

TERMS & CONDITIONS FOR BIOSPAIN 2016

KEY DATES

Deadline for early exhibitor registration discount	03/06/2016
Deadline for registration	07/09/2016
Due date of invoice	On receipt of invoice
Deadline for arrival of data for catalogue	29/07/2016
Deadline for arrival of applications for optional services	08/09/2016
Commencement of erection work	26/09/2016
Completion of erection work	27/09/2016



September 28-30, 2016

Commencement of dismantling work	01/10/2016
Completion of dismantling work	03/10/2016

Organized by:



TERMS & CONDITIONS FOR BIOSPAIN 2016

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Organized by:

TERMS & CONDITIONS FOR BIOSPAIN 2016

1. ORGANISATION

BIOSPAIN 2016 is organised and managed by ASEBIO (Spanish Bioindustry Association) and SPRI (Business Development Agency of the Basque Government)

The Bilbao Exhibition Centre acts on behalf of the organisers in the technical secretariat and logistics of the event:

BILBAO EXHIBITION CENTRE, S.A. (BEC)
 BIOSPAIN 2016
 Ronda de Azkue 1 / E-48902 Barakaldo
 or to:
 P.O. Box 468 / E-48080 Bilbao
 Tel. +34 94 404 00 31/67
 Fax +34 94 404 00 01
biospain@bec.eu
www.bilbaoexhibitioncentre.com

2. VENUE, DATE & TIME

BIOSPAIN 2016 is to be held in Hall 1 of the Bilbao Exhibition Centre in Barakaldo (Spain) on September 28-30, 2016. Stands must be staffed and the materials exhibited must be on display throughout the opening hours.

Entry of exhibitors: half an hour before opening time.
 Departure of exhibitors: half an hour after closing time.

3. EXHIBITORS

All individuals, legal persons, public and private sector organisations whose activities are considered to fall within the sectors covered by the event may apply to take part in it.

4. CONTRACTS

- 4.1 Contracts will be drawn up within 7 days of due completion of the application form and payment of the relevant fee.
- 4.2. The deadline for applications for preferential registration is June 3, 2016. Such applications will be granted in accordance with demand and with the space available.

5. FINANCIAL TERMS & CONDITIONS

5.1. Participation rates are as follows:

Exhibition Space Fee Structure.

Prices (before taxes)	Early registration			After June 3 2016		
	6 sqm	12 sqm	24 sqm	6 sqm	12 sqm	24 sqm
ASEBIO members	€ 1,500	€ 3,000	€ 6,000	€ 2,000	€ 4,000	€ 8,000
Other companies	€ 2,200	€ 4,400	€ 8,800	€ 2,750	€ 5,500	€ 11,000

VAT will be 10% for Spanish and non-European Community companies

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Standard stand include following services:

6 sqm stand	12 sqm stand	24 sqm stand
2 general registrations with access to the partnering	4 general registrations with access to the partnering	8 general registrations with access to the partnering
Carpeting (red colour)	Carpeting (red colour)	Carpeting (red colour)
Standard power supply & lighting	Standard power supply & lighting	Standard power supply & lighting
1 small meeting table with 2 chairs	1 small meeting table, 3 chairs, 1 cabinet	1 small meeting table, 4 chairs, 1 cabinet, 1 coatstand

5.2. The participation fee must be paid in full upon formalisation of registration, and no later than September 10, 2016.

6. TERMS & CONDITIONS OF CANCELLATION

Any applicant that declines to participate before July 8 must inform BIOSPAIN's Technical Secretariat biospain@bec.eu to receive a 50% refund (minus bank transfer charges). Refunds will be processed after BIOSPAIN 2016. After July 8, 2016, the full registration fee is applicable.

7. COMPULSORY INSURANCE

ASEBIO will contract insurance for this event as follows:

7.1. Civil liability. Basic cover:

Material damage & bodily harm caused to third parties as a result of the event, expressly excluding civil liability arising from occupational accidents suffered by personnel employed and/or subcontracted by the exhibitor.

Limit of compensation €1,200,000 per insured loss with a sub-limit of €150,000 per victim for personal injury.

7.2. The organisers will provide a video-camera surveillance and monitoring service for the exhibition area. At no time will the Organiser accept liability for any damage or theft of any article on the stand of the exhibitor.

7.3. For objects of great value or special interest, BEC has a secure storage service that can be requested from the services office in the main building.

8. OFFICIAL CATALOGUE

An official catalogue for BIOSPAIN 2016 will be produced. Exhibitors will receive a form with guidelines of how to present their company details.

The deadline for the receipt of these forms is July 29, 2016 (29/07/16). Exhibitor information received after this date won't be published

9. ERECTION WORK, ENTRY OF GOODS & DISMANTLING

Days for erection work & entry of goods: Monday September 26 from 8.00 to 20.00, Tuesday September 27 from 8.00 to 15.00. Exhibitors may access their stands to unload materials, but must then remove vehicles from the aisles and take them outside the hall itself and outside the perimeter of the exhibition halls (unless expressly authorised by the event organisers to do otherwise) as soon as unloading is completed. Vehicles may be left in the exhibition centre car-park (car-park cards will be provided).

Stand decoration may be completed on Tuesday September 27, 2016 from 15.00 to 20.00. On this day, vehicle access to the venue is prohibited, so that it can be thoroughly cleaned. Any exhibitor that wishes to unload on that day may take their vehicle only as far as the hall door set aside for this purpose, or may access the hall via the car-park.

Commencement and completion of dismantling work: Stands may be dismantled on Saturday October 01 from 8.00 to 20.00. Vehicle access to stands is permitted on that day.

Exhibitors must comply with all applicable provisions on the prevention of accidents and fires, and must hold the relevant erectors' cards duly completed for the exhibition hall access control point.

Goods entrance address:

BIOSPAIN 2016 – Bilbao Exhibition Centre, S.A. BEC

Hall and Booth numbers

Name of Exhibitor - Name and telephone of contact person

Avda de la Orconera, 1

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10. CONSTRUCTION AND DECORATION OF STANDS

10.1 Exhibitors must comply with the provisions in force concerning stand construction.

General Technical Regulations for Erection Work: http://www.portalbec.com/portalbec/general/General_rules_of_participation_BEC.pdf (part III)

Exhibitors will receive an exhibitor code with which they can access the BIOSPAIN online store, where they can request additional services not included as standard in the stand, such as telephone & communication services, water supply & drainage, additional lighting, hostessing, audio-visual services, etc. (**the deadline for requests for optional services is 08.09.2016**). For further information, contact the Services Department: serviciosbiospain@bec.eu

10.2 Those firms that decide to decorate their own stands freely must submit their decoration projects to the Technical Department by July 16, 2016 for approval

11. OTHER SERVICES

11.1 CATERING

If any exhibitor has any catering related needs, they can contact the official and exclusive providers of the venue through our Technical Services Department: serviciosbiospain@bec.eu

11.2 WIFI

Biospain will provide free and open access to wifi. Nevertheless, those exhibitors who would like to enjoy a stronger and more reliable wifi signal can purchase a private wifi access. In our Technical Services Department: serviciosbiospain@bec.eu

11.3 TRAVEL INFORMATION

Please visit the Biospain 2016 website

<http://biospain2016.org/travel>

12. COMMERCIAL PROPERTY RIGHTS

ASEBIO accepts no exhibitors that infringe any legislation on the protection of intellectual or commercial property rights in their broadest sense in the course of the production, distribution, sale, ownership or advertising of products.

13. DATA PROTECTION LEGISLATION

Pursuant to basic legislation on the protection of personal details as per LOPD 15/1999 and LSSI-CE 34/2002, interested parties are informed that the personal details that they provide on a voluntary basis, including their e-mail addresses, will be incorporated into an automatic file owned by and under the responsibility of ASEBIO and BEC. By submitting their details, they expressly authorise the use thereof for regular postings, including e-mails, by ASEBIO and BEC to inform them about trade fair activities (events, content & services) organised by themselves or by associated companies. BEC informs users of their right to access, correct, object to and cancel these data by writing to BEC at Protección de datos, Ronda de Azkue, 1, 48902 Barakaldo (Spain), or by e-mailing this address: biospain@bec.eu

14. SECRETARIAT FOR EXHIBITORS AND LOGISTICS

Bilbao Exhibition Centre

Exhibitors

Ms. Inés Achucarro

biospain@bec.eu

Tel: (+34) 94 404 0031

Fax: (+34) 94 404 0001

General information

Ms. Marisa Marín

biospain@bec.eu

Tel: (+34) 94 404 0067

Fax: (+34) 94 404 0001

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