

## IMPRESOS FORMS

- **SOLICITUD DE ADMISIÓN**  
**APPLICATION FOR ADMISSION**
- **SOLICITUD DE INSERCIÓN DE PUBLICIDAD**  
**PUBLICITY INSERTION ORDER**

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<b>INFORMACIÓN IMPORTANTE</b>		<b>IMPORTANT INFORMATION</b>
<b>Cierre del plazo preferente.</b> Remita todos los impresos originales por correo postal antes de esta fecha. Recuerde que las solicitudes que no vayan acompañadas de los pagos del depósito y del derecho de inscripción no serán admitidas. El espacio mínimo es de 16 m <sup>2</sup> .	<b>01.12.2009</b> (Art. 5-6)	<b>Deadline for preferential admission.</b> Return all the original forms by ordinary mail before this date. Remember that, to be admitted, the forms must be accompanied by the deposit and inscription fee payments. Minimum space is 16 m <sup>2</sup> .
<b>Vencimiento del primer 50% de la factura de espacio y seguros obligatorios.</b>	<b>15.03.2010</b> (Art. 6)	<b>Due date of the first 50% of the invoice for floor space and compulsory insurances.</b>
<b>Cierre de la inscripción en el Catálogo Oficial.</b>	<b>12.04.2010</b> (Art. 9)	<b>Due date for Official Catalogue inscription.</b>
<b>Vencimiento del segundo 50% de la factura de espacio y seguros obligatorios.</b>	<b>15.04.2010</b> (Art. 6)	<b>Due date of the second 50% of the invoice for floor space and compulsory insurances.</b>
<b>Cierre de recepción de solicitudes de servicios obligatorios.</b> Recuerde acompañarlas del importe total de los servicios solicitados. Ver en el Art. 13 las normas de construcción y decoración de stands.	<b>20.04.2010</b> (Art. 13)	<b>Deadline for receipt of applications for compulsory services.</b> Remember to include payment for the total amount of the requests. See Art. 13 on the construction and decoration regulations.
<b>Cierre de la inscripción gratuita de visitantes profesionales.</b>	<b>26.04.2010</b> (Art. 16)	<b>Due date for free inscription of trade visitors.</b>
<b>Cierre de recepción de solicitudes de servicios opcionales.</b> Recuerde acompañarlas del importe total de los servicios solicitados.	<b>05.05.2010</b>	<b>Deadline for receipt of applications for optional services.</b> Remember to include payment for the total amount of the requests.
<b>Montaje y entrada de maquinaria</b>	<b>20 / 30.05.2010 (15.00 h.)</b> (Art. 11)	<b>Erection work and entry of machinery.</b>
 <b>31.05 – 05.06.2010</b>		
<b>Desmontaje y salida de maquinaria</b>	<b>06 - 12.06.2010</b> (Art. 11)	<b>Dismantling work and removal of machinery.</b>

<b>ALGUNOS DATOS ECONÓMICOS (Art. 6)</b>		<b>MAIN ECONOMIC DATA (Art. 6)</b>
<b>Precio base de alquiler de espacio</b>	<b>132,00 / m<sup>2</sup></b>	<b>Basic floor space rental</b>
<b>Precio preferente de alquiler de espacio</b>	<b>113,50 / m<sup>2</sup></b>	<b>Preferential space rental</b>
<b>Derecho de inscripción</b>	<b>209,35</b>	<b>Registration fee</b>
<b>Garantía de participación (depósito)</b>	<b>25,00 / m<sup>2</sup></b> (máx. 2.800,00)	<b>Deposit</b>



## MATERIAL A EXPONER / EXHIBITS

Razón social y nación del constructor. (A rellenar por agentes y representantes). <i>Manufacturer's name and country. (To be filled in by agents and representatives).</i>	DESCRIPCIÓN <i>DESCRIPTION</i>	DIMENSIONES DIMENSIONS			Superficie de apoyo <i>Supporting surface</i> m <sup>2</sup>	Pieza más pesada <i>Heaviest component</i> Tm	Peso total <i>Total weight</i> Tm
		Largo <i>Length</i> m	Ancho <i>Width</i> m	Alto <i>Height</i> m			
Máquinas de demostración <i>Demonstration machines</i>							
N.º total de máquinas <i>Total number of machines</i> .....		Valor total del material expuesto (con fines estadísticos) <i>Total value of exhibits (for statistical purposes)</i> .....					
Máquina más alta <i>Tallest machine</i> ..... m		Máquina más pesada <i>Heaviest machine</i> ..... Tm			Peso total <i>Total weight</i> ..... Tm		
Aire comprimido <i>Compressed air</i>	Sí/YES <input type="checkbox"/> NO <input type="checkbox"/>	Agua <i>Water</i>	Sí/YES <input type="checkbox"/> NO <input type="checkbox"/>	Potencia eléctrica instalada total <i>Total power installed</i> ..... kW			

Sello y firma del expositor  
*Exhibitor's stamp and signature*

Fecha/Date .....

Solicitud de inserción de publicidad / *Publicity insertion order*  
Fecha límite 12 abril 2010 / *Deadline 12<sup>th</sup> April 2010*

## EXPOSITOR (DATOS DE FACTURACIÓN) / EXHIBITOR (BILLING DATA)

Razón social / *Company name*Dirección / *Address*Apartado de Correos / *P.O. Box*Código / *Zip code*Población / *Town*Provincia / *Province*País / *Country*

Tel.

Fax

e-mail

CIF/VAT

www

Responsable / *Person in charge*

Tel.

e-mail

Cargo / *Position*

## MARQUE SU ELECCIÓN (I.V.A. NO INCLUIDO) / TICK YOUR CHOICE (VAT NOT INCLUDED)

	CATÁLOGO OFICIAL (INCLUYE CD)	OFICIAL CATALOGUE (INCLUDES CD)	PRECIO/PRICE
	CD: Link a su página web	CD link to your web page	350,00
	Logotipo/marca en b/n (15 x 40 mm) en el índice alfabético de expositores	B/w logo/trademark (15 x 40 mm) inserted in the alphabetical list of exhibitors	180,00
	Contraportada	Back cover	3.000,00
	Interior contraportada	Back cover flap	2.500,00
	Interior contraportada desplegable	Unfoldable back cover flap	2.700,00
	Interior portada	Cover flap	2.100,00
	Interior portada desplegable	Unfoldable cover flap	2.700,00
	Separata	Off-print	1.300,00
	Marcapáginas	Page marker	2.500,00
	Página interior en color	Colour interior page	1.200,00
	Página interior en b/n	B/W interior page	950,00
	Tríptico	Triptych	4.200,00
	Díptico	Dptych	2.800,00
	<b>PLANO-GUÍA DE VISITANTES (reparto gratuito a todos los visitantes)</b>	<b>VISITORS GUIDE PLAN (delivered free to all visitors)</b>	
	Contraportada	Back cover	7.000
	Logo (20 x 40 mm)	Logo (20 x 40 mm)	1.300
	Logo (40 x 40 mm)	Logo (40 x 40 mm)	1.700

- Contratando más de una inserción se beneficiará de una bonificación del 10% sobre el importe total de su publicidad.
- Los foliotos son por cuenta del expositor, en CD, formato JPG-EPS, a 300 puntos de resolución y tamaño DIN A-5. Adjuntar prueba de color.
- Si necesita convertir su anuncio a este formato, Bilbao Exhibition Centre se lo puede hacer (coste por cuenta del anunciante).
- Medidas del catálogo: 148 mm x 210 mm ALTO.
- *By ordering more than one insertion you will benefit of a 10% discount on the total advertising amount.*
- *Film mechanicals are on the exhibitor's account and should be sent on CD (JPG-EPS format, 300 dots of resolution, DIN A-5) together with a colour proof.*
- *Should you need to convert your ad into required format, Bilbao Exhibition Centre can do it for you (charges payable by advertiser).*
- *Catalogue size: 148 mm x 210 mm HIGH.*

Firma y sello de la Empresa / *Stamp and signature*

## SPECIFIC REGULATIONS

### 1. ORGANIZERS

The Organizing Committee of the 26<sup>th</sup> BIEMH (International Machine-Tool Biennial) comprises Bilbao Exhibition Centre, S.A. (BEC) and the Spanish Association of Machine-Tool Manufacturers (AFM).

All communications shall be addressed to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)

26<sup>th</sup> BIEMH

Ronda de Azkue, 1

E-48902 Ansio-Barakaldo (Spain)

or to

P.O. Box 468

E-48080 Bilbao (Spain)

Tel. +34 94 404 00 00

Fax +34 94 404 00 01

foreign@bec.eu

www.biemh.com

### 2. DATE AND VENUE OF EVENT

The 26<sup>th</sup> BIEMH will take place at the BEC exhibition complex in Ansio-Barakaldo (Bizkaia) on 31<sup>st</sup> May - 5<sup>th</sup> June 2010. Opening hours will be from 10.00 to 18.30 for visitors and 09.00 to 19.30 for exhibitors.

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

### 3. EXHIBITORS

All publicly or privately owned corporate bodies and physical persons whose activities are considered to fall within the sectors covered may apply to take part in the event. Group participations are not permitted. The event is open to manufacturers, agents and representatives of products admitted for display.

### 4. PRODUCTS ADMITTED

4.1. Only the following new (i.e. neither used nor reconditioned) products may be exhibited:

A Machine-tools:

- Metal cutting machine-tools.
- Metal forming machine-tools.

B Other machines:

- Welding and oxygen cutting.
- Other machinery and equipment.

C Machine-tool tooling.

D Parts, components and accessories.:

- Electric and electronic equipment.
- Hydraulic and pneumatic equipment.
- Accessories for machine-tools.

E Automation of production systems:

- Handling and robotics.
- CAD/CAM/CAE.

F Metrology and quality control.

G Services.

4.2. Machines used to demonstrate products on display must be built by the exhibiting firms.

4.3. Models, photographs and films will be admitted only as supplements to the material on display, and only if related to admitted products.

4.4. Purely informational stands and display material will be admitted only in the case of non profit associations and institutions.

4.5. Any material which fails to meet these requirements will be removed at the expense and risk of the exhibitor.

4.6. Distribution of printed matter and advertising material outside the stands and advertising for non-exhibitor companies are prohibited.

### 5. SPACE RENTAL

5.1. Space must be rented by sending through ordinary mail a duly completed original application for admission to the Exhibition organizers, along with the registration fee and the deposit as per subsections 1 and 3 of Art. 6 below. Registration in any other form is invalid.

5.2. The preferential deadline for applications is 1<sup>st</sup> December 2009. Applications will be dealt with according to demand and available space.

5.3. The minimum floor space to be rented is 16 m<sup>2</sup>. Fractions of a square metre will be invoiced as full square metres.

5.4. The Organization shall have the right, should circumstances demand it, to reallocate a stand and/or to modify the dimensions of a stand with no compensation.

5.5. Two-storey stands are not allowed.

5.6. The sub-letting or even the transfer free of cost of stand space to third parties is forbidden.

## 6. FINANCIAL TERMS AND CONDITIONS

6.1. The price payable by exhibitors for participation in the event is the sum of the following items:

- The €209,35 **registration fee** (not including VAT). This amount is to be paid by bank transfer or a cheque/bank cheque made out to Bilbao Exhibition Centre, S.A. at the time of submittal of the application for admission.
- The **basic pre-tax rate** applicable for applications received prior to 1<sup>st</sup> December 2009 (preferential period) is €113,50/m<sup>2</sup>. The pre-tax rate for applications received after that date is €132,00/m<sup>2</sup>.
  - \* For stands measuring 60 m<sup>2</sup> and less, the following surcharges apply:
    - 30% for stands with two open sides.
    - 35% for stands with three open sides.
    - 50% for stands with four open sides.
  - \* For larger stands the surcharges above will apply to the first 60 m<sup>2</sup>, and half the relevant surcharge to the remaining space up to 110 m<sup>2</sup>. Remaining space above that figure will not be subject to any surcharge:
- At BIEMH'2010, the allocated exhibition space will benefit from the following bonuses:
  - \* 16-100 m<sup>2</sup> ..... 5%
  - \* 101-200 m<sup>2</sup> ..... 10%
  - \* 201-300 m<sup>2</sup> ..... 15%
  - \* 301-400 m<sup>2</sup> ..... 20%
  - \* > 400 m<sup>2</sup> ..... 25%

6.2. Invoices for rental and the third party liability and goods insurance premium detailed in Art. 7 will be issued from 15<sup>th</sup> February 2010 on to all exhibitors who have been allocated space at that time. Settlement of this invoice will be made through two standing orders, 50% each, due on 15<sup>th</sup> March and 15<sup>th</sup> April 2010, respectively. Invoices for space allocated after that date will be issued immediately following notification to exhibitors. Payment must be made in the form of a standing order due at sight.

6.3. Along with the registration fee, each exhibitor must hand over, through a bank transfer or cheque issued in favour of Bilbao Exhibition Centre, S.A., a **deposit** of €25.00/m<sup>2</sup>, up to a maximum of €2,800.00.

This amount shall be returned should the prospective exhibitor not be admitted.

The sum handed over is a DEPOSIT and will be returned to the exhibitor 15 days after completion of dismantling work. BEC reserves the right to use the deposit to cover the cost of any damage caused to the exhibition complex and to make good any debt which the exhibitor may leave unpaid. In any event, payment of the deposit does not exonerate the exhibitor from any liability incurred as a result of such circumstances.

6.4. Exhibitors submitting the application after 15<sup>th</sup> March 2010 are to attach a receipt and/or payment of the following amounts: deposit (art. 6.3), registration fee (art. 6.1), floor rental (art. 6.1) and premia of the compulsory insurances (art. 7.1 and 7.2).

From this moment the application for admission is irrevocable.

6.5. In case of withdrawal from the Exhibition, which must be communicated in writing, the exhibitor will lose all amounts paid.

## 7. COMPULSORY INSURANCES

In line with Clause 22 of the General Regulations for Participation, BEC will take out insurances for this event as follows:

### 7.1. Insurance for Damage

- Basic cover: Fire and theft of the stands and the goods displayed on them, including loading and unloading at the exhibition complex. Packaging will also be included up to a first risk limit of €10,000 and an excess of €1,000 per loss.
- Goods insured: All trade goods in general, with IT items and electrical appliances (brown line), are covered for robbery (excluding larceny), with an excess of €300 per loss, with the following exceptions: corrosive, inflammable, explosive, poisonous, radioactive goods, live animals and plants, cash, commercial or bank bills, title deeds and coupons for transferable securities, jewellery, art objects and antiques, pre-paid cards, assembly and dismantling of machinery or other goods.
- The insured capital will be that declared by the exhibitor in his admission application. However, there is a minimum compulsory capital that is established at €22,500. If the exhibitor fails to make a declaration of capital, the Organizers will contract the minimum established, and will assume no liability for any shortfall or excess in insurance.
- Premium: 8.6 ‰ (per thousand) of the value declared by the exhibitor or on the compulsory minimum capital amount, as the case may be. Minimum premium: €193,50.
- Excess: The amount will depend on the insurance market conditions available at the time of the policy being taken out.

### 7.2. Civil Liability Insurance

- Basic cover: Material damage and bodily harm caused to third parties as a result of the event, expressly excluding civil liability deriving from work-related accidents suffered by the dependent personnel of the exhibitor or by subcontractors of the exhibitor.
- Limit of compensation: €1,200,000 per claim and for the total claims arising from the event, with a sub-limit of €150,000 per victim in cases of bodily harm.
- Premium: €110.00 per exhibitor.

7.3. Coverage runs from 20<sup>th</sup> May through 12<sup>th</sup> June 2010.

7.4. Exhibitors may examine the insurance policies taken out by the Exhibition Organizers at the offices of the latter to check the details of cover, limitations and exclusions.

## 8. RIGHTS OF EXHIBITORS

Floor space rental includes the following supplies and services:

- Login and password which will be emailed to you upon processing your application, allowing you to enter the Private Area of the exhibition web and benefit from the Catalogue and Services Contracting utilities, among others.

- Removal of refuse, chippings, waste and drilling fluids.
- Daily stand cleaning during the event.
- Initial pre-event cleaning is not included.
- Entry in the official catalogue of the event.
- One copy of the catalogue.
- Exhibitor's and stand erector's passes and trade accreditations.
- Advertising material
- Storage of packaging. The cost of handling, loading and unloading of same between the stand and the warehouse are on the account of the exhibitor.

## 9. OFFICIAL CATALOGUE

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- 9.1. The inscription to the Official Catalogue can only be done through the "Private Area" of the exhibition web using the login and password as mentioned in Art. 8.
- 9.2. If your Company has been an exhibitor at any previous edition of this Exhibition, our computer system will automatically dump last edition's data. We recommend you to check it and update as necessary both contact details and products.
- 9.3. The Official Catalogue will be published with the information available at 12<sup>th</sup> April 2010. It will include:
- Committees.
  - Alphabetical list of exhibitors.
  - Numerical index of products.
  - Numerical list of exhibitors by products.
  - Publicity index.
  - Addendum
  - BEC services.
  - Pavilions.
- 9.4. From this date (12<sup>th</sup> April 2010) any change and/or additional data will be automatically updated at the website.
- 9.5. The Exhibition organizers reserve the right to use the information thus provided for promotional purposes at any time.
- 9.6. The fee for each firm represented or the Spanish agent of foreign exhibitors is €65.

## 10. TRADE ACCREDITATIONS AND PASSES

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The BIEMH organizers will provide each exhibitor free of charge with:

- As many trade accreditations as they may need for distribution among their customers.
- 8 exhibitor's passes will be provided for the first 20 m<sup>2</sup> of floor space taken up by exhibitors, and a further 4 for each additional 20 m<sup>2</sup> or fraction thereof, up to a maximum of 60.
- Free visitor passes for their duly identified employees.

## 11. STAND ERECTION, ENTRY OF PRODUCTS AND STAND REMOVAL

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- 11.1. Stand erection will commence at 08.00 on 20<sup>th</sup> May 2010 and must be completed by 15.00 on 30<sup>th</sup> May 2010. To erect the stand, amounts stated in Art. 6.1, 6.2, 6.3, 6.4, 7.1 and 7.2 must have been settled in advance. The Exhibition organizers may make use of stands not occupied and decorated within this period. However, the exhibitor shall continue to be bound to comply with Art. 6.1 and 6.2 regarding payment of floor rental plus the compulsory goods and third party liability insurances, as well as all services already supplied.
- 11.2. **Arrival of products for exhibition**  
The floor space will be available to exhibitors as from 08.00 on 20<sup>th</sup> May 2010, except for those for whom the Organizers deem it convenient to establish turns.
- 11.3. The procedure for collection and hand-over of packaging is included in the Services Hire folder.
- 11.4. **Removal of products exhibited**  
It will commence at 08.00 on 6<sup>th</sup> June 2010 and must be completed by 20.00 on 12<sup>th</sup> June 2010, unless the turns established by the Organizers require otherwise.
- 11.5. **Removal of stands**  
It will commence no earlier than 08.00 on 6<sup>th</sup> June 2010 and must be completed by 20.00 on 12<sup>th</sup> June 2010. At the end of the event the space must be left in the same conditions as before it was occupied. Any alteration in the floor and walls must be repaired within the same period.

## 12. PERMITS AND LICENCES

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- 12.1. The exhibitors are to hold the legally required licences and permits necessary to own, display or use the machinery and/or vehicles and/or any type of assets to be exhibited in the allocated space. Also, they are to be displayed similarly to their normal use and meet current legislation regarding safety and noise while in operation, as well as having the necessary protections to avoid the projection of shavings, liquids and/or smoke.
- 12.2. The Exhibition organizers are empowered to ask for documentary proof of the aforementioned obligations prior to the start of the relationship and at any time during or afterwards. Also, the Organization may apply the regulations to this respect, even banning the operating of any machine that fails to comply with these conditions.

**13. STAND ERECTION RULES**

- 13.1. Two-storey stands are not allowed.
- 13.2. The exhibitor is to respect current legislation on the erection of stands as included in the Services Hire folder.
- 13.3. Exhibitors choosing to erect stands to their own design must submit the project for approval to the Technical Service Department before 20<sup>th</sup> April 2010.
- 13.4. The following general standards are to be followed:
- Materials used in decoration must be fireproof and non-flammable, with the adequate priming where necessary.
  - Maximum overall height of the stand walls, including office booths, is set at 3.20 m. Sides of the stand adjoining neighbouring stands will be of the same quality on both sides.
  - The maximum height of decorative and/or lighting elements –not causing any nuisance or glare to visitors– placed at the open sides (by the hall alleys) is set at 4.50 m. Also, should these elements be placed at the sides adjoining neighbouring stands, they shall be set back 1 m.
  - The compulsory height of hanging lighting elements is set at 6.50 m from the floor. No other decorative, signing and/or constructive elements are allowed.
  - Blind enclosures longer than half the total of each façade are not allowed. Specific authorization for longer enclosures must be requested to the Technical Service Department before 20<sup>th</sup> April 2010.
  - No decorative element and/or sign may protrude beyond the perimeter of the stand.
  - Panels separating adjoining stands, even if longer than the own stand, may not be used.
  - Information signs indicating suppliers, delivery times, prices, numbers of machines sold, names of customers, etc. are not permitted.
  - No marks shall be made on the walls and floor of the exhibition halls.
- 13.5. Access to general manholes within the floor space allocated must not be blocked.

**14. RIGHT OF LIEN**

- 14.1. The Exhibition organizers reserve the right to seize and/or retain the exhibitors' property in case of non-fulfilment of their contractual obligations as stated in these Specific Regulations and in the General Regulations of the Exhibition Centre.
- 14.2. The exhibitor hereby undertakes to inform the owner of the goods being exhibited, if a third party, of this Exhibition organizers' right.
- 14.3. Under no circumstances is BEC liable for goods that are seized/retained and, if necessary, the exhibitor will be billed for the cost of handling and storage.

**15. SERVICES HIRE FOLDER**

The contracting of the necessary services shall be done through the "Private Area" of the exhibition web using the login and password as mentioned in Art. 8.

**16. ENTRY OF VISITORS**

Under 18 years old and no trade visitors are not admitted, even although they may have a trade invitation.

Visitors may access the exhibition venue as follows:

- Free of charge: by sending a duly completed trade accreditation to the Organizers prior to 26<sup>th</sup> April 2010. The Exhibition organizers will issue a nominative permanent trade visitor's pass free of charge.
- €15.00: Visitors who provide a duly completed trade accreditation on arrival at the exhibition venue will be issued with a permanent trade visitor's pass on payment of €15.00.
- €25.00: The one-day pass can be purchased at the ticket office without any identification.

**17. COMMERCIAL PROPERTY RIGHTS**

Bilbao Exhibition Centre, S.A. does not admit exhibitors who, in the process of producing, distributing, selling, owing or advertising their products, violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined that an exhibitor at one of the events organized by Bilbao Exhibition Centre, S.A. has violated any law as mentioned in paragraph 1 above, Bilbao Exhibition Centre, S.A. is entitled to bar that exhibitor from the next event of this kind after the court decision is res judicata if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual or commercial property rights.

**18. PERSONAL DATA PROTECTION LAW**

Pursuant to LOPD 15/1999 and LSSI-CE 34/2002, interested parties are informed that personal details which are provided voluntarily, including e-mail addresses, shall be incorporated into an automated file which is the property and the responsibility of BEC. On sending their details, the parties in question expressly authorise the use of the same for the undertaking of periodic communications, including those made via e-mail, which BEC will use to provide information on fair business –activities, contents and services– which it undertakes itself or through collaborating companies. Likewise, the parties in question are informed that their details may be communicated, with a confidentiality obligation, to the companies which collaborate with BEC, exclusively for operational and management purposes deriving from a contractual relationship, including their background, content and development. BEC informs you of your right to access, amend, oppose or cancel these details by means of a letter addressed to BEC: Data Protection, Ronda de Azkue 1 - 48902 Barakaldo (Bizkaia) Spain- or by email to: protecciondedatos@bec.eu. The exhibitor must sign each page of these specific regulations in proof of awareness of and agreement with same.