Dear Exhibitor:

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the ICS 2013 Exhibition.

The Exhibition will be held as part of the 43rd Annual Meeting of the International Continence Society, which will take place in Barcelona, Spain, August 26 - 30, 2013.

The floor plan has been designed to maximize the exhibitor’s exposure to the delegates with lunch, coffee breaks, Cyber Café and posters taking place in the Exhibition area.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For your convenience, the manual has been divided into sections:

Section 1: General Information
Section 2: Exhibition Floor Plan, List of Exhibitors
Section 3: Exhibition Services
Section 4: Technical information
Section 5: Official Contractors
Section 6: Delivery Regulations and Instructions
Section 7: Order Forms
Section 8: CCIB - General Regulations

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Barcelona and wish you a successful Congress and Exhibition.

Best Regards,

Elianne Baran Ganot
Exhibition Manager

Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140
Email: eganach@kenes.com
Site: www.kenes.com

View the Kenes Group’s Profile on:

Please consider the environment before printing this e-mail.
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Section 1: General Information

Congress Secretariat
Kenes International
1-3 rue de Chantepoulet
P.O.Box 1726
CH-1211 Geneva 1
Switzerland
Tel: +41 22 908 0488
Fax: +41 22 732 2850
E-mail: ics@kenes.com

Congress Dates
Monday, August 26 until Friday, August 30, 2013.

Exhibition Manager
Ms. Elianne Baran Ganot
Tel: +41 22 908 0488 ext. 921
Fax: +41 22 732 2850
Mobile: +972 54 678 7921
E-mail: eganach@kenes.com

Technical Manager
Ms. Michal lelcuk
Tel: +41 22 908 0488 ext. 523
Fax: +41 22 732 2850
Mobile: +972 54 678 7823
E-mail: mlelcuk@kenes.com

Registration & Hotel Accommodation
Kenes International
Tel: +41 22 908 0488
Fax: +41 22 732 2850
E-mail: ics2013_reg@kenes.com

Sponsorship and Exhibition Sales Contact
Ms. Maya Yatsiv
Tel: +41 22 908 0488 ext. 947
Fax: +41 22 906 9140
E-mail: myatsiv@kenes.com

Venue Address
CCIB – Centre Conventions International Barcelona
Ms. Claire Cuisinier
Plaça de Willy Brandt 11-14
08019 Barcelona
Spain
Tel: +34 932301000
Fax: +34 93 230 10 01
E-mail: stands@ccib.es
Website: www.ccib.es

Website
For updated information regarding the Congress, please visit the website:
http://www2.kenes.com/ics/
### Exhibition Related Table

<table>
<thead>
<tr>
<th>Submission of Exhibition Forms</th>
<th>Deadlines</th>
<th>Tick Box Upon Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td></td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td>July 22, 2013</td>
<td></td>
</tr>
<tr>
<td>Text for Fascia (Shell Scheme booths only)</td>
<td>July 22, 2013</td>
<td></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td>August 4, 2013</td>
<td></td>
</tr>
<tr>
<td>Stand Cleaning, Flowers and Plants, Telecommunications, Electricity &amp; Electrical application</td>
<td>August 4, 2013</td>
<td></td>
</tr>
<tr>
<td>Badge Order</td>
<td>July 22, 2013</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Reader</td>
<td>July 22, 2013</td>
<td></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full before Exhibition opens</td>
<td></td>
</tr>
</tbody>
</table>

**Cargo Information** (The CCIB will not receive any goods)

<table>
<thead>
<tr>
<th>Door to door shipments ready for pick up (EEC countries)</th>
<th>August 8, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfreight shipments Arrival to Barcelona airport</td>
<td>August 17, 2013</td>
</tr>
<tr>
<td>Shipment via Barcelona warehouse</td>
<td>August 22, 2013</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>August 15, 2013</td>
</tr>
<tr>
<td>Exhibition goods - Direct deliveries to Congress venue</td>
<td>From August 25, 2013</td>
</tr>
</tbody>
</table>
**Exhibition Timetable At-a-Glance**

| Set-Up | Sunday, August 25, 2013  
**Only for stands 50 sqm. or larger** | 10:00 – 20:00 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday, August 26, 2013</td>
<td>08:00 – 20:00</td>
</tr>
<tr>
<td></td>
<td>Tuesday, August 27, 2013</td>
<td>08:00 – 20:00</td>
</tr>
</tbody>
</table>

| Exhibition Opening | Wednesday, August 28, 2013  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 – 16:30</td>
</tr>
<tr>
<td></td>
<td>Thursday, August 29, 2013</td>
</tr>
<tr>
<td></td>
<td>Friday, August 30, 2013</td>
</tr>
</tbody>
</table>

| Dismantling/Breakdown | Friday, August 30, 2013  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16:30 – 23:00</td>
</tr>
</tbody>
</table>

(The hours are subject to change.)

**Dismantling of the stands before the official hour is not permitted.**

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Empty crates and packaging material must be removed after set-up and no later than Tuesday, August 27, 2013 at 13:00. All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on Friday, August 30, 2013 after 23:00 will be considered discarded and abandoned.

**Off Exhibition Information**

Please note that participants will be walking through the Exhibition area to reach the Posters area which will be active before and after the Exhibition Opening Hours. Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

**Please note:**

It is the exhibitor’s responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

**Smoking**

43rd Annual Meeting of the International Continence Society is a non-smoking Congress.
Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of May 2013)

The shaded booths have been sold.

Reserved

The maximum build-up height is: 4.5 meters.

* Subject to change
<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
<th>Size</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Tactile Imaging Inc.</td>
<td>43</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>A.M.I. Agency for Medical Innovations</td>
<td>26</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Allergan</td>
<td>4</td>
<td>100</td>
<td>Space</td>
</tr>
<tr>
<td>American Medical Systems</td>
<td>32</td>
<td>24</td>
<td>space</td>
</tr>
<tr>
<td>Andromeda</td>
<td>6</td>
<td>10</td>
<td>space</td>
</tr>
<tr>
<td>Astellas Pharma U.S.</td>
<td>2</td>
<td>150</td>
<td>space</td>
</tr>
<tr>
<td>Bard</td>
<td>15</td>
<td>15</td>
<td>Shell</td>
</tr>
<tr>
<td>Birdi Solutions</td>
<td>34A</td>
<td>9</td>
<td>space</td>
</tr>
<tr>
<td>Boston Scientific</td>
<td>33</td>
<td>36</td>
<td>space</td>
</tr>
<tr>
<td>BK Medical</td>
<td>29</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Dynamesh via FEG Textiltechnik</td>
<td>14</td>
<td>12</td>
<td>Shell</td>
</tr>
<tr>
<td>Doctors.org</td>
<td>45</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Coloplast</td>
<td>11</td>
<td>36</td>
<td>space</td>
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<tr>
<td>Fotona D.D.</td>
<td>34</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Ferring International Center S.A.</td>
<td>8</td>
<td>40</td>
<td>Space</td>
</tr>
<tr>
<td>ICS</td>
<td>3</td>
<td>100</td>
<td>Space</td>
</tr>
<tr>
<td>International Urogynecological Association (IUGA)</td>
<td>7</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Laborie</td>
<td>13</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>Kitalha Med Ltd.</td>
<td>28</td>
<td>6</td>
<td>Space</td>
</tr>
<tr>
<td>Medica S.P.A.</td>
<td>29A</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Medical Measurement Systems B.V.</td>
<td>5</td>
<td>18</td>
<td>space</td>
</tr>
<tr>
<td>Medtronic</td>
<td>10</td>
<td>50</td>
<td>space</td>
</tr>
<tr>
<td>Miromed</td>
<td>24</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Neomedic International, S.L.</td>
<td>31</td>
<td>24</td>
<td>Space</td>
</tr>
<tr>
<td>Oceana</td>
<td>44</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Promedon</td>
<td>30</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>PFM Medical</td>
<td>23</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Sphinx Medical Ltd.</td>
<td>42</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Teleflex</td>
<td>25</td>
<td>12</td>
<td>space</td>
</tr>
<tr>
<td>T-Doc Company LLC</td>
<td>17</td>
<td>12</td>
<td>shell</td>
</tr>
<tr>
<td>Uroplasty</td>
<td>16</td>
<td>12</td>
<td>Shell</td>
</tr>
<tr>
<td>Wellspect Healthcare</td>
<td>9</td>
<td>36</td>
<td>space</td>
</tr>
<tr>
<td>Wisepress</td>
<td>36</td>
<td>4</td>
<td>space</td>
</tr>
<tr>
<td>Cochrane Incontinence Review Group</td>
<td>41</td>
<td>9</td>
<td>shell</td>
</tr>
<tr>
<td>International Painful Bladder Foundation (IPBF)</td>
<td>40</td>
<td>9</td>
<td>shell</td>
</tr>
</tbody>
</table>
Section 3: Exhibition Services

Exhibitor Badges
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 sqm thereafter. Any additional exhibitors will be charged an exhibitor registration fee of €180.

The exhibitor badges give free access to the Exhibition area, coffee breaks and lunches.
In order to reserve additional badges, please find at the end of this manual an exhibitor registration form.
Please fax/e-mail this form to the attention of Ms. Elianne Baran Ganot at: +41 22 732 2850 or eganach@kenes.com by Monday, July 22, 2013.

Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.
All personnel are required to wear badges to access the Venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.
Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the onsite Exhibition Management Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times
The CCIB will provide wristbands that stand contractors and staff must wear during setup and dismantling times. Exhibitors are requested to send in advance the name/s of any company/ies involved with the set-up of your booth. Please send this information to Ms. Elianne Baran Ganot at: eganach@kenes.com by Monday, July 22, 2013.

On Site Exhibition Managers Desk
The Exhibition Managers Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation at ICS 2013 please feel free to contact: Ms. Elianne Baran Ganot at: eganach@kenes.com

Lead Retrieval Wireless Barcode Reader
Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium. For further information about barcode readers, please visit the following website: http://www.codecorp.com/cr3500.html

Barcode readers may be rented in advance at the rate of €300 per system for the duration of the Congress. In order to reserve your Lead Retrieval Wireless Barcode Reader, please find at the end of this manual a credit card order form.
Please return the order form by Thursday, August 1, 2013, directly to Ms. Elianne Baran Ganot eganach@kenes.com or fax this form to the attention of: Ms. Elianne Baran Ganot

- The system may be picked up on site at the Exhibition Management Desk on: Monday, August 26, 2013 from 12:00.
- The lead retrieval system needs to be returned to the Exhibition Management Desk on: Friday, August 30, 2013 by 16:00.
Please Note:
Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.
Section 4: Technical Information

Stands Design
Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions, to Ms. Elianne Baran Ganot by Monday, July 22, 2013. Please send it via e-mail to: eganach@kenes.com

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Work cannot commence until the exhibitor layout is approved by the Organizers.

Multi level structures are not permitted.

Each exhibiting company should let us know the name and details of their construction company. Please send this via e-mail to Ms. Elianne Baran Ganot by Monday, July 22, 2013 at: eganach@kenes.com

Shell Schemes that have been pre-booked from Kenes include:
- 2.5 m high lacquered aluminium structure
- Wood coloured melamine panel
- Fascia - Design faced with curved white PVC plaque
  10 cm. high black lettering
- Lighting with 26W spotlights, on a 50W/m² basis
- Electrical switchboard with 200W socket
- 1.1kW (230V/6A) Electrical switchboard. Power supply included
- Carpet - blue
- 1 x Beech Table
- 2 x Beech Chairs
- 1 x Office wastepaper bin

For illustrative purposes only

* Actual panel size: 95cm wide x 250cm high
  Visible panel size: 93cm wide x 222cm high

Please note:
- Corner stands are provided with two open sides
- Cleaning is not included with your shell scheme

*7 digits, including spaces, may be written on your fascia for every one meter of fascia length. Please send your fascia order form, found at the end of this manual, to Ms. Elianne Baran Ganot at: eganach@kenes.com, by Monday, July 22, 2013.

If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you require additional furniture or services for your stand, please refer to the order forms at the end of the manual.
**Floor**

Floor finish: The floor in the Exhibition hall is gray plain concrete. It is recommended to place a carpet or other floor covering.

Maximum Floor Load: 2.500kg/m²

**Build-Up Height**

The maximum building height for the top of all elements in the booth is 4.5 meters. The ceiling height for space stands varies based on the booth allocations.

Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white).

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

**Platforms**

It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously. Please contact the CCIB at: stands@ccib.es

1) The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the stand space, if the exhibitor / Organiser has not foreseen the installation of the corresponding platform.

2) Access to the service points / water tramp/ electricity tramp is obligatory whenever a platform is installed.

3) Once the platform is installed, no further installation requiring access to the service point and requiring cables to be passed under the platform will be carried out. If the services cannot be installed due to the platform being in place, payment for the requested service will not be refunded.

4) The booth constructor is responsible for confirming the requested technical installations before installing the platform.

**Ceiling Hangings**

Ceiling hanging is permitted. A minimum of 22 working days before the set-up is required in order to receive approval from the venue. **Please submit your request by August 4, 2013.**

Stand builders can not hang any item directly to the venue ceiling hanging points. The CCIB has to build pre-rigging in order to provide a hanging point.

**Please be sure to read thoroughly all of the “Rigging Manual” found at the end of this manual.** The Order Form for Rigging is also at the end of this manual. Kindly note that the hanging points are spread randomly throughout the Exhibition hall and may not be available above your booth location.
Electricity and Electrical Installations
According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the CCIB is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the CCIB and to pay for the electrical consumption according to his power needs. Shell Schemes will be provided with a 1.1kW (230V/6A) Electrical switchboard. Power supply included / Cuadro electric - 1 Schuko output.

On the P0 Level - Exhibition area the main electrical outlets on the floor are 32A, 380v. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stand plastic cover to hide those electrical cables will be charged to the exhibitors.

Please note the following:
• A power supply of or over 50 KW requires an electricity plan.
• The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
• The electrical output of the CCIB power points is 32A, 380V. This means that the biggest electrical switchboard to be delivered is 20kw 380v.
• The maximum power delivered in one stand is 49kw (always that they have 3 electrical outlets on the stand floor space). In this case, 3 electrical switchboards will be delivered, one from each electrical outlet. If the stand builder wants only 1 electrical switchboard, a special quote should be requested.
• For more than 49 kw an electrical project has to be done.
• Electrical switchboard over 20kw requires a special quote.
• If the installer/electrician brings his own switchboard to be connected at the CCIB, he is obliged to inform the CCIB (CETAC, etc.)
• In the event that the installer/electrician bring his own switchboard it is compulsory to connect it to the switchboard ordered by the exhibitor and provided by the CCIB.
• The CCIB can provide electricity only from the power points situated on the floor of the Exhibition Hall.
• At the end of the day, all the lights of the stands have to be switched off.

To order 24 hours power supply please contact the CCIB.

Electrical Switchboard is Compulsory.
To order electricity, please fill in order form 2# and fax\E-mail it to GL Events CCIB.

Exhibition Area
The Exhibition is being held in Exhibition Areas 3+4+5+7, in the Convention Center Building of the CCIB, on the ground floor Level P0.

Internet
Wired internet and WIFI connection may be ordered through GL Events CCIB using order form #6. CCIB must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.
Security
The organizers will provide security guard services in the Exhibition Hall during closing hours. Neither the organizers nor the CCIB – Centre Conventions International Barcelona can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment. Individual stand security may be ordered through GL Events CCIB - order form 9#.

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Stand Catering
The catering in the CCIB is exclusive and needs to be requested in advance.
• CCIB has strict exclusivity on all kind of food and beverages provision on the venue. Thus, all the exhibitors and clients who want to bring in their own material will have to pay for the corresponding fee. Please inform the CCIB in advance.
• There are 2 options, in the case of bringing in an external coffee machine:
  1) If the exhibitors bring in their own coffee machine, with their own refills of coffee, water, milk, etc. the applicable fee is 150€.
  2) If the exhibitors bring in their own coffee machine but get the refills from our catering department, the applicable fee in this case will be 100€. For any other product, our catering department will inform you about the applicable fee in each case.

For all enquiries, please contact GL Events CCIB or fill in the catering order forms 12# - 17#.

Stand Cleaning
The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter. For ordering daily stand cleaning please refer to order form 10#.

Flowers and Plants
Please fill in order form 11# and fax it to GL Events CCIB.

Hostesses
If you require hostesses, please fill in order form 8# and return it to GL Events CCIB.
Loading Bay Access
The loading bay access is on level -2 (see map below). We will use platform P3 and lift M-4A which goes directly to the Exhibition Area. The maximum height that can enter the lift is 2 meters.

Loading Door
Please note that the size of the loading door to the Exhibition Area is: 170cm long x 170cm high. Please make sure your pallets are able to fit through this door.

Parking
There are no parking facilities for exhibitors on the venue. There are a few car parks around the CCIB. Please see the symbol in the map below.
Rules and Regulations - Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period
During the period of build up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs. The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity. Safety footwear is compulsory for all the people on the Exhibition area and building up & dismantling spaces.

Damage to the Building
Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material
It is obligatory to collect and dispose of all material during the build up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations
Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and nonfireproof straw and reeds are prohibited.

Fire Insurance (compulsory)
Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)
While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the CCIB – Centre Conventions International Barcelona, and the official contractors can accept NO liability for any loss or damage sustained. You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control. Please ensure that you have adequate insurance cover for the duration of the event.

Liability
Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

Promotional Activities
All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
Section 5: Official Contractors

Stand Fittings \ Hostess services \ Electricity \ Storage \ Cleaning Services \ Telecommunications & Internet \ Plants & Floral Arrangements

GL Events CCIB, SL
Tel: (00 34) 93 230 10 00
Fax: (00 34) 93 230 10 01
E-mail: stands@ccib.es

Catering Services
Exhibitors who wish to order food and beverages for their Exhibition booth are welcome to do so directly with the ILC official and exclusive caterer.
For further assistance, please contact:
GL Events CCIB, SL
Tel: (00 34) 93 230 10 00
Fax: (00 34) 93 230 10 01
E-mail: stands@ccib.es

**Deadline for sending forms:** GL events CCIB must receive these forms before **August 4**

A 20% surcharge will be applied to orders received after the **August 4**.

7 working days prior to set-up, no order forms will be accepted.

Two weeks before the event, cancellations or changes will no longer be accepted, 100% of the cost will be charged.

**7 WORKING DAYS BEFORE THE SET UP no more order forms will be accepted August 14th.**

Freight Handling & Customs Clearance Agent
Hermes/Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Website: hermes-exhibitions.com
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:
• Shipping Instructions
• Tariff
• Material Handling Form
• Labels

Delivery & Logistic Services
Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue.
Stand builders are prohibited from using trolleys during set-up and dismantling periods.
Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes, must receive the Pre-Advise form found at the end of this manual.
Please complete this form and return it to Zehavit Akerman: zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.

Customs Clearance
Hermes Exhibitions & Projects Ltd.
Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Tel: + 972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Website: hermes-exhibitions.com
Nov 2012
Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2013. We are a full door to door service company, and sole on site logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

**Onsite Handling**

Due to security, insurance and organizer policy, Hermes-Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.
Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

**Contact Details:**

Hermes Exhibitions & Projects Ltd.
Contact: Ms. Zehavit Akerman
Tel: +49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

**Please note these important dates:**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments <em>ready for pick up</em> (EEC countries)</td>
<td>Aug 8, 2013</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td>Aug 17 2013</td>
</tr>
<tr>
<td>Arrival to Barcelona airport</td>
<td></td>
</tr>
<tr>
<td>Shipment via Barcelona warehouse</td>
<td>Aug 22, 2013</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>Aug 15, 2013</td>
</tr>
<tr>
<td>Exhibition goods - Direct deliveries to Congress venue</td>
<td>From August 25</td>
</tr>
</tbody>
</table>
Shipment Categories
All shipments must be packed, labeled and sent according to the appropriate . Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:
Exhibition goods-for exhibition stand only

Services, Delivery Address & Shipping Instructions

1. **Door to Door Shipment**
We offer companies services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. **Airfreight Shipments**
Please send all airfreight shipments to BARCELONA airport only. Airway bill (AWB) must be sent prepaid and consigned to:

**Consignee:**
RESA EXPOLOGISTIC
FOR ICS 2013
Exhibitor name / Stand #
C/ Ciencias s/n – entrada n 1
Feria Gran Via - 08908 Hospitalet de Llobregat

Notify:
RESA EXPOLOGISTIC
TEL +34 93 233 4743

**IMPORTANT** !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

**Documents:**
Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

*The above instructions are only for Airfreight shipments.*
3. **Shipment via BARCELONA Warehouse**

**Warehouse address:**
For ICS 2013–
RESA NCL
C/Nyepa 2-5
08820 El Prat de Llobregat
Barcelona
Exhibitor name / Stand #

4. **Direct Deliveries to Congress Venue**

**Domestic Cargo / courier shipments / full load trucks**

- **Exhibition goods** will be accepted starting from August 25

**Delivery Address:**
CCIB - Centre Convencions Internacional de Barcelona
Plaça de Willy Brandt 11-14
08019 Barcelona, Spain

5. **Shipment via Germany Warehouse**

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F   DE M   HÖHCHEN  2
56587 Oberhonnefeld
Dirk Dewald: +49 2634 / 95 44 50
Exhibitor name / Stand #

**Courier Shipments**

It is not recommended to use a courier service for shipping your goods to the congress venue. In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

**Shipments will be accepted in the show site by our representative starting from the first move in date. Shipments arriving before that time will not be accepted.**

**Dangerous Cargo**

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

**Insurance**
All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

**Heavy & Oversized Shipments**

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

**Payment terms**

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Hermes - Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

**Please note that all payments are in €.**

Any services not outlined in the attached tariff will be quoted on an individual basis.

**Terms and conditions**

All orders are accepted exclusively on the basis of the German forwarders terms and conditions (ADSp).

---

**We wish you a successful experience!**

**Hermes - Merkur**
## 1. INBOUND

### 1.1 Air Freight

From free arrival **Frankfurt airport** up to free delivered booth including:
- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth
- 1 CBM = 300 KG

<table>
<thead>
<tr>
<th>Minimum per shipment</th>
<th>325.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 250 kg</td>
<td>2.05/kg</td>
</tr>
<tr>
<td>Up to 500 kg</td>
<td>1.55/kg</td>
</tr>
<tr>
<td>Up to 1000 kg</td>
<td>1.40/kg</td>
</tr>
<tr>
<td>Above 1000 kg each additional kg</td>
<td>1.35/kg</td>
</tr>
</tbody>
</table>

Airport taxes, storage, fees etc. will be calculated as per outlay, Fees for an advanced payment 10%

**Monday – Friday normal working hours 08:00 – 17:00**

### 1.2 Truck Freight Groupage

From free arrival **Germany warehouse** (56587 Oberhonnefeld) up to free delivered booth including:
- Unloading and transfer to show site
- Delivery to the booth
- 1 CBM = 300 KG

Per CBM or part of 90.00/cbm / Min. 3 CBM

### 1.3 Truck Freight Full Loads

From free arrival venue up to free delivered stand, first time spotted
- 1 CBM = 300 KG

Per CBM or part of 75.00/cbm / Min. 3 CBM

| Truck 7.5 T | 890.00 |
| Truck 13.6 M | 1520.00 |

### 1.4 Shipments via Barcelona warehouse

From free arrival Barcelona warehouse up to stand
- 1 CBM = 300 KG

Per CBM or part of 82.00/cbm / Min 3 cbm

### 1.5 Courier Shipments

From free arrival **venue** up to free delivered stand, first time spotted

| Shipments up to 10 Kg | 95.00 |
| Shipments up to 50 Kg | 120.00 |

From free arrival **Barcelona warehouse** up to free delivered stand

| Shipments up to 50 Kg | 145.00 |

## 2. CUSTOMS FORMALITIES

### 2.1 Carnet ATA

Temporary importation under ATA Carnet 190.00

### 2.2 Temporary Importation

Temporary importation and/or re-exportation with commercial invoice 190.00

Customs bond fee 1.5% CIF VALUE Min 150.00

### 2.3 Permanent Importation

Per shipment/ per document/ per exhibitor 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax 10%

### 2.4 Customs Inspection

55.00

### 2.5 Special Clearances (food, beverages, pharmaceuticals etc.)

Upon request

## 3. OTHERS

### 3.1 Handling of empties (including storage)

Handling of empties 65.00/cbm / Min. 2 CBM

Pallet jack or ladder 78.00 per piece

### 3.2 Forwarding commission - per order/shipment

75.00

### 3.3 On-site representative for service/support on-site - per order/shipment

55.00

## 4. OUTBOUND - Same rates will apply for outbound services

**Remarks**

The above rates do not include Spanish VAT 18% that will be charges where applicable

Overtime surcharge (17:00 – 20:00) additional 35% on total move in/ out charges

Overtime surcharge (20:00 – 08:00) additional 75% on total move in/ out charges

Saturday additional 75% on total move in / out charges

Sunday & Holidays additional 100 % on total move in / out charges
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Barcelona advance warehouse</th>
<th>Direct to Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipper's name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E mail address</td>
<td></td>
</tr>
<tr>
<td>Tel #</td>
<td></td>
</tr>
<tr>
<td>Purchase order #</td>
<td></td>
</tr>
<tr>
<td>Truck size</td>
<td></td>
</tr>
<tr>
<td>Courier tracking #</td>
<td></td>
</tr>
<tr>
<td>Airway bill number (AWB #)</td>
<td></td>
</tr>
<tr>
<td>Number of pieces</td>
<td></td>
</tr>
<tr>
<td>Weight in Kg</td>
<td></td>
</tr>
<tr>
<td>CBM</td>
<td></td>
</tr>
</tbody>
</table>
Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details ______________________________ VAT No. ________________

Email ______________________________ Phone ________________

Address __________________________________________________________________

Card type VISA ☐ DINERS ☐ MASTER CARD ☐ AMEX ☐

Credit card #

[Credit card number]

Expiry date __________ CVC (Last 3 digits on back of credit card) ________________

Card holder’s name ______________ card Holder’s Signature ______________

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 2.5% service fee will be added

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!
EXHIBITION GOODS
For the exhibitor's stand only

Via Germany Warehouse

Exhibitor's Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F   DE  M   HÖHCHEN  2
56587 Oberhonnefeld, Germany
att: Dirk Dewald: +49 2634 / 95 44 50
For ICS 2013 - Barcelona

Box ______ out of __________
EXHIBITION GOODS
For the exhibitor’s stand only

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibitor's Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Stand/ Booth Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mobile Phone</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Air freight shipments**

RESA EXPO LOGISTIC
FOR ICS 2013 Congress
C/ Ciencias s/n - enrada no 1
Feria Gran Via - 08908 Hospitalet de Llobregat
Barcelona, SPAIN

Box ______ out of _________
EXHIBITION GOODS
For the exhibitor’s stand only

Exhibitor's Name

Stand/ Booth Number

Contact Person

Mobile Phone

RESA EXPO LOGISTIC NCL
For ICS 2013 Congress
Exhibitor name / Stand #
C/Nyepa 2-5
08820 El Prat de Llobregat
Barcelona

Box ________ out of ______________
Section 7: Order Forms
Please submit your orders to the following contact:
The following order forms are to be returned to Ms. Elianne Baran Ganot by July 25, 2013:

- Fascia - (for shell scheme only)
- Badges
- Lead Retrieval Wireless Barcode Reader

If you require any additional services which do not appear in this manual, please contact:
Ms. Elianne Baran Ganot
Tel: +41 22 908 0488 ext. 821
Fax: +41 22 732 2850
E-mail: eganach@kenes.com
Return to: Ms. Elianne Baran Ganot
Fax: +41 22 732 2850
E-mail: eganach@kenes.com

For companies using standard stand constructions, please include how your company name should appear on the fascia of your booth.

7 digits, including spaces, may be written on your fascia for every one meter of fascia length.

□□□□□□□□□□□□□□□□□□□□□

Company: __________________________________________________________

Contact Name: ______________________________________________________

Address: ___________________________________________________________

Telephone: __________________________________________________________

Fax: ________________________________________________________________

E-mail: _____________________________________________________________

If text for your fascia is not received by Monday, July 22, 2013, we will provide you with a fascia title as per your application form.
Return to: Ms. Elianne Baran Ganot
Fax: +41 22 732 2850
E-mail: eganach@kenes.com

COMPANY NAME BADGES

Company:

Contact Name:

Address:

Telephone:

Fax:

E-mail:

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 sqm thereafter. Any additional exhibitors will be charged an exhibitor registration fee of € 180. These badges are for Company personnel and will not entitle access to the Scientific Sessions. Please note that individual participant names will not be written on the badges. Only the company name will appear.

Registered stand personnel will receive:
- Badge with Company name
- Access to the Exhibition Hall
- Tea/Coffee/ Lunches during official breaks

A maximum of 25 letters can be printed on the badge. Please indicate in the boxes below how you would like your company name to appear:

Please indicate the total number of badges required:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Badges</td>
<td>€ 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Badges</td>
<td>€ 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An invoice will be sent for all additional badges required.
Thank you for your order of the lead retrieval wireless barcode reader. We hope that you will find this system an enhancement to your Congress experience.

Please fill out this form which provides us with your credit card details. Your card will be charged €300 for each system you order. Please note that if the system is not returned to the Exhibition Management desk by Saturday, August 30, 2013 by 16:00, an additional €1500 charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

If you are in need of any assistance while on site, please approach the Exhibition Management Desk.

Number of lead retrieval wireless barcode readers requested: _________

**Authorization for Credit Card Charges**

Name of Company: .................................................................

We authorize Kenes International – Organizers of Congresses to make the charge of €300 for each lead retrieval wireless barcode reader ordered for the 43rd Annual Meeting of the International Continence Society, which will take place in Barcelona, Spain, August 26 - 30, 2013.

Credit Card details to be charged:

Number: ................................................................. Expiration date: .........................................

Name of Card holder: .................................................................

E-mail address: .................................................................

Address: (as per Credit card records): .................................................................

Telephone number: .................................................................

Security digits (on the back of the credit card): .................................................................

Date: ......................................... SIGNATURE of Card holder: .................................................................
The following order forms are to be returned by August 4, 2013:

Email: stands@ccib.es
Tel: +34 932300000
Fax: +34 932301001

- Rigging Order Form – by August 4, 2013
- Rigging Manual
- Rigging Floor Plan
- Furniture Catalogue
- 0. Procedures and Conditions
  - 0.1. Fiscal Details
- 1. Stand Modular
- 2. Electricity
- 3-4-5. Furniture 1 / Furniture 2
- 6. Internet and Telephone
- 7. Audiovisual and Computers
- 8. Hostesses
- 9. Security Guards
- 10. Flooring, Water, Compressed Air and Cleaning
- 11. Plants
- 12-17 Catering 1-2-3-4-5-6
- 18. Stand Layout Drawing
- 19. Order summary
- 20. Credit Card order form

The CCIB order forms can be found on-line at:
http://www2.kenes.com/Manuals/Documents/ICS2013_Order_forms_CCIB.xlsx

The furniture catalogue can also be found on-line at:
1. ESTIMATE BUDGET PROCEDURES

1.1 Rigging Order

- The exhibitor should fill in the form “Quotation Order Form” (enclosed in the next section) in order to elaborate the suitable rigging quote. Without this specific form it will not be possible to quote the rigging structure.

1.2 Requirement Conditions

- The exhibitor must send the stand floorplan and specify the rigging needs at least 22 working days before the first set up day.

- The exhibitor must send the rigging quote signed at least 10 working days before the first day of set up.

1.3 Cancellation and Changes

- Once the exhibitor has signed and accepted the budget, CCIB will not accept any other changes or amends on the rigging structure. GL Events CCIB reserves the right to accept or not the changes when convenient.

1.4 Budget

- The budget will be sent together with the according floorplan. Once the quote is accepted it will imply that the floorplan has been approved too.
2. CONDITIONS

2.1 General Rules

- The possibility to do a truss structure depends on the organization and always on the technical conditions of the space.

- The event organizer is responsible to put in contact the rigging department with the exhibitors that needs rigging.

- Depending on the stand’s location, it could happen that two rigging structures would be coinciding with some rigging points and therefore, the two structures could be shared.

2.2 Rising Elements

- The crane or rising elements mentioned on the budget are to be used in exclusivity by CCIB staff when set up and dismantling the rigging.

- If the set up takes extra time for reasons external to the CCIB, the technical staff and rising material will have an extra cost.

- Once that the rigging structure is placed, if the exhibitor needs to accede to it, their own technical support will need be provided.

- The CCIB has available machinery for the exhibitor’s set up. Should the exhibitor require any machinery, this would need to be requested to the CCIB with the previous time mentioned (see Set up rules in CCIB, sheet 3). If the request is out of the deadline mentioned on the “Exhibitors Manual”, the CCIB can rent the request machine upon availability.

- If the exhibitor does not order the machinery with driver, the person in charge of driving has to be certified with the right documentation which authorises this person to use this specific machines.

NOTE

- Lighting: GL Events CCIB can also provide lighting material for design stands. If there was any lighting request, please, do not hesitate to contact the Exhibition Manager.

In this case, the exhibitor must provide the stand floorplan, and send all needs at least 22 working days prior to the event. The acceptation and signature of the quote is required 10 days prior to the first set up day.

- We recommend to adapt our rigging to the real needs of the exhibitor in order to avoid making the structure twice.

- Our technical department is available for the exhibitor to enable the adaptation of the exhibitor’s design with the CCIB’s rigging structures.

- Find attached some pictures from previous set ups in our building. The exhibitor will be able to see examples where the rigging is done to create rigging points.
3. RULES TO BUILD-UP

3.1. Legal Procedures - Duties

- The exhibitor and builders must follow the Health and Safety Regulations during the set up and dismantling work. The builders must have the adequate individual and specific protection to do the specific job. *(Real Decret 773/1997, May 30th, about healthy and safety rules related to the individual protection material that must be used by the builders).*

It is understood that individual protection includes:

- Set up and dismantling works:
  - Safe footwear
  - Helmet

Extra:

- Higher works
  - Harness
- Noising works
  - Ears protection
- Work with sharp objects
  - Special gloves
- Chemical products
  - Breath protection
  - Gloves
- Electrical tension Works
Glasses and facial protection
  Gloves
  - Work with particles or other expulsion-risk materials
  Eyes and facial protection

3.2. Order to Build-up

- First of all, the rigging structure will be built up before any other stand setting.

- Once the rigging is finished, this will be left at the working level to allow the exhibitor to finish the structure hanging.

- If the exhibitor does not meet the agreed time to hang the banner, the rigging structure will be risen at the agreed height requested in the accepted budget. In this case, the exhibitor needs to hang the banner on his own from the rigging height. To make this work, the exhibitor needs to bring his own material or to rent material to CCIB.
According to the law 31/1995 of 8th November, about Health and Safety regulations, the R. D. 1215/1997 about use of the working material, the R.D. 485/1997 about safety signage and healthy at work – VI Attachment: specific rules to manipulate elevation machines, the company expresses that the person in charge of manipulating the working materials (who is part of the company staff) with the ID/Passport , and he/she fulfils the next items:

1) The person was assigned by the company for the role.
2) The person is not under 18 years old.
3) The person has training and certification of the abilities to use these machines as well as knowledge of prevention measures and work safety.
4) The person has made a medical revision previous the assigned job.
5) The person has proven to the company the total control of these machines.
6) Has the role duties knowledge.
7) Has the responsabilities knowledge to obey and respect these duties.

To make prove of what is mentioned in this document, the AUTHORISATION FOR THE MANIPULATION AOF THE RISING ELEMENTS AND MAINTENANCE is signed:

Date ..............................................................

Signature: __________________________ Signature: __________________________
ID: The worker. ID: Company Representative.
QUOTATION ORDER FORM/ SOLICITUD DE PRESUPUESTO

Information required for the quotation/ Información necesaria para el presupuesto.

Stand layout with /Plano del stand indicando:

1. Situation on the exhibition area / Situación en la zona de exposición
2. Rigging points distance from point 0 /Distancia de los puntos de rigging desde punto 0.
3. Frontal layout for heights / Plano de alzado con alturas.
4. Weight that each point has to bear/ Peso que ha de soportar cada punto.
5. What is going to be hung from the prerigging , features of the structure & the type of motor to be used/Que se va a colgar del prerigging , características de la estructura y tipo de motor que se va ha utilizar.
6. Date builder is going set up the rigging /Fecha prevista por el montador para trabajar en el rigging.
7. Date builder is going to dismantle the rigging /Fecha prevista por el montador para trabajar en el rigging.

Layout exmaples: /Ejemplo de los planos:

This information has to be provided to the CCIB by the exhibitor or the Stand Builder/Contractor. All this information is essential for the quotation. Esta información ha de ser suministrada al CCIB por el expositor o la empresa constructora del stand. Esta información es imprescindible para realizar el presupuesto.

Telf: 932301000     Fax:932301001     E-mail: stands@ccib.es
FINANCIAL & SALES DETAILS / DATOS FISCALES Y COMERCIALES

**FORM TO BE MANDATORILY FILLED**

**ESTA HOJA ES DE OBLIGADO CUMPLIMIENTO**

### FINANCIAL DETAILS / DATOS FISCALES

<table>
<thead>
<tr>
<th>Field / Campo</th>
<th>Details / Detalles</th>
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<tbody>
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</tr>
<tr>
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<tr>
<td>Adress / Dirección Empresa</td>
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<td>City / Ciudad</td>
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<td>Zipcode / CP</td>
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<td>Country / País</td>
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<tr>
<td>Administration contact / Contacto administración</td>
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<td>e-mail</td>
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<td>Telephone / Teléfono</td>
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### SALES DETAILS / DATOS COMERCIALES

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<td>Country / País</td>
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<tr>
<td>Event contact / Contacto feria</td>
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<td>Fax</td>
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</tbody>
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It is absolutely mandatory completing the Finance Details.
In case Sales Details are different from Finance Details, the first ones must be also completed.
All the information appearing next to the green boxes must be completed.
Any order not containing the requested information marked in the green boxes will not be processed.

*Es imperativo rellenar los Datos Fiscales.*
*En caso de que los Datos Comerciales difieran de los Fiscales, también deberán cumplimentarse.*
*La orden será rechazada en caso de que falte cualquier información requerida en las casillas verdes.*
BARCELONA INTERNATIONAL CONVENTIONS CENTER

CENTRO DE CONVENCIONES INTERNACIONAL DE BARCELONA

PHOTO BROCHURE 2013

CATÁLOGO DE FOTOS 2013
TABLES / MESAS

HIGH TABLES / MESAS ALTAS

Glass top high table
*Mesa aeropuerto superficie cristal*

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Glass/ Cristal

Ref. MAG

<table>
<thead>
<tr>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø110 cm x 60 cm</td>
</tr>
</tbody>
</table>

Silver aluminium high table
*Mesa aeropuerto aluminio*

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Silver/ Metálica

Ref. MAA

<table>
<thead>
<tr>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø110 cm x 60 cm</td>
</tr>
</tbody>
</table>

Squared high table
*Mesa aeropuerto cuadrada*

Available Colours: Black/ White/Beech
*Colores Disponibles: Negro/ Blanco/Haya*

Ref. MAC

<table>
<thead>
<tr>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 cm x 80 cm x 80 cm</td>
</tr>
</tbody>
</table>
Beech / Haya - Ref. MA-H
White / Blanca - Ref. MA-B
Black / Negra - Ref. MA-N

High Table/ Mesa Aeropuerto
\( \text{Ø} 110 \text{ cm} \) \( \text{h} 60 \text{ cm} \)

OFFICE TABLES / MESAS DE OFICINA

Rectangular Office Table / Mesa Rectangular Oficina
Ref. MOR
(Available Colours: Black/ White/Beech / Colores Disponibles: Negro/ Blanco/Haya)

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Word/ Madera
\( \text{Ø} 70 \text{ cm} \) \( \text{h} 120 \text{ cm} \) \( \text{l} 80 \text{ cm} \)
Rectangular table / Mesa rectangular

Beech/ Haya - Ref. MT-H

White/ Blanca - Ref. MT-B

Black/ Negra - Ref. MT-N

Ref. M-CC03 (table/ mesa)
Ref. M-CC04 (front board/ faldón)

Grey rectangular table (front board optional)
Mesa rectangular gris (faldón opcional)

Ref: 70 cm | 120 cm | 70 cm
Ref. MCM
(Available Colours: Black/ White/ Beech/ Colores Disponibles: Negro/ Blanco/ Haya)

Square table/ Mesa cuadrada

70 cm | 80 cm | 80 cm

ROUND TABLES / MESAS REDONDAS

Beech/ Haya - Ref. MR-H

White/ Blanca - Ref. MR-B

Black/ Negra - Ref. MR-N

Round Table/ Mesa Redonda

70 cm | 80 cm
SOFA TABLES / MESAS DE CENTRO

Round Sofa Table / Mesa Centro Redonda
Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Wood/ Madera

Ref. MC

Glass Sofa Table / Mesa Centro Cristal
Structure/ Estructura: Silver/Cromado
Top/ Encimera: Glass/ Cristal

Ref. MCC

Available Colours: Black/White/Beech/ Grey
Colores Disponibles: Negro/ Blanco/Haya/Gris

Beech / Haya - Ref. MB-H
White/ Blanco – Ref. MB-B
Black/ Negro – Ref. MB-N

Square coffee table / Mesa centro cuadrada

CCIB Tel: (00 34) 93 230 10 00 Fax:(00 34) 93 230 10 01 E-mail: see main contact on the manual
CHAIRS / SILLAS

Ref. SP-B
White plastic chair
Silla plástico blanco

Ref. S-H
Beech chair
Silla haya

Ref. CC02
Blue upholstered chair
Silla tapizada azul

Ref. SCN
Black leather chair
Silla cuero negro

Ref. S-A
Blue chair / Silla azul

Ref. S-B
White chair / Silla blanca

Ref. S-N
Black chair / Silla negra

CCIB Tel: (00 34) 93 230 10 00 Fax:(00 34) 93 230 10 01 E-mail: see main contact on the manual
Ref. SD-1

**Design chair 1**  
*Silla diseño 1*

- 47 cm
- 80 cm
- 54 cm
- 49 cm

Ref. SD-2

**Design chair 2** (available in blue, red, white and black)  
*Silla diseño 2* (disponible en azul, rojo, blanco y negro)

- 42 cm
- 76 cm
- 64 cm
- 58 cm

---

**STOOLS / TABURETES**

Ref. TN-1

**Classic black high stool**  
*Taburete clásico negro*

- 80 cm
- 80 cm
- 35 cm
- 35 cm

Ref. TN-2

**Black upholstered Z high stool**  
*Taburete Aledo tapizado negro*

- 82 cm
- 82 cm
- 38 cm
- 38 cm

Ref. TH-1

**Beech stool**  
*Taburete haya*

- 79 cm
- 88 cm
- 43 cm
- 43 cm
Aluminium stool
Taburete aluminio

Ref. TA-1
81 cm 81 cm 50 cm

Stool 1
Taburete 1

Ref. TD-1
80 cm 86 cm 44 cm 43 cm

Stool 1 white
Taburete 1 blanco

Ref. TD-1
78 cm 83 cm 37 cm

Stool 2
Taburete 2

Ref. TD-2
77 cm 85 cm 43 cm 43 cm

Stool 3 (available in red, white, blue and black colour)
Taburete 3 (disponible en rojo, blanco, azul y negro)

Ref. TD-3
76 cm 86 cm 42 cm 44 cm
**ARMCHAIRS / BUTACAS**

**White Easy Armchair 1**  
*Butaca Blanca 1*  
- Width: 45cm  
- Depth: 56cm  
- Height: 64cm  
- Seat: 75cm

**White Easy Armchair 2**  
*Butaca Blanca 2*  
- Width: 46cm  
- Depth: 142cm  
- Height: 68cm  
- Seat: 72cm

**Black Leather Sofa / Sofá Polipiel Negro**  
- Width: 75cm  
- Depth: 75cm  
- Height: 77cm
Ref. BU-B (white/ blanco)
White armchair
Butaca blanca
37 cm 62 cm 71 cm 73 cm

Ref. BU-N (black/ negro)
Black armchair
Butaca negra
37 cm 62 cm 71 cm 73 cm

CUPBOARDS / ARMARIOS

Ref. AN
Black cupboard / Armario Negro
75 cm 43 cm 92,5 cm

Ref. AB
White cupboard / Armario Blanco
75 cm 43 cm 92,5 cm
Beech/ Haya - Ref. AH

Grey/ Gris – Ref. AG

Lockable Cupboard/ Armario con Cerradura

74 cm x 39 cm x 74 cm

SHELVINGS / ESTANTERÍAS

Ref. ES-A

Black/ Negra - Ref. ES-N

Grey/ Gris - Ref. ES-G

Aluminium shelving/ Estantería Aluminio

180 cm x 92 cm

PVC shelving/ Estantería PVC

173 cm x 60 cm

CCIB Tel: (00 34) 93 230 10 00 Fax:(00 34) 93 230 10 01 E-mail: see main contact on the manual

12/22
Ref. ES-B

White PVC shelving / Estantería blanca PVC

170cm H 75cm W 30cm

OTHERS / COMPLEMENTOS

Ref. CP-1
Coat stand / Perchero
178 cm H 40 cm W 36 cm

Ref. CP-2
Wastepaper bin / Papelera

Ref. RD-1
Rack magazine 1 (available in white and black colour) / Revistero 1 (disponible en blanco y negro)
170 cm H 29 cm W 30 cm
Ref. RD-2
Rack Magazine 2
Revistero 2
Glass and silver/ Cristal y metacrilato

Ref. C-CC05
Magazine Rack
Revistero

Ref. CF-3
Refrigerator / Frigorífico

CCIB Tel: (00 34) 93 230 10 00  Fax:(00 34) 93 230 10 01  E-mail: see main contact on the manual
14/22
CCIB SHELL SCHEME FITTINGS

PRESTACIONES STAND MODULAR CCIB

Modular panel 1m
Panel modular 1m
Ref. SC61

Storeroom with door 100x100 cm
Almacén con puerta 100x100 cm
Ref. FT8

Standard fascia board lettering 10 cm high
Rótulo standart con letras de 10 cm de alto
Ref. SC27

Beech sloping shelf
Estante inclinado haya
100x30 cm
Ref. FT1

Horizontal shelf
Estante horizontal haya
100x30 cm
Ref. FT2
Beech counter
*Mostrador haya*
(haya o blanco)
100x52x110cm
Ref. FT6

Inside view beech counter
*Vista interior del mostrador haya*

Counter Showcase
*Mostrador vitrina modular*
100 x 100 x 50
Ref. FT4

Tall rectangular showcase
5 glass shelves
3 spotlights
*Vitrina rectangular*
5 estantes de cristal
3 focos
80x45x187 cm
Ref. FT5

Schell scheme with fittings
*Stand modular con complementos*
ELECTRICITY / ELECTRICIDAD

220v double 2-pin socket outlet
*Enchufe doble monofásico 1000 W / 220v*

**Ref. S2** (double/ doble)

Electrical switchboard with simple 2-pin socket
*Cuadro eléctrico con un enchufe simple*

**Ref. E1-E2-E3**

100w spotlight
*Foco de 100w*

**Ref. F100**

300w spotlight
*Foco de 300w*

**Ref. F300**
PLANTS / JARDINERÍA

Trimmed tree
Árbol formado
Ref: P01

Round table centrepiece
Centro de mesa
Ref: P02

Round plant arrangement
Jardinera redonda
Ref: P03

Kentia palm
Kentia forsteriana
Ref: P04

Phicus Benjamina
Ficus benjamina
Ref: P05
COMPUTERS, PRINTERS & FAX
ORDENADORES, IMPRESORAS Y FAX

Laptop computer Core 2 Duo
Ordenador portátil Core 2 Duo
(DELL Vostro 15XX)

Ref. IT04

Core 2 Duo computer with TFT 22” screen
Core 2 Duo con monitor TFT 22”
(Lenovo Thinkcentre A70 Core2Duo
4Gb DDR3, D.D 500 GB)

Ref. IT05

Apple Macbook Black Edition
Edición negra Apple Macbook
(Proc. Intel Core 2 Duo T7400/ RAM 2Gb HDD 160 Gb/ Super Drive)

Ref. IT06

Desktop Computer Apple iMac 20”
Ordenador sobremesa Apple iMac 20”
(Proc Intel Core Duo/ Ram 2Gb/ HDD 320Gb Super Drive/ Graphic Radeon 2600 Pro)

Ref. IT07
HP LaserJet Printer
*Impresora laserJet negro*
(HP LaserJet 1100, Din A4, 19ppm)

Ref. IT09

Color LaserJet Printer
*Impressora LáserJet Color*
(HP LaserJet 3600n, Din A4, red card, 17ppm)

Ref. IT10

Fax Laser

Ref. L3
TV, VIDEO AND DVD / TV, VIDEO y DVD

42" Plasma screen with speakers and supports
Pantalla plasma 42” con soporte + altavoces
(Panasonic TH-42PH10EK)
Ref. TV05

50" Plasma screen with speakers and supports
Pantalla plasma 50” con soporte + altavoces
(Panasonic TH-50PH10EK)
Ref. TV06

DVD reader/ VCD/ XVID/ DIX/ Región 2
Lector DVD/ VCD/ XVID/ DIX/ Región 2
(JVC xv-N450B)
Ref. DVD01
Screen LCD TFT 19”
Monitor LCD TFT 19”
(LG L193ST/ XGA, SCART, RCA, RF, DVI/
Speakers/ cable VGA 1.5m)

Ref. LCD19

Screen LCD TFT 22”
Monitor LCD TFT 22”
(Full HD 1080i/ 2 Scart/ 2 HDMI/ VGA/ DVI/
Speakers/ Optical Out/ cable VGA 5m)

Ref. LCD22

Screen LCD TFT 27”
Monitor LCD TFT 27
(LG rz-27LZ55/ xga, Scart, RCA, RF, DVI/ Speakers/ Cable
VGA 5m)

Ref. LCD27

Screen LCD TFT 32”
Monitor LCD TFT 32”
(LG 32LC2DB/ XGA, Scart, RCA, DVI/ Speakers/
Cable VGA 5m)

Ref. LCD32
GENERAL REGULATIONS OF EXPOSITION IN THE CCIB

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1.1 Set-up
1.2 Breakdown
1.3 Rules & Regulations
1.4 Vehicle entry
1.5 Staff safety during setup and breakdown
1.6 Entry passes
1.7 Security
1.8 Maximum weights capacity

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2.1 Exhibition floor plan
2.2 Construction and materials
2.3 Electricity
2.4 Water
2.5 Internet and Phone
2.6 Platforms
2.7 Smoke

3
3.1 CCIB stands
3.2 Requests for services
3.3 Service cancellations
3.4 Payment conditions
3.5 Methods of payment
3.6 Orders Deadline
3.7 Reception of goods
3.8 Cleaning
3.9 Food & Beverage

4
4.1 Services on exclusive basis
1.1 SET-UP

1) Exhibitions require a previous set-up period that should be foreseen by the Organizer in the Exhibition area booking.

2) The floor marking of stand spaces will be included only if the CCIB is entitled to place carpet in the Exhibition Area aisles or build up the 50% of the booths m2 with its shell scheme material.

3) An exclusive assembly period for the CCIB must be established during the set-up period and before the official opening to exhibitors.

4) If an exhibitor wishes to build up before the official set-up schedule, it is the organizer responsibility to allow it and book the corresponding space & services needed to the CCIB.

5) The official opening hours are from 8.00 am to 20.00 pm. Any extension of this schedule shall be agreed with the Sales Department and reflected in an addendum of the contract.

6) The Organizer is responsible for coordinating the entry of vehicles and goods into the building during set-up by the accesses and within the hours agreed with the CCIB.

7) The CCIB shall not be liable for any information received about a stand handled by various companies (e.g. builders, designer and exhibitor). A sole person/company is required to control all orders placed with the CCIB.

8) Minors are not permitted to access during the set-up period.

9) If hanging points from the ceiling are allowed by the Organizer, an extra day before the set up has to be booked for security reason to prepare all the hanging points before the stand builders arrive. (It is not allowed working at height if people is working on the floor)

1.2 BREAKDOWN

1) Exhibitions require a certain breakdown period that shall be foreseen by the Organiser in the Exhibition area reservation.

2) The Organiser is responsible for coordinating the removal of material from the building during breakdown, by the accesses and within the hours agreed upon with the CCIB.

3) The spaces used must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.

4) Once the event & dismantle finished, the CCIB shall not be responsible for the safekeeping and/or storage of any items left in the building. The CCIB is entitled to dispose, at the organiser’s expense, of any exhibition-related material and all other items left in the building after the breakdown period.

5) The Organiser or exhibitor is responsible for the removal of items during the breakdown period. The CCIB offers the services of the removals and storage company, RESA, for any packed material. Otherwise, the client accepts the cost of the removal and/or destruction of goods remaining on the stands after the dismantling period.

6) Minors are not permitted to access during the breakdown period.

1.3 RULES & REGULATIONS

1) The Organizer has to publish the CCIB Rules & Regulations with all the information related to the Exhibition Area.

2) Any modification on the CCIB Rules & Regulations has to be verified and confirmed by the CCIB before publication.

3) The organizer is responsible to set his own rules and regulations on:

- Booth and hanging items : see point 2.2 15) and point 2.2 16) from this manual
- Allowance or not to hang items from the ceiling (When the exhibition is held on the Polivalente area)
- If it is compulsory that each booth has to build their own walls or not
- The visual aspect of the rear side of the back wall of non-shell scheme stands (This is to avoid image problem)
- Information that can be printed, paint, ... on the booth rear side wall, when this space goes over other booth that build a lower wall. As well as from some signage that can be hanging from the ceiling
- Stand layouts approval (floor plans, renders, 3D ...). The CCIB does not approve Exhibitor layouts.
4) The Organizer will be responsible to control the application of his own rules and will take actions if needed.

5) CCIB will be responsible to control the application of the general Rules & Regulations and take actions if needed.

1.4 VEHICLE ACCESS

1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the installations during set-up and breakdown, in accordance with the current regulations.

1.5 STAFF SAFETY DURING SET-UP AND BREAKDOWN

1) The stand builder companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.

1.6 ENTRY PASSES

1) The Organizer will issue a staff list to the CCIB and provide passes to everyone who has to enter the CCIB installations during the set-up, event and breakdown.

2) The Organizer or exhibitor must register all staff even though they have been hired by the CCIB.

1.7 SECURITY

1) All external doors that may be opened during the set-up, event and breakdown must have at least one security guard hired by the Organizer.

2) The event organizer shall decide if more security is required than that indicated in the previous point.

3) Exhibitors requiring a security service for their stand may consult our services catalogue.

4) The exhibitor is responsible for the items on the stand during the whole duration of the exhibition (including set-up & breakdown)

5) The CCIB is not liable for any possible theft occurring during the hired period.

1.8 MAXIMUM WEIGHT CAPACITY

<table>
<thead>
<tr>
<th>ROOMS</th>
<th>MAXIMUM WEIGHT PER SQ. METRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Hall</td>
<td>2,500 kg/m²</td>
</tr>
<tr>
<td>Main Hall</td>
<td>1,250 kg/m²</td>
</tr>
<tr>
<td>M1 Floor - VIP Room</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>P1 Floor - From Room 111 to Room 134</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>M2 Floor - From Room M211 to Room M221</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>P2 Floor - Rooms 211+212 and Banquet Hall</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>Terraces</td>
<td>Extra weight is not allowed on the terraces</td>
</tr>
</tbody>
</table>

6) The CCIB must be informed if any machinery or materials exhibited exceed the weights stated. If this information is not previously sent, the access to the exhibition hall may be forbidden.

2

2.1 EXHIBITION FLOOR PLAN

1) The general floor plans for stand construction must satisfy the building’s safety regulations, observing the obligatory aisles, emergency doors, fire protection equipment and any other aspect related to health & safety regulations.

2) Before publication, the exhibition floor plans must be submitted to the CCIB for safety and layout approval. The floor plans must include measures (measurements of stands, aisles, etc.).

3) The Organizer is responsible for the location of the stands in the exhibition area.
according to the exhibitor’s needs & technical resources availability.

4) The Organizer is responsible for sending to the exhibitors the technical floor plans, indicating the services availability within the assigned space (power, water points, etc.).

5) The CCIB will make the first and the last floor plans. All other changes will be made by the Organizer.

6) If the exhibitor has not required the technical floor plan to the organizer, the CCIB is not responsible for the absence of information.

2.2 BUILDING AND MATERIALS

1) The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents.

2) The textiles used in the stand construction must be fireproof, according to the current regulations.

3) The use of paint, liquids, gas or other inflammable substances is forbidden.

4) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.

5) In the case of platform installation, the electricity points must be accessible.

6) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other stands.

7) Electrical switchboards have to be easily accessible in order to switch off the stand lights at the end of the day.

8) All the installations (electrical cables, Internet, water,...) run over the floor and over the carpet. If exhibitors want to hide those cables a plastic cover has to be ordered.

9) For security reasons the CCIB will never put cables under the carpet.

10) The requisite or not of stand construction, as well as the maximum height of the rear part of the stands, depends on the Organizer’s rules.

11) If the Organizer does not specify any regulation concerning point 2.2-9 the CCIB is not responsible for any complain from other exhibitors. The organizer will have to deal with this issue.

12) The rear walls of the stands built by the CCIB may not be used by other exhibitors.

The CCIB only has to deliver the walls in good state for the exhibitor who pays for, not for the neighbour exhibitors. No complain for this point will be accepted.

13) Structural elements of the building such as floors, walls, ceilings, etc. may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint or adhesives be applied to them. In the event of damage to the installations, the cost of repair or replacement shall be charged to the Organiser as responsible for the event.

14) When exhibitors use “Velcro” or other kind of material to stick poster, artwork ... they have to remove this sticky material as the panels have to be left in its original state. In case that this material is not removed, an extra cost will be charged.

15) The Organizer shall state the maximum construction height, with the approval of the CCIB. It is not permitted to build above 10 m. in areas 1, 2 and 3, or above 4.5 m. in areas 4, 5, 6, 7 and 8 of the Exhibition Hall on the P0 area. For other spaces it will have to be confirmed.

16) The height of the elements that hang from the ceiling has to be specified by the Organizer.

17) In the case of two-floor stand construction (only in P0 areas 1, 2, or 3), the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. Please ask us for more information if necessary.

18) In the case of stairs or areas that are more than 50 cm. above floor level in the stand (always that people have to be stand up in this structure) a technical construction document signed by an architect and stamped by the Barcelona College of Architects’ must be presented.

19) It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously.

20) The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.

2.3 ELECTRICITY

1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Thus every client has to order an electrical switchboard from the CCIB.

2) On the P0 exhibition area the main electrical outlets on the floor are 32A, 380v. This power sometimes has to be
split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stand. Plastic cover to hide those electrical cables will be charged to the organizer.

3) Organizer has the authority to establish a maximum power for stands.

4) The floor electrical output of the CCIB power points is 32A., 380V, which means that the biggest electrical switchboard to be delivered is 20kw 380V, the electrical switchboard over 20kw requires a special quote.

5) The maximum power delivered in one stand is 49kw always that they have 3 electrical outlets on the stand floor space. In this case 3 electrical switchboards will be delivered one from each electrical outlet. In case that the stand builder want only 1 electrical switchboard a special quote has to be done.

6) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).

7) The Organizer is responsible for informing the exhibitors about the different power outputs.

8) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.

9) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB. Further technical information about the connection must be requested to the CCIB.

10) The CCIB can provide electricity only from the power points situated on the floor of the Exhibition Hall (for P0 Polivalente area). For other spaces please confirm where the main electrical switchboards are).

11) At the end of the day all the lights of the stands should be switched off. Only non-stop connected items such as fridges could keep switched on.

2.4 WATER

1) Water can only be supplied to the stands that have a water trap in their space.

2) The water supply installation only includes the water pipe and drainpipe, from the main water outlet to the place shown in the floor plan sent by the stand constructor, not the connection to other elements (sinks, dishwasher ...).

3) The exhibitor shall be in charge of the installation of a concealing platform in order to hide the water installation on the booth.

4) The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up day and time. Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.

5) Further technical information about the connection must be requested to the CCIB.

6) If the Exhibitor or the stand builder does not require any technical information before designing the stand, CCIB does not have any responsibility for technical difficulties that may occur.

7) It is the responsibility of the stand builder to be informed about all those requirements when they order water installation.

2.5 INTERNET AND PHONE

1) CCIB must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time.

2) The Organizer is responsible for requesting the specific Internet connections for exhibitors and visitors, as well as providing a free access area (cybercafé).

3) Further technical information about the connection must be requested to the CCIB.

2.6 PLATFORMS

1) The CCIB is not responsible for the passing of the requested installations (electricity, water, telephone cables, Internet, etc.) across the stand space, if the exhibitor / Organizer has not foreseen the installation of the corresponding platform.

2) Access to the service points / water tramp/ electricity tramp is obligatory whenever a platform is installed.

3) Once the platform is installed, no further installation requiring access to the service point and requiring cables to be passed under the platform will be carried out. If the services cannot be installed due to the platform being in place, payment for the requested service will not be refunded.

4) The booth constructor is responsible for confirming the requested technical installations before installing the platform.

2.7 SMOKE

1) It is not permitted to use any type of machine that emits smoke, gas or steam.

2.8 MANUAL
1) The CCIB will not be responsible for any information published without CCIB confirmation.

2) The CCIB has to verify all the information related to the CCIB before publication.

3) The Organizer is responsible to inform to exhibitors about the CCIB’s Exhibition Rules & Regulations, as the CCIB always refer to the Rules & Regulation when necessary.

3.1 CCIB STANDS
1) All the items offered are rented and must be returned in their original state. The Organizer/exhibitor shall be charged any lost item.
2) The plants are rented material.
3) The modular stands and/or the materials rented by the CCIB may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
4) The hiring of any staff service (hostesses, security guards, cleaners, porters, etc.) entails timetables, food expenses and transport.
5) The Organizer or exhibitor must calculate the positioning of the material on the stand, as well as the technical requirements (increased power supply, electrical leads, sockets, phone line, Internet access, audiovisual items, etc.).
6) The hiring of a CCIB shell scheme implies that there will be no changes in the description of the items. The refusal of any of the products does not imply a refund.
7) Once the requested items have been provided, there will be no refunds should the exhibitor or Organizer wish to return them.
8) The exhibitor is responsible for confirming that the exhibition material is within the assigned space limits, stand measurements (height), as well as the services required for their running.
9) The CCIB declines all responsibility for the items displayed and for any personal property on the stands.
10) The CCIB is not responsible for any rented material that may be stolen, once it has been served and checked by the CCIB.
11) Please make sure that the carpet plastic removal is included in the shell scheme rate offered to exhibitors. If it is not included, the exhibitors can contract the pre-inauguration cleaning to the CCIB.
12) Cleaning services offered on the order form will be done during the night.

3.2 REQUESTS FOR SERVICES
1) Only the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
2) Requests may be sent by fax, post or e-mail (previously scanned).

3.3 SERVICE CANCELLATIONS
1) Cancellations will only be accepted in writing and within the hiring period.
2) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS
1) 100% of the services must be paid at least 20 days before set-up.
2) All the services requested must enclose copy of the payment in order to go ahead with the corresponding request.
3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
4) The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
5) 21% VAT applies to all the services.
6) For F&B services 10% VAT is applied.

3.5 METHOD OF PAYMENT
1) Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

3.6 ORDERS DEADLINE
1) The reception of orders will be closed 20 days before the beginning of set-up (Deadline specified on the Conditions & procedures from the Exhibitor order form).
2) After the closing date for receiving orders, the price of the services will increase a 20%, provided that the service can be supplied.

3) If new orders of services are accepted after the deadline, it will be done according to availability and deliveries are not guaranteed to be done before the start of the event.

4) The CCIB may not be able accept requests for certain technical services (water, increased power supply, Internet cable, etc.) when requested after the start of the set up.

3.7 RECEPTION OF GOODS
1) The Organizer is responsible for the reception of goods, or for indicating how his clients can receive them.

2) The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.

3) No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.

4) The Organizer or exhibitor is responsible for storing the empty boxes. RESA LOGISTIC is the official supplier for this service.

3.8 CLEANING
1) The Organizer has to hire from the CCIB the cleaning services for the areas to be used, and is responsible for the condition of these areas.

2) Main cleaning will be done the night before the opening, for this reason the corridors have to be free of goods at the end of the set up day.

3) If the official opening is going to be along the day (at 12:00 am for example) the main cleaning will be done the night before, then main corridors will have to be free of goods at the end of the set up day. The Organizer will take care of this point.

4) The CCIB reserves the right to clean the areas considered in bad condition and that could negatively affect the image of the CCIB. The cost of this cleaning will be charged to the Organizer.

5) The internal and the maintenance cleanings of the stands are optional and may be hired by the corresponding order form of the ‘Exhibitor dossier’.

6) The quotes for cleaning include waste removal.

3.9 FOOD & BEVERAGE

- CCIB has strict exclusivity on all kind of food and beverages provision on the venue. Thus, all the exhibitors and clients who want to bring in their own material will have to pay for the corresponding fee.

- There are 2 options, in the case of bringing in an external coffee machine:
  1) If the exhibitors bring in their own coffee machine, with their own refills of coffee, water, milk, etc. the applicable fee is 150€.
  2) If the exhibitors bring in their own coffee machine but get the refills from our catering department, the applicable fee in this case will be 100€.

For any other product, our catering department will inform you about the applicable fee in each case.

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4.1 SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on exclusive basis:

- Catering (food and beverages, Coffee machine included).
- Hostesses.
- Rigging. (Rigging set up has to be done before the stand constructors begin to build the stands, for security reasons).
- Cleaning.
- Security.

- These services request has to be done at least 2 months in advance to the set-up of the event, in order to ensure their availability.
Section 8: CCIB - General Regulations

CCIB Stands
• All the items offered are on hire and must be returned in their original state. The exhibitor shall be charged any item not found on the stand upon collection.
• The plants are hired material.
• The modular stands and/or the materials hired by the CCIB may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
• The hiring of any staff service (hostesses, security guards, cleaners, porters, etc.) entails timetables, food expenses and transport.
• The Organiser or exhibitor must calculate the positioning of the material on the stand, as well as the technical requirements (increased power supply, electrical leads, sockets, telephone line, Internet access, audiovisual items, etc.).
• The hiring of a CCIB shell scheme implies that there will be no changes in the description of the items. The refusal of any of the products does not imply a refund.
• Once the requested items have been provided, there will not be any refunds should the exhibitor or Organiser wish to return them.
• The exhibitor is responsible for confirming that the exhibition material is within the assigned space limits, stand measurements (height), as well as the services required for their running.
• The CCIB declines all responsibility for the items displayed and for any personal property on the stands.
• The CCIB is not responsible for any hired material that may be stolen, once it has been served and checked by the CCIB.
• Cleaning services offered on the order form will be done during the night.

Requests for Services
• Only the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
• Requests may be sent by fax, post or e-mail (previously scanned).
• The petitioner must provide all the necessary details to raise an invoice.
• The requested services shall not be considered as definitive if the payment conditions are not fulfilled in time.
• Any incident regarding the services ordered will have to be declared at the Exhibitor service Desk in order to be solved. Complains will not be accepted at the exhibition’s end or after the event.

Service Cancellations
• Cancellations will only be accepted in writing and within the hiring period.
• Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

Payment Conditions
• 100% of the services must be paid at least 20 days before set-up.
• All the services requested must enclose copy of the payment in order to go ahead with the corresponding request.
• The exhibitor must fill the requests with all the details required in order to invoice the services (company, address and fiscal identification code).
• The CCIB reserves the right to cancel all the services that have not been paid within the stipulated period.
• 21% VAT is applied to all the services. *
• For Catering services 10% VAT is applied. *
• VAT is applied only depending on the country. For more information please see the explanation on the exhibitor order form.
Method of Payment

- Visa, Mastercard or American Express Credit Card, by filling out the Financial details sheet
- Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- All furniture and services ordered onsite will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

Closing Dates

- The reception of orders will be closed 20 days before the beginning of set-up (Deadline specified on the Conditions & procedures from the Exhibitor order form).
- No special quotes will be made 20 days before the beginning of set-up (Deadline specified on the Conditions & procedures from the Exhibitor order form).
- After the closing date for receiving orders, the price of the services will increase a 20%, provided that the service can be supplied.
- In the case of accepting new orders for services during set-up, a delivery before the event inauguration may not be confirmed.
- Requests for technical services (water, increased power supply, Internet cable, etc.) are not accepted once the set up start.