EUROTOX

52nd European Congress of the European Societies of the Toxicology

04 - 07 September 2016 • Seville

www.eurotox2016.com

Seville

EXHIBITOR MANUAL

“Protecting public and environmental health by understanding and communicating toxicology”
Dear Industry Partner,

We would like to thank you very much for your support to EUROTOX 2016.

We've prepared an Exhibitor Manual which contains all relevant information regarding your participation at the commercial exhibiton of EUROTOX 2016. If you need further information and additional request, please directly contact The Congress Secretariat Visitur M.I.C.E.

We wish you a very successful congress.

Best regards,

EUROTOX 2016
Congress Secretariat, Visitur M.I.C.E.

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WELCOME TO SEVILLE

Seville is the most important capital in the south of Europe. With a geostrategic location between Africa and the Mediterranean and with excellent air, sea and land connections with Europe, it is an incomparable beacon city. Its air connections, high-capacity motorways connecting it with Madrid and the Costa del Sol, the high-speed train lines and its modern airport are all weighty reasons that recommend Seville as a conference venue.

Covering over 14,000 km² and with a population of more than 1.8 million, the province of Seville is the largest and most highly populated in Andalusia. Furthermore, its central location in the Guadalquivir Valley gives it excellent connections with the rest of the provinces of the region and with the rest of the country, something which is undoubtedly favoured by having the longest navigable river in Spain. Its status as capital and its function as the commercial, artistic and cultural hub of the south of the Iberian Peninsula have been strongly supported in recent years through heavy investment in infrastructure.

Seville has excellent connections with the rest of the province, which is full of top-class tourist resources. Towns with an extraordinary historical and monumental heritage that offer legendary historical locations and the best hotels and restaurants. Its excellent situation gives Seville the privilege of an enviable year-round covenant with the climate.

Defined by its Mediterranean essence, Seville is characterised by mild average annual temperatures, dry autumns and one of the highest number of sunny days per year in the whole of Europe.

With average minimum temperatures of 12.2°C and an annual average temperature of 18.6°C, the city is one of the warmest in Europe. The climate of Seville has, without doubt, been one of the factors that have conditioned its history down the centuries and that of those who came and stayed here.
GENERAL INFORMATION & CONTACTS

Congress Title  
52nd Congress of the European Societies of Toxicology  
“Protecting public and environmental health by understanding and communicating toxicology”

Congress Date & Exhibition Date  
September 4th – 7th, 2016

Venue  
FIBES Conference and Exhibition Center  
Avda. Alcalde Luis Urnuela, 1 41020 Sevilla  
http://www.fibes.es/en/

Participants  
about 1200 delegates from Europe and abroad

Congress Host  
Turkish Society of Toxicology

Congress President  
Prof. Ali Esat Karakaya

Congress Scientific Secretary  
Prof. Hilmi Orhan  
President of Turkish Society of Toxicology  
Ege University, Faculty of Pharmacy  
Department of Toxicology 35100 Izmir/Turkey  
Phone: +90 232 3739173  
Fax: +90 232 3885258

Congress Secretariat  
Visitur M.I.C.E.  
Şehit Muhar Caddesi No: 17 Özerk İş Hani Kat: 3 Taksim 34437 Istanbul/Turkey  
T. +90 212 254 32 30  
F. +90 212 254 27 83 / +90 212 235 01 77  
E. info@eurotox2016.com

Web  
www.eurotox2016.com
CONGRESS VENUE

Congress Venue
Fibes, Conference and Exhibition Centre (Seville, Spain)
www.fibes.es
Avda. Alcalde Luis Urunuela, 1
41020 Sevilla
T. +34 954 47 87 07 (pbx)
F. +34 954 47 87 20
CONGRESS VENUE

GETTING TO FIBES is easily accessible to guests via all forms of public transportation

By Bus: B4 and Lines 27

There are 2 lines from TUSSAM, public transport company from Seville that reach to FIBES: B4 from San Bernardo, that is where we can find more Hotels from Seville, and also is an area between the old town and the new commercial area of Nervión. The Cathedral and Royal palace are only 1.8 Km from San Bernardo. 20 minutes walking distance and 10 by tramway. The B4 takes 30 minutes from San Bernardo to FIBES:
The 27 takes from Plaza del Duque in the heart of city center to FIBES.

Suburban train:

The C 4 works between San Bernardo station (close to city center and connected with it by tramway), Santa Justa – Main train station of Seville and FIBES Congress Palace. Works from 6:19 in the morning until 22:03, every half an hour and from last stop – San Bernardo takes between 12 and 14 minutes to FIBES. It is possible in days of Congress to get more frequencies prior coordination with RENFE - National Railway Company.
## Exhibition Time Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibition Set-up (Booth set-up by FIBES Congress Center)</strong></td>
<td>Saturday, 03th September, 2016, whole day</td>
</tr>
<tr>
<td><strong>Exhibitor Set-up</strong></td>
<td>Sunday, 4th September, 2016, 08.00 – 16.00</td>
</tr>
<tr>
<td><strong>Opening of the Exhibition (all booths need to be furnished and staffed by)</strong></td>
<td>Sunday, 4th September, 2016, 16.00</td>
</tr>
<tr>
<td><strong>Exhibition Opening Hours</strong></td>
<td></td>
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<tr>
<td>Sunday, 4th September, 2016</td>
<td>16.00 – 21.00</td>
</tr>
<tr>
<td>Monday, 5th September, 2016</td>
<td>08.30 – 18.00</td>
</tr>
<tr>
<td>Tuesday, 6th September, 2016</td>
<td>08.30 – 18.00</td>
</tr>
<tr>
<td>Wednesday, 7th September, 2016</td>
<td>08.00 – 14.00</td>
</tr>
<tr>
<td><strong>Opening Ceremony in the Auditorium 1</strong></td>
<td>Sunday, 4th September, 2016, 17.00 – 19.00</td>
</tr>
<tr>
<td><strong>Welcome Reception in the Exhibition Area</strong></td>
<td>Sunday, 4th September, 2016, 19.00 – 21.00</td>
</tr>
<tr>
<td><strong>Exhibitor Dismantling</strong></td>
<td>Wednesday, 7th September, 2016, 14.30 – 21.00</td>
</tr>
<tr>
<td><strong>Exhibition Dismantling (Removing booths by FIBES Congress Center)</strong></td>
<td>Wednesday, 7th September, 2016, 17.00 – 21.00</td>
</tr>
</tbody>
</table>
Booth Packages

Your booth will be equipped with the followings which are explained in your exhibitor agreement

Exhibiton Stand - Shell Scheme includes the followings: (each 6 sqm)

White modular stand - Aluminum structure 2.70m high with white melamine paneling 1m wide/each panel (6 unit). Fascia board on the façade with labeling on 6 sqm, 6 unit vinyl digits for fascia board (6 digits are included for all shell schemes the rest of digits will be charged at 0.84 Euro each), 1 round table and 2 chairs, navy blue colored carpet (6 m), single phase switchboard 5500/220v with 1 socket, 4 unit electricity consumption, 50w & differential breakers for 50w/sq.m lighting, and daily cleaning
Exhibiton Stand - Shell Scheme includes the followings: (each 9 sqm)

White modular stand-Aluminum structure 2.70m high with white melamine paneling 1m wide/each panel (9 unit), Fascia board on the façade with labeling on 9 sqm, 6 unit vinyl digits for fascia board (6 digits are included for all shell schemes the rest of digits will be charged at 0.84 Euro each), 1 round table and 2 chairs, navy blue colored carpet (9 m), single phase switchboard 5500/220v with 1 socket, 4 unit electricity consumption, 50w & differential breakers for 50w/sq.m lighting, and daily cleaning.

Exhibiton Stand – Space only includes the followings: (each 6 sqm & each 9 sqm)

Set-up, single phase connection panel 5.5 kw, electricity consumption (4 units), cleaning services, navy blue colored carpet
Furniture & Service Orders

Additional Furniture & Equipment
Regarding any other requests for your booth such as additional furniture, AV equipment, electricity supply, decoration, signs, floral arrangements, etc. please contact Congress Secretariat in written.

VisiTur M.I.C.E.
Şehit Muhtar Caddesi No: 17 Özerk İş Hanı Kat: 3 Taksim 34437 Istanbul/Turkey
T. +90 212 254 32 30
F. +90 212 254 27 83 / +90 212 235 01 77
E. info@eurotox2016.com

For detailed information about available items and services, please review the “Eurotox 2016 Exhibition Requirement List” and “Eurotox 2016 Exhibition Price List”

Please kindly be informed that, all above additional services can be provided upon availability. Reservation of furniture is dealt on a first come basis.

Deadline for additional orders : Wednesday, August 24th, 2016

Exhibitor Help Desk
There will be an exhibitor help desk on-site, located near the exhibition area which is opened on Sunday, September 3rd, 2016.

Service Personnel
For hiring personnel such as hostesses, electricians, security etc., please review the “Eurotox 2016 Exhibition Requirement List” and “Eurotox 2016 Exhibition Price List” and kindly contact Congress Secretariat, Visitur M.I.C.E. in writing.
Security
There will be a general security on-site during the congress dates, but if you will need an individual security person for your booth/your exhibits, this has to be ordered on extra costs. Please review the “Eurotox 2016 Exhibition Requirement List” and “Eurotox 2016 Exhibition Price List” and kindly contact Congress Secretariat, Visitur M.I.C.E. in writing.

Cleaning
The cleaning of the exhibition area will be carried out before the official opening hours of each exhibition day. However, exhibitors are responsible for keeping their own stand in a clean and tidy state at all times, and for any individual cleaning of stand exhibits and displays.

Individual cleaning can be booked on extra costs, if required. Please review the “Eurotox 2016 Exhibition Requirement List” and “Eurotox 2016 Exhibition Price List” and kindly contact Congress Secretariat, Visitur M.I.C.E. in writing.

Please ensure that bins are left out at the end of each day and not left in a locked room. Please ensure that all your rubbish is removed when dismantling your stand. You will be charged for any rubbish, material and/or exhibits left behind.

Catering Orders
For ordering catering for your booth, please contact Congress Secretariat in written.

Visitur M.I.C.E.
Şehit Muhar Caddesi No: 17 Özerk İş Hanı Kat: 3 Taksim 34437 İstanbul/Turkey
T. +90 212 254 32 30 / F. +90 212 254 27 83
E. info@eurotox2016.com

Deadline for catering orders: Friday, August 19th, 2016.

Storage
Storage is available for all exhibitors on-site at the FIBES Congress Center, where materials, boxes and other items can be stored free of charge throughout the exhibition dates (Sunday – Tuesday).
In order to plan your storage request accordingly, please contact the Congress Secretariat in advance, specifying the quantity/kind of material you want to store.
Delivery of Material

For sending material to Seville from abroad, we advise working together with a freight forwarding agency. Our recommended service partner on-site is the company MOLDTRANS S.L. For more information, review the “HANDLING TARIFFS (EVENTS & CONGRESS) 2016” and “SHIPPING INSTRUCTIONS 2016”

To place an order, please contact:
Iñaki Díez
Fairs & Exhibition Manager.
Moldtrans - Barcelona
Office Tel: +34 935 041 400 / Direct Line: +34 935 041 418
Office Fax: +34 935 753 714 / Móvil / Mobile: +34 648 122 833
inaki.diez@moldtrans.com
www.moldtrans.com

Direct Deliveries to the FIBES Congress Center:
You may send your booth material to FIBES Congress Center to the below address:
EUROTOX Congress. Fibes II. Avda. Alcalde Luis Uruñuela Nº1 - 41020 - Sevilla - Spain
(Please include your company name and send items)

Important note:
Regarding the freight forward company, it is not a compulsory service, however neither Congress Secretariat nor FIBES will be responsible for the material that exhibitors will send. It means that if there is any problem or inconvenience at the airport or in the custom, FIBES will not going to respond for it not even if the packages are addressed to the Congress Center. So we strongly recommend you to receive this service from a freight forward company. It is the safer way to assure you everyone receive all the material in time.

Delivery due date:
Materials should be send on September 1st, 2016 & September 2nd, 2016 to FIBES Congress Center

Material Pick-up:
In line with ordering delivery services, we recommend organizing pick-up after the end of the exhibition accordingly (via the freight forwarder).

Pick-up due date: Wednesday, September 7th, 2016 between 14.30 – 21.00

Bag Insert:
If you have booked a bag insert (confirmed by the Congress Secretariat) in the congress bags, please send the material in due time in the requested quantity to the following delivery address:
Quantity: 1,200 items (One A4/A5 promotional leaflet or small brochure up to 10 pages will be inserted into each delegate bag)

Delivery Address: MOLDTRANS S.L., Freight forwarding agency
Contact Details: Iñaki Díez, Fairs & Exhibition Manager
Exhibitor's & Sponsor's Meeting

On behalf of EUROTOX, we kindly invite you to join the Exhibitor's & Sponsor's Meeting, which is scheduled as follows:

Date: Monday, September 05, 2016
Time: 14.30 – 15.30
Location: FIBES Congress Centre,
Room: Bruselas A

The meeting shall give you an opportunity to share your comments and experience as exhibitor/sponsor at EUROTOX 2016 and give recommendations for future congresses. We are looking forward to your participation and feedback.

Exhibitor's Registration & Accommodation

Exhibiting companies/organisations receive two free exhibitor registrations (with access to the exhibition hall only and catering during the breaks). Additional exhibitor badges (with access to the exhibition hall only and catering during the breaks) can be purchased at a price of 200.00 EUR (valid from Sunday, 16.00 until Wednesday 14.00)

Please kindly note, that exhibitors do not have access to the scientific sessions. Thus, exhibitors need to register for the full congress at the regular registration fees, if required, by means of the online registration platform: www.eurotox2016.com

Accommodation:
NH Hotels are selected for your accommodation during Eurotox 2016, in Seville.
Please kindly visit below link in order to make your reservations.

http://www.nh-hotels.com/ftp_apps/events/eventEurotox.html

REMINDER: If you are contacted from any other hotel agency regarding hotel rooms for EUROTOX 2016 (e.g. EHS rooms or Exhibitors Housing Management), please note that they are not operating on our behalf. We are not collaborating with any service provider.
SHIPPING INSTRUCTIONS
Fibes 2016

We bring you the experience and reliability to assure the success of your trade show events!
1. Presentation
2. Contact details
3. Shipping instructions
4. Deadlines
5. Shipping notification and prealerts
6. Warehousing before & after the fair
7. Special instructions
8. Packaging
9. Packaging marks- labels
10. Oversized or heavy exhibits
11. Storage of empty packaging
12. Unpacking – repacking on site
13. Exhibition closing procedures
14. Insurance
15. Notes
16. Terms of payment
17. Additional services
More than 10 years of experience support our Group capabilities in terms of trade fairs & exhibitions logistics (both national and international).

In 2010, Moldtrans concentrated all its know-how on this special service by creating a specific department composed by highly skilled professionals. Our special department offers door-to-door world wide solutions.

We benefit from a tight relationship with different associations, and institutions that allow us to optimize the service to our customers in terms of international trade.

Moldtrans is already the solution for different exhibition centres country wise. Among others, our team offers:

- Documentation advising
- Transportation solutions
- Packaging solutions
- Equipment rental
- On-site personal advising
- Specialized personal support
- Insurance
- Warehousing solutions
- Temporal import status
- ATA Carnets management
- Frozen or refrigerated transport solutions
- Special transport solutions and permissions.
For any inquire regarding transport or needed documentation for the import from your warehouse to your stand at FIBES, please send your request to the following contacts:

**José Galvez**  
Fairs & Exhibitions Feria Valencia  
jose.galvez@moldtrans.com  
+34 96 386 12 36  
+34 609 943 102

**Iñaki Díez**  
Fairs & Exhibitions Manager  
inaki.diez@moldtrans.com  
+34 93 504 14 18  
+34 648 122 833

**Shannen Ibáñez**  
Fairs & Exhibitions Operative  
shannen.ibanez@moldtrans.com  
+34 93 504 14 89  
+34 639 454 910

**Enric Alonso**  
Fairs & Exhibitions Operative  
enric.alonso@moldtrans.com  
+34 93 504 14 53  
+34 619 993 758

**David Martos**  
Fairs & Exhibitions Operative  
david.martos@moldtrans.com  
+34 93 504 14 62  
+34 618 062 334

**Grupo Moldtrans**  
Grupo Moldtrans Sevilla  
Ctra de la Esclusa  
ZAL Parc 2.3 Mod  
41011-Sevilla  
T: +34 96 386 12 36  
E: ferias@moldtrans.com

**Grupo Moldtrans**  
Headquarters  
Ctra. Nacional 152z, Km. 14  
Polígono Industrial Pla d’en Coll  
08110 Montcada i Reixac, Barcelona  
T: +34 93 504 14 00  
E: ferias.bcn@moldtrans.com

We recommend to make your bookings for machinery or workers 7 days in advance. The cancellation of these services within 24 hours before will have a cancellation fee of 80% over the tariff. In case the service has not been performed due to the absence of the client, agent or truck driver, or due to reasons beyond Moldtrans control, the amount of the service will not be refunded. No time changes will be admitted once payment is done. Moldtrans is not responsible for the accessibility to the stand or for the damages due to weather conditions.
All exhibition goods by sea freight, airfreight or road freight shall be consigned on “FREIGHT PREPAID” basis as follow:

**SHIPPER:**

<table>
<thead>
<tr>
<th>Exhibitor’s name</th>
<th>Address in his country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hall: ___ Stand: ___</td>
</tr>
</tbody>
</table>

**CONSIGNEE:**

Moldtrans, S.L.  
Fair: __________________  
Ctra Nacional 152z, Km. 14  
Polígono Industrial Pla d’en Coll  
08110 Montcada i Reixac, Barcelona  
Tel: +34 93 504 14 00

**NOTIFY:**

Moldtrans, S.L. (same as consignee)

**CONSIGNEE FOR DEFINITE IMPORT FOR THE INVOICES:**

Moldtrans, S.L.  
Fair: __________________  
Ctra Nacional 152z, Km. 14  
Polígono Industrial Pla d’en Coll  
08110 Montcada i Reixac, Barcelona  
Tel: +34 93 504 14 00
All exhibition goods must arrive to Spain no later than:

**SEAFREIGHT**

10 working days for FCL before the delivery day in the stand.
12 working days for LCL before the delivery day in the stand.

**AIRFREIGHT**

7 working days for goods with customs clearance and 3 working days for no customs clearance cargo before the delivery day in the stand.

**ROADFREIGHT**

If Customs procedure has to be done, our confirmation of shipment has to be received before shipping, otherwise the shipment might be stopped and delays may occur for the arrival of the shipment.

If any shipment arrives after the deadline a 25% extra surcharge will be applied in our tariff and any other charges that may be generated for this reason.

Moldtrans S.L. will not be responsible if the shipment does not arrive on time for the show if deadlines dates are not followed, and will make all possible to ensure delivery on time but no guarantee can be given.
All documentation has to be confirmed by Moldtrans: before arranging any shipment.

Once you receive our confirmation over the documentation, the notifications and pre-alerts will be sent to the above contact details.

- **SEAFREIGHT**  
  Pre-alerts are needed 4 days before the vessel departure.

- **AIRFREIGHT**  
  Pre-alerts are needed 1 day before the flight departure.

- **ROADFREIGHT**  
  Pre-alerts are needed the same day of the truck departure.

- Copy of the B/L / AWB / CMR (master and house if any).
- Departure date and expected time of arrival.
- Invoice and Packing List in Spanish or English (with unit values in EUR or US$, total value in EUR or US$, quantity, harmonic tariff code, weight in kg, measurements in meters, serial nº, reference nº and it must state if the shipment requires a definitive or temporary entry). If you require we can send to you our invoice model which is at the same time a Packing List.
- Catalogues and/or photos
- Other specific documents as Certificates depends on the country of origin and type of goods.

⚠️ The originals documents requires to be in our Barcelona office 3 days before the arrival of the goods, except airfreights that could arrive the same day.
We will need 3 full sets for each shipment.

*These required dates must be strictly followed and Moldtrans will not be responsible for the consequences or delay due to the late supply.*
**Warehousing** must be booked in advance before the shipment arrives into Spain, if the storage is required before the beginning of the show, or before the end of the show, if the storage is required after the end of the show.

Bear in mind there are products that could require especial documentation to import it into Spain such as dangerous goods, jewellery, food items, drinks, cosmetics, CITES, textiles, vegetables, electronic products, and others. The extra charges as quarantine, inspections, over Storage, analysis processing and others extra charges will be invoiced to the exhibitor.

Moldtrans will handle the customs formalities on the exhibitor’s behalf, however, sometimes it will be needed the presence of the exhibitor at the customs buildings.

All merchandise fit for human consumption has to be shipped with an Official Health/Veterinary Certificate from the country of origin in Original.

At the arrival of the cargo to Spain, it is made a Healthy Inspection by Sanitary Customs, in order to see if it is suitable to be consumed and imported into Spain. Moldtrans will not be responsible for the decisions on the health inspection.

No cargo can be sold or make a definitive importation if there is not any Spanish company allowed to import merchandise fit for human consumption (it has to have an official Health Registration).

If it is shipped any kind of alcohol, a Certificate of Analysis has to be also done mentioning the grade of alcohol of the product.

At the arrival to Spain a temporary importation is made, as the Spanish Customs does not allow us to make a definitive importation unless there is a Spanish Exhibitor authorised to import this kind of goods.

All products not distributed at the end of the show are obliged to be re-exported to origin otherwise will be destroyed. Likewise it is required a letter mentioning how much cargo has been distributed during the show and if the left cargo is going to be re-exported back to origin. If none of the cargo is re-exported to origin, Duties & VAT and Special taxes (for alcoholic beverages) will be paid for the total imported cargo even if they have been distributed during the show as a samples.

The cases must be strong enough to avoid damages during the transportation as well as be suitable for repacking at the end of the event.

Exhibitors shall be responsible for the consequences of improper packaging. Moldtrans will not provide any unpacking equipment such screwdrivers, hammers... so exhibitors should ensure that they bring the adequate tools to unpack and repack at the end of exhibition.
The following marking must be sticked at least on two opposite sides of each case:

<table>
<thead>
<tr>
<th>NAME OF THE FAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O MOLDTRANS S.L.</td>
</tr>
</tbody>
</table>

Net Weight (Kgs.):
Gross Weight (Kgs.):
Dimensions (long x wide x high) (cm.):
Exhibitor Name:
HALL Nº:  STAND Nº:

⚠️ Oversize or heavy exhibit applies to any single exhibit in excess of 2000 kgs or 5 cbm and will be made a specific quotation in each case. Exhibitors with heavy or oversized exhibits must arrive with enough time to give instructions of the day and way of unloading and situation in the stand.

In case of heavy exhibits, they should be fixed by bolts rather than mails or screws.

Please mark the case clearly to ensure the correct positioning and indicating all lifting points, together with the centre of gravity.

*Moldtrans will not provide any packing materials for returning exhibits, so exhibitors should ensure that they have adequate and appropriate packing materials for repacking at the end of exhibition.*

Moldtrans will collect the empties from the stand as long as these are in perfect condition (empties must be wrapped, placed on pallets and must be Stripped/taped together when necessary) and will return them as soon as the Organisation allows us to get into the hall once show is closed. If the package is not palletized or retracted so that it can be transported without any difficult, it will be done and charged by Moldtrans, minimum 35,00€.

Moldtrans responsibility begins with the collection of the empties at the stand and ends with their return onto the stand, regardless, whether the exhibitor is present or not.

Moldtrans will not be responsible if during the outdoor unloading and transportation into the exhibitor’s booth the packages get damage due to weather conditions.

Moldtrans will not be responsible for any item left inside of the empty packages while its storage during the show without prior declaration.
Under the order of the exhibitor and as per our tariff, we will assist you in physical unpacking and installation of exhibits; however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period.

If exhibitor arrive on site later, or, instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations under the exhibitor risk.

During exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When the exhibits are repacked with used parking materials, the parking is regarded as not longer suitable to protect the equipment against damage/moisture compared with the original.

Before the end of the show Moldtrans has to receive the return the instructions for disposal exhibits to take out from the Fair and for the customs cleared items. It has to be clearly mentioned the items disposed for selling, bonded Warehouse, consumed, given away, abandoned and in case of return transport, inform the way of transport and city of destination.

For goods from overseas countries, declaration of contents in each Package must be correct and items such as personal effects, souvenirs bought in Spain or others are absolutely not allowed to be returned together with exhibits. Violations of these regulations will result in confiscation and heavy fines imposed by the Spanish Customs.

We will start to return the stored empty cases the closing day after all visitors have left the pavilion, in order to ensure the closing of the exhibition smoothly. Those exhibitors with heavy and oversized exhibits may be required to repack their exhibits on the next day.

Moldtrans can offer local, national and International transport to any part in the World with a really good rates.

It is responsibility of each exhibitor to arrange a full transit insurance policy covering transport to the exhibition, during the exhibition period, and return of exhibits back to origin, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for exhibits sold locally.
We do not insure the goods without a prior request. In all transport movements, our responsibility will not exceed in any case the ones the Shipping lines, airlines, transport companies or other intermediate transport are obliged to refund, in case of damage.

**All charges will be calculate as per the real weight or volume in the relation 1cbm = 333kgs, except airfreight shipments which ratio will be 1cbm = 167kgs.**

Each started 1 cbm will be round up to next cbm.

All shipments have to be shipped on terms “Prepaid”. If a shipment arrives on terms “Freight collect”, Moldtrans S.L: will decide whether the freight is paid, and if it is there will be a surcharge of 10% over the net cost.

All **inbound charges** have to be paid to us before the arrival of the consignments in Spain to be able for us to clear customs and deliver the goods to the exhibition stand.

**Outbound handling charges** have to be paid before the return shipment can be effected.

All payment must be made by bank transfer, credit card or cash 48 hours before the beginning of the services. Booking of a service will be considered as cancelled if the charges has not been paid at least 48 hours before the beginning of service.

**Bank Details**

- **Beneficiary Name:** Moldtrans, S.L
- **Bank Name:** Banco BBVA S.A.
- **IBAN:** ES22 0182 5425 1101 0152 1253
- **SWIFT:** BBVAESMMXXX

100% Surcharge on services offered on Saturdays, Sundays, and Bank holidays.

Customs duties and taxes, inspections, airport and port charges, agent fees or/and storage for consolidated freight, warehouse, THC, etc. will be charged at cost + 10%.
SET UP: RULES TO FOLLOW

CONGRESOS Y TURISMO DE SEVILLA, S.A.

CONTURSA

Managing Entity of Seville Conference and Exhibition Centre (CONTURSA II)
CONDICIONES GENERALES DE MONTAJE

- Before starting any work, setting-up companies must collect the documentation about workplace risk prevention which will be given by the set-up supervisor. In turn, set-up companies will turn in the documentation requested below.

- Any company that carries out any set-up operations must be approved by CONTURSA as an authorized set-up operator or fitter.

- Likewise, the staff working directly or indirectly for the external set-up company must be duly insured; CONTURSA expressly rejects any liability in the event of an accident or failure to comply with the Labour Legislation. The documentation to provide would be as follows: Social Security System affiliation and registration proof, the company’s contribution situation certificate, the company’s insurance payment proof, Workplace Risk Prevention documentation (courses, certificates, etc…), fireproof certificates if fabrics or carpets are used.

- At least 15 days before the opening of the event, the setting-up company, the exhibitor or the organizer will submit to CONTURSA Technical Department a given floor plan of the stand, stage, etc… to build up, where they specify the general distribution, decoration elements, water feeds, drainage points, electricity outlet, voice/data outlet and the other hired services, and the fire-proof material certification if the exhibitor will use carpets, fabrics, etc… for the approval of those technical and safety aspects.

CONTURSA reserves the right to approve and/or modify the project for security reasons.

- If, for justified reasons, set-up operations have to be performed out of the usual work timetable, the relevant commercial department must be duly informed well in advance, indicating the timetable and area where the operations are to be carried out, and the applicant will assume all the expenses arising from security personnel, technical staff and rent, if these be necessary.

The relevant department reserves the right to approve these changes. No work can be done out of the usual timetable without the consent of that department.

- Painting material cleaning work must be carried out at those places fitted out for that purpose (ask the setting-up supervisor about the place assigned to that purpose). Toilets must not be used for that matter.

- It is not allowed to handle or tamper with any structural or electrical elements of the Conference Centre, halls, etc… or the modular stands.

- It is forbidden to cover the exhaust vents of the air conditioning system. For return air grilles a minimum separation distance or 25cm must be observed.
- It is strictly forbidden to paint, drill, hammer, etc. on the floors, walls, doors and ceilings of modular stands.

- The panels of modular stands can only be decorated (vinyl, cardboard, feather, etc.) by providers accredited by CONTURSA and in all cases under express authorization.

- The exhibitor will be responsible for leaving stands after use in the same state as stands were received. In the event that this rule is not observed, the exhibitor must pay for the cleaning costs as well as the costs for material replacement.

- The setting-up company, exhibitor or organizer must pay for the expenses for those repairs brought about by not observing this regulation.

- CONTURSA reserves the right to refuse admission to those who do not comply with the established rules.

**MEASURES AND FINISH**

For *trade fairs or commercial exhibitions with stands*, the following requirements must be observed:

- Stand building-up must be limited to the occupation area under contract and must respect the maximum set-up height permitted. Maximum permitted height ranges from 3.70m and 6m, depending on the stand location. Ask the setting-up supervisor about the different heights.

- The construction finish will be perfect in all the zones of the stand which are visible, including the back and the ceiling, particularly of the stands located on the French window and in the hall or those whose view is possible from upper floors. Any advertising elements in the boundary with other stands are prohibited.

- If a platform on the floor is used, it must be accessible for disable persons and all junction boxes must be measurable or, at least, those which give some type of service.

- Whenever two-floored stands are built-up, the construction project must be approved and endorsed by the Architects Association.

- The setting-up supervisor must be informed before carrying out this work.

- It is mandatory to use carpets in all set-ups in order to protect the floor, particularly when there is a platform and its finish can damage the floor.

- It is forbidden to stick posters, bills or any other element on the walls, aluminium wall cover, etc. (any authorization must come from the supervision of the Technical Department).
- Sticking poster elements on furnishings or any other structure fitted out for that purpose will always be done with Tesa Textil and Miarco double-sided tape.

- Only trolleys and transpalets can move in the hall and on the ramp.

**CATERING**

- The floors and, if necessary, the walls of the working areas will be protected, in order to avoid damage, with a fitted carpet or any other material authorized at the discretion of the Technical Department. Working or office areas will be assigned by the Technical Department during visits or meetings prior to the event.

- It is strictly **FORBIDDEN** to cook with fire, generate smoke, fumes, etc. inside the Conference Centre; in any case, making fire, etc. in any of CONTURSA facilities and premises must be previously authorized by and under the supervision of the Technical Department. If authorization is given, the measures to take will be indicated as in the section above.

- Only the waste authorized by the environmental regulation will be spilled into the drainage network and never if the waste is solid.

- When the service is finished, elimination of the used oil will be the responsibility of the catering company and it must be disposed of at the special places established for that purpose.

- The persons in charge of the catering company that gives its service for an event in CONTURSA must supervise that, during and after the event, all the facilities leased for the development of its activity are kept in the same state as when they were given for use.

If the generated waste is not removed from CONTURSA during or after the service, the person in charge of the catering company must check with the Technical Department as to where to place that waste. If the amount of waste is considered to be high, the catering company must require for tanks to be provided for its exclusive use several days prior to the service. It is not permitted to use tanks which are different from those assigned. Organic waste will always be put in closed bags. Unless otherwise indicated, the waste will be placed in such a way that it can be collected for recycling.

As well as for any other external company, catering companies must provide the relevant documentation which would be: workers’ Social Security System affiliation and registration proof, the company's contribution situation certificate, documentation (food handler card, courses, certificates, etc…) fireproof certificates if fabrics or carpets are used.
HOW TO OPERATE

- Before starting the set-up operations, you must get in contact with the set-up supervisor for the allocation of your stand and collect the documentation regarding workplace risk prevention.

- If electricity is needed to carry out the work, you must hire an electrical control panel from SERVIFIBES. It is forbidden to use plugs and sockets belonging to CONTURSA or other stands.

- Inside the site, only operations of material assembly, and decoration and product finish and placement can be carried out. This work must be done inside the area assigned for the stand, never out of it. It is as well forbidden to use electrical machines to cut, sand wood, etc… unless these tools are equipped with a vacuum cleaning system or bag.

- Vehicles will have limited time for loading / unloading operations.

OBLIGATIONS FOR PARTICIPATION

- It is obligatory to hire cleaning service for the stands and pavilions, as well as civil liability insurance and insurance against damage.

- Modular stands will be exclusively hired by CONTURSA official provider.

- The setting-up company is obliged to comply with all the general regulations on building, with the regulations of the Current Official Law, as well as with the labour risk prevention regulation, taking into account that ignorance of the law is no defence against failure to comply with it.

RIGHT OF LIEN ON GOODS

- CONTURSA is entitled to withhold the exhibited material in the event that the setting-up company and/or the exhibitor do not comply with the obligations assumed through acceptance of the conditions. CONTURSA is also entitled to charge the expenses brought about by storing that material.

- CONTURSA is not responsible whatsoever for the damage and/or theft of the material referred to in the above section.
TYPES OF MATERIAL

- The following materials are expressly forbidden as construction and/or decoration elements:
  - Non fire-proof carpet or fabric.
  - Double-sided tape other than Tesa Textil or Miarco.
  - Flammable or toxic material.
- It is not allowed to deposit or exhibit dangerous, explosive or unhealthy goods, or those emitting nasty noise or smell.
- Fire cooking is not allowed.

ORDER AND RELEASE OF MATERIAL

The material used for set-up must not occupy the corridors accessing the different pavilions, special attention must be paid to the emergency exits which must always be free. Any responsibility will lie with the offending company.

When the time for set-up / dismantling fixed for the event is over, all the material will have been properly removed. CONTURSA rejects any responsibility for the loss of that material out of the days and times reserved for the event.

STORAGE

The relevant Commercial Department will establish the days, times and location of the storage area for each event. Thus, no goods will be accepted out of the set timetable.

As a general rule, a storage area will be established which can be changed depending on CONTURSA occupation at every moment, as well as on the commitments made to customers regarding future and/or past events.
Identification of the goods

All the goods sent to CONTURSA for storage must be identified as follows:

- Name of the event
- Destination

In the case of a trade fair or commercial exhibition, there must also be an indication of:

- Name of the exhibitor company
- Stand number

Goods control

The organizer of the event must have the necessary control personnel before, during and after the event, according to its own characteristics.

CONTURSA could be in charge of that control by hiring security personnel especially for that purpose.

Out of the days and times established for storage activity, CONTURSA rejects all responsibility for goods which could eventually remain at its premises.
HANDLING TARIFFS – Events and Congress

Fibes 2016

We bring you the experience and reliability to assure the success of your trade show events!

Moldtrans S.l. | Pol. Ind Pla d’en Coll 08810 Montcada I Reixac (Barcelona) Spain T: +34 93 504 14 00 · E: ferias.bcn@moldtrans.es
## HANDLING TARIFFS

**By AIRPLANE**

<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Sevilla Airport until delivery to warehouse and booth min.</td>
<td>140 Kgs</td>
<td>1.25€/ Kgs</td>
</tr>
<tr>
<td>Coordination fee</td>
<td></td>
<td>35,00€/ AWB</td>
</tr>
<tr>
<td>Customs clearance</td>
<td>If required see Section II</td>
<td></td>
</tr>
<tr>
<td>Storage of empty crates during the show</td>
<td>If required see Section III</td>
<td></td>
</tr>
<tr>
<td>Additional extra handling on booth</td>
<td>If required see Section I</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION II

**Customs clearance**

<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary/ definitive import &amp; ATA carnet</td>
<td></td>
<td>95,00€/ invoice/ shipment/ ATA</td>
</tr>
<tr>
<td>Spanish duties &amp; taxes</td>
<td>Depending on type of goods</td>
<td></td>
</tr>
<tr>
<td>Bank Guarantee</td>
<td>Up to 20,000€ of value</td>
<td>3% on CIF value</td>
</tr>
<tr>
<td>(Min. 50,00€)</td>
<td>From 20,000€ to 40,000€</td>
<td>2% on CIF value</td>
</tr>
<tr>
<td></td>
<td>More than 40,000€</td>
<td>1.5% on CIF value</td>
</tr>
</tbody>
</table>

**By TRUCK**

### SECTION III

**Storage of goods**

<table>
<thead>
<tr>
<th>Volume</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 m³</td>
<td>56,00€/m³</td>
</tr>
<tr>
<td>From 3 to 10 m³</td>
<td>48,00€/m³</td>
</tr>
<tr>
<td>More than 10 m³</td>
<td>35,00€/m³</td>
</tr>
</tbody>
</table>

*Includes offloading in our warehouse, short storage & delivery to booth.
*Ratio: Minim 2 cbm
*Coordination 35,00.-Eur/Exhibitor

**Storage of empties**

<table>
<thead>
<tr>
<th>Volume</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 m³</td>
<td>38,00€/m³</td>
</tr>
<tr>
<td>From 3 to 10 m³</td>
<td>33,00€/m³</td>
</tr>
<tr>
<td>More than 10 m³</td>
<td>31,00€/m³</td>
</tr>
</tbody>
</table>

*Includes pick up from booth, storage during the show and return back to booth at the end of the show
*Empties must be packed and wrapped as good as possible in order to avoid any delay during the delivery
*Minim 2 cbm

⚠ VAT and Goods insurance not included
⚠ 100% Surcharge on Saturdays, Sundays or bank holiday
⚠ Same charges for outbound services
⚠ Working hours: 08 - 18h. Monday to Friday