
PARTICIPATION RULES



PHARMA*process*

Innovation Forum in Pharmaceutical Process



Fira Barcelona

27 - 28 October, 2015
Montjuïc Venue

CONTENTS

1. FAIRS / SECTORS
2. TYPE OF EVENT
3. FREQUENCY
4. ORGANIZATION
5. VENUE, DATES AND OPENING HOURS
6. REGISTRATION AS EXHIBITOR
7. PRICES AND PARTICIPATION OPTIONS
8. DEADLINES FOR PARTICIPATION APPLICATIONS. DISTRIBUTION AND ALLOCATION OF SPACES
9. PARTICIPATION CONTRACT
10. PAYMENT TERMS
11. PAYMENT METHODS
12. SERVIFIRA - SERVICES CONTRACT
13. ASSEMBLY AND DISMANTLING - VEHICLES ACCESS
14. CHANGES TO LOCATION
15. AMENDMENT TO SURFACE AREA
16. CANCELLATION OF PARTICIPATION
17. FORCE MAJEUR
18. CONTRACT TERMS AND CONDITIONS AND ACCEPTANCE OF THE PARTICIPATION RULES

1 FAIRS / SECTORS

1. Production Machinery
2. Quality (Quality control, Quality assurance)
3. Biotechnology
4. Logistics
5. IT
6. Technology for production process & control
7. Packaging machinery
8. Labelling, coding and marking
9. Packaging materials
10. Analytical instrumentation - Laboratory material
11. Installations
12. Cleaning, Disinfection, Sterilization
13. Services, consulting, validation and certification

2 TYPE OF EVENT

Professional and International.

3 FREQUENCY

Biennial.

4 ORGANIZATION



Fira Barcelona

Avda. Reina Maria Cristina, s/n
08004 BARCELONA



Tel.:
+(34) 93 233 20 00

Fax:
+(34) 93 233 34 35



pharmaprocess.ventas@firabarcelona.com
www.pharmaprocessforum.com

5 VENUE, DATES AND OPENING HOURS

VENUE

Fira de Barcelona - Montjuïc Venue
Av. Reina Ma. Cristina, s/n
08004 Barcelona

Pavilion 5
Palau de Congressos de Barcelona

CELEBRATION

27 - 28 October, 2015

OPENING HOURS

Exhibitors: 27 - 28 October:
9.30 am to 7.00 pm
Visitors: 27 - 28 October:
10.00 am to 6.30 pm
Delegates: 27 - 28 October:
8.30 am to 7.00 pm

ASSEMBLY DATES

23 - 26 October,
8.00 am to 8.00 pm

DISMANTLING DATES

29 and 30 October,
8.00 am to 8.00 pm

6 REGISTRATION AS EXHIBITOR

To register, the participation application must be filled out and send to:

PHARMAprocess

Avda. Reina M.a Cristina, s/n, Hall nº 1
08004 Barcelona

FAX

00 34 932 333 435

E-MAIL

pharmaprocess.ventas@firabarcelona.com

Likewise, exhibitors must pay the Participation Fee of € 425 per client to cover the cost of opening dossiers and processing applications.

The Organization reserves the right to immediately withdraw any products that do not fit in with any of the sectors included in the Fair.

Fira de Barcelona will not deal with any applications unless the participation fee has been paid. Likewise, applications submitted by individuals who have outstanding debts with Fira de Barcelona will not be processed.

7 PRICES AND PARTICIPATION OPTIONS

7.1 PARTICIPATION FEE

The participation fee is €425 per client to cover the cost of opening dossiers and processing applications. The prices do not include VAT.

7.2 WAYS TO PARTICIPATE

7.2.1 GLOBAL

Participation option that includes fees, hiring of space, placement in the Global zone, insurance, elements to promote visibility, networking, and other additional services specified in the application form (not including stand).

- From 60 m²: €12,500
- Additional m²: €125

7.2.2 EVENT

Participation option that includes fees, hiring of space, placement in the Event zone, insurance, elements to promote visibility, networking, and other additional services specified in the application form (not including stand).

- From 25 m²: €6,900
- Additional m²: €132

7.2.3 GROWING

Low-cost turnkey participation option including fees, hiring of space, placement in the Growing zone, insurance, stand and other additional services specified in the application form.

- Standard Modular (from 9 m²): €2,500 + €173/additional m²
- Standard Carpentry (from 9 m²): €2,900 + €216/additional m²

7.2.4 AREA ONLY

For space in PHARMAprocess, the following rental rates shall apply:

From 20 m ² to 100 m ²	€135/m ²
From 101 m ² to 200 m ²	€132/m ²
From 201 m ² to 350 m ²	€128/m ²
Over 350 m ²	€125/m ²

With this option, you must also pay the participation fee and mandatory insurance.

Minimum rental requirement with the only-space option: 20 m².

7.2.5 STAND OPTIONS

In addition to the Global, Event and space-only options, the following stand options are also available:

TIPO STAND	M ² (DESDE)	PVP STAND	M ² ADICIONAL
ECONOMICO	20 m ²	1.138 €	38 €/m ²
CARPENTRY	20 m ²	1.790 €	59 €/m ²
PREMIUM S	20 m ²	2.195 €	95 €/m ²
PREMIUM M	49 m ²	5.530 €	95 €/m ²

7.3 CO-EXHIBITORS

They must complete a specific application form for each of the co-exhibiting companies that will be using the same primary exhibitor space. A fee of €200 + VAT will be applied for each of the co-exhibitor companies applying, who will be able to benefit from all the considerations mentioned in the application form itself.

7.4 SERVICES TO CONTRACTORS

Before starting build-up, the stand contractor must pay FIRA BARCELONA, the sums detailed in the Online Catalogue Services corresponding to services to contractors. These prices are based on the following types of structure:

- Carpet or platform€2.07/m²
- Modular Stand.....€4.72/m²
- Designer Stand..... €7.33/m²

The prices do not include VAT.

Should a stand be hired from SERVIFIRA, the latter shall cover the cost of Contractor Services.

Any exhibiting/assembly/decorating companies that have outstanding debts with Fira de Barcelona, regardless of the Fair/Edition/Event to which the debt corresponds, will not be allowed to start assembling a stand.

Staff who access the Venue, and are not employed by the exhibiting company, must provide the Customer Services Department with their full names and ID card/passport so that passes can be issued to assemblers.

The rules on the assembly of stands are available at www.firabarcelona.com, under the section Exhibitors.

7.5 WASTE MANAGEMENT

All decorating companies must take charge of the waste removal during the setting up period, and leave their space clean and clear, once dismantling is finished. Exhibitors may request the waste removal service through the Online service catalogue.

In the event that once the dismantling period is finished, any sort of waste is left, the exhibitor Company will be penalized with a fine of up to 50€/m² occupied.

7.6 COMPULSORY INSURANCE

Civil Liability and Property Damage Insurance Policies are compulsory and by virtue of their participation in the Exhibition, exhibitors conform to FIRA BARCELONA's policies. In order to formalise participation and adherence to said policies, the exhibitor must pay the sum of € 62 for insurance and services, 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.

Insured capital: € 300,000

The exhibitor accepts a € 1.500 excess.

Property damage

Includes property damage to insured exhibited goods caused by one of the covered risks, with a base insured capital limit of € 20,000, at first loss.

Basic risks include:

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

The exhibitor is not liable for payment of any excess for incidents covered by basic risk cover.

7.7 V.A.T.

All prices listed are subject to the applicable VAT based on European Regulations.

According to these Regulations, as of 2011 new rules on localization of services will apply whereby services provided between companies (B2B) related to the participation in fairs and any ancillary services will be subject to tax in the country in which such services are provided.

8

DEADLINES FOR PARTICIPATION APPLICATIONS. DISTRIBUTION AND ALLOCATION OF SPACES

Distribution and allocation of spaces corresponds exclusively to Fira de Barcelona. Starting around February 16th 2015, the process to distribute and allocate space to the companies that have sent in their application form will begin. Allotment will

be made based on the participation option chosen, the technical and/or sector considerations in relation to the exhibition as a whole and the materials to be exhibited and by attempting to keep in mind the company's past participation,

the date the application form was sent and metres requested.

9

PARTICIPATION CONTRACT

The Organization will send the exhibiting Company the Participation Contract, which will specify the proposed location and sq.m allotted of the rental space area.

By completing and signing the Application for Participation, the Exhibitor is deemed to have read and agreed to abide by these Participation Rules and the General Participation Regulations.

The Participation Contract is valid solely for the Company mentioned in the Registration document and for a single Event.

After the participation contract has been signed, an invoice for the allotted area will be issued.

Once the participation contract has been accepted, the full invoice for the space

contracted will be issued. Payment must be made within the deadlines set out in the invoice, which in any event will be prior to the official assembly period.

10

PAYMENT TERMS

The exhibitor must have paid any overdue debt with Fira de Barcelona in order to be allowed to start with the contracting process.

On receipt of the Participation Application, an invoice will be issued for the Participation Fee (€425 + VAT).

No Participation Application will be considered firm if the Participation Fee has not been paid.

On acceptance of the Participation Contract, an

invoice will be issued for total space rental, which should be paid according to due dates on invoice. Any objection to the invoice must be made in writing within 30 days of its date. After said period, the exhibitor is deemed to be in agreement of invoice.

The exhibitor must have paid the above-mentioned sums and taxes within the period specified in the invoices and before the official build-up period.

11 PAYMENT METHODS

Invoices must be paid to Fira de Barcelona – **PHARMA**process, by any of the following means:

- Direct debit (only for Spanish bank accounts). If this method of payment is chosen, all subsequent invoices issued by the Fira de Barcelona for the Exhibition will be processed in this way.
- Confirmed cheque/bankers' cheque.
- Cash deposit or payment with credit card at Fira de Barcelona's customer service offices.
- Bank transfer into any of the following accounts:

CAIXABANK

c/c 2100 0927 56 0200017660
 SWIFT: CAIXESBBXXX
 IBAN: ES49-2100-0927-5602-0001-7660

IMPORTANT:

To ensure that your payment is correctly processed, you should indicate the client code and invoice number that appears on the invoice on the bank transfer or banker's cheque made out in favour of the FIRA INTERNACIONAL DE BARCELONA.

12 SERVIFIRA - SERVICES CONTRACT

12.1 ONLINE SERVICE CATALOGUE

Through the online service catalogue, the exhibitor may find all the services it may require to participate in the Event.

12.2 EXPRESS PORTFOLIO

From 7 days before the first day of assembly, the Express Portfolio goes into effect for last minute bookings, with a more limited range of products and a supplement of 30%.

13 ASSEMBLY AND DISMANTLING VEHICLE ACCESS

Stand assembly will be denied to exhibiting companies that have outstanding amounts due to Fira Barcelona regardless of which Exhibition/Edition/Act the debt corresponds to. All persons, no employed by the exhibiting company and in charge of carrying out works, must provide to the Customer Service Department the name and passport number to prepare the badges for assembly.

Maximum stand height is 3 m. If the stand proportions so allow, and provided that the view is not obstructed, constructions exceeding this maximum height, up to 5m, shall be permitted, after prior consultation with and the written authorisations of Sales Department before next July 29th, 2015.

The regulations for stand construction are at your disposal in the General Rules of Participation of Fira de Barcelona at www.firabarcelona.com in "Exhibitors".

Fira Barcelona reserves the right to amend the assembly periods and times should it deem necessary.

ENTRY OF VEHICLES

Fira de Barcelona will indicate the guidelines for regulating vehicle entry into the Exhibition Site and Halls or for limiting the duration of their admittance before, during and after each event.

Fira has a system for monitoring vehicle access and stay on its sites to implement a maximum stay time for vehicles when loading and unloading goods.

Vehicle categories:

- Low: Vehicle height less than or equal to 2 m (cars, people carriers, 4x4s, vans)
- Medium: Vehicle height between 2 and 3.5 m (medium trucks)

- High: Vehicle height over 3.5 m (large trucks)

Rates:

- Rates by vehicle category (Low, Medium and High)
- Charging for access to the Site and number of hours the vehicle stays on the Site.

14 CHANGES TO LOCATION

In the interests of the event, Fira de Barcelona reserves the right to change the space booked by exhibitors within the exhibition centre without having to reimburse any money to said exhibitors. Exchange, transfer or sub-letting booked spaces to third parties is expressly forbidden.

If, through unforeseen circumstances, the allotted space cannot be provided, the Organiser reserves the right to substitute an alternative space as close as possible to similar characteristics. Should this be of a smaller size, the Organization will refund the difference between

the paid sum and the sum due for the new space. In such a case, the organiser does not accept liability for payment of compensation to the exhibitor or any claims thereof.

If for reasons beyond the control of Fira Barcelona, including the existence of works in the exhibition centre which is the planned venue of the event, it is impossible to hold it in any of the Premises or Pavilions of this exhibition centre, Fira Barcelona reserves the right to change the venue to another exhibition centre, and any participation applications and contracts signed up to that date will thereby be terminated.

Nonetheless, Fira Barcelona will deem all companies, which have not submitted written

cancellation of their participation in the new event venue, to be exhibitors and will apply the amounts paid by exhibitors up to that date to the new contracts signed.

Written communication by exhibitors, stating they do not wish to participate in the event in its new venue, will oblige Fira Barcelona to refund the amounts which, according to the participation contract, have been paid by the exhibitor. In such a case, the organization is not liable for payment of compensation to the exhibitor or any claims they may make.

15 AMENDMENT TO SURFACE AREA

Exhibitors requesting a reduction in space will lose the right to the entire space, but will be able to request a new location from among available spaces.

Should exhibitors request a larger space, Fira Barcelona will comply provided that there is an availability of space. Should the requested space be unavailable, the contract will remain unalterable.

16 CANCELLATION BY EXHIBITORS

PHARMAPROCESS FAIR, providing they do so in writing using any means that acknowledges the dispatch and receipt of such notices. Once the notice has been checked, the organization will proceed to close the exhibitor's account with a breakdown of the invoices corresponding to participation and services. If the cancellation is made before March 16th 2015, all amounts paid by the exhibitor to date will be returned.

If the cancellation is made between March 17th 2015 and May 15th 2015, the exhibitor will be entitled to recover 50% of any amounts

invoiced and paid to date. The remaining 50% of the amounts invoiced and paid to date will be kept by the organization as compensation for the expenses incurred as a result of the cancelled participation. The compensation to be paid to the organization will be 50% of the final settlement paid, as a result of which the exhibitor will be liable to pay the 50% minus any amounts, if applicable, that have already been paid.

If a cancellation is made as of May 16th 2015, the compensation to be paid to the organization

will be 100% of the final settlement. The Participation Fee will not be subject to return under any circumstances.

Should an exhibitor have failed to pay the amount in full before assembly begins or has not occupied the space contracted, the organization will be free to allocate the space to a third party, without being liable for any compensation or repayment of any advanced payments made for such.

17 FORCE MAJEURE

The Organization may postpone, shorten or extend the exhibition, or assembly and dismantling periods, in special situations or in cases of force majeure. In such case and in any other of force majeure, the exhibitor shall not have the right to cancel the contract or to claim for damages.

18 CONTRACT TERMS AND CONDITIONS AND ACCEPTANCE OF THE PARTICIPATION RULES

The foregoing Participation Rules are constituted as standard conditions and contract terms. Those matters not expressly contemplated in these Participation Rules shall be governed by the General Participation Regulations of Exhibitors that you can check in www.firabarcelona.com and to which they expressly submit themselves.

Should there be any contradiction or discrepancy between these two documents, the provisions of these Participation Rules shall prevail.