

## Delivery Information for euspen Event

### Delivery Address:

All deliveries should be addressed as follows:

#### University of Zaragoza

##### Edificio Betancourt

Escuela de Ingeniería y Arquitectura

Universidad de Zaragoza

C/ María de Luna, 3

50018 Zaragoza, Spain

### On-Site Contact Details:

**Name:** Carlos Rubio & Luis Hernando

**Email:** csjeinab@unizar.es

**Tel:** +34 628 029 098

Carlos Rubio and Luis Hernando work at the building's concierge and will be available to receive deliveries from **08:00 AM to 08:30 PM on weekdays**, including **Friday, 6th June, and Monday, 9th June**.

---

### Labelling Requirements

Each delivery must be clearly labelled with the following details:

- **Title of Event:** euspen
  - **Exhibiting Company Name:** [Your Company Name]
  - **Date of Event:** [Insert Date]
  - **Booth No:** [Your Booth Number]
  - **Exhibitor Organizer/Contact No:** [Your Contact Details]
  - **Box [Number] of [Total Number]**
- 

### Delivery Schedule

The venue will **only** accept deliveries during the following time slots:



**Friday, 6th June – 08:00 AM to 20:30 PM**



**Monday, 9th June – 08:00 AM to 20:30 PM**

**⚠ Booth Setup Deadline:** Exhibitors may arrive from **10:00 AM on Monday, 9th June** to begin setup. Please ensure your booth is **fully set up by 17:00 on the same day**.

## Exhibitor Delivery Access

1. Enter Campus Río Ebro via María de Luna Street and proceed to "Edificio Betancourt." The delivery entrance is located at the rear of the building, so continue driving to the end of the street.



2. Upon reaching the end of María de Luna Street, you will find a fence on your left. Ring the doorbell, and they will open the gate for you.





3. After passing through the gate, drive straight and then take the first left. You can park the van in front of the entrance.



**Shipping:**

We don't have a shipping agent this year. Exhibitors will have to arrange shipping with their own supplier.

### **Exhibitor Booths:**

The exhibitor contractor will be erecting the exhibition area on the morning of Monday 9th June 2025. All booths will include the following items, unless you have advised otherwise on your exhibitor confirmation form:

- Stand Walls
- Fascia Nameboard
- 2 Spotlights
- 3-way power socket
- Furniture
  - 1 rectangular table with a cover
  - 2 chairs

### **Further furniture and printing**

This can be organised and paid for directly with Vertice Fimero. Use this link from their website: [Vértice Ephemeral Architecture / Fairs, congresses, exhibitions and events](https://www.verticefimero.com/en/fairs-congresses-exhibitions-and-events)

You can also contact them for any additional queries via this email:  
[ice2025@verticefimero.com](mailto:ice2025@verticefimero.com)

### **Setting up and Dismantling:**

Exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits. Please adhere to the following schedule for setting up and breaking down.

SCHEDULE – (AS OF 8 <sup>th</sup> APRIL 2025)	
Monday 9 <sup>th</sup> June 2025	Access <u>only</u> for stand constructor
Monday 9 <sup>th</sup> June 2025	<b>SET-UP</b> – Exhibitors will be permitted access to set-up their booths from 12:00 (midday)  Early Registration: 14:00 – 16:00
Tuesday 10 <sup>th</sup> June 2025	Registration Desk: 08:00 – 09:00
Thursday 12 <sup>th</sup> June 2025	<b>DISMANTLING</b> – After the final coffee break at approximately 15:15
Thursday 12 <sup>th</sup> June 2025	<b>COLLECTION</b> – All items to be collected by 18:00

Once the conference has ended exhibitors will be required to:

- Pack up all materials and label boxes/containers correctly.
- Take all materials to area provided these items are awaiting collection.

### **Lifting equipment**

You must confirm with **euspen** if you require the use of this equipment.



**Storage (only during the event):**

Exhibitors cannot leave boxes, containers or packing material in the exhibition display area during the conference. All boxes and packing material must be moved and stored in the **Furniture Stores** made available to you. Please ensure that all packaging is clearly labelled correctly. Please be advised that the venue has very little storage available, and we may use the Conservatory as backup.

**Catering**

**There is a café on-site for purchasing catering at RUA Restauración S. Coop. Pequeña on the set-up day.**

**Please ensure you make your own arrangements.**

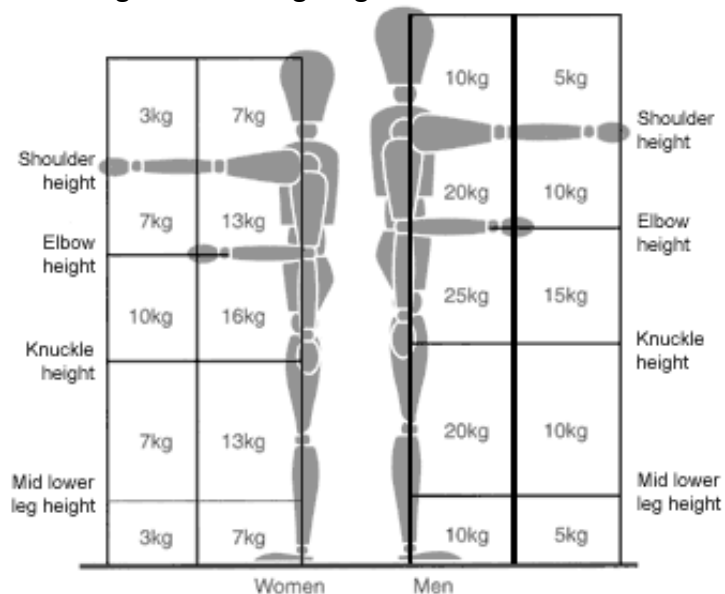
**Health and Safety Guidelines:**

- 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.

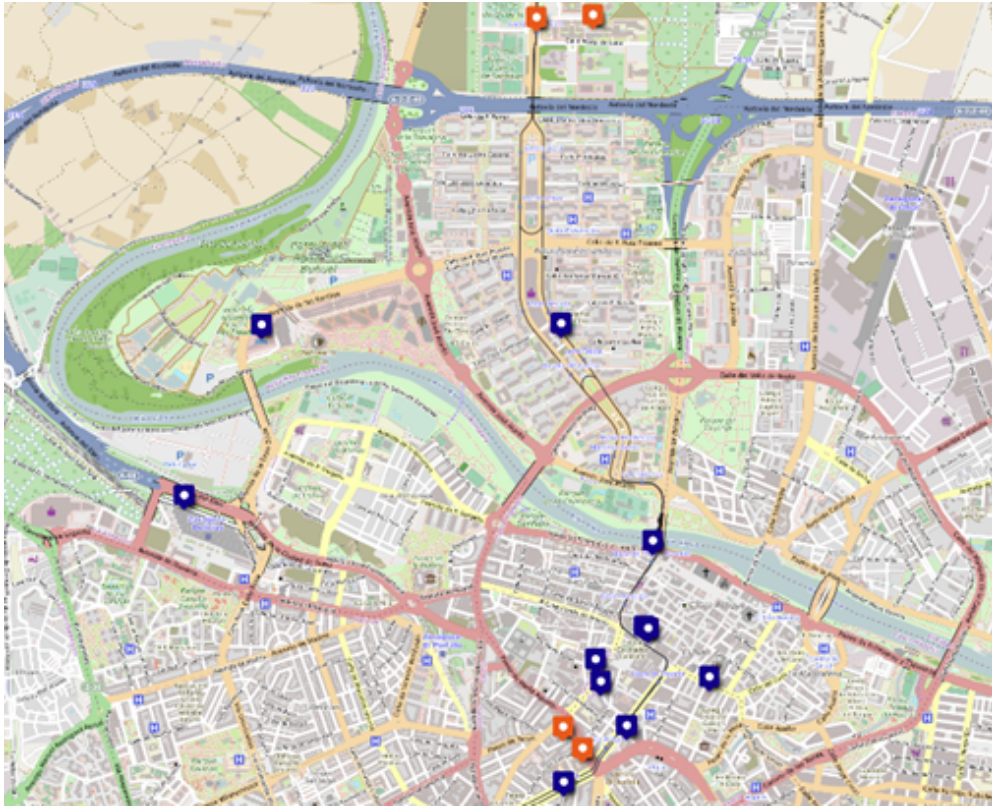
See lifting and lowering diagram below:



- Any self-build stands will require full Insurance, Health & Safety RAMS and fire certs before arrival to the venue – including weights and measurements
- Any requests for additional power must be submitted in advance

## University of Zaragoza (UNIZAR)

School of Engineering and Architecture (EINA),  
Campus Río Ebro, Calle de María de Luna,  
50018 Zaragoza, Spain



Head over to the [venue and travel page](#) on our website to view larger scale.