



## PARTICIPATION CONDITIONS

### 1.- VENUE, DATES AND OPENING HOURS

The **Spannabis** trade show will take place at the **Pabellón de Cristal**, Recinto Ferial Casa de Campo, Madrid (Spain), on October the 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>, 2017.

**Exhibitor opening hours:** from 10:00 AM to 21:00 PM

**Visitor opening hours:** from 11:00 AM to 20:30 PM and from 11:00AM to 20:00 PM on Sunday.

Exhibitors are requested to stay at their booth until attendees end their visit and leave the pavilion and the venue remains clear of visitors.

### 2.- ADMISSION & CONTRACTING

To participate at the 1<sup>st</sup> Spannabis Madrid show, the duly completed **Application Form** should be sent to the Organizers together with the bank proof of **payment** for at least **60%** of the total space rent. All sections of the **Application Form** must be filled in and signed by a person empowered by the exhibiting firm to do so.

The organizers reserve the right to modify the floor space and/or the location of the site, should the circumstances so require, and without the exhibitor being entitled to any compensation or indemnity on account of the organizers exercising this right.

The firm's status as exhibitor and the space allocated to it shall be withdrawn if the statements shown in the contract are not fulfilled.

Services and utilities must be **fully paid** according to the terms and conditions **before September the 15<sup>th</sup>, 2017**. The Organizers reserve the right to retain exhibited goods in case that any invoice remains unpaid.

### 3.- PASSES & INVITATIONS

The Organizers will exclusively provide the exhibiting firms with passes and invitations for their customers, suppliers and staff to attend the exhibition.

The Organizers will provide the Exhibiting Firms with exhibitor **passes** for booth personnel (5 passes/booth) and a maximum of 10 one-day **invitations** free of charge. Any **additional** invitation for the Exhibitors will cost **10 €** each (valid for any day). 3-day tickets for exhibitors will cost **25 €**.

The price of tickets at the ticket office for single admission to **Spannabis** will be 15 € per day, and 35 € the 3-days pass.

The entrance for people under 18 years old is not allowed.

## 4.- STAFF - EXHIBITORS REQUIREMENTS

Each member of the staff and booth personnel should be registered at the Social Security to be accredited as an exhibitor. You'll find all the instructions for staff accreditation in the Exhibitor's Dossier.

Documents to submit, according to each company situation:

### Foreign companies with foreign workers:

Will have to duly complete and stamp the following documents: **Workers Declaration**

### Foreign companies with Spanish workers:

All the Spanish workers and hostesses will have to be duly registered for the show days through a Temporary Agency o Hostess Agency.

### Spanish companies:

The following documents must be mandatorily presented by the exhibit firm to the Organizers:

- **Workers on payroll:** Nominal employee list (TC2)
- **Self-employed workers:** last fiscal receipt.
- **Casual workers (including hostesses):** Social Security register.

The exhibiting company must present to the Organizers the official forms which make known that their workers are registered with the Social Security. In case of infringement of this clause, the exhibiting company assumes the whole subsidiary and solidary responsibility of such a breach, being obliged to pay to the organizing company the corresponding fine. If the exhibiting company refuses the payment of such infraction, the organizing company will take the relevant legal actions.

Each company must fulfil the normative of Risk Prevention at the workplace and must adopt the right measures for its fulfilments and for the workers.

## 5.- RESTRICTIONS

### It is absolutely forbidden to smoke in any indoor area of the venue.

**Madrid Destino** Security Staff will take action in parallel to the organization, for this reason we ask for all the exhibitors' collaboration to duly comply with local regulations.

Please note that only the use of easily removable stickers is allowed, and just inside the stands. The exhibitors/ advertising companies will be charged with any related expenses of its cleaning/removing.

Please, do not exceed the limits of your stand with any item, furniture, display or publicity. The conference room and corridors must also be clear of publicity.

At **Spannabis Madrid 2017** it won't be allowed to distribute any publicity further away from the space contracted and delimited as exhibit booth. Aiming to preserve and protect our environment, the **Spannabis'** organizers will apply this regulation from now on in all its events. **Recinto Ferial Casa de Campo** management has the authority to apply economic fines to any exhibitor/company not respecting common areas, floors and walls.

## **IT IS NOT ALLOWED TO:**

- Bring in inflammable, toxic or dangerous products.
- Make smoke, flames, sparks or fires, or produce high temperatures.
- Plug in electrical equipment to not allowed sockets.
- The use of drones in all the installations.

It is absolutely forbidden to exhibit products containing any of the illegal substances listed in: [http://www.spannabis.com/pdf/listado\\_sustancias\\_prohibidas.pdf](http://www.spannabis.com/pdf/listado_sustancias_prohibidas.pdf), as well as living plants, clones, mushrooms or any other product containing THC.

It is not permitted to exhibit or sell any herbal products.

## **6.- SETTING UP AND DISMANTLING RULES AND REGULATIONS**

To access the **Spannabis** set up / dismantling, each worker / assembly company must be previously accredited by the Organization.

The exhibitor company must send the following documents to the organization prior to the show date:

- **Workers on payroll:** Nominal employee list (TC2)
- **Self-employed workers:** last fiscal receipt.
- **Set up/dismantling casual workers:** Social Security register.

Companies that will build their **own stands** must send us the **floor plan** and the following information:

1. Fiscal name of the company that may build the stand and a list of their workers that will come to the venue with their ID numbers.
2. Nominal list of all the workers (TC2) and Social Security forms (TC1). Otherwise, a declaration firm by the employer in which he guarantees that he meets all the requirements of the current Spanish labor laws and Social Security obligations.
3. Name and phone number of the worker in charge of Labour Risks Prevention.
4. Activity and kind of work the staff will do, and mention if any of the jobs might be of dangerous nature.
5. List of vehicles and/or machines that will be used during setting up.
6. **Only 2<sup>nd</sup> floor stands:** Floor plan approved by an architect/ architect's association.

### **6.1.- INFORMATION AND RULES**

In case of setting up elements and / or structures above a height of **3 meters** (9,84ft), the Assembly Company / Exhibitor must submit to the Organizers a dimensional floor plan, elevations and existing sections, plus a construction system briefing including the stability and resistance details, in order to obtain the specific approval. Or, that being the case, a set up project will be required by the **Technical Viability Department of Madrid Destino**.

Those booths with different heights on transit zones will have to install the mandatory **disabled access ramp**.

Before starting the assembly works', the situation of the different set up elements must be checked and verified by the **Pavilion's Operation Manager**. The last approved floor plan can't be modified after the survey.

Access and dismantling shall be done through the goods receipt area at the outdoor courtyard.

Accreditations for assembly workers will be valid for Tuesday 7<sup>th</sup> Wednesday 8<sup>th</sup>, Thursday 9<sup>th</sup> and Monday 13<sup>th</sup> of March 2017.

**SETTING UP / GOODS RECEIPT SCHEDULE**

Tuesday, October 10<sup>th</sup>: 12:00h – 20:00h  
Wednesday, October 11<sup>th</sup>: 8:30h – 22:00h  
Thursday, October 12<sup>th</sup>: 8:30h – 24:00h

**DISMANTLING / GOODS PICKING SCHEDULE**

Sunday, October 15<sup>th</sup>: 20:30h – 24:00h  
Monday, October 16<sup>th</sup>: 8:30h – 20:00h

- Vehicles are not allowed inside the venue.
- Gates must be cleared off once the equipment is loaded or unloaded.
- Please, respect the load and unload turns that will be assigned by the organization.
- **Feria del Cañamo** will be not responsible for the damages or losses suffered by the assembly companies.
- The organization will not handle any improperly packed goods.
- Warehouses are only intended for the use by exhibitors and organizers. Assembly companies are not allowed to use them.
- The maximum height allowed for the stands inside the pavilion changes depending on the area. Please contact the organization for further information.
- It is forbidden to park vehicles in the street or in the outdoor courtyard.
  
- The following tasks need a **prior and specific authorization** by the Organizers:
  - Bring in inflammable, toxic or dangerous products.
  - Make smoke, flames, sparks or fires, or produce high temperatures.
  
- It is forbidden to plug in electrical equipment to unauthorized sockets.
  
- Take care to not spill any liquids on the tent floor. (In case of accidental spill, please immediately notify the Security service).
  
- The carpet must be laid with an approved tape. It is forbidden the use of adhesive materials that leave marks. However, the **Madrid Destino's Production Department** can reject any tape which isn't adequate.
  
- Please, don't make holes on the floor and walls of venue neither on the modular stands elements.
  
- The dismantling works shall not start until the venue is completely evicted.
  
- Once the disassembly process is over, we request the companies to take away any waste. If they leave some waste at the venue, they will have to pay for the cleaning, clear up or damage reparation —if it is the case— and by the weight of the waste, in accordance with current rates.

## 6.2.- TRUSSES HANGING AND RIGGING

- To hang any load or truss from the structure of the buildings managed by **M.D.**, a prior application is needed in order to submit to the client the blueprints, Installation's Assembly Manual, and mandatory Rules & Regulations for the Rigging use in **M.D.**'s events.
- This application must include a plan with the elements to hang, always drawn on the official hanging plan of the Installation.
- For each hanging element, each anchor point and the transmitted load (to the main structure, but also to the trusses of the installation) must be detailed.
- The application will be considered and approved, if appropriate, by the **M.D.'s Viability Department**.
- Prior to the event date, an attestation will be presented, reflecting the accordance to each case limits, resistance and stability of the requested structures and the rigging viability, subscribed by qualified technician and stamped by its professional association or a Declaration of Responsibility by this technician.

## 6.3.- SAFETY REGULATIONS

- Assembly companies must meet all requirements related to **Labour Risks Prevention**.
- The Organizers can halt any assembly work if they detect any breach.
- Aisles, entries and safety equipment and zones —such as emergency exits, hoses, buttons and extinguishers— must remain without obstacles.
- In case of emergency, everyone must follow the detailed instructions of the evacuation plan that will be handed in at the organizers' office.
- The enclosure will provide electrical energy to the stands during the last day of assembly work, once all the formalities are met and the required documentation is submitted.

## 7.- MUSIC AND SHOWS

Music and performances **will not be allowed** in the exhibiting stands indoor. It is not allowed to set up any sound system indoor.

Any promotional act that could become dangerous is forbidden (such as throwing objects of any kind, causing avalanches of crowds, etc).

## 8.- SURVEILLANCE

The Organizers shall provide general surveillance of the fairground during the day and during the night. Nevertheless, the Organizers disclaim all liability for any damage or robbery suffered by the installations and the goods on display. The exhibitor shall be responsible for the surveillance of his stands and his exhibited goods throughout the time of the exhibition as well as during the setting up and packing away.

Exhibitors are advised to provide even closer surveillance of their belongings during the setting up and dismantling of their stand.

Any articles of value that can easily be taken away must be locked up at night.

If an exhibitor wishes to take charge himself of the surveillance of his stand during every night while setting up and while the Exhibition is on, he must hire this service through the Organizers.

## 9.- CLEANING

The Organizers shall take care of the general cleaning of the fairground, as well as basic cleaning (common areas, emptying of waste baskets). However, each exhibitor shall be responsible for, and bear the cost of, specific cleaning of his stand.

## 10.- INSURANCE

Civil Liability Insurance is compulsory and is covered by the participation agreement. Coverage: 1.200.000 Euros. Exhibitors, who so desire, may increase the amount covered by specifying this to the Organizers, which will then increase the coverage and bill the amount accordingly.

## 11.- REASONS OF MAJOR FORCE

The Organizers reserve the right to postpone the exhibition, provided that special circumstances make this advisable or it is required for reasons of force majeure. Such circumstances shall not be sufficient grounds for the exhibitors to rescind their agreement nor for them to demand any type of compensation for damages.

## 12.- CONTRACT TERMS AND CONDITIONS

All exhibitors, by signing the agreement to participate in the exhibition, thereby accept the present **Participation Conditions**.

All disputes, differences and questions which may arise between the Exhibitors and the organizers concerning the construction, performance and execution of these Participation Regulations shall be referred to Equity Arbitration under the provisions of **Law 60/2003 of 23 December**, the administration of the Arbitration and the designation of the arbitrator being entrusted to the Arbitration Court of Madrid, both parties undertaking to abide by the arbitrator's decision.

For further information or doubts, please contact the organization:

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