



IBERFLORA

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46ª FERIA INTERNACIONAL DE PLANTA Y FLOR, PAISAJISMO, TECNOLOGÍA Y BRICOJARDÍN
46th International Fair for Plants and Flowers, Landscaping, Technology and Garden DIY

**04 al 06
OCT**

Feria Valencia le Informa Information from Feria Valencia

En caso de que desee participar en esta feria comercial, debe cumplimentar y hacernos llegar la presente Solicitud de Participación, para lo cual le rogamos que lea detenidamente las instrucciones que se detallan en la misma, así como las Condiciones de Participación.

El envío de este documento supone la aceptación de las referidas condiciones de participación. **Debe firmar ambos documentos y devolverlos**, quedándose una copia.

If you wish to exhibit at this trade fair please complete the Exhibitor Application Form and return it to us. We strongly recommend you to pay particular attention to the instructions provided on the form and the Exhibiting Conditions.

By signing this Application Form you state that you have read, understood and accept the above-mentioned Exhibiting Conditions. **You must sign both documents and return one to us**, keeping a copy for yourself.



FERIA VALENCIA

100 años de ferias
1917-2017



INFORMATION REGARDING THE EXHIBITOR APPLICATION FORM

- 1 Please fill in all the details on your company and the stand you request to rent. We would ask that you kindly type or use block capitals.
- 2 Specify the area requested in multiples of 16m² (or other spaces when indicated).
- 3 Once an authorised person from your company has signed the Application Form, you must return the original to the fair together with payment of the registration fee 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 fair organisers to check whether exhibition space is still available and whether you can still apply.
- 5 Payment can be made by:
 - Cash / credit card at the Feria Valencia Treasury Office.
 - Bank transfer to any of the following bank accounts to Feria Muestrario Internacional de Valencia / "name of fair".

Banco/Bank	IBAN	SWIFT (BIC)
BANKIA	ES97 2038 5889 4160 0062 3341	CAHMESMMXXX
Santander	ES19 0049 1827 8021 1043 8817	BSCHESMM
Sabadell	ES05 0081 1328 9000 0109 0912	BSABESBB
B.B.V.A.	ES84 0182 5941 4102 0150 5396	BBVAESMM

- Banker's cheque to Feria Muestrario Internacional de 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 sum pending to be paid for the space being rented, which must be made by the date specified. You will also receive the application forms for ordering Exhibitor Services.
- 7 Once all outstanding payments have been made, including those corresponding to booked services, you can collect Assembly Passes at the Technical Department of Feria Valencia, and Exhibitor Passes, valid only for the duration of the event, at the Treasury Office.
- 8 Removal of merchandise is conditional upon all payments having been made.
- 9 Please remember that the sale of products on exhibit at stands to private individuals is strictly forbidden at trade fairs.
- 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.

Please address any queries to: [Web: www.feriavalencia.com/iberflora](http://www.feriavalencia.com/iberflora)

FERIA VALENCIA – IBERFLORA
Avda de las Ferias/ s.n
Apdo. 476
E-46035 Valencia

CONTACT:
Begoña Reyes
Email: breyes@feriavalencia.com
Tel.: 34 96 386 12 72
Fax: 34 96 386 13 35

OFFICE OPENING HOURS:

- Monday to Thursday from 9 to 14 h. and from 15 to 18 h., and Friday from 9 to 14 h.
- During the fair: from 9 to 19 h.

-Technical Dept Tel. +34 / 963 861 366 • Fax +34 / 963 861 451 • E-mail: personalmontajes@feriavalencia.com
-Treasury Office Tel. +34 / 963 861 105 • Fax +34 / 963 861 291 • E-mail: tesoreria@feriavalencia.com
-Customer Service Tel. +34 / 963 861 557 • Fax +34 / 963 861 375 • E-mail: 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 Feria Valencia informs you that the information of a personal nature provided in this form will remain part of a computer file, for which FERIA INTERNACIONAL DE VALENCIA 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. By completing and returning this form you are giving your express agreement to allow us to supply your details to third parties, as well as to receiving commercial communications via e-mails. Should you wish to exercise your right to access, correct, cancel or oppose the processing of your personal details, you may contact us by e-mail to the management or by letter to the following postal address: FERIA VALENCIA:- Av. de las Ferias, s/n. - 46035 Valencia (P.O. Box. 476-46080 Valencia), for the attention of The Information Systems Department.

IBERFLORA

04 al 06 OCT. 2017

46ª Feria Internacional de Planta y Flor, Paisajismo, Tecnología y Bricojardín/
46th International Fair for Plants and Flowers, Landscaping, Technology and Garden DIY

FECHA LÍMITE DE ADMISIÓN: 2 SEP. 2017
DEADLINE FOR APPLICATION:

1 - DATOS DE LA FIRMA EXPOSITORA / EXHIBITOR'S DATA:

PARA FACTURACIÓN / For Billing (Si es diferente a la Firma Expositora / Only when different from Exhibiting Firm)

Razón Social / Fiscal Name: _____ CIF / VAT N°: _____

Domicilio / Address: _____ País / Country: _____

Cod. Postal / Post Code: _____ Ciudad / City: _____ Provincia / State: _____

Nombre Expositor / Exhibitor Name : _____ C.I.F. / VAT N°: _____

(Nombre de la empresa para listados y catálogo / Exhibitor name for lists and catalogue)

Domicilio / Address: _____ Cod. Postal / Post Code: _____

Ciudad / City: _____ Provincia / State: _____ País / Country: _____

Teléfono / Telephone: _____ Fax: _____

E-mail: _____ Web: _____

Persona encargada de la participación en la Feria: _____ Cargo / Position: _____
Name of the person in charge of the exhibition participation

E-mail: _____ Tel: _____

Relación de productos a exponer / Products to be exhibited:

Sector / Exhibition Area : (Marque solo uno / Check only one item)

- Plantas / Plants
 Proveedores Floristería-Regalos / Floristry Suppliers & Gifts
 Paisajismo-Salón del Árbol / Landscaping & Tree Show
 Equipamiento y Decoración del Jardín / Garden Equipment & Outdoor Decor
 Tecnología de Producción / Production Technology

2 - TARIFAS Y PROCEDIMIENTOS DE PAGO / PRICES AND PAYMENT PROCEDURE:

Tarifas / Prices:

Derechos de Inscripción / Inscription Fee: _____ 400,00 € + 10% IVA
Alquiler de espacio (Sin decoración) / Floorspace rental _____ 112,60 €/m² + 10% IVA

Este precio incluye: Seguro obligatorio de incendios, una plaza de aparcamiento, tickets comida, inclusión en catálogo oficial, aparición en soportes publicitarios (Web, plano guía).

Procedimiento de pago / Payment procedure:

- 1er pago: Al solicitar el espacio: Derechos de inscripción / 1st payment: Upon reservation: Inscription Fee
- Al ser adjudicado el stand el 20% del importe del espacio solicitado / +20% of floorspace rental fee when stand assigned.
- 80% restante: a la recepción de la correspondiente factura pro-forma (fecha límite: 14 de septiembre de 2017) / Remaining 80%: After receiving of the corresponding pro-forma invoice (deadline: 14th September 2017)

3 - SUPERFICIE SOLICITADA / REQUESTED AREA: (Módulos de 4x4 = 16 m² / 4X4 = 16 m² modules)

Espacio solicitado / Floorspace: _____ m²

Empresa que montará el stand (si se conoce) / Company in charge of the stand construction (if known):
Si es una empresa subcontratada, esta deberá abonar una tasa de montaje / In case of subcontracted company they should pay an assembly fee _____

La firma de esta solicitud supone el conocimiento y aceptación de las condiciones de participación de la Feria /
By signing this application form, exhibitors are understood to have accepted the conditions for participation of the exhibition

Nombre y DNI o Pasaporte de la persona que firma:
Name and ID Card or Passport No. of the person who signs this Form:

Firma y Sello de la Empresa / Signature and company stamp

Fecha / Date: _____

A cumplimentar por Feria Valencia / To be fulfilled by Feria Valencia	Nº Cliente:	Nº Expositor:

1.- CONDICIONES PARTICULARES DE PARTICIPACIÓN EN EL CERTAMEN PARTICULAR CONDITIONS OF PARTICIPATION IN THE EXHIBITION

1.1.- FICHA TÉCNICA DEL CERTAMEN / TECHNICAL DATA OF THE EXHIBITION

- Fechas de celebración / Dates of the exhibition _____ 04 al 06 OCT. 2017
- Horario / Opening hours _____ 9 h - 19 h / 6 OCT. 9 h - 18 h
- Expositores y personal del stand / Exhibitors and stand staff _____ desde / from 8:00 h.
- Fin plazo de inscripción / Deadline for application _____ 2 SEP. 2017
- Superficie mínima / Minimum space to be contracted _____ 16 m²

- Comienzo del montaje a partir de septiembre de 2017 / Start of assembly from September 2017.

- Horarios de montaje y desmontaje: 8-20 h. días laborables
- Timetable for assembly and dismantling: 8 - 20 on working days

- Las Instalaciones deben estar terminadas 33 horas antes del comienzo del certamen. El día previo a la inauguración se trabajará sólo en la limpieza de los stands, no se podrán realizar trabajos de carpintería o similares y únicamente podrá emplearse para ultimar detalles y para que las empresas de limpieza realicen su trabajo a fondo. Ese día también está prohibida la entrada de vehículos al recinto.

- The installations must be finished 33 hours before the opening of the exhibition. The day before the opening only the cleaning of the stands will be allowed. Woodwork, carpentry and similar will not be allowed 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.

1.2.- OTRAS CONDICIONES ESPECÍFICAS DEL CERTAMEN / OTHER SPECIFIC CONDITIONS OF THE TRADE FAIR

1. Los Derechos de Inscripción incluyen:
 - Inserción de los datos de la empresa o entidad en el Catálogo Oficial.
 - Inserción en los planos de situación.
 - Una plaza de parking.
2. El alquiler de espacio (Suelo Libre) incluye:
 - Disposición del espacio contratado.
 - Incluye seguro obligatorio de incendios y daños por aguas.

1. The inscription fee includes:
 - Insertion of the company data in the Official Catalogue.
 - Insertion in the exhibition guide.
 - One parking space.
2. The fees for floorspaces rental include:
 - Availability of the contracted floorspace.
 - Compulsory fire and flood damage insurance

Nombre y DNI o Pasaporte de la persona que firma: _____
Name and ID Card or Passport No. of the person who signs this Form:

Firma y Sello de la Empresa / Signature and company stamp

Fecha / Date: _____

Original para el certamen / Original for the exhibition administration
Copia para el expositor / Copy for the exhibitor

2.-GENERAL TERMS AND CONDITIONS OF PARTICIPATION.

- I. Organisation
- II. Conditions of acceptance and participation
- III. Build-up and Breakdown of Stands
- IV.- Insurance
- V.- Safety Regulations
- VI.-Data Protection
- VII.- Enforceability of Conditions &Regulations and Jurisdiction

I.- ORGANISATION OF THE FAIR

1.- Organisation

The fair or show this Application Form relates to is organised by Feria Valencia with the collaboration and advice of its Organising and Advisory Committees in compliance with the provisions established in this regard in the venue's Statutes.

II.- CONDITIONS OF 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 their Exhibitor Application Form.

Stands shall be manned by competent staff at all times when the fair is open to visitors so as to be able to provide visitors with any details or information they may request. Retail selling of goods exhibited on 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 application individually.

3.- Minimum Space

The pavilions allocated to the exhibition of products are divided into modular stands, as indicated in the terms and conditions for each fair (usually 16 m2 modules), and exhibitors may request stand space in multiples of this minimum area.

4.-Conditions of Acceptance

FERIA VALENCIA alone will decide whether or not to accept an exhibitor's application, providing they fulfil the required prerequisites.

Notwithstanding other criteria, these are some specific 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 to complying with the fair's rules regarding build-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 such as seniority rights, chronological order of presentation of Application Forms or other criteria which may be detrimental to 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 or 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 carry out inspections anywhere within the exhibition centre for the purpose of verifying whether any breach of the above-mentioned practices has been committed.

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 particularly, exhibitors must accept to submit their own stand and the products or services on offer on it, for examination by the above-mentioned Committee. Exhibitors must also allow access onto 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 from 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 Exhibitor Services Application Form, which will be sent to each participating company. This contains separate forms for ordering power supply, water, plinths, carpeting, hostesses, telephone, pre-arranged parking service, insurance, stand contractors' passes and exhibitors' cards.

Services are not included in the fee for renting stand space, unless specifically stated in the Terms and Conditions Governing Exhibiting at the Fair. Feria Valencia will on request provide information on authorised fees for services including rental of furniture, plants, and other. General basic cleaning of stands is included in the space rental rate. 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 for space and Allocation of Stands

Once the Application to Exhibit has been received, the fair organisers will then make a decision whether to accept it or not and, if the decision is in the applicant's favour, the organisers will proceed to the allocation of stand space, always taking into consideration the total number of applications submitted within the deadline as established in the information regarding the terms and conditions enclosed with each Exhibitor Application form and in section 12 of these general conditions, concerning payment. Submission of an application to exhibit does not imply automatic acceptance nor that the number of square metres requested 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 medium, 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 (where the fair is categorised by sectors).

The fair organisers will also try, whenever possible, to allocate to exhibitors the stands with the features, dimensions and locations indicated on the exhibitor's Application form, unless Feria Valencia should determine that this is technically and organisationally impossible.

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 regarding Applications to 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 governing build-up and breakdown 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 for the duration of the event. Exhibitor cards will be issued to the company and, where possible, will state the name of the individual holders. Before cards can be collected from the Treasury Office at Feria Valencia all outstanding payments for the stand and services must have been made in full and/or corresponding proof of payment received. In general 4 cards will be issued for the first 16 m2 module, plus 2 extra ones for each additional module up to a maximum of 40 cards. Exhibitors must indicate the names and positions of the company's staff who will be in charge of the stand.

9.- Advertising

Advertising of any kind within the Fair will be exclusively for goods being displayed by the exhibitor or that are featured in the exhibitor's catalogue. Such advertising, be it by means of the distribution of brochures or catalogues featuring these goods or through any other medium, is only allowed within the confines of the stand rented by the exhibitor, and always providing that it complies with standard advertising practice and avoids any claim or device that could be construed as unfair competition.

Any advertising activity carried out on the fair premises, outside the space of the stands, will require prior written authorisation from the management of the fair. No goods on display can be photographed without the express authorisation of the exhibitor concerned. However, Feria Valencia reserves the right to take photographs, make drawings and film certain aspects of the premises or of the products exhibited, 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 where they cause a disturbance to other exhibitors or to visitors to the fair, or for any entertainment activity of any kind, nature or characteristics, including within the confines of the stand and for the purpose of promoting the products, if the prior express written authorization of Feria Valencia and the Organising Committee has not been obtained.

10.- Catalogue

Each exhibitor is entitled to one copy of the official catalogue. Exhibitors and their products and/or brands will appear free-of-charge in the index and listings of the online catalogue.

Exhibitors will therefore be required to provide the relevant details, which will be specified for each exhibition, either on the Exhibitor Application Form, the Application for Services Form or on a dedicated form.

Feria Valencia reserves the right, whilst accepting no responsibility for any omissions or errors that might occur, to disseminate the information provided on the Exhibitor Application Form about the exhibitors and the products and services exhibited, using the media and techniques it deems best suited to that purpose.

11.- Customs & Excise

The exhibition of products originating in 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 the goods being despatched. The temporary nature of these imports requires that the import be for consumption purposes or for the product(s) to be re-exported outside the territory covered by the EU customs system within a period of three months after the closure of the fair. Under no circumstances may products brought in under either of these regimes be removed from the Fair premises without the necessary Customs clearance. The exhibitors or their representatives will be held responsible for the payment of any levies or fines that might derive from the avoidance of Customs controls.

Where the product is being imported for consumption purposes, the exhibitor or their representative(s) will be responsible for the payment of all tariffs and duties, levies or possible sanctions.

In the instance of fairs that have been granted full international status or internationality for customs purposes, exhibitors from non-EU countries will be entitled to display their goods without payment of customs duties and must return them afterwards to their country of origin. Some goods will require phytosanitary certificates (plants and flowers), veterinary certificates (animal products) or health certificates (other products for human consumption).

Customs formalities upon the arrival of the goods should be administered by a Spanish Customs Officer or representative of Spanish Customs or by an authorised forwarding agent. Any supplementary information required should be requested from the fair management, which will under no circumstances however be responsible for the official procedures the exhibitor is required to observe.

12.- Payments

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

The invoices for registration fees and exhibition space and turnkey stands booked must have been paid 30 (thirty) days prior the beginning of the fair and before proceeding to prepare stands. No exceptions will be made. Invoices for services are also required to have been 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 removal of goods clearance will be issued unless all services have been paid in full.

In cases where payments have not been made within the stipulated deadlines, exhibitors will lose all rights to the space reserved and the space will then be available to 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 services contracted has been made in full.

13.- Abandonment

Should the applicant relinquish the stand space 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 BUILD-UP, BREAKDOWN AND REMOVAL

14.- General Provisions

Build-up and Breakdown work must comply with the general rules contained in the Exhibitor Services Application Forms and that are also available at the Build-up and Services Office (Technical Department) and on the Feria Valencia website. The Management of the fair or its Organising Committee will inspect the stands and their fixtures and fittings and will check that they comply with these rules. Any recommendation made by the committee must be acted upon immediately by exhibitors or their representatives (decorator, builder, etc.). Otherwise, the management of the fair will be entitled to make the required alterations or order them to be made at the exhibitor's expense.

Where an exhibitor contracts a third party to undertake the build-up of their stand this must be notified via the relevant Exhibitor Services Application Form prior to any work commencing.

In such instances 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 Feria Valencia technical services department, these plans must be available for inspection at the stands at all times. Exhibitors must carry out all construction works in accordance with any changes or alterations indicated by Feria Valencia.

Feria Valencia Technical Management is entitled to demand a cash payment for the sum it deems necessary to cover any damage caused to its facilities.

In the event that, at the initiative of the fair management or the exhibitors themselves it is decided to create a special decor or design for a certain pavilion or area of the fair, all exhibitors located in that area will be required to pay the surcharge for the special decoration, the sum being proportionate to the amount of space occupied by the exhibitor. All members of staff involved in stand build-up and breakdown work must be insured against accidents at work. The necessary certificates must be shown by exhibitors or decorators if requested to do so by Feria Valencia. Firms exhibiting will collect passes from the Build-Up and Services Office (Technical Department) granting access to the fair premises for workers and employees working on the build-up and breakdown of their stands. These are valid until the day prior the official opening of the event, and expire as from that date, but may be used from 6:00 to 9:00 to proceed to carry out cleaning and maintenance of the stand if requested. These passes will be valid again after the closure of the fair for the purposes of dismantling the stand and removing goods. Each exhibitor will be responsible and accountable to Feria Valencia for any loss of or damage to these passes, which will be withdrawn if they are used for purposes other than those for which they have been authorised. Exhibitors will accept any costs for electricity, security etc., deriving directly from the build-up and breakdown of their stand and its facilities (not the venue's general facilities). Build-up work must be carried out exclusively within each exhibitor's space, taking the utmost care not to encroach upon adjacent stands or aisles with items, goods or preparatory work. Those areas must be kept clear at all times. A copy of the inventory included with the Exhibitor Services Application Form, stamped by the fair organisers, must accompany the goods when they are delivered to the venue for display.

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

15.- Timetable

All structural work and fitting out must be carried out within the timetable established by Feria Valencia: from 08:00 to 20:00 on working days. In all cases, all fitting out must be completed and goods placed on their respective stands before 24:00 on 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 such cases, exhibitors will have to pay compensation to Feria Valencia for any damages caused and/or expenses incurred.

16.- Removal of Goods

No part of the stand or goods can leave the fair before its closure without the appropriate written authorisation. Substitution or replacement of damaged goods or samples must be authorised by the fair organisers upon written request submitted by the exhibitor, who will have to follow the instructions and timings indicated by the fair. Upon the closure of the fair, exhibitors will have to strictly adhere to the instructions delivered to them to ensure orderly withdrawal of goods and samples.

Should an exhibitor fail to abide by the regulations by not withdrawing goods on display or products and accessories installed on their stand within the deadline set by the fair, the fair organisers will be entitled to remove them into storage and return them later to the exhibitor, who will have to meet the costs involved. Feria Valencia will not bear responsibility for any possible loss, damage or destruction by fire that may occur.

17.- Complaints

Any anomalies detected and any complaints lodged in relation to them, must be made in writing to the management of the fair, accompanied by proof of the complainant's accreditation as exhibitor.

IV.- INSURANCE

18.- General Provisions

Copies of the terms and conditions of the different insurance policies are available for Exhibitors to read in the Economic and Financial Department at Feria Valencia.

19.- Fire and Water Damage

All the goods on display, as well as other equipment, products and decoration used for exhibition and promotion, must be insured against fire and water damage. This 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 price for the stand space rental, unless specifically stated in the Specific Conditions of Exhibiting. The insurance premium provides cover of €2850 per 16 m², 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 on the stand, in order to fully insure them against these risks.

20.- Theft (not Pilferage)

Feria Valencia also offers an insurance policy for exhibitors wishing to take it that covers the risk of theft. To avail themselves of this cover exhibitors should complete the relevant declaration of capital and goods insured in the above-mentioned Exhibitor Services Application Form. To be able to make a claim under the terms of the insurance policy in case of theft within the exhibition venue, the exhibitor must produce a Police report for the incident. Feria Valencia and the insurance company will not be responsible to exhibitors for any pilferage, loss or damage that may occur on exhibitors' stands or to the goods exhibited. Supervision of stands and of goods on display during public opening hours and during build-up and breakdown will be the exhibitor's sole responsibility.

21.- Civil Liability

A policy is also available to cover possible accidents derived from goods exhibited and for which the company exhibiting may be deemed liable. 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 stand or fixtures and fittings or exhibited goods deriving from the participation in events or activities at Feria Valencia.

Proportional Rule: To avoid the proportional rule being applied in the case of accidents, it will be necessary for exhibitors to indicate the total value of all goods exhibited including the fixtures and fittings 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 that may pose a risk for visitors, other exhibitors, suppliers and the staff of Feria Valencia or its premises, is strictly forbidden. Machinery will only be permitted to be exhibited in operating mode if this does not represent a risk to individuals or to the venue and all liabilities will be the sole responsibility of the exhibitor. The machinery must therefore be equipped with the necessary protective devices to comply with the safety measures established by the current rules and regulations.

Exhibitors with machinery or equipment operating will be required to take out a civil liability policy to cover any possible damage that the machinery or equipment could cause. Feria Valencia reserves the right to inspect exhibitors' stands, fixtures and fittings at any time, through its own services, and shall furthermore have the right to make any recommendations it deems necessary and that must be acted upon immediately and with no recourse to appeal. Feria Valencia will be entitled to demand that exhibitors remove staff from their stand should their behaviour render them liable to this measure being applied.

23.- Security

During the period of the fair, the general security patrolling of the exhibition pavilions and other premises will be the responsibility of the venue. This security has been designed to act as a deterrent given that it is impossible to watch over all the goods exhibited on all the stands and Feria Valencia

will therefore not be held responsible for any pilferage or theft of or damage that may occur to goods that are in the custody of the exhibitors themselves during the periods of both build-up and breakdown and during public opening hours.

General security patrolling carried out by Feria Valencia does not alter the principle of liability for damage to individuals or things.

24.- Risk Prevention

Pursuant to article 24 of clause 18.1 of the 31/1995 Law of Prevention of Risks in the Workplace dated 8 November, the company Exhibiting 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 that is required to be 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 Appendix 2 of the Exhibitor Services Application Form and will assume full responsibility deriving from any possible failure to comply with the established rules should any of the Exhibitors' own staff or subcontracted staff or third parties be affected by the activity of the Exhibitor who will contractually bear sole responsibility for the matters indicated above.

The Exhibitor has been informed by Feria Valencia of the risks that exist within the Fair premises and of the relevant Safety and Risk Prevention Measures that are in place. The Company Exhibiting commits itself to pass on this information together with Feria Valencia's General Rules for Prevention of Risks in the Workplace and its Emergency Procedures, to its staff and to all personnel contracted or subcontracted by the company and will demand that they comply with said Rules and Procedures while on the premises of Feria Valencia.

In the event of any failure to comply with the above rules Feria Valencia reserves the right to halt work being carried out by the Company Exhibiting 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 correct any irregularity detected immediately.

25.- Force Majeure

In instances of force majeure, Feria Valencia and the Organising Committee reserve 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 and to relocate the exhibitors affected.

In proven cases of 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

As per the provisions of the Law on the Protection of Data of a Personal Nature L.O. 15/1999 and additional provisions exhibitors are expressly informed that the personal details they provide on this form will be incorporated 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 purposes derived from the contractual relationship, including the background to and the content and history of the relationship.

By returning this form you are giving your consent to your details being passed on to third parties as well as to receiving 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 details by writing to the following postal address: FERIA VALENCIA:- Av. de las Ferias, s/n. - 46035 Valencia (P.O. Box. 476-46080 Valencia) 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 Terms and 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 any instance of litigation arising from the interpretation or implementation of the terms of this contract.

ID Card or Passport No of the signatory _____

Signature and company stamp _____

Date _____