

***festibike***  
**2023**

**Welcome.**

**We are excited to send  
you the Application  
Form to Festibike 2023.**

Down below you can see the application form, remember that all the necessary documentation regarding contracting, return of receipt, exhibition contract, etc., will be forwarded to the commercial contact.

To solve any doubt or incident you can get in touch with Marimar Rozadilla.

**E.** [marimar.rozadilla@lastlap.com](mailto:marimar.rozadilla@lastlap.com)

**T.** +34 649 590 088

**. Applying Company's Information**

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Company name / Registered name: ..... Identification n°: .....

Commercial name / Trade name: .....

Represented brands: .....

Country: ..... Province/Region/State: ..... Town/City: ..... Postcode: .....

Address: ..... Website: .....

Person in charge of the participation: ..... Position: .....

E-mail: ..... Tel n°: ..... Mob.: .....

Commercial contact: ..... Position: .....

E-mail: ..... Tel n°: ..... Mob.: .....

**. Invoicing company details**

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Tick this box if the invoicing details are the same as the details of the exhibition company.

Registered name: ..... Identification n°: .....

Country: ..... Province/Region/State: ..... Town/City: ..... Postcode: .....

Address: ..... Website: .....

Contact name: ..... Position: .....

E-mail: ..... Tel.n°: ..... Mob.: .....

Address for receipt of invoice: .....

Country: ..... Province/Region/State: ..... Town/City: ..... Postcode: .....

Address: .....

*Indicate only if it is different from above*

Contact name: ..... Position: .....

**. Only floor space**

The best way to present your brand.

**Participation rates**

9m <sup>2</sup> a 18m <sup>2</sup>	69 €/m <sup>2</sup>
18,5m <sup>2</sup> a 49,5m <sup>2</sup>	62 €/m <sup>2</sup>
50m <sup>2</sup> a 100m <sup>2</sup>	55 €/m <sup>2</sup>
A partir de 100,5 m <sup>2</sup>	48 €/m <sup>2</sup>

**Not included:**

- Civil Liability Insurance 61,28€ (Obligatory)
- Activation of promotional and advertising plan 110€ (Obligatory)
- Electrical panel equipped with differential and thermal magneto/m<sup>2</sup> 2,200 W (220V -10A). Includes connection + electrical bulletin
- Minimum energy consumption (0,13kw/m<sup>2</sup> 4,18€ per m<sup>2</sup>)

I want to participate with an only floor space of: \_\_\_\_\_

**. Key in hand tent**

We make all the arrangements.

**Participation rates**

9 m <sup>2</sup>	1.490 €
12 m <sup>2</sup>	1.900 €
18 m <sup>2</sup>	2.444 €
25 m <sup>2</sup>	2.997 €
50 m <sup>2</sup>	5.145 €
75 m <sup>2</sup>	6.504 €
100 m <sup>2</sup>	8.130 €
150 m <sup>2</sup>	10.695 €
200 m <sup>2</sup> en adelante	12.680 €

**This participation includes:**

- Civil Liability Insurance.
- Activation of promotional and advertising plan.
- Electrical panel equipped with differential and thermalmagneto 2,200 W (220V -10A). Includes connection + electrical bulletin visa.
- Minimum energy consumption

I want to participate with a Key in Hand Tent with an surface of: \_\_\_\_\_

Enter the label you want in the front of the stand (20 characters max.). \_\_\_\_\_

Enter the color of the carpet you want.

Red      Blue      Light Grey

10% discount on floor price for AMBE members.

If associated, select this option.

**. Sector**

To help us to know you better, select the sector options of your brand.

General bikes	Triathlon equipment and accessories
Health and nutrition	Official Organisms and Federations
Cycling clothing and fashion	Cycle tourism
New products	Press
Cycling accessories	Technology and Biomechanics for cycling
Competitions and clubs	Others

### . Exhibitor passes and invitation

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#### **Exhibitor passes:**

Free passes will be given as follows:

- Modules of 9 sq.m.: 2 exhibitor passes
- From 9,5 to 12 sq.m: 3 exhibitor passes
- From 12,5 to 25 sq.m: 5 exhibitor passes
- From 25 to 50 sq.m: 7 exhibitor passes
- From 50,5 to 75 sq.m: 9 exhibitor passes
- From 75 to 100 sq.m: 14 exhibitor passes
- From 100 to 200 sq.m: 16 exhibitor passes
- Over 200 sq.m: 20 exhibitor passes

\* Maximum 20 passes per exhibitor.

#### **Invitations:**

According to the Exhibitor's Guide, depending on the surface area:

**General public** (valid for one access on Saturday or Sunday)

**Professionals** (valid for the access all the days)

#### **Stands**

Up to 49,5 sq.m: 50 invitations

From 50 sq.m on: 100 invitations

### . Payment conditions

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First payment of 50% of the total amount – deadline June 28, 2023.

Second payment with the remaining amount -deadline July 27,2023.

#### **Through:**

\* Bank transfer to: LAST LAP/ FESTIBIKE 2023

Iban: ES31-2100-4231-7222-0007-0085

Swift: CAIXESBBXXX

Send a stamped copy to

**marimar.rozadilla@lastlap.com**

### . Legal conditions

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We would like to remind you that the payments indicated in these documents must be made within the stated period.

The applicant company declares it is aware of and accepts the Regulations of Festibike 2023: General Rules of Participation of Festibike 2023 attached in this document, and the Technical Annexes, all of which are available on the [info@festibike.com](mailto:info@festibike.com).

## 1. BASES

- 1.1. Festibike 2023 will be celebrated on the 8, 9 and 10 of september 2023 in the fairground of Las Rozas. The Fair is open to the participation of manufacturers, distributors, sponsors, tourism agencies, clubs, and it guarantees an equality of treatment and opportunity for all exhibitors.
- 1.2. These General Rules and Regulations, the Informative Bulletins and the Technical Communications in time duly issued by the Executive Committee, is obligatory to all exhibitors, whom automatically accept it signing the participation contract.

## 2. PURPOSE

- 2.1. The idea of creating a two wheels sports Forum to meet manufacturers, distributors, retailers, Institutions, sponsor, sports companies, professionals and cycling lovers.
- 2.2. The idea of creating a space to show and test the products, an opportunity where professional and fans enjoy the latest developments.

## 3. PARTICIPANTS AND PRODUCT

- 3.1. All commercial entities, local and foreign, from the sector, will be able to participate in Festibike 2023.
- 3.2. Official Institutions that have a similar nature, whether foreign, national, provincial or municipal.

## 4. CONDITIONS OF PARTICIPATION

- 4.1. To participate in Festibike 2023, the companies concerned must present the required application form. The Executive Committee may reject any application which, in its opinion, fails to conform to the purpose of the event, reserving their right of admission.
- 4.2. The prices and the measures of each stand appear in the Participation Rates document, except for the only floor spaces, where the participants must request their services.
- 4.3. These rates include:
  - 4.3.1. The use of space during the time of the assembly, exhibition and disassembly.
  - 4.3.2. Surveillance of common areas.
  - 4.3.3. General cleaning of common areas.
  - 4.3.4. Advice and general management.
  - 4.3.5. Cards and invitations in proportion to meters used, as established herein, in the General Regulation.
  - 4.3.6. General advertising and promotion.
- 4.4. On July 27, 2023, date of maturity of the last installment, the exhibitor should have paid the amounts mentioned in the Application Form.
- 4.5. Breach of any of the obligations by the exhibitor to the present General Regulation, especially to the method of payment mentioned above, lead the Executive Committee to:
  - 4.5.1. Request the contract's fulfillment.
  - 4.5.2. Cancel the contract by operation of law. In this case, the effects will be:
    - 4.5.2.1. Cancellation of participation by the exhibitor shall mean the loss of the prepaid amount. If the cancellation occurs within the 45 days prior to the inauguration of the event, the exhibitor may be asked to pay the total amount of the contracted space, even if it can be subsequently contracted by another exhibitor.
    - 4.5.2.2. The exhibitor shall pay the missing amount to complete the price of the tent or the only floor space in damages to cover within ten days of the rescission.
- 4.6. If amounts for additional services are overdue in the Inauguration of the Exhibition date, the Executive Committee of Festibike 2023 may establish the closure of the space without pay compensation or reimbursement, until the amounts are cancelled.
- 4.7. If the exhibitor does not pay the amounts before the deadline, a surcharge will be applied for administrative expenses established by the Executive Committee.

## 5. ASSIGNMENT OF SPACE

- 5.1. Exhibitors may not assign, donate, sell, lease, transfer or share the allocated space, or part of the same without the previous authorization in writing of the Executive Committee.

## 6. BASES

- 6.1. The distribution and exhibition of samples, brochures, flyers, promotional materials and advertising, will be done only within the space of each exhibitor. The promotional material distributed in those areas shall not depart from the overall theme of the event.
- 6.2. In its space, the exhibitor shall not advertise products or make promotions and/or third-party services not involved in the event.
- 6.3. All forms of advertising within the space limits of each exhibitor, is free, if

and only if it poses no infringement with the provisions in force.

## 7. PREVENTION OF ACCIDENTS

- 7.1. All the activities involving risk of damage or accident in the spaces into the fairground are forbidden. Regarding the objects on exhibition and the assembling and decoration elements, the Norms of Prevention of Labor Risks that may apply for the transport, assembly, handling, functioning and disassembling and the lending of reckless vehicles in the fairground will be achieved.

## 8. SAFETY AND SECURITY

- 8.1. Exhibitors shall be sole responsible for the damages caused to its personnel, to Exposition visitors located in their stands or their only floor space, and/or their staff or goods, no matter the nature, on account of theft, robbery, fire, lighting, storm, explosion, hail, water leaks, accidents, sabotage or any other cause, no matter the origin, and they shall be, likewise, responsible for the personal damages occurred inside and outside their stands or boxes/paddock areas by their personnel and things they use or have under their care. Thus, exhibitors are obliged to be secured against all risks.
- 8.2. Festibike 2023 authorities will transfer the impairment charge of damage of their trucks and/or freights of their companies, and the impairment charge of damage they cause to the installations of Parque Ferial de Las Rozas and/or the ones provided by the Exhibition.
- 8.3. Festibike 2023 shall not be held liable for the damages from the deficiencies or lack of the light installation, electric power, heat, ventilation, etc.; may bring to exhibitors. Exhibitors are obliged to place safety and protection devices for exposed equipment. Festibike is also not responsible if there were a disruption of these services for any external event.
- 8.4. Festibike 2023 shall provide personnel for general security but is not liable for thefts and robberies that take place inside the fairground. During hours when the Exposition is closed to the public, no personnel other than surveillance personnel above-mentioned, and the surveillance personnel hired by those exhibitors who have a written authorization of the Executive Committee, may stay inside the premises.
- 8.5. All activities after the closing time are forbidden on the premises where Festibike is held.

## 9. ACREDITATIONS

- 9.1. The Exposition shall be put at disposal of the Exhibitor an accreditation every 4 sq.m. occupied (maximum 20). Each accreditation is valid for a single person. These cards shall be aimed at the personnel for attending the space of the exhibitor company.
- 9.2. The indicated cards shall be delivered to exhibitors once all conditions established herein have been complied with and payments for all amounts owed have been honored.
- 9.3. Exhibitors and their personnel are obliged to allow the examination of packages and/or vehicles entering and leaving the Exposition's fairground. No entrance of vehicles to the fairground is permitted during the event. The vehicles may stay inside the Exposition the time required for loading and discharging where Festibike 2023 Authorities determine during the assembly and disassembly periods.

## 10. INVITATIONS

- 10.1. Festibike 2023 shall provide 100 invitations maximum per exhibitor. They will be valid for 1 person.
- 10.2. Only the official invitations provided by Festibike 2023 shall be accepted to allow the entrance to the Exhibition. Authorizations printed by exhibitor or third-parties shall become invalid.

## 11. MODIFICATION, DEFERRAL AND CANCELLATION

- 11.1. The Executive Committee reserves the right to modify, on its own initiative when it considers it appropriate, the dates and schedule of the Exhibition and the original maps about the distribution of the sites for improved the event development, with no right to compensation of any king for the exhibitor.
- 11.2. Festibike is an outdoor event, subject to all types of inclement weather. Under no circumstances, the adverse weather situation can be considerate the grounds for suspending the commitments of this contract.
- 11.3. Any circumstance beyond the control of the Executive Committee constitutes force majeure.

## 12. EXCEPTIONS OR MODIFICATIONS

- 12.1. In exceptional cases, the Exposition authorities reserve the right to authorize or change the present Regulation for the success of the event.

## 13. LIABILITIES

The rules established in the General Regulation, the Informative Bulletins, Technical Communications, Solicitudes, Schedule, Drawings and Prices, are mandatory; if the exhibitor should failure to discharge all or part of these rules, Festibike 2023 may unilaterally terminate the contractual relationship at any time, giving the amount paid and the missing amount to Festibike 2023.

If there is any difference between the translation to other languages, the Spanish version of the Regulation and all other documents must be regarded as the officials.

## 14. KEY IN HAND SPACES

- 14.1. Key in Hand Expo Spaces tents and modular stands will be delivered for the decoration and internal assembly from 8.30 h. to 21.30 h. on September 7th, 2023.
- 14.2. No element can exceed the limits of the tents or spaces or in height (balloons, projections, lighting, etc.), unless those who have the previous authorization of the organization.

## 15. REGULATIONS FOR THE ASSEMBLY OF ONLY FLOOR SPACES

- 15.1. Exhibitors that opt for assembling a space in only floor spaces, must present a technical report of the design together with the building plans, which must show floor layouts and elevations to [marimar.rozadilla@lastlap.com](mailto:marimar.rozadilla@lastlap.com) for the Organization's approval, before August 15th, 2023.
- 15.2. Exhibitors should indicate their space in accordance with the official plane.
- 15.3. The assembly of free decoration spaces is from 8.30h. to 21.30h. of September 7th, 2023, if the company needs a longer assembling time, it may consult with the organization.
- 15.4. Every structure that is created has to be assembled with their weight of fixtures. A structure without weight fixtures will not be able to be assembled for safety reasons.
- 15.5. The Organization shall not be liable for any damage caused to the structures of only floor spaces.

## 16. INSTALACIONES EXISTENTES

- 16.1. It is forbidden to chip, screw, weld, cut, paint and deteriorate canvas, walls, floors, columns, roofs and all the existing installation.
- 16.2. The reticulation panels, taps and firefighting fixtures located inside the tents or in the only floor spaces should have an easy access. The elements relate to fire protection should be seen well.

## 17. NOT OCCUPATION OF THE AISLES. PACKAGING.

For safety purposes, during the assembly and dismantling periods, all the material should remain within the boundaries of the stand, tents or only floor spaces, leaving aisles and other common zones totally free. The cleaning services will remove any objects left in those areas, and the exhibitor will have no right to claim any damages incurred.

## 18. DISMANTLING PERIOD

- 18.1. During the dismantling time, no exhibitor will be able to retire his goods until he has paid the requested services consumed in Festibike 2023.
- 18.2. Exhibitors have to recall products, retire the furnishing, and return the tents or the only floor spaces under the same conditions (free of residues), on September 10th, 2023, before 00.00h. Once this period of time has elapsed, the exhibitor loses the right to compensation for material loss or damage to be claimed.

## 19. PUBLIC ORDER

- 19.1. Exhibitors, their contractors and/or subcontractors and their personnel are obliged to comply with current legislation in relation to the maintenance of law and order.

## Privacy policy:

**Responsible:** The personal details provided with the contract documentation of Festibike (the “Event”) and all the relevant facts regarding his or her participation will be entered into a Last Lap computer file, domiciled C/ La Granja, 22. 28108, Alcobendas, Madrid. i.d. B80891211 (“LastLap”).

The rights of access, rectification, opposition and cancellation of this data may be exercised by writing to Lastlap at the aforementioned postal address or by e-mailing: [lopd@lastlap.com](mailto:lopd@lastlap.com), heading both with the word “Exhibitor” together with the sender’s name and national identity card number. You may also consult our Data Protection Officer: [lopd@lastlap.com](mailto:lopd@lastlap.com); or submit a complaint to the Spanish Data Protection Agency via its website: [www.aepd.es](http://www.aepd.es).

**Signature of the legal representative, stamp and date**

\_\_\_\_\_ of 20 \_\_\_\_\_

\_\_\_\_\_  
Signature and stamp

**Thanks.  
See you soon.**

***festibike***  
Lo que nos mueve