

GENERAL EXHIBITION CONDITIONS

1- Authorities

The Organizing Committee and the Organizer of the Fair are the pertinent authorities. In exceptional cases and when they deem it advisable for the smooth functioning and success of the Fair, the authorities of the Fair may suspend the norms set forth in these Regulations, and their decisions are binding on all participants. The Organizer of the Fair shall be the general coordinator and responsible of its execution.

2- Participation terms

Participation shall be made official through the Participation Contract, which also includes furniture, services and name badge, through the representatives of the Havana International Conference Center abroad or directly at PABEXPO, with not less than 30 days before the opening of the Fair.

Exhibitor shall complete all the information requested in the form and enclose a diagram or design of the stand. On the contrary, the Organizing Committee shall not be responsible of any failure to meet any of the exhibitor's requests.

3. Confirmation of space and location

The reservation of the area shall only be official when the Participation Contract has been completed and signed and a 50% of the space reserved has been paid. Once this requirement is fulfilled, the Organizing Committee will notify the exhibitor its location. In exceptional cases, when convenient to the interests of the contest, the Organizing Committee can change the location of the stand and so notify the exhibitor along with a proposal of the new location.

The remaining 50% of the space, furniture and services requested shall be paid before the opening of the Fair. Services requested at the time of assembling the stand and during the Fair shall be paid when requested.

4. Forms of payment

All our rates are in Cuban Convertible Pesos (CUC). Exhibitors must enquire about applicable currency exchange rates in Cuba. Please note that payment is accepted in USD.

By **Bank checks** to account number 0300000002600620, Grupo Palco, Banco Financiero Internacional, Swift code CCUHH in any foreign exchange currency, except US dollars.

Bank transfer: /Pay to: Account holder: **División de Congresos, Ferias y Exposiciones Palco- Ingresos**

Account number: 0300000004325826

Swift Code: **BFICCUHH**

Bank: **Banco Financiero Internacional (BFI)**

Address of Bank: 5ta Ave esq. 92, Miramar, La Habana, Cuba

CUC (Cuban Convertible Peso) cash, through traveller's checks or credit cards (VISA INTERNATIONAL, MASTERCARD INTERNATIONAL, CABAL, BANCO FINANCIERO INTERNACIONAL) at PABEXPO Finance Section.

5. Waiver or reduction of participation

Reductions and/or waivers of participation in the hired space will be penalized:

- Up to 30 days prior to the opening Fair - 50% of contracted space.
- 7 days or less prior to the opening Fair - 100% of contracted space.

The Organizing Committee is empowered to cancel the contract and grant to third persons the areas of exhibitors that, although fully paid their spaces have not been occupied 24 hours before the opening of the Fair. The Organizing Committee will freely dispose of and without a previous warning, of all designated areas and not fully paid three days before the opening of the contest. In these two previous cases the exhibitor will not be reimbursed of amounts paid in advance.

6. Assembly of stands. Care of facilities.

The assembly of modular stands will be carried out by a highly trained staff from PABEXPO, according to the assembly schemes handed over exhibitors. In the cases where exhibitors do not hand over the design of their stands, the Organizing Committee will take care of the assembly according to its interests. If the exhibitor wishes to assemble its own stand he will so indicate when hiring the space and will submit the diagrams for approval. In this case, the assembly shall abide by the conditions and schedules established by the organizers.

For the purpose of assembling their stand, exhibitors shall deliver the assembly schemes along with the Participation Contract, with full details concerning internal divisions, doors, mains and water supplies. Otherwise, any delay in the delivery of the stand will be a responsibility of the exhibitor.

Any change in the internal distribution of stand, will be an additional charge.

PABEXPO uses the OCTANORM R-8 with aluminium structure and with Melamine panels (2.42 x 94.8cm). Panels and the aluminium structure can not be painted, screwed nor bored. These structures can support up to 5 kg in each panel.

In decorating the stands no glues or adhesive materials that could destroy the surface of the panels or structures shall be used. The floor of the stand can not be painted, bored, harmed or deteriorated in any way. Decalcomanias can not be used either. Deterioration of any assembly elements will entail the payment of the penalty the Organizing Committee might deem appropriate to the damages caused.

7. Request and care of furniture

Request of furniture and services for the stand shall be made in the Participation Contract when hiring the exhibition area. All furniture and services requests made in the assembly stage or during the Fair will be penalized with a 20% increase over the established prices.

If the exhibitor wishes to use any special kind of furniture he/she shall seek the prior consent of the Organizing Committee to introduce them to the fairgrounds. Furniture similar to that offered for the rent by PABEXPO cannot be brought into the halls.

Rented furniture or means can not be scratched, cut nor covered with decalcomanias or stickers that might hamper their use for future fairs. In case of deterioration of the rented furniture or means, the exhibitor will be forced to compensate the Organizing Committee as per the rates established for each case.

8. Electric and water main supplies

Electric main supplies shall be connected by PABEXPO technicians. It is prohibited to connect devices with power consumptions higher than those requested or to undertake connections without the consent of the Organizing Committee.

Water supplies shall be only connected to stands located near the walls, and those not requiring the crossing of any corridors.

9. Official catalogue

An exhibitor's catalogue including all exhibiting firms will be published. The information on exhibitors will be arranged in alphabetical order country and lines of products.

The data to be published should be provided by exhibitors in the Application Form. The Organizers disclaim any liability for inaccuracies that may appear in said completed form.

Information for the catalogues shall be clear and accurate. The Organizing Committee will make the pertinent adjustments in cases where information does not conform to the format of the catalogue.

Ads to be placed in the catalogue should be provided by advertiser in artwork form, in the required format, 20 days before the opening of the Fair.

10. Name badges

Name badges are personal and, if wrongly used, may be withdrawn by the fairgrounds authorities and the persons involved may be denied further access to the Fair.

Loss of name badges shall be notified to the corresponding authorities. The Organizing Committee will decide whether charging or not for the new name badge.

Exhibitors will be able to enter the fairgrounds 30 minutes before the official opening time and stay in the grounds up to 30 minutes after closing time.

11. Surveillance and protection

The fairgrounds authorities shall appoint the general security staff during the event. They shall not be liable to claims for properties stolen from the stands during the Fair working hours.

The exhibitor will be the sole responsible for any harm caused to his/her staff, visitors inside the stands and/or any goods and equipment due to theft, accident, etc.

Claims to the Organizing Committee due to theft, accidents or harm to samples or equipment, shall be submitted in writing within the next two hours after noticing the act. Otherwise, the Organizing Committee will not assume any liability.

When entering the fairground for stand assembly and decoration purposes exhibitors shall deliver the Inventory Control form, with a list of the materials, furniture and/or equipment of their property displayed in their stands during the Fair. This shall ease the process of taking them out of the fairgrounds once the Fair is closed. The Organizing Committee shall not assume any responsibility for materials, furniture and/or equipment not declared in this form.

The Fair authorities are not liable for damages caused to the exhibitors due to lighting, power and drain failures, etc. It is their duty to place safety devices to protect the displayed equipment. They shall not be liable either for causes out of their will that might lead to the interruption of those services. The Organizing Committee shall not be liable to claims for any object of decoration material left in the fairgrounds after the days scheduled for disassembling the stands.

12. Insurance

Exhibitors are strongly recommended to obtain an all-risk insurance police for the material and goods on display, whether their own or of third persons, since the fairgrounds authorities are not liable to claims for loses or damages to them.

13. General regulations

No use of spaces out the hired area not any kind of advertising outside that area will be allowed, except those hired with official entities authorized by the Organizing Committee.

Exhibiting enterprises are not allowed to use equipment that might disturb other exhibitors. Live performances of musical bands inside the halls, noisy presentations or propaganda using loudspeakers or any sort of equipment to attract public attention are prohibited.

Enterprises displaying musical equipment are kindly requested to keep an adequate volume for their demonstration, not to annoy other participants.

Exhibitors are not allowed to hold tasting, raffles or contests that might obstruct the circulation of visitors or might cause disturbances in the halls.

Designers and stand assembling staff from other enterprises not authorized by the Fair authorities will NOT be provided with name badges unless the corresponding fee is paid.

Access of vehicles to the fairgrounds will be prohibited, except for those devoted to services and those specifically authorized by the Fair authorities. Exhibitor shall park their vehicles in the areas designated to this end.

Disassembling of stands or the removal of samples from the stands will not be allowed before the closing of the Fair.

14. Shipping of samples

The shipping of samples and their documents should be made in such a way that those coming by ship should arrive in Cuba 15 days before the opening of the Fair, those coming by planes should arrive only 7 days in advance.

All samples should be addressed to:

- NAME OF THE FAIR
- NAME OF THE STAND
- PABEXPO, Havana International Conference Center, Cuba

The Fair authorities can only guarantee the correct location of samples in the corresponding stands if the following regulations are fulfilled.

The established transportation and handling rates include services from the port/airport to the corresponding stand.

During the different stages of the Fair, General Customs of the Republic office will be opened at the premises to ease the temporary and definitive import-export processes of displayed goods.

Reception of samples at the fairgrounds will be made through SERVIMPORT, the Transit and Customs Dispatching Services of the Havana International Conference Center.

15. Liabilities of the Havana International Conference Center

The Havana International Conference Center will not assume any commitment with the exhibitors other than those included in the present Regulations and the special provisions timely issued for each Fair. It will not assume any responsibility deriving from contracts entered by exhibitors with third persons.

16. Regulations

The Management of the Havana International Conference Center may timely modify the following regulations. Every exhibitor, as such, shall strictly abide by each and every term of these Regulations. It also commits itself to follow the instructions issued from time to time by the Fair authorities