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## **SPECIFIC REGULATIONS**

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## 1. ORGANIZERS

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The Organizing Committee of the 32<sup>nd</sup> BIEMH (International Machine-Tool Biennial) comprises Bilbao Exhibition Centre, S.A. (BEC) and the Machine Tool, Accessory, Component and Tool Manufacturers' Association of Spain (AFM).

### All communications shall be addressed to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)  
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## 2. VENUE, DATES AND SCHEDULE OF EVENT

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The 32<sup>nd</sup> BIEMH will take place at the BEC exhibition complex in Ansio-Barakaldo (Spain) on **3rd – 7th June 2024**.

Opening hours will be from 9:30 am to 5 pm in continuous schedule for visitors and from 8:30 am to 6 pm for exhibitors.

During the visit hours, stands must be fully manned and exhibits must be uncovered for display.

## 3. EXHIBITORS AND PRODUCTS ADMITTED

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All publicly or privately owned corporate bodies and physical persons whose activities are considered to fall within the sectors covered may apply to take part in the event. The event is open to manufacturers, agents, dealers and representatives of products admitted for display. The advertising of non-exhibiting companies or the distribution of advertising material outside the stands is not allowed.

Only new products should be exhibited, neither used nor reconditioned products may be exhibited:

## 4. AREA RENTAL

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**4.1.** The hiring will be done by sending a duly completed original application form to the Exhibition's Management, [biemh@bec.eu](mailto:biemh@bec.eu), in all its terms, along with the amounts corresponding to the registration's fee and the deposit of participation's guarantee in accordance with sections 1 and 2 of Art. 7 below. It will not be valid other type of contracting.

**4.2.** The **early registration deadline is 1<sup>st</sup> December 2023**, which will be attended according to demand and available area, those received later.

**4.3.** The minimum area to be rented is 20 sqm for advanced pack and 36sqm for only surface. Fractions of a square metre will be invoiced as full square metres.

**4.4.** The Organization reserves the right to modify the assigned area or location if circumstances require, without the right to compensation.

## 5. RIGHTS OF EXHIBITORS

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Area rental includes the following supplies and services:

- User name and password, to login the Private Area of the exhibition's website and use the registration services in the directory and the online shop, among others.
- Daily stand cleaning during the event. It does not include the first cleaning before the opening of the event.
- Registration in the Official Exhibitors' Directory.
- Assemblers' badges.

- Exhibitor's badges: up to 8 exhibitor's passes will be provided for the first 20 sqm of rented area and 4 more per each additional 20 sqm or fraction, up to a maximum of 60.
- Free access for your clients as professional visitors, previous registration.

## 6. COMPULSORY INSURANCES

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The insurances that BEC will contract for this event, in accordance with Article 33 of the General Rules of Participation in BEC, will have the following basic characteristics:

### 6.1. Damage insurance

- Basic coverage: Fire and theft of the exhibited goods and stands, including loading and unloading at the fairgrounds.
- Insured goods: All trade goods in general are covered, being also included for theft (larceny is excluded) the computer elements and electrical appliances (brown line), with an excess of 300€ per sinister, with the following exceptions: corrosive, flammable, explosive, poisonous, radioactive goods, live animals and plants, cash, commercial or banking effects, titles and coupons of securities, jewelry and jewelry items, art objects and antiques, pre-paid cards, machinery or other type of goods during assembly and disassembly operations.
- The insured capital: It will be which the exhibitor declare in the admission application. However, a minimum compulsory capital is established at 22,500€. If the exhibitor does not make a declaration of capital, the Organizers will hire the minimum fixed, exonerating the exhibitor to BEC of any type of liability for excess and/or insured capital defect.
- Premium minimum: 193.50€ per exhibitor. 8.6 ‰ (per thousand) of the value declared by the exhibitor or on the compulsory minimum capital amount, as the case may be.

### 6.2. Civil Liability Insurance

- Basic coverage: Material and body damage caused to third parties due to the event, being expressly excluded the civil liability derived from work accidents suffered by the exhibitor's staff with work dependence and/or staff subcontracted by him/her.
- Compensation limit: 1,200,000€ per sinister and for the total claims arised during the event, with a sub-limit of 150,000€ per victim in case of personal damages.
- Premium: 110€ per exhibitor.

**6.3. The coverage period** is from 30<sup>th</sup> May to 24<sup>th</sup> June 2022.

## 7. FINANCIAL TERMS

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The financial terms and conditions are the following:

**7.1. Registration fee:** 235€ (VAT not included). This amount must be paid by bank transfer to Bilbao Exhibition Centre, S.A. or direct debit at the time of registration for admission.

**7.2. Guarantee of participation:** The exhibitor must pay through a bank transfer in favour of Bilbao Exhibition Centre, S.A., or a direct debit, the guarantee of participation of 35€/sqm, up to a maximum of 3,500€. This amount will be returned if the exhibitor does not receive authorization to exhibit. The sum delivered is a PREPAYMENT that will be deducted from the total amount owed by the exhibitor.

**7.3. Participation formulas:** A preferential registration period is established until 1 December 2023. We offer two participation options, according to the document "PARTICIPATION FORMULAS".

**Floor rental.** Basic pre-tax rate is 160€/sqm (VAT not included). Exhibitors registered before the 1<sup>st</sup> December 2021 will benefit from the early period price, preferential rate of 125€/sqm (VAT not included). The minimum area to hire in this format is 40m<sup>2</sup>. For surfaces from 40 to 100 sqm you should choose between 40sqm, 50sqm, 60sqm, 80sqm and 100sqm. From 100sqm you can hire the desired area.

- In stands of up to 60 sqm, the following surcharges will be applied:
  - 30% for stands with two open sides.
  - 35% for stands with three open sides.
  - 50% for stands with four open sides.
- In larger stands, the first 60 sqm will support these supplements and those between 61 and 110 sqm, half. The rest will not support any increase.
- Bonuses for contracted surface (does not include the double floor):
  - 150-250 sqm ..... 5%
  - 251-350 sqm ..... 10%
  - 351-450 sqm ..... 15%
  - 451-550 sqm ..... 20%
  - >=551 sqm ..... 25%
- **DOUBLE FLOOR:** It will be allowed to build a second floor only for stands with 300 sqm or more. In no case, the surface of the second floor will be larger than the 50% of the stand surface. The price for the sqm of the double floor will increase 50% of the basic rate and they would not be computed for the bonus surface.

**BIEMH pack.**

PACK sqm	Up to 01.12.2023	From 02.12.2023
20sqm	5.200€	6.100€
24sqm	6.000€	7.100€
32sqm	7.600€	9.100€

**7.4.** Invoices for surface rental, the insurances premium of liability and damage (Art. 6) and the Special Pack “highlight your participation” will be issued from March 2024 on to all exhibitors who have been allocated at that time. Settlement of this invoice will be made through two standing orders paid by bank transfer or direct debit (European bank), 50% each, due on 15<sup>th</sup> March and 15<sup>th</sup> April 2024, respectively. Invoices for the area allocated after that date will be issued and settled immediately following notification to exhibitors.

**7.5.** Exhibitors who submit their application form after 15th March 2024 must attach a receipt of the deposit paid (art. 7.1), registration fee (art. 7.1), floor rental (art. 7.3) and premium of the compulsory insurances (art. 6.1 and 6.2). From this moment, the application for admission is irrevocable.

**7.6.** In case of cancellation of their participation, which must be communicated in writing to [biemh@bec.eu](mailto:biemh@bec.eu), the exhibitor will lose all the amounts paid.

**8. STAND CONSTRUCTION, ENTRY OF GOODS AND DISMANTLING**

**8.1. The assembly of the stands and entry of goods.**

The assembly of stands for exhibitors at hall 1,2,3,5 and 6 will begin at 8 am of May 20th, 2024, and must be completed before 3 pm of June 2<sup>nd</sup>, 2024. At hall 4, the assembly will start on the 27<sup>th</sup> May and must be finished the 2<sup>nd</sup> June before 3 pm. From that moment onwards, the exhibitors will be able to receive goods or any material at their space. BEC will not be responsible for receiving any material or machinery from the exhibitor. The exhibitor must take charge of the delivery.

**8.2. The dismantling of the stands and exit of the exhibition’s material.** The dismantling of the stands will not be allowed to begin before 8 am of June 8th, 2024, and must be completed before 8 pm of June 14<sup>th</sup>, 2024 for hall 1,2,3,5 and 6. At hall 4 the dismantling must finish the 10<sup>th</sup> of June. The exit of the exhibition’s material should be done on the dates and times established for that purpose. At the end of the fair, the surface must be left in the same condition in which it was received. Any alteration in the floor and walls must be repaired in that same period.