

EXHIBITOR MANUAL

FEFCO Technical Seminar
Barcelona, Spain

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General Information - FEFCO Technical Seminar

Organiser

FEFCO
European Federation of Corrugated
Board Manufacturers
Avenue Louise 250
B-1050 Brussels
T: +32 2 646 40 70
info@fefco.org

FEFCO Exhibition hall Opening Hours

	Date	Time
Set up for exhibitors with own stands	26/10/2015	16.00 – 20.00
set up shell scheme exhibitors	27/10/2015	07.00 – 22.00
opening day 1	28/10/2015	08.00 – 18.30
opening day 2	29/10/2015	08.00 – 18.30
opening day 3	30/10/2015	08.00 – 14.30
Dismantling Day 3	30/10/2015	14.30 – 23.00

Place of the Event and how to get there

CCIB - Centre Convencions Internacional Barcelona

GL events CCIB

SL | Willy Brandt Square 11-14
08019 Barcelona
T +34 932301000
GPS coordinates: Latitude: 41.408825 / Longitude: 2.218208

From and to the Airport

The international airport, **Aeroport del Prat**, is located at 13 km south-west of Barcelona and 20 km from the CCIB.

By car

The highway C-31 connects directly the airport with Barcelona. To enter the city, the most direct routes to the city center are Avinguda Diagonal and Gran Via and also Ronda de Dalt and Ronda Litoral, which surround the city.

The best option to access the CCIB from the city center by car is to cross the city along Avenida Diagonal until its end. Ronda Litoral (exit 24) is the most direct way to reach the CCIB from the Airport or from out of town.

An estimate journey time from the airport or the city center to CCIB is 25 minutes, depending on traffic.

Aerobus

The bus service between the airport and the center of Barcelona (Plaça Catalunya) runs every day from 6:00 to 1:00 and from Barcelona to the airport from 5:30 to 0:15 .

The bus frequency is one every 10-12 minutes and the journey time is around 30 minutes.

www.aerobusbcn.com

By taxi

The taxi ride takes about 20 minutes. The rates change depending on the schedule.

You can book a taxi at BarnaTaxi or RadiotaxiBarcelona.

- BarnaTaxi +34 933 22 22 22
- RadiotaxiBarcelona +34 902 222 111 - +34 932 933 111

Public transport

The best options for traveling within the urban area of Barcelona are train, bus, metro and tram. Visit the following websites to know more:

- For bus and metro: www.tmb.cat/en/home
- For tram: www.tram.cat/en
- For trains: www.fgc.cat/eng/index.asp
- and www.renfe.com/EN/viajeros/cercanias/barcelona/index.html

Next to Plaça Catalunya there is Urquinaona station or the metro yellow line (L4) that leads directly to the CCIB by Maresme-Forum station.

You can also get to the CCIB by bus: lines 7, H16 and tram: Forum station.

All these means of transport leave you just few minutes away from the CCIB by foot.



General Information - Exhibition

FEFCO stand Rules

Exhibitors building their own stand must stay within the limits of the stand. Extending the stand walls into the aisles, carpeting the aisles, or any construction that connects stands outside the 4 unit blocks as designed on the official floor plan, are not allowed.

Exhibitors building their own stands must send their stand design to FEFCO for approval before the end of September. Max. stand height is 4 m. Max. floor pressure is 2500 kg/m². If hanging points are required, please contact FEFCO.

The aisles must be clear and stands ready on 27 October by 22.00 h.

It is mandatory that exhibitors order their own walls. FEFCO will not allow the exhibitors to leave their stand empty. Exhibitors must order from CCIB a basic scheme or the necessary equipment. They can also bring their own stand.

Cleaning: Stand cleaning on the day before opening is included only for Shell scheme exhibitors. Exhibitors building their own stand, must order stand cleaning [see order Form on page 8](#).

VERY IMPORTANT - CCIB GENERAL REGULATIONS

Before ordering your stand package, equipment or catering please read and approve the CCIB General Regulations of Exhibition CCIB – 2015 read pages 14 to 22 and sign the acceptance of CCIB General Rules on page 15.

CCIB General Information on health and Safety Regulations

»Please read the documents in the Appendix pages (page 23)

Basic rules for exhibitors

Taking care of the CCIB

Please do not tape, tighten nor pin on the venue's and booths' installations.

Saving energy

At the end of the day our technicians will disconnect the electrical power. Don't forget to switch off all your electric devices to avoid any damage.

Recycling

Different types of recycling bins and containers are available around the venue. Please, let us know if you have any specific waste for removal.

Electrical incident

Please do not use or manipulate any electrical switchboard. Let us know and one of our professionals will take care of it.

Food and Beverage

Keep in mind that the CCIB has its own **f&b service** that will provide the exhibitor with everything he needs, and that it is not permitted to bring food or beverages on-site from external sources.

Minors under 18 are not allowed in the exhibition area during the set up and break down. During the opening hours of the exhibitio, access may be regulated. Please confirm with the organization.

Please be aware that any new service requested should **be immediately paid** with a credit card.

It is **not permitted to smoke** within the CCIB.

Shipping Guidelines

Resa has been appointed as the freight forwarder and handling contractor for the FEFCO Technical Seminar.

CCIB does not accept any direct deliveries to the venue. Exhibitors must be present on the stand to accept it. Same rule apply for the dismantling.

Contacts

Marta Pastor

Direct Tel.: +34932334110

info@resainternacional.com

Jorge Reina

operations@resainternacional.com

Direct Tel.: +34932334111

General Fax: + 34 93 2631894

Shipping Manual

» Please read and fill-in the documents in the Appendix pages (page 24)



Waste removal and exhibitor storage

Waste removal on the day before opening is included only for Shell scheme exhibitors. Exhibitors building their own stand, must order waste removal from Resa [see order Form on page 8](#).

Exhibitors building their own booth must order waste removal from CCIB. They must also order empty storage from Resa or eventually organise their own storage for empties.

A limited storage of empty boxes will be available behind the conference room. For larger and heavier items, please contact Resa.

Insurance

Insurance for your stand and/or goods is not provided by FEFCO.

Exhibitors must have their own insurance for company and/or personal items as well as third party liability.

CCIB - STAND SERVICES ORDERING PROCEDURE

Procedures

Please find below the procedures for completing the Internet Order Form on your PC.

Please complete the Excel document named FEFCO 2015. Once completed, please send via e-mail to: stands@ccib.es enclosing a wire transfer copy or the Credit Card order form completed. Otherwise CCIB will not be able to confirm your order.

Each tab displays a form for different services. Fill in the blue boxes with the quantity you require. The cost is automatically calculated and totalled in the ORDER SUMMARY document. All prices will be increased with 21% Spanish VAT (catering 10%). For exhibitors based outside Spain, no VAT will be calculated if CCIB is provided with their national VAT number.

Form **0.1 Financial and Credit Card Details** must be mandatorily filled. No request will be processed without this information, even if the services are paid by bank transfer.

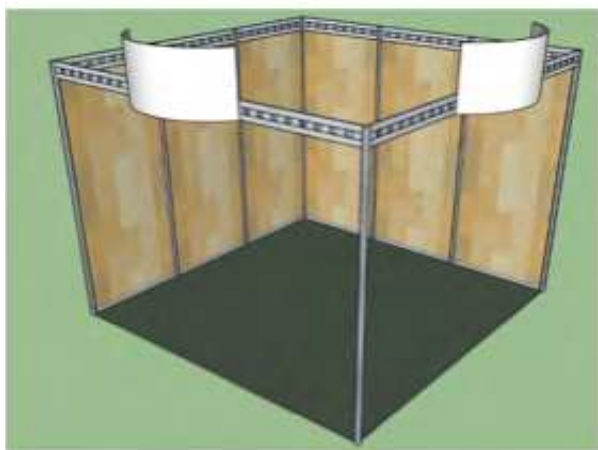
If you prefer you can also create an account and order online via the CCIB web page: <http://www.ccib.es/fecco-technical-seminar-1>

How to order Basic stand package and Furniture

You will find all necessary information such as the procedure as well as the relevant order forms in the Excel Document tab 1 Stand Modular.

You can fill in [these forms](#) directly by typing your information inside the required fields.

These forms need to be returned to CCIB by the below deadline. Contact: stands@ccib.es



***Deadline for sending Forms: 5 October 2015.
After the deadline a 20 % surcharge will be applied.***

Product description for 9sqm booth

- 2,5m-high lacquered aluminium structure
- Beech-coloured melamine panel
- Curved white PVC fascia board
- 10cm-high black lettering (20 letters included)
- 4 spotlights.
- Electrical switchboard with 1 socket (200w power minimum available)
- Power supply included
- Surface covered with carpet directly on the floor, colour TBC
- Pre-inauguration cleaning

Price*	297,00 €
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** If you have 18sqm then you have to order units, etc...*

Furniture package no changes from the pack are allowed

Description:

- 1 Wood round table 80x75cm high
- 4 Beech coloured chairs
- 1 Beech coloured counter 100x50x100cm high
- 1 Black stool
- 1 Paper bin
- 1 Magazine rack 27x 35 x171cm high

Price	281,62 €
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** You have to order as many units as pack do you want*

CCIB order Forms and technical information

» [Please read and fill-in the Excel documents FEFCO 2015.](#)

If you prefer you can also create an account and order online via the CCIB web page:

<http://www.ccib.es/fecco-technical-seminar-1>

Procedure and CCIB Stand Service order Form [» Tab 0 of the excel file](#)

Financial detail & Credit Card [» Tab 0.1 of the excel file](#)

For CCIB Shell Scheme stand fittings [» Tab 1 and 1.1 of the excel file](#)

The items listed here are available to be included in the shell-scheme stands supplied by the CCIB.

For Electrical power supply [» Tab 2 of the excel file](#)

This order is mandatory for exhibitors building their own stand. The rental charges are for the whole event. Power supply included.

For furniture [» Tab 3 to 5 of the excel file](#)

For internet and telephone [» Tab 6 of the excel file](#)

Wireless internet is available in all public areas and in the exhibition hall. In addition, exhibitors can order wired connections on the stands.

For audio-visuals and computer [» Tab 7 of the excel file](#)

The rental charges are per event. Audiovisual and IT material will be delivered the day before inauguration.

Flooring, water and cleaning [» Tab 10 of the excel file](#)

Plants [» Tab 11 of the excel file](#)

Food and beverage [» Tab 12 to 17 of the excel file](#)

The quantities required for each day must be filled in the day columns. Bringing own food and drinks is not allowed.

Design your stand with its fittings [» Tab 18 of the excel file](#)

If you require a specific layout, please draw the positions of the requested items. If the plan is not received on time, GL Events CCIB SL will distribute the stand as considered best.

Order summary [» Tab 19 of the excel file](#)

Conditions

The totality of the order will be invoiced upon receipt. Without full payment the order will not be confirmed. **Deadline** for sending the forms to GL events / CCIB: **October 5th.**

After this date a 20% surcharge will be applied.

If you miss the above deadline, please add 20% in the blue box of the ORDER SUMMARY document (Tab 19 of the excel file).

CCIB will not accept any orders after October 15th (7 working days before the set up).

During set-up days, new requests may be made at the Exhibitors' Desk, where they will be attended according to availability and payment will have to be made immediately.

Cancellations or changes will no longer be accepted after October 8th (two weeks before the event), 100% of the cost will be charged.

Responsibility for the material

All the material is on a rental basis. The Exhibitor is responsible for this material from its delivery to its collection by the respective department of GL events CCIB.

Exclusivity in F&B services

Please remember that the CCIB is the exclusive provider of all F&B services: all kinds of food, beverages, coffee machines, complements, waiters, ...

Methods of payment (100% of the payment is due upon ordering)

Providing Credit Card Details is mandatory to secure payment

Bank transfer to: GL Events CCIB S.L.

La Caixa (Caixa d'Estalvis i Pensions de Barcelona)
Credit Card C.C: 2100 3136 41 22 00 16 89 61
Swift Code: CAIXESBBXXX
IBAN: ES62 2100 3136 41 22 00 16 89 61

Credit Card
VISA, MASTERCARD or AMEX

Please note:

- The bank transfer fees are at the charge of the exhibitor. If the contracting company has not paid 100 % of its pending invoice, GL Events / CCIB SL may decide either:
- consider that the exhibitor participation is cancelled, with no duty of compensation nor reimbursement of the amounts that had already been paid. These amounts shall be retained as a mean of compensation for the expenses borne by the organisation for the cancelled participation.
- not provide the ordered material .

Excel document Tabs

- Procedures and Conditions
- Financial Details (et non Fiscal) and Credit Card authorisation
- Stand Modular Stand Fiitings
- Electricity
- Furniture 1 / Furniture 2
- Internet and Telephone
- Audiovisual and Computers
- Hostesses (not needed - to skip)
- Security guards (not needed - to skip)
- Flooring, Water, Compressed Air and Cleaning
- Plants
- Rigging (not needed - to skip)
- F&B 1-2-3-4-5-6
- Stand Layout Drawing
- Order summary

Information concernign VAT application

This transaction may be not subject to the Value Added Tax according to Art. 69.1 of Law 37/1992, of Dec. 28 and to Art. 1.6 of Law 2/2010, of March 1.

If your company does not have Spanish CIF and meets the requirements of the rules above, you can remove the VAT form this page (yellow cells).

The CCIB will verify if the VAT has to be applied or not, regardless of the information provided in this summary.



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STAND PERSONNEL REGISTRATION FORM

To use only if the Participant has NOT registered on line

Please complete and return to this form to Houriet Lefebvre at houriet.lefebvre@fefco.org or fax it to +32 2 646 64 60.

Exhibitors need to order at least one personnel badge to look after the stand at the cost of 400€ per staff member. This fee includes access to the Exhibition Hall, the Spotlight sessions, lunches, coffee breaks and cocktails. At least one Stand personnel is required to register to look after the stand during the Seminar.

Please provide below the stand personnel names in order to prepare the badges. We will send you the invoice after the personnel registration confirmation.

Badge 1

Badge 2

Badge 3

Badge 4

Stand number

Billing Company

Address

Post Code

City

Country

VAT N°

Person in charge of the stand

Phone

Email

Date and place

Signature

GENERAL REGULATIONS OF EXHIBITION IN THE CCIB 2015.2

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Acceptance of CCIB General Rules

I _____
Name

representing _____
Booth name

By my signature below certify that:

- I have completely read the CCIB Exhibitor Manual.
- I understand all rules and regulations as outlined in the CCIB Exhibitor Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in CCIB Exhibitor Manual.
- I am authorized to sign this document on behalf of my company.

Exhibitor:

Stand Builder (if applicable):

Name

Name

Signed

Signed

Date

Date

Booth Number

Booth Number

Send this sheet to **stands@ccib.es**



1. GENERAL REGULATIONS

- 1) Minors are not allowed to access during the set up period.
- 2) Bikes, skates...and any personal transport by wheels are not permitted inside the building.

- 1) The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state. Therefore external companies will be not allowed to leave any kind of material in the venue.
- 2) In case that external companies wish to leave any kind of waste material during the dismantling, they should order a waste container during the set up period.
- 3) Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the organizer/exhibitor.
- 4) CCIB reserves the right to destroy and / or remove any material remaining after the end of an event and charge the cost for this service to the exhibitor/organizer
- 5) The organizer or exhibitor is responsible for the removal of the goods at the time of breakdown. You should contact with the official logistic company of the event for removal and custody of packaged material. Otherwise, the customer accepts the cost of removal and / or destruction of the goods deposited outside the established period.
- 6) At all times we must consider the staff's logistics CCIB indications.
- 7) Any damage detected in space once finished the breakdown will be made known to the organizer and the appropriate measures will be taken for settlement under the organizer

1.4 VEHICLE ACCESS

- 1) The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during set-up and breakdown, in accordance with the current regulations.
- 2) The organizer and / or exhibitor must provide the CCIB with prior identification of vehicles and personnel for entering the CCIB during breakdown.
- 3) All vehicles must remain with the engine off within the premises of the CCIB.

- 4) The use of loading and unloading areas is exclusively for this purpose. It is forbidden to remain parked in these spaces.

1.5 STAFF LABOR RISK DURING SET-UP AND BREAKDOWN

- 1) The stand builder companies are responsible for observing the health & safety regulations during set-up and breakdown, as well as having their staff registered with the National Health Service.
- 2) Always keep all evacuation routes and emergency exits free of materials. Don't block them.
- 3) Do not block any emergency equipment (fire extinguishers,...)
- 4) Smoking, consumption of alcoholic beverages and other psychoactive substances is prohibited in all CCIB facilities.
- 5) Children under 18 years old are not allowed during set up and break down.
- 6) The use of protective footwear is mandatory at all times on all the working areas
- 7) It is mandatory the use of required equipment for works at certain height, , helmets, gloves, glasses, ear protectors and/or masks during the construction works, especially when there is a risk of falling, fire, cuts, noise,...
- 8) Is obligatory use such personal protective equipment in various stages of assembly when there is a fall hazard to another level, hitting, cutting, noise, flying particles, etc..
- 9) All your tools must be in good shape and with all required protections. Please disconnect your electric tools when you are not using them.
- 10) All ladders, scaffolds and similar equipment must be in good shape, have all their components, and have the right size to reach the operation point with security.
- 11) All trolleys, forklifts, and similar equipment will be used for the transportation of goods, not people.
- 12) The set up and breakdown of booths cannot interfere with other people present in the neighboring area.
- 13) Booths and structures can never be dismantled using "collapsing techniques".



Everything must be dismantled, and never thrown or broken.

- 14) Breaking any security rules will mean the **stop** of all dangerous works, and repeating those actions will mean the **ejection of the venue**.
- 15) Please always ask our H&S technician for any doubts you may have in this matter.

1.6 ENTRY PASSES

- 1) All the people inside the venue during the set up/ event or dismantling period has to be registered. For this reason the organizer will have to provide to the stand builders a visible identification/badge.
- 2) In case that the organizer do not provide this visible identification for the stand builders, then they will have to provide to the CCIB a list with the names/ passport number/ stand builder company , in order that the CCIB do it.
- 3) If the CCIB has to do this task the time to make the identification can be longer than if the stand builder bring it when they arrive.
- 4) The Organizer/exhibitor must register all staff who work at the booth or organization even though they have been hired by the CCIB, hostesses for example.

1.7 SECURITY

- 1) All external doors that may be opened during the set-up, event and breakdown must have at least one security guard hired by the Organizer.
- 2) The event organizer shall decide if more security is required than the indicated in the previous point there is always a minimum set by the CCIB.
- 3) Exhibitors requiring a security service for their stand may consult our services catalogue.
- 4) The exhibitor is responsible for the items on the stand during the whole exhibition days (including set-up & breakdown)
- 5) The CCIB is not liable for any possible theft occurred during the rental period, and recommends all exhibitors and clients not to leave unattended or view any type of product, material or small size equipment during and after the closing of the exhibition.

1.8 LOGISTICS

- 1) Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading / unloading equipment, access control, use of common areas, control flows of people

(fitters and customers) through the building.

- 2) The lifting platforms can only be used with a logistic personnel at each end.

1.9 MAXIMUM WEIGHT CAPACITY

- 1) In case the client/stand builder brings large machinery, any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area (Areas 1 to 8), it is mandatory that the Ccib will be provided with a detailed project describing the unload procedure inside the exhibition area:
 - Exhibition access used
 - Transportation used to bring the element inside the venue and weight
 - Plan for weight distribution (number of platforms, dimensions and weight resistance)
 - Forklifts, cranes or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the CCIB has the complete information, the unloading of the element will be approved or disregarded.

ROOMS	MAXIMUM WEIGHT PER SQ. METRE
Exhibition Hall	2.500 kg/m ²
Main Hall	1,250 kg/m ²
M1 Floor - VIP Room	500 kg/m ²
P1 Floor - From Room 111 to Room 134	500 kg/m ²
M2 Floor - From Room M211 to Room M221	500 kg/m ²
P2 Floor - Rooms 211+212 and Banquet Hall	500 kg/m ²
Terraces	Extra weight is not allowed on the terraces

1.10 EXHIBITION FLOOR PLAN

- 1) The general floor plans for stand construction must satisfy the building's safety regulations, observing the obligatory aisles, emergency doors, fire protection



equipment and any other aspect related to health & safety regulations.

- 2) The Organizer is responsible for the location of the stands in the exhibition area according to the exhibitor's needs & technical resources availability and responsible for sending to the exhibitors the technical floor plans which indicate the location of the boxes of services in the exhibitor stands

1.11 BUILDING AND MATERIALS

- 1) The stand construction, signs and material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents to authorize the opening of the stand and otherwise demand the removal of the structure.
- 2) The textiles used in the stand construction must be fireproof, according to the current regulations.
- 3) The use of paint, liquids, gas or other inflammable substances is forbidden.
- 4) Access to the extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- 5) If the booth builder decides to setup a platform on the booth, he must keep the electricity distribution points accessible.
- 6) The organizer and the exhibitor are aware of the necessity of placing power lines and connections across stand spaces & corridors to supply those services to other booths.
- 7) It is left to the organization the obligation or not to build the stand by exhibitors as well as the heights finishing back of the stands.
- 8) The back walls of the stands built by the CCIB cannot be used by other exhibitors.
- 9) Boring, screwing, nailing, or the use of paint, glue or anything that can damage the structural elements of the building are not allowed (floor, walls, ceiling ...). In case of damage of the facilities, the cost of repair or replacement will be charged to the organizer responsible for your event.
- 10) The maximum building height shall be designated by the organizer with the approval of the CCIB, Rooms 118 to 134

and M211 to M221: You will never build above 2,5m.

- 12) The height of the elements that hang from the ceiling has to be specified by the Organizer. Only available on Polivalente area and if hanging points are allowed by the organizer
- 13) In the case of two-floor stand construction (only in P0 areas 1, 2, or 3) if the organizer allow it.
- 14) The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations.

1.12 DOUBLE DECK

- 11) When constructing a booth with upper floor or part of the allocated space (only at the Polivalente room area 1, 2 or 3) CCIB requests an "Asume" of the College of Architects. Its purpose is to confirm that the structure has been built according to the specification (description, drawings ...) or certificate of approval provided by the manufacturer at least 15 days before installation.
 1. The architect must be present during the assembly of the structure to verify that has been built as indicated in the report or certificate of approval.
 2. Although the structure has been approved the assembly has to be check, so the Architects Association assumes necessary.
 3. If the builder has his own architect stand during assembly must inform the CCIB in advance and get in touch with the Health & Safety CCIB Manger during the set up.).
 4. If the stand builder does not have the possibility to contact an architect to do the assumes, CCIB will provide this service to be billed to the stand-builder.
 5. If the stand builder does not have the technical report or certificate from the double deck structure, CCIB can provide this service.. In this case you will need 3 weeks before the event and the service will be billed to the assembler of the structure.
- 12) In case of stairs or raised areas over 50 cm.(from the floor) in which people have to be stand up, then a technical construction project will be requested as well as on the previous points All costs of submitting visas and certificates shall be borne by the Exhibitor.

2 Service Regulations

2.1 ELECTRICITY

- 1) Only the CCIB is authorised to provide the electrical switchboards for the power points. Every client has to order an electrical switchboard from the CCIB. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- 2) CCIB staff are authorized to unplug the whole booth electrical installation if we detected that it is not properly done, with a possible danger.
- 3) On the P0 exhibition area the power of the boxes on the floor is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other stands, corridors or structures to deliver technical service to other stands or other areas that do not have boxes in your chest.
- 4) More than 20 Kw electric power entails project.
- 5) The availability of electric power, and the installation of the electrical switchboard, is included in the price of electrical panel.
- 6) The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).
- 7) The Electric power service of the CCIB boxes is 32A. 380V. If more power need the cost of extending will be charge to the organizer or to the exhibitor,
- 8) The Organizer is responsible for informing the exhibitors about the different power outputs always on the floor.
- 9) The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.
- 10) It is organizer / exhibitor / fitter / electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...).
- 11) If the builder brings his own switchboard it is compulsory to connect it to the CCIB electrical switchboard ordered by the exhibitor and provided by the CCIB, and inform the venue about how they will connect both switchboards. Further technical information about the connection must be requested to the CCIB.

- 12) The CCIB can provide electricity only from the floor. No ceiling power points are available on the venue.
- 13) It is mandatory to use floor cable trunking when wiring cables are in areas outside the stand and the cost must be borne by the organizer. After the set up the previous floor cable trunking quoted will be update
- 14) If exhibitors want the cabling cover must request floor cable trunking that will be billed to the exhibitor.

2.2 24H ELECTRICITY

- 1) At the end of the day all the booth lights must be disconnected for security and ecologic reasons by every exhibitor
- 2) The CCIB provides electric service in the Exhibition area, during the official exhibition times. In case that you need 24h electrical connection for some devices (no booth general light) , a second electrical switchboard will have to be .
- 3) The booth manager will have to make sure the general lights are turned off.
- 4) If the booth manager has not switched off the booth lights, then the CCIB will do it. The CCIB won't be liable for any damages caused from this action.
- 5) In case that the stand builder bring their own electrical switchboard,(which has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the

2.3 WATER

- 1) Water can only be supplied at the Polivalent Area, level PO.
- 2) CCIB can only supply water to the stands that have a water tramp available on their own booth space. The costs of any additional platform or material to hide this installation will be assumed by the exhibitor
- 3) The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up (day and time). Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.



- 4) It is the obligation of the installer to verify that the installation of water drainage is in place before you need to put and cover the platform. It is mandatory to leave access to the water tramp
- 5) The water supply system includes only the water pipe and drain not the connection to another element.
- 6) It is the responsibility of the organizer / exhibitor / stand builder to ask the CCIB for the technical connections details.

2.4 INTERNET AND PHONE

- 1) The Organizer is responsible for requesting to CCIB the specific Internet connections for exhibitors and visitors, as well as providing a free access area (cybercafé).
- 2) The internet cable is exclusive to each request individually stands.
- 3) It is the responsibility of the organizer / exhibitor / stand builder to ask the CCIB for the technical connection details
- 4) Private wifi networks installations for the booth must be authorized by the organizer. The CCIB is not responsible for possible interferences that these networks can generate.

2.5 PLATFORMS

- 1) Before placing the platform, the stand builder/exhibitor has to confirm that services provide by the CCIB (electricity, water, telephone cables, Internet, etc) are on the right place. No complains will be accepted in case that the stand builder do not check it-
- 2) Access to the service points / water tramp/ electricity tramp are compulsory when a platform is installed.
- 3) Once the platform is installed, no new services that need to go under it will be accepted.
- 4) If ordered services are not checked by the stand builder/exhibitor before the platform is installed, the CCIB will not accept any cancellation or refund

2.6 SMOKE

- 1) It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

2.7 MANUAL

- 1) It is the responsibility of the organizer to inform all exhibitors of the rules of the venue as In case of misunderstanding we will check the rules.
- 2) Must be sent to the CCIB the acceptance of conditions signe

3 Exhibitors Regulations

3.1 CCIB STANDS

- 1) The stands are built inside the assigned space, so the inside dimensions of the stand space should be smaller than the assigned space
- 2) The shell squeme stands may not be damaged, spoiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).
- 3) The CCIB reserves the right to invoice to the exhibitor any damage that is detected during the break down of the exhibition. This includes the cost of the cleaning and removal of stickers, velcro, posters, vinyls ... placed by the exhibitor on the CCIB's structures
- 4) Hiring a shell squeme stand implies that no items exchanges will be accepted. Any exchange will be billed separately.
- 5) Shell-squeme built by the CCIB includes protective plastic carpet. Exhibitor has to order pre-opening cleaning if they want the carpet

plastic removed the night before the opening, if it is not included on the booth description

- 6) Electrical cables, internet cables will be lay over the carpet. If the exhibitor wants to hide the cables a cable floor trunking has to be order.

3.1.2 RENTAL EQUIPMENT

- 1) All material that is offered is for rent and has to be returned in the same condition as it was delivered. The CCIB will bill the organizer / exhibitors items that are not in the stand at the end of the dismantling the time of their collection.
- 2) Plants are rental equipment.
- 3) Hiring any service of personal (hostesses, watchmen, cleaning, waiters ...) implies a time conditions, lunch break, Printed materials that have to be stuck are for a single-use (not reusable as can be broken during dismantling).



- 4) Exhibitors are responsible for the keys delivered to doors and store cupboards. Losing or forgetting the key involves time to get a new one.
- 5) The organizer or exhibitor must calculate the location of the material in their space and technical requirements needed (power booster, power extension cord, plugs, telephone line, Internet access, audiovisual ...).
- 6) No money refund or exchanges will be done if the exhibitor rejects a delivered item.
- 7) It is responsibility of the exhibitor to confirm that measures of exhibits are within the limits of the allocated space, the stand measures (height) and services required for their operation.
- 8) The CCIB is not responsible for the rented that once served and verified by the CCIB is stolen material.

3.1.3 MATERIAL EXHIBITOR EXPOSURE

- 1) The CCIB takes no responsibility for the matters set out in the stands and objects owned by people who are in the stands.
- 2) The exhibitor is in charge of the collection and output of material deposited on the stand after the event ended.

3.2 REQUESTS FOR SERVICES

- 1) Only the order forms sent by the CCIB, duly filled out, signed and stamped, shall be accepted as requests for services. The CCIB is not responsible for orders that are not made along the stipulated format.
- 2) Requests may be sent by fax, post or e-mail (previously scanned).
- 3) The petitioner must provide all the necessary details to raise an invoice.
- 4) Exhibitors/ stand builders must make sure that the orders are held sufficiently in advance in regards of their own company payment policies.
- 5) The order form must contain the credit card details even if the payment is going to be done by bank transfer, as guarantee of payments
- 6) The requested services shall not be considered as definitive if the payment has not been done.
- 7) Exhibitor complains will have to be declared at the Exhibitor service Desk (no emails or phone calls) in order to be solved. Complain

will not be accepted at the exhibition's end or after the event.

- 8) The deadline for contracting services is 20 work days before the set up. The CCIB will reserve the option to increase the rate 20% of the price stated in the manual to the services requested after this date.
- 9) 7 working days before the set up, no more order will be accepted
- 10) The CCIB can change or remove items from the Exhibitor manual order form in case of no further stock availability

3.3 SERVICE CANCELLATIONS

- 1) Cancellations will only be accepted in writing and before the set up
- 2) Two weeks before the event, cancellations or changes will no longer be accepted and 100% of the cost will be charged.

3.4 PAYMENT CONDITIONS

- 1) 100% of the services must be paid when you order them.
- 2) All the services requested must enclose copy of the payment in order to go ahead with the corresponding request, in case payment is made by bank transfer.
- 3) The exhibitor must fill the requests with all the details required in order to invoice the services (company, address, fiscal identification code, credit card details).
- 4) The CCIB reserves the right to cancel all the services that have not been paid on time
- 5) 21% VAT applies to all the services except for the F&B services that will be 10% VAT, as per regulation.
- 6) The CCIB verifies the NIF number to confirm whether to charge VAT or not.
- 7) Credit card as guarantee (see section 3.2-5)
- 8) If your company has a policy that requires payments for a specific period of time has to ensure ordering in sufficient time to receive, manage and send the bill to fall within its payment policy.
- 9) New orders during set up or event will be held in the Exhibitor Service desk and paid ~~is~~ by credit card.

3.5 METHOD OF PAYMENT



- 1) Visa, Mastercard or American Express Credit Card, by filling out the credit card authorisation form provided by the CCIB.
- 2) Payment through bank transfer will be accepted. Bank details must be requested to the CCIB.
- 3) All furniture and services ordered on-site will have a 20% extra charge and must be paid in cash or by credit card at the moment they are ordered.

3.6 ORDERS DEADLINE

- 1) See Order SERVICES 3.2-9
- 2) 20 days before the set up no special budget shall be made
- 3) new service requests after the deadline will not ensure the availability/stock and time delivery
- 4) Technical services will not be accepted during the set up. (water, electric extensions, Cable Internet ...)

3.7 RECEPTION, STORAGE AND COLLECTION OF GOODS

- 1) The CCIB does not handle or keep goods. RESA LOGISTIC is the official supplier for this service.
- 2) The Organizer is responsible for the reception of goods, or to provide a supplier to do it
- 3) No goods are accepted before the set-up period. The official shipping company can provide the storage service prior to set-up.
- 4) During the dismantling, all the material has to be removed. No material can be left to be picked up after the end of the event.
- 5) The organizer or exhibitor is responsible for reserving a space in the venue if they want to store empty crates during the event

3.8 CLEANING

- 1) Pre-opening service is to clean the exhibition area corridors before the opening.

This service do not include the removal of materials used to build booths. Leftovers have to be removed by the stand builder company (crates, glasses, aluminium profiles, chip wooden boards,...)

- 2) Main pre-opening cleaning is always done the night before the opening, and corridors have to be free of goods. The pre-opening cleaning always is going to be done during the night once the area is empty although the official opening time is going to be late on the next day.

Even if the exhibition opening is going to be held during the day, and exhibitors are allowed to be working on their booth, the main cleaning service will be done the night before, and an extra cleaning service will have to be ordered if a re-clean is required.

- 3) The pre-opening cleaning inside the booths is not included in the rental space. Booth cleaning can be ordered through the exhibitor manual order form
- 4) Special cleaning requirements are quoted under request, including containers needed for the dismantling

3.9 FOOD & BEVERAGE

- 1) Food & Beverages service is an exclusivity of the CCIB. It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- 2) This exclusivity also includes to all types of catering equipment such as coffee makers, juicers, popcorn machines, ...
- 3) The CCIB reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue.
- 4) For especial catering services including waiter service please contact with stands@ccib.es for more information.
- 5) The exhibitor must consider the space available on the booth to store and display the requested deliveries.
- 6) In case to have any other doubt about F&B please contact to stands@ccib.es, in order to avoid misunderstandings once the event started

3.10 SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on an exclusive basis:

- 1) Catering (food and beverages, Coffee machine included).
- 2) Rigging
- 3) Cleaning.
- 4) Security.
- 5) Electricity

Any other request not described in this manual, will have to be confirmed with the CCIB with enough time (2 months before the start of event) by the organizer/exhibitor.

GENERAL INFORMATION ON HEALTH AND SAFETY REGULATIONS

Dear Client,

We would like to inform you that EVENTS CCIB S.L. takes its commitment to health and safety in the workplace very seriously and, in order to ensure the process of continuous improvement, we would like to take this opportunity to give you a brief overview of the conditions that must be complied with, particularly during assembly and disassembly tasks.

For the purpose of ensuring minimal health and safety conditions throughout the event and in order to prevent unnecessary delays, we request that you pass this information on to your suppliers, clients and **anybody who may access the assembly and disassembly areas.**



- The use of **protective footwear** is obligatory for anybody who enters the assembly area.
- A **harness and helmet** must be used for all work at heights, including tasks that use a hydraulic lift.
- Access is prohibited for **people under the age of 18** throughout the assembly and disassembly process.
- The consumption of **alcohol** is prohibited throughout the assembly and disassembly process.
- **Smoking** is not allowed.

Event /Congress...../ booth number

Name and surname(s).....

Company.....

Position.....

Date..... Signature and company stamp:

Please send this document back to **stands@ccib.es**



SHIPPING MANUAL FEFCO 2015 BARCELONA, 28-30.10.2015

Dear customer,

Resa is the appointed freight forwarder and handling contractor for the mentioned event. Our company offers the following services:

- Offloading and reloading of vehicles onsite
- Deliveries and collections to / from booth
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from port / airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery
- Insurance
- Any other services related to logistics for trade shows and events

Please read carefully the following information, if you have any questions please contact us:

Marta Pastor

info@resainternacional.com

Direct Tel.: +34932334110

Jorge Reina

operations@resainternacional.com

Direct Tel.: +34932334111

General Fax: + 34 93 2631894



1. SHIPPING INSTRUCTIONS

ARRIVAL DEADLINES:

Please remind the following arrival deadlines, according to each type of shipment:

Roadfreight & Courier:	Arrival to Resa Warehouse 3 working days before required delivery to stand
Airfreight:	Arrival to destination Airport 3 working days before required delivery to stand
Seafreight FCL:	Arrival to destination Seaport 5 working days before required delivery to stand
Seafreight LCL :	Arrival to destination Seaport 10 working days before required delivery to stand

Direct truck deliveries to the venue must be according to the official dates of the event and are to be reconfirmed with Resa.

WAREHOUSE DELIVERY ADDRESS:

Please address your shipments as follows:

RESA EXPO LOGISTIC - FEFCO 2015
For: *Exhibitor name / Booth Nr.*
C/Botánica - Entrada Nr. 4 - Fira Gran Via
08908 - L'Hospitalet

For airfreight and seafreight shipments, please note destination air-/seaport as follows:

Destination airport: BCN **Destination seaport: Barcelona**

LABELLING OF BOXES:

Please label each package/pallet individually and also number each packages/pallet (1 of...Total / 2 of...Total /etc.). Please use the enclosed label template.

IMPORTANT INFORMATION:

All shipments should be sent with freight prepaid up to arrival at destination (all charges paid by sender). Please read carefully more detailed information about courier shipments (point 2) and requirements of Spanish Customs for import clearances (point 3).

SHIPPING DOCUMENTATION:

Please send the following documents to Resa (see contact details), BEFORE your shipment arrives to destination:

- Booking form as per enclosed file
- Proforma Invoice for non-EU shipments (from outside the European Union)



2. COURIER SHIPMENTS

IMPORTANT INFORMATION:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his Transport Company and sign off the delivery outlay.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

No liability is accepted for couriers sent directly to the stand.

TRACK & TRACE NUMBER:

We recommend having the tracking number (assigned by the courier company) on hand at the exhibition. This will make it easier to locate your shipment.

SPANISH CUSTOMS FORMALITIES (FOR NON-EU SHIPMENTS):

Courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and do require a Spanish importer of record. Resa will act as importer if required by providing our VAT registration number to customs (this service is chargeable; please see point 7 of our tariff).

Shipments must be accompanied by a proforma invoice with a description of the shipped items. Also bear in mind that some products are restricted by customs and cannot be shipped to the event, such as foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products and protected species

If any doubts please ask us before shipping.



3. CUSTOMS CLEARANCE INFORMATION

Shipments from outside the European Union are subject to customs clearance formalities, please read carefully the following information:

PERMANENT ENTRIES:

Permanent entries can be done only for goods to be consumed during the show, such as; consumables, office material, giveaways, catalogs, etc.

Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

TEMPORARY ENTRIES:

Goods returning to origin after the show must be processed through a temporary entry at customs, in order to avoid the payment of duties and taxes.

We strongly recommend using the **ATA Carnet** for temporary entries, with this document you will save extra costs and will make the customs procedures faster.

All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show and any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact Resa in case you may sell any temporary goods.

Temporary & permanent materials must be packed separately, in different boxes.

PROFORMA INVOICE:

The combined Invoice/Packing List must show the following information: number of units per each item / values / full description of items in English, (including serial number for electronic devices), model and customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

Enclosed a proforma template for your guidance.

RESTRICTED PRODUCTS:

The following products are restricted by Spanish Customs and cannot be shipped to the event in any case: foodstuff, beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



4. PAYMENT & BASIC CONDITIONS OF CONTRACT

PAYMENT:

Our invoices will be due immediately after issuance without any further notice. Unless other terms are agreed, our expenses shall be settled before the event starts or before the return transportation after the show

Please note the following accepted methods of payment:

- **Bank Transfer:** Please note our bank details as follows:

Resa Expo Logistic account details

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account Internacional: ES17 0081 0557 1900 0102 9711

IBAN Internacional: ES17 0081 0557 1900 0102 9711

SWIFT Internacional: BSABESBB

We must receive the payment in full amount, the bank fees for the transfer are payable by the sender.

Please provide a copy of the transfer statement

- **Credit Card: we accept VISA, Mastercard and American Express**
- **Cash:** all major currencies accepted

BASIC CONDITIONS OF CONTRACT:

All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The liability insurance of Resa for storage and handling covers a maximum of 10 Euros per Kg. (Gross weight of damaged or lost goods) and per incident.

The liability of RESA ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA.

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that Resa does not insure automatically unless asked to do so in writing. Resa is not liable for any losses, theft or pilferage.



5. FURTHER INFORMATION

Worldwide Network:

Our recommended agent in your country is specialized in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the “Door to stand” service, you will get an all-in package that covers all the steps from your country of origin to the venue and vice-versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

Important notice: please always send your goods on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf. .



RESA EXPO LOGISTIC
Tel: +34 93 2334110 / Fax: +34 93 2631894
Email: operations@resainternacional.com

EXHIBITION NAME		
EXHIBITS TO MY BOOTH <input type="checkbox"/>		
SHIPMENT FOR ORGANISER:		
Bag Insert <input type="checkbox"/>	Publication Press <input type="checkbox"/>	Other <input type="checkbox"/>
EXHIBITOR / SPONSOR NAME		
BOOTH No.	HALL No.	CONTACT PERSON ON STAND & CELLPHONE NR.
CASE NUMBER		
OF		
DELIVERY ADDRESS FOR		
RESA EXPO LOGISTIC FOR: C/BOTANICA, ENTRADA NR. 4 FIRA GRAN VIA 08908 HOSPITALET (BARCELONA) NOTIFY: RESA EXPO LOGISTIC TEL +34 9323 347 43 / FAX +34 93 263 1894		

EXHIBITION MATERIAL
DO NOT DELAY

Please complete all sections and affix to boxes (at least two sides of large cases).



Resa Expo Logistic - División Internacional

C/ Botánica - Entrada nº4 - Fira Gran Via

08908 - Hospitalet (Barcelona)

operations@resainternacional.com

Tel: (+34 93) 233 41 11 - Fax: (+34 93) 263 1894



FORWARDING TARIFF FEFCO 2015 BARCELONA

The following rates apply for the a.m. event to be held at the CCIB venue from 28 to 30 October 2015

HANDLING OF SHIPMENTS

1. ROADFREIGHT & COURIER VIA RESA WAREHOUSE BARCELONA	Rate per unit	Type of unit	Minimum units
1cbm = 300.-Kg / 1LDM = 4 cbm -- Rounding up to complete cbm			
Small shipments & couriers up to 50 kg.			
From received Resa warehouse to delivered on booth	95,00 €	shipment	1
Service fee per shipment on inbound / outbound	45,00 €	way	1
Roadfreight shipments & couriers above 50 kg.			
From received Resa warehouse to delivered on booth	45,00 €	cbm	3
Service fee per shipment on inbound / outbound	45,00 €	way	1

2. AIRFREIGHT SHIPMENTS BARCELONA AIRPORT	Rate per unit	Type of unit	Minimum units
1cbm = 167.-Kg			
Not included: any third party charges like: storage or airline charges, courier or agent fees, etc.			
Transfer from airport / courier facilities up to delivered to stand	1,15 €	kg.	250
Service fee per shipment on inbound / outbound	45,00 €	way	1

3. SEAFREIGHT SHIPMENTS BARCELONA PORT	Rate per unit	Type of unit	Minimum units
1cbm = 1000.-Kg -- rounding up to complete cbms			
Not included: shipping line charges, storage or agent fees			
Not included: handling of pieces with weight over 7 tons per unit and dimensions over 5 mts long and 2,8 mts high			
LCL transfer from Barcelona port up to delivered to stand	95,00 €	cbm	2
20' container from Barcelona port up to stand	1.650,00 €	contanier	1
40' container from Barcelona port up to stand	2.275,00 €	contanier	1
Service fee per shipment on inbound / outbound	45,00 €	way	1

4. DIRECT VEHICLE TO VENUE	Rate per unit	Type of unit	Minimum units
Direct unloading from truck to stand			
Intermediate storage not included			
1 cbm = 300.-Kg / 1 Ldm = 4 cbm			
Offloading and direct delivery from truck to stand	15,00 €	cbm	7
Reception and delivery to stand of small shipments (up to 50.-Kg)	50,00 €	shpt	1
Service fee per shipment on inbound / outbound	45,00 €	way	1



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ON SITE HANDLING & STORAGE

5. RENTAL OF EQUIPMENT & LABOUR		Rate per unit	Type of unit	Minimum units
Each started hour will be rounded up to complete hour				
Only for works on stand, not valid for offloading / reloading trucks				
Forklift 3 tons		125,00 €	hour	1
Handlift		20,00 €	hour	1
Worker		31,00 €	hours	4
Packer / Foreman		50,00 €	hours	4

6. STORAGE OF EMPTIES AND FULL GOODS		Rate per unit	Type of unit	Minimum units
Rounding up to complete cbms				
Collection, storage and re-delivery of empties to stand		42,00 €	cbm	3
Collection, storage and re-delivery of full goods to stand		55,00 €	cbm	3
Partial delivery during the exhibition		150,00 €	delivery	1

CUSTOMS

7. CUSTOMS FORMALITIES		Rate per unit	Type of unit
Only for Non – EU shipments			
Temporary import clearances (samples for exhibition)			
ATA carnet import clearance		140,00 €	document
ATA carnet export clearance		140,00 €	document
Temporary import clearance on proforma invoice		175,00 €	document
Reexport clearance on proforma invoice		175,00 €	document
Cancellation of temporary import on non returning goods		175,00 €	document
Customs bond fee on goods value		1,5% of value (min. 150,00€)	
*This venue does not have a free bond status, we strongly recommend the use of ATA carnet for temporary import entries			

Permanent entry clearances (consumables such as brochures, give aways, etc.)		
Permanent import on proforma invoice up to 12.000,00.-€	140,00 €	entry
Permanent import on proforma invoice up to 18.000,00.-€	265,00 €	entry
Permanent import on proforma invoice up to 24.000,00.-€	295,00 €	entry
Permanent import on proforma invoice up to 36.000,00.-€	365,00 €	entry
Duties and taxes	As per outlays + 10% advance fee (min 30,00 €)	
Use of Resa import tax registration number	85,00 €	entry



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	Export customs clearance on proforma invoice	140,00 €	entry
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ADDITIONAL

8. ADDITIONAL CHARGES	Rate per unit	Type of unit
Customs inspections, if any	175,00 €	inspection
Courier charges for handover of import shipping documents	65,00 €	document
Issuing of export documents for courier companies	50,00 €	document
Surcharge for late arrivals (out of official deadlines)	30% on tariff	
Extra charges for express deliveries (delivery on same day of arrival)	150,00 €	way

9. SURCHARGES	
To be applied on sections: 1 to 5	
Overnight (20-8h)	50%
Saturdays	50%
Sundays / Public holidays	50%

10. RETURN CHARGES
Same as sections 1 to 9

EXCLUDED
· VAT (ONLY applicable to Spanish companies)
· Comprehensive insurance (available on request)
· Any other services required and not mentioned above

RESA INSURANCE CONDITIONS



BARCELONA INTERNATIONAL CONVENTIONS CENTER
CENTRO DE CONVENCIONES INTERNACIONAL DE BARCELONA

PHOTO BROCHURE 2015
CATÁLOGO DE FOTOS 2015

TABLES / MESAS

HIGH TABLES / MESAS ALTAS



Ref. MAG

Glass top high table
Mesa aeropuerto superficie cristal

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Glass/ Cristal

± 110 cm ∅ 60 cm



Ref. MAA

Silver aluminium high table
Mesa aeropuerto aluminio

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Silver/ Metálica

± 110 cm ∅ 60 cm



Ref. MAC

Squared high table / Mesa aeropuerto cuadrada

Available Colours: Black/ White/Beech/
Colores Disponibles: Negro/ Blanco/Haya

± 110 cm | 80 cm | 80 cm



Beech / Haya - Ref. MAR-H



White / Blanca - Ref. MAR-B



Black / Negra - Ref. MAR-N

High Table/ *Mesa Aeropuerto*

± 110 cm | 60 cm

OFFICE TABLES / *MESAS DE OFICINA*



Ref. MOR

(Available Colours: Black/ White/Beech/ *Colores Disponibles: Negro/ Blanco/Haya*)

Rectangular Office Table / *Mesa Rectangular Oficina*

Structure/ Estructura: Silver/ Cromado
Top/ Encimera: Wood/ Madera

± 74 cm | 120 cm | 80 cm



Beech/ *Haya* - Ref. MT-H



White/ *Blanca* - Ref. MT-B



Black/ *Negra* - Ref. MT-N

Rectangular table / *Mesa rectangular*

☞ 80 cm ☞ 150 cm ☞ 75 cm



Ref. M-CC03 (table/ *mesa*)

**Grey rectangular table
*Mesa rectangular gris***

☞ 76 cm ☞ 120 cm ☞ 70 cm

SQUARE TABLES / MESAS CUADRADAS



White/ Blanca - Ref. MCM-B



Beech/ Haya - Ref. MCM-H



Black/ Negra - Ref. MCM-N

Square table/ Mesa cuadrada

± 74 cm | 80 cm | 80 cm

ROUND TABLES / MESAS REDONDAS



Beech/ Haya - Ref. MR-H



White/ Blanca - Ref. MR-B



Black/ Negra - Ref. MR-N

Round Table/ Mesa Redonda

± 74 cm | Ø 80 cm



Ref. MCA **Round Glass Table/ Mesa Redonda Cristal**

± 74 cm | Ø 80 cm

SOFA TABLES / MESAS DE CENTRO



White/ Blanca - Ref. MC-B

±40 cm Ø60 cm



Black/ Negra - Ref. MC-N

±40 cm Ø60 cm



Beech/ Haya - Ref. MC-H

±40 cm Ø60 cm

Round Sofa Table / Mesa Centro Redonda

Structure/ Estructura: Silver/ Cromado

Top/ Encimera: Wood/ Madera



Ref. MCC

±40 cm Ø60 cm

Glass Sofa Table / Mesa Centro Cristal

Structure/ Estructura: Silver/ Cromado

Top/ Encimera: Glass/ Cristal



Beech / Haya - Ref. MB-H



White/ Blanco - Ref. MB-B



Black/ Negro - Ref. MB-N

Square coffee table/ Mesa centro cuadrada

±40 cm | 60 cm | 60 cm

CHAIRS / SILLAS



Grey plastic chair
Silla plástico gris
Ref. SP-G



Black plastic chair
Silla plástico negra
Ref. SP-N



Blue upholstered chair
Silla tapizada azul
Ref. CC02

±49cm | 81,5cm | 45.50cm | 49,5cm

±45cm | 84 cm | 56 cm | 59 cm



Beech chair
Silla haya
Ref. S-H

46cm 87cm 45cm 50cm



Black upholstered chair
Silla tapizada negro
Ref. SCN

43cm 79cm 42cm 40cm



Blue chair
Silla azul
Ref. S-A



White chair
Silla Blanca
Ref. S-B



Black chair
Silla Negra
Ref. S-N



Red chair
Silla Roja
Ref. S-R

46cm 80 cm 58 cm 49 cm



Design chair 1
Silla diseño 1
Ref. SD-1



Design chair 2
Silla diseño 2
Ref. SD-2

□ 45cm □ 76 cm □ 55 cm □ 53 cm

STOOLS / TABURETES



Ref. TN-1

Classic black high stool
Taburete clásico negro

□ 80cm □ 80 cm □ 35 cm □ 35 cm



Ref. TN-2

Black upholstered Z high stool
Taburete Aledo tapizado negro

□ 82cm □ 82 cm □ 38 cm □ 38 cm



Ref. TH-1

Beech stool
Taburete haya

□ 78cm □ 110 cm □ 41 cm □ 41 cm



Ref. TA-1

Aluminium stool
Taburete aluminio

▣ 81cm ▤ 81cm ▥ 50cm



Ref. TD-1

Black Stool
Taburete 1

▣ 80cm ▤ 86 cm ▥ 44 cm ▦ 43 cm



Ref. TD-0

White Stool
Taburete blanco

▣ 78cm ▤ 83 cm ▥ 37cm



Black Stool 3
Taburete Negro 3
Ref. TD-3N



Blue Stool 3
Taburete Azul 3
Ref. TD-3A



Red Stool 3
Taburete Rojo 3
Ref. TD-3R



White Stool 3
Taburete Blanco 3
Ref. TD-3B

▣ 80cm ▤ 90 cm ▥ 52 cm ▦ 49 cm



White Stool 4 / Taburete Blanco 4 Ref. TD-4

▣ 77cm ▤ 85cm ▥ 43cm ▦ 43cm

ARMCHAIRS / BUTACAS



Ref. BD-1N

Individual Black Armchair
Butaca Individual Negra



Ref. BD-1B

Individual White Armchair
Butaca Individual Blanca

▣ 43-45cm ▤ 67-71cm ▥ 64cm ▦ 76cm



White Easy Armchair 2
Butaca Blanca 2

Ref. BD-3

▣ 46cm ▤ 142cm ▥ 68cm ▦ 72cm



White Easy Armchair 1
Butaca Blanca 1

Ref. BD-4

▣ 46cm ▤ 68cm ▥ 68cm ▦ 72cm



Ref. BU-B (white/ blanco)

White armchair
Butaca blanca

37cm 62cm 71cm 73cm



Ref. BU-N (black/ negro)

Black armchair
Butaca negra

37cm 62cm 71cm 73cm

CUPBOARDS / ARMARIOS



Ref. A1-N

Black cupboard / Armario Negro

75 cm 42.5 cm 92,5 cm



Ref. A1-B

White cupboard / Armario Blanco

75 cm 42.5 cm 92,5 cm



Ref. COU-N

Black counter and cupboard
Armario Mostrador Negro

± 111 cm | ± 106 cm | ± 57cm



Ref. COU-H

Beech counter and cupboard
Armario Mostrador Haya

± 111 cm | ± 106 cm | ± 57cm



Ref. COU-B

White counter and cupboard
Armario Mostrador Blanco

± 111 cm | ± 106 cm | ± 57cm

SHELVINGS / ESTANTERÍAS



Ref. ES-A

Aluminium shelving/ Estantería Aluminio

± 180 cm | ± 92 cm



Black/ Negra - Ref. ES-N

PVC shelving/ Estantería PVC

± 173 cm | ± 60 cm



Ref. RD -1N Ref. RD-1B
Rack magazine 1
Revistero 1

± 170 cm ☒ 29 cm ☒ 30 cm



Ref. RD-2
Rack Magazine 2
Revistero 2
 Glass and silver/ Cristal y metacrilato

± 154cm ☒ 42cm ☒ 30cm



Ref. CC05
Magazine Rack
Revistero

± 119cm ☒ 27cm ☒ 28cm

OTHERS / COMPLEMENTOS



Coat stand
Perchero
 Ref. CP-1

± 178 cm ☒ 40 cm ☒ 36 cm



Wastepaper bin
Papelera
 Ref. CP-2



Refrigerator
Frigorífico
 Ref. CF-3

± 85cm ☒ 60cm ☒ 50cm

CCIB SHELL SCHEME FITTINGS
COMPLEMENTOS STAND MODULAR CCIB



Modular panel 1m
Panel modular 1m
Ref. SC61



Storeroom with door 100x100 cm
Almacén con puerta 100x100 cm
Ref. FT8



Standard fascia board lettering 10 cm high
Rótulo standart con letras de 10 cm de alto
Ref. SC27



Beech sloping shelf
Estante inclinado haya
100x30 cm
Ref. FT1



Horizontal shelf
Estante horizontal haya
100x30 cm
Ref. FT2



Beech counter
Mostrador haya
(haya o blanco)
100x52x110cm
Ref. FT6



Inside view beech counter
Vista interior del mostrador haya



Counter Showcase
Mostrador vitrina modular
100 x 100 x 50
Ref. FT4

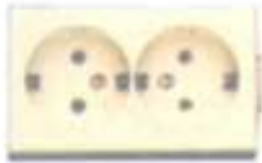


Tall rectangular showcase
5 glass shelves
3 spotlights
Vitrina rectangular
5 estantes de cristal
3 focos
80x45x187 cm
Ref. FT5



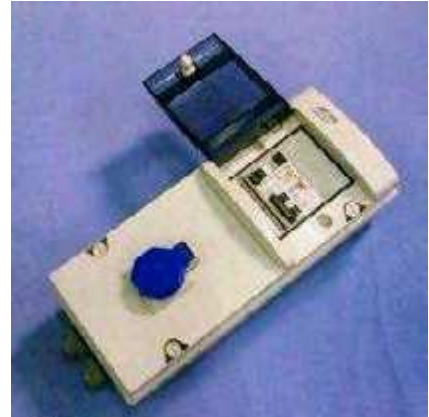
Schell scheme with fittings
Stand modular con complementos

ELECTRICITY / ELECTRICIDAD



220v double 2-pin socket outlet
Enchufe doble monofásico 1000 W / 220v

Ref. S2 (double/ *doble*)



Electrical switchboard with simple 2-pin socket
Cuadro eléctrico con un enchufe simple

Ref. E1-E2-E3



100w spotlight
Foco de 100w
Ref.F100



300w spotlight
Foco de 300w
Ref. F300

PLANTS / JARDINERÍA



Trimmed tree
Árbol formado
Ref: P01



Round table centerpiece
Centro de mesa
Ref: P02



Round plant arrangement
Jardinera redonda
Ref: P03



Kentia palm
Kentia forsteriana
Ref: P04



Phicus Benjamina
Ficus benjamina
Ref. P05

COMPUTERS , PRINTERS & FAX
ORDENADORES, IMPRESORAS Y FAX



Laptop computer i3
Ordenador portátil i3
Fujitsu Siemens, Lifebook a530, 8Gb, 15'6"
USB, VGA+HDMI Outputs.
Includes Security cable + charger
Ref. IT04



Desktop computer with TFT 22" Full HD screen
Ordenador de mesa con monitor TFT 22" Full HD
Intel Core i3, 4 Gb Ram, HD 500 Gb, DVD ±R, 4xUSB,
wired Lan, Windows 7 Pro English + Office 2010
English +English Keyboard
Ref. IT05



Apple Macbook Pro i7, 8Gb, 15", Thunderbolt
Ref. IT06



Apple iMac 22" i5, 4Gb, OS/X Mavericks
Ref. IT0



AllinOne printer
Brother MFC9460CDN , Printer, Copier,
Scanner , Laser Color
** Includes 500 copies
Ref. IT09



Mouse and Keyboard kit
Kit Teclado y ratón
(Logitech MK320, plug and play, 2,4 GHz)
Ref. IT11



PC Speakers
Altavoces ordenador
20Watt, mini-jack plug
Ref. IT12

TV, VIDEO AND DVD / TV, VIDEO y DVD



42" Plasma screen with speakers and supports
Pantalla plasma 42" con soporte + altavoces
(Panasonic TH-42PH10EK)
Ref. TV05



50" Plasma screen with speakers and supports
Pantalla plasma 50" con soporte + altavoces
(Panasonic TH-50PH10Ek)
Ref. TV06



DVD reader/ VCD/ XVID/ DIX/ All Regions
Lector DVD/ VDC/ XVID/ DIX/ All regions
(JVC xv-N450B)
Ref. DVD01



Screen LCD TFT 22"
Monitor LCD TFT 22"
(Full HD / 2 HDMI/ VGA/ DVI/
Speakears// cable VGA 5m)
Wall or table support
Ref. LCD22



Screen LCD TFT 32"
Monitor LCD TFT 32"
(Full HD / 2 HDMI/ VGA/ DVI/
Speakears// cable VGA 5m)
Wall or table support
Ref. LCD32



Touch Screen LED 23" HD
Full HD / 2 HDMI/ VGA/ DVI/HDMI
cable VGA 5m
Wall or table support

Ref. TV10



Touch Screen LED 42" HD
Full HD / 2 HDMI/ VGA/ DVI/HDMI
cable VGA 5m
Wall or table support

Ref. TV11