation. We strongly recommend carefully reading the instructions detailed in it as well as the Conditions for Participation.</i></p> <p><i>This is an interactive PDF form. You can fill it in, print it out, sign it and return it to us by post. It is essential that you complete and return the two pages that comprise the Application Form, plus the separate catalogue entry form.</i></p> <p><i>By signing this application form you state that you have read, understood and accept the above-mentioned conditions for participation. You must sign both documents and return them to us, keeping a copy for yourself.</i></p>		



# FERIA VALENCIA



## INFORMATION ON APPLICATION AS EXHIBITOR

- 1 Please fill in all the details on your company and the stand you wish to rent. We kindly ask you to type them or use block capitals.
- 2 Specify the area requested in multiples of 16 m<sup>2</sup> (or other spaces when indicated). Please specify whether you want to rent free space only or space + turn-key stand. Should you choose the latter, please let us know the model of turn-key stand you prefer.
- 3 After an authorised person from your company signs the Application Form, you must return the original to the fair plus the payment of the inscription fees and the percentage of the rental fees stipulated, to the address given below, keeping a copy for yourself.
- 4 Please observe the deadlines for application. However, if the deadline has expired, you can contact the organisation of the event to check whether exhibition space is still available and whether you can still apply.
- 5 Payment should be made:
  - In cash / credit card at the Feria Valencia Treasury Office.
  - By bank transfer to any of the following bank accounts payable to Feria Valencia / name of fair. In this case proof of payment must be sent with your Application Form:

Bank	Iban	Bank Code	Branch code	CD	Account No.	Swift (Bic)
SANTANDER	ES 19	0049	1827	80	2110438817	BSCHEM33
BANCAJA	ES 02	2077	0489	18	3100107208	CVALES33XXX
BANCO VALENCIA ES 10	ES 10	0093	0100	66	0001214928	VALEES33V
BBVA	ES 84	0182	5941	41	0201505396	BBVAES33M
POPULAR ESPAÑOL	ES 87	0075	0063	01	0600666404	POPUES33M

- By banker's cheque to Feria Valencia / *name of fair*.

- 6 Once the Fair has allocated the space to be occupied by your company, you will receive a pro-forma invoice for the pending sum to be paid for the space rented, which must be made by the date specified. You will also receive an application form for ordering Exhibitors Services.
- 7 Once all outstanding payments have been made, including those corresponding to contracted services, you can collect Passes for personnel assembling your stand from the Technical Department at Feria Valencia, and Exhibitor Passes, valid only for the duration of the event, from the Treasury Office.
- 8 At the Feria Valencia Treasury Office you will find the forms authorising the exit of goods exhibited at the event after its closure. Once duly filled in, the forms must be submitted to the Treasury Office to be stamped and signed, after first checking that there is no outstanding payments due.
- 9 Please remember that professional fairs strictly prohibit the sale of products on exhibit at stands to private individuals. Therefore, no exit authorization forms will be stamped for that purpose.
- 10 The parties hereto freely and voluntarily agree to be bound by the jurisdiction of the courts and tribunals of the city of Valencia for the settlement of any legal disputes arising over the interpretation or execution of the agreements contained in the present contract.

For further information contact:

*FERIA VALENCIA – HABITAT VALENCIA*

Avda. de las Ferias, s/n.

E-46035 Valencia

Apdo. 476

E-46080 Valencia

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E-mail: [fim@feriavalencia.com](mailto:fim@feriavalencia.com) - [habitat@feriavalencia.com](mailto:habitat@feriavalencia.com)

Web: [www.feriavalencia.com/fim](http://www.feriavalencia.com/fim) - [www.feriahabitatvalencia.com](http://www.feriahabitatvalencia.com)

OPENING HOURS: Monday to Thursday from 9 to 14 h. and from 16 to 19 h., and Friday from 9 to 14 h.

During the fair: from 9 to 19 h.

- Technical Dept Tel. +34 / 963 861 333 · Fax +34 / 963 861 338 · E-mail: [atecnica@feriavalencia.com](mailto:atecnica@feriavalencia.com)
- Treasury Office Tel. +34 / 963 861 105 · Fax +34 / 963 861 291 · E-mail: [tesoreria@feriavalencia.com](mailto:tesoreria@feriavalencia.com)
- Customer Service Tel. +34 / 963 861 557 · Fax +34 / 963 861 375 · E-mail: [lruiz@feriavalencia.com](mailto:lruiz@feriavalencia.com)

In compliance with Constitutional Law 15/1999 of 13th December on Protection of Information of a Personal nature and with Law 34/2002 of 11th July on Information Society and Electronic Mail Service, the Valencia Trade Fair informs you that the information of a personal nature provided in this form will remain part of a computer file, for which the VALENCIA INT'L TRADE FAIR is responsible, with the aim of sending you commercial information about our activities, products and services, including the sending of commercial communications via e-mail. We also inform you that this information may be provided to exhibitors and visitors for promotional and informational purposes that may be in your interest. The completion and delivery/sending of this form implies your express agreement on allowing us to supply your information to third parties, as well as receiving commercial communications via e-mails. Should you wish to exercise your right access, correct, cancel and oppose the processing of your personal details, you may contact us by e-mail at [feriavalencia@feriavalencia.com](mailto:feriavalencia@feriavalencia.com), by letter to the following postal address: FERIA VALENCIA:- Av. de las Ferias, s/n. - 46035 Valencia (P.O. Box. 476-46080 Valencia) or by fax on Tel: +34/96 3636111, for the attention of The Information Systems Area.


**FERIA HABITAT VALENCIA 28 SEPT. - 2 OCT. 2010**

 SECTORS: - Furniture (47th edition)  
 - Decoration, Gifts and Accessories (46th edition)

**31 MARCH 2010**

Deadline for admission of forms and payment

**1.- EXHIBITOR'S DATA:**

Fiscal Name \_\_\_\_\_ TAX Number \_\_\_\_\_

Address \_\_\_\_\_ P. O. Box \_\_\_\_\_ Post Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web \_\_\_\_\_

Company name for the Nameplate \_\_\_\_\_

Name of the person handling the exhibition participation \_\_\_\_\_

Position \_\_\_\_\_

Name of the delegate in Spain \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

 Activity  Manufacturer  Distributor  Wholesaler  Craftsman  
 Exporter  Importer  Other .....

 Has your company been exhibitor in previous editions?  YES (last year: \_\_\_)  NO

Products to be exhibited: \_\_\_\_\_

Please indicate the sector/s of your company

 HIGH DECORATION / CLASSICAL FURNITURE  AVANT - GARDE  CHILDREN AND YOUTH FURNITURE  
 MODERN FURNITURE  DECORATION, GIFTS AND ACCESSORIES  OFFICE FURNITURE  
 UPHOLSTERED FURNITURE  OUTDOOR FURNITURE  OTHER

**Annual Turnover:**
 Up to 60,000 €  60,000-100,000 €  100,000-200,000 €  200,000-300,000 €  300,000-600,000 €  More than 600,000 €

Annual exports (as percentage of overall sales) \_\_\_\_\_ % Number of Employees: \_\_\_\_\_

 COLLECTIVE PARTICIPATIONS (co-exhibitors): in the case of a joint participation at the fair of several companies or bodies, coordinated by one of these companies, an Embassy, Commercial Office, Chamber of Commerce, Regional Government, Exports Institute, or other similar institution, you must mark the box, detailing on a separate sheet the names of all participating companies and bodies, as well as their full contact details and the space in m<sup>2</sup> allocated to each one. Inscription fees apply to each individual co-exhibitor. 
**2.- PRICES AND PAYMENT PROCEDURE:**

 - Inscription Fee ..... **400 Euros + 7% IVA**  
 - Floorspace rental ..... **99 Euros/m<sup>2</sup> + 7% IVA**  
 - Duplex or two storied stand ..... **40 Euros/m<sup>2</sup> + 7% IVA**  
 - Turn-key Tipe 1 ..... **168 Euros/m<sup>2</sup> + 7% IVA**  
 - Turn-key Tipe 2 ..... **193 Euros/m<sup>2</sup> + 7% IVA**

Includes: Further details regarding the stands are available in the participation terms and conditions.

**PAYMENT PROCEDURE:**

1st payment: Upon reservation, Inscription Fee + 30% deposit on stand floorspace rental fee (deadline: 31st March 2010).

2nd payment: 30% deposit on stand floorspace rental fee plus special decoration of pavillions (deadline: 10th June 2010)

3rd payment: 40% and requested services: before the setting-up of stands (deadline: 5th September 2010)

**3.- REQUESTED AREA:**

 (4x4= 16 m<sup>2</sup> modules)

 Free floorspace:  \_\_\_\_\_ m<sup>2</sup> Turn-key stand  \_\_\_\_\_ m<sup>2</sup> Tipe 1  Tipe 2 

 Location at last event: Level \_\_\_\_\_ Pavillion \_\_\_\_\_ / Stand No. \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ Dúplex  \_\_\_\_\_ m<sup>2</sup>

Company in charge of the stand construction (if known) \_\_\_\_\_

By signing this application form, exhibitors are understood to have accepted the conditions for participation of the exhibition (Continues)

Signature and company stamp

Name and IN or Passport No. of the person who signs this Form: \_\_\_\_\_

Date: Valencia / /201

To be fulfilled by Feria Valencia					Fecha entrada solicitud:
Stand n.º	Nivel:	Pabellón	m <sup>2</sup> asignados	Total Euros (sin IVA)	Fecha pago:
					N.º Cliente:
Observaciones:					N.º Expositor:



# 1.- PARTICULAR CONDITIONS OF PARTICIPATION FOR THE EXHIBITION 2010

## 1.1.- TECHNICAL DATA OF THE EXHIBITION

• <b>Dates of the exhibition:</b> .....	28 SEPT. - 2 OCT. 2010
• <b>Opening hours:</b> .....	9.30 - 19 h.
Exhibitors and stand staff: .....	9-20 h.
• <b>Deadline for admission of forms and payment:</b> .....	31 MARCH 2010
• <b>Minimum space to be contracted:</b> .....	16 m <sup>2</sup>
• <b>Prices:</b>	
- Inscription Fee .....	400 Euros + 7% IVA
- Floorspace rental .....	99 Euros/m <sup>2</sup> + 7% IVA
- Duplex or two storied stand .....	40 Euros/m <sup>2</sup> + 7% IVA
- <b>Turn-key Tipe 1</b> .....	168 Euros/m <sup>2</sup> + 7% IVA
- <b>Turn-key Tipe 2</b> .....	193 Euros/m <sup>2</sup> + 7% IVA

### Payment procedure:

- 1st payment: Upon reservation, Inscription Fee + 30% deposit on stand floorspace rental fee (deadline: 31st March 2010).
  - 2nd payment: 30% deposit on stand floorspace rental fee plus special decoration of pavillions (deadline: 10th June 2010)
  - 3rd payment: 40% and requested services: before the setting-up of stands (deadline: 5th September 2010).
- Access ticket price, upon professional accreditation, and catalogue price:
- For 2 days .....12 Euros  
 For the event .....18 Euros (Admission is free for members of trade providing a creditation online ahead of the fair)  
 Official Catalogue price (during the event) .....15 Euros

### Sectors - products to be exhibited at this trade fair:

- |   |                                   |                                |
|---|-----------------------------------|--------------------------------|
| - High Decoration / Classical Furniture | - Avant - Garde                   | - Children and Youth Furniture |
| - Modern Furniture                      | - Decoration, Gifts & Accessories | - Office Furniture             |
| - Upholstered Furniture                 | - Outdoor Furniture               |                                |

- **Setting-up dates:** 13 - 26 SEP. 2010
- **Dismantling dates:** 3 - 7 OCT. 2010
- **Opening hours for setting-up and dismantling:** 8am-8pm Monday to Friday
- The installations must be finished 33 hours before the opening of the exhibition. The day before the opening only the cleaning services will be allowed. Woodwork, carpentry and similar will be banned and the pavillions will be available for the exhibitors to ultimate the last details and for the cleaning companies to thoroughly clean. No vehicles will be permitted in the venue either.
- **The Registration fee includes:**
  - Listing in the official catalogue, in the visitor's guide and on the website
  - One copy of the official catalogue
  - One parking space
- **The space only and turnkey stand options include:**
  - The area to be occupied during build-up, during the fair and during breakdown.
  - Basic cleaning of the stand daily.
  - Stand contractors' and exhibitors' passes.
  - Invitations to send to customers, number to be determined by the Fair organisers.
  - The option to recommend companies for the Fair organisers to invite.
  - In addition, for turnkey stands, optional layouts (type 1 or 2)
- **The package of basic services (only for turn-key stands) includes:**
  - Electrical installations (connection, circuit-breaker panelboard and installer's certificate).
  - Electricity consumption up to a maximum of 2kw per 16m<sup>2</sup> module and a total of 50kw per stand.
  - Compulsory fire and water damage insurance. Cover up to 2,850 € per 16m<sup>2</sup> (2,400 € for the merchandise on display and 450 € for the structure). It is essential that you complete the relevant Exhibitor Services Application form. If the amount is higher than the minimum indicated, then the insured will have to pay a 3% premium on the amount in excess of the value insured.
- **Description of turnkey stands (structure of design):**

TYPE 1 STAND (4x4: 16m2)	TYPE 2 STAND (4x4: 16m2)
<ul style="list-style-type: none"> <li>- Particleboard partition wall 3.15m high</li> <li>- Aluminium structure (MC-10) in two heights: 3.85 and 4.5m</li> <li>- 4 m2 digital printing on micro-perforated canvas on aluminium structure</li> <li>- 1 company logo on back wall</li> <li>- Standard exhibition issue floor carpet</li> <li>- Black or white fire retardant M-1 ceiling fabric on aluminium structure</li> <li>- 4 track mounted 300W quartz spotlights</li> <li>- 1 x 500w socket</li> <li>- 1 circuit-breaker panelboard</li> <li>- Plastic paint in choice of Pantone colours</li> <li>- <i>Electricity consumption (to a maximum of 50W)</i></li> <li>- <i>Compulsory fire and water damage insurance</i> (see note above, in description of basic services package)</li> </ul> <p>Other optional elements are available.</p>	<ul style="list-style-type: none"> <li>- Metallic structure in 4x4m modules, clad with particleboard.</li> <li>- Facade in particleboard, 4m high, striped on exterior face.</li> <li>- Partition walls in particleboard up to ceiling.</li> <li>- Fascia in particleboard to take signage and spot lighting</li> <li>- Standard exhibition issue floor carpet</li> <li>- M-1 fire retardant fabric over ceiling</li> <li>- 1 company logo</li> <li>- 1 lighting track with 3 quartz spotlights to deliver 50w/m2</li> <li>- 2 built-in dichroic lamps to provide lighting for access points</li> <li>- 1 x 500w socket</li> <li>- 1 circuit-breaker panelboard</li> <li>- Plastic paint in two colours: off white and brown (Pantone ref. 731U) (or other two-colour combination)</li> <li>- <i>Electricity consumption (to a maximum of 50W)</i></li> <li>- <i>Compulsory fire and water damage insurance</i> (see note above, in description of basic services package)</li> </ul> <p>Other optional elements are available.</p>

Price does not include cladding pillars in the hall with painted particleboard: 135.45 €.

ORIGINAL FOR THE FAIR ORGANISERS

Name and ID or Passport number of person signing this form: \_\_\_\_\_ Signature and company stamp \_\_\_\_\_

Dated: Valencia, / / 2010

This sheet should be returned with the Exhibitor Application form.

## 1.2. - OTHER CONDITIONS SPECIFIC TO THE FAIR

The Fair is targeted at professionals. Interested members of the public (end users) will be permitted entry on the last day. Minors under the age of 10 will not be permitted entry at any time during the exhibition.

### 1.2.1. - ACCEPTANCE OF APPLICATIONS

- The Organising Committee is the body responsible for accepting companies' applications to exhibit at the Fair. It may decline an application if there is insufficient space available or on account of the nature or the quality of the product the company wishes to exhibit or for any other reason that it deems appropriate.
- Should the company aspiring to exhibit cease to be active this will be considered grounds for immediately rescinding the contract in which case and by way of compensation the Fair will retain the registration and exhibition fees paid.
- Accepted Applications will be given a sequential order number.

### 1.2.2. - LOCATION AND ALLOCATION OF SPACES

Space will be allocated in accordance with an existing evaluation table that includes the following criteria: size of stand requested, how long the company has been an exhibitor at this Fair, the size of the company (turnover and number of employees) and export sales.

- Stands will be allocated by the Fair with total transparency and equanimity whilst giving priority to the aims and interests of the event and those of the exhibitors as a whole.
- Exhibitors at the preceding year's Fair will have the right to be located first, providing that they apply to renew their participation within the official deadline for acceptance of applications (and that a complete sector is not being moved from one pavilion to another). Thereafter the Fair will allocate the remaining available spaces on the basis of the date of receipt of the application concerned, the requirements indicated by the exhibitors and the availability of space in the different pavilions.
- Any requests or requirements stated by exhibitors will be considered to be purely indicative and will neither be binding nor constitute a condition of the company's application and as such will be considered not to have been stated.
- The Fair reserves the right should the need arise, to re-locate, reduce or transfer the space allocated to another area of the exhibition without the exhibitor having any recourse to any form of compensation.
- The Fair reserves the right to allocate spaces that did not appear on the floorplan initially.
- Feria Valencia may of its own accord rescind an exhibitor's contract up to two weeks prior to the opening of the exhibition and, for reasons appertaining to the organisation of the Fair and its proper running, up to the opening day itself. In such a case the Fair will not be liable to make any compensation but will reimburse any registration and exhibition fees paid.
- The Fair reserves the right to review the location of the different sectors, to set aside specific spaces as rest or communal usage areas or for institutional or special stands, for associations or for groups of exhibitors. It also reserves the right to not divide islands and to reinstate divided islands as single ones and to combine islands together.
- Accepting an Application to Exhibit does not oblige the Fair to grant the full space requested or the location requested.

### 1.2.3. - SPECIAL STANDS AND SETTINGS

The Management of the Fair will decide unilaterally whether or not to accept a company's application to exhibit and will also decide the location of stands including spaces already allocated to companies that subsequently withdraw and that are considered prime sites. Applicants will have no recourse to contest the Management's decision. Exhibitors from the previous year requesting larger stands will be granted the extra space subject to availability once space has been allocated to new exhibitors.

- No fixtures or fittings or merchandise on display may be altered or removed while the fair is running. Fractions of square metres of stand space will be charged at the full square metre rate where the fraction is equal to or more than a half a square metre.
- In the exhibition areas where it is possible to erect double storey stands the Management will allow these to be built at its discretion.

**In order to enhance the display of the products in the different sections of the Fair the organisers may commission the pavilion as a whole to be decorated. The cost of this will be agreed between a delegation of representatives of the exhibitors in each section and the decorating company contracted for the purpose, and will be passed on to the exhibitors in amounts proportionate to the amount of space each occupies.** The Fair organisers will intervene solely to check the standard of quality of the setting and that all exhibitors understand the scope of the project and its cost.

### 1.2.4. - SERVICES

The standard signage provided by the Fair for the modular stands will feature one name only (brand or company name) per application. This name should be stated clearly on the Exhibitor Application form. No other wording will be permitted and any subsequent alterations as might be authorised by the Management will be subject to an additional charge.

- Exhibitors may apply for parking spaces in specific zones by completing the relevant section of the Exhibitor Services Application form. Reservations will be confirmed upon receipt of payment at the Treasury Office. Parking spaces will be allocated in accordance with the size of the space rented by the exhibitor and in the order in which applications and payments for the parking spaces are received.

## 1.2. - OTHER CONDITIONS SPECIFIC TO THE EXHIBITION

### 1.2.5. - STAND BUILD-UP AND BREAKDOWN

Companies wishing to build stands to their own design must submit a signed plan of the design for approval at the very latest three months before the fair is due to open. Exhibitors may not commence building their stand unless the management of the exhibition and Feria Valencia's Technical Department have approved the aforementioned plan. It is forbidden to drive nails into or perforate the side and back walls of modular stands.

- Exhibitors wishing to paint or paper these walls at their own expense must indicate this in writing three months prior to the opening of the Fair and request panels suitable for the purpose. Exhibitors not placing their request in time will have to respect the original walls. **No more than 30% of the façade of a stand may be closed along each aisle, but they may be fully closed if they have large windows or French windows of at least 1.5m<sup>2</sup> built in so that the stand remains visible from outside.**
- No alterations may be made to modular stands delivered with a ceiling unless a written application is received 3 months prior to the opening of the fair. With stands delivered without a ceiling exhibitors may if they so wish request permission to fit a ceiling made of fire retardant fabric or other material (M-1 class fire performance certified by the Institute for Textile Technology, AITEX) at their own expense. In both instances permission must be obtained from the management of the exhibition and Feria Valencia's Technical Department.
- No decorating or construction work is permitted that projects beyond the outer edge of the stand's façade. In the case of modular stands, exhibitors must respect the structure's metal profiles and the signage on the fascia board. Under no circumstances may exhibitors place ornamental accessories, plant pots, planters, additional furniture etc. in the aisle without obtaining prior permission from the management of the fair.
- Vehicles must not remain parked in the loading and unloading bays once they have finished loading or unloading, nor should they park by any door unless it is for the purpose of unloading and immediate removal.
- Vans with a maximum permitted weight of over 30,000kg are forbidden to use the ramps leading to the upper levels.
- If an exhibitor exceeds the time allocated for breakdown (3 days from the close of the exhibition) without having removed their stand in whole or in part, the Fair will proceed to remove and store it in order to return it subsequently to the exhibitor, who will be liable for all costs involved. The Fair may not be held responsible for any loss, breakage or any other damage that may arise. Similarly, exhibitors that do not leave the space occupied clean and empty will be charged an additional amount for clearing and cleaning said space.

### 1.2.6. - ACTIVITIES NOT PERMITTED

- It is expressly forbidden for exhibitors to sell to buyers with immediate delivery at the exhibition.
- Exhibitors may not sublet or exchange part or all of the space allocated to them.
- It is forbidden for company staff to leave or close the stand while the Fair is still open.
- It is also forbidden to distribute publicity material (pamphlets, leaflets and suchlike), even within 500m of an entrance outside the exhibition complex.
- Products that are in conflict with the market positioning of the space as it appears on the exhibitor application form are not allowed to be exhibited.
- Exhibiting posters or samples from other companies, even if only indicative is not permitted.
- All initiatives in terms of entertainment of any kind, nature or characteristics must be authorised beforehand in writing by the Organising Committee even if the initiative is to take place entirely within the confines of the stand or is for the purpose of showing products.

## 2.- GENERAL CONDITIONS FOR PARTICIPATION

### INDEX

- I.- Organisation
- II.- Conditions for Admission and Participation
- III.- Setting-up and Dismantling of Stands
- IV.- Insurance
- V.- Safety Procedures
- VI.- Data Protection
- VII.- Enforceability of Conditions and Jurisdiction

### I.- ORGANISATION OF THE FAIR

#### 1.- Organisation

The fair or show this Application Form corresponds to, is organised by Feria Valencia with the collaboration and advice of its Organising and Advisory Committees and complies with the conditions established by the Statutes of the trade fair institution.

### II.- CONDITIONS FOR ACCEPTANCE & PARTICIPATION

#### 2.- Participation

Participation in the fair is open to manufacturers, wholesalers, importers and service companies, whatever their country of origin, displaying their products or those from other businesses they legally represent. Exhibitors are not allowed to exhibit goods other than those detailed in the documentation accompanying the Exhibitor Application Form.

Stands shall be manned by competent staff at all times when the fair is open to visitors, and they must provide the details and information requested from them. Retail selling of goods exhibited at the stands is strictly forbidden (this applies to all fairs classified as trade-only events).

The Management of the Fair and the Organising Committee reserve the right to consider each case individually.

#### 3.- Minimum Space

The pavilions for the exhibition of products are divided into modular stands, see specific conditions for each fair (usually 16 m<sup>2</sup>), and exhibitors may request stand space which is a multiple of the minimum area.

#### 4.- Rules for Acceptance

FERIA VALENCIA reserves the right of acceptance over exhibitors, when they fulfil the required prerequisites. Without excluding other criteria, these are some examples of reasons for rejecting applications:

- The products to be exhibited do not fit in with the theme of the Fair.
- The applicant does not commit itself to fulfilling the fair's rules regarding setting up, safety, advertising and/or other rules governing the institution as a whole or the specific Fair for which the application has been made.
- If the overall space requested exceeds that available for the trade show.

In these cases the Organising Committee shall consider the overall interests and goals of the trade fair as a whole, overriding other considerations of seniority rights, chronological order of presentation of Application Forms, or other criteria which may be detrimental for the general interest and goals pursued by the fair.

#### 5.- Industrial Property

Exhibitors commit themselves not to display on their stand any product or service imitating those of third parties, nor those which could damage exclusive patent rights, whether registered or not, or engage in any other practice which may be construed as unfair, during the celebration of the event.

The exhibition on stands of catalogues, information brochures of any other type of advertising material contravening the legislation in force or damaging the rights of third parties, is absolutely prohibited.

Feria Valencia reserves the right to inspect anywhere within the exhibition centre with the purpose of verifying any breach regarding above-mentioned practices.

To this end, exhibitors must grant access to their stands to authorised personnel, and must collaborate with the Evaluating Committee appointed by the Fair. More in particular, exhibitors must accept to submit their own stand and the products or services on offer in it, for examination by the above-mentioned Committee. Exhibitors must also allow access to their stand to duly accredited personnel appointed by Feria Valencia for the purpose of carrying out photographic or visual reports.

Failure to comply with the rules established by the fair to combat plagiarism, or the breach of patent rights or any other unfair practice, may be cause for exclusion in subsequent trade fairs.

**5.1.- Arbitration Clause in respect of disputes arising between exhibitors over industrial property rights:** The exhibitor undertakes to accept that all litigation, disagreements, claims or complaints in regard of industrial property rights relating to their participation in the Exhibition that is the subject of the present contract will be referred to and resolved by arbitration administered by the Valencia Chamber of Commerce's Court of Arbitration and Mediation which, in accordance with its Regulations and Statutes, is entrusted to administer arbitration and appoint arbitrators.

#### 6.- Services

Services provided by Feria Valencia must be ordered using the Application for Services for Exhibitors form, which will be sent to each participating company. This contains separate forms for ordering power supply, water, platforms, carpeting, hostesses, telephone, pre-arranged parking service, insurance, as stand builder's passes and exhibitors' cards.

Services are not included in the fee for renting stand space, unless specifically stated in the Particular Conditions for Participation. On request, Feria Valencia will provide information on authorised fees for services including rental of furniture, plants, and other. General basic cleaning of stands is included in the price per square metre for rented space.

Feria Valencia offers a postal service, commercial and tourist information, interpreters, banking, press office, photographers, bars and cafeterias, florist's, first-aid, and others.

#### 7.- Application and Allocation of Stands

Once the Application to Exhibit has been received, the fair will then make a decision to accept it or not and, if positive, proceed to the allocation of stand space, always taking into consideration the total number of requests submitted within the deadline as established in the information about the specific conditions enclosed with each Exhibitor Application form and in section 12 of these general conditions, concerning payment.

The presentation of the application to exhibit does not imply automatic acceptance nor that the requested number of square metres will be allocated. In accordance with the guidelines stipulated by Civil Law and supplementary legislation, the contract will be considered final when the party applying party receives written confirmation from Feria Valencia, by whatever media, accepting its participation. Requests made with specific reservations or conditions will not be accepted.

Space will be allocated in accordance with the information provided by the exhibitors concerning the sector in which they want to exhibit (when the fair is categorised by sectors). The fair will also try, whenever possible, to allocate exhibitors the stands with the features, dimensions and locations indicated in the exhibitor's Application form, unless technically and organisationally impossible, and this decision will be taken by Feria Valencia without the right to appeal. Accepted applications will be given a sequential order number. Once allocation has been definitively decided, the location of the stand will be communicated to the applicants.

All payments may be made as indicated in the information about the Application for Exhibit. When payment is made by bank transfer, proof of payment must be sent. Feria Valencia reserves the right to terminate the contract in cases when exhibitors infringe any of the conditions, or rules for setting-up and dismantling or any other specific rules or conditions established by individual events. It is strictly forbidden to give away or sublet, either totally or partially, the allocated space, without the explicit authorisation of Feria Valencia and/or the fair in question and without paying the corresponding fees.

#### 8.- Exhibitors Cards

To take part at the fair all exhibitors must obtain an "Exhibitor Card", the document accrediting their status during the days of the event. Exhibitors cards will be issued in the name of the company and, where possible, with the name of the individual holders.

Before collecting this card from the Treasury Office at Feria Valencia, all outstanding payments for the stand and services must be made in full and/or corresponding proof of payment received.

In general 4 cards will be issued for the first module of 16 m<sup>2</sup>, plus 2 extra ones for each additional module up to a maximum of 100 cards. Exhibitors must indicate the names and positions of the company staff who will be in charge of the stand.

#### 9.- Advertising

Advertising of any kind inside the Fair premises must be exclusively for goods on display or included in the catalogue of each exhibitor. This advertising, whether in the distribution of brochures, catalogues including these goods or in any other medium, is only allowed within the confines of the stand rented by the exhibitor, and always complying with the usual advertising procedures and avoiding any kind of advertising implying unfair competition.

Any advertising activity carried out on the fair premises, outside the space of the stands, will require previous written authorisation by the fair management.

No goods on display can be photographed without express authorisation from the exhibitor concerned. However, the fair reserves the right to take photographs, make drawings and film certain aspects of the premises or exhibited products, with the express purpose of using them in its publications and official promotion.

Feria Valencia reserves the right to deny authorisation for the projection of films and slides on stands when they cause disturbances to other exhibitors or to visitors to the fair, and for any entertainment activity of any kind, nature or characteristics, including within the confines of the assigned exhibition space, or related to product presentation, without express written authorization of Feria Valencia and the

Organizing Committee.

#### 10.- Official Catalogue

Each exhibitor is entitled to one copy of the official catalogue. Exhibitors and their products and/or trade marks will appear free-of-charge in the index and lists. For this purpose, exhibitors must provide the necessary details, which will be specified in each individual case, either in the Application for Participation or in the Application for Services.

Feria Valencia reserves the right, without accepting responsibility for eventual omissions or mistakes, to disseminate the information contained in the Applications for Participation concerning the exhibitors and the products and services exhibited, using the media and techniques it deems best suited for that purpose.

#### 11.- Customs & Excise

The exhibition of products from countries outside the European Union is authorised as follows:

11.1.- Temporary imports, consigning the goods to a consignee, preferably from Valencia.

11.2.- ATA Carnet coverage for those goods coming from countries enforcing this system.

In both cases, the fair must be informed of the chosen system prior to sending the goods. The temporary nature of these imports allows for import for consumption or re-exporting outside the territory covered by the EU customs system, in the period of three months after the closure of the fair, without the possibility to withdraw, under any circumstance, the products from the fair premises without the corresponding Customs clearance. The exhibitors or their representatives will be held responsible for the payment of the levies or fines that could derive from the avoidance of the Customs control.

In the case of definitive import for consumption, exhibitors or their representatives will be responsible for the payment of tariffs and duties, levies or possible sanctions.

In fairs granted full international status or internationality in customs terms, exhibitors from non-EU countries will be entitled to display their goods, without payment of customs duties, by later re-sending them to their countries of origin. Some goods will require phytosanitary certificates (plants and flowers), veterinary certificates (animal products) or health certificates (other products for human consumption).

Customs procedures upon the arrival of the goods should be carried out by a Spanish representative or with the intervention of a Customs Officer or an authorised forwarding agent. Any supplementary information required must be requested from the fair management, which must be, however, under no circumstance be held responsible for the official procedures required from the exhibitor.

#### 12.- Payment

The invoices corresponding to registration fees, rented exhibition space and turnkey stands must have been paid 30 (thirty) days prior the beginning of the fair, and before proceeding to prepare stands.

Invoices corresponding to services will also have to be paid 30 (thirty) days before the event, and before proceeding to prepare stands, except in the case of the telephone service, which will be paid later, once the service has concluded.

No exit of goods clearance will be issued unless all services are paid in full.

In cases where payments have not been made within the stipulated deadlines, exhibitors will lose all rights to the reserved space, and the space will be used at the disposal of the fair which will be entitled to offer it to other companies. Occupation of the exhibition space will not be allowed until total payment for it and for the contracted services has been made in full.

#### 13.- Withdrawal

Should the applicant relinquish the stand space it has requested more than 2 months before the opening of the fair, it will forfeit the registration fee.

Should the applicant relinquish less than 2 months before the opening of the fair, no fees paid will be returned.

Should the applicant relinquish less than 20 days before the opening of the fair, the total fees due for the stand space must be paid in full.

Any request to annul the contract must be made in writing.

### III.- STAND INSTALLATION, ASSEMBLY AND REMOVAL

#### 14.- General Regulations

The general rules for Setting-Up and Dismantling of Stands contained in the Application for Services for Exhibitors may also be found at the Setting-Up and Services Office (Technical Department) and the Feria Valencia website.

The Management of the fair or its Organising Committee will inspect the installations and will check that they comply with these rules. Any decision by the committee must be immediately accepted by exhibitors or their representatives (decorator, assembler, etc.). Otherwise, the management of the fair will be entitled to demand or carry out the necessary alterations which will be met by exhibitors.

When installation is not carried out by the exhibitors themselves or their staff, this information must be communicated through the corresponding sheet in the Application for Services for Exhibitors before starting the

works. In this case, exhibitors will be liable for any damage which the decorator or other subcontracted companies may cause on the premises of Feria Valencia.

Under no circumstances will exhibitors start any work prior to their sketches and projects being expressly authorised. Once approved by the technical services of Feria Valencia, these plans must be available for inspection at the stands at all times. Exhibitors must carry out the installation works in accordance with any changes or alterations indicated by Feria Valencia.

Feria Valencia Technical Management is entitled to demand a cash deposit for the sum it deems necessary, to cover damage caused by the installations.

In the event that, upon an initiative of the fair management or the exhibitors themselves in a certain pavilion or area of the fair, it is decided to create a special decoration or design for that area, all exhibitors located in that area will have to pay the surcharge for the special decoration, proportionately to the amount of space occupied by each of them.

All members of the staff taking part in the setting-up and dismantling work, must be insured against occupational accidents. The necessary certificates must be shown by exhibitors or decorators on demand from Feria Valencia. Exhibiting firms will collect from the Setting-Up and Services Office (Technical Department), passes granting access to the fair premises for workers and employees working on the assembling and dismantling of their installations. These are valid until the day prior to the official opening of the event, and expire as from that date, except from 6:00 to 9:00 to proceed to carry out –when requested– the cleaning and maintenance of their stand.

These passes will be valid again after the closure of the fair in order to dismantle and remove goods. Each exhibitor will be responsible and accountable to Feria Valencia for the loss of or damage to those passes, which will be withdrawn if they are used for purposes other than those they have been authorised for.

Exhibitors will accept the possible costs of electricity, surveillance, etc., directly deriving from the assembling and dismantling of their installations (not those general to the fair premises).

Setting-up work must be exclusively carried out within each exhibitor's space, taking the utmost care not to encroach upon adjacent stands or gangways with items, goods or preparatory work. Those areas must be kept clear at all times.

A copy of the inventory included in the Application for Services for exhibitors, stamped by the fair, must accompany the goods on arrival at the fair premises for exhibition.

Haulage contractors used by exhibitors must abide strictly by the regulations established by Feria Valencia concerning the circulation and handling of goods within its premises.

#### 15.- Schedule

All works and installations must be carried out within the schedule established by Feria Valencia: from 08:00 to 20:00 on working days. In all cases, installations will be completed and goods placed on their respective stands, before 24:00 of the day before the opening of the event. Should the stand not be occupied at that time, the fair will be entitled to use that space for the purposes it deems appropriate. In those cases, exhibitors will have to pay compensation to Feria Valencia for the damages and expenses caused.

#### 16.- Removal of Goods

No installation or good can leave the fair before its closure without the corresponding written authorisation. Substitution or eventual replacement of damaged goods or samples must be authorised by the fair upon written request by exhibitors, who will have to follow the instructions and schedules indicated by the fair.

Upon the closure of the fair, exhibitors will have to strictly follow the instructions delivered to them to guarantee an orderly withdrawal of goods and samples. There is a form authorising the Removal of Goods at the Treasury Office, which must be filled in for that purpose.

In those cases when exhibitors fail to abide by the regulations, withdrawing goods on display, or products and accessories installed on their stand before the deadline established by the fair, the fair will be entitled to withdraw them for storage and return them to the exhibitors, who will have to accept the costs involved in that process, discharging Feria Valencia of any liability concerning possible loss, damage or destruction by fire which may occur.

#### 17.- Claims

Anomalies detected, and any eventual claims that may be put forward in relation to them, must be made in writing to the fair management, accompanied by proof of the claimant's accreditation as exhibitor.

### IV.- INSURANCE

#### 18.- General Provisions

Exhibitors will find copies of the terms of the different insurance policies at the Economic and Financial Department of Feria Valencia.

#### 19.- Fire and Water Damage

All the goods on exhibition, as well as other equipment, products or decoration used for exhibition and promotion, must be insured against fire and water damage. Insurance is compulsory and must be contracted by each exhibitor through the general policy taken out by Feria Valencia for those purposes. This insurance is not included in the rent for stand space, unless specifically stated in the Specific Conditions of Exhibiting.

The insurance establishes a cover of €2850 per 16 m<sup>2</sup>, with €2400 corresponding to the contents, and €450 to the structure of the stand.

Exhibitors must fill in the merchandise inventory in the Exhibitor Services Application Forms, indicating the value of all the items included in it, in order to fully guarantee them against those risks.

#### 20.- Theft (not Pilferage)

Feria Valencia also offers an insurance policy for exhibitors wishing one, to cover the risk of theft via a corresponding declaration of capital and goods being insured, which are to be detailed in the above-mentioned Exhibitor Services Application Form.

To make the rights of the insurance policy holder effective in case of theft within the fair premises, it will be necessary to produce the corresponding Police report. Feria Valencia and the insurance company cannot accept responsibility from exhibitors for any pilferage, loss or damage that may occur on exhibitors stands or to the goods exhibited. Surveillance of stands and exhibited goods in public opening hours and the setting-up and dismantling hours, will be the exclusive responsibility of exhibitors.

#### 21.- Civil Liability

To cover possible accidents derived from the exhibited goods, and for which the exhibiting company may be deemed liable, there is also a policy covering this eventuality. Exhibitors that so wish may take out this policy by filling in the corresponding section in the Exhibitors Services Application Form.

Feria Valencia will not be held responsible for any risk run by exhibitors staff or their installations or exhibited goods, deriving from the participation in events or activities at Feria Valencia.

Proportional Rule: To avoid the proportional rule in the case of accidents, it will be necessary for exhibitors to indicate the total value of exhibited goods, including the installation and decoration of their stands, for the purposes of the compulsory insurance against fire and water damage, and of the optional insurances against theft and civil liability.

### V.- SAFETY REGULATIONS

#### 22.- Safety and Security

The exhibition of products which may pose a risk for visitors, other exhibitors, suppliers and the staff of Feria Valencia or its premises, is strictly forbidden.

The exhibition of machinery in operation will be allowed when the exhibition does not represent a risk to individuals or the fair premises, and all liabilities are the exclusive responsibility of the exhibitors. Therefore, the necessary protective devices must be installed in the machinery, adopting the safety measures established by existing rules and regulations. Exhibitors with operational machinery or equipment will have to contract a policy for civil liability to cover possible damage that machinery or equipment could cause.

Feria Valencia reserves the right to inspect exhibitor installations at any time, through its services, and shall furthermore have the right to make all the recommendations as deemed necessary, which must be acted upon immediately and with no recourse to appeals.

Feria Valencia will be entitled to demand that exhibitors remove staff from their stand should their behaviour make this measure advisable.

#### 23.- Surveillance

During the period of the fair, the general surveillance of the exhibition pavilions and other premises is the responsibility of the trade fair institution. This surveillance has been designed to act as a deterrent, given the impossibility of watching over all the goods exhibited on stands.

For this reason, Feria Valencia will not be held responsible for possible pilferage or theft of or damage to goods whose custody corresponds to exhibitors themselves, both during the periods of setting-up and dismantling and during public opening hours. The general surveillance carried out by Feria Valencia does not alter the principle of liability for damage to individuals or things.

#### 24.- Risk Prevention

Following article 24 of clause 18.1 of the 31/1995 Law of Prevention of Risks in the Workplace dated 8 November, the Exhibiting company commits itself, and is obliged by law, to inform Feria Valencia of any risks to workers deriving from the setting up of its stand, and these should be specified in the Decoration Project submitted to the Fair's Technical Department for approval.

Exhibitors commit themselves to comply with Feria Valencia's General Rules for Prevention of Risks in the Workplace, as well as with the Procedures in Emergencies included in Annex 2 of the Form for Requesting Services for Exhibitors, and will assume full responsibility deriving from any possible failure to comply with the established standards in the case of the Exhibitors' own staff and subcontracted staff and third parties who may be affected by the activity of the Exhibitor who will be contractually solely responsible for the matters indicated above.

The Exhibitor has been informed by Feria Valencia of the existing risks within the Fair premises and of the corresponding Safety and Prevention Standards. The Exhibiting Company commits itself to communicate this information, together with Feria Valencia's General Rules for Prevention of Risks in the Workplace and the procedures in Emergencies, to its staff and to all the personnel contracted or subcontracted by the company, demanding their compliance while on the premises of Feria Valencia.

In the event of failure to comply with the above rules, Feria Valencia reserves the right to halt work being carried out by the Exhibiting Company or by any person(s) contracted or subcontracted by it or through third parties. The company shall be notified of the reasons for halting the works in order for it to proceed to immediate correction of any irregularity detected.

#### 25.- Force Majeure

In case of force majeure, the Organising Committee reserves the right to delay, shorten, extend or cancel the Fair, as well as to cordon off specific areas or pavilions either totally or partially, temporarily or for the entire duration of the Show, any or some of the pavilions or spaces occupied or used by the fair, or to relocate the exhibitors affected.

In cases of accredited force majeure, exhibitors will not have the right to terminate their contract with the Fair or claim compensation for damages.

### VI.- DATA PROTECTION

#### 26.- Personal Data Protection

In the terms established in the Personal Data Protection Law L.O. 15/1999, and additional provisions, exhibitors are expressly informed of the incorporation of their personal data included in this form into a computerised database belonging to Feria Valencia. You are also informed that your details may be communicated, in strict confidentiality, to companies that collaborate with Feria Valencia, for exclusively operational and procedural purpose derived from the contractual relationship, including its antecedents, contents and development.

Sending this form implies your express permission for the communication of your details to third parties, as well as for you to receive marketing communications by electronic means.

The trade fair institution informs you that you will at all times have the right to access, modify and remove these data, or to refuse consent for the use of your data for the above-mentioned purpose, by writing to the following postal address: FERIA VALENCIA:- Av. de las Ferias, s/n. - 46035 Valencia (P.O. Box. 476-46080 Valencia) or by fax on Tel: +34/96 3636111, for the attention of The Information Systems Department.

### VII.- ENFORCEABILITY OF THE CONDITIONS AND JURISDICTION

#### 27.- Enforceability of Conditions

By taking part in the fair and having an allocated space, exhibitors are understood to be aware of and expressly accept all the general and specific Conditions for Exhibiting and to commit themselves to abide by them at all times.

#### 28.- Jurisdiction

The parties involved agree freely and mutually to submit to the jurisdiction of the courts and tribunals of the city of Valencia, in the case of litigation arising from interpretation or implementation of the terms of this contract.