

International Conference & Exhibition 2019
Guidance for Exhibitors

PALACIO EUSKALDUNA Delivery Address:

Exhibitors should send their exhibition materials to:

PALACIO EUSKALDUNA
Avenida Abandoibarra, 4
Muelle de carga. Almacén de Congresos
48011 Bilbao
Ref: EUSPEN-Almacén – Company Name & Booth nº **XX**

Please ensure that all deliveries are clearly marked with “euspen Almacén, your company name and booth number” together with a contact person from your company and his or her phone number.

Please note that the venue accepts deliveries from 08:00 Thursday 30 May to 20:00 Friday 31 May. Your goods must be at the venue by 20:00 on Friday 31 May at the latest.

Shipping:

Our preferred shipping agent is CEVA. To obtain a quote for your shipping requirements, please complete the [CEVA Quotation Request form](#) and return to: Rob Cotton, rob.cotton@cevalogistics.com

Exhibitor Booths:

Exhibitor booths will be erected on Sunday 2 June. All booths will include the following unless otherwise stated by you on the exhibitor confirmation form:

- Stand Walls
- Fascia Nameboard
- Dark grey carpet, laid directly on the floor
- 2 Spotlights
- 3-way power socket
- Furniture
 - 1 rectangular table with a cover
 - 2 chairs

If you require extra furniture please order this directly with Lankor via the following link: https://www.lankor.eus/eng/extra_services.php

Setting up and Dismantling:

Exhibitors may set and are able to dismantle their booths according to the following schedule:

SCHEDULE – (AS OF 29 APRIL 2019)	
Thursday 30 May 2019	Materials and goods must be delivered to the PALACIO EUSKALDUNA from 08:00 on Thursday 30th – 20:00 on Friday 31st
Friday 31 May 2019	
Sunday 2 June 2019	Access <u>only</u> for stand constructor
Monday 3 June 2019	SET-UP – Exhibitors can set-up their booths from 09:00 Early Registration Desk: 14:00 – 16:00
Tuesday 4 June 2019	Registration Desk 08:00
Thursday 6 June 2019	DISMANTLING – After the final coffee break at approximately 15:00

Exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits.

Please note that forklift trucks cannot be used in the EUSKALDUNA however pallet/pump trucks will be available.

Once the conference has finished you will be required to:

- Pack up all materials and label boxes/containers correctly
- Take all materials to Euskalduna's storage room

Storage (only during the event):

Your goods must be picked up from the venue by 20:00 on Friday 7 June at the latest. (Pick up address same as shipping address)

Exhibitors cannot leave boxes and packing material in the exhibition display area during the show. All boxes and packing material must be stored in the storage room.

Any equipment or packaging that needs to be stored during the conference must be moved to the supplier's warehouse "Almacén de proveedores". Please ensure that all packaging is clearly labelled correctly.

Health and Safety Guidelines:

- Electrical items should be PAT tested and stickered accordingly.
- Ensure that all cables are positioned clear of thoroughfares and walk ways to avoid trip hazards or equipment damage.
- In accordance with manual handling regulations, any load being carried should be assessed.
i.e. Who is carrying it? How will they be carrying it?
This will dictate the maximum weight.

See lifting and lowering diagram below:

