



18<sup>th</sup> Annual Conference of the Metabolomics Society

**METABOLOMICS** 2022



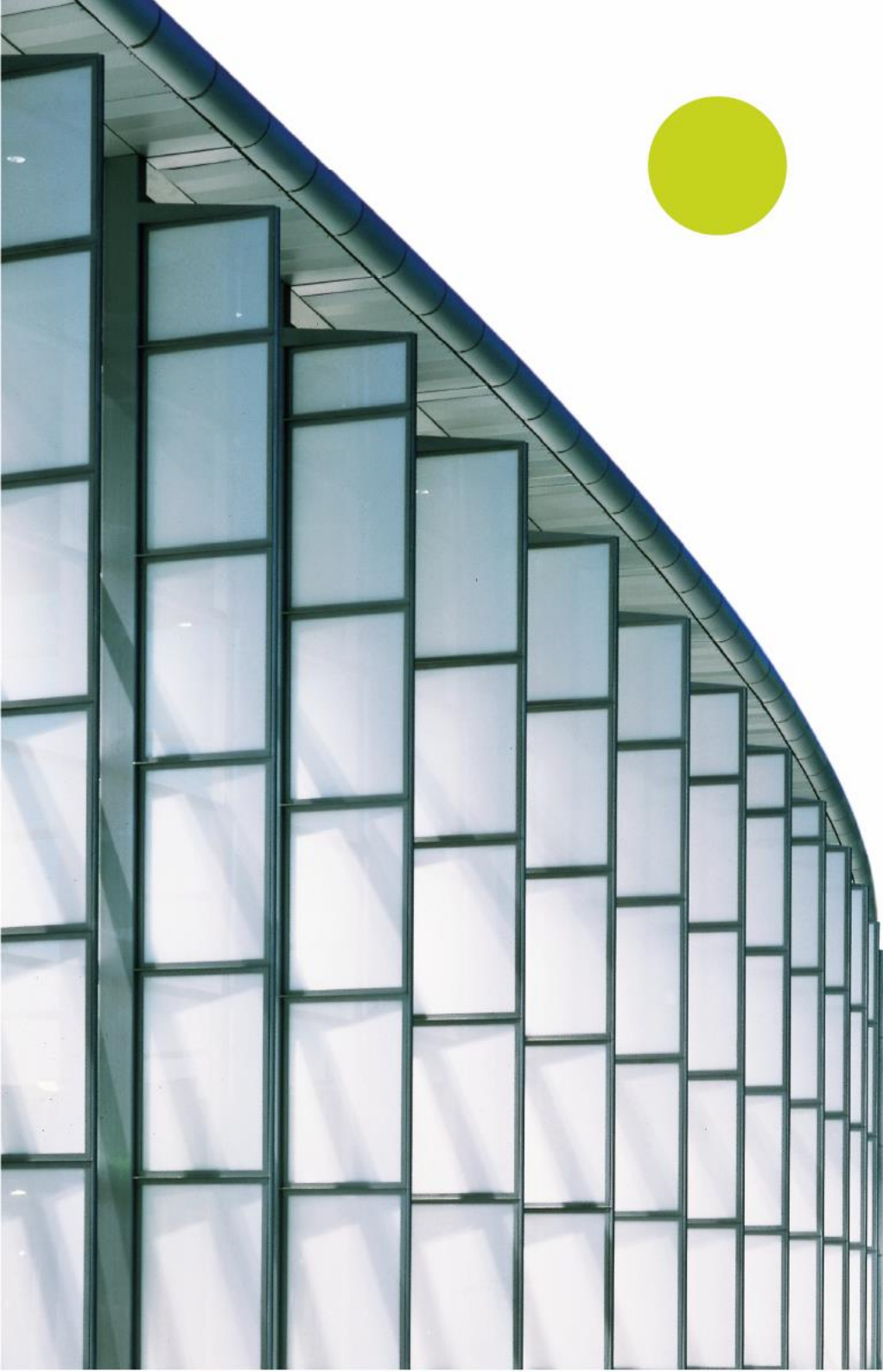
Valencia, Spain | JUNE 19-23



# EXHIBITORS' HANDBOOK



We support the Sustainable Development Goals



Dear exhibitor,

Please, find enclosed our Exhibitors' Information Pack which we hope will provide you with all the information you require regarding the hiring of services for the commercial exhibition being held simultaneously with the [ANNUAL INTERNATIONAL CONFERENCE OF THE METABOLOMICS SOCIETY](#).

To complete your application, complete the hire forms found in this manual and send them to the email address as detailed below.

We require some time to arrange these additional services, so we would be grateful if you could return these forms **by June 6, 2022**, at the latest.

We cannot guarantee that we will be able to provide services requested after this date. If they can be arranged, an extra 25% shall be charged.

We hope you find this information helpful.

Kind regards,

[The Valencia Conference Centre](#)

# GENERAL ACCESS AND PARKING

Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Valencia Conference Centre (VCC) that leads directly to the loading and unloading area.

The ancillary access road is for loading/unloading only, no parking is allowed on this road.

The VCC provides trolleys and pallets jack for transporting goods to your stand.



The process for dismantling is the same as assembly.

If you need a container to dispose of waste materials at the end of the event, ask the contact person in this manual, the cost of this service varies depending on the size and type of material to be disposed of.

The containers are found on the auxiliary road, so they are easy to access.

# DISMANTLING



- All goods must be clearly marked with the name and the date of the conference, the name of the company and a contact telephone.
- Goods may be received up to 48 hours, or two working days before the conference begins.
- The VCC is not responsible for goods reception. Therefore, it is essential that you or someone from your organisation supervises the arrival of goods. Alternatively, you can hire staff who will ensure that your goods arrive safely. If you hire porters, you will need to provide detailed information on the items you are having sent to the Centre.
- Once the stands have been built, any surplus materials should be left in the loading bays specified by de VCC so that the stands areas are clear.

## GOODS RECEPTION AND STORAGE

- When the conference is over and the stands have been taken down, all goods should be left in the Centre's loading bays. Any material left in the exhibition area will be thrown away.
- All materials left in the loading bays must be collected within 48 hours or two working days. After this time, we will assume that the exhibitor no longer wants the materials. These will be removed and the exhibitor may be charged for the removal.



## EXHIBITION

## HALL

## DESCRIPTION

The points marked with triangles on the exhibition area of the enclosed floorplan are slopes. Please, check whether your stand is on a slope as, if it is, you will need a wedge to level it out. This is not necessary if you have ordered a modular or custom-made stand from the Valencia Conference Centre.

### DESCRIPTION:

- Floor: granite
- Floor load capacity: 300 kg/m<sup>2</sup>
- Walls: polished limestone.
- Variable height due to ceiling design, from 8.6m to 14.75 m..
- Ceiling lights: led lamps.

Holes may not be made in the walls, ceiling or floor of the exhibition hall. Any alterations or damage to rooms, facilities or objects will be charged to the exhibitor responsible.

# DAYS AND DATES OF ASSEMBLY AND DESMANTLING

## SET UP

- Set up by exhibitors who have hired a stand or table from the Centre: **Monday, June 20, from 08 a.m. to 16 p.m.**
- Set up by exhibitors who bring their own stand: **Sunday, June 19, from 12 p.m. to 8 p.m. and Monday, June 20, from 8 a.m. to 16 p.m.**

All stands must be set up, materials cleared and staff in place **by 16:00 on Monday, June 20, 2022.**

## DISMANTLING

- For exhibitors who have hired a stand or table from the Centre: **Thursday, June 23, from 16 p.m. to 18 p.m.**
- For exhibitors who bring their own stand: **Thursday, June 23, from 16 p.m. to 20 p.m.**

It is not permitted to dismantle any stand until the specified time, or while there are attendees inside the auditoriums or rooms.

## CONSTRUCTION OF STANDS MODULARS

To apply for a modular stand, please fill in form 2 with the chosen option.

Stands must be left as they are found. Please, do not paint them or stick paper on them unless you use special double-sided tape which leaves no marks on the surface.

The exhibitor will be invoiced for any damage caused to the stand.

## CUSTOM-MADE AND POP-UP STANDS

The plans for custom-made stands must be sent for approval by the VCC technical department.

In order to demarcate the area of each stand, all stands, including pop-up stands or those with only furniture, must be mounted on carpeting or use boundary vinyl.

Stands which are not custom-made, or are not modular or pop-up must bring a backdrop as posters cannot be attached to the wall.

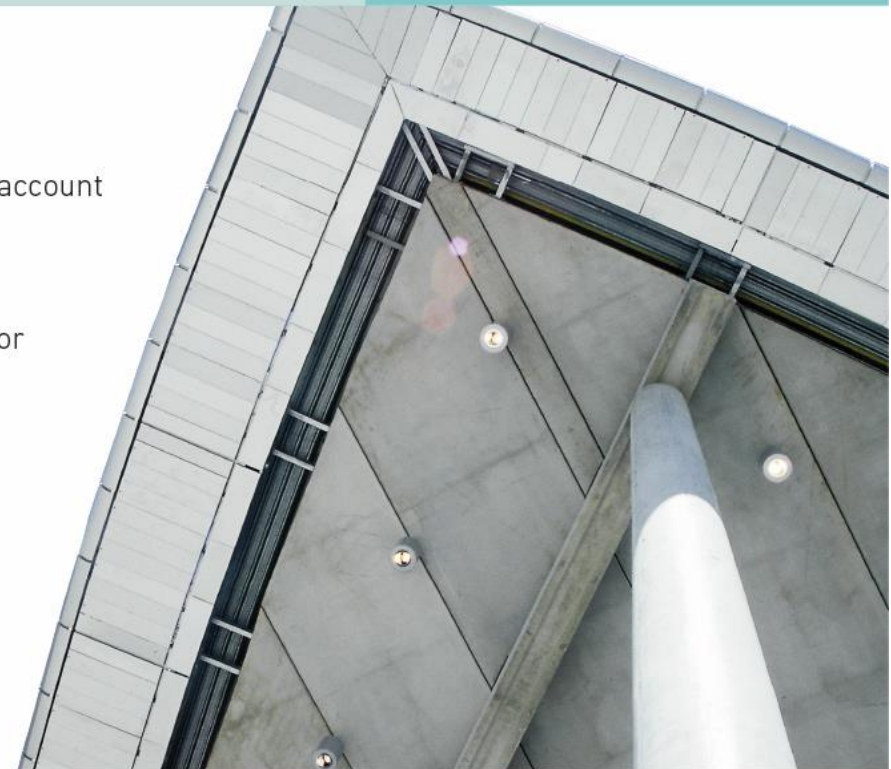
WE DESIGN  
BESPOKE  
STANDS.  
FOR  
MORE  
INFORMATION  
CONTACT

+34 690 815 037

## GENERAL PROVISIONS

Exhibitors may decorate and equip their stand as they wish, as long as they take into account the aforementioned rules and the following:

1. Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decoration which could offend any or all of the exhibitor will be permitted.
2. Unfinished parts of the stand must not be visible, even from outside the building. The stand's design must take this into account if it is located in front of the glass side of the building or if one of its neighboring stands is lower than it.
3. Loudspeakers and other similar devices are prohibited. Pamphlets and samples may only be distributed within the stand itself.



Exhibited goods, stand components and packaging materials are left in the VCC exhibition hall or rooms at the exhibitors' risk.

As a preventive measure, the VCC advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. The VCC declines all responsibility for lost or stolen items.

We can provide additional security on request. An order for this service is enclosed.

## THEFT

## EXHIBITORS' CIVIL LIABILITY

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by persons authorized to act on his behalf.

The exhibition halls and walkways will be cleaned after the set up.

Exhibitors are responsible for cleaning their own stand. An order form is attached for extra cleaning services.

Cleaning will only be allowed when the exhibition is closed to visitors.

## STAND

## CLEANING

## OTHER INFORMATION

The exhibition organisers and the Valencia Conference Centre management reserve the right to modify these terms and conditions at any time.  
The exhibition organisers will inform exhibitors of any changes.

All information and instructions given to exhibitors by the organisers are an integral part of these regulations.

# CATERING SERVICE

The VCC has a contract with an official caterer for the exclusive rights to provide foods and drinks in the Conference Centre's restaurant and cafeteria, and to deliver food and drinks to stands.

[www.palcongres-vlc.com/en/nuestra-cocina](http://www.palcongres-vlc.com/en/nuestra-cocina)

Exhibitors are therefore required to contact these official caterers for all food, drink, buffet and cocktail orders.

Elena Cerveró  
Account Manager  
Tel. +34 963 17 94 25  
[elena.cervero@gourmetcatering.es](mailto:elena.cervero@gourmetcatering.es)

