

CALL FOR A DRESSING TENDER AT HOSPITALITY DESIGN SHOW HD 2025

The Economic and Commercial Office of the Embassy of Spain in New York, in the name of ICEX SPAIN TRADE AND INVESTMENT E.P.E. (from now ICEX), hereby convenes a tender for the construction, assembly, maintenance and dismantling works of the Spanish Pavilion at the following International Trade Fair.

Trade Fair	Date	Venue	Estimated surface
Hospitality Design Show HD 2025	6 th -8 th May	Mandalay Bay (Nevada, Las Vegas)	278.70 sqm (3,000 sqft)

Tender bidding specifications (VAT excluded).

If due to the nationality of the company, taxes associated with the execution of this contract are not applicable, please indicate expressly in the tender (Document 3).

ICEX is a Spanish institution based in Spain for all purposes.

ICEX will evaluate the tenders on the basis of the offered prices, excluding VAT.

All tenders must be submitted in USD excluding VAT or other taxes (taxes must be clearly described and separated).

Estimated surface: 278.70 sqm (3,000 sqft)

The price offered shall be of Maximum price: 800 USD/sqm x 278.70 sqm (74.32 USD/sqft x 3,000 sqft) VAT excluded.

The price tendered by the bidding company for the estimated 278,70 sqm (3,000 sqft) of net surface of the Pavilions may not exceed **two hundred and twenty-two thousand nine hundred and sixty US dollars (222,960.00 USD)** VAT excluded. Any quotation exceeding this amount will be dismissed.

The above total amount 800 USD/sqm (74.32 USD/sqft) has been calculated based on the occupancy estimation. The final price to be paid to the awardee company will reflect the number of sqm of booths eventually built.

The companies wishing to participate in the tender must send the documentation exclusively in digital format (PDF), **ONLY** to the e-mail tenders@icex.es **no later than March 4th, 2025, 02:00 PM - New York local time**. Proposals not submitted within the deadline will be automatically excluded.

New York, on the date of the electronical signature

ICEX's Board of Directors
By Delegation (Resolution of 30 September 2021 BOE
[Official State Gazette] nº. 243 of 11 October 2021

Carlos Jimenez Aguirre
Chief Economic and Commercial Counsellor
Economic and Commercial Office of Spain in N.Y.

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

A- GENERAL TERMS AND CONDITIONS

FIRST- Object

The object of this Tender is the selection of a Dressing Contractor who shall be awarded the execution of the construction, assembly, maintenance and dismantling works concerning HD SHOW 2025 and the purpose of the same is to achieve the best ratio between price and quality, wherefore ICEX is entitled to award the Tender to that Dressing Company which, at its sole judgement and pursuant to the offer submitted, provides the best terms.

Trade Fair	Date	Venue	Estimated surface
Hospitality Design Show HD 2025	6 th -8 th May	Mandalay Bay (Las Vegas)	278.70 sqm (3,000 sqft)

If the trade fair organization decides to move the date of the show to a new date in 2025, postpone its celebration to 2026, or even cancel 2025 edition so that the show would be held in 2026, it will be understood that the established agreement between the successful Awardee of the tender and ICEX will be valid for the decoration of the Pavilion of Spain at the HD SHOW on those new dates.

Consequently, after signing the agreement, the contractor will not start any production work until ICEX gives the appropriate instructions once the definitive fair dates have been set. These instructions will be given sufficiently in advance so that all the works can be accomplished.

SECOND - Award Procedure

The selection of the awardee company of this Tender shall be conducted by a Board, pursuant to the internal regulations of ICEX, and following the application of objective criteria listed here below, based on the weighted values assigned to each of them.

CRITERIA	MAXIMUM POINTS
<u>DOCUMENT 3: ECONOMIC OFFER</u>	
C.1. Economic Offer /Budget (Economic Offer /Budget must be in Document 3).	30
Most economic offer: maximum score. Rest of the offers: formula to be applied: "points per offer = (most economical offer price / each offer price) X maximum score per criteria"	30
<u>DOCUMENT 2: CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</u>	
C.2. Degree of alignment of the offer with the design proposed by ICEX (Criterion to be evaluated by means of a value judgment must be in Document 2) Level of understanding of the project based on the submitted plans, views and details, its suitability to the proposed requirements and the overall quality of the stand's appearance	10
C.3. Quality of materials and construction (Criterion to be evaluated by means of a value judgment must be in Document 2) Degree of compliance with tender specifications of all the main elements of the project, based on the samples, pictures, descriptions and construction details provided by the bidder.	40
Structure <ul style="list-style-type: none"> - Columns and beams Columns and beams with good quality finish, with any visible modular elements concealed, ideally spray paint finish (max. 8 points) - Walls 	24

<p>Good quality walls, with a continuous look without any joints between the panels, ideally spray paint finish. (max. 8 points)</p> <ul style="list-style-type: none"> - Ceilings <p>Ceilings with good quality finish, with any joints concealed, ideally spray paint finish (max. 8 points)</p>	
<p>Flooring</p> <ul style="list-style-type: none"> - Carpet <p>Good quality material for the carpet (max. 2 points)</p>	2
<p>Signage</p> <ul style="list-style-type: none"> - INTERIORS sign <p>Good quality of the INTERIORS FROM SPAIN signs, based on pictures and descriptions (max. 5 points)</p> <p>Enough number and adequate location of signs (max. 4 points)</p> <ul style="list-style-type: none"> - Booths identification <p>Good quality of Booths' identification vinyls, based on pictures and descriptions (max. 5 points)</p>	14
<p>C.4. Electricity and lighting (Criterion to be evaluated by means of a value judgment must be in Document 2)</p> <p>Degree of compliance with tender specifications of the proposed lighting solutions based on the pictures, technical drawings and descriptions provided by the bidder</p> <ul style="list-style-type: none"> - Adequate appearance of ceilings with recessed lights (max. 10 points) - Adequate location and number of ceilings and recessed lights (max. 5 points) 	15
<p>C.5. Furniture (Criterion to be evaluated by means of a value judgment must be in Document 2)</p> <p>Quality of the proposed furniture evaluated based on the pictures and descriptions provided by the bidder.</p>	5
Total	100

Responses for C.2 to C.5 (Document 2) will be scored as follows:

0% of allocated points	Not enough information
25% of allocated points	Almost adequate
50% of allocated points	Adequate
75% of allocated points	Very good
100% of allocated points	Excellent

The proposals that do not reach at least 50% of points (35 points) from section C.2. to C.5. will be automatically excluded.

Tiebreaker Criteria.

In the event of a tie in the score obtained by two or more bidders, it will be resolved by applying the social criteria indicated below, in order and referring to the end of the proposal submission period. The supporting documentation of the tiebreaker criteria referred to in this clause will be provided by the bidders at the time the tie occurs, and not beforehand.

- Greater percentage of workers with disabilities or in a situation of social exclusion in the workforce of each of the companies, prioritizing in case of equality, the greater number of permanent workers with disabilities in the workforce, or the greater number of workers included in workforce.
- Lower percentage of temporary contracts in the workforce of each of the companies.
- Greater percentage of women employed in the workforce of each of the companies.
- The tie if the application of the previous criteria had not given rise to a tiebreaker.

ICEX reserves the right to collect information on any incomplete aspects or questions that may arise from the bids submitted by the participating companies. Participating companies must correct the defects by the deadline indicated in each case.

Every Company taking part in the tender shall receive appropriate notice on whether ICEX has decided to award them the Contract or otherwise.

ICEX may consider that no bidders qualify for the award of the tender if following the bids and documents submitted these do not comply with minimum requirements like solvency of the Contractor, the technical project, its suitability, or the prices quoted.

ICEX reserves the right to revoke the award at any time if the winning bidder fails to fulfil any of the requirements in the Call for Bids and the General Terms and Conditions governing the tender.

The bidder with the highest score will be informed of the award as soon as possible.

THIRD - Award sum

The price offered by the bidders shall include, among others, all expenses even those regarding fluctuations in exchange rates and cannot be modified during the period of the agreement and, if applicable, its extensions, unless express Contract thereon by the Parties.

The price tendered by the bidding company for net surface may not exceed **two hundred and twenty-two thousand and nine hundred and sixty US dollars (222,960 USD) -800 USD/sqm x 278.70 sqm (74.32 USD/sqft x 3,000 sqft)- VAT excluded.**

Any quotation exceeding these amounts will be dismissed.

This is an estimated cost; if the Sqm of the Pavilion vary, it will imply a variation of the cost, according to the price per Sqm.

The price per Sqm specified in the tender, may not be varied or amended in any way by the Awardee, during the period of the Contract and following extensions unless express Contract thereon by the Parties.

The price per Sqm tendered must include all works regarding the construction, assembly, provision and connections of additional mechanisms and devices necessary to make all the equipment work, even those rented by the exhibitors such as refrigerated displays, audiovisuals, etc., maintenance and disassembly of the Spanish Pavilion, as well as all expense items arising from transport from and to the site where the Fair is held, and the necessary equipment for assembling and dismantling the Pavilion, warehousing and transport of loads within the Fair and rental of whatever other services are required within the Fair in order to execute the Agreement.

The price must also include:

- **Set up, maintenance and dismantling labours**, supervisor labours, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.
- **Disposal of Waste**. The wastes from the exhibition, used materials, and all other wastes in and around the booth shall be removed by the awardee (Construction and exhibitors wastes). The expenses for the disposal work shall be borne by the awardee. This cost will be included in the tender price.
- **Water Supply and Drainage Facilities**. All piping works shall be borne by the Awardee.
- **Cleaning** of the Pavilion during assembly and dismantling periods.

- **Civil liability insurance** that covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors, or any other person during, or consequently, of the assembly, dressing or dismantling of the Pavilion.
- **Handling charges/drayage.**
- **Electricity and Power supply.** All electrical and pipe installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official contractor). Additional connections and secondary wiring works shall be borne by the Awardee.

No additional extra costs will be accepted.

The price does not include:

- **Wi-Fi service for the entire Pavilion.**

FOURTH. – Estimated Contract Value

The estimated value of the contract considers the value of the first contract, the value of two (2) possible extensions, and the possible modifications.

According to the latter, **the estimated total contract value of this contract is seven hundred and thirteen thousand four hundred and seventy-two US dollars (USD 713,472.00) VAT excluded**, which includes the following amounts:

- Main contract maximum budget: USD 222,960.00
- First extension maximum budget: USD 222,960.00
- Second extension maximum budget: USD 222,960.00
- Modifications (máx. 20%): USD 44,592.00

FIFTH. - Price and payment arrangement

ICEX will satisfy the amount specified in the tender in instalments. The first instalment of 50% of the estimated total price is due upon signature of the contract and Contractor's presentation of the corresponding invoice.

The second instalment corresponding to the remaining 50% of the total price agreed will be paid within thirty (30) days after the conclusion of the fair upon presentation of the corresponding invoice, issued US dollars (USD), once the penalties, if any, have been deducted.

In the event that the Tradeshow is not held, or the Pavilion is cancelled, ICEX shall solely satisfy the expenses incurred by the Contractor as from the date of award of this contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order to be reimbursed, the Contractor shall previously submit all documentary invoices of the expenses incurred up to that date. In the same way, the Contractor shall reimburse ICEX the amount advanced of the expenses not incurred.

Administrative requirements for billing (Invoicing details):

- All invoices must be billed to:
ICEX España Exportación e Inversiones, E.P.E.
Paseo de la Castellana 278
28046 Madrid (Spain)
- And dispatched to:
ICEX España Exportación e Inversiones, E.P.E.

Economic and Commercial Office
405 Lexington Ave, 44th floor.
New York, NY 10174
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)

As long as the successful bidder is a Spanish entity, payment may be made from ICEX Spain and not from the Economic and Commercial Office of Spain in New York.

SIXTH. - Procedure

This briefing will be circulated to multiple Companies, and will be published on the Economic and Commercial Office of Spain in New York website [link](#).

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the tender before February 27th 2025, 02:00 PM - New York local time

Please note that any expenditure incurred by candidate Companies in the preparation of the proposals presentation and quotes will be at the expense of those companies involved. Submission of the offer will not generate any fees or reimbursement of any type of expenses.

Submission of an offer and participation in this tender implies the Company express acceptance of all the points contained in this briefing.

The proposal needs to be sent via email to tenders@icex.es before March 4th, 2025, 2:00 PM - New York local time. Otherwise, rulings of the bidding process oblige to exclude your entity from continuing in the procedure.

All files should not exceed 4mb in size if sent as attachment; should files be larger, use a file transfer service, which you have verified works.

The proposal will need to be presented in English, electronically as a pdf and where appropriate, use Excel for numbers.

All competing Companies submitting a proposal should be aware that ICEX Legal Services will review the documentation submitted to ensure that they comply with the requirements of this tender.

After verifying compliance with the Company requirements (see Document 1), the technical offer (work proposal see Document 2) will be reviewed and evaluated. Once the evaluation scores have been assigned to the technical proposal, the economic offer (Document 3) will be opened and evaluated. **The price contained in the economic offer will not be known until that moment.**

A decision will be made within an estimated period of four (4) weeks from the published proposal due date. The decision will be officially notified via email, to enable the selected agency to begin work promptly.

Proposals not submitted within the deadline will be excluded.

Non-compliance with any of the requirements established in the present tender will result in the disqualification of the Company concerned.

IMPORTANT: Proposal submission must be divided into three (3) separate documents with their annexes detailed as follows:

All the documentation shall be submitted only in ELECTRONIC FORMAT.

- Document 1: LEGAL DOCUMENTATION TO BE SUBMITTED

The Tenders shall provide detailed information about their companies with reference to the following items:

- Legal status, structure, size (turnover, number of employees).
- All competing bidders will be required to provide a solvency report in order to proof that the annual volume of business, referred to the best exercise within the last three available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **222,960.00 USD**, VAT excluded.
- Mention of other dressing projects in which they have been involved in the last three (3) years, with special skills on dressing projects for National Pavilion at Trade Fairs.
- As well as a **Letter of acceptance signed** by a legal representative of the company whereby, they accept each and every term and condition set out in this Call for a Dressing Tender and its Bidding Specifications.

- **Document 2: TECHNICAL DOCUMENTATION TO BE SUBMITTED**

The bidder must include the information that will enable the bids to be evaluated through the value judgment criteria.

- Plans and views, **prepared by the bidding company**, to show a proper comprehension of the project.
- Construction details, drawings, diagrams or photos **that allow the evaluation of the technical resolution** of the different elements of the project.
- Photos and detailed information (measurements, finishes and technical specifications) of the proposed furniture, lighting and audiovisual elements

The formats indicated above are mandatory.

The information provide in Document 2 does not clash with the information required in Document 3. The tenderer must avoid introducing in Document 2 any reference with the prices.

➤ Only this information prepared by the bidders included in Document 2 will be used to evaluate the criteria set forth in this tender.

- **Document 3: ECONOMICAL PROPOSAL**

Documentation to be submitted by the bidders: Only the price per square meter with taxes clearly separated (please use excel file Annex 3 “Economical offer”)

Economic proposal must be in USD.

ICEX will evaluate tenders based on the offered prices, excluding VAT.

Proposals exceeding the maximum available budget **USD 222,960.00 (800 USD/sqm x 278.70 sqm) (74.32 USD/sqft x 3,000 sqft)** VAT excluded, will not be considered.

Annex 3 Economical Offer duly fulfilled.

SEVENTH. -Entering into an Agreement

The legal relationship between the successful Awardee of the tender and ICEX shall be recorded following the execution of a Contract. Prior the signing of this Contract, the Awardee must submit within the terms established for the same, the documentation foreseen in the Schedule of these Bidding Specifications (**Annex 1** and **Annex 2** only for the awardee).

EIGHTH. – Procurement Board

Appointed members of the Procurement Board for purposes of this tender will be:

President	Carlos Galtier del Val	Head of Habitat and Fashion Department. Trade Commission of Spain in N.Y.
Substitute	Verónica Samper	Trade Commissioner Trade Commission of Spain in N.Y.
Member	Beatriz Escolar	Trade Attache Trade Commission of Spain in N.Y.
Substitute	Yolanda Martín González	Director Accounting Department. Trade Commission of Spain in N.Y.
Member	Carmen García-Cervigón	Deputy Director of Promotion Tools in Foreign Markets.
Substitute	Marina García del Soto	Head of Habitat Department Dirección de Industrias Creativas
Member	Victoria Azcárate Cormenzana	Area Manager, Promotion Tools in Foreign Markets
Substitute	Maribel Martín Sopena	Member of Habitat Department Dirección de Industrias Creativas
Secretary	Pedro Patiño Segura	Deputy Director of Procurement.
Substitute	M ^a Elena Menéndez Fombona	Area Manager, Procurement Department.

NINETH. - Extension of the contract

In order to uphold the institutional image of Spain at International Trade Shows or Fairs, ICEX hereby reserves the right to extend the contract signed with the Awardee for a maximum of the **following two (2) editions** of the Trade Fair regardless the date of execution without convening a new tender. The general terms and conditions of the Bidding Specifications governing this Tender shall apply to the extension.

TENTH. – Modification of the contract

Once the contract has been formalized, the modifications considered necessary for its correct execution may be agreed, as long as they do not alter the global nature of the initial contract or imply a substantial modification. For these purposes, those whose cost implies a variation in the contract price of more than 20% will be considered a substantial modification.

Possible changes in the contract price may be due to a change in the fair location or to new functionalities in the program of needs and / or equipment of the stand, the inclusion of elements that reinforce the signage, which it may be necessary to introduce in this or the next two (2) editions of this fair if the contract is extended.

In this case, the successful tenderer will provide in writing, at the request of ICEX, the technical, economic and other conditions, before carrying out any modification to the contract. The modification must be previously approved by ICEX and formalized in the corresponding contract.

ELEVENTH. - Force Majeure or restrictions imposed by the Fair Ground Authorities

The successful Awardee of the tender and ICEX will not be responsible for the damages and losses caused to the other party for delays or breaches of the contract that bring their cause in cases of *force majeure* or restrictions imposed by the Fair Ground Authorities. The duties of this contract will be considered suspended while the situation of *force majeure* or trade fair restriction lasts, and the parties

will try to reach an agreement in good faith that benefits their respective interests as much as possible. In any case, the party that has knowledge of these facts must inform the other as soon as possible so that said duties are suspended or that the measures deemed appropriate are adopted. If the cause of *Force Majeure* or trade fair restriction extends in time until 2026, either party will be entitled to request the termination of the contract without having to indemnify the other party for it.

TWELFTH. - Cancellation or postponement of the fair

In the event that the Tradeshow is not held in 2025 or 2026, or the Pavilion is cancelled in 2025 and 2026, ICEX shall solely satisfy the expenses incurred by the Contractor as from the date of award of this contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order to be reimbursed, the Contractor shall previously submit all documentary invoices of the expenses incurred up to that date. In the same way, the Contractor shall reimburse ICEX the amount advanced of the expenses not incurred.

THIRTEENTH. -Execution of the contract

ICEX Project Manager is ultimately responsible for setting up the Pavilion. In the absence thereof, the Coordinator or Manager of the Spanish Pavilion will have ultimate responsibility. Any specific requests made by the exhibiting companies shall be responded to after consulting Project Management. The successful bidder shall not, under any circumstances, respond directly to oral requests, which must be addressed to: nuevayork@comercio.mineco.es

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twelve (12) hours before the Trade Fair Opening at latest except in the event of force majeure or restrictions imposed by the Fairground Authorities. The last day of such works shall be devoted to cleaning tasks in general and attention to stands. The Pavilion must be completely clean one (1) hour before the Trade Fair opening.

All works must be conducted pursuant to the technical specifications set out in these bidding specifications (Section B – Technical Specifications) and with adequate materials/furniture and finish, whereby faulty or low-quality materials shall not be acceptable.

The Awardee is likewise obliged to dismantle the stands within the term and provisions contemplated in the Regulations of the Enclosure, as well to the instructions given by ICEX or its representatives at the Trade Fair.

FOURTEENTH. - Obligations of the Contractor

The Contractor shall be responsible for compliance of all technical regulations established by the Trade Fair Regulations, and to submit them layouts needed for approval as well as for the payment of the deposits asked by Organisers to allow the works at Exhibition Hall that have to be included in the Tender price.

The Contractor shall avail itself of the necessary human and technical resources in order to meet its obligations. In the event that the Contractor subcontracts any of the works herein assigned to the latter, only the Contractor shall be held liable to ICEX, without recourse to the subcontracting company.

Likewise, the provisioning of services and obtaining the necessary permits and authorisations and insurance required to undertake the assembly, dressing and dismantling works concerning the Pavilion shall be fully met by the Contractor. In any event, the Awardee must take out a civil liability insurance which covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors or any other person during, or as a consequence, of the assembly, dressing or

dismantling of the Pavilion. All costs arising from these items must be included in tenderer's price offer submitted.

The Contractor hereby undertakes that throughout the assembly process of the Pavilion, it shall appoint a person vested with sufficient capacity to order the changes which may be required following unforeseen or uncomfortable circumstances during the assembly process.

The Contractor shall likewise provide ICEX with the number of workers required in order to help the exhibitors during the afternoon previous to the Trade Fair inauguration and the morning in which the Trade Fair has been inaugurated and at least two (2) members of its "in-house" personnel to ensure "on-site" proper maintenance of the Pavilion throughout the Tradeshow.

ICEX is entitled to amend or cancel specific items and in that event the Contractor shall be notified of the foregoing sufficiently in advance.

FIFTEENTH. – Subcontracting

The contractor will not be allowed to subcontract any of the works assigned hereof, unless ICEX previous authorization. In that event, exclusively the contractor will be held liable before ICEX for the works or omissions of the subcontracted company.

SIXTEENTH. - Ownership of the designs

All designs used in the Spanish Pavilion are the proprietary ownership of the ICEX, and may not be reproduced, copied or used by the Contractor for any other clients or projects.

SEVENTEENTH. - Health and Safety at Work

The Awardee shall be responsible for compliance of all industrial, health and safety regulations established by the legislation of the country in which the Trade Fair is held and by the Regulations of the Enclosure.

EIGHTEENTH. – Penalties

18.1 Assembly

ICEX may impose penalties following an inadequate or poor finish, the use of faulty or badly preserved materials, and in general, for any assembly deficiencies. Such penalties shall be reckoned pro rata to the damages caused.

Any delivery delay on the agreed schedule (12 hours before each one of the Trade fair Openings) shall entail a 4% penalty on the total amount of the Contract for each of the first three (3) hours or fraction of an hour, with an additional 10% surcharge from the fourth to the sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be more than the result of applying 50% to the total consideration of the Agreement.

In the event that the works are not completed when the opening of the Fair takes place, ICEX may, notwithstanding the penalties foreseen in the foregoing paragraph, claim damages from the Contractor (likewise referred to as the Awardee).

When delay in completion of works is due to any breach of the Trade Fair Regulations, the penalty system abovementioned shall be enforced.

If all the required elements of the stands are not made available to the participants in due time and

manner, ICEX is entitled to apply the penalties it deems appropriate, and ICEX reserves the right to lease such elements to third parties.

18.2 Pavilion maintenance and deficiencies during the fair

ICEX may impose penalties if the execution of the Pavilion maintenance work during the duration of the fair is not carried out properly and within a reasonable period of time to guarantee the normal functioning of the Pavilion; The amount will be set in proportion to the damages caused by the delay and/or poor execution of the work, after hearing the contractor and by agreement of the contracting authority.

Likewise, ICEX may establish penalties for damages caused during the days of the fair resulting from the use of inappropriate materials, materials not approved by the fair regulations, due to defects in the installation of constituent parts of the stand, which will also be assessed the implications for ICEX or third parties may arise from omissions, errors, inadequate methods or incorrect conclusions in the execution of the contract. The successful bidder must carry out the correction of defective or incorrect work at his own expense. Penalties will be calculated in proportion to the damages caused, after hearing the contractor and by agreement of the contracting body.

The higher penalties for these concepts will be the following:

- Due to deficiencies in maintenance work during the days of the fair, it may be up to 10% of the contract price.
- Deficiencies in the pavilion, as set out above, that appear during the days of the fair, up to 10% of the contract price.

18.3 Dismantling

ICEX may establish penalties in the event of an inadequate dismantling and withdrawal of the elements used in connection with the decoration of the Pavilion, pursuant to the Fair Grounds Regulations thereon pro rata to the damages caused.

Breach of the dismantling schedule as set out in the Fair Grounds Regulations shall entail the application of a penalty.

Any dismantling delay on the agreed schedule by the Fair Ground Regulations shall entail a 4% penalty on the total amount of the Agreement for each of the first sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be less than 10% of the aggregate consideration for the Contract.

18.4 Non-celebration of the fair

In the event of the Fair is not held, or the Pavilion is cancelled, ICEX will only cover the expenses incurred by the Contractor from the date of communication of the start of the work (and in relation to it) until the date of formal notification of this circumstance by ICEX. To be reimbursed, the Contractor must previously present all invoices or other documentation of expenses incurred up to that date.

NINETEENTH. – Termination

ICEX is entitled to terminate the Contract following a breach of the Contractor of any of its contractual obligations, in addition to any claim for damages and legal remedies which may be available.

TWENTIETH. - Applicable legislation

Dressing works shall be governed by the terms of the contract entered into between the awardee Contractor Company and by the tender specifications, which shall be incorporated to the same, and in default of the above, the Spanish legislation shall be applicable.

TWENTY-FIRST. – Jurisdiction

In order to solve any dispute, disagreement, issue or claim which may arise from the performance or construction of the Contract executed with the successful Awardee of this tender, the matter will be referred to the ordinary Courts. The parties, renouncing the jurisdiction that may correspond, expressly submit to the Courts of the city of Madrid.

SECTION B – TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS

Trade Fair	Date	Venue	Estimated surface
Hospitality Design Show HD 2025	6 th -8 th May	Mandalay Bay (Nevada, Las Vegas)	278.70 sqm (3,000 sqft)

The bidder must submit a proposal fitted to the design provided

The awardee shall be responsible for compliance of all technical regulations established by the Trade Fair Organization and the Convention Center, and to submit them layouts subject to approval, as well as for the payment of the deposits required by Organisers to allow the works at Exhibition Hall, all of which should be included in the Tender price.

The plans attached are only indicative. Final layouts will be sent to the awardee well before the dates of the Show. The modifications will be made by the contractor at no extra cost.

Furthermore, the decorator undertakes to pay any fee arising from performance of work outside hours at the venue, and any other fee that the venue organization might request, both at the beginning and at the end of the show, which are not included in these specifications.

The tender should include in the technical documentation:

- A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the bidders.
- Construction details of all the main elements of the project.
- Photographs of samples of the proposed materials and systems.
- Pictures and descriptions of the proposed furniture and lighting fixtures.

The bidder must consider in its quotation the following works:

The structure of the pavilion should undertake an open space scheme with the following requirements:

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1. FLOORING

The floor of the Pavillion will be covered with carpet white or black **without padding**.

Each exhibitor will be able to decide between black or white color without extra cost. Other colors will be installed at extra cost and invoiced to the exhibitor separately. The bid should include the cost per sqft for optional carpet colors different from black or white.

In order to protect the floor materials, visqueen or similar cover will have to be installed over them prior to installation of the exhibits. Works to remove the cover before the opening ceremony must be included in the overall price, as well as works to remove all floorings after the show closes and all relevant work costs related to the floorings.

To minimize wrinkles and allow the pass of flat wires under the carpet in order to give electrical service to floor sockets, thick carpet will be highly appreciated.

A sample (photograph) of the proposed white and black carpet should be included in the bid.

The following will be highly valued in the **FLOORING** section (max. 2 points):

- Good quality material for the carpet (max.2 points)

2. STRUCTURE AND WALLS

The Pavillion structure will be about 11 ft high (approximately 3.35 m) with square section approximately 5 x 5 in (approximately 0.1270 x 0.1270 m) columns and beams preferably in dark grey finish. The structural system can be custom made or modular based system, but it should achieve a regular finish without visible joints or grooves (octanorm, maxima or similar modular systems are not recommended unless they are concealed). Custom made hollow steel system will be highly appreciated in order to allow the pass of wires.

The walls will be about 11 ft high (approximately 3.35 m) made of wooden panels (hollow when needed to allow wires pass) and painted in white or black color. Each exhibitor will be able to decide between black or white color without extra cost. Other colors will be provided at extra cost and invoiced to the exhibitor separately. The bid should include the cost per sqft for optional wall colors different from black or white.

A continuous look should be achieved without any spaces, structural elements or joints visible.

If proposed walls are not resistant enough to allow the installation of some products on exhibit, they will be reinforced where needed without extra cost.

In case some exhibitors want to add a storage room, it will be built at extra cost and invoiced to the exhibitor separately. The bid should include the cost per sqft for storage room, typically 3 x 3 ft, (approximately 0.9144 x 0.9144 m).

Storage rooms will be made of wooden panels, same height as the walls, painted in the color selected by the exhibitor. Every storage room has to include a set of heavy-duty shelves, a hanger and a lockable door.

The size of the booths will increase in 10 x 5 ft modules so that there will be only the following booth sizes:

10' x 10'	10' x 15'	10' x 20'	10' x 25'	10' x 30'
20' x 15'	20' x 20'	20' x 25'	20' x 30'	...

If there were any booths affected by the presence of columns of the Hall, the booth size may vary from the standard sizes listed above. ICEX booth might be 10 x10 ft in case of need.

Detailed description of the technical solution proposed and samples of every material involved should be included in the bid.

The following will be valued in the **STRUCTURE** section (max. 24 points):

- Columns and beams with good quality finish, with any visible modular elements concealed, ideally spray paint finish (max. 8 points)
- Good quality walls, with a continuous look without any joints between the panels, ideally spray paint finish. (max. 8 points)
- Ceilings with good quality finish, with any joints concealed, ideally spray paint finish (max. 8 points)

3. CEILINGS

Every stand will be partially covered with pieces of ceiling 10 x 3 ft (approximately 3.048 x 0.9144 m), made of wood white or black finish at about 11 ft height (approximately 3.35 m). Each exhibitor will be able to decide between black or white color without extra cost. Other colors will be provided at extra cost and invoiced to the exhibitor separately. The bid should include the cost per sqft for colors different from black or white.

Number of ceiling pieces for each booth size:

10' x 10'	10' x 15'	10' x 20'	10' x 25'	10' x 30'
1 piece	2 pieces	2 pieces	3 pieces	4 pieces

20' x 15'	20' x 20'	20' x 25'	20' x 30'	...
4 pieces	4 pieces	6 pieces	8 pieces	...

A continuous look should be achieved without any spaces, structural elements between the panels or visible joints.

If proposed ceilings are not resistant enough to allow the installation of some products on exhibit (typically pendant lamps), they will be reinforced where needed without extra cost.

In case any exhibitors want to add extra ceiling pieces (with or without downlights), they will be installed at extra cost and invoiced to them separately.

4. FURNITURE AND EQUIPMENT

The following elements should be included in the price tendered.

4.1. Basic furniture set:

- 1 table + 4 chairs.
- 1 waste bin.
- 1 lockable catalogue cabinet.

Number of basic furniture sets for each booth size:

10' x 10'	10' x 15'	10' x 20'	10' x 25'	10' x 30'
• 1 table + 2 chairs. • 1 waste bin.	• 1 set of furniture	• 1 set of furniture	• 1 set of furniture	• 2 sets of furniture
20' x 15'	20' x 20'	20' x 25'	20' x 30'	...
• 2 sets of furniture	• 2 sets of furniture	• 2 sets of furniture	• 3 sets of furniture	• ...

A description of each item of furniture including pictures, dimensions and materials should be included in the bid.

The following will be valued in the FURNITURE section (max. 5 points):

- Good quality of furniture based on pictures and descriptions provided by the bidder (max. 5 points)

4.2. Extra furniture:

The exhibitors will have the option to order items in addition to those included in the above set. To this end, a list of pictures, dimensions, materials and prices of the following optional items should be submitted:

- Table.
- Chair.
- Waste bin.
- Socket 120 V/500 Watts.
- Lockable catalogue cabinet.
- 42" screen, (socket included if necessary) with USB port
- DVD player, (socket included if necessary).
- Price per sqft of color printed graphics.
- Price per sqft of walls different from black or white. See STRUCTURE AND WALLS.
- Price per sqft of storage room. See STRUCTURE AND WALLS.
- Price per sqft of ceiling different from black or white. See CEILINGS.
- Price per unit of ceiling (with no downlights equipment). See CEILINGS.
- Price per unit of ceiling (with downlights equipment). See CEILINGS.
- Price per sqft for carpet colors different from black or white. See FLOORING
- Price per downlights equipment per unit of ceiling. See LIGHTING AND ELECTRICITY
- Price per unit of beam. See LIGHTING AND ELECTRICITY

A list of final exhibitor's requirements, both basic and extra, will be sent to the contractor well before the dates of the Show.

5. LIGHTING AND ELECTRICITY

5.1. General lighting:

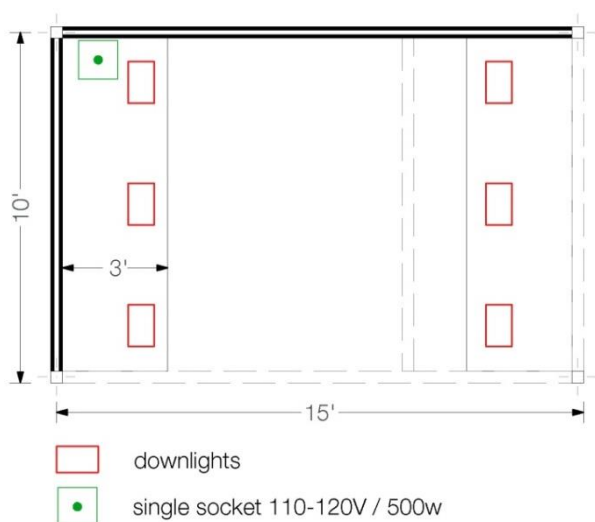
Ceilings over these booths will be equipped with recessed lights (downlights). The equipment proposed has to guarantee 465 Watt/50 sqft (100 Watt /sqm) of homogeneous and sufficient lighting. In order to guarantee exhibitor's products perfect lighting, adjustable downlights will be highly appreciated.

5.2. Electricity:

General lighting and sockets shown in the chart below will be included in the offer. The sockets will be provided at any chosen location (ceiling, walls or floor) at no extra cost.

10' x 10'	10' x 15'	10' x 20'	10' x 25'	10' x 30'
1 single socket 110-120V/500 Watt	1 single socket 110-120V/500 Watt	1 single socket 110-120V/500 Watt	1 single socket 110-120V/500 Watt	2 single sockets 110-120V/500 Watt

20' x 15'	20' x 20'	20' x 25'	20' x 30'	
2 single sockets 110-120V/500 Watt	2 single sockets 110-120V/500 Watt	2 single sockets 110-120V/500 Watt	3 single sockets 110-120V/500 Watt	



EXAMPLE OF BOOTH LAYOUT



EXAMPLE OF SINGLE SOCKET WALL



EXAMPLE OF SINGLE SOCKET CEILING



EXAMPLE OF PLUG STRIP WITH 6 OUTLETS

The Contractor will be in charge of and will be held responsible for the electrical fittings, and ordering of the general supply power previously described. All power and electricity costs of the above described must be included in the bid.

ICEX will provide the Contractor with the electrical requirements above described, and the Contractor will carry out all works related with power installations for both typologies of booths, starting from the general supply points and will provide all the necessary spotlights for general lighting purposes.

In addition, the contractor will be in charge of the carpentry works related to the installation of products:

- ceiling reinforcements.
- walls reinforcements.
- holes to allow the pass of products' wires and plugs through **ceilings** from the location of the products shown in the exhibitors floor plans to the selected electric service connections.
- holes to allow the pass of products' wires and plugs through **walls** from the location of the products shown in the exhibitors floor plans to the selected electric service connections.

All labor needed for fixing and connecting exhibitors products (typically pendant and wall lamps) will be ordered, and paid, by each exhibitor directly to Convention Center, but:

The awardee must offer this service at an additional cost, allowing the exhibitor to hire the installation of their lamps through the awardee instead of dealing directly with the Convention Center

All exhibitors will equip their products with American plugs. The awardee must provide European plug adapters if any exhibitor requires them. All wires have to be hidden. All power provided based on 110V

A description including pictures, technical details, number and location of downlights should be included in the bid.

The following will be valued in the ELECTRICAL AND LIGHTING section (max. 15 points):

- Adequate appearance of ceilings with recessed lights (max. 10 points)
- Adequate location and number of ceilings and recessed lights (max. 5 points)

6. SIGNAGE

6.1. Pavilion's Identification

The text-logo "INTERIORSFROMSPAIN" will be placed on the head of the islands facing Hall entrances and/or main aisles. The bidder will propose a total number of signages (no less than 6 units) taking into account the size, number of islands and relative position of the Pavilion of Spain at each show and edition.

INTERIORS FROM SPAIN

Plans attached are only illustrative. Final layouts may vary and will be sent to the awardee well before the dates of the Show.

The signage will be based on the use of individual 3D letters that will be lightboxes with frosted polycarbonate panel lit with LEDs from inside the structure of the letter "O" in the word "Interiors"

6.2. Booths' identification

Every booth will be identified by labels with its booth number. Each label consists of a dark grey color cut out vinyl with booth number. Font will be Helvetica Neue Bold. ICEX will send a list of booth numbers to the awardee in good time before the dates of the Show.

The number of labels per booth will guarantee the visibility from any of the possible approximation ways to the booth.

The following will be valued in the SIGNAGE section (max. 14 points):

- Good quality of the INTERIORS FROM SPAIN signs, based on pictures and descriptions (max. 5 points)
- Enough number and adequate location of signs (max. 4 points)
- Good quality of Booths' identification vinyls, based on pictures and descriptions (max. 5 points)

7. ICEX BOOTH

A small booth typically 100 or 150 sqft size will be occupied by ICEX. In this area ICEX staff will provide visitors with general information about the Spanish companies. Final ICEX booth design will be provided by ICEX to the awardee in good time before the dates of the Show.

In addition to the furniture set provided to each booth, the ICEX booth will also be equipped with a custom-made information counter provided with shelves and a lockable area for brochure storage + 3 stools and a hook to hang bags.

In addition to the labels, the ICEX booth will be identified by a strip of logos (Gobierno de España- ICEX-FEDER-ISO stuck at some visible area of the booth or on the front side of the counter.

If ICEX booth is big enough, a storage room 3 x 3 ft or bigger will be provided, equipped with heavy duty shelves system, 8 coat hangers and 1 socket 110V / 500w for general purposes.

All walls might be covered with graphics, Art Final provided by ICEX.

8. CLEANING

Every stand must be completely cleaned before the arrival of the exhibitors. Once again, the stands must be completely cleaned one (1) hour before the opening, being this the sole responsibility of the Contractor. The successful bidder shall also be responsible for compliance of all regulations established by the venue's Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the show. This must be included in the overall price.

Annexes:

ANNEX 1 – Legal Documentation to be Submitted

Documentation to be submitted by the bidders:

- Certificate of Public Liability insurance or a third part risk coverage as per Clause Fourteenth of these Bidding Specifications and in accordance with the requirements settle in the Trade Fair Regulations.

ANNEX 2 – Technical Documentation to be Submitted

Documentation to be submitted by the successful bidder:

- The successful bidder shall submit, 15 days before formalizing the contract, a complete project plan for setting up the trade fair. For this purpose, ICEX shall provide in good time the final layout of the Spanish Pavilion, the list of companies taking part in the trade fair and the regulations of the Trade Fair Organization.

ANNEX 3 – Economical Offer

Documentation to be submitted by the bidders. Duly fulfilled.

ANNEX 4 – HD 2025 Spain'S Design Guidelines

Layout plans are only indicative. A final layout will be sent, if necessary, to the successful bidder in good time before the dates of the Show. The modifications will be built by the contractor at no extra cost