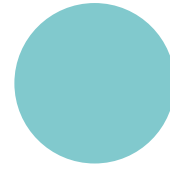


EXHIBITORS' HANDBOOK



We support the Sustainable Development Goals



Dear exhibitor,

Please, find enclosed our Exhibitors' Information Pack which we hope will provide you with all the information you require regarding the hiring of services for the commercial exhibition being held simultaneously with the _____.

To complete your application complete the hire forms found in this manual and send them to the email address as detailed below.

We require some time to arrange these additional services, so we would be grateful if you could return these forms by _____ at the latest.

We cannot guarantee that we will be able to provide services requested after this date. If they can be arranged, an extra 25% shall be charged.

We hope you find this information helpful.

Kind regards,

The València Conference Centre

GENERAL ACCESS AND PARKING

Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Valencia Conference Centre (VCC) that leads directly to the loading and unloading area.

The ancillary access road is for loading/unloading only, no parking is allowed on this road.

The VCC provides trolleys and pallets jack for transporting goods to your stand.



The process for dismantling is the same as assembly.

If you need a container to dispose of waste materials at the end of the event, ask the contact person in this manual, the cost of this service varies depending on the size and type of material to be disposed of.

The containers are found on the auxiliary road, so they are easy to access.

DISMANTLING



GOODS RECEPTION AND STORAGE

- All goods must be clearly marked with the name and the date of the conference, the name of the company and a contact telephone.
 - Goods may be received up to 48 hours, or two working days before the conference begins.
 - The VCC is not responsible for goods reception. Therefore, it is essential that you or someone from your organisation supervises the arrival of goods. Alternatively, you can hire staff who will ensure that your goods arrive safely. If you hire porters, you will need to provide detailed information on the items you are having sent to the Centre.
 - Once the stands have been built, any surplus materials should be left in the loading bays specified by de VCC so that the stands areas are clear.
-
- When the conference is over and the stands have been taken down, all goods should be left in the Centre's loading bays. Any material left in the exhibition area will be thrown away.
 - All materials left in the loading bays must be collected within 48 hours or two working days. After this time, we will assume that the exhibitor no longer wants the materials. These will be removed, and the exhibitor may be charged for the removal.



EXHIBITION

HALL

DESCRIPTION

The points marked with triangles on the exhibition area of the enclosed floorplan are slopes. Please, check whether your stand is on a slope as, if it is, you will need a wedge to level it out. This is not necessary if you have ordered a modular or custom-made stand from the Valencia Conference Centre.

DESCRIPTION:

- Floor: granite
- Floor load capacity: 300 kg/m²
- Walls: polished limestone.
- Variable height due to ceiling design, from 8.6m to 14.75 m..
- Ceiling lights: led lamps.

Holes may not be made in the walls, ceiling or floor of the exhibition hall. Any alterations or damage to rooms, facilities or objects will be charged to the exhibitor responsible.

DAYS AND DATES OF ASSEMBLY AND DESMANTLING

SET UP

- Set up by exhibitors who have hired a stand from the Centre: _____.
- Set up by exhibitors who bring their own stand: _____.

All merchandise, packaging, etc. must be removed from access walkways by _____ on _____ so that they can be cleaned.

Decorations and finishing touches to your stand are permitted only within the stand itself.

DISMANTLING

- For all exhibitors: _____.

It is not permitted to dismantle any stand until the specified time, or while there are attendees inside the auditoriums or rooms.

CONSTRUCTION OF STANDS MODULARS

To apply for a modular stand, please fill in form 2 with the chosen option.

Stands must be left as they are found. Please, do not paint them or stick paper on them unless you use special double-sided tape which leaves no marks on the surface.

The exhibitor will be invoiced for any damage caused to the stand.

CUSTOM-MADE AND POP-UP STANDS

The plans for custom-made stands must be sent for approval by the VCC technical department.

In order to demarcate the area of each stand, all stands, including pop-up stands or those with only furniture, must be mounted on carpeting or use boundary vinyl.

Stands which are not custom-made, or are not modular or pop-up must bring a backdrop as posters cannot be attached to the wall.

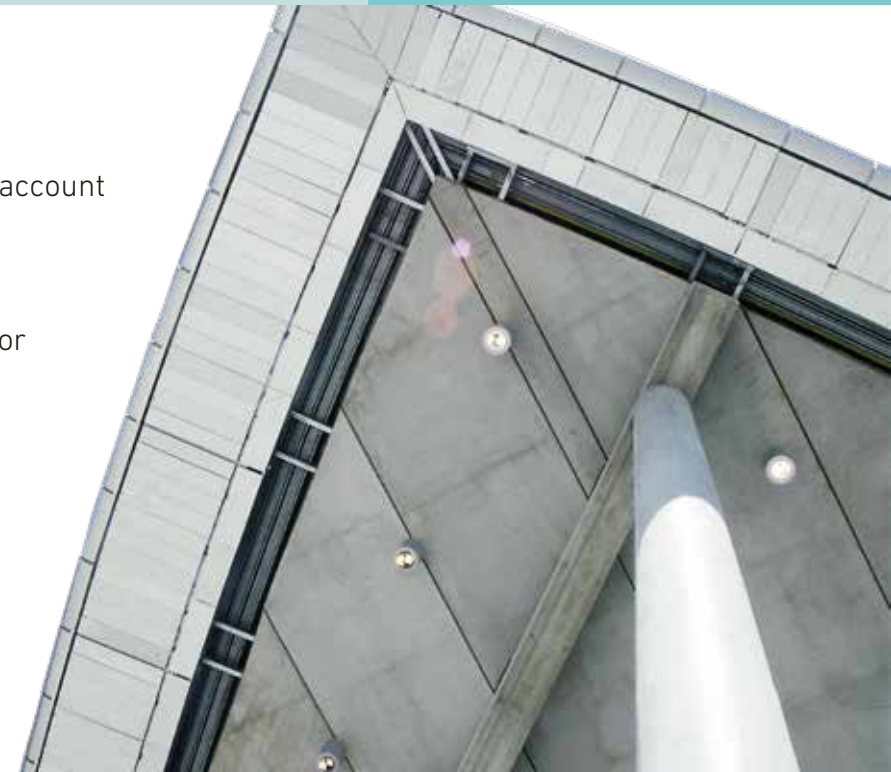
**WE DESIGN
BESPOKE
STANDS.
FOR
MORE
INFORMATION
CONTACT**

US

GENERAL PROVISIONS

Exhibitors may decorate and equip their stand as they wish, as long as they take into account the aforementioned rules and the following:

1. Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decoration which could offend any or all of the exhibitor will be permitted.
2. Unfinished parts of the stand must not be visible, even from outside the building. The stand's design must take this into account if it is located in front of the glass side of the building or if one of its neighboring stands is lower than it.
3. Loudspeakers and other similar devices are prohibited. Pamphlets and samples may only be distributed within the stand itself.



Exhibited goods, stand components and packaging materials are left in the VCC exhibition hall or rooms at the exhibitors' risk.

As a preventive measure, the VCC advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. The VCC declines all responsibility for lost or stolen items.

We can provide additional security on request. An order for this service is enclosed.

THEFT

EXHIBITORS' CIVIL LIABILITY

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by persons authorized to act on his behalf.

The exhibition halls and walkways will be cleaned after the set up.

Exhibitors are responsible for cleaning their own stand. An order form is attached for extra cleaning services.

Cleaning will only be allowed when the exhibition is closed to visitors.

STAND

CLEANING

OTHER

INFORMATION

The exhibition organisers and the Valencia Conference Centre management reserve the right to modify these terms and conditions at any time.

The exhibition organisers will inform exhibitors of any changes.

All information and instructions given to exhibitors by the organisers are an integral part of these regulations.



CATERING SERVICE

The VCC has a contract with an official caterer for the exclusive rights to provide foods and drinks in the Conference Centre's restaurant and cafeteria, and to deliver food and drinks to stands.

<https://palcongres-vlc.com/en/our-cuisine/>

Exhibitors are therefore required to contact these official caterers for all food, drink, buffet and cocktail orders.

Elena Cerveró
Account Manager
Tel. +34 963 17 94 25
elena.cervero@gourmetcatering.es



OUR STANDS' WOOD

We use wood with FCS and PEFC certifications and the GLOBAL G.A.P. Chain of Custody CoC Standard

All materials are reused and repaired when necessary. At the end of their life they are appropriately recycled.

ALUMINIUM

The durable and high-quality aluminium used in our stands has been reused for years.
It is 100% recyclable.



CARPET, CANVASSES AND FOAM

Carpet as well as canvasses are recycled with waste plastic as they are made from PVC. Foam is taken to a waste facility.

Sometimes, however, all this leftover material finds another use and its life is extending as it becomes bedding in an animal shelter or a primary material for a local artist who creates foam silhouettes of figures.

FURNITURE

Furniture is reused for years, and when we notice there are superficial flaws we arrange for it to be sent to another business or shop so it can continue to be of use.



SMALL ACTIONS

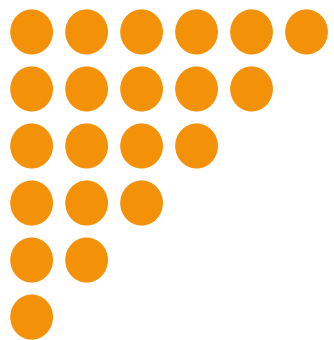
CAN HAVE

A BIG IMPACT

The use of sustainable materials can reduce the environmental impact of your event. Because of this, in line with VCC's commitment to the UN's SDGs, we will help you to take decisions to create a sustainable event that conserves our environment for future generations and supports disadvantaged.

WE RECOMMEND:

- Appropriately predicting the merchandise necessary for the stand, in this way transport and packaging usage can be reduced, creating less waste.
- That merchandise packaging for the stand be minimal and made of recycled material. Avoid the use of plastic film and use paper or cardboard as packaging material instead of plastic.
- Choose packaging that can be used for both incoming and outgoing goods, thus encouraging its reuse.



SERVICES



MODULARS A

MODEL A1

CHARACTERISTICS

Metal structure at the rear at 2.50 m. high, covered with MDF panels.
Fair carpet, color to choose..

LIGHTING

1 rail with 3 30 W led spotlights,
1 connection base (up 500 W) and 1 magnetothermal box.

LETTERING

1 frontlite canvas with digital printing of 305x250 cm, lining MDF panels.



MODEL A2

CHARACTERISTICS

Metal structure at the rear at 2.50 m. high, covered with MDF panels.
Fair carpet, color to choose.

LIGHTING

1 rail with 3 30 W led spotlights,
1 connection base (up 500 W) and 1 magnetothermal box.

LETTERING

2 frontlite canvases with digital printing of 300x250 cm and
200x250 cm, covering MDF panels.

MODEL A3

CHARACTERISTICS

Metal structure at the rear at 2.50 m. high, covered with MDF panels,
except in front. Fair carpet, color to choose.

LIGHTING

11 linear meters LED pill placed inside the perimeter of the structure to backlight,
1 connection base (up 500 W) and 1 magnetothermal box.

LETTERING

1 backlight canvas of 305x250 cm.



MODULARS

B



MODEL B2

CHARACTERISTICS

Aluminum structure orthogonal system at 2.57 m high.
Medians with boards in white melamine.
Grilled to ceiling.
1 frontis per facade.
Fair carpet, color to choose.

LIGHTING

1 rail with 2 30 W led spotlights.
1 connection base (up 500 W).
1 magnetothermal box.

LETTERING

2 PVC panels with digital printing of 300x50 cm and 200x50 cm, for frontispieces.



MODEL B3

CHARACTERISTICS

Metal structure at the rear and sides at 2.50 m high, covered with white melamine panels.
Fair carpet, color to choose.

LIGHTING

3 led spotlights 30 W.
1 connection base (up 500 W).
1 magnetothermal box.

LETTERING

1 100 cm long exhibiting company logo on wall.



CUSTOMIZATION OF MODULAR STANDS



DIGITAL PRINTING ON PVC

B2

Measurements for a 3x2 m stand:

- Back wall: 295 cm width x 249 cm length.
- Side wall: 1,95 m width x 249 cm length.



DIGITAL PRINTING ON PVC

B3

Measurements for a 3x2 m stand:

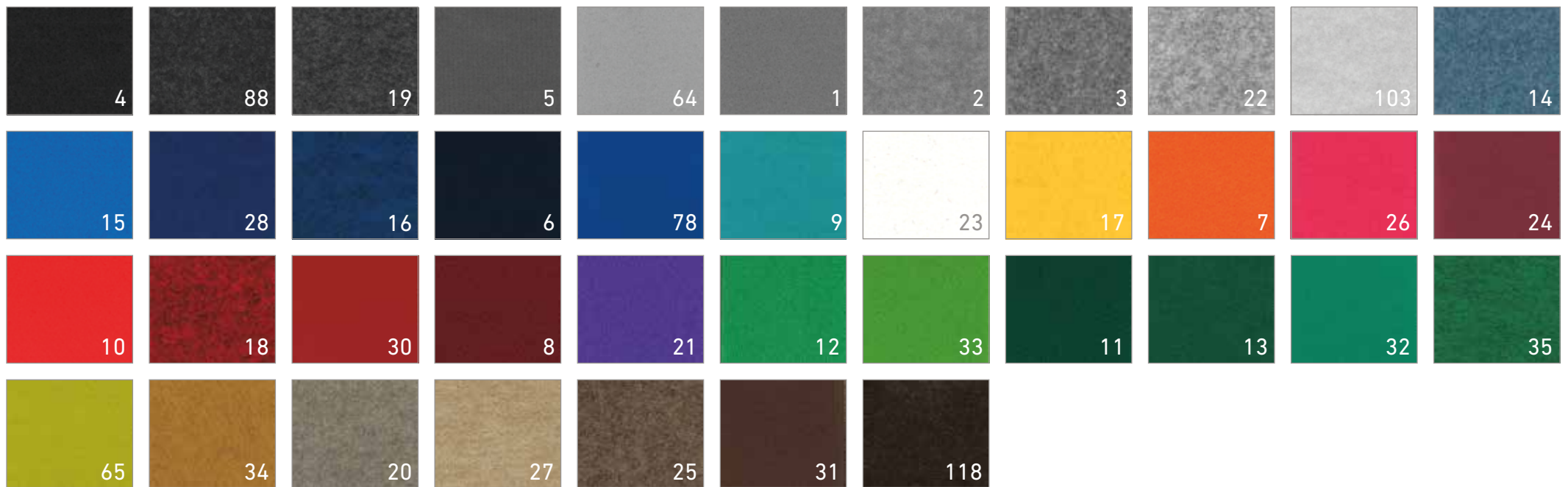
- Back wall: 300 cm width x 250 cm length.
- Side wall: 200 cm width x 250 cm length.



CARPET FLOORING

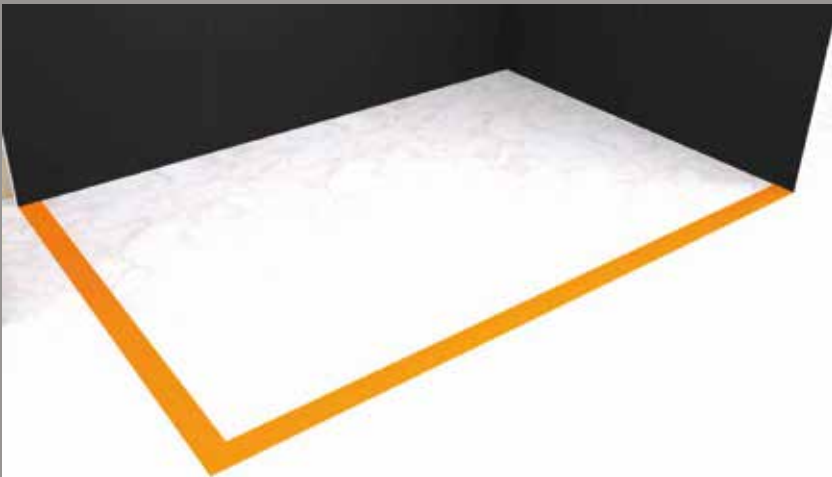
Carpet is included in the rental of a stand.
You can hire carpet only if you do not
wish to hire a modular stand.

In both cases you can choose from
the following range of colours.



VINYL DEMARCATIION

Vinyl demarcation of the stand's area,
laminated and durable enough to be walked on.
Instead of carpet...



	526 EG Sonne Yellow Jaune soleil		538 EG Sonnblau Bleu soleil		526 EM Sonne Yellow Jaune soleil		538 EM Sonnblau Bleu soleil
	527 EG Heller Yellow Blond d'or		537 EG Light Blue Bleu ciel		527 EM Heller Yellow Blond d'or		537 EM Light Blue Bleu ciel
	504 EG Persimmon Yellow Jaune persimmon		534 EG Turquoise Turquoise		504 EM Persimmon Yellow Jaune persimmon		534 EM Turquoise Turquoise
	525 EG Bright yellow Jaune vif		535 EG Teal Azul		525 EM Bright yellow Jaune vif		535 EM Teal Azul
	516 EG Light Orange Orange clair		536 EG Mint Menthe		516 EM Light Orange Orange clair		536 EM Mint Menthe
	509 EG Orange Orange		533 EG Forest Green Vert forêt		509 EM Orange Orange		533 EM Forest Green Vert forêt
	514 EG Poppy Red Rouge coquelicot		532 EG Dark Green Vert forêt		514 EM Poppy Red Rouge coquelicot		532 EM Dark Green Vert forêt
	523 EG Medium Red Rouge moyen		506 EG Cactus Green Vert cactus		523 EM Medium Red Rouge moyen		506 EM Cactus Green Vert cactus
	511 EG Crimson Red Rouge carmin		518 EG Crimson Green Vert carmin		511 EM Crimson Red Rouge carmin		518 EM Crimson Green Vert carmin
	503 EG Crimson Red Rouge carmin		517 EG Light Green Vert clair		503 EM Crimson Red Rouge carmin		517 EM Light Green Vert clair
	519 EG Red Rouge		531 EG Light Green Vert clair		519 EM Red Rouge		531 EM Light Green Vert clair
	515 EG Dark Red Rouge foncé		501 EG White Blanc		515 EM Dark Red Rouge foncé		501 EM White Blanc
	513 EG Burgundy Bordeaux		544 EG Light Grey Gris clair		513 EM Burgundy Bordeaux		544 EM Light Grey Gris clair
	524 EG Magenta Magenta		529 EG Light Grey Gris clair		524 EM Magenta Magenta		529 EM Light Grey Gris clair
	541 EG Pink Rose		508 EG Light Grey Gris clair		541 EM Pink Rose		508 EM Light Grey Gris clair
	522 EG Violet Violet		545 EG Light Grey Gris clair		522 EM Violet Violet		545 EM Light Grey Gris clair
	540 EG Cobalt Blue Bleu cobalt		530 EG Dark Grey Gris foncé		540 EM Cobalt Blue Bleu cobalt		530 EM Dark Grey Gris foncé
	512 EG Dark Blue Bleu foncé		502 EG Dark Blue Bleu foncé		512 EM Dark Blue Bleu foncé		502 EM Dark Blue Bleu foncé
	528 EG Vivid Blue Bleu vif		546 EG Light Grey Gris clair		528 EM Vivid Blue Bleu vif		546 EM Light Grey Gris clair
	520 EG Sapphire Blue Bleu saphir		547 EG Dark Blue Bleu foncé		520 EM Sapphire Blue Bleu saphir		547 EM Dark Blue Bleu foncé
	539 EG Navy Blue Bleu marine		507 EG Navy Blue Bleu marine		539 EM Navy Blue Bleu marine		507 EM Navy Blue Bleu marine
	505 EG Blue Bleu		543 EG Dark Blue Bleu foncé		505 EM Blue Bleu		543 EM Dark Blue Bleu foncé
	521 EG Medium Blue Bleu moyen		542 EG Dark Blue Bleu foncé		521 EM Medium Blue Bleu moyen		542 EM Dark Blue Bleu foncé
	510 EG Bright Blue Bleu vif		510 EM Bright Blue Bleu vif		510 EM Bright Blue Bleu vif		510 EM Bright Blue Bleu vif

FURNITURE

TABLES



Armoni table



Marte table



Office table



Marte D table



Small table

CHAIRS



Cubiña chair



Linus chair



Vulcano chair



Catifa chair



Mineral chair

SUPPORT FURNITURE



Closet



Chest of drawers



Floor-standing magazine rack



Coat rack



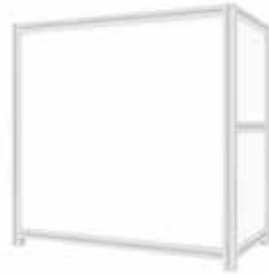
Poster board

FURNITURE

COUNTERS / BAR TABLES



Counter display case and glass top



Melamine counter



Wood counter



Pipa bar table



Cubic bar table

STOOLS



Cubic Stool



Marte stool



Catifa Stool

ARMCHAIRS / SOFAS



Sofa



Cúbico armchair

Once the forms on the following pages have been completed according to your requirements, send them by email along with this page before 14th October 2021 to the following address (please remember that a 25% surcharge will be applied if submitted at a later date.

VALENCIA CONFERENCE CENTRE

Contact person: Mónica Lull

Email address: mlull@palcongres-vlc.com

Telephone: +34 963 17 94 00



SUBMITTING ORDER FORMS

INVOICE INFORMATION

Company name	Stand name
VAT number	Stand number
Address	Contact person
State / Province / Town / Country	Email address
Postcode	Mobile phone

Rates for services shall be paid on receipt of the corresponding invoice.
The copy of payment and the bill will be sent by email.

Payment may be settled by Credit card. VCC only accept VISA or Mastercard.

Card number _____ / _____ / _____ / _____

Cardholder name _____

Expiry date ____ / ____

PAYING FOR SERVICES

Price shown for services exclude VAT.
VAT (21%) will be added
to the bill.

COMPLETE THE FOLLOWING

Stand number

Stand name

2

STAND ORDER FORM

MODELO	PRECIO	m ² (x)	COLOR MOQUETA
Stand A1	€175/m ²		
Sstand A2	€223/m ²		
Stand A3	€143/m ²		
Stand B2	€63/m ²		
Stand B3	€126/m ²		

If you would like Valencia Conference Centre to construct your modular stand, complete this form.

Important: If you stick any signage on the walls of stands, you must move it away at the end of the congress, if not, the cost of the cleaning will be charge to you. You will be excluded of this obligation if you have hired the signage directly to VCC.

COMPLETE THE FOLLOWING

Número del estand

Nombre del estand

3

CARPET ORDER FORM

COLOR	PRICE	m ² (_x_)
	€9/m ²	

VINYL DEMARCATIION ORDER FORM

COLOR	PRICE	m ² (_x_)
	€16/m ²	

STAND B2 (3x2 m) - CUSTOMIZATION

PRICE

BACK wall: 295 cm wide x 249 cm high	€588	
RIGHT hand wall: 195 cm wide x 2,49 m high	€392	
LEFT hand wall: 195 cm wide x 2,49 m high	€392	

STAND B3 (3x2 m) - CUSTOMIZATION

PRICE

BACK wall: 300 cm wide x 250 cm high	€602	
RIGHT hand wall: 200 cm wide x 250 m high	€399	
LEFT hand wall: 200 cm wide x 250 m high	€399	

STAND CUSTOMIZATION B

COMPLETE THE FOLLOWING

Stand number

Stand name

4

FURNITURE ORDER FORM

Price per event

MODEL PRICE QUANTITY

Armoni table - 76cm high x ø80cm	€56	
Marte table - 70cm high x ø90cm	€65	
Office table - 120x80x75cm	€49	
Marte D table - 75x130x71cm	€69	
Small table - 55x55x45cm	€24	
Cubiña chair - natural beech	€48	
Cubiña chair - stained beech	€48	
Linus chair	€30.50	
Vulcano chair	€30.50	
Catifa chair	€30	
Mineral chair	€38	
Closet- 59x37x80cm	€63	
Chest of drawers - 39x50x48cm	€42	
Floor-standing-magazine rack - 25x146cm	€70	
Coat rack - 177cm high x ø30cm	€50	
Poster board - 100x200cm		
Digital printing PVC panel 107.5x95.5cm (front WOODEN counter)	€105	

MODEL PRICE QUANTITY

Counter display case - 105x55x100cm	€189	
Melamine counter - 100x50x100cm	€165	
Wood counter - 120x50x100cm	€140	
Ripa bar table - 117cm high x ø60cm	€63	
Cubic bar table - 60x60x105cm	€66	
Light Cubic stool - 104cm high	€56	
Dark Cubic stool - 104cm high	€56	
Light Marte stool - 76cm high	€56	
Dark Marte stool - 76cm high	€56	
Catifa stool - 111cm high	€56	
White sofa - 174x85x64cm	€231	
Black sofa - 174x85x64cm	€231	
Black armchair - 73x64x67cm	€112	
White armchair - 73x64x67cm	€112	

COMPLETE THE FOLLOWING

Stand number

Stand name

5

POWER SUPPLY

For safety reasons, the electricity supply, any extra power and any other uses for non-modular exhibition stands must be hired through the VCC as all electricity connections have to be made using the VCC' electricity network.

If you wish to specify the location of the electrical supply requested, please attach it to this document when you send it to us.

ITEM	PRICE	QUANTITY
Single phase residual current device II (up to 3. kW)	€105	<input type="text"/>
Three phase residual current device III (up to 9kW)	€147	<input type="text"/>
30W led spotlight	€66	<input type="text"/>
30 W led spotlight on rail	€59	<input type="text"/>
Triplet extension	€28	<input type="text"/>

If your stand is located on one of the ramps in the exhibition area, you will need a wedge to level it. If your stand is bigger than 3x2 m then you may need a wedge and a platform. Ensure the needs of your stand are met through the person listed in this guide.

Wedges and platforms floors are included when any type of stand is contracted with the VCC.

WEDGES AND PLATFORMS FLOOR

ITEM	PRICE	QUANTITY
Cost of the wedge or platform per m2	€43.50	<input type="text"/>
Cost of board to equalise the surface per m2	€14	<input type="text"/>

COMPLETE THE FOLLOWING

Stand number

Stand name

6

HOSTESSES

- Minimum order: 4 hours in a row.
- Standard working hours are between 08:00 and 20:00. Outside of these hours the hourly rate will increase by 25%. A 40% surcharge will be applied on Sundays and bank holidays.
- Hostesses will take a lunch break in a working day of over 6 hours.

	PRICE	NUMBER OF HOSTESSES	DATES	TIME	LANGUAGE
Spanish only	€23.90/h				
Spanish + one more language	€26.00/h				
Spanish +two or more languages	€26.00/h				

Porters are staff who will help you to collect and carry merchandise, and to assemble and dismantle an pop-up stand.

- Minimum order: 4 hours in a row.
- Porters will take a lunch break in a working day of over 6 hours.

PORTERS

PRICE	NUMBER OF PORTERS	DATES	TIME	TASKS
€17/h				

COMPLETE THE FOLLOWING

Stand number

Stand name

7

CLEANING STAFF

Details of work to be undertaken daily:

- Emptying of waste-paper baskets.
- Dusting of furniture and exhibits.
- Removal of fingerprints from mirrors and glass.
- Vacuuming or mopping of the floor.

Daily cleaning of the stand: either in the morning before the exhibition or in the evening after closing.

ITEM	PRICE	DATES
Stand between 6-24 m ²	€45/day	
Stand between 25-48 m ²	€65/day	

VCC is a building which has a security service to meet its needs, but if the characteristics of the product displayed require an exclusive security detail then you must contract this service.

SECURITY STAFF

- Minimum order: 4 hours in a row.
- Porters will take a lunch break in a working day of over 6 hours.

PRICE	DATES	TIMES	TASKS
€24.50/h			

COMPLETE THE FOLLOWING

Stand number

Stand name

8

AV

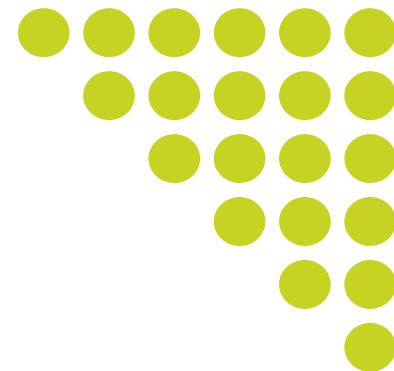
EQUIPMENT

- The rental of audiovisuals includes the assembly of the contracted equipment, dismantling and technical assistance in the event of a breakdown. If you should require the presence of technical staff, this must be contracted separately.
 - Members of technical staff do not handle or assemble third-party materials.
 - Rented AV equipment is to be used exclusively in the VCC.
- If the items are damaged, lost or affected by any irregularities, the latter shall always be on account of the contracting.
- If the number of hours or days the rented equipment is to be used is extended and this has not been requested beforehand, said extension must be ordered at least 24 hours in advance, and will be subject to VCC capacity to render the service. Rental prices for extended services shall carry a surcharge of 25% on valid charges.

ITEM	PRICE	QUANTITY	DATES
Fiber optic (100 MB/s) or WIFI	€255/event	<input type="text"/>	<input type="text"/>
Laptop	€98/day	<input type="text"/>	<input type="text"/>
iMac laptop	€133/day	<input type="text"/>	<input type="text"/>
Color laser printer	€91/day	<input type="text"/>	<input type="text"/>
46" led screen with support	€110/day	<input type="text"/>	<input type="text"/>
Other		<input type="text"/>	<input type="text"/>

ITEM	PRICE	QUANTITY	DATES
Kentia (120-150 cm)	€42/day	<input type="text"/>	<input type="text"/>
Yuka (100-200 cm)	€28/day	<input type="text"/>	<input type="text"/>
Ficus Benjamín (180-200 cm)	€28/day	<input type="text"/>	<input type="text"/>
Fern (50 cm diameter)	€28/day	<input type="text"/>	<input type="text"/>
Tabletop flower arrangement (ø30cm)	€55	<input type="text"/>	<input type="text"/>

FLOWERS AND PLANTS



VALENCIA
CONFERENCE
CENTRE



@PalcongresVLC
www.palcongres-vlc.com