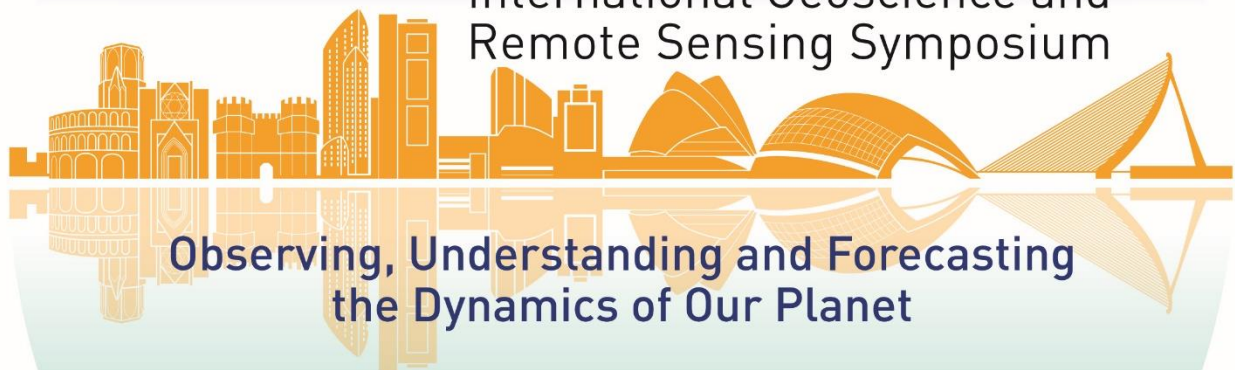


[www.igarss2018.org](http://www.igarss2018.org)

# 2018 IGARSS

International Geoscience and  
Remote Sensing Symposium

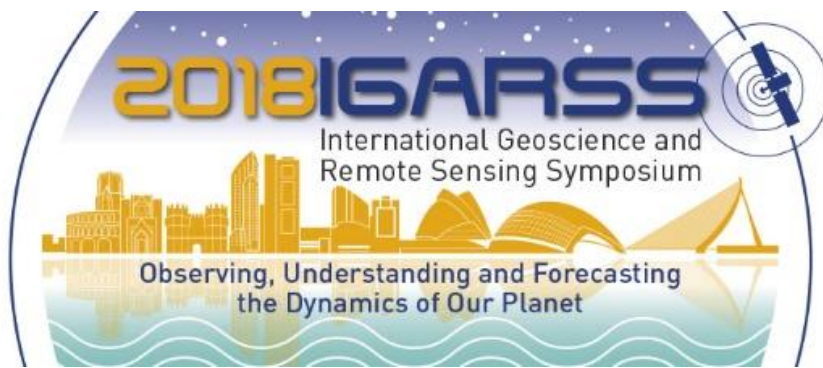


Observing, Understanding and Forecasting  
the Dynamics of Our Planet

**July 23-27, 2018 · VALENCIA, SPAIN**

Feria Valencia Convention & Exhibition Center

**EXHIBITOR TECHNICAL MANUAL**

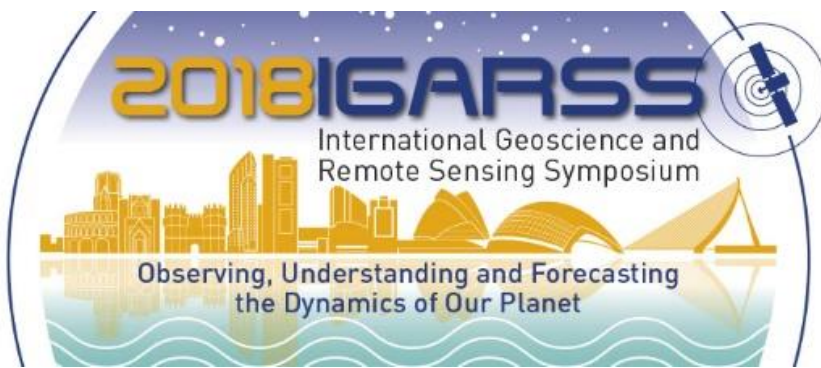


**July 23-27, 2018**  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center



## TABLE OF CONTENTS

GENERAL INFORMATION .....	4
Key Dates & Deadlines .....	4
Important Contact Details .....	4
Exhibition Management and Sponsorship .....	4
Exhibition Services: Shell Scheme   Stand Design   Carpentry   Furniture   Signage   Electrics   Carpeting	
Flowers   Cleaning .....	4
AV equipment .....	4
Official Freight Forwarding & Handling   Trolleys   Forklifts .....	4
Catering Services:.....	5
Accommodation.....	5
Symposium Registration .....	5
Exhibitor Benefits .....	5
VENUE.....	6
Feria Valencia Convention & Exhibition Centre .....	6
How to reach the Feria Valencia Convention & Exhibition Centre.....	6
By plane.....	6
By public transportation .....	6
By car.....	6
Venue Map .....	7
TECHNICAL INFORMATION FOR EXHIBITION STAND CONSTRUCTION .....	8
Setup, dismantling and Exhibition Schedule .....	8
Exhibition Service Desk .....	8
Exhibition Registration Desk .....	8
Exhibition Opening Hours .....	8
Exhibition Breakdown .....	9
Allocation of Exhibition Space .....	9
Booth Setup.....	9
Shell scheme booth.....	9
Delivery of shell scheme booths .....	9
Own customized booth.....	10
DELIVERY & STORAGE INFORMATION .....	11
Delivery Information .....	11
Forwarding Agent / Storage of Large Volumes .....	11
Customs .....	11
Storage of Crates and Boxes .....	12
Post-Event Uplift of Exhibition Materials and Exhibition Stands .....	12
Other Deliveries.....	12
Loading and Unloading .....	13
Access for vehicles .....	13
Parking .....	14



**July 23-27, 2018**  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center

Organizers



Technical Guidelines .....	15
Electricity .....	15
Stand Ceiling / Stand Covering .....	15
Accessibility of Stand – Ramps .....	15
Animation .....	15
Condition of the Floor .....	15
Exhibition Services: Shell Scheme   Stand Design   Carpentry   Furniture   Signage   Electrics   Carpeting	
Flowers .....	15
Audiovisual Equipment .....	15
Internet .....	15
Exhibition Stand Cleaning .....	15
Stand Catering .....	16
EXHIBITION REGULATIONS .....	17
General Information .....	17
Rules and Regulations .....	17
General Conditions .....	17
Booth Occupation .....	17
Insurance .....	18
Liability .....	18
Security .....	18
Failure to Vacate .....	18
Toxic or Flammable Materials .....	18
Industrial Relations / Ethical Code .....	19
Promotional Activities .....	19
Smoking Policy .....	19
Regulation Compliance .....	19
ONSITE FACILITIES .....	20
Venue Facilities .....	20
Facilities for the Disabled .....	20
Signage .....	20
Cash Dispenser / ATM .....	20
Catering Facilities .....	20
Cafeteria .....	20
Delegate Catering .....	20
Booth Catering .....	20
Registration .....	20
Registration of Booth Personnel .....	20
Access to Scientific Sessions .....	21
Delegate Registrations .....	21
Official Social Program .....	21
IGARSS 2018 App and Final Program Booklet – Exhibitor info .....	21



July 23-27, 2018  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center



## GENERAL INFORMATION

### Key Dates & Deadlines

When	What
April 23, 2018	Final balance is due upon receipt of the respective invoice
April 30, 2018	Sending of company logo and 100 words description for IGARSS 2018 website
April 30, 2018	Sending of Company logo for IGARSS 2018 App and Final Program
May 15, 2018	Deadline to inform that a customized booth will be setup
May 30, 2018	Deadline to send the draft of the customized booth
July 2, 2018	Deadline for ordering services to appointed suppliers
July 13, 2018	Deadline for sending the names to issue the passes for assembling and dismantling and the copy of the insurance

## IMPORTANT CONTACT DETAILS

### Exhibition Management and Sponsorship

Mondial & Cititravel Congresos, S.L.

Contact person: Gloria Casanova

[casanova@mondial-congress.com](mailto:casanova@mondial-congress.com) – Tel. +34 932 212 955

### Exhibition Services: Shell Scheme | Stand Design | Carpentry | Furniture | Signage | Electrics | Carpeting | Flowers | Cleaning

Formas Stands

Contact person: David Escobar

[info@formas.com](mailto:info@formas.com) – Tel. +34 963 643 223

*Download order forms in the Exhibitor Zone*

### AV equipment

IWWW – Info World White Web

Contact person: Arturo Belenguer

[arturo@iwww.es](mailto:arturo@iwww.es) – Tel. +34 902 365 321 – ext. 2003

*Download order forms in the Exhibitor Zone*

### Official Freight Forwarding & Handling | Trolleys | Forklifts

Moldtrans

Avda. de las Ferias, s/n. Planta Mall, office 101 - 46080 Valencia, Spain

Contact persons:

José Gálvez - [jose.galvez@moldtrans.com](mailto:jose.galvez@moldtrans.com) – Tel. +34 963 861 236

Enric Alonso - [enric.alonso@moldtrans.com](mailto:enric.alonso@moldtrans.com) – Tel. +34 935 041 453

*Download order forms in the Exhibitor Zone*



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



Organizers

#### Catering Services:

Gourmet Catering

Contact person: Raúl Membrives

[raul.membrives@gourmetcatering.es](mailto:raul.membrives@gourmetcatering.es) – Tel. +34 639 784 292

#### Accommodation

Mondial & Cititravel Congresos, S.L.

Salvador Espriu, 77, local 10 - 08005 Barcelona, Spain

Contact person: Natalia Mazanek

[lgarss2018@mondial-congress.com](mailto:lgarss2018@mondial-congress.com) – Tel. +34 932 212 955

#### Online Accommodation Booking link:

<https://mondial.eventsair.com/igarss2018/accom/Site/Register>

#### Symposium Registration

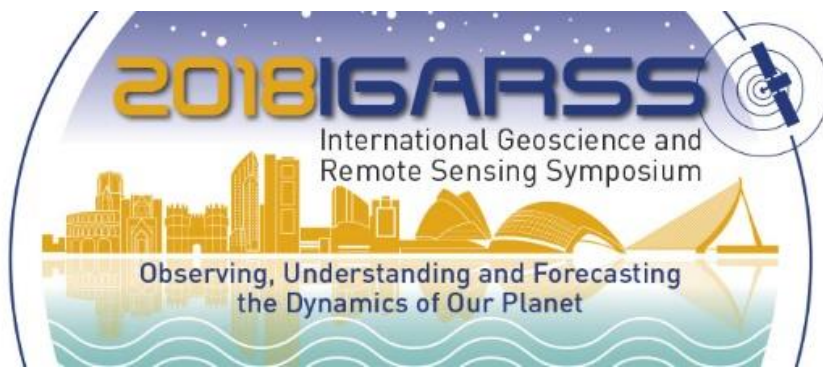
[registration@igarss2018.com](mailto:registration@igarss2018.com)

Ph. US 1 979 846 6800

#### Exhibitor Benefits

The following is the minimum each exhibitor will receive:

- Shell scheme booth consisting of: aluminium structure, boards in white melamine, height: 300cm, carpet, fascia board all along the booth, name of the company with standard writing in black vinyl with a maximum of 20 letters per stand, lighting with orientable halogen spotlights, electricity 2000 W fuse box (includes one socket)
- Recognition on the symposium website featuring linked exhibitor name and logo
- Recognition in the symposium program and App with exhibitor name and logo
- 1 full conference registration free with access to scientific sessions
- 2 exhibitor badges per 6sq m exhibition space and 3 exhibitor badges per 9 sq m exhibition space (no access to scientific sessions). Any additional staff will be charged and exhibitor registration fee of 80€.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



## VENUE

### Feria Valencia Convention & Exhibition Centre



Avda. de las Ferias, s/n - Valencia – 46035, Spain

Latitude: 39.502824

Longitude: -0.4283450000000357

### How to reach the Feria Valencia Convention & Exhibition Centre

#### By plane

Manises Airport is 7.4 km. away (approx. 11 minutes) drive from Feria Valencia, approx. cost of a taxi from airport to Feria Valencia is €20. It is also connected with Feria Valencia by underground lines 3 & 2, length of the trip about 50 minutes.

#### By public transportation

- By metro: Line 2, Stop Carolines Fira (600m from Convention & Exhibition Centre)
- By tram: Line 4, from the city to Feria Valencia's main entrance.
- By bus: Line No. 62 stops every 10 /15 minutes

#### By car

We recommend to enter your location and destination of your trip in google maps and get the exact indications of the direction, as well as the estimated time to get there.

**Parking: 7.000 parking spaces: 4.000 indoor and 3.000 free outdoor. Feria Valencia has covered parking connected with their pavilions.**

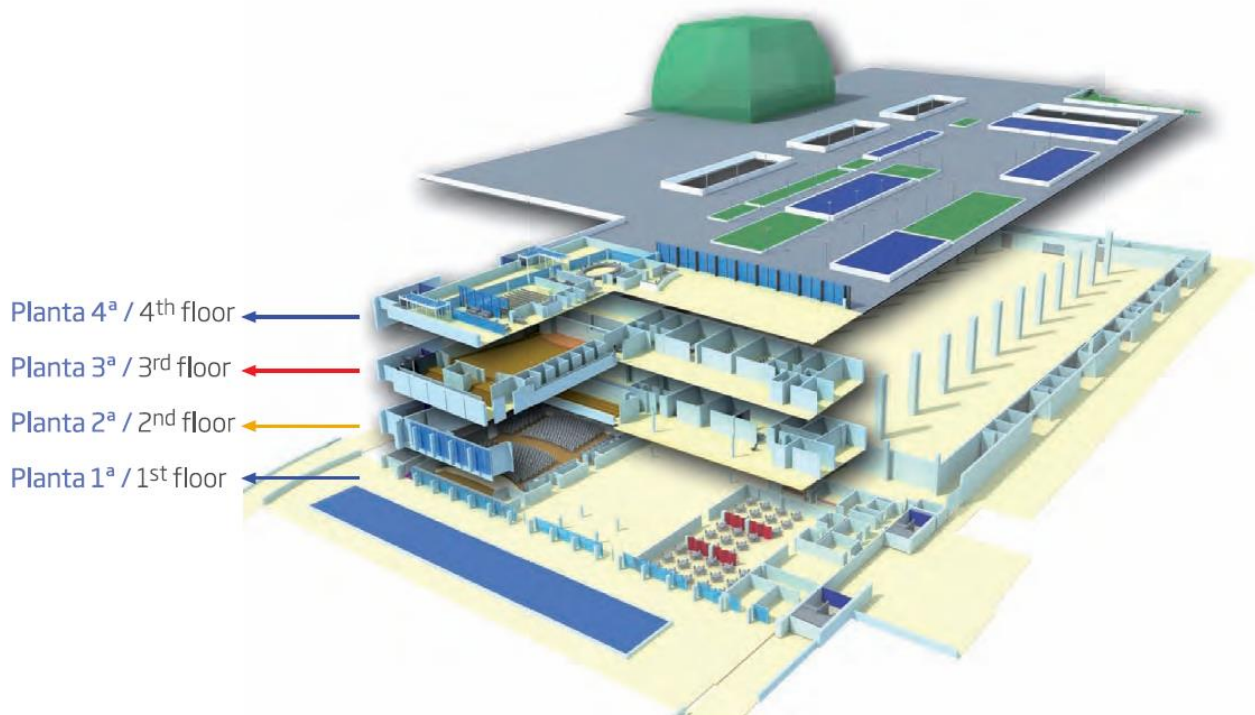


**July 23-27, 2018**  
**VALENCIA, SPAIN**  
Feria Valencia  
Convention & Exhibition Center

Organizers



## Venue Map



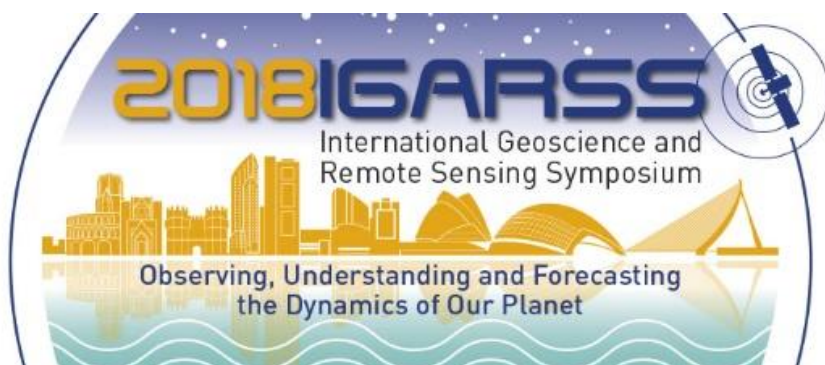
4<sup>th</sup> floor: entrance, registration and session rooms

3<sup>rd</sup> floor: session rooms

2<sup>nd</sup> floor: session rooms

1<sup>st</sup> floor: auditorium, cafeteria and access to pavilion 5

Pavilion 5: exhibition area, poster area, plenary room, session rooms and catering services



July 23-27, 2018  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center



## TECHNICAL INFORMATION FOR EXHIBITION STAND CONSTRUCTION

The exhibition area is located at the Pavilion 5, direct access from 1st floor of Feria Valencia Convention & Exhibition Center

### Setup, dismantling and Exhibition Schedule

All times listed in this chapter are subject to change. The exhibitor manual will be regularly updated. The most recent version can be found online in the Exhibitor Zone at: [https://www.igarss2018.org/Exhibitors\\_Sponsors.asp](https://www.igarss2018.org/Exhibitors_Sponsors.asp)

	Sunday July 22 <sup>nd</sup>	Monday July 23 <sup>rd</sup>	Tuesday July 24 <sup>th</sup>	Wed. July 25 <sup>th</sup>	Thursday July 26 <sup>th</sup>	Friday July 27 <sup>th</sup>	Saturday July 28 <sup>th</sup>
Set-up exhibitors ( <b>space only</b> )	09:00-20:00	08:00-12:00					
Set-up exhibitors using <b>Shell Scheme</b> <sup>1</sup>		08:00-12:00					
Registration Desk & Exhibitor Service		08:30-18:30	08:30-18:30	08:30-18:30	08:30-18:30	08:30-18:30	
Exhibition opening hours		12:00-18:30	08:30-18:30	08:30-18:30	08:30-18:30	08:30-18:30	
Dismantling ( <b>space only</b> )						19:30-22:00	
Dismantling using <b>Shell Scheme</b>						19:30-22:00	08:00-14:00

<sup>1</sup> Exhibitors must have finished their installations and their products must be installed before the exhibition opening. Any material delivered outside of the indicated time-slots will be turned away. Shell schemes and booth packages will only be available to exhibitors at this time. Exhibitors with booth builders have to check the availability of their booth with their contractor; additional setup hours on Saturday, July 21<sup>st</sup> must be checked with Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com)

### Exhibition Service Desk

On-site telephone number (number to be announced)

A help-line directed to the same number will be available on Sunday 09:00-20:00 and on Saturday 08:00-14:00

### Exhibition Registration Desk

Exhibitors (registered booth staff for the period of the congress) have to pick-up their badge at the Exhibition Registration Desk in the Registration Area located in the entrance, foyer 4<sup>th</sup> floor upon their first arrival at Feria Valencia Convention & Exhibition Centre.

### Exhibition Opening Hours

Monday, July 23<sup>rd</sup>, 2018 12:00-18:30

Tuesday, July 24<sup>th</sup>, 2018 08:30-18:30

Wednesday, July 25<sup>th</sup>, 2018 08:30-18:30

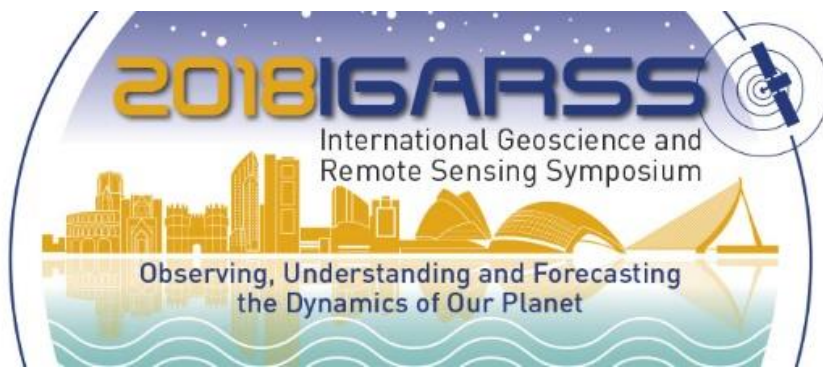
Thursday, July 26<sup>th</sup>, 2018 08:30-18:30

Friday, July 27<sup>th</sup>, 2018 08:30-18:30

Your booth has to be staffed during all these times!

Exhibitors can access their booth 30 minutes before the opening hours.





July 23-27, 2018  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center

Organizers



### Exhibition Breakdown

The exhibition breakdown is scheduled for Friday, July 27<sup>th</sup>, 2018, 18:30 – 22:00

For exhibitors space only, there will be additional breakdown time on Saturday, Jul 28<sup>th</sup> from 08:00–14:00.

The organisers and the venue management team will not allow any exhibition stand setup or breakdown during refreshment breaks, lunch times, poster sessions or networking events held in the exhibition area or at any other times when delegates are present within the exhibition area.

Non-adherence will force the venue management team to close the exhibition hall and all penalties or charges incurred will be passed on by the organisers to any exhibitor(s) who has/have not adhered to this regulation.

Exhibitors must leave the location used in the same condition as before the installation and respect the schedule indicated.

### Allocation of Exhibition Space

Space will be considered definitely confirmed once received the full payment only, within the time indicated in the terms of payment.

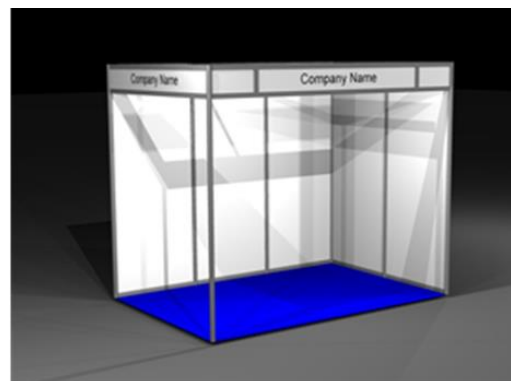
Confirmation of spaces should be done directly with IGARSS 2018 Exhibition Management and Sponsorship, Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com)

### Booth Setup

#### Shell scheme booth

The **shell scheme booth** is included in the exhibition rental fee and consists of:

- Aluminium structure, boards in white melamine, height: 300cm
- Carpet
- Fascia board all along the booth, name of the company with standard writing in black vinyl with a maximum of 20 letters per stand
- Lighting with orientable halogen spotlights (6 sq m stands include 1 spotlight; 9 sq m stands include 2 spotlights)
- Electricity 2000 W fuse box (includes one socket European plug, 220V)



#### Delivery of shell scheme booths

Monday, July 23rd at 08:00 h.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center

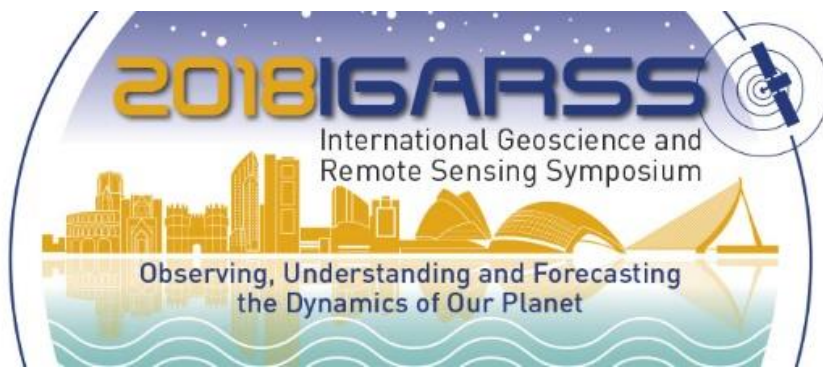
Organizers



### Own customized booth

If it is from your interest to design and setup **your own customized booth**, please note the following:

- There will not be any reduction on the rental fee
- Electricity 2000 W fuse box (includes one socket European plug, 220V) will be included
- Must send the documents below to IGARSS 2018 Exhibition Management and Sponsorship, Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com)
  - May 15<sup>th</sup>, 2018: inform that customized booth will be setup.
  - May 30<sup>th</sup>, 2018: detailed draft of the booth properly delimited and with the elevation and section; as well as a brief description of the setup system regarding the stability and resistance of such elements in order to allow for their approval.
  - July 13<sup>h</sup>, 2018: "Feria Valencia application form - passes for assembling and dismantling" and attach the "insurance" against the risk of work on accidents of the company (Confirmation of insurance coverage)
- Booth Heights and Regulations:
  - In any case, Feria Valencia Convention & Exhibition Center may request a report from the assembler which accredits that the structures that have been setup are stable and resistant. In any case, the responsibility will always be from the Assembler. Depending on the structural complexity, it could be required to present an end of installation certificate or project, done by a competent technician (Architect or Engineer, from the EU) and endorsed by their Professional Association, or instead a declaration of responsibility from the technician along with their valid Civil Liability policy and a copy of the last receipt.
  - No anchorages may be used on the roof of the exhibition area.
  - Maximum height allowed: 4m.
  - The back walls that are adjacent to another stand and visible must be completely finished
  - Stand builders must ensure that the area in which they are working is clean and tidy at all times, respecting and ensure that their staff comply with the safety regulations saved at the Exhibitor Zone.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



## DELIVERY & STORAGE INFORMATION

### Delivery Information

Deliveries must be received by a representative of your company and only during setup planning. Neither the organiser nor the venue will accept deliveries on behalf of exhibitors and sponsors. Please make sure your staff is onsite at the time of delivery.

All deliveries must be done with shipping paid in advance. The organising committee, Mondial & Cititravel Congressos and Feria Valencia Convention & Exhibition Center cannot in any case be in charge of customs clearance and storage.

### Forwarding Agent / Storage of Large Volumes

To ensure professional handling, timely delivery of your goods and storage during symposium exhibition, you must send all goods to the forwarding agent: **Moldtrans** (see contact details at page 4). Please check the attached documents: **Moldtrans Shipping Instructions and Moldtrans Handling Tariffs.**

Before shipping any items to your stand please make sure you get in touch with the official forwarding agent. They will be happy to solve your doubts and offer their services for reception, delivery and storage of your materials.

When the Symposium is finished no goods can be left at Feria Valencia Convention & Exhibition Center; please arrange with Moldtrans the pickup of your materials.

Moldtrans are able to pick up and/or receive and store courier shipments, please check when exhibition goods must arrive to Spain at the document Moldtrans Shipping Instructions. There will be a handling charge for this service, paid directly to Moldtrans.

If your shipment is for the exhibition stand, please label the consignment as follows:

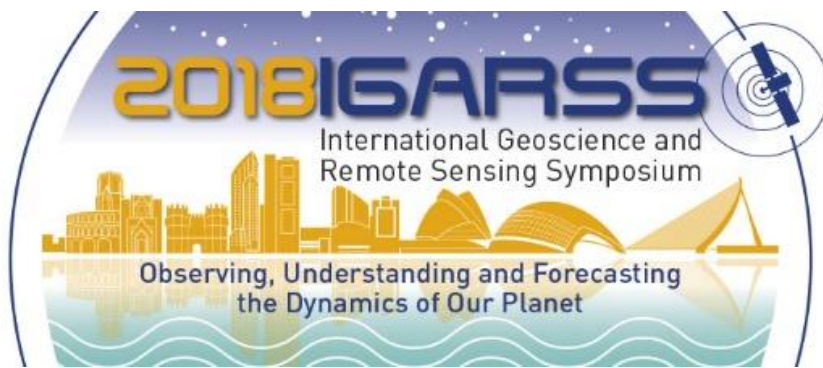
Shipper: Exhibitors' name  
Address in your country  
Hall: Pavilion 5 – Stand number:

Consignee: Moldtrans, S.L.  
IGARSS 2018  
Feria Valencia  
Avda. de las Ferias s/n  
46080 Valencia  
Tel. +34 963 861 236

Exhibitors are under no obligation to use the exhibition logistics services offered by Moldtrans. However the Exhibition Coordinator and the organisers of IGARSS 2018 will not accept any responsibility for late or non-delivery of exhibition materials if different logistic or courier companies are used. Courier charges are not included in the cost of the stand as package.

### Customs

Each exhibitor has to carry out the necessary customs formalities on materials and products from abroad. The organiser will not be held responsible for the difficulties which may be encountered during these formalities. None of the products will leave Feria Valencia Convention & Exhibition Center without completed customs formalities. Moldtrans is available to exhibitors in order to help with the customs process. For contact details, please see page 4.



**July 23-27, 2018**  
**VALENCIA, SPAIN**  
 Feria Valencia  
 Convention & Exhibition Center



### Storage of Crates and Boxes

For compulsory safety reasons, under no circumstances packaging materials (crates, boxes ...) of any kind be left in the aisles, on the stands or stored behind exhibition stand displays. There are no amenities for the storage of packages in the exhibition hall. Exhibitors are advised to make their own arrangements for removal and storage of all cartons, crates, containers, packing materials, etc., which are necessary for re-packing. It is compulsory for exhibitors to ensure that they are removed by end of build-up on Monday, July 23<sup>rd</sup> at 12 hrs. Storage can be arranged with Moldtrans, and arrangements must be made in advance.

### Post-Event Uplift of Exhibition Materials and Exhibition Stands

All exhibition stand materials are to be collected by courier and must be labelled appropriately (company name, stand number, return address, contact name and phone number) and should be notified to Moldtrans when ready for uplift. Please instruct the courier company to collect the exhibition materials between 18:00 and 20:00 h on Friday, July 27<sup>th</sup> and from 09:00 to 12:00 h on Saturday, July 28<sup>th</sup>. Any items remaining in the hall after 12:00 hrs on Saturday, July 28<sup>th</sup> will be removed and stored by Moldtrans and the exhibitor will be responsible for all costs incurred.

### Other Deliveries

Exhibitors expecting deliveries at other times during the event should advise Mondial & Cititravel Congressos of the expected delivery time and date, number, size and weight of items to be delivered. Mondial & Cititravel Congressos can be contacted at the Exhibitor Registration Desk situated at the 4<sup>th</sup> floor.

Exhibitors may hand carry only what they can manage by themselves (one person) in one trip, using no equipment. Hand carried items may not come through the freight entrance.

As indicated previously, there are no storage facilities however small deliveries can arrive on Monday, July 23<sup>rd</sup>.

All materials can be sent to: Feria Valencia Convention & Exhibition Center  
 Avda. de las Ferias, s/n  
 Valencia – 46035, Spain

Description for labels: IGARSS 2018 - July 23-27, 2018  
 Name of Exhibiting Company  
 Stand Number  
 Name of the person in charge  
 Mobile number  
 Total number of boxes

Neither the organisers nor Feria Valencia Convention & Exhibition Center management can receive or sign for courier shipments on behalf of exhibitors on site.

Please adhere to the Moldtrans shipping guidelines at all times for deliveries to and from IGARSS 2018.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



## LOADING AND UNLOADING

Event deliveries will not be accepted via the entrance of the 4<sup>th</sup> floor. During build-up for the event, delivery vehicles will be directed to pavilion 5. The entrance is different for vehicles (cars and vans) than trucks. The weight limit of Feria Valencia Convention & Exhibition Center is 30.000 kg.

Please check the document: Feria Valencia – Delivery access vehicles and trucks

### Access for vehicles

Cars and vans: <https://goo.gl/maps/f4kNXA6uyVA2>



Trucks:



Please inform to the Exhibition Management & Sponsorship Company – Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com) about the times expected for unloading and break-down. Due to space restrictions, we advise unloading by forklift as it is generally quicker than manual unloading.

Drivers of vehicles circulating within the premises Feria Valencia Convention & Exhibition Center must respect the speed limit indicated (20 km/hr). Vehicles must be parked in designated areas as instructed.

### **Feria Valencia Convention & Exhibition Center do not provide trolleys, pump trucks or forklifts**

Please note that if you bring your own forklift, it has to be with battery (no fuel). If you require a forklift, Moldtrans offer the possibility of renting one (see contact details at page 4). Fork-lift trucks will be used exclusively for transporting materials, it being expressly prohibited to use them to transport persons, and must only be used by duly authorised and trained personnel.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center

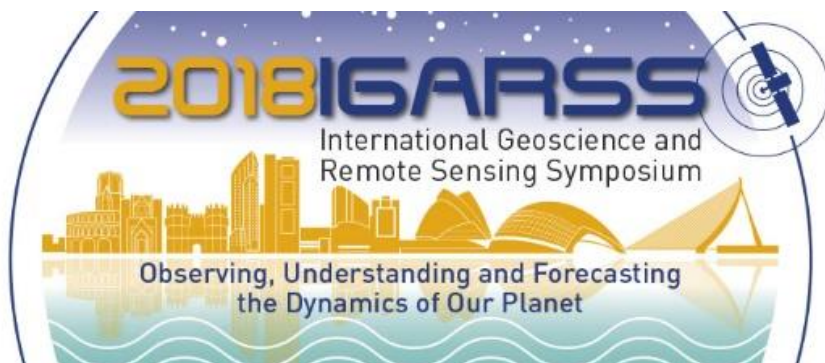
Organizers



For your information, if you have to move materials between the different floors of Feria Valencia Convention & Exhibition Center, note that the following **lifts** are available:

- 2 normal lifts from level 1 to level 4 which size is: 1.09m width, 1.39m depth, 2.09m interior height, doors 1.99m height X 0.79m width
- 1 loading lift from level 1 to level 3 (not to level 4). To level 4 you can arrive directly with the material through the plaza. Size: 1.10m width, 2.09m depth, 2.15m height, door 1.99m height X 0.89m width

### Parking



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



## TECHNICAL GUIDELINES

### Electricity

Electricity will be provided in the exhibition through a power box coming out of the floor.

### Stand Ceiling / Stand Covering

It is recommended not to have ceilings / stand coverings, in order not to affect the Fire Safety Strategy of Feria Valencia Convention & Exhibition Center

### Accessibility of Stand – Ramps

Stands should be accessible to all delegates. If you plan to install ramps, these must be integrated into the stand design and may not extend beyond allocated floor space.

### Animation

Exhibitors should not bother their neighbours with bulky furnishing or decoration or sound

### Condition of the Floor

The Floor in the pavilion 5 of Feria Valencia Convention & Exhibition Center is not carpeted, the colour is grey.



### Exhibition Services: Shell Scheme | Stand Design | Carpentry | Furniture | Signage | Electrics | Carpeting | Flowers

Formas has been appointed the Exhibitor Services Company for IGARSS 2018. For design, graphics and custom-build enquiries, please contact David Escobar at [info@formas.com](mailto:info@formas.com) (contact details on page 4).

*Download the order form in the Exhibitor Zone online.*

### Audiovisual Equipment

Exhibitors can order any audiovisual equipment through IWWW, please contact Arturo Belenguer at [arturo@iwww.com](mailto:arturo@iwww.com) (contact details on page 4).

*Download the order form in the Exhibitor Zone online.*

### Internet

The Symposium provides free Wi-Fi for delegates which you are welcome to use. Exhibitors requiring any other internet access at the exhibition stand must contact Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com)

### Exhibition Stand Cleaning

General cleaning of the exhibition hall will take place prior to the exhibition opening each day. This services is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. It is responsibility of each exhibitor to ensure their stand is clean and tidy.

It is the responsibility of the exhibitor to make arrangements for any special cleaning requirements during the meeting. To order additional cleaning, please contact Gloria Casanova at [casanova@mondial-congress.com](mailto:casanova@mondial-congress.com)



**July 23-27, 2018**  
**VALENCIA, SPAIN**  
Feria Valencia  
Convention & Exhibition Center

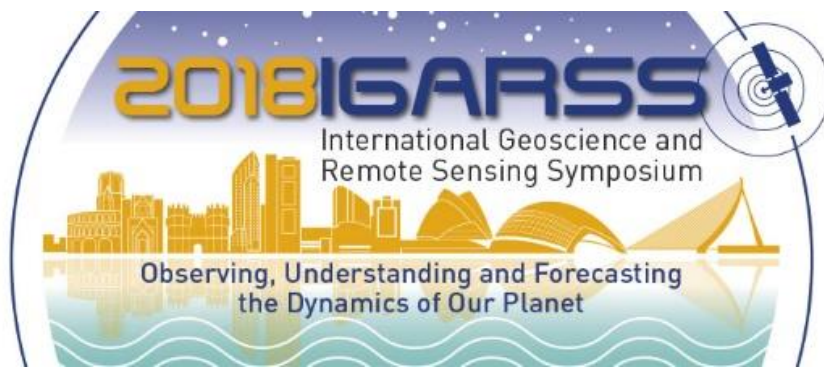
Organizers



### Stand Catering

Gourmet Catering has sole rights to provide all food, beverage and associated catering equipment, please contact Raúl Membrives at [raul.membrives@gourmetcatering.es](mailto:raul.membrives@gourmetcatering.es) (contact details on page 5).  
Orders within 72 hours of the beginning of the event cannot be guaranteed.





July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



## EXHIBITION REGULATIONS

### General Information

Feria Valencia Convention & Exhibition Center and the organisers require all exhibitors, contractors and any other personnel to comply with the Exhibition Regulations detailed in the present document.

### Rules and Regulations

Definitions:

In these regulations the term "exhibition" in all cases refers to an industry exhibition being held in conjunction with "IGARSS 2018", held at Feria Valencia Convention & Exhibition Center, from Monday, July 23<sup>rd</sup>, 2018 until Friday July 27<sup>th</sup>, 2018.

The term "exhibitor" includes any person, firm, company, association and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting in the exhibition area.

The term "organisers" means Mondial & Cititravel Congressos on behalf of "IGARSS 2018" and "IEEE".

The term "premises" refers to those portions of Feria Valencia Convention and Exhibition Center licensed to the Organisers.

### General Conditions

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance affected by the organisers.

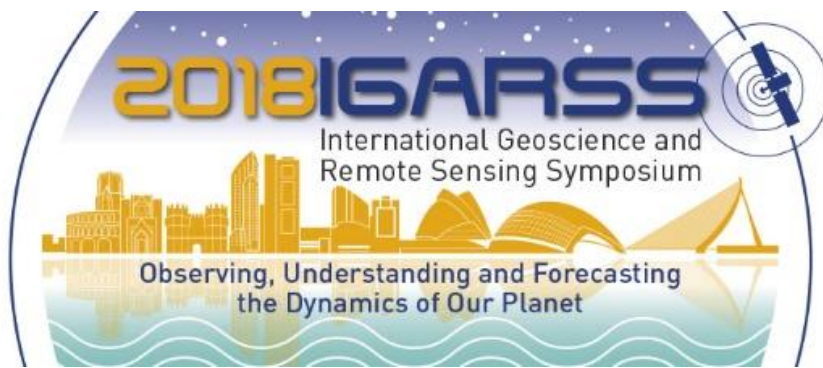
### Booth Occupation

Exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility. Exhibitors have to finish their installations and their products are to be installed before the exhibition opening.

- *Exhibitors and their staff are only allowed to hand-out brochures, catalogues, give-aways, etc. within the confines of their exhibition booth*

Exhibitors are recommended

- Not to leave their booths unattended while visitors are still in the hall
- To be present at their booths during assembly and disassembly and to receive their deliveries
- In spite of the presence of night watchman, the organiser declines responsibility in the matter of theft, losses and damages that may occur
- Exhibitors are to leave the locations used in the same conditions in which they were initially found. It is prohibited to nail, screw or stick items on the structure. Any deterioration will be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: works affecting smoke, water or compressed air ducts electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines, drilling of holes for posting or sealing, removal of doors, aerials etc...
- Repair of damages subsequent to the non-observance of the above clauses will be entirely at the exhibitor's expense.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



### Insurance

Exhibitors are reminded of the need to consult their own insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following:

Abandonment insurance: Exhibitors should note that the organisers are not obliged to return any money paid for the space in the event of the exhibition being abandoned, postponed or altered in any way in whole or in part or if the organisers find it necessary to change the dates or the venue of the exhibition.

Stands fixtures and similar insurance: all risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal property of directors, principals and employees whilst on the exhibition premises and transit risks to and from the exhibition.

Proof of insurance has to be sent in advance.

### Liability

Whilst the organisers will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part or if the organisers find it necessary to change the dates or venue of the exhibition or the layout, the organisers shall not be liable for any expenditure loss or damage incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever. The organisers shall not be held liable for too low a number of registered delegates or for any lack of interest for the entire event.

### Security

Feria Valencia Convention & Exhibition Center will provide stewarding throughout the exhibition halls on event open days; however each sponsor/exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please wear your exhibitor or contractor badge at all times. In the unlikely event of a theft occurring, please report this to the symposium organisers immediately.

There is 24 hour security coverage. At night the venue will be locked but there will be no personnel on the floor, access will only be available to members of staff with a swipe card.

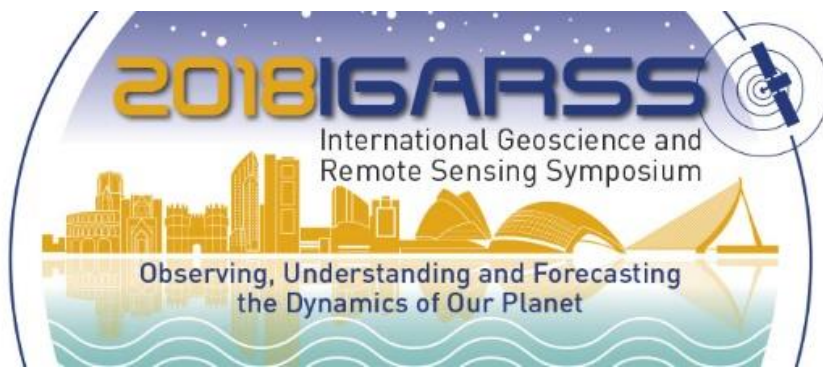
### Failure to Vacate

If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises on Saturday, July 28<sup>th</sup> 2018 by 14:00 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers. The organisers may remove any property of the exhibitor left at the exhibition area by the exhibitor after the said time and the exhibitor shall pay all costs of such removal to the organisers on demand.

### Toxic or Flammable Materials

The storage of materials or waste which are flammable or toxic for people and the environment (Gas, fuels, paints, varnishes, solvents, etc...) in the facilities are strictly prohibited.

It is not permitted to emit dust, vapour, flammable, toxic or generally unpleasant gases that represent a health risk or annoyance for the public assisting to the event or during the assembly.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



### Industrial Relations / Ethical Code

All exhibitors, contractors and sub-contractors within the exhibition halls are advised to conduct their industrial relations in accordance with good practice. Persons carrying out work contrary to the requirements of Feria Valencia Convention & Exhibition Center and the organisers will be required to stop work immediately and may be directed off the premises.

### Promotional Activities

The booths may only be used for exhibiting and advertising the exhibitor's own products, materials or services as described in the application form. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition booth is forbidden (such as working acts, distributing flyers etc.)

### Smoking Policy

Smoking is prohibited in all rooms and halls of Feria Valencia Convention & Exhibition Center, this includes vaping and the use of e-cigarettes. The designated smoking areas of Feria Valencia Convention & Exhibition Center are located at the front of the venue

### Regulation Compliance

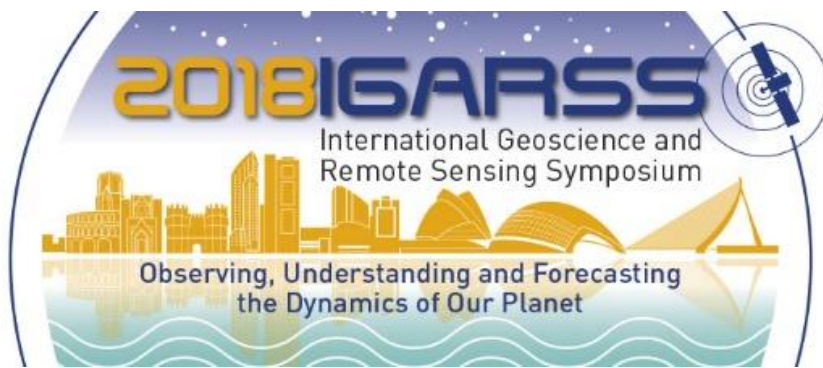
The exhibitor agrees to observe all regulations and requirements stipulated in the clauses of this document and shall not construe them as merely administrative. The authorities of Feria Valencia Convention & Exhibition Center shall exercise full power in the duties vested to their rank to find the means necessary in order to enforce the present regulations to their full extent.

The exhibitor accepts to comply with all the regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time, and adopted as being in the best interest of the event pursuant to which the organisers reserve the right to convey such new information even verbally.

Any infraction of customary and statutory regulations, instructions or government decrees and/or amendments enacted or referred to in the information file and in the technical manual, may result in the immediate eviction of the offending exhibiting person or company by decision of the organisers, without prior notice and without prejudice to any compensations that could be claimed as a result against the offender in repair for damages or harm from which the event could suffer.

The aforementioned shall apply in particular in the event of insurance coverage default, nonconformity to the general instructions, failure to comply with safety regulations, non-occupancy of the booth, absence of the reservation form duly completed and signed payment default. The organising committee shall hold a lien on all exhibits, personal property or decoration belonging to the exhibiting company. Whatever the reason, the organizer shall not consider eventual claims filed after the congress.

Disputes arising in connection with the present clauses shall be settled in any court having jurisdiction over the organiser's head office.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



Organizers

## ONSITE FACILITIES

### Venue Facilities

#### Facilities for the Disabled

Feria Valencia Convention & Exhibition Center is fully accessible for all customers, with easily accessible drop-off-points, accessible toilets, lifts and entrances in all areas. There are lift access to all levels, in addition to escalators.

#### Signage

Signage directing the delegates and visitors to the exhibition will be installed. Exhibitors are not permitted to erect their own signs anywhere with the exhibition halls and the congress centre, other than on their own booths.

#### Cash Dispenser / ATM

Feria???

### Catering Facilities

#### Cafeteria

Coffee, tea, refreshments, light snacks and sandwiches will be available from a Cafeteria located on the 1<sup>st</sup> floor from Sunday, July 22<sup>nd</sup> to Friday, July 27<sup>th</sup>. The Cafeteria accepts cash as well as all major credit cards.

#### Delegate Catering

Coffee, tea and milk will be available at the coffee stations at the pavilion 5 during the official breaks of the scientific programme.

Lunch is not included; delegates and exhibitors may buy lunch boxes upon registration.

#### Booth Catering

Booth Catering is available during the setup, dismantling and opening hours of the exhibition. The catering supplier is Gourmet Catering (see contact details at page 5). No other catering companies are admissible.

### Registration

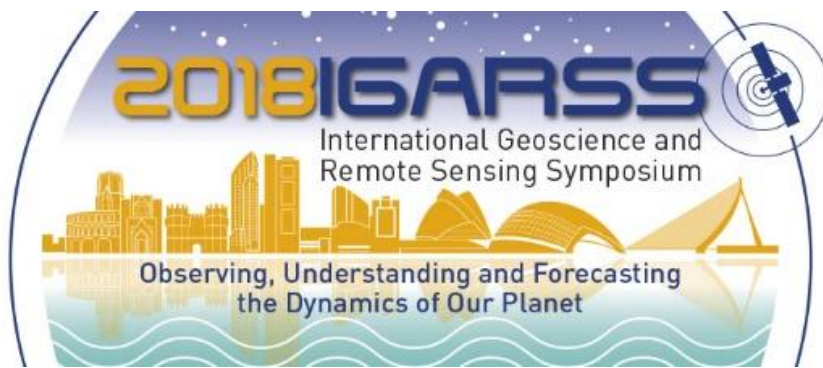
#### Registration of Booth Personnel

For security reasons, booth personnel must wear the official IGARSS 2018 name badges at all times. Two exhibitor badges per 6sq m and three exhibitor badges per 9sq m exhibition space will be issued. To avoid time-consuming onsite registration, each company will receive a code to pre-register the booth **personnel until XXXXX**

Badges will not be mailed in advance! Upon arrival, they need to be collected from the Registration Desk.

Any additional staff will be charged and exhibitor registration fee of USD 80.-

The exhibiting company will be responsible for the actions of anyone authorised to receive a badge under the exhibiting company's name, including their invited guests.



July 23-27, 2018  
VALENCIA, SPAIN  
Feria Valencia  
Convention & Exhibition Center



Organizers

Each representative who is issued with an exhibitor badge must be employed by the exhibitor or have a direct business affiliation. Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.

#### Access to Scientific Sessions

One complimentary full congress registration per company is included.

To make use of this complimentary badge and to avoid time-consuming onsite registration, each company will receive a code to pre-register the corresponding **delegate until XXXXX**.

Exhibitor badges will not grant access to scientific sessions. If exhibitor staff wants to attend the scientific programme, they need to register as delegates.

Please refer to the IGARSS 2018 website [www.igarss2018.org](http://www.igarss2018.org), which provides further information and time schedules of the meeting sessions and social programme.

The organisers reserve the right to make changes to the programme and time schedule without prior notice.

#### Delegate Registrations

To register as a delegate, please visit

#### Official Social Program

#### IGARSS 2018 App and Final Program Booklet – Exhibitor info

Exhibitor information will be available on the Symposium App,