



**FOOD 4
FUTURE**

BILBAO FOODTECH
WORLD SUMMIT

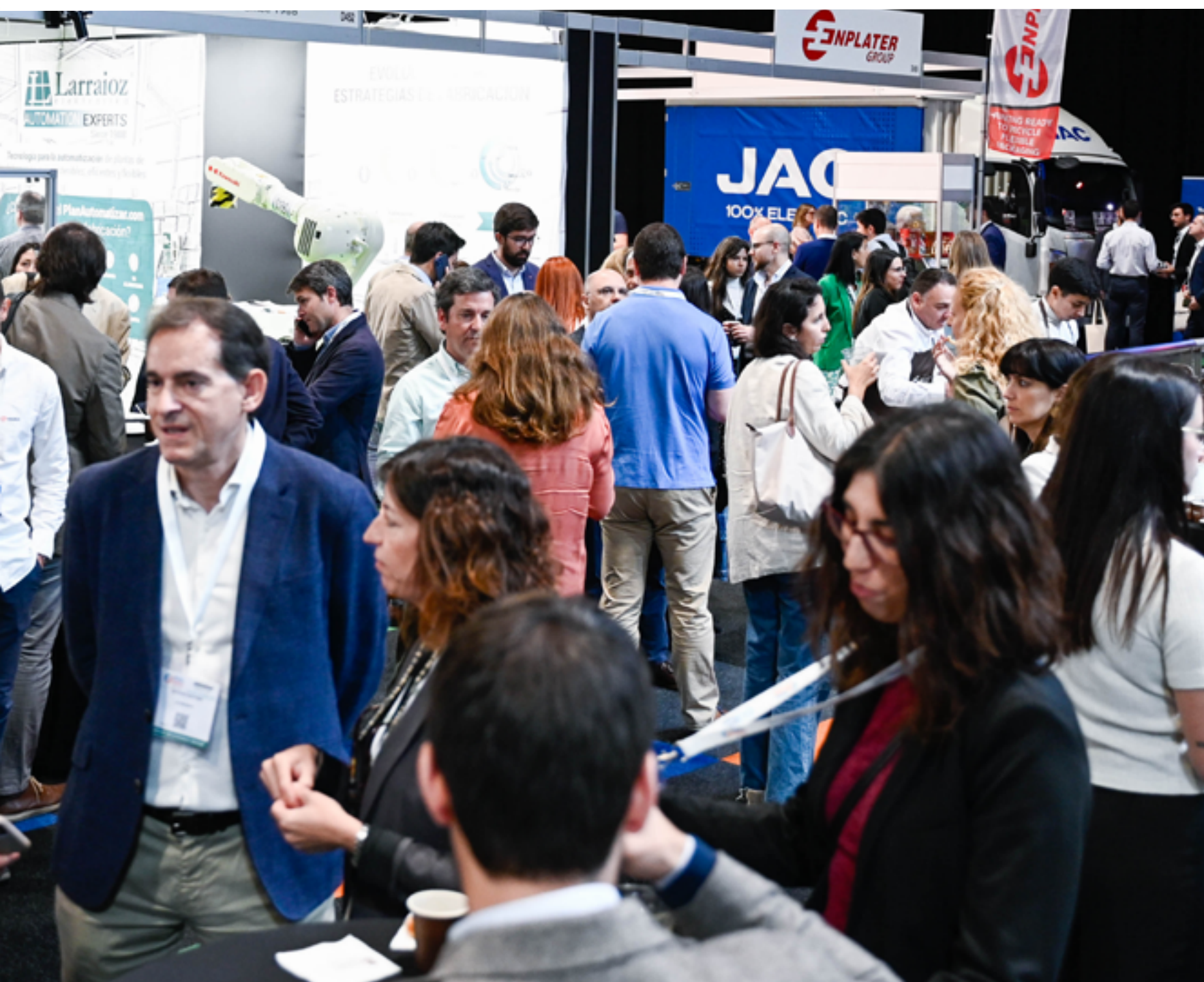
16-18 APRIL 2024
BILBAO - BEC

FOODTECH 6.0

AUTOMATION - SUSTAINABILITY - DIGITALIZATION

www.expofoodtech.com

PARTICIPATION KIT



SUMMARY

- PARTICIPATION KIT SUMMARY
 - PARTNER
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 - NEWCOMER
- PARTICIPATION RATES
- UNIQUE SPONSORSHIP OPPORTUNITIES
- STAND OPTIONS
- CONTACT THE TEAM
- GENERAL TERMS & CONDITIONS



INTELLIGENT OPTIONS OF PARTICIPATION FOR INNOVATIVE COMPANIES

Whatever your marketing strategy is, Food 4 Future and Pick&Pack offer participation options to suit your needs. Our Partnership options range from the turnkey participation pack designed for Startups or a prestigious space in the exhibition zone, perfect for attracting leads, to the maximum visibility and networking opportunities.



Partner

Are you a leader or are you willing to become one? Show your leadership in this impressive sector to your current and potential clients as a Partner of Food 4 Future or Pick & Pack. You will be the envy of all your competitors by allying yourself with the knowledge and innovation present in all communication elements and high-level forums.



Exhibitor

The most competitive option is to show the innovation of your products and solutions to the sector. Attract new clients and build their loyalty by being present at the Premium or Business Exhibition Area.

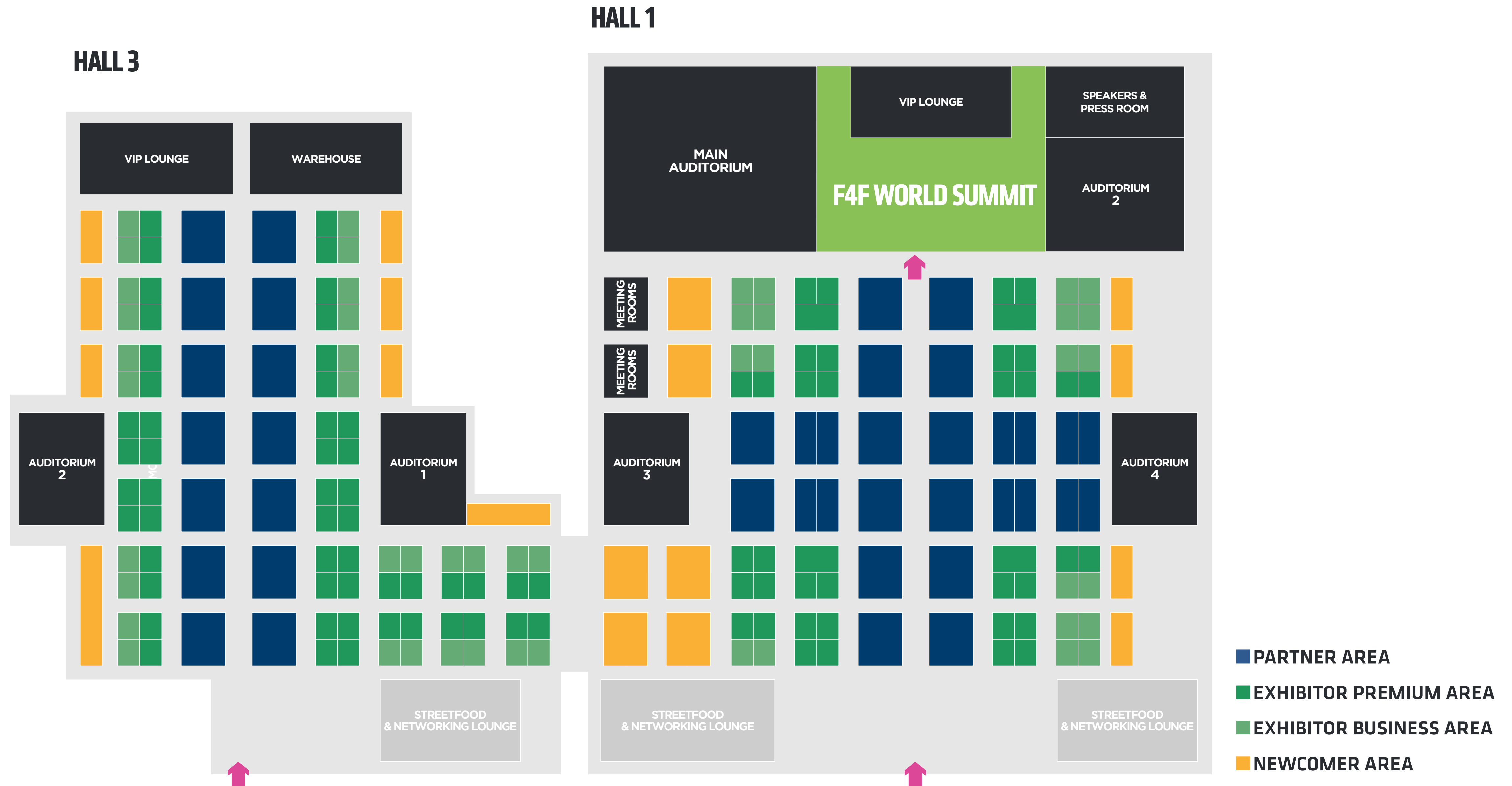


Newcomer

Have you just started? Are you looking for the highest revenue at the lowest cost? Enjoy our turnkey Packs. One day you will become the leader and we want to help you get there.



EXPO FOODTECH & PICK&PACK FOR FOOD INDUSTRY 2024 FLOORPLAN



PARTNER



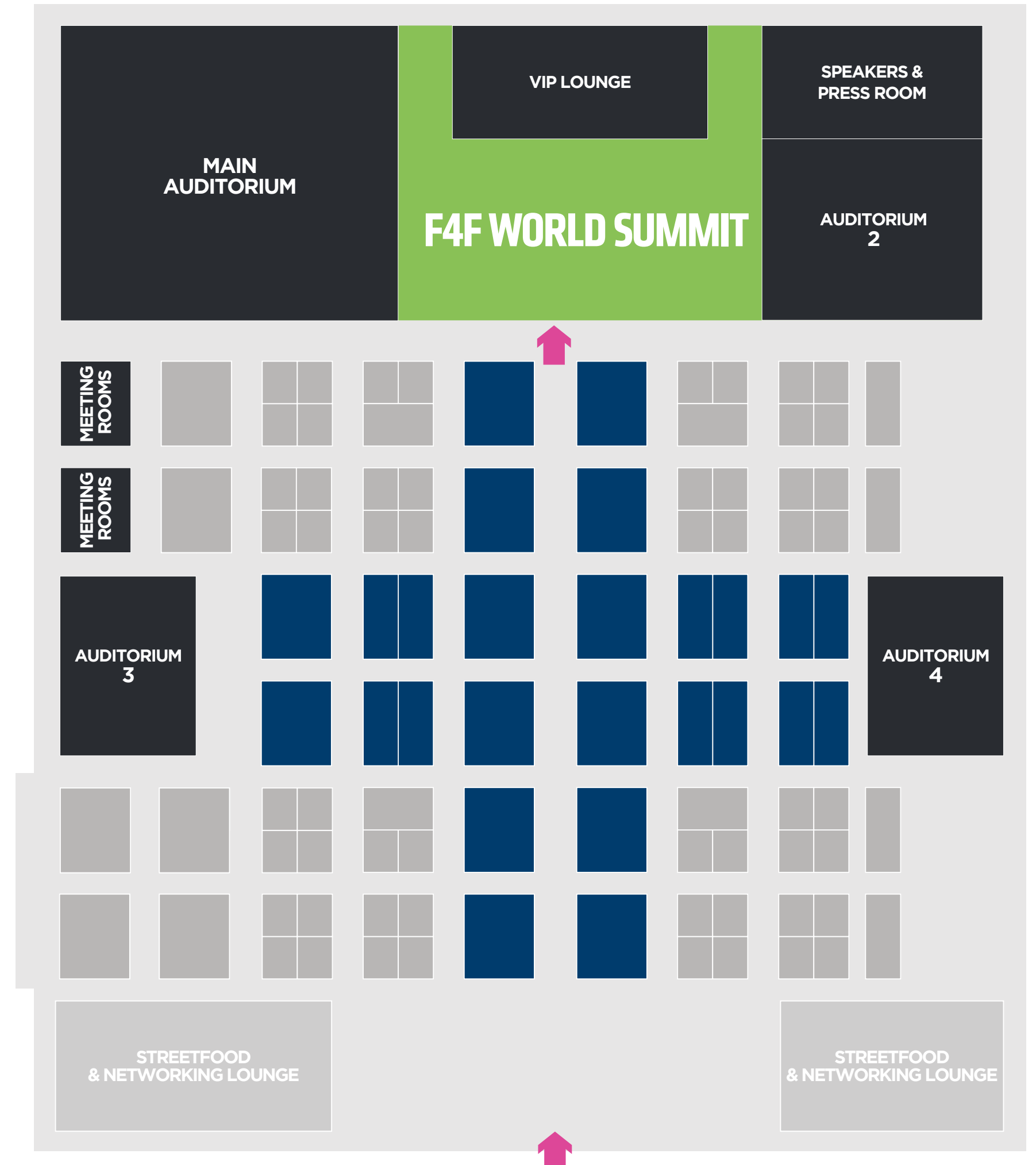
Being a leader implies many things and that is why we propose you to be Partner.

What does it mean? Much more than you might think. Surprise your current and potential clients by inviting them to a high-profile event. It will certainly be a very pleasant surprise.

- **Generate real brand awareness** through all the communication activities before, during and after the event.
- **Enjoy your own space in the best Exhibition zone, exclusive** for Partners.
- Be in **direct contact** with the **major prescribers and purchase decision-makers**.
- **Play a significant role in the congress** and in our networking activities.
- Offer **exclusive treatment to your most important clients and potential** ones in an environment full of inspiration and innovation.
- Enjoy many other high-profile activities that will ensure **the best return on your investment**.

Partner Area

HALL 1





We offer **two participation models** so that you can get the greatest benefit by linking your brand and leadership to the event that will shape the future of the sector.

SPEAKING SLOT AT THE CONGRESS

The best opportunity to link your Brand with innovation and the leadership taking part in a unique program with the best speakers and gurus of the sector.

PRIVILEGED SPACE IN THE EXHIBITION'S PARTNER ZONE

You will have one of the exclusive spaces in the Partner Zone of the Expo ensuring the best visibility and visitor traffic to your stand.

PROMINENCE IN THE NETWORKING ACTIVITIES

We propose you play a major role in the high-level networking activities, where you will be able to share your knowledge and establish new business contacts and alliances, among many other options.

INTERNATIONAL ROADSHOWS

Link your Brand and be part of the roadshows all around the country sharing our platform of innovation with the most important entities of the sector.

INDUSTRY SOLUTIONS

Be part of the program where the most innovative exhibitors showcase the new business models and solutions designed for the industry.

LEADERSHIP SUMMIT

The highest representative of your Company will have the opportunity to attend and invite your most important client to this exclusive meeting.

During the summit, presidents CEOs of the leading companies, Governments and institutions representatives, will be able to discuss the needs of the sector and strategies which are likely to become real in the upcoming years.

AWARDS 2024

You will be present at the Awards Gala dinner with an exclusive table for your company members or guests

INVITATIONS TO THE CONGRESS FOR YOUR BEST CLIENTS AND PROSPECTS

As a Partner, you will have a chance to provide a unique treatment inviting your customers to high-level presentations that will help them to establish their company's strategy in the upcoming months.

BRANDING & MARKETING

We will maximize your brand awareness by linking your image to a large number of online and offline communication elements before, during and after the event. Your logo will be highlighted on the home page, newsletters, blogs, social networks, mailing signature and app... These are just some of the countless impacts that you will get.

PR & IMPACT

Be part of our communication strategy by appearing in our press releases and press conferences.

Show your leadership through your spokesperson at our TV Channel and Social Media.

PARTNER



	GLOBAL PARTNER	EVENT PARTNER
PARTICIPATION		
Exhibition space Location	Up to 80 sqm included	Up to 40 sqm included
Type of the space Insurance	Partner Zone – Main Corridor	Partner Zone – Main Corridor
Space type	4 open sides	3 open sides
Insurance	✓	✓
FOOD 4 FUTURE WORLD SUMMIT / CONGRESO NACIONAL DE PACKAGING 4.0 / EUROPEAN LOGISTICS SUMMIT		
Speaking slot in Food 4 Future World Summit	2 speaking slots	1 speaking slot
Company logo in conference rooms screen at the beginning and end of sessions	1 st level	2 nd level
Company logo in Congress main signage	1 st level	2 nd level
Attendees data collection of partner session	✓	✓
HIGH-LEVEL NETWORKING		
Business Pass invitations (Expo + Free Sessions)	200	100
Premium VIP Pass invitations (Expo + Congress + VIP Lounge)	100 VIP	50 VIP
VIP Lounge Access	✓	✓
Invitation to participate in Leadership Summit	1 CEO + 1 CUSTOMER	1 CEO + 1 CUSTOMER
EVENT BRANDING AND MAKETING ELEMENTS		
AT THE VENUE		
Company Logo on signage elements at the venue	1 st level	2 nd level
Company Logo in Expo Zone at the pavilion	✓	✓





	GLOBAL PARTNER	EVENT PARTNER
COMMUNICATION BEFORE DURING AFTER THE EVENT		
Company Logo and link on the home page of the event	1 st level	2 nd level
Company Logo and link on the Partners page of the event	1 st level	2 nd level
Strong presence in the Exhibitors list on the webpage	Global Partner Category	Event Partner Category
Company Logo in advertising materials	✓	
Delivery of the corporate press kit to all registered journalists	✓	✓
Company Logo in roadshow presentations	1 st level	2 nd level
Company Logo in the Event's app	1 st level	2 nd level
Company Logo included in newsletters sent to all visitors database	1 st level	2 nd level
Mentions in social media	✓	✓
Special mention in post-event report	1 st level	2 nd level
Company logo in national and international technical press advertisement	✓	
Interview in our TV Studio	✓	✓
Media Kit delivered and sent to our registered Media	✓	✓
Interviews with our accredited media during the event	✓	
OTHER SERVICES		
Parking spaces at the event	2	1
Free Wi-Fi	12 users	6 users
SPECIAL CONSIDERATION		
Invitation to take part in the Advisory Board	✓	
Preference and discount on Sponsorship opportunities	25%	15%
Discount tickets for the event	50%	30%





Customised exhibiting opportunities for innovative companies.

Within the Exhibitor category, we offer you 3 models of participation to ensure you will showcase your products and solutions in the best space possible: The Expo zone at **Food 4 Future and Pick&Pack**.

Choose the option that suits your strategy best to build customer loyalty and attract new clients. Enjoy all the benefits that we offer you as our Exhibitor.

In the exhibition area you can pick from our range of attractive meters exhibition stands: **20sqm, 40sqm and 80 sqm.**

• 2 Expo zones to choose from:

- **PREMIUM AREA:** Located next to the Partner Zone. This provides the maximum visibility and visitor traffic by having direct contact with the leaders. The perfect zone for companies that aim to maximize the acquisition of leads and increase visibility.
- **BUSINESS AREA:** Located in the side aisles, offers slightly lower visibility at a competitive price. The ideal zone for enterprises trying to optimize the cost of participation.

Any participation model that has been contracted with the organisation includes: **Registration fee, space, stand, compulsory insurance, passes and invitations.**

With stand included:

- **PACK EXHIBITOR S** Stand: 20 sqm
- **PACK EXHIBITOR M BUSINESS AREA** Stand: 40 sqm

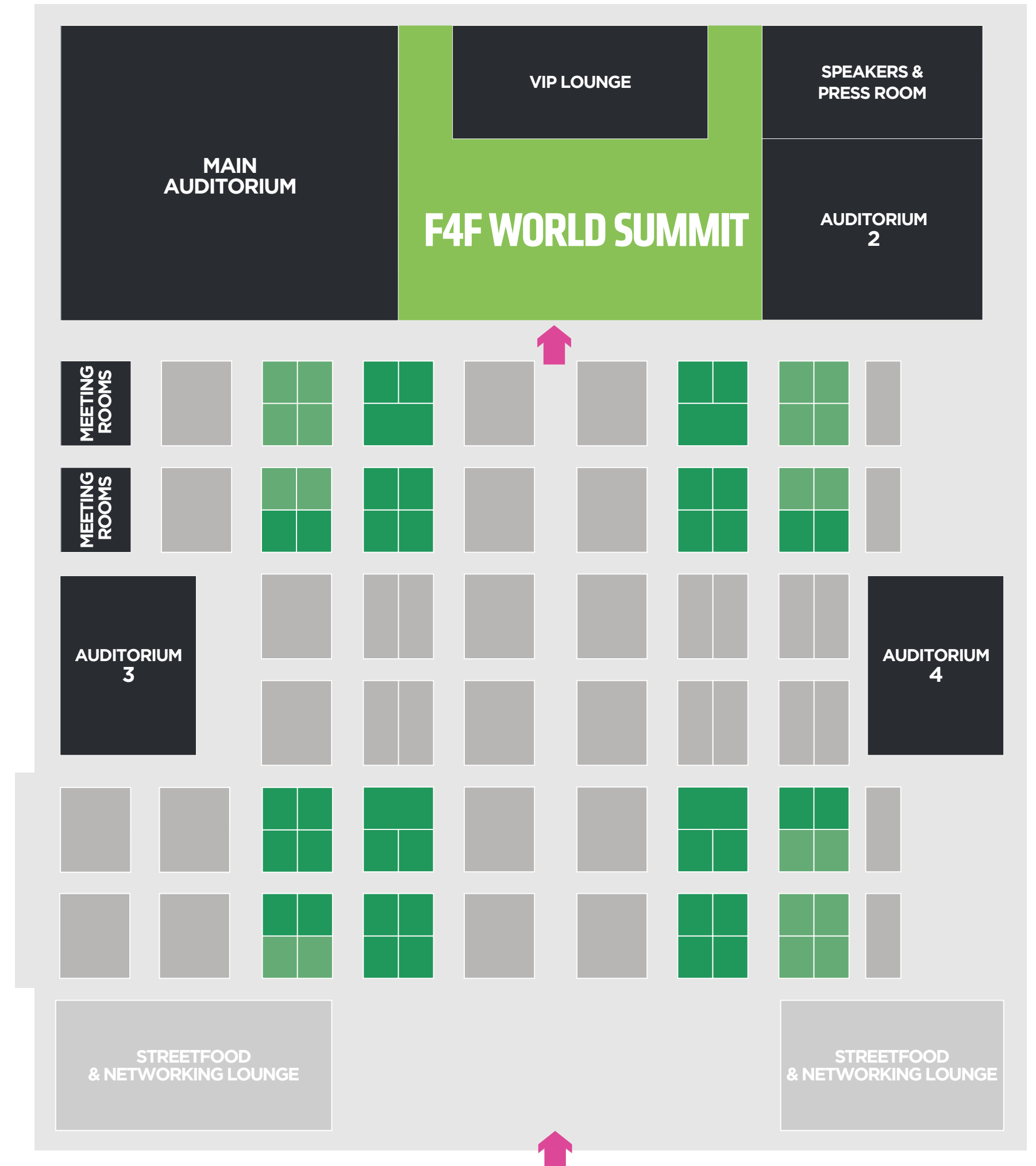
With optional stand:

- **EXHIBITOR M PREMIUM AREA** Stand: 40 sqm
- **EXHIBITOR L** Stand: 80 sqm

(See Stand options in part 4) NOTE: The Exhibitor S and Exhibitor M (Business Area) Packs include the stand options detailed in section 4. In the case of the Exhibitor M (Premium Area) and Exhibitor L Packs, stands are optional.

■ Premium Area ■ Business Area

HALL 1





All included packs for start-ups

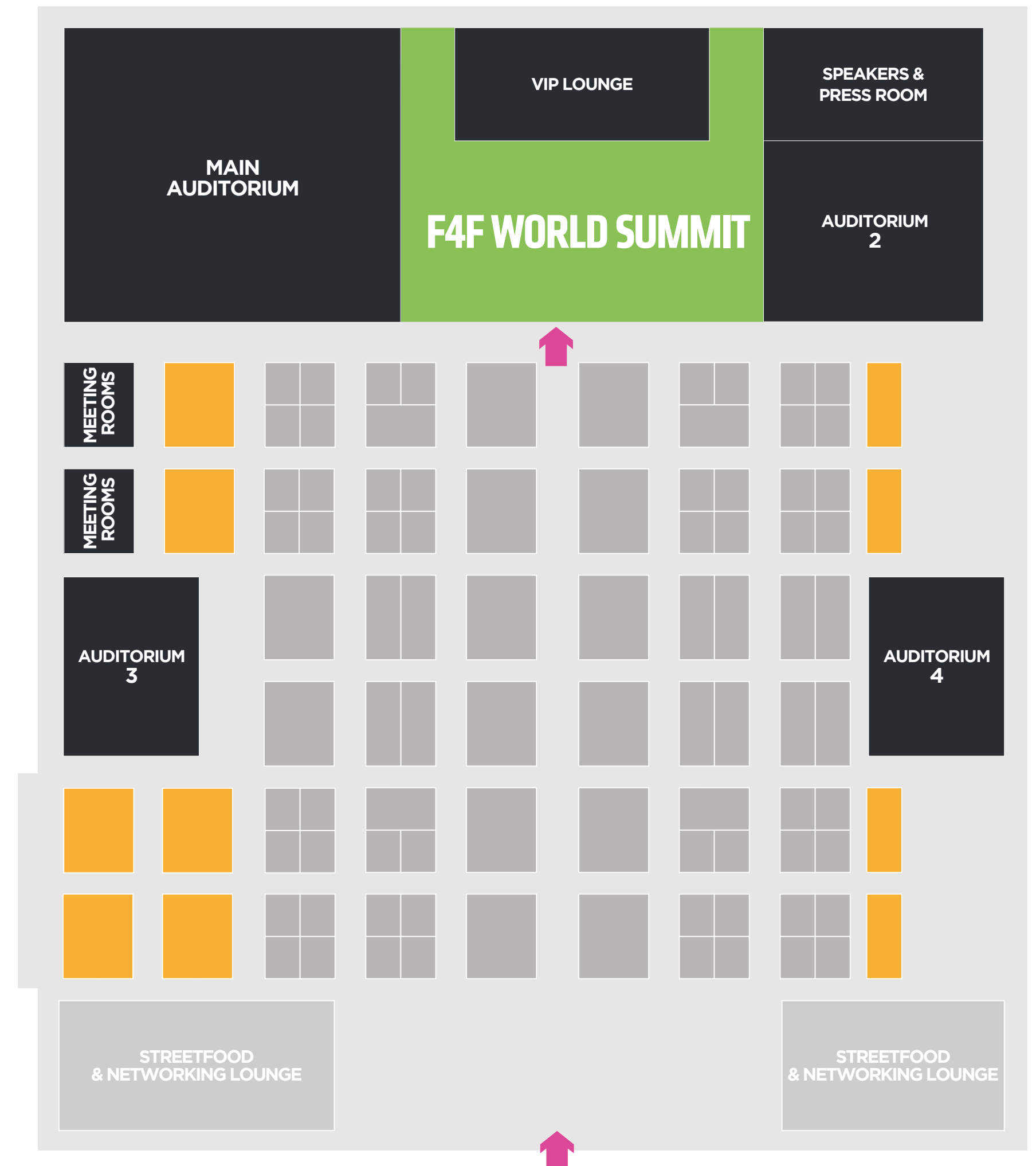
We know how difficult it can be to start a business and make it grow. That is why we offer you a very competitive turnkey pack designed exclusively for start-ups, new companies or small producers. Take advantage of your presence at the key event in the sector with the minimum investment and incredible business opportunities.

STARTUP PACK:

For start-ups or companies newly created, up to 4 years of activity. Take advantage of being surrounded by projects and innovative businesses like yours. Registration fee, space, compulsory insurance, 6 sqm stand, passes and invitations are included.

Newcomer Area

HALL 1



2. PARTICIPATION RATES

PARTICIPATION OPTIONS	Location in Exhibition Area	PARTICIPATION PACKS	Early Bird Until December 31 th 2023	From January 1 st 2024	sqm included	Business Invitations	Premium VIP Invitations	Modular Pack Stand	Optional Design Stand
PARTNER	PARTNER AREA	GLOBAL PARTNER	25,000 €	27,000 €	80 sqm	200	100	—	17,500 €
		EVENT PARTNER	18,990 €	19,500 €	40 sqm	100	50	—	5,900 €
EXHIBITOR	PREMIUM AREA	EXHIBITOR L	14,950 €	16,500 €	80 sqm	100	10	—	8,000 €
		EXHIBITOR M	13,500 €	15,500 €	40 sqm	80	8	—	4,750 €
		EXHIBITOR S PACK	8,500 €	10,500 €	20 sqm	50	4	INCLUDED	—
	BUSINESS AREA	EXHIBITOR M PACK	9,990 €	11,990 €	40 sqm	100	4	INCLUDED	—
		EXHIBITOR S PACK	6,990 €	7,990 €	20 sqm	50	2	INCLUDED	—
NEWCOMER	NEWCOMER AREA	START-UP* PACK	2,500 €	2,850 €	6 sqm	20	1	INCLUDED	—

* Only available for companies with up to 4 years of activity

VAT prices applicable / not included



PARTNER STAND (80 sqm)

OPTIONAL IN THE GLOBAL PARTNER OPTION



APPLIED RATE:

- Stand cost: 17,500 €. VAT not included.

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 80 sqm with carpet floor on an 8 cm platform
- Lightening suspended truss
- Central storage area 500x200x396 cm in size. White or black color available. Sides curved and storage with door and key
- Marilyn wooden display with labeled customer logo

FURNITURE

- 4 round black tables
- 1 coffee table
- 12 white chairs
- 1 stool
- 4 armchairs
- 3 wooden counters
- 1 small refrigerator
- 1 storage shelf
- 1 clothes rack

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and double socket
- LED spotlight
- 1 sodium bulb
- 1 single phase wall socket at the reception desk
- 1 double phase wall socket in woodwork counters
- 2 double sockets in storage area

LABELLING

- Company Logo on counter desk
- Customer image on the center wall
- Company logo in central suspended truss

Colour options for carpeting. Change the carpet colour without any additional cost.

Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

PARTNER STAND (40 sqm)

OPTIONAL IN THE EVENT PARTNER OPTION



APPLIED RATE:

- Stand cost: 5,900 €. VAT not included.

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

INCLUDED SERVICES:

STAND

- 40 sqm with carpet floor on an 8 cm platform
- Octagon type structure of 300 cm/h
- Storage: 2x1.25 m

FURNITURE

- 2 modular counters white 100x50x100 cm top with shelves and sliding rear doors
- 2 round white tables
- 8 white chairs

ELECTRICITY - LIGHTING

- Power and electricity consumption for stand lighting purposes only
- Switchboard with differential and 2 double sockets in storage area
- LED spotlight

LABELLING

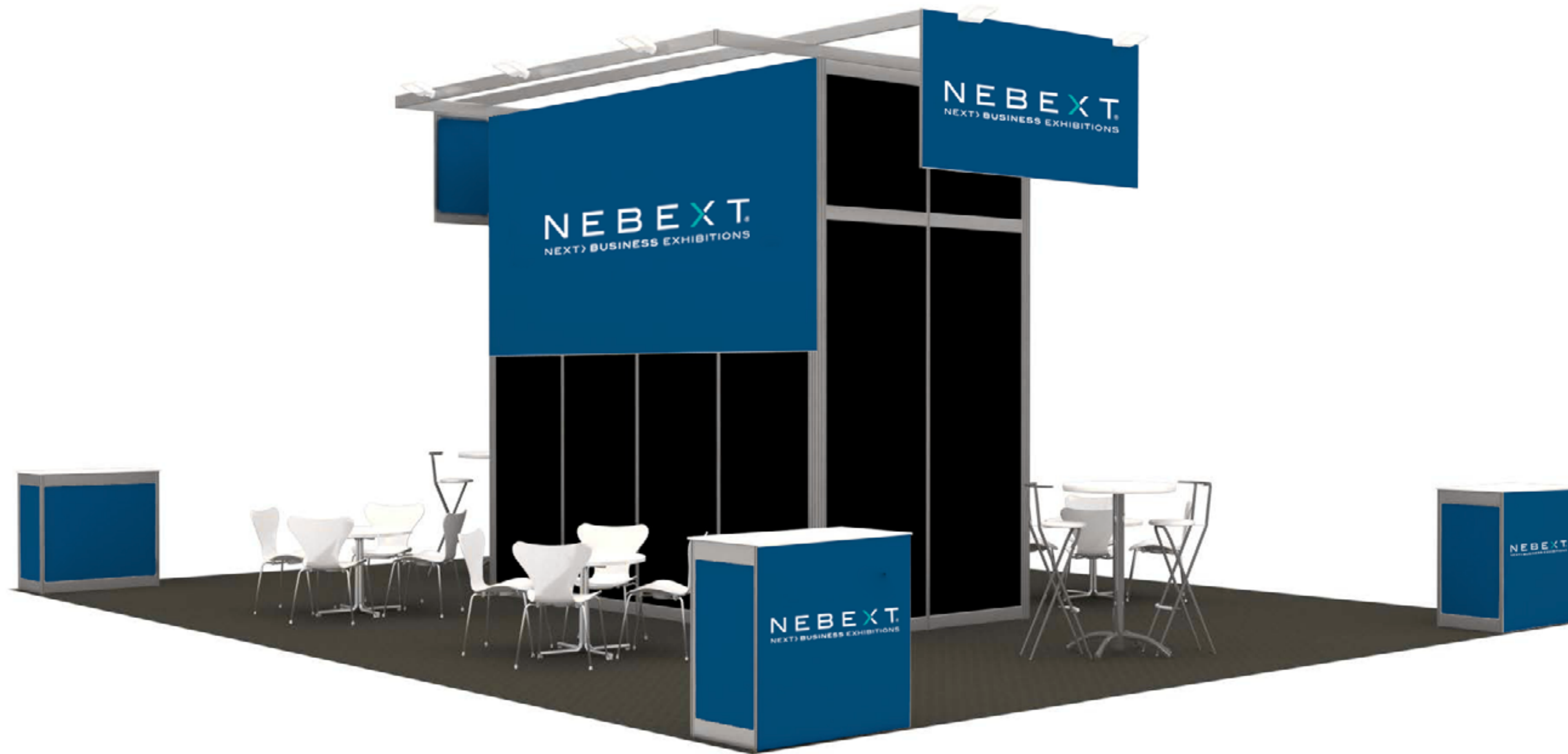
- Company logo on reception desk
- Vinyl walls with a personalised foam design

Colour options for carpeting. Change the carpet colour without any additional cost.

Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

LARGE STAND (80 sqm)

OPTIONAL IN EXHIBITOR L PACK



APPLIED RATE:

- Stand cost: 8,000 €. VAT not included.

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 80 sqm with fair carpeting
- Profile structure maximum of 400 cm/h
- Rear walls in white, grey or black
- Storage space 400x200 cm with lock and key

FURNITURE

- 4 Modular counters
- 4 round white tables
- 2 airport tables
- 16 white chairs
- 4 stools
- 1 small refrigerator
- 1 storage shelf
- 1 clothes rack

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and 4 double sockets
- LED spotlight

LABELLING

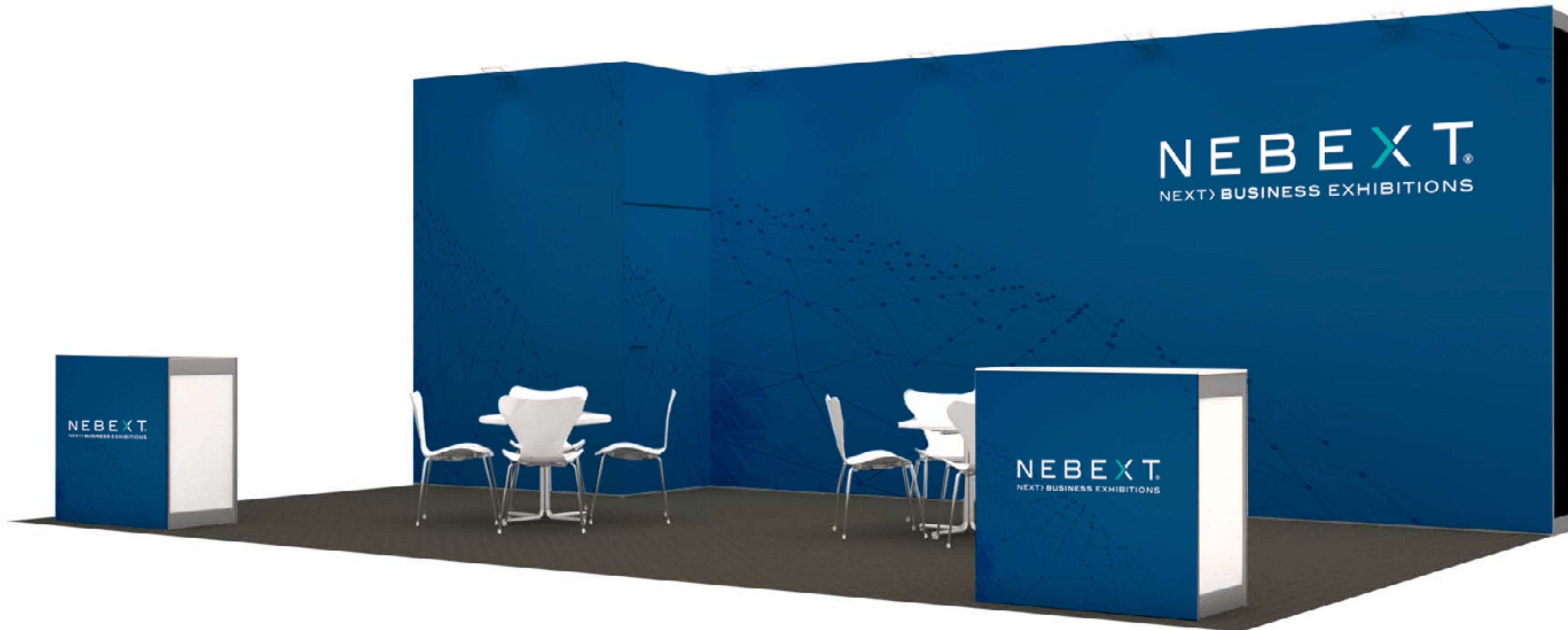
- 2 signage 4x2 m
- 2 signage 2x1 m
- 4 vinyl for counters (1x1 m)

Colour options for carpeting. Change the carpet colour without any additional cost.

Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

EXHIBITOR M DESIGN STAND (40 sqm)

OPTIONAL IN EXHIBITOR M PACK PREMIUM AREA



APPLIED RATE:

- Stand cost: 4,750 €. VAT not included.

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 40 sqm carpet floor
- Octagon type structure of 300 cm/h
- Storage space 2x1,25 m

FURNITURE

- 1 modular counters white 100x50x100 cm top with logo
- 2 round white tables
- 8 white chairs

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and 2 double sockets in storage area
- LED spotlights

LABELLING

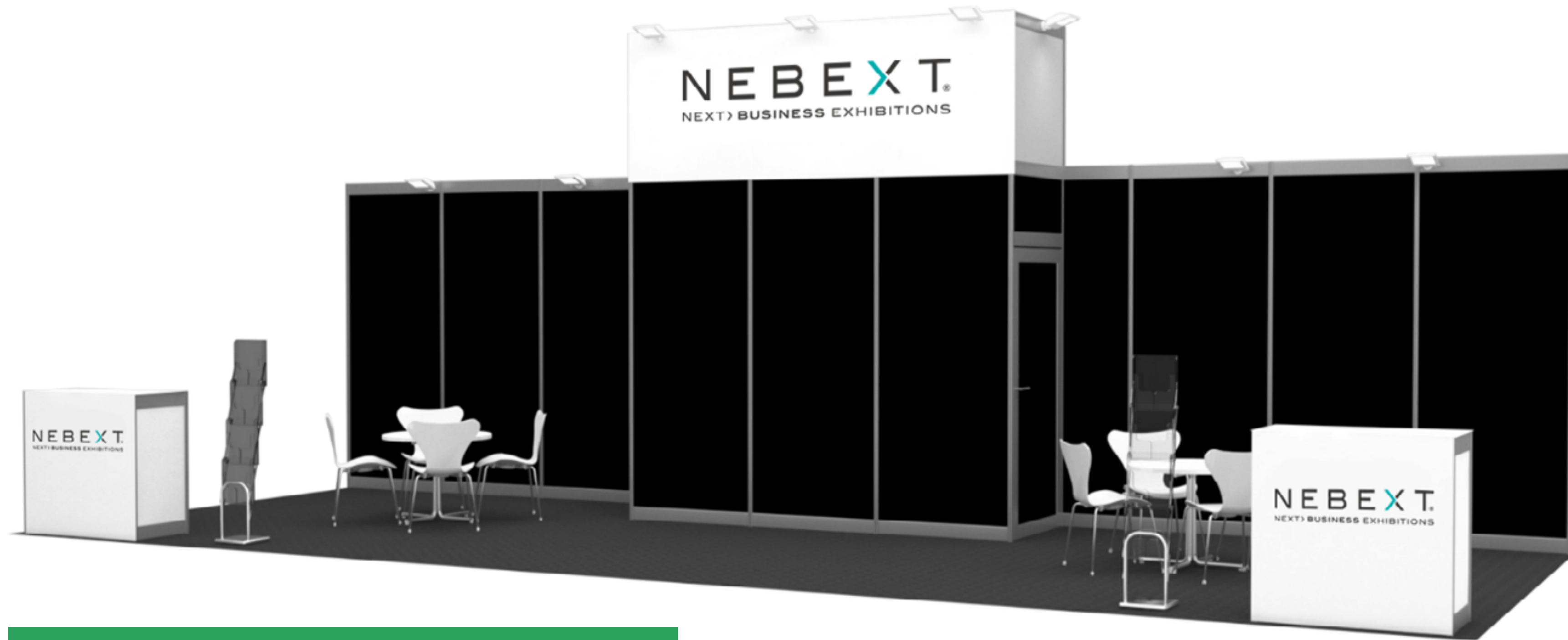
- Company logo on counter desk
- Fabric labelled with Company logo and Brand image

Colour options for carpeting. Change the carpet colour without any additional cost.

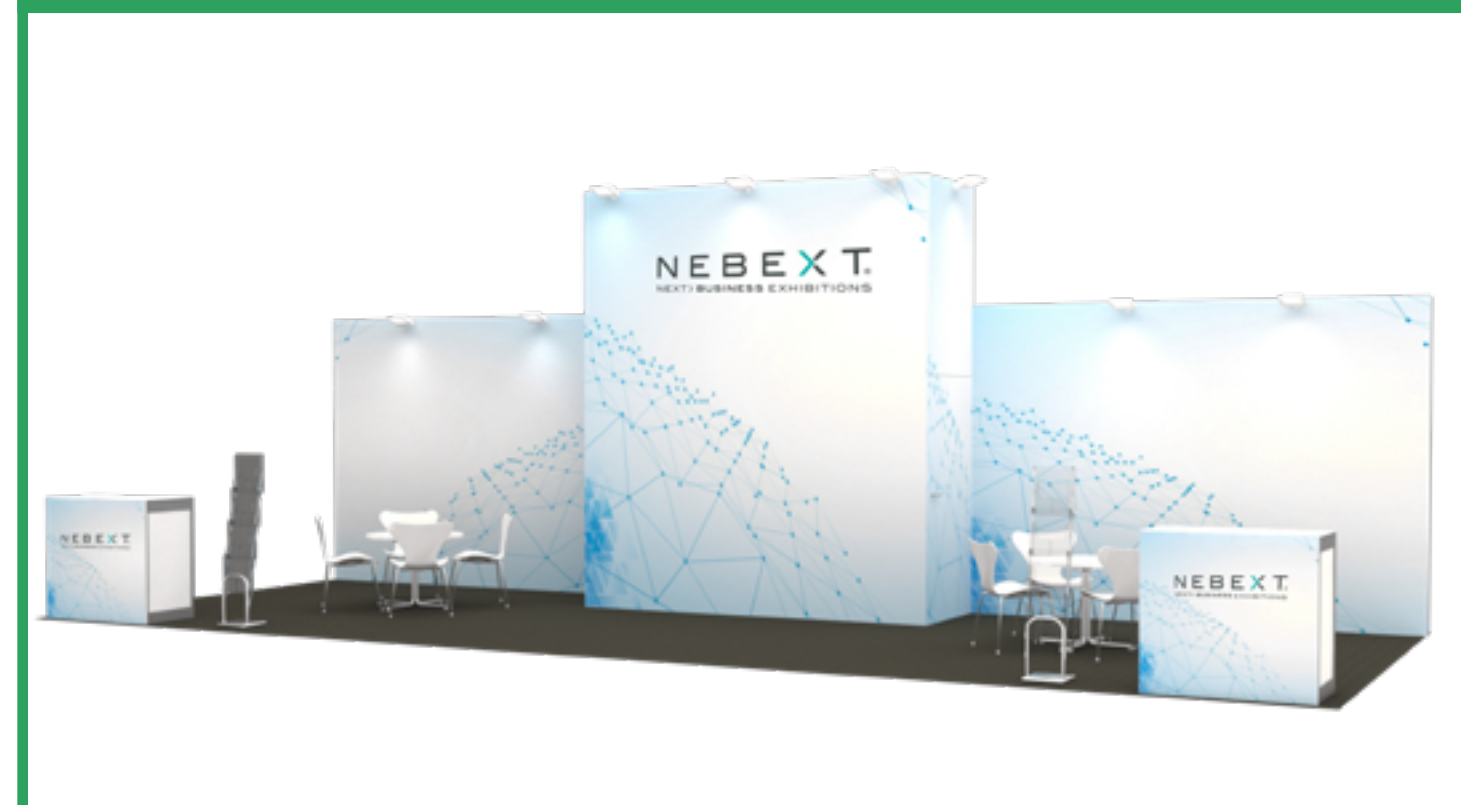
Lawn Green	White	Jasper Grey	Navy Blue
Biliard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

MEDIUM STAND (40 sqm)

INCLUDED IN EXHIBITOR M PACK BUSINESS AREA



Additional cost for stand walls complete labelling: 1,900 € (VAT not included)



APPLIED RATE:

- Stand cost: Included in the cost of Exhibitor M Participation option.

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 40 sqm carpet floor
- Octagon type structure of 300 cm/h
- Storage space 2x1,25 m

FURNITURE

- 1 modular counters white 100x50x100 cm top with logo
- 2 round white tables
- 8 white chairs

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and 2 double sockets in storage area
- LED spotlights

LABELLING

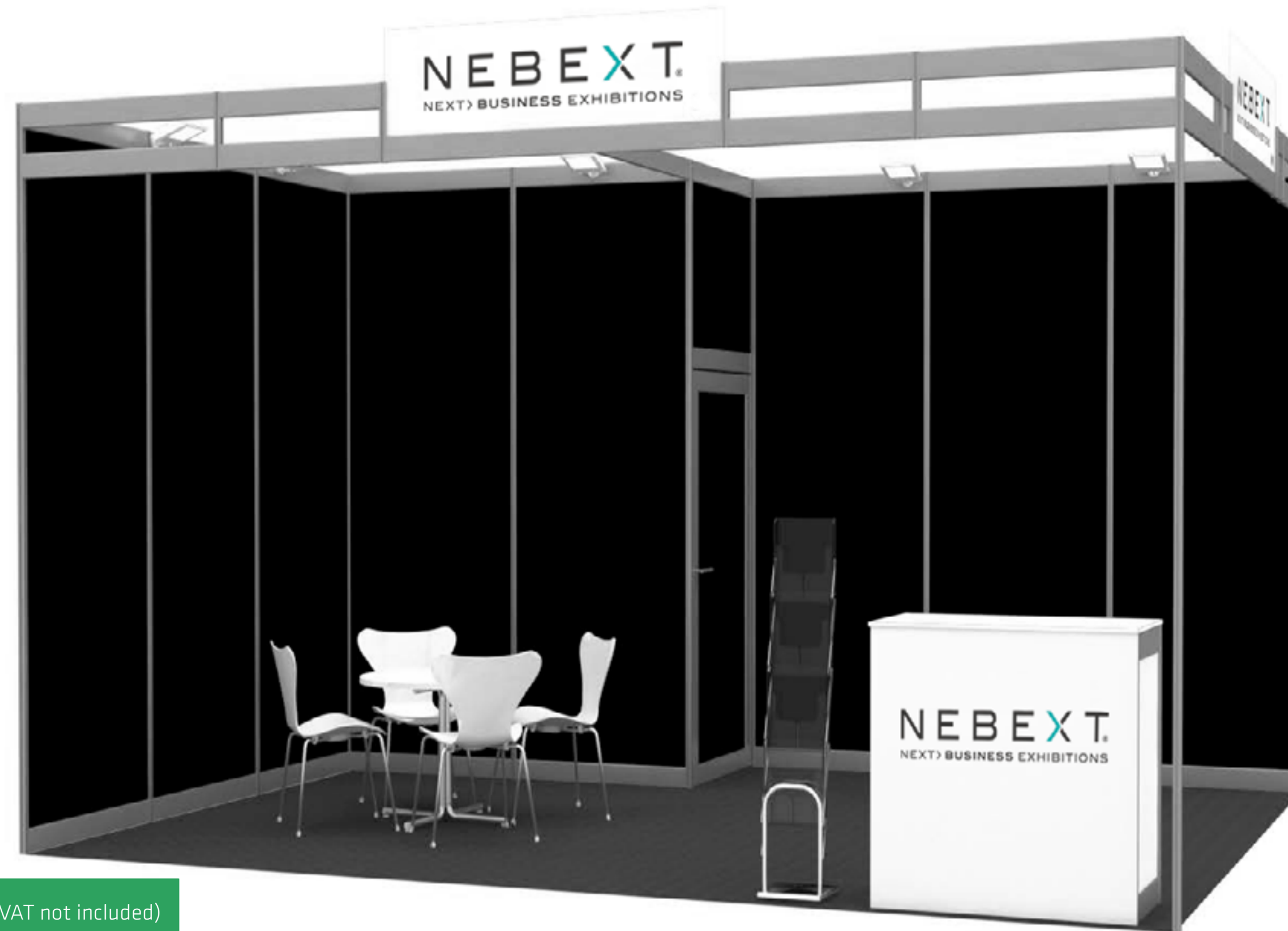
- Company logo on counter desk
- Customised signage with the company's image on the top of the warehouse

Colour options for carpeting. Change the carpet colour without any additional cost.

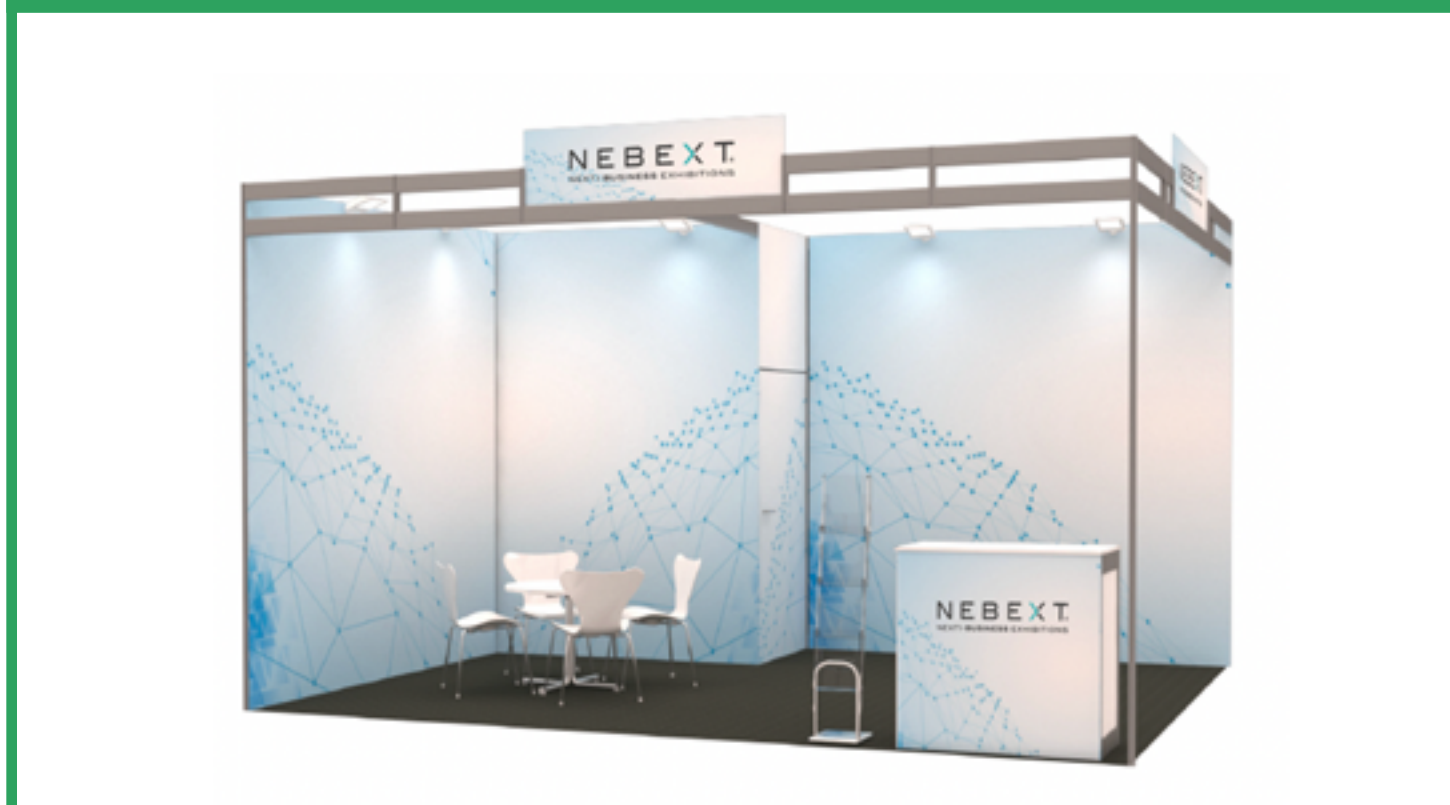
Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

SMALL STAND (20 sqm)

INCLUDED IN EXHIBITOR S PACK



Additional cost for stand walls complete labelling: 1,500 € (VAT not included)



APPLIED RATE:

- Stand cost: Included in the cost of Exhibitor S Participation option.

PARTICIPACIÓN:

- Space 20 sqm
- Mandatory Insurance

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 20 sqm with fair carpeting
- Octagon type structure of 300 cm/h
- Rear walls in black at 300 cm/h
- Storage space 200x100 cm with lock and key

FURNITURE

- 1 round white table
- 4 white chairs
- 1 brochure holder
- 1 modular counter white 100x50x100 cm top with shelves and sliding rear doors

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and double socket
- LED spotlights

LABELLING

- 2 costumed PVC friezes with logo
- Logo on reception desk

Colour options for carpeting. Change the carpet colour without any additional cost.

Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

NEWCOMER (6 sqm)

INCLUDED IN START-UP PACK



Additional cost for stand walls complete labelling: 775 € (VAT not included)



APPLIED RATE:

- Stand cost: Included in the cost of Start-up Pack.

PARTICIPATION:

- Space 6 sqm
- Mandatory Insurance

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 6 sqm carpet floor
- Structure of 300 cm/h
- Rear walls in black at 300 cm/h
- PVC frieze labelled with the client's name and booth number

FURNITURE

- 1 round white table
- 2 white chairs
- 1 modular counter white 100x50x100 cm top with shelves and sliding rear doors

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and single socket
- LED spotlights

Colour options for carpeting. Change the carpet colour without any additional cost.

- | | | | |
|---|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Lawn Green | <input type="checkbox"/> White | <input type="checkbox"/> Jasper Grey | <input type="checkbox"/> Navy Blue |
| <input type="checkbox"/> Billiard-Table Green | <input type="checkbox"/> Leaf Green | <input type="checkbox"/> Red | <input type="checkbox"/> Flight Attendant |
| <input type="checkbox"/> Whiskey | <input type="checkbox"/> Pearl Grey | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Sahara |
| <input type="checkbox"/> Anthracite Grey | <input type="checkbox"/> Dark Blue | <input type="checkbox"/> Orange | <input type="checkbox"/> Brown |
| <input type="checkbox"/> Black | | | |

NEWCOMER (6 sqm)

INCLUDED IN START-UP PACK



APPLIED RATE:

- Stand cost: Included in the cost of Start-up Pack.

PARTICIPATION:

- Space 6 sqm
- Mandatory Insurance

INCLUDED SERVICES:

- Basic cleaning prior to the opening day (includes plastic carpet removal)

TECHNICAL SPECIFICATIONS:

STAND

- 6 sqm carpet floor
- Structure of 300 cm/h
- Rear walls in black at 300 cm/h
- PVC frieze labelled with the client's name and booth number

FURNITURE

- 1 round white table
- 2 white chairs
- 1 modular counter white 100x50x100 cm top with shelves and sliding rear doors

ELECTRICITY - LIGHTING

- Power and low electricity consumption for stand lighting purposes only
- Switchboard with differential and single socket
- LED spotlights

Colour options for carpeting. Change the carpet colour without any additional cost.

Lawn Green	White	Jasper Grey	Navy Blue
Billiard-Table Green	Leaf Green	Red	Flight Attendant
Whiskey	Pearl Grey	Burgundy	Sahara
Anthracite Grey	Dark Blue	Orange	Brown
Black			

3. CONTACT THE TEAM

A great team to help and advise great companies.
We aim to be your best business partner.

NATIONAL SALES TEAM:

E Food 4 Future: exhibit@expofoodtech.com
E PICK&PACK: exhibit@pickpackexpo.com

INTERNATIONAL SALES TEAM:

BILBAO info@nebext.com
LISBON portugal@nebext.com
BRUSSELS belgium@nebext.com
MADRID spain@nebext.com
DUBAI uae@nebext.com
SHANGHAI china@nebext.com
TEL AVIV israel@nebext.com
BOLOGNA italy@nebext.com
DELHI india@nebext.com
FRANKFURT germany@nebext.com
MEXICO mexico@nebext.com
SAO PAULO brazil@nebext.com
SILICON VALLEY usa@nebext.com
TORONTO canada@nebext.com
WARSAW poland@nebext.com

EXHIBITORS SERVICE TEAM:

E Food 4 Future: operations@expofoodtech.com
E PICK&PACK: operations@pickpackexpo.com

PRESS:

E Food 4 Future: press@expofoodtech.com
E PICK&PACK: press@pickpackexpo.com

GENERAL CONTACT TELEPHONE:

T: 00 34 919 551 551

Performing stunning exhibitions for your Business success



www.expofoodtech.com

#F4F2024



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#PICKPACK2024



4. GENERAL RULES OF PARTICIPATION

INTRODUCTION

These General Terms and Conditions are referred to FOOD 4 FUTURE | PICK & PACK (hereinafter referred to as "the Event").

Art. 1 – General Information

1.1 Name of the event: FOOD 4 FUTURE | PICK & PACK

1.2 Venue:

Bilbao Exhibition Centre (hereinafter referred to as "Eventgrounds" or "BEC")
Ronda de Azkue 1,
48902 Ansio-Barakaldo, Bizkaia

1.3 Type: International and reserved to professionals of Food Industry, logistics and packaging duly qualified, and/or with invitations released by the Organizer, by the Exhibitors or Partners, with paying access.

1.4 Dates:

Assembly: from 12th to 15th April 2024
Celebration: from 16th to 18th April 2024
Dismantling: 18th and 19th April 2024

1.5 Opening hours:

- April 16th: Exhibitors from 8:30 to 19:00 h | Visitors: from 9:30 to 18:30 h
- April 17th: Exhibitors from 9.00 to 19.00 h | Visitors: from 9.30 to 18.30 h
- April 18th: Exhibitors from 9.00 to 22:00h | Visitors: from 9.30 to 17:00 h

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

1.6 Organizer: NEBEXT – Next Business Exhibitions (hereinafter referred to as "The Organizer") in collaboration with FUNDACIÓN AZTI – AZTI FUNDAZIOA (hereinafter referred to as "AZTI")
NEBEXT CIF: B87396818
HQ: Calle Enrique Granados 86-88 planta 1a – 08008 Barcelona
Phone: 00 34 919 551 551
Email: exhibit@nebext.com

Website: : www.expofoodtech.com | www.pickpackexpo.com

Worldwide offices: Barcelona, Bologna, Brussels, Frankfurt, Madrid, Mexico City, Moscow, Sao Paulo, Shanghai, Silicon Valley, Tel Aviv, Toronto.

It corresponds to the Event Direction, the interpretation and the fulfillment of the present General Conditions of Participation for Exhibitors. The Event Direction will attend directly to everything related to the application of these General Terms & Conditions of Participation for Exhibitors, will supervise the Organization of the whole event, satellite events, and will coordinate the Technical Secretariat of the 4.0 Hospitality Congress.

Art. 2 – Objective of the Event and exhibiting sectors

The Event is a professional trade show & congress designed to be a showcase and networking space to show the last innovations and technology for Food Industry and logistics professionals.

The exhibiting companies are related to the following sectors:

1.AGRITECH

1. Smart farming
2. Cereals
3. GPS solutions
4. Sensors
5. Bio-Tech solutions
6. Drones

2.FOOD PROCESSING

7. Processing and manufacturing systems
8. Processing machinery
9. Processing technology
10. Preservation systems
11. Transport and logistics

3.FOOD SCIENCE

12. Preservation systems
13. Flavors and flavorings
14. Immunity ingredients
15. Nutrition and probiotics
16. Plant based ingredients
17. Cellular agricultur
18. Next generation ingredients
19. Research and development
20. Innovation centers
21. Food Chemistry
22. Laboratory
23. Biotechnology

4.FOOD PACKAGING

24. Machinery and equipment
25. Filling & packaging technology
26. Smart Packaging
27. Codification and Labeling
28. Packaging materials
29. Quality systems

5.REFRIGERATION AND AIR CONDITIONING

30. Machinery and Equipment
31. Refrigeration systems
32. Connected components
33. Cooling and freezing solutions
34. Cold Supply Chain

6.INTRALOGISTICS

35. Equipment and material handling
36. Storage facilities
37. Logistics Services
38. Robotics
39. Transportation systems

7.FOOD SAFETY

40. Equipment
41. Monitoring and quality
42. Sanitizing and cleaning
43. Analysis and detection
44. Hygiene technology

8.AUTOMATION

45. Robotics
46. Software
47. Connectivity systems
48. Vertical and Horizontal Integration Systems
49. Control Systems
50. Flexible Automation

9.INDUSTRY 4.0

51. Digitalization
52. Artificial intelligence
53. Cybersecurity
54. 3D Printing
55. AR/VR
56. Software
57. IIOT
58. Sensorica
59. Big Data
60. Blockchain
61. Cloud technology

10.ENVIRONMENT & ENERGY

62. Circular economy
63. Food waste management
64. Energy efficiency solutions
65. Maintenance and installations
66. Construction and industrial complements

11.OTHERS

67. Engineering and consulting
68. Start-ups
69. Banking
70. Insurance companies

12.PICK: LOGISTICS

1. Storage
2. Forklifts and Accessories
3. Logistic robotics
4. Charging Systems
5. Labeling and Coding
6. Pallets and Containers
7. Security systems
8. Transportation
9. AGVs (Automated Guided Vehicles)
10. Consulting
11. Transport
12. Other Logistics

13.PACK: PACKAGING

13. Machinery and Components
14. Consumables
15. Packaging and Materials
16. Control and Inspection Systems
17. Luxury Packaging
18. Materials for Packaging
19. PLV / DISPLAYS
20. Ecopackaging
21. Third Parties Packaging Services
22. Transformers and final packaging
23. Control and inspection
24. Identification and Printing
25. Printing Machinery
26. Design
27. Services and Consulting
28. Other Packaging

14.INDUSTRY 4.0

29. Software and PLC
30. Digital Manufacturing
31. Big Data
32. Additive Manufacturing / 3d Printing
33. Industrial Cibersecurity
34. Industrial Cloud
35. Iot
36. Artificial Intelligence
37. Industrial Sustainability

15.STAKEHOLDERS

38. Associatons / Institutions
39. Education
40. Publications

Art. 3 – Exhibition Limitations - Admission

3.1 Exhibition Limitation: Only products and services represented under the sectors contained in the signed Participation Contract, which represents an integral and substantial part of these General Terms and Conditions, may be exhibited.

3.2 Admission: Any country companies are entitled to be part at the Event, provided their activities fall within the object of the Event and participating under the Categories (Partner, Exhibitor and Newcomer) (henceforth the "Exhibitors"). Admission to the Event is dependent on the acceptance of the Participation Contract (henceforth the "Participation Contract") by the Organizer Admittance to the Event and the subsequent stand allocation, shall be granted dependent on the package and area indicated in the Participation Option contracted, the amount of exhibition space available bearing in mind the types of products and services to be exhibited and the date of the Participation contract reception. Admittance shall not however be granted to the Event to those Exhibitors who are in debt for whatever reason with the Organizer or Exhibitors that are in a condition by which one may reasonably presume that they are in danger of becoming insolvent or entering a period of crises. The Organizer reserves the right to refuse and/ or revoke admission to the Event where it believes, based on its own unquestionable judgment, that the applicant does not have appropriate credentials. In this case the Organizer is not required to provide any justification for its decisions. The refusal and/ or cancellation of admittance will not entail any form of reimbursement for damage or interest. The participation in one or more of the previous editions of the Event does not grant the Exhibitor any automatic right to participate in a subsequent Event edition.

Exhibitors must be attending their stand during the Event opening hours and cannot start the stand dismantling until the Event closes the last day. The Organizer reserves the right to close the stand or the facilities that break the conditions of the present General Terms & Conditions for Exhibitors.

The Organizer will name an Admission Commission, which will supervise all the requests of admission as exhibitor and which will visit all the stands and will verify that the exposed material answers to FOOD 4 FUTURE – PICK & PACK philosophy. Those products and / or the advertising of the same ones that, to criterion of this Commission, do not fulfill these requirements and the present General Terms & Conditions of Participation for Exhibitors, will not be admitted into the Event.

The exhibitors will facilitate to the Organizer, at least one month before the Event a detailed relation of products, services and brands that they want to expose in their stand.

Art. 4 – Participation fees

The fees charged by the Organizer will be the ones indicated in all the Participation documents for the 2022 edition. These fees are applied to the entire surface of the spaces occupied, within the same perimeter by the same company.

4.1 Participation fee:

Covers everything specified below:
All the benefits indicated in the Participation kit plus administrative and secretarial costs, inclusion in the on-line catalogue, promotion of the Event which may even include the organisation of: events, conferences, hospitality costs for journalists, speakers, professional and international delegations, as well as study and research activities which may even be performed in collaboration with Trade Organisations; technical assistance provided to the Exhibitor during the Exhibition and during the setting up and dismantling days; general surveillance of the Halls and general fire prevention; Exhibitor passes. Each Exhibitor standholder will be provided with a number of passes in proportion to the Participation Options contracted. The Exhibitor will have the right to purchase extra passes beyond those already granted at a unit price established by The Organizer, to be used exclusively for personnel manning the stands. Basic cleaning (carried out during Hall closing hours which includes: cleaning of floors in corridors and aisles and emptying of rubbish bins and removal of the garbage left in the stand perimeter at the end of the day, A Civil Liability and Property Damage Insurance Policies.

4.2 Co-Exhibitor Participation fee: Includes the insertion of the co-exhibitor in the on-line catalogue and in the event guide. A specific Participation Contract for each of the co-exhibiting companies that will be using the same primary exhibitor space has to be signed and submitted to the Organizer. A fee will be applied for each of the co-exhibitor companies applying, who will be able to benefit from all the considerations mentioned in the Co-Exhibitor Participation Contract itself.

Art. 5 – Participation Contract and Payment Terms

5.1 Participation Contract: The Participation Contract in the original, duly filled in and signed must be delivered to the Organizer by and not later than **29th March 2024**. The Participation Contract may not contain reservations nor conditions of any kind, on penalty of being inadmissible.

In case the Participation Contract is received by the Organizer after the deadline and is nevertheless accepted on the basis of a merely discretionary assessment by the Organizer, the latter will not be in any way required to comply with the deadlines for delivery of the participation documents to the Exhibitor. Participation Contracts received after the registration deadline will be placed on a waiting list.

5.2 Payment Terms: The Participation Contract must contain the indication of the Participation Option contracted and must be accompanied - on penalty of inadmissibility - by the payment of an invoice/s calculated on the basis of the criteria indicated above:

- **1st Payment Term:** 1st Payment Term: 50% of the total Participation Option cost, contracted at the signature must be paid with a due date of 10 days from the issued Organizer's invoice.

- **2nd Payment term:** remaining 50% of the total Participation Option cost, contracted plus additional space or booth sqm (if it is the case), must be paid on **8th March 2024** with a due date of 10 days.

From March 8th, 2024, 100% of the contracted Participation Option must be paid upon receipt of the invoice from the Organizer and with a due date of 10 days from the issuance of the invoice.

The additional products or services contracted shall be paid maximum before the start of assembly of the event, all before **29th March 2024**.

In case of non-compliance of the payment conditions specified, the Organizer shall be entitled to offer the space booked for any other applicant company.

The first payment does not constitute acceptance of the Participation Contract by the Organizer.

Should the Participation Contract not be accepted by the Organizer the amount paid as specified in the 1st Payment Term will be returned to the Exhibitor. The Organizer is entitled to reject Exhibitors, in its own discretion, in case the Participation Contract is not followed by the payment of the first invoice inside the payment terms. Failure to sign the Participation Contract, or the failure to pay the first invoice, grants the Organizer the right to reject the request.

It will not be allowed initiate the assembly of the stand to those Exhibitors that have outstanding debts with The Organizer.

The amount of the extra services ordered during the Event and all those quantities dependent on payment will be regularized by the Exhibitor before the dismantling period. This is an indispensable requirement to allow the exit of the exposed material by the Organizer.

5.3 Payment Methods: All payments should be made to Nebext – FOOD 4 FUTURE – PICK & PACK by bank transfer to the indicated Bank Account:

BANCO DE SABADELL

IBAN: ES08 0081 0131 5200 0118 3222

BIC: BSABESBB

PLEASE NOTE: To ensure that your payment is registered correctly, please indicate the client code and invoice number in the bank transfer.

Art. 6 – Withdrawal

The Exhibitor has the right to withdraw from the event by communicating it to the Organizer with a registered letter with proof of receipt (forwarded in advance by email) within the following conditions:

- **Before 16th February 2024:** It is understood that the Organizer will have the right to withhold 50% of the total cost of the Participation Option contracted. The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of the Event.

- **After 16th February 2024:** If the Exhibitor sends the communication beyond the expiry of said term (or does not send any communication), in any case (even if the Exhibitor decides not to take part) he will be required to pay 100% of the total cost of the Participation Option and all set and installation costs for the services ordered and/ or performed on the booked site, all taxes paid on behalf of the Exhibitor as well as any damages the Organizer and/or the Event may suffer due to said withdrawal. The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of the Event.

In both withdrawals instances the Organizer in any case reserves the right to allocate the stand to another Exhibitor, without this possible allocation in any way prejudicing or limiting its right to request the indemnities described above.

Art. 7 – New Law on VAT for Foreign Exhibitors

7.1 As from January 1st 2011, in accordance with the Legislative Decree no. 18/2010 in Participation Contract of the EU directive no. 8/2008, foreign Exhibitors liable for taxation are not required any longer to pay the VAT on participation fee, stand fee and services connected with the event, with the exclusion of non commercial Companies (for example private individuals); in order to identify the type of Exhibitor (Company liable for taxations/non-commercial Company or private individual), before the issuing of the invoice it is essential to receive the VAT number/ID code proving the status of company and not of private individual. It is therefore absolutely necessary that Participation Contracts are sent with the above information, otherwise invoices will have to be issued

with the Spanish Value-Added Tax. Entrance tickets will still remain subject to Spanish VAT for all exhibitors (Spanish and international).

7.2 All Foreign Exhibitors interested in VAT: To request refund of Value Added Tax to a non-resident of the territory of application of the aforementioned tax, said non-resident must compulsorily appoint a tax representative in Spain to complete all the formalities before the body or office of the tax authorities, which in Spain is:

Delegación Especial de la Agencia de Administración Tributaria de Madrid - Sección de Regímenes Especiales

C/ Guzmán el Bueno, nº 139

28071 Madrid

Tel: +34 91 582 67 67 / 91 582 67 39 / 91 582 66 08

Fax: +34 91 582 67 57

Should the non-resident not have a tax representative, it should consult with specialist companies or the relevant body in its country of origin (Chamber of Commerce, tax authorities, etc.).

Art. 8 – Notification of Space Assignment

The criteria for space assignment will be as follows in the order shown below (starting with 1):

1. Participation package contracted: Being assigned in the following order: 1. Global Partner, 2. Event Partner, 3. Exhibitor L Premium Area, 4. Exhibitor M Premium Area, 5. Exhibitor S Premium Area, 6. Exhibitor M Business Area, 8. Exhibitor S Business Area, 9. Newcomer.

2. Seniority as exhibitor

3. Participation contract reception date.

In equal conditions for criteria 1, 2 and 3 the order of choice will be decided by the one with additional booth or unique Sponsors FOOD 4 FUTURE – PICK & PACK opportunities contracted.

The Event management Team will inform exhibitors of the development and outcome of the space assignment.

Assignment of spaces shall be communicated by the Organizer by e-mail. The Organizer cannot however be held responsible if the e-mail is not received. Notification of space assignment is valid for the Exhibitor to whom it is addressed.

The surface area, type of space and position requested by the Exhibitor in the Participation Contract is not binding for the Organizer, which may assign a space with different measurements, layout and position from those indicated by the Exhibitor, if the requests made by the Exhibitor are not, at the sole discretion of the Organizer, compatible with the overall organisational needs or with exhibition spaces dedicated to specific goods sectors, or with the standard characteristics of the exhibition areas in general.

Assignment of a certain area or exhibition typology or space at a previous edition of the Event shall not represent a preferential right to obtain of the same area or exhibition type, or space for subsequent editions.

The Exhibitor is obliged to respect the size of the space assigned. Occupation of more exhibition space than that assigned shall lead to an extra charge calculated according to the rates. No business may take place outside the assigned exhibition space, even with a view to avoiding interference with the activity in other stands, nor may the corridor and/or area behind the space be used. The Organizer reserves the right to modify the location of the space, even if already assigned, or to change the measurements, should this become necessary due to technical and/or organisational reasons and will not entail any form of reimbursement for damage or interest for the Exhibitor. The barter, transfer or sale of the space contracted by the Exhibitor to a third party remains expressly prohibited. See Art 4.2 regarding Co-Exhibitors fee as the only option to share space with other companies.

Art. 9 – Assembly and Dismantling

9.1 Assembly and Dismantling:

Assembly:

- 12th April 2024 from 14:00 h to 20:00 h
- 13th April 2024 from 8:00 h to 20:00 h
- 14th April 2024 from 8:00 h to 20:00 h
- 15th April 2024 from 8.00 h to 20.00h

* All the booths included in the packages will be available from 10.00h.

Dismantling:

- 18th April from 17.00 h to 22.00 h
- 19th April from 8.00 h to 20.00 h

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

The set-up schedule it is established from 8.00h to 20.00h. It is possible to extend it until 22.00 or 24.00h in case it is required for complexity of the assembly. Therefore, it is mandatory to do a request to the Technical Services Department of the venue and to pay beforehand the corresponding fee.

Accesses to halls, loading, and waiting areas shall be defined in any case, according to the event characteristics and specific guidelines will be facilitated by way of detailed drawings of the exhibition centre grounds.

During assembly and dismantling days, BEC reserves the right to allow or restrict entry to exhibitors' vehicles to load or unload goods, according to the material in the vehicle to be unloaded or removed from the stand.

We kindly ask you to read carefully this information. Please make sure to transfer this

regulation to third parties' companies such as set up operators or decorating companies. The following security measures must be applicable during set up and dismantling of the events.

All operators and staff that will work during set up and dismantling of the events must wear all this security elements such as: approved helmet, high visibility vest, safety boots, mask and gloves. No one will be allowed to access the halls without this security equipment. This regulation will be applied to operators, Organization, Exhibitors, Providers and any other person that needs to cross or to work in the halls during set up and dismantling.

All operators and staff that will work during set up and dismantling the event must wear all this security elements such as: approved helmet, high visibility vest, safety boots, mask and gloves. No one will be allowed to access the halls without this security equipment. This regulation will be applied to operators, Organization, Exhibitors, Providers and any other person that needs to cross or to work in the halls during set up and dismantling.

Please read carefully and consider the new regulations on safety and occupational risk prevention of BEC for all rooms that are held on the premises. Also, please translate these instructions to your decorating companies and assembly personnel. These safety measures, which are detailed below, affect the assembly and dismantling.

These actions will be mandatory during the entire assembly and dismantling period:

NO access to the halls of any person not wearing the equipment described in the previous paragraph will be allowed. This applies to operators, Organization staff, exhibitors, suppliers and anyone who must go through, stay or work in the Halls during the periods and schedules of assembly and dismantling. This equipment is the minimum required, which does not exclude the use of other protection elements depending on specific tasks to be performed (painting, welding, etc.).

9.1.1 Customs security

All products from countries outside of the European Union must pass through customs.

Exhibitors must have the details of the Customs Official who dispatches their goods, or failing this, a copy of the customs documentation from their entrance into the European Union.

Spanish duties are levies on material or goods for distribution or consumption, even in the case of products of no commercial value; the amount payable may vary depending on the country.

All goods subject to a T-1 must not be removed from the booth or from the BEC site until their situation has been changed and customs processes completed.

The sale or distribution of non-EU goods in an international fair is totally prohibited until customs processing is completed.

Products transported as hand luggage must be declared at the airport in the Red Channel ("something to declare"), and will be retained until the corresponding customs processes are completed.

Goods which have not been processed by customs and are displayed will be confiscated by the authorities until the appropriate documents are presented.

Customs office:

- Recommendations for all exhibitors bringing material requiring customs processing (non-EU)

Processing the goods:

- For a fair recognised as international for customs purposes by the State Secretariat for Tourism and Trade:
- For a fair not recognised as international.

9.2 Exhibitors or constructor agency responsibility

Before any work can start and prior to the assembly period, all fitting and decoration companies, self-employed workers responsible for assembly-dismantling operations and any other employee appointed by the Exhibitor must send the Coordination of Business Activities document to prevencion@bec.eu to be validated.

Download here the document in order to fill it out and send it for validation.

All staff working directly or indirectly for the assembly or decoration company, freelance workers involved in assembly-dismantling operations, and any other employee appointed by the exhibitor must be up-to-date with any labour contributions, training and instruction obligations regarding the activities to be carried out, risk prevention and any other type of regulations, including the guidelines specified by BEC. Any non compliance with the aforementioned obligations will entitle BEC to stop any assembly-dismantling activities, immediately dismiss staff allocated and/or their line managers without prejudice to any legal action which may be pursued by BEC against them.

9.3 Connections

9.3.1 Request for Wi-Fi authorization installation:

Unless expressly authorised, it is forbidden to install Wi-Fi access points that provide free internet service to visitors and/or exhibitors.

In the event that were to deploy an unauthorised Wi-Fi network or with a configuration that has not been authorised, we shall contact the organizer to request them to immediately shut down the network or reconfigure it so that it complies with the pre-authorised parameters. If the organizer were to refuse, or in the event of a repetitive violation of the regulations, the BEC may disconnect their internet access service.

BEC can only guarantee the appropriate performance of the Wi-Fi service to the users of devices enabling 5 GHz connections. In no case will they guarantee an appropriate service level for devices operating exclusively on 2.4 GHz Wi-Fi.

9.3.2 Other connections:

-Doors, ducts (water / drain, fire system), etc., running through the space occupied must be provided with full free access.

-Any other electrical or water piping conduits must be made with flexible supports; the use of rigid elements is strictly forbidden.

-Electricity cables and/or water pipes to the corresponding intake points shall run through the space specified in each case by the organising team.

-Any drain connection shall be conducted and carried out at the points designed for the purpose and as established by the organising team; the use of rigid elements inside feed-through is strictly forbidden.

-Any connection to the mains network will be carried out by BEC staff. All services will be connected along the surface from feed-through to the requested point.

-Existing electrical connections in feed-throughs are 32 and 63 amp Scame sockets. Connection and connection points shall be carried out by the stand installer under the supervision of staff authorised by BEC, through industrial power connections as per EN 60309-IEC 309 standards of 380 v. – 50 Hz 3 P+N+T for supplies of up to 63 amp. For higher power, BEC shall study both the characteristics and the procedure for making switchgear and conductors required.

-Maximum short-circuit intensity of CETAC sockets in exhibitors is 9.79KA, i.e. under 10KA. This means that exhibitor electrical switchboards must be suitable for 10KA short-circuit intensity.

9.4 Rules for any machinery for exhibition

Any machinery and/or mechanical component in operation must be fitted with maximum protections to prevent causing accidents. In addition, occupational health and safety regulations currently in force must be complied with. Furthermore, any machine and/or mechanical component to go into operation must be subject to risk assessments regarding any risk which operators are exposed to when carrying out tests and demonstrations. The same assessment is compulsory for risks which third parties (visitors) are exposed to.

In the case of assembly and dismantling operations the same procedure will apply. To keep employees and the Relevant Authority informed, documents related to the risk assessments, like the one attached to these regulations, shall be available and at hand at all times.

The Relevant Authority and even the organising team may prohibit the operation of machinery and/or mechanical elements when the aforementioned documentation is missing or incomplete.

Any machinery and/or mechanical component demonstration will be carried out in the presence of a person representing the exhibiting company, and appropriate safety measures must be implemented to ensure people's safety, releasing BEC from any responsibility in relation to claims or accidents.

Any water circuits for cooling or decoration, etc., must be closed circuit.

The use of gases (butane, oxygen or similar) by the exhibiting company must be backed by the corresponding use and preservation contract from the distribution company.

If installation is required, a company authorised by the Basque Government Industry and Energy Department will carry this out and must be accompanied by the corresponding certificate issued by said company.

Storage of this type of material is not permitted.

Exhibitors shall comply with regulations in relation to maximum noise levels which must not exceed 60 dB measured at the edge of the stand.

The Exhibitor will be liable for all of the foregoing and releasing BEC and the Organization from any responsibility for any non- compliance with regulations.

9.5 Technical/electrical regulations

9.5.1 Preliminary Specifications

BEC premises make two types of electricity supply available to exhibitors:

- SINGLE-PHASE: 220V/50 Hz Alternate Current between phases and neutral

- THREE-PHASE: 3 x 380V/50 Hz Alternate Current between phases.

Any other type of supply will be managed by the Exhibitor through an Installer Authorised by the Basque Government Industry and Energy Department.

Exhibitors shall provide BEC with a LV electrical installation certificate issued by the Basque Government Industry Department.

BEC offers an Electrical Service by Authorised Installers, which can be hired by completing the corresponding application form.

The electricity supply to stands will be completely cut off every day at the end of the Exhibition day for the Event, except for any case who have previously requested otherwise.

9.5.2. Supply connection

All supply connection installations will be made by BEC staff, whereas the ones from the stands must be borne by the Exhibitor. The execution of those installations must be mandatory made by an authorized installer by the Basque Government Industry and Energy Department.

Supply connections from the general net to protective panel must be: (connections of two cables are not allowed)

-Insulated cables 1.000 v, armored conduits

-All supply connections will be three-phase.

-BEC will charge all supply connections according to the requested power

9.5.3 Installation Use

Anyone may not make any changes to the electrical installation and will be liable for any damage caused by installation modifications or installation misuse.

9.5.4 Installation material and intensities in stands

-Each stand will be fitted with a general switchboard made of self-extinguishing material to be fitted in a safe place of easy access and out of the reach of the public.

-The control panel and stand protection will be fitted with a lock and a key and it shall always by locked.

-The person authorised to carry out the installation will be the only person entrusted with the key and therefore the only one allowed to manipulate inside.

-The board will be fitted with at least the following components:

- All-pole automatic thermo-magnetic master circuit breaker.

- Differential circuit breaker

- As many two and three-pole automatic thermomagnetic circuit breakers as circuits or lines derived from it.

-Intensities of automatic thermo-magnetic circuit breaker, circuit breaker and automatic thermomagnetic circuit breakers, as well as those sections will be adapted to power.

-A-Voltage: 220 V single-phase

-Thermo-magnetic: II (two-pole)

-Differential circuit breaker: 30 MA sensitivity

-B-Voltage 3 x 380 V 3-phase + N

-Thermo magnetic IV (four-pole)

-Differential circuit breaker: 30 MA up to 63ª

-300 MA from 63 A

9.5.5 Conduits and sockets

-Main line and distribution circuit installation for lighting and power shall be carried out using statutory 1000 V insulated cables with minimum section of 2.5 mm2.

-Cable splicing not carried out using the statutory air-tight terminals and inside boxes fitted with covers and closed off with screws or pressurised and fitted to the stand walls or ceiling will not be permitted.

- In addition, using parallel low-insulation cables and multiple outlets from the same plug intake is forbidden.

-All plugs or connection points exceeding 3 KW shall be directly or independently supplied from the general switchboard and must be protected by an automatic thermomagnetic circuit breaker in proportional ratio to power.

-All installations shall be equipped with corresponding earth connections for both light plug points and power points with the same sections as active phases up to 16 mm2 and half section from 16 mm2.

-Stand metallic structures shall be earthed and the installation approved by staff authorised by BEC.

9.5.6 Receptors

-Mobile receptors must be fitted with extra flexible cables not exceeding 2 m in length.

-Receptors with cos <p> 0.95 not fitted with correction equipment will not be admitted.

-Halogen lamps located below 2 m shall be fitted with protection to prevent direct contact with them.

9.5.7 Motors

-Motors with power exceeding 5 CV shall be fitted with a low-intensity start-up system.

-Charging batteries or accumulators within the exhibition centre grounds is forbidden. Permission at the stands must be approved by staff authorised by BEC, and “No smoking/Keep away from flames” signs must be displayed.

9.5.8 End of installation

-Once work is complete, the installer will submit the documentation necessary for approval to the Basque Government Industry and Energy Department and collect the duly stamped report.

-Both Technicians from Basque Government Industry and Energy Department and staff from the BEC Electrical Service, may carry out as many inspections as considered necessary and can decide whether to connect or interrupt connection should any abnormalities be found.

9.5.9 Obligations

-Strict compliance with Low Voltage Regulations issued by the Basque Government Industry and Energy Department is compulsory for both electrical installations and use of mobile electrical tools which must be protected with the corresponding board as per Royal Decree 842/2002 of 2nd August 2002.

9.5.10 Disclaimer

-All energy services are subcontracted by BEC therefore no liability will be accepted in the event of power outage.

-For prevention purposes, in the event of power outage, exhibitors must equip any installation, product or machine with the corresponding safety system in each case.

9.6 Waste removal

All Stand builders must leave the space clean and clear where they have built the stand having for this purpose the days indicated in the dismantling period. In the case that once the dismantling period has finished and, in the event, that the Stand Builder had left some waste and debris, they will have to pay the Waste Fee at the current official rate of BEC 2022. In the event that the Stand Builder will not pay the indicated amount, the Exhibitor will have to take care of it.

At the end of assembly/dismantling periods, the space occupied must be left in the same conditions as found. No decoration material may be left within the exhibition centre grounds. In any event, any material left inside the premises at the end of the dismantling period will be invoiced for the corresponding storage period and moving costs incurred and other costs which would have been met by the organising team or on their own account. No claims will be accepted.

BEC reserves the right to dismantle a stand or move goods and the exhibitor will meet the costs if the aforementioned deadline is exceeded.

BEC will not be liable for any damage sustained by the aforementioned materials and goods during storage. If after 15 days goods have not been removed from storage BEC may pursue any legal action against the exhibitor to seek compensation for the costs incurred and damage sustained.

If any needs or material have to be leave within the exhibition centre grounds, a written request specifying storage duration, type of goods, contact name and telephone number will be required. Any costs generated as a result of this service will be invoiced separately and must be paid before the material is removed.

BEC reserves the right to modify dismantling periods and times as appropriate.

9.7 Technical rules for assembly and dismantling

9.7.1 Preliminary preparation for exhibitors

The Organizer shall complete in detail any claims to:

- Total electrical power required (kW and Kvar).

- Nº. of specific connections.

- Flow rate (l/min) and number of compressed air supply points (pressure supplied: 7 bar).

- Number of required voice/data lines, including destination

- Mooring needs for specific components

- Others...

BEC reserves the right to accept or modify the system proposed by the organizer to fix components. In any event, BEC may request a specific project to be carried out and verified by a qualified technician to check structural viability and safety. Moreover, BEC will demand compliance with electrical installation regulations or any other regulation in force.

BEC will request the submission of any relevant official authorisations for the supply of services. organizers' lack of compliance with any legal obligations required by the installation will not lead to any claim against BEC.

Exhibitors' needs shall be reported to BEC with 30 days notice on the commencement of the Event assembly.

Exhibitors shall submit the stand floor drawing to BEC including the location of any components requiring electricity, compressed air, water, drain and telephony.

9.7.2. Preliminary preparation for fitters and operators

Before any work can start and prior to the assembly period, all fitting and decoration companies, self-employed workers responsible for assembly-dismantling operations and any other employee appointed by the Exhibitor must send the Coordination of Business Activities document to prevencion@bec.eu to be validated.

Download here the document in order to fill it out and send it for validation.

-BEC reserves the right to refuse admission.

-The venue has an assembly and dismantling fee depending on: type stand, m2 and schedule of activities described.

-All staff working directly or indirectly for the assembly or decoration company, freelance workers involved in assembly-dismantling operations, and any other employee appointed by the exhibitor must be up-to-date with any labour contributions, training and instruction obligations regarding the activities to be carried out, risk prevention and any other type of regulations, including the guidelines specified by the BEC. Any non compliance with the aforementioned obligations will entitle BEC to stop any assembly-dismantling activities, immediately dismiss staff allocated and/or their line managers without prejudice to any legal action which may be pursued by BEC against them.

9.8 Safety standards

9.8.1 Accident prevention

Organizer undertake to comply with and enforce exhibitors', contractors' and/or subcontractors' compliance with all legal local and EC safety provisions in force, as well as those included in "Technical Rules of Participation".

In addition, any applicable legislation related to public order maintenance and emergency; in addition to evacuation plans implemented by BEC must be complied with and compliance thereof enforced.

In any event, the location of and access to safety materials and installations - in particular, fire protection materials such as hoses, fire hydrants, extinguishers, alarms, emergency exits, etc. - even when included in spaces hired as well as accesses to service areas must be observed.

To safeguard the safety of staff allocated to assembly and dismantling tasks, the use of safety elements such as helmets, goggles, gloves, etc., will be required.

9.8.2 Personnel under Organizer' responsibility

Exhibitors are ultimately and exclusively responsible for complying and enforcing contractors' and/or subcontractors' compliance with labour and Social Security

legislation currently in force and in particular, occupational risk prevention legislation applicable to the transport, assembly, handling, operation and dismantling of stands and exhibits.

Organizer must take out an accident and civil liability insurance policy to cover their staff and activity. Moreover, these obligations are extended to any contractors and subcontractors. BEC is entitled to demand documentary proof of compliance with the aforementioned obligations to be submitted prior to the start of the relationship, and at any time during or afterwards.

Under no circumstances shall any labour relationship exist between BEC and Organizers' staff and/or companies acting as exhibitors, contractors and/or subcontractors involved in their stand assembly.

9.9 Forbidden activities

Any activity which may entail accident hazards is prohibited in all spaces within the exhibition centre grounds. In particular, storage of or exhibiting hazardous substances which may be flammable, explosive, harmful, hazardous or unhealthy, which may release unpleasant odours and cause inconvenience to other exhibitors or visitors.

Spraying cellulose-based paints on any kind of object inside the exhibition centre grounds.

Any material to be used in constructions and assemblies or for decoration purposes shall comply with current regulations, and be fire or flame-proofed via application of any appropriate coating as necessary.

Lighting fitting assemblies must be oriented towards the stand interior and under no circumstance shall shine directly on the public and adjacent areas.

Any construction tasks such as sheet cutting, welding, shotgun painting, etc. are forbidden inside the exhibition buildings.

The use of incandescent tools such as welding and oxy-cutting machines, blowpipes, etc. is also forbidden.

Specific Conditions for each event may specify any other forbidden activities in such event.

9.10 Rules during assembly

Companies with outstanding debts with BEC may not commence stand assembly, regardless of the event or venue where the payment obligation was breached.

9.11 Assembly and access times

This time schedule will be agreed by the organizer and BEC in the Specific Events Rules. Accesses to halls, loading, and waiting areas shall be defined in any case, according to the event characteristics and specific guidelines will be facilitated by way of detailed drawings of the exhibition centre grounds.

During assembly and dismantling days, BEC reserves the right to allow or restrict entry to exhibitors' vehicles to load or unload goods, according to the material in the vehicle to be unloaded or removed from the stand.

9.12 Vehicle access and parking during assembly/show/dismantling times

In each case, BEC shall facilitate guidelines to regulate the entry of vehicles in the exhibition centre grounds and halls or limit admission times before, during and after each event.

Vehicle parking inside BEC facilities for loading/unloading operations, is limited to the following times:

• Vehicles with a maximum authorised load > 3,500 kg: Three hours

• Vehicles with a maximum authorised load ≥ 3,500 kg: Two hours

• Cars and mini vans: One hour

Parking in excess of these times will be penalised at a dissuasive rate.

PLEASE BEAR IN MIND: The ticket received on entering the facilities must be visible at all times.

No parking in front of goods entrances, emergency exits or fire fighting facilities.

Alternatively, you have at your disposal subway parking (only clearance <2.20 m) and outdoor parking (only clearance ≥2.20 m).

Parking bonus for exhibitors can be purchased through the exhibitor online shop. Those exhibitors who purchased parking bonuses should pick up the card at the customer service desk during assembly and celebration.

9.13 Goods entrance

Any goods must be clearly identified including hall, stand number and directly received by the Exhibitor.

The arrival of goods at the halls must be co-ordinated so that only staff authorised by the exhibitor receives the material at the place of delivery. Under no circumstances shall BEC be responsible for receiving the goods.

9.14 Empty packaging

Exhibition halls must be free from any packaging prior to the event. Otherwise BEC may order their removal and the organizer shall meet all costs derived thereof.

BEC waives any liability regarding any packaging material not removed in due time.

9.15 Dismantling rules

At the end of assembly/dismantling periods, the space occupied must be left in the same conditions as found. No decoration material may be left within the exhibition centre grounds. In any event, any material left inside the premises at the end of the dismantling period will be invoiced for the corresponding storage period and moving costs incurred and other costs which would have been met by the organising team or

on their own account. No claims will be accepted.

BEC reserves the right to dismantle a stand or move goods and the exhibitor will meet the costs if the aforementioned deadline is exceeded.

BEC will not be liable for any damage sustained by the aforementioned materials and goods during storage. If after 15 days goods have not been removed from storage BEC may pursue any legal action against the exhibitor to seek compensation for the costs incurred and damage sustained.

If any needs or material have to be leave within the exhibition centre grounds, a written request specifying storage duration, type of goods, contact name and telephone number will be required. Any costs generated as a result of this service will be invoiced separately and must be paid before the material is removed.

BEC reserves the right to modify dismantling periods and times as appropriate.

9.16 Types of material

Highly flammable or toxic materials are forbidden, including but not limited to:

- Balloons or any gas-filled decorative element

- Any non-fireproofed carpet

- Large amounts of pressed porexpan

- Cellulose-based paint spraying

- Trusses of straw

- And any other material which may be considered within this class.

Any material used must comply with current regulations and in particular, fire resistance of materials must be taken into account and fire- proof certificates must be produced at the request of BEC.

Art. 10 - Stands Construction and projects - Mezzanine floors

Exhibitors who have not paid the balance of their exhibition or additional services fee shall not be granted entry to set up their stands. Any defects or shortcomings discovered when the Exhibitor takes possession of the exhibition space for setting up the stand and laying out of goods must be reported to the Customer Care – Exhibitors Assistance. In order to access the Eventgrounds, Exhibitors must follow the instructions given in “Provisions for setting up and dismantling”, which will be sent by the Organizer, containing details regarding layout of spaces and deadlines for setting up stands. The Exhibitor shall be responsible for all Organization and costs incurred for setting up the stand and shall strictly observe the General Terms and Conditions and the layout plan and The Organizer Technical Regulations. He shall also provide The Organizer with his stand layout project beforehand for approval. The Exhibitor undertakes to fit out the entire area assigned and to display products he manufactures belonging to the Event merchandise repertoire on his stand for the entire duration of the Event. Products exhibited must be positioned in such a way that they are not considered offensive or could be dangerous. The stand must be laid out in such a way so as to avoid obstacles or objects that hinder access to the exhibition areas.

The Organizer reserves the right to amend the assembly periods and times should it deem necessary. The interior decoration of the stands will be a responsibility of every Exhibitor, according to his own criterion and convenience. The stands included in the Participation package or ordered through the Organizer must be returned in equal condition to how they were received, not being able in any case drill, vinylate, paint or damage the walls. The damages originated by inadequate treatment will be charged to the Exhibitor.

It is forbidden to affect in any way the facilities of the Hall, not being allowed to paint, drill or fix screws in any structural elements of the Hall and neither to hang signs, brands or drawings in the ceiling or walls. All the decorative elements will have to be installed in supports mounted by the exhibitor.

It's forbidden for The Exhibitor to offer visitors any kind of food or drinks to be consumed outside its stand (especially pop corn or ice creams) being the Exhibitor responsible of cleaning all leftover food and disposable material.

10.1 Stand projects and special decoration

The maximum stand height allowed is 3.00 m. If the stand proportions so allow, and provided that the view is not obstructed, constructions exceeding this maximum height, shall be permitted (after prior consultation and written approval from the Organizer) up to 5.00 m of maximum height (including any stage and any projects with mezzanine floors and in the Hall areas without height restrictions) but taking in consideration leaving at least 1.00 m distance from the stand perimeter to the inside; this maximum height dimension must also contain all stand structural elements and all graphics (trademarks, logos).

In the case that the Exhibitor needs to hung any decorative element from the Hall ceiling, an approval from BEC will be needed. Once feasibility has been vetted by the The Organizer offices, the Exhibitor may be allowed to install “Lighting and support bars and Hangings”:

• The hanging of perimeter bars at a height of 6.00 m. is only granted for lighting purposes;

• Graphic elements may be hung from bars provided they do not exceed a height of 5.00 m. at the highest point; where stands are side by side these must be set back by 1.00 m. and all graphics and supporting bar structures will have to be free-standing. The height of the stand must not interfere with the smoke detectors or other security elements located in the Halls.

10.2. Design stands projects for approval

All agencies and exhibitors must send the complete project of design stands (with floor plans and measured elevations) for approval before **28th March 2024** to the technical office of the event: info.validacionproyecto@grupomarva.com.

This deadline does not apply to those who have included the stand in their participation package or have requested their stand through official partners.

The Organizer reserves the right to request Exhibitors to provide the projects for all stands, regardless of their surface area or height. The Organizer via their Operations Department will verify the stand projects in relation to Event and venue Technical Regulations and will provide feedback on the project by approving it or requesting further compliance with the above regulations. Once the projects have been approved the Exhibitors, independently at their own expense, will see to the installation of the perimeter walls and flooring of their stands. The upper part of the stands must be finished in a workmanlike fashion; the walls abutting on the other stands, as well as being finished in a workmanlike fashion, must also be neutral in terms of colour; access must be guaranteed to all utility systems even in the event of carpeting etc. or raised floor sections; for materials to be hung from the ceiling please refer to the Dispositions contained in the Technical Regulations of The Venue. Failure to receive the correct documentation or approval of the stand project from The Organizer will not enable the Exhibitor (or stand fitters) to set up their exhibition stand.

The link of stands or islands on either side of a corridor either by unifying carpet, aerial structures, lighting, etc. is not allowed, although they belong to the same company or group of companies.

The design and decoration of all stands must correspond with authorized; the backs of all the decorative elements visible to the public should be properly covered. Any object that does not meet these requirements may be withdrawn by the Organizer.

All Exhibitors with more than 20 sqm space are required to build a stand which must include at least walls next to the Hall walls or adjacent stands. These walls must have a minimum height of 2.50 m.

All walls with neighboring stands should have maximum 3 m height and with a distance of 1 meter from it, all the elements could have a maximum height of 5 meters.

Shared islands, towers and other surrounding elements with neighboring stands can only be labeled on the sides facing the booth itself and not on the sides facing the neighboring stand, regardless of the height of these elements. To label all sides, it is mandatory setback 2 meters of the perimeter with the neighboring stand.

The total closure of a side wall shall not be authorized, and must be open and accessible at least the 25% of it. It may only be allowed to cover 100% of all perimeter sides walls if they not exceed 1.25 m in height.

In the case of perimeter walls with a height exceeding that limit of 1.25 m facing the corridors of common use, there must be a minimum distance of 1.50 meters between the wall and the corridor.

Any decorative element protruding from the stand (maximum 40 centimeters) will be located

at a minimum height of 2.5 m.

It will be allowed to cover the pillars within the stand space up to a maximum height of 5 meters. Those stands built on a platform of height equal to or greater than 19 mm shall have at least one wheelchair access ramp 1.20 m wide at least.

If you have any questions regarding the previous stand construction regulations you must contact the Technical Office:

info.food4future@grupomarva.com | info.pck@grupomarva.com

10.3 Mezzanine floors:In single storey Halls mezzanine floors can be built in compliance with the rules and conditions specifically detailed in the Venue Technical regulations. Building of mezzanine floors is only permitted on exhibition spaces with a minimum surface area of 100 sqm. The mezzanine surface area must not exceed 50% of the area itself and in any case, must not exceed 200 sqm. In this case, the mezzanine area will be charged at 50% of the rate applied for the Participation Package chosen. All the Exhibitors that choose to build a mezzanine floor will have to present to the Organizer a certificate or a project signed by a competent technician, who will have to be verified through the corresponding college. The project will have to include the dimensions, the load of use and the appraisal, being an exclusive responsibility of the Exhibitor, the fulfillment of the limits specified in the same one. Rails and protection in level changes will be designed according to the in-force regulation and under the dispositions established in the Technical Code of the Building. The hollows in the second level or level changes opened directly on the outside to a height on the soil superior to 50 cm and the projections of the pavement will be protected by a bib or rail of 95 cm of height. With the same criteria, the exterior perimeters of the projecting ones will be protected in the second plants. The documentation demanded in this complex construction will be: descriptive Memory, structural Project of static calculation, Risk evaluation and preventive measures and profesional certificate.

10.4 Stand's Security: All structures used in a stand construction, as well as all elements used in decorations must have the necessary rigidity and stability in order to avoid any risk for people and for goods. In ladders, handrails and protection for different levels section, the current rules and, in particular, all regulations established in Código Técnico de la Edificación (hereinafter referred to as CTE) must accomplish the following criteria:

• Changes in level from ground elevation superior to (50) fifty cm and the parts that stand out of the pavement must be protected by a (95) ninety-five cm handrail height. With the same criteria must be protected in mezzanine floor all perimeters, holes and corbels if it is accessible for any person.

• Slopes equal or lower than (50) fifty cm must be marked through tactile and visual distinction. The Exhibitor is responsible for the structural security of the stand. The Organizer, as well as BEC, could ask for the documents referred to the security of the stand if necessary.

Art. 11 – Moving equipment

Moving equipment is admitted as long as it doesn't constitute a danger and/or nuisance. However, all machinery must comply with all the current and/or anticipated provisions in order to prevent accidents, bad smells, noise and gas and liquid emissions.

The Exhibitors must, at their own time and expense, comply with checks of the above and make sure they comply with the provisions established by law and current regulations and obtain the correct permit from the competent authorities.

Art. 12 – Event access and passes

12.1 Visitors passes: Access to the event Hall and Areas will be allowed only to professionals:

- Being registered online through:
 - By invitation of an Exhibitor (Partner, Exhibitor or Newcomer)
 - Purchasing the ticket through the Event website

• Onsite registration: in the registration desk at the entrance of the venue.

Partners and Exhibitors will have a number of invitations depending on the Participation Package acquired and as detailed in the Participation kit.

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27, all the data voluntarily supplied by visitors expressly authorize its use in the communications, including those carried out by e-mail, that NEBEXT and BEC carries out for promotional or information purposes on the activities that they organize and/or support with their logistics.

NEBEXT and AZTI will also be able to give their information to the exhibitors or sponsors allowing them to contact them to offer their products and services that may be of interest to them related to the professional shows organized by NEBEXT and AZTI.

The Organizer reserves the right to modify the Event admission fees at its sole discretion.

12.2 Exhibitor passes: Each exhibitor will have a number of passes depending on the Participation Package acquired and as detailed in the Participation kit. The exhibitor passes will be personal and non-transferable. All Exhibitor Passes must be requested through the Exhibitor Hub.

12.3. Admission rights reserved: TThe Organization reserves the right of admission, and may invite to leave FOOD 4 FUTURE – PICK AND PACK any person whose behavior does not conform to the most basic standards of conduct. We ask all exhibitors to use their invitations and passes in a responsible way in order to guarantee the professional objectives. Visitors under 18 years old and non-professional visitors may not attend the Event.

Art. 13 – Health & Safety, hygienic and security measures, general surveillance and fire prevention

Each Exhibitor is obliged to strictly comply with all the legislation system in force regarding health and safety in the workplace and with legal, welfare and social security legislation for the entire duration of the Event, including during the setting up and dismantling of stands and every other connected activity. During setting up and dismantling of the stand and any other inherent or related activity, the Exhibitor also undertakes to observe and ensure that all contractors working on his behalf also observe BEC Technical Regulations. The Technical Regulations also contain precautionary rules regarding safety at the show (fire prevention, electrical wiring, environmental protection, etc.), but excludes specific safety regulations regarding activity carried out by the Exhibitor or subcontracted to third parties (setting up and dismantling of the stand and related activities) for which verification and observance is the responsibility of the Exhibitor himself. Non-compliance with the above safety regulations, in particular when this may affect general safety in the Halls and for third parties present, may result in intervention by the Organizer and lead to the utilities on the stand being cut off immediately or the stand itself being closed. Any other consequence deriving from non-observance of the above provisions shall be attributable to the responsibility of the Exhibitors and his sub-contractors. The Exhibitor is responsible for conformity to the legislation in force by everything present on the stand in terms of fixtures and fittings, structures, wiring, exhibited products, etc. Every Exhibitor is obliged to nominate a "Stand Manager", who shall be entirely responsible for any parties involved in any activity carried out on his behalf for the entire duration of his presence on the Eventgrounds premises. At the discretion of the Exhibitor and under his complete responsibility, this person will also be responsible for each of the three stages already mentioned (setting up, show, dismantling). The name of the Manager and relative phone number must be given on the Participation Contract. Any variations or additions must be communicated to the Organizer before work starts for setting up the stand. Access to the stand by sub-contractors working for the Organizer for the supply of services shall only occur in the presence of the "Stand Manager" and is subject to his authorization. This does not however apply to the Organizer surveillance and security personnel.

13.1. Access and communication routes

Access to the facilities will be exclusively via the places established for this purpose (authorised routes and doors).

The signalling that exists in each work area must be respected.

Vehicles must never be parked in areas where they might hinder evacuation of the facilities or in unauthorised places. The speed limit of 10 kph must be respected at all times.

Regulation fork-lift trucks will be driven by duly authorised persons and used exclusively for transporting material, and never for transporting persons.

Drivers of special vehicles, such as cranes, lorries, etc., will remain in their vehicles while work is being carried out and must not leave the area.

Fire-fighting equipment must be respected at all times: vehicles must not be parked and materials must not be deposited in areas where they might hinder access to this equipment.

Personnel who are carrying out work on roads or routes will clearly mark out the work area and will use reflective waistcoats, jackets or tabards.

13.2 Individual protection equipment

In order to carry out work inside the work centre, the individual protective equipment needed for the activity to be carried out in each work position will always be used.

All personnel who provide services at the facilities must be provided with the duly approved individual protective equipment (IPE – EPI in Spanish) required for the activity to be carried out. Workers will previously have been informed about the activity and the occasions when each IPE must be used, as well as about the hazards they are to be protected against. They will have been given theoretical and practical training in the use of the equipment by their company. Use and maintenance of the equipment must be in accordance with the instruction manual.

Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Clothing which is stained with grease, oil, solvents, etc. must not be worn while working.

In construction work, workers must wear safety footwear and protective gloves.

Whenever there is the risk of falling items, materials, etc, or of contact with suspended equipment, a protective helmet must be used.

Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres which is not completely protected by means of collective protection systems (handrails, nets, etc.).

To carry out any work that might involve the risk of inhaling dust, fumes, vapour or any other harmful substance, workers must use the appropriate mask, face-guard, filters or breathing equipment.

Safety glasses or goggles and hearing protection must also be used for work when so required.

13.3 Electrical hazards

Unauthorised persons are strictly forbidden to operate the company's electrical switches or switchboards. The contractor's or subcontractor's electrical installations and appliances will only be operated by persons authorised to do so. In case of any anomalies, please notify your immediate superior.

Avoid the use of multiple sockets.

Before using an electrical appliance or installation, ensure that it is apparently in perfect condition, find out about any precautions which should be taken for its use and respect them scrupulously.

Before starting any work, check that the mains voltage is the same as the rated voltage of the machine.

Never work with or near electrical installations or appliances with wet hands or feet.

Never open the protective or access covers of electrical appliances and always respect any sign or protective device intended to prevent bodily contact with wiring or live parts.

13.4 Order and cleanliness

If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.

Work will not be considered to have finished until all materials and equipment used have been removed and the area is left clean and tidy.

If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.

Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.

If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.

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If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.

Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.

13.5 Special hazards

When work is carried out close to the edge of off-level areas, platforms, flimsy walls, etc. and, in general, in areas where collective protective systems cannot be used, the use of fall prevention systems will be compulsory.

For work in which paints, varnishes, solvents, etc. must be used, always check the safety label of each product and comply with the safety instructions.

13.6 Hand tools

The use of hand tools is only permitted if they are in good condition.

Connection of hand tools will be carried out to the appropriate mains voltage outlets and standard sockets of electrical switchboards.

If extension cables are used to connect equipment, they must be in good condition and have a protective earthing conductor when not working with tools with double insulation.

If hand tools are used in areas indicated as having potential fire or explosion hazards, inquiries must be made about possible limitations and particular conditions for use.

13.7 Machines

Unless workers are properly trained and authorised, they must not operate or use machinery, equipment or appliances that require specific training.

All machines must be in perfect working condition.

Before starting work, a check will be made that the machine is in good condition and the immediate superior will be informed of any anomaly.

When drilling is going to take place, it will be necessary to ensure that there are no cables or other kind of obstacles that might cause accidents when the drill bit passes through.

Rivet guns and similar pneumatic tools will always be kept with the tool facing downward when they are not being used. At the end of the working day or during any rest period, the tool will be removed from the machine to which it has been fitted.

All obligatory protective devices will always be used on all machines and will be checked prior to starting any work.

When using perforating, cutting tools, etc., with which particles might come away, duly approved goggles or glasses will be worn.

It is forbidden to adjust machine supports while they are in movement.

Each machine will be used for its specific purpose and never for any other.

13.8 Working above ground

Workers must be duly authorised to carry out work at a height above ground.

Ladders:

If ladders are used in transit areas, the surrounding area will be marked or a person will be placed to warn about the risk.

Before using a ladder, it must be checked to ensure that it is in good condition and firmly settled, with lengths of one single piece and well assembled rungs. They will be fitted with nonslip devices at the base or fixing hooks at the top. They will be in perfect condition.

Work will be carried out facing the ladder and holding it with one hand. If this is not possible, a safety belt will be used, fastened to a fixed point and never to the ladder

Ladders will never be used by two persons at the same time.

Joining together two ladders is not permitted unless they are fitted with devices specially prepared for this purpose.

To carry out work above ground level, workers should wear a tool belt. Tools and materials must never be thrown, they will be passed from hand to hand or using a rope or basket.

Scaffolding and platforms:

Scaffolding must be sturdy and stable, erected by skilled, authorised personnel (depending on the type of scaffolding). If the scaffolding is more than 2 metres high, it must be fitted with a handrail, a waist rail and a baseboard. If this is not so, the immediate superior must be notified.

If the scaffolding has wheels, they will be locked before anybody ascends.

The width of the work platform will be at least 60 cm.

More material than is needed to guarantee continuity of work will not be stored on scaffolding or platforms, so as not to overload them and to have free space.

When the scaffolding is moved, there must not be workers on it.

The floors and gangways of work platforms will be nonslip, they will be kept clear of obstacles and they will be equipped with a drainage system that allows slippery products to be removed.

Platform access ladders will be located on one side of the structures and never on the corners.

When work is carried out on mobile platforms, safety devices will be used to prevent them from moving

13.9 Lifting and transportation

If cables or slings are used at the work site, they must be identified with the rated work load.

Workers who operate lifting and transportation equipment or load handling accessories must accredit the corresponding authorization from the main company that certifies the corresponding training regarding safe operation.

13.9.1 Basic preventive measures

Unless workers are properly trained and authorized, they must not operate or use machinery, equipment, switchboards, cables, electrical connections or other equipment or appliances that require specific training.

It is totally forbidden to take alcoholic beverages or other drugs into work areas.

Do not place combustible materials close to lighting or heating sources.

Avoid manual handling of loads that weight more than 25 kg.

Use mechanical means to load and unload heavy materials.

Comply at all times with the occupational hazard prevention regulations and in all cases, if you have any doubts, contact your immediate superior.

13.10 Accident and emergency situation procedures: EMERGENCY PHONE NUMBER +34 94 40 40 222

On entering the exhibition halls:

Check where the nearest emergency exits and fire extinguishers are located, identify personnel responsible for the hall (uniform, identifying clothing, counters).

If you detect any anomaly, notify the personnel responsible immediately.

Do not hinder roads, access routes or doors that enable evacuation in case of emergency.

In case of Accident or Emergency

-Quickly contact the telephone number shown below or speak to the personnel responsible

-Identify yourself

-Give details of the place, nature and importance of the incident.

In case of fire

-Keep calm, do not shout or run. Do not use the lifts (elevators).

-If your clothing catches fire, fall to the ground and roll; if there is a lot of smoke, crawl.

-Do not go back to pick up personal items.

-Follow the instructions of the BEC Evacuation Team.

If you detect any suspicious item:

Do not touch it, keep away from it and call the emergency telephone number or contact the personnel responsible in the area.

13.11 Personnel under Exhibitors' responsibility

Exhibitors are ultimately and exclusively responsible for complying and enforcing contractors' and/or subcontractors' compliance with labour and Social Security legislation currently in force and in particular, occupational risk prevention legislation applicable to the transport, assembly, handling, operation and dismantling of stands and exhibits.

Exhibitors must take out an accident and civil liability insurance policy to cover their staff and activity. Moreover, these obligations are extended to any contractors and subcontractors. BEC is entitled to demand documentary proof of compliance with the aforementioned obligations to be submitted prior to the start of the relationship, and at any time during or afterwards.

Under no circumstances shall any labour relationship exist between BEC and Organizers' / Exhibitors' staff and/or companies acting as contractors and/or subcontractors involved in their stand assembly.

13.12 Prohibited activities

Any activity which may entail accident hazards is prohibited in all spaces within the exhibition centre grounds. In particular, storage or exhibition of insalubrious, harmful or hazardous materials and spraying cellulose paint over any type of object within the exhibition centre grounds is prohibited.

In addition, any material to be used in constructions and assemblies or for decoration purposes shall comply with current regulations, and be fire or flame-proofed via application of any appropriate coating as necessary.

Spanish Regulations for each event may specify any other forbidden activities in such event.

13.13 Allocated space limits for stands

For safety reasons, during the event, stand assembly and dismantling, any exhibitor's material must remain within the limits of space allocated, leaving passage areas and any other area completely free.

Any material found outside the aforementioned limits will be removed by the exhibition centre cleaning services without any entitlement to compensation.

13.14 Demonstrations

The exhibitor shall request prior express written authorisation from BEC to carry out any work, demonstrations or decorations which may pose any hazard to exhibition goods and/or visitors, other exhibitors, the exhibition centre grounds or members of its staff.

13.15 Exclusive Organizers' / Exhibitors' Liability

The Exhibitor will be exclusively liable for any damage and/or loss of any nature taking place within the exhibition centre grounds to its own staff, other exhibitors and any person or goods inside and outside the exhibition centre grounds which may be caused by the activity carried out by the exhibitor or acts and omissions by the staff hired or subcontracted by the exhibitor, and/or due to the goods or products installed within the exhibitor's area.

The Exhibitor, his/her contractors and/or subcontractors will be liable for any damage which may be due to a breach of health and safety regulations provided in these General Participation Regulations.

13.16 Exhibition Centre grounds surveillance

During the exhibition, BEC will provide external and general surveillance for all accesses to the exhibition centre grounds and internal site surveillance of deterrent nature, and general and preventive safety related to health and safety against fire and emergencies of any kind.

Nevertheless, the exhibitor will in any event be exclusively responsible for any damage and/or loss sustained to goods within the exhibition centre grounds, his/her stand, staff, visitors or other exhibitors due to theft, robbery or any other reason of whichever origin and source which may take place within the exhibitor's stand space.

In any event, nor the Organizer or BEC waives any liability related to vehicles parked inside or outside the exhibition centre grounds or any damage to materials or objects contained therein.

Art. 14 - Company Trademark Registration – Protection of Industrial and Intellectual Property Rights

14.1 Company Trademark Registration

Exhibitors are required to have regularly registered, patented or licensed the trademarks of the products that they intend to put on show in the exhibition space. If the trademark is pending patent, the Exhibitor must issue to The Organizer a special statement in which it assumes all responsibility for any consequences ensuing from the use of the trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties. The trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties.

14.2 Protection of Industrial and Intellectual Property Rights

The Exhibitor undertakes as follows: **a)** not to show any product involved in an intellectual property dispute whereby the final judgement ruled against the Exhibitor; and **b)** not to display prototypes and/or objects with trademarks, logos, decorations

unless the Exhibitor has obtained all Intellectual Property Rights. By signing the Participation Contract, the Exhibitor assumes all criminal and civil responsibility for everything exhibited on his stand and simultaneously releases The Organizer from all liabilities in the event that other economic parties claim industrial and/or intellectual property of the products in question. The Exhibitor also assumes responsibility for checking if his own rights are breached by other Exhibitors at the Event and agrees not to advance any claims to The Organizer for any damage caused by breach of the provisions in this paragraph.

Art. 15 - Online catalogue and promotional material

The Organizer prepares and distributes promotional material relative to the event itself before, during and after it takes place. The mention of the Exhibitor and Co-Exhibitors indicated by the Exhibitor in the material published by the Organizer on a date prior to the notification of the stand assignment, does not entail automatic participation in the Event. The online Event catalogue will contain the Exhibitors information and the registered co-exhibiting companies received by the prescribed deadline.

Participation in the Event automatically includes the subscription to the online catalogue service. The Organizer provide the Exhibitor with useful tools for the promotion of its companies, in order to ensure the complete and all-encompassing presence of the Exhibitor in the event.

Therefore, the Exhibitor, by accepting these General Terms & Conditions, also grants its approval to the provision of the service and the use of its data by the Organizer.

All responsibility is declined for any omissions, mistaken indications and/or descriptions, typos and/or publication mistakes of the Exhibitor's data and the data of the Company Trademarks as they appear in the online catalogue, promotional materials and/or on the Event signposting. The Organizer has the right to reject or modify the insertion or the wording of the data provided by the exhibitors if deemed appropriate.

Art. 16 - Workshops and other activities

Participation in workshops, dedicated to specific sectors and/or activities organised by The Organizer at the Event and/or as part of specific exclusive areas, including those held in locations outside the exhibition grounds, is reserved exclusively for companies/bodies/ institutions that have acquired a participation or sponsors FOOD 4 FUTURE – PICK AND PACK package at the Event and which are deemed suitable at the sole discretion of The Organizer. In any case, The Organizer has the right to decide the workshops and/or events where the Exhibitors may participate.

Art. 17 - Catalogue services for Exhibitors

After the issue of the stand allocation notification, the exhibitor may take advantage of the exhibition's commercial services to be requested through the services catalogue (such as: stand components, stand decorations, lighting bars and hangings, waste disposal services, stand services, etc.). The services available on the services catalogue are not included in the participation fees.

The fees for the services in the services catalogue and the other sums owed to the Organizer and/or to its event partners suppliers providing these services must be paid for without fail at the time of booking these services.

Art. 18 - Forbidden activities

In general, any activity that may be detrimental to, disturb or harm the normal running of the Event is forbidden. The following activities are absolutely prohibited: **a)** distribution of flyers in the Hall corridors or outside the stand area; **b)** any kind of expression that due to its outward appearance or form

may represent direct comparison with another Exhibitor; **c)** the distribution and delivery of any technical-informative and advertising material (magazines, manuals, books, brochures or anything else) not strictly pertinent to the Exhibitor, who may however distribute or deliver advertising material as long as it is strictly pertinent to his business sector, solely on his own stand; **d)** posters referring to calls for tender by bodies, organisations, newspapers, weekly or specialist magazines may not be displayed even on stands without prior written authorisation from The Organizer; **e)** broadcast of advertising messages; **f)** any type of flashing or variable lighting; **g)** permanence on the stands or in the area of the Event during closing hours without permission; **h)** any kind of sales to the public with immediate delivery; **i)** drawing, copying and photographing objects without written authorisation from the Exhibitor.

The Organizer however reserves the right to directly reproduce or to authorise reproduction of group views or close-ups, external or internal and also to permit sales by officially authorised personnel.

The Organizer cannot however be held responsible for any unauthorised photographs or filming by third parties.

Art. 19 – Insurance services

A Civil Liability and Property Damage Insurance Policies are included in all the Participation Options inclusive of the following:

– Civil liability

– Damage to materials, **excluding theft/robbery**

Civil liability

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

The exhibitor accepts a 500 € excess fee.

Property damage

Includes property damage to insured exhibited goods caused by one of the covered risks, with a base insured capital limit of 30.000 €, at first loss.

The exhibitor accepts an excess fee of 10% of the damage value with a minimum of 150 € and a maximum of 1.500 €.

Basic risks include:

Fire, explosion, lighting, including damage of electrical origin.

The insurance for robbery, theft or spoliation will be optional and will have to be contracted and covered by each Exhibitor.

The exhibitor must have an insurance coverage against accidents at work of its direct workers and technicians involved in the assembly, if such is the case.

The Organizer disclaim any responsibility for any other risk that due to the participation in the Event, may suffer the Exhibitors, their employees and technicians, as well as facilities and goods displayed.

Art. 20 - Photography - Performances – Musical emissions

20.1 Photography

None of the exhibited products may be photographed or filmed without the authorisation of the exhibitors concerned. The Organizer has the right to photograph, film or draw the installations and stands, including the items displayed therein, and to use these reproductions in their own publications and press.

Each exhibitor has the right to photograph its own stand and articles, but the photographer must request authorisation from the Show and the Logistics Department, for the necessary control. The duly authorised photographer will present him/herself directly to the Organizer offices and the latter will allow the photographing of the applicant exhibitor's stand and articles only.

In the case that the pictures need to be taken outside the event's opening hours, authorisation must be granted by the Organizer.

20.2. Projection of films and musical reproductions

Musical and artistic shows and the use of audiovisual equipment for exhibitor's support are allowed in the stand as long as the volume is under the limit of 60 decibels and does not interfere with the smooth running of the event.

The exhibitor intending to liven up your stand by implementing rules by mechanical or electronic device, no player image, is obliged to request AGEDI or entity that, in each case, manage the rights of public communication of phonograms of producers as well as the SGAE or entity that, in each case, manage the rights of authors, the necessary authorizations for public communication of the works.

The Organization is not responsible for the rights between the exhibitor and SGAE and / or AGEDI.

The Organizer may use the loudspeakers at the Eventgrounds for official or emergency communications.

In case of violation, any subject that has not respected the dispositions of the present article may be required to pay compensation for costs sustained either directly The Organizer or by those subject/bodies who have directly suffered the harm.

20.3 Food & Beverage

Food and drinks offered by exhibitors in their booth has to be consumed inside stand perimeter or in the determined areas by the Organizer. In case foods and drinks will be delivered to be consumed outside the stand should be communicated and approved by the Organizer. In case to do it without Organizer permission, the Exhibitor will assume the extra charge in regards food and drinks waste cleaning.

Art. 21 - Modifications to the General Terms and Conditions and sanctions for non-compliance

The Organizer reserves the right to introduce rules and provisions notwithstanding these General Terms and Conditions, as deemed fit for better control of the Event and inherent services.

These rules and provisions shall replace those in these General Terms and Conditions and shall therefore carry the same obligation.

In the case of non-compliance with these General Terms and Conditions or subsequent modifications and in virtue of their powers of vigilance, the Organizer may exclude the Exhibitor in question from subsequent editions of the Event.

Art. 22 - Force majeure, health emergency, special circumstances and exclusion of liability

In the case of special circumstances or force majeures, including strikes, threats, health emergency, power cut or any other exceptional situation that could affect the event of causes not attributable to the Organizer, the latter may: (i) modify the date of the Event and/or (ii) cancel the Event, either entirely or in part, (iii) modify the celebration dates of the Event or (iv) suspend the Event –temporarily or permanently, partial or entirely-. In this case the Organizer may use the sums paid by Exhibitors, with no obligation to refund the latter, to pay debts incurred with third parties, also for partial Organization costs of any kind; and Exhibitors shall make no claims to the Organizer for damages or of any other kind. In the same way, the Organizer shall not be responsible in any way for the adoption of safety measures in the workplace and for products that are the responsibility of Exhibitors and/or parties authorized by the same. For all matters not covered by these General Terms & Conditions of Participation for Exhibitors, the Organization will issue the relevant rule and the decision will be binding on the Exhibitors and implying no requests, claims or any compensation to the Organizer.

Art. 23 - Exhibitor's personal data processing

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27th, information and E-Commerce Services Act 34/2002 and other legal provisions Exhibitors are informed that the personal data that voluntarily supply, including e-mail address, shall be incorporated into a NEBEXT and BEC computerized personal data file. In supplying their personal data, they expressly authorize its use in the communications for the purposes of sending, also via automated calling systems, fax, e-mail, SMS, MMS, Whatsapp or other communication channels, advertising material, direct sales, completing market research or commercial communications that

NEBEXT and AZTI carry out on the activities that they organize and/or support with their logistics.

Exhibitors are also informed that their personal data may be forwarded, with a duty of confidentiality, to NEBEXT and AZTI partner companies, provided that this is required for the latter to perform the contracted services.

Exhibitors may exercise their access, correction, cancellation and objection rights regarding this data by sending an e-mail at:

• Nebext: **data@nebext.com** Nebext – Next Business Exhibitions S.L. Calle Enrique Granados 86-88 planta 1a – 08008 Barcelona.

• AZTI: Isla de Txatxarramendi s/n, CP. 48395 Sukarrieta (Bizkaia)

Art. 24 – Acceptance, indemnity and governing law

By signing the Participation Contract the Exhibitor unconditionally accepts and agrees to comply with these General Terms and conditions of Participation of FOOD 4 FUTURE – PICK AND PACK forming an integral part of this Participation Contract. This also implies acceptance of all general application rules issued by BEC for all the Trade Shows held in their eventgrounds, as well as the technical annexes to the aforementioned regulations, available on the BEC website:

https://bilbaoexhibitioncentre.com/wp-content/data/general/General_rules_of_participation_BEC.pdf

Without prejudice to the established above, it is expressly established that all questions relating to arrears of payment, claims for non-payment of services provided and, generally, any pecuniary debts with the Organizer are beyond the scope of the Arbitration Tribunal of Barcelona, in which case the competent bodies will be the Courts and Tribunals of the City of Barcelona, to whose jurisdiction the parties expressly subject themselves, with express waiver of their own jurisdiction should they have one. The Organizer reserves the right to adopt any measure conducive to the better order and operation of the events and protection of the rights of exhibitors and visitors.



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KNOWLEDGE



BUSINESS OPPORTUNITIES

PERFORMING STUNNING EXHIBITIONS TO YOUR BUSINESS SUCCESS

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IN COLLABORATION WITH:

