

## CONTRACTING PROCEDURE

- **Date availability**

Inquiries about date availability information should be made by phoning (+34) 944 040 072 or by e-mail to the following address: [mdearana@bec.eu](mailto:mdearana@bec.eu), identifying the event and specifying the erection, holding and dismantling days required.

- **Pre-reservation**

Once the necessary data have been provided, Bizkaia Arena will issue the "Pre-Reservation Confirmation" document, on which a reference number will be assigned.

It is valid for 15 days. If it has not been converted into a RESERVATION in this time period, it will be cancelled automatically, without prior notice, by Bizkaia Arena.

If there should be another similar request by another client, Bizkaia Arena will grant a maximum preferential time period of 2 days for it to be converted into a RESERVATION. If this does not take place, the pre-reserves dates will be left free.

- **Reservation**

For the reservation to be firm, i.e. granting the promoter the exclusive right to hold the event in question on the dates described, it is necessary to:

- Fill in the "Reservation Request" form (sent together with the "Pre-Reservation Confirmation") and send it back to Bizkaia Arena.
- Deposit the stipulated amount in the account number provided for this purpose, indicating the reference number shown on the "Pre-Reservation Confirmation" document.
- Bizkaia Arena will send the corresponding confirmation of RESERVATION.
- Signing of the contract should take place within a maximum time period of 30 days. If the said contract is not formalised, the RESERVATION will automatically be cancelled, with the promoter losing the amount provided as a deposit.

- **Contract**

- If a client is contracting for the first time, the promoter will provide Bizkaia Arena with a copy of the valid authorisation of the representative of the organisation and of its incorporation as a company.
- On signing the CONTRACT, a second amount should be deposited, which is additional to the previous amount.
- Once the contract has been signed and the ticketing plan has been approved by the person responsible at Bizkaia Arena, sale of tickets for the event may begin.

- **Pre-Settlement**

- Prior to the event, Bizkaia Arena will send the promoter a detailed PRE-SETTLEMENT of the estimated costs.
- This PRE-SETTLEMENT must be paid in full to enable erection and assembly work to begin.

- **Settlement**

- Bizkaia Arena will present the promoter with the final SETTLEMENT for the event.
- Final settlement, in one direction or the other, will take place in the maximum time period of one (1) week.

For further information on this matter, please do not hesitate to contact us.