

RULES OF ASSEMBLY AND DISASSEMBLY OF STANDS

1.-Stand assembly / disassembly schedule:

-The stand's assembly schedule will be:

Day: Wednesday, July 4

Hours: from 10 am to 4pm.

-The stand's dismantling schedule will be:

Day: Saturday, July 7

Hours: from 2.30pm until 7.30pm. Dismantling must be completed at that time, and no material can remain at the headquarters, otherwise, this material will be thrown away or, failing that, invoiced by the Palacio de Congresos for its storage, per day.

2.- Quantity of material

Please prepare material for 1000 people.

3.- Material shipping

FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE.

4.- Collection of material.

All the material that will be collected by logistics companies outside the organization must be perfectly marked and delivered to the Municipal Palace of Congresses of Madrid.

Neither the Palace nor the Technical Secretary will be responsible for the material that does not follow these instructions for collection.

5.- Maximum height and carpet

Respect the contracted space and to the maximum height of 3m.

The use of carpet is mandatory for all stands. Only in the case of setting a table and chair informatively, it is not necessary to use carpeting.

6.- Documentation of insert in congress bag.

All the documentation that goes in the bags of the congressmen will have to be in the Municipal Palace of Congresses of Madrid on Tuesday, July 3, 2018 from 9 a.m. to 2 p.m. and from 4 p.m. to 8 p.m.

7.- Electrical needs VERY IMPORTANT:

Report your electrical needs in writing to the following email address

mgil@fase20.com

8.- Specific regulations for stands greater than 3 m in height:

If the stand is more than 3 m high, they need a safety and stability certificate that must be completed and sent to the technical secretariat at the following email address: mgil@fase20.com

The model to be completed is in Annex 1.

MATERIAL SHIPPING RULES

- 1.- Indicate Quantity of material (number of packages delivered)
- 2.- Reception of merchandise

Identify correctly the material that you send previously according to the indications of Receipt of Merchandise.

MERCHANDISE RECEPTION

The contact person for the reception of material will be Maria José Gil
The download schedule: from July 3 (all day) until the end of the Congress

IDENTIFICATION: All the merchandise must be perfectly identified with the data of the Congress:

Name of the congress: XIII WAPR WORLDCONGRESS 2018
MATERIAL (Specify content and purpose): _____
DELIVER DATE: _____
No. of packages: _____
Sender _____



Address

Palace of Congresses of Madrid

Avda. Of the Capital of Spain Madrid, nº7
28042 Madrid

Annex 1

FICHA INTERNA SOBRE MONTAJE DE STANDS

INSTALACION:
 ESPACIO:
 EVENTO:

INFORME SOBRE MONTAJE DE STANDS O PARTICIONES
 [con más de 3,00 metros de altura]

STAND o PARTICION (denominación).....

He revisado y comprobado el montaje de construcción efímera destinado a:
 [uso previsto]

.....

Todos los elementos previstos en su instalación garantizan la seguridad del mismo y de las personas, y su diseño y componentes de montaje cumplen con los requisitos de solidez y estabilidad estructural para la actividad a la que se destina y conforme a los planos dispuestos para su instalación.

Y para que así conste a los efectos oportunos firmo el presente informe

Madrid, a de de 2014

Montador o Encargado de la construcción del stand
 Firma
 Nombre y D.N.I.
 Empresa

