



## EXHIBITION MANUAL

### Build up

Wednesday 22<sup>nd</sup>: 15.00 -21.00

### Exhibition open

Thursday 23<sup>rd</sup>: 07.15 – 16.30

Friday 24<sup>th</sup>: 07.15 – 17.00

Saturday 25<sup>th</sup>: 07.15 – 13.00

### Dismantling

Saturday 25<sup>th</sup>: 13.00 – 23:00

- Stand building must be complete and the site clear by 21.00 on Wednesday May 22<sup>nd</sup>.
- The removal of merchandise will be on Saturday May 25<sup>th</sup> before 23:00 PM. Should you need storage space during the following day, this must be accorded with the hotel and depending on the availability. Furthermore, the hotel has the right to inform on any extra cost depending on the volume of the storage space needed. In this case the merchandise must be properly identified when placed in congress storage indicated by the venue.

### Storage

There is no storage room on the hotel for building material, please arrange with your freight forwarders to remove the extra material after build-up and to deliver it on time before dismantling.

**Booth Technical Information:** Maximum building height: **3.00 m**

**For those companies with shell scheme rented at 60€/sqm this includes:**

- |                                           |                                     |
|-------------------------------------------|-------------------------------------|
| - 3 exhibitor's badges for each 9 sqm     | - 1 table and 2 chairs              |
| - Cleaning on public areas and aisles     | - Fascia board for company name     |
| - Acknowledgement at the Congress Website | (max 20 standard letter characters) |
| - Lighting at 50 w/sqm                    | Lacquered contour, lacquered side,  |
| - Electrical supply (1,2Kw)               | dotted white wal                    |
| - Carpeting                               |                                     |

For additional power, additional furniture and/or personalized stand design and vnyling the company to be contacted is **SERVIS Complet**.

Contact person: Ángela Jiménez: [ajimenez@servisgroup.es](mailto:ajimenez@servisgroup.es)

**Please let us know in case you will opt for a shell scheme before March 31<sup>st</sup> by emailing [m.pedrals@torrespardo.com](mailto:m.pedrals@torrespardo.com)**



**For those companies with only space rented, this includes:**

- 3 exhibitor's badges for each 9 sqm
- Cleaning on public areas and aisles
- Acknowledgement at the Congress Website
- Electrical supply (1,2Kw)

**Main entrance for material for the set-up /stand builders**

The entrance to the hotel to be used is the one located on "Calle Rosario Pino" where there is an entrance to download the material as well as a ramp to the Aranjuez hall, where the booths are built.



Please note that the hotel does not provide equipment such as the forklift for the unload and transport of the material. It is the obligation of the exhibiting company or booth builder to have the required equipment for the unload, set up and transport.

It is mandatory to inform us in advance if you are sending heavy machines / electronical devices which are fragile and with voluminous measurements.



### **Delivery of material**

The material has to be received on May 22<sup>nd</sup> in the morning. Material sent to Hotel Meliá Castilla has to be **properly identified** as follows:

HOTEL Meliá Castilla - Salon Aranjuez (REF. IACES Course)

Calle del Poeta Joan Maragall 43

28020 Madrid

Attn. **Miguel Salido**

Company Name:

Nr. booth:

Nr. boxes:

### **Lunch**

Lunch is not included in the registration fee. Lunch could be provided by those companies organizing a Workshop.

### **Main Contact Details**

#### **Exhibition and sponsorship**

Ms Mireia Pedrals

[m.pedrals@torrespardo.com](mailto:m.pedrals@torrespardo.com)

IACES Course Technical Secretariat

Torres Pardo S.L.

T. 34 93 246 35 66

#### **Registrations & Accommodation**

Mr Spiros Batrakoulis

[spiros@torrespardo.com](mailto:spiros@torrespardo.com)

IACES Course Technical Secretariat

Torres Pardo S.L.

T. 34 93 246 35 66 - F. 34 93 231 79 72

#### **Hotel Meliá Castilla**

HOTEL Meliá Castilla

Calle del Poeta Joan Maragall 43

28020 Madrid, Spain

**Contact person only for logistics and delivery specifics not included in this manual**

Mr Miguel Salido

[miguel.salido@melia.com](mailto:miguel.salido@melia.com)

#### **Booths - Furniture rental**

Servis Complet

Ángela Jiménez: [ajimenez@servisgroup.es](mailto:ajimenez@servisgroup.es)



## **OTHER DETAILS**

### **Internet**

Free WIFI access for delegates and exhibitors will be provided

### **Coffee breaks**

Coffee, tea and other refreshments will be available in the exhibition area during the breaks.

### **Cleaning service**

The exposition hall will be cleaned overnight each day of the meeting, but optional individual booth cleaning must be purchased apart. All stands must be delivered clean by the exhibitor after the build-up. You can order individual cleaning at 25€/h directly with the hotel.

### **Security**

There is no security service specifically in the exhibition area so you are responsible of any material left unattended on the stand during the congress and overnight. The room will be locked overnight but with no supervision whatsoever.

### **Literature distribution**

We would ask you to restrict any literature distribution to the confines of your own stand.

### **Liability**

By registering for the Congress and/or by participating in the exhibition joined to the Congress, participants and exhibitors agree that IACES, the Organizing Committee or the PCO do not assume any responsibility for damage or injuries to persons or property during the Congress. Participants and exhibitors are advised to organize their own health, travel and personal insurances.

**IMPORTANT: Booth invoice & other collaborations should be paid  
before the start of the Congress**