

PARTICIPATION RULES HISPAC 2018

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1. Name

Hispac 2018, International Packaging Exhibition

2. Type of event

Professional and international

3. Frequency

Triennial

4. Organiser

Fira de Barcelona
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Email: hispac.ventas@firabarcelona.com
Website: www.hispac.com

5. Venue, dates and opening hours of the Event

Location: Gran Via venue – Halls 1, 2 and 3
Event dates: from 8 to 11 May 2018
Opening hours of the Show:
Exhibitors: 08.30 to 19.00. From 8 to 10 May
08.30 to 22.00. 11 May
Visitors: 09.30 to 18.30. From 8 to 10 May
09.30 to 18.00. 11 May

Assembly: from 1 to 6 May 2018. 08.00 to 20.00.
7 May. 08.00 to 22.00.
Dismantling: from 12 to 16 May 2018. 08.00 to 20.00.

Fira de Barcelona reserves the right to modify assembly periods and times if it deems fit.

6. Sectors

- 01 Packaging machinery and accessories
- 02 Bottling machinery and accessories
- 03 Machinery for labelling, coding and marking
- 04 Machinery for manufacturing products for packaging
- 05 Raw materials Packaging materials Accessory products
- 06 POS. Point of sale advertising
- 07 Logistics. Intralogistics, handling and storage.
- 08 Retrieval, treatment and recycling
- 09 Consulting, engineering and services companies
- 10 Automation and digitalisation
- 11 Technical journals and publications
- 12 Associations and official organisations
- 13 Premiumpack

The Organiser reserves the right to immediately withdraw any products that do not fit in with any of the sectors included in the Show.

7. Registration as Exhibitor

Once the company has expressed an interest in taking part in the show, an Account Executive will contact you to send the participation proposal that best meets your needs.

Once the proposal has been accepted, you should sign the corresponding participation contract electronically, which the Organiser will send by email.

In every case, in order to take part in the show you need to pay the registration fee of €500 per client and show to cover organizational formalities.

You cannot enter into a contract to take part in the Show if you have any outstanding debts pending payment to Fira de Barcelona.

8. Participation fees

8.1 REGISTRATION FEES

The cost of opening a client dossier is €500 per client to cover organizational formalities.

The registration fee includes: Opening and processing the dossier, Wi-Fi, exhibitor passes, inclusion in the online catalogue, inclusion in the Visitor's Guide and invitations.

Prices do not include VAT.

8.2. SPACE RENTAL/STAND PACK/EVENT PARTNER

The fees for exhibition spaces are as follows:

From 29 to 49 sq. m - €175/sq. m

From 50 to 99 sq. m - €170/sq. m

From 100 to 200 sq. m - €165/sq. m

More than 200 sq. m - €160/sq. m

The Stand Pack rates are shown below:

STANDARD Stand Pack (from 16 to 40 sq. m)

Price: €3,695 Price per additional sq. m: €208

BUSINESS Stand Pack (from 20 to 40 sq. m)

Price: €4,995 Price per additional sq. m: €234

PLUS Stand Pack (from 20 to 40 sq. m)

Price: €6,268 Price per additional sq. m: €285

PREMIUM Stand Pack (from 40 to 70 sq. m)

Price: €13,941 Price per additional sq. m: €292

GOLD Stand Pack (from 40 to 70 sq. m)

Price: €14,061 Price per additional sq. m: €295

Event Partner rates (Visibility/Networking/Additional Services)

From 60 sq. m

Price: €3,950

It is obligatory to contract free space or a Stand Pack

Prices do not include VAT.

8.3 CO-EXHIBITORS

Exhibiting companies may authorise other companies to take part in their stand in the capacity of co-exhibitor, by payment of a registration fee of €400, and completing the form provided by the Show which also sets out the rights of co-exhibitors.

8.4 ASSEMBLY SERVICES

Before starting assembly, the stand contractor must pay Fira de Barcelona the sums detailed in the Online Services Catalogue corresponding to assembly services. These fees are based on the following types of structure:

-Carpet or platform €2.26 /sq. m

-Modular Stand €5.06 /sq. m

-Designer Stand €7.93 /sq. m

Prices do not include VAT.

Should a stand be hired from SERVIFIRA, the latter shall cover the cost of assembly services.

Any exhibiting/assembly/decorating companies that have outstanding debts with Fira de Barcelona, regardless of the Fair/Edition/Event to which the debt corresponds, will not be allowed to start assembling a stand.

Staff who access the Venue, and are not employed by the exhibiting company, must provide the Customer Service Department with their full names and ID card/passport so that passes can be issued to assemblers.

The rules for stand assembly are available at <http://www.firabarcelona.com/normativa-de-participacio>

8.5 WASTE MANAGEMENT

All decorating companies must take charge of the waste removal during the assembly period, and leave their space clean and clear, once dismantling is finished. Exhibitors may request the waste removal service through the Online Services Catalogue.

In the event that once the dismantling period is finished, any sort of waste is left, the Exhibitor Company will be penalized with a fine of up to €50/sq. m occupied.

8.6 MANDATORY INSURANCE

Multirisk Material Damage and Civil Liability Insurance is compulsory. By taking part in the Show, exhibitors agree to their inclusion in said insurance, through the insurance policy taken out by FIRA DE BARCELONA for all exhibitors. In order to formalize inclusion in this policy, the exhibitor must pay the sum of €63 as total insurance premium (including tax) in order to be eligible for coverage by the Material Damage and Civil Liability insurance policy.

8.6.1. MATERIAL DAMAGE INSURANCE COVERAGE

- This includes Material Damage incurred by the insured assets exhibited due to one of the covered risks, with a maximum insured sum of €20,000.00 at First Risk per Exhibitor.
- It includes the Exhibition Attendance Expenses, understanding such expenses to be duly justified expenses for travel, advertising, hotels, hiring of assistance staff and stand maintenance incurred by the Exhibitor, with a maximum insured sum of €10,000.00 at First Risk per Exhibitor.

These expenses will be compensable when attendance is definitively cancelled as a result of the occurrence of a loss covered by the Material Damage policy, prior to commencement of such attendance.

- Covered risks:
 - Fire, Lightning and Explosion
 - Extensive risks: Acts of vandalism, rain, wind, hail or snow, water damage, smoke damage, impact of land-based vehicles, falling aircraft or spacecraft, sonic waves, accidental spillage from automatic fire extinguishing facilities.
 - Complementary guarantees: measures taken by the authorities, salvage and rubble clearance, refilling of extinguishing equipment, replacement of files and fire extinguishing expenses.
 - Additional guarantees: Goods left out in the open, broken windows and glass, and electrical damage to electric and/or electronic devices.
 - Catastrophic risks: Flooding, earthquake, atypical cyclone storm, hurricane, tsunami, volcanic eruption, terrorism, civil commotion, acts by the armed and security forces in times of peace.
- Excesses: The Exhibitor accepts at its expense an excess of €300 per Material Damage loss and €300 per Attendance Expense loss.

- Damage and losses caused as a result of burglary, robbery, and theft and employee disloyalty are excluded.

8.6.2. CIVIL LIABILITY INSURANCE COVERAGE

It includes claims arising from material damage and/or bodily harm and their consequences for third parties, for which the exhibitor may be civilly liable.

FIRA DE BARCELONA is considered a third party with respect to the Exhibitor. Consequently, the coverage includes material damage and/or bodily harm and its consequences for FIRA DE BARCELONA, for which the exhibitor may be civilly liable.

It includes claims arising from bodily harm suffered as a result of an occupational injury by the Exhibitor's employees, for which the exhibitor may be civilly liable.

It includes the claims arising from bodily harm caused by food poisoning, for which the exhibitor may be civilly liable.

A maximum insured sum of €300,000.00 per loss and exhibitor is established, with a subsum per victim of €150,000.00 in the case of occupational injury.

An overall maximum insured sum of €1,500,000.00 per loss and exhibition is established for all exhibitors.

Excesses: The exhibitor accepts at its expense an excess of €300 per loss.

8.6.3. PROVISIONS

➤ **Processing of Incidents**

Should a loss occur, the exhibitor must contact the Hall Services Manager, who will assist and refer processing of the loss to our Risk Control Service.

In the case of damage caused by vandalism, notification of the loss must be accompanied by the original of the corresponding police report, which must be made within a maximum of 24 hours after occurrence of the loss.

➤ **Excesses**

The excesses are accepted in their entirety by the exhibitor, holding harmless FIRA DE BARCELONA.

➤ **Main Goods Excluded**

- Goods that are not included in the exhibition, except goods owned by employees.
- Goods that are not located within the exhibition venue.
- Cash, securities, jewellery, objets d'art and objects having a monetary value.

➤ **Premiums and Coverage**

The above-stated coverage is subject to change depending on the outcome of the annual renewals or the changes that may be made to the terms of the policy.

➤ **Existence of other insurance**

This policy supplements any currently valid policy that each exhibitor may hold at the time of the loss.

➤ **Documentation**

Exhibitors may ask FIRA DE BARCELONA to furnish a Certificate of Insurance stating the coverage and the insurance premium, issued by the insurance company.

8.7. ACCESS CONTROL (GRAN VIA VENUE)

In order to ensure the security of facilities and monitor mobility and vehicle entry to the Gran Via site, the entrance fee will depend on the type of vehicle and length of stay.

The aforementioned pricing and terms of entry to the site will be available to users prior to admission.

8.8 V.A.T

All prices listed are subject to the applicable VAT based on European Regulations. According to these Regulations, as of 2011 new rules on the localization of services apply whereby services provided between companies (B2B) related to participation in trade fairs and any ancillary services will be subject to tax in the country in which such services are provided.

9. Distribution and allocation of spaces

Distribution and allocation of space is the exclusive responsibility of Fira de Barcelona. The process of distributing and allocating spaces to companies that have applied to take part will start on **12 June 2017**. Space will be allocated according to the technical or sector criteria associated to the show as a whole and the materials to exhibit. However, the Show history of the company, the date the application form was sent and the number of square metres requested will be considered.

10. Participation contract

The Organiser will send the company the participation contract. There are two kinds of contract, depending on the client's request:

- a) Contracts with a specific location: These indicate the proposed location and square metres allocated.
- b) Contracts without a specific location: These only refer to the number of square metres contracted or the type of stand pack chosen by the client.

By signing this contract, you acknowledge and accept the space, the location (if applicable), the Participation Rules of the Show and the Fira de Barcelona Exhibitor Participation Regulations. The participation contract is valid solely for the company named in the registration document and for a single event.

For both types of contract, three invoices will be issued with the following payment deadlines:

- Payment deadline 1: 30 days from the date of the invoice for an amount corresponding to 25% of the total. (Once the contract has been signed)
- Payment deadline 2: 135 days before the date of stand assembly for an amount corresponding to 25% of the total.
- Payment deadline 3: 45 days before the date of stand assembly for an amount corresponding to 50% of the total.

Should the contract be signed within either of the deadlines mentioned above, the amounts will be regrouped into two

invoices or even one invoice (depending on the date) for 100% of the amount corresponding to the company's participation and services. In all cases, invoices must have been paid in full before assembly of the Show starts.

In the case of contracts without a specific location, the issue of the participation contract will automatically generate the issue of the invoice corresponding to the registration fee. Once the contract has been signed, the first invoice corresponding to the full participation fee will be generated.

In contracts with a specific location, exhibition space will be allocated once the invoice corresponding to the registration fee has been paid. Once payment of the registration fee has been received, the Organiser will generate the participation contract showing the specific location and square metres allocated, as well as, if applicable, the stand pack selected and any additional services booked. Once the contract has been signed, the first invoice corresponding to the Participation will be issued.

11. Payment terms

Invoices must be paid to Fira de Barcelona - Saló Hspack 2018, by any of the following means:

- Direct debit (only for Spanish bank accounts). If this method of payment is chosen, all subsequent invoices issued by the Fira de Barcelona for any show will be processed in this way.
- Confirmed cheque/bankers' cheque.
- Cash deposit or payment with credit card at Fira de Barcelona's Customer Service offices.
- Bank transfer into any of the following accounts:

Caixabank S.A.

IBAN: ES49 2100 0927 5602 0001 7660
BIC/SWIFT: CAIXESBBXXX

BBVA

IBAN: ES31 0182 6035 4201 0085 7117
BIC/SWIFT: BBVAESMMXXX

Banco Popular

IBAN: ES20 0075 1586 9506 0442 2331
BIC/SWIFT: POPUESMM

Banc Sabadell

IBAN: ES19 0081 5084 04000129 0030
BIC/SWIFT: BSABESBB

IMPORTANT:

To ensure that your payment is correctly processed, you should indicate the **customer code and invoice number** that appears on the invoice on the bank transfer or banker's cheque made out to FIRA INTERNACIONAL DE BARCELONA.

12. Servifira Ordering services

12.1 ONLINE SERVICES CATALOGUE

Through the online services catalogue, the exhibitor may find all the services they may require to participate in the trade show, including the option of hiring a customised stand through www.servifiraproject.com

12.2 EXPRESS PORTFOLIO

Seven days before the first day of assembly, the Express Portfolio comes into effect for last-minute bookings, with a limited number of products and a supplement of 30%.

13. Changes to location.

In the interests of the event, Fira de Barcelona reserves the right to change the space booked by exhibitors within the exhibition centre without having to reimburse any money to said exhibitors. The exchange, transfer or sub-letting of booked spaces to third parties is expressly forbidden.

If, for any reason beyond the Organiser's control, it cannot provide the exhibitor with the hired space and allocates another space on the same site with similar characteristics, but smaller, the exhibitor will be given a refund, where applicable, for the difference between the amount paid for the hired space and the cost of the space finally allocated, without the exhibitor being entitled to claim any compensation for this reason and waiving at that time any further claim for this reason. In this case, the Parties are required to formalise the corresponding annex to the participation contract.

If, for reasons beyond the control of Fira de Barcelona, including the existence of building work in the exhibition centre intended to host the event, it becomes impossible to hold it in any of the premises or halls of this exhibition centre, Fira de Barcelona reserves the right to change the venue to another exhibition centre, and any participation applications and contracts signed up to that date will thereby be terminated.

Nonetheless, Fira de Barcelona will maintain exhibitor status for all companies that do not submit written cancellation of their participation in the new event venue, and will transfer the amounts paid by exhibitors up to that date to the new contracts. If written notice is received from an exhibitor stating that it is no longer interested in taking part in the event in this new location, Fira de Barcelona shall refund the exhibitor the amounts paid up to that date in accordance with the participation contract, without the exhibitor being entitled to any compensation for this reason and waiving at that time any further claim for this reason. The participation contract between the Parties shall be cancelled with immediate effect on receipt of the notification by the exhibitor.

14. Changes to surface area

Exhibitors requesting a reduction in space will lose the right to the entire space, but will be able to request a new location from among available spaces. Should exhibitors request a larger space, Fira de Barcelona will comply provided that there is an availability of space. In both cases, the new exhibition space contract must be formalised in writing between the Organiser and the exhibitor. Should the requested space be unavailable, the contract will remain unalterable.

15. Cancellation of Participation by the Exhibitor

Exhibitors may cancel their participation in Hspack 2018 provided they do so in writing using any means that acknowledges the dispatch and receipt of such notices. Once the notification has been verified, the Organiser will take steps to close the exhibitor's account, itemising the invoices corresponding to their participation and services.

a) If the cancellation is sent before 16 December 2017 (more than 135 days before assembly starts), the amounts paid by the exhibitor up to that point will be refunded.

b) If the cancellation is sent between 17 December 2017 (134 days before assembly starts) and 17 March 2018 (45 days before assembly starts), the exhibitor will be required to pay 100% of invoiced and past-due amounts by way of a penalty payment for cancellation of participation.

c) If the cancellation takes place after 18 March 2018 (less than 44 days before assembly starts), the penalty payment applicable will be 100% of the total final invoice amount.

The Registration Fee is non-refundable in all cases.

Should an exhibitor have failed to pay the amount in full before assembly begins or has not occupied the space contracted, the organization will be free to allocate the space to a third party, without being liable for any compensation or repayment of any advanced payments made for such.

16. Force majeure

Fira de Barcelona reserves the right to reduce or extend the duration of a certain event and postpone the assembly, duration and dismantling period of the event under special circumstances or circumstances beyond its control. In such case and in any other of force majeure, the exhibitor shall not have the right to cancel the contract or to claim for damages.

17. Contract terms and conditions and acceptance of the Participation Rules

The foregoing Participation Rules are constituted as standard conditions and contract terms. Those matters not expressly contemplated in these Participation Rules shall be governed by the Fira de Barcelona Exhibitor General Participation Regulations that you can check at www.firabarcelona.com and to which they expressly submit themselves.

Should there be any contradiction or discrepancy between these two documents, the provisions of these Participation Rules shall prevail.

OPTIONAL TEXTS:

1.- Commercial transactions (Sales Regulations)

The direct sale of articles and their removal from stands during the course of the show is not permitted. The exceptions to this rule will be governed by the provisions of the Law on Trade Fair Activities and its Regulations.

2.- Regulations covering lotteries or games of chance

Any type of lottery or contest which the exhibitor wishes to organise must have the prior authorisation of the Organisers.

Any lottery, raffle, tombola or other game of chance which take place must have the prior authorisation of the General Management of Gaming and Performance and must abide by the Regulations governing raffles and games of chance and any directives that may apply.