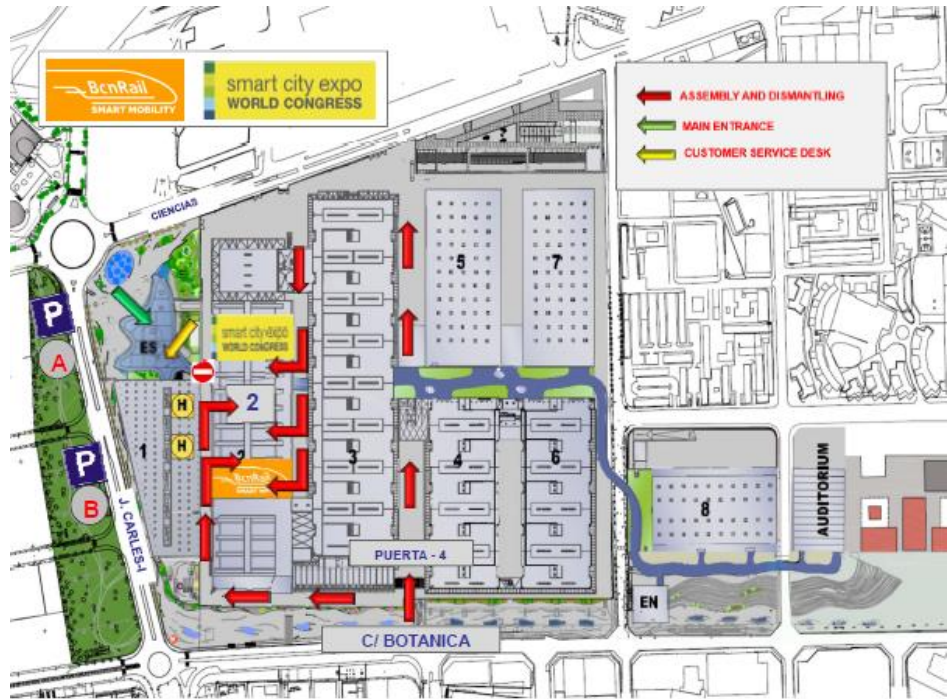


## FACT SHEET

1.	<b>EXHIBITOR'S AREA</b>	<p>On the Show's website you will find the Exhibitor's Area where you can plan your participation. It is accessed by entering your username (the email of the contact person named on the application form) and the password that was sent to you by email.</p> <p>For any queries regarding online services, call (+34) 93 233 20 00.</p> <div data-bbox="496 546 920 1016"> <p><b>Exhibitor access</b></p> <p>Please be reminded that in order to access this area, you will need to enter username and password that the main contact for this event has received by email</p> <p>User (e-mail)</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Enter</p> </div>
2.	<b>PARTICIPATION RULES</b>	<p>You can download the Participation Regulations from the show's website/ Exhibitor's Area/Participation/Information.</p>
3.	<b>PASSES FOR EXHIBITORS</b>	<p>To order your exhibitors' passes you should request them on the following page of the Exhibitor's Area and complete the required details <b><u>before November 8<sup>th</sup></u></b>.</p> <p><b>Smart City Expo World Congress</b> offers a new function that enables you to print your exhibitor passes and beat the queues at the venue.</p> <p>To use this new function, companies must have no outstanding payments owing to Fira Barcelona. You can review your payment status on the 'Finances' tab in the Exhibitors' Area of the website.</p> <p>Simply go to the Exhibitors' Area, 'Participation' and click on 'Exhibitor passes' in section four. Once inside, create your passes and click on the print icon to generate them.</p> <p>You can print passes from <b><u>November 5<sup>th</sup> to 8<sup>th</sup></u></b>. If you have not printed them off by then, you can collect them from Customer Services from the first day of assembly onwards.</p> <p>No passes can be issued, nor can stand assembly be authorized, until all outstanding debts with Fira de Barcelona have been settled.</p> <p>The exhibitor passes are also valid during stand assembly and dismantling periods.</p>
4.	<b>INVITATIONS</b>	<p>To purchase additional invitations you can go to the Exhibitors' area: Promotion and advertisement/Buy and send electronic invitations</p>

5.	<b>PASSES FOR STAND ASSEMBLY AND DISMANTLING</b>	<p>Exhibitors must request work passes for all those involved in assembling the stand. Subject to submission of the request to the Client Services Department with the name and ID card / passport of each of the installers, being valid only for the assembly and dismantling days.</p> <p>The application form can be found on the show's website in the Exhibitor's Area/Participation/Pass passManagement.</p> <p>These passes are valid exclusively for the event's official assembly and dismantling periods.</p> <p>If the assembly company has any outstanding debts with Fira de Barcelona at the beginning of the event, authorisation to start assembly will be refused.</p>
6.	<b>PARKING SPACES</b>	<p>To optimize access to the trade fair venue, we offer a number of parking areas for exhibitors at the show.</p> <p>You can order these on the show's website in the Exhibitor's Area/Participation/Pass Management/Parking.</p> <p>The price is €75 + the corresponding VAT.</p> <p>Parking passes can be collected from the Customer Services Department from the first day of stand assembly.</p> <p>The car parks set aside for exhibitors are A. You can park and pick up the corresponding pass before collecting the vehicle.</p> <p>The parking spaces are not numbered.</p>
7.	<b>TRAVEL AND TRAVEL DISCOUNT VOUCHERS</b>	<p>These can be downloaded from the show's website, Exhibitor's Area/Participation/Services, the travel discounts and print the required number of vouchers.</p>
8.	<b>CUSTOMER SERVICES DEPARTMENT</b>	<p>At the Customer Services Department you can collect assembly passes, exhibitor passes, parking passes, make last-minute bookings, settle payments and report any incidents.</p> <p>Gran Via site: located in the Europa Hall (lower entrance using the escalators)</p> <p>Helpline: 902 233 200 and (+34) 932 332 000.</p> <p>Opening times:</p> <ul style="list-style-type: none"> <li>• Assembly: from 8.00 am to 7.00 pm (8.00 am to 8.00 pm on the final assembly day).</li> <li>• Event: 8.30 am to 7.30 pm (8:00 am to 7:30 pm on the first day of the event)</li> <li>• Dismantling: from 8.00 am to 1.30pm and 3.30 pm to 5.30 pm</li> </ul> <p>No passes can be issued, nor can stand assembly be authorized, until all outstanding debts with Fira de Barcelona have been settled.</p>
9.	<b>ASSEMBLY AND DISMANTLING</b>	<p><b>Assembly:</b>  <b><u>From 12<sup>th</sup> to 15<sup>th</sup> November 2015 – Opening times: from 8.00 am to 8.00 pm.</u></b>  <b><u>16<sup>th</sup> November 2015 – Opening times: from 8.00 am to 10 pm.</u></b>  Exhibitors who have booked their stand through ServiFira <b>can have access to the stand 48 hours before the show starts and furniture will be delivered 24 hours before the show opening.</b></p>

		<p><b>Dismantling:</b> November 19<sup>th</sup> – Opening times: from 7:30 pm to 10:00 pm. From November 20<sup>th</sup> to 23<sup>th</sup> 2015 – Opening times: from 8.00 am to 8.00 pm.</p> <p><b><u>IMPORTANT:</u></b></p> <ul style="list-style-type: none"> <li>- ON 16 NOVEMBER, VEHICLES WILL NOT BE ALLOWED INSIDE THE HALL.</li> <li>- STAND ASSEMBLY MAY START FROM 19 NOVEMBER AT 7.30 PM (ONLY SMALL, HAND-CARRIED ITEMS). Vehicles are able to access the venue as far as the nearest side door to your stand.</li> <li>- Exhibitors are asked to remove any valuable materials as soon as possible from 19<sup>th</sup> November at 7:30 pm. <b>Fira does not assume any responsibility on the non-removed materials.</b></li> <li>- VEHICLES WILL BE ALLOWED IN THE HALL FOR DISMANTLING AS FROM 20 NOVEMBER.</li> </ul>
10.	<b>CONSTRUCTION RULES</b>	<p>The location assigned consists of floor space only. Construction of a stand is mandatory. Construction of a stand on the hired exhibition space only is a basic requirement.</p> <p>The organiser is entitled to enforce compliance with this requirement should any company fail to make provision for the erection of a stand. Under no circumstances may the walls of another exhibitor in an adjoining space be used for such purposes</p> <p><b><u>Interior stand walls:</u></b> Totally enclosed stands are not permitted on the exhibition floor. Exhibits and walling should not obstruct the view of adjacent stands. Only 50% of any open side of stands are permitted to have an outside wall.</p> <p><b><u>Height regulations:</u></b> The maximum height permitted is:</p> <ul style="list-style-type: none"> <li>• 3 metres at the perimeter of the stand.</li> <li>• 5 metres for fixtures set back 2 metres from the edge of the stand.</li> </ul> <p><b><u>Any element that exceeds 3 metres in height must be set back from the stand perimeter in accordance with the stand proportion regulations. Example: An element of 4 metres exceeds the standard height by 1 metre and therefore must be set back 1 metre from the stand perimeter.</u></b></p> <p><b><u>Hanging fixtures:</u></b> Fixtures which are suspended from the ceiling must comply with exhibition height regulations. A lighting truss may be installed along the perimeter line of the stand to a height up to 6 metres, provided that it carries no advertising and the characteristics of the exhibition hall so permit. If you want to place advertising on the truss, it must be set back by the proportional distance indicated in the height regulations and down to 5 meters the bottom part.</p> <p>All Exhibitors with design Stands higher than 3 metres , regardless of size, must submit one copy of a sealed and scaled floor plan (with front and side elevations) to: <a href="mailto:operations.smartcity@firabarcelona.com">operations.smartcity@firabarcelona.com</a> before October 30<sup>th</sup> 2015. Operations department will evaluate it and inform the exhibitor on the approval of the project.</p>
11.	<b>BIM PROJECT</b>	<p>This year Smart City Expo World Congress will demonstrate the Exhibition area and management of the spaces with BIM technology as a Smart tool of space organization and professional communication. If you want your stand with detail reflect into the BIM model and virtual presentation of SCEWC you</p>

		<p>may provide the information of your stand design with these specifications:</p> <ul style="list-style-type: none"> <li>1- 2D technical drawings of the stand including all lightings, furniture, etc. with one of the following formats: <ul style="list-style-type: none"> <li>a. DWG</li> <li>b. DFX</li> <li>c. IFC</li> </ul> </li> <li>2- PDF document of same 2D technical drawings</li> <li>3- 3D visualizations of your technical drawing (optional)</li> <li>4- Contact person for technical development of your stand and technical communication via BIM online platform</li> </ul> <p>If you are developing your stand model in BIM, you may deliver an IFC file of your model in addition to specification of material list for visualization purpose.</p> <p>You should consider the time limits to be able to reflect your stand design in the BIM model of exhibition area and virtual demonstration. Therefore you should submit your stand design not later than 06/11/2015 to the following address: <a href="mailto:operations.smartcity@firabarcelona.com">operations.smartcity@firabarcelona.com</a>. For the design submitted after given day, we will communicate and respond based on possibilities.</p>
12.	<b>SHIPMENT OF MERCHANDISE</b>	<p>Send to: FIRA BARCELONA – Gran Via venue <b>SMART CITY EXPO WORLD CONGRESS</b> Av. Juan Carlos I, 58 Hall no. 2 – stand no. 08908 L'Hospitalet de Llobregat (Spain). _</p> 
13.	<b>SERVIFIRA</b>	<p><b>IMPORTANT:</b> Please remember that as of <b>NOVEMBER 5<sup>TH</sup> 2015</b>, the <b>EXPRESS PORTFOLIO</b> will apply for contracting any kind of service, with fewer products available and an additional 30% on the price.</p> <p>Helpline: (+34) 902 233 200 Fax: (+34) 932 332 080</p>

		<p>email: <a href="mailto:servifira@firabarcelona.com">servifira@firabarcelona.com</a></p> <p><b>Incident management during assembly:</b> Call 902 233200 or contact the Hall Manager's office or Customer Services Department.</p>
14.	<b>ASSEMBLY SERVICES AND WASTE MANAGEMENT</b>	<p>Assembly Services: Exhibitors are reminded that companies building their own stand are obliged to pay a fee to cover the use of lighting, water, electricity, washrooms, security and central switchboard services in the Halls at the following rates:</p> <p>Carpeting or dais: 2.07 €/sq. m Modular stand: 4.72 €/sq. m Designer stand: 7.33 €/sq. m</p> <p>The relevant VAT will be applied to all charges. Waste management: Fira Barcelona advises that all decorating companies should arrange for the removal of any waste during the assembly of the stand and to leave the space clean and clear once the dismantling period is over. If necessary, contracting the removal of debris and waste can be arranged through ServiFira. Should any kind of waste remain once the dismantling period expires, penalties will be applied at the current rates.</p>
15.	<b>VEHICLE ENTRY INTO THE GRAN VIA SITE</b>	<p>Refer to the policy on vehicle entry and waiting periods inside the venue for loading and unloading material.</p> <p>Information can be found in the Exhibitor's Area in the section Assembly and Dismantling / vehicle entry to the Gran Via site.</p> <p>Exhibitors with a stand of less than 20 sq. m will be given a discount voucher which entitles them to <b>one hour of free parking</b> every day in the loading/unloading zone. Once this time has been exceeded, the general hourly rates will be applied. When the event is being held, they should park in the corresponding underground car park.</p> <p>Exhibitors with stands of between 21 and 100 sq. m will be given a discount voucher which entitles them to <b>three hours of free parking</b> every day in the loading/unloading zone. Once this time has been exceeded, the general hourly rates will be applied. When the event is being held, they should parking in the corresponding underground car park.</p> <p>Exhibitors with stands of over 100 sq. m will be given a discount voucher which entitles them to <b>five hours of free parking</b> every day in the loading/unloading zone. Once this time has been exceeded, the general hourly rates will be applied. When the event is being held, they should park in the corresponding underground car park.</p> <p>Global exhibitors have extra voucher of <b>three hours of free parking</b> every day added to the prior ones.</p> <p>The official hours for parking in the loading/unloading zone are from 8.00 am to 8.00 pm. Vehicles may not be parked within the complex outside these hours. Any vehicle left overnight will be given a fine of 300 euros.</p>
16.	<b>HANDLING OF MERCHANDISE</b>	<p>Resa Logistic, Fira de Barcelona's official logistics provider, can undertake any assembly or dismantling operation for you as well as the transport, handling and storage of merchandise.</p> <p>Phone: (+34) 932 332 474 / (+34) 932 334 889 Fax: (+34) 932 332 579 Email: <a href="mailto:info@resalogistic.com">info@resalogistic.com</a></p>

17.	<b>CARPET</b>	<p>Aisle carpeting is in the following colours <b>GREY ANTHRACITE</b></p> <p><b>VEHICLES WILL NOT BE ALLOWED IN THE HALLS ONCE THEY HAVE BEEN CARPETED.</b></p>
18.	<b>LOGISTICS DEPARTMENT</b>	<p>The Logistics Department is at your service for any assembly operations, such as moving merchandise, queries, or special permits for access to the venue.</p> <p>Head of Logistics: Tatiana Martínez  Phone: (+34) 932 332 628  Email: <a href="mailto:tamartinez@firabarcelona.com">tamartinez@firabarcelona.com</a></p>
19.	<b>PAYMENT TERMS</b>	<p>For any query concerning your client account, please contact the Fira Barcelona's Administration Department.</p> <p>Phone: 902 233 200  Email: <a href="mailto:administracion@firabarcelona.com">administracion@firabarcelona.com</a></p> <p>No exhibitor passes can be issued, nor can stand assembly be authorized, until all outstanding debts with Fira de Barcelona have been settled.</p> <p>If you are paying by bank transfer, please send a copy of the payment slip to the Administration Department of the Fira de Barcelona by fax to (+34) 932 332 554, stating the name of the show and your client reference number.</p> <p>Banks:</p> <p><b>CAIXABANK:</b> C/A 2100 0927 56 0200017660  SWIFT CODE: CAIXESBBXXX - IBAN CODE: ES49-2100-0927-5602-0001-7660</p> <p><b>BBVA:</b> C/A 0182 6035 42 0100857117  SWIFT CODE: BBVAESMMXXX - IBAN CODE: ES31 0182 6035 42 0100857117</p> <p><b>BANC SABADELL:</b> C/A 0081 5084 04 0001290030  SWIFT CODE: BSABESBB - IBAN CODE: ES19 0081 5084 04 0001290030</p> <p><b>BANCO POPULAR ESPAÑOL:</b> C/A 0075 1586 95 0604422331  SWIFT CODE: POPUESMM - IBAN CODE: ES30 0075 1586 95 0604422331</p>
20.	<b>PRESS DEPARTMENT</b>	<p>The Press Department is available to exhibitors for sending any documents you want to place in the Press Room.</p> <p>Contact person: Folc Lecha  Phone: (+34) 932 333 555  Email: <a href="mailto:flecha@firabarcelona.com">flecha@firabarcelona.com</a></p>
21.	<b>RESTAURANTS AND CATERING</b>	<p>GastroFira's services include stand catering, bar/meal vouchers to use in the venue, and the organization of receptions and cocktail parties for special events.</p> <p>Tickets Menu: Restaurant Univers  Tickets Bar: Locals GFood</p> <p>Contact Person: Ferran Pesas  Telephone: 93 233 32 11  E-mail: <a href="mailto:fpesas@firabarcelona.com">fpesas@firabarcelona.com</a></p>



22.	<b>CONTACT MANAGEMENT</b>	The contacts manager will enable you to register the visits received on your stand by using the show's app.
23.	<b>CLOAKROOM SERVICE</b>	This service will be available during the show, located in the Europa Hall.
24.	<b>MEDICAL SERVICE</b>	<p>This service will be available:</p> <ul style="list-style-type: none"> <li>- <b><u>From 8.00 am to 8.00 pm – Assembly and dismantling days</u></b></li> <li>- <b><u>From 9.00 am to 19.00 pm – Exhibition days</u></b></li> </ul> <p>In the Restaurant Area, Halls 3, next to door 3.14.</p>
25.	<b>VENUE CONNECTIONS</b>	<p>The FGC underground line connects the Montjuïc and Gran Via exhibition centres with Plaza de Europa.</p> <p>There will be a shuttle available from the airport to Gran Via venue the days of celebration between 8:00 am and 8:00 pm.</p>
26.	<b>COMPLEX STRUCTURES</b>	<p>Fira de Barcelona can authorize the construction of a complex structure according to the regulations of the Event, in the areas where the roof height and the pavilion structure allow this. Complex structure will be any construction needing the participation of a competent technician in its design, calculations or in the certification of its final solidity, or if a significant risk evaluation is needed.</p> <p>Related to this, the complex structures are defined as:</p> <ol style="list-style-type: none"> <li>1. 2 floor stands with underpasses and stairs.</li> <li>2. Platforms and stages of 0,5 m high or more.</li> <li>3. Terraces or stands</li> <li>4. Exterior structures</li> </ol> <p>If your stand have any of that kind of structure, you must present the requested documentation that you can find attached</p> <p><a href="http://media.firabcn.es/content/S088015/AEX/Normativa%20construccio%20stands_angles.pdf">http://media.firabcn.es/content/S088015/AEX/Normativa%20construccio%20stands_angles.pdf</a></p>
27.	<b>WI-FI POLICY</b>	<p>Fira de Barcelona deployed the world's largest WiFi infrastructure throughout all the venue with more than 1,200 antennas. Such an infrastructure will be available to all attendees at no cost for exhibitors or visitors. In the benefit of all, all Wi-Fi connections will be managed by Fira de Barcelona only. Fira de Barcelona will use state of the art Wi-Fi scanning equipment to detect if any privately managed access points have been installed and reserves the right to disconnect them at any time during the congress.</p> <p>Wi-Fi GUIDELINES FOR EXHIBITORS:</p> <ul style="list-style-type: none"> <li>- Exhibitors and their stand builders are not allowed to use any external Wi-Fi routers or access points..</li> <li>- The use of any other equipment that works within the Wi-Fi frequency ranges of 2.4GHz or 5GHz, such as wireless audio or lighting control, is not allowed. If you need to use them, please report it to <a href="mailto:internet@firabarcelona.com">internet@firabarcelona.com</a>.</li> <li>- If internet connectivity is critical to your stand we recommend you to order a hardline Internet Access. If this is not possible for your stand Internet needs then we recommend you to use only 5GHz capable Wi-Fi devices.</li> </ul>

		<ul style="list-style-type: none"><li>- For the best possible solution to your Internet needs we strongly recommend you contact Fira de Barcelona in advance of the show to help you place your order at <a href="mailto:internet@firabarcelona.com">internet@firabarcelona.com</a>.</li></ul>
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