
EXHIBITOR'S GUIDE

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.

Venue: BILBAO EXHIBITION CENTRE - BEC
Luxua Pavillion
Ronda de Azkue, 1
48902 Barakaldo
94 404 00 32/ 00 88/ 01 24
wmw@bec.eu
www.worldmaritimeweek.com

To find out how to get to BEC, click [HERE](#).

Dates and Times: 21st – 23rd March 2023, from 10.00 am to 6:00 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.

2. EXHIBITOR SUPPORT

From Monday 20th March to Thursday, 23rd march, exhibitors can find help at the **EXHIBITOR SERVICE OFFICE** from 9:00 to 18:00.

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).

3. EXHIBITOR PASSES

Exhibitor passes are valid for set-up, exhibition and dismantling days. They are personal and non-transferable. **The exhibitors' pass is required for access to the assembly of the stands.**

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

4. ASSEMBLY - RECEIPT OF GOODS - DISASSEMBLY

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 be on 20th March, from 8 a.m. to 10 p.m.

The Show Management may dispose of spaces that have not been occupied and decorated by the exhibitor within this period. Notwithstanding this, the exhibitor shall still be obliged to comply with art. 7 and to pay the rental fee for the space plus the compulsory goods and liability insurance premiums, as well as the amount of the services already provided.

Vehicle access to the car park is allowed from the 20th to the 24th of March.

All exhibitors will have a free parking space during the event. The access of small goods (eg small boxes, roll up, etc) to the Luxua pavillion, will be done in the elevator located in the Parking (blue zone). Once the goods for the stand have been unloaded, they must park the car in a parking space.

Rules for Access and Permanence of vehicles in the "merchandise" area for Assembly / Celebration / Disassembly Periods

Maximum times for loading and unloading:

- 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 20th at 10 p.m, 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 the 20th March. 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)
World Maritime Week- Luxua pavillion
Company name / Stand number
Exhibitor's mobile phone number

Restocking of MATERIAL

Exhibitors will have daily access to their stands for restocking at 09:00 a.m. (1 hour before it opens to the public) and will be able to remain on the site until 7.00 p.m. (1 hour after closing time).

DISASSEMBLY

Exhibitors who have paid in full and have been given the stamped start sheet may begin dismantling.

Dismantling of the stands will be on 23rd March from 15:30 to 22:00 and 24rd March from 08:00 to 22:00.

If the exhibitor is found to have caused deterioration or damage, an estimate will be requested for repairs at the initiative and under the control of the BEC Technical Services Department, which will carry out the appropriate work at the exhibitor's expense.

5. PAYMENT

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:

- Assembly day: From 9:00 to 13:30 and from 14:30 to 18:30
- Celebration days: Celebration hours.

On Thursday 23rd March, 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.

6. VISITORS

The registration of professional visitors is free until 13 March. After 14 March, the registration fee will be €50..

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](#)

7. OFFICIAL OPENING

The official inauguration will take place on March 21, at 12:00 hours in Room 1 of Level 5 and later the exhibition area in the Luxua Pavilion will be visited.

8. CONFERENCES AND ACTIVITIES

To consult the program of the congress [click here](#).

9. DIRECTORY OF EXHIBITORS. INTERACTIVE MAP

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](#).

You can also access the Interactive Map by clicking [HERE](#).

10. APP / QR READER FOR BUSINESS CARDS.

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.

11. WIFI

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.

The user who requires obtaining a service with greater capacity or time, must make a direct hiring through the private area of the exhibitor: online shop. [Click here](#).

12. PARKING

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](#).

13. TRAVEL AND ACCOMMODATION

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

14. OTHER SERVICES

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



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