

The background of the page is a photograph of the Valencia Conference Centre. The building is a long, modern structure with a curved roof and a facade of large, vertical glass windows. In the foreground, a group of people in business attire are gathered on a paved area, some talking and others walking. The scene is brightly lit, suggesting a sunny day.

**..... CONGRESS**

**EXHIBITORS' INFORMATION PACK**

**DATA**

**Valencia**

**VALENCIA CONFERENCE CENTRE**

## SETTING UP, DISMANTLING AND DECORATING STANDS

### General, Access and Parking

To ensure that stand set up and dismantling runs smoothly, please remember the following:

- Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Conference Centre that leads directly to the loading/unloading area. The bays in turn lead directly to the back of the stages and auditoriums.
- The ancillary access road is for loading/unloading only. No parking is allowed on this road.

### GOODS RECEPTION AND STORAGE

1. All goods must be clearly marked with the name and date of the conference, the name of the company, or if necessary Organization and the stand number the goods are to be delivered to.
2. Goods may be received up to 48 hours, or two working days, before the conference begins, depending on other events that may be taking place at the Centre. Please confirm delivery times.
3. The Valencia Conference Centre 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 security staff who will ensure that your goods arrive safely and are put where you need them. If you hire security staff, you will need to provide detailed information on the items you are having sent to the Centre.
4. Once the stands have been built, any surplus materials should be left in the loading bays specified by the Conference Centre so that the stand areas are clear.
5. 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.
6. 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.

We hope that these guidelines will ensure that the flow of goods and materials in and out of the Centre runs smoothly and will avoid any possible confusion.

- Please find enclosed a map showing vehicle access for the Valencia Conference Centre.

### Exhibition hall description

For access to, location and size of goods entrances, please see enclosed floor plans.

**Very important:** The points marked with triangles on the exhibition area 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
- Walls: polished limestone
- Floor load capacity: 300 kg/m<sup>2</sup>
- Headroom: variable height due to ceiling design, from 8.6 metres to 14.75 metres.
- Ceiling lights: halogen 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.

## 2.4. Stand description

For stand set up and equipment, please refer to the descriptions supplied on the following pages.

Stands must be left as they are found. Please do not paint them or stick paper to 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.

All stands must have a back panel and carpeting. Customers who have not brought their own must hire them from the Valencia Conference Centre using the enclosed forms

Electricity, telephone, fax and internet lines can be ordered using the enclosed forms.

## VALENCIA CONFERENCE CENTRE REGULATIONS

### Theft

Exhibited goods, stand components and packaging materials are left in the Valencia Conference Centre's exhibition halls or rooms at the exhibitors' risk.

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

The Valencia Conference Centre can provide additional security on request. An order form for this service is enclosed.

### Exhibitors' civil liability

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

### Catering service and delivery of food and drinks to stands

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

Please contact:

#### **GOURMET PARADIS CATERING**

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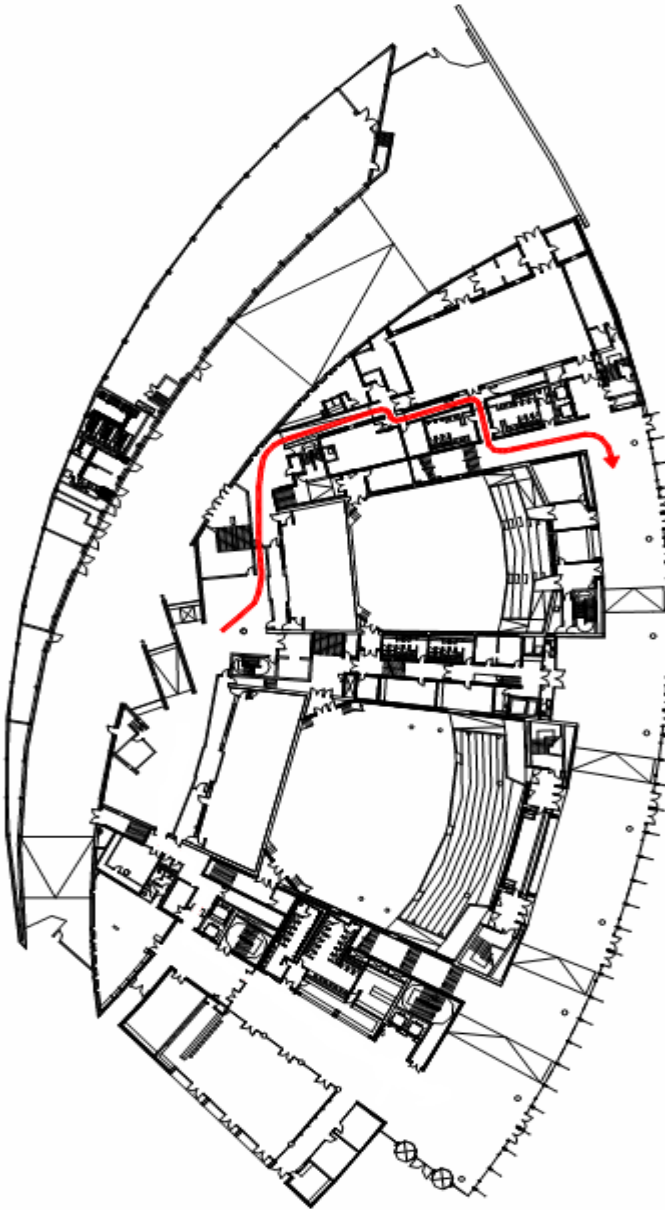
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E-mail: [veronica.lomartire@gourmetcatering.es](mailto:veronica.lomartire@gourmetcatering.es)

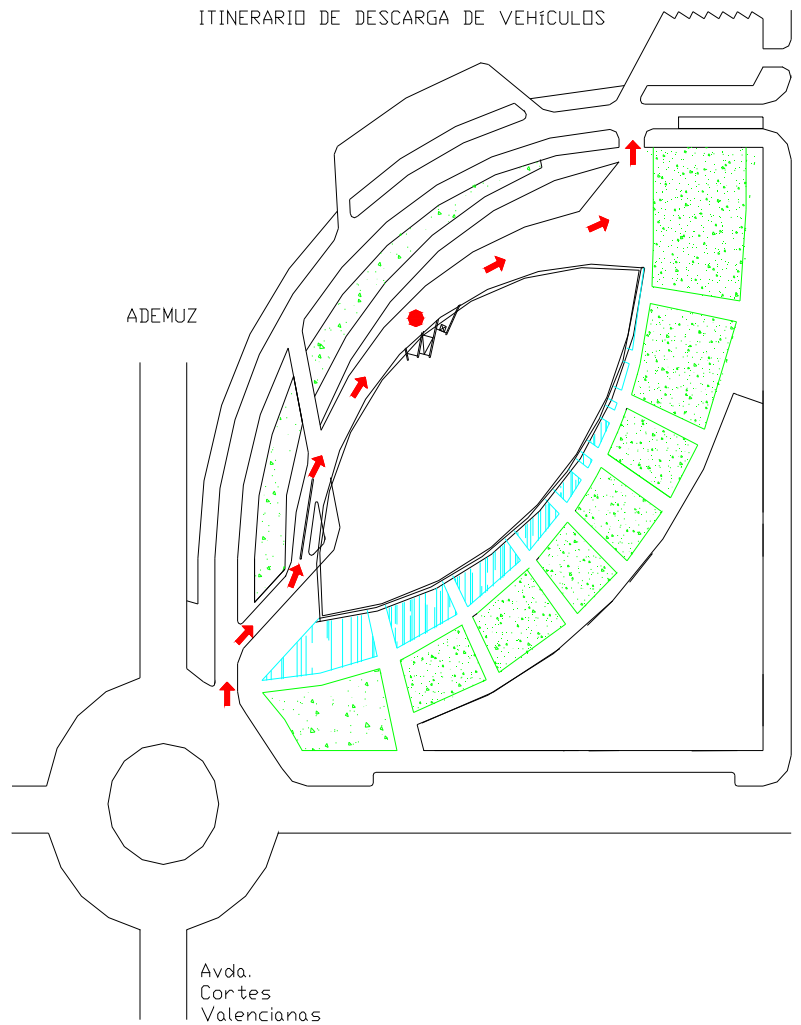
### Route from loading bays to exhibition area

ITINERARIOS DESDE LA ZONA DE MUELLES A LA ZONA DE EXPOSICIÓN



### Ancillary access route for vehicles unloading

ITINERARIO DE DESCARGA DE VEHÍCULOS



### A CONVENIENT, EASY-TO-ACCESS VENUE

The Valencia Conference Centre is ideally situated on **Avenida Cortes Valencianas**, a major access road into the city **from the north east**, and one of the main avenues into the modern metropolis of Valencia. It is **close to the Manises international airport** and has excellent links to the city centre by **metro, bus and tram**.

The Valencia Conference Centre's facilities include a large **underground car park** with a capacity for up to **600 cars** and closed-circuit television surveillance, plus **two outdoor car parks** with parking spaces for up to 22 coaches or buses and 45 spaces reserved for authorised vehicles.

