

PARTICIPATION RULES OF SMART CITY EXPO WORLD CONGRESS 2016

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1. Name

Smart City Expo World Congress

2. Type of event

Professional & International

3. Frequency

Annual

4. ORGANIZATION

Fira de Barcelona - Avda. Reina M^a Cristina s/n
08004 - Barcelona
Tel.: 902 233 200/ +34 93 233 2000
Email: smartcityexpo@firabarcelona.com
Website: www.smartcityexpo.com

5. Venue, dates and opening hours of the Event

Location Gran Via venue, Hall 2
Event: November 15 – November 17, 2016
Exhibitors: 08:30h to 19:30h
Visitors: 09.00h to 19.00h
Assembly: November 10 – November 14, 2016
Dismantling: November 18 – November 21, 2016

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

6. Sectors

- Society
- Technology
- Governance
- Mobility
- Sustainability
- Circular Economy

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

7. Participation

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 Organization will send by email.

In every case, in order to take part in the show you need to pay the registration fee of €385 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 €385 per client to cover organizational formalities.

Prices do not include VAT.

8.2. RENTAL OF EXHIBITION SPACE/STAND PACK

The fees for exhibition spaces are as follows:

- Space only stands: € 250 / sqm

The stand pack rates are shown below:

- Bronze pack: € 3.925
- Silver pack: € 4.995
- Gold pack: € 11.815

The above prices do not include VAT.

8.3 CO-EXHIBITORS

Exhibitors may authorize other companies to join their stand as co-exhibitors, in which case a registration fee of €350 will apply. Co-exhibitors should also complete the form provided by the show which details the rights of co-exhibitors.

8.4 CONTRACTOR SERVICES

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

- Carpet or platform..... 2,10 €/sq. m
- Modular Stand..... 4,79 €/sq. m
- Designer Stand..... 7,44 €/sq. m

The above prices do not include VAT.

Should a stand be hired from SERVIFIRA, the latter shall cover the cost of Contractor 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 Services 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 www.firabarcelona.com, under the section 'Exhibitor / Participations Regulations'.

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.

En el caso de que se deje algún tipo de residuo una vez finalizado el plazo de desmontaje, la empresa expositora será penalizada con una sanción de como máximo 50€/m² ocupados.

8.6 COMPULSORY INSURANCE

Civil Liability and Property Damage Insurance are compulsory and by participating in the trade show, exhibitors comply with FIRA DE BARCELONA'S policies. In order to formalise participation and adherence to said policies, the exhibitor must pay the sum of €_____ for insurance and services, inclusive of the following:

- Civil liability
- Damage to materials, excluding theft/robbery

Civil liability

Includes personal and property damage to third parties for which the exhibitor may be liable.

Insured capital: €300,000.

The exhibitor will be liable to pay an excess of €1,500.

Material damage

Includes material damage inflicted upon insured assets forming part of the exhibition by one of the covered risks, with a limit of €20,000 over the insured base capital upon the initial risk.

Basic risk coverage:

- Basic risks include: fire, explosion, lighting, including damage of electrical origin.

The exhibitor is not liable for payment of any excess for incidents covered by basic risk cover. For all other guarantees, the exhibitor will be liable to pay an excess of €1,000.

8.7 ACCESS CONTROL (GRAN VIA SITE)

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 will 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. As from April 11, 2016 the process of distributing and allocating the space will start among companies that have submitted applications. Space will be allocated according to the technical or sector criteria associated to the craft show as a whole and the materials to exhibit. However, the trade show history of the company, the date the application form was sent and the number of metres requested will be considered.

10. Participation contract

The Organization 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 Fira de Barcelona's Participation Regulations for exhibitors. The Participation Contract is valid solely for the Company named in the registration document and for a single event.

In either of the two types of contract, you can choose between the following types of billing

- 1) Three invoices will be issued with the following payment deadlines:
 - Payment deadline 1: On the date of signing the contract, for an amount corresponding to 50% of the total.
 - Payment deadline 2: 135 days before assembly starts, for an amount corresponding to 25% of the total.
 - Payment deadline 3: 45 days before assembly starts, for an amount corresponding to 25 % of the total.
- 2) Single bill: On the date of signing the contract, for an amount corresponding to 100% 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 Organization 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 company's participation will be issued.

11. Payment terms

Invoices must be paid to Fira de Barcelona - The Show Smart City Expo World Congress, by any of the following means:

- Direct debit (for bank accounts in Spain only). If you choose this option, all invoices issued by Fira de Barcelona for any trade show will be processed by this payment method.
- Confirmed cheque/banker's 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: ES30 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 **client code and invoice number** that appears on the invoice on the bank transfer, banker's cheque or cheque made out in favour of the FIRA INTERNACIONAL DE BARCELONA.

12. Servifira Services contract

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

From 7 days before the first day of assembly, the Express Portfolio goes into effect for last-minute bookings, with a more limited range 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. Exchange, transfer or sub-letting booked spaces to third parties is expressly forbidden.

If, for any reason beyond the organization'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 formalize the corresponding Annex to the Participation Contract.

If, for reasons beyond the control of Fira de Barcelona, including the existence of buildingwork 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; nevertheless, the exhibitor hereby waives any further claim in this respect. The participation contract between the Parties shall be cancelled with immediate effect on receipt of the notification by the exhibitor.

14. Amendment 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 formalized in writing between the Organization and the exhibitor. Should the requested space be unavailable, the contract will remain unalterable.

15. Cancellation by the Exhibitor

Exhibitors may cancel their participation in Smart City Expo World Congress 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 organization will take steps to close the exhibitor's account, itemizing the invoices corresponding to its participation and services.

- a) If the cancellation is sent before September 12 the amounts paid by the exhibitor up to that point will be refunded.
- b) If the cancellation is made between September 12, 2016 and October 1, 2016, the exhibitor will be obliged to pay 100% of invoiced and past-due amounts by way of a penalty payment for the cancellation.
- c) If the cancellation takes place after October 1, 2016 the penalty payment applicable will be 100% of the total final invoice.

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 in 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.

ADDITIONAL INFORMATION:

1. Construction Rules

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.

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

Interior stand walls:

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.:

Height regulations:

The maximum height permitted is:

- 3 metres at the perimeter of the stand.
- 5 metres for fixtures set back 1 metres from the edge of the stand.

Hanging fixtures:

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.

All Exhibitors with design Stands, regardless of size, must submit one copy of a sealed and scaled floor plan (with front and side elevations) to: operations.smartcity@firabarcelona.com before October 28, 2016. Operations department will evaluate it and inform the exhibitor on the approval of the project.

2. Wi-Fi Policy

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.

Wi-Fi GUIDELINES FOR EXHIBITORS:

- Exhibitors and their stand builders are not allowed to use any external Wi-Fi routers or access points..
- 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 internet@firabarcelona.com.

- 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.
- 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 internet@firabarcelona.com.