



Rules on event organisation and entry



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RULES ON EVENT ORGANISATION AND ENTRY

General aspects

- a) In these General Rules, the term Event or Exhibition Organiser extends to any natural person or legal entity that stages the event or arranges exhibition space under contract.
- b) All companies that request event organisation or entry accept these General Rules, which will form an integral part of the contract to be signed with ExpoMeloneras.

General Terms and Conditions of Entry and Involvement

If the organiser or exhibitor fails to make payment within the timeframes stipulated in the contract, it will forfeit all its rights over the reserved exhibition spaces, which ExpoMeloneras may then offer to other companies. In no event may the space be used until such time as the full price has been paid along with the cost of all services arranged.

Acceptance of event organisation or entry

Final acceptance that the event is to be staged or entered rests with ExpoMeloneras, which is entitled to refuse any requests at odds with the purpose of the event. In such case, it shall communicate its decision in writing and provide reasons.

Payment of services

Payments to ExpoMeloneras for the services arranged must be made in the manner stated in the contract.

Electricity

- a) In the case of stands, a maximum power supply of 50w per m2 will be provided with 500w single-phase power outlet. Any additional power requirements will be invoiced separately.
- b) If exhibition space is rented, electricity will be deemed included in the arrangement unless the contract or estimate states otherwise.

Insurance

- a) All organisers are required to take out a civil liability insurance policy with coverage of €3,000,000 of the kind offered by ExpoMeloneras.
- b) If the organiser does not wish to take out the specific insurance offered by ExpoMeloneras, it must furnish a copy of a civil liability insurance policy with the same coverage and show receipt of payment of the premium.

Advertising

ExpoMeloneras reserves the right to use images of the event unless the organiser expressly prohibits this.

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Customs

- a) Due to existing tax law and customs procedure on the Canary Islands, ExpoMeloneras advises arranging the services of the company DSV Air & Sea Spain S. A. U. for all import and logistical needs.
- b) This service is highly recommended due to the complexity of customs procedure for importing and exporting goods and for arranging maritime shipping and air transport.
- c) In no event will ExpoMeloneras be held liable for any delay in receiving the equipment or if this fails to arrive, and nor will it be liable for any other contingency or incident deriving from the services it recommends.

Access gates and doors

Access will be provided through the gates and doors indicated in each case.

Authorisation for delivery of equipment prior to the event

The event space may not be accessed until authorisation has been granted and the time slots indicated by the Management must be observed in all cases.

Removal of equipment and waste

- a) The organiser or exhibitor will be required to remove all its equipment and waste immediately after the event finishes. Failure to do so will entitle ExpoMeloneras to remove such material on behalf of the organiser or exhibitor and charge for its services.
- b) The organiser undertakes, jointly and severally with its contractor, to remove all waste directly resulting from its event upon completion of that event, including assembly material, decorative items, plastics, containers, and so on.
- c) Should the client require bins or containers to remove the waste, it may request these from ExpoMeloneras, which has 12m³ containers available at a price of €300.

Access and departure times for organisers and exhibitors

Unless the specific rules governing the event state otherwise, those individuals who have an exhibitor badge issued by the Management may access the event space sixty minutes before the scheduled opening time and may stay on the premises for up to sixty minutes beyond the daily close time.

Personnel of the organiser or exhibitor

- a) Under no circumstances will an employment relationship exist at any time between ExpoMeloneras and the personnel of the event organiser or exhibitor. Moreover, companies involved in organising or staging the event as contractors and/or subcontractors will be responsible for paying all the salaries and wages of their staff, along with their Social Security contributions, tax withholdings, declarations and payments, and for meeting all obligations under the corresponding contract of employment or other contract. ExpoMeloneras may insist on being shown documents that evidence that all such obligations are current.
- b) The organiser or exhibitor undertakes to meet applicable law governing occupational risk prevention in relation to the work it carries out and any work contracted or subcontracted, and shall ensure that its contractors and/or subcontractors likewise honour this obligation.

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Catering

ExpoMeloneras works exclusively with the company Cook-Event Canarias, S.A., and the organiser must subcontract the services of this company should it require catering services.

Photography and filming

The consent of ExpoMeloneras must be sought in order to photograph and film on the premises.

Promotional material

Samples, leaflets, pamphlets and all other promotional material may only be distributed and displayed within the space assigned to each exhibitor. Promotional material distributed in these spaces must relate to the subject matter of the event.

Maximum sound volume

- a) Noisy demonstrations that could cause a nuisance to other exhibitors are prohibited, and a maximum tolerance of 60 decibels is allowed at the edges of the exhibition stand.
- b) If a nuisance is caused because this threshold may have been exceeded, ExpoMeloneras technical staff shall measure the sound level. If the measurement reveals that the maximum sound tolerance has indeed been breached, the technical staff will instruct the exhibitor to bring the volume within the accepted range.
- c) Should the exhibitor refuse, or if it repeatedly breaches this rule, ExpoMeloneras technical staff shall cut power to the stand and, as the case may be, take down signs and close down the stand. In such case, the exhibitor may not seek reimbursement of the amounts paid or claim any kind of compensation.

Safety regulations

- Accident prevention
ExpoMeloneras prohibits any activities that pose a risk of accident in any area of ExpoMeloneras. Applicable law and regulations on the subject of occupational risk prevention must be observed in relation to the transport, assembly, handling, functioning and dismantling of the elements to be put on display and of the elements used to assemble the stand and decorative items.
- Surveillance
ExpoMeloneras will provide general video surveillance of the building over the entire duration of the event. Any additional system or security staff must be arranged through ExpoMeloneras and be expressly listed in one or more appendices to the contract.
- Safety routes and right of way
The location of and access to the following fire fighting and prevention material and installations must be respected: hoses, fire hydrants, extinguishers, alarms, emergency exits, and so on, even when these are located within the rented spaces. Access to the service areas must also be kept clear and unobstructed.



- Fire prevention
The materials used at the stands or other installations must meet applicable law and regulations on fire prevention.
Decorative items may not include any flammable material or product, such as straw, wood shavings, paper shavings, sawdust, etc.
No flammable materials may be stored without the prior knowledge and express consent of ExpoMeloneras.
- Vehicle access, loading and unloading
Access will be provided via the gates and doors enabled for such purpose and only on the days and times stipulated in each case. The organiser will be liable for any damage caused to the property of ExpoMeloneras during the loading, unloading, transport, assembly or disassembly work.

Free stand design

Companies that choose to design and decorate their stand themselves must send ExpoMeloneras the proposed design (floors and elevation) for its approval, which will depend on the associated risks.



Prohibited activities

- a) Cellulose paints may not be sprayed indoors or on any kind of object.
- b) Hazardous, flammable, explosive, or nuisance materials may not be stored or displayed, nor may any that give off unpleasant odours.
- c) The site installations may not be modified in any way and may not be painted, or have wall plugs or any kind of bolts or screws installed. No materials may be attached or hung from any structural element.
- d) The flooring may not be drilled and nor may carpets or other construction elements be fitted with contact glue or other similar substance. Such elements must instead be fixed with double-sided adhesive tape, or attached to platforms or any other movable kind of flooring. The event organiser shall invariably meet the cost of repairing any damage caused by the exhibitor or the organiser itself.
- e) The presence of live animals at the stands is prohibited, unless the specific RULES of the event state otherwise and their presence is legally permitted.
- f) No images or beams of light may be projected outside the awarded space.
- g) The use of balloons inflated with light gases is prohibited.



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