

## **RULES OF PARTICIPATION**

### **Maintenance 2023**

#### **KEY DATES**

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## KEY DATES

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The deadline for preferential applications for space

**20.01.2023**

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Expiry of the invoice for space and insurance

**15.03.2023**

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Closing date for receipt of applications for mandatory services and approval of projects

**02.05.2023**

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Free registration deadline for trade visitors

**10.05.2023**  
Online registration

**08.06.2023**  
Using the link provided by Exhibitors

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Closing date for receipt of requests for optional services

**17.05.2023**

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**01.06.2023 - 04.06.2023**

from 08.00 to 20.00

Receipt and assembly of goods

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**Last day - 05.06.2023**

from 08.00 to 15.00

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**06.06.2023 - 08.06.2023**



**Timetable for Exhibitors:**  
from 08.30 to 19.00

**Opening hours for visitors:**  
from 09.30 to 18.00

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Disassembly and removal of goods

**09.06.2023 - 11.06.2023**

from 08.00 to 20.00

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## RULES OF PARTICIPATION

### 1. ORGANISERS

**MAINTENANCE 2023** is organised and managed by **Bilbao Exhibition Centre (BEC) and Easy Fairs.**

All communications should be sent to

BILBAO EXHIBITION CENTRE, S.A. (BEC)  
MAINTENANCE.  
Ronda de Azkue, 1  
E-48902 Ansio-Barakaldo

Tel. +34 94 404 00 00  
[maintenance@bec.eu](mailto:maintenance@bec.eu)  
www.maintenancebilbao.com

### 2. VENUE, DATES AND TIMES

MAINTENANCE 2023 will be held at Bilbao Exhibition Centre – BEC, in Ansio-Barakaldo (Biscay) from **06<sup>th</sup> to 08<sup>th</sup> June 2023**, and will be open from Tuesday to Thursday **from 9.30 to 18.00 for visitors**, and **from 8.30 to 19.00 for exhibitors**. The stands will be manned and the material on display will be uncovered during visiting hours.

### 3. EXHIBITORS AND PRODUCTS ADMITTED

- All natural or legal persons, whether public or private, whose activities are deemed to fall within the sectors set out in the application form may apply to take part in the event.
- The manufacturers of the products admitted to the exhibition and the agents and representatives of the products admitted to the exhibition may exhibit.
- Models, photographs, and films shall only be admitted as a complement to the material exhibited and provided that they correspond to approved products.
- Purely informative stands, with no material on display, shall not be admitted, except when shown by non-profit associations and institutions.
- Material not complying with the foregoing conditions shall be removed at the exhibitor's expense and risk.
- Advertising by non-exhibiting companies and the distribution of advertising material outside the stands are not permitted.

### 4. HIRING AND FORMS OF PARTICIPATION

#### HIRING:

- You can hire areas and purchase services by a fully filled-in application form to the Event's Management, enclosing payment for a deposit of €60 +VAT/m<sup>2</sup>, which shall be deducted from the total amount of participation according to Art. 7.
- The minimum space to be hired is 12m<sup>2</sup> for the ALL IN Stand and 16m<sup>2</sup> for the ALL IN ADVANCED Stand, according to the format hired. Fractions of m<sup>2</sup> will be invoiced as full m<sup>2</sup>.
- Promotional packs: all participation formats will require purchasing a promotional pack, the minimum version being the BASIC Pack, as stated in the participation application form.
- The priority deadline for receiving preferential applications to participate is 20 January 2023. Applications will be considered subject to demand and available space.
- The Organisers reserve the right to change the area or location allocated if circumstances so require, without such entailing any right to compensation.
- Grouped participations: They will be admitted according to the conditions set out by the Organisers. For grouped participation of 2 companies, a minimum of 16m<sup>2</sup> must be hired. For other grouped participations, please consult the Organisers."
- The location of the stand hired in the exhibition area will be decided by the Organisers, who may offer alternatives and will attempt to adapt to the needs of the participating company, but under no circumstances can the desired location be guaranteed.
- Services may be hired in the online shop in the "Exhibitors' private area," using the "user" and password provided.

## PARTICIPATION FORMATS:

### ALL IN Stand

Complete and functional turnkey stand to present your products and conduct business in a professional manner.

**Minimum Stand size: 12 m<sup>2</sup>.**

Prices are subject to 10% VAT:

- **236 € / m<sup>2</sup> until 20/01/2023 (Priority deadline)**
- **263 € / m<sup>2</sup> from 21/01/2023**
- + Promotional Pack



SURFACE AREA	OPEN SIDES*
12-16 m <sup>2</sup>	1
17-24 m <sup>2</sup>	2
From 25 m <sup>2</sup>	2 - 3

\* The open sides of the stands are indicative and there may be modifications depending on the available exhibition space. The image corresponds to an example of an ALL IN stand with two open sides.

### It includes:

#### Space:

- Space rental.
- Third-party Liability Insurance
- Property damage insurance (covers up to €12,000)

#### Stand and Services:

- Modular stand made of white melamine panels and aluminium profiles.
- Jasper grey carpet.
- Company name on the header panel.
- Lighting 50 W/m<sup>2</sup>.
- Differential and automatic magneto-thermal circuit breaker.
- 220 W single-phase socket.
- Electrical connection for lighting.
- Industry licence.
- Power consumption up to 2,000W.
- Daily cleaning service.

#### Furniture:

- 1 round table and 3 chairs.

#### Innovation Workshops:

- Technical presentation of products, services or solutions.

#### Promotional elements:

- News and articles published and shared on the event's website.
- Full Company profile in the Exhibitors' Directory.
- More promotional tools depending on the chosen promotional pack.

#### Networking:

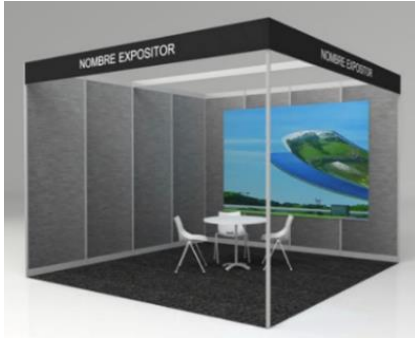
- Interaction with potential buyers and partners.

#### Additional Elements:

- Free registration for your clients (Expo Area).
- Exhibitors' passes.
- Assembly and disassembly passes.

## ALL IN ADVANCED stand

Turnkey stand with a more prominent presence and image.



**Minimum Stand size: 16 m<sup>2</sup>.**

Prices are subject to 10% VAT:

- **299 € / m<sup>2</sup> until 20/01/2023 (Priority deadline).**
- **326 € / m<sup>2</sup> from 21/01/2023.**

+ Promotional Pack

SURFACE AREA	OPEN SIDES*
16 - 24 m <sup>2</sup>	1-2
From 25 m <sup>2</sup>	2-3

\* The open sides of the stands are approximate and may be modified depending on the exhibition space available. The image is an example of an ALL IN ADVANCED stand with two open sides.

### It includes:

#### ALL IN ADVANCED – Up to 30 m<sup>2</sup>

##### Space:

- Space rental.
- Third-party Liability Insurance.
- Property damage insurance (covers up to €12,000).

##### Stand and Services:

- Modular stand made of grey melamine panels and aluminium profiles.
- Black carpet.
- Black perimeter frieze with Company name.
- Wall graphics: printed on 3 x 2 foam.
- Differential and automatic magneto-thermal circuit breaker.
- 220 W single-phase socket.
- Electrical connection for lighting.
- Industry licence.
- Power consumption up to 2,000W.
- Daily cleaning service.

##### Furniture:

- 1 round table and 3 chairs.

##### Innovation Workshops:

- Technical presentation of products, services or solutions.

##### Promotional elements:

- News and articles published and shared on the event's website.
- Full Company profile in the Exhibitors' Directory.
- More promotional tools depending on the chosen promotional pack.

##### Networking:

- Interaction with potential buyers and partners.

##### Additional elements:

- Free registration for your clients (Expo Area).

- Exhibitors' passes.

Assembly and disassembly passes.

#### ALL IN ADVANCED – From 30 m<sup>2</sup> – ADVANCED COMPANY – additional benefits:

- Logo and link included in the website as Advanced Company.
- Canvas in the venue's central atrium.
- 2 passes for the Conferences.

Regardless of the chosen stand size, the graphics included will be the same as for 16 m<sup>2</sup>.

## FREE AREA

Free surface area is recommended for stands open to 4 lanes or island stands.

Prices are subject to 10% VAT:

- **231 € / m<sup>2</sup> until 20/01/2023 (Priority deadline).**
- **257 € / m<sup>2</sup> from 21/01/2023.**

+ Promotional Pack

### The Free Space format includes:

- Rental of surface area (minimum 12 m<sup>2</sup>).
- Cleaning and compulsory insurance during the event.
- Innovation Workshops: Presentation of products, services or solutions.
- News and articles published and shared on the event's website.
- Networking: Interaction with potential buyers and partners.
- Full Company profile in the Exhibitors' Directory.
- Free registration for your clients (Expo Area).
- Exhibitors' passes.
- Assembly and disassembly passes.

## FREE SPACE - PREMIUM COMPANY - From 80 m<sup>2</sup> – additional benefits:

### Promotional elements before and during the event:

- Company logo and link included in the website as Premium Company.
- Company logo included in the communications and news sent to all participants and visitors.
- 2 highlighted pennants in the venue's central atrium.
- 1 circular vinyl in the area near the entrance to the pavilion.
- Canvas with the company logo on the venue façade.
- Company logo included in the signage and advertising of the event.

### Conferences:

- Option of individual presentation (case study of a client's case) or participation in a round table discussion. Subject to the approval of the Scientific Committee.
- 4 Full access passes to the conferences.
- Additional conference passes for your clients at a preferential price (this price is valid until the date of the event).

## 5. EXHIBITOR'S RIGHTS

### Registration covers the following services and supplies:

- Participation in the exhibition area according to your chosen format.
- You can use the "Username" and "Password" to register in the "Online Directory of Exhibitors" and order additional services in the "Online Shop" in the "Exhibitor's Private Area" on the event's website.
- Exhibitor passes: Application through the "Exhibitors' Private Area" for 4 passes up to 20 m<sup>2</sup> and 2 more for every 20 m<sup>2</sup> or fraction thereof, up to a maximum of 6.  
Employees of the company who will not be manning the stand can register as visitors to obtain their accreditation.
- Assembler passes: Application through the "Exhibitors' Private Area" for assembler passes.
- First cleaning before the exhibition opens, for the ALL IN and ALL IN ADVANCED formats. This cleaning is not included in the case of FREE AREA.
- Daily cleaning during the event.
- Disposal of waste, shavings, and residues.
- Mandatory insurance: damage and liability insurance (see details in Art.6).
- Promotional packs: online/offline tools to highlight your visibility (see below).

### **BASIC PACK**

It includes the following promotional tools:

- **Directory of Exhibitors.**
  - Company profile: A full and detailed company profile including your company's logo in the directory. You can publish an unlimited number of products, images, and documents, building an attractive digital showcase.
  - Long-term exhibition: Your product entries will remain active until the next edition of the event. You can update and/or request new inclusions in the innovation gallery.
  - Visibility: You can insert photographs, texts and videos about your company and its products. This allows you to search by product category, greatly increasing your visibility among visitors.
  - After the event, reminders of the Directory will be sent to national and international visitor databases.
- **Search for agents.**
  - You can publish your search for agents and/or representatives in the Directory. This is a good opportunity to contact professionals in the sector.
- **Your news on the web.**
  - You can send us news about your company to [maintenance@bec.eu](mailto:maintenance@bec.eu) and we will publish it on the website home page (section: news).
- **Media Press Kit.**
  - For exhibitors who send their "Press Kit" during the event, BEC will provide the media with the "Press Kit" featuring the content of their choice: press releases, photographs, product dossiers, innovations, etc.).

## **PREMIUM PACK**

Includes all the tools of the Basic Pack plus:

- **Maximum web visibility.**
  - Logo: Your company logo will appear on the website home page as a "Featured Exhibitor."
  - Product: A photo of the product of your choice will be displayed in the scroller in the Directory of Exhibitors.
- **Pre-fair emailing.**
  - Inclusion of your company logo as "Featured Exhibitor" in one email shot to be sent to the database of national and international visitors. Subject to the date we receive the application form.
- **List of registered visitors.**
  - We will send you the list of visitors (names and company names) that have registered via the e-link we will send you for this purpose for your promotion at the event, by requesting it in advance at [visimaintenance@bec.eu](mailto:visimaintenance@bec.eu)
- **Link to their website** in the list of exhibitors on the event's website.
- **Insertion of your logo** in rotation in the header of the Directory used by the visitors.
- **Press conference.** BEC can assist you in organising a press conference, with media coverage for greater visibility. This service is subject to the date on which we receive the application form.
- **VIP Lounge.** A free ticket to the VIP lounge for your company.

## **6. MANDATORY INSURANCE**

The insurance policies that the BEC will take out for this event, **included in the price of participation**, according to Article 33 of the BEC's General Participation Regulations, will have the following basic features:

### **Damage Insurance**

- Basic cover: Fire and theft of goods on display and in stands, including loading and unloading at the exhibition site. Packaging is also included, with a first risk limit of €10,000 and an excess of €1,000 per claim.
- Insured goods: General commercial goods, including computer and household appliances (brown line), with an excess of €300 per claim, and the following exceptions: corrosive, inflammable, explosive, poisonous, radioactive goods, live animals and plants, cash, commercial or banking materials, securities and securities coupons, jewellery and jewellery items, objects d'art and antiques, prepaid cards, machinery, or other types of goods during assembly and disassembly operations.
- Insured capital: The insured capital shall be that declared by the exhibitor when applying for admission. However, there is a minimum mandatory capital, set at €12,000. If the exhibitor does not make a capital declaration, the Organisers will take out the fixed minimum, holding BEC harmless from any type of liability for excess and/or insufficient insured capital.
- Premium: Rate of 8.6 ‰ (per thousand) to be applied to the value provided by the exhibitor or, if taken out, to the minimum capital requirement. Minimum premium: €103.20.
- Excess: The amount of the excess will depend on the conditions available on the insurance market when the policy is taken out.

### **Public Liability Insurance**

- Basic cover: Property and bodily damage caused to third parties as a result of the event, expressly excluding Public Liability arising from accidents at work suffered by personnel employed by the exhibitor and/or personnel subcontracted by the exhibitor.
- Compensation limit: €1,200,000 per claim and for all claims occurring at the event, with a sub-limit of €150,000 per victim for personal injury.
- Premium: €110.00 per exhibitor.

### **The coverage period is from 01 to 11 June 2023.**

So that the exhibitors check the precise details of the coverage, limitations and exclusions in the policies taken out, the insurance policies will be available to exhibitors at the Event Management offices.



## 7. FINANCIAL AND PAYMENT CONDITIONS

**Together with the participation application, the Exhibitor must pay a deposit of €60 + VAT/m<sup>2</sup> as an advance payment, which will be deducted from the total participation fee.** This sum will be refunded if the future exhibitor does not receive authorisation to exhibit.

**The outstanding amount will be paid on 15 March 2023.**

Registrations received after 15 March 2023 will be invoiced immediately upon notification of the exhibitor's location and payment by bank transfer will be due immediately.

Payments will be made by bank transfer or by direct debit, if stated on the application form. Deadline for applying for direct debit: 15 March 2023.

**Cancellation of participation:** If the exhibitor cancels their participation, which must be done in writing to [maintenance@bec.eu](mailto:maintenance@bec.eu) they shall forfeit all amounts paid.

## 8. ASSEMBLY, GOODS RECEIPT AND DISASSEMBLY

**Assembly of stands and entry of goods.**

It will start on **01 June 2023 at 8.00** and will end on **05 June 2023 at 15.00**.

**Disassembly of stands and removal of exhibition material.**

It will start on **09 June 2023 at 08.00** and will end on **11 June 2023 at 20.00**.

At the end of the event, the space must be left in the same condition in which it was found. Any alterations to the floor and walls must be repaired within the same period.

## 9. CONTACT DETAILS

### **Commercial:**

- ☎ (34) 94 40 40 051
- ☎ (34) 94 40 40 079
- ☎ (34) 94 40 40 107
- ✉ [maintenance@bec.eu](mailto:maintenance@bec.eu)

### **Visitors:**

- ☎ (34) 94 40 40 000 (ext. 2)
- ✉ [visimaintenance@bec.eu](mailto:visimaintenance@bec.eu)

### **Technical Services:**

- ☎ (34) 94 40 40 000 (ext. 3)
- ✉ [serviciosmaintenance@bec.eu](mailto:serviciosmaintenance@bec.eu)

### **Accreditations:**

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- ✉ [acreditaciones@bec.eu](mailto:acreditaciones@bec.eu)

### **Administration:**

- ☎ (34) 94 40 40 121
- ✉ [administracion@bec.eu](mailto:administracion@bec.eu)