



ICALEPCS2017

Barcelona · Spain, October 8-13

Palau de Congressos de Catalunya

**16th International Conference on
Accelerator and Large Experimental
Physics Control Systems**

Organizer



**Exhibition
Technical Manual**

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Attachments:

1. ICALEPCS 2017 Exhibitor catalogue
2. ICALEPCS 2017 Catering order form
3. ICALEPCS 2017 AV equipment price listing
4. RESA PCC Tariff in English 2017
5. Mondial & Cititravel Congressos – Registration template for exhibitors

1. IMPORTANT ADDRESSES AND CONTACT DETAILS

1.1 Congress Secretariat



Mondial & Cititravel Congressos

Salvador Espriu, 77, local 10

08005 Barcelona, Spain

Tel. +34 932 212 955

Fax. +34 932 210 211

Contact person: **Gloria Casanova** – casanova@mondial-congress.com

Contact person for exhibition and sponsorship: Gloria Casanova

Email: casanova@mondial-congress.com

Tel.: +34 932 21 29 55

Contact person for registrations and accommodation: Natalia Mazanek

Email: icalepcs2017@mondial-congress.com

Tel.: +34 932 21 29 55

1.2 Official appointed suppliers

Conference Venue

Palau de Congressos de Catalunya

Avinguda Diagonal, 661-667, 08028 Barcelona

Contact Person: Ms. M^a Angels Mañach

T. +34 93 364 40 55 ext. 8408

mariangels.manach@fairmont.com

www.pcongresos.com/en

Furniture / Flooring / Lighting Equipment / Flower and Plants

BCN Congress

T. +34 93 480 15 06

F. +34 93 475 29 77

bcncongress@bcncongress.com

Catering Services

Palau de Congressos de Catalunya

Avinguda Diagonal, 661-667, 08028 Barcelona

Contact Person: Ms. M^a Angels Mañach

T. +34 93 364 40 55 ext. 8408

mariangels.manach@fairmont.com

www.pcongresos.com/en

Audiovisual equipment

Grup Jaume Muntaner

T. +34 93 475 13 30

E-mail: info@grupjmuntaner.com

Freight Forwarder and In-house carrier

RESA EXPO LOGISTICS

Contact person: Ms. Evelyn Gomez

T. + 34 93 233 41 19

operations@resaexpo.com

Staff - Hostesses

AB Grupo

Contact person: Ms. Barbara Rico

T. 34 93 206 40 40

info@ab-grupo.com

<http://azafatas.nferias.com/ab-grupo-azafatas/>

2. EXHIBITOR BENEFITS

The following is the minimum each exhibitor will receive:

- 1 full conference registration free with access to scientific sessions
- Exhibitor badges: 2 exhibitor badges per 6m² and three exhibitor badges per 9sqm exhibition space are complimentary (no access to scientific sessions).
- Shell scheme booth consisting of: aluminium structure, boards in white melamine, height: 250cm, 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 2200Kw fuse box (includes one socket)
- Visibility on the conference website and on the final program
- Welcome reception on Sunday October 8 at 18:30 h
- Coffee breaks

Additional services such as additional power, cleaning and/or furniture have to be ordered separately, at additional cost.

Exhibitor badges do not allow entry to scientific sessions. Additional exhibition staff can be registered at a cost of € 80 per person

Distributors and visiting company representatives have to obtain a full delegate registration.

3. KEY DATES

Date	General deadlines for:
September 15	• Sending the Registration template for exhibitors
September 22	• Ordering additional electricity, furniture, flooring, lighting equipment, graphical elements, booth decoration, audiovisual equipment, staff, cleaning and catering services
October 3	• Receiving materials into RESA warehouse based in Barcelona
October 8	• Exhibition set-up

Date	Customized booths deadlines for:
July 15	• Informing about the setup of a customized booth
September 1	• Submission for customized booth project

4. CONGRESS VENUE

Palau de Congressos de Catalunya (Catalonia Congress Centre)

Avinguda Diagonal, 661-667

08028 Barcelona

Metro stop: Zona Universitària - (L3 and - L9 South)

The Palau de Congressos de Catalunya is located in the prestigious Avenida Diagonal of Barcelona, the most important financial and business centre of the city. The building is a part of the Hotel Rey Juan Carlos I – Business and City Resort and is surrounded by some of the most breathtaking gardens in Barcelona. The entire hotel complex is one of the most outstanding urban settings in the world.

4.1 How to reach the venue

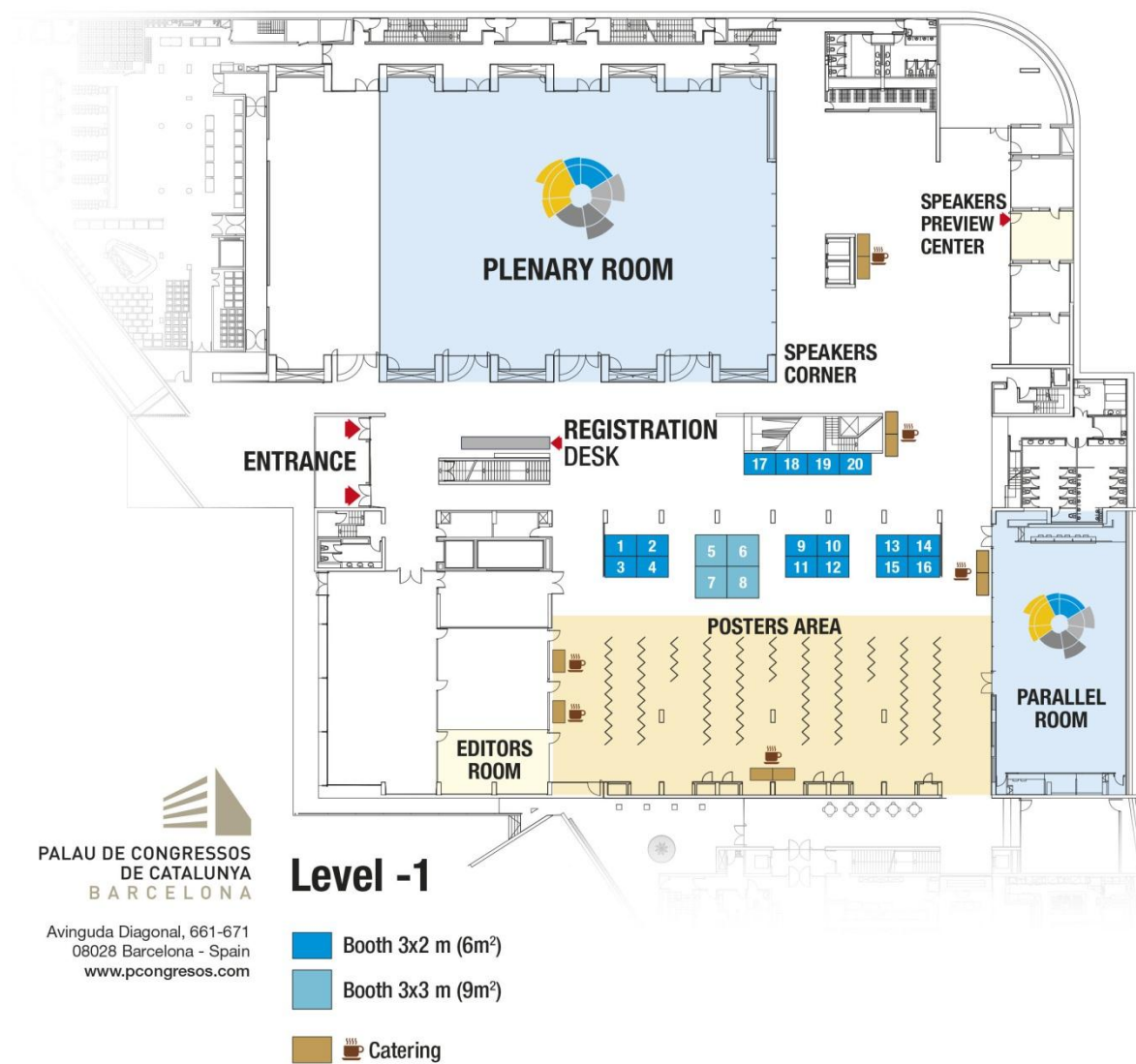
Barcelona El Prat Airport:

On arrival at Barcelona's El Prat Airport, you have the following options to get to the Congress Venue:

By metro: The line L9 Sud Metro connects Barcelona downtown with the airport. The L9 Sud has stops at 15 stations from the Airport T1 until it gets to Zona Universitària, last stop.

By taxi: Taxis in Barcelona are black and yellow. They may be ordered by phone, found at authorised taxi stands or flagged down in the street. Please always check that the meter is running. Taxis should be paid in cash although most of them accept credit cards. Rates vary depending on the time of the day (T1 rate for night-time and weekend/public holidays, and T2 rate for day-time journeys). Additional charges are applied for airport services and luggage.

Venue Layout



5. EXHIBITION AREA

The exhibition area is located on the -1st floor of the building.

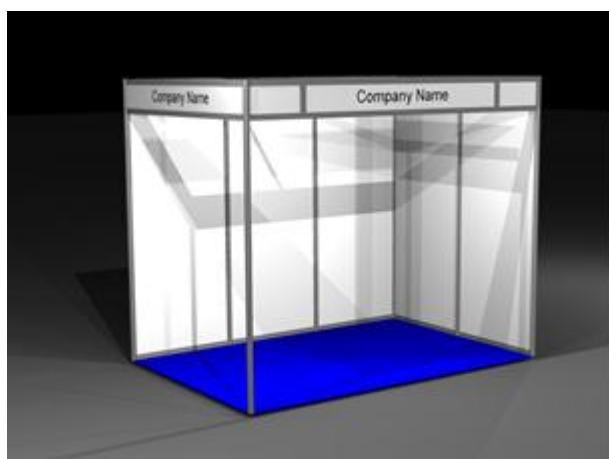
5.1 Allocation of Exhibition Space

Space allocation 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 the ICALEPCS 2017 Project Manager, Gloria Casanova at casanova@mondial-congress.com

5.2 Booth Set-up

The **shell scheme booth** consisting of: aluminium structure, boards in white melamine, height: 250cm, 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 2200Kw fuse box (includes one socket) **is included in the exhibition rental fee.**



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

- There will not be any reduction on the rental fee
- It is mandatory to inform the Technical Secretariat by July 15, 2017 that a customized booth will be set up.
- The Technical Secretariat will send you the regulations to set up your booth
- The customized booth project must be submitted for approval before September 1 2017 to Gloria Casanova at casanova@mondial-congress.com. The draft design must be sent electronically as a PDF or JPG file, showing all dimensions (length, width and height) of the stand, all walls and other major elements. No anchorages may be used on the roof of the exhibition area.

5.3 Exhibition Schedule

The installation, show and dismantling dates for the exhibition are scheduled as follows:

Delivery of shell scheme booths

8 Oct 2017 at 16.00 h

Exhibition set-up for customized booths

8 Oct 2017 - from 8.00 to 18.00h

No extension of setup will be authorized.

Any installation that would damage the general aspect of the congress centre will be removed, as well as any material or substance with unpleasant smell or any material or substance considered dangerous.

Opening hours of the exhibition

Monday, October 9 2017 from 08:30 to 18:30 h

Tuesday, October 10 2017 from 08:00 to 18:30 h

Wednesday, October 11 2017 from 08:00 to 15:00 h

Thursday, October 12 2017 from 08:00 to 18:30 h

Friday, October 13 2017 from 08:00 to 13:30 h

Booth dismantling

Friday, October 13 2017 from 13:30

Exhibitors are requested to remove their own structures, equipment and/or products before the end of the period reserved for moving out and/or dismantling.

5.4 Forwarding Agent / Storage of Large Volumes

Note that the Palau de Congressos de Catalunya does not receive customs clear or store incoming shipments. If you intend to ship goods directly to your stand, you need to be there in order to sign off the delivery note of your transport company.

To ensure professional handling, timely delivery of your goods and storage during conference exhibition, you must send all goods to the forwarding agent: Resa Expo Logistics – operations@resaexpo.com. Please check the attached document: RESA PCC Tariff in English 2017

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

When the Conference is finished no goods can be left in the Palau de Congressos de Catalunya; please arrange with Resa Expo Logistics the pickup of your materials.

5.5 Loading / Unloading

Access of goods directly to the exhibition area could be done only from **Sunday October 8 and until Friday October 13** through the Loading Dock located in the Palace Parking, access on the side of Diagonal Avenue. From there you can access the two freight lifts to reach the level -1. It is forbidden to use the lifts for clients.

Details of the freight lifts:	Freight lift 1	Freight lift 2
Width	5.54 m	1.87 m
Depth	2.40 m	2.51 m
Height	3.45 m	2.25 m
Max. weight	4.0 Ton	2.6 Ton
Door	5.49m(w) x 2.99m(h)	1.20m(w) x 2.25m(h)

In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance to the Conference Venue, Palau de Congressos de Catalunya – Ms. Mari Angels Mañach at mariangels.manach@fairmont.com. Everybody will have a badge.

It is not allowed to enter any material, parcel through the Main Entry of the Palau de Congressos de Catalunya. All the staff will have to enter through the staff entry or Parking area no through the main entry.

In case the loading bay is occupied, we suggest waiting at the side of Diagonal Ave. (next to the access ramp to the Parking) which fits two Lorries when it is free. For that purpose, it is necessary to require public highway permission and fence in the space (fencing service managed by the RESA Expo Logistics). Requests for permission must be sent at least 15 days in advance to Resa Expo Logistics – operations@resaexpo.com and Mari Angels Mañach from Conference Venue at mariangels.manach@fairmont.com.

Once completed the loading and/or unloading all vehicles must leave the area. This will expedite the movements of other participants.

Vehicles that enter the parking can only have the maximum length of 10 meters (12 meters joined) and a maximum height of 4 meters.

When the Conference is finished no goods can be left in the Palau de Congressos de Catalunya.

6. Exhibitor Supplies and Services

Other supplies/services please use the contacts indicated below.

6.1 Furniture / Flooring / Lighting Equipment / Graphical Elements / Booth Decoration / Flowers and Plants / Cleaning

These services can be ordered through BCN Congress (see contact details at page 3). Orders submitted after September 22, 2017 cannot be guaranteed. Please use the form attached: ICALEPCS 2017 Exhibitor catalogue

6.2 Catering

Booth catering services should be ordered directly with Palau de Congressos de Catalunya (see contact details at page 3) and has to be requested using the request ICALEPCS 2017 Catering order form. Orders submitted after September 22, 2017 cannot be guaranteed.

Coffee, tea and mineral water, which are included in the delegate fee, will be available at the coffee stations in the exhibition area during the official breaks in the programme.

6.3 Audiovisual equipment

Audiovisual equipment (plasma TV, laptops, etc.) should be ordered directly with Grup Jaume Muntaner (see contact details at page 3). Orders submitted after September 22, 2017 cannot be guaranteed.

Please check the rates at the attached document: ICALEPCS 2017 AV equipment price listing.

6.4 Staff - Hostesses

If you wish to contract hostesses to attend your stand, please contact AB Grupo (see contact details at page 4).

7. Exhibitor Badges / Registrations

For security reasons, only authorized persons will be allowed to access the Conference Centre.

Please check how many exhibitor badges are included in your sponsoring/exhibition package with Gloria Casanova casanova@mondial-congress.com, and send the names list to Natalia Mazanek icalepsc2017@mondial-congress.com using the attached Excel document no later than September 15 2017.

Additional exhibition staff badges: 80€ per person, includes coffees and the welcome reception that will take place on October 8.

Please note that if you build a customized booth, builders must be registered in order to obtain access to the Conference Centre on Sunday October 8, to register the booth builders, please contact Gloria Casanova at casanova@mondial-congress.com

8. EXHIBITION REGULATIONS

Dangerous Exhibits and Substances

Prior approval by the Organiser and Catalonia Congress Centre is mandatory for any exhibits using steam or compressed air driven machines, welding or lasers, and exhibits using dangerous substances, explosives or items of an objectionable nature. Explosive substances are subject to the provisions of the relevant Explosives Act and are prohibited at the Fairground exhibition.

Fire Precautions

In accordance with the requirements of Catalonia Congress Centre all materials in constructional work, displays etc. must be fireproofed materials or materials impregnated with flame-proof substances.

Insurance

The Organizer provides general guard service and third party insurance at the Conference site. Equipment and all related display materials installed by exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

Smoking Policy

Smoking is prohibited in all rooms and halls of Catalonia Congress Centre.

9. TERMS AND CONDITIONS EXHIBITION / SPONSORING

1. Application for Exhibition/Sponsoring:

In order to be considered for Exhibition/Sponsoring, the application form must be filled in, completed with a legally competent signature, and delivered to us on time. However, mailing or delivering of the Application Form for Exhibition/Sponsoring to the Technical Secretariat does not constitute a formal agreement that the Exhibitor/Sponsor will be admitted to participate. Contractual conditions are constituted only after the Technical Secretariat has sent written confirmation of acceptance to the Exhibitor/Sponsor. In case of acceptance, Exhibitor/Sponsor will be bound by the Terms and Conditions listed in the prospectus and in the Application Forms for Exhibition and Sponsorship. The Technical Secretariat reserves the right to refuse any application to exhibit/sponsor without giving cause. Exhibition space and sponsorship items are allotted according to the terms and conditions as listed in the Exhibition/Sponsorship prospectus. Any company which disobeys the directives of the Technical Secretariat may be excluded from the exhibition/sponsoring with immediate effect by the Technical Secretariat. Such companies are liable for the whole rental sum, for the registration fee(s) and for all incidental expenses including the legal value added tax. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

2. Obligations and Rights of the Exhibitor:

The booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden (such as Working Acts, distributing flyers etc.) The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited. The Technical Secretariat reserves the right to enter any booth at any time.

Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours. Prior written permission from the Technical Secretariat is obligatory for the presentation of advertising lectures, advertising films, and slide projections, for the distribution of samples, beverages or food. It is strictly forbidden for companies which are not exhibitors/sponsors to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

3. Obligations and Rights of Technical Secretariat:

The Technical Secretariat reserves the right to revise the time and location of the exhibition, to shorten the duration of the exhibition and to cancel the exhibition altogether. Any change regarding the exhibition's time and duration neither entitles the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

4. Liability Insurance:

The Organizer provides general guard service and third party insurance at the Congress site. Equipment and all related display materials installed by exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

5. Set-up of booths:

To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Technical Secretariat regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths. Before setting up their booths/displays/installations,

Exhibitors must first contact the Technical Secretariat and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Side and back walls of booths are to be 3 (three) meters high. For any variation from this norm, specific permission must be obtained in advance from the Technical Secretariat. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to the rented objects. Booths must be set up and completed during the timeframe designated. An Exhibitor or advertising company contracted by the Exhibitor who wishes to set up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of color schemes of such a booth or exhibit to the Technical Secretariat. The Technical Secretariat reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Technical Secretariat, so require. The side and back walls of all stands should be finished on the outside as well as the inside. Exhibitors must avoid obstructing the view of or access to neighboring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighboring booths. Should an exhibitor not follow the directives of the Technical Secretariat or not carry out such directives punctually, the Technical Secretariat reserves the right to take the necessary steps at the cost of the Exhibitor. The Technical Secretariat reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements. Technical Secretariat also reserves the right to rent floor space of a booth not finished on time to another applicant.

In such a case, the Exhibitor is responsible for all costs arising from cancellation.

6. Maintenance of booths and exhibition area:

Exhibitors are responsible for the proper care of the floors, walls,

staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the Technical Secretariat. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to the Technical Secretariat. Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

7. Electrical Installations – Power consumption:

The Technical Secretariat will arrange the installation of a 230 Volt ring main supply, the costs of which is to be carried equally by all exhibitors. The Exhibitors agree to use this installation for all electric power requirements. The cost of electricity for each individual exhibitor will be calculated based on the wattage of the booth's electric equipment; this cost will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are at the Exhibitor's expense; however,

such installations may only be carried out by an electrician appointed by the Technical Secretariat. The Technical Secretariat however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

8. Dismantling of booths:

The Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the Technical Secretariat, and no reimbursement will be made for such items. The Technical Secretariat can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away his/her exhibit in a timely manner, these items will be removed by the Technical Secretariat at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the Technical Secretariat for such removals of abandoned exhibits. Rented Items which were originally accepted as satisfactory for rental by the exhibitor are to be returned undamaged and in satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the Technical Secretariat is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

9. Payments – Breach of contract:

Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Exhibition/Sponsoring prospectus and the application forms for Exhibition/Sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The

Technical Secretariat reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths/sponsorship items will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor/Sponsor. Furthermore, Technical Secretariat reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Technical Secretariat to any suits or demands by the Sponsor/Exhibitor/any third party. The Exhibitor bears the costs of taxes, fees or official charges on the rental sum, if applicable. A special fee is charged for decorating rented items in special material of the Exhibitor's choice. Also, Exhibitors must bear the cost of any special installations. In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses. In case of cancellation of the exhibition, the Technical Secretariat will return the part payments received less the sum equivalent to the costs which have arisen for the Technical Secretariat up to the time of cancellation; the registration fee will not be returned.

10. Place of Legislation:

In all cases of litigation it is agreed to by the Exhibitor that the competency of the duly authorized court in Barcelona, Spain is recognized. Electively, the Technical Secretariat may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be applied.