

BLBAO EXHIBITION CENTRE, S.A. Tel.: + 34 94 404 00 92/84  
Ronda de Azkue, 1 addit3d.es  
48902 Barakaldo- BIZKAIA addit3d@bec.eu  
NIF: ES A95135984

## **PARTICIPATION TERMS**

- Art. 1 Organizers
- Art. 2 Venue, date and schedule of event
- Art. 3 Exhibitors and products admitted
- Art. 4 Area rental
- Art. 5 Rights of exhibitors
- Art. 6 Compulsory insurances
- Art. 7 Financial terms and conditions
- Art. 8 Stand erection, entry of products and stand removal

## PARTICIPATION TERMS

### 1. ORGANIZERS

The Organizing Committee of the ADDIT3D comprises Bilbao Exhibition Centre, S.A. (BEC) and the Spanish Technologies and Additive and 3D Manufacturing Association (ADDIMAT)

All communications shall be addressed to:

BILBAO EXHIBITION CENTRE, S.A. (BEC)  
ADDIT3D  
Ronda de Azkue, 1  
E-48902 Barakaldo (Spain)  
Tel. +34 94 404 01 09/84  
[addit3d@bec.eu](mailto:addit3d@bec.eu)

### 2. DATE AND VENUE OF EVENT

ADDIT3D will take place at the BEC exhibition complex in Barakaldo (Spain) from **03 to 07 June, 2024**.

Opening hours from Tuesday to Thursday will be from **9.30 to 17.00 for visitors** and **08.30 to 18.00 for exhibitors**. During the visit hours, stands must be fully manned and exhibits must be uncovered for display.

### 3. EXHIBITORS AND PRODUCTS ADMITTED

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. The event is open to manufacturers, agents and representatives of products admitted for display.

Only the following new products (neither used nor reconditioned) may be exhibited:

- |  |  |
|--|--|
| A. Systems and machines for additive technologies & 3d printing. | F. Consumables.  |
| B. Industry applications for additive manufacturing.             | G. Scanners for additive manufacturing.                |
| C. Software for additive manufacturing                           | H. Research & development on additive manufacturing.   |
| D. Supplementary services for additive manufacturing.            | I. Training & qualification on additive manufacturing. |
| E. Raw materials for additive manufacturing                      | J. Services.   |
|  | K. Associations and publishing companies.              |

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

### 4. AREA RENTAL

- Area must be rented by sending a duly completed original application for admission to the Exhibition organizers, along with an advanced registration fee as per subsections 1 & 2 of Art. 7 below. Registration in any other form is invalid.
- The preferential deadline for the receipt of application forms ends **on January 15 2024**, those received subsequently being attended to depending on the demand and available space.
- The minimum area to be rented is 12 sqm. Fractions of a square metre will be invoiced as full square metres.
- 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.
- The sub-letting or even the transfer free of cost of stand area to third parties is forbidden.
- Services application: services must be applied in BEC website through Exhibitors private Area with the login and the password provided in advance to Exhibitors themselves.

### 5. RIGHTS OF EXHIBITORS

Area rental includes the following supplies and services:

- Login and password, to enter the Private Area of the exhibition website and benefit from the services of registration in "Exhibitors Directory" of ADDIT3D 2024 and the utilities of BEC "Shop on-line" store, 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 "Exhibitors Directory" of ADDIT3D 2024.
- Stand erectors passes.
- Exhibitors' passes: 8 exhibitor passes will be provided for the first 20 sqm of area taken up by exhibitors and a further 4 for each additional 20 sqm or fraction thereof, up to a maximum of 60. The company employees which won't be attending the stand can make their registration as visitors.
- Free access as professional Visitors (previous registration) to the Exhibitors clients.

## 6. COMPULSORY INSURANCES

In line with Art. 33 of the General Regulations for Participation, BEC will take out insurances for this event as follows:

### 6.1. 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, a minimum compulsory capital that is established at €12,000. 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: 9.5 ‰ (per thousand) of the value declared by the exhibitor or on the compulsory minimum capital amount, as the case may be.  
**Minimum premium: €114.**

### 6.2. 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.**

**6.3. Coverage** runs from 20<sup>th</sup> may to 14<sup>th</sup> June 2024.

**6.4. 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.

## 7. FINANCIAL TERMS AND CONDITIONS

The financial terms and conditions are the following:

**7.1. Advanced participation fee:** each exhibitor must hand over, through a bank transfer or cheque issued in favour of Bilbao Exhibition Centre, S.A., an advanced participation fee of **€30.00/sqm** up to **€3.000 max.** This amount is an invoice prepayment of your participation final invoice and it should be returned if your company is not allowed to participate.

### 7.2. FORMULAS OF PARTICIPATION AND RATES.

Up to 15 January 2024	From 15 January 2014
<b>Floor only</b>	
135€/sqm	180€/sqm
<b>Addit3D Pack</b>	
12 sqm ----- 3.150 €	12 sqm ----- 3.800 €
18 sqm ----- 4.575 €	18 sqm ----- 5.450 €
24 sqm ----- 6.000 €	24 sqm ----- 7.100 €

These prices will suffer the current VAT

### 7.3. Floor rental space

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

- The price of the pack or the price of the rental space (according to the option requested in the application form) both before taxes
- Second storey space will be charged at 50% of the basic rates
- To take part in the event, Exhibitors must also pay the premiums for insurance as per Condition 6 above.
- The deadline for requesting **compulsory services is 04.20.2024** and the deadline for **optional services is 05.05.2024.**
- Decorators and/or Exhibitors must also pay stand construction fee in accordance with the prices and conditions established in the BEC Service Hire On-Line Shop prior to the commencement of stand erection.
- Exhibitors opting for free style stand decoration must submit their Projects to the Technical Services Department for its approval before the **04.20 2024.**
- Remind you that BEC offers different types of modular stands accessing through the online store (private exhibitors area) using your ID + password, as well as the possibility of carrying out design stand projects.

**7.4.** The expiration of the invoice of the surface contracted by the exhibitor in the event, that of the premiums of the civil liability and merchandise insurance (Art. 6), including the Special Pack "Highlight your participation" (if your contract has been requested), as well as the turnkey stand

will be on **03.15.2024**. This amount will be paid by direct debit, upon indication of the customer. Subsequent space assignments will be invoiced and paid immediately after communication to the exhibitor and the invoice will expire immediately.

7.5. Exhibitors submitting the application **after 03.15.2024** are to attach a receipt and/or payment of the following amounts: deposit (art. 7.1), area rental (art. 7.2) and premium of the compulsory insurances (art. 6.1 and 6.2) or, if applicable, the amount of the turnkey stand. From this moment, the application for admission is irrevocable.

7.6. In case of withdrawal from the Exhibition, which must be communicated in writing to this e-mail: [addit3d@bec.eu](mailto:addit3d@bec.eu). Exhibitors will lose all amounts paid.

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

---

### 8.1. Stands erection.

Stands erection will commence at **08.00 am on 05.20.2024** and must be completed by **15.00 pm on 06.02.2024**.

### 8.2. Removal of products exhibited.

It will commence at **08.00 am on 06.08.2024** and must be completed by **20.00 pm on 06.14.2024**.

### 8.3. Removal of stands.

It will commence no earlier than **08.00 am on 06.08.2024** and must be completed by **20.00 pm on 06.14.2024**. 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.