

STAND ASSEMBLY RULES

1. STAND ASSEMBLY / DISASSEMBLY SCHEDULE

- The stand's assembly schedule will be:
Day: Monday, April 1st, 2019
Time: from 15:00h to 19:00h
- The stand's disassembly schedule will be:
Day: Thursday, April 4th, 2019
Time: from 17:00h to 20:00h

2. QUANTITY OF MATERIAL

Please prepare material for 250 people.

3. MATERIAL SHIPPING

Please follow the instructions on the next page.

4. COLLECTION OF MATERIAL

Any material to be collected by logistics companies outside the organization must be perfectly marked and delivered to the Granada Conference Centre. Neither the Conference Centre nor the Technical Secretariat will be responsible for any material that does not follow these instructions for collection.

5. MAXIMUM HEIGHT

Please do not exceed maximum space of 3x2 metres, and maximum height of 3 metres.

The use of Carpet is advisable:
When using just tables/chairs in the stand

The use of Carpet is mandatory:
When using modular structure/ design stands

6. ELECTRICAL NEEDS

VERY IMPORTANT: Please submit a written request for you electrical needs and furniture to the following email address: mgil@fase20.com.

Please, send an email to mgil@fase20.com in case you want to hire some of the following options:

-A modular structure: which has carpet + light + structure + sign

-Just carpet + light

-Just carpet

-Just light

You must always provide your own power strips in order to connect to the nearest socket.

7. INFORMATIVE MANUAL OF EXHIBITORS

As a way to facilitate your participation in the commercial exhibition, we are glad to send you our Exhibitor Informative Manual for extra services.

In order to complete your application, completing the hiring form attached and sending it to the Palacio de Congresos of Granada (to the two addresses below), is enough.

All services require a time for planning and controlling, so we beg you to formalize the hiring at least 15 days ahead of the celebration of the event.

ORDER FORM

The order form must be completed and sent to the email address provided. In order to process said order and give the correct performance of the service, the delivery of the form and the payment of the services must be done at least 15 days prior to the start of the assembly. Otherwise, we don't guarantee the supply of the services.

Order forms sent 48 hours before the start of the event will have a 30% charge, subject to stock availability.

FURNITURE CATALOGUE

In this catalogue we offer both standard and design furniture. There are several types of modular stands and one section dedicated to each design stand. Prices and stock availability are also included.

We conduct the printing for the exhibitors who request it.

EXHIBITOR/ORGANISER REGULATION

In this document the obligatory rules to be fulfilled by the exhibitor and the organiser are included.

EXHIBITOR/ORGANISER REGULATION

Regulation:

Exhibitors can decorate and equip their stand as they desire, always respecting the following rules:

- It is strictly forbidden to pierce the walls, ceiling or floor from the exhibition area. Any alteration or damage caused to the rooms or facilities will be repaired and the costs assumed by the exhibitor accountable for it.
- It is strictly forbidden to lay wires on the floor, hallways, public areas, access doors and emergency doors (except when they have the corresponding protection and the explicit consent from the Management of the venue has been given). Any alteration or damage caused to the rooms or facilities will be repaired and the costs assumed by the exhibitor accountable for it.
- Not the Technical Secretariat nor the venue will be responsible in any case of the objects property of the exhibitor.
- In any case, the access to fire extinguishers or any other emergency or security signal could not be hindered.
- Decorative and advertisement elements of the stand must not surpass its perimeter and height. Hallways could not be used in any case.
- Any decoration that could be offensive to other exhibitors is forbidden.
- Any kind of advertisement through speakers must be adjusted in order not to interfere with the activities being held in the rooms nor with the rest of the exhibitors.
- According to security regulations, all materials used must be fireproof.

Modular stand of the venue

- Pre-made stands, modular panels and any other material property must be returned in the same condition as it was given; any damage caused by mistreatment will be charged to the exhibitor, directly under the supervision and responsibility of the contractor.
- It is strictly forbidden to paint the stand or to stick papers (unless a special material that does not leave any mark or stain is used, like double-sided tape or a putty adhesive like Blu-tack, and the exhibitor will be responsible of its removal). In any case, it is strictly forbidden to attach paper stickers or any other material on the panels without the consent of the Technical Secretariat, otherwise, the exhibitor will be held responsible for the damage and it will be fully paid to the Technical Secretariat.
- It is strictly forbidden to pierce or nail on the surface with objects that can damage the material.
- Once the stand has been assembled, as requested by the client, any modification has to be approved by the Technical Secretariat and the expenses of it will be paid by the exhibitor.

DESIGN STANDS

- Exhibitors that haven't hired pre-made or modular stands, must present the blueprints to the Management of the venue for their approval. They must also pay the fixed design price.
- The use of adhesive tape to secure carpets can only be possible with the approval of the venue. Damage caused because of disregarding this rule will be charged to the accountable person.
- Design stands that are more than 2,50m high must leave any wall that is next to another stand or open, painted or upholstered.
- Exhibitors are committed to leave the space the same way it was when it was given to them, being held accountant of the damages that could have been caused to the organisation.
- Every exhibitor must request the Technical Secretariat the electric panel with the power they need by completing the order form and paying the fee for both the panel and the power consumption.

MATERIAL SHIPPING RULES

Please properly identify the material that you send previously according to the following indications:

MERCHANDISE RECEPTION

The contact person for the reception of material will be Maria José Gil. The unloading time will be from April 1st (from 8.00 am until 20.00 pm) until the end of the Conference. Please previously identify the material that you will send according to the following indications:

IDENTIFICATION

All the merchandise must be perfectly identified with the data of the Conference:

6TH INTERNATIONAL CONFERENCE ON FOOD DIGESTION GRANADA 2019
2nd-4th April 2019

MATERIAL (Specify content and purpose): _____

DELIVERY DATE: _____

No. of packages: _____

Sender: _____

Address

Palacio de Exposiciones y Congresos de Granada
Att: Alberto Eleno (infogest)
(Granada Exhibition & Conference Centre)
Paseo del Violón, s/n
18006 Granada, SPAIN

8. -DOCUMENTATION FOR THE CONFERENCE BAG

All the documentation that goes in the bags of the congressmen will have to be in the Granada Conference Centre on Monday, April 1st, from 09.00 to 18:00

Note: No shipments will be collected before this date.

Contact person: María José Gil

IDENTIFICATION: All shipments must be properly identified with the following data:

6TH INTERNATIONAL CONFERENCE ON FOOD DIGESTION GRANADA 2019

(Company name)

2nd-4th April 2019

Number of packages:-----

Sender:-----

Address

Palacio de Exposiciones y Congresos de Granada
Att: Alberto Eleno (infogest)
(Granada Exhibition & Conference Centre)
Paseo del Violón, s/n
18006 Granada, SPAIN