



**Palacio de Ferias
y Congresos
de Málaga**

Trade Fairs and Congress Center of Málaga

EXHIBITION MANUAL AND GENERAL RULES

EUROPEAN ROBOTICS FORUM 2020
Málaga, 3-5 March 2020



EXHIBITION MANUAL AND GENERAL RULES AND CONDITIONS OF DELIVERY, STORAGE AND PICK-UP OF MATERIAL FOR EVENTS AND EXHIBITIONS.

1. EXHIBITION PASSES AND CONFERENCE REGISTRATION:

No access into the exhibition area will be permitted at any time unless the relevant pass is displayed. **ERF participant badges** are required for all personnel working on your stand during the open period. Participant badges will be available from registration during the event with company and personnel name.

2. STAND SPECIFICATION:

The exhibition is a 6m² area and includes 1 rectangular table (60x100 cm) + 2 chairs + 2-socket plug base >2m < 10m.

3. DATES AND SCHEDULE:

From 25 February 2020, the Trade Fairs and Congress Center of Málaga (FYCMA) agrees to receive and store, in the general storage area, the material of the organizer's and /or exhibiting companies.

Schedule for material reception:

**Monday - Thursday: 9:30 - 14:00 and 15:00 - 17:30 Friday:
9:30 - 14:00**

4. EXHIBITION SCHEDULE: OPEN TIMES, BUILD UP AND BREAKDOWN TIMES

The exhibition will be open from 08:30 am to 17:45 (3, 4 and 5 March)
The exhibition hall will be open to exhibitors and their contractors for stand building and breakdown as follows:

Date and time installation: 2 March, 2020 - from 08:00 to 20:00

Date and time dismantling: 5 March, 2020 - from 14:00 to 18:00*

*All exhibitors must clear the hall by 18:00 on 5 March.

5. MATERIAL LABELLING:

All material has to be correctly labelled with the following data: (LABEL MODEL ATTACHED)

- ✓ Event's name: **EUROPEAN ROBOTICS FORUM 2020**
- ✓ Celebration dates: **3-5 March 2020**
- ✓ Total number of packages
- ✓ Sender, contact name and telephone number Stand's number and name (if applicable)
- ✓ To the attention of the person at FYCMA in charge of the event: Ms. Nuria Ochagavía (nochagavia@fycma.com)

The material has to be sent to the following address:

**Palacio de Ferias y Congresos de Málaga (Muelle de Carga y Descarga)
Av. José Ortega y Gasset, 201
29006 - Málaga - SPAIN**

6. MATERIAL UNLOADING:

FYCMA is not responsible for the unloading of the material. The organizer and /or exhibitor has to inform the carrier agency accordingly.

Any material necessary for download, assembly and disassembly must be requested at erf2020@viajeseci.es through the form created for this purpose.

7. WAREHOUSE WORKERS:

FYCMA highly recommends the hiring of this basic service of management of the storage area before, during and after the event, according to the specific rules of reception of material.

In the case of this service not being contracted, the organizer and /or exhibitor is fully responsible of moving the material from the storage area to the stand.

Any material necessary for download, assembly and disassembly must be requested at erf2020@viajeseci.es through the form created for this purpose.

8. CARTS AND FORKLIFTS:

FYCMA disposes of a limited number of mechanical resources to be hired. These can exclusively be used by personnel with according formation or specific authorization.

Should the organizer or an exhibitor wish to hire a personalized service, please consult with the technical local secretary: erf2020@viajeseci.es

Note: Two pallet jacks will be available for exhibitors on 2 March and 5 march.

9. MATERIAL PICK-UP:

Once the event finishes, all material and goods must be removed and stored at the storage area and picked up within the next 48 hours or 2 working days. After this period, FYCMA understands that the organizer and /or exhibitor is not interested in such goods and will proceed to its elimination.

Packages and goods must be properly labelled with the following information:

- ✓ Carrier company that will pick up the packages:
- ✓ Stand's number and name:
- ✓ Destination address
- ✓ Total number of packages:
- ✓ Contact person and telephone:



FYCMA does not offer packaging material, being the organizer and /or exhibitor responsible to handle their goods and packages with proper packing material and place them in the storage area.

FYCMA will not hand out any goods if the carrier does not present a proper filled form with the above mentioned data.

The Trade Fairs and Congress Center of Málaga, **is not responsible of the goods kept** in its facilities.

How to get to FYCMA?

From the center by car

Continue along the Alameda Principal towards Avenida Andalucía. Continue along Avenida de Andalucía and take the A-7 exit towards E-15/Airport/MA-21/Torremolinos/Algeciras/Cádiz. Follow signs to the Camino de San Rafael, go onto the Camino de San Rafael. Turn right on Avenida de las Malagueñas. At the roundabout, take the first exit and go onto Avenida José Ortega y Gasset No. 201, where you'll find the Trade Fairs and Congress Center of Málaga.

From the airport by car: Málaga has one of the largest airports in Spain

Continue until you join the MA-21 and then the A-7 via the railway towards Motril/N-311/Antequera/Palace of Congresses and Exhibitions of Malaga. Take the exit towards Avda. Ortega y Gasset/MA-401 and at the fork change direction. Follow signs to the Trade Fairs and Congress Center of Málaga.

For more information on who flies to Málaga visit

<http://www.aena.es/es/aeropuerto-malaga/index.html>

By Bus: Malaga's bus network guarantees quick and easy access to FYCMA

Empresa Malagueña de Transporte (EMT) buses No. 4, No. 19 and No. 20 connect the Trade Fairs and Congress Center to the city centre; and bus No. 22 takes you from the exhibition centre to Av. Moliere and the University of Malaga (UMA) Teatinos Campus.

IMPORTANT: Please read the “Regulations and General Terms and Conditions for Participation in Events” for further information.