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# EXHIBITOR'S GUIDE

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This guide will explain everything you need to allow you to participate fully; it includes relevant information of interest to you.

Please read this manual carefully.

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## 1. VENUE, DATES AND TIMES.

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Venue: BILBAO EXHIBITION CENTRE - BEC  
**Pavillion 3**  
Ronda de Azkue, 1  
48902 Barakaldo  
+34 94 404 00 92  
[addit3d@bec.eu](mailto:addit3d@bec.eu)  
[addit3d.es](http://addit3d.es)  
To find out how to get to BEC, click [HERE](#).

Dates and Timetable: 6<sup>th</sup> – 8<sup>th</sup> June 2023, from 9.30 am to 6 pm.  
During these hours, the stands will be manned and the material on display will be uncovered.

Optionally, exhibitors may **enter 1 hour earlier and leave 1 hour later** than the official opening hours.

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## 2. EXHIBITOR SUPPORT

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From 1<sup>st</sup> June to, 10<sup>th</sup> June, exhibitors can find help at the **EXHIBITOR SERVICE OFFICE**.

- From 1<sup>st</sup> June to 5<sup>th</sup> June: 9 am to 6.30 pm.
- 6<sup>th</sup> June: 8 am to 6 pm.
- From 7<sup>th</sup> June to 10<sup>th</sup> June: 9 am to 6 pm.

The Office is located in the central corridor of the exhibition centre, in the Blue Zone, next to the entrance to Hall 1 ([See map](#)).

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## 3. EXHIBITOR PASSES

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Exhibitor passes are valid for set-up, exhibition and dismantling days. They are personal and non-transferable.

If you have not yet applied for them, you can do so through the Exhibitor's Private Area: ACCREDITATIONS. Click [HERE](#).

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## 4. SET-UP - RECEIPT OF GOODS - DISMANTLING

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Before beginning to set up the stand, you must have the amounts stated in art. 7 of the Conditions of Participation.

The **assembly of the stands** will begin on 1<sup>st</sup> June, from 8 am and must be completed by 5<sup>th</sup> June, at 3 pm. After this time, exhibitors will no longer be able to bring their vehicles into the pavilion but will be able to remain in the pavilion, setting up the necessary material, until 8 pm.

During the assembly period, the **assembly office in the Pavilion** will be open.

- From 1<sup>st</sup> to 5<sup>th</sup> June: 9 am to 6:30 pm.
- 6<sup>th</sup> June: 9 am to 6 pm.

The Show Management may dispose of spaces that have not been occupied and decorated by the exhibitor within this period.

## **Rules for Access and Stays in VEHICLE Halls for Assembly / Holding / Dismantling Periods**

In order to facilitate the loading and unloading, a maximum free time has been established.

- Passenger cars and minivans: 1 hour.
- Vehicles with a maximum authorised load of 3,500 kg or less: 2 hours.
- Vehicles with a maximum authorised load of more than 3,500 kg: 3 hours.

Once this time has elapsed, you must remove your vehicles and take them to the exhibition centre's underground car park. **Stays that exceed these times will be penalised with a deterrent fee of €30.00/hour.**

### **Remember:**

- Keep the ticket you receive upon entering the site in a visible place for the duration of the stay.
- Do not park in front of goods entrance gates, emergency exits or fire-fighting installations.
- The height of the access to the underground car park is 2.20m. BEC has an outdoor car park for higher vehicles.

### **Cleaning Prior to the Opening**

On Monday 5<sup>th</sup> June, at 3 pm, exhibitors must remove from their stand all packaging or elements they wish to dispose of, leaving them in the aisle so that the organisers can clean the Pavilion before opening the event.

### **Distribution and Delivery of GOODS**

Each exhibitor is responsible for taking delivery of goods directly to their stand from 1<sup>st</sup> June onwards. The exhibitor must be **present or have a representative** to receive the packages.

If the addressee is absent, the organisation will not take delivery of the goods, nor shall it accept liability in the event of loss or theft.

If you need to do so, please send your goods to:

**BILBAO EXHIBITION CENTRE**  
C/ El Retiro s/n - 48903 Barakaldo. (BIZKAIA)  
**ADDIT3D 2023 Pavilion N°3**  
**Company name / Stand number**  
**Exhibitor's mobile phone number**

### **Restocking of MATERIAL**

Exhibitors will have daily access to their stands for restocking at 8.30 am. (1 hour before it opens to the public) and will be able to remain on the site until 7 pm. (1 hour after closing time).

### **DISMANTLING**

Dismantling of the stands will begin on 9<sup>th</sup> June at 8 am and must be completed by 8 pm on 11<sup>th</sup> June.

On **June 8<sup>th</sup>**, exhibitors can take the material from the stand by hand from 6.30 pm until 10 pm. They will be able to bring their vehicles to the gates of the pavilion but in no case will they be allowed to enter vehicles, trucks or material handlers in the pavilion.

Exhibitors will be able to withdraw their goods from the venue, showing the sign-out sheet to the Safety Department.

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## 5. PAYMENT

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We would like to remind you that all outstanding payments must be paid before you leave the exhibition site. The Cashier and Exhibitor Service Office is located in the central corridor of the exhibition centre, in the Blue Zone, next to the entrance to Hall 1 ([See map](#)), and its opening hours are as follows:

- From 1<sup>st</sup> June to 5<sup>th</sup> June: 9 am to 2.30 pm and 3.30 pm to 6.30p m
- 6<sup>th</sup> June: 8 am to 6pm
- From 7<sup>th</sup> June to 10<sup>th</sup> June: 9 am to 2.30 pm and 3.30 pm to 6.30 pm

On Thursday, 8<sup>th</sup> June, all companies that have settled their accounts will receive a sign-out sheet at their stand to take out all materials.

Payment can be made in any the following ways:

- Cash (Euros). within accordance with Law 11/2021, cash payments of 1,000 euros or more cannot be accepted directly at the BEC offices.
- Visa and American Express cards.
- Deposit or transfer to an account:  
IBAN: ES52 2095 0611 00 9105880388 BIC: BASKES2BXXX  
IBAN: ES29 0182 1290 38 0201504440 BIC: BBVAESMMXXX

For any further information about payments, please contact the exhibitor service office or send an email to [administracion@bec.eu](mailto:administracion@bec.eu).

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## 6. VISITORS

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The registration fee is €15.

Exhibitors may process invitations for their clients on the website up to and including the last day of the fair. This service is free of charge for exhibitors and can be requested through the Exhibitor's Private Area: INVITE YOUR CUSTOMERS. Click [HERE](#)

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## 7. OFFICIAL OPENING

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The Official Inauguration will take place on 6<sup>th</sup> June at 12 noon.

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## 8. CONFERENCES AND ACTIVITIES

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To consult the programme of Conferences, Talks and side events on the website, please click [HERE](#).

You will be able to offer your clients access to the different conferences that will take place within the framework of + Industry, with a special price. Through the following link you can access the registration forms for the different conferences:

[LINK special price](#)

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## 9. DIRECTORY OF EXHIBITORS.

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Remember to fill in the details of your company and the companies represented on the website, exhibitor's private area - DIRECTORY (click [HERE](#)),

The Directory of exhibitors is the main tool for visitors to consult. You can consult it [HERE](#).

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## 10. APP / QR READER FOR BUSINESS CARDS.

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Exhibitors, sponsors, conference participants and visitors can exchange their data via the QR reader. To scan and save contacts, you need to download the app and register.

Click [HERE](#) for information and app download.

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## 11. WIFI

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You can connect to the Internet free of charge from anywhere on the premises. The service allows you to connect for 9 hours a day and the speed is 512 K.

Any user who requires a service with greater capacity or for longer must buy it directly through the Exhibitor's Private Area: ONLINE STORE (open till 30<sup>th</sup> May) Click [HERE](#).

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## 12. PARKING

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BEC has 4,000 covered parking spaces located on 3 different levels. Each area is divided into three areas identified by colours:

- The **blue area** is located under Halls 1 and 2
- The **orange area** is located under Halls 3 and 4
- The **green area** is located under Halls 5 and 6

Besides the passes available for exhibitors and assemblers, which you can request in the Exhibitor's Private Area: ONLINE SHOP (click [HERE](#)), for occasional uses of the car park, please consult the website for information and rates and where you can make your bookings in advance. More information [HERE](#).

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## 13. TRAVEL AND ACCOMMODATION

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Information on interesting travel and accommodation can be obtained from the official travel agency, BCD TRAVEL (Ms Vanessa Fornells - Tel: +34 94 605 00 00 – Email address: [bec@bcdtravel.es](mailto:bec@bcdtravel.es)).

During the fair, BCD TRAVEL's office will be open; it is located in the central corridor of the exhibition centre, in the Blue Zone, next to the entrance of Hall 1 ([See map](#)).

You can also discover a wide touristic and gastronomic offer around BEC. More information [HERE](#).

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## 14. RESTAURANTS AND CATERING

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BEC has a range of cafeterias, restaurants and self-service restaurants distributed throughout the exhibition centre.

See [HERE](#) for more information.

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## 15. OTHER SERVICES

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### **MEDICAL**

QuirónSalud, through the HOSPITALITY service, will provide any medical assistance you may need during your stay. Information is available [HERE](#).

### **SPORTS CENTRE**

BEC has a large sports centre to which the fair's participants will have access. This centre, BEC beUP, provides a daily pass at a very special price, if you show the trade fair access badge. Information is available [HERE](#).

**ERAKUSKETARIENTZAKO BULEGOA/ OFICINA ATENCION EXPOSITOR /EXHIBITOR SERVICE OFFICE  
BIDAIA AGENTZIA – AGENCIA VIAJES – TRAVEL OFFICE**

