

Dear Exhibitor,

In order to make easier your participation in the commercial exhibition, we are pleased to send you our Exhibitor Informative Manual with the guidelines related to the hiring of extra services you may require.

To complete your request, you only need to fill the order form enclosed and return it fully complimented to the Granada Congress Centre, using the E-Mail addresses detailed below.

All the services need a period of time with the purpose of planning and preparing them in a good way. For that reason, we ask you to send us the order form and book the services in advance, at least 15 days before the start of the event.

### **Contacts**

Granada Congresses and Exhibitions Centre

Contact Person: Susana Aschendorf / María Abril/ José V. López

E-mail: [susana@rck.es](mailto:susana@rck.es) / [maria.abril@rck.es](mailto:maria.abril@rck.es) / [jose.vicente@rck.es](mailto:jose.vicente@rck.es)

#### **1. ORDER FORM**

- The order form must be filled in and sent to the e-mail address provided. For an adequate provision of the service, the sending of the order form and the payment of the same must be done in advance, at least 15 days before the start of the event, otherwise we do not guarantee the correct provision of the service.
- The order forms received within 48 hours before the start of the event will have an extra charge of 30% in the price, depending on stock availability.

#### **2. FURNITURE CATALOGUE**

You will find in the catalogue the offer of standard and design furniture. There are several different types of modular stands (shell scheme booths) and one section dedicated to the Design stands (Customized booths). Furniture prices and stock is included.

We offer you graphic vinyl printing (Labeling of fasciaboards, walls and furniture), under your request.

#### **3. EXHIBITOR AND ORGANIZER NORMATIVE**

This document includes the compulsory rules to be followed by the exhibitors and the organizer.

## **EXHIBITOR/ORGANIZER NORMATIVE**

### **Normative:**

The Exhibitors are free to decorate and equip their stands as long as the conditions indicated below are respected:

- It is strictly forbidden to make holes or insert screws into the modular panels, floors or ceilings. Any damage caused in the exhibition areas or installations will be repaired and the costs will be charged to the exhibitor invoice.
- It is forbidden to put cables/wires on the floor, corridors, public areas, access doors and emergency doors (except with the corresponding protection and the express authorization of the Venue management).
- RCK Group and the P.E.C.G. will not accept any responsibility for lost or damaged property. You should take your own precautions to protect your goods.
- Without exception It will not be permitted to obstruct access to fire extinguishers or any other signs or emergency doors.
- Any decorative or advertising elements must not exceed the stand space and height. Corridors must not be obstructed at any time.
- It is forbidden any decorative or advertising material that may offend other exhibitors or public moral.
- Any type of advertising using speakers must be kept at low levels in order to avoid annoyance to the rest of exhibitors and not interfere with any activity in the venue. It will be supervised by a person in charge from RCK and the P.E.C.G.
- In accordance with safety rules, all the materials used must be fire resistant.

### **Modular Stands built by RCK (P.E.C.G.):**

- The modular stands, panels, furniture and any other material provided by RCK Group from P.E.C.G must be returned in the same conditions as originally were provided. Any damage caused will be charged to the exhibitor, under the supervision and responsibility of the event manager/organizer.

- It is forbidden to paint or to stick any kind of advertising on the panels provided by RCK Group and the congress center walls (If it is necessary to stick anything on the panels, walls or floor, It only could be done with the previous consent of RCK Group, and using a double faced tape that can be easily removed, not leaving residues on the surface). **The exhibitor is responsible for its removal.**
- It is also forbidden to make holes or use screws on the panels, walls and floor, or any action that may deteriorate them.
- Once the building of the stand has finished, any modification requested by the exhibitor must be approved by RCK Group, and the extra costs associated to it will be charged to the exhibitor.

### **Customized design Stands:**

- Exhibitor that do not hire rental stands and book only the space, with the purpose of build their own stand, must send to RCK Group the plan and layout of the stand, with the measures and materials to use. This information must be sent in advance, at least 21 days before the start of the exhibition, in order to be approved by our architect. A design canon will be charged to the exhibitor.
- Any tape used to stick carpeting or floor covering must be previously authorized by the P.E.C.G. management. The removal and cleaning of this material and residues is responsibility of the exhibitor.
- Design stands which exceed 2,5 meters of height must be painted or decorated above that height, when they are next to other stands and might affect negatively their appearance.
- Exhibitor must leave the space as it was handed to them. Any damage caused will be responsibility of the exhibitor.
- Exhibitors must request electrical boxes to RCK Group, specifying the power needed. In case of using an own electrical box, exhibitor must contact RCK Group.

In accordance with the rules specified above, I agree with these regulations:

Contractor

Signature and date