

**SPECIFIC REGULATIONS**

**Pages 1-9**

1. *Date and place of event*
2. *Technical Service application*
3. *Product reception*
4. *Insurance for Damage*
5. *Stand erection and dismantling permit*
6. *Erection, goods entrance and dismantling*
7. *Permits and licences*
8. *Stand erection and decoration rules*
9. *Right to withhold material*
10. *General regulations*
11. *Commercial property rights*
12. *Attached document: Hall access*
13. *Attached document: Modular stands*

Fechas Clave		Key Dates
Cierre de recepción de solicitudes de servicios para stands de diseño.	16.03.2011	<i>Deadline for receipt of applications for design stands services.</i>
Cierre de recepción de solicitudes de servicios opcionales. *	30.03.2011	<i>Deadline for receipt of applications for optional services. *</i>
Montaje Pack modular.	10.04.2011	<i>Erection work Modular Stands.</i>
Montaje Stands bajo proyecto.	08/10.04.2011	<i>Erection work Design Stands..</i>
IMAGINENANO 11-14.04.2011		
Desmontaje.	15/16.04.2011	<i>Dismantling.</i>

\* Para más información sobre servicios/materiales:

[www.bilbaoexhibitioncentre.com/portal/page/portal/GRP\\_BEC/P\\_BEC\\_EXPOSITORES/P\\_BEC\\_TIENDA\\_PUBLICA](http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA)

## SPECIFIC REGULATIONS

### 1. DATE AND TIMETABLE

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The 1<sup>st</sup> Edition will take place at BEC exhibition complex in Ansio-Barakaldo (Bizkaia) on 11<sup>th</sup>-14<sup>th</sup> April 2011.  
Opening hours will be from 8.30 a.m. to 8 p.m.  
During the visit hours stands must be fully manned and exhibits must be uncovered for display.

ImagineNano will take place in Hall 1 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.

Loading and unloading of goods.  
The entrance for large materials for erection and celebration of the event will be from South Entrance placed in Avenida Orconera s/n 48901 Barakaldo.  
Elements not transported in vehicles exceeding 2.20m height will be allowed in the parking area.

### 2. TECHNICAL SERVICE APPLICATION

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

- Additional services consult and budget through the following link:

[www.bilbaoexhibitioncentre.com/portal/page/portal/GRP\\_BEC/P\\_BEC\\_EXPOSITORES/P\\_BEC\\_TIENDA\\_PUBLICA](http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA)

- Quotation must be sent to [serviciosimagenenano@bec.eu](mailto:serviciosimagenenano@bec.eu)

- Validations of the order by proceed to 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 to [administracion@bec.eu](mailto:administracion@bec.eu) or by fax (+34) 94 404 00 10, to have your order processed.

All communications concerning Bilbao Exhibition Centre (BEC) shall be addressed to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)

Ronda de Azkue, 1

E-48902 Ansio-Barakaldo

or to

P.O. Box 468

E-48080 Bilbao (Spain)

Tel. 94 404 00 00

Fax 94 404 00 01

[serviciosimagenenano@bec.eu](mailto:serviciosimagenenano@bec.eu)

[www.bilbaoexhibitioncentre.com](http://www.bilbaoexhibitioncentre.com)

### 3. PRODUCT RECEPTION

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#### STAND MATERIAL:

Labeling to send material to your stand (**send between 6<sup>th</sup> and 8<sup>th</sup> of April, from 8:00 to 20:00**):

IMAGINENANO 2011

Bilbao Exhibition Centre (BEC)

HALL 1

Avenida Orconera, unnumbered

E-48901 BARAKALDO (SPAIN)

Contact Telf.: +34 610722745

STAND MATERIAL

Company Name \_\_\_\_\_

STAND NUMBER \_\_\_\_\_

NUMBER OF PACKAGES \_\_\_\_\_

## FLYERS

Flyers delivery for participants bags will be possible on the **4<sup>th</sup> and 6<sup>th</sup> April 2011 from 8:00 to 20:00**  
 Labelling of flyers deliveries (only for stands  $\geq 16\text{m}^2$  or those who have ordered "Flyer Bag Insert" option):

IMAGINENANO 2011  
 Bilbao Exhibition Centre (BEC)  
 HALL 1  
 Avenida Orconera, unnumbered  
 48901 BARAKALDO (SPAIN)  
 Contact Telf.: +34 610722745  
 CONFERENCE BAGS - FLYERS  
 Company Name \_\_\_\_\_  
 STAND NUMBER \_\_\_\_\_  
 NUMBER OF PACKAGES \_\_\_\_\_

## 4. INSURANCE FOR DAMAGE

Contact BEC in case you need additional insurance Liability Insurance IMAGINENANO at:  
[serviciosimagenenano@bec.eu](mailto:serviciosimagenenano@bec.eu)

## 5. STAND ERECTION AND DISMANTLING PERMIT

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 20:00 hours, except the day prior to the inauguration, which will finish, inexcusably, at 15:00 hours.

The closing time can be extended until 22:00 hours, or until 24:00 hours, if this is indicated on the application form.

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 of Participation, erection-dismantling, exhibition and the technical regulations of Bilbao Exhibition Centre 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 €6,70/m<sup>2</sup> and payment must be made at BEC's Payment Offices. Should an exhibitor and/or decorator owe any outstanding amounts to BEC for this concept from previous events, permission to erect stands shall be denied.

Fee for erection and dismantling (special design stand) .....	6.40 /m <sup>2</sup>
Fee for extension until 22:00 hours. ....	350,90 €/day
Fee for extension until 24:00 hours. ....	584,90 €/day
Waste removal charge. ....	6.70 /m <sup>2</sup>

[serviciosimagenenano@bec.eu](mailto:serviciosimagenenano@bec.eu)

## 6. STAND ERECTION, GOODS ENTRANCE AND DISMANTLING

- Stand erection (design stands) begins at 08.00 a.m. on the 8<sup>th</sup> April 2011 and must be completed by 3.00 p.m. on 10<sup>th</sup> April 2011. In case you have a Modular Stand you're allowed to enter the premises on 10<sup>th</sup> of April from 8.00 a.m. to 3 p.m.. To erect the stand, amounts stated in Art. 3 must have been settled in advance. The organizers may make use of stands not occupied and decorated within this period. However, the exhibitor shall continue to be bound to comply with payment of floor rental plus the compulsory goods and third party liability insurances, as well as all services already supplied.
- Erection period timetable is from 8.00 a.m. to 8.00 p.m., except for the 10<sup>th</sup> April 2011 from 8.00 a.m. to 3:00p.m.
- The procedure for collection and handover of packaging is included in the General Conditions.  
[http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP\\_BEC/P\\_BEC\\_EXPOSITORES/P\\_BEC\\_TIENDA\\_PUBLICA/InfoTec.pdf](http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLICA/InfoTec.pdf)
- Stand Material Removal: Exhibitors can remove materials and products after 7.00 p.m. on 14<sup>th</sup> April 2011, 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.

- Removal of stands: It will commence no earlier than 8.00 a.m. on 15th April 2011 and must be completed by 20.00 on 16th April 2011. At the end of the event the space must be left in the same conditions as before it was occupied. Any change in the floor and walls must be repaired within the same period.

## **7. PERMITS AND LICENCES**

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- The exhibitors will need 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.
- 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.

## **8. STAND ERECTION AND DECORATION RULES**

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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 30<sup>th</sup> March 2011.

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 3m.
- Sides of the stand adjoining neighbouring stands will be of the same quality on both sides.
- The maximum height of decorative elements placed at the open sides (by the hall alleys) is set at 4m. Also, should these elements be placed at the sides adjoining neighbouring stands, they shall be set back 1 m in order to get 6m height.
- 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 30<sup>th</sup> March 2011.
- No decorative element and/or sign may protrude beyond the perimeter of the stand.
- Panels separating adjoining stands, even if longer than the own stand, may not be used.
- No marks shall be made on the walls and floor of the exhibition halls.

## **9. RIGHT TO WITHHOLD MATERIAL**

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- 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.
- The exhibitor hereby undertakes to inform the owner of the goods being exhibited, if a third party, of this Exhibition organizers right.
- 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.

## **10. SERVICES HIRE FOLDER**

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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\\_PUBLIC\\_A/InfoTec.pdf](http://www.bilbaoexhibitioncentre.com/portal/page/portal/GRP_BEC/P_BEC_EXPOSITORES/P_BEC_TIENDA_PUBLIC_A/InfoTec.pdf)

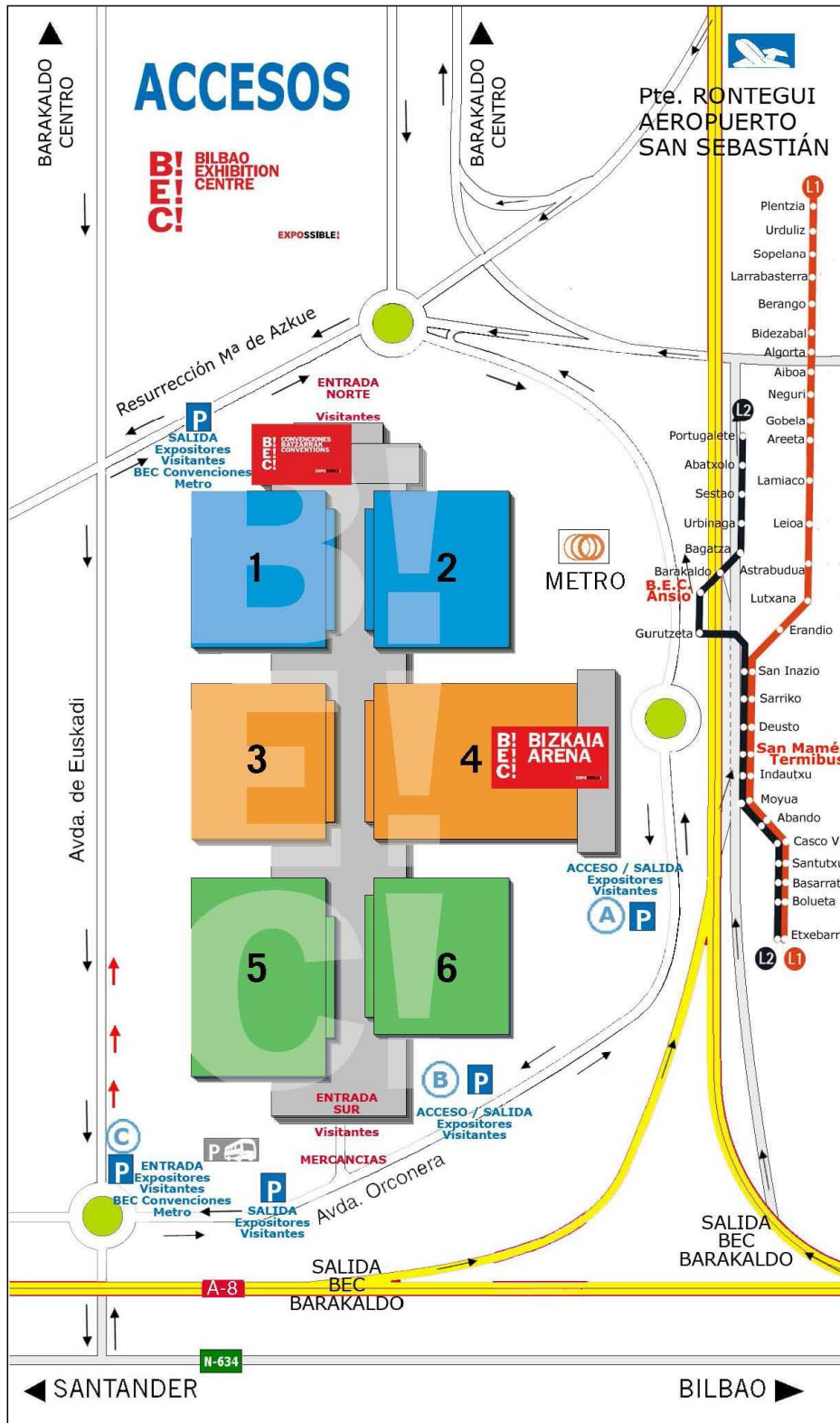
## **11. COMMERCIAL PROPERTY RIGHTS**

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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.

**12. ATTACHED DOCUMENT: HALL ACCESS**



11-14.04.2011



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

**13. ATTACHED DOCUMENT: MODULAR STANDS**

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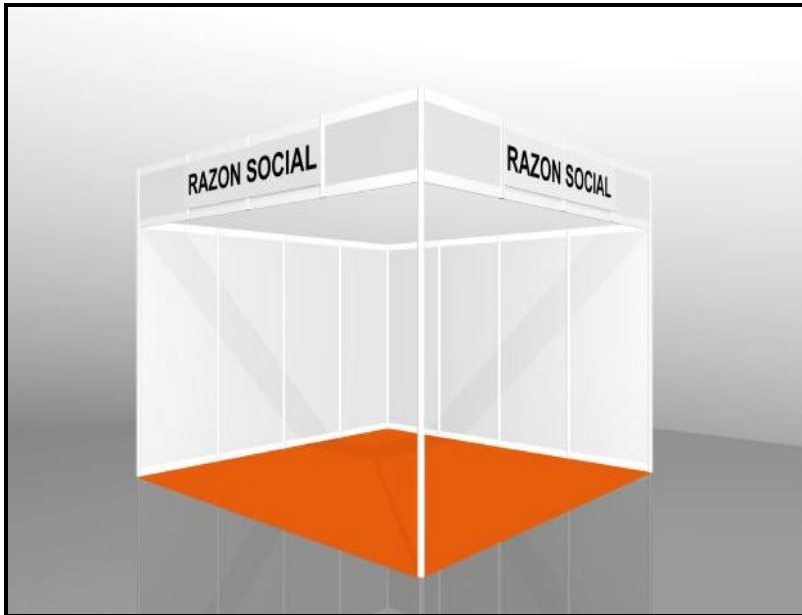


Stand 2x2

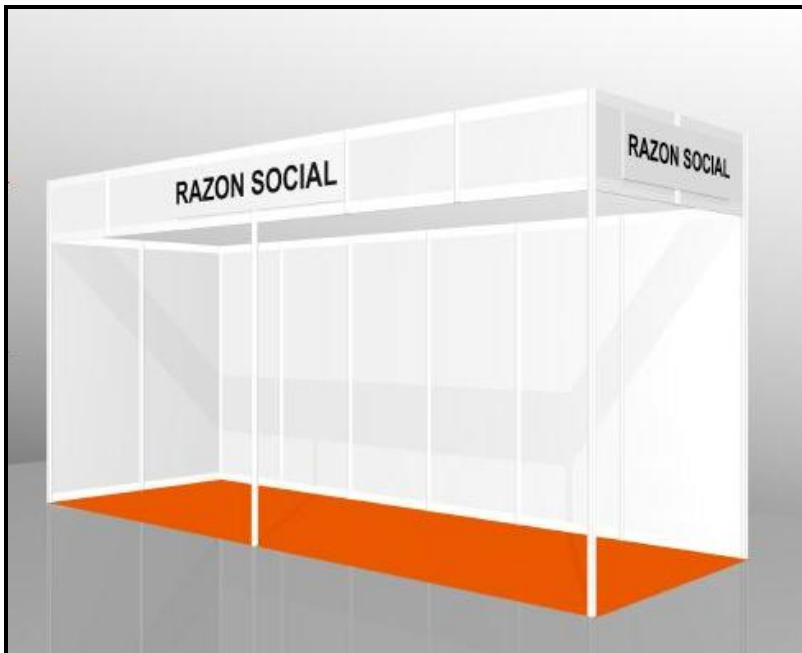


Stand 4x2





Stand 4x4



Stand 6x2