

IUNS 20th International Congress of Nutrition

GRANADA (SPAIN) SEPTEMBER 15-20, 2013

“Joining Cultures Through Nutrition”

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Service Manual



www.icn2013.com

INDEX

General Information	3
Exhibition Regulations	4
Sponsored Symposia	9
Seminar Rooms	12
Venue Rules	13
Shipping Materials	16
Extra Badges Form	21
Situation Outside	22



GENERAL INFORMATION

Venue

Palacio de Exposiciones y Congresos de Granada
Paseo del Violón, s/n - 18006 Granada - Spain
Telf.: +34 958246700 - Fax +34 958246702
<http://www.pcgr.org>
email: palacio@pcgr.org

Exhibition Management

Barceló

CONGRESOS

Plaça d'Europa 17-19,
08908 L'Hospitalet de Llobregat (Barcelona), Spain
T. +34 93 706 3578
E-mail: exhibition.icn2013@barcelocongresos.com

Service Structures

Palacio de Exposiciones y Congresos de Granada S.A.
Paseo del Violón, s/n - 18006 Granada - Spain
Telf.: +34 958246700 - Fax +34 958246702
<http://www.pcgr.org>
email: alvaro.organizacion@pcgr.org
CIF: A18982215

Catering Supplier

GADECO (Gastronómica de Congresos)
Contact person: M^a Ángeles Rodríguez
PALACIO DE EXPOSICIONES Y CONGRESOS DE GRANADA S.A.
Paseo del Violón, s/n
comercial@gadeco.es

Shipping Supplier

Merkur Expo Logistics GmbH
Mr. Gernot Iven
+49-6173 955 9510
Email: gernot.iven@merkur-expo.com

For all Spanish exhibitors or suppliers:
Merkur Expo Logistics GmbH
Mr. Alberto Rodriguez Rubino
+34-625 56 56 73
Email: alberto.rubino@merkur-expo.com

EXHIBITION REGULATIONS

Exhibitor Service Desk

The exhibitor service desk will be located in the 1st Floor and will be staffed by Barceló Congressos during all exhibition hours.

Electricity Guidelines

The electric connection fee is compulsory and will be charged for all event days + 1 day for build up.

All fuse boxes are installed by qualified electricians as are any other electrical items, such as transformers (particularly those exhibitors visiting from the United States) and plug sockets. All exhibitors should provide their own transformers.

Exhibitors must not under any circumstances try to plug their own devices into the main electrical system of the Granada Congress Center. Only Granada Congress Centre representatives are allowed to supply and install electrical switchboxes. Please contact Barceló Congressos to schedule this service.

Exhibitors should send basic plans of their stand and/or stand space to Congress Venue no later than July 1st 2013, clearly indicating where they will require their fuse box to be placed.

This is particularly important for all exhibitors who have contracted a company to purpose build a designer stand for them. The design of the stand in this case would require the electrics to be placed in specific locations and we would need to know this beforehand in order to ensure the setup is carried out as smoothly as possible.

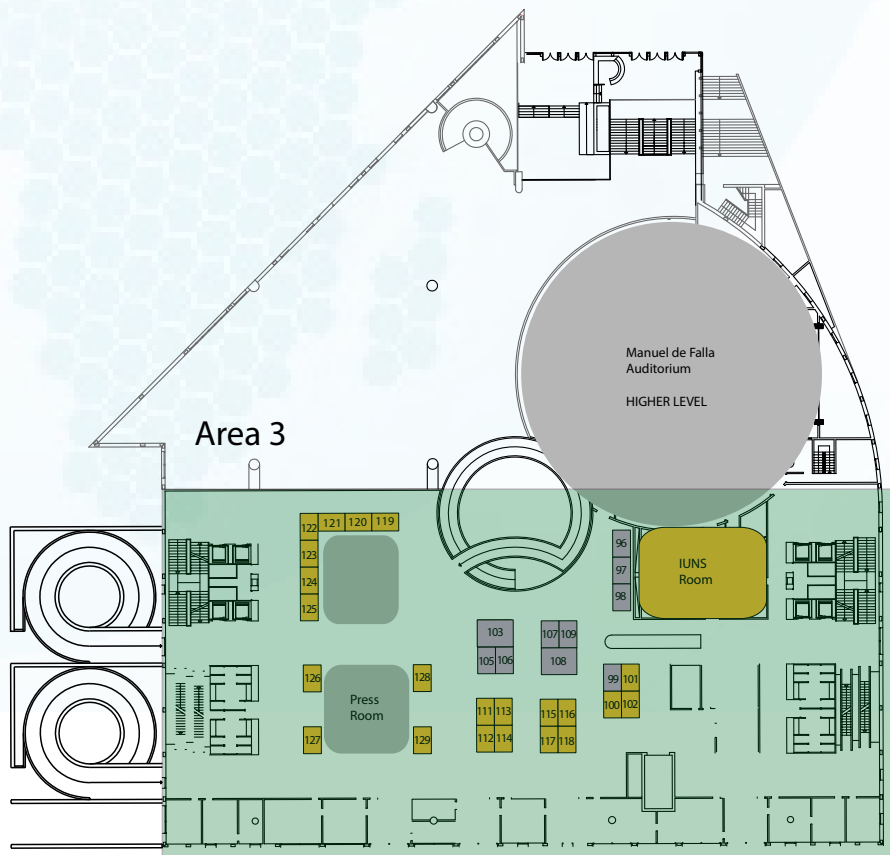
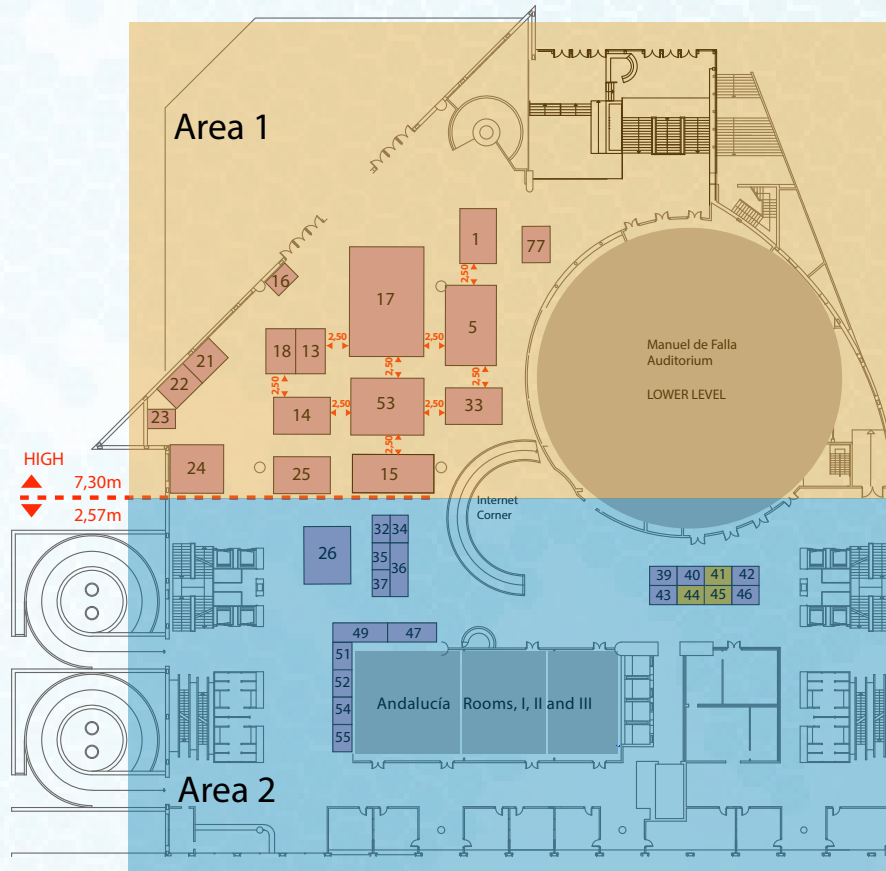
Exhibitors must also indicate how much power they will require and if they will require further power points (plugs), indicating clearly on a plan exactly where these should be placed. Any changes or last-minute onsite orders will be subject to extra charges.

Building Height / Stand Plans

The maximum building height allowed in the first floor is 4,50m (AREA 1), and 2,50m (AREA 2) (see image below)

The maximum building height allowed in the second floor is 2 m (AREA 3) (see image below)

Exhibitors are not allowed to hang items from the ceiling.



Compulsory Fees for Booth Electricity

All exhibitors will be charged for electricity in their booth.

Admission to the Exhibition

Participants fully registered to the Congress and visitors wearing a visitors' badge may enter the exhibition. During times that the exhibition is closed, admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Hostesses or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; any costume, if not standard business attire, must conform to proper decorum of the Congress and is subject to approval by Barceló Congressos.

Hostesses

If you require hostesses to help you with your exhibition, please contact Barceló Congressos (exhibition.icn2013@barcelocongresos.com). All hostesses must be ordered through Barceló Congressos.

All hostesses will need to check in at the Barceló Congressos desk located across from the Congress registration desk upon arrival at the Congress Venue. They will be given wristbands that will allow them to have access to the exhibit hall.

Exhibitor Registration

All exhibitors and their staff must be registered and display an official Congress badge during all times of the Congress, including move-in and move-out.

Complimentary Badges

6sqm	1 exhibitor badge
12sqm	2 exhibitor badges
18sqm	3 exhibitor badges
>18sqm	4 exhibitor badges

For a fee of €225 per person, additional exhibitor badges for staff and/or booth workers are available.

This registration fee includes the access to the Granada Congress Center, trade exhibition, coffees, lunches and welcome reception. This registration does not include the congress bag neither the attendance to the Scientific Sessions.

Exhibitors and their staff may pick up their badges from Saturday, 14th September 2013 at the Exhibitor Registration Desk located in the 1st Floor.

Any other complimentary badges are subject to the signed contract.

Identification of the Exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition or barring him from further entrance to the exhibit floor, or removing his exhibit from the exhibit floor without refund of any fees.

Location of Exhibit Space

The Congress will assign exhibit spaces and reserves the right to change the location of the exhibit spaces at any time.

Booth Restrictions

Exhibits must conform to the contracted space and all display rules as set forth in this exhibitor manual. Exhibits or displays must not obstruct the view of or interfere in any way with the displays of neighboring exhibits. Any exposed part of the display must be covered so as not to be objectionable to the other exhibitors, or in the best overall interest of the exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth space. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

Management of the Booth

Exhibits must remain fully intact and staffed at all times exhibition is open to the public. If you choose to leave your booth unattended during published exhibition times, know you are doing so at your own risk. Granada Congress Centre, MERKUR nor Barceló Congressos will not be held responsible for damages or lost items.

Dismantling of exhibits and removal of products or display material is limited only to published hours and restrictions.

Health and Safety at Work

It is the responsibility of the exhibitor to ensure that their employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work.

EXHIBITION SET UP AND BREAK DOWN SCHEDULE

All work will take place on Level 1 and 2(exhibition area). The assignment of exact setup times will be based on the size and complexity of the stand.

Exhibitors with exhibition booths more than 18sqm will start their setup on Friday, September 13th 2013 between 08:00 and 21:00.

Exhibitors with exhibition booths less than 18sqm will start their setup on Saturday, September 14th 2013 between 8:00 and 21:00.

Exhibitors with booths close to the front doors of the hall will be first on the setup schedule, early in the day, and those near the back of the exhibit hall will be later in the day.

The Barceló Congressos exhibitor service desk will be staffed at all times during exhibition setup and during the exhibition times of the Congress in the First Floor.

Exhibition Times

The exhibition hall will be open to attendees between the hours listed below.

Monday, September 16th: from 09:00 to 18:00
Tuesday, September 17th: from 09:00 to 18:00

Wednesday, September 18th: from 09:00 to 18:00

Thursday, September 19th: from 09:00 to 18:00

Friday, September 20th: from 09:00 to 13:00

All exhibitors must be packed by 24:00 on Friday, 20th September 2013.

At this time all items will be removed from the exhibit Hall by MERKUR.

Items left after 24:00 on Friday, 20th September 2013 will be moved by MERKUR and taken to their warehouse. Exhibitors will be responsible for any charges imposed by MERKUR for removing and storing their shipments if they fail to remove them by 24:00.



GUIDELINES FOR SPONSORED SYMPOSIA

Sponsored Symposia Agenda Approval

The scientific agendas of all sponsored symposia must be submitted to Barceló Congressos for approval by the Scientific Committee to avoid overlap with the official scientific program.

If modifications are required, the supporting company must inform Barceló Congressos of their agreement and submit a modified agenda.

Significant changes made to the agenda will require reevaluation by the Scientific Committee no later than June 30th.

Speaker Guidelines

1. Expenses (including travel, honoraria and accommodation) for speakers are the responsibility of the supporting company. The supporting company must also provide Congress registration.
2. Sponsored Symposia Speakers are invited to the Speaker's Dinner on Monday, September 16th (at Carmen de los Martires). Confirmation will be compulsory.
3. Speakers MUST go to the Speaker's room situated on the 2nd Floor to download their presentation at least five (5) hours before the symposium.

Admission to Sponsored Symposia

Admission to the sponsored symposia area is open to all the attendees with Congress badges.

Room set up and AV

The following audiovisual equipment is included in the rooms for each sponsored symposia:

- (1) Video data projector
- (1) Screen
- (1) Sound system (hand microphones, top table microphones, lavalier microphones, lectern microphone)
- (1) Laptop
- (1) Laser Pointer // Cue-Light

All extras audiovisual equipment must be ordered through Barceló Congressos (symposium. icn2013@barcelocongresos.com).

All meeting rooms are setup in Theatre style, with a headtable on a platform and a lectern. No set up changes will be allowed. The Congress includes waters for speakers and chairs.

Signage Limitations

Signs may be placed in the general areas of the Congress no earlier than two (2) hours before the symposium is to begin.

Signs may not be larger than 1 meter wide by 2 meters tall.

Additional signs, outside of these guidelines, will be removed by the organizer. All signs should be removed at the conclusion of the symposium. Signs not removed at the end of the symposium will be destroyed at the end of the day.

All sponsored symposia are listed in the Congress final program, all signs must contain the phrase “*Sponsored symposium held in conjunction with the IUNS 20th International Congress of Nutrition*”

No promotion of sponsored symposia is allowed in rooms holding scientific sessions of the Congress at any time.

Food Service

All food and beverage is at the expense of the supporter. Please contact GADECO for catering requests:

GADECO (Gastronómica de Congresos)
Contact person: M^a Ángeles Rodríguez
PALACIO DE EXPOSICIONES Y CONGRESOS DE GRANADA S.A.
Paseo del Violón, s/n
comercial@gadeco.es

Hostesses

In the meeting room you will be helped by a hostess(es). If you require extra hostesses to help you with your symposium, please contact Barceló Congresos (symposium.icn2013@barcelocongresos.com).

All hostesses must be ordered through Barceló Congresos. All hostesses will need to check in at the Barceló Congresos desk located across from the Congress registration desk upon arrival at the Congress Venue.

They will be given wristbands that will allow them to have access to assist you with your symposium.

Bag inserts

The Congress will accept a restricted number of promotional materials to be included in the official Congress delegate bag.

The material may not be larger than A4-format and not heavier than 30 grams per piece. We suggest printing 4000 pieces to be placed in delegate Congress bags.

Supporters at the Platinum level, Gold level and Silver level receive complimentary bag insert:

Platinum and Gold – 2 inserts
Silver – 1 insert

Those companies wishing to take advantage of this opportunity will need to decide

internally whether the complimentary bag insert will be used to promote the symposium or to promote the booth located in the exhibition hall. Please contact Barceló Congressos for availability and pricing should you wish to reserve additional bag inserts.

The deadline, quantity and shipping instructions must be strictly followed, including the use of the delegate bag insert shipping label.

In order to assist the MERKUR and Barceló Congressos staff in making sure your delegate bag inserts arrive at the venue in time for insertion into the delegate bags, you must include the labeling on the outside of each item sent. Delegate bag inserts must be shipped separately from any exhibition or symposium materials (see information about shipping materials below).

Printed Materials for Symposia

All printed materials for a symposium including signs, delegate bag inserts and materials to be handed out during the meeting must contain the statement *“Sponsored symposium held in conjunction with the IUNS 20th International Congress of Nutrition.”* Printed materials may not be displayed or distributed in any room where an educational session of the main program is held.

Shipping Materials

These materials should be sent as indicated below (section Shipping Materials). Shipments will be accepted by the **advance receiving warehouse** from **September 9th until September 11th**. Please consign your shipment to:

Merkur Expo Logistics GmbH
Palacio de Congressos de Granada
Paseo de Violon s/n
E – 18006 Granada
c/o Name of Exhibitor
Stand Number//Sponsored Symposium Code

All shipments to our advance receiving warehouse must be labeled with an appropriate label, which you find attached to this manual. **Please do not use any other labels than the attached.**

SEMINAR ROOM MEETINGS

Ancillary or concurrent activities (internal meetings involving delegates, press conferences, and educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the IUNS 20th International Congress of Nutrition must be approved by the Organizing Committee. For any further information please contact the Technical Secretariat: symposium.icn2013@barcelocongresos.com

Food Service

All food and beverage is at the expense of the supporter. Please contact GADECO for catering requests:

GADECO (Gastronómica de Congresos)
Contact person: M^a Ángeles Rodríguez
PALACIO DE EXPOSICIONES Y CONGRESOS DE GRANADA S.A.
Paseo del Violón, s/n, Granda, Spain
comercial@gadeco.es

VENUE RULES AND REGULATIONS

The Exhibitors are free to decorate and equip their stand always respecting the conditions indicated below:

- It's forbidden to make holes or insert screws into the modular panels. The same applies to floors or ceilings. In the Exhibition areas any damage caused to the installation or premises will be repaired and the costs will be the responsibility of the exhibitor.
- It's forbidden to put cables on the floor corridors or doors to avoid obstructions or accident to the persons assisting to an event. Any cables that may be authorized must be covered by protection-ramp and previously authorised by management and comply with protection laws and the pertinent legislation.
- The P.E.C.G. will not accept any responsibility for loss or damage to the Exhibitors property. You must take your own precautions to protect the same.
- Without exception it will not be permitted to obstruct access to fire extinguishers or any other emergency signs or doors.
- Any decoration of stands should not exceed the size of the stand nor its height. The corridors must not be obstructed at any time.
- It's not permitted any advertising material that may offend other Exhibitors or public morals.
- Any publicity by amplified means must be maintained at a low level as not to cause annoyance to others and not must they interfere with any activities in the meeting rooms. This one will be supervised by a person in charge of the P.E.C.G.
- In accordance with safety rules any materials other than printed material must be fire resistant.

Modular stand built by P.C.G.R.

- The modular stands, panels and any other material provided by the P.E.C.G. must be returned in the same good condition as originally provided. Any damage will be charged to the Exhibitor.
- It is not permitted to paint or place advertising material in the Congress Centre walls. In cases where it might be necessary to fix material on the floors it must be done with and approved double faced tape that can be easily removed. The Exhibitor is responsible for its removal
- It is equally forbidden to place screws or holes in walls or floors.
- Once the building of the stand is completed in accordance with instructions received by the Exhibitors or its representatives any modification will have to be agreed with the P.E.C.G. and any cost borne by the Exhibitor.

Specially designed client stands

- The Exhibitor must submit the plans previously to the P.E.C.G. stating materials to be used before it is allowed. These plans must be sent with no less than twenty one days from the date of the event. Otherwise it may not be accepted.
- Any tape used to stick floor covering must be authorized by the P.E.C.G. management previously to its use the removal and cleaning of this material is the responsibility of the Exhibitors.
- Any design stands that exceed 2.50 m height must be left painted or covered when they are next to other stands and might affect adversely their appearance.
- The Exhibitors must agree to leave the space as it was handed to them. They will be responsible for any damages they may cause.

Security

- The property on display, components or material stored that remain in our premises will do so under the responsibility of the Exhibitor. The P.E.G.C. does not accept any responsibility for loss or damage.
- As a precautionary measure the P.E.C.G. recommends not to leave any small items, pc or similar objects that can be easily taken away.
- We will not accept responsibility for any loss occurred. We recommend you take your own insurance to cover any eventuality.

Legal public responsibility by the Exhibitor

- The Exhibitor is responsible for any damage caused to any third parties where this is caused by your own staff or any authorized person acting in your behalf.

Legal Supplementary regulation

- For the ends not foreseen in this procedure they will be of application any of the pertinent regulatory dispositions of substantive order of the activity.

Protection of Information of personal Character

- In the terms established in the L.O. 15/1999 and complementary dispositions, it remains informed, in an express way, of the incorporation of his information to the automated files of the Palacio de Exposiciones y Congresos de Granada S.A. by what information related to the activity will be sent that Vs. it develops; likewise, it can only informed about that his information will be communicated, with obligation of confidentiality, to the companies collaborators of the Palacio de Exposiciones y Congresos de Granada S.A., exclusively with the operative purpose and of management derived from the present contractual relation, included his precedents, content and development. The Palacio de Exposiciones y Congresos de Granada S.A. warns him of his right of accession, rectification, opposition and cancellation of this information by means of letter directed the Palacio de Exposiciones y Congresos de Granada S.A.

Cleaning of stands

- Each Exhibitor is obliged to maintain clean his stand during the period of the exhibition. If you wish this work to be done by specialist cleaners you can request it by filling the enclosed form.

Catering facilities to stand

The venue an exclusive service for any catering related services. You may contact for any request GADECO.

GADECO (Gastronómica de Congresos)

Contact person: M^a Ángeles Rodríguez

PALACIO DE EXPOSICIONES Y CONGRESOS DE GRANADA S.A.

Paseo del Violón, s/n, Granada, Spain

comercial@gadeco.es

Unloading / Loading / Lifting

- Should you require mechanical means for unloading materials or equipment from lorries please see section **Shipping Material**

Signage

- Should you require any signage or printing you can request it in the attached form.

Photographic and video services

- If you need this service, you can request to Operations Department (alvaro.organizacion@pcgr.org)

PLEASE CLICK HERE TO DOWNLOAD THE EXTRA SERVICE ORDER FORMS

SHIPPING MATERIALS

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and drayage contractor for ICN 2013.

For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting, storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Granada. Please follow the instructions closely.

General

Build Up: September 13th, 08:00 – 21:00: Booths 18 sqm and more
September 14th, 08:00 – 21:00: Less than 18 sqm booths
September 15th, 08:00 – 17:00: All exhibitors

Break Down: September 20th, 14:00 – 24:00 hrs

Packing / Maximum Weight And Dimensions

The maximum of each pallet can be:

Maximum length: 400 cm
Maximum width: 200 cm
Maximum height: 200 cm
Maximum weight: 2000 kg

All goods must be delivered on pallets. Merkur will unload all vehicles by forklift, and will deliver to stands. It is essential therefore that all goods are safely packed and comply with the sizes detailed above.

Consigning of Shipments and Deadline Dates

Road Freight

Full Load Trucks / Part Load Trucks Scheduled Un-Loading / Re-Loading

The congress-centre does not have a loading-bay and the unloading area can just host one truck. The venue itself just has one freight-elevator to move cargo into the exhibition floor. Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the “Freight & Loading Form” to Merkur Expo until Thursday, 05 September 2013. You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given until Friday, September 06. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Delivery address:

Merkur Expo Logistics GmbH
c/o ICN 2013
Palacio de Congresos de Granada
Paseo de Violon s/n
E – 18006 Granada, Spain
c/o **Name of Exhibitor**
Stand Number

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

Groupage / Courier Shipments

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse. Shipments will be accepted by the **advance receiving warehouse** from **September 09th until September 11th**. Please consign your shipment to :

Merkur Expo Logistics GmbH
Palacio de Congresos de Granada
Paseo de Violon s/n
E – 18006 Granada, Spain
c/o **Name of Exhibitor**
Stand Number

Airfreight

Airport of arrival: Barcelona (BCN)
Arrival Deadline: August 31st

Oceanfreight

Port of arrival: Barcelona
Arrival Deadline FCL: August 26th
Arrival Deadline LCL: August 21th

Consigning Address for AWB, B/L

Rhenus Logistics, S.A.U.,
P.I. Pratense, C/100, N°20,
E-08820 El Prat de Llobregat (Barcelona), Spain
Notify: Merkur Expo Logistics GmbH / ICN 2013, Granada

Customs Clearance

Temporary entries (goods returning to origin after the show):

- Carnet ATA for temporary imports
- Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by Spain customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

Permanent entries (goods to be consumed during the show):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

- 3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)
- Please issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Proforma-Invoices must be addressed to :

Merkur Expo Logistics GmbH
c/o IUNS 20th ICN 2013
Palacio de Congresos de Granada
E – 18003 Granada, Spain

- Certificate of Origin (Form A / EUR.1) if applicable

You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

Restricted products

The following products are restricted and need special requirements and health certificates:

- Pharmaceutical products
- Any kind of food or beverages

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.

Labeling (Bag Inserts / Stand Material)

All shipments to our advance receiving warehouse must be labeled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

Shipping Advise

All shipments to the IUNS 20th ICN need to be pre-advised. Please send all relevant shipping-details (carrier, AWB-No) to Merkur Expo as soon as available.

Storage

Empties

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-centre and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

Accessible Storage

If you require assessable storage of promotion material please let us know seven days prior to the opening if the congress. Small quantities of storage material can be handed over to our on-site staff.

Temperature Controlled Storage (+4°C / -18°C)

If you require assessable storage of promotion material please let us know seven days prior to the opening if the congress. Small quantities of storage material can be handed over to our on-site staff.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official IUNS 20th ICN-Forwarding & Handling Tariff.

All work undertaken is subject to the Spanish Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo..

No Unauthorised Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact Details:

For all international exhibitors or suppliers:

Merkur Expo Logistics GmbH
Mr. Gernot Iven
+49-6173 955 9510
Email: gernot.iven@merkur-expo.com

For all Spanish exhibitors or suppliers:

Merkur Expo Logistics GmbH
Mr. Alberto Rodriguez Rubino
+34-625 56 56 73
Email: alberto.rubino@merkur-expo.com

PLEASE CLICK HERE TO DOWNLOAD THE ORDER FORMS

(Shipping Instructions, Freight and loading Form, Label Bag inserts, Label Exhibition goods, Invoice Packing List)

FREIGHT HANDLING TARIFF

EURO - €

1. INBOUND

1.1 Air Freight

From free arrival Barcelona airport up to free delivered booth including:

- Transfer from airport to the ware house
- Transfer from ware house to the showsite
- Delivery to the booth
- 1 CBM = 300 KG

Minimum per shipment 325.00

Upto 250 kg 2.05/kg

Upto 500 kg 1.55/kg

Up to 1000 kg 1.40/kg

Above 1000 kg each additional kg 1.35/kg

Airport taxes, storage, fees etc. will be calculated as per outlay, Fees for an advanced payment 10%

1.2 Truck Freight Direct Deliveries

-From free arrival venue up to free delivered stand, first time spotted

1CBM = 300 KG

Per CBM or part of 75.00/cbm / **Min. 3**

CBM

Truck 7.5 T 890.00

Truck 13.6 M 1.520.00

1.3 Shipments via Granada warehouse

-From free arrival Barcelona warehouse up to stand

1CBM = 300 KG

Per CBM or part of 82.00/cbm/Min 3

cbm

2. CUSTOMS FORMALITIES

2.1 Carnet ATA

Temporary importation under ATA Carnet 190.00

2.2 Temporary Importation

Temporary importation and/or re-exportation with commercial invoice 190.00

Customs bond fee 1.5% CIF VALUE

Min 150.00

2.3 Permanent Importation

Per shipment/ per document/ per exhibitor 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax 10%

2.4 Customs Inspection 55.00

2.5 Special Clearances (food, beverages, pharmaceuticals etc.) Upon request

3. OTHERS

3.1 Handling of empties (including storage)

Handling of empties 65.00/cbm / **Min. 2**

CBM

Pallet jack or ladder 78.00 per piece

3.2 On Site Supervision / Time Slot Management 75.00

4. OUTBOUND - Same rates will apply for outbound services

Remarks

The above rates are subject to VAT.
All overtime-surcharges are included.

EXTRA BADGES

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ POSTAL CODE: _____

CITY: _____ COUNTRY: _____

PHONE: _____ FAX: _____

EMAIL: _____ CIF: _____

1. Extra Badges

Number of extra badges		225€
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Total _____ x 225€ = _____ €

This registration fee includes the access to the Granada Congress Center, trade exhibition, coffees, lunches and welcome reception. This registration does not include the congress bag neither the attendance to the Scientific Sessions.

Payment options

Credit Card:

Card Type (Please select): Visa Diners Amex Mastercard

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Please fill in this form and send us the copy of the bank transfer to:

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Please, write the following concept at the bank transfer: ICN SCANNING SYSTEM + COMPANY NAME

Data Scanning System

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

POSTAL CODE: _____

CITY: _____

COUNTRY: _____

PHONE: _____

FAX: _____

EMAIL: _____

CIF: _____

1. Data scanning System

Number of data scanning system		242€
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Total x 242€ = €

Data scanning system / Badge scanner

Allows easy scanning of delegates badges, and storage all contact information to your address book.

Congress badges will contain a barcode—acting as an electronic business card—to enable visitors to leave their contact details for exhibitors quickly and easily.

You should pick up the data scanning system on Monday, September 16th at Exhibitor Registration Desk located on the 1st floor

All data scanning system should be returned on Friday, September 20th before of 1 p.m. In case that any company lose, mislaid or damage a data scanning system, they should pay for it (484€).

Please note that the information collected through the data scanning system will be available on Friday, September 20th at the exhibition registration desk on the 1st floor. Once the data scanning system is returned the responsible will save all the data base stored in the scanner into a USB. If someone prefers to get it by e-mail, please inform at the counter.

Payment options

Credit Card:

Card Type (Please select): Visa Diners Amex Mastercard

Credit Card Number: _____

Expiry Date: _____

CVC: _____

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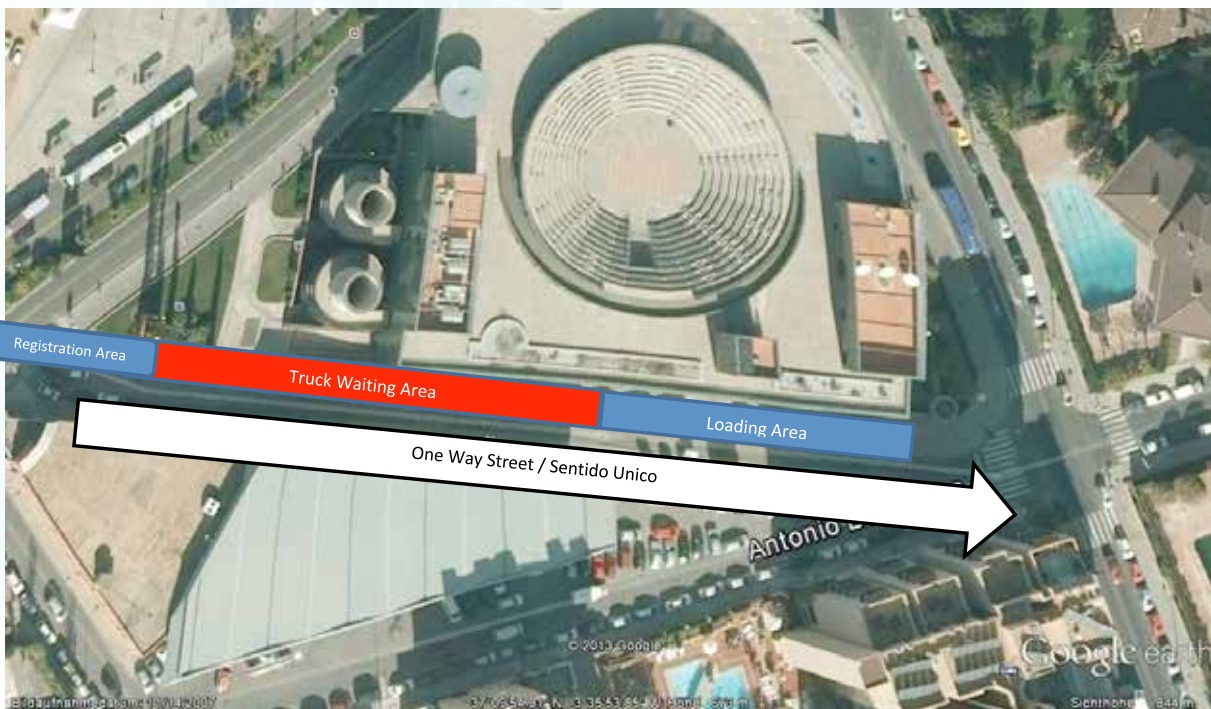
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Situation Outside / Loading / Unloading

20th INTERNATIONAL CONGRESS OF NUTRITION
Granada, September 15th - 20 th, 2013



access freight-elevator



Please scan this QR code with your smartphone



Technical Secretariat:

Barceló
CONGRESOS

Tel.: 937 063 578

E-mail: exhibition.icn2013@barcelocongresos.com