

EHS

2020

MAY 6TH TO 9TH

BARCELONA

42ND

ANNUAL
INTERNATIONAL
CONGRESS



Exhibitors-Sponsors MANUAL



EHS
2020



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BARCELONA**



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1) GENERAL INFORMATION

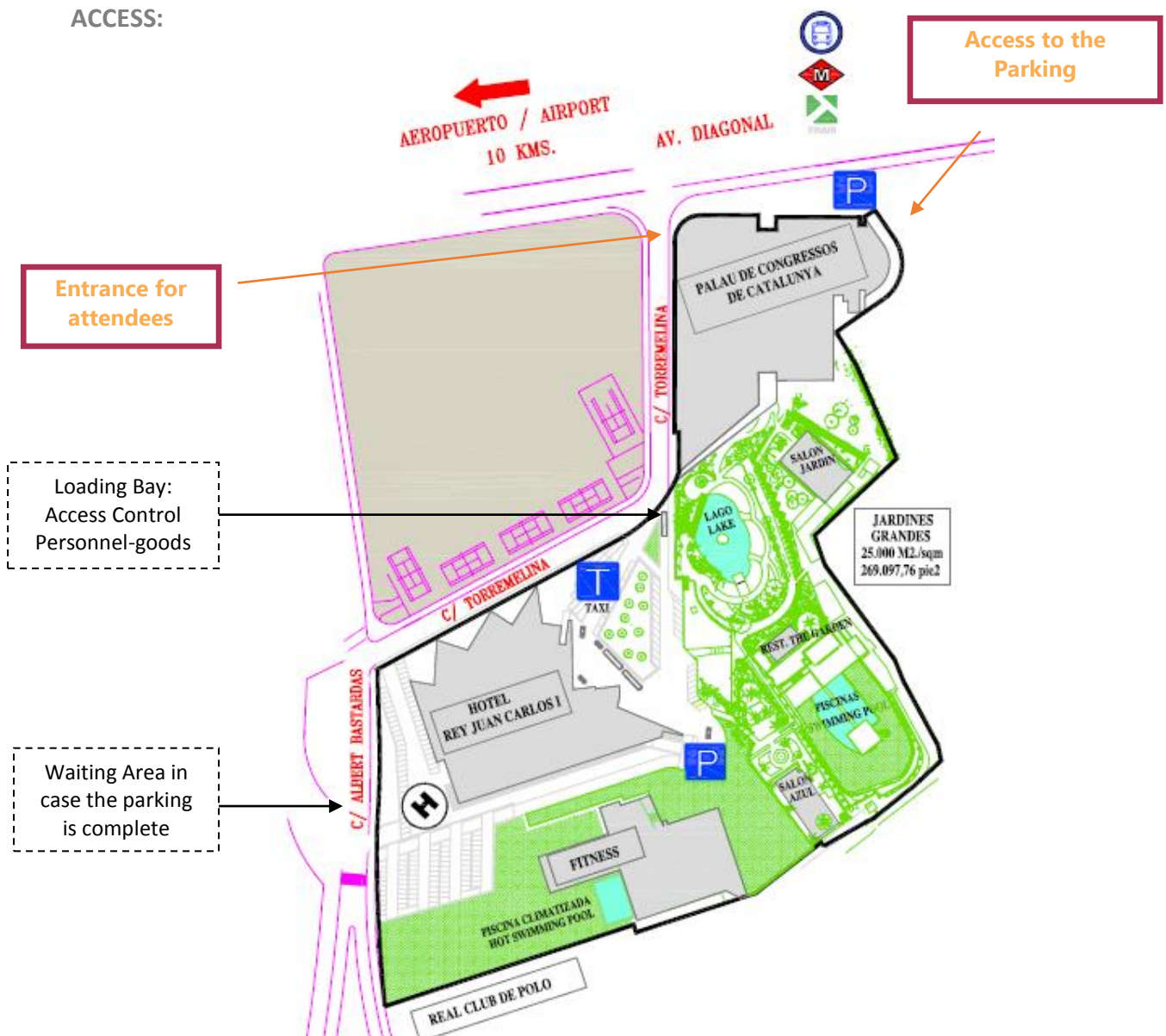
1.1 CONGRESS VENUE

PALAU DE CONGRESSOS DE CATALUNYA

Av. Diagonal, nº 661-671. 08028 Barcelona

<https://ehs2020barcelona.com/index.php/general-information/venue>

ACCESS:





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HOW TO REACH THE VENUE:

The Palau de Congressos de Catalunya (PCC) is located at the Avenida Diagonal of Barcelona. The building is part of the Hotel Rey Juan Carlos I.

Once in Barcelona, take the AP-7 highway and:

- 1.- Take the exit 1A to the B-20 direction Girona/Ronda de Dalt/Mataró
- 2.- Stay at the right side in order to continue through the Avenida Diagonal
- 3.- When you see the Palau de Congressos, turn right at the Parking sign

1.2 TECHNICAL SECRETARIAT

GRUPO PACIFICO
The power of meeting

Grupo Pacifico, C/ Marià Cubí 4, 08006 Barcelona

Tel.: 93 2388 777 – Fax: 93 238 74 88

E-mail: ehs2020@pacifico-meetings.com

1.3 WEB PAGE

<https://ehs2020barcelona.com>

A section to download all the available documents, including this manual, has been created; please [click here](#) and insert the **password: SP_EHS_2020**

1.4 ACCOMMODATION

Barcelona is a city that offers a wide range of accommodation options, with a huge diversity of types and prices. From hostels to luxury hotels. From apartments to individual rooms.

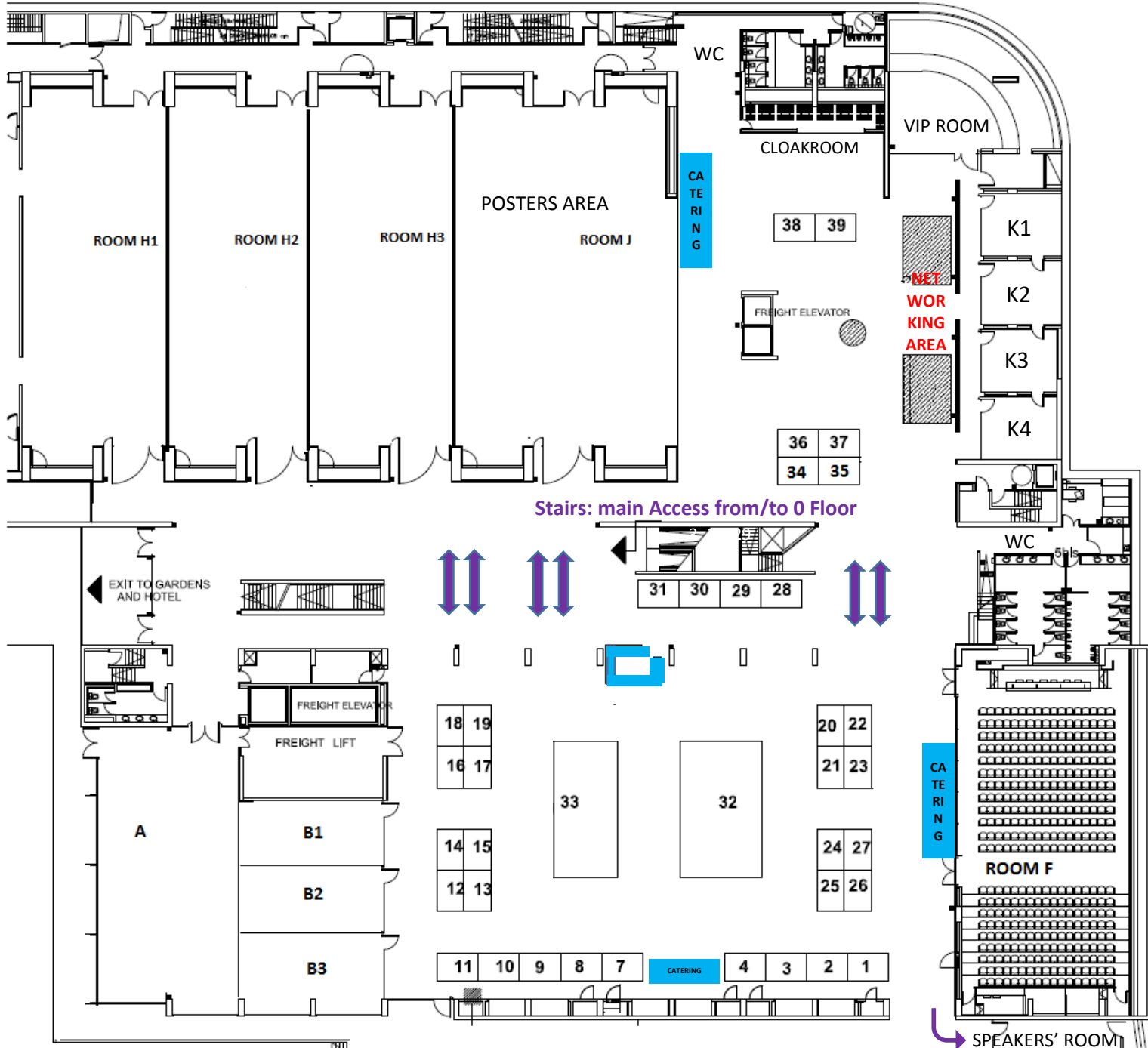
The organization has pre-booked few hotels that you can book through the Registration/Accommodation form. If you would like to book more than 5 rooms, then please contact the Technical Secretariat (Grupo Pacifico).

The hotel located in the venue is Rey Juan Carlos I Hotel but you will find other proposals close or well communicated with the venue.



1.5 EXHIBITION FLOORPLAN & BOOTHS CHARACTERISTICS

Preliminary version

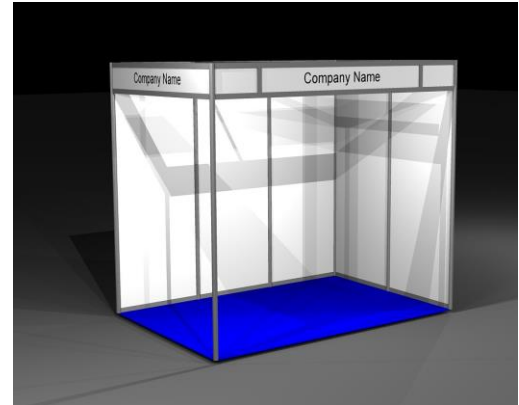




Exhibitors must complete the "**Booth reservation Form**", (available at the end of the document), and send it **before April 6th, 2020**, to the Technical Secretariat, Grupo Pacifico, to inform about the type of booth they wish to install.

The modular booth includes:

- Structure (shell scheme)
 - Electricity – one plug (2.200w fuse box for 6m2)
 - Carpet
 - Lighting
 - Front piece with the name of the exhibitor,
1 ink (logos not included)
 - Basic equipment: 2 chairs, 1 round table
- Color: White
Sizes Table: D: 80cm H: 70cm



In the stands accessible by the front side only, the modular construction will be composed of a back wall and two sides, left and right.

If the stand is accessible by two sides, the modular construction will consist of a back wall and a side wall, left or right, if you wish two side walls you would have to inform the secretariat before April 6th, 2020. If the stand is accessible on three sides, only the back wall will be available.

The design booth include:

- Space marking
- Carpet
- Electricity – one plug (2.200w fuse box for 6m2)

If you have a **Design Booth's Project** you must submit the sketch to the Technical Secretariat before **April 6th 2020**, include floor plans and elevation. It must be supervised and approved by the Headquarters Division. Also, all Design Booth's Project must be previously validated by the Security Department of the Palau de Congressos de Catalunya. Without prior authorization will not be possible to set up the booth.

For modular and design booths:

- If you need extra power, you can require it through the form of the "EXHIBITOR CATALOGUE FURNITURE" dossier and it will be invoiced according to the prices of the provider. Electricity will work during the Exhibition open hours, if you need electricity permanently, you must require it in advance.
- Carpet: fireproof carpet. No platform will be set.
- Maximum weight permitted in the Exhibition Area: 500kg/sqm
- **Height restrictions**
For booths number 12/15, 16/19, 20/23, 24/27, 32, 33 and 34/37: **2,5m**
For the rest: **3m**



Please note that the modular structure will have the walls 2,5m height and the fascia 3m height



1.5.1 Extra Services for booth

In the booth IS NOT INCLUDED audio-visuals, catering, inside cleaning, hostesses. Extra services and furniture have additional costs and must be required to the official vendor BCN Congress (for this service, please see the EXHIBITOR CATALOGUE FURNITURE available at: <https://ehs2020barcelona.com/index.php/sponsors>, password: SP_EHS_2020)

2) GENERAL RULES

2.1 EXHIBITION LOCATION & OPENING HOURS

Exhibition Opening Hours:

Thursday 07th May from 08:00 to 18:00

Friday 08th May from 07:30 to 18:30

These hours are set according to the scientific program of the Congress, if there were any changes will be notified to all exhibitors.

Exhibitors must be at the booths during coffee-breaks and lunches.

The updated Scientific Program is available in the conference website at: <https://ehs2020barcelona.com/>

2.2 SET UP AND DISMANTLING SCHEDULE

Set up date:

Tuesday May 05th from 19:00h to 22:00h

Wednesday May 06th from 07:00h to 20:00h

Thursday May 07th from 07:00h to 08:00h (ONLY DECORATION IS ALLOWED, NO CONSTRUCTION)

All booths must be built and decorated on May, 07th at 08:00h.

Any extra service requested by Exhibitors will be served during the set up day.

After Tuesday April 28th won't be accepted any change or additional request for the booths.

Please respect the space allocation and schedule, following the instructions of the technical services of the venue. In any case, avoid any noise, obstructions, blocking access, and any



action that disrupts the normal movement of people or materials which may be dangerous for people who are on the venue.

The dismantling will be on Friday May 08th from 18:30 to 22:00h, and on Saturday May 09th from 09:00h to 13:00h in case more time is needed to dismantle.

All materials must be removed from the booth and shipped by Saturday May 09th before 13:00h.

Boxes can also be leaved into the storage room and picked up on Monday May 11th, before 12:00h. In this last case, note that the Organization is not Responsible for any loos or damage that can occur during the pick-up, since the event end on Saturday. We HIGHLY recommend to avoid this option, or at least to LABEL CORRECTLY and leave WELL PACKED your boxes.

The Congress Organisation or the Palau de Congressos de Catalunya will not be responsible for any item or material that has not been removed once the event is finished. The Exhibition centre will proceed to remove/take away them, and the expenses caused for this service will be charged to the person in charge for the booth/stand (venue reserves the rights to charge any possible extra costs incurred for the removal of any material left).

2.3 DELIVERY AND SHIPPING OF MATERIALS

2.3.1 For booths material

The **delivery** of materials must be done through the parking of the venue. The address is:
Palau de Congressos de Catalunya:
Avda. Diagonal, 661 -671, 08028 Barcelona. Tel. +34.93.364.45.55

Material for booth can be delivered during the following dates and times:
Wednesday May, 6th from 08:00h to 20:00h

Materials should not be delivered before May 6th the venue does not receive, customs clear or store incoming shipments. If you want to manage the shipment before the established date, you must contact **RESA EXPO LOGISTICS**, which will arrange shipping, storage and customs necessities.

RESA EXPO LOGISTICS
operations@resaexpo.com
Mirian Acuña, Tel.: 0034 / 932334110

Please note that THE TECHNICAL SECRETARIAT WILL NOT BE RESPONSIBLE FOR THE PROCEDURES FOR THE CUSTOMS CLEARANCE OF THE PRODUCTS.
Please contact RESA Expo Logistic for these procedures.

IMPORTANT:

1) The carrier must be adequately equipped for uploading all materials and carrying them to the booth space.



2) No vehicles will be allowed to enter into the exhibition hall.

2.3.2 For Bag inserts (upon request as a Collaboration Option):

The flyer should be a DIN A4 maximum, document with maximum 2 faces, no product catalogue is allowed. Please send the file as example via email to the technical secretariat by April 23, 2020.

The printed material should be delivered during the following dates and times (see the shipping label on the ANNEX 1 of this dossier):

Tuesday, May 6th, from 09:00 to 18:00

Wednesday May, 7th from 08:00h to 10:00h

For material received after these deadlines we cannot guarantee the inclusion in the bag of the congress.

2.3.3 Access to the Loading Bay

Access of goods to the different areas of the Palau de Congressos de Catalunya is through the entrance on Diagonal Avenue (Avenida Diagonal 661 – 671, side lane). From there you can access the loading bay and use the freight lifts that reach level -1. It is forbidden to use the lifts that are exclusive for clients.

No other lifts can be used except those which are advised by The Security Department. (Alternatives lifts should be protected with carpet or another similar material).

Details of the freight lifts

Freight lift 1		Freight lift 2	
Width	5,55	Width	1.87m
Depth	2.43	Depth	2.51m
Height	3.5m	Height	2.25m
Max. Weight	4.0 Ton	Max. weight	1.6 Tons
Door	5m(w) x 3m(h)	Door	1.2m(w)x2.15m(h)

VERY IMPORTANT: 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** (download and fill the Safety Standards available at <https://ehs2020barcelona.com/index.php/sponsors>, password: SP_EHS_2020). The Venue Conference Manager must receive **before April 28th** a list with names and identity card numbers from all the workers for the set up and dismantling, including a timetable.

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 entrance.

In case the loading bay is occupied, we suggest waiting at Albert Bastardas Street. (See floor plan on pag.3). It is forbidden to park on the sideways around the Palace.

Once completed the loading and/or unloading all vehicles must leave the area.



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 an event is finished no goods can be left in the Palace.

2.3.4 Forklift and Traspallet Service

Should the contractor need this service it should be requested in advance. This service will be confirmed depending on the availability.

2.4 STANDS SPECIFICATIONS

Before initiating the stand and in order to avoid damaging to the floor the entire surface area of the stand will be covered with carpet provided by the organization. **In case of bringing a different carpet it should be notified to the Technical Secretariat.**

The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited.

It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the Palace.

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the Congress Centre.

During set up with paint, varnishes or dissolvent, the area must be covered by plastic. When a weld is necessarily Security department should be advised and some instruction including a fire extinguisher will be given.

2.5 EXHIBITION HALL

The placement of materials in the emplacements of other exhibitors and areas in common is prohibited. These must always remain free for the circulation of persons and materials. Hang elements from the ceiling is not allowed.

The maximum weight authorized in the Exhibition hall is 500 KGs. per square meter. The loading and unloading of the exhibition material will always be on the account of each exhibitor. RESA can provide personnel and equipment for this service if it is requested in advance to operations@resaexpo.com.

The contractor/Company in charge for the set up is in charge of all electrical connection, under the supervision of the Technical Department of the Centre.



2.6 USE OF SPACE

All displays must fit in within the space reserved. The inside area of the booth may be used by the exhibitor for advertising purposes, distributing samples, printed and promotional material, although only in respect of the exhibits displayed by the exhibitor. Publicity may not be implemented outside the boundary of the booth.

Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishing of the venue and or the stand.

Exhibitor may not sublet their space, or any part of it.

The Organizing Committee reserves the right to alter or modify the exhibition plan for reasons beyond the organizer's control or for major contingencies. Should a stand be left free, the redistribution of the stands could be made.

The Organisation Committee, Grupo Pacífico or the venue take no responsibility for loss or damage of materials. Once the material is set up, the exhibitor is liable for any damage caused.

2.7 STORAGE ROOM

There will be a storage room available in the Exhibition area to be used to store material during the congress, it will be opened during exhibitors' hours.

If you will need a considerable amount of space please be so kind to contact the technical secretariat.

There will be a person in charge of the storage room that can help you to bring your material from there to the booth for the Set up.

2.8 CANCELLATION

Cancellation by Exhibitor/Sponsor:

Any exhibitor or sponsor who cancels all or part of the purchased exhibition space or sponsorship shall be accountable for any unpaid portion of the exhibition or sponsorship and shall receive no refund of amounts already paid.

Cancellation by EHS/GP of the congress– Force Majeure:

In case of force majeure, the Congress organizers have the right to alter or cancel the Congress without prior notice, however a notice of the occurrence shall be given by EHS/GP as soon as reasonably possible.

Force majeure shall mean any circumstance beyond the reasonable control of EHS/GP, which prevents or impedes the holding of the congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic such as SARS, etc,



earthquake, hurricane, cyclone, re or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism or due to events which are not attributable to wrongful intent or gross negligence of EHS/GP. EHS/GP shall not be accountable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Meeting. EHS/ GP shall, in its sole discretion, determine the amount of the exhibit fees or sponsorship fees to be refunded, if any.

2.9 ADVERTISING

The inside area of the booth may be used by the exhibitor for advertising purposes, distributing samples, printed and promotional material, although only in respect of the exhibits displayed by him. Publicity measurements may not be implemented outside the boundary of the booth.

Therefore the hanging of advertising material or posters on walls, columns or other objects belonging to the Congress Venue is not allowed.

2.10 INSURANCE & LIABILITY

Neither the Palacio de Congresos de Catalunya nor Grupo Pacifico, S.A. will assume responsibility whatsoever for damage or injury to persons or property during the Conference. Participants are recommended to arrange their own travel and health insurance. However, overnight security will be available. Bringing or using inflammables and/or toxic products will be prohibited.

3) OTHER SERVICES

3.1 CONTRACTING SUPPLIERS AND EXTRA SERVICES

The following services are exclusive of the Palau de Congresos de Catalunya:

- Stand/stages cleaning
- Security Guard
- Electrician
- Technical on communications
- Technical on computers
- Waiter
- Maître
- Venenciador



Extra services must be booked maximum 20 days prior the beginning of the event. For more information and prices, you may contact the Technical Secretariat sponsorsehs2020@pacifico-meetings.com

3.2 CATERING

The Catering (Food and Beverages) is exclusive of The Palau de Congressos de Catalunya and has to be requested in advance to the Technical Secretariat. For prices see the document available at <https://ehs2020barcelona.com/index.php/sponsors>, password: SP_EHS_2020.

3.3 CLEANING

Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean. If you need inside cleaning, it must be requested to: sponsorsehs2020@pacifico-meetings.com
Booth cleaning rates during the congress:

Booth 6 m² → 18 € + VAT
Booth 12-18m² → 35 € + VAT
Booth + 24m² → 52 € + VAT

3.4 PARKING

The Palau de Congressos de Catalunya do not have any parking for trucks, coaches, vans, they can be parked at the "IGLESIAS" parking located at Zona Franca.

PARKING IGLESIAS. A/A: Sr. Javier Iglesias
Pasaje Can Clos s/n - Tel: 93.332.87.64 / 93.425.00.31 / 609.37.29.00

Private cars can be parked in the parking of The Palau de Congressos de Catalunya, Promoparc S.L. Avda. Diagonal 661-671, 08028-Barcelona.

Availability for 100 cars. Rate per hour: 3.90€. Cost max / full day parking: 30€.

Please book your spot by email to Rocío Ruiz Pajares: Rocio.RuizPajares@Fairmont.com

Reference: EHS congress 2020

3.5 FURNITURE

For this service, please see the EXHIBITOR CATALOGUE furniture available at: <https://ehs2020barcelona.com/index.php/sponsors> (password: SP_EHS_2020)

3.6 BRANDING

For this service, please see the BRANDING CATALOGUE available at: <https://ehs2020barcelona.com/index.php/sponsors> (password: SP_EHS_2020)



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4) REGISTRATION

If you have full registrations includes in your sponsorship, please send to the technical secretariat the names of the persons who will attend the congress as soon as possible (deadline April 20th, 2020).

The full registration includes:

- Congress bag with congress documentation
- Access to all sessions of the congress
- Access to the exhibition hall
- Lunch on Thursday and Friday
- Coffee breaks
- Welcome Cocktail - Get together

For new registrations, please see the congress section [REGISTRATION](#)



5) BOOTH RESERVATION FORM

Please send this form filled back to the technical Secretariat: **deadline April 6th, 2020**

Company name: _____

Booth n°: _____

E-mail _____

I need a “modular” structure

Name of the front piece: _____

No, I do not need a “modular” structure, I have a booth design
(Design booth’s project attached)

Shipping and material:

I will use the storage room during the congress

Nº of boxes to store (aprox): _____ or Nº of pallets: _____

Cleaning service:

I want to contract extra cleaning during the conference (the cleaning service will operate on Thursday May 07, 2020, at the end of the day)

Date:

Sign:



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6) ANNEX 1: SHIPPING LABEL

PALAU DE CONGRESSOS DE CATALUNYA

Avda. Diagonal, 661-671 (supplier entrance)

08028 Barcelona (Spain)

Tel. 93 364.44.00

Reference: EHS congress 2020 / ROCIO RUIZ

COMPANY NAME (sender): _____

TYPE OF MATERIAL: BAG INSERT

Booth Number: _____

CONTACT PERSON & TEL: _____

DELIVERY DAY & TIME:

Tuesday, May 6th, from 09:00 to 18:00

Wednesday May, 7th from 08:00h to 10:00h

BOX # _____ **of** _____