

WOMEX 2023 – EXHIBITION



On behalf of WOMEX and Nordesía produções

Piranha Arts AG
Kreuzbergstrasse 30
10965 Berlin
Germany

herein known as the organizer.

Exhibition Manual and signed Letter of Acceptance by the exhibitor

Please note: Your stand booking will not be completed until we have received your signed Letter of Acceptance (point 5, page 13). Thank you!

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1. Exhibition Package

1.1 Standard stand-booking

The booking fee for one standard stand unit is 890€ net. plus VAT, if applicable. For more information see: 1.6

The dimensions for each stand unit are 6m² (3m wide, 2m deep), height is 2,50 m.

There are no smaller stand units available!

Each standard stand-booking includes:

- Walls towards neighbouring stands (in case of corner stands, walls towards corridor will be removed as standard and put up on request only)
- General lighting in exhibition hall
- General aluminium structure in its natural colour
- Walls are made of white laminated panels connected with silver profiles
- 1 standard label on front side of the stand, in adhesive black vinyl
- Lights: 1 white led light (50w LED)
- 1 electrical board per stand, 1100w total capacity. Protection switches, wires and 1 electrical socket
- 1 rectangular table, size: 120 x 60 cm
- 4 chairs matte silver
- Grey floor covering

1.2 Customize your stand

Additional Furniture, Equipment & Printing Services

To order additional equipment, furniture or printing services for your stand, please consult the Additional Equipment and Services catalogue for WOMEX 23 and submit the applicable ordering procedure.

www.womex.com/2023/download/womex_23_additional_equipment_and_services.pdf

Prices are subject to change as shown in the tables in the catalogue. Book early to secure the best price!

Please note that the time-zone in Peninsular Spain is CEST (UTC+02:00). Daylight saving time until Sunday, 29 October.

Deadline for receiving order forms for all stand supplies: **Friday, 29 September 2023**. Orders received after this deadline will be processed subject to availability of materials and transport and rates might increase up to 30% on the list price.

Orders are placed through Palexco with the respective service providers. Invoices for the orders will be issued by Palexco and payments have to be made directly to them according to their terms and conditions.

Palexco will issue one invoice for all additional services.

In case of any questions, please contact tradedfair.womex23@gmail.com

Special wishes for stand set-up or layout

Exhibitors who would like to remove some / all walls of their stand, have special company name wishes for the signboard (no additional fee), or have any other special requests for the stand set-up, please contact production@womex.com

Companies that want to build higher than 2,50 meters or have other special requests must forward their proposed floor plan and booth design to production@womex.com

Hostess/Attendant

In case exhibitors need a hostess or attendant, please hire personnel through the WOMEX daytime venue PALEXCO.

For all inquiries in this matter please contact: operaciones2@palexco.com

1.3 WiFi

> Please note: WiFi is subject to capacity!

WiFi is available in the Trade Fair halls, although heavy usage may affect its stability.

The organisers cannot guarantee a stable WiFi and assume no liability for the connection. In case you need a reliable connection for around the clock streaming services and so on, we strongly encourage booking extra cable internet, which is not included in the standard stand package.

If you need any specific Internet services please contact:
tradedfair.womex23@gmail.com

1.4 Terms of Payment and Business

For all persons attending WOMEX 23 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this exhibition manual and to the WOMEX 23 terms of payment and business.

The terms of payment are:

- Full payment of rental price upon receipt of the invoice. No exhibitor will be allowed access to the exhibition stand if the organiser has not received the full stand rental price before the set-up time of the Trade Fair.
- You can find all terms of payment and business here: www.womex.com/terms

> **Please note:** *Your stand booking will not be completed until we have received your signed copy of this manual. The signature required is at the bottom of this document, point 5, page 13*

1.5 Cancellation

> **Please note: No refunds will be made after Friday, 25 August 2023**

- The organiser must receive notification of cancellation of exhibition stand or space in writing.
- The organiser reserves the right to alter the present regulations with immediate effect in case orders from the authorities or other compelling reasons might deem it necessary.
- For more details on the refund policy, please read our WOMEX 23 terms of payment and business carefully: www.womex.com/terms

1.6 VAT Reimbursement on Trade Fair Stand bookings

> **Please note: You are also advised to contact your tax consultant if in doubt**

If you book a **stand** in addition to your registration (exhibition package) at WOMEX you **do not** need to pay VAT, if:

- your company is based in the EU and you have a valid VAT ID number **or**
- your company is based outside the EU and can provide proof of tax residence and entrepreneurship.

However,

- If you are a German company with a valid VAT ID number you have to pay **German VAT** on the exhibition package.
- If you are an EU company without a valid VAT ID number, you have to pay **local (Spanish) VAT** on the exhibition package.
- If you are a company based outside the EU and cannot provide proof of tax residence and entrepreneurship, you have to pay **local (Spanish) VAT** on the exhibition package.

For more information, please see the [European Commission Taxation and Customs Union website](#).

2. Trade Fair

2.1 Opening Hours

Set-up times

Regular Set-up time for exhibitors (No access permit needed*)

Wednesday, 25 October 2023 | 10:00 – 14:00

* *Main exhibitors and co-exhibitors need to first **pick up their badge at the check-in counter in the main entrance area** in order to access all Trade Fair halls.*

Additional Set-up time for exhibitors (access permit needed! only after prior consultation with the organiser!)

Tuesday, 24 October 2023 | 14:00 – 21:00

Wednesday, 25 October 2023 | 08:00 – 10:00

General Trade Fair, Registration and Check-in times (for all Delegates)

Wednesday, 25 October 2023 | 14:00 – 18:00

Thursday, 26 October 2023 | 10:00 – 18:00

Friday, 27 October 2023 | 10:00 – 18:00

Saturday, 28 October 2023 | 10:00 – 18:00

Exhibitors only: Take-down

Saturday, 28 October 2023 | 18:00 – 22:00

Sunday, 29 October 2023 | please contact the organisers (see 4.)

Special requirements apply for external companies hired for stand building!

Set-up of stands by external stand builders is possible from Monday 23 October 2023, from 14:00 onwards and designated time slots for load-in and load-out are required. Exhibitors must inform the organiser in advance if they employ a stand building company and provide contact information.

Please be aware that there are restrictions for directions and height of vehicles. We will provide more information at a later point.

Please contact production@womex.com for further details.

2.2 Access Permits

For stand set-up and take-down periods that exceed general Trade Fair opening times all exhibitors as well as non-registered staff require an access permit.

Please contact production@womex.com for further details.

2.3 Registration Badges

The exhibitor badge and wristband need to be picked up at the registration area at the check-in counter in the entrance area of the daytime venue PALEXCO (during official registration and check-in times).

Each badge lists the exhibitor's company name (if applicable) and the given name/surname of the delegate. The pass is strictly for personal use only and:

- if lost, it will not be replaced
- if asked, the holder must also present her/his identity card
- if found in the possession of a third party, it will be confiscated

It is NOT allowed to invite non-registered persons to receptions and other events happening within the WOMEX 23 daytime venue (PALEXCO) during official WOMEX opening hours.

2.4 Transport of Exhibits

In order to bring exhibits onto the WOMEX 23 premises, we will soon publish more information and shipping instructions by our official freight forwarding partner.

2.5 Rules within Trade Fair Area and Exhibition Space

- There is a strict “**no smoking**” policy throughout all Trade Fair areas. There will be dedicated smoking areas outside!
- **NO live music in the Trade Fair area!** Public performing or playing of music is not permitted at the Trade Fair or anywhere else in the Daytime venue at any time, including stand receptions. Please respect the Trade Fair is a networking space and keep the noise level as low as possible! Any musical activity perceived by the organiser as a disruption to business within the Trade Fair will be terminated.
- **Receptions at Trade Fair stands:** please inform production@womex.com about planned stand receptions during the Trade Fair at your stand. No live music is allowed during receptions.
- **Waste:** During set-up/ take-down, the exhibitor must place the waste in the containers and recycle bins in the Trade Fair area. Each booth will get a basic cleaning every evening after the Trade Fair closes. There will be **no bin bags** available during Trade Fair hours, therefore we recommend ordering a waste bin from the additional equipment catalogue. The exhibitor is responsible for the removal and disposal of any large items, decorations or exhibits brought in by the exhibitor.

The exhibitor is bound to comply with the regulations issued by the organiser, the exhibition architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations from the venue.

- Special arrangements, if any, agreed between the organiser and the exhibitor, which are not included in this exhibition manual, are only binding when confirmed in writing by the organiser and signed by both parties.
- No exhibitor may obstruct or allow their goods, decorative materials, furniture and so on to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the organiser.
- No inflammable decorations may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.
- The exhibitor shall be obliged to observe all time-limits fixed regarding construction, stand set-up, stand take-down, and so on.
- The exhibitor shall be obliged to keep their stand open and suitably staffed during the official opening hours of the Trade Fair.
- No exhibited article or display equipment may be removed from the stands until the official take-down period of the Trade Fair. The exhibitor shall restore the stand to its original form/condition.
- Exhibitors are allowed to use non-destructive tape for sticking posters on the shell schemes. For consultation, please contact WOMEX production or ask the stand building company on site!
- **Putting up posters will only be allowed in specifically designated areas!**
- The Trade Fair area and exhibition space and the material therein must not be damaged (by, for example, nails, screws, wrongly-used sticky tape and so on used on doors, (stand-)walls, pillars and other venue surfaces and units).
- The exhibitor shall be held responsible for any damage done to the premises, fixtures, and for any injury to persons caused by the exhibitor, their staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage themselves but is responsible for any costs that may occur.
- The exhibitor/s are obliged to comply with the EU labour regulations.

2.6 Sustainable Practices

Please think carefully about the materials you plan to use at the fair. We encourage implementing the following sustainable practices in building the stand and handling the consumables, promotional material, and packaging.

- **Reduce:** minimise the volume or weight of materials to be used, and look to digital solutions (online flyers, leaflets, etc) if possible.
- **Reuse:** reuse materials to extend their use life.
- **Repair:** fix breakable materials to extend their use life before disposing of them.
- **Recycle:** use materials that might otherwise be disposed of (waste) and give them another purpose by turning them into other materials or products.
- **Rethink:** avoid dangerous chemicals or materials and use ones less harmful to the environment.
- **Recommended Materials** (if possible, with FSC or PEFC label and/or a percentage of recycled material): wood, aluminium, cardboard, canvas/textile.
- **Remember** to turn off any equipment (computers, extra lights, any promo material running on electricity etc.) when not in use or use a timer to turn it off.

After the Trade Fair: if you can use leftover materials from events, take all these goods with you from the exhibition area. If they cannot be reused, consider donating them to a social organisation (pens, notebooks, bags, etc., anything that can be reused). If none of the previous options are possible, make sure that your goods are disposed of correctly by segregating different components as much as possible.

2.7 Use of Stands, Forbiddance of Retail Sale, Piracy and Transfer of Space

- The organiser is entitled to change the allocation of stands and Trade Fair area, if there is a high demand for extra exhibition space or other event requirements.
- Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring Trade Fair stands visually or because of noise. Obstruction of Trade Fair stands or corridors must be avoided. In cases of non-compliance, WOMEX may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, WOMEX has the right to remove said exhibits and evict the exhibitor from the stand without any liability.
- The organiser has the right to remove exhibits that do not comply with the main subject and focus of the exhibition or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.

- The exhibitor shall indemnify and keep Piranha Arts AG as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.
- If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.
- Exhibitors are not permitted to sub-let their stand/s directly, or to lend their stand/s to a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company, please contact registration@womex.com
- In case of shared and umbrella stands: the main exhibitor will be held responsible for all co-exhibitors.
- No change in stands between exhibitors may take place without the written consent of the organiser.
- Exhibitors holding shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs incurred to enable their participation.

2.8 Advertising and Merchandise

- Advertising may be carried out – free of charge – by means of flyers, samples and promotional material to be handed out to delegates visiting the event.
- The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's Trade Fair stand, unless special permission by the organiser has been secured.
- **Exhibitors must not sell any merchandise at their stands.**
- Unsanctioned 'offWOMEX' events, performances and the like, and/or events seen to be competing with WOMEX during the full duration of the WOMEX event may not be promoted physically or digitally anywhere on the WOMEX event sites, in the WOMEX bag or online. For the avoidance of doubt, this includes postering, handouts, flyers, any Trade Fair stand material and the like and any other material relating to these unsanctioned 'offWOMEX' events and performances. These are not permitted, and Piranha Arts AG reserves the full right to take down posters, and/or remove and dispose of any of the offending

material whatsoever without further notice. Use of the WOMEX name, wordmarks, logo or brand, or of any 'passing-off' versions of the WOMEX name, wordmarks, logo and brand in connection with any unsanctioned events is not permitted, nor may these be used in any way whatsoever to imply 'official selection' or any official association or partnership with WOMEX if this is not the case. Infringement of this clause gives Piranha Arts AG the full right to cancel your registration and all registration benefits without refund or reimbursements, and to refuse admission to event sites.

3. Venue

3.1 Address

Palexco

Muelle de Transatlánticos s/n,
15003, A Coruña, Spain
+34 981 22 88 88
www.palexco.com

3.2 Catering

The catering service at PALEXCO is exclusive to BOKETÉ catering company.

Clients must inform BOKETÉ in case they want to bring any regional specialty drinks and food, what kind and the quantities.

Exhibitors are not permitted to distribute any further item of food or drinks not supplied by the caterer, BOKETÉ, without a prior agreement.

PALEXCO has signed an exclusive contract for all catering services to be carried out on site, as well as for the delivery of food and beverages to the stands.

More information about catering and meal services as well as all contacts can be found in the Catering and Meal Services Manual.

For further questions please contact: tradefair.womex23@gmail.com

3.3 Insurance and Security

The venue and the organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

Please do not leave valuables, personal items or electronics unattended!

3.4 Damage to Facilities

No part of any exhibits, signs, posters or displays may be nailed or attached in a harmful or destructive way to shell schemes, columns, walls or any parts of all WOMEX venue/s. If an exhibitor causes any damage to the venue/s, the main exhibitor will be held financially responsible.

3.5 Claims

Any complaint shall be made forthwith and not later than the closing of the Trade Fair and shall be sent by registered letter to the organiser.

3.6 German Law

In the event of any dispute arising in connection with or incidental to this agreement, the parties here to shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein. If a settlement by negotiation cannot be achieved, all disputes shall be settled before the Court of Berlin in accordance with and governed by the German law.

3.7 Force Majeure

In case of war, terrorism, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the organiser that might render it impossible or difficult to carry through the arrangement, the organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the organiser shall not be liable to pay compensation to the exhibitor.

The General Terms and Conditions can be found here:

www.womex.com/take_part/register/terms_of_business

3.8 General Information

The agreement of the stand allocation is based on these conditions, rules and regulations. The exhibitor is also bound to comply with the technical rules stated in the information from the venue.

4. Contact Information

Cecilia Carbadillo

Trade Fair Production – Nordesía produci3ns
tradefair.womex23@gmail.com

Helena Tsiflidis

Head of Production – WOMEX
production@womex.com

5. Exhibitor's Letter of Acceptance

The exhibitor confirms to have read and understood this exhibition manual.
Please sign and send to production@womex.com

Place and Date

Stand number

Company

Signature