

**EXHIBITORS' TECHNICAL MANUAL**

**COOPHY**

The 16<sup>th</sup> Annual Congress on  
Controversies in  
Ophthalmology

**April 4-5, 2025**

Seville *Spain*

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **COPHy Seville 2025** Exhibition.

The exhibition will take place 4-5 April 2025 at the Meliá Sevilla Hotel \*\*\*\*  
Calle Dr. Pedro de Castro 1, 41004 Sevilla, Spain

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the congress.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you to Sevilla, Spain and wish you a successful congress and exhibition

Best Regards,

**Erez Lachiany**  
Executive Production Manager  
**Comtecevents**



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## Section 1: General Information

### Dates

Friday, 4 – Saturday, 5 April 2025

<p><b>Conference Organizer</b> <b>Comtecgrou</b> 53 Rothschild Boulevard PO Box 68 Tel Aviv, 6100001, Israel Tel: +972-3-5666166 <a href="mailto:cony@comtecint.com">cony@comtecint.com</a></p>	<p><b>Registration &amp; Hotel Accommodation</b> Ms. Gini Gat <b>Comtecgrou</b> Email: <a href="mailto:Gini@comtecint.com">Gini@comtecint.com</a></p>
<p><b>Exhibition Manager</b> <b>Comtecgrou</b> Mr. Erez Lachiany Tel: +972-50-7998320 Email: <a href="mailto:Erez@comtecint.com">Erez@comtecint.com</a></p> <p><b>Sponsorship and Exhibition Sales</b> <b>Revital Shoan-Pinkas</b> Project Manager &amp; Industry Liaison Email: <a href="mailto:revital@comtecmed.com">revital@comtecmed.com</a> Tel. +972.50.833 0828</p> <p><b>Venue Address:</b> Calle Dr. Pedro de Castro 1, 41004 Sevilla, Spain</p>	<p><b>Freight Handling &amp; Onsite Logistic Agent</b> <b>Merkur Expo Logistics</b> Ms. Irit Sofer Tel: +972-52-8890129 Email: <a href="mailto:irit.sofer@merkur-expo.com">irit.sofer@merkur-expo.com</a></p> <p><b>Booth signage/ Booth fittings/ Furniture/Electricity/ Booth Cleaning / Waste</b></p> <p><b>MDG Audiovisuals</b> Francesca Lupo <b>Project Manager</b> T (es) +34 615 555 497 T (it) +39 329 365 3129 <a href="mailto:flupo@projectable.events">flupo@projectable.events</a> Order forms: <a href="#">click here</a></p> <p><b>Conference Website</b> For updated information regarding Conference, please visit the website <a href="https://cophy.comtecmed.com/">https://cophy.comtecmed.com/</a></p>

## Contractors Contacts

Action Item	Deadline	Contact Person
Hotel reservation for Staff	<b>As soon as possible</b>	Ms. Gini Gat Email: <a href="mailto:Gini@comtecint.com">Gini@comtecint.com</a>
Company logo and profile	<b>As soon as possible and no later than, Monday 06<sup>th</sup> January</b>	Ms. Revital Shoan-Pinkas Email: <a href="mailto:revital@comtecmed.com">revital@comtecmed.com</a>
Designed Booth Approval	<b>Thursday 13<sup>th</sup> March</b>	Mr. Erez Lachiany Email: <a href="mailto:Erez@comtecint.com">Erez@comtecint.com</a>
Badge Order	<b>Monday, 10<sup>th</sup> March</b>	Ms. Revital Shoan-Pinkas Email: <a href="mailto:revital@comtecmed.com">revital@comtecmed.com</a>
Electricity	<b>Friday, 28<sup>th</sup> February</b> <b>*Orders after the deadline will be subject to surcharge</b>	<b>MDG Audiovisuals</b> Francesca Lupo <b>Project Manager</b> T (es) +34 615 555 497 T (it) +39 329 365 3129 <a href="mailto:flupo@projectable.events">flupo@projectable.events</a>
Furniture Rental		
Shell Scheme		
Audio Visual Equipment (Screens, Laptop, Desktop)		
Booth cleaning		
Graphics/Signage		
In-booth Catering	<b>Tuesday, 4<sup>th</sup> March</b> <b>*Please note that for late orders, the catering company reserves the right not to accept them.</b>	Maria Murray Hotel Meliá Sevilla Groups & Events Coordinator F + 34 954 54 81 03 M +34 630 72 61 06 <a href="mailto:maria.murray@melia.com">maria.murray@melia.com</a>
Hostesses & Temporary Staff Hire	<b>Friday, 28<sup>th</sup> February</b>	<b>MDG Audiovisuals</b> Francesca Lupo <b>Project Manager</b> T (es) +34 615 555 497 T (it) +39 329 365 3129 <a href="mailto:flupo@projectable.events">flupo@projectable.events</a>

## Section 2: Exhibition Schedule, Exhibition Floorplan & List of Exhibitors

Exhibition Timetable – *subject to change*

<b>Set up</b>	3 <sup>rd</sup> . April <b>Exhibition Set-up- for Space Only Stands</b>	08:00 – 20:00
	3 <sup>rd</sup> . April <b>Exhibition Set-up- for Shell scheme</b>	12:00 – 20:00
<b>Exhibition Opening</b>	4 <sup>th</sup> . April	10:00 -19:30 ( the end of Welcome Reception)
	5 <sup>th</sup> . April	10:00 -15:00
<b>Dismantling</b>	5 <sup>th</sup> . April	18:15 – 22:00

The timetable is subject to possible changes in accordance with the scientific program.  
Updates to follow in due course

**Dismantling of the stands before the official closing hour is not permitted.**

*\* All exhibitors should be in their Booth 30 minutes before the official opening hour.*

### Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, 3<sup>rd</sup> April at 23:00.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hours.

### **Off Exhibition Information**

- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday 5<sup>th</sup> April at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

### **Waste Removal**

- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.

- Please do not leave any valuable articles in plain view at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we re-open.
- **In addition, please consider hiring extra security for your Booth before/ after exhibition operating hours in case you have valuable equipment in your booths.**

### **Welcome Reception in the Exhibition Area**

On **Friday, 4<sup>th</sup> April** you are cordially invited to the **Opening Session** held in **Hall A at 08:30 am** and to the **Happy hour cocktail** held in the **Exhibition area from 18:30**. Exhibitors are asked to please man their booths during the Cocktail in the Exhibition Hall.

### **List of Exhibitors**

Please see all exhibitors listed here: <https://cophy.comtecmed.com/sponsors-and-exhibitors/>

### **Exhibition Floor Plan**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates. For most updated floor plan and list of exhibitors, please [click here](#)

## Section 3: Exhibition Services

### Exhibitors' Badges

All exhibitors are required to register and will receive a badge **displaying their personal name** and **The exhibiting company's name.**

Exhibitor badges will be given as per your contract.

Any additional exhibitors will be charged an exhibitor registration fee.

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered via

Revital Shoan-Pinkas

Project Manager & Industry Liaison

Email: [revital@comtecmed.com](mailto:revital@comtecmed.com)

M. +972.50.833 0828

Price for extra exhibitor badge is **250 EURO**

Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

Deadline: **Monday, 10<sup>th</sup> March**

All personnel are required to wear badges to access the Exhibition.

Company representatives who are not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

### Registration and stand personal

To be granted access to the exhibition area everyone will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must always wear their name badges.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will give you access to	Exhibition hall and Scientific and educational sessions;
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); bar and service personnel, photographer, etc.



## Section 4: Technical Information

### Exhibition Hall Details and Information

The Exhibition is being held on the congress floor, located on the -2 floor Giralda space.

Please [click here](#) to take 360-degree virtual tour.

#### **Important:**

- **Maximum build-up** height allowed for booth walls is **2.30m**.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set- up their stands.**
- Any part facing neighboring stands that is above **(2.30m)** in height needs to be designed with neutral surfaces (white).

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable so that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors/ customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

### Floor

**Floor type:** Marble

**Exhibitors are required to have floor covering or carpeted floor within the stand area.**

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

**Ceiling Rigging - Ceiling hanging is not permitted.**

### Raised Floor / Platform

The organizers must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time).

Without this information the **congress organizer** will not be able to provide the requested service(s) and the prepayment will not be refunded.

Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place.

Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible).

Once the platform is installed, no new services that need to go under it will be accepted.

The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.

**Please note that if your booth has any kind of elevation/platform, you are required to provide a ramp to ensure access for people with disabilities.**

## Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved

**Melia Seville Hotel team** is the only company allowed to connect any kind of device directly to the main power sources.

Only **Melia Seville Hotel team** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from **MDG Audiovisuals** and pay for electrical consumption according to his power needs.

For ordering please refer to **Exhibitor Order forms**– please [click here](#).

**Melia Seville Hotel team** will check that the official electrical switchboard is not removed from the booth.

- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **Melia Seville Hotel team** staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

### Please note the following:

- Electrical switchboards and/or various power outputs will be ALWAYS delivered on the Booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by **MDG Audiovisuals**.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/s t a n d builder will have to place them in the space they need them.

**Melia Seville Hotel & MDG Audiovisuals provides an electric service in the Exhibition area during official exhibition times only.**

At the end of the day, we recommend switching off your main electrical sources to save energy and to prevent any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. **Melia Seville Hotel & MDG Audiovisuals** won't be liable for any damage caused by this action.

In case the stand builder brings their own electrical switchboard, (it has to be connected to **Melia Seville Hotel** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

**In case that you need 24h electrical connection for some devices (excluding booth general light), Please let us know!!**

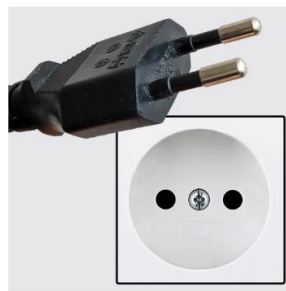
Booth managers will have to make sure the general lights are turned off.

**Please note:**

In **Spain**, use the following Power plug & outlet Type: <https://www.worldstandards.eu/electricity/plug-voltage-by-country/spain/>



Type F



Type C

**Shell Scheme Booths (required extra payment)**

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

**SHELL-SCHEME STAND**

- Shell-scheme stand construction: silver construction, white boards, height 244cm
- Fascia board: name of company, max. 20 characters (letters only, not the logo)
- 1x spotlight per 3sqm
- 1x Highend long table, plugs embedded
- 1x waste basket

**Booth Package does not include:**

- Furniture
- Stand cleaning
- Electricity
- Panel graphics
- Carpet

For furniture, graphics and supporting services please contact:

**MDG Audiovisuals**

Francesca Lupo

**Project Manager**

T (es) +34 615 555 497

T (it) +39 329 365 3129

[flupo@projectable.events](mailto:flupo@projectable.events)

**Order forms:** Please [click here](#) for downloading the order forms.

**Deadline to submit any graphics:** Friday, 28<sup>th</sup> February

\*Orders after the deadline will be subject to surcharge

## Fascia Sign

\*Maximum of 21 characters (including spaces) may be written on your fascia. Please submit lettering for fascia via the Exhibitor's Portal by **Friday, 28<sup>th</sup> February**.

You can submit your design/Facia to: [flupo@projectable.events](mailto:flupo@projectable.events)

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

## Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booths will be designed and built by **MDG Audiovisuals** - the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, 28<sup>th</sup> February**.
- No free-standing stand-fitting or display(s) may exceed a **height of 2.3m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Under any circumstances, it is not allowed to cut, nail or drill into or through the walls, fascia, floor, or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use the fishing line (nylon) to hang pictures etc.
- No painting is allowed, no usage of nails or screws.
- Double sided tape can be used to affix light-weight items if it does not leave a mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager are not being notified in writing before **Friday, 28<sup>th</sup> February** it will be assumed that the exhibitor will have opening on the additional side(s).
- **The back wall of a booth (any booth type) cannot be used by other exhibitors.**
- Shell scheme booths will be provided without carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **MDG Audiovisuals**. the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact– the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards must be reachable, and the Exhibitor must switch off the Booth light at the end of the day.

## Technical Information and Regulations for Space Only Booths

Exhibitors using independent contractors are required to submit the following for the organizer's approval:

1. A scaled drawing (scaled 1:200 DWG/PDF), including elevation views of the proposed Booth to be built.
2. Position of your booth on the floorplan with orientation
3. Utility connections: electrical, water and drainage - a list of all appliances
4. The name and contact details of their construction company.

Please submit the files to: [Erez@comtecint.com](mailto:Erez@comtecint.com)

Thursday, 13<sup>th</sup> March 2025

- The maximum building height for the top of all elements is **2.30m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises. **Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.**
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideway walls will not be approved.** You are only allowed to build walls that cover a third of each side.
- **Island booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered.**
- **The construction finish must be perfect in all the stand's visible areas, including rear sides.**
- **Raised floor/platform:** please note that if your booth has a raised floor/platform, **you are required to provide a ramp** for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible. Providing a ramp is compulsory either for entire elevation or from one of the sides.
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted.**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- **All structural back walls of neighboring booths must be properly decorated.** Back Walls (reversed side) must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.

- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not stand in the aisle.
- **Ceiling Rigging is not permitted.**

**Kindly note:**

- **The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.**
- **Production cannot commence until the booth drawings are approved by the organizers.**
- **The space used must be returned to the Melia Seville Hotel completely clear of all items and the Exhibition areas restored to their original state.**

## **Booth Services:**

### **Booth Cleaning**

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

Exhibiting companies cannot clean the venue facilities surfaces to avoid damaging them. If you wish to order booth cleaning for your booth, please contact **MDG Audiovisuals** at:

[flupo@projectable.events](mailto:flupo@projectable.events)

### **Internet & Wi-Fi**

For wired internet and Wi-Fi connection please contact [Erez@comtecint.com](mailto:Erez@comtecint.com)

**Important:**

Please be advised the Private Wi-Fi networks installations in the stand are **not allowed**.

The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Conference during official Conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

## Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Melia Seville Hotel** nor the organizers can accept responsibility for the security of the stands and their contents. The **Melia Seville Hotel** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

For additional security orders please contact: [erez@comtecint.com](mailto:erez@comtecint.com)

## Booth Catering

Food & Beverages service is an **exclusivity** of the **Melia Seville Hotel**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with

Maria Murray  
Hotel Meliá Sevilla  
Groups & Events Coordinator  
F + 34 954 54 81 03  
M +34 630 72 61 06  
[maria.murray@melia.com](mailto:maria.murray@melia.com)

**According to the hotel policy outside providers can't have a coffee machine**

## Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their booth, are welcome to do so directly with the Hostesses Company.

### MDG Audiovisuals

Francesca Lupò  
**Project Manager**  
T (es) +34 615 555 497  
T (it) +39 329 365 3129  
[flupo@projectable.events](mailto:flupo@projectable.events)

## Storage

The **Melia Seville Hotel** has **NO** storage facilities pre-Conference. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **Merkur** (payable service). Under no circumstances may packed materials of any kind be left in the aisles, in the stands, around or behind the stands.

Please contact **Merkur** with information on sizes and number of parcels, size, and storage period.

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

Once the event & dismantling are over, the **Melia Seville Hotel** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **Melia Seville Hotel** takes care of the removal of these items, it will be charged to the exhibitor.

## For access to the goods/ lorry entrance/ Lifts:

### Address:

Direction: Doctor Gabriel de Castro , without number. 41104.Sevilla

- Requests for parking of trucks have to be sent to the event coordinator at least 7 days before their arrival at the **Clarion Melia Seville Hotel**.
- Use of the freight elevator – delivery of AV equipment and other materials up to 3 500 kg:

All goods and equipment are to be delivered and picked up through **Melia Seville Hotel** loading docks Area only, accessible from **Doctor Gabriel de Castro , without number. 41104.Sevilla**. No goods and/or equipment whatsoever are to be carried through any other areas. Any materials and equipment delivered to the Hotel before the move-in day will be refused entry, unless communicated in writing. All non-commercial vehicles (private cars) will not be permitted to enter the above-mentioned area.

08:00 hours to 18:00 hours.

Unattended vehicles will not be allowed to remain at all loading areas

All goods/equipment's delivered through Loading Dock will be reported to the security officer for further direction upon entering Hotel premises. Please ensure that the organizers and Function Room names are produced to hotel representative.

### Loading elevators:

#### Dimensions of the freight elevator:

width 2,28 m;

length 2,81 m;

door height 2 m.



The freight elevator may be operated only by a duly trained employee of the banquet department (e.g. a builder in charge of preparing the hall). The elevator must not be used without a trained attendant.



## Access for Deliveries

Please be advised that neither the Organizers nor the **Melia Seville Hotel** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the delivery information.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

## Accommodation

For booking, please contact **Ms. Gini Gat** at [Gini@comtecmed.com](mailto:Gini@comtecmed.com)

Payment and cancellation conditions apply.

## Section 5: Rules and Regulations

### *Binding for all exhibitors and their subcontractors*

#### Animals

It is not permitted to bring animals into the **Melia Seville Hotel**.

#### Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

#### Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

## Children

No person under the age of 18 can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## Compressed Gases

Use of compressed gases is not allowed.

## Damage to the Building

Use of screws, nails, paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural Elements of the building (floor, walls, ceiling, pillars...) are not allowed. In the event of damage to the facilities, the cost of repair or replacement will be charged to the exhibitor.

## Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the **Melia Seville Hotel** in removing this property will be charged to the exhibitor.

## Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the **Melia Seville Hotel**.

## Fire Insurance (compulsory)

Exhibitors must be insured against fire.

## Smoke

It is not permitted to operate any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flames.

## Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavyweight element or structure inside the exhibition area, it is mandatory that the **Melia Seville Hotel** will be provided with a detailed

project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the **Melia Seville Hotel** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how it is going to be brought inside the exhibition area.

Once the **Melia Seville Hotel** has complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the **Melia Seville Hotel** are not allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third party liability insurance is obligatory. It remains the Exhibitors' full responsibility to insure themselves appropriately.
- Neither the organizers nor the **Melia Seville Hotel**, their representatives or agents, will be held responsible for any loss or damage to the exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have **public liability insurance** that covers all injuries to people and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties regarding technical services provided.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Liability**

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damage.
- If for any reason, the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition

contractors may incur due to the intervention of any authority which prevents or restricts the use of the **Melia Seville Hotel** or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

#### Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.  
Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damage sustained by any exhibitor or third party.

### **Personal Transportation Vehicles**

Bikes, skates, electric scooters and any personal transport by wheels are not permitted inside the building.

### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film in their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features, or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

## Smoking Policy

The **Melia Seville Hotel** operates as a **NO SMOKING** policy in ALL halls.

## Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

## Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- You are not allowed to discard any waste, including promotional material, please check the technical regulation below only what is allowed to be discarded.

**NB!** Please read carefully what is allowed to be discarded as waste as all other types which are not mentioned in the document must be collected and discharged in your own country.

The **Melia Seville Hotel** reserves the right to access inside the booth to check compliance with the **Melia Seville Hotel regulations**.

**At all times you must respect the logistics staff and the Melia Seville Hotel indications. Participation by exhibitors is dependent upon compliance with all the rules, regulations and conditions stated herein.**

### IMPORTANT:

Please note that these regulations are in addition to the exhibition Rules and Regulations found in **Section 4**.

Exhibitors must comply with **Melia Seville Hotel** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site.

## Section 6: Official Contractors

Electricity\ Booth Cleaning\ Stand fitting \ Graphics and Signage\ Booth construction\ Furniture

**Official builder contacts:**

**MDG Audiovisuals**

Francesca Lupo

**Project Manager**

T (es) +34 615 555 497

T (it) +39 329 365 3129

[flupo@projectable.events](mailto:flupo@projectable.events)

Order forms: [click here](#)

### Hostesses & Temporary Staff Hire

**MDG Audiovisuals**

Francesca Lupo

**Project Manager**

T (es) +34 615 555 497

T (it) +39 329 365 3129

[flupo@projectable.events](mailto:flupo@projectable.events)

### Catering

Maria Murray

**Hotel Meliá Sevilla**

Groups & Events Coordinator

F + 34 954 54 81 03

M +34 630 72 61 06

[maria.murray@melia.com](mailto:maria.murray@melia.com)

### Freight Handling & Onsite Logistic Agent

**Merkur Expo Logistics**

Ms. Irit Sofer

Tel: +972-52-8890129

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

## Section 7: Delivery Regulations & Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Order Form
- Labels

### Delivery & Logistic Services

Merkur Expo Logistics GmbH. has been appointed the official forwarding agent and clearance agent for this Conference and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

### Insurance of Goods

All cargo should be insured from point of origin.

### Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form included in the shipping instructions.

**Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.**

In order to assure receipt of sent materials, Merkur must receive the "Pre-advice" form found at the End of this section.

Please complete this form and return it to [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com) you will then receive confirmation of your material arrival.

### Merkur Expo Logistics

Ms. Irit Sofer

Tel: +972-52-8890129

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

For shipping instructions and tariff please [click here](#).