

SPECIFIC REGULATIONS

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Key Dates	
Deadline for receipt of applications of services for "Space Rental Only" (*)	21.03.2013
Deadline for receipt of applications of services for "Standard Pack" (*)	05.04.2013
Product reception	18-22.04.2013
Entrance for Stands Assemblers	20.04.2013 - 22.04.2013 from 08.00 to 20.00
Entrance for exhibitors	22.04.2013 from 15:00 to 19:00

IMAGINENANO

23-26.04.2013

Dismantling.	27-28.04.2013
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(*) For further information about services:
www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA

SPECIFIC REGULATIONS

1. DATE AND PLACE OF EVENT

The 2nd Edition will take place at the BEC exhibition complex in Ansio-Barakaldo (Bizkaia) on 23th-26th April 2013. Opening hours will be from 8:30 to 20:00. During the visit hours stands must be fully manned and exhibits must be uncovered for display.

ImagineNano will take place in Luxua Pavilion, Level 3 of the Congress Centre at Bilbao Exhibition Centre, placed in Ansio-Barakaldo (Bizkaia).

Main Hall entrance is placed in Ronda de Azkue, 1- 48.902 Barakaldo.
See plan attached (HALL ACCESS)
Parking has three entrances: A, B and C.
The usual entrance for private vehicles coming to BEC Convention is door C.

2. TECHNICAL SERVICE APPLICATION

In order to confirm the service orders, do the following;

- Additional services consult and budget, mail to serviciosimagenano@bec.eu
- Validation of the order by realizing the payment.
Bank accounts for bank transfer:
Swift: BBVAESMMXXX Iban: ES2901821290380201504440
Swift: BASKES2BXXX Iban: ES5220950611009105880388
Remember that a copy of the bank transfer document must be sent to BEC, by mail on administracion@bec.eu or by fax (+34) 94 404 00 10, to have your order processed.

3. PRODUCT RECEPTION

3.1. Products/booth material delivery

Boxes must be delivered between **18th -22nd April 2013, from 8:00 to 20:00**

Labelling of deliveries indicating stand location:

IMAGINENANO 2013

Bilbao Exhibition Centre (BEC)
Congress Centre
Luxua Pavilion
Avenida Orconera, unnumbered
E-48901 BARAKALDO (SPAIN)
Contact Telf: +34 617412736

STAND PRODUCT

Company Name _____
STAND NUMBER _____
NUMBER OF PIECES _____

3.2 Flyers for conference bags

Flyers for participants' bags must be delivered on the **18th or 19th April 2013, from 8:00 to 20:00**. After this date, flyers will not be put in attendees bags.

Labelling of flyers deliveries (only for stands $\geq 16\text{m}^2$ or those who have ordered "Flyer Bag Insert" option):

CONFERENCE BAGS – FLYERS

IMAGINENANO 2013
Bilbao Exhibition Centre (BEC)
Congress Centre
Luxua Pavilion
Avenida Orconera, unnumbered
48901 BARAKALDO (SPAIN)
Contact Telf: +34 617412736

Company Name _____
NUMBER OF PIECES _____

4. STAND ERECTION AND DISMANTLING PERMIT

In case of not take on the services of erection work with BEC, the company responsible for the erection work on a stand must previously make payment to BEC for erection-dismantling rights, included on Application Form 1, to cover lighting in exhibition halls, water and electricity consumption, sanitary services, surveillance, telephone switchboard, waste removal, maintenance of common areas, etc. Moreover, to obtain the corresponding permit and the approval of the Organisation, all invoices arising from participation in an event must have been paid.

The established timetable for erection-dismantling for all events is from 08:00 to 24:00 hours, except the day prior to the inauguration, which will finish, inexcusably, at 20:00 hours.

The closing time can be extended until 02:00 hours, with the express written authorization of BEC.

The erection/dismantling foreman may be asked to produce this document, duly made out and stamped, at any time. If he does not do so, all work will be stopped immediately.

The regulations must be known.

The person responsible for signing the application states that he or she is aware of the Regulations for Participation, erection-dismantling, exhibition and the technical regulations of Bilbao Exhibition Centre, BEC, and undertakes to comply with them strictly.

Decorator companies must ensure that the areas where their stands have been erected are left clean and free of obstacles. They are therefore given time to dismantle the stands after each event. In the event that they leave waste or rubbish lying around after the dismantling period they must pay the Waste removal charge.

They shall be charged the tax at a rate of €6,90/m² and payment must be made at the BEC 's Payment Offices. Should an exhibitor and/or decorator owe any outstanding amounts to BEC for this concept for previous events, permission for said company to erect stands shall be denied.

Fee for erection and dismantling (special design stand)6.30 /m²
Fee for extension until 02:00 hours.605.40 €/day
Waste removal charge.6.90 /m²

serviciosimagine nano@bec.eu

5. STAND ERECTION, ENTRY OF PRODUCT AND STAND REMOVAL

5.1. Stand erection begins at 08.00 on the 20th April 2013 and must be completed by 20.00 on 22th April 2013.

In case you have a Modular Stand you're allowed to enter the premises on the 22nd of April from 15:00 to 19:00. The procedure for collection and hand-over of packaging is included in the General Conditions.

[http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PU
BLICA/InfoTec.pdf](http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA/InfoTec.pdf)

5.2. Exhibition material removal

Exhibitors can remove materials and products from 14.00 to 22.00 on 26th April 2013, provided that it is not necessary using any vehicle inside the venue. If so, the Departure Permit must be presented at the entrance after having paid for the total amount owed.

5.3. Removal of stands.

It will commence no earlier than 8.00 on 27th April 2013 and must be completed by 20.00 on 28th April 2013. At the end of the event the space must be left in the same conditions as before it was occupied. Any alteration in the floor and walls must be repaired within the same period.

6. PERMITS AND LICENCES

6.1. The exhibitors are to hold the legally required licences and permits necessary to own, display or use the machinery and/or vehicles and/or any type of assets to be exhibited in the allocated space.

Also, they are to be displayed similarly to their normal use and meet current legislation regarding safety and noise while in operation, as well as having the necessary protections to avoid the projection of shavings, liquids and/or smoke.

6.2. The Organization is empowered to ask for documentary proof of the aforementioned obligations prior to the start of the relationship and at any time during or afterwards. Also, the Organization may apply the regulations to this respect, even banning the operating of any machine that fails to comply with these conditions.

7. STAND ERECTION AND DECORATION RULES

The exhibitor is to respect current legislation on the erection of stands as included in the Services Hire folder.

Exhibitors choosing to erect stands to their own design must submit the project for approval to the Technical Service Department before 21st March 2013.

The following general standards are to be followed:

- Materials used in decoration must be fireproof and non-flammable, with the adequate priming where necessary.
- Maximum overall height of the stand walls, including office booths, is set at 2,5 m.
- Sides of the stand adjoining neighbouring stands will be of the same quality on both sides.
- The maximum height at the open sides (by the hall alleys) is set at 3m.
- Blind enclosures longer than half the total of each façade are not allowed. Specific authorization for longer enclosures must be requested to the Technical Service Department before 21st March 2013
- No paint of any kind may be applied to any object within the Convention Centre. Hazardous, inflammable, explosive and insalubrious materials which give off unpleasant odours or may upset visitors may not be deposited in or exhibited at the venue.
- The venue may not be altered in any way: painting, nails, glue, tacks, cable ducts, carpentry and masonry work of all kinds are strictly prohibited. Floors may not be perforated and fitted carpets or construction elements may not be attached thereto with contact adhesive or otherwise without the express written consent of BEC
- The cost of repairing any damage caused by the Organiser or any firm involved in erection work and the organising of activities shall be payable in all cases by the Organiser
- Nothing, not even decorative elements, may be hung from the ceiling of the Convention Centre
- Balloons filled with lighter-than-air gas may not be used for decoration or handed out. Balloons may, however, be used subject to prior approval from the management of BEC provided that they are anchored to a structural element or filled with innocuous, heavier-than-air gases so that they cannot rise
- Other prohibitions concerned with the specific nature of each Event may be included in its specific rules and regulations

8. RIGHT TO WITHHOLD MATERIAL

- 8.1. The Exhibition organizers reserve the right to seize and/or retain the exhibitors' property in case of non-fulfilment of their contractual obligations as stated in these Specific Regulations and in the General Regulations of the Exhibition Centre.
- 8.2. The exhibitor hereby undertakes to inform the owner of the goods being exhibited, if a third party, of this Exhibition organizers' right.
- 8.3. Under no circumstances is BEC liable for goods that are seized/retained and, if necessary, the exhibitor will be billed for the cost of handling and storage.

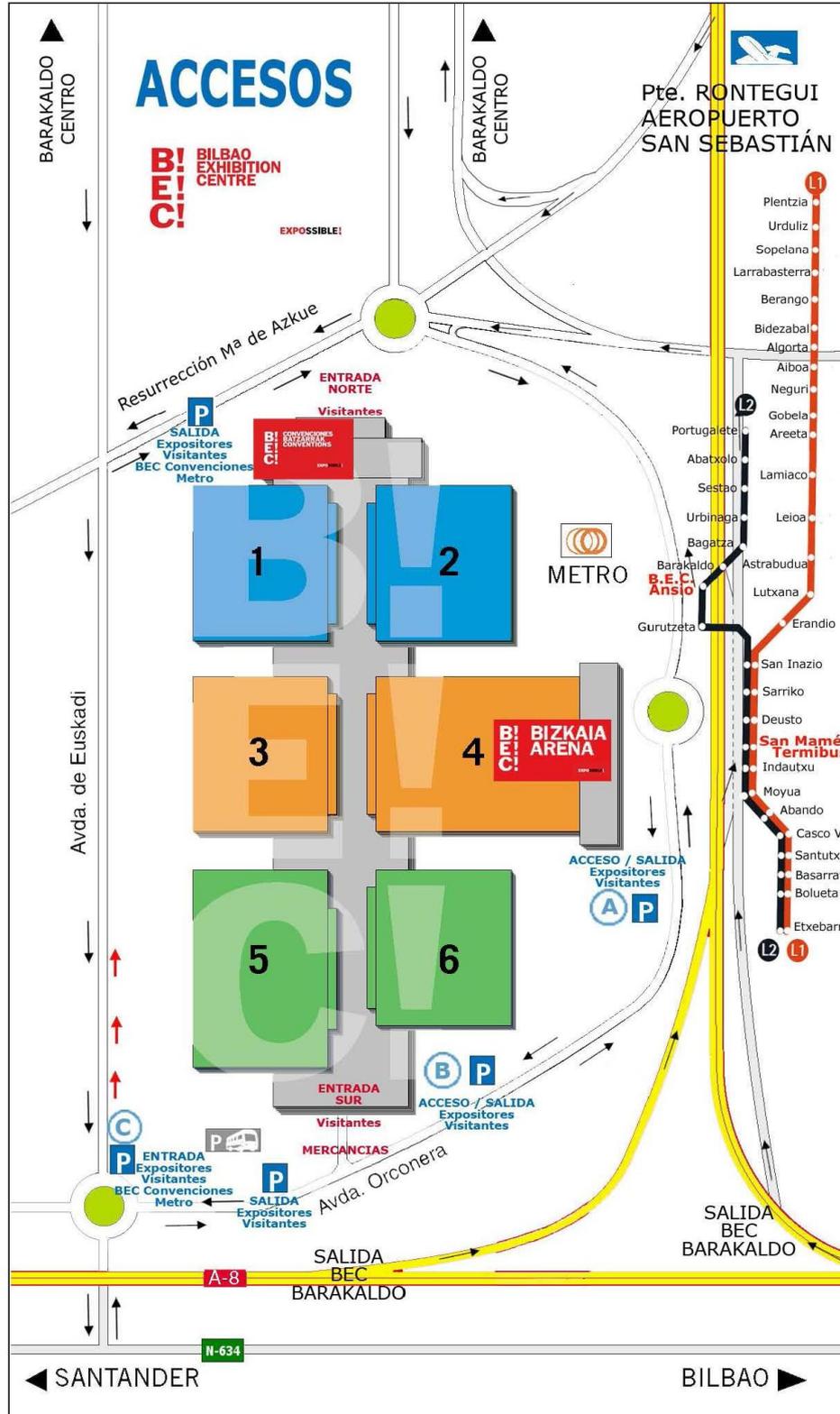
9. GENERAL REGULATIONS

The fulfillment of Particular Regulations as well as General Conditions is compulsory for exhibitors. http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA/InfoTec.pdf

10. COMMERCIAL PROPERTY RIGHTS

Bilbao Exhibition Centre, S.A. does not admit exhibitors who, in the process of producing, distributing, selling, owing or advertising their products, violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined that an exhibitor at one of the events organized by Bilbao Exhibition Centre, S.A. has violated any law as mentioned in paragraph 1 above, Bilbao Exhibition Centre, S.A. is entitled to bar that exhibitor from the next event of this kind after the court decision is res judicata if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual or commercial property rights.



23-26.04.2013



Entrada Norte	Entrada Sur (Mercancías)	Parking
N43.29027°	N43.170650°	N43.28683°
W2.98891°	W2.593087°	W2.98727°