



**ELE-ESPANA – 17-19 JUNE 2009
EXHIBITION MANUAL
EXHIBITOR INFORMATION**



EXHIBITION MANUAL

17-19 June 2009

ADMINISTRATION MANAGEMENT IN SPAIN:



LIBERTECNIC MEDIA SA
Tel: +34 93 4573574
Fax: +34 93 3807474
E-mail: libertecnic@verticalreport.com
Valencia 379,08013 Barcelona, Spain

VENUE: FIRA BARCELONA / SERVIFIRA



Av. Reina M^a Christina s/n, 08004 Barcelona, Spain
Fax: +34 93 233 20 80
Tel: +34 93 233 20 00
E-mail: servifira@firabcn.es

ELE-ESPANA EXHIBITION IS ORGANIZED BY:



IAEE Inc.
E-mail: iaee@elevcon.com & katrin_pust@elevcon.com
Website: www.elevcon.com
Fax ++44 8701 300790 & 49 6925 577350



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Dear Exhibitor,

Thank you for exhibiting at the fourth ELE-ESPANA exhibition! We are pleased that you will be joining us in Barcelona and would like to do everything we can in order to insure that your experience is profitable and rewarding.

This Exhibitor Manual contains all the information you need in order to successfully manage your booth logistics. Please take the time and read through the manual carefully. We are positive that you will be able to find answers to most of your questions inside.

In case you find unclear information or something important has not been included, please do not hesitate to contact us.

We hope you will have a successful exhibition in Barcelona.

Sincerely,

The ELE-ESPANA Team

Please note: updates will be available on our website www.elevcon.com



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✳ **FORMS GROUP A: TECHNICAL SERVICES SUPPLIED BY THE SERVIFIRA**

These items can be easily ordered on the website www.servifira.com directly from the Fira. Exhibitors will be supplied with an ID number and a Password to be able to make these purchases. In order to make it easier for you, we also enclose a PDF file identical to the website which you can printout, check, and send it by the "old fashion mail" to **ServiFIRA** Av. Reina M^a Christina s/n, 08004 Barcelona, Spain

Fax: +34 93 233 20 80

Tel: +34 93 233 20 00

E-mail: servifira@firabcn.es



catálogo de servicios al expositor 2009



Find everything in this catalogue which features new products, discounts and special offers:
www.servifira.com

Toda la oferta de este catálogo con más productos nuevos, descuentos y promociones en:
www.servifira.com



El éxito de su participación es nuestro compromiso



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List of Contacts

<p>LIBERTECNIC MEDIA S.L. ACCOUNTING & ADMINISTRATION Mrs. Mercedes Franco C/Valencia 379, 08013 Barcelona, Spain Tel: +34 93 4573574 Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com & info@verticalreport.com</p>	<p>FIRA BARCELONA Av. Reina Ma Christina s/n 08004 Barcelona, Spain Fax: +34 93 233 20 80 Telf: +34 93 233 20 00 E-mail: Servifira@firabcn.es</p>
<p>TRAVEL NEXUS TRAVEL AGENCY Sr. Yami Kliss C. Consell de Cent 341, 2-1-A, 08007 Barcelona, Spain Tel.: +34 93 4875738 Fax: +34 93 4880538 E-mail: yami@tvnx.com</p>	<p>RESA EXPO LOGISTICS, SL MANEJO DE FLETES (EN ESPAÑA) LOGOSTIC SERVICES – FORKLIFTS, CRANES, TRANSPORTS, STOCKAGE, EMPTY BOXES Sr. Jorge Reina / Sr. Xavier Magdaleno Atlantic, 107-109 Zona de Actividades Logisticas (Z.A.L.) 08040 Barcelona, Spain Tel: + 34 93 233-4743 / -4047 Fax: + 34 93 2631894 E-mail: vmagdaleno@resainternacional.com</p>
<p>IAEE Inc. contact Mrs. Katrin Pust Email: katrin_pust@elevcon.com Fax: ++ 44 8712 516568 ++49 6925 577350 Website: www.elevcon.com</p>	

Send your forms in time!

The index of forms lists every individual form included in the manual and shows you which forms have to be returned in any case. All other forms are for your convenience.



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INDEX OF FORMS

FORMS GROUP A: TECHNICAL SERVICES

Please send the order forms by due date so that we can ensure that the services you require are arranged before the exhibition.

Do remember to make a copy for your own reference.

Forms - Group A (Number #2-6): Technical and display supply supplied directly by ServiFIRA

Forms - Group B (Number #7-10): Company / exhibitor details are either compulsory or very important for efficient process. All services offered in this group are **FREE OF CHARGE**.

Forms - Group C (Number #11-16): Additional services

Conditions of Participation.

Please note: In case we offer a compulsory service, which you do not required, please mark 'Service not required' and return to the right address, so we will know you were aware of the service provided.

FORMS GROUP A: TECHNICAL SERVICES SUPPLIED BY THE SERVIFIRA

These items can be easily ordered by website www.servifira.com directly from the Fira. Exhibitors will be supplied with an ID number and a Password to be able to make this purchases. In order to make it easier for you, we also enclose a PDF file identical to the website which you can printout, check, and send by the "old fashion mail".

Form Number	FORMS 1.1 TO 3.1 SHOULD BE RETURNED TO: ② ServiFIRA BARCELONA	Compulsory	Deadline	Return form to:
1.1	Basic furniture & Accessories for white modular stands		01.05.2009	ServiFIRA ②
1.3	Carpentry, display aids and furniture		01.05.2009	ServiFIRA ②
1.4	Design furniture		01.05.2009	ServiFIRA ②
2.2	Computer services and fax machines		01.05.2009	ServiFIRA ②
2.3	AV equipment		01.05.2009	ServiFIRA ②
2.4	Temporary staff, security and hostess		01.05.2009	ServiFIRA ②
2.5	Graphic services		01.05.2009	ServiFIRA ②
2.6	Floral services		01.05.2009	ServiFIRA ②
3.1	Internet access		01.05.2009	ServiFIRA ②
3.2	Telephone and fax lines		01.05.2009	ServiFIRA ②
3.3	Water and compressed air		01.05.2009	ServiFIRA ②
3.4	Electrical switchboards	█	01.05.2009	ServiFIRA ②
3.5	Electric power supply	█	01.05.2009	ServiFIRA ②
3.6	Rigging services		01.05.2009	ServiFIRA ②
3.7	Assembly services		01.05.2009	ServiFIRA ②
end	ServiFIRA terms and conditions			

FORMS GROUP B: COMPANY / EXHIBITOR DETAILS

Form	Topic	Compulsory	Deadline	Return to:
7	Company / Exhibitor details	█	01.05.2009	Libertecnic Media ①
7.1	Who is responsible?	█	01.05.2009	Libertecnic Media ①
7.2	Staff list	█	01.05.2009	Libertecnic Media ①
7.3	Designer name / company	█	01.05.2009	Libertecnic Media ①

Management:
IAEE Inc. – Mrs. Katrin Pust
 Fax ++44 8701 300790 or +49 69255 77350
 Email: Katrin_pust@elevcon.com web: www.elevcon.com

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Administration Management in Spain:
 LIBERTECNIC MEDIA, Valencia 379.08013 Barcelona,
 Tel: +34 93 4573574, Fax: +34 93 3807474
 E-mail: libertecnic@verticalreport.com



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INDEX OF FORMS, continued

8	Name for fascia sign	■ **	10.04.2009	Libertecnic Media ①
9	Catalogue – index entry & classification	■	10.04.2009	Libertecnic Media ①
10	Application for Passes –set-up & dismantling of stands		01.05.2009	Libertecnic Media ①

** For modular stand only

FORMS GROUP C: ADDITIONAL SERVICES

Form	Topic	Compulsory	Deadline	Return to:
11	Modular package order		01.05.2009	Libertecnic Media ①
12	Catalogue - advertising		10.04.2009	Libertecnic Media ① & IAEE Inc. **
13	Freight forwarding / storage handling		01.05.2009	RESA LOGOSTIC
15	Hotel accommodation		ASAP	Travel Nexus
16	Transportation		ASAP	Travel Nexus

INSURANCE + REGULATIONS

■ Compulsory Forms

① Return form to: LIBERTECNIC MEDIA

② Return form to: La FIRA BARCELONA, Av. Reina M^a Christina s/n 08004 Barcelona
Tel: +34-93 233 20 00 Fax +34-93 233 2080 E-mail: servifira@firabcn.es

** Spanish Exhibitors: send form to LIBERTECNIC MEDIA

** International Exhibitors: send form to IAEE Inc

SERVICES CONTRACTING AND PAYMENT TERMS

Services orders from Libertecnic Media

Services contracting payments should be made:

1. The latest 4 weeks before the beginning of the assembly of the stand, the totality of the contracted services must have been paid.
2. Services will be provided only if payment has been made in advance.
3. Services contracting is closed 7 days before the opening of the exhibition or when deadline is indicated on the form, the earlier of both.
4. Services contracted after closing of the contracting services will be paid at the moment of contracting and with an additional rate as an emergency service concept if these will be provided.
5. • **Payment terms:**
Certified check / Cash at the FIRA / Bank transfer

Services ordered from ServiFIRA Barcelona

Services contracting payments should be made as follows:

Please read the general contracting conditions on the last 2 pages of the FIRA manual

Payments can be made by direct debit / bankers draft / Credit Card / Cash at the FIRA payment office / Bank transfer to:

CAIXA D'ESTALVIS I PENSIONS DE BARCELONA
Avda. Paralelo 180- 08015 Barcelona Spain
c.c 2100 0927 56 0200017660
Swift: CAIXESBBXXX
IBAN: ES49-2100-0927-5602-0001-7660

Management:
IAEE Inc. – Mrs. Katrin Pust
Fax ++44 8701 300790 or +49 69255 77350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

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1. Timetable

1.1 Build up for space only stands:

- Exhibitors with a space only stand (no modular package) may instruct their designers to work according to the following set-up hours.

15 June 2009 Monday 16:00 - 22:00

16 June 2009 Tuesday 08:00 - 22:00

(13 and 14 June can be allocated for complicated stands with pre-notice)

1.2 Build up for modular package stands:

16 June 2009 Tuesday 08:00 - 22:00

1.3 Exhibition dates and opening/closing times:

17 June 2009 Wednesday 10:00 - 17:30

18 June 2009 Thursday 10:00 - 17:30

19 June 2009 Friday 10:00 - 17:30

1.4 Exhibition breakdown/dismantling:

19 June 2009 Friday 18:30 - 22:00

20 June 2009 Saturday 18:30 - 22:00

21 June 2009 Sunday 08:00 - 20:00

► For security reasons please do not forget to unplug all electrical appliances before dismantling.

► All equipment or material should be cleared out by Sunday, 21 June 2009, 20.00 hrs.

2. Arrival and set-up

2.1 Passes can be obtained from the secretariat of the FIRA (main entrance) upon arrival against an ID document.

2.2 No access will be allowed into the exhibition area without valid access pass/badges

2.3 In case of unpaid balances, the exhibitor is requested to make his payments at the exhibition.

3. Dismantling

3.1 Material and equipment should be cleared from the exhibition, loading and unloading areas according to the scheduled timetable as shown.

3.2 Electricity disconnection will take place immediately after closing of the exhibition - for safety and insurance proposes.

3.3 Exhibitors have to evacuate all their material before **end** of Sunday, 21 June 2009 at 20:00 hrs.

3.4 Material that is not completely removed in time, and remains in the exhibition area, will be stored or removed by the organizers with an extra charge. Storage with no safety guarantee.



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On site organizers office:

The exhibition hall will be managed through out the build-up, event and dismantling by Mr. Bob Turner who will be for the entire period at the organizers offices.

4. Exhibitors stands and instructions

Space only stand (un-constructed area). Space only exhibitor's package includes:

1. Exhibition space as ordered.
2. Listing / entry in the official catalogue index as well as on the website.
3. 50 printed invitations to the event.
4. Advertising at reduced rates in the Exhibition Catalogue.
5. A variety of services and rental options can be reserved for an additional fee, as published in the Exhibitors' Manual.
6. Option to rent a meeting room during the exhibition to conduct seminars

Tips and instructions for space only stands:

1. An exhibitor in a space only area will receive bare floor, and is expected to set-up his own stand design, decoration etc. Normally, such areas are expected to nominate a stand design company that will arrange for them the show – please inform us about your designer company – (*see form #7.3*) (Please hand a copy of this manual to your contractor or designer. All designers and decoration companies must follow the regulations of ELE-ESPANA and La FIRA Barcelona.)
2. An exhibitor in a space only area will need **electric supply** from La FIRA BARCELONA (*forms #3.4 and 3.5*), and is requested to give his designer company these pages with instruction to order sufficient electric supply for the area.
3. An exhibitor in a space only area must build detached walls between his area and his neighboring area of at least 3 meter height, with a white clean back.
4. An exhibitor in a space only area cannot use the walls built-up by his neighbor.
5. An exhibitor in a space only area must leave all sides that front the aisles of the exhibition open for visitors and is not allowed to build any walls to front these aisles.
6. Electric power outlets/supply has to be ordered separately according to your needs (see enclosed form). It is very important, in particular for areas without construction, to order electricity, which will be only connected after the authorization of the electrical engineers of the exhibition centre. Please read the relevant form carefully.
7. Island stand- an exhibitor on an island stand (4 fronts open) is requested to design his stand so that all four fronts are open to public access or view into the stand.
8. Larger unconstructed stands with major construction and/or material may be able to start their set-up earlier and complete it later than other exhibitors - please contact ELE-ESPANA organizers for further information.
9. Hanging posters on the walls can be done by double adhesive tape with "chains" and hooks.
10. Hanging posters from the ceiling can be done by ordering from Fira Barcelona rigging service (see form #3.6)



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La FIRA BARCELONA setting-up tax: please see ServiFIRA form 3.7
This cost will be charged directly to the company's setting-up before the beginning of the set-up.

Exhibition space and modular constructed stand package includes:

Exhibition space includes:

1. Exhibition space as ordered.
2. Free listing in the official ELE-ESPANA catalogue.
3. Free listing on the official ELE-ESPANA website.
4. 200 printed invitations for the exhibition.
5. Advertising in the exhibition catalogue at reduced rates.
6. A variety of services and rental options can be reserved for an additional fee, as published in the Exhibitors Instruction Manual.
7. Option to rent a meeting room during the exhibition to conduct seminars and meetings.

Modular constructed stand package includes:

1. Two-side panels and a back wall.
2. Carpeting.
3. Fascia sign including company name
4. Two chairs and one table per 18 sqm.
5. Spotlights - one per frontage running meter.
6. One electrical outlet of one kilowatt per 18 sqm. *(please indicate your preferred place on the stand plan)*
7. One wastebasket per 18 sqm.

General information and instructions for modular constructed stand package exhibitors:

Description of a standard modular wall system:

Stand description:

Basic white modular stand composed by:

- White melamine frieze (useful height approx. 40 cms)
- Black standard lettering (1 per façade)
- White melamine panels (approx. 95 cms x 235 cms)
- White octagonal support frame
- Useful height between floor and frieze 240 cms



Fascia board text

1. Please complete form #8 (FASCIA SIGN TEXT) and send it to LIBERTECNIC MEDIA by 10 April 2009, in order to provide us with your preferred text.
2. The fascia sign fonts used will be standard for all the stands and no logos and text will be added.

5. General instructions for all exhibitors

5.1 Stand number and location

When arriving to the exhibition hall please contact LIBERTECNIC MEDIA offices for your booth location. Note that the number of your booth will change and it is not the same as printed on the sales floor plan. We will provide you with the new number of your booth until 1 May 2009.

5.2 Designers, decoration companies and self designed stands:

- 5.2.1. Exhibitors using designers or decoration suppliers must notify the organizers, **please see form #7.3.**
- 5.2.2 Exhibitors must provide designers with the exhibition regulations.
- 5.2.3 Deviation above 3.0m heights require specific approval in writing from the organizers on a diagram giving details of the deviation.
- 5.2.4 All build-ups must be submitted to La FIRA BARCELONA and the organizers following internal regulations.
- 5.2.5 For any assistance please call the organizer.

5.3 Additional services

Please send all forms for additional services (forms 11 to 16) by the due date, so that we can provide you with the best service. We cannot insure that additional services requested after the due date will be taken into consideration and if so, there might be an additional charge for late orders.

5.4 Security and insurance

General security is provided starting from Monday, 15 June 2009 until Sunday, 21 June 2009 (inclusive) during regular set-up and dismantling hours, and during exhibition opening hours. The general security guards occupy the main entrance.



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Be aware that during set-up and dismantling hours there are workers of other stands in the hall and the organizers are not responsible for material and goods on your designated stand or anywhere in the exhibition hall or unloading areas. During the exhibition - there is no guarding of the material during the hours of the exhibition. ELE-ESPANA Exhibition and Libertecnic Media are not responsible of any direct or indirect damages or losses of material of exhibitors. We recommend to all exhibitors that they take out adequate insurance to cover both their own stands and their property at all times. Libertecnic Media also recommends that small expensive items be not left unattended. In case you wish to order additional security, please see *Form # 2.4*

5.5 Electricity (*Form # 3.4 and 3.5*)

The electricity order is divided into sections that enable rental of connection to electrical lighting and electrical power consumption. Please check these forms carefully as they are MANDATORY. Exhibitors with modular stands that believe that the electric supply included in the modular package is sufficient do not need to fill in these forms.

Constructed stand package:

Includes one electrical socket and differential protection 1.1 kW, 1 phase of 1kW per 18 sqm.

24 hours electricity: (permanent electrical supply)

IMPORTANT: the electrical supply is only during exhibition opening hours. Exhibitors who need 24 hours electricity supply (cooling, freezing etc.) Must contact La FIRA BARCELONA for special order.

5.6 Cooking, heating and warming up of food & drinks:

1. It is allowed to use only one electrical device for cooking, heating and warming up food or drinks.
2. No gas operated devices are allowed; exhibitors that need to use gas operated devices must contact the organizers for special arrangements outside the exhibition hall.

5.7 Carpets

ELE-ESPANA Exhibition puts carpets only in the aisles. In case you wish carpeting for your stand you may order carpets inside the stand (recommended). (*Form #1.6* includes carpets and podium).

Note 1: The modular stand package includes in the package a carpet covered with protective plastic.

Note 2: Unconstructed areas (space only) may order carpets using form 1.3 or 1.6

5.8 Storage room

Exhibitors who need storage room are requested to contact RESA for hiring space.

5.9 Freight logistic handling (supplied by RESA Expo Logistics, Barcelona) Form #13

The official freight forwarder supplies various services in a professional and guaranteed manner: Onsite handling (forklift, etc). Empty packaging removal and return after show as well as custom clearance, sea and air freight, European Union road freight, full trailer load.

5.10 Exhibition catalogue index entry (*Form #9*) and optional publicity (*Form #12*)

The exhibition catalogue includes a listing of the exhibiting companies. In order to have your detailed insert in this catalogue please send the *Catalogue Form #9* in time to us. Please send *Form #9* as Microsoft Word file as instructed to both emails as an attachment document. (In case the information is sent by fax the organizers will not be responsible for errors that may occur in the printing, or that the entry may not be printed at all.)



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In case Libertecnic Media **does not receive Form #9** by 10 April 2009 it may not be included in the catalogue. Instead, Libertecnic Media may insert only the information as given on your registration form.

Advertisements in the catalogue (catalogue) can be ordered until 10 April 2009. Accepted formats are files as TIFFs or EPSs. Do not use LZW compression or JPGs. (**Form #12**).

5.11 Cleaning

5.11.1. After build-up and before the opening on 17 June 2009 the organizers will be responsible for general cleaning on aisles and stands.

5.11.2. The organizers will do general cleaning during the opening hours.

5.12 Seminars and receptions

Exhibitors who wish to hold seminars or receptions are requested to contact the organizers for advice and rates.

5.13 Accommodation (hotels) and transportation *Form #15 and 16*

We will be able to arrange accommodation for your convenience with special rates. La FIRA BARCELONA Exhibition Centre is located in Barcelona city centre. Several hotels are within walking distance. Underground connection is available until the FIRA.

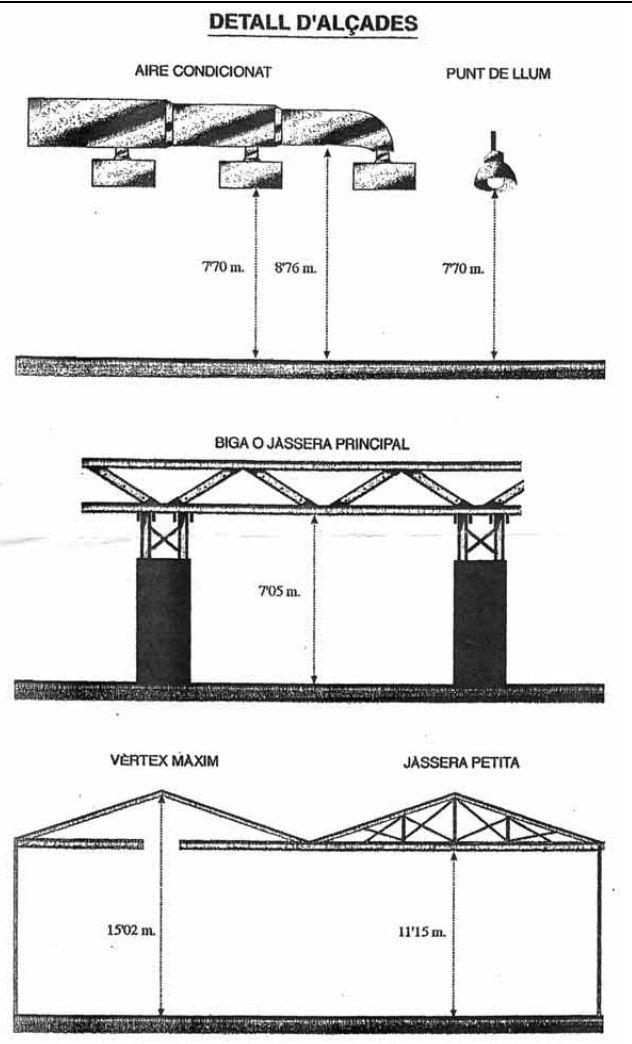
5.14 Exhibition hall specifications

High exhibits The La FIRA BARCELONA Hall is in some areas very high and varies from 7 meter to 15 meter. In case you like to plan an exhibition of more than 3-meter height, please let us know in advance so we shall check whether the position of your stand allows such height. High designed stand must have a construction engineer certificate for safety arranged by the exhibitor.

Those companies occupying space only or wishing to build higher than 3 meters must provide the organizers with a copy of the stand plan and design at least forty five (45) days in advance and obtain approval before beginning construction.

Floor loading 2000 Kg / M2
 Floor finish Concrete
 Freight entrance roller doors, 5 meters wide 4.05 meters high
 Electrical capacity: three phase 220V or 380V, 60Hz.
 Sockets are for circular two-pin plugs.
 Single phase 110V is not available and if required, exhibitors must provide a transformer.

Ceiling height: from 7.05 Meters
 Max. construction height 4.5 Meters



Forms - Group B (Number #7-10)

Company / Exhibitor Details

■ COMPULSORY & IMPORTANT FORMS FOR SMOOTH OPERATION

Form	Topic	Compulsory	Deadline	Return form to:
7	Company / Exhibitor details	■	01 May 2009	LIBERTECNIC MEDIA ①
7.1	Who is responsible?	■	01 May 2009	LIBERTECNIC MEDIA ①
7.2	Staff list	■	15 May 2009	LIBERTECNIC MEDIA ①
7.3	Designer name / company	■	01 May 2009	LIBERTECNIC MEDIA ①
8	Name for fascia sign	■ ②	01 May 2009	LIBERTECNIC MEDIA ①
9	Catalogue – index entry	■	10 April 2009	LIBERTECNIC MEDIA ①
10	Application for passes: set-up and dismantling of stands	■	01 May 2009	LIBERTECNIC MEDIA ①

■ Compulsory forms have to be returned!

② For modular stand only

Please return all above forms to:

① LIBERTECNIC MEDIA Ltd.

Valencia 379,08013 Barcelona, Spain

Tel: +34 93 4573574, Fax: +34 93 3807474,

E-mail: libertecnic@verticalreport.com & info@verticalreport.com



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Please return this form by Fax or E-mail to: LIBERTECNIC MEDIA Ltd. Valencia 379,08013 Barcelona, Spain, Tel: +34 93 4573574, Fax: +34 93 3807474, E-mail: libertecnic@verticalreport.com & info@verticalreport.com	Deadline: 01 May 2009
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ELE-ESPAÑA 2009 Exhibition

Form #7 Company / Exhibitor Details

COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
TITLE:	E-MAIL:

Form #7.1: Who is responsible?

We plan to arrive to set-up the stand	JUNE 15 16 17 (circle)
Name of the person that will manage the stand :	NAME
TITLE:	MOBILE:
ADDRESS IN BARCELONA:	
Signature	Date



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Please return this form by Fax or E-mail to: LIBERTECNIC MEDIA Ltd. Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 Email: libertecnic@verticalreport.com & info@verticalreport.com	Deadline: 01 May 2009
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ELE-ESPAÑA 2009 Exhibition

This form <i>is Compulsory</i> for companies who ordered a “Modular Construction Package”	
Form #8 Name for Fascia Sign	
COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
TITLE:	E-MAIL:

- *Exact name you require to appear on your stand fascia board -*
**Please write clearly in capital letters the name you wish to be added on your fascia sign
 in front of your stand:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pease note: Neither logos nor signs are to be printed or attached to the fascia sign.

Name	Signature
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-Please return this form by Fax or Email to: LIBERTECNIC MEDIA Ltd. Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com & info@verticalreport.com	Deadline: 10 April 2009
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ELE-ESPAÑA 2009 Exhibition

Form# 9 is compulsory EXHIBITION CATALOGUE
Bilingual - Spanish & English

Form #9 Catalogue Index Entry & Classification

COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
TITLE:	E-MAIL:

The exhibition catalogue [catalogue] includes listing of exhibiting companies. In order to enter your details in this catalogue please send this form to LIBERTECNIC before **the deadline 10 April 2009**.

Please send the enclosed information requested in this form as a **Microsoft Word file - free text not in a table**.

Should we not receive this form before 15 March 2009 we will not be able to include your full details in the catalogue [catalogue], and we may insert only the information as given on your registration form or not at all.

Please send us the following information

(The "type of operation" 30 words. Please send in **Spanish and in English**. In case you send the text in one language only, we shall translate it into the other language, an abstract without guarantee of accuracy. Please note: In order to achieve unified look and feel, all company names will be printed in CAPS.

Details to email:	Example
Company full name	EMLP-EXPO S.A. (CAPS ONLY)
Mail address	12 Via Diagonal, 08080 Barcelona, Spain
Managing director	Managing director: --name---
Marketing manager	Marketing manager: --name---
Commercial contact person name	Contact: ----name - ----
Tel	Tel: +-92-44-67499008
Fax	Fax: +-92-44-7389597729
Email	wertopsadf@sdf.dfg
Internet site	www.empl@expo.com
Main products: up to 30 words text	Text.....



ELE-ESPAÑA – 17-19 June 2009
EXHIBITION MANUAL
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Type of operation: text up to 30 words maximum	i.e. production, manufacturer, agent, assembly, maintenance etc text up to 30 words
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Please return this form by Fax or E-mail to: LIBERTECNIC MEDIA Ltd. Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com & info@verticalreport.com	Deadline: 01 May 2009
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ELE-ESPAÑA 2009 Exhibition

Form #10 Application for Passes – Set-Up & Dismantling of Stands

COMPANY NAME:	TEL:	
CONTACT PERSON: MR. / MRS / MISS	FAX:	
TITLE:	E-MAIL:	
SURNAME AND FIRST NAME	PASSPORT NUMBER	COMPANY NAME

The passes will be available upon your arrival. All personnel working at La FIRA Barcelona must be covered by social security and should abide by the work safety and health regulations

We plan to arrive to set-up the stand	JUNE 15 16 (circle)
We plan to dismantling the stand	JUNE 17 18 19 (circle)
We plan to stay at hotel [name and telephone]	Hotel:
Your stand manager's cellular phone number in Barcelona DIAL:	Cellular:

Signature

Date



Forms Group C (#11-16) Additional Services

Form	Topic	Deadline	Return form to:
11	Modular package order	01 May 2009	Libertecnic ①
12	Catalogue - Advertising	10 Apr. 2009	Libertecnic ① & IAEE
13	Freight forwarding/storage handling	01 May 2009	RESA
15	Hotel accommodation	ASAP	TRAVEL NEXUS
16	Transportation	ASAP	TRAVEL NEXUS

① Form 11 to be returned to: LIBERTECNIC MEDIA	LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com
① Spanish Exhibitors: LIBERTECNIC MEDIA Form 12 to be returned to:	LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com
① International: IAEE Inc. Katrin Pust Form 12 to be returned to:	Mrs. Katrin Pust, IAEE, Email: katrin_pust@elevcon.com Fax +44 8712 516568 or +49 6925 577350
Form 13 to be returned to: (if needed) RESA EXPO LOGOSTIC, S.L. Logistic services – forklifts, cranes, transports, storage, empty boxes	MANEJO DE FLETES (EN ESPAÑA) LOGOSTIC SERVICES – FORKLIFTS, CRANES, TRANSPORTS, STOCKAGE, EMPTY BOXES Sr. Jorge Reina / Sr. Xavier Magdaleno Atlantic, 107-109 , Zona De Actividades Logisticas (Z.A.L.) 08040-Barcelona, Spain Tel: + 34 93 2334743 / -4047 Fax: + 34 93 2631894 E-mail: xmagdaleno@resainternacional.com
Form 15 and 16 to be returned to: (if needed) Travel Nexus, TRAVEL NEXUS	To travel agent directly Yami Kliss C.Consell de Cent 341, 2-1A, 08007 Barcelona, Spain Tel +34 93 4875738, Fax +34 93 4880538 yami@tvnx.com

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
Fax ++44-870-1300790 or +49-69-25577350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
Tel: +34-93-4573574, Fax: +34-93-3807474
E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Please return this form by Fax or E-mail to: LIBERTECNIC MEDIA Ltd. Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com & info@verticalreport.com	Deadline: 01 May 2009
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ELE-ESPAÑA 2009 Exhibition

for companies that did not order a "modular construction package"	
Form #11 Modular Package	
for companies who did not order a "modular construction package"	
COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
TITLE:	EMAIL:

We, the undersigned, would like to order a "modular construction package" at 95.00 Euro per each 1 sqm. (The package includes the items listed below): -

Size of construction	Front.....Meter	DepthMeter
	Totalsqm	X 95 Euro = + IVA

Please note: You may order construction on a PART of your space reserved (minimum 6 sqm).

THE PACKAGE INCLUDES:

1. Two-side panel and a back wall.
2. Carpeting.
3. Fascia sign including company name.
4. Two chairs and one table per 18 sqm.
5. Spotlights - one per frontage running meter.
6. One electrical outlet of one kilowatt per 18 sqm.
7. One wastebasket per 18 sqm.

PAYMENT:

Payments should be made by bank transfers to:

Libertecnic Media,S.L. NIF-B 61633459

SWIFT CAIXES BBXXX

IBAN ES-71 2100-3019 -13 - 2200439861 ELE ESPAÑA

NAME	DATE	SIGNATURE

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
 Fax ++44-870-1300790 or +49-69-25577350
 Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
 Tel: +34-93-4573574, Fax: +34-93-3807474
 E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Spanish Exhibitors: Libertecnic Media Ltd. Valencia 379,08013 Barcelona, Spain Tel: +34 93 4573574, Fax: +34 93 3807474 E-mail: libertecnic@verticalreport.com & info@verticalreport.com International Exhibitors IAEE Inc. E-mail: katrin_pust@elevcon.com Fax +44 8712 516568 or +49 6925 577350	Deadline: 10 April 2009
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ELE-ESPAÑA 2009 Exhibition

Form #12 Exhibition Catalogue – Advertising

COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
TITLE:	E-MAIL:

We, the undersigned order an advertisement in the exhibition Catalogue.

Size	Price	
<input type="checkbox"/> 1 full page	€ 400.00	+ €64 [=16% IVA tax supplement]
<input type="checkbox"/> ½ page	€ 200.00	+ €32 [=16% IVA tax supplement]
<input type="checkbox"/> Back cover	€ 1700.00	+ €272 [=16% IVA tax supplement]
Inside cover	P.O.R.	Price on request

We, the undersigned order an advertisement in the exhibition catalogue.

*Prices are for colour or mono advertisements

The catalogue will be given free of charge to visitors at the entrance of the exhibition hall.

Catalogue size:

Page: A4 (29.70 cm X 21.00 cm) Advertisement size: 27.00X19.00 cm

Artwork: PHOTOSHOP 6 or earlier versions: Create PhotoShop files at 300 dpi (200 dpi minimum).

Do not change the resolution of your photographs, if they are not 300 dpi, send them as is.

Photoshop files should be CYMK, greyscale or bitmap, nothing else.

Save your files as PDF, TIFF' s or EPS' s. Do not use LZW compression.

Deadline: Artwork must arrive at Ele-España no later than 10 April 2009.

Payment has to be made upon receipt of invoice to:

Payments should be made by bank transfers to:

Libertecnic Media,S.L. NIF-B 61633459,

SWIFT CAIXES BBXXX, IBAN ES-71 2100-3019 -13 - 2200439861 ELE ESPAÑA

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust

Fax ++44-870-1300790 or +49-69-25577350

Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,

Tel: +34-93-4573574, Fax: +34-93-3807474

E-mail: libertecnic@verticalreport.com



Form #13 Logistic Services



RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
P.O. Box: Apartado de Correos 2045
08908 – Hospitalet, Barcelona, Spain
Tel: + 34 93 2334038 / -4744 / -4743
Fax: + 34 93 2631894
info@resainternacional.com

SHIPPING MANUAL ELE ESPAÑA 2009 (17-19/06/09)

The following instructions apply for all events held at Barcelona Fairgrounds Montjuic, and organized through Fira de Barcelona:

1) Contact:

Xavi Magdaleno
Tel: +34 93 2334740 (Direct)
Fax: +34 93 2631894
xmagdaleno@resainternacional.com

Simon Puchol
Tel: +34 93 2334038 (Direct)
Fax: +34 93 2631894
spuchol@resainternacional.com

2) Consigning/delivery instructions:

2.1) Direct truck deliveries:

Please be aware that Barcelona Fairgrounds are divided in 2 different venues, "Plaza España" and "Gran Via". Please check your venue before shipping:

- Plaza España Fairgrounds: RESA EXPO LOGISTIC
Plaza Universo, s/n
Recinto Ferial Plaza España
08004 – Barcelona, Spain

Notify to: ELE España '09 / Exhibitor Name
Stand Nr. / Hall Nr.

2.2) Advanced warehouse:

Consign to: RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
08908 – Hospitalet, Barcelona, Spain

Notify to: ELE España '09 / Exhibitor Name
Stand Nr. / Hall Nr.



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION



2.3) Seafreight / airfreight:

Consign AWB or B/L to: RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
08908 – Hospitalet (Barcelona)

Notify to: ELE España '09 / Exhibitor Name
Stand Nr. / Hall Nr.

3) Customs documents:

3.1) Definitive entries: Promotional materials to be consumed during the event.

- Invoices for permanent import must be addressed to: RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
08908 – Hospitalet (Barcelona)
Ref: (ELE España '09 / Exhibitor Name)

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials. Please state full description of items with values, nr. units, total weight and total nr. of boxes. Please state on the invoice: "Samples not for sale, value for statistical purposes"

3.2) Temporary entries: Goods returning to origin after the show.

- Invoices for temporary import must be addressed to: ELE España '09
Name of Exhibitor / Nr. Hall & Stand
Fira Barcelona
- On the ATA Carnet, RESA must be shown as authorized representative (field nr. 3)

4) Arrival deadlines:

NON-EU shipments:

Airfreight shipments: 3 working days before requested delivery date
Roadfreight shipments: 3 working days before requested delivery date
Seafreight shipments: 5 working days before requested delivery date

Pre-advises must be sent via fax or e-mail with full documentation -shipping form, invoices or ATA carnet, transport documents- 3 days before the arrival of shipment to Barcelona. The shipping form is enclosed to this manual, please fill in all details so that we can trace your shipment at our end.



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION



5) Couriers:

Please note that for shipments coming outside EU and under temporary customs entry, we do not recommend the use of any courier service, due to the restrictions of Spanish Customs. On that case using a specialized freight forwarder will be the best solution for your transport.

6) Agents network

Our recommended agent in your country is specialized on exhibition freight forwarding and will be able to assist you on the preparation of your shipment. Our agent will give you a professional advice and will offer you an all-in package that covers all the steps until your items are returned back to origin after the event. The list of our agents worldwide is available on request.

7) Return shipments:

We will be happy to organize the return transport of your items to any destination worldwide, with the transportation way you require (express, air, sea or by road). Our representatives will be in the venue in order to take your orders and assist you for any need you might have, such as packing, labeling, etc.

8) Payment of services:

In the case you are not using one of our agents for the transportation (see on point nr. 6, agents network), invoices should be settled prior to booth delivery for the inbound movement, and before departure of goods for the outbound movement. We accept Mastercard, VISA and American Express credit cards. Bank transfers shall be sent to the following account nr:

BANC SABADELL
Avenida Madrid, 188
08028 Barcelona

Account: 0081 0557 1900 0102 9711

IBAN: ES17 0081 0557 1900 0102 9711

SWFIT: BSABESBB

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
Fax ++44-870-1300790 or +49-69-25577350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
Tel: +34-93-4573574, Fax: +34-93-3807474
E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION



FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM

Please fax or e-mail this form to Xavi Magdaleno of RESA on +3493 2631894 or xmagdaleno@resainternacional.com

NAME OF EVENT: ELE ESPAÑA 2009

COMPANY DETAILS

Company Name:		
Address:		
ZIP Code:	Country:	
VAT Nr. (only for European companies):		
Tel.:	Fax:	E-mail:
Exhibitor name:	Hall n°:	Stand n°:
Contact person on stand:		Cell Phone n°:

SERVICE OPTIONS (Please tick which of the below services you require)

<p>1. DOOR TO DOOR SERVICE Resa's nominated agent in your country will arrange pick up from your domicile and deliver through to stand. If you choose this option you'll get complete contact details of our agent.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>2. FROM ARRIVAL AIRPORT / PORT TO STAND. Your own freight forwarder will get the goods to Barcelona airport or port and we will arrange Customs clearance, transport to showsite and delivery to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>3. FROM ADVANCE WHSE TO STAND Your own freight forwarder/courier company will deliver to advance warehouse, already customs cleared. We will transport to showsite and deliver to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>4. ON-SITE UNLOADING ONLY You will make your own arrangements to get the goods to the showsite; we will unload direct from your vehicle to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>5. EMPTY CASE STORAGE Please tick if you'll have empty boxes, crates or other packing material to be stored during the event in order to be used for the return shipment.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>6. OTHER SPECIFIC REQUIREMENTS Please specify:</p> <p style="text-align: right;"><input type="checkbox"/></p>

APROXIMATE SHIPMENT DETAILS

(To be completed if using options 2,3 or 4 only)

Name of own Freight Forwarder:	Tel.:
Estimated Date Goods due to arrive Airport/Port/Advanced Warehouse/Showsite:	
Nº. of pieces/Trucks:	Weight: kgs Type of goods:
Value:	Dimensions:
Date Goods required on stand:	Aprox. Time:

MANAGEMENT:
IAEE INC. – Mrs. Katrin Pust
Fax ++44-870-1300790 or +49-69-25577350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:
LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
Tel: +34-93-4573574, Fax: +34-93-3807474
E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Please note: All services received from Resa Expo Logistic will be invoiced directly after the event if prior arrangements are not in place. Each Exhibitor is individually responsible for payment of all items/services requested on this form. All accounts must be settled before delivery to the venue for inbound movement, and before departure of goods for the outbound movement. We accept VISA, Mastercard and American Express credit cards. Bank transfers should be sent to the following account number: BANC SABADELL, Avenida Madrid, 188 / 08028 Barcelona 0081 0557 19 0001029711 / SWIFT: BSABESBB / IBAN : ES17 0081 0557 19 0001029711



RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
P.O. Box: Apartado de correos 2045
08908 – Hospitalet (BARCELONA)

Tel: + 34 93 233-4745 / -4744 / -4743
Fax: + 34 93 2631894
info@resainternacional.com

FORWARDING TARIFF ELE ESPAÑA 2009 (17 – 19/06/09)

The following rates apply for shows held at the Barcelona Fairgrounds during year 2009 (validity until 31.12.2009):.

From Resa warehouse up to delivered on booth:

- Offloading, intermediate storage and delivery to booth: €45,00 /m3
* Minimum 3 m3/shipment
- Reception & delivery of small shipments (up to 50.-Kg): €50,00/shipment

Charges from collected at the Airport up to delivered on booth (excluded airline / storage charges, agent fees):

- Transfer from airport to booth: €1,15 /Kg
* Minimum 250.-Kg /Shipment

1 Cbm = 167 Kg

From arrived to BCN Fairgrounds up to delivered on booth:

- Offloading and direct delivery from truck to booth: €15,00 /m3
* Minimum/shipment €105,00
- Reception & delivery of small shipments (up to 50.-Kg): €50,00/shipment

1 Cbm = 300.-Kg / 1 Ldm = 4 Cbm



ELE-ESPAÑA - EXHIBITION MANUAL

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Rental of lift equipment / Labors only for works on stand:

Forklift 3 tons (min. 2 hours):	€ 95,00/hour
Forklift 4 tons (min. 2 hours):	€105,00/hour
Forklift 5 tons (min. 2 hours):	€115,00/hour
Handlift (min. 2 hours):	€ 18,00/hour
Worker (min. 4 hours):	€ 31,00/hour
Packer / Foreman (min. 4 hours):	€ 50,00/hour

Other equipments available on request

Storage:

5.1) Empties:

Collection, storage and re-delivery of empties: * Minimum 2 cbm	€ 55,00/cbm
--	-------------

5.2) Full goods:

Collection, storage and re-delivery of goods: * Minimum 2 cbm	€ 70,00/cbm
--	-------------

Rounding up from m3 to m3 on both

Customs Formalities:

6.1) Temporary clearance (samples for exhibition):

- ATA Carnet:

ATA Carnet Import Clearance:	€140,00
ATA Carnet Export Clearance:	€140,00

- Proforma Invoice:

Temporary import clearance:	€175,00
Re-export clearance:	€175,00
Cancellation of TIB on sold goods	€ 80,00 /entry

Customs bond fee:	€1,5 % of value €150,00 minimum
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MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
Fax ++44-870-1300790 or +49-69-25577350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
Tel: +34-93-4573574, Fax: +34-93-3807474
E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

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6.2) Definitive Clearance (consumables such as brochures, giveaways):

Import up to €12.000,00:	€140,00/entry
Up to €18.000.00:	€265,00/entry
Up to €24.000:	€295,00/entry
Up to €36.000:	€365,00/entry
Use of Resa import tax registration number:	€ 45,00/entry
Definitive export clearance:	€140,00/entry

Duties, Taxes are excluded and will be debited according to official outlay, + 10% advanced payment (min. €30,00). Customs inspections are also excluded, €175,00 will be charged in case of inspection.

Additional:

Service fee for shipment, for inbound / outbound: € 45,00/each way

Surcharges to be applied on section nrs. 2), 4):

Overtime (18:00 – 20:00h):	25%
Overtime (20:00 – 08:00h):	50%
Saturdays:	75%
Sundays/Public Holidays:	100%

Return charges:

Same as points 1), 2), 3), 4), 5), 6), 7)

Excluded:

- VAT
- Full risk Insurance
- Additional expenses for express deliveries are not included, and will be charged according to the volume / weight of goods (shipments arriving on same day of delivery will be considered express deliveries).
- *Duties and taxes, to be debited according to official outlay, + 10% advanced payment (min. € 30,00)*
- *Customs inspections, €175.00 will be charged in case of inspection.*
- Any other service required

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
Fax ++44-870-1300790 or +49-69-25577350
Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
Tel: +34-93-4573574, Fax: +34-93-3807474
E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Please return this form by Fax or E-mail to: Mr. Yami Kliss Travel Nexus, Yami Kliss, C.Consell de Cent 341, 2-1A, 08007 Barcelona, Spain Tel +34 93 4875738, Fax +34 93 4880538, Cell +34 649 144459 E-mail: eleespana@tvnx.com	Please return form ASAP
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ELE ESPANA 2009 Exhibition

Form #15 Hotel Accommodation

COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
DATE:	E-MAIL:

We, the undersigned, would like to make a hotel reservation as detailed below: (please check our website www.elevcon.com for further details regarding accommodation) Select the hotel and fill in the reservations required below:

Hotel	Stars	Dbl. Rm.	Sgl. Rm.	Hotel	Stars	Dbl. Rm.	Sgl. Rm.
Evenia Rocafort	3	€112,50	€106,25	Gotico	4	€163,40	€127,00
Rialto	3	€116,00	€ 92,00	Gran Barcino	4	€163,40	€127,00
Expo	4	€125,00	€120,00	Eurostars Cristal Palace	4	€175,00	€162,00
Evenia Rosello	4	€135,00	€126,25	Ciutat de BCN	3	€180,60	€156,25
HCC Taber	3	€160,80	€133,85	NH Calderon	4	€206,00	€185,00

Reservation Details:

No.	Name	Hotel	Room Type	Dates
1.			<input type="checkbox"/> Sgl. <input type="checkbox"/> Dbl.	
2.			<input type="checkbox"/> Sgl. <input type="checkbox"/> Dbl.	
3.			<input type="checkbox"/> Sgl. <input type="checkbox"/> Dbl.	
4.			<input type="checkbox"/> Sgl. <input type="checkbox"/> Dbl.	

TERMS AND CONDITIONS:

- Rates valid June 17-19, 2009
- Rates are in EURO, per room and per night including daily breakfast as well as VAT
- All reservations must be fully prepaid up to 2 weeks before arrival (i.e. by 3 June 2009)
- Cancellations less than 2 days (48 Hrs.) before arrival will be charged 1 night cancellation fee.
- In case of a "No Show" there will be no refund.

Please note that we are holding a limited number of rooms and therefore Recommend that you to make your reservations as soon as possible!!!

In addition to the service mentioned above, Travel Nexus provides its clients with private transportation arrangements (see below). For further information please do not hesitate to contact Mr. Yami Kliss: Tel +34 93 4875738, Fax +34 93 4880538, Cell +34 649 144459, E-mail: eleespana@tvnx.com

NAME	DATE	SIGNATURE

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
 Fax ++44-870-1300790 or +49-69-25577350
 Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
 Tel: +34-93-4573574, Fax: +34-93-3807474
 E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Please return this form by Fax or E-mail to: Mr. Yami Kliss Travel Nexus, Yami Kliss, C.Consel de Cent 341, 2-1A, 08007 Barcelona, Spain Tel +34 93 4875738, Fax +34 93 4880538, Cell +34 649 144459 E-mail: eleespana@tvnx.com	Please return form ASAP
--	------------------------------------

ELE-ESPAÑA 2009 Exhibition

Form #16 Transportation

COMPANY NAME:	TEL:
CONTACT PERSON:	FAX:
DATE:	EMAIL:

BCN APT – BCN HOTEL (Or vice versa)

- ✓ Mercedes Benz E Class (Max 3 Persons) €65.20
- ✓ Minivan VW Caravelle (Max 7 Persons) € 97.35

DISPOSAL BARCELONA – 4 Hrs.

- ✓ Mercedes Benz E Class (Max 3 Persons) €190.65
- ✓ Minivan VW Caravelle (Max 7 Persons) € 228.80

DISPOSAL BARCELONA – 8 Hrs.

- ✓ Mercedes Benz E Class (Max 3 Persons) €370.95
- ✓ Minivan VW Caravelle (Max 7 Persons) €435.90

DISPOSAL BARCELONA DINNER – 4 Hrs.

- ✓ Mercedes Benz E Class (Max 3 Persons) €210.30
- ✓ Minivan VW Caravelle (Max 7 Persons) € 251.65

TERMS AND CONDITIONS:

1. All the cars used in the services mentioned above are deluxe vehicles with driver.
2. For airport transfers a chauffeur will wait for the clients at the arrival hall of the airport holding a sign with their name.
3. Rates valid for May 2009
4. Rates per service and per day are in EURO and include VAT.
5. All reservations are ON-REQUEST only.
6. All reservations must be fully prepaid up to 2 weeks before arrival (i.e. by 9 May 2009)
7. Cancellations less than 2 days (48 Hrs.) before arrival will be charged 1 night cancellation fee.
8. In case of a "No Show" there will be no refund.

Reservations Details:

No.	Service	Pick-Up / Drop-Off	Car Type	Dates / Hours
1.				
2.				
3.				
4.				

NAME	DATE	SIGNATURE

MANAGEMENT:

IAEE INC. – Mrs. Katrin Pust
 Fax ++44-870-1300790 or +49-69-25577350
 Email: Katrin_pust@elevcon.com web: www.elevcon.com

Administration Management in Spain:

LIBERTECNIC MEDIA, Valencia 379,08013 Barcelona,
 Tel: +34-93-4573574, Fax: +34-93-3807474
 E-mail: libertecnic@verticalreport.com



ELE-ESPAÑA - EXHIBITION MANUAL

EXHIBITOR INFORMATION

Final Check List

In order to make it as easy as possible for you, and to make sure none of the services needed has been left out or forgotten, we have gathered in one list all forms including deadline, so you will be able to follow which forms have been completed and sent and which of the forms still need to send. Again this is a final check list for your own convenience and does not need to be sent.

Form Number	Description	Compulsory	Return form to:	Form Sent
2	Furniture & Accessories		La FIRA Barcelona	
3	Garden elements		La FIRA Barcelona	
4.1	Hostess		La FIRA Barcelona	
4.2	Cleaning service by La FIRA Barcelona		La FIRA Barcelona	
4.3	Security		La FIRA Barcelona	
5.1	Internet		La FIRA Barcelona	
5.2	Telephone and fax line		La FIRA Barcelona	
5.3	Electricity	█	La FIRA Barcelona	
5.3.1	Connections to electrical supply	█	La FIRA Barcelona	
5.3.2	Connections to lighting and power	█	La FIRA Barcelona	
5.3.3	Electric consumption	█	La FIRA Barcelona	
5.4	Water and drainage		La FIRA Barcelona	
6.1	Catering		La FIRA Barcelona	
6.2	Parking (underground parking lot)		La FIRA Barcelona	
6.3	Crane and articulated machinery		La FIRA Barcelona	
6.4	Audiovisual materials		La FIRA Barcelona	
7	Company / exhibitor details	█	Libertecnic Media	
7.1	Who is responsible?	█	Libertecnic Media	
7.2	Staff list	█	Libertecnic Media	
7.3	Designer name / company	█	Libertecnic Media	
8	Name for fascia sign	█ **	Libertecnic Media	
9	Catalogue – index entry & classification	█	Libertecnic Media	
10	Application for Passes – set-up & dismantling of stands		Libertecnic Media	
11	Modular package order		Libertecnic Media	
12	Catalogue - advertising		Libertecnic Media	
13	Freight forwarding / storage handling		RESA LOGOSTIC	
15	Hotel accommodation		Travel Nexus	
16	Transportation		Travel Nexus	

** For modular stand only

█ **Compulsory forms**



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TERMS AND CONDITIONS

Terms & Conditions- ELE-ESPAÑA 2007 Exhibition

1. **These conditions obligate all the exhibitors in the exhibition**, jointly and severally, and form an integral part of the agreement between the exhibitor and the organizers. The conditions included in the Exhibition Brochure, Registration Form, Terms & Conditions and the Exhibitors Instruction Manual for the exhibitors also form an integral part of the agreement between the exhibitor and the organizers.
2. **The display area:** This is the area ordered by the exhibitor for purposes of constructing the display. The area is defined in square meters and in markings on the exhibition floor plan. The organizer has the right to change the exhibition floor plan at any time.
3. **A modular constructed stand** (or standard, or uniform) is a display area, which includes 2 side walls, a rear wall, and various auxiliary facilities, as described in the Exhibition Brochure for the exhibitor and in the Exhibitors Instruction Manual.
4. **Unconstructed area** (or "area", only) is a display area without a modular constructed stand (floor only) without any additional auxiliary facilities, unless specified otherwise in the Exhibitors Instruction Manual. An exhibitor ordering an unconstructed area can order (for payment) various services, including building services, as described in Exhibitors Instruction Manual.

An Exhibitor ordering an un-constructed area must build detached walls between his area and his neighbor area of at least 3 meter height, with a white clean back.

An Exhibitor in an un-constructed area is not allowed to build walls that front the aisles and must leave all sides open to aisles with access to visitors unless authorized in writing by the organizer.

5. **The exhibition brochure** for the exhibition includes details of the subjects of the exhibition, participation fees, timetables, and additional general information about the event (including special conditions). This pamphlet is circulated amongst the companies as initial information several months before the event.
6. **The exhibitor instruction manual** for the exhibitor contains, amongst other things, detailed directions for the exhibitor for purposes of organization, updated details appearing in the Exhibition Brochure for the exhibition, including updated timetable, general information, and various forms that can be used to order various services, including a description of the products. This booklet is actually mailed to the exhibitors about 90 days before the event.
7. **Inside the display area** the exhibitor may set up all the signs he wishes, on condition that this does not cause damage to panels or construction or to any other equipment provided to him by the organizers, And in terms that his actions are acceptable by the venue management.
8. **It is forbidden to introduce** or remove merchandise or decorations to and from the exhibition area, when the exhibition is open to visitors. It is permitted to do so only during the exhibitors' preparation times, published from time to time before each exhibition.
9. **The presence of the exhibitor during opening hours:** The exhibitor undertakes not to dismantle his display and leave the display area except on the date and time specified for dismantling the display. We emphasize in particular that it is forbidden to introduce or remove merchandise during opening hours. Failure to observe this instruction seriously damages the image of the event, the organizers, and of the other exhibitors.
10. **It is the exhibitor's responsibility** for the completeness of the equipment he is provided with. The exhibitor is responsible for any damage caused to the exhibition equipment supplied to him, such as furniture, panels, constructions, spot lights, electrical sockets, ashtrays, carpets, etc. Prior to the conclusion of the exhibition the equipment will be inspected and the exhibitor will compensate the organizers for any damage or loss of equipment. Particular emphasis is placed on damage to panels, and a financial claim will be submitted to the exhibitor by the organizers.



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11. **Introduction of food and drinks to the exhibition area:** An exhibitor may offer refreshments to his visitors in the display area, and may for this purpose introduce food and drinks into the area of the booth. However, in this case he undertakes to keep his booth clean, collect all the left over food in the area, and not offer kinds of food and drink that cause an annoyance to the exhibition, especially those giving off strong odors. Exhibitor's Specific Instructions regarding serving food and drink, heating and cooking will be published in the Exhibitor Instruction Manual.
12. **Acoustic advertising in the exhibition area:** It is forbidden to implement **acoustic** advertising in the exhibition area, and it is also forbidden to bring in hi-fi equipment of any kind except after receiving prior approval from the organizer and in accordance with this approval.
13. **The exhibitor may not perform any advertising activities outside his booth,** including photographic or light projections from his booth area in the aisles of the exhibition, and in the entire area of the facility (lobby, parking areas, the exhibition grounds, etc.)
14. **Changes to the date of the exhibition**
The organizers may, after giving 4 weeks prior notice, change the date of the event by up to 30 days before or after the date fixed.
15. **Non appearance of the exhibitor in the exhibition**
Sixty minutes before the time of opening the exhibition the exhibitor shall be present in the place, and the display area shall be prepared and suitable for **receiving the public**. If an exhibitor does not arrive by this time, the organizers may rent out the area of his display to another exhibitor, and the exhibitor who did not turn up shall be charged the full participation fee. This action is essential in order to ensure the completeness of the event as far as the visitors are concerned.
16. **Responsibility for the products**
The organizers are not responsible for any damage caused to the exhibitors' property, neither directly nor indirectly. In order to remove doubt, the exhibitors release the organizers from all responsibility. The organizers recommend that every exhibitor insures himself and his products, both in the exhibition area and in shipping to and from it. The provisions of the Guards Law shall not apply to the relations between the exhibitor and the organizers. The event Guards shall engage solely in maintaining order, and they are subject to the orders of the organizers alone. The organizers shall help the exhibitors as far as possible regarding the handling of claims against the insurer of the exhibitors.
17. **The exhibitors' right to cancel his order for the exhibition**
 - I. If the cancellation is made ten or more months before the date fixed for opening the exhibition, the exhibitor shall be obligated to pay 25% of his total participation fees in the exhibition.
 - II. If the cancellation is made between ten and three months before the date fixed for opening the exhibition, the exhibitor shall be obligated to pay 50% of his total participation fees in the exhibition.
 - III. If the cancellation is made between three and two months before the date fixed for opening the exhibition, the exhibitor shall be obligated to pay 100% of his total participation fees in the exhibition.
 - IV. From two months before the date fixed for opening the exhibition, the exhibitor may not cancel his participation in the exhibition. Such a cancellation would cause the organizers damage and the exhibitor will have to compensate them for damage in addition to paying the entire participation fee.
18. **The organizers have the right** to refuse to approve the participation of an exhibitor in the exhibition who has submitted the Registration Form, without having to give a reason for doing so, by sending a written notice to that exhibitor within 75 days from the date of submission of the Registration Form. The organizers may also cancel the participation of an exhibitor at a later date and even halt his display during the period of the event, if the exhibitor does not observe one of the conditions of the registration and participation in the exhibition, and in particular the financial conditions, such as failure to pay on the date specified in the contract, or failure to honor one of the checks given to the organizers, or violation of sections 37 at the bottom of this form, transfer of rights. In such cases the exhibitor whose participation was cancelled shall have no grounds for suing the organizers for damages of any kind. Unless authorized differently by the organizer, only companies, which their activities are equivalent to the exhibition topics, could apply for space.
19. **A supplementary (indirect) exhibitor** is one who was not registered for the exhibition directly with the organizers, but made an agreement with one of the exhibition registered exhibitors to display at least one item from his products or services in the area, that was purchased by the registered exhibitor. An exhibitor of this



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kind must register with the organizers in every case, and the registered exhibitor shall pay an additional charge of €300.00 for each supplementary exhibitor in his area. To the supplementary (indirect) exhibitor apply all the obligations of a regular exhibitor in the exhibition, and the registered exhibitor shall be responsible for implementation of all these obligations by the (indirect) supplementary exhibitor. If a supplementary (indirect) exhibitor is not directly registered in the organizers' offices, the organizers may cancel the participation of the supplementary (indirect) exhibitor at any time without prior notice and without giving a reason of any kind, and the organizers do not have to supply him with any service.

20. **The name "hostile activity"** is given to an activity by an exhibitor that harms the success of the exhibition. The organizers may remove an exhibitor from the exhibition by giving 12 hours prior notice, if there is a fear of a hostile activity or if the exhibitor executed such an activity. A hostile activity is one described in sections 11,12, 13, and 37 of the Terms and Conditions Form, or any action that the organizers regard as hostile and that does not appear in these sections.
21. **The removal of an exhibitor** from the exhibition following an hostile activity or because of non conformance with the financial conditions of the order by the exhibitor (including the case of checks that were not honored), will entitle the organizers to the financial compensation specified in section 17, as if the exhibitor himself cancelled his order to the exhibition.
22. **Failure to make the payments** in full and to complete them by 96 hours before the exhibition will give the organizers the right to cancel this agreement unilaterally, without having to compensate the exhibitor in any way, and in addition to demand the full payment of participation fees from the exhibitor as if he had actually displayed in the exhibition. This shall also apply even if the organizers awarded the display area of the exhibitor to another company to display in it.
23. **An order for participation** in the exhibition that is not made using the Registration Form is impossible and unacceptable. Mailing the Registration Form or delivering it by hand does not represent a proposal for participation on the part of the organizers. An agreement regarding the exhibition should be made by the signing by both parties on the Registration Form. Regarding a registration form that reached the organizers but for which the advance payment was not made within 30 days of the date of the form, the organizers (only) may regard it as a cancelled registration form as long as the advance payment has not been made in full.
24. **Force majeure**
In the case of force *majeure* (such as fire, flood, war, strikes etc.) that prevents the organizers from holding the exhibition, the exhibitors shall have no claims against the organizers what so ever.
25. **The organizers have the right** to completely cancel the event, on condition that they inform the exhibitors of this up to 30 days before the event, in particular if the cancellation originates in professional organizational considerations, such as the organizers' fear of failure of the event, new circumstances related to the contract with the facilities of the exhibition (structures), etc. In such a case the organizers will return to the exhibitors all the sums that they received from the participants in the exhibition, linked to the EURO. If the organizers decided, from the above professional considerations, only to postpone the date of the exhibition up to 75 days from the original date, this will apply automatically to all the registration forms (exhibitors), in as far as they will be valid from all aspects for the new date fixed.
26. **The rate of VAT** will apply to all the exhibitors in accordance with the date of issue of the various VAT invoices.
27. **Exhibition Fees:** If changes take place to the exhibition participation fees list on a date later than the registration date appearing in the Registration Form, the changes shall not apply to an exhibitor who signed this form, nor shall there apply to him the changes to the prices of additional auxiliary services given in the instructions to the exhibitor booklet revised to the date of the form.
28. **Change of location of the display of an exhibitor**
The organizers may change the location of an exhibitor in the area of the exhibition, on condition that all the following conditions are met:
 - I. The notice of change of location is given up to 10 days before the opening of the exhibition.
 - II. The exhibitor is allocated at least 2 alternative display areas whose area in square meters and shape are identical to that originally ordered.
 - III. The notice is given both orally and in writing.
 - IV. Without detracting from all that said above, if after approval of the Registration Form by the organizers it



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transpires that the organizers made a mistake in allocating the display area and/or because of various circumstances the organizers have to change the allocation of the display area, and the exhibitor is moved to a different place, the change of allocation will not award the exhibitor the right to claim any compensation from the organizers.

29. Advertising in the exhibition catalog

Every exhibitor will be publicized in the index (introduction) to the exhibition catalog. The text includes the name and address of the company participating in the exhibition. These details will be taken from the Registration Form. An exhibitor who wishes to update these details is requested to send the revision in writing up to 60 days before the opening of the exhibition. If the revision does not arrive, the organizers may use this information or other material published in the past. The organizers assume no responsibility for details given by phone. The organizers take no responsibility for mistakes or omissions appearing in the catalog. If there are such mistakes or omissions, it is agreed between the exhibitor and the organizers that the exhibitor cannot make a claim against the organizers for such mistakes.

30. Last minute registration

An exhibitor who registers at the last moment (after the date published as the final date for supplying details for publication in the exhibition catalogue) will not appear in the exhibition catalogue, nor in the list of participants published in various publications. An exhibitor of this kind does not have the right to any credit or indemnification because of the lack of publicity in the said publications.

31. Height of displays

The height of the modular constructed stand is 2.98m. Deviation above 3.0m height requires specific approval in writing from the organizers on a diagram giving details of the deviation. If approved, will be billed in the following way:

- I. Flag post with flag – €60 up to a maximum height of 4.0m.
- II. Construction of a platform for an additional display floor – €60/m² of additional display area.
Unapproved height deviations shall be removed immediately after a demand is made by the organizers before the opening of the exhibition. If the said deviations are not removed, the organizers may:
- III. Charge the exhibitor in accordance with the above price list with an addition of 100%, without detracting from the organizers' right to claim in addition the damage caused to them as a result of the complaint / demand of another exhibitor who feels injured.
- IV. Alternatively, after closing the exhibition to the public in the evening, dismantle the deviation with the aid of their workers and charge the exhibitor for the costs of dismantling and all other costs involved.

32. Exploitation of display areas in excess of that ordered

An exhibitor who exceeds with his display the bounds of the area that he has ordered, by placing there equipment, machines, signs, tables, chairs, or any other items belonging to him, shall be regarded as an encroaching exhibitor. Approved encroachment is encroachment approved by the organizers for up to two hours after the opening of the exhibition on the first day, for which payment will be demanded as follows:

The encroachment area shall be calculated as follows:

The length of the entire frontage times the depth (in meters) of the item protruding to the greatest extent beyond the area ordered. The entire area will be charged for at a rate of €200/m².

Lengths will be rounded up into integral meters when calculating length and depth. The charge will be based on measurement by a senior manager of the organizers using an assistant, with or without an attached photo. Regarding not approved encroachment the organizers may act as follows:

- I. To charge the exhibitor in accordance with the above price list with the addition of 300% by sending a financial claim together with measurements and a photo after the exhibition.
- II. Alternatively, with the aid of the exhibition marshal, to remove and confiscate the encroaching items.

33. Halting of services:

The organizers shall not be responsible for any losses unintentionally caused to exhibitors, in the case of halting of the supply of electricity and/or water and/or telephone or any other services.

34. Guarantees:

In addition to all the usual guarantees the organizers shall have the right to mortgage or attach any of the goods and chattels, merchandise, and articles of the exhibitor located in the area of the exhibition as guarantees for the fulfilling of the exhibitor's commitments to the organizers.



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35. **Employment of design companies or independent designers by the exhibitor:** The organizers have the right not to permit representatives of a design company or an independent designer (whom the exhibitor has hired for the purpose of constructing the display) to act in the area of the exhibition in case they do not follow the rules and regulations of the organizer and the venue.
The exhibitor hereby agrees that if a designer constructs a stand in the area of the exhibition and sets up an encroaching stand (see section 32 above), the organizers may submit a financial claim against the designer and/or the representative jointly or severally regarding this matter, in accordance with the provisions of section 32, as well as for the direct or indirect damages caused by the omissions of that designer. The exhibitor is responsible for showing all these conditions, and this section in particular, to the designer whom he has hired, and obligate him as an appendix to the agreement for his employment.
36. **If a contradiction exists** between the conditions appearing in the exhibition Terms and Conditions Form and those appearing in the Exhibition Brochure giving details of the event, that appearing in the Exhibition Brochure shall take precedence.
37. **A company making an order** in accordance with this agreement may not transfer its rights in full or part for participation in the exhibition to any third party.
38. **Any aspects not provided** for in this terms & condition form will be subject to the Exhibition Brochure, the registration form, the Exhibitor Instruction Manual and the regulations of the venue (La FIRA BARCELONA).
39. **If any doubt** should arise regarding the Terms and Conditions Form, the English version will be considered as official.

PLEASE NOTE: VERY IMPORTANT INFORMATION AND REGULATIONS AT LA FIRA BARCELONA:

40. **Build-up and dismantling procedures.**

- I. All exhibitors, their contractors or sub-contractors will be qualified to perform the tasks carried out within the exhibition. If labor is required for assistance with delivery to stands, unpacking, stand dressing, display construction or decorating, we strongly recommend that you order such personnel from our official contractors.
- II. All those working within the exhibition must be insured to cover the risks presented by the execution of their duties. The organizers reserve the right to inspect insurance certificates prior to and during the performance of any task. All aisles must be kept clear during the build-up and dismantling period. Material remaining in aisles will be moved at exhibitors' expense.
- III. Any vehicles used for delivery or collection will be moved away from the stand or exhibition area when empty. Vehicles remaining within the exhibition area, when empty, will be removed at owners' expense or exhibitors will be held responsible for delays in construction and dismantling.
- IV. No lifting or mechanical handling equipment will be allowed into the exhibition area without prior permission of the organizers. Please contact Libertecnic Media to arrange such authorization.
- V. Aisles must be cleared of all packing materials when empty. For your convenience, packaging material will be available through the official freight contractor.

41. **Fire precautions and general safety regulations:**

- I. The storage, display or use of flammable, explosive, radioactive or poisonous material is forbidden in the exhibition halls. The exhibitor should hire their own additional safety equipments needed such as special fire extinguishers must be responsible to order and pay for the additional service individually.
- II. For security reasons, an exhibitor requires to use security services provided by La FIRA BARCELONA only.
- III. Entering and exiting the exhibition area will be permitted through designated doors and with exhibitors badges only.
- IV. Please be advised that breakdown will start 30 minutes after the exhibition has been closed. This precaution is taken to prevent loss or damage of display equipment, and to make sure that visitors have left the area. No empty packing material or dismantling personnel will be allowed back into the exhibition hall until all visitors have vacated the area.
- V. Please ensure that all moveable items such as TV's, VCR's, Laptops, Computers and Plasma Screens are secured whenever the stand is unattended. Do not leave any valuable items in packing materials being sent to storage during the exhibition. Place out of sight any items that you consider of value even



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when on the stand. Be careful to mark all items, especially packing materials, with the name of the exhibiting company.

- VI. Exhibitors are bound to all security regulations of the La FIRA BARCELONA site and the city of L'Hospitalet de Llobregat.

42. Modular package regulations

- I. No additional stand fitting or display may be attached to the shell scheme structure.
- II. No nailing, drilling or cutting is permitted to be carried out to the shell scheme. (Velcro and tape is permitted in reasonable amounts.)
- III. No painting or wallpapering of the shell scheme panels is permitted. Exhibitors wishing to have panels painted or colored must request it from the official contractor.
- IV. No free standing display element may exceed 2.5 meters in height and must not extend beyond the boundaries of the stand. Any changes in carpet color required must be ordered through the official contractor. Corner stands can comprise of two or three walls, please express preference.
- V. No financial refund will be provided by the organizers for modular package stand items not utilized. Substitutions or removal of shell scheme standard items are available, if requested in advance, from the official contractor at additional cost.

45. Space only stands – specifications exhibitors with design stands must take careful note about the following items:

- I. Stand plans and drawings must be submitted to the organizers 45 days in advance of build-up dates and permission to commence construction must be obtained.
- II. No part of any structure or display may extend beyond the boundaries of the stand area allocated.
- III. No materials may be suspended from or affixed to in any way to the hall ceiling, floors, walls or any other part of the building without the prior approval of the venue site authorities.
- IV. No false ceilings will be constructed within stands without the prior authorization of the organizers.
- V. **All stand construction should be pre-fabricated so as to avoid any woodworking, metalworking, painting or wallpapering on site. All surfaces must be protected during the construction period.**
- VI. No painting will be permitted within the exhibition hall facilities.
- VII. **All woods, fabrics, carpets and drapes will be treated with a fire retardant chemical.**
- VIII. The company name and stand number must be prominently displayed within the stand design.
- IX. Plans and dimensional drawings showing electrical requirements, dimensions and lighting installations must be submitted in triplicate to the organizers at least 45 days prior to the exhibition opening. One copy will be returned to exhibitors with the authorization to construct. Failure to obtain the necessary authorization to construct could result in very costly on-site adjustments.
- X. Exhibitors building a complex construction, which is not a standard exhibition pre-fabricated modular structure, are advised to obtain a certificate from a construction engineer (usually provided by the builder of the stand).

44. Electrical supplies

- I. Electrical supply is three phase 220V and 380V / 60Hz. Those requiring another supply must bring a transformer with them or make arrangements to hire one. 110V is not available at the exhibition hall.
- II. Plugs are twin round pin for single sockets. Exhibitors must provide adapters.

45. **Damage:** Exhibitors are responsible for the cost of restoring or renewing any damage to the exhibition premises or any part thereof. This includes damage to shell stand structure, floor covering, furniture and lighting fixtures, whether caused by exhibitors, their agents, and contractors or by any person(s) employed or engaged on their behalf. The cost of repair will be assessed by the organizers and charged to the exhibitor.

46. Force majeure (extension of paragraph 24)

The exhibition may be postponed, shortened or extended due to any cause whatsoever beyond the control of the organizers. The organizers shall not be responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, which is a directive imposed by any government authority. In the event of such circumstances, the money paid by the exhibitor or any part thereof is refundable at the sole discretion of the organizers.

47. Removal of exhibits



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- I. At the closing of the exhibition all materials will require a 'pass out', which will be supplied by the organizers.
 - II. Organizers will maintain general security surveillance at all times, exhibitors are reminded that goods will be at most risk during the breakdown period. Stands should not be left unattended until all portable items have been removed; the materials repacked and contracted items have been collected by the service providers.
- 48. On-site handling and freight exit permit**
- I. Exhibitors who are using the services of the official freight should receive from Libertecnic Media S.L detailed working conditions with the official freight contractor. The organizers have no responsibility to which freight contractor the exhibitor selects and the working conditions between the contractor and the exhibitor.
 - II. Exhibitors are responsible to update their freight contractor with the exhibition timetable and the contact numbers of the key people in charge.
- 49. Insurance and third party liability**
- I. Organizers will not accept liability for loss of, or damage to, any exhibits or display at any time. Exhibitors must have ALL RISK insurance, particularly against theft, loss or damage to property and including the risk of fire.
 - II. Exhibitors are liable for all damage caused to third parties through their participation, including any damage to the building.
 - III. Organizers accept no liability for damage to property or personal injury.
 - IV. Exhibitors must supply the organizers with proof of insurance of the goods in their stands. .
- 50.** The exhibitor must read and accept all regulations of the ServiFIRA and the FIRA Barcelona and particular the Health and Safety regulations as published by the Fira Barcelona.