

EFFPRA CONGRESS2018



BARCELONA



20-23 JUNE 2018

EXHIBITION TECHNICAL MANUAL

Status March 2018

OFFICIAL ORGANIZER

ANAGRASA
Asociación Nacional de Industrias
Transformadoras de Grasas
y Subproductos Animales

EFFPRA
DRIVING FOOD CHAIN SECURITY
AND SUSTAINABILITY IN EUROPE

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1. INTRODUCTION

1.1. The following conditions refer to the allocated exhibition spaces provided by the Organisation to the companies exhibiting at the 19th EFPRA Congress. The written agreement of the allocated space provided by the Organiser constitutes the rental contract between the Sponsor and the Organiser, same as for Publicity.

The Sponsor agrees to abide by:

The “EFPRA2018 Congress Exhibition Technical Manual” and the related agreements:

- The application form
- The EFPRA2018 Industry Brochure

1.2. It is the responsibility of the sponsor to be fully familiar with this “EFPRA2018 Congress Exhibition Technical Manual” and to see that each member of the firm attending the EFPRA2018 Congress, whether as exhibit personnel or delegates, as well as agents, subcontractors or appointees of the Sponsor, are familiar with this document. If the Sponsor fails to meet any deadline, in the above mentioned related agreements, EFPRA2018 Congress, the Organiser or the Technical Secretariat shall not be held to the delivery or timely delivery of services related to such deadlines.

1.3. CONTACT INFORMATION FOR ALL THE GENERAL ASPECTS OF THE EXHIBITION

Congress Secretariat: EFPRA2018 Congress Secretariat – AOPC

AOPC / EFPRA2018 Congress Secretariat - AOPC

Av. Drassanes 6, 14th floor

E-08001 Barcelona, Spain

Tel.: +34 933 027 541

Email: congress@aopc.es

Website: www.efprabarcelona2018.com

1.4. VENUE OF THE EFPRA2018 CONGRESS

Hotel Fairmont Rey Juan Carlos I

Av. Diagonal 661 - 671

Barcelona, 08028, Spain

Location and entry: see detailed map at the end of this document.

1.5. TERMS

EFPRA2018 Congress: 19th EFPRA Congress

Organiser: ANAGRASA; EFPRA

Congress Secretariat: AOPC – EFPRA2018 Congress Secretariat

EFPRA2018 Congress venue: Hotel Fairmont Rey Juan Carlos I

1.6. OFFICIAL EFPRA2018 CONGRESS OPENING HOURS

Wednesday, 20th June 17:00-19:30

Thursday, 21st June 09:00-17:30

Friday, 22nd June 09:00-17:00

2. EXHIBITION, ASSEMBLY AND DISMANTLING SCHEDULE

2.1. ASSEMBLY AND DISMANTLING SCHEDULE

- **Modular Design stand:**
Assembly & decoration Wednesday, 20th June 10:00-18:00
by the Sponsor.
- Dismantling: Friday, 22nd June 17:30-22:00
- Sponsors are allowed to access their EFPRA2018 Congress stand to open it, 30 minutes before the official EFPRA2018 Congress opening hours (See 1.6.)

The above mentioned schedule is provisional and may change. Any modification in the schedule will be communicated with due time to all sponsor companies.

- 2.1.1. Decoration, delivery and unpacking of goods, as well as the dismantling, can only take place as per the above schedule.
- 2.1.2. All materials and goods will be the responsibility of the Sponsor, transport agent, or other agent appointed by the sponsor, never the Hotel Fairmont Rey Juan Carlos I, the Congress Secretariat or the Organiser.
- 2.1.3. **All stands should be ready by 19:00 on Wednesday 20th June. All packing materials that the Sponsors wish to re-utilise should therefore be removed by 19:00.**
- 2.1.4. The site assigned to the Sponsor must be staffed during the opening hours of the exhibition. During the decoration and dismantling period, the Sponsor will make sure that there will be an authorised person present at the site.
- 2.1.5. **The EFPRA2018 Congress will close at 17:00 on Friday, 22nd June. For security reasons, packing and removal of goods will only be permitted once the EFPRA2018 Congress is closed and during the time reserved for dismantling.**

- 2.1.6. The Sponsor is the only responsible for all the goods and other items left in the exhibition area at the end of the dismantling period. If, then any leftover items or possessions still remain in the Exhibition area or on the premises, this will be at the Sponsor's own risk.
- 2.1.7. The Congress Secretariat (AOPC) will have a desk at the venue (Hotel Fairmont Rey Juan Carlos I) to assist the Sponsor and the participants, according to the following schedule:

CONGRESS SECRETARIAT DESK (ON-SITE) – AOPC SCHEDULE

PARTICIPANTS and REGISTRATION:

- Wednesday, 20th June 17:00-19:30
- Thursday, 21st June 08:30-18:00
- Friday, 22nd June 08:30-17:00

OFFICIAL EFPRA2018 Congress OPENING HOURS: see point 1.6

2.2. BADGES

Your personal badge is your entrance ticket to the Congress venue and all scientific sessions.

All participants and exhibitors are requested to wear their EFPRA2018 Congress name badges at all times, in order to be given access to the Meeting venue. Participants not wearing the EFPRA2018 Congress badge will not be granted access past the registrations area.

Please note that only participants with “**Delegate**” registration will be allowed to access the congress area (exhibition and session's rooms).

EUR 25.00 (21% VAT included) will be charged for replacing a lost badge and for re-printing due to incorrect submission of names and/or company names or addresses.

2.3. ENTRANCE AND EXIT OF GOODS

The entrance and exit of goods must be made by the auxiliary door of the Hotel Fairmont Rey Juan Carlos I, located in the entrance door of the parking of the hotel (see map at the end of this manual).

2.4. SURVEILLANCE

The Exhibitor shall be responsible for the surveillance of the stand and the exhibit during the opening hours, decoration and dismantling periods. Exhibitors are recommended to pay close attention to the exhibits during the decoration and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night.

2.5. CLEANING

The Organiser shall see to the daily general cleaning of the Exhibition area and the aisles therein. As for the stands, the Exhibitor is responsible to contact the EFPRA2018 Congress Secretariat (AOPC) to contract cleaning services if needed.

3. ADMISSION

The organisation reserves the right to determine the eligibility of any sponsor, and reserves sole control over admission policies.

The EFPRA2018 Congress exhibition area available is limited.

Solicitation:

By confirming their participation, the sponsor companies are committed to limit their activities in the exhibition space. The aisles and all other spaces in the exhibition hall and the venue shall be under the control of EFPRA2018 Congress. All displays, interviews, conferences, distribution of literature, lectures or any other type of activity shall be conducted inside the space contracted for. Standing in aisles or in front of exhibit booths of other sponsors advertising purposes is strictly prohibited.

4. FREE EXHIBITION SPACES

4.1. GENERAL GUIDELINES

The Congress Organisers make available to the sponsors only the booth space. The modular stand/structure and supplies are not included. The stand and the supplies are carried out by the Exhibitor.

Characteristics of the exhibition space:

- 12sqm for Platinum and Gold Sponsors
- 6sqm for Silver, Bronze and Standard Sponsors
- Provided equipment: 1 table, 2 chairs, electrical socket of 0,5 Kw

* Electrical: Any extra electrical power needs should be hired to the congress secretariat.

IMPORTANT: The maximum height allowed at EFPRA2018 Congress exhibition is 2, 5 meters.

4.2. EXHIBITION SPACE ALLOCATION

Spaces will be assigned by the Organiser on a strict first-come, first-paid policy (Space available). For the confirmation of the space, the following items will be taken under consideration:

- Type of sponsorship category
- Date of payment
- The order of reception of the application form

The Sponsor will have the option to choose their space, even though the definitive allocation will be up to the Organiser in order to guarantee the more advantageous distribution. The confirmation of the space will only take place after the payment is received.

4.3. CHANGES

4.3.1. The Organisation reserves the right to deviate from the space confirmation and to allocate a space in a different location, to alter the size of the space, to relocate or close entrances and exits in the Exhibition area and to carry out any other structural alterations wherever needed due to special circumstances.

4.3.2. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the Exhibitor are unreasonably impaired, he may withdraw from the contract in writing within one week after receipt of notification of this type of alteration.

4.3.3. Given serious cause (e.g. industrial action, etc) the Organisation is entitled to postpone, reduce the duration or close the Exhibition completely or in part for any period or to cancel it.

4.3.4. In the event of complete or partial postponement or curtailment, the contract is regarded as valid for a possible new date and duration unless the Exhibitor protests in writing within a period of five days after notification of the alteration.

4.3.5. In case of war, mobilisation, strike, lock-out, regulations of the authorities or other circumstances beyond control of the Organiser, that might render it impossible or difficult to carry through an arrangement, the Organiser shall be entitled to remove, in whole or in part, the arrangement to other premises and to postpone the accomplishment of the arrangement. The Organiser shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the rental exhibition space paid.

4.4. SUBLEASING

Sub-leasing of exhibit space is not permitted. Neither may two companies share the same space.

4.5. TERMS OF PAYMENT

- 4.5.1. Each company will receive the corresponding invoice, which must be paid within a maximum of 20 days from the date of invoice and always before the Congress celebration. Payments should be made by bank transfer in Euros (€). Bank details will be provided on the invoice. However, as per point 4.2 of this document, assignment of space will only be confirmed when payment is received.
- 4.5.2. The Exhibitor renounces the right to offset counterclaims against rent payable in time unless the counterclaims are undisputed or have been confirmed by a court of law.
- 4.5.3. If the Exhibitor fails to meet his financial obligations for additional expenses and other claims arising from the contract, the Organisation is entitled to retain exhibits and the stand equipment and to sell them by public auction or by private contract at the expense of the Exhibitor. The statutory provisions on realisation of objects seized are thus settled.
- 4.5.4. **Invoicing:** all the invoices have to clearly state the VAT number or TIN (Tax Identification Number for non E.U. companies) in the corresponding section of the application form.

4.6. CANCELLATION, DOWNSIZING AND REDUCTION

- 4.6.1. By the Organisation: due to unforeseen circumstances, the Organisation may modify or cancel the celebration of the Exhibition. In this case, Exhibitors will be reimbursed the amounts paid, after deduction of any expenses incurred. No other claims will be admitted.
- 4.6.2. By the Exhibitor: Notification of an exhibitor's decision to cancel or reduce space must be made in writing to EFPRA2018 Congress Secretariat.
- 4.6.3. Refunds for cancellations:
- On or before January 30th, 2018: Refund of 50% of the total rental cost.
 - After January 31st, 2018: No refund will be given.

4.7. LIABILITY AND INSURANCE

The Sponsor assumes all responsibility and, by this document they commit themselves to the surveillance, protection, compensation, defence and safeguarding of the EFPRA2018 Congress, AOPC and Hotel Fairmont Rey Juan Carlos I and its employees, against any claim, loss and personal or property damage, charge fees or fines or penalties to the sponsors because of the installation, set up, dismantling, maintenance, occupation or use of the event compound, Hotel Fairmont Rey Juan Carlos I. Besides, the Sponsor acknowledges that the EFPRA2018 Congress, AOPC or Hotel Fairmont Rey Juan Carlos I do not have an insurance that covers the Sponsor's

property. Accordingly, sponsors will be responsible for their own vigilance and security.

The sponsor shall at all times protect, indemnify, defend and preserve EFPRA2018 Congress, the Organiser, AOPC and the venue (Hotel Fairmont Rey Juan Carlos I), from any and all losses, costs, damage, liability, expenses, negligence or wilful acts out of or by reason of any accident or other occurrence to anything or anyone, including the sponsor, its agents, employees, and business invitees, which arise from or out of or by reason of the said sponsor's installation, removal, maintenance, occupancy and use of the exhibit booth and presence on the exhibition premises or a part thereof.

The Organiser and AOPC will exercise reasonable care for the protection of the sponsor's material and displays. However, the Sponsor, on signing the contract and sending the application form, expressly releases EFPRA2018 Congress, AOPC and the venue from, and agrees to indemnify the same against any and all claims for such losses, damage or injuries.

Sponsors desiring to carry insurance on their exhibits must contract it at their own expense and must list EFPRA2018 Congress, AOPC and the venue as additional insured parties. The sponsor shall comply with any insurance demands on a local or national level, if so required by law or the venue of the Exhibit. EFPRA2018 Congress shall provide a security service at the Exhibition entrance during Opening hours for the duration of the Exhibition.

If a sponsor uses a contractor other than the appointed service company to build or decorate its exhibit area, such sponsors shall provide proof of the Insurance of the contractor, which shall EFPRA2018 Congress, AOPC, the venue and the appointed service company as additional insured parties, prior to set-up. Sponsors may be asked to show proof of insurance to EFPRA2018 Congress upon request.

4.8. REGULATIONS

The exhibition is ruled by this regulation and by the instructions given by the organisers. The Sponsor agrees to comply with the clauses of the regulation and notice said regulations issued by the Organiser and the venue. The decisions made by the Organiser cannot be appealed. In unforeseen circumstances, the interpretation of the regulations will be responsibility of the organisation. All matters and questions not covered by the Organiser and venue rules and regulations, are at the discretion of the Organiser.

4.9. CLAIMS PROCEDURE, PLACE OF ACTIVITY AND JURISDICTION

- 1.1. The contract is governed exclusively by the Spanish Law; the English text is authoritative.
- 1.2. Place of performance and jurisdiction is Spain.

5. EXHIBITION GENERAL TECHNICAL RULES

5.1. EXHIBITION

The Sponsor undertakes to décor and to equip the space rented in an attractive and decent manner. The sponsor is forbidden to place articles to be exhibited in a manner which, in the Organiser's opinion affects or hinders neighbouring stands. Articles to be exhibited must be kept within the stand's perimeter. Working parts may not project outside the perimeter.

5.2. PUBLICITY ON THE STAND

5.2.1. Sponsors operating sound producing equipment must keep the sound at a reasonable volume, no more that of a normal speaking voice, in order to avoid disturbing other sponsors. Public address systems, radio broadcasts and other devices used solely to attract attention by sound are prohibited. The organiser reserves the right to regulate and/or restrict any sound.

5.2.2. The advertisement of items and services that have not been admitted is prohibited, as well as the advertisement of institutions or companies that do not participate at the EFPRA2018 Congress.

5.2.3. The distribution materials printed by the company or its agents are limited to the area rented by the Sponsor. This restriction is extended to the use of labels, booth signs and billboards. Special effects and laser projections on the stand are permitted only with written authorisation from the organisation.

5.2.4. Sponsors are not allowed to affix posters or other promotional materials on the columns, walls, etc. of the venue; to distribute material not directly connected with the exhibition; to distribute or display price lists, circular letters, etc. anywhere but their stand; to mount or use names or trademarks which may be misleading or cause hindrance to the Sponsors on other stands or visitors to the Exhibition; to sell goods or to receive money in any way for goods sold, or offered for sale, or for services rendered; to announce before or during the Exhibition so-called fair discounts and special fair bargains, under any name whatsoever, in any way whatsoever.

5.3. CUSTOMS AND TRANSPORTATION

5.3.1. The official forwarding agent is RESA LOGISTICS S.L.
Before shipping any items to your stand please make sure you get in touch with the official handling company, RESA EXPO LOGISTIC. They will be happy to solve your doubts and offer their services for reception and delivery or unloading to stand of your materials. Please note that the Hotel Fairmont Rey Juan Carlos I does not accept incoming shipments. If you intend to ship goods directly to your stand, you need to be there in order to sign off the delivery note of your transport company.

RESA EXPO LOGISTICS

Email: operations@resaexpo.com

Evelyn Gomez, Tel.: 0034 / 932334110

- 5.3.2. All packaging material should be clearly marked with the name of the event, the name and address of the venue, the name of the Sponsor and the stand number.
Example:

AA. INÉS CÁNOVAS
PM MERCEDES MORA

EFPRA2018 Congress Secretariat

Fairmont Rey Juan Carlos I
Avinguda Diagonal, 661-671
E-08028 Barcelona

“EXHIBITOR COMPANY NAME”

Stand number (please indicate the final number provided by the Technical Secretariat).

Neither the Organiser nor AOPC nor the venue is liable for goods that do not reach their destination or that are lost because they were bearing the wrong address.

- 5.3.3. The process of reshipment of the materials and goods from abroad at the end of the congress can be requested through RESA LOGISTICS S.L.
- 5.3.4. If the Sponsor decides to make his final importation and has the necessary import license, the customs department will clear the goods directly for consumption, through a customs broker, RESA LOGISTICS S.L. (optional).
- 5.3.5. The forwarding agent will handle all customs formalities both on entry and exit of the goods. The Sponsors must contact the broker prior to shipping the goods. All expenses must be covered by the Sponsor.
- 5.3.6. The official forwarding agent RESA LOGISTICS S.L. clears both incoming and outgoing goods and stores them during the event.
- 5.3.7. Therefore, if the goods must be for any reason retained for an indeterminate period of time after closing the Exhibition, the Sponsor must take the necessary steps for storage in the free zone, at his own expense, through a customs broker.
- 5.3.8. We would like to remind all Sponsors that the custom regulations in Spain are hefty and that extra attention has to be given to the importation and exportation of goods to the Exhibition. The Organisers recommend the Sponsors to contact the official forwarding agent, RESA LOGISTICS S.L., to receive information about details regarding instructions and deadlines to be followed in order to avoid transportation and customs problems.

5.4. STORAGE

Neither the Organisers, AOPC nor the venue have, a priori, any storage space.

IMPORTANT:

Goods can ONLY be delivered to the venue on Wednesday 20th June 2018. No goods can be delivered to the venue before that date unless expressly authorisation by the venue.

5.5. SAFETY REGULATIONS

- 5.5.1. Escapes routes and emergency exits (indoors and out) should be kept free from any obstruction and be kept in full view. The same applies for firefighting equipment and fire safety signs. No product and company signs, decorations or stand roofs should be placed above an emergency exit.
- 5.5.2. Stoves and heaters may not be used for demonstration purposes, cooking, frying or baking, without the written consent of the Organizer and the venue. This also applies to open fires for demonstrations.
- 5.5.3. The following goods are not admitted into the venue: easily inflammable or explosive substances, gasses, gas bottles of any kind and dangerous goods including substances causing danger of radiation; goods creating a nuisance by their odors, etc. or appliances emitting objectionable noises or radiating disturbing light. All the above is at the discretion of the Organizer and the venue.
- 5.5.4. Any machine with an internal combusting engine, whatever the use may be, is forbiddingly expressed inside the venue.
- 5.5.5. Empty packaging, rubbish and other flammable material should not be stored within the stand.
- 5.5.6. Animals are not allowed on the stand.
- 5.5.7. It is forbidden to use spray guns or paint with cellulose lacquer paints inside the venue. This prohibition also covers inflammable liquids and the use of aerosols containing butane gas.
- 5.5.8. The edges of glass partitions must be polished or protected to prevent the risk of being cut. Glass doors or any complete glass construction must be marked at eye level.
- 5.5.9. The edges of synthetic glassware (plexiglas, acrylics...) must be appropriately protected to prevent them from igniting.
- 5.5.10. The Exhibitor should ensure that these facilities are properly measured according to the given regulations enforced to prevent accidents.
- 5.5.11. In case of serious breaches of this rule, if the Organizer considers that the machine operation to be of danger, the Organizer can cease their operation.

5.6. ELECTRICITY

In no circumstances will either the Organizer or the venue accept any liability for loss or damage caused by voltage drops or breaks in current supply, since it is a subcontracted service, and the Exhibitors have expressly waived the right to exercise any claim for damages or compensation against losses.

5.7. FINAL CLAUSE

The EFPRA2018 Congress Application Form and/or any other agreement constitute the **contract between Sponsor and Organisers**. The contract is based on the terms and conditions established on the following documents.

- EFPRA2018 Congress Exhibition Technical Manual
- EFPRA2018 Congress Application form
- EFPRA2018 Congress Industry Brochure

By this agreement, the sponsor is bound to observe the technical rules established in the above stated documents. Those situations that are not explicitly covered by the rules in this Manual will be decided by the Organiser.

6. SERVICES FOR SPONSORS

The following product-services may be ordered by contacting directly the corresponding official suppliers:

Official stands, electricity and furniture supplier:

BCN CONGRESS

Tel. 93 480 15 06 / Fax. 93 475 29 77

bcncongress@bcncongress.com

Official Hostess Company:

AZAFATAS WORLD

Tel.: +34 93 327 89 32

carmenconde@azafatas-world.com

Official forwarding agent, Customs, Storage, Logistics and Transportation:

RESA LOGISTICS S.L.

Tel.: + 34 93 233 41 10

operations@resainternacional.com

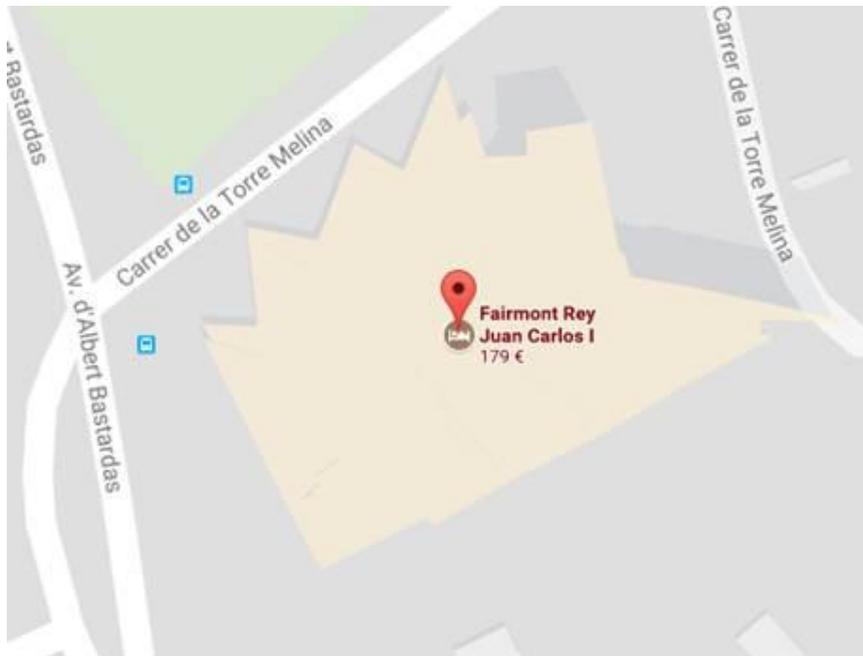
Official AV equipment Supplier

Marcos Aguadé Vázquez

Tel.: +34 934342174

marcos@rentmultimedia.com

7. HOTEL FAIRMONT REY JUAN CARLOS I



8. EXHIBITION FLOOR PLAN



Acceptance of EFPRA2018 Congress General Rules & Regulations

Please forward this acceptance to the Congress Secretariat: congress@aopc.es **ALWAYS before April 15th 2018.**

I _____
Name

Representing _____
(Company name)

EFPRA2018 Congress rules and regulations are formed by the following four documents:

- EFPRA2018 Congress Exhibition Technical Manual
- EFPRA2018 Congress Application form
- EFPRA2018 Congress Industry brochure

By my signature below, I certify that:

- I have completely read the three documents
- I understand all rules and regulations as outlined in them and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in them.
- I am authorized to sign this document on behalf of my company.

Sponsor:

Stand Builder (if applicable):

Name

Name

Signed

Signed

Date

Date

Booth Number

Booth Number
