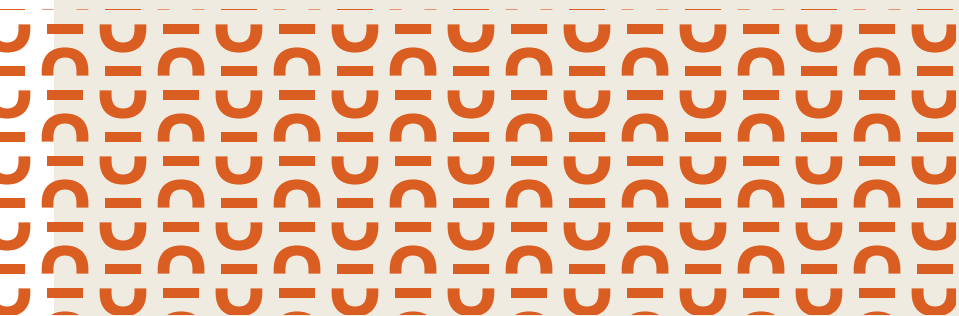


Exhibitor's participation regulations



FÀRUM
GASTRONÒMIC
GIRONA



INDEX

1. Organization and marketing	5
1.1. Legal personality	5
1.2. Spaces	5
2. Participation fees	5
3. Registration	6
3.1. Application to participate	6
3.2. Allocation of space	6
3.3. Contract form	6
3.4. Admission as an exhibitor	6
3.4.1. Direct exhibitor	6
3.4.2. Represented company	6
3.4.3. Collective or institutional participation	7
3.5. Obligation to exhibit and open the stand	7
3.6. Change of location	7
3.6.1. Changes of location	7
3.6.2. Surface modification	7
3.6.3. Common provisions	7
3.7. Cancellation of the participation by the exhibitor	8
3.8. Closure of the stand	8
4. Terms of payment	9
4.1. Terms of payment	9
4.2. Methods of payment	9
5. Insurance	10
5.1. Compulsory insurance	10
5.1.1. Liability	10
5.1.2. Material damage	10
5.2. Provisions common to compulsory insurance	11

6. Cleaning	11
6.1. Cleaning of stands	11
6.2. Removal of waste	11
7. Elements of promotion and participation	12
7.1. Passes and badges	12
7.1.1. Passes and badges	12
7.1.2. Badges during assembly and dismantling	12
7.2. Online invitations	12
7.3. Brand image	12
7.4. Direct sales and tastings	12
7.5. Animation activities	12
7.6. Promotional actions - advertising to the site	13
7.7. Sponsorship and patronage	13
7.8. Parking	13
8. Technical directives and safety exposures	14
8.1. Surveillance services	14
8.2. Assembly and disassembly process	14
8.2.1. Assembly	14
8.2.2. Assembly hours and vehicle accesses	14
8.2.3. Incoming and outgoing goods	14
8.2.4. Empty packaging	15
8.2.5. Dismantling	15
8.3. General safety provisions, infrastructure	15
8.4. Stand construction and decoration	17
8.4.1. General provisions	17
8.4.2. Wooden modular structures	18
8.4.3. Free standing buildings	18

8.4.4. Height of constructions	18
8.4.5. Ceiling installations	18
8.4.6. Floor/loft stand constructions	18
8.4.7. Aerial structures (Rigging)	19
8.4.8. Adjoining wall constructions with corridor	19
8.5. Electrical installation	19
8.5.1. Electricity contracting conditions through the Exhibitor Area	19
8.6. Water installation	20
8.7. Smoke and gas evacuation-extraction	20
8.8. Moving machinery and apparatus	20
8.9. Steam	21
8.10. Gas installations	21
8.11. Noise	21
8.12. Inspections	21
9. Administrative and legal provisions	22
9.1. Regulation of draws or random combinations	22
9.2. Access to the stands of other exhibiting companies	22
9.3. Photographs, film projections, music reproductions	22
9.3.1. Photographs	22
9.3.2. Projection of films and musical reproductions	22
9.4. Personal data protection and e-commerce	22
9.5. Verbal Agreements and Complaints	23
9.6. Cancellation - Force Majeure	23
9.7. Disputes and competent court	23
9.8. Contractual terms and conditions and acceptance of the Rules of Participation	23
10. Annexes	24

1. Organization and marketing

1.1. Legal personality

The event is organized and marketed by Incatis SL. From now on it will be referred to as the organization.

Incatis SL has its own legal personality and full capacity to act for the fulfillment of its objectives.

2. Participation fees

Each edition of the Fòrum Gastronòmic Girona has specific prices. VAT will be applied to the prices of space rental and other expenses.



3. Registration

3.1. Application to participate

- The application for participation must be formalized in writing, by filling in the application form provided by the organization.
- All sections of the form must be completed and the form must be signed by the person with sufficient powers of attorney of the applicant company.
- The contracting form must be sent to the organizers within the deadline specified by them for each event.

3.2. Allocation of space

The contracting company will choose the space according to its interests and availability (see conditions in section 3.6.1. Changes of location). The organization will resolve the applications submitted if so considered by the organization, according to the following order of criteria:

- Date of request to participate
- Payment of the registration fee and first due date
- Type of stand requested
- Sector of activity

3.3. Contract form

- The organization will send to the company requesting the contracting sheet (contract) in which the proposed location and m² allocated, on a rental basis, as well as the location plan, will be indicated.
- By signing this contract form, the applicant acknowledges and accepts these regulations and the rules of participation of the Fòrum Gastronòmic Girona in question.
- The contracting form is valid only for the company named on the form and for one edition of the event only.

- Once the organization receives the contract, the exhibitor will be invoiced for the square meters allocated.
- Exhibitor status is acquired by signing the contracting form and paying the first installment.

3.4. Admission as an exhibitor

- The organizers reserve the right of admission of exhibitors and the products to be exhibited.
- Companies with outstanding invoices (total or partial) with the organization, regardless of the edition to which the debt corresponds, will not be allowed to participate.
- The existence of unpaid invoices (total or partial), non-compliance with the Rules of Participation or the specific Rules of Participation of an event, as well as the commission of acts that transgress the prestige or good image of Fòrum Gastronòmic Girona, may result in the disqualification of the exhibitor from contracting with Fòrum Gastronòmic Girona in future editions, and from taking part in any event that this organization produces or holds.

3.4.1. Direct exhibitor

- A direct exhibitor is considered to be the company, person or entity that submits the application to participate and formalizes the contracting form.
- The direct exhibitor may not subcontract the allocated space.

3.4.2. Represented company

It is each of the companies that represents the direct exhibitor within its stand.

3.4.3. Collective or institutional participation

The collective is represented before the organization by one of the participating organizations, which will be considered, for all purposes, as a direct exhibitor.

3.5. Obligation to exhibit and open the stand

- The exhibits and products on display must remain at the exhibitor's stand during the days and hours of the exhibition.
- The exhibitor undertakes to man the stand during the opening hours of the event.
- Stands must be open during the opening hours of the fair. The organizers reserve the right to close stands or installations that do not comply with the conditions of these regulations.

3.6. Change of location

3.6.1. Changes of location

- For the good of the event, the organizers reserve the right, for reasons of necessity or force majeure, to modify the space contracted by the exhibitor within the same exhibition site, without the exhibitor being able to claim any reimbursement. Contracting to third parties is expressly forbidden, unless authorized in writing by the organizers.
- If, for any reason beyond the organization's control, the contracted space cannot be made available to the exhibitor and another space of similar characteristics, albeit smaller, is allocated within the same exhibition site, the exhibitor shall be reimbursed, if applicable, the difference between the amount paid for the contracted space and the amount of the space finally allocated, without the exhibitor having the right to compensation of any kind for this concept, waiving any claim in this regard.

- If, for reasons beyond the control of Fòrum Gastronòmic Girona, including the existence of works at the exhibition site where the event is scheduled to take place, it is impossible to hold the event at this site, the organizers may change the venue, moving the event to another exhibition site. However, Fòrum Gastronòmic Girona will maintain the status of exhibitor for all those who do not declare in writing that they are not exhibitors.

They wish not to participate in the event in its new location, applying the amounts paid by exhibitors up to this date to the new contracts they sign.

- Written notification by the exhibitor stating his wish not to participate in the event at his new location shall oblige the organizers to reimburse the exhibitor the amounts that, in accordance with the participation contract, he has paid up to this date, without the exhibitor being entitled to compensation of any kind for this concept, waiving any claim in this respect.

3.6.2. Surface modification

- If the exhibitor requests a reduction of space, he/she will lose the right to the entire contracted space, and may request a new location among the available spaces.
- If the exhibitor requests an extension of space, the organization will meet this request as long as space is available. In the event that the space requested is not available, the contract will remain unalterable.

3.6.3. Common provisions

For any modification to the allocated space, a new space contract will be issued with the new location details. This new contract replaces any other that may have been issued previously.

3.7. Cancellation of the participation by the exhibitor

- Exhibitors must inform the organizers of their cancellation of their participation in the Fòrum Gastronòmic Girona sufficiently in advance. Cancellation of the stand once it has been contracted does not entitle the exhibitor to a refund of the payment made.
- Where the cancellation occurs within 30 natural days or less of the event, the organizer may claim full payment for the space, notwithstanding the fact that space may be occupied by another exhibitor.
- In the event that the exhibitor has not paid the full amount on the day of the start of the assembly, or has not occupied the contracted space on the opening day of the event, the exhibitor shall be entitled to a refund.
- The organization is free to cede the space or stand to a third party, without being under any obligation to compensate or reimburse the amounts advanced for such a concept, which will be retained as compensation for the expenses incurred by the organization for the canceled participation.

3.8. Closure of the stand

- The organizers may close a stand during the assembly or celebration period if the exhibitor fails to comply with any of the established rules, without any obligation on the part of the organizers to compensate or reimburse the amounts advanced by the exhibitor for his participation.
- The organizers reserve the right to vacate a stand, at the exhibitor's expense, if any.



4. Terms of payment

4.1. Terms of payment

- Once the participation contract has been accepted, the total amount will be paid proportionally according to the due dates set out in the contract form by direct debit (up to 4 bills or by bank transfer). In the event that the company's payment date is different, the organization will adapt to the proposed date as long as the established terms are complied with.
- For registrations made outside Spain, payments must be made by bank transfer. The administration department will provide you with the corresponding IBAN number.
- Each event shall indicate in its rules of participation the deadlines and due dates of invoicing.
- Any objections to the invoice must be made in writing within a maximum of 15 days from the date of issue. After this period has elapsed, the exhibitor shall be deemed to have accepted the invoice without reservation.
- The exhibitor must have paid in full the aforementioned fees and charges by the due date established on the invoices and always before the official set-up period.

- If the contracting company has not paid in full the amounts established for its participation, on the date indicated on the invoice, the organization may choose between:
 - Deem their participation to be canceled, the organization being free to cede the space or stand to a third party, without being under any obligation to compensate or reimburse the amounts advanced for this concept, which will be retained as compensation for the expenses incurred by the organization for the canceled participation.
 - Do not authorize the start of the stand set-up, electrical connection or provide any access pass to the site.

4.2. Methods of payment

All payments must be made in favor of Incatis SL, indicating what it refers to, by any of the following means:

- Direct debit bank receipt
- Bank transfer



5. Insurance

5.1. Compulsory insurance

Civil Liability and Material Damage Insurance are compulsory, and exhibitors take out the Incatis, S.L. policy for their participation in the Fòrum. In order to formalize the aforementioned contract and membership of this policy, exhibitors will have to pay, as an insurance premium and services, the following amount

The following items shall be included in the rules of participation for each event:

- Civil liability, excluding product and product stall poisoning (food handling)
- Damage to property, excluding theft and robbery (detail point 5.2)

5.1.1. Liability

- This includes personal injury and damage to property caused to third parties for which the exhibitor may be civilly liable.
- Insured capital: 1.200.000€
- The exhibitor is responsible for a franchise fee of 500€.

5.2. Provisions common to compulsory insurance

Incident handling:

In the event of a claim, the exhibitor must contact the organizers.

In the event of theft, robbery, vandalism or malicious damage, the claim must be accompanied by the original of the corresponding police report, which must be filed within a maximum period of 24 hours after the occurrence of the same.

Franchises:

The deductibles are single and per claim and are borne by the exhibitor with full indemnity from the fair.

Main exclusions:

- **Objective:** any property that is not the object of the exhibition. For example: private goods owned by exhibitors and their employees or dependants, such as mobile phones, laptops, vehicles, etc.
- **Spatially:** any property that is not located within the exhibition site
- **In particular:** money or securities, jewelry or precious objects in general.
- **Premiums and coverages:** the coverages indicated are subject to variations depending on the result of annual renewals or modifications that may be made to the policies and services contracted.

6. Cleaning

6.1. Cleaning of stands

- The organizers will ensure the general cleanliness of the site and the halls during the fair (aisles, common areas, collection of containers, etc.).
- It shall be the exhibitor's responsibility to remove the protective plastic from the carpet before the fair begins.
- Exhibitors can hire additional cleaning services for their stand online, through the Exhibitor Area of the event's website.

6.2. Removal of waste

Once the dismantling of the stand has been completed, the exhibiting company must leave the contracted area completely clean.

Therefore, the company responsible for the construction and/or decoration of the stand will have to remove the waste from the assembly and/or decoration materials. Exhibitors have the option of hiring the Official Cleaning Service of the Fòrum Gastronòmic Girona. In the event that waste or rubbish is left behind once the dismantling period is over, the responsible exhibitor will have to pay the organization a fee of €50/m² + VAT for final cleaning.



7. Elements of promotion and participation

7.1. Passes and badges

7.1.1. Passes and badges

Each exhibiting company will be entitled to passes for the staff attending the fair, in proportion to the contracted footage. The number of passes can be consulted in the rules of participation of the edition.

7.1.2. Badges during assembly and dismantling

Exhibitor passes are valid for the duration of the assembly and dismantling period.

Any person from outside the exhibiting company who carries out work during the assembly and dismantling period must request a pass from the exhibitor.

7.2. Online invitations

Exhibiting companies will be provided with on-line invitations, in proportion to the contracted footage. The number of invitations can be consulted in the rules of participation of the edition.

If more invitations are required, the organizers will provide exhibitors with the possibility to purchase packages online through the Exhibitor Area.

7.3. Brand image

The organizers have the right to use the name of the exhibitor and the brand image or logo in all those acts of promotion and communication of the fair, before, during and after the Fòrum Gastronòmic Girona.

The organizers will have the right to photograph and/or film the facilities, stands and all the products on display, and to use them in any of its communication media (website, graphic elements, Fòrum Gastronòmic Girona publications, promotional videos, etc.).

7.4. Direct sales and tastings

The organizers allow direct sales and tastings to be offered to visitors. Both tastings and direct sales may be given away or charged for, at the discretion of each exhibitor. The sale and service of alcohol to people under 18 years of age is strictly forbidden.

Exhibitors who decide to offer a tasting of any alcoholic beverage must do so in a responsible manner.

The organization is not responsible for adverse reactions that may be attributed to ingestion, contact or inhalation of a food, its derivatives or any additives contained therein.

7.5. Animation activities

Exhibitors will have to inform the organizers of their planned activities, descriptions and schedules two weeks prior to the event, as well as of any animations, visual and sound effects, noises and music they wish to make at their own stand.

All these actions must be authorized by the organizers, who reserve the right to limit, prohibit, restrict or suspend any activity if they believe it may interfere with the smooth running of the fair, without the exhibitor having the right to claim any compensation.

7.6. Promotional actions - advertising to the site

- The exhibitor may use promotional and advertising media for the products to be exhibited, solely and exclusively within the confines of the stand contracted. Such advertising and promotion is prohibited in the aisles of the halls.
- All advertising by exhibitors shall be confined to professional subjects. Advertising of an ideological or political nature, which contravenes current legislation or which is comparative is prohibited.
- Advertising by third parties is also prohibited. Any article exhibited that is not the exhibitor's own, or represented companies, will have to be authorised by the organisers for display and advertising.
- The event organizers may prohibit the distribution of advertising that has provoked complaints and retain this material until the end of the Fòrum Gastronòmic Girona.

- Optical, mobile or acoustic advertising media shall only be permitted to the extent that they do not cause a nuisance to neighbour stands.
- The use of advertising material above the maximum permissible stand construction height must be determined by the organizers, if necessary, in the rules of participation for each event.

7.7. Sponsorship and patronage

The organizers shall decide which products may be sponsored or sponsored by the exhibitor. In this case, it will send exhibitors the corresponding documentation.

7.8. Parking

Parking can be booked online through the Exhibitor's Area. If you have any queries, please contact the organizers.



8. Technical directives and safety exposures

8.1. Surveillance services

- During the assembly, celebration and dismantling periods, Fòrum Gastronòmic Girona is in charge of the general surveillance of the pavilions where the event takes place, access control and exterior surveillance, as well as general and preventive security for questions of order and security against fire or emergencies of any kind.
- In no case is this security intended for the goods on display, nor for the private property of each exhibitor. The organisation accepts no responsibility for the private property of exhibitors, their employees or dependents.
- INCATIS SL is not responsible, therefore, for the theft or robbery of the materials and objects deposited at the stands, nor for the damages that these may suffer during the periods of assembly, celebration and dismantling.
- Each exhibitor is responsible for any valuables that may be on his stand, and must keep a watchful eye on them during the opening hours of the fair and during set-up and dismantling.
- The trade fair surveillance staff may not accept any work or orders from exhibitors. The organisers cannot be held responsible for orders given and accepted contrary to this provision.

8.2. Assembly and disassembly process

8.2.1. Assembly

- Exhibiting companies that have invoices (total or partial) pending payment with the organizers will not be allowed to start setting up their stand.
- The assembly period shall be in accordance with the dates indicated in the rules of par-

ticipation for the edition. This period shall be divided between the assembly activities for free-standing stands and modular wooden stands.

- The afternoon before the opening will be reserved for cleaning, carpeting and gardening operations and is therefore not a working day for assembly.
- If, for any reason, the assembly of a stand has to be brought forward to the dates indicated, the exhibitor must request authorisation from the organizers, who will grant it whenever possible.
- Fòrum Gastronòmic Girona reserves the right to modify the periods and times of assembly if deemed necessary.

8.2.2. Assembly hours and vehicle accesses

- The assembly schedule will be as defined for each event.
- The accesses to the halls, as well as the loading and unloading areas will be defined in each case according to the characteristics of the Fòrum Gastronòmic Girona, providing the appropriate indications.
- During the assembly and dismantling days, Fòrum Gastronòmic Girona reserves the right to allow or restrict the entry of exhibitors' vehicles for the loading or unloading of goods, depending on the material present at the vehicle to be unloaded, or at the stand for removal.

8.2.3. Incoming and outgoing goods

All goods sent to Fòrum Gastronòmic Girona must be clearly identified (site, pavilion, stand number and name of the exhibitor company) and must be received by the exhibitor himself.

8.2.4. Empty packaging

- The exhibition halls and the exhibition site must be cleared of packaging 24 hours before the event is held. Otherwise, the Fòrum Gastronòmic Girona may order their evacuation, at the exhibitor's expense.
- Fòrum Gastronòmic Girona accepts no responsibility for packaging material not removed in a timely manner.
- Under no circumstances will Fòrum Gastronòmic take custody of exhibitors' packaging.

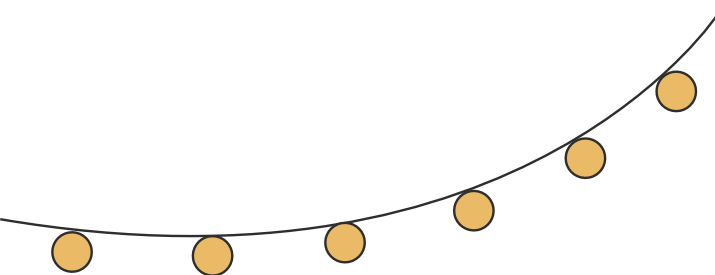
8.2.5. Dismantling

- On the last day of the event, after the closing ceremony, the removal of goods by hand will be allowed.
- The electrical circuits and water points in the offices shall remain open. Vehicles will not be allowed to enter the site.
- The dismantling period shall be in accordance with the dates indicated in the rules of participation of the edition.
- Dismantling and removal of goods must be completed before the end of the dismantling period. Fòrum Gastronòmic Girona reserves the right to dismantle a stand or move goods at the exhibitor's expense if this final date is exceeded.
- Fòrum Gastronòmic Girona will not be liable for any damage that these materials and goods may suffer during storage. After 15 days have elapsed without them being removed from the warehouse, Fòrum Gastronòmic Girona may take legal action against the exhibitor to compensate for the expenses incurred and damages caused.
- The organization will not allow dismantling activities outside the established timetable.
- After 15 days from the end of the dismantling, the organization may do whatever it considers appropriate with the objects that are left behind.

- Fòrum Gastronòmic Girona reserves the right to modify the dismantling periods and times if deemed necessary.

8.3. General safety provisions, infrastructure

- The construction of the stands, the installation of the exhibits and the advertising media must be stable enough to ensure public safety.
- The materials used for the different constructions have to comply with the current regulations. The importance of the fire resistance of materials, such as those used for floor coverings, walls and ceilings, must be emphasized. Likewise, the decorative elements used must not be easily flammable.
- Easily flammable materials must not be used for the construction and installation of stands. Fabrics must be fireproof, and the corresponding certificates must be presented to Fòrum Gastronòmic Girona.
- The use of spray guns as well as celluloid lacquer paints for painting inside the venue is prohibited. This prohibition also applies to flammable liquids and the use of aerosols containing gas.
- All workbenches and hand saws for cutting wood must be equipped with a dust and sawdust collector and a dust collector for the dust and sawdust generated. They must have protection devices in the cutting areas and on the moving parts. Their use inside the venue is strictly forbidden.
- Work equipment used in assembly/disassembly must be CE marked and in perfect working order.
- During welding work, the corresponding permit must be applied for, the environment must be sufficiently protected and the applicant's own fire extinguisher must be available,



checked according to regulations, in order to prevent possible outbreaks of fire.

- Vehicles with combustion engines on display must have an empty fuel tank.
- No flammable waste or rubbish containers must be kept on the stands. Litter bins and rubbish bins must be emptied every evening at closing time into the collection containers provided for this purpose by the organizers.
- The edges of glass panes must be neat or protected so that there is no danger of cutting. Glass doors and all glass constructions must be marked at eye level.
- The edges of organic glass must be adequately protected to prevent them from catching fire.
- Demonstrations of noisy machinery should be restricted as much as possible in deference to other exhibitors and visitors.
- During assembly and dismantling, for safety reasons, no materials or working tools that could obstruct the passageway may be deposited in the aisles.

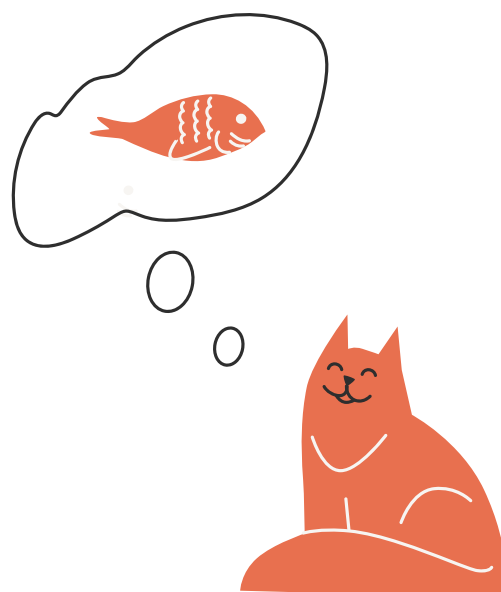
All materials must remain within the confines of the stand space itself. The cleaning services contracted by the organization will remove the objects deposited in the aisles, without the right to claim damages.

- The location of signaling elements, fire-fighting devices, alarms, emergency exits, light boxes and corridors shall be respected at all times.
- It is strictly forbidden to use the emergency exits as entrances and exits from the site. Once the fair has started, the emergency doors may only be used in justified cases.

- Flammable products may not be stored in offices, storerooms or column enclosures. Likewise, access to junction boxes (electricity, telephone, TV, gas, water, etc.) and access to equipment or rooms on the premises may not be locked with a key.

8.4. Stand construction and decoration

- The contracted space refers only to the floor and its perimeter, therefore, exhibitors have to decorate this area according to their needs. The organisers ask that the constructions be as simple as possible and as functional as possible, with a genuine technical and commercial character.



- The construction of a stand on the rented exhibition area is a basic requirement. The organizers are authorized to oblige those who have not provided a stand to comply with this requirement. Under no circumstances may the adjoining walls of another exhibitor be used.
- The exhibitor or decorator must be informed about the characteristics and particularities of the site, as well as the location and size of the elements that may be present, may be installed and must be complied with, e.g. fire hydrants, fire hydrants, distribution boxes or drain pipes. In addition to the general provisions (see section 8.4.1, general provisions).
- The construction and decoration of the stand is the exhibitor's responsibility, except for exhibitors who have contracted the modular wooden stand, who are only responsible for the decoration.

8.4.1. General provisions

- No drilling, screwing or nailing to the walls, ceilings, floors or columns of the enclosure is permitted.
- The walls and columns as well as the entire technical installations of the halls do not have to withstand occasional loads on their structure due to decoration or exhibits.
- It is permitted to cover the hall columns inside the stand itself, without damaging them and in accordance with the permitted height standards, bearing in mind that in the case of junction boxes, the organization must be able to access them.
- All connection boxes located on the pavements of the halls must be accessible by the organization.
- Trenching, anchoring or other construction modifications inside the halls is prohibited.
- The exhibition spaces do not have to be coated with paint or glue.
- The covering of the exhibition spaces may only

be done by the laying of flooring or carpeting, which must be removed by the exhibitor/decorator at the close of the show.

- It is forbidden to lay mortar on the ground without the interposition of a protective element authorized by the organization, to nail using percussion tools and/or to paint using spray guns.
- If there is an absolute need to carry out any of the unauthorized works, authorisation must be requested from the event management at least 8 weeks before the opening of Fòrum Gastronòmic Girona, documenting the need and, if appropriate, accompanied by dimensioned plans indicating the weight and surface area of the products to be exhibited or the decoration to be installed. If authorisation is granted, the work will be carried out by the organization itself, which will submit an estimate including the cost of refurbishing the affected building in accordance with its original state and method of payment, which must be accepted by the exhibitor.
- Any possible damage caused by exhibitors or their delegates to walls, installations, etc., will be repaired by the organizers at the exhibitor's expense.
- Vehicles are not allowed inside the site, except those expressly authorized by the organizers for assembly and dismantling, provided that they are carrying material or re-harvesting goods.

8.4.2. Wooden modular structures

These structures can be rented through the organization. Their characteristics and measurements are specified in the Exhibitor Area.

8.4.3. Free standing buildings

These structures can also be rented directly through Fòrum Gastronòmic Girona. The exhi-

bitor must present the stand project plan and have it approved by the organizers by the date specified in the rules of participation for each event. The stand design should be sent to the organisation through the Exhibitor's Area or by sending an email to expositors@forumgirona.com

8.4.4. Height of constructions

- The maximum height of the stands is *3m. If the proportion of the stand allows it and as long as it does not detract from visibility, constructions that exceed this height will be permitted up to a maximum of *5m, subject to prior consultation with and written authorisation from the Fòrum Gastronòmic Girona organizers.
- If these rules are not complied with, the organizers reserve the right to dismantle or seal the stand, without having to compensate the exhibitor concerned, and the exhibitor shall be responsible for all expenses incurred due to non-compliance with the rules.

8.4.5. Ceiling installations

- Exhibitors may cover their stand with a roof, provided that they comply with the technical requirements for fire protection and safety regulations.
- Since the ceilings can be seen from the upper levels, their finish must be decorative. In order to achieve a pleasing overall view, the organizers may require changes to the finish of the ceilings, even if this entails additional costs for the exhibitor.

8.4.6. Floor/loft stand constructions

- The organizers may authorize the construction of a floor/loft on a stand, on a restricted basis and in accordance with the rules established for the event, in sectors where the ceiling height allows it. This construction may not exceed 50% of the total area allocated, and must be located in such a way as not to impair the visibility of the surrounding stands.

- Authorisation must be requested in writing from the organization and, if granted, a description and a plan must be submitted. The design must provide for the installation of handrails to prevent people and objects from falling during assembly/disassembly work.
- The organizers shall authorize the maximum height of constructions, the distance of the floor or mezzanine construction from the boundary of the stand and/or neighbour stands, as well as the maximum length of the enclosing walls facing the aisles.

8.4.7. Aerial structures (Rigging)

- In accordance with the safety and occupational risk prevention regulations of the venue, any company wishing to hang an object from the ceiling must submit a request to those responsible for the exhibition site where Fòrum Gastronòmic Girona is being held.
- The installation of aerial structures, as a support for lighting systems, is allowed, the



organization will have to approve the height of the structure.

- In any case, the appropriate authorisation must be obtained (at least 10 days before the start of the assembly) from the person in charge of the corresponding fairground.

8.4.8. Adjoining wall constructions with corridor

If the area of a stand adjoining an aisle for visitors is decorated externally with display cases, photomontages or other protruding bodies, the closing wall must be 0.25 meters inside the limits of the stand itself, transformed into an advertising support, thus giving a line of continuity to the aisle and a pleasant appearance to the Fòrum Gastronòmic Girona as a whole. This wall may not exceed 50% of the side of the aisle mentioned.

8.5. Electrical installation

- All installations will be carried out in accordance with the current Low Voltage Electronic Regulations and complementary standards, by an Official Installer authorized in accordance with current legislation.
- Any stand that requires its electrical installation to be legalized by an electrician from outside your company must request the electrical panel from the company designated by the organization.
- It is compulsory for all exhibitors who do not contract a modular stand or electrical panel from the organization, they must contract the electrical power through the Exhibitor's Area.
- Electricity consumption will be invoiced prior to the start of the Fòrum Gastronòmic Girona, and its payment is an essential condition to obtain the legalization of the installation and to have electricity for the stand.
- Connection to the venue's electricity network will be the responsibility of the Fòrum Gastronòmic Girona Technical Services and will be effective when these installations have been authorized by the aforementioned Industry Services.

- All panels and power per stand will be connected from 24h before the inauguration.
- Exhibitors who contract electrical power or contract a modular wooden stand have access to electricity 24h.
- A circuit breaker and earth leakage circuit breaker with the appropriate characteristics for the power requested and all the necessary protections for the circuits existing in the installation must be installed at the entrance of the supply to the stand.
- The organization declines all responsibility for any loss or damage that may be caused by the interruption of the power supply, as this is dependent on the electricity company.
- Make your requests for electrical power well in advance to ensure the requested service.

8.5.1. Electricity contracting conditions through the Exhibitor Area

- All services are provided on a rental basis.
- Exhibitors who contract electrical panels delegate the management of their installation to the organization.
- The amount for the contracting of the requested electrical power will be invoiced according to the tariffs (stand power + extra power).
- Electricity consumption tariffs are subject to possible official variations that may occur.
- The organization is not responsible for any interruption of the electricity supply caused by reasons beyond its control.
- In any case, only those products and services that have been contracted two weeks before the start of the assembly are guaranteed to be supplied. The organization will not process any orders that have not been paid for in advance.

8.6. Water installation

- Exhibitors requiring water facilities must contract the water and drainage point through the Exhibitor Area.
- In the event of having to install water and drainage pipes, complementary to the existing ones, the exhibitor shall be responsible for the cost.
- For equipment requiring constant pressure, the use of regulators and, where appropriate, pressure boosters is recommended.
- The organization declines all responsibility for interruptions or irregularities in the water supply as this service depends on the supply companies.
- The use of flooring is recommended, especially for exhibitors with water and sewage supplies, multiple electrical connection points or located close to a service manhole.
- If your stand has a pit, it must be registered.
- In order to avoid incidents during assembly and/or to ensure a quality reception of the services requested, the organizers may request or advise the stand to be fitted with a platform if circumstances so require.

8.7. Smoke and gas evacuation-extraction

- Cookers, fryers, griddles and other machines that produce heat, fumes and/or vapors must be located under the fume extraction system, which must be sufficient and efficient. In the case of cooking, it is essential and compulsory to install a fume extraction-evacuation channel in advance of the exhibitor, made of

non-flammable material in accordance with the regulations.

- The organizers may close the stand during the Fair (see point 3.9) to any exhibitor who fails to comply with the smoke extraction regulations, and will impose a financial penalty.
- If the fumes are not harmful to health (e.g. steam or cooking fumes), carbon filter hoods may be used.
- The exhibitor is responsible for compliance with these rules, as well as for the consequences of non-compliance.

8.8. Moving machinery and apparatus

- The exhibitor will equip the facilities that have to operate during Fòrum Gastronòmic Girona with all the necessary protection devices for work and accident prevention required by the technical standards in use for these facilities.
- If machinery or certain parts are to be shown to visitors during operation, the normal guarding may be replaced by a covering of organic glass or similar transparent material.
- Where machinery is stationary and is intended solely for display purposes, the protective devices may be removed.
- In those cases in which this rule is infringed, and the operation of the machinery may pose a danger to people, the management of Fòrum Gastronòmic Girona is empowered to demand that the machinery be stopped.
- The exhibitor is responsible for compliance with these rules, as well as for the consequences of non-compliance.

8.9. Steam

The exhibition site is not equipped with a steam network, but electric boilers or steam boilers may be used. Exhibitors are authorized to use boilers in compliance with the regulations in force.

Under certain conditions, group “C” boilers do not require special authorisation. In any case, their installation/use must be communicated to the Fòrum Gastronòmic Girona organizers.

8.10. Gas installations

Companies wishing to install gas at their stand must notify the organizers and obtain the corresponding authorisation from the organizers.

The gas installation must be certified by a qualified technician who submits a copy of the inspection certificate to the organization. There must be a powder or CO₂ fire extinguisher in the kitchen area. Exhibitors who use gas and do not inform the organizers will be sanctioned.

8.11. Noise

- With regard to other exhibitors, please keep noise-generating demonstrations to a minimum during the hours of the event.
- The maximum permissible volume is 3 decibels above background level, both indoors and outdoors.
- The organizers have the right to restrict demonstrations that do not comply with the rules.

8.12. Inspections

The organization's staff may inspect any stand installation at any time to check that it complies with the regulatory requirements,

The exhibitor shall be obliged to allow free access.

In addition, the exhibitor accepts the passage of water, sewage and general fittings for the event through its facilities.



9. Administrative and legal provisions

9.1. Regulation of draws or random combinations

Any raffle or competition that the exhibitor wishes to hold must be authorized in advance by the organizers.

9.2. Access to the stands of other exhibiting companies

Access to the stand of other exhibitors is forbidden outside the opening hours to the public, except with the express authorisation of the stand owner.

9.3. Photographs, film projections, music reproductions

9.3.1. Photographs

Exhibitors who do not authorize photography or filming of their exhibited products must indicate this and inform visitors. Fòrum Gastronòmic Girona has the right to photograph, film or draw the installations and stands, as well as the articles exhibited therein, and to use this material in its publications and in the press.

9.3.2. Projection of films and musical reproductions

- The exhibitor shall be responsible for all intellectual property rights of any kind that may derive from the use of music, sound and/or images, both of those of his stand and of the material he has ceded to the organization.
- Exhibiting companies wishing to put on shows and carry out activities of a recreational nature accompanied by musical performances must inform the organizers for their approval. All this is without prejudice to the permits and authorisations that may have to be requested by the competent bodies, entities and administrations in this area.

9.4. Personal data protection and e-commerce

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Individuals with regard to the processing of personal data and on the free movement of data (hereinafter *RGPD), and other legal provisions, you are hereby informed that your personal data will be stored in an automated file for which Incatis SL is responsible. We remind you that it is essential to provide the personal data requested, since in the event of not providing it, the agreed presentation of services cannot be carried out. You authorize us to transfer your personal data to all the companies involved in the organization and/or marketing of the event, as well as to the data processors necessary for the provision of the service and to third party companies in cases of legal obligation. In compliance with current legislation, Incatis SL guarantees that it has adopted all the technical and organizational measures necessary to maintain the required level of security, taking into account the nature of the personal data processed. We inform you that your data will be canceled according to the legal and administrative deadlines involved in the provision of the service itself, proceeding to its destruction.

In the event of disagreement in relation to the processing of your data, you may file a complaint with the Spanish Data Protection Agency, the body which is the supervisory authority in this matter, located at C/ Jorge Juan, 6 (28001 Madrid).

Finally, we also inform you that at any time you can exercise your rights of access, rectification, suppression, limitation, portability and opposition with respect to your personal data provided for by law, by sending a letter accompanied by a photocopy of your identity document to the Incatis e-mail address, info@incatis.cat.

9.5. Verbal Agreements and Complaints

Any complaint addressed to the organizers must be made in writing, including the days of assembly and dismantling and the days of the fair.

9.6. Cancellation - Force Majeure

The organizers reserve the right to reduce, extend or modify the dates of a given event, as well as to postpone its assembly, holding and dismantling and to change its location whenever special circumstances or force majeure so require.

These circumstances shall not be sufficient grounds for exhibitors to terminate their contract or to claim any compensation for damages.

9.7. Disputes and competent court

- These Exhibitor Participation Regulations form an integral part of the contract for the assignment of space and are to be used by the organizers and the exhibitor.
- Any doubt, question or divergence that may arise between the exhibitors and the organization regarding the interpretation, compliance and execution of these regulations shall be submitted to the Arbitration of equity required by Law 60/2003, of 23rd December 2003, and shall be submitted to arbitration, entrusting the administration of the arbitration and the appointment of the arbitrator to the competent Arbitration Court in the city where the event is held, with the obligation to comply with the award that is issued.

- Without prejudice to the provisions of the previous paragraph, it is expressly established that all matters relating to late payment, claims for non-payment of services rendered and, in general, all pecuniary debts owed to the organization are outside the scope of the Arbitration Tribunal, in which case the courts and tribunals of the city where the event is held shall have jurisdiction, to which the parties expressly submit, expressly waiving their own jurisdiction if they have one. The organizers reserve the right to adopt any other measure that may lead to better order, better functioning of the events and protection of the rights of exhibitors and visitors.

9.8. Contractual terms and conditions and acceptance of the Rules of Participation

- This Regulation constitutes the procurement specifications.
- By signing the contract form, the exhibitor accepts and undertakes to comply with these Regulations, which form part of the contract, as well as the specific rules of participation for each event.
- In the event of any discrepancy between these Regulations and the specific rules of each Fòrum Gastronòmic Girona, the latter shall prevail.



10. Annexes

Occupational Risk Prevention Provisions during assembly and disassembly

- Exhibitors and assemblers undertake to comply with and ensure that their contractors and subcontractors comply with current legislation on the prevention of occupational hazards applicable to the work carried out or, if applicable, contracted or subcontracted.
- Companies involved in the assembly and dismantling work have to:
 - To have assumed a preventive modality (Law of *PRL 31/95, art. 30).
 - Have a safety report with a description of the work to be carried out, risk assessment and preventive measures for the activity.
 - Provide their workers with personal protective equipment that must be used during assembly and disassembly work.
- In any case, the material used must be in accordance with current legislation on the prevention of occupational hazards and the regulations of the Ministry of Industry in force at any given time.
- The companies contracted by those involved in the assembly and dismantling of stands must immediately notify the Fòrum Gastronòmic Girona organisers of any accident or incident that may give rise to any kind of liability for those involved in the event or for third parties.
- Children under 16 years of age will not be allowed to enter the site during the assembly and dismantling days.

Information on risks and preventive measures to be taken in assembly and disassembly work

RISKS

- Fall of persons to different levels, due to the use of ladders and scaffolding.
- Falling to the same level, due to objects in passageways.
- Falling objects due to detachment, derived from the installation of stands, suspended loads, etc.
- Blows against immobile objects.
- Footprints on objects, tables, wood, nails, etc. resulting from assembly and disassembly.
- Projection of fragments or particles, resulting from assembly and disassembly work.
- Cuts or blows with objects and/or tools.
- Electrical contacts, resulting from work with electrical tools and lighting installation.
- Fire and explosion.
- Exposure to noise from the use of hand and power tools machines.
- Collisions and blows by vehicles in circulation, to the entire enclosure.

PREVENTIVE MEASURES

- Operators working at heights must be provided with sufficient preventive equipment to eliminate the risk of falls (safety belts, ladders, scaffolding, etc.).
- Ladders must have non-slip shoes, anti-opening elements and be in good condition.
- Scaffolding must be CE marked and correctly assembled (with platforms at least 60 cm wide and guardrails at 90 cm high with intermediate bar and base).
- The rooms and workplaces shall be kept in a clean and hygienic condition and free of waste at all times.
- Fire extinguishing equipment and escape exits must always be visible and unobstructed.
- All chemical products must be labeled in a visible manner, so as to ensure identification of the substance (paints, solvents, oils, degreasers, etc.).
- Flammable products are not allowed.
- A special work permit is required for welding.
- Welding equipment shall not be used without prior authorisation from the organization.
- In electrical welding work, all equipment must be in a safe operating condition: unit guards, seamless cable insulation and correct connections.
- Load lifting equipment, cranes, forklifts, hoists, etc., must have all their safety elements and be in accordance with current regulations.
- Such work equipment shall only be used by authorized, qualified and responsible personnel.
- Suspended loads shall not be passed over people.
- The speed of circulation to the fairgrounds will be maximum 10 km/h.
- When working with electrical equipment, the protections, plugs, cables, fuses, earthing, etc., must be in good condition.
- Electrical work may only be carried out by persons qualified to do so. Tampering with the electrical installation is prohibited.
- Blades and cutting elements of saws and woodworking equipment must be protected and can only be used outside the venue.
- The use of safety footwear, gloves against mechanical aggression and protective eyewear is compulsory.
- Reflective waistcoats must be worn when vehicles are in traffic and when working outdoors.

Information on risks and preventive measures to be taken during the event

RISKS

- People falling from different levels. Falls from ladders - double-decker stands.
- Falls due to use of unsuitable furniture, non-use of portable ladders.
- Falling of personnel to the same level. Tripping over stand platforms. Falls due to lack of order and cleanliness. Slips due to slippery surfaces.
- Falling objects due to manipulation. manual handling of office material.
- Blows and/or cuts against immobile objects. Blows against lights and furniture.
- Blows against exposure material.
- Blows and/or objects or tools. Cuts with office tools: scissors, cutters, etc.
- Overexertion. Handling and transport of exhibition material. Handling of packages of information leaflets.
- Thermal contacts. Burned out with spotlight, halogen lights.
- Electrical contacts. Equipment with plugs or wiring in poor condition. Open electrical panels.
- Violent actions, robberies. Public concurrence.
- Caused by ergonomic/postural deficiencies. Inadequate furniture.
- Musculoskeletal diseases due to the use of laptop computers.
- Risks arising from the material or machinery on display.

PREVENTIVE MEASURES

- Ensure that fixed ladders are fitted with handrails.
- Have hand scales available and check that they are in good condition before use.
- Signposting of slopes.
- Extreme tidiness and cleanliness.
- Mark wet areas after cleaning.
- Wear footwear that is fastened to the foot.
- Training and information on manual handling of loads.
- Signposting in case of obstruction of passageways.
- Maintain order and cleanliness.
- Training and information on the correct use of office equipment.
- Training and information on manual handling of loads.
- Protect contact areas.
- Do not use equipment in poor condition, remove it.
- Keep electrical panels closed. Do not tamper with them.
- Give instructions for action to workers.
- Ergonomic furniture is available.
- Training and information on ergonomic postures.
- Exhibitors must have the necessary preventive measures in place to avoid risks arising from the material or machinery on display at their stand.

Emergency response measures

WHAT TO DO IN AN EMERGENCY

- Don't lose your cool. Do not spread panic.
- Inform the venue managers or Fòrum Gastronòmic Girona staff by contacting reception (ticket sales), by calling 972213234 or by using the emergency buttons.
- Do not obstruct emergency exits.

HOW TO EVACUATE THE AREA

- Do not run along escape routes to emergency exits.
- You follow the instructions given over the loudspeaker system and by the emergency personnel (uniformed).
- Do not use lifts.
- Be in the assembly area designated by evacuation personnel and wait for instructions.

COVID MEASURES

Fòrum Gastronòmic Girona will promptly inform of all the measures that will be adapted in order to guarantee the application of the sanitary guidelines recommended by the competent authority.



FÒRUM
GASTRONÒMIC
GIRONA

[incatis]

Passeig General Mendoza, 1 P2 17002 Girona
T. 972 21 32 34 · info@forumgirona.com
www.forumgirona.com