



Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA)

Request For Proposals (RFP)

No. KBL-022-DAI-ACEBA

Provision of Design, Supply, and Delivery of Customized Booth stands for Saffron Trade Shows at Alimentaria 2024, SIAL 2024, and Cibus 2024

Issue Date: November 13, 2023

WARNING: Prospective Offerors who have received this document from a source other than www.afghanbids.com, www.DAI.com, or ProcurementACEBA@dai.com should immediately contact ProcurementACEBA@dai.com and provide their name and e-mail address in order that amendments to the RFP and other communications can be sent directly to them. Any prospective Offeror who fails to contact ProcurementACEBA@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued through www.afghanbids.com or ProcurementACEBA@dai.com. Offerors are encouraged to check www.afghanbids.com and their inbox periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

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Synopsis of the RFP

RFP No.	RFP-KBL-022-DAI-ACEBA
Issue Date	Nov 13, 2023
Title	Provision of Design, Supply and Delivery of Customized Booth Stand for Saffron Trade Shows at Alimentaria 2024, SIAL 2024 and Cibus 2024
Issuing Office & E-mail/Physical Address for Submission of Proposals	<p>DAI - Afghanistan Competitiveness of Export-Oriented Businesses Activity</p> <p>Offerors shall submit their proposals through www.afghanbids.com or via e-mail to ProcurementACEBA@dai.com before the closing date by mentioning the "RFP-KBL-022-DAI-ACEBA Provision of Design, Supply and Delivery of Customized Booth Stand for Saffron Trade Shows at Alimentaria 2024, SIAL 2024 and Cibus 2024 in the subject line</p> <p>(Only electronic copy of the proposals will be accepted)</p>
Bidders' conference	N/A
Point of Contact & Deadline for Receipt of Questions	<p>Questions about the RFP should be submitted via e-mail to ProcurementACEBA@dai.com no later than Dec 01, 2023, 4:00 PM Kabul Time. E-mail subject line must contain the solicitation number and title</p>
Deadline for Receipt of Proposals	Dec 08, 2023, 4:00 Kabul Time.
Anticipated Award Type	<p>DAI/ACEBA anticipates issuing a Firm Fixed Price Purchase Order.</p> <p>Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order, and offerors will not be reimbursed for any costs associated with the preparation of their bid.</p>
Basis for Award	An award will be made based on the Trade-Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA), invites qualified offerors to submit proposals to the **Provision of Design, Supply and Delivery of Customized Booth Stand for Saffron Trade Shows at Alimentaria 2024, SIAL 2024 and Cibus 2024** in support of program implementation. DAI/ACEBA intends to award a contract to a firm to provide the services as outlined in Attachment A Scope of Work.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Accordingly, any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed price Purchase Order. This subcontract type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than the date and time shown in the RFP synopsis. Proposals shall be submitted to the www.afghanbids.com or procurement e-mail address provided in the RFP synopsis. Offerors must state the RFP number and the name of the activity in the subject line of the e-mail. Cost and technical proposals, in separate files, shall be submitted in a single e-mail. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- Project or Title: (from the front page of this RFP document)
- Bid Reference Number: (from the front page of this RFP document)
- Company Name

- Company Address
- Name of Company's authorized representative
- Telephone number, cellular phone number, e-mail address
- Company type of Registration and Registration Number
- The Offeror will certify a validity period of **(90) days** for the prices provided.
- Acknowledge the solicitation amendments received.
- Payment terms
- Acceptance of Tax Withholding Statement and TIN, an international firm subjected to VAT
- Signature, date and time

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted through the www.afghanbids.com discussion board or in writing via e-mail to the point of contact identified in the RFP Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or ACEBA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing by e-mail and through www.afghanbids.com discussion board to all prospective bidders who are on record as having received this RFP from ProcurementACEBA@dai.com.

2.4 Pre-Proposal Bidders' Conference

Not applicable for this RFP

2.5 Eligibility Requirements

Proposals are being solicited from international and local firms capable to provide the requested services. The local Offerors must have a valid Afghan business license or registration to be eligible for award and international firms refer to their own country registration rules. refer to Section 8.4 for Unique Entity ID (SAM) requirements.

3. Instructions for the Preparation of Technical Proposals

Proposals must be organized into sections in accordance with the proposal submission instructions provided in Section 2.1. Please stay in the page limits given below. Only include the requested information and avoid submitting extra content. **Any pages exceeding the page limitation for each section of the proposal will not be evaluated.**

Technical proposals shall include the following contents:

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. **Management approach** – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. **Past Performance** –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems

encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

For this RFP, DAI needs the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than, cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical and Management Approach	<p>Extent to which proposed approach:</p> <ul style="list-style-type: none">– Is clear, logical, well-conceived and technically sound.– Reflects appreciation for the likely problems to be encountered; and– Directly addresses the objectives identified in the Scope of Work.	40 points
Detailed Booth Design	<ul style="list-style-type: none">– Extent to which the design(s) meets the requirements of the RFP.– Creative, yet modern booth.– Details regarding material application	30 points
Past Performance and References	<ul style="list-style-type: none">– Extent to which the Offeror has previously successfully constructed custom booths.– Extent to which the Offeror has previously successfully performed similar activities.– How lessons learned from previous activities can be applied to RFP activity.– Offeror's ability to deliver projects on time and within budget.	30 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted as a separate file from technical proposals and be labeled as "VOLUME II: PRICE PROPOSAL."

Provided in Attachment C is a template for the Detailed Budget and price Schedule for firm-fixed-price awards. Offerors shall complete the template, including as much detailed information as possible, and submit it in PDF and Excel formats. The cost proposal must be separated from the Technical Proposal.

Offerors must submit comprehensive budget narrative/budget notes that provide information on each of the line items in the budget and explain why these items are needed to implement the activity.

If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs. A copy of an audit report and balance sheet and a profit and loss (P&L)/income & expenditure/revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).

*Note to Offerors: **You may not propose a fee or profit that is a fixed percentage of total costs.** Cost plus percentage of cost type contracts are not permitted. A fixed completion fee of a set amount is acceptable, and may be split into payments across deliverables if desired. However, this must be a fixed cost item and not a percentage of costs.

***Note to Offerors: **Cost proposal must be presented in USD/EUR currency; no other currency calculations proposed by the Offeror will be accepted.** Also, once bids are received, ACEBA may request that offerors submit cost proposals in Excel format, including formulas if the cost structure is not clearly presented in the proposal budget. Please keep budget spreadsheets on file until after awards are announced. Subcontractors must include the supporting "budget notes" as an assumption narrative, and spreadsheets are required in sufficient detail to allow a complete analysis of each cost element.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. The cost will primarily be evaluated for **realism** and **reasonableness**. DAI may award to a higher-priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Local firm need to provide evidence of the required AISA licenses to operate in Afghanistan and international firm need to submit registration certificate of their own country.
2. Evidence of a UEI (SAM) number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables.

Upon award of a subcontract, the payment will be made upon receipt of a properly executed tranche payment request, complete with milestone/ deliverables report and applicable documentation for each deliverable as listed under the scope of work part (Anticipated Deliverables).

The Offeror should detail the proposed prices per deliverable in the Price Schedule. Payment shall be made only in accordance with approved milestones/deliverables and payment schedule upon Technical Monitor approval of required documentation.

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Deputy Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries, nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide a Unique Entity ID (SAM) to DAI. Without a Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Offerors who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM) - DAI'S Vendors, Subcontractors

For those not required to obtain a Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID Requirement.

8.5 Government Withholding Tax for Afghan Based Companies

Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI/ACEBA.

8.6 Vetting Procedure

On December 05, 2012, USAID/Afghanistan notified that Recipients/Contractors receiving USAID funding must be vetted for any lower-tier contracts valued over \$25,000. This notice is effective January 1, 2013. Any Offeror receiving an award from ACEBA must submit vetting documentation and receive an eligibility notice before ACEBA can issue a final contract or purchase order. The vetting is not done by ACEBA but by the Vetting Support Unit of USAID and may take several weeks. DAI/ACEBA will assist awardees with the procedure once a winning proposal is selected.

In addition to vetting, ACEBA may carry out reference checks and due diligence on any information provided by Offeror. Providing false information on personnel qualifications and experience or in past performance references will result in the Offeror being disqualified from future bidding.

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- E-mail to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the US Government.

10. Attachments

10.1 Attachment A: Scope of Work for Services

Traceability System for Afghan Saffron Processors

SCOPE OF WORK

BACKGROUND

DAI is implementing the USAID Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA) project, which is designed to promote Afghanistan's sustainable, market-driven economic growth by enhancing the export competitiveness and market linkages of Afghan businesses in three target value chains including carpets, cashmere, and saffron. All value chains are recognized for their potential to deliver demonstrable results from downstream value-add, sales, exports, and job creation.

ACEBA has decided to participate in three international tradeshows where grantee De Mariana y Martinet, S.L. will promote Afghan saffron. The three shows that ACEBA intends to attend include: Alimentaria 2024 (Barcelona, Spain); SIAL 2024 (Paris, France); and Cibus 2024 (Fiere de Parma, Italy). For this purpose, ACEBA will be soliciting a booth contractor who has adequate experience in building customized high-end booth stands, using latest trending materials and finishes, to exhibit the saffron products. The booth contractor will provide a turn-key solution that includes all responsibilities and elements from completing any paper work instructed to do so to the trade show organizers, electricity rental, use of heavy equipment during installation and dismantling, booth design development of ideas provided, building the stand pre-fabricated (mockup), installing all materials, all furniture rentals, final high end finishes and materials, dismantling and transportation of booth.

SCOPE OF SERVICES

ACEBA will be soliciting a booth contractor who has adequate experience in building a customized, high-end booth stand for the presentation of saffron product(s) at three (3) international trade shows, using the latest trending materials and finishes. The booth contractor will provide a turn-key solution that includes all responsibilities and elements from completing any paper work instructed to do so to the trade show organizers, electricity rental, use of heavy equipment during installation and dismantling, pick up from and transportation to trade show site, storage of stand in between trade shows, booth design development of ideas provided, building the stand pre-fabricated (mockup), installing all materials, all furniture rentals, final high end finishes and materials.

The bidder is expected to provide following, detailed, goods and services:

1- Detailed Booth Design

Including Measurements of Materials, Stand Structure, Counter Details and proposed layout for each show based on dimensions and open sides.

Submit 1-2 design options based on the ideas and sketch submitted in this RFP (Attachment A: Booth Vision), but with close attention to details, number of materials and color/types. The design should include applicable following requirements:

- Perspective drawing.
- Elevations Drawings (front side and back) as well as 3D screen shot.
- Structural Material Details.
- Design and construction of three booths with the below dimensions. Materials should be reused if practical and cost effective.

- 24sqm with 3 open sides
 - Note: This size has been proposed for the Alimentaria 2024 Show
- 26sqm with 3 open sides
 - Note: This size has been proposed for the SIAL Paris 2024 show (*booth space/size pending confirmation from trade show)
- 18 sqm with 2 open sides
 - Note: This size has been proposed for the CIBUS 2024 show
- Showcasing materials that will be used for booth final finishes as well as colors
- Adaptation of the branded theme, logos, selected name,
- Electric works and distribution for the stand including outlets distributed for:
 - four (4) display screens (approximately 30-40in),
 - one (1) display (approximately 125 in)
 - coffee machine and kettle,
 - places for charging phones and laptops.
- Saffron display counter details
- Proposed furniture to choose from including catalog stands, TV, coffee machines chairs, stools and tables, etc.
- Architectural Plan (Layout) Drawing
- Structural Connection Details
- Any Special Display Loading Allowance
- Height of Stand
- Ceiling / Roof (If yes, please provide structural details)
- Items of special risk

2- Paperwork submissions

Complete and submit to trade show organizers all necessary paperwork, forms, contractor security bond and any other required papers to ensure smooth booth delivery.

- ACEBA will facilitate in passing along any information received from trade shows regarding requirements for customized booths and additional pricing. However, it will be the responsibility of the vendor to adhere to all regulations, complete required paperwork and cover additional costs for set-up and break down.

3- Must include in the offer pictures of previously implemented booths.

4- Must include in the offer pictures of materials that is proposed to be used for building the booth.

5- Build the Stand Structures

Building the stand structure per the approved design(s) and specifications for each trade show, including:

- Installing all counter, lighting, and furniture(s)
- Installation and set-up of display screen, as agreed in the design (s)

6- Booth Dismantling and Transportation

Dismantling the booth stand and transporting the booth materials between each trade show or disposal.

Completing and submitting any forms required by organizers.

**Please note that the vendor's bid should not include booth space reservations costs. This is covered separately by ACEBA.

Note: The detailed technical specifications and organizer rules and regulations are contained in the annexes 1, 2 ,3 and 4 of the RFP.

Anticipated Deliverables:

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

NO.	Description and proof of required documentation	Payment Amount (%)	Due Date
1	<ul style="list-style-type: none"> • Final Detailed Booth Design – Approved by ACEBA Including Measurements of Materials, Stand Structure, Counter Details and proposed layout for each show based on dimensions and open sides. Please refer for the details to the SOW (Attachment A) <i>Required Document:</i> <ul style="list-style-type: none"> • Perspective drawing • Elevations Drawings (front side and back) as well as 3D screen shot. • Structural Material Details • Design and construction of three booths with the below dimensions. <ul style="list-style-type: none"> ○ 24sqm half island ○ 26sqm with 3 open sides (*to be confirmed) ○ 18 sqm with 2 open sides 	% (TBD)	20 days after the award

2	<ul style="list-style-type: none"> • Proof of Paperwork submissions for Alimentaria 2024 trade show <p>Complete and submit to trade show organizers all necessary paperwork, forms, contractor security bond and any other required papers to ensure smooth booth delivery.</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> • Copy of the submitted documents. <p>Note: it will be the responsibility of the vendor to adhere to all regulations, complete required paperwork and cover additional costs for set-up and break down.</p>	% (TBD)	February 1, 2024
3	<ul style="list-style-type: none"> • Booth Installation and Set-up at Alimentaria 2024 trade show <p>Installing all counter, lighting, and furniture(s)</p> <p>Installation and set-up of display screen, as agreed in the design (s)</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> • Short narrative (1-2 paragraph) report and Photos (3-5) of installed booth, ready for trade show 	% (TBD)	March 17, 2024
4	<ul style="list-style-type: none"> • Alimentaria 2024 Booth Dismantling <p>Dismantling of the booth and proper disposal of materials as required by the trade show facilities.</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> • <i>Short narrative (1-2 paragraph) report and Photos of (3-5) of booth space once cleared of materials</i> 	% (TBD)	March 25, 2024

5	<ul style="list-style-type: none"> • Proof of Paperwork submissions for CIBUS 2024 trade show <p>Complete and submit to trade show organizers all necessary paperwork, forms, contractor security bond and any other required papers to ensure smooth booth delivery.</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> • Copy of the submitted documents. <p>Note: it will be the responsibility of the vendor to adhere to all regulations, complete required paperwork and cover additional costs for set-up and break down.</p>	% (TBD)	April 1, 2024
6	<ul style="list-style-type: none"> • Booth Installation and Set-up at CIBUS 2024 trade show <p>Installing all counter, lighting, and furniture(s)</p> <p>Installation and set-up of display screen, as agreed in the design (s)</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> • Short narrative (1-2 paragraph) report and Photos (3-5) of installed booth, ready for trade show 	% (TBD)	TBD
7	<ul style="list-style-type: none"> • CIBUS 2024 Booth Dismantling <p>Dismantling of the booth and proper disposal of materials as required by the trade show facilities.</p> <ul style="list-style-type: none"> • <i>Required Documents: short narrative (1-2 paragraph) report and Photos of (3-5) of booth space once cleared of materials</i> 	% (TBD)	TBD
8	<ul style="list-style-type: none"> • Proof of Paperwork submissions for SIAL Paris 2024 trade show <p>Complete and submit to trade show organizers all necessary paperwork, forms, contractor security bond and any other required papers to ensure smooth booth delivery.</p> <p><i>Required Documents: Copy of the submitted documents.</i></p> <ul style="list-style-type: none"> • Note: it will be the responsibility of the vendor to adhere to all regulations, complete required paperwork and cover additional costs for set-up and break down. 	% (TBD)	September 1, 2024

9	<ul style="list-style-type: none"> Booth Installation and Set-up for SIAL Paris 2024 trade show <p>Installing all counter, lighting, and furniture(s)</p> <p>Installation and set-up of display screen, as agreed in the design (s)</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> Short narrative (1-2 paragraph) report and Photos 	% (TBD)	TBD
10	<ul style="list-style-type: none"> SIAL Paris 2024 Booth Dismantling <p>Dismantling of the booth and proper disposal of materials as required by the trade show facilities.</p> <p><i>Required Documents:</i></p> <ul style="list-style-type: none"> Short narrative (1-2 paragraph) report and Photos of (3-5) of booth space once cleared of materials 	% (TBD)	TBD

Note: Offeror/s have the right to propose different deliverables than those included in the table above if they are deemed more suitable and provide better impact.

PERIOD OF PERFORMANCE

The period of performance will be 12 months.

TECHNICAL DIRECTION

The DAI/ACEBA Deputy chief of party- Technical will be responsible for the technical direction of this work.

[END OF ATTACHMENT A]

10.2 Attachment B: Proposal Cover Letter
[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with RFP-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

E-mail: Click here to enter text.

Company Seal/Stamp:

Attachment C: Budget Templates

Illustrative Budget Template

No.	Line Item	Unit	Quantity	Unit Price (USD)	Total Cost (USD)	Budget Notes
A	Labor					Must include budget notes for each line item
1	For example, Team Lead and project manager.					
2	For example, expert					
3	Other staff					
	Sub-Total					
B	Travel & Transportation					
1						
2						
	Sub-Total					
C	Communication					
1						
2						
	Sub-Total					
D	Other Direct Costs					
1						
2						
	Sub-Total					
Total Cost						
Fee						
G-Total						

Price Schedule:

No	Description	Unit Price USD	Total Price USD
1	Provision of Design, Supply and Delivery of Customized 24sqm Booth Stand for Alimentaria 2024 trade show in Barcelona Spain - 18 March to 21 March		
2	Provision of Design, Supply and Delivery of Customized 18sqm Booth Stand for CIBUS 2024 trade show in Fiere di Parma, Italy - 07 May to 10 May		
3	Provision of Design, Supply and Delivery of Customized 26sqm Booth Stand for SIAL 2024 trade show in Paris, France - 19 October to 24 October		

10.3 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM) - DAI'S Vendors, Subcontractors & Grantees

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM)to DAI.

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FAAs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain an Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain an Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:
Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)
Effective April 4, 2022, entities doing business with the federal

government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

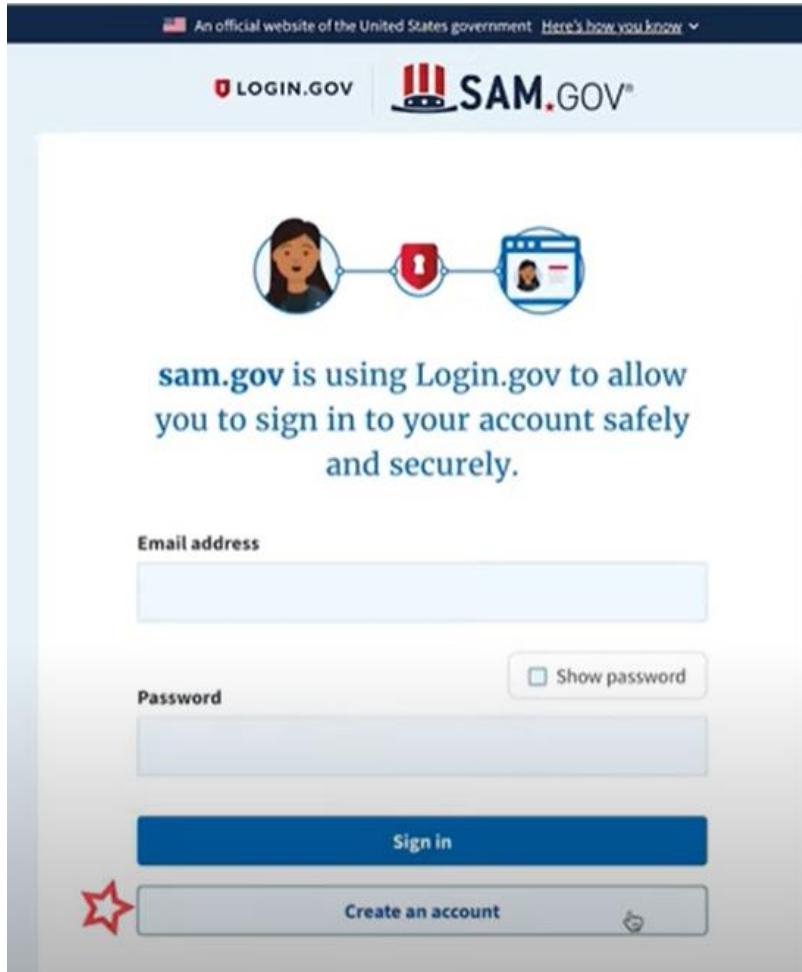
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity

identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

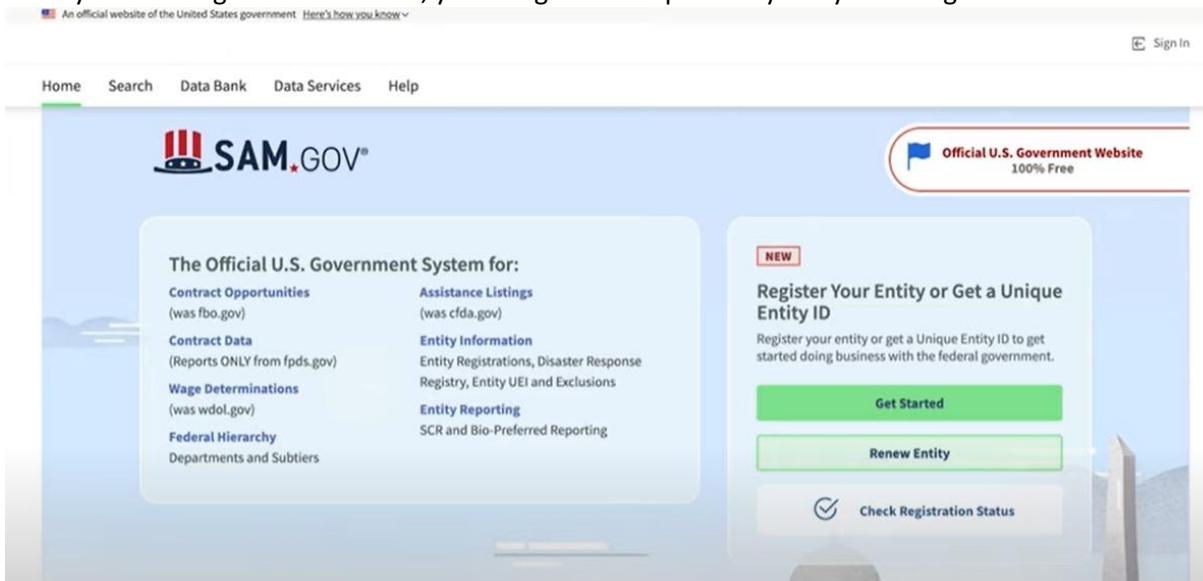
Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page. THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request an Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click "Sign In" on the upper right hand corner.
 2. Click on "Create a User Account"



3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."

4. Click “DONE” on the confirmation page. You will receive an e-mail confirming you have created a user account in SAM.
 5. Click the validation link in the e-mail that contains the activation code within 48 hours to activate your user account. If the e-mail link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.
NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.
2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.



Getting Started with Registration

This is the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1–2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

Entity Information Home

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Registration Status](#)

4. Select “Get Unique Entity ID” on the Get Started page.

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.



[Get Unique Entity ID](#)

5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

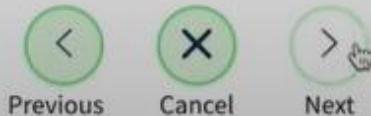
6. When you are ready, select "Next"
7. Confirm your company's information.



- a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results [»](#).



8. When you are ready, select "Next"
9. Once validation is completed, select "Request UEI" to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an e-mail confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#)

[Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

The screenshot shows the SAM.gov workspace interface. At the top, there are navigation links: Home, Search, Data Bank, Data Services, Help, Requests, Notifications, Workspace (which is underlined), and Sign Out. Below the navigation is a header bar with Home, Search, Data Bank, Data Services, Help, and a logo for SAM.GOV. The main area is titled "Workspace". On the left, there is a large "Entity Management" card. It contains sections for "Entity Registration" (0 Active, 0 Draft, 0 Work in Progress, 0 Submitted) and "Unique Entity ID" (1 Active, 0 Draft). Below these are "System Accounts" (1 Active, 0 Draft, 0 Change Request, 0 Pending, 0 Deactivated). To the right of the Entity Management card is a "Profile" section with a user icon, a blurred profile picture, and three buttons: Downloads, Saved Searches, and Following. Further down are sections for "Pending Requests" (No pending requests), "Notifications" (No available notifications), and "Add A New Role" (with a dropdown menu labeled "Select a Role").

10.4 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement [TO BE PROVIDED UPON REQUEST]

10.5 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

10.6 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. RESERVED.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

List of Optional Attachments

10.7 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		

Mark "X"	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or other)	
	Invitations	
	Other (please describe)	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

Requests for Exceptions or Waivers of Marking Requirements – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

10.8 Attachment J: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Submitted Electronical
- Signed Cover Letter (*use template in Attachment B*)
- Separate Technical and Cost proposals separated by a blank page when PDF'ed or saved as two files.
- Proposal of the Product or Service that meets the technical requirements as per Attachment A
- Include documents used to determine *Responsibility* (Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health)/**international firm need to submit registration certificate of their own country.**
- Response to each of the evaluation criteria
- Evidence of a Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM) Requirement
- Past Performance (*use template in Attachment F*)

Annex 01

Booth Technical Information

ACEBA will be soliciting a booth contractor who has adequate experience in building a customized, high-end booth stand for the presentation of saffron product(s) at three (3) international trade shows, using the latest trending materials and finishes. The booth contractor will provide a turn-key solution that includes all responsibilities and elements from completing any paper work instructed to do so to the trade show organizers, electricity rental, use of heavy equipment during installation and dismantling, pick up from and transportation to trade show site, storage of stand in between trade shows, booth design development of ideas provided, building the stand pre-fabricated (mockup), installing all materials, all furniture rentals, final high end finishes and materials.

The bidder is expected to provide following, detailed, goods and services:

1. Detailed Booth Design including Measurements of Materials, Stand Structure, Counter Details and proposed layout for each show based on dimensions and open sides.

Submit 1-2 design options based on the ideas and sketch submitted in this RFP (Attachment A: Booth Vision), but with close attention to details, number of materials and color/types. The design should include applicable following requirements:

- Perspective drawing
- Elevations Drawings (front side and back) as well as 3D screen shot
- Structural Material Details
- Design and construction of three booths with the below dimensions. Materials should be reused if practical and cost effective.
 - 24sqm with 3 open sides
 - *Note: This size has been proposed for the Alimentaria 2024 Show*
 - 26sqm with 3 open sides
 - *Note: This size has been proposed for the SIAL Paris 2024 show (*booth space/size pending confirmation from trade show)*
 - 18 sqm with 2 open sides
 - *Note: This size has been proposed for the CIBUS 2024 show*
- Showcasing materials that will be used for booth final finishes as well as colors
- Adaptation of the branded theme, logos, selected name,
- Electric works and distribution for the stand including outlets distributed for:
 - four (4) display screens (approximately 30-40in),
 - one (1) display (approximately 125 in)
 - coffee machine and kettle,
 - places for charging phones and laptops
- Saffron display counter details
- Proposed furniture to choose from including catalog stands, TV, coffee machines chairs, stools and tables, etc.
- Architectural Plan (Layout) Drawing
- Structural Connection Details
- Any Special Display Loading Allowance
- Height of Stand
- Ceiling / Roof (If yes, please provide structural details)
- Items of special risk

2. Paperwork submissions

Complete and submit to trade show organizers all necessary paperwork, forms, contractor security bond and any other required papers to ensure smooth booth delivery. (Refer to Attachments for additional information for each trade show regarding requirements and potential costs for booth set-up and break down)

3. Must include in the offer pictures of previously implemented booths

4. Must include in the offer pictures of materials that is proposed to be used for building the booth

5. Build the Stand Structures

Building the stand structure per the approved design(s) and specifications for each trade show, including:

- Installing all counter, lighting, and furniture(s)
- Installation and set-up of display screen, as agreed in the design (s)
-

6. Booth Dismantling and Transportation

- Dismantling the booth stand and transporting the booth materials between each trade show or disposal.
- Completing and submitting any forms required by organizers.

Section 1.1 Booth Sketch Design and Ideas

Below is a sketch and vision for the booths to get started on the proposed designs, and to get an idea of material distribution the stand. This is only a base and basic information to get started to build creative design options.

CONTENTS:

1. The Art of Rarity: Afghan Saffron as a Culinary Masterpiece.
2. Strategic Impact: Luxury as a Driver for Market Penetration.
3. Stand Design: An Ode to Opulence, Minimalism, and Exotic Elegance.
4. Sketches and Materials

1. The Art of Rarity: Afghan Saffron as a Culinary Masterpiece.

Afghan saffron, renowned as the world's most expensive food product, possesses an inherent rarity that stems from its intricate cultivation process and labor-intensive harvest. The meticulous care and craftsmanship invested in producing Afghan saffron result in a product of unparalleled quality, characterized by a rich aroma, complex flavor profile, and vibrant color. These attributes position Afghan saffron not merely as a spice but as a culinary masterpiece—an exquisite jewel in the realm of gastronomy.

2. Strategic Impact: Luxury as a Driver for Market Penetration.

Positioning Afghan saffron as a luxury culinary product offers several strategic advantages in the European market. The connotations of luxury evoke a sense of exclusivity, sophistication, and rarity, which align perfectly with the attributes of Afghan saffron. In a market where consumers are increasingly seeking unique and premium experiences, branding Afghan saffron as a luxury item positions it as a must-have for culinary enthusiasts, gourmet chefs, and high-end retailers.

3. Stand Design: An Ode to Opulence, Minimalism, and Exotic Elegance.

The design of the exhibition stands for the Afghan Zafaran Consortium at Alimentaria, Cibus, and Sial is a meticulous fusion of opulence, minimalism, and exotic elegance, crafted to visually embody the rare and luxurious nature of Afghan saffron.

Opulent Aesthetic Palette: The color scheme draws inspiration from the deep, regal hues of saffron, utilizing rich tones and gold accents to convey opulence. Deep saffron, burgundy, and gold will dominate the visual landscape, instantly capturing attention and projecting an air of sophistication.

Luxurious Materials: To further accentuate the premium nature of the product, the stand will feature luxurious materials such as plush velvet and smooth silk. Gold-trimmed signage and ornate detailing will adorn key areas, creating a sumptuous environment that mirrors the rare quality of Afghan saffron.

Minimalistic Elegance: The overall design will embrace minimalism, ensuring that Afghan saffron remains the focal point. Clean lines, uncluttered spaces, and tastefully arranged displays will emphasize the purity and exclusivity of the product. Sleek, gold-trimmed display cases will showcase the delicate saffron threads as if they were precious gems.

Experiential Elements: Videos of saffron processing will add an interactive and educational dimension to the stand, allowing visitors to witness the intricate craftsmanship behind this culinary treasure. Additionally, strategically placed information panels with details about the cultivation process, Afghan heritage, and the product's unique characteristics will engage and immerse the audience in the story of Afghan saffron.

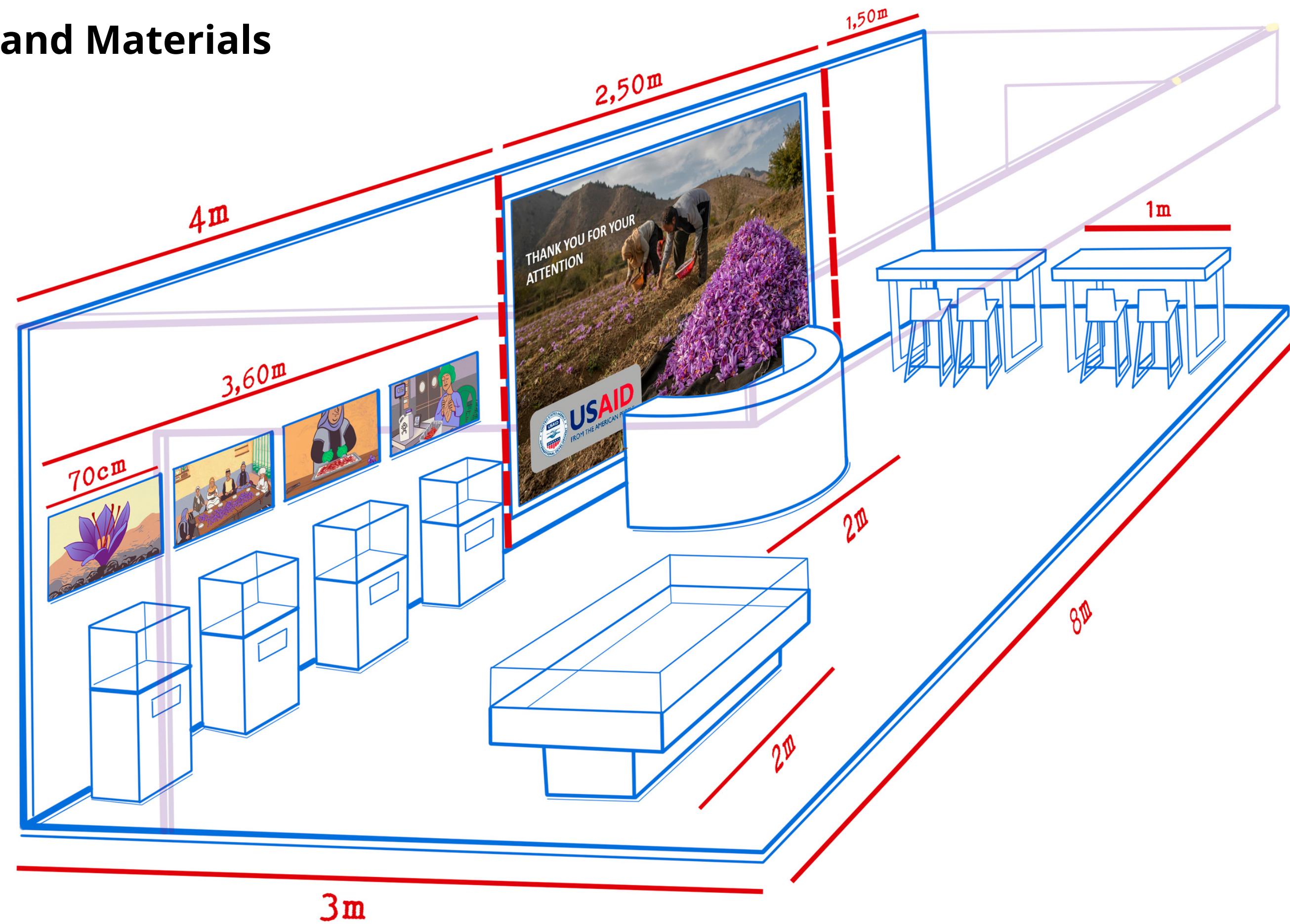
Exotic Touches: Cultural motifs and textures inspired by Afghan heritage will be integrated, adding an exotic touch to the stand. This infusion of cultural elements aims to transport visitors to the saffron fields of Afghanistan, creating a sensory experience that goes beyond the visual and resonates with the mystique of the product.

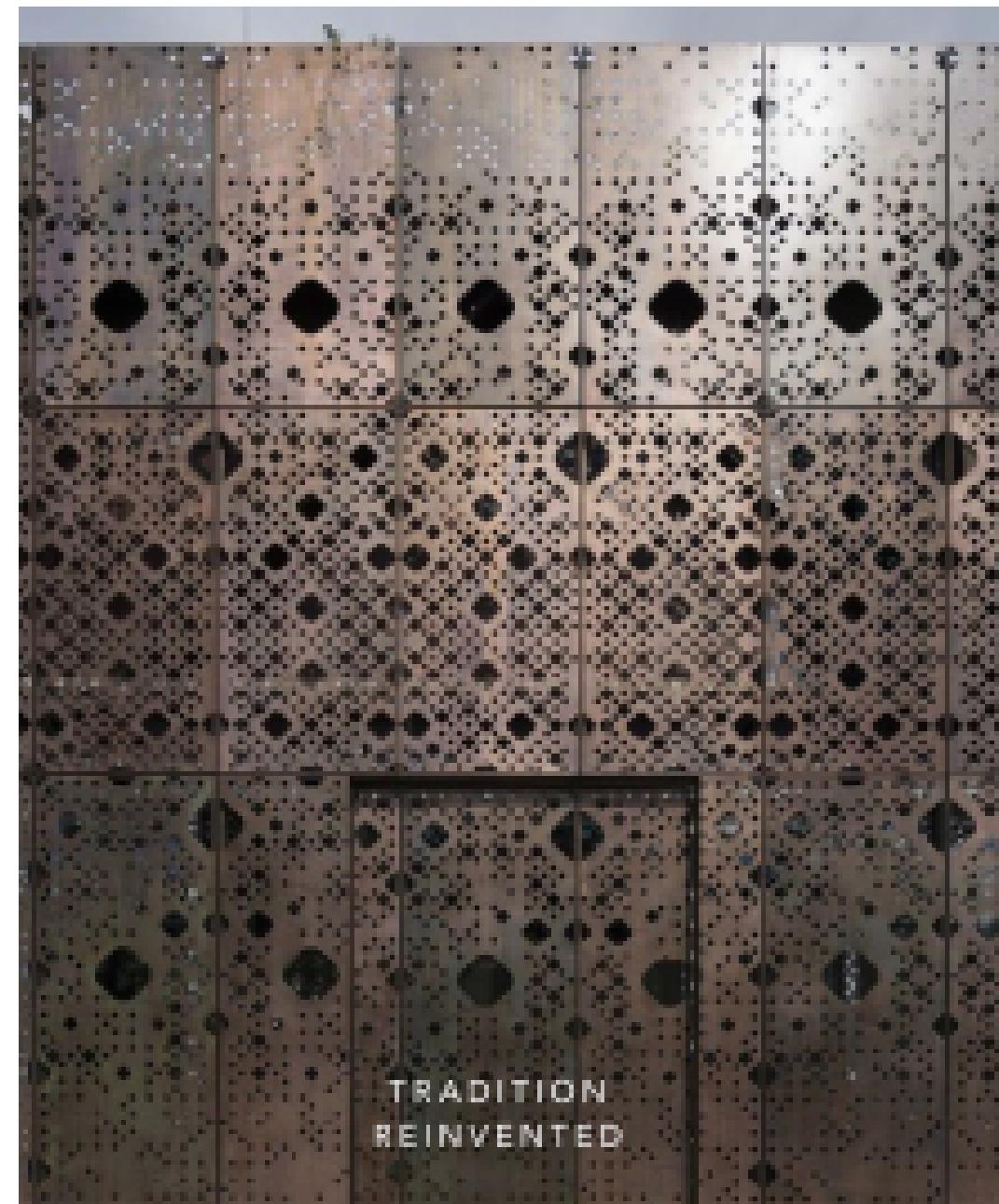
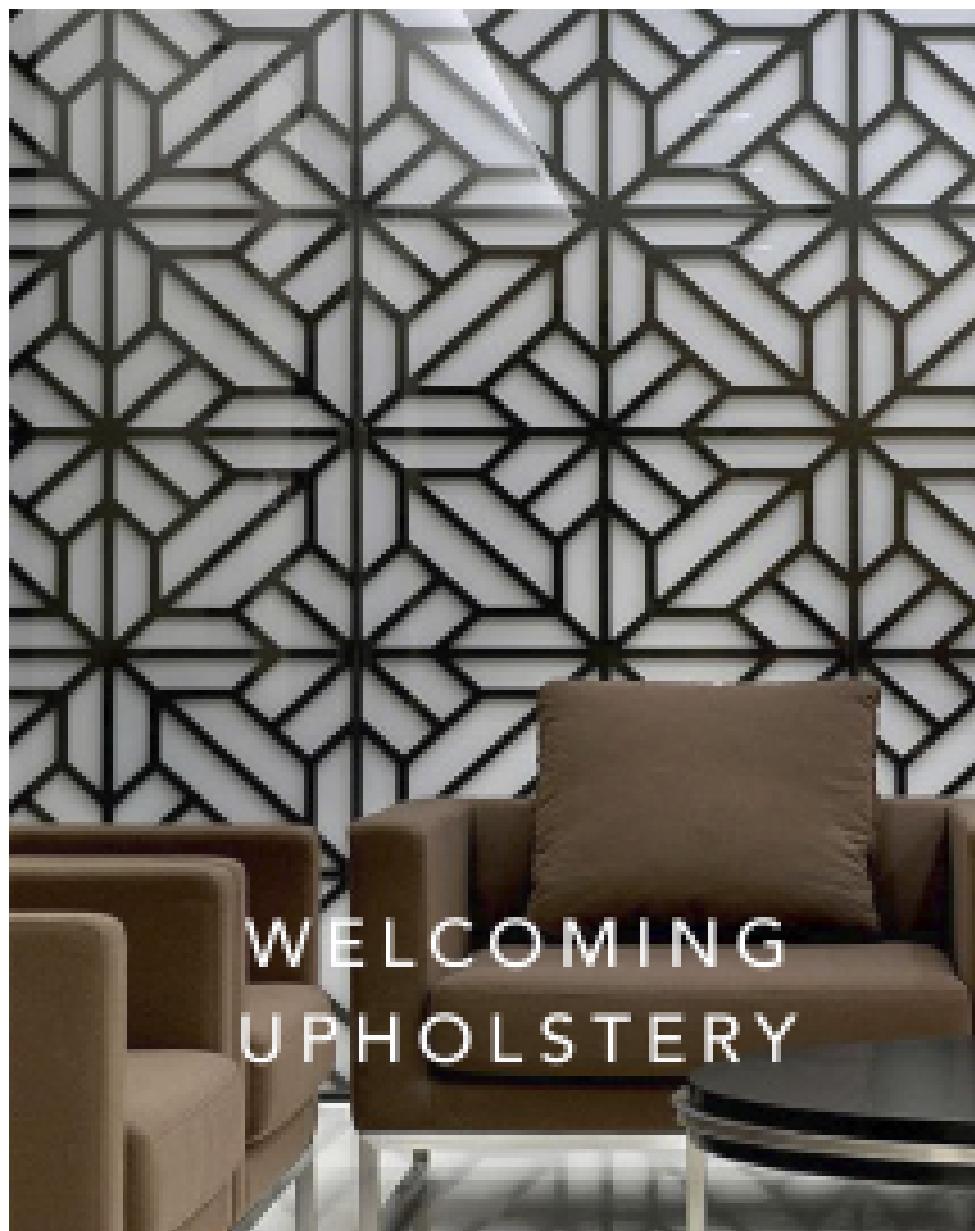
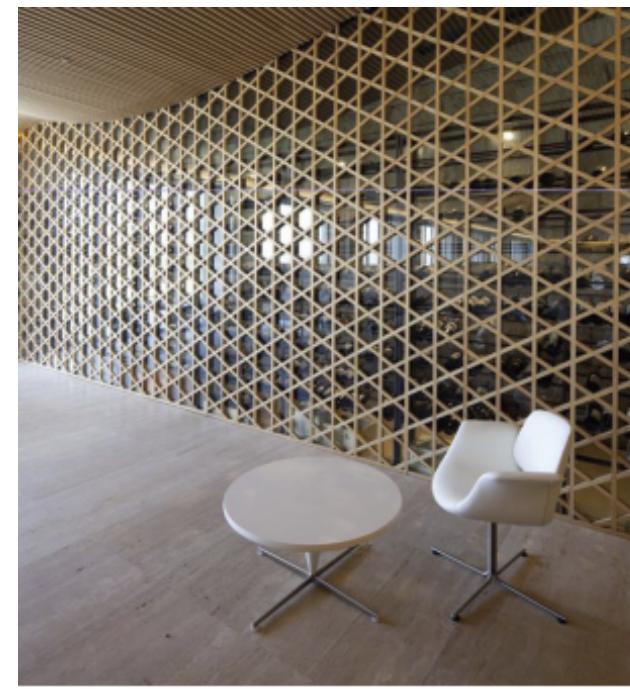
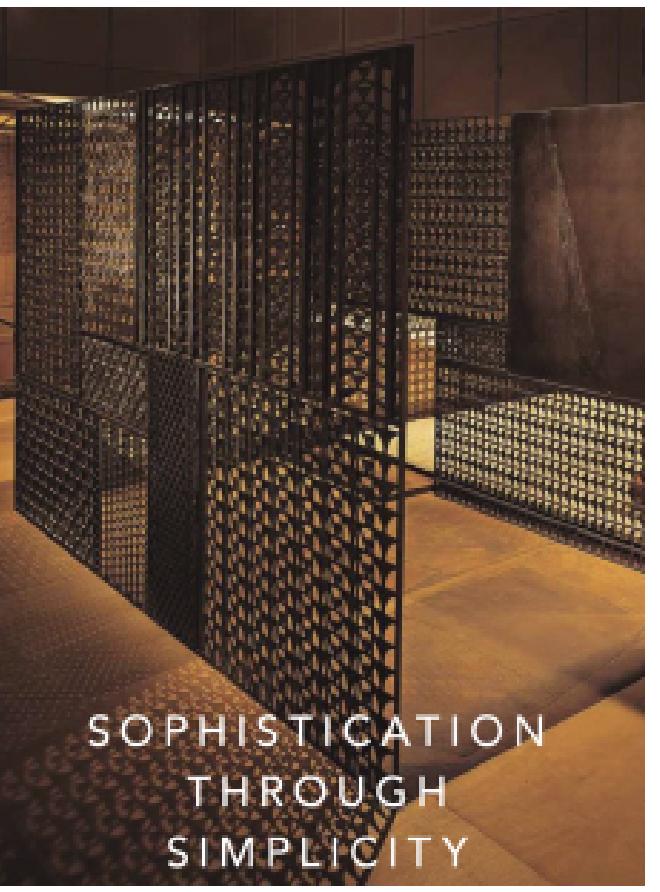
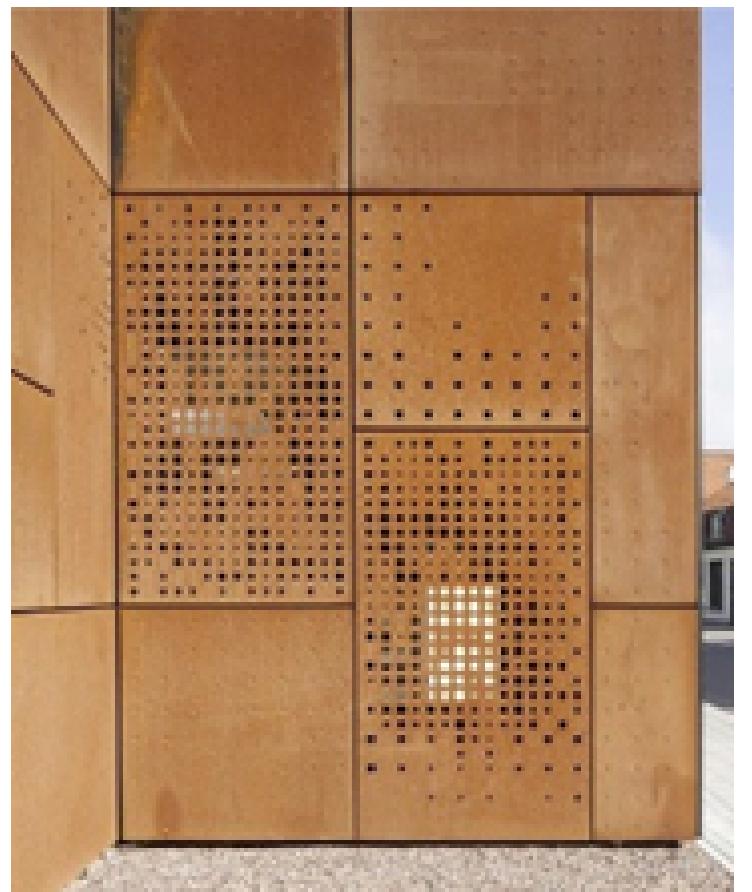
Strategic Lighting: Soft, ambient lighting will be strategically employed to create an inviting atmosphere. The lighting scheme will accentuate the vibrant colors of the saffron and contribute to an overall sense of warmth and romance, enticing visitors to explore and engage with the exhibition.

Branding Elements: The stand will prominently feature the Afghan Zafaran Consortium's branding, elegantly incorporated into the design to reinforce the identity and origin of the saffron. Branding materials will exude a sense of exclusivity, aligning with the overall theme of luxury.

In summary, the design of the exhibition stands for the Afghan Zafaran Consortium is a carefully curated blend of opulence, minimalism, and exotic elegance. Through the use of luxurious materials, cultural elements, and strategic lighting, the stands aim to create an immersive experience that not only showcases Afghan saffron as a culinary jewel but also captivates and resonates with the discerning European audience.

2. Sketches and Materials





Annex 02

Alimentaria Booth Technical Information

Alimentaria

Stand Technical Plan

Company: DAI GLOBAL LLC. - ACEBA

Location: Fairground Gran Via | Pavilion P5 | Level 0

Creation Date: 2023-11-06

Stand: C 350

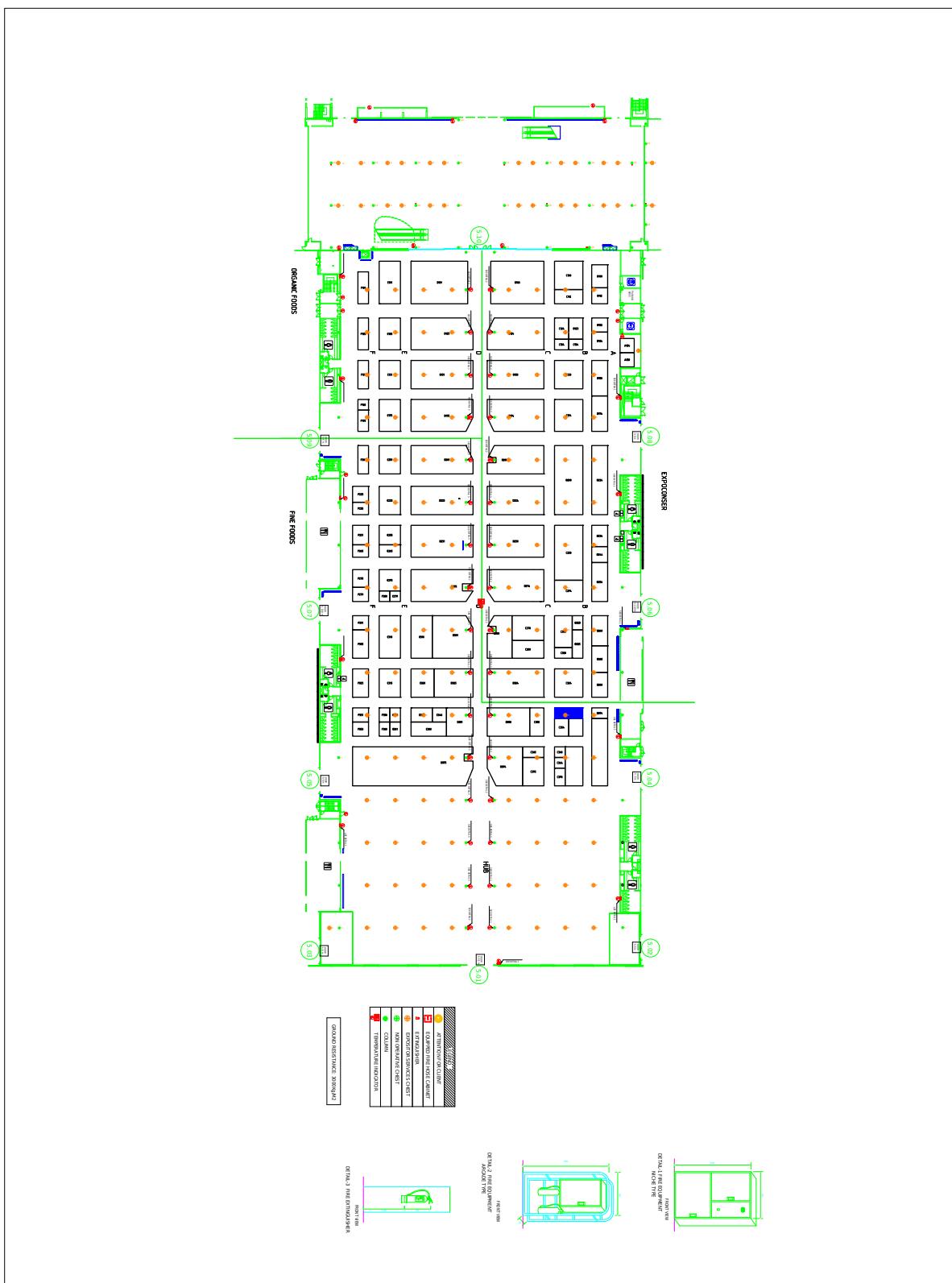
Sizes: 3 m x 8 m

Surface: 24 m²





Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA



Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA



Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA



Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA



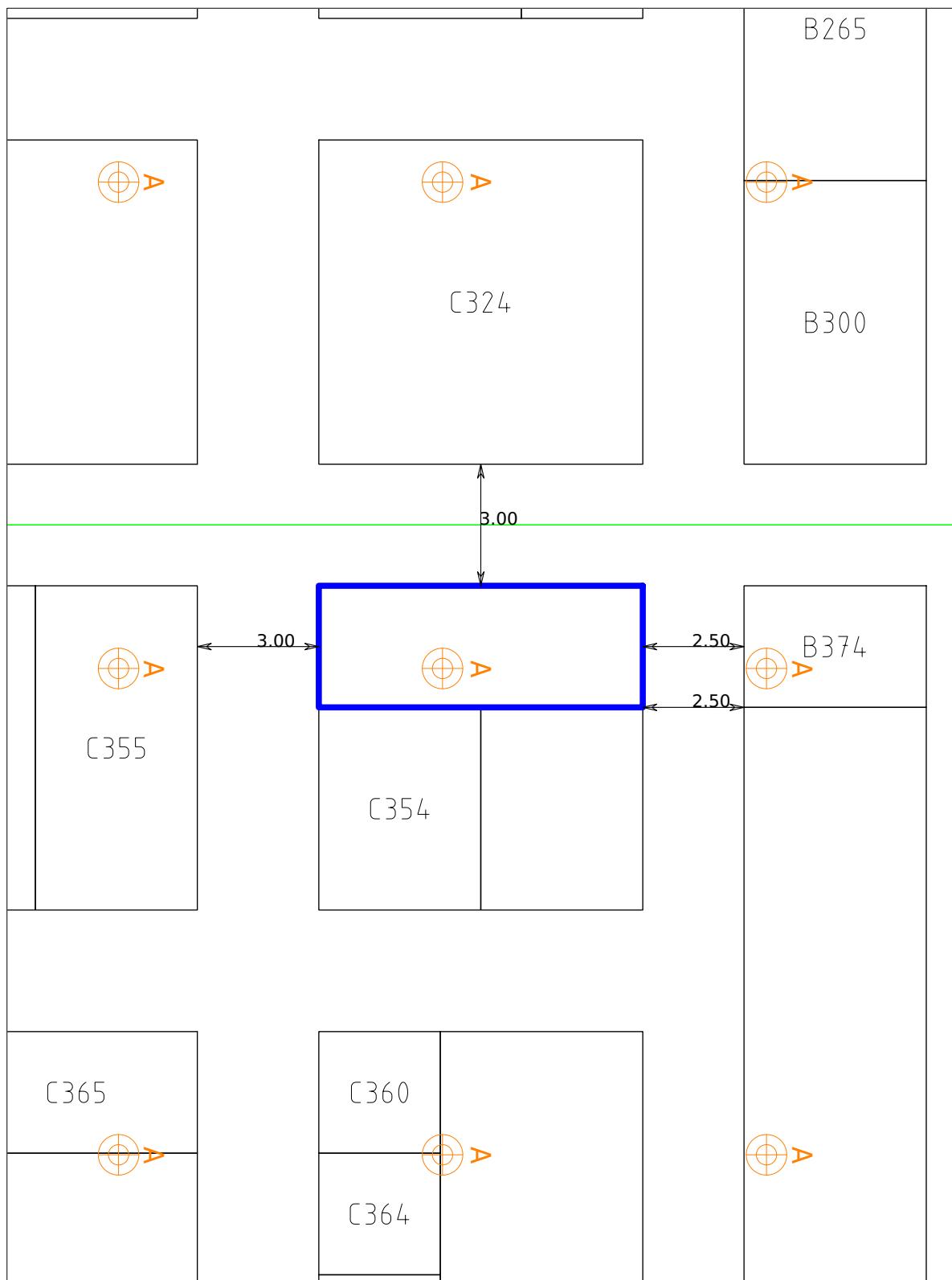
Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA

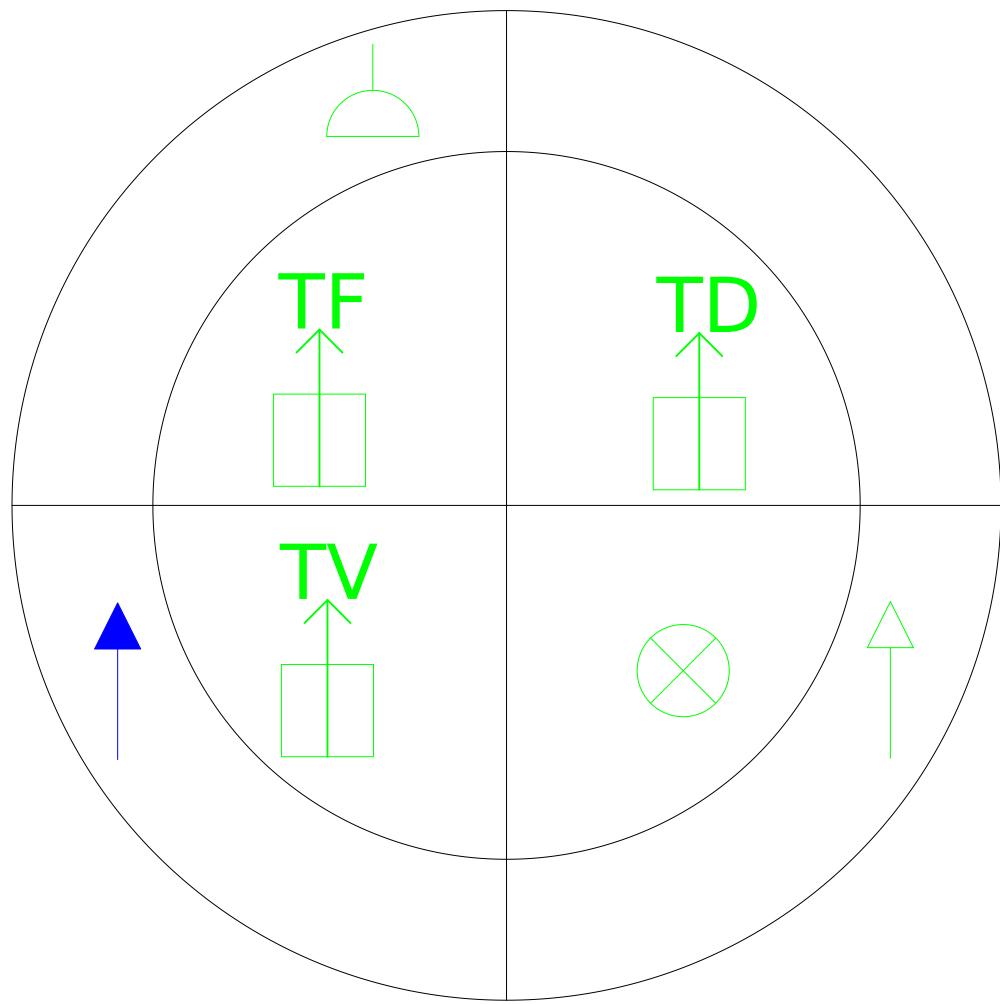


Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA



Recinto Gran Vía | Pabellón 5 | Nivel 0
ALIMENTARIA





SERVICES PLACED IN CHEST	
TF 	Phone connection point
	Electricity connection point
TD 	Data connection point
	Water connection
	Drain
	Compressed air
TV 	TV/FM connection point

DETAIL CHEST A

RULES OF PARTICIPATION ALIMENTARIA BARCELONA 2024

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 13. SERVIFIRA/BUILDUP: CONTRACTING OF SERVICES / DESIGN STAND
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 15. MODIFICATION OF SURFACE AREA
 16. CANCELLATION OF PARTICIPATION BY THE EXHIBITOR
 17. CAUSE OF FORCE MAJEURE
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 19. DRESS CODE AT THE EVENT
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 21. REGULATION OF DRAWS OR RANDOM COMBINATIONS
 22. ACOUSTIC COEXISTENCE
 23. RULES FOR VISITING THE SHOW
 24. CONTRACT SPECIFICATIONS AND ACCEPTANCE OF THE RULES OF PARTICIPATION
-

1. Name

Alimentaria. International Food, Beverages & Food Service Exhibition.

2. Character

Professional and International.

3. Periodicity

Biennial.

4. Organization

Alimentaria Exhibitions, S.L.U.
Fira de Barcelona- Avda. Reina M^a Cristina s/n
08004- Barcelona
Tel: +34 93 567 97 08 / +34 93 233 20 00
Email: comercial@alimentaria.com
Web: www.alimentaria.com

5. Venue, dates, and times

Alimentaria will be co-held together with Hostelco, the Restaurant, Hotel and Catering Equipment Show, creating one of the largest international platforms for the food and beverage, gastronomy, and hospitality equipment industry. Together they will offer the most complete and transversal offer to both distribution and the Horeca channel.

Location: Gran Vía Venue. Fira Barcelona.

ALIMENTARIA: Halls 1, 2, 3, 4, 5, 6 y 7 y connection H4-6 (under "Espina").

HOSTELCO: Halls 4, 6 y 7.

General Build-up:

From Saturday 9 to Sunday 17 March 2024

Opening times: Saturday 9 to Saturday 16 March 2024, from 7am to 8pm. Sunday 17 March, from 7 a.m. to 11 p.m.

From Thursday 14 March, carpentry work inside the halls will be strictly prohibited. Saturday 16 and Sunday 17 March will be only for interior decoration of the stand and product placement.

On Friday 15, Saturday 16 and Sunday 17 March there will be no vehicle access inside the halls.

Build up period

Saturday 9 th	From 7 am to 8 pm	-
Sunday 10 th	From 7 am to 8 pm	-
Monday 11 th	From 7 am to 8 pm	-
Tuesday 12 th	From 7 am to 8 pm	-
Wednesday 13 th	From 7 am to 8 pm	-
Thursday 14 th	From 7 am to 8 pm	No carpentry work
Friday 15 th	From 7 am to 8 pm	No carpentry work
Saturday 16 th	From 7 am to 8 pm	Only decoration and product placement
Sunday 17 th	From 7 am to 11 pm	Only decoration and product placement

Opening hours for Exhibitors:

From Monday 18 to Wednesday 20 March, from 8.30 am to 8 pm.

Thursday 21 March, from 8.30am to 6.30pm.

Visitor's celebration hours:

From Monday 18 to Wednesday 20 March, from 10am to 7pm.

Thursday 21 March, from 10am to 6pm.

Dismantling:

On Thursday 21 March from 7pm to 11pm, only manual removal of goods will be permitted. It will not be possible to enter the halls with a vehicle. Dismantling of the stands will not be permitted.

Vehicle access to the ramblas of the venue will be managed through the platform that the organisers will inform you of in due course.

From Friday 22nd to Sunday 24th March, the dismantling hours will be from 8am to 8pm.

On Monday 25th March, the last day of dismantling, the opening hours will be from 8am to 3pm.

Dismantling period

Thursday 21 st	From 7 pm to 10 pm	Manual goods withdrawal only
Friday 22 nd	From 8 am to 8 pm	-
Saturday 23 rd	From 8 am to 8 pm	-
Sunday 24 th	From 8 am to 8 pm	-
Monday 25 th	From 8 am to 3 pm	-

The organisers reserve the right to modify the assembly periods and times if deemed necessary.

Exhibitors are informed that, in order not to damage the image of the show in the eyes of buyers attending, it is strictly forbidden to abandon their stand, leave it unattended or without product, voluntarily and without force majeure, before the time established by the Organisation for the end of the show, i.e. at 6pm on Thursday 21 March. The Organisers reserve the right to apply a penalty equivalent to €3,000.

6. Sectors

The Organisers reserve the right to immediately withdraw products that do not fit into any of the sectors identified at the Show.

LANDS OF SPAIN
GROCERY FOODS
INTERNATIONAL PAVILIONS
SNACKS, BISCUITS & CONFECTIONERY
INTERCARN
INTERLACT
EXPOCONSER
ORGANIC FOODS
ALIMENTARIA TRENDS
FINE FOODS
RESTAURAMA
THE ALIMENTARIA PREMIUM
FOODTECH
COFFEE, BAKERY & PASTRY

7. Participation

Once the application form has been received, the Organisation will send you an initial invoice for the registration fee.

Once this application form has been completed and the amount corresponding to the invoice for the registration fee has been paid, the company will be eligible for the allocation of a space at the show.

Once the company has been assigned its space, the Organisation will issue the corresponding electronic contract for validation and subsequent electronic signature. The invoice for the space or pack, depending on the type of contract, will then be issued, at which point the company will acquire the status of exhibitor at the Show.

Participation in a Show may not be contracted if there are debts due and pending payment with Fira de Barcelona/Alimentaria Exhibitions SLU.

8. Participation fees

8.1 REGISTRATION FEES

The registration fee for the direct company is € 975 per company.

Registration fees include the following minimum concepts and services: Opening of dossier, administrative processing, inclusion in the Exhibitor and Product Catalogue, access to the Alimentaria Matchmaking System platform to request meetings with buyers invited by the organisation, free Wi-Fi access, 5 exhibitor passes, 20 1-day electronic invitations, and basic stand cleaning (sweeping the floor, emptying waste bins and cleaning the horizontal surfaces of the standard furniture).

Prices do not include VAT. Companies with tax domicile outside Spain are exempt from VAT.

For security reasons and proper access control, we remind you that it is compulsory to personalise exhibitor badges. The accreditation / ticket is personal and non-transferable for all those attending the event. It will be compulsory to have the accreditation/ticket always available. For further information, please consult the section "Rules for visiting the show".

8.2. SPACE RENTAL

The rates for space rental are as follows:

1 Street	205 €/m ²
2 Streets	220 €/m ²
3 Streets	235 €/m ²
Island	255 €/m ²
Outdoor: (open air)	175 €/m ²
Double floor supplement	95 €/m ²

Prices do not include 10% VAT. Companies with tax domicile outside Spain are exempt from VAT.

8.3. CO-EXHIBITORS

Exhibiting companies may authorise other companies to participate in their stand as co-exhibitors by paying a registration fee of €150 plus 10% VAT and filling in the form provided by the show, which will provide information on the rights of co-exhibitors.

Payment of this fee includes: Opening of dossier, administrative processing, access to the exhibitor area, publication of data in the Exhibitor and Product Catalogue, access to the Alimentaria Matchmaking System platform for requesting meetings with buyers invited by the organisation, free Wi-Fi access, 3 exhibitor passes and 10 1-day electronic invitations.

The contracting company shall be liable for all co-exhibitors in the event of any conflict of interest and/or obligations.

8.4. SERVICES TO THE ASSEMBLER

The company responsible for the stand assembly work must pay Fira Barcelona, prior to the start of assembly, the amount of the fees described in the Services Catalogue (Fira Store) for services to the assembler. These fees are defined on the basis of the following types of assembly:

- Carpeting or flooring	2,90 €/m ²
- Modular Stand	5,80 €/m ²
- Design Stand	8,90 €/m ²

Prices do not include 10% VAT. Companies with tax domicile outside Spain are exempt from VAT.

In case of contracting a pack or a stand from SERVIFIRA (www.servifira.com), or BUILDUP (www.buildupfira.com), the client will not assume the cost of the service fee to the assembler.

Exhibitor/assembly/decorating companies with outstanding balances due to Fira Barcelona and/or Alimentaria Exhibitions, S.L.U., regardless of the Show/Edition to which the debt corresponds, will not be allowed to begin stand assembly.

The services of the assembler must be paid for prior to installation to be able to collect the fitter's pass. If this is not the case, they cannot be collected.

Each stand has its own service fee and cannot be invoiced to two different companies or decorators (1 contract = 1 stand = 1 service fee).

Personnel accessing the Venue who are not members of the exhibitor company must provide the Customer Services Department with their full name and ID/Passport number for the preparation of the assembly passes.

8.5. WASTE REMOVAL AND MANAGEMENT

The company responsible for the construction or decoration of the stand will be responsible for the daily removal of the waste generated, both during assembly and dismantling periods.

The fire prevention policy prohibits the accumulation of waste in the stands and their storerooms, as well as in the aisles and common areas. Work material must be within the space assigned to the exhibitor, it is strictly forbidden to place any waste or any other element obstructing the aisles.

Exhibitors and decorators can contract the debris/waste removal service and storage of materials or packaging in the Fira Store online catalogue at the following link: <https://store.firabarcelona.com> or at the Customer Services desk during set-up, celebration and dismantling.

The management of the removal of the waste generated may be carried out by the company's own means, or the service may be contracted through the Fira Store online catalogue. Waste management companies outside Fira de Barcelona must be accredited to offer their services inside the venue and pay the corresponding fees for access to the venue. General waste containers will not be provided in the aisles, if you need them, you must hire them. Waste boxes of 20/30 m³ are not allowed to stay overnight inside the fairgrounds.

In order to validate the correct management of waste during dismantling, either by their own means or by contracting our supplier, the assembly company must go to the waste manager of their pavilion to have the "WASTE MANAGEMENT FORM" stamped to confirm that they have left the space in which the stand is located clean and free of waste, and that they have not left any waste in any part of the exhibition site. This stamped form guarantees that no debris removal invoice will be generated (this form will be available in the Exhibitor Area).

It is not permitted to use the toilets' poles for assembly and disassembly work; the marked industrial poles must be used for these activities.

It is reminded that batteries, oils, light bulbs, paints, solvents and in general any toxic or chemical product must be properly recycled.

At the end of the dismantling period, the contracted surface must be completely cleaned, including the removal of carpet tapes and any other material. At the end of the dismantling period, stands that leave waste will be responsible for the cost. If any type of waste is left behind after the dismantling period has ended, the exhibiting company will be penalised with a fine of a maximum of €50/m² occupied.

Collaboration carpeting corridors

The period of carpeting of the aisles inside the Halls is during the assembly, which is why we ask for your full cooperation by attending to the requests / indications of the Hall Manager, leaving the aisles adjacent to your stand free of materials and waste, on the dates you are requested to do so.

8.6. COMPULSORY INSURANCE

The Multi-risk Insurance for Material Damage and Civil Liability is compulsory, and in this sense, Exhibitors adhere to the same for their participation in the Show, through the insurance policy contracted by FIRA DE BARCELONA for all Exhibitors. The policy includes the following insurance coverage for Material Damage and Civil Liability.

8.6.1. PROPERTY DAMAGE INSURANCE COVER

Includes Material Damage suffered by the insured goods, which are the object of exhibition, because of one of the risks covered, with the limit of the sum insured of 20,000 € at First Risk per Exhibitor.

Includes Expenses for Exhibition Attendance, understood as the duly justified expenses for transfers, advertising, hotels, rentals of service personnel and stand maintenance, incurred by the Exhibitor, with the limit of insured capital of €10,000 at First Risk per Exhibitor.

These expenses shall be indemnifiable when the participation is definitively cancelled due to the occurrence of a covered claim for Material Damage, prior to the start of the participation.

Risks Covered:

- Fire, Lightning Strike and Explosion

- Extensive Risks: Vandalism, rain, wind, hail or snow, water damage, smoke damage, impact of ground vehicles, falling aircraft or spacecraft, sonic waves, accidental spillage from automatic fire-fighting installations.

- Supplementary Guarantees: measures taken by the authority, salvage and debris removal, filling of extinguishing equipment, replacement of files and extinguishing costs.

- Additional Guarantees: Goods in the open, breakage of windows and glass and electrical damage to electrical and/or electronic appliances.

- Catastrophic hazards: Flood, earthquake, atypical cyclonic storm, hurricane, tsunami, volcanic eruption, terrorism, civil unrest, acts of armed forces and security forces in peacetime.

Excess: The Exhibitor assumes at his own expense an excess of 300€ per claim for Material Damage and 300€ per claim for Assistance Expenses.

Damage and loss resulting from acts of theft, robbery, robbery, theft, and employee infidelity are excluded from coverage.

8.6.2. LIABILITY INSURANCE COVER

This includes claims arising from material and/or bodily injury and its consequences caused to third parties, for which the Exhibitor may be civilly liable.

FIRA DE BARCELONA is considered a third party vis-à-vis the Exhibitor, and therefore the coverage includes material and/or bodily damage and its consequences caused to FIRA DE BARCELONA, for which the Exhibitor is civilly liable.

This includes claims arising from personal injuries due to accidents at work suffered by the Exhibitor's employees, for which the Exhibitor is civilly liable.

This includes claims arising from bodily injury due to food poisoning for which the Exhibitor is civilly liable.

A limit of €300,000 per claim and exhibitor is established, with a sub-limit per victim of €150,000 in the event of an accident at work. An overall limit of €1,500,000 per claim and fair is established for all Exhibitors.

Excess: The Exhibitor assumes at his own expense an excess of 300 € per claim.

8.6.3. PROVISIONS

• Incident Processing

In the event of a claim, the Exhibitor should contact the Hall Services Manager, who will assist him/her and will forward the claim to our Risk Control Service.

In the event of vandalism, the notification of loss must be accompanied by the original of the corresponding police report, which must be filed within a maximum of 24 hours after the occurrence of the loss.

• Franchises

Franchises are assumed in their entirety by the Exhibitor, with complete indemnity for FIRA DE BARCELONA.

• Main Excluded Goods

- o Property, which is not on display, except property owned by employees.
- o Goods that are not located within the fairgrounds.
- o Money, securities, jewellery, art objects and valuables.

- Premiums and Coverage

The coverages indicated are subject to variation depending on the result of the annual renewals or modifications that the conditions of the policy may undergo.

- Existence of other insurance

This policy acts in excess of or in default of any policy that each Exhibitor may have taken out and in force at the time of the loss.

- Documentation

Exhibitors may request from FIRA DE BARCELONA an Insurance Certificate accrediting the insurance coverage and premium, issued by the insurance company.

8.7. ACCESS CONTROL OF GOODS

To preserve the security of the facilities and to regulate the correct mobility and operations within the Gran Vía Venue, the entry of both vehicles and goods will be controlled and the rate for vehicle access to the site will be applied according to the type of vehicle and the length of stay.

8.8. V.A.T.

VAT will be applied to all the prices indicated in accordance with the European Regulations. In accordance with the Regulations, from 2011 the new rules on the localisation of services will apply, meaning that services between companies (B2B) related to the participation in trade fairs and all services considered to be ancillary will be taxed at the recipient's place of business.

Companies based outside Spain are exempt from VAT.

9. Distribution and allocation of space

The distribution and allocation of space is the exclusive responsibility of Alimentaria Exhibitions. Starting in June, the process of distributing and allocating space will begin progressively and for the respective sectors among the companies that have formalised their space reservations.

This allocation will be made on the basis of technical and sectorial considerations related to the exhibition as a whole and the products to be exhibited, and will take into account the following assessment criteria when establishing the order in which spaces are chosen: the size of the space requested, the company's loyalty and the date on which the reservation is formalised (submission of the application form plus payment of registration fees).

Prior to the date of space allocation, the Organisers will publish the corresponding regulations in the Exhibitor's Area and will notify companies of this process.

If a company reduces the footage at the time of its choice, it will only be allowed to reduce 10% of the requested footage. If a company reduces more than this, it will be moved to the corresponding award.

The dates foreseen for the allocation of spaces may be altered due to the needs of the organisation.

10. Project validation process

To begin work on your stand, it is essential that your project has been validated by the organisation.

The validation will be delivered once your project has been received and approved by the Organisation's Operations and Logistics Department (operations.alimentaria@firabarcelona.com and telephone: +34 935 679 708). This validation will be sent together with your project, certifying its approval.

The validation of your project will be sent by email to the person in charge of the pavilion where your stand is located so that they can start setting up your space.

In any case, if you have not received the corresponding project validation, the Organisation is entitled to stop or make the relevant changes to the assembly of your stand to ensure compliance with the Regulations.

Projects that have not been approved will be required to make the changes indicated to them. Once made, the new version of the project will be sent to the Operations and Logistics Department for monitoring and approval.

One validation will be sent per project. The organisation will send the validation to whoever sends the project, whether Exhibitor or Designer. Without validation, no space will be allowed to be built.

The show organisers guarantee access to at least one CETAC connection (16A) per stand. If a customer has more than one CETAC in use and any of the adjacent stands to be supplied from the same box do not have the minimum connection guaranteed by the show, the organisers may be obliged to require the removal of one of the existing electrical panels to guarantee the minimum connections per stand and this may incur extra costs for the exhibitors concerned.

IMPORTANT: Please remember to send this document to your decorator. Likewise, in view of the changes in the stand design, production, and assembly industry, as well as the volume of trade fair activity during the first quarter of the year, we recommend that you make any arrangements relating to your participation before 30 November 2023.

11. Participation contract

The Organisation shall send the Participation Contract to the Company. There are two types of contracts, at the request of the client:

- a) Site-specific contracts: These will indicate the proposed location and m² allocated, on a rental basis.
- b) Contracts without a specific location: Reference will only be made to the m² contracted under the rental regime or type of Pack selected by the client.

The signing of this Contract implies acknowledgement and acceptance of the space, the location where applicable, the Show's Participation Regulations and Fira de Barcelona's Exhibitor Participation Regulations.

The Participation Contract is only valid for the Company listed in the Registration Form and for one edition of the event only.

In either of the two types of contracting, 3 participation invoices will be generated with the following due dates:

- 1st due date: 30 days after the date of invoice for an amount corresponding to 25% of the participation.
- 2nd due date: 135 days before the assembly date for an amount corresponding to 25% of the participation.
- 3rd due date: 45 days before the assembly date for an amount corresponding to 50% of the participation.

If the exhibitor has not paid the full amount before the start of the assembly or has not occupied the contracted space, the organisation shall be free to cede the space or stand to a third party, without being under any obligation to compensate the exhibitor or reimburse the amounts advanced for such concept.

If the contracting is made in less than the days indicated above, the amounts will be regrouped in 2 invoices or 1 invoice (depending on the time of contracting) for 100% of the amount corresponding to the participation and services. From 24 January 2024 (45 days before the assembly) all participations will be invoiced at 100% due on the invoice date. In all cases invoices must have been paid in full before the start of the assembly of the show.

For contracts without a specific location, the issuing of the participation contract will automatically generate the invoice for the amount corresponding to the Registration Fees. Once the contract has been signed, the first invoice for participation will be generated.

In the case of contracts with a specific location, the space will be allocated once the invoice for the Registration Fees has been paid.

Once the payment corresponding to the registration fees has been received, the Participation Contract will be generated, with the specific location and m² allocated, as well as, if applicable, the type of pack selected, and additional services contracted. Once the contract has been signed, the first invoice corresponding to Participation will be issued.

Please note that the printing or collection of exhibitor passes will not be enabled in the event of outstanding balances.

From 13 January 2024, all new contracts with a floor space of between 9 and 25 m², inclusive, as well as those who have not informed the organisation to date of the type of stand, they are going to build, will be obliged to contract their stand with Servifira. Space may be contracted until **2 February 2024**.

12. Terms of payment

Invoices must be paid in favour of FIRA INTERNACIONAL DE BARCELONA -Salon Alimentaria Barcelona 2024, by one of the following methods:

- Direct debit (only for bank accounts in Spain). If you choose this method, all invoices issued by Fira de Barcelona for any show will be processed by this method of payment.
- Bank transfer to:
CAIXABANK, S.A.
IBAN: ES49 2100 0927 5602 0001 7660
SWIFT: CAIXESBBXXX
C/Aribau, 185 08021 Barcelona

For your payment to be registered correctly, you must indicate on your transfer the customer code and the invoice number that appears on the invoices.

13. Servifira and BuildUp: procurement of design services and stands

ServiFira (www.servifira.com) offers you the Fira Store Services Catalogue <https://store.firabarcelona.com>, where you can contract all the services you need to set up your stand - individual or collective, space or room:

- Supplies: Internet, electricity, compressed air, anchor points, industrial cooling equipment, ...
- Decoration: furniture, gardening, carpets...
- Visual impact : graphic services, advertising, merchandising...
- Audiovisuals
- Personnel: hostesses, security, translation and interpreting, transport, goods handling, local storage, ...
- Cleaning and waste containers
- Lead retrieval - digital contact manager
- Catering on stand

It also includes the possibility of contracting a custom-designed stand through www.buildupfira.com, the stand design and construction department. We offer an integral service (turnkey) which includes any service required for the fitting out of your stand: audiovisuals, catering, hostesses, rigging, etc...

In the exhibitor area you will also be able to:

- Consult your invoices
- See the rules of participation
- Consult the technical data sheet of your space
- Manage passes and invitations
- Manage all needs relating to their participation

Private access to the platform is using passwords sent by e-mail to the company's main contact, the one provided when registering for the show. If you wish to delegate the contracting of your stand services to your assembly company, they can request their own access codes and manage invoices and payments on their own through the Fira Store.

Make sure you provide your installation company with all the information concerning your stand; technical data sheet, architectural elements of the hall, access to supplies (manholes), building regulations, regulations.

Assistance telephone number: (+34) 93 233 2000
Email: alimentaria.servifira@firabarcelona.com

Timings

From **13 January 2024**, all new contracts with a floor space of between 9 and 25 m², inclusive, as well as those who have not informed the organisation to date of the type of stand they are going to build, will be obliged to contract their stand with Servifira.

We recommend that you order services, check billing details and send any technical specifications for your space and/or design in good time. If you place orders before **19 January 2024**, you can be assured of service availability and benefit from up to 30% lower prices.

The deadline for contracting rigging services (anchor points and suspensions) is 12 January 2024. Reduced rates with a 30% discount will be maintained until 22 December 2023.

In the case of customers with free space, Servifira offers special promotions for customers who contract the complete electrical installation with Fira Barcelona. All the information and details can be consulted at the Fira Store or at alimentaria.servifira@firabarcelona.com.

The general delivery of the stand pack will be made 48 hours before the start of the show, as well as the furniture, plants or audiovisuals in order to facilitate the decoration and placement of the product. The general delivery of the services will be made throughout the assembly period (furniture on the last two days) *. If you require special delivery conditions, please contact ServiFira.

Remember that you have at your disposal in Fira Store electrical panels with 24 hours permanence. The legalisation of the electrical panels is one per stand. In the case of having your own electrical panels, the exhibitor must assume the cost of the power, industry fees and the electrical project if necessary.

For the management of incidents during installation, you should contact the customer service department nearest to your location. The resolution will be dealt with within a maximum of 6 hours on the same day of notification, unless otherwise agreed. New orders placed during the celebration will be delivered within a maximum of 24 hours, unless otherwise agreed.

The facilities and equipment of the halls of the different Convention Centres (CC) belong to the Fira Barcelona venue. The management of extra services or modification of default formats will be carried out exclusively by Servifira servifira.meetingrooms@firabarcelona.com

The installation of some services requires indications on a technical drawing. We urge you to specify your needs to the Servifira team so that we can meet your technical, aesthetic and time requirements as closely as possible. We invite you to take into account all the construction and supply elements that affect your space in order to plan for columns, fire equipment, supply chambers, the need for flooring, 24-hour electricity, waste removal, etc.

All stand material is hired on a rental basis and must be returned in the same condition in which it was delivered. All graphics installed at the exhibitor's expense must be removed on the last day of the event. If they have not been removed, the organisation reserves the right to invoice the exhibitor for the cost of removal.

The organisation does not guarantee the availability of services requested after **2 February 2024**. Any requirements will be subject to availability.

You can consult the Terms and Conditions at Fira Store <https://store.firabarcelona.com>

14. Change of location

In the interests of the event, the organisers reserve the right to modify the space contracted by the exhibitor within the exhibition site itself, without the exhibitor being entitled to claim any reimbursement. The exchange, transfer or subletting of contracted space to third parties is expressly prohibited.

If, for any reason beyond the Organisation's control, it is unable to make the contracted space available to the

exhibitor and another space of similar characteristics, albeit smaller, is allocated within the same exhibition site, the exhibitor shall be reimbursed, where applicable, the difference between the amount paid for the contracted space and the amount of the space finally allocated, without the exhibitor having the right to any kind of compensation for this concept, waiving, however, and in due course, any claim in this regard. To this end, the Parties shall formalise the corresponding Annex to the Participation Contract.

If, for reasons beyond the organisation's control, including the existence of works at the exhibition site where the event is scheduled to take place, it is impossible to hold the event in any of the Palaces or Pavilions of that site, the organisation may change the venue, moving the event to its other exhibition site, and the participation contracts signed up to that date shall be null and void and terminated.

However, the organisation will maintain the status of exhibitor for all those clients who do not express in writing their wish not to participate in the event at their new location, applying the amounts paid by exhibitors up to that date to the new contracts they sign.

If written communication is received from the exhibitor stating his wish not to participate in the event at his new location, the organisation shall reimburse the exhibitor the amounts that, in accordance with the participation contract, he has paid up to that date, without the exhibitor being entitled to compensation of any kind for this concept, waiving, however, and for the time being, any claim in this respect.

The participation contract shall be automatically cancelled between the Parties upon notification by the exhibitor.

15. Modification of surface area

Should the exhibitor request a reduction in space, he/she shall lose the right to the entire contracted space and may request a new location among the available spaces. If the exhibitor requests an extension of space, the organisation will attend to this request if there is space available. In both cases, an appendix to the contract between the Organisation and the exhibitor must be formalised reflecting the new space contracted. If the space requested is not available, the contract will remain unalterable.

In case of choosing a location at the head of a central aisle and needing to occupy additional space, the customer must acquire the adjoining areas behind it, never in a lateral direction extending the central aisle.

16. Cancellation of participation by the Exhibitor

Exhibitors may cancel their participation in Alimentaria Barcelona 2024 ALWAYS in writing, by any reliable means that allows proof of dispatch and receipt. Once the communication has been verified, the organisation will proceed to close the exhibitor's account, showing details of the invoices corresponding to participation and services.

a) If the cancellation takes place before 26 October 2023 (135 days before assembly), the exhibitor shall be refunded the amounts paid up to this date, with the exception of the amounts corresponding to services rendered up to this date.

b) If the cancellation occurs between 27 October 2023 (134 days prior to assembly) and 24 January 2024 (45 days prior to assembly), the exhibitor shall be obliged to pay 100% of the amounts invoiced and due on the date he notifies his

cancellation, as a penalty because of the cancellation of the participation.

c) If the cancellation occurs on or after 25 January 2024 (44 days before assembly) the penalty shall be 100% of the total billing.

The amount corresponding to Registration Fees will not be refunded in any case.

If the exhibitor has not paid the full amount before the start of the assembly or has not occupied the contracted space, the organisation shall be free to cede the space or stand to a third party, without being under any obligation to compensate the exhibitor or reimburse the amounts advanced for such concept.

However, if because of an epidemic or pandemic, the exhibiting company is unable to attend the event due to restrictions adopted by the authorities of its country of origin and/or destination, it shall proceed as follows:

- A) If notification is made before 28 October 2023 (135 days prior to the staging of the event), all amounts paid for participation will be refunded, except for the registration fee.
- B) If the event takes place after the date, the Organisation will keep as a deposit for the next edition of the event, the amount collected up to that date as a participation fee.

Regarding the contracted services, in the event of cancellation of participation, the provisions of the Terms and Conditions set out in <http://www.servifira.com/online-catalogue> shall apply.

17. Force majeure

The organisers reserve the right to reduce or extend the duration of a specific show, as well as to postpone the assembly, celebration, and dismantling, whenever special circumstances or due to Force Majeure make it advisable. These circumstances do not imply the cancellation of the participation contract, nor are they sufficient grounds for claiming any type of compensation for damages.

If, because of a pandemic and/or epidemic or any of the limitations generated by the same, it becomes impossible to hold the Show on its scheduled dates, the exhibitor, if he does not wish to maintain his participation on the new dates, shall be entitled to a refund of the amount paid for his participation, including the registration fees. Regarding contracted services, and provided that the exhibitor does not wish to continue contracting them for the new dates, the Organisers shall refund the exhibitor the amount charged for this concept, after deducting the costs incurred, duly justified. In no case shall the exhibitor be entitled to claim any compensation for damages.

18. Health Protection Measures at the Event

In accordance with the recommendations and standards established by the WHO – World Health Organization and/or national authorities for the control of diseases with risk of contagion, including epidemics and/or pandemics, the exhibitor undertakes to strictly comply with the protocols always implemented by the organisation to guarantee health and safety at its events. The protocols will be accessible on the event's website.

19. Event Dress Code

Staff present at the stands must be dressed appropriately for the function they perform in each case. It shall not be possible to wear clothing or accessories that imply the codification of the person or that may offend other exhibitors or attendees on ethnic, religious, sexual, political, or social grounds.

It is the responsibility of exhibitors to ensure that all staff present at their stand (whether direct employees of the exhibitor or of their suppliers) are dressed professionally and appropriately. In the event of any breach of this rule, and the decision of the Organisers in this regard being final, the staff must leave the venue.

20. Commercial transactions (sales regulations)

No direct sale of items from the stands will be permitted during the Show.

Exceptionally, however, exhibitors in the Food Truck (restaurant vehicle) and Gastrobooks (gastronomic bookshop) categories will be authorised to sell products directly.

Other exceptions to the above shall be governed by the provisions of the Trade Fair Activities Act and its Regulations.

21. Regulation of draws or random combinations

Any raffle or competition that the exhibitor wishes to carry out must be previously authorised by the Organisers.

In any case, any raffle, raffle, tombola or random combination that is intended to be carried out must have the mandatory authorisation of the General Directorate of Gambling and Shows and be subject to the provisions of the Regulations on Raffles, raffles and random combinations and all applicable regulations.

22. Acoustic coexistence

In consideration of other exhibitors, all product demonstrations that may generate noise during the exhibition hours inside the halls will be limited to the maximum permissible noise volume, which corresponds to three (3) dB above background level.

In any case, the maximum permissible noise level in the exposure area shall never exceed sixty (60) dB.

If the permitted noise level is exceeded, the organisation shall require the client to reduce the volume to appropriate levels.

The organisers have the right to restrict demonstrations that do not comply with the rules.

23. Protocol for the prevention of and action against harassment

The organisation expresses its zero tolerance for conduct constituting sexual harassment or harassment based on gender, showing its commitment to organising and sponsoring events in which all people can participate in an inclusive, respectful and safe environment. To this end, a protocol has been implemented to establish the necessary measures to prevent harassment at the venues where events are held.

This protocol must be complied with by all participants in the events, regardless of the nature in which they intervene, whether as exhibitors, visitors, suppliers or employees.

The protocol can be consulted at the following link: <https://prd-webrepository.firabarcelona.com/wpcontent/uploads/2022/10/21101959/Protocolo-frente-al-acoso-sexual-en-eventos.pdf>

24. Rules for visiting the Salon

As an exhibitor you should be aware of and promote the following restrictions for visitors to the show to ensure professionalism and a high level of quality at the show.

Access to the venue implies automatic acceptance of the following rules and Fira de Barcelona's return and cancellation policy:

- Access to the Alimentaria Barcelona trade fair is exclusively for professionals from the agri-food, beverage and HoReCa sectors, both from the production, distribution and marketing of all types of products from both sectors. Visitors under 18 years of age (alone or accompanied) are not allowed to enter.
- Irrespective of the above, any person under the age of 18 who can prove their status as an employee of an exhibiting company will be authorised to enter the Show to carry out their professional activity. However, the consumption of alcohol by persons under the age of 18 is strictly prohibited, regardless of their employment status.
- Exceptionally and only during the period of the event, the Organisation will allow access to women with infants up to one (1) year old, to facilitate the reconciliation of work and family life for professional women in the sector.

The accreditation/ticket is personal and non-transferable, and it is compulsory to always have the pass available. In the event of any incident related to the ticket, the attendee may go to the registration desks (with the corresponding identification) to have the ticket resent.

- Alimentaria Barcelona has an access control system with Anti Passback technology, which prevents an accreditation/entry ticket from being used on more than one occasion to access the exhibition site without having previously left it. Any attempt at fraud will result in the withdrawal of the accreditation/entry ticket by the Organisers.

- Verification of professional activity:

- Official identification. For security reasons and always, attendees must carry valid official photo identification (ID card or passport), as well as the corresponding ticket. At any time, the Organisers may carry out identity checks and may request the required official identification from the attendees. These checks may be carried out, among other things, at the access controls to the venue and even inside the venue, both during the assembly and dismantling phase and during the celebration phase. If, once the relevant checks have been made, the identity of the bearer of the official ticket does not correspond to his/her identity document, the Organisers reserve the right to cancel the ticket and the bearer will have to leave the venue immediately.
- Professional activity. The Organisers may ask

visitors to the Show, at any time, for accreditation linking them professionally to the agri-food, beverages and/or HoReCa sector. By way of example, but without limitation, the following documents will be valid:

- Business card.
- The company's Physical Identification Number (NIF) the intra-Community VAT.
- The Economic Activities Tax, document accrediting the constitution of the company, and/or any other document proving the activity within the sector.

- Miscellaneous Provisions:

- The Organisation reserves the right to refuse admission to participants and is authorised to withdraw accreditation/entry for non-compliance with the Rules of Participation and the Show's Access Regulations, without reimbursement of the amounts paid for the purchase of said accreditation/entry.
- Unauthorised hawking and distribution of advertising is not permitted. In case of non-compliance, the organisers will be entitled to withdraw the accreditation/entry and the participants will have to leave the venue.
- Access with animals is not permitted, except in those cases provided for by law.
- For general security reasons, no suitcases larger than 45x35x20cm (suitcase type), trolleys or backpacks are allowed in the Hall. A cloakroom service will be available at the venue.
- Smoking is not permitted inside the halls or in enclosed areas.
- Limited capacity. Access to the event is subject to capacity.
- The processing of your personal data by Alimentaria Exhibitions SLU, as organiser of Alimentaria Barcelona, will be carried out in strict compliance with the provisions of the RGPD 679/2016 of 27 April and the Organic Law on the Protection of Personal Data and Guarantees of Digital Rights 3/2018 of 5 December. For more information about our Privacy Policy you can consult the website www.alimentaria.com Section "Privacy Policy".

25. Contract specifications and acceptance of the Rules of Participation

In all matters not expressly provided for in these Participation Regulations, the Fira de Barcelona General Regulations for Exhibitor Participation shall apply, to which they expressly submit, and which may be consulted at www.firabarcelona.com or in the Exhibitor Area.

In case of contradiction or discrepancy between the two documents, the provisions of these Rules of Participation shall prevail.

Annex 03

CIBUS Booth Technical Information

Cibus 2024

Padiglione 07-08 stand J 020

Misure stand (partendo dall'angolo più a sinistra in alto in senso orario) - Booth size (clockwise starting from left-top corner):

4,50 4,00 4,50 4,00

Area geometrica - Area geometrical: MQ 18,00

LEGENDA



Pozzetto per allaccio idrico



Pozzetto per allaccio elettrico Pad. 8



Pilastro in c.a.

Pad. 2-3 sezione m. 0,90x0,90

Pad. 5 sezione m. 0,70x0,70

Pad. 6 sezione m. 0,80x0,80

Pad. 7-8 sezione m. 0,60x0,60



Pad. 7-8 sezione m. 1,40x0,80

N.B. ingombro dei Q.E.

presenti a pilastro circa 35 cm.



Idrante a muro lasciare libero

base 40 cm-altezza 60 cm-profondità 20cm

h da terra 120 cm filo inferiore



Ingombro inamovibile all'altezza

di m. 3,80 da terra



NORD

SPAZI: Stampa dettaglio eseguita il lunedì 4 settembre 2023 alle 14:43:52 SPAZI Ver 4 - The exhibition management software - www.frassetto.it



K 019

J 020

K 017

I 018



J 020

4,00
4,50

J 006



Nuovo



I 014

Cibus 2024

Padiglione 07-08 stand J 020

Misure stand (partendo dall'angolo più a sinistra in alto in senso orario) - Booth size (clockwise starting from left-top corner):

4,50 4,00 4,50 4,00

Area geometrica - Area geometrical: MQ 18,00

LEGENDA



Pozzetto per allaccio idrico



Pozzetto per allaccio elettrico Pad. 8



Pilastro in c.a.

Pad. 2-3 sezione m. 0,90x0,90

Pad. 5 sezione m. 0,70x0,70

Pad. 6 sezione m. 0,80x0,80

Pad. 7-8 sezione m. 0,60x0,60



Pad. 7-8 sezione m. 1,40x0,80

N.B. ingombro dei Q.E.

presenti a pilastro circa 35 cm.



Idrante a muro lasciare libero

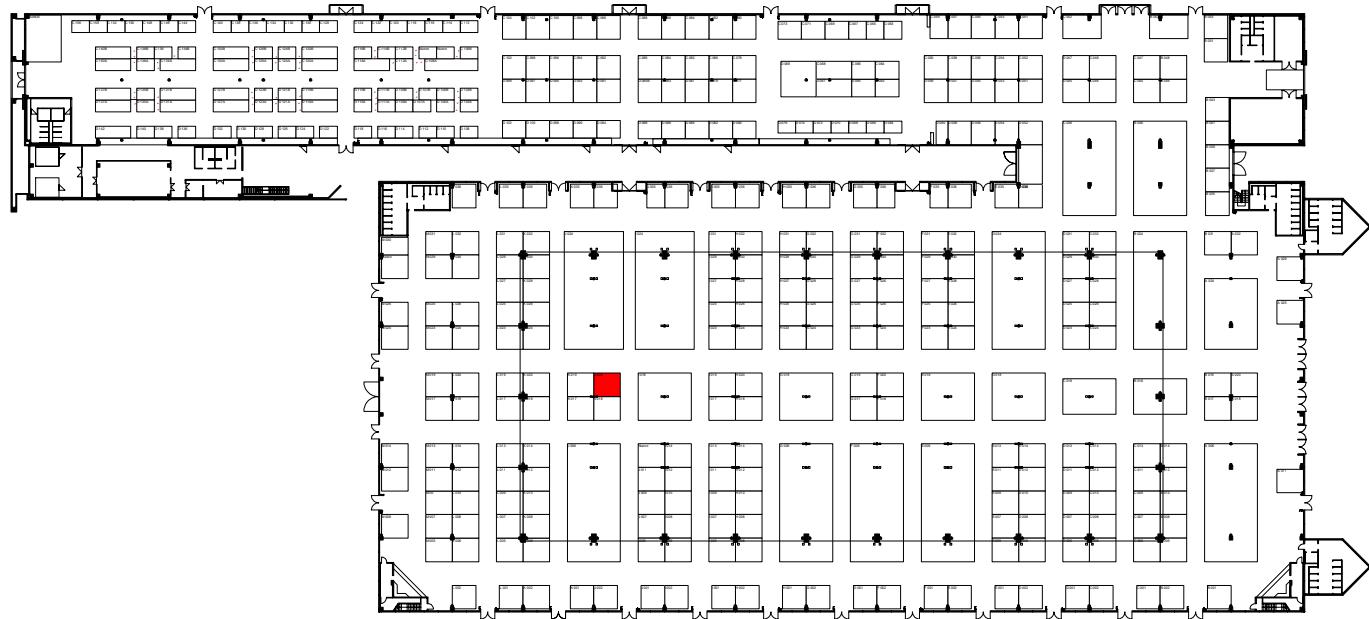
base 40 cm-altezza 60 cm-profondità 20cm

h da terra 120 cm filo inferiore



Ingombro inamovibile all'altezza

di m. 3,80 da terra



TECHNICAL REGULATIONS OF THE EXHIBITION AREA.
(Basic information of the Area)

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ADMISSION TO THE AREA

The exhibition is open to the visitors – both businessmen of the sectors involved and general public – holding the entrance pass for exhibitors in the days and times set by the Organizers – who also reserve the right to change them, if need be, during the exhibition (refer to the Technical Regulations of Exhibition). People and vehicles in charge of transporting goods can access the Exhibition Area in the set days and times exclusively provided with a pass issued by Fiere di Parma S.p.A.

In order to allow the free entrance to Exhibitors and their personnel to the event, the Organizers shall prepare suitable passes that are regulated by the “Exhibition File” and whose use entails the acceptance of this regulation. The Exhibitors shall be entirely responsible for the behavior of all the people who are given entrance passes, as well as the behavior of their own employees, assistants and collaborators in performing their tasks. Any activity not pertaining to the purposes of the exhibition under way, even though it does not have any profit-making purposes is strictly prohibited inside the Exhibition Area.

Vehicles gain access to the Exhibition Area through the authorized goods entrances; goods transport motor vehicles can be parked inside the Exhibition Area only in their suitable spaces assigned to the pavilion where their booth is located and cannot stay beyond the Area closing time. In order to prevent harmful gases from building up and limit risks deriving from circulation, goods transport vehicles (trucks, motor vehicles, road trains, etc...) cannot gain access inside the pavilions. If need be, Fiere di Parma S.p.A. can authorize their entrance by setting out times and modalities according to which all the relevant operations are to be performed (that means when they can enter, where they can maneuver and park, how safety must be guaranteed to the bystanders – Refer to the Technical Regulations of the Exhibition).

In case of failure to comply with the admission times and relevant modalities, Fiere di Parma S.p.A. can revoke the pass. During the exhibition days the Exhibitors' vehicles can be only parked in the areas indicated by Fiere di Parma S.p.A. in the opening times by displaying the suitable pass. Goods replacement, supply and arrangement shall be allowed during the Exhibition restricted to the times provided for. Only hand-carried packages can enter the pavilions (the use of any type of trolley or lift truck is prohibited).

DESCRIPTION OF THE COMPANY AREAS AND MODALITY OF ADMISSION TO THOSE AREAS WHERE INSTALLATION OPERATIONS ARE TO BE CARRIED OUT

The exhibition area of Fiere di Parma S.p.A. features external parking lots for visitors and Exhibitors as per the following list:

- park B WHITE;
- park B1 ORANGE;
- park C BLU;

Parking lots are all paved.

The following pedestrian entrances are present in the area of Fiere di Parma spa: East reception, South reception and West reception.

Portable box office is placed on purpose in the North, and manned by staff hired with a fixed-term contract by Fiere di Parma S.p.A. . The ticket offices in the East, South and Central areas are permanent structures.

The area facing the East ticket office is covered by tensile structures with plastic awnings that undergo heating through suitable infrared ray equipment in case of snow.

All entrance areas are paved with asphalt.

Some infrared lamps are placed near the ticket check areas at entrances for the localized heating of station.

Vehicle entrances are: G1, G2, G3, G4, G5, G6 e G7.

The whole exhibition area is enclosed by a two-meter-high chain link fence with 3 rows of barbed wire on top.

The settlement consists of an exhibit area taking up an area of approximately 200,000 sq m, near the A1 expressway, made up of 8 main separate buildings:

- Pavilion 1 and office building;
- Pavilion 2;
- Pavilion 3;
- Pavilion 4;
- Pavilion 5;
- Pavilion 6;
- Pavilion 7;
- Pavilion 8;
- Warehouse.

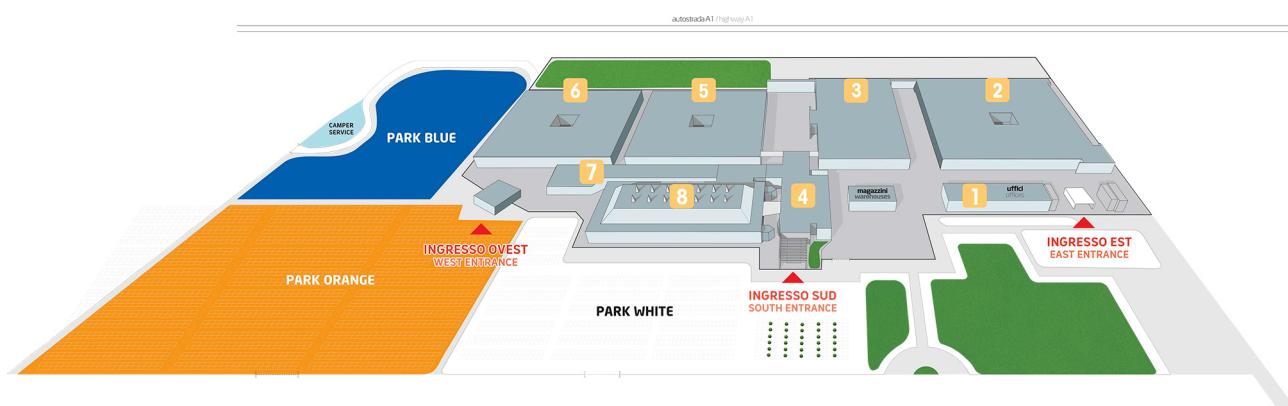
Pavilion 1 and office building: the building consists of an area on the West side that takes up one above-ground single floor to host exhibition halls (pavilion 1) and of an area consisting of two floors to host offices and conference halls.

Pavilions 2 and 3: recently built to host exhibitions.

Pavilions 4, 5, 6, 7, 8: built at a different time to host exhibitions.

Warehouse (not available to the exhibitors): used as storehouse of electrical supplies and to store exhibit activity goods.

The image below shows the whole lay-out.



Modalities of admission to the areas where works will be carried out.

The exhibiting companies shall submit the list of companies and the name of the person in charge of works execution before the beginning of works through the suitable form contained in the Technical Regulations of Exhibition (Z3 Form "Assembling companies ID"). The staff shall display their ID badge with photography, worker's personal details and information on the employer as set forth in art. 26, paragraph 8 of the Legislative Decree no. 81/2008.

Both the exhibiting and assembling companies undertake to abide by that which is contained in the Technical Regulations of Exhibition when accessing the Exhibition Area.

Admission times and modalities are specified in the above-mentioned Regulations. The plans supplied to the participants usually contain information regarding:

- lay-out of exhibition relating to pavilions and external areas;
- indication of the longitudinal aisles inside pavilions to be kept cleared of any materials and waste, highlighted in yellow;
- lay-out of storage areas of materials and waste reserved to the Exhibitors who have booked the suitable disposal service;
- road network inside the exhibition area;

- plan showing the escape routes and fire control points.

TECHNICAL SUPPLIES – SERVICES

Fixed installations.

The exhibition area features the following fixed installations:

- Electrical system
- Water supply system
- Compressed air system
- Telephone system
- Fire-fighting system
- Sprinkler system
- Heating system
- A/C system
- Internet
- Audio/video system

The exhibition area also features the following permanent equipment:

- Electrical panels
- Fixed fire-fighting devices
- Anchoring points

Fiere di Parma S.p.A. provides services and technical interventions upon the Exhibitor's request. If they are provided or carried out within the Exhibition Area are exclusively assigned to official suppliers, who operate in compliance with the terms and conditions that Exhibitors can check by consulting the "Technical Regulations of Exhibition".

Such conditions are meant to be acknowledged and accepted by the Exhibitor by requesting the supply or service. Fiere di Parma S.p.A. regulates but does not organize the technical services, therefore they refuse any responsibility regarding their execution; any complaints shall be filed and submitted to Fiere di Parma S.p.A. in writing.

In particular:

- Connections to the fixed installations present in the area – connections relating to power supply, water supply, compressed air, telephones can be carried out only by the personnel of the companies authorized by Fiere di Parma S.p.A. (CEI ART);
- Goods handling – for all the operations of goods portage, transport, loading and unloading to be carried out within the Exhibition Area, in the event that the Exhibitors do not use their own vehicles and workforce, they shall make use exclusively of the authorized handling company of Fiere di Parma S.p.A. (EXPOTRANS);
- Surveillance Services: the service can be exclusively provided by the institution authorized by Fiere di Parma S.p.A. (SICURITALIA, COOPERATIVA STUDIO E LAVORO e CONSORZIO MR.WOLF).
- Booth cleaning service: for all booth cleaning operations, if the Exhibitors do not use their own personnel, they shall make use exclusively of the suppliers authorized by Fiere di Parma S.p.A. (COLSER- CAMST – MULTISERVICE).

Each requested service in the Exhibition Area during the installation/dismantling stages **shall be directly paid to** Fiere di Parma S.p.A. when they are requested, **NEVER TO THE OFFICIAL SUPPLIERS MENTIONED ABOVE**. In the event that the Exhibitors should use their own booth assemblers and coordinators and they should cause defaults of any kind, the Exhibitor shall be held responsible for such defaults. That which is set forth in the "Technical Regulations of Exhibition" is valid for the terms and conditions of supply, assessment and measurement methods, unit prices. The Exhibitors shall see promptly to the installation of their own booth. Fiere di Parma shall not be held responsible for the delayed or loss of supply and activation of services. If the Exhibitors has installed their own booth late and/or they have not enabled Fiere di Parma S.p.A. to see to the installation of the systems, no compensation or indemnity whatsoever can be claimed to Fiere di Parma S.p.A. in case of delayed or loss of supply and activation of services. Fiere di Parma S.p.A. shall not be held responsible toward the Exhibitors for any damages caused to them or third parties, even by contractors or exclusive dealers of services and supplies. Exhibitors shall take on every responsibility toward third parties and as of now they waive any claims toward Fiere di Parma S.p.A.

Exhibitors undertake to allow the passage inside their booths of:

- power cables
- water supply or outlet pipes
- pipes for compressed air
- other structural installations

besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own stand ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area.

ELECTRICAL SYSTEMS

Fiere di Parma S.p.A. makes the electric power available with the same characteristics as the one supplied by the supplying companies.

Each Exhibitor is a prospective user and they cannot give electric power to third parties.

N.B.: all the electrical systems present inside the premises of Fiere di Parma S.p.A. must be considered to be live, even in the event of temporary cutoffs. Pavilions are outfitted with electrical panels at Exhibitors', Assemblers' disposal, etc...and boards to supply power to the booth. In case of anomalies of the service outlets or electrical systems in general, immediately contact SATE (In-fair Technical Services for Exhibitors) of Fiere di Parma SpA. It is strictly prohibited to intervene on the electrical service systems or personally perform the connection of the power system of the booth.

Electric power request.

The electric power user shall fill out the form "Electrical connections and supplementary labor/material based works – B1 Form". Exhibitors must indicate the place where the connection is located on the technical detail plan of booth. Exhibitors or their booth assemblers shall deliver the conformity certificates of the electrical system to SATE before the beginning of the exhibition. Failure to deliver them will authorize Fiere di Parma S.p.A. to verify the compliance of the electrical system with the safety regulations through their own technicians. Fiere di Parma S.p.A. shall arrange the connection in the closest spot to the exhibit booth; if need be, Exhibitors shall see to the laying of a proper electrical system connected to the power point of delivery. Performing the connection on one's own or tampering with the systems of Fiere di Parma S.p.A. is strictly prohibited; otherwise Exhibitors shall be liable for any disruptions, malfunctions and damages resulting from connections carried out by unauthorized personnel. The points of delivery from which the electric power is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge.

Exhibitors undertake to use qualified companies or their own skilled workers to execute electrical systems as set forth in the MD 37/08. Electrical installations inside the booths shall be entirely charged to the Exhibitor and shall comply with the MD 37/08 and C.E.I. (Italian Electrical appliance control Committee) regulations, with particular reference to the regulations relating to places of public entertainment (CEI 64/8 sections 751 and 752).

In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Electrical connections" in the Technical Regulations of Exhibition.

COMPRESSED AIR SYSTEM AND WATER SUPPLY CONNECTIONS

The supply is included in the exhibit areas outfitted with this service.

The Exhibitor shall fill out the suitable form ("Water supply connections and compressed air" – C1 Form) to obtain this service. Connections to the booths shall be carried out solely by the supplier authorized by Fiere di Parma S.p.A.; Exhibitors are strictly prohibited from carrying out the connections on their own. It is prohibited to make changes to the installation conditions the way they are delivered to the Exhibitor. The points of delivery from which the service is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge. The contract supply to the booth for the water supply connection includes water supply system, its relevant outlet and the compressed air supply system for the compressed air connection. All systems are executed according to that which is described in the booking form; the service point of delivery to the booth shall be the technical final choice of Fiere di Parma S.p.A.

The following works such as connections of sinks, coffee machines, dishwashers and their relevant outlets, connections to operating machinery shall be entirely charged to the Exhibitors who must use materials laid down to the highest standard in order to ensure the perfect tightness of supplies and outlets. Any damages resulting from defects of the equipment or from changes and breakages caused to the networks shall be charged to the Exhibitor.

It is forbidden to discharge waste water into the exhibition hall sewage system without the use of special waste discharge piping to be fitted into specific traps.

No waste that could corrode metal and concrete, or substances liable to solidify or unpleasant smelling wastes may be discharged. Water and compressed air cocks and on-off valves shall never be left open during the exhibition closing

hours.

Water is usually supplied to the booth at a pressure of about 4/5 Bar. The compressed air is usually supplied to the booth through a bayonet quick coupler 1/2" in diameter and delivery pressure ranging between 6 and 7 bar.

Fiere di Parma S.p.A. does not guarantee any minimum flow rates or pressures; possible water supply interruptions shall not be deemed a condition to terminate the supply contract regardless of how long they last. In particular Fiere di Parma S.p.A. reserves the right to interrupt these services for the time they will deem it to be opportune and this shall not entitle the Exhibitors to any compensations for damage or indemnifications.

Fiere di Parma S.p.A. will not be held responsible for the possible damages to people or property ensuing from the use of the systems. Fiere di Parma S.p.A. declines any responsibility concerning damages or defects that may be ascribed to the quantity or quality of supplied air and water.

The Exhibitor shall allow the passage of power cables, water supply or outlet pipes, pipes for compressed air, besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own booth ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area. The Exhibitor shall leave the supply points of water, compressed air, electrical panels accessible to be inspected, cleared of any hindrance at any time in order to allow the connection, inspection and intervention by the personnel in charge.

In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Water supply connections and compressed air" in the Technical Regulations of Exhibition.

OTHER SERVICES SUPPLIED UPON REQUEST

CLEANING SERVICES

Fiere di Parma S.p.A. shall make a cleaning service available for booths through their own official suppliers:

- during the opening times of pavilions (emptying paper waste baskets once a day)
- when pavilions are closed (sweeping floors, cleaning carpets, dusting furniture (except for fragile items))

In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the Technical Regulations of Exhibition.

SURVEILLANCE AND SECURITY SERVICES

Fiere di Parma S.p.A. makes a surveillance and security service available to the booths through their own official supplier in the times and days specified inside the G3 form ("Surveillance and Security Services") to be filled out by the Exhibitor to obtain the service supply. The exhibitor shall provide any keys or other special equipment required to ensure that the service is properly executed. If the service is not properly carried out, the exhibitor shall immediately inform Fiere di Parma S.p.A. by letter, in any case no later than two days after the event has been observed, and shall not hold any complaints made to third parties as being valid. Acceptance of the request to supply services shall depend on the availability of personnel. Non-acceptance of the request shall in no way entitle the exhibitors to claim compensation for any extra costs they may sustain.

In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "General and particular conditions of service supply" in the Technical Regulations of Exhibition.

TELECOMMUNICATION SERVICES (INTERNET, TELEPHONE)

The Exhibitor must indicate the place of connection on the technical detail plan of booth.

Supply of lines and telephone sets as well as of the Internet, Wi-Fi, PC connections and other office equipment connections is limited to the Fair availability.

The telephone connection may be performed, at Fiere di Parma S.p.A.'s sole discretion, either through a direct line or through the Fair's switchboard; the service is rendered as supplied by the distribution company. Interruptions and operating defects shall not entitle the contracting party to rescind the contract nor entitle the same to request damages for having failed to make use of the service; Fiere di Parma S.p.A. shall not be held liable for faults or interruptions whatever their cause may be.

The telephone connection and the Internet connection to the stands shall be carried out only by the supplier authorized



by Fiere di Parma S.p.A.; Exhibitors are absolutely forbidden to carry out the connections on their own. It is forbidden to modify the installation conditions as are provided to the Exhibitors. Points of delivery for the service must be easily accessible for inspection and free from all obstructions so as to allow their checking and connection by authorized personnel.

The exhibitor shall personally collect the telephone appliance from the Technical Service (SATE) and shall return it to the same immediately after the exhibition is over.

The Exhibitor undertakes to keep the appliance in a good condition; Fiere di Parma S.p.A. refuses all responsibility for theft of the appliance or damage to the same whatever their cause may be, it being understood that he shall be charged for repairs following damage to the appliance, or in case of failure to return it, according to the current price list values.

In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "General supply conditions" in the Technical Regulations of Exhibition.

HANDLING SERVICE

Fiere di Parma S.p.A. makes a handling service available supplied through the official supplier of Fiere di Parma S.p.A. The Exhibitor shall fill out the suitable form ("Handling" – F3 Form) to obtain the service supply.

This form is intended to provide the handling company with the suitable information in order to prepare the equipment to supply the best service. Any request submitted during the outfitting and dismantling phases directly at the Fair shall be satisfied only after satisfying all the reservations previously received and according to the availability of personnel and machinery.

In order to know all the general supply terms and conditions of such service it is compulsory to read that which is written inside the chapter "Request for Goods Handling" in the Technical Regulations of Exhibition.

Waste disposal.

As far as any waste production inside the Exhibition Area is concerned, we remind you that accumulating processing waste materials is prohibited. The resulting materials must be immediately moved away from pavilions, notably such material must not obstruct spaces outside the assigned operating areas, it must not block spaces near the signaled exit routes. Moreover, any combustible material must be immediately moved away as it is produced (packagings, paper, cartons, cardboard, plastic materials, etc...).

Overhead rigging/hanging.

We remind the Exhibitors that they cannot install overhead rigging/hanging on their own. If need be, they must promptly submit a project with technical features to the outfitting office which will assess its feasibility and issue the relevant quotation. In case of acceptance, rigging/hanging will be assembled and installed by technicians appointed by Fiere di Parma.

EMERGENCY MANAGEMENT

The Emergency Plan of Exhibition Area is the reference document for the management of emergency situations.