



**infarma**

BARCELONA 2023

ENCUENTRO EUROPEO DE FARMACIA

## GENERAL CONDITIONS

OF PARTICIPATION FOR EXHIBITORS

INFARMA BARCELONA 2023

14 - 16<sup>TH</sup> MARCH

FIRA BARCELONA

GRAN VIA VENUE

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## GENERAL CONDITIONS OF PARTICIPATION

With the submission of the application to participate in Infarma Barcelona 2023 and with the agreement of INTERALIA, a contract will be formalized between the exhibiting company (hereinafter the Exhibitor) and INTERALIA Ferias Profesionales y Congresos, S.A. (hereinafter INTERALIA), which shall be regulated by these General Conditions of Participation, which shall be considered an integral part of the contract.

### 1. GENERAL INFORMATION

Infarma is convened under the trade fair model of Congress and Exhibition. All exhibitors at the show are sponsors of the congress. Participation in Infarma inseparably implies the status of exhibitor and sponsor.

Infarma is a professional show and, in accordance with current legislation, the direct sale of products with withdrawal of goods is not permitted.

#### **Denomination, Dates and Venue**

Infarma Barcelona 2023 – 14 – 16<sup>th</sup> March 2023

Hall 3 – CC4 – CC5

Fira Barcelona –Gran Via Venue

#### **Organize**

Col·legi Oficial de Farmacèutics de Barcelona

Colegio Oficial de Farmacéuticos de Madrid

INTERALIA Ferias Profesionales y Congresos, S.A.

#### **Technical Secretariat**

INTERALIA

Rambla Catalunya, 60

08007 – Barcelona

+34 934 161 466 – [ferias@interalia.es](mailto:ferias@interalia.es)

### 2. BOOKING OF EXHIBITION SPACE

1. Reservation of exhibition space will be processed through the Technical Secretariat of the Show.
2. The Organiser shall be responsible for deciding on the admission of Exhibitors and the products and services to be exhibited at Infarma. The Organisers shall be entitled to reject any application for participation that does not comply with the object and purpose of Infarma or that is considered unacceptable. The products and services to be exhibited must correspond to the exhibition sectors detailed in these conditions.
3. The contracting of exhibition space shall not be considered firm until the participation contract is returned to the Exhibitor duly accepted and signed by both parties. This

contract shall include the stand, the surface area and the type of participation.

4. The signing of the participation contract implies the signing of a participation contract for the Infarma Barcelona 2023 fair and implies acceptance of these General Conditions of Participation.
5. The Organiser is responsible for the distribution and allocation of stands in the exhibition area.
6. The Exhibitor may not assign, sublet or license part or all of the rights to its exhibition space.
7. The Exhibitor must keep its stand open and manned throughout the opening hours of the exhibition.
8. The organisers shall appoint a Control Committee to check that the products and services exhibited correspond to the purpose and object of Infarma and that they comply with current legislation and regulations. Products, services or promotional material that do not meet these criteria will not be admitted to Infarma.
9. All exhibitors shall provide the Organiser, one month before the opening of Infarma Barcelona 2023, with a detailed list of the products, services and brands they will be exhibiting at their stand.

Exhibition sectors: the products and services to be exhibited at Infarma must fall into one of the following categories:

Products for sale in pharmacies	Services for pharmacies
<ul style="list-style-type: none"> <li>▪ Over-the-counter medicinal products</li> <li>▪ Medical products subject to medical prescription</li> <li>▪ Generic medicinal products</li> <li>▪ Homeopathy</li> <li>▪ Dermo pharmacy</li> <li>▪ Food supplement and nutrition</li> <li>▪ Phytotherapy</li> <li>▪ Healthcare products</li> <li>▪ Cure, hygiene and protection materials</li> <li>▪ Optical</li> <li>▪ Orthopedics</li> <li>▪ Pediatrics, childcare, maternal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commercialization and distribution</li> <li>▪ Installations, decoration and sanitary apparel</li> <li>▪ Equipment and automation for pharmacies</li> <li>▪ Advice, consultancy and marketing</li> <li>▪ Products and tools for magistral formulas</li> <li>▪ Tools for the pharmacy office</li> <li>▪ IT and technological services</li> <li>▪ Technical publications and press</li> <li>▪ Collectives, associations and institutions</li> </ul>

### 3. CONDICIONES DE PAGO

1. After signing the participation contract and the allocation of the exhibition space, the Exhibitor must pay 50% of the Total Amount payable within 30 days of signing the participation contract. The remaining 50% shall be invoiced on 1 September 2022 and

shall be payable within 15 days after the invoice is issued. For these purposes, it is understood that the Organiser has accepted the participation of the Exhibitor in Infarma on the date of signature of the participation contract by INTERALIA.

2. In case of non-payment of the first 50% of the Total Fee within 30 days after the signing of the participation contract by INTERALIA, the Organiser may revoke the acceptance of the Exhibitor as a participant in Infarma Barcelona 2023.
3. INTERALIA may modify the amount to be paid by the Exhibitor prior to the acceptance of the Exhibitor at Infarma. Any modification must be communicated in writing.
4. Any non-payment on its due date of any amount payable under this participation contract, shall entitle the organiser to claim from the Exhibitor, from the due date, interest for late payment due until the date of actual payment, in accordance with art. 7. 2 of Law 3/2003 of 29 December 2003, establishing measures to combat late payment in commercial transactions, i.e., the rate of interest for late payment to be paid by the Exhibitor to INTERALIA shall be the sum of the interest rate applied by the European Central Bank to its most recent main financing operation carried out before the first day of the calendar half-year in question plus eight (8) percentage points.
5. All amounts due from the Exhibitor shall be paid in full without any deduction or withholding, and the Exhibitor shall not be entitled to claim any credit, set-off, deduction, withholding, counterclaim or reduction of any kind.

#### 4. EARLY RESOLUTION BY THE EXHIBITOR AND CANCELLATIONS

1. Exhibitors who, having contracted a stand, cancel their participation in Infarma Barcelona 2023 must notify the Organisers in writing of this cancellation.
2. Cancellation of participation by the Exhibitor shall not entail payment by the Organisers of the amounts invoiced up to the date of cancellation. If an Exhibitor communicates his cancellation before 1 September 2022, he shall be obliged to pay 50% of the Total Amount established in the participation contract. If an Exhibitor notifies its cancellation on or after 1 September 2022, it shall be obliged to pay 100% of the Total Amount established in the participation contract.
3. The parties declare that the provisions of point 4.2 constitute an actual and reasonable estimate of the losses which INTERALIA would incur in the event of early termination of the contract by the Exhibitor.
4. The cancellation of participation in Infarma Barcelona 2023 will imply the waiver of any element of visibility or sponsorship that the Exhibitor may have contracted, and the Exhibitor shall be obliged to pay the full amounts corresponding to these elements.
5. If an Exhibitor renounces participation in Infarma Barcelona 2023 after having paid the full amount of its participation fee, this will not imply any type of reimbursement. An Exhibitor shall be considered to have waived participation in Infarma Barcelona 2023 if he/she has not occupied the contracted space by 12 noon on the day prior to the start of the Fair.
6. In the event of cancellation or withdrawal from participation by the Exhibitor, the Organisers may use the exhibition space to allocate it to another exhibitor or to use it for

any other purpose it deems appropriate. This reallocation of space shall in no case exempt the Exhibitor from the obligation to pay for the entire contracted stand.

7. Although the Organization has made every effort to ensure that the specifications of the plans and other commercial material for Infarma Barcelona 2023 are accurate, it offers no guarantee to this effect and shall not be held responsible for any inaccuracies in these documents. Such inaccuracies shall not be considered sufficient grounds for cancellation of the Exhibitor's booking.

## 5. SUSPENSION, POSTPONEMENT OR CHANGE OF LOCATION

1. The Organiser may, at any time, at its sole discretion, suspend or postpone the Event, notifying the Exhibitor as soon as possible.
2. Unless the suspension of Infarma Barcelona 2023 is due to an event of force majeure as provided for in clause 12 of these General Conditions of Participation, the Organiser shall reimburse the Exhibitor the amounts actually paid to INTERALIA as the Total Amount, except for amounts paid to cover insurance, and the reservation shall be cancelled.
3. In case of postponement or change of location, this contract shall remain in force for the new dates and/or for the new location.
4. In the event of cancellation, change of dates or change of venue of Infarma Barcelona 2023, the Organisers shall be exempt from all liability for any damages that the cancellation, change of dates or change of venue may cause to the exhibitor.

## 6. MODALITIES OF PARTICIPATION AND FEES

### FLOOR

- a) Until 30<sup>th</sup> November  
Floor Stand: 460 €/sqm  
First floor exhibition space: 230 €/sqm
- b) From 1<sup>st</sup> December  
Floor Stand: 495 €/sqm  
First floor exhibition space: 247 €/sqm

The minimum space to contract with the Floor option is 20 sqm. It includes exclusively the exhibition space and the exhibitor will be responsible for the construction of his stand in accordance with the regulations set out in these conditions.

The Floor option does not include compulsory insurance, the assembly fee or electricity consumption. These elements are compulsory and will be invoiced to the exhibitor company. It also does not include stand cleaning. Exhibitors interested in contracting this service may do so through the Exhibitor Services Folder.

## STANDS

- a) Until 30<sup>th</sup> November  
Carpentry Stand: 646 €/sqm  
Modular Stand: 602 €/sqm
- b) From 1<sup>st</sup> December  
Carpentry Stand: 695 €/sqm  
Modular Stand: 645 €/sqm

The minimum space required to contract the Carpentry and Modular Stand options is 16 sqm. The price includes the construction of the stand in a wooden or modular structure, sign with the exhibitor's name, carpeting, basic lighting, basic electricity consumption and switchboard, basic cleaning and assembly fee.

The exhibitor must return the stands in the same condition in which they were delivered. Under no circumstances may drilling, vinyling, wallpapering, painting or any other action that may damage the stand elements be carried out. Any damage caused will be charged to the exhibitor.

## WELCOME STAND

In case of exhibitors participating in Infarma for the first time, they may choose to hire a 12 sqm stand in its wooden or modular structure.

## REGISTRATION FEE

Registration fee are mandatory and will be invoiced together with the participation. This fee includes QR badge reader, online private areas and online catalogue.

The price of the registration fee is €250 for those exhibitors sending their contracts before 11<sup>th</sup>, October and €350 for those exhibitors sending the contract after that date.

## SERVICES FOLDER

The organization will make available to exhibitors a folder of services complementary to the stand contract. Exhibitors may contract these services through the Exhibitor Services Folder until 14 February 2023. After this date, if it is possible to provide the service, the requests received will be dealt with applying a surcharge of 25%.

## EXHIBITOR BADGES

All participation modalities include an exhibitor badge for every 4 sqm of stand contracted. These badges will be nominal and will be managed through the Exhibitor Area.

## 7. SET-UP AND DISMANTLING

### 1. SET-UP

From 9 to 13 March from 8:30 a.m. to 8:30 p.m.

Stands Will be available on Monday 13 March from 10:00 a.m.

Exhibitors with outstanding payments related to their participation in Infarma Barcelona 2023 will not be allowed to start setting up their stands.

### 2. DISMANTLING

16 March from 18:30 p.m. to 8:30 p.m.

17 and 18 March from 8:30 a.m. to 8:30 p.m.

On 16 March, only the removal of materials and goods from the stand will be permitted, but not the structural elements of the stand. No vehicles will be allowed inside the halls on 16 March.

3. No entry or exit of materials will be permitted from 9.30 a.m. on 14 March until 6.30 p.m. on 16 March. Specifically, it is strictly forbidden to start dismantling the stands before 6.30 p.m. on Thursday 16 March.
4. Access to Fira Barcelona's Gran Via exhibition center and to the inside of the halls will be through the doors indicated for this purpose. Access to the inside of the halls will be exclusively for unloading materials. Vehicles may not remain parked inside the halls or in adjacent areas.
5. During the entire event, and specifically during set-up and dismantling, it is forbidden to place materials in the exhibition space of other exhibitors and in the aisles, which must remain free for the circulation of people and goods.
6. During the set-up and dismantling periods, as well as in all matters related to stand construction, Fira Barcelona's technical regulations regarding safety, occupational hazards and stand set-up will be applicable. These regulations can be found at the following link and will be available to all participating companies in the exhibitor's area.
7. All personnel involved in stand set-up and dismantling must have a work pass. The companies responsible for the set-up of each stand must arrange these work passes with Fira Barcelona in accordance with Fira Barcelona's technical regulations.
8. Any damage caused to the exhibition facilities during the set-up, installation or dismantling of the stands shall be at the exhibitor's expense.
9. All materials must be removed from the hall by 8.30 p.m. on 18 March. Exhibitors participating with a Floor stand must remove all building materials from the stand. Any goods, stands or debris remaining on the exhibition site after 8.30 p.m. on 18 March will be removed by Fira Barcelona's cleaning services and the cost of removal will be invoiced to the exhibitor. Under no circumstances will the organiser be responsible for materials and goods that have not been removed at the end of dismantling.

## 8. STAND CONSTRUCTION AND DECORATION RULES

Exhibitors opting for the Floor modality must build their stand in accordance with the following stand construction and assembly regulations.

1. Exhibitors opting for the Floor modality must send the technical floor and elevation plans to the organisers for approval before 22 February 2023. The plans and the stand project must comply with the stand construction and decoration standards defined in this section.
2. The organisers may require, if the size of the set-up so requires, that the design be signed by a competent senior technician and endorsed by the corresponding official college. This requirement will always be compulsory for stands with a first floor.
3. If the exhibitor wishes to use the pavilion's roof structure to hang any decorative element, prior authorisation must be requested from Fira Barcelona.
4. It is not permitted to join stands or islands located on both sides of an aisle, either by



unifying the carpeting, overhead structures, lighting, etc., even if they belong to the same company or group of companies.

5. The design and decoration of all stands must correspond to the authorised project and plans.
6. Stand constructions must comply with current regulations and specifically with the Technical Building Code (CTE) in all its sections, as well as the basic documents on structural safety (DB SE), fire safety (DB SI) and safety in use and accessibility (DB SUA).
7. The construction of the stand must include, as a minimum, the dividing walls with the walls of the hall or with adjacent stands. These walls must have a minimum height of 2.70 meters.
8. Maximum height: the maximum permitted height of any element on walls adjoining the walls of the hall or adjoining stands is 4 meters. Elements adjoining the aisle or set back a minimum of 1 meter from the walls adjoining the hall or adjoining stands may be raised up to a height of 5 meters. Stands with heights greater than 5 meters shall be considered a complex structure in accordance with point 8.16.
9. The total enclosure of a side wall adjoining a corridor is not permitted and a minimum of 25% of the wall must remain open and accessible. Only 100% of a side wall may be closed off with walls or elements not exceeding 1.25 meters in height. In order to fully enclose a side wall adjoining a corridor with elements higher than 1.25 meters, there must be a minimum distance of 1.5 meters between the wall and the corridor.
10. Elements protruding from the perimeter of the stand by a maximum of 40 centimeters are permitted only if they are located at a minimum height of 2.5 meters.
11. Any elements of the stand, including the rear walls, which are visible must be suitably finished.
12. The cladding of pillars inside the stand itself is permitted up to a maximum height of 5 meters. If there are safety elements or services (BIES, fire extinguishers, fire buttons, safety signage, etc.) these may not be covered and must always be visible and accessible.
13. The design of a stand must in no case obstruct access to the connection boxes located in the pavements of the halls, which must be accessible and accessible at all times. If necessary, these service boxes located inside a stand may be used to provide service to neighbouring stands.
14. Stands built on platforms of a height of 1.9 centimeters or more must have one ramp at least 1.2 meters wide to allow access for persons with reduced mobility.
15. Stand projects that include a first floor accessible to people shall be considered a complex structure and must be authorised in accordance with point 8.16 of these regulations.
16. Stands that include any of the elements listed below will be considered complex structures in accordance with Fira Barcelona's technical regulations. These constructions will require specific authorisation from the Fira Barcelona Operations Department and the application must be accompanied by a project approved by the relevant professional association, including the points specified in point 3.4 of Fira Barcelona's technical regulations. Stands that include any of the following elements will be considered complex structures:
  - Stands with heights of more than 5 meters.

- Stands with two floors accessible to people on both floors
  - Platforms or stages with a height of 0.5 meters or more
  - Singular structures greater than 4 meters in height
  - Stands with access for persons
17. The decorating companies must leave the space in which they have built the stand clean and free of debris during the set-up and dismantling days foreseen for each show. In the event that, once the assembly or dismantling periods are over, the decorating companies leave waste or debris, this will be removed by Fira Barcelona's cleaning services and the cost of this removal will be invoiced to the exhibitor. Under no circumstances shall the organiser be responsible for materials and goods that have not been removed at the end of the dismantling period.

## 9. CONTENT OF STANDS

1. All products and services on display must belong to the exhibition sectors detailed in these conditions. The Control Committee may limit and prevent the exhibition of products, services or advertising elements that do not comply with these conditions and/or current legislation.
2. Stands must be supervised at all times by the exhibitor's own staff.
3. The exhibitor is responsible for keeping his stand in perfect order and condition throughout the show.
4. All stand elements, items on display and promotional items must be located within the perimeter of the stand. The organisers reserve the right to remove items obstructing the aisles and common areas.
5. The use of sound amplification systems is limited to a maximum volume of 60 decibels.
6. Under no circumstances will activities and/or shows be allowed in the aisles and common areas without the express authorisation of the organisers.
7. Any use on the stand by the exhibitor of any content that is subject to intellectual property must have the authorisation of the corresponding copyright management entity. The exhibitor must manage this authorisation and shall be held solely responsible in the event of reproductions of works without the author's authorisation.

## 10. REGULATIONS ON THE PREVENTION OF LABOUR RISKS

1. Exhibitors and set-up companies must comply with and ensure that their contractors and subcontractors comply with current legislation on the prevention of occupational hazards applicable to the work carried out in each case, both in those provided directly and those subcontracted.
2. The companies involved in set-up and dismantling work must have an Occupational Risk Prevention management system in place (in accordance with the provisions of the Occupational Risk Prevention Act 21/95, art. 30). They must have a safety report with a

description of the work to be carried out, the risk assessment and the preventive measures for the activity, as well as a list of the workers involved, accrediting that they have received:

- Information on risks and preventive measures communicated by Fira Barcelona in Annex II of its technical regulations document available in the exhibitor's area.
  - Specific training in Occupational Risk Prevention.
3. Companies involved in the set-up and dismantling work must have accreditation of their workers' aptitude from the point of view of Health Surveillance and provide their workers with the personal protective equipment that must be used during the set-up and dismantling work.
  4. Companies setting up or intervening in the set-up and dismantling of stands must immediately communicate and report any accident or incident requiring action on the part of Fira Barcelona to the hall service manager, the medical dispensary or other Fira Barcelona personnel, as well as to the Infarma organisers.

## 11. SECURITY

1. Durante During the set-up, holding and dismantling periods, Fira Barcelona will be responsible for the general surveillance of the fairgrounds, access control and exterior surveillance, as well as general and preventive security for questions of order and security against fire or emergencies of any kind. In no case is this security aimed at the goods on display, nor at the private property of each exhibitor, and therefore the organisers, Fira Barcelona, INTERALIA and INFARMA are not responsible for the private property of exhibitors, their employees or staff.
2. The Organisers, Fira Barcelona, INTERALIA and INFARMA will not be responsible for the theft or robbery of the materials and objects deposited in the stands, nor for any damage that may occur during the set-up, celebration and dismantling periods. However, the Organization will provide its support for the resolution or processing of the corresponding complaint.
3. Each exhibitor is responsible for any valuables that may be on their stand, and must take care of them during the set-up period, the hours the stand is open to the public and the dismantling period.
4. The organisers, Fira Barcelona, INTERALIA and INFARMA are not responsible for the surveillance of the stands, so in the event that an exhibitor wishes to have a surveillance service for their stand, they may contract such a service or carry it out with their own means.
5. If an exhibitor wishes to take care of stand surveillance himself, he must request the corresponding authorisation, at least 72 hours in advance, through the Technical Secretariat of Infarma Barcelona 2023.
6. La During visiting hours, the Organisers will set up a system of surveillance and order throughout the hall. An identical service will be provided at night. Exhibitors shall carry out surveillance of their stands during public visiting hours, with exhibitors' staff being

prohibited from remaining on the stands during the remaining hours, which may only be lifted if special authorisation is obtained from the INFARMA management, for very justified reasons and in a manner to be determined.

7. General surveillance will end once the Show has closed; from this point onwards, each participant will be responsible for the security of their products and installations, without prejudice to the Organization maintaining surveillance for a few more days.
8. Both the technical services staff and the surveillance staff will make as many inspection visits as necessary to ensure that the safety and security regulations are complied with by all exhibitors, and may at any time take appropriate measures to avoid accidents or situations that may cause harm to persons or things.

## 12. INSURANCES

1. The organization of Infarma insures all exhibitors against the risks of fire and explosion, by means of a collective policy that covers all the installations and objects in the pavilion. Each exhibitor is obliged to pay the corresponding policy.
2. likewise, civil liability insurance is compulsory for accidents caused to third parties, through a collective policy that Interalia will invoice the exhibitor.
3. Insurance against theft, robbery and/or burglary is optional and must be covered directly by the exhibitor.
4. Exhibitors must directly insure their stand personnel and technicians involved in assembly and dismantling directly against accidents at work.
5. The organisers of Infarma and Interalia accept no responsibility for any other risk that exhibitors, their employees and technicians, as well as their installations and exhibited goods, may run as a result of their participation in Infarma.
6. All policies will expire three days after the close of Infarma Barcelona 2023.

## 13. PUBLICITY

1. Each exhibitor's advertising must be limited to the framework of its stand. The distribution of leaflets or the display of posters or other graphic or visual forms outside the space allocated to each exhibitor, in the aisles of the hall and on the grounds of the Exhibition Centre is prohibited, except by prior written agreement with the Organisers of INFARMA Barcelona 2023. This advertising will strictly respect the criteria of the Control Committee with regard to the products to be exhibited in accordance with the provisions of these General Conditions of Participation.
2. Any advertising which offends customs or legal regulations, or which has a political or ideological character, is absolutely forbidden on the exhibition grounds.
3. Advertising by means of loudspeakers, as well as the exhibition of audio-visuals, require special authorisation from the Organisers. Maximum 60 decibels.
4. Under no circumstances is it authorised to carry out activities and/or audiovisual shows

in the aisles and common areas.

5. Advertising by third parties is also prohibited. All items exhibited that do not belong to the exhibitor itself or its represented companies must be authorised in writing by the Infarma organisers for display and advertising. The organisers may prohibit the distribution of advertising that has given rise to complaints and retain such material until the end of the event.
6. Optical, mobile or acoustic advertising media require prior authorisation and shall only be used to the extent that they do not cause a nuisance to the stand's neighbours.
7. Any advertising shall strictly respect the criteria of the Control Committee with regard to the products to be exhibited in accordance with the provisions of these General Conditions of Participation.

## 14. DATA PROTECTION

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on data protection, we inform you that the data provided by exhibitors, visitors, congress participants, speakers, suppliers..., will be incorporated into the processing system of Interalia, Ferias Profesionales y Congresos, S.A. and that as long as the requirements of the regulations are met, you may exercise your rights of access, rectification, limitation of processing, cancellation, portability and opposition / revocation, in the terms established by current legislation on data protection, by sending your request to the postal address: Rambla Catalunya, 60 3º 1ª, 08007, Barcelona, or at the email address [ferias@interalia.es](mailto:ferias@interalia.es). You are also informed that your data may be provided, with confidentiality obligations, to INFARMA's collaborating companies.

The organization reserves the right to photograph and film the attendees, stands and products on display and to use this content exclusively for the promotion, advertising and press releases of Infarma.

## 15. CONFORMITY

By signing the Participation Contract, the exhibitor accepts and undertakes to comply with these General Conditions of Participation for Exhibitors at Infarma Barcelona 2023. These conditions are considered an integral part of the Participation Contract, as well as Fira Barcelona's technical regulations, of general application for events held at its exhibition venues.

For all matters not provided for in these Conditions of Participation for Exhibitors, the organisers will issue the corresponding regulations and exhibitors must abide by their decision.