

21ST INTERNATIONAL CONGRESS

ESTIV



SITGES (BARCELONA) SPAIN

21 - 25 NOVEMBER 2022

SPONSOR AND EXHIBITOR MANUAL

version: 11-11-2022

Dear partner of ESTIV2022,

In this manual you will find some important details and information about the ESTIV2022 congress from 21 – 25 November 2022 in Barcelona-Sitges Spain, regarding to your sponsorship or exhibition. Your support is highly appreciated! Please read the entire manual carefully.



Sitges, Barcelona

Sitges is located just 35 kilometres southwest of Barcelona. Located between the Garraf Massif and the sea, it is known for its beaches, nightspots, and historical sites. Sitges has been a resort town since the 19th century, and was a key location for the Modernisme movement, which paved the way for the likes of Picasso. Its array of galleries and museums belie its small size and there's a good choice of upmarket restaurants in its historic centre (which is lined with chic boutiques). Sitges has always been characterized by its tolerance, both of the locals and open-mindedness of visitors too. It's definitely a convivial village where all people are welcome regardless of colour, religion or sexual orientation.



Barcelona

Barcelona is an open, vibrant and creative city with a busy cultural, political, business and commercial life. It is a metropolis where every imaginable language can be heard, as well as a city that invites its residents and visitors alike to discover its Catalan culture and traditions. A day spent admiring all the culture in the city can be topped off with a sundowner on one of the city's seven beaches before dinner at any number of Michelin-starred gastronomic temples or humble, family-run tapas bars. Barcelona has a relaxed pace, months of endless sunshine, unbeatable food – with the cultural and design clout of almost any city in the cold north.

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GENERAL INFORMATION

Dates

The ESTIV2022 congress will take place from Monday 21 November – Friday 25 November 2022.

Detailed and up to date information about the congress is available at <https://estiv.org/congress2022/>. Please visit the website regularly.

Venue

The Meliá Sitges is located in Sitges in the province of Barcelona, in the heart of the Aiguadolç marina and close to La Marina and Balmins beaches. With spectacular views of the Garraf natural park and the shimmering Mediterranean sea, Meliá Sitges perfectly combines the experience of a resort hotel with excellent services for organising events and meetings. Among the magnificent facilities and excellent services, highlights include an outdoor pool set in gardens and magnificent terraces. The hotel also provides a stunning convention centre measuring 4,000 metres squared with an auditorium with 1,380 seats.

Address:

Meliá Hotel Barcelona-Sitges
Carrer de Joan Salvat Papasseit, 38
08870 Sitges, Barcelona
Spain

The exhibition will be held in the room called 'Tramuntana', close to the main auditorium. The room 'Tramuntana' will facilitate the exhibition, breaks and lunches. Close to the 'Tramuntana' the poster sessions will be organised in the so called Hall Tramuntana and Hall Auditorium (just outside the exhibition area and Auditorium).



Picture: Tramuntana

Exhibition schedule

The sponsors and exhibitors desk will be situated near the registration desk and will be open from set-up until dismantling. The date and times are:

Set-up times:

Sunday 20 November 2022 09:00 – 18:00 hours
Monday 21 November 2022 08:00 - 12:00 hours

Exhibition schedule:

Monday 21 November 2022 13:00 - 20:30 hours
Tuesday 22 November 2022 10:30 - 17:00 hours
Wednesday 23 November 2022 10:30 - 16:30 hours
Thursday 24 November 2022 10:30 - 13:00 hours

Dismantling:

Thursday 24 November 2022 13:00 - 18:00 hours

All booths must be built and decorated before the start of the congress on **Monday 21 November 2022 at 12:00 PM**. Please, avoid any noise, obstructions, blocking access and any action during set up and dismantling that disrupts the normal movement of people or materials which may be dangerous for people who are in the venue. The organizers of ESTIV2022 will be on site during set up and dismantling.

Floor plan

The most up to date booth plan can be found at the congress website by clicking [here](#). Here you will find your booth number and position. Booths have to be built at the assigned number. The organisation reserves the right to slightly alter the size or positioning of the booth.

Exhibition Equipment and Facilities

The booth price does not contain a firm booth (no back wall, no side walls). We recommend ordering booth building. All equipment such as shell-scheme booths, carpets, furniture, electricity, water connection etc. can be ordered separately and paid-for extra in advance.

Please download the Exhibitor Catalogue for ordering booths and booth equipment [here](#). You can find this form as well on the congress website.

Please return the filled in form **before Tuesday 1 November 2022** to bcncongress@bcncongress.com. Orders after this date can not be guaranteed.

Exhibitor Badges

Badges will be available for pick up at the registration desk. All exhibitor registrations are NON-TRANSFERABLE (i.e. the transfer of registrations between two persons is prohibited). All badges includes the participant's information: name, surname and company.

The exhibitor badges fee includes:

- Admission to the opening ceremony and welcome reception
- Admission to the exhibition and poster area
- Refreshments – coffee breaks and lunch

Exhibitor badges will only give access to the exhibition area and do not give access to the scientific congress program (presentations) and the gala dinner. There will be a strict policy on this.

Please register your exhibition staff by downloading the Exhibitor Registration Form [here](#) and return the filled in form to anne@klinkhamergroup.com **before Tuesday 1 November 2022**. Full congress passes can be booked separately via the Exhibitor Registration Form as well.

In case your sponsor package includes free congress pass(es) and you have not yet received the discount code(s), please contact anne@klinkhamergroup.com.

Congress Catering

Catering will be provided during the whole congress. For exhibitors there will be provided refreshments in a form of coffee breaks and lunches.

Exhibit Catering

In order to attract delegates to your exhibit booth we suggest that you serve some food, snacks or beverages. This is not mandatory, but only a suggestion and at each exhibitor's discretion. To avoid disappointment and lack of inventory please make sure you order your F&B prior to your arrival in Sitges.

Eva Roca Cereigido

E: eva.roca@melia.com

T: +34 93 811 67 10

Unloading and Loading Rules

All unloading and loading vehicles at the Melia Sitges Hotel must comply with the local parking restrictions and with traffic controlling instructions, security staff and the official mechanical handling contractor. During the build-up and dismantling of booths, trucks and vans may enter the ground for unloading and loading purposes only. For security reasons and to guarantee smooth traffic, assembly and loading cars must be parked outside the loading areas during the assembly and dismantling time.

The hotel does not have personnel for loading and unloading trucks, nor for the transfer of material from the warehouse to the exhibition area as well as machinery or trans pallets for its transfer. It is the responsibility of the sponsor/exhibitor to transport the material to the designated area or otherwise.

You are kindly requested to inform us about the planned date and the exact time of your arrival **before Tuesday 1 November 2022**

Car Parks

Please use the car parks in the surroundings of the hotel. Parking is not permitted in the loading bay areas except for loading and unloading during the build-up and dismantling.

Shipment and Material Handling

All shipments addressed to the hotel must be delivered with a maximum of 7 working days before the start of the congress. The following information is vital to ensure the storage and correct distribution of your shipment. All packages / shipments must be labeled as follows:

Delivery address:

HOTEL MELIA SITGES

Contact person, hotel: Eva Roca Cereigido

c/ de la Bufera s/n

08870 – Sitges – Barcelona, Spain

Label:

Addressee:	[NAME OF SPONSOR] ESTIV2022, 21 – 25 November 2022
Booth number:	[BOOTH NUMBER]
Contact person:	[CONTACT DURING EXHIBITION]
Phone number:	[PHONE NUMBER OF CONTACT]

The sponsor / exhibitor must let the organizers know if the shipment exceeds more than 1 pallet **before Tuesday 1 November 2022**

Storage

There is a small place to store flyers and other small promotional materials at the exhibition area. Sponsors and exhibitors need to make their own arrangements for storage of spare stock and packing material that will not fit in the storage room of the hotel. Storage at the hotel is at own risk.

In the case you are bringing heavy exhibit construction items, equipment or products to the exhibition area, please let us know.

Floor covering

The floor is covered with carpet. Carpets and other floor coverings must be laid with due regard to safety regulations (accident prevention, fire safety, keeping escape routes clear, etc.) and may not protrude beyond the booth area. All materials used must be removable without trace. All residues not removed by the exhibitors or their subcontractors shall be disposed of by the organizer at the exhibitors' expense.

Packing Material

Unless labor has been ordered in advance, exhibitors are fully responsible for the delivery of crates and other packages to their booths and for their removal. Packing material is to be kept outside the halls and loading yards. During the booth assembly and dismantling periods the transport paths must be kept free as much as possible.

Transport and packing material and other equipment no longer needed must be removed from the halls immediately.

The exhibitors are advised to make sure that goods are adequately packed when being returned to the country of origin.

Security

There is going to be hotel security throughout ESTIV2022 Exhibition and overnight during the closed hours. However, we would like to state the following:

Each exhibitor is responsible for his/her own exhibit, packing and construction of the booth. Klinkhamer Group | conferences and events, the Melia Sitges hotel and ESTIV are not responsible for any possible loss or damage of any equipment, goods or booth whatsoever. Individual booth security is available for hire, please contact us if you wish to utilize this service. Thank you for your understanding!

Accommodation

If you are interested in a group reservation, please contact:

Eva Roca Cereigido

E: eva.roca@melia.com

T: +34 93 811 67 10

Advertisement in the programme

If you have booked an advertisement in the programme booklet or if this service is part of your sponsorship package, please send your advert **before Tuesday 1 November 2022** as printable PDF (Format DIN A5, width 148 mm x height 210 mm, plus 3 mm bleed) to anne@klinkhamergroup.com. Advertisements delivered after this date will not be included in the programme booklet.

Bag inserts

If you have booked the enclosure of material into the congress bags or if this service is part of your sponsorship package, please note that the amount should be 500 pieces maximum.

The items should be delivered to the below mentioned address maximum 7 days before the congress and no later than 18 November 2022 (materials delivered before 14 November and after 18 November will not be enclosed).

Delivery address:

HOTEL MELIA SITGES

Contact person, hotel: Eva Roca Cereigido

c/ de la Bufera s/n

08870 – Sitges – Barcelona, Spain

Label

CONGRESS BAG INSERT for ESTIV2022, 21 – 25 November 2022

Company: _____

Amount of packages: package _____ of _____.

GENERAL BOOTH REQUIREMENTS AND RULES

- Exhibitors must set up, operate and dismantle their own displays using their own staff and employees
- The booth must be under 2,5 meters long.
- The venue does not have the possibility to hang items from the ceiling.
- The construction of booths with construction materials or adornments that contain products such as cement, sand, plaster, brick or similar materials are prohibited.
- It is also prohibited to drill holes, use glue or any other adhesives that can be difficult to remove from the structure of the venue.
- Electrical and other mechanical apparatuses must be muffled, so that the noise does not disturb others or other areas of the venue.
- During set up with paint, varnishes or dissolvent the area must be covered by plastic. If a weld is necessarily, the organizers of ESTIV2022 should be informed beforehand, so some instructions can be given.
- Nothing can 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 booth.
- The organizers of ESTIV2022 reserve the right to disconnect the electrical supply to any installation, which in the opinion of the electrical engineers is dangerous or likely to cause annoyance to other exhibitors and/or delegates.
- It is prohibited to place materials in the booth space of other exhibitors and common areas. These must always remain free for the circulation of people and materials.
- The organizers of ESTIV2022 reserve the right to alter or modify the exhibition plan for reasons beyond the organizer's control or for major contingencies.

CONTACT

If you have any questions, please contact Klinkhamer Group | conferences & events. We will be happy to help you.

Klinkhamer Group | conferences & events

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