

EXHIBITOR DOSSIER

XIII AEDyR INTERNATIONAL CONGRESS

This exhibitor's manual contains all the information related to the assembly and participation as "exhibitor" in the XII Congress.

It includes specific information about your stand, as well as details for shipments, deliveries and guidelines.

The team is available to answer any questions not covered in this manual and will assist you throughout the process. Please contact us by email if you have any queries.

Technical Secretary & Exhibition:

Technical direction and production: Yago Bellido / Marisa Garcia / Luz Nogales
Phone +34 606 18 28 54 / + 34 91 91 838 85 17 Email: congreso@aedyr.com /
aedyr@aedyr.com / luznogales@aedyr.com

or issues related to stand furniture, production of materials and decoration, TV's rental, catering or any other element, please contact the Technical Secretary.

General information:

- Congress website: <https://aedyr.com/congresos/xiii-congreso-internacional/>
- Congress APP: Available from 25th April.

On the congress website you will be able to access all the information about Granada; location, how to get there, hotel discounts, congress programme, speakers, sponsors and exhibitors, news, surveys, etc.

Conference venue and timetable: Hotel Abades Nevada Palace. C/ de la Sultana, 3 - Granada

[¿How to get to the hotel?](#)

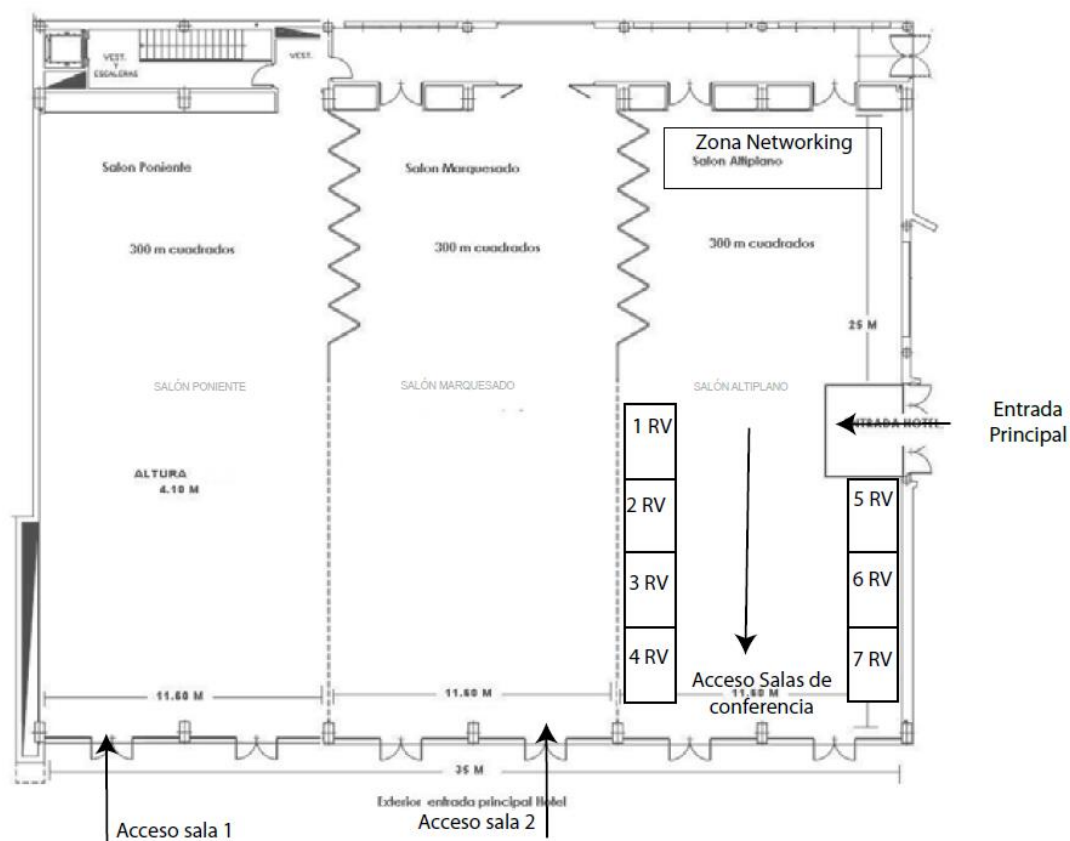
Hotel website

https://www.abadeshoteles.com/es/hotel-abades-nevada-palace-en-granada/?partner=5509&gclid=CjwKCAjw0N6hBhAUEiwAXab-TWZUbkRiR-fQ_PQQLNWtySLHQXHRwTIOezouNBhxFkK5op8vf5nOxoCBVMQAvD_BwE17

SCHEDULE

	12 JUNE ASSEMBLY	13 JUNE	14 JUNE	15 JUNE
TIMETABLE CONGRESS		09:00h – 17:30h	09:00h – 18:15h	09:45- 14-45h
TIMETABLE STANDS	Assembly 12:00h - 20:00h			Dismantling 15:00h – 20:00h

PLAN



Assembly and dismantling: Assembly:



From Monday 12 June
From 12h to 20h

Dismantling:

From Thursday 15 June
From the end of the congress (approx. 15.30h) to 20h

Dispatch of material (courier service):

All companies that need to send material to the congress venue should send it to the courier service from 9:00 to 19:00h from Monday to Friday during the week of 5 to 9 June.

Packages must include the following information:

Hotel Abades Nevada Palace
Att: Fátima Pelegrina / Yago Bellido
EVENTO: CONGRESO AEDYR (13-15JUNIO) Stand n°:
C/ La Sultana n° 3
18008 Granada
Telf.: + 34 958 809 999

*The Hotel is not responsible for objects and materials deposited in warehouses or commercial spaces.

Loading and unloading equipment:

The hotel has a pallet truck (free of charge) and a mechanical forklift if necessary (at extra cost).

Decoración Stands:

Includes:

- Measurements: 6m2 (3mx2m)
- Assembly and disassembly
- White melamine walls
- Carpeting in corporate blue
- Electrical installation based on LED spotlights and general electrical panel
- Furniture included: (2 chairs + low table + counter + stool)
- Frontispiece with the name of the company: the name must be sent with the following measurements: 194'5 x 20'75cm

Not included:

- Leaflet holders (if interested, please ask the technical secretariat).



- If you are interested in having the organisation take care of the printing and placement of vinyls/panels on the walls/counter of the stand, please contact us by email.

See appendix "Stand wall design".

- Characteristics of the images to be received:

High resolution images in PDF or JPG format.

Full-size designs

Resolution of 150 ppi

Bleeding of 3cm perimeter –

Other:

- It is not permitted to exceed the limits of the stand for the placement of signage or posters that have not been previously permitted by the organisation.

- If you need technical equipment, such as TV's, computers, etc., we have a rental service available.

- We also have additional furniture available for exhibitors, which must be requested directly from the Technical Secretariat of the congress before 02/06.

Cleaning:

Cleaning only covers the common areas of the congress. Stands will not be cleaned. In the event that specific cleaning is required, we will be able to offer this service at an extra cost.

As for the rubbish generated in your own stand, please leave it in a rubbish bag and it will be collected by the cleaning staff in charge of the common areas at the end of the day.

Storage:

We will have a general storeroom for all exhibitors, if you need to leave material in the storeroom please ensure that it is properly labelled.

Material left in the storeroom must be properly secured, as no surveillance system is foreseen by the organisation for this space.

Code of conduct:

During coffee breaks and meals we ask that your stand is attended so that visitors are not shown discourtesy.

Contractors:

If a contractor is engaged to carry out any tasks within the stand set-up and dismantling hours, please receive a copy of this manual. Contractors must comply with the Hotel's rules and regulations.

Signage:



It is not permitted to hang or attach anything to the stand or building structure without first consulting the organisers as any damage caused by paint, nails, adhesives, screws, nails, etc, will be charged directly to the exhibitor.

WIFI:

General WiFi is provided throughout the exhibition area. We cannot guarantee a stable and secure connection, as this will depend on the number of users connected at any one time.

For your security we recommend that all videos and presentations are made via a physical medium such as a USB, pendrive or computer.

Accommodation:

By selecting the hotel and the desired dates, you will be able to book your stay at the best available price.

Hotel Abades Nevada Palace
Promotional code: AEDyRGRANADA

Prices

Double Room for Single Use (Bed and Breakfast): 90€.
Double Room (Bed and Breakfast): 100€.

Insert the promotional code.

This code will be available as long as there is room availability.
Dates of stay must be between 12/06/2023 and 16/06/2023.

Parking:

Parking is available at the hotel.

Price for person staying at the hotel 12,5€ per day.
Price for person NOT staying at the hotel 1,5€ /hour.

Maximum height 2m.



MODULAR STAND RATES

AEDYR MEMBERS - 4.350€*

NO MEMBERS - 5.850€

GENERAL CONDITIONS

1. Each exhibitor, for the hiring of a modular type space, will be entitled to: One full registration to the Congress + invitation to the 25th anniversary gala dinner.
2. 50% discount on a 2nd registration
3. The stand contract will be considered firm when the contract is received together with a copy of the transfer for the amount corresponding to all the elements to be determined.

METHOD OF PAYMENT

4. Once the exhibition space has been confirmed and confirmed, payment will be made by bank transfer to:

AEDYR

Banco Santander Central Hispano (HSBC)

SWIFT: BSCHEM33

IBAN: ES20 0049 5119 1327 1704 7111

5. Once contracted, the assembly and dismantling programme will be defined.

CANCELLATIONS

6. If exhibitors wish to cancel their participation in the Congress, they must do so in writing to aedyr@aedyr.com :

Penalties

- Up to 15 May 2023: 50% of the cost of the stand and accessories contracted and cancellation of the corresponding congress registration fees.
- After 15 May 2023: there will be no refund.