

HIP 2025 - PARTICIPATION GENERAL TERMS & CONDITIONS

INTRODUCTION

These General Terms and conditions are referred to HOSPITALITY INNOVATION PLANET 2024 (hereinafter referred to as “**The Event**”).

Art. 1 – General information

1.1 Name of the event: HOSPITALITY INNOVATION PLANET 2024 – HORECA PROFESSIONAL EXPO

1.2 Name of the event:

Feria de Madrid – IFEMA.

Avda. del Partenón, 5

28042 Madrid

España

(hereinafter referred to as “**Eventgrounds**”)

1.3 Type: International and reserved to HORECA related professionals, duly qualified, and/or with invitations released by The Organizer, by the Exhibitors or Partners, with paying access.

1.4 Dates:

Assembly: from 6th to 9th March 2025

Celebration: from 10th to 12th March 2025

Dismantling: 12th and 13th March 2025

1.5 Opening hours:

Assembly:

· 6th, 7th, 8th & 9th March from 8.30 to 21.30h

Celebration: from 10th to 12th March

· Exhibitors from 8.30 to 19.30 h (Mon-Tues), 8.30 to 21.30h (Wed)

· Visitors: from 10.00 to 19.00 h (Mon-Tues), 10.00 to 17.00h (Wed)

Dismantling:

· 12th March from 17.30 to 21.30h

· 13th March 8.30 to 21.30h

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

1.6 Organizer: NEBEXT – Next Business Exhibitions (hereinafter referred to as “**The Organizer**”) in collaboration with IFEMA – Feria de Madrid

NEBEXT CIF: B87396818

HQ: C/Poeta Joan Maragall, 23 Planta 1ª – 28020 Madrid P:+34 919 551 551 | C/Enrique Granados, 86-88

Planta 1ª 08008 Barcelona.

Email: exhibit@expohip.com

Website: www.expohip.com

Worldwide offices: Barcelona, Bologna, Brussels, Frankfurt, Madrid, Mexico City, Sao Paulo, Shanghai, Silicon Valley, Tel Aviv, Toronto.

It corresponds to the Event Direction, the interpretation and the fulfillment of the present General Conditions of Participation for Exhibitors. The Event Direction will attend directly to everything related to the application of these General Terms & Conditions of Participation for Exhibitors, will supervise the Organization of the whole event, satellite events, and will coordinate the Technical Secretariat of the 4.0 Hospitality Congress.

Art. 2 – Objective of the event and exhibiting sectors

The Event is a professional Trade Show & Congress designed to be a showcase and networking space to show the last innovations and technology for channel HORECA professionals. The exhibiting companies are related to the following sectors:

Food & Beverage Solutions | Horeca wine & spirits | Design & Experience / Smart kitchens and equipment / Digital world / New concepts & Franchises / Delivery & Take away / Health Care services / Health & Safety / Others.

The event will also hold demonstration areas and first level conferences programme where HORECA sector professionals will discover the last trends and innovations.

Art. 3 - Exhibition limitations - Admission

3.1 Exhibition limitation: Only products and services represented under the sectors contained in the signed Participation Contract, which represents an integral and substantial part of these General Terms and Conditions, may be exhibited.

3.2 Admission: Any country companies are entitled to be part of the Event, provided their activities fall within the object of the Event and participating under the Categories (Partner, Exhibitor and Newcomer) (henceforth the “Exhibitors”). Admission to the Event is dependent

on the acceptance of the Participation Contract (henceforth the “Participation Contract”) by The Organizer Admittance to the Event and the subsequent stand allocation, shall be granted dependent on the package and area indicated in the Participation Option contracted, the amount of exhibition space available bearing in mind the types of products and services to be exhibited and the date of the Participation contract reception. Admittance shall not however be granted to the Event to those Exhibitors who are in debt for whatever reason with the Organizer or Exhibitors that are in a condition by which one may reasonably presume that they are in danger of becoming insolvent or entering a period of crises. The Organizer reserves the right to refuse and/or revoke admission to the Event where it believes, based on its own unquestionable judgement, that the applicant does not have appropriate credentials. In this case The Organizer is not required to provide any justification for its decisions. The refusal and/or cancellation of admittance will not entail any form of reimbursement for damage or interest. The participation in one or more of the previous editions of the Event does not grant the Exhibitor any automatic right to participate in a subsequent Event edition.

Exhibitors must be attending their stand during the Event opening hours and cannot start the stand dismantling until the Event closes the last day. The Organizer reserves the right to close the stand or the facilities that break the conditions of the present General Terms & Conditions for Exhibitors.

The Organizer will name an Admission Commission, which will supervise all the requests of admission as exhibitor and which will visit all the stands and will verify that the exposed material answers to HOSPITALITY INNOVATION PLANET 2024 philosophy. Those products and / or the advertising of the same ones that, to criterion of this Commission, do not fulfill these requirements and the present General Terms & Conditions of Participation for Exhibitors, will not be admitted into HOSPITALITY INNOVATION PLANET 2024.

The exhibitors will facilitate to the Organizer, at least one month before the Event a detailed relation of products, services and brands that they want to expose in their stand.

Art. 4 - Participation fees

The fees charged by The Organizer will be the ones indicated in all the Participation documents for the 2024 edition. These fees are applied to the entire surface of the spaces occupied, within the same perimeter by the same company.

4.1 Participation fee: Covers everything specified below: All the benefits indicated in the Participation kit plus administrative and secretarial costs, inclusion in the on-line catalogue, promotion of the Event which may even include the organisation of: events, conferences, hospitality costs for journalists, speakers, professional and international delegations, as well as study and research activities which may even be performed in collaboration with Trade Organisations; technical assistance provided to the Exhibitor during the Exhibition and during the setting up and dismantling days; general surveillance of the Halls and general fire prevention; Exhibitor passes. Each Exhibitor standholder will be provided with a number of passes in proportion to the Participation Options contracted. The Exhibitor will have the right to purchase extra passes beyond those already granted at a unit price established by the Organizer, to be used exclusively for personnel manning the stands. Basic cleaning (carried out during Hall closing hours) which includes: cleaning of floors in corridors and aisles and emptying of rubbish bins and removal of the garbage left in the stand perimeter at the end of the day, A Civil Liability and Property Damage Insurance Policies detailed in Art. 19.

4.2 Co-Exhibitor participation fee: Includes the insertion of the co-exhibitor in the on-line catalogue and in the event guide. A specific Participation Contract for each of the co-exhibiting companies that will be using the same primary exhibitor space has to be signed and submitted to The Organizer. A fee of 300€ + VAT will be applied for each of the co-exhibitor companies applying, who will be able to benefit from all the considerations mentioned in the Co-Exhibitor Participation Contract itself.

4.3 Stand Assembly fee: IFEMA charges to every Exhibitor’s stand a compulsory fee corresponding to the installation and decoration of the stand, according to IFEMA in force official rate for 2024. All the Exhibitors’ stands included in the Participation Package or contracted through the Organizer will have included in its price this Stand Assembly fee. The Exhibitors who build their own stand will be invoiced at the rates indicated by IFEMA for 2024.

Art. 5 - Participation contract and payment terms

5.1 Participation Contract: The Participation Contract in the original, duly filled in and signed must be delivered to the Organizer by and not later than 9th February 2024. The Participation Contract may not contain reservations nor conditions of any kind, on penalty of being inadmissible.

In case the Participation Contract is received by the Organizer after the deadline and is nevertheless accepted on the basis of a merely discretionary assessment by the Organizer, the latter will not be in any way required to comply with the deadlines for delivery of the

participation documents to the Exhibitor. Participation Contracts received after the registration deadline will be placed on a waiting list.

5.2 Payment terms: The Participation Contract must contain the indication of the Participation Option contracted and must be accompanied - on penalty of inadmissibility - by the payment of an invoice/s calculated on the basis of the criteria indicated above:

· **1st Payment term:** 1st Payment Term: 50% of the total Participation Option cost, contracted at the signature must be paid with a due date of 10 days from the issued Organizer’s invoice.

· **2nd Payment term:** remaining 50% of the total Participation Option cost, contracted plus additional space or booth sqm (if it is the case), must be paid on 7th January 2025 with a due date of 10 days. From **7th January 2025**, shall be paid the total amount of the Participation Option contracted at the signature, upon Organizer’s receipt.

The additional products or services contracted shall be paid maximum before the start of assembly of the event, all before **17th February 2025**.

In case of non-compliance of the payment conditions specified, the Organizer shall be entitled to offer the space booked for any other applicant company.

The first payment does not constitute acceptance of the Participation Contract by The Organizer.

Should the Participation Contract not be accepted by the Organizer the amount paid as specified in the 1st Payment Term will be returned to the Exhibitor. The Organizer is entitled to reject Exhibitors, in its own discretion, in case the Participation Contract is not followed by the payment of the first invoice inside the payment terms. Failure to sign the Participation Contract, or the failure to pay the first invoice, grants The Organizer the right to reject the request. It will not be allowed initiate the assembly of the stand to those Exhibitors that have outstanding debts with The Organizer.

The amount of the extra services ordered during the Event and all those quantities dependent on payment will be regularized by the Exhibitor before the dismantling period. This is an indispensable requirement to allow the exit of the exposed material by The Organizer.

5.3 Payment methods: All payments should be made to Nebext – HIP 2024 by bank transfer to the indicated Bank Account:

BANCO DE SABADELL

IBAN: ES08 0081 0131 5200 0118 3222

BIC: BSABESBB

Ref: To ensure that your payment is registered correctly, please indicate the client code and invoice number in the bank transfer.

Art. 6 - Withdrawal

The Exhibitor has the right to withdraw from the event by communicating it to The Organizer with a registered letter with proof of receipt (forwarded in advance by email) within the following conditions:

· **Before 27th December 2024:** It is understood that The Organizer will have the right to withhold 50% of the total cost of the Participation Option contracted. The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of The Event.

· **After 27th December 2024:** If the Exhibitor sends the communication beyond the expiry of said term (or does not send any communication), in any case (even if the Exhibitor decides not to take part) he will be required to pay 100% of the total cost of the Participation Option and all set and installation costs for the services ordered and/or performed on the booked site, all taxes paid on behalf of the Exhibitor as well as any damages The Organizer and/or the Event may suffer due to said withdrawal.

The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of The Event.

In both withdrawals instances The Organizer in any case reserves the right to allocate the stand to another Exhibitor, without this possible allocation in any way prejudicing or limiting its right to request the indemnities described above.

Art. 7 - New law on VAT for foreign exhibitors

7.1 As from January 1st 2011, in accordance with the Legislative Decree no. 18/2010 in Participation Contract of the EU directive no. 8/2008, foreign Exhibitors liable for taxation are not required any longer to pay the VAT on participation fee, stand fee and services connected with the event, with the exclusion of non commercial Companies (for example private individuals); in order to identify the type of Exhibitor (Company liable for taxations/ non-commercial Company or private individual), before the issuing of the invoice it is essential to receive the VAT number/ID code proving the status of company and not of private

individual. It is therefore absolutely necessary that Participation Contracts are sent with the above information, otherwise invoices will have to be issued with the Spanish Value-Added Tax. Entrance tickets will still remain subject to Spanish VAT for all exhibitors (Spanish and international).

7.2 All Foreign Exhibitors interested in VAT: To request refund of Value Added Tax to a non-resident of the territory of application of the aforementioned tax, said non-resident must compulsorily appoint a tax representative in Spain to complete all the formalities before the body or office of the tax authorities, which in Spain is:

Delegación Especial de la Agencia de Administración Tributaria de Madrid - Sección de Regímenes Especiales

C/ Guzmán el Bueno, nº 139

28071 Madrid

Tel: +34 91 582 67 67 / 91 582 67 39 / 91 582 66 08

Fax: +34 91 582 67 57

Should the non-resident not have a tax representative, it should consult with specialist companies or the relevant body in its country of origin (Chamber of Commerce, tax authorities, etc.).

Art. 8 - Notification of space assignment

The criteria for space assignment will be as follows in the order shown below (starting with 1):

1. Participation package contracted: Being assigned in the following order: 1. Global Main Partner, 2. Premier Partner, 3. Exhibitor XL Premium Area, 5. Exhibitor L Premium Area, 6. Exhibitor M Premium Area, 7. Exhibitor S Premium Area, 8. Exhibitor M Business Area, 9. Exhibitor S Business Area, 10. Newcomer Productor/Foodservice, 11. Newcomer Start-up.

2. How long the exhibitor has been participating.

3. Participation contract Reception Date.

In equal conditions for criteria 1, 2 and 3 the order of choice will be decided by the one with additional Booth or Unique Sponsorship Opportunities contracted.

HIP management Team will inform exhibitors of the development and outcome of the space assignment. Assignment of spaces shall be communicated by The Organizer by e-mail. The Organizer cannot however be held responsible if the e-mail is not received. Notification of space assignment is valid for the Exhibitor to whom it is addressed.

The surface area, type of space and position requested by the Exhibitor in the Participation Contract is not binding for The Organizer, which may assign a space with different measurements, layout and position from those indicated by the Exhibitor, if the requests made by the Exhibitor are not, at the sole discretion of The Organizer, compatible with the overall organisational needs or with exhibition spaces dedicated to specific goods sectors, or with the standard characteristics of the exhibition areas in general.

Assignment of a certain area or exhibition typology or space at a previous edition of the Event shall not represent a preferential right to obtain of the same area or exhibition type, or space for subsequent editions.

The Exhibitor is obliged to respect the size of the space assigned. Occupation of more exhibition space than that assigned shall lead to an extra charge calculated according to the rates. No business may take place outside the assigned exhibition space, even with a view to avoiding interference with the activity in other stands, nor may the corridor and/or area behind the space be used. The Organizer reserves the right to modify the location of the space, even if already assigned, or to change the measurements, should this become necessary due to technical and/or organisational reasons and will not entail any form of reimbursement for damage or interest for the Exhibitor. The barter, transfer or sale of the space contracted by the Exhibitor to a third party remains expressly prohibited. See Art 4.2 regarding Co-Exhibitors fee as the only option to share space with other companies.

Art. 9 – Assembly and dismantling

9.1 Assembly and dismantling:

Assembly: 6th, 7th, 8th & 9th March from 8.30 to 21.30h

All the booths included in the packages provided by the Organizer will be available on Sunday 9th from 10.00h.

Dismantling: on 12th from 17.30 to 21.30h and 13th March from 8.30 to 21.30h.

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

We kindly ask you to read carefully this information. Please make sure to transfer this regulation to third parties’ companies such as set up operators or decorating companies. The following security measures must be applicable during set up and dismantling of the events.

All operators and staff that will work during set up and dismantling of the events must wear all these security elements such as: approved helmet, high visibility vest, safety boots, mask and gloves. No one will be allowed to access the halls without this security equipment. This

regulation will be applied to operators, Organization, Exhibitors, Providers and any other person that needs to cross or to work in the halls during set up and dismantling. Please read carefully and consider the new regulations on safety and occupational risk prevention of IFEMA for all rooms that are held on the premises. Also, please translate these instructions to your decorating companies and assembly personnel. These safety measures, which are detailed below, affect the assembly and dismantling.

These actions will be mandatory during the entire assembly and dismantling period:

Assembly: 6th, 7th, 8th & 9th March from 8.30 to 21.30h

Dismantling: on 12th March from 17.30 to 21.30h and 13th March from 8.30 to 21.30h.

NO access to the Halls of any person not wearing the equipment described in the previous paragraph will be allowed. This applies to assemblers, Organization staff, exhibitors, suppliers and anyone who must go through, stay or work in the Halls during the periods and schedules of assembly and dismantling. This equipment is the minimum required, which does not exclude the use of other protection elements depending on specific tasks to be performed (painting, welding, etc.).

In this sense and to help you and make it easier for you to achieve these objectives, we inform you that, if some of your employees do not have these security elements, you can purchase them at the Servifema / Exhibitor Service offices. They will be located on the avenue next to the entrance of Hall 8.

9.2 Stand Assembly fee (fees according to 2024 rates)

The Organiser charges to every Exhibitor's stand a compulsory fee corresponding to the installation and decoration of the stand, according in force official rates for 2024. All the Exhibitors' stands included in the Participation Package or contracted through the Organizer will have included in its price this Stand Assembly fee. The Exhibitors who build their own stand will be invoiced by the Organizer at the rates indicated by IFEMA for 2024:

- Spaces without decoration, or occupied by carpeting or wood flooring, Rate TYPE A.
- Basic modular stands of aluminum or similar, Rate TYPE B.
- Modular stand in aluminum design, woodworking and other materials, Rate TYPE C.

9.3 Compulsory electricity consumption (fees according to 2024 rates)

Exhibitors setting up their freely designed stands will be charged according to the rates published by the organiser for 2024, during the event and during the periods of entry and exit of goods. Stands contracted to the Organiser or included in the participation packs already include electricity consumption in their cost.

9.4 During the labors of assembly and dismantling and, in general, during the days of celebration of the event, the placement of materials remains prohibited in the space of other Exhibitors and, likewise, all the corridors will have to be always free for the persons traffic and goods.

9.5 The loading and unloading docks of IFEMA (adjacent zones to the Halls) are not parking zones. It's only allowed, for every vehicle, an operation of load or unload, with immediate exit to the corresponding parking. The vehicles that will exceed the established time, IFEMA will charge the time exceeded in order to deter them.

9.6 The valuable products and materials will have to be withdrawn at the closing of the Event. The compulsory insurances don't include neither theft nor robbery.

9.7 The stands that will not be dismantled, or the objects that remain installed **21:30h of 13th March 2025**, will be withdrawn by IFEMA cleaning services and the Organizer will not be responsible for the destination of the removed material. The non-compliant Exhibitor shall pay all expenses and damages incurred through enforcement of this rule.

9.8 Storage of the Exhibitor's materials on the Trade Event Premises shall also incur a charge levied by The Organizer for occupation of the area outside the Event. The Exhibitor shall surrender the exhibition area in the same condition as it was when it was delivered. Non-compliance with this regulation shall entitle The Organizer to the right to avail themselves against the Exhibitor for costs incurred for restoring the exhibition space to its original condition. If the Exhibitor refuses to refund the above costs, The Organizer shall have the right to retain the material exhibited and The Organizer shall therefore have the faculty to confiscate the exhibited goods as the latter were also brought into The Organizer as security. The same faculty shall be reserved for any other account receivable owed by the Exhibitor, as a direct result of the latter's participation in the Event. To protect all their rights and rights as creditors, The Organizer may also take action involving the goods exhibited, requesting protective confiscation and/or seizure by third parties, exercising the special privileges they have over said goods. The Organizer is not responsible for any damage to exhibited materials that may occur during exercising of said right.

9.9 Waste Removal: All Stand builders must leave the space clean and clear where they have built the stand having for this purpose the days indicated in the dismantling period. In the case that once the dismantling period has finished and, in the event, that the Stand Builder had left some waste and debris, they will have to pay the Waste Fee at the current official rate of IFEMA for 2024. In the event that the Stand Builder will not pay the indicated amount, the Exhibitor will have to take care of it.

Art. 10 - Stands Construction and projects - Mezzanine floors

Exhibitors who have not paid the balance of their exhibition or additional services fee shall not be granted entry to set up their stands. Any defects or shortcomings discovered when the Exhibitor takes possession of the exhibition space for setting up the stand and laying out of goods must be reported to the Customer Care – Exhibitors Assistance. In order to access the

Eventgrounds, Exhibitors must follow the instructions given in "Provisions for setting up and dismantling", which will be sent by the Organizer, containing details regarding layout of spaces and deadlines for setting up stands. The Exhibitor shall be responsible for all Organization and costs incurred for setting up the stand and shall strictly observe the General Terms and Conditions and the layout plan and the Organizer Technical Regulations. He shall also provide the Organizer with his stand layout project beforehand for approval. The Exhibitor undertakes to fit out the entire area assigned and to display products he manufactures belonging to the Event merchandise repertoire on his stand for the entire duration of the Event. Products exhibited must be positioned in such a way that they are not considered offensive or could be dangerous. The stand must be laid out in such a way so as to avoid obstacles or objects that hinder access to the exhibition areas.

The Organizer reserves the right to amend the assembly periods and times should it deem necessary. The interior decoration of the stands will be a responsibility of every Exhibitor, according to his own criterion and convenience. The stands included in the Participation package or ordered through the Organizer must be returned in equal condition to how they were received, not being able in any case drill, vinylate, paint or damage the walls. The damages originated by inadequate treatment will be charged to the Exhibitor. It is forbidden to affect in any way the facilities of the Hall, not being allowed to paint, drill or fix screws in any structural elements of the Hall and neither to hang signs, brands or drawings in the ceiling or walls. All the decorative elements will have to be installed in supports mounted by the exhibitor.

It's forbidden for The Exhibitor to offer visitors any kind of food or drinks to be consumed outside its stand (especially pop corn or ice creams) being the Exhibitor responsible of cleaning all leftover food and disposable material.

10.1 Stand projects and special decoration

The maximum stand height allowed is 3.00 m. If the stand proportions so allow, and provided that the view is not obstructed, constructions exceeding this maximum height, shall be permitted (after prior consultation and written approval from The Organizer) up to 5.00 m of maximum height (including any stage and any projects with mezzanine floors and in the Hall areas without height restrictions) but taking in consideration leaving at least 1.00 m distance from the stand perimeter to the inside; this maximum height dimension must also contain all stand structural elements and all graphics (trademarks, logos).

In the case that the Exhibitor needs to hang any decorative element from the Hall ceiling, an approval from IFEMA will be needed. Once feasibility has been vetted by the The Organizer offices, the Exhibitor may be allowed to install "Lighting and support bars and Hangings":

- The hanging of perimeter bars at a height of 6.00 m. is only granted for lighting purposes;
- Graphic elements may be hung from bars provided they do not exceed a height of 5.00 m. at the highest point; where stands are side by side these must be set back by 1.00 m. and all graphics and supporting bar structures will have to be free-standing. The height of the stand must not interfere with the smoke detectors or other security elements located in the Halls.

10.2 Stand projects approval:

Stand projects must be forwarded by 1st February, 2024 to The Organizer. The stand project, complete with floor plans and measured elevations must be sent by e-mail to the Organizer Operations Department: info.validacionproyecto@grupomarva.com

This deadline does not apply to those who have included the stand in their participation package or have requested their stand through official partners; The Organizer reserves the right to request Exhibitors to provide the projects for all stands, regardless of their surface area or height. The Organizer via their Operations Department will verify the stand projects in relation to Event and venue Technical Regulations and will provide feedback on the project by approving it or requesting further compliance with the above regulations. Once the projects have been approved the Exhibitors, independently at their own expense, will see to the installation of the perimeter walls and flooring of their stands. The upper part of the stands must be finished in a workmanlike fashion; the walls abutting on the other stands, as well as being finished in a workmanlike fashion, must also be neutral in terms of colour; access must be guaranteed to all utility systems even in the event of carpeting etc. or raised floor sections; for materials to be hung from the ceiling please refer to the Dispositions contained in the Technical Regulations of The Venue. Failure to receive the correct documentation or approval of the stand project from The Organizer will not enable the Exhibitor (or stand fitters) to set up their exhibition stand.

The link of stands or islands on either side of a corridor either by unifying carpet, aerial structures, lighting, etc. is not allowed, although they belong to the same company or group of companies.

The design and decoration of all stands must correspond with authorized; the backs of all the decorative elements visible to the public should be properly covered. Any object that does not meet these requirements may be withdrawn by the Organizer.

All Exhibitors with more than 20 sqm space are required to build a stand which must include at least walls next to the Hall walls or adjacent stands. These walls must have a minimum height of 2.50 m.

All walls with neighboring stands should have maximum 3 m height and with a distance of 1 meter from it, all the elements could have a maximum height of 5 meters.

Shared islands, towers and other surrounding elements with neighboring stands can only be labelled on the sides facing the booth itself and not on the sides facing the neighboring stand, regardless of the height of these elements. To label all sides, it is mandatory setback 2 meters of the perimeter with the neighboring stand.

The total closure of a side wall shall not be authorized, and must be open and accessible at least the 25% of it. It may only be allowed to cover 100% of all perimeter sides walls if they not exceed 1.25 m in height.

In the case of perimeter walls with a height exceeding that limit of 1.25 m facing the corridors of common use, there must be a minimum distance of 1.50 meters between the wall and the corridor.

Any decorative element protruding from the stand (maximum 40 centimeters) will be located at a minimum height of 2.5 m.

It will be allowed to cover the pillars within the stand space up to a maximum height of 5 meters. Those stands built on a platform of height equal to or greater than 19 mm shall have at least one wheelchair access ramp 1.20 m wide at least.

10.3 Mezzanine floors:

In single storey Halls mezzanine floors can be built in compliance with the rules and conditions specifically detailed in the Venue Technical regulations.

In this case, the mezzanine area will be charged at 50% of the Rate applied for the Participation Package chosen. All the Exhibitors that choose to build a mezzanine floor will have to present to the Organizer a certificate or a project signed by a competent technician, who will have to be verified through the corresponding college.

The project will have to include the dimensions, the load of use and the appraisal, being an exclusive responsibility of the Exhibitor, the fulfillment of the limits specified in the same one. Rails and protection in level changes will be designed according to the in-force regulation and under the dispositions established in the Technical Code of the Building. The hollows in the second level or level changes opened directly on the outside to a height on the soil superior to 50 cm and the projections of the pavement will be protected by a bib or rail of 95 cm of height. With the same criteria, the exterior perimeters of the projecting ones will be protected in the second plants. The documentation demanded in this complex construction will be: descriptive Memory, structural Project of static calculation, Risk evaluation and preventive measures and professional certificate.

Art. 11 - Moving equipment

Moving equipment is admitted as long as it doesn't constitute a danger and/or nuisance. However, all machinery must comply with all the current and/or anticipated provisions in order to prevent accidents, bad smells, noise and gas and liquid emissions. The Exhibitors must, at their own time and expense, comply with checks of the above and make sure they comply with the provisions established by law and current regulations and obtain the correct permit from the competent authorities.

Art. 12 – Event access and passes

12.1 Visitors Passes: Access to the event Halls and Areas will be allowed only to all professionals by invitation of a Partner, Exhibitor or the Organizer or being registered online through the Event website or onsite in the Registration Area. The admission fees are detailed at the Event Website. Partners and Exhibitors will have a number of invitations depending on the Participation Package acquired and as detailed in the Participation kit.

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27th, all the data voluntarily supplied by visitors expressly authorize its use in the communications, including these carried out by e-mail, that NEBEXT and IFEMA carries out for promotional or information purposes on the activities that they organize and/or support with their logistics.

NEBEXT and IFEMA will also be able to give their information to the exhibitors or sponsors allowing them to contact them to offer their products and services that may be of interest to them related to the professional shows organized by NEBEXT and IFEMA.

The Organizer reserves the right of modify the Event admission fees at its sole discretion.

12.2 Exhibitor passes: Each exhibitor will have a number of passes depending on the Participation Package acquired and as detailed in the Participation kit. The exhibitor passes will be personal and non-transferable. All Exhibitor Passes must be requested through the Exhibitor Hub.

12.3 Working passes: During the days of assembly and dismantling it will only be allowed to access to the Exhibition hall to people working for the exhibiting companies or the exhibitors itself. No special working badge is required.

12.4 Admission rights reserved: The Organization reserves the right of admission, and may invite to leave HOSPITALITY INNOVATION PLANET 2024 to any person whose behavior does not conform to the most basic standards of conduct.

We ask all exhibitors to use their invitations and passes in a responsible way in order to guarantee the professional objectives. Visitors under 18 years old and non-professional visitors may not attend the Event.

Art. 13 – Health & Safety, hygienic and security measures, general surveillance and fire prevention

13.1 Health & Safety

Each Exhibitor is obliged to strictly comply with all the legislation system in force regarding health and safety in the workplace and with legal, welfare and social security legislation for the entire duration of the Event, including during the setting up and dismantling of stands and every other connected activity. During setting up and dismantling of the stand and any other inherent or related activity, the Exhibitor also undertakes to observe and ensure that all contractors working on his behalf also observe IFEMA Technical Regulations. The Technical Regulations also contain precautionary rules regarding safety at the show (fire prevention, electrical wiring,

environmental protection, etc.), but excludes specific safety regulations regarding activity carried out by the Exhibitor or subcontracted to third parties (setting up and dismantling of the stand and related activities) for which verification and observance is the responsibility of the Exhibitor himself. Non-compliance with the above safety regulations, in particular when this may affect general safety in the Halls and for third parties present, may result in intervention by The Organizer and lead to the utilities on the stand being cut off immediately or the stand itself being closed. Any other consequence deriving from non-observance of the above provisions shall be attributable to the responsibility of the Exhibitors and his sub-contractors. The Exhibitor is responsible for conformity to the legislation in force by everything present on the stand in terms of fixtures and fittings, structures, wiring, exhibited products, etc. Every Exhibitor is obliged to nominate a "Stand Manager", who shall be entirely responsible for any parties involved in any activity carried out on his behalf for the entire duration of his presence on the Eventgrounds premises. At the discretion of the Exhibitor and under his complete responsibility, this person will also be responsible for each of the three stages already mentioned (setting up, show, dismantling). The name of the Manager and relative phone number must be given on the Participation Contract. Any variations or additions must be communicated to The Organizer before work starts for setting up the stand. Access to the stand by sub-contractors working for The Organizer for the supply of services shall only occur in the presence of the "Stand Manager" and is subject to his authorization. This does not however apply to The Organizer surveillance and security personnel.

13.2 Public order and maximum capacity

During periods of assembly, celebration and disassembly, the venue is taking care for monitoring general fairgrounds, access control, outdoor surveillance and security, general and preventive for public order and fire safety or emergencies of any nature. The venue will manage a surveillance service throughout the Halls during the visiting hours to avoid any misbehavior.

13.3 General Security

During periods of assembly, celebration and dismantling, IFEMA is taking care for monitoring general eventgrounds, access control, outdoor surveillance and security, general and preventive for public order and fire safety or emergencies of any nature. In any case, it is not a security service directed to the goods exhibited or the particular goods of each exhibitor, so the Organizer and IFEMA will not be responsible for the private property owned by the exhibitors, their employees or subcontractors.

The Organizer and IFEMA will not be responsible for robbery or theft of materials and objects left on the stands, or damages that may occur during periods of assembly, exhibition and dismantling. However, the Organizer will give their support for the resolution or processing of the report to the Police.

Each exhibitor is responsible for any valuable objects that may be on its stand and must take care of them during the assembly period, the celebration opening hours to the public and dismantling period.

The Organizer and IFEMA will not be responsible for the surveillance of the stands, so in the event that an exhibitor would need a surveillance service of its stand, will have the possibility to hire such service through the exhibitor catalogue or carry it out themselves. In the case that the exhibitor wishes to provide its own security for its stand must previously request it to IFEMA Security Department, through the Organizer. The authorization, accompanying a letter of standing will have to be delivered to the Security Staff in the pavillion with the National Identity Document photocopy.

The Organizer will manage a surveillance service throughout the Halls during the visiting hours to avoid any misbehavior. An identical service will be performed at night. Exhibitors will have to monitor their stands during public visiting hours. It is forbidden to stay in the stands after the opening hours established for Exhibitors with the only exception of a special permission from the Organizer for very justifiable reasons.

The Organizer and Security staff will carry out all the necessary inspection visits to ensure that safety standards and monitoring are fulfilled by all exhibitors, and at any time it may take appropriate measures to prevent accidents or situations that may harm people or things.

13.4 Contracting private security for stands

IFEMA has a private security service for stands, all information is in IFEMA's web: www.ifema.es – Exhibitors – Exhibitors services. In case an Exhibitor wants to contract another service different from the one offered by IFEMA, the Exhibitor must send, to the Security Department of IFEMA, with a minimum of 48 hours notice, a document attesting the accomplishment of all conditions established for the current law. Furthermore, the Exhibitor must fill out the «Authorization Request for Private Security» available on the Exhibitor Hub and also on IFEMA's web: <https://www.ifema.es/en/organise-event/conventions-congresses> - and send it to: dseguridad@ifema.es

13.5 Emergency actuation

The venue will provide during all the period, general for surveillance in whole the venue in Fire prevention risks. The venue is responsible the emergency management (medical, fire, any kind of hazard and natural catastrophes), in Auto protection Plan context which regulate the venue. In these situations, the exhibitors, contractors and/or subcontractors and their staff are affected by the venue's Emergency Actuation Plan, under his rules will be act always in coordination, collaboration and under State Security Forces dependency.

• **What to do in emergency case:** Do not block the emergency exits, stay calm, do not expand the panic, inform the Organizer.

• **How to evacuate the area:** use the evacuation ways to the emergency exits, follow the instructions given by megaphonia and by emergency staff (uniformed), do not use elevators, remain in the meeting point and wait for the instructions. Inform immediately to security staff about any object, situation or detail, that can be a risk for the security.

13.6 Not corridors occupation – Packaging

The corridors as evacuation ways, have to remain anytime practicable, included during assembly and dismantling periods. All the material has to remain inside assembly and dismantling stand building areas, leaving the corridors and the all the other common areas totally free. The venue cleaning service will withdraw any object in these areas, without any right to reclaim liquidated damages. During event celebration will not be possible to place in corridors and other common areas any display, packaging or any object in general. There is a collection, storage and deliver goods and packaging service operated by the venue Partner (more information about this service in Exhibitor Hub – Operations Manual).

13.7 Fix and mobile installations

Will be respected the visibility and accessibility of the prevention fire installations: fire hydrants, floor hydrants, extinguishers, alarms, extinguishers equipment by water, emergency exits, etc. even when those are included inside the contracted spaces, as the access to the technical and service areas.

13.8 Fire prevention

The Venue is responsible for fire prevention measures. Exhibitors must obey Venue's Technical Regulations in collaboration with fire prevention. The materials used for stand construction must fulfil the current regulation. In special, the fire resistance of the used material. The used material in floor coating will be EFL, and one used in walls and ceiling construction will be C-s2, d0; the suspended textiles as any kind of curtains will be class 1, according the rule UNE-EN 13773:2003. Besides, decoration elements have to accomplish the same characteristics as construction. Exhibitors cannot bring any easy ignitable material as bathwater, wood shaving, paper shaving, sawdust, turf, dried leafs, etc.

13.9 Hygienic and sanitary security measures

The Organization together with the venue and the different providers involved at the event made a contingency plan for the event. The aim of the plan measures considered are developed to reduce SARS- CoV-2 coronavirus contagion risk and those indications are based on Regulation UNE 0066-19th June 2021 for MICE sector together with autonomous community regulations where the event takes place. This document is to inform and to notify all exhibitors about preventive hygienic and sanitary measures set up during the event. The mandatory measures are published in the web: <https://www.expohip.com/en/health-safety-measures/> as well as in the Exhibitor Hub and other online and offline communication resources that will allow us all the measures to implement and the possible modifications derived by the current situation. It is Exhibitor responsibility to inform all his staff and contractors about the accomplishment of those measures during: set up, celebration and dismantling periods of the event. There is a limited staff allowed at the stand according to the exhibitor passes included on your participation.

If you have a design stand, it is recommended to adapt the stand design in order to avoid crowd customer meetings, to maintain security distance as long as there is an optimal presentation of the product in an appropriate environment to conduct business meetings. Also have into account that is it not possible to carry out activities which will gather together an uncontrolled number of visitors in the stand.

The exhibitor needs to follow a cleaning and disinfection protocol at the stand that obey authority's recommendations or can contract those services to the online store for exhibitor services.

The Organizer puts at Exhibitors disposal a lead generation app to collect visitors contact through a contact less system. Furthermore, it is recommended to avoid printed material and to promote the use of digital information (for example, through quick scan codes, QR). The Exhibitor knows, accepts and is responsible to obey those measures at all times without exception during his participation at the event.

The Exhibitor promises that no one with symptoms or symptoms in the previous 15 days prior to the set up period will not assist.

During event attendance, in case the exhibitor or any of their team at the event develop any symptom of SARS-CoV-2 they are obligated to inform the Organization and to visit the medical services located at the venue in order to start up with established sanitary protocols. In case the Exhibitor or any person of their team that have attended the event present symptoms or if it is confirmed a case of SARS-CoV-2 within the team and they suspect that can be contracted at the event, they promised to inform the pertinent authorities and the Organization of the event right away.

In any case, the Exhibitor exonerates the Organization of the event of any kind of responsibility.

Art. 14 - Company Trademark Registration – Protection of Industrial and Intellectual Property Rights

14.1 Company Trademark Registration: Exhibitors are required to have regularly registered, patented or licensed the trademarks of the products that they intend to put on show in the exhibition space. If the trademark is pending patent, the Exhibitor must issue to The Organizer a special statement in which it assumes all responsibility for any consequences ensuing from the use of the trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties. The trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties.

14.2 Protection of Industrial and Intellectual Property Rights: The Exhibitor undertakes as follows: **a)** not to show any product involved in an intellectual property dispute whereby the final judgement ruled against the Exhibitor; and **b)** not to display prototypes and/or objects with trademarks, logos, decorations unless the Exhibitor has obtained all Intellectual Property Rights.

By signing the Participation Contract, the Exhibitor assumes all criminal and civil responsibility for everything exhibited on his stand and simultaneously releases The Organizer from all liabilities in the event that other economic parties claim industrial and/or intellectual property of the products in question. The Exhibitor also assumes responsibility for checking if his own rights are breached by other Exhibitors at the Event and agrees not to advance any claims to The Organizer for any damage caused by breach of the provisions in this paragraph.

Art. 15 - Online catalogue and promotional material

The Organizer prepares and distributes promotional material relative to the event itself before, during and after it takes place. The mention of the Exhibitor and Co-Exhibitors indicated by the Exhibitor in the material published by The Organizer on a date prior to the notification of the stand assignment, does not entail automatic participation in the Event. The online Event catalogue will contain the Exhibitors information and the registered co-exhibiting companies received by the prescribed deadline.

Participation in the Event automatically includes the subscription to the online catalogue service. The Organizer provides the Exhibitor with useful tools for the promotion of its companies, in order to ensure the complete and all-encompassing presence of the Exhibitor in the event.

Therefore, the Exhibitor, by accepting these General Terms & Conditions, grants its approval to the provision of the service and the use of its data by The Organizer. All responsibility is declined for any omissions, mistaken indications and/or descriptions, typos and/or publication mistakes of the Exhibitor's data and the data of the Company Trademarks as they appear in the online catalogue, promotional materials and/or on the Event signposting. The Organizer has the right to reject or modify the insertion or the wording of the data provided by the exhibitors if deemed appropriate.

Art. 16 - Workshops and other activities

Participation in workshops, dedicated to specific sectors and/or activities organised by The Organizer at the Event and/or as part of specific exclusive areas, including those held in locations outside the exhibition grounds, is reserved exclusively for companies/bodies/institutions that have acquired a participation or sponsorship package at the Event and which are deemed suitable at the sole discretion of The Organizer. In any case, The Organizer has the right to decide the workshops and/or events where the Exhibitors may participate.

Art. 17 - Catalogue services for Exhibitors

After the issue of the stand allocation notification, the exhibitor may take advantage of the exhibition's commercial services to be requested through the services catalogue (such as: stand components, stand decorations, lighting bars and hangings, waste disposal services, stand services, etc.). The services available on the services catalogue are not included in the participation fees detailed in Art. 4. The fees for the services in the services catalogue and the other sums owed to The Organizer and/or to its event partners suppliers providing these services must be paid for without fail at the time of booking these services.

Art. 18 - Forbidden activities

In general, any activity that may be detrimental to, disturb or harm the normal running of the Event is forbidden. The following activities are absolutely prohibited: **a)** distribution of flyers in the Hall corridors or outside the stand area; **b)** any kind of expression that due to its outward appearance or form may represent direct comparison with another Exhibitor; **c)** the distribution and delivery of any technical- informative and advertising material (magazines, manuals, books, brochures or anything else) not strictly pertinent to the Exhibitor, who may however distribute or deliver advertising material as long as it is strictly pertinent to his business sector, solely on his own stand; **d)** posters referring to calls for tender by bodies, organisations, newspapers, weekly or specialist magazines may not be displayed even on stands without prior written authorisation from The Organizer; **e)** broadcast of advertising messages; **f)** any type of flashing or variable lighting; **g)** permanence on the stands or in the area of the Event during closing hours without permission; **h)** any kind of sales to the public with immediate delivery; **i)** drawing, copying and photographing objects without written authorisation from the Exhibitor. The Organizer however reserves the right to directly reproduce or to authorise reproduction of group views or close-ups, external or internal and also to permit sales by officially authorised personnel. The Organizer cannot however be held responsible for any unauthorised photographs or filming by third parties.

Art. 19 – Insurance services

A Civil Liability and Property Damage Insurance Policies are included in all the Participation Options inclusive of the following:

- Civil liability
- Damage to materials, **excluding theft/robbery**

Civil liability

Includes personal and property damage to third parties for which the exhibitor may be liable. Insured Global capital (covering all exhibitors): 2.000.000 € The exhibitor accepts a 500 € excess fee.

Property damage

Includes property damage to insured exhibited goods caused by one of the covered risks, with

a base insured capital limit of 30.000 €, at first loss. The exhibitor accepts an excess fee of 10% of the damage value with a minimum of 150 € and a maximum of 1.500 €.

Basic risks include:

Fire, explosion, lighting, including damage of electrical origin.

The insurance for robbery, theft or spoliation will be optional and will have to be contracted and covered by each Exhibitor.

The exhibitor must have an insurance coverage against accidents at work of its direct workers and technicians involved in the assembly, if such is the case.

The Organizer disclaim any responsibility for any other risk that due to the participation in the Event, may suffer the Exhibitors, their employees and technicians, as well as facilities and goods displayed.

Art. 20 - Photography - Performances – Musical emissions

20.1. Photography: None of the exhibited products may be photographed or filmed without the authorisation of the exhibitors concerned. The Organizer has the right to photograph, film or draw the installations and stands, including the items displayed therein, and to use these reproductions in their own publications and press.

Each exhibitor has the right to photograph its own stand and articles, but the photographer must request authorisation from the Show and the Logistics Department, for the necessary control. The duly authorised photographer will present him/herself directly to the Organizer offices and the latter will allow the photographing of the applicant exhibitor's stand and articles only.

In the case that the pictures need to be taken outside the event's opening hours, authorisation must be granted by The Organizer.

20.2. Projection of films and musical reproductions: Musical and artistic shows and the use of audiovisual equipment for exhibitor's support are allowed in the stand as long as the volume is under the limit of 60 decibels and does not interfere with the smooth running of the show. Exhibitors wishing to install sound emitters (voice amplifiers, sound film, audio, DVD video, etc.) for permanent or intermittent operation, shall install them in conditions that do not cause discomfort. The speakers can not be installed above 1.90 meters high and its orientation must be mandatorily into the stand, never to other exhibitors or hallways. live music, horns and sirens is prohibited. If these rules are not fulfilled, the Organizer is empowered to restrict demonstrations that do not comply with the provisions and where appropriate to suspend the service power supply or even closure of the stand. Are exempt from this rule activities and facilities that the Organization program for visitors.

The exhibitor intending to liven up your stand by implementing rules by mechanical or electronic device, no player image, is obliged to request AGEDI) or entity that, in each case, manage the rights of public communication of phonograms of producers as well as the SGAE or entity that, in each case, manage the rights of authors, the necessary authorizations for public communication of the works.

In case of films, the exhibitor must request the entity that, in each case, manage the rights of public communication of the same timely authorization for public communication of these. Exhibiting companies wishing to carry out shows and ludic activities, accompanied by music, must communicate them to the Organizer for approval. This is without prejudice to the permits and authorizations must be requested from the agencies, entities and competent authorities in the matter.

The Organization is not responsible for the rights between the exhibitor and SGAE and / or AGEDI).

The Organizer may use the loudspeakers at the Eventgrounds for official or emergency communications.

In case of violation, any subject that has not respected the dispositions of the present article may be required to pay compensation for costs sustained either directly The Organizer or by those subject/bodies who have directly suffered the harm.

Art. 21 - Modifications to the General Terms and Conditions and sanctions for non-compliance

The Organizer reserves the right to introduce rules and provisions notwithstanding these General Terms and Conditions, as deemed fit for better control of the Event and inherent services.

These rules and provisions shall replace those in these General Terms and Conditions and shall therefore carry the same obligation.

In the case of non-compliance with these General Terms and Conditions or subsequent modifications and in virtue of their powers of vigilance, The Organizer may exclude the Exhibitor in question from subsequent editions of the Event.

Art. 22 - Force majeure, health emergency, special circumstances and exclusion of liability

In the case of special circumstances or force majeures, including strikes, threats, health emergency, power cut or any other exceptional situation that could affect the event of causes not attributable to the Organizer, the latter may: (i) modify the date of the Event and/or (ii) cancel the Event, either entirely or in part, (iii) modify the celebration dates of the Event or (iv) suspend the Event – temporarily or permanently, partial or entirely –. In this case the Organizer may use the sums paid by Exhibitors, with no obligation to refund the latter, to pay debts incurred with third parties, also for partial Organization costs of any kind; and Exhibitors shall make no claims to the Organizer for damages or of any other kind. In the same way,

the Organizer shall not be responsible in any way for the adoption of safety measures in the workplace and for products that are the responsibility of Exhibitors and/or parties authorized by the same. For all matters not covered by these General Terms & Conditions of Participation for Exhibitors, the Organization will issue the relevant rule and the decision will be binding on the Exhibitors and implying no requests, claims or any compensation to the Organizer.

Art. 23 - Exhibitor's personal data processing

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27th, information and E-Commerce Services Act 34/2002 and other legal provisions Exhibitors are informed that the personal data that voluntarily supply, including e-mail address, shall be incorporated into a Nebext – Next Business Exhibitions S.L. computerized personal data file, with address in Next Business Exhibitions SL C/Poeta Joan Maragall, 23 Planta 1ª – 28020 Madrid, and IFEMA, with address at Feria de Madrid, Avenida del Partenón 5 28042 Madrid, respectively, in order to manage their relationship and participation in the venue. In supplying their personal data, they expressly authorize its use in the communications for the purposes of sending, also via automated calling systems, fax, e-mail, SMS, MMS, Whatsapp or other communication channels, advertising material, direct sales, completing market research or commercial communications that NEBEXT and/or IFEMA carry out on the activities that they organize and/or support with their logistics.

Exhibitors are also informed that their personal data may be forwarded, with a duty of confidentiality, to NEBEXT and/or IFEMA partner companies, provided that this is required for the latter to perform the contracted services.

Exhibitors may exercise their access, correction, cancellation and objection rights regarding this data by sending an e-mail at:

- Nebext: data@nebext.com, Nebext - Next Business Exhibitions SL C/Poeta Joan Maragall, 23 Planta 1ª – 28020 Madrid
- IFEMA: protecciondedatos@ifema.es Protección de Datos, Apartado de Correos 67.067 - 28080, Madrid.

Art. 24 – Acceptance, indemnity and governing law

By signing the Participation Contract the Exhibitor unconditionally accepts and agrees to comply with these General Terms and conditions of Participation of HOSPITALITY INNOVATION PLANET 2024 forming an integral part of this Participation Contract.

This also implies acceptance of all general application rules issued by Feria de Madrid - IFEMA for all the Trade Shows held in their eventgrounds, as well as the technical annexes to the aforementioned regulations, available on the IFEMA website (<https://www.ifema.es/en/organise-event/conventions-congresses>)

Neither the Organiser nor any of its respective agents, employees or directors shall be liable to the Exhibitor under this Agreement in contract, tort (including negligence and breach of statutory duty) or otherwise for any loss of profits (whether direct or indirect), revenue, goods, use, anticipated savings, goodwill, reputation or business opportunity or for any indirect, incidental special or consequential loss arising under this Agreement (whether or not reasonably foreseeable and even if it had been advised of the other incurring the same). Any query, question or divergence that may arise between the Exhibitors and the Organizer with regard to the interpretation, fulfilment and execution of these Regulations of Participation, the General Terms and Conditions of the exhibition are applicable and will be submitted to the Arbitration of Equity referred to in Law 60/2003 of 23rd December of the legal system of arbitration, entrusting the administration of the Arbitration and the designation of the arbitrator to the Arbitration Tribunal of Madrid; being bound to comply with the arbitration it issues. Without prejudice to the established above, it is expressly established that all questions relating to arrears of payment, claims for non-payment of services provided and, generally, any pecuniary debts with The Organizer are beyond the scope of the Arbitration Tribunal of Madrid, in which case the competent bodies will be the Courts and Tribunals of the City of Madrid, to whose jurisdiction the parties expressly subject themselves, with express waiver of their own jurisdiction should they have one. The Organizer reserves the right to adopt any measure conducive to the better order and operation of the events and protection of the rights of exhibitors and visitors.