

REGULATIONS FOR THE CONGRESS CENTRE - PARC TECNOCAMPUS MATARÓ

1. GENERALS RULES

- 1.1. The scope of these regulations covers all premises identified as part of the TCM Congress Centre, under the generic name of TCM4 (Auditorium, Foyer, Burriac and Laia Arquera meeting rooms) and its service areas and other rooms and spaces for rent and assignment, located in the TCM1 and TCM2 buildings, in the Tecnocampus Science and Innovation Park.
- 1.2. Any responsibility arising from holding events at the TCM Congress Centre falls on the entity or person organizing the event (hereinafter the Organizer), and this is clearly stated during the booking process and in the acceptance of this regulation.
- 1.3. The organizer must have signed a civil liability policy with an insurance company that covers any risk that may occur during the congress, exhibition, or event, as well as during the days of setting up and dismantling. It should cover the people attending the events as well as the staff hired to carry out the work or provide the necessary services to hold the event.
- 1.4. At the time of accepting the estimate and/or formalizing the reservation, the organizer must specifically declare that they have said policy.
- 1.5. The organizer is responsible for the protocol related to the event, congress or conference that is to take place at the TCM Congress Centre.
- 1.6. It is the obligation of the organizer to provide the management of the Congress Centre with a schedule of the event at least 15 days in advance.
- 1.7. The TCM Congress Centre does not have luggage storage, for security reasons.
- 1.8. Smoking is prohibited in all areas.

At the time of accepting the estimate and/or formalizing the reservation, the organizer must declare that they know and specifically accept the content of these internal regulations of the TCM Congress Centre, available on the website:

<https://centredecongressos.tecnocampus.cat>

2. RULES FOR CONTRACTING SPACES IN THE CONGRESS CENTRE

2.1. No group has a preference for the reservation of spaces and services, except in legally foreseen circumstances such as emergency situations or spaces intended for carrying out acts within electoral processes. The reservation will be made in strict chronological order of payment of the percentage of the total corresponding budget, in accordance with the payment conditions detailed below.

2.2. Payment terms:

- 50% of the estimate must be paid at the time of confirmation of the event.
- The remaining amount will be paid at the end of the event (for regular clients) or one week before the event for new clients.

2.3. Reservation confirmation. The reservation will be confirmed upon receipt of the following documents:

- Signed acceptance of the estimate or alternative document.
- Proof of payment of the corresponding percentage according to the reservation period.

2.4. When not all the spaces of the Congress Centre (Auditorium, Foyer and meeting rooms) are contracted, the Congress Centre may rent the unused spaces to other clients.

2.5. In the event of cancellation of reservations, the following penalties will apply:

- In Auditorium and Foyer reservations: there will be a penalty of 15% of the reservation if the cancellation is made at least 3 months in advance. In the event that the cancellation is made one week from the date of the event, 100% of the total will be charged.
- In meeting room reservations: there will be a penalty of 15% of the reservation if the cancellation is made at least one month in advance. If the cancellation is made within less than one month of the booked date, no refund will be generated. The entire event will be billed if the booking is cancelled less than 48 hours before the date.

3. SAFETY RULES

3.1. The organizers must always be accredited. Accreditation should be clearly displayed at all times.

3.2. The organizer is required to hire security personnel for events with a capacity of more than 150 people, in accordance with Royal Decree 205/2001, of 24 July, which regulates surveillance services for certain shows, recreational activities and public establishments.

- 3.3.** The organizer must accept the supervision and security measures established by the management of the TCM Congress Centre.
- 3.4.** The organizer agrees to comply with the current rules on room safety, and in particular those relating to maximum capacity, emergency exits and fire measures. Under no circumstances may flammable materials be brought into the rooms, neither may objects be permitted to block nor hinder exits.
- 3.5.** Emergency exits and fire hydrants may not be obstructed. If it is necessary to pass wires or cables in front of them, they must be fixed to the floor with tape or under a carpet fixed with adhesive tape, so as not to cause obstruction in the event of an emergency (request emergency exit plans for all the rooms of the Congress Centre). The company in charge of setting up the event must send the final assembly plans to the Infrastructure Department for approval.
- 3.6.** Materials and objects must not be stacked against walls or on seats; they are to be well stacked and stable in the places determined by the Infrastructure Department. Materials and objects that could scratch the floor must not be dragged; a carpet must be used to move them.
- 3.7.** The organizer must require the companies providing services (assembly, decoration, audiovisual and others) to follow strict observance of the legislation in matters of health and safety. The organizer will be responsible for any damages from accidents assessed to have been caused by fault or negligence. The TCM Congress Centre will be exempt from said damages.
- 3.8.** The organizer must state that its staff is insured against accidents, and that it has covered the social insurances and other labour and fiscal obligations foreseen under current legislation, removing the TCM Congress Centre from any possible claim or incidence on these matters.
- 3.9.** The organizer is responsible for all damage caused to the leased facilities, resulting from use, by the organizer or by the staff under their orders.
- 3.10.** The staff of the organizer and other companies hired by the organizer must remain in the areas where they have been assigned to work. They must avoid visiting other areas or going to other spaces that are not the TCM Congress Centre.
- 3.11.** The organizer undertakes to respect the current regulations for the prevention of occupational hazards and other applicable regulations at all times.

4. RULES AND PROCEDURE TO FOLLOW FOR THE CONTRACTING OF SUPPLIERS AND MISCELLANEOUS SERVICES

4.1. In the event that the organizer chooses to contract the services of companies/suppliers other than those offered by the TCM Congress Centre, the following procedure must be followed:

- Submit a document with all the details of the unofficial external suppliers, or services, indicating company name, CIF, address and contact details.
- Follow the TCM Congress Centre security regulations set forth in Section 3 of these regulations.
- Parc Tecnocampus reserves the right to charge a commission on the amount of subcontracted services to third parties in order to cover the implicit costs such as the use of space, furniture, care and cleaning service, etc. such as the use of space, furniture, care and cleaning service, etc. The amount of this commission will be approved in the tariff document approved annually by the Board of Directors.

5. EXCLUSIVE CONTRACTING SERVICES AT THE CONGRESS CENTRE

The following services must be contracted directly from the TCM Congress Centre, they may not be provided by another supplier:

- - Audiovisual technical assistance for an event in the auditorium.
- - Cleaning of Auditorium/Foyer/meeting rooms, etc.
- - Cloakroom staff
- - Security guard

6. CLEANING SERVICE

6.1. Cleaning included in the price: only that of main/common areas understood as such: stairs, corridors, elevators, etc., which will be carried out before the sessions.

6.2. Cleaning not included in the price: Auditorium/Foyer and rooms after the assembly and disassembly of stands/stages. A cleaning estimate will be made for each act or event.

6.3. The organizer and/or its suppliers are responsible for the collection of all material, waste, packaging after the event.

7. SECURITY SERVICE

7.1. Security is to be paid for by the organizer and must be contracted exclusively at the TCM Congress Centre.

7.2. The Infrastructure Department will give an estimate and will determine the number of security guards, depending on the size of the event and the number of attendees.

8. AUDIOVISUAL SERVICES

The existing stage lighting and audiovisual elements in the TCM Congress Centre are provided and will be managed and operated by the official TCM service, one of the complementary teams supervised by the Technical Management.

9. ASSEMBLY AND DISASSEMBLY OF ROOMS/EVENTS

- 9.1. The placement of posters, banners, stickers or similar on the walls, floors, ceilings or columns of the facilities of the Congress Centre is not permitted without prior written permission. The existing media provided for this purpose is to be used.
- 9.2. The adornments of the leased facilities must be respected at all times, without adding, moving or removing any part of them, without prior written permission.
- 9.3. The surface of the floor which is to be occupied by stands or other fixed elements that may cause damage must be covered by carpet (fixed to the floor with double-sided adhesive tape). This is compulsory and must be done prior to setting up; otherwise assembly will not be authorized.
- 9.4. It is strictly forbidden to staple, use glue or adhesives that make it difficult to remove any material from the structure of the building.
- 9.5. The TCM Congress Centre will not be responsible for any object or material of a singular nature or of high economic value, the presence of which has not previously been communicated to the Infrastructure Department.
- 9.6. The TCM Congress Centre will proceed to remove the objects left behind in the contracted stand/rooms once the event has ended. The expenses incurred will be paid by the organizer or those responsible for them.
- 9.7. In the event that the organizer wants to hang some element from the ceiling of the Foyer, they will have to do it in the places assigned for this purpose.
- 9.8. The loading and unloading of materials will always be at the expense of the organizer. The conference centre can provide extra staff upon request.

10. ACCESS OF GOODS AND SUPPLIERS

- 10.1. Overseeing the access of goods/suppliers is always carried out through the door located in the car park, floor -2.
- 10.2. The lifts to be used will be indicated by the Infrastructure Department, and must be protected with carpet, foam or other similar material. The use of the lifts intended for clients is forbidden.

- 10.3. To facilitate the entry of materials, it is compulsory to arrange a time at least 15 days in advance. A list with names, surnames and D.N.I. of all loading/unloading workers and of the registration of all vehicles must be provided. Furthermore, all of them must be accredited.
- 10.4. On the days of assembly/disassembly, there must be a person who is responsible for coordinating the correct and punctual access of goods/suppliers.
- 10.5. Once the loading and/or unloading of materials has been completed, the vehicles must leave the area. This will help to speed up the manoeuvres of the other participants.
- 10.6. Once the event is over, there can be no waste materials or goods left at the facilities.
- 10.7. The TCM Congress Centre does not have a goods warehouse.
The delivery and collection of material may not exceed 24 hours, in case of failure to collect the material in time it will be removed, and TCM may decide to destroy it.
- 10.8. The TCM Congress Centre will not be held responsible for any material whatsoever. This includes material that has not been delivered for any reason, even that which has not been delivered due to incorrect directions.
- 10.9. The assembly and disassembly lock of the previous day will be from 6pm, otherwise the rental rates for the spaces will be applied according to the time slot.

11. PARKING

- 11.1. The TCM Congress Centre does not have parking spaces for trucks, coaches or for the vans of suppliers/assemblers/technicians, etc.
- 11.2. Private cars may be parked in the car park of the Parc TecnoCampus, Mataró.
- 11.3. Rates and information can be requested for unique events with the possibility of offering a special price for the organizer with planned pre-payment.

12. LOCATION AND CONTACT

For any notification, for any queries or for additional information do not hesitate to contact us:

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