



XX Feria Internacional de Productos del Mar Congelados
XX International Frozen Seafood Exhibition

2, 3 y 4 Octubre 2018 · 2nd, 3rd & 4th October 2018

VIGO-SPAIN



NORMATIVA **REGULATIONS**
conxemar 2018

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Welcome Letter

Dear Exhibitor,

The International Frozen Seafood Products Exhibition is a worldwide benchmark in the processing and marketing sector of seafood products and the most important in the field of frozen products at international level.

In 2017, it brought together thousands of professionals from 104 countries all over the world.

In its 20th edition, CONXEMAR 2018 is set as the best showcase to promote new products and services, initiate new commercial relations and learn the latest advances in technology.

- Sea products.
- Other frozen products (bakery, meat, ice cream, vegetables, etc.)
- Supply industry (containers, flooring, packaging, wrapping, etc.)
- Machinery (processing lines, packaging machines, etc.)
- Services (transport, insurance, ICT, etc.)

We have developed this catalogue of services to facilitate your work and to enhance the good results of your participation in this event.

We wish you all the best in this exhibition.

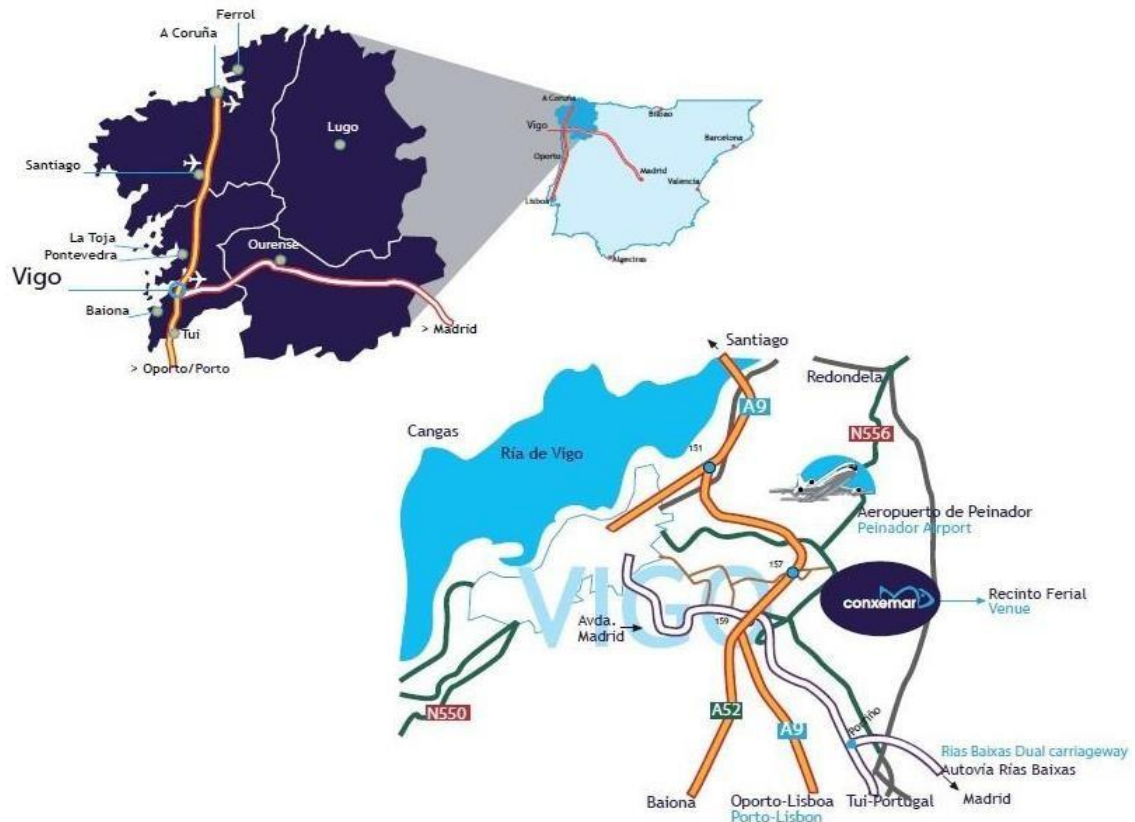


Contact Us

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EXHIBITION address:	Avda. del Aeropuerto 772 36318 Cotogrande- Vigo- España
General Email	conxemar@conxemar.com
Exhibition Services Email	feria@conxemar.com
Invoicing Services Email	contabilidad@conxemar.com
Communication and Press	prensa@conxemar.com
IFEVI – Exhibition centre - Phone	0034 986 48 61 44

Location and Access Map

IFEVI- Vigo Trade Fair Institute: Avda. del Aeropuerto 772 - 36318, Cotogrande – Vigo - Spain



Exhibitor's Schedule

DATES	NOT TO FORGET
August 31st	Deadline to send the stand project to proyectos@conxemar.com for its approval.
September 10th	Deadline to order the services. Any service ordered afterwards will pay a delay fee of 50%.
September 18th	Entry of big structures and heavy machinery (containers, etc.)
Sept. 20th to 24th	Stand Pre-assembly. Conxemar's approval is required to pre-assemble.
Sept. 25th to Oct 1nd	Setting up of stands from 8am to 9pm.
Sept. 29th to Oct. 5th	Entry/exit of perishable goods. Schedule: On the 29 th Sept. starts the cold-rooms service to store perishable goods (frozen and fresh) Schedule: - Sept. 29 th : from 12h to 19h - Sept. 30 th -Oct. 4 th from 9h to 19h - Oct. 5 th : from 9h to 12h
October 1st	Delivery of Modular Stands to exhibitors.
October 2nd, 3rd & 4th	Exhibition dates and opening hours: - Oct. 2 nd : from 10h to 18h - Oct. 3 rd : from 10h to 18h - Oct. 4 th : from 10h to 16h
October 4th to 7th	Dismantling schedule: - Oct. 4 th : From 16h to 18h you can start taking out goods manually. From 18h to 23:59h dismantling begins. - Oct. 5 th , 6 th and 7 th : from 8h to 20h
October 5th	At 12h midday cold rooms will be disconnected.

Terms and Conditions

1. ORDERING SERVICES

This Catalogue has been designed to facilitate your participation at Conxemar 2018 by putting at your disposal a range of services for your stand. You can hire the services directly through the online exhibitor's private area.

The hiring of the following services: Supplement for constructions above 3.5 meters, Supplement for two floor stands, IFEVI Assembly charge, Phone Lines, Electricity and Water supply, must be done through this Catalogue of Services.

PAYMENT TERMS: In advance (cheque or bank transfer). Services will be served only after payment is received.

DEADLINES: Deadline for hiring services and payment is **September 10th**. From that date on, a **50% fee charge** will be applicable.

We can't assure services ordered once the building of the stands has begun. (September 25th)

METHODS OF PAYMENT: By cheque or bank transfer to:

Bank: ABANCA

Bank Address: Avda. García Barbón 1- 36.201- VIGO-ESPAÑA

Account number: 2080 5000 65 3040270852

IBAN code: ES76 2080 5000 65 3040270852

Swift code: CAGLESMMXXX

Bank: BANCO PASTOR (Grupo Banco Popular)

Bank address: C/San Francisco, 49- 36.202- VIGO – ESPAÑA.

Account number: 0238 8306 28 0600237292

IBAN code: ES98 0238 8306 28 0600237292

Swift code: PSTRESMM

IMPORTANT NOTE: Exhibitor will be responsible for bank fees for both bank transfer or cheque payments. For international transfers you must indicate the clause OUR.

VAT From the 1st of January 2012, companies not based in the Spanish territory are exempt of VAT payment, so all services will be invoiced with VAT 0%.

2. VENUE AND OPENING HOURS

- The Exhibition will be held at IFEVI (Vigo Trade Fair Institute)– Avda. del Aeropuerto 772 – 36218 Vigo - Spain

- Visitor opening hours are: on Oct. 2nd and 3rd from 10h to 18h and on Oct. 4th from 10h to 16h.

Exhibitors will be able to have access to their stands two hours prior to the opening (8am) and must remain until half an hour after the closing. For security reasons, it is strongly recommended not to leave the site until all visitors are gone.

3. ALTERATIONS AND CANCELLATIONS

- The Organization reserves the right to alter the opening and closing hours due to major force of any nature, having the exhibitor no right to compensation.

- The exhibitor is not allowed to give away the occupation rights of the stand nor allow the promotion of other companies' merchandising without written consent by the Organization. Failure to comply with this rule may lead to the closure of the stand.

- There will be no refunds in case of cancellation or reduction of the space requested through the registration form, even in the eventuality stated in the previous paragraph.

4. EXHIBITOR BADGES AND INVITATIONS

By using the personal access codes provided by Conxemar (username and password), you can get your exhibitor badges and send online invitations to your customers.

-Badges: You must download your badges directly from your private area and print them. You can make as many as you need. If you have a co-exhibitor company, you can change the company name that appears by default. Badge holders and lanyards will be provided at the entrance gate.

-Invitations: You can send your customers unlimited invitations to visit the Exhibition free of charge. These are online invitations and your customers will receive them via e-mail. Additionally, this year it will be available pdf invitations that can be printed as many times as required and provide to your customers (this year there will be not paper invitations).

5. COMPLIMENTARY TICKETS

The price for the entry at the ticket office is 30 € for the three days of Exhibition.

NO PERSON UNDER THE AGE OF 18 WILL BE ALLOWED IN THE EXHIBITION UNDER ANY CIRCUMSTANCE. THE SECURITY STAFF WILL NOT ALLOW THE ENTRY AND IT CAN BE REQUESTED TO PRESENT ID OR PASSPORT.

6. EXHIBITORS CATALOGUE:

During the show the Exhibitors Catalogue will be distributed free of charge. To do so, all exhibitors must have duly filled in forms 2 and 3 of the registration form with the information to be published.

7. INSURANCES

Public liability insurances including material damage and physical injury to exhibitors and visitors are provided by the organizers. The insurance is limited to 3.000.000 € and 150.000 € per casualty. The coverage includes operation, legal defense and bails.

All other insurances fall under the responsibility of the exhibitor. Conxemar offers an additional insurance service which covers fire, explosion, lightning, extensive risks, replacement expenses, extinguishing expenses, robbery and water damage.

8. CLEANING

The organization will provide general cleaning of the site (aisles, wastepaper bins...). Conxemar offers an additional cleaning service: initial cleaning or daily cleaning.

9. LOGISTICS AND ACCESSIBILITY

🚗 ASSEMBLY AND DISMANTLING DATES AND HOURS:

<i>Setting up hours:</i>	<i>Exhibition opening hours:</i>	<i>Dismantling hours:</i>
<i>Sept 25th - Oct 1st from 8h to 21h</i>	<i>October 2nd, 3rd From 10h to 18h October 4th from 10h to 16h</i>	<i>October 4th From 18h to 23:59h October 5th - 7th From 8h to 20h</i>

🚚 ENTRY/EXIT OF MACHINERY, HEAVY MATERIALS AND PERISHABLE GOODS

Machinery and heavy materials: Entry of machinery and heavy materials is limited to September 18th before setting up the modular stands in order to facilitate the entry into the enclosure.

For the entry of Exhibitor's own furniture and/or appliances it is compulsory to fill up a form upon arrival available at the organization's office in IFEVI.

Perishable Product: Perishable product, refrigerated or frozen can be stored in the cold/frozen storage facilities available free of charge at gate 4 of the enclosure. To do so, it is compulsory to fill up the form for Incoming of Perishable Products. This service will be available from Friday 28th Sept. at 11:59h to Friday 5th Oct. at 11:59h. From that time onwards, cold rooms will be disconnected and CONXEMAR will decline any responsibility and/or liability for any loss or damage over the products left behind.

MAKE SURE ALL MERCHANDISE (PERISHABLE OR NON-PERISHABLE) IS PROPERLY LABELED. Conxemar will provide label templates for your material or perishable products.

Goods of EU origin can be forwarded directly to: Conxemar IFEVI Avda. Del Aeropuerto, 772 – 36318 –Vigo- Spain, with the relevant documentation that transport requires. EU origin goods will enter the exhibition with ATA Card or Pro-forma invoice. Only deliveries with ATA Card can be sent directly to Conxemar-IFEVI, any other will have to pass through all customs formalities at the arrival terminals (truck and plane).

🚗 ACCESS: All around the enclosure there is one-way traffic system. Vehicles should access by the roundabout, unload and then go around the building to the exit. In the map above gates and zones are indicated so you can check which is the closest to your stand.

🚗 PARKING : Parking areas for both visitors and exhibitors are indicated in the access map above (including airport's). Exhibitors are allowed to park around the enclosure in the designated parking areas by presenting the parking passes given in advance.

Number of parking passes per sqm of your stand:

Stand sqm	Number of pases
from 12 to 25 sq.m.	1
from 32 to 35 sq.m.	2
from 50 to 70 sq.m.	3
100 sq.m.	4

During exhibition days, IFEVI's parking areas are for exclusive use of vehicles. Parking trucks, vans or buses in these areas is not allowed.

SHUTTLE AND BUS SERVICE

Conxemar offers a free shuttle bus service from the main hotels in Vigo to and from the venue for exhibitors and visitors during the exhibition hours. Timetables and Routes will be detailed on our web www.conxemar.com

FREE DESIGN STANDS ASSEMBLY REGULATIONS

a) Early assembly (before official date of stands assembly)

Stand builders who need to build up before the official date of assembly may move-in from September 20th to September 24th. This service must be authorized by Conxemar and it might be hired through the Exhibitor's private area.

b) Compulsory documentation to submit in order to start stand assembly:

- ✓ Stand design approval (design projects have to be sent by e-mail to proyectos@conxemar.com before August 31st)
- ✓ List of workers during setting up and dismantling and Workers TC2
- ✓ Copy and written proof of payment of the Civil Liability Policy.

- ✓ All the exhibitors will receive an Assembly Manual with all the documents that must hand in, in addition to those listed above in point b) of these rules.

The Organization reserves the right to stop assembly and dismantling activities if any of the documents stated above are missing.

c) Contractor badges:

All workers should be properly identified during assembly and dismantling. In order to do so, go to CONXEMAR website: www.conxemar.com – next exhibition- online registration.

On arrival at the exhibition Centre all workers must validate their badges in the Occupational Risks Prevention Offices.

d) IFEVI Assembly charge: No assembly firm may enter the exhibition grounds without having paid the IFEVI assembly charge **payable to Conxemar through the Exhibitor's Online private area.**

e) Regulations:

- ✓ It is not allowed inside the exhibition center the use of cutting machines, sanders or other equipment that produce dust or not equipped with anti-pollution systems.
- ✓ The day before the opening assembly the use of cutting machines, sanders or other equipment that can produce dust are not allowed.
- ✓ On October 1st, day before the opening of the fair, the assembly schedule ends at 9pm.
- ✓ Paint Spray Guns are not allowed.
- ✓ Fitting carpets and/or other types of flooring with glue is not allowed.
- ✓ It is not allowed to stick, nail, staple or any other kind of fixation that may cause damage to the site walls.
- ✓ Vehicles are not allowed in the pavilions without expressed authorization of the Organization.
- ✓ During setting up and exhibition days, aisles must be clear from materials, goods, packaging...etc. Failure to comply with this regulation, materials will be removed and the exhibitor charged for the removal and return of such material.
- ✓ SUSPENSION POINTS: In order to hang any element from the ceiling/structure of the exhibition center, the Organization must approve the project. Only the Organization staff are allowed to set suspension points.
- ✓ All manholes must be accessible for your safety in case of failure. Please note that your manhole may supply electricity or water to neighboring stands (we recommend the use of a platform in order to avoid electrical wires and drain pipes in the middle of your booth).
- ✓ If you play music in CD players, DVD or radio, you must obtain a permit from the SGAE and pay the applicable fee (Phone of SGAE headquarters in Vigo: +34 986 22 43 77)

f) Fire regulations:

- ✓ The spaces signposted for the installation of fire equipment, alarms, emergency exits and service aisles must be respected always keeping them clear. You cannot block or cover light signals, fire extinguishers or any protective equipment under any circumstances.
- ✓ It is mandatory the use of fireproof materials and fireproof carpets.

g) Electricity during assembly and dismantling: Through the catalogue of services you can order a provisional electrical panel for assembly and dismantling.

h) Electricity:

All the wiring must be accomplished by an official electrician authorized by the Organization's Technical Services, according to the general regulations concerning Safety of Low-Tension Wiring. Only the Organization's Technical Services are enabled to make the electrical connections of the pavilions, and they will verify the installations lacking the Electricity Official Form (this service must be hired through the Catalogue of Services). In case of inappropriate wiring, the organizers reserve the right not to supply electricity to the stand.

1. General rules for wiring

- ✓ Installations will be in accordance with the Low-tension Electro-Technical Regulations (Royal Decree 842/2002, of August 2nd), and the Complementary Technical Instructions.
- ✓ Those installations to be supervised are switchboard shunting and wiring. The exhibitor is not allowed to alter the wiring in the stand; receivers just have to be plugged in the power points placed for this purpose by the electrician.
- ✓ The exhibitor, contractors and/or subcontractors will be liable for any damage due to changes or misuse of the electricity system.
- ✓ All manholes must be accessible for your safety in case of failure. Please note that your manhole may supply electricity to neighboring stands (we recommend the use of platform in order to avoid electrical wires in the middle of your booth).

2. Wiring legalization, supervision and authorization

- ✓ In the case of stands where the power to be supplied is under 50Kw, it will be essential to submit a Certificate of Low-Tension Wiring, together with a Technical Report on Design (according to ITC-BT-04, point 4), stamped by a competent body of the Galician Government (Xunta de Galicia).
- ✓ In the case of stands where the power to be supplied is 50 Kw or above, it will be essential to submit the design approved by the Engineers' official association of the place it comes from (according to ITC-BT-04, point 3.1), together with a Certificate of Low Tension Wiring, stamped by a competent body of the Galician Government (Xunta de Galicia).
- ✓ **Supervision of Electrical Installations (According to REGULATIONS). It can be ordered to CONXEMAR through the Catalogue of Services.**

i) Water:

All inside water supplies will be controlled by the Organization's Technical Service. The Organization will not be responsible for the services rendered by the public water supplier.

In zones from A to F, the water supply comes from pipes coming down from the roof of the Exhibition Center and drains go directly to the manholes on the floor. In zones H, I and J the water supply and drain comes directly from the manholes on the floor.

IMPORTANT: WE RECOMMEND THE USE OF PLATFORM: Please note that your manhole may supply water to neighboring stands (we recommend the use of platform in order to avoid drain pipes in the middle of your booth).

Make sure the water tap is closed at night. During assembly, technicians will open the water for testing. The water service will be working the day before the show.

j) Withdrawal of materials- cleaning during dismantling:

During dismantling, the contractor or the exhibitor must leave the surface completely clean and free of debris. After the dates set for dismantling, Conxemar declines any responsibility in relation to the goods, stands and decoration items of any kind left behind.

k) Security:

Conxemar guarantees general surveillance services during the time for setting up, fair activity and dismantling. EXHIBITORS ARE RESPONSIBLE FOR TAKING CARE OF THEIR MATERIALS AND MAY REQUEST A COMPLEMENTARY INSURANCE. Those wishing to step up Security on the stand may only contract personnel via the company serving Conxemar (all guards must wear a uniform).

- All personnel (exhibitors and constructors) within the Exhibition Center during the assembly, Exhibition hours and dismantling must be duly identified with the corresponding badge.
- To strengthen security, exhibitors must remain in their stand at the end of the show (Thursday, Oct. 5th) and until all materials have been removed.
- List of equipment and complements which the exhibitor considers to be essential (form available at the exhibitor office)

l) Noise:

Demonstrations of noisy machinery or other products at the exhibition must show respect for nearby stands. Audiovisual transmissions shall be conducted with the minimum sound and equipment must be placed to allow visitors to access the stand if they wish to hear them.

m) Fumes and gas:

Any gas or fumes issued by equipment at the exhibition which may be harmful to health and which may cause any other damage, should be discharged through the appropriate piping. The setting up of said piping shall require the authorization of the Organization's Technical Service.

n) Catering:






Catering services will be available at the Exhibition for visitors and exhibitors:

- Restaurant
- Self-service
- Cafeterias

o) Advertising and direct sell:

- Publicity (static or dynamic) is not allowed outside the stands or at any part of the enclosure.
- Direct selling to the public is forbidden.

p) Occupational hazard at IFEVI – Vigo Trade Fair Institute.

RISK	PREVENTIVE MEASURES
Knocks, falls due to slipping, stumbling, etc.	Keep the floor clean and dry. Use non-slip footwear. Avoid rushing around within the Exhibition Enclosure.
Electrical contacts	<p><i>Electrical connections should be made with the appropriate power strip.</i> Visual periodic inspection of connectors. It is forbidden to manipulate the electrical panels. Access to unauthorized areas is forbidden. Signaling must be respected.</p>  <p>Staff Only</p>
Fire	<p>Firefighting measures are displayed in the Enclosure according to regulations. Emergency and evacuation routes and exits are also indicated according to regulations. Familiarize yourself and respect these indications.</p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <p>Fire extinguisher</p> <p>Equipped Fire Hydrant</p> <p>No smoking</p> <p>Emergency route/exit</p> </div>
Accidents	During setting up and dismantling of stands, motorized vehicles within the Exhibition enclosure shall comply with the acoustic and light indications.
<p>The access to any restricted area of the Exhibition Center without express authorization from IFEVI is forbidden, as well as manipulate any machine, controls or appliances. This information is provided for your own safety.</p>	

q) Kitchen installation

Exhibitors intending to cook in the booth must meet the following safety conditions:

→ ELECTRIC COOKERS, GRILLS AND/OR FRYERS

1. There must be a fire extinguisher (powder or Carbone Dioxide CO₂) in the cooking area.
2. The cooking area will not be accessible to the public. There will be no flammable materials in this area.
3. A document specifying the name of the person responsible for the security of the kitchen installed in the stand must be submitted. The document will be signed both by the exhibitor and the designated responsible.
4. Grills and griddles must conduct the smoke upwards to the ceiling of the venue not to disturb visitors and other exhibitors.
5. Kitchens must be enclosed with non-flammable panels or railings in order to keep public away from the cooking area. There will be non-flammable materials in that area.

→ GAS INSTALLATIONS

1. There will be a fire extinguisher (powder or Carbone Dioxide CO₂) in the cooking area.
2. The gas Installation must be certified by a qualified technician. A copy must be submitted for revision.
3. A document with the name of the person responsible for the security of the kitchen installed in the stand must be submitted. The document will be signed both by the exhibitor and the designated responsible.
4. In the case of a cooker of three legs be installed (like those used to cook octopus), it must be appropriately isolated from the floor using a steel plate.
5. Kitchens must be enclosed with non-flammable panels or railings in order to keep public away from the cooking area. There will be non-flammable materials in that area.

FREE DESIGN STANDS **DESIGN** REGULATIONS

• **Project:**

- To construct free design stands, all exhibitors must present the drawings of their projects (floor plan and elevation), which must be authorized by the Organization. Submission deadline is **August 31st 2018** (this also applies to design projects used on previous occasions). Design projects must be sent by e-mail to proyectos@conxemar.com
- Two floor stands must submit the project drawn up by a qualified technician and approved by the relevant Professional Association. It must also include the name of the person responsible for directing the work. Such document must state the number of square meters constructed on the second floor.
- Projects presented after the deadline must pay an additional charge of **€150**.
- The Organization will authorize the construction of the stand within 30 days, provided that the project is in accordance with regulations. The Organization will otherwise notify the exhibitor, in writing, of the adjustments to be made on the original project for it to be authorized. Assembly permits will not be given until the project fulfils all points of the regulations.

• **Height:**

- Stands may not exceed 3.5 meters in height. However, heights of up to 6 meters - including all advertising elements - may be authorized once the construction project has been approved by the Organization.
- Double deck booths must submit the project drafted by a qualified technician and approved by the relevant Professional Association. It must also include the name of the person responsible for directing the work. Such document must state the number of square meters constructed on the second floor. The price for the double deck is 85€ per sq.m.
- Advertising on stand walls: Any construction over 3,5m high entails the payment of the "height fee" according to the sqm occupied by the advertising element. Prices are as follows: Up to 10sqm: 195€, and more up to 10sqm: 205€.
- Advertising on elements hanging from the ceiling: Any element hanging from the suspension points of the ceiling entails the payment of the "height fee" according to the sqm occupied by the advertising element. Prices are as follows: Up to 10sqm: 195€, and more up to 10sqm: 205€.
- Walls and decorative or advertising elements over 3.5 m in height must be positioned at least 1m from the facade.
- Any element suspended or not from the trusses of the exhibition center must comply with the Exhibition Heights Regulations. Advertising elements hanging from the suspension points may be placed at a maximum height of 6 meters from the ground, and at a minimum of 1 meter away from the perimeter of the stand facing the aisles and partition walls. It may be possible to use hanging light systems (trusses) in the front line, provided that it does not contain any advertising element and provided it does not exceed the maximum permitted height of 6 meters.

- **Walls and closings:**

- Party walls must be fitted (e.g. with panels) on stands adjacent to other stands. The party walls projecting over the neighboring stand wall must be properly fitted out so that they do not impair the image of the neighboring stand (the projecting part must be in neutral colors and free of advertising).
- All advertising or constructive element of the stand, perimeter, must have 1/3 of the length of the façade opened or glazed with transparent or translucent material.
- The total close of the perimeter will only be allowed if railings or panels of no more than 1m high are used and if they allow the visibility of the whole stand.
- Stands located at the perimeter of the enclosure, i.e., coincide having their back against the wall of the enclosure may have its rear wall to a maximum height of 6 meters.

- **Weight:**

- The maximum load allowed on the floor is 2.000Kg/sqm.

- **Platform –VERY IMPORTANT– WE STRONGLY RECOMMEND THE USE OF PLATFORMS:**

For your own safety and aesthetic considerations, Conxemar strongly recommend the use of platform in order to avoid electrical wires and drain pipes in the middle of your booth. All manholes must be accessible for your safety in case of failure. Please note that your manhole may supply electricity or water to neighboring stands.