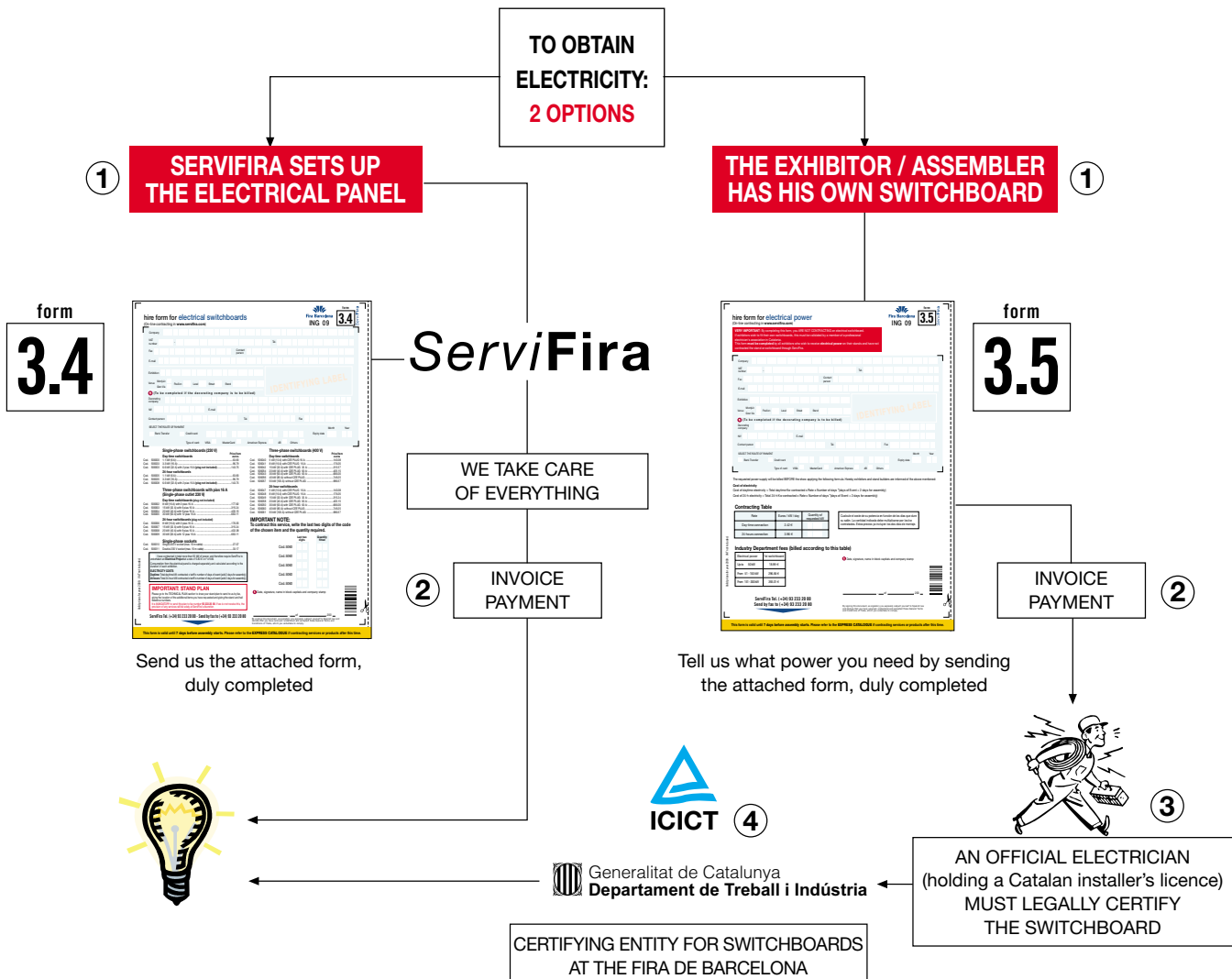




electricity

- Description of the 2 options of contracting contract form for electrical switchboards **3.4** contract form for electrical power **3.5** Documents downloadable at <http://servifira.firabcn.es>

DIAGRAM FOR CONTRACTING ELECTRICITY (IMPORTANT: READ THIS CAREFULLY BEFORE CONTRACTING)



order form for electrical switchboards

(Hiring on-line www.servifira.com)

Company													
VAT number				Tel.									
Fax						Contact person							
E-mail													
Exhibition													
Venue		Montjuic		Pavilion		Level		Street		Stand			
Gran Via													
<p>* (To be completed if the decorating company is to be billed)</p>													
Decorating company													
Nif				E-mail									
Contact person				Tel.				Fax					
SELECT THE METHOD OF PAYMENT													
<input type="checkbox"/> Bank Transfer		<input type="checkbox"/> Credit card						Expiry date		Month		Year	
Type of credit card: VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> 4B <input type="checkbox"/> Others <input type="checkbox"/>													

IDENTIFYING LABEL

Single-phase switchboards (230 V)

		Price/item euros
Day-time switchboards		
Cod. 506000	1.1 kW (6 A):	63.83
Cod. 506033	3.3 kW (16 A):	96.79
Cod. 506003	6.6 kW (32 A) with 2 pias 16 A (plug not included):	143.75
24-hour switchboards		
Cod. 506005	1.1 kW (6 A):	63.83
Cod. 506035	3.3 kW (16 A):	96.79
Cod. 506008	6.6 kW (32 A) with 2 pias 16 A (plug not included):	143.75

Three-phase switchboards with pias 16 A (Single-phase outlet 230 V)

Day-time switchboards (plug not included)		
Cod. 506062	8 kW (16 A) with 3 pias 16 A:	177.82
Cod. 506063	15 kW (32 A) with 6 pias 16 A:	315.24
Cod. 506064	20 kW (40 A) with 9 pias 16 A:	405.15
Cod. 506065	30 kW (63 A) with 12 pias 16 A:	663.11
24-hour switchboards (plug not included)		
Cod. 506066	8 kW (16 A) with 3 pias 16 A:	177.82
Cod. 506067	15 kW (32 A) with 6 pias 16 A:	315.24
Cod. 506068	20 kW (40 A) with 9 pias 16 A:	402.38
Cod. 506069	30 kW (63 A) with 12 pias 16 A:	663.11

Single-phase sockets

Cod. 506010	Single 230 V socket (max. 10 m cable):	27.07
Cod. 506011	Double 230 V socket (max. 10 m cable):	33.17

Three-phase switchboards (400 V)

		Price/item euros
Day-time switchboards		
Cod. 506040	5 kW (10 A) with CEE PLUG 16 A:	140.08
Cod. 506041	8 kW (16 A) with CEE PLUG 16 A:	176.05
Cod. 506042	15 kW (32 A) with CEE PLUG 32 A:	315.57
Cod. 506054	20 kW (40 A) with CEE PLUG 63 A:	405.15
Cod. 506043	30 kW (63 A) with CEE PLUG 63 A:	666.00
Cod. 506056	40 kW (80 A): without CEE PLUG	749.25
Cod. 506057	50 kW (100 A): without CEE PLUG	986.57
24-hour switchboards		
Cod. 506047	5 kW (10 A) with CEE PLUG 16 A:	140.08
Cod. 506048	8 kW (16 A) with CEE PLUG 16 A:	176.05
Cod. 506049	15 kW (32 A) with CEE PLUG 32 A:	315.24
Cod. 506058	20 kW (40 A) with CEE PLUG 63 A:	405.15
Cod. 506050	30 kW (63 A) with CEE PLUG 63 A:	666.00
Cod. 506060	40 kW (80 A): without CEE PLUG	749.25
Cod. 506061	50 kW (100 A): without CEE PLUG	986.57

IMPORTANT NOTE:

To contract this service, write the last two digits of the code of the chosen item and the quantity required.

	Last two digits	Quantity fitted
Cod.5060		
Cod.5060		
Cod.5060		
Cod.5060		
Cod.5060		

I have contracted in total more than 50 kW of power, and therefore require ServiFira to undertake an **Electrical Project** at a rate of 6.21 € x n° of kW.

Consumption from the electrical panel is charged separately and calculated according to the duration of each exhibition.

ELECTRICITY COSTS

Daytime: Total daytime kW contracted x tariff x number of days of event (add 2 days for assembly)

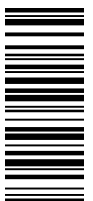
24 hours: Total 24-hour kW contracted x tariff x number of days of event (add 2 days for assembly)

IMPORTANT: STAND TECHNICAL PLAN

Go to the TECHNICAL PLAN section to draw and fax the stand plan, indicating the location of additional items requested and the number of the stand in the pavilion.

It is **MANDATORY** to fax this plan to **(+34) 93 233 20 80**, otherwise the location of the services will be allocated according to the criteria of ServiFira and cannot be modified during build-up.

***** Date, signature, name in block capitals and company stamp



ServiFira Tel. (+34) 93 233 20 00 - Send by fax to (+34) 93 233 20 80

By signing this document, as signatory you expressly subject yourself to Spanish law and declare that you have received, understood and accepted these General Terms and Conditions of Trade, which you undertake to comply.

Frequently asked questions

How do I know what kind of electrical panel I need?

You need to add up the total number of watts you need for your stand, including: lighting, machinery, computer equipment, audiovisual equipment, etc.

If you have contracted a stand through ServiFira, you do not need to add the power consumption from lighting as the stand includes the lighting panel.

If you will be exhibiting machinery, you need to consider whether it operates on a single-phase (230 V) or three-phase (400 V) system.

What times will you need to be connected?

- **Daytime electrical panels:** these are connected each day 1 hour before the event opens and disconnected 1 hour after the closing time.

- **24-hour electrical panels:** these supply power throughout the whole event, 24 hours a day, and are recommended if you have fridges or machinery that needs to be permanently connected.

If you contract a three-phase electrical panel with PIAs, how many single-phase outlets will it have?

The number of PIAs installed should always be in accordance with the following ratio:

Panel	Amps	Nº Pías
8 kW	16 A	3
15 kW	32 A	6
20 kW	40 A	9
30 kW	63 A	12

- Pía = Single-phase outlet (230 V)
- 1 kW = 1,000 Watts

Remember that the socket can not bear more electrical power than the power indicated at the PIA.

When is it necessary to provide an ELECTRICAL PLAN when contracting an electrical panel?

If the total kilowatts contracted through electrical panels is more than 50 kW, it is compulsory to submit an electrical plan in accordance with the regulations of the Department of Industry of the Generalitat of Catalunya.

Electrical project is needed:

- For a switchboard superior to 50 kW
- For the sum of several switchboards (superior to 50 kW) in the same stand.

How can I calculate my electrical consumption cost?

You just need to consider:

1. Duration of the show you participate in + 2 days for the build-up.
2. Number of kW you are ordering.
3. Consumption rate (2,42 € for daytime power and 3,96 € for 24h power) by multiplying these three concepts by themselves, you will obtain the final cost.

p.e.:

If you participate in a show that lasts 3 days and you order 7 kW daytime, the cost will be as follows: 5 days x 7 kW x 2,42 € = 84,7 €

When do I pay for my electricity charges?

Payments for electricity must be made before the assembly starts, and will be invoiced together with the electrical panel.



VERY IMPORTANT INFORMATION

- The prices for renting electrical panels during the event include their official certification, but not consumption costs or the cost of the electrical plan if you are using more than 50 kW on your stand.
- Under no circumstances will be exhibitor's machinery be connected by our technicians. Likewise, electrical connectors are not supplied (cables, extensions, adaptors, etc.).
- Payment of industry taxes is mandatory as from the second electrical panel, or from the first electrical panel for events held at Fira de Barcelona venues but not organised by the Fira the Barcelona.

If you hire an electrical switchboard there is no need to fill in form 3.5, as the electrical consumption will be automatically invoiced.

order form for electrical power

(Hiring on-line www.servifira.com)

Fira Barcelona
ING 09

form
3.5
ServiFira

VERY IMPORTANT: By completing this form, you ARE NOT CONTRACTING an electrical switchboard. If exhibitors wish to fit their own switchboards, this must be validated by a member of a professional electrician's association in Catalonia. This form **must be completed** by all exhibitors who wish to receive **electrical power** on their stands and have not contracted the stand or switchboard through ServiFira.

Company																											
VAT number		-														Tel.											
Fax																Contact person											
E-mail																											
Exhibition																											
Venue	Montjuïc		Pavilion		Level		Street		Stand		IDENTIFYING LABEL																
	Gran Via																										
<input checked="" type="checkbox"/> (To be completed if the decorating company is to be billed)																											
Decorating company																											
Nif																E-mail											
Contact person																Tel.				Fax							
SELECT THE METHOD OF PAYMENT																		Month	Year								
<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Credit card																			Expiry date							
Type of credit card:																		VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	American Express	<input type="checkbox"/>	4B	<input type="checkbox"/>	Others	<input type="checkbox"/>

The requested power supply will be billed BEFORE the show applying the following formula. Hereby exhibitors and stand builders are informed of the above mentioned:

Cost of electricity

Cost of daytime electricity = Total daytime kW contracted x Rate x Number of days *(days of Event + 2 days for assembly)

Cost of 24-h electricity = Total 24-h kW contracted x Rate x Number of days *(days of Event + 2 days for assembly)

Contracting Table

Rate	Euros / kW / day	Quantity of requested kW
Day-time connection	2.42 €	<input type="text"/>
24-hours connection	3.96 €	<input type="text"/>

Industry Department fees (billed according to this table)

Electrical power	1st switchboard
Up to 50 kW	18.99 €
From 51 - 150 kW	296.56 €
From 151 - 300 kW	393.01 €

Date, signature, name in block capitals and company stamp



_____ , _____ of _____, 200__

ServiFira Tel. (+34) 93 233 20 00
Send by fax to (+34) 93 233 20 80

By signing this document, as signatory you expressly subject yourself to Spanish law and declare that you have received, understood and accepted these General Terms and Conditions of Trade, which you undertake to comply.



Frequently asked questions

When are the electrical panels connected?

The electrical panels for the event will be connected on the final two days of exhibition the build-up and when the electricians/installers submit the inspection reports or electrical plans to the official electrician of the Fira Barcelona responsible for Hall connections.

What are the connection times?

- **Daytime electrical panels:** these are connected each day 1 hour before the event opens and disconnected 1 hour after the closing time.
- **24-hour electrical panels:** these supply power throughout the whole event, 24 hours a day, and are recommended if you have fridges or machinery that needs to be permanently connected.

Do I need power during assembly and dismantling days? What do I need to do in this case?

Free provisional switchboards will be available at the halls during the build-up and dismantling period.

What should I do if I do not have an authorised electrician/installer?

If you do not have an electrician/installer authorised by the Department of Industry of the Generalitat of Catalunya, we recommend that you order an electrical panel using form 3.4. and ServiFira will take care of everything for you.

How can I calculate my electrical consumption cost?

You just need to consider:

1. Duration of the show you participate in + 2 days for the build-up.
2. Number of kW you are ordering.
3. Consumption rate (2,42 € for daytime power and 3,96 € for 24h power) by multiplying these three concepts by themselves, you will obtain the final cost.

p.e.:

If you participate in a show that lasts 3 days and you order 7 kW daytime, the cost will be as follows: 5 days x 7 kW x 2,42 € = 84,7 €



ELECTRICAL POWER

These are necessary for you to connect your electrical panel to the Fira's power supply.



Montjuïc



Gran Via

VERY IMPORTANT INFORMATION

- By completing this form YOU ARE NOT ORDERING AN ELECTRICAL PANEL.
- You should not complete this form if you have ordered a stand or electrical panel from ServiFira.
- This form must be filled out by all exhibitors who require electrical power and have their own installation.

PROCEDURE FOR OFFICIAL CERTIFICATION OF ELECTRICAL PANEL

- 1 - You must go to the Customer Services Department to get the form for authorisation of electrical power (to submit this, all outstanding invoices must have been paid by the exhibitor and/or assembly company).
- 2 - Submit the following information to the Department of Industry (ICICT):
 - Inspection Report and official electrical certification from the Fira Barcelona.
 - Single-line diagram of the panels installed.
 - Electrical Power Authorisation Form.
- 3 - When the Inspection Report has been stamped and the installation is complete, hand in the green copy to the Hall Services Manager's office with the socket number to which the electrical panel has been connected.

Recommendation:

Only get your electrician to contract the electrical power you really need, given that the cost of electricity invoiced to you corresponds to the total kW accepted by your switchboard/s and not the kW per hour actually used.