

# Exhibition

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## Shell Scheme Rental

### That includes:

- Exhibitors' badges
- 100 word company / product profile in the Programme
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

Shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

## ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Company logo on Congress Website and Mobile App, as an Exhibitor prior to the Congress
- Listing and profile in the Final Program

## Floorplan

To view the **Floorplan**, please click on the button below: [EXHIBITION FLOORPLAN](#) Please contact me for details, pricing and booking form:

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## **Venue**

### **Palacio de Congresos de Granada**

Paseo del Violón, 18006 Granada

Tel. +34 958 246 700

Fax +34 958 246 702

email: [palacio@pcgr.org](mailto:palacio@pcgr.org)

web: [www.pcgr.org](http://www.pcgr.org)

## **ALLOCATION OF EXHIBITION SPACE**

Physical Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract must be sent/ emailed to ensure reservation of a desired location and/or virtual booth template. Upon receipt of the Exhibition Booking Form and Contract, space and/or virtual booth will be confirmed and an invoice will be sent. Please note that three alternative physical booth choices should be clearly indicated on the application form. Physical Space allocations will be made in the order in which application forms with payment are received.

## **EXHIBITOR REGISTRATIONS**

For the physical Meeting, all exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9 sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor's Manual.

## **EXHIBITORS' TECHNICAL MANUAL**

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Meeting. It will include the following:

- Technical details about the Venue and Virtual Platform
- Final exhibition details and information
- Specifications
- Contractor details
- Services available to exhibitors and order forms

## **SITE INSPECTIONS**

Exhibitors and Supporters are welcome to visit the Meeting venue at their convenience. Please contact the venue directly to arrange this.

## **EXHIBITOR LOGO & PROFILE**

You can submit your logo and company's profile and read important exhibitor information on the Kenes Exhibitors' Portal. The Exhibition Manager will contact you with the link to the Exhibitors' Portal, including your personal login details.

## **EXHIBITION TERMS & CONDITIONS**

The Terms and Conditions can be [found here](#). Please note that signing of the BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

An exclusive handling agent will be designated to the Congress. The exclusivity of an agent for the handling needs of congresses refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Meeting. This organisational decision has been made for the safety and

efficiency benefits to exhibitors and for the successful flow of the Meeting.

## **PROMOTIONAL ACTIVITIES**

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Further details will be included in the Exhibition Technical Manual.