



PARTICIPATION / RESERVATION FORM

SEND TO: ✉ Feira Internacional de Galicia ABANCA – Avenida Recinto Ferial s/n 36540 Silleda (Pontevedra-España) 📧 info@expobusiberia.com 📞 (+34) 986580865

Being interested in participating in the 3rd edition of "EXPOBUS IBERIA", which is to be held from 16 to 18 November 2023 in the Feira Internacional de Galicia Abanca, we hereby request the contracting of the area which is indicated below in this Participation Form. We undertake to abide by the Specific Regulations for the Event, which appear in this document, the general regulations of the Organisation, which are available at www.feiragalicia.com/regulations, and any other provisions issued by the Event Management.

INFORMATION ON EXHIBITING COMPANY OR BODY

NAME OR COMPANY NAME	TAX CODE
TRADING NAME	WEBSITE
ADDRESS	POST CODE
CITY	PROVINCE
TELEPHONE	COUNTRY
FAX	EMAIL
FACEBOOK	TWITTER
	INSTAGRAM
CONTACT PERSON	POST
EMAIL	TELEPHONE

Mark with an "X" if the invoicing data are different. You will be asked to provide this information at a later date.

EXHIBITING PRODUCTS/SERVICES:

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.....

.....

EXHIBITION SECTOR(S)

- Fabricantes de autocares/autobuses
- Fabricantes de chasis
- Carroceras
- Fabricantes de componentes, autopartes y recambios
- Soluciones en eficiencia energética, tecnología, seguridad, entretenimiento...
- Servicios e infraestructuras para el transporte
- Asociaciones y colectivos empresariales
- Press and editorials
- Institutions
- Others

APPLICATION FOR SPACE AND GENERAL RATES (not including VAT +10%)

TYPES OF CONTRACTING

Select the desired option with an "X" and indicate the number of m² requested:

OPTION A: FREE PARTICIPATION WITH CARPETED FLOOR AREA INDOORS

No stand or any other type of service is included.

Wide range of carpet colours to choose from.

- ▶ From 6 to 49 m² ▷ at 28,50 €/m²
- ▶ From 50 to 99 m² ▷ at 23,50 €/m²
- ▶ From 100 to 199 m² ▷ at 19,50 €/m²
- ▶ From 200 to 499 m² ▷ at 15,50 €/m²
- ▶ In excess of 500 m² ▷ subject to quotation

AREA REQUESTED (m²):

OPTION B: PARTICIPATION WITH MODULAR STAND INDOORS

The price includes switchboard and single-phase electrical connection (3.4 Kw), but not consumption.

- ▶ From 6 to 50 m² ▷ at 55,00 €/m²

AREA REQUESTED (m²):

OPTION C: PARTICIPATION WITH DESIGNER STAND (subject to quotation) INDOORS

It does not include the stand or any type of service, only the space.

- ▶ From 6 to 49 m² ▷ at 26,00 €/m²
- ▶ From 50 to 99 m² ▷ at 21,00 €/m²
- ▶ From 100 to 199 m² ▷ at 17,00 €/m²
- ▶ From 200 to 499 m² ▷ at 13,00 €/m²
- ▶ In excess of 499 m² ▷ subject to quotation

The Organisation offers exhibitors the possibility of requesting the preparation of a stand of their own design, subject to a quotation. In this case, the exhibitor will benefit from a 100% discount on the assembly fee (€3.00 /m²).

AREA REQUESTED (m²):

In all options, the rate for the segment in which the Exhibitor is located will be applied to all the m² contracted.

DISCOUNTS

Exhibitors who have participated in 1 or more fair events organised by the ABANCA International Exhibition Centre of Galicia since the end of the previous edition of Expobus Iberia, that is, from 23 November, 2019 will receive a discount, only on the price of the floorspace, according to the following criteria:

- ▶ 1 event ▷ at 5% discount
- ▶ 2 or more events ▷ at 10% discount

Exhibitors who participated in the previous edition of Expobus Iberia 2019 will receive a discount on the price of the exhibition floor space as indicated below:

- ▶ Participation in Expobus Iberia 2019 ▷ at 5% discount

Both types of discount are cumulative up to a maximum of 15% .

COMPULSORY REGISTRATION FEE

- ✓ Compulsory Registration Fee: 45 €

This fee includes the opening of the file and the administrative processing thereof, inclusion in the official catalogue, initial cleaning of the contracted space, as well as accreditation, parking passes and free invitations, in a number proportional to the number of m² contracted

INSURANCE

The exhibitor must take out a civil liability policy covering attendance at fairs for any possible damage to a third party.

Further information on the Organisation's General Regulations is available at www.feiragalicia.com/regulations

FAIR SERVICES

Having received this Participation Form, the Organisation will contact you in order to provide you with the Service Contracting Form.

You may also check the fair services available, as well as the current rates for the same and the regulations applicable, at www.feiragalicia.com/rates



PAYMENT AND CONTRACTING TERMS

▶ **1st PAYMENT:** For the Reservation of floorspace to be accepted, this Participation Form, duly filled in and signed, together with a deposit of €180 (which includes the Compulsory Registration Fee of €45). Payment must be made in cash, cheque or bank transfer in favour of FUNDACIÓN SEMANA VERDE DE GALICIA, followed by the COMPANY'S NAME to:

ABANCA ES45 2080 5062 96 3110005814 | BIC (SWIFT CODE): CAGLEMMXXX

▶ **2nd PAYMENT:** Unless indicated otherwise, the exhibitor must **pay the amount outstanding** of the total sum corresponding to the floor space and services contracted (including VAT), having deducted the quantities paid to account, **prior to 1 November 2023**, 15 days before the commencement of activities.

▶ **IMPORTANT:** Services contracted at the last moment must be paid for when they are contracted. No location will be offered until the first payment has been made. In the event that the 2nd payment is not made within the time limits indicated, the exhibitor will lose all rights to the reserved spaces, as well as the sums paid.

OTHER CONDITIONS FOR PARTICIPATION

1. ADMISSION AND ACCEPTANCE OF REGULATIONS

1.1. Exhibitors, through their mere registration, accept the General Regulations of the Foundation, which are available at www.feiragalicia.com/regulations, as well as the Specific Regulations for each trade fair, and any other provision issued by the Event Management

1.2. The admission of applications and the assignation of floor space are the sole competence of the Management of the ABANCA International Exhibition Centre of Galicia

1.3. The Organisation may reject a request if the products are not in line with the theme of the event, or are not listed in the classification.

2. LOCATION, DATES AND OPENING TIMES

2.1. The **3rd edition of "Expobus Iberia"** will be held in the ABANCA International Exhibition Centre of Galicia from 16 to 18 November 2023, from 10:00 a.m. to 7:00 p.m. on the 16th and 17th, and from 10:00 a.m. to 5:00 p.m. on the 18th.

2.2. Exhibitors will have access to the stands from 9 AM until 7:30 PM. The organisation recommend that stands be manned until the premises is vacated.

2.3. The exhibitor will be obliged to occupy and remain at the stand, as well as to display the products related with the theme of the event, throughout the entire duration of the same.

3. CONTRACTING OF SPACE/SERVICES AND PAYMENT METHOD

3.1. The floor space and services are contracted in accordance with the indications, payment methods and deadlines that appear in this Participation Form.

3.2. The closing date for contracting floor space is 16 October 2023, thirty days prior to the commencement of activities.

3.3. The closing date for contracting all the services is 1 November 2023, fifteen days before the mounting of the even commences. A surcharge of 20% will be applied to any services requested after the deadline date, with the Foundation reserving the right to admit any such request. The cancellation of a service after 6 November 2023, within the 10 days prior to the commencement of the Event, well until the payment of 40% on the tariff for said service.

3.4. All invoices issued to the Exhibited by the Foundation will include the VAT currently in force, or any other tax which may be applicable at any time.

4. PREFERENCE IN THE AWARDING OF SPACES

4.1. Companies will be able to access the space allocation process once this Participation Form has been submitted, along with proof of the required payment.

4.2. Those companies which participated in the previous edition of the "Expobus Iberia" in 2019 shall take precedence in the selection of floor space up until 16 July 2023, by delivering this Participation Form, duly filled in and signed, along with proof of payment of the required tariffs. As of the aforesaid date, the Event Organisation may have space for other companies and bodies interested in participating.

5. ACCREDITATION, PARKING PASSES AND INVITATIONS

5.1. Exhibitors will be sent free accreditation, parking passes and invitations, at an amount proportional to the m² of floor space contracted.

6. OPENING HOURS FOR ASSEMBLY, DISMOUNTING AND REMOVAL OF MERCHANDISE

- Assembly of designer stand: 13-15/11/2023 from 09:00 to 19:00 h.

- Intake of merchandise and decoration of stands: 15/11/2023 from 09:00 to 19:00 h.

- Packaging and shipping of merchandise: 18/11/2023 from 17:00 to 24:00 h. and 19-22/11/2023 from 09:00 to 19:00 h.

- As of 18:00 h. on 15/11/2023, vehicles will not be allowed to enter the pavilions

- Exhibitors may find more detailed information regarding the regulations on mounting and is installation of spaces, intake/shipping of merchandise, etc. in the General Regulations.

7. REGULATIONS FOR ASSEMBLING DESIGNER SPACES OR STANDS

7.1. Those companies opting for the free-design construction of their stand must send the PROJECT to the Foundation's Technical Services Department [Dirección de Servicios Técnicos] before the 16 October 2023 thirty days before the commencement of the event.

7.2. The assembly fees given in the current list of charges (covering the electrical inspection, consumption, uses, etc.) are already included in the tariff applied to those exhibitors participating with a designer stand.

7.3. Exhibitors can find more detailed information regarding the regulations on the mounting and installation of spaces, the carrying out electrical installations etc. in the Foundation's General Regulations.

8. OFFICIAL EVENT CATALOGUE

8.1. Once the Participation Form has been received, the Organisation will send each exhibitor the form for inclusion into the Official Event Catalogue.

8.2. Failure to receive this form, duly completed by the exhibitor in line with instructions given therein, will authorise the Organisation to make use of the data appearing Participation Form and included the same in the Official Event Catalogue.

9. PERMITS AND LICENSES

9.1. The Exhibitor must have the licenses or permits legally required for the possession, display or use by the same of any type of property subject to display in the space allocated, and must submit in due time and form the documentation required by the Organisation in cases of actual armament or defence material or life-sized replicas.

9.2. The exhibitor authorises the total or partial reproduction of those images and videos of exhibited products that the Organisation may require to promote the event.

10. INSURANCE, SECURITY OF PREMISES AND EXEMPTION FROM LIABILITY

10.1. The exhibitor must take out a civil liability policy covering attendance at fairs for any possible damage to a third party.

10.2. In no case may exhibitors make any claim against the institution (organiser) or the employees thereof, for any damage caused to third parties, or for the loss of or damage to material and objects on the stand.

10.3. Exhibitors can obtain more detailed information in the General Regulations of the Foundation.

VALIDITY OF THE CONTRACT

This document reflects the Exhibitor's requests. The Organisation reserves the right of admission and the right to modify the floor space requested in line with availability.

In _____, on ___ of _____ 202__
Signature and company seal

TO BE FILLED IN BY THE ORGANISATION

SECTOR	PAVILION - AREA	STAND - PLOT	LENGTH (m)	WIDTH (m)	TOTAL AREA (m ²)

SEAL OF THE ORGANISATION

In _____, on ___ of _____ 202__
This application is hereby approved

In accordance with the provisions of General Regulation (EU) 2016/679 on Data Protection, we hereby inform you that the data provided during the provision of the service will be incorporated into Processing Activity owned by SEMANA VERDE DE GALICIA, with Corporate Tax ID No. G 36.155.208 and registered office at Recinto Ferial s/n, 36.540, Silleda (Pontevedra). The purpose of this processing is customer contact management, event management, and contest organisation; preparation of quotations and service/product invoices; compliance with accounting and tax obligations, commercial management and the sending of information on events/activities. You will be duly notified of any disclosure of your personal data to third parties which requires your prior consent.

You may exercise your rights of access, rectification, deletion, limitation, opposition and portability at any time, in writing, accompanied by a copy of an official identification document, to the above address. Also, and in the same manner, you may revoke the consent given to be sent commercial communications, in accordance with the provisions of Law 34/2002.

I declare that I understand and accept the Privacy Policy of the website www.feiragalicia.com

Lastly, the company hereby informs you that by signing this document, you give your consent to the processing of your data for the above-mentioned purposes.