

## GENERAL RULES OF CONTRACTS AND PARTICIPATION IN FAIRS ORGANISED BY THE GRANADA EXHIBITION AND CONFERENCE CENTRE

### CONTRACTS AND ADMISSION

#### 1. Definitions

In these General Rules of Contracts and Participation, the term **Fair** refers to the event in the fair area. The term **Exhibitor** includes any individual or corporation with a space in the Fair. The term **Management** designates the person acting on behalf of the Granada Exhibition and Conference Centre, PLC. (herein referred to as PCGR, according to its initials in Spanish) who is responsible for the Fair. The term **Fair Space** refers to the facilities of the Conference Centre where the Fair is held.

#### 2. Application for Participation and Acceptance

All companies whose activities are considered to be encompassed within the sectors and products of the fair can apply to take part.

An application for an exhibition space should be made through the specific contract forms of the fair and conform to the terms and conditions, fees, means of payment and timescales set out therein.

By applying to participate in the fair, the Exhibitor accepts that this participation involves risk, with no right to compensation arising in the case of failure to meet the business expectations of the Exhibitor or the Organization.

PCGR will acknowledge receipt of completed participation applications.

Definitive acceptance of participation is decided by PCGR, which can reject any applications which are deemed not to be encompassed within the sectors and products of the fair and thus not to suit its purposes. Applications may also be rejected due to a lack of space and/or the application being made outside of the established application periods. PCGR will communicate these circumstances to applicants in writing.

If the application is rejected, PCGR will return the deposited amount without any right to compensation on the part of the applicant.

### **3. Acceptance and compliance to the General Rules of Contracts and Participation in Fairs and the Rules for Participation in Fairs**

All the companies applying to participate as Exhibitors in any of the fairs organised by PCGR accept the **General Rules of Contracts and Participation in Fairs and Rules for Participation in Fairs**, which form an integral part of the contract.

The incompliance on the part of the Exhibitor to one or several conditions included in these Regulations, as well as to the Specific Regulations of each Fair, the commission of unlawful acts, acts against morality or public decency, or which threaten the safety of people, facilities and/or goods, or which undermine the reputation or public image of the PCGR, will be considered a breach of the contract and thus grant PCGR the power to exercise the actions necessary for immediate resolution, closure of the stand involved and compensation for any damages. It will also constitute just cause for the rejection of the Exhibitor's application to any other fair organised by PCGR for a maximum of three years.

PCGR may close a stand during the assembly period or during the Fair itself in the event of a breach by the Exhibitor of the Regulations for Participation or the execution of a judicial order to that effect, without any obligation by PCGR to grant any compensation or repay the amounts paid for participation.

### **4. Awarding Spaces**

Spaces will be awarded as indicated in the Specific Regulations of the Fair.

The Management may alter allocated spaces or make alterations in the layout of the halls for organisational purposes.

Total or partial leasing of the stand or the rights acquired in the exhibition contract to third parties is prohibited unless previously authorised in writing by the Fair Management in each specific case.

### **5. Payments**

Payment for the requested services will be made prior to the presentation of an invoice by PCGR submitted according to the information established in the contract between PCGR and the Exhibitor. This payment must always be made before the Fair is held and within the time limits established in the contract.

In the case of failure to pay any of the items shown in the contract in the given period, the Exhibitor will lose all rights to the reserved space and the Management may offer it to other companies.

In all cases, the occupation of the space and, if applicable, assembly of the stand contracted from PCGR, will not be authorised until the total price has been paid both for them and the contracted services or, in the case of contracting free-design stands, the space as well as any other established right has been paid.

## **6. Waiver by Exhibitor**

Withdrawal by the Exhibitor from participation in the Fair is a reason for the dissolution of the contractual relationship between PCGR and the Exhibitor, for all purposes, and the writing-off all amounts accrued to PCGR at the time of notification. Withdrawal must be expressed in writing by post to the address established for communication in the contract.

Should the waiver be communicated within 30 days of the opening of the Fair, PCGR may demand full payment for the space hired as well as further charges for cancellation corresponding to other services.

## **7. Change of date, cancellation and/or suspension**

In the case that PCGR cancels the Fair, cancels spaces contracted by Exhibitors or reduces their size due to circumstances beyond their control, changes the date of the Fair or suspends the Fair either temporarily or permanently, in part or totally, the Exhibitors will be refunded for all money paid, without right to compensation for such changes.

## **8. Personnel hired by the Exhibitor: contractors and subcontractors**

At no time will there be any direct or subsidiary employment relationship between PCGR and the contractors or subcontractors whom the Exhibitor and/or the companies assembling its stand bring to the Granada Conference Centre for any of the work involved in its contract. The Exhibitor is responsible for their salaries, Social Security payments, tax withholdings or declarations, tax payments and all obligations arising from the job contract or any other type of contract. PCGR is authorised to require the presentation of documents accrediting that all such payments are up to date.

Exhibitors also undertake to comply, and require their contractors and/or subcontractors to comply, with the relevant legislation on workplace risk prevention applicable to the work carried out by them, their contractors or subcontractors.

Companies carrying out work for Exhibitors or their contractors must be covered for the Civil Liability which may arise from their work.

## **9. Insurance**

The Exhibitor is obliged to obtain Civil Liability insurance for the goods displayed and decorative material whether owned or rented.

In no case may an Exhibitor hold the Management or PCGR employees responsible for the loss or damage to material or objects at the stand, regardless of the reason alleged.

## **General Provisions**

### **10. General Application**

The general provisions established in these regulations apply to all fairs organized by PCGR, although they may be explicitly modified in some aspects by the Specific Regulations of a Fair when its characteristics make this advisable.

### **11. Access: entry and exit times for exhibitors**

Except were the Specific Rules of a Fair state otherwise, persons accredited as Exhibitors may access the hall from thirty minutes before it is due to open, and may not stay in the hall beyond thirty minutes after closure.

### **12. Entrance and exit of material**

The space cannot be occupied, stand assembled or goods brought in without entry authorisation issued by PCGR. For the entry and exit of materials, objects and decoration material during the assembly and dismantling periods of the Fair, each Exhibitor must follow the times set out for this in the Specific Regulations.

Any material, object or product remaining in the hall after the times assigned for removal will be considered to be abandoned and will be removed by PCGR in the way established and with the established fees.

Exit authorisation by PCGR will be needed to remove goods and materials after the Fair has ended. This will be given once the Exhibitor has defrayed the costs arising during the event.

### **13. Care of the exhibitor's stand/materials**

The stand must always be attended by staff employed by the Exhibitor throughout the period of the Show. Objects and products displayed will remain inside the stand during the whole event unless otherwise indicated in the Specific Regulations of the Fair.

Stands can contain only products and promotional materials included in the industries to which the Fair is devoted or activities relating to it; Exhibitors failing to comply with this obligation will receive a written communication from PCGR asking them to immediately remove the products or cease the activities. If within two hours the Exhibitor has not responded to this communication, at the end of the day of the Fair, without other notification, the stand will be closed and the Exhibitor will have no right to reimbursement or compensation.

Promotional activities, distributing and exhibiting samples, brochures, flyers and promotional material of any kind will be carried out only in each Exhibitor's space.

At no point is the presence of live animals permitted at the stands, except in cases where the Specific Regulations of the Fair expressly authorise it, in accordance with existing legislation.

All exhibitors are required to maintain their stand perfectly clean at all times throughout the period of the exhibition.

The indiscriminate placement of signs, placards, stickers, etc. on the walls floors, ceilings or columns of the PCGR without previous authorisation is not permitted.

#### **14. Maximum Sound Level**

Noisy demonstrations that may disturb other Exhibitors are prohibited; the sound limit is 50 decibels at peak noise level, measured at the edge of the stand, or as otherwise established the Specific Regulations of the Fair.

Should the authorised level of sound be exceeded, PCGA technical staff will require the Exhibitor to lower the volume to the authorised limits. In the case of refusal or repeated breach of this regulation, the technical staff will cut off the electricity supply to the stand, and if necessary, dismantle signage and close the stand, with the Exhibitor having no right to reimbursement or compensation of any kind.

#### **15. Catering**

Exhibitors who offer catering services at their stand must file a request to PCGR, which must be formally approved. For these purposes, catering is any consumption of food or drink. In the event that this request is not completed, the Exhibitor will not be able to offer this service at their stand.

#### **16. Photography and Filming**

Exhibitors are only permitted to carry out video or photographic reports at their own stand. None of the exhibited products may be photographed or filmed without the authorisation of

the Exhibitors in question. PCGR, as Organiser, will conduct photo or video reports of the Fair, the stands and the products exhibited on them for possible publication in communications media, on websites or social networks such as Facebook, LinkedIn, YouTube, Twitter, etc., or for inclusion in the informational and promotional material of the Fair.

We also inform you that the image of personnel manning the stand may be captured in photos or video and included in a personal data file for which PCGR is responsible, treated for promotional purposes and for subsequent granting to third parties by publication on the PCGR website or other communications media, and in the following social networks and sites: Facebook, LinkedIn, YouTube and Twitter.

We also inform you that you have consented to, and you declare you have obtained the consent of the personnel manning the stand for this conduct by signing the Exhibitor contract with PCGR. If you should choose to revoke this consent or exercise your rights to access, rectify, cancel or oppose this use, you may do so by emailing [palacio@pcgr.org](mailto:palacio@pcgr.org).

There is also a video surveillance device onsite, signed as required, exclusively for security purposes; the recordings are destroyed within the legally established time limit, and rights of access, rectification, opposition and cancellation can be exercised with PCGR as above.

## **SAFETY REGULATIONS**

### **17. Risk Prevention**

For the purposes of guaranteeing the safety and health of all the people who provide their services at PCGR, and in compliance with the existing legislation, PCGR has the duty to inform the other businesses present of the inherent risks of the workplace which may affect their activities, the measures established to prevent them, and the evacuation and emergency measures which must be applied. Similarly, any company (whatever its role in the preparation, assembly or activity at the Fair) that provides its services within the installations of the Granada Conference Centre is obliged to be aware of, comply with and take into account the information provided by PCGR for this purpose.

The rest of the specific technical regulations contained in these rules will be additional to the general risk prevention regulations, insofar as their compliance is intended to ensure the safety of people and premises.

Thus, all companies present are responsible for complying with, and requiring their contractors, subcontractors and/or freelance employees to comply with the workplace risk prevention legislation applicable to their activities, including the information and instructions provided by PCGR and set out in these Regulations.

Before assembly work begins, all companies carrying out work or activities in the contracted space for the Exhibitor must fill in, sign and present to PCGR the “Self-protection Plan” form (“*Plan de Autoprotección*”), which will be provided by PCGR.

## **18. Non-Occupation of aisles. Packaging**

Aisles must be kept clear at all times including during assembly, set-up of the Fair and dismantling. All material must be kept within the confines of the stand, leaving aisles and other common areas completely clear. PCGR cleaning services shall remove any objects left in these areas, and no damages may be claimed.

## **19. Safety equipment**

Visibility and accessibility of all fire protection material and installations shall always be respected. These include fire hose cabinets, hydrants, fire extinguishers, alarms, water sprinklers, emergency exits, etc. even when they are included in the contracted areas, as well as access to the technical and service areas.

## **20. Fire prevention, public order and emergency situations and evacuation**

All materials used for the different facilities (stands, tents, etc.) must comply with prevailing legislation, especially with regard to the flammability of materials. Likewise, all decoration materials must comply with the same characteristics as the construction material and must not contain any easily combustible material or product. In order to conduct work, demonstrations or decorations with an open flame or that include the generation of smoke or high temperatures, the Exhibitor must file a written request for the relevant permission to PCGR prior to being assigned a space. In the case that the request is accepted by Management, the space must contain the appropriate installations for this purpose.

The Exhibitor, their contractors and/or subcontractors and their staff are required to comply with the prevailing legislation and ensure the maintenance of public order.

The Exhibitor, their contractors and/or subcontractors and their staff are required to comply with the PCGR Self-protection Plan which they declare to have received.

## **CONDITIONS FOR ASSEMBLY AND INSTALLATION OF SPACES**

### **21. Assembly and dismantling periods**

The days for assembly and dismantling of the stands, and the working hours in PCGR, will be those appearing in the Specific Regulations of each Fair. Outside these days and hours, material cannot be brought into or out of the site and personnel cannot remain on the site unless explicitly authorised by PCGR.

## 22. Free-design stands

Companies that opt to design their stands themselves must send PCGR Management the decoration project (plan, elevations and perspective view with sizes) for approval. The deadline for submitting the project will be one month before set-up begins. It is essential to have the project approved to be able to begin set-up.

## 23. Prohibited assembly and installation activities

It is forbidden to:

- Affect the premises of PCGR or any of its structural elements.
- Spray paint inside the PCGR.
- Deposit or display hazardous, flammable, explosive or unhealthy materials, materials giving off unpleasant odours, and materials which might offend other Exhibitors or the visiting public.
- Perforate the flooring or lay carpets or fix construction elements with contact glue or similar substances. Such elements should be fixed with double-sided tape or be fixed to the wooden floor installed for this purpose by the Exhibitor, or by any other means maintaining them independent of the flooring. Exhibitors may not paint, fit rawlplugs or cable chases of any type.
- Perforate, nail, drill or fix anything to the walls, paint, insert rawlplugs or make channels of any kind.
- Use balloons inflated with gases lighter than air as a decorative element for stands.
- Assemble anything in the areas defined as aisles for the Fair.
- Direct spotlights outside the stand.

The costs for repairing any damage caused by assembly, installation and dismantling will be borne by the Exhibitor.

## 24. Removal of materials

The Exhibitor, their contractors and/or subcontractors are required to dismantle and remove all structural, ornamental and specific materials of their activity at the Fair during the established period for dismantling stands. Once the dismantling period has passed, they will

not only lose all further rights to claim damages or loss of said materials but will also be responsible for all costs related to their removal by PCGR.

## Electrical Facilities

### 25. Electricity supply

All the electricity for the stands will be supplied by the Management, and will be 380V between phases and 220V between phases and neutral.

The Granada Conference Centre is not responsible for supplying continuous current or any other stability and continuity condition other than that of the general supply. These will be the responsibility of the installer or user of the stand and with the prior authorisation from the Management.

The Granada Conference Centre may, at its discretion, limit the power of the supply in situations where it may have a negative bearing on other users or for reasons of overload or the safety of its own lines and installations.

Users of stands and installations are obliged to maintain a power factor between 0.85 and 1. As the electrical supply of the Conference Centre depends on the electric company, the GRANADA CONFERENCE CENTRE is not liable for anomalies outside its control.

As a preventative measure against any supply failure, the Exhibitor is obliged to equip their installation, products or machines with the relevant safety systems in all cases.

In the venue, three-phase connections of more than 21,000W or single-phase connections of more than 7,000W will be invoiced. Electricity consumption will be invoiced according to the power contracted and the established general fee.

Electricity connection. Distribution to stands.

The electrical connection will be conducted by the installer of the stand, under the supervision of the Management. This will be done from the distribution point established by the GRANADA CONFERENCE CENTRE for the best use of the network.

The conductors used for interior installations will be flame-retardant and of an assigned minimum voltage of 500V according to standards UNE 21027 or UNE 21031, suitable for mobile services and may not be spliced. As close as possible to the entrance point of the supply there will be a panel with at least:

- General tetrapolar circuit breaker and a wire gauge corresponding to the supply line. This circuit breaker can be 2 pole when its rating is not greater than 25A.

- Bipolar circuit breakers of a rating no higher than 15A. Receivers with a unit capacity higher than 3 Kw will be protected individually at the board.

The panel will be of a size and technical specifications sufficient to guarantee its safe and proper functioning and must have its own support or be attached to some structural element of the stand and may not be placed at ground level. Seams and splices will be carried out with the use of terminals on the inside of the connection boxes.

The flexible connections of the systems will be no longer than two metres, using the cable that is appropriate for the working conditions.

All cabling which may be subjected to mechanical stress will be armoured or placed under a protective sheath.

Bases for sockets must be of a high safety type and include grounding. They must be installed at a distance over one metre away from any water access point.

Lamps located less than 2.5 m from the floor must include some form of protection that prevents contact with the lamp.

The metal structures of stands must be connected to the ground.

## 26. Installation documentation

- In accordance with the Spain's Low-Voltage Electro-technical Standards (REBT), installations with an output higher than 50kw must be carried out by a competent technician.
- Installations with an output lower than 50kw require a BAT, according to the model determined by the competent body of the Regional Government of Andalusia, signed by the authorised installer or competent technician.
- After completing installation, the authorised installer or competent technician must submit a Certificate of Installation, according to the model established by the Administration.
- Before putting the installations into service, the authorised installer must present the Final Completion Certificate, signed by the corresponding technician, to the competent body of the Regional Government of Andalusia, together with a copy of the documents presented to the Conference Centre's Technical Management.

## 27. Installation of signage with lighting

The installation of lit signs which need a special voltage will require previous authorisation by the Management and must meet the following conditions:

- There will be an individual circuit breaker for each boost transformer installed.

- If the bottom of the sign is less than 2.5 m high, the sign will be enclosed in a casing of suitable dielectric quality.
- Signs placed higher will not have any uninsulated low voltage parts.

## 28. Regulations for using the installation

Exhibitors may not make any modifications to the electrical installation of the stand and will be limited to connecting their receptor devices to the outlets or connection points intended for this purpose by the installer. Multi-way adapters (power strips) cannot be used.

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. They may be included in stands with the previous knowledge and authorisation of the Management.

The Exhibitor, their contractor and/or subcontractors will be responsible for the damages that may be caused due to modifications to the electrical installation or its improper use.

## Additional Provisions

### 29. Additional legal regulations

For all issues not covered in these Regulations, the relevant provisions of individual regulatory activity shall apply.

### 30. Protection of personal data

In the terms established in Organic Law 15/1999 and its additional provisions, you are expressly informed of the incorporation of your data into the automated files of the Granada Conference Centre for which you will be sent information related to your activity. Furthermore, you are informed that your data (including background information, content and activity) will be communicated, with an obligation of confidentiality, among the companies working with the Granada Conference Centre with an exclusively operational and managerial purpose pertaining to this contractual relationship. The Granada Conference Centre informs you of your right to access, rectify, oppose and cancel this information by writing a letter addressed to the Granada Conference Centre.