

EXHIBITOR MANUAL

SECMA-BSSH CONGRESS

GENERAL REGULATIONS

ASSEMBLY/ DISSASSEMBLY OF STANDS

& SHIPMENT OF MATERIALS.

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ORGANISATION BRIEF:

- **Assembly Day**

Wednesday 23rd of April 2025 from 09:00am to 08.00 pm.

- **Dissassembly Day**

Friday 25th of April from 5.00 pm to 09:00pm.

- **Venue**

Palacio de Congresos de Palma
Carrer de Felicià Fuster, 2, Llevant, 07006 Palma, Illes Balears

- **Stand Location**

The commercial exhibition will be held located in the entrance Hall (main floor)

The exhibition will be 24th and 25th of April 2025.

Attached plan (page 3).

Dimensions: 3x2 m2

Maximum Height: 2,50 m.

- **Form & Stand floorplan**

Mandatory to send the form which was sent in the Catalogue Document and the plan of the stand to the email address marked in the form and inside the deadline indicated.

tradefair@aico.es

Marina - +34 605 612 702

Jaume - +34 673 16 49 92

- **Assemblers entrance**

Merchandise entrance to the Venue from the Street and the garage.

- **Shipment of materials: reception, storage & replacement.**

The materials clearly identified, will be sent in advance maximum of two days.

Monday 21st of April from 09.30 am to 5 pm.

Tuesday 22nd of April from 09.30 am to 5 pm.

Any previous shipment will be refused.

The address of shipment:

Palacio de Congresos de Palma

Carrer de Felicià Fuster, 2, Llevant, 07006 Palma, Illes Balears

(ENTRANCE THROUGH THE PARKING LOT, C/ CIUTAT DE QUERETARO N°17, Loading dock)

Contact:

Andrea López Severa; 682 28 97 77.

- **Coordination**

ATENTA MARKETING will coordinate the logistic of the exhibitors.

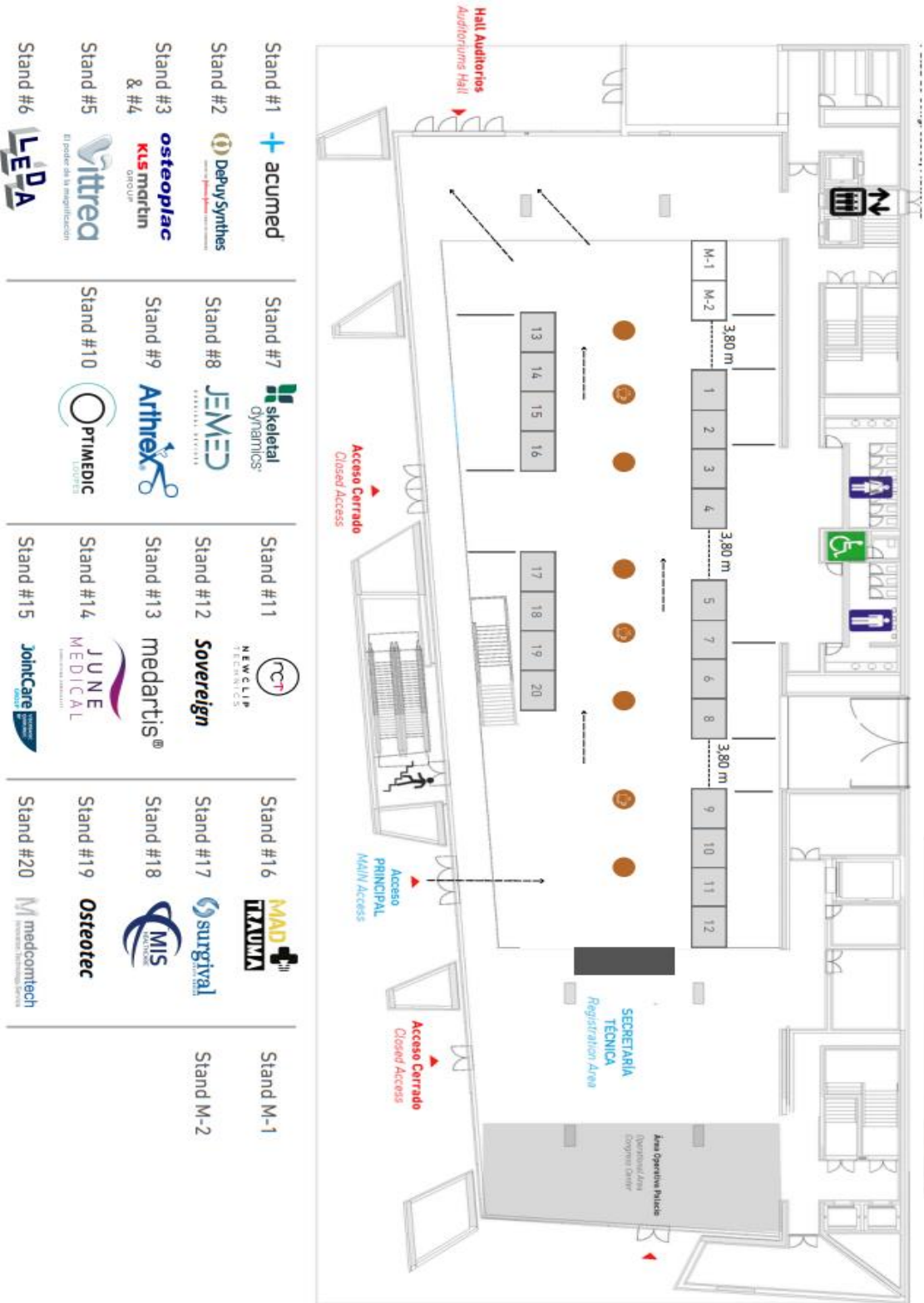
Contact: Miriam García Sáez.

Tel. 675 211 145

Email:secretaria@secmacongreso.es

Important notes: Coffee machines are NOT allowed, water, etc.in the exhibition area.

EXHIBITION PLAN:



GENERAL REGULATIONS:

1. Access to the rooms will be through the doors that the Palace indicates.
2. The floor will be covered by obligation with carpet or panels and plastic, to avoid the deterioration of the existing marbles and carpets (subject to conditions given by the maintenance department).
3. All the stands will comply to the electrical protection norms of low tension, being protected with differential protection and thermic magnets. The client will be responsible for the electric cable of each stand running from plugs provided by our installations by means of a hose of 1000 V until the sub-plug of each stand.
4. All the electrical connetions will be done following the security measures and the connections will have to be inside of the safety boxes.
5. Any electrical installation or materials with electric current that the stands need, will be the competence of the client unless it has been requested to the Palace with sufficient notice (minimum 15 days), in this case the client will contact our habitual supplier committing to cover the total amount established.
6. All supports for technical elements (spotlights, screens, loudspeakers) shall be supported by supplementary elements, so that they do not have to be supported on the ceiling or walls of the rooms.
7. Assembling and disassembling stands specific regulations.
 - 7.1 General stands floor plans has to comply with the health and safety regulations of the buildings as well as the measures for the prevention of occupational risks whilst respecting mandatory corridors, emergency doors, fire protection systems and other elements related to the current security legislation.
 - 7.2 The exhibition floor plan is required to be provided to the Palau prior to their approval in terms of security and distribution. The floor plans are required to be dimensional drawings (measurements of the stands, width of the corridors, heights, etc.)
 - 7.3 It is responsability of the organizer the location of stands within the exhibition area according to their clients preferences and the technical services provided by the booked space, as well as the distribution of the individual floor plans indicating the location of the utilities shaft for the exhibitor.
 - 7.4 The Palau will only delimit the space of the stands on the floor when in charge of at least the 50% of sqm built on modular structure through their official suppliers.

- 7.5 Should any of the exhibitors require starting their set up earlier than offered, it is organizers' duty to authorize the change of Schedule and plan the booking time of the meeting spaces as well covering any related costs.
- 7.6 The organizer and exhibitors accept the possibility of some exhibitor going through their designated space in order to provide electrical supply to other stands.
- 7.7 The opening and closing Schedule of the building will be determined by the organizers contracted time, please be reminded that security service is required at all times.
- 7.8 The Palau does not accept any responsibility for receiving information through different sources regarding one specific stand which is managed by different companies (assembler, designer, exhibitor...) It is mandatory to designate a representative to coordinate all the requests to the Palau.
- 7.9 While the mantling, event and dismantling is taking place, it is not permitted to place or leave any materials within the space designated for other exhibitors, as well as the common areas that must be kept free at all times.
- 7.10 It is completely forbidden to use "demoition or wrecking" techniques to dismantle the stands; everything must be disassembled carefully and in no case thrown, ripped or knocked down.
- 7.11 Should any of the exhibitors require to hang any items from the ceiling, this service must be contracted through the in-house Production Team in order to assess and guarantee the most suitable location and installation.
- 7.12 A minimum of 100cm will be kept free between stands as well as from the side and back walls in order to allow easy access to the electrical boxes, the opening of the panels and the fire extinguishers. The access must be kept free at all times.
- 7.13 In case of construction of a stand with an upper floor, it is required for a descriptive memory and floor plans to be submitted to the team with the relevant signature and approval of a certified technician by the College of Architects of Palma. This person will accept the responsibility for the compliance of the project. In case of including stairs or raised surfaces with more of 50cm from the floor, it is required to submit the endorsement of the College of Architects.
- 7.14 The maximum authorized weight within the exhibition hall is 500Kg per sqm.

7.15 The *Palau de Congressos de Palma* will look after the phone lines and connections that will be charged to the exhibitor.

7.16 All the electrical installations will be carried out by a certified electrician. The company in charge of the mantling and assembling of the stands, will be in charge of all the electrical installation, always under the supervision and control of the Technical and Maintenance Department at the *Palau de Congressos de Palma* (Please refer to Electricity & Lighting regulations, point 3).

7.17 Food and beverage services will be contracted through the Sales Department at the Palau. (sales.pcp@melia.com)

Should any of the exhibitors needs to bring their own coffee machine along:

1) The exhibitor provides their own coffee machine and consumable supplies (coffee, milk, water, etc) in which case a fee of 180.00€ (VAT included) applies.

Any other products that the exhibitor needs to bring into the facilities will be assessed and authorized by our Sales Department and will be determined in a case by case basis the relevant applicable fee.

Additionally, it will be mandatory the signature of the Exemption of Responsibility letter provided by the Palau's Sales Department.

8. The electrical power provided by the Hotel to each stand (3x2) will be 3.5 W, and the additional power will be billed to the stand itself.

9. Emergency doors must be kept clear of access, as well as the fire fighting elements.

10. It is not allowed to nail or glue any material to walls, doors, curtains, furniture, ceilings or, in general, to any element of the decoration or facilities of the Palace, without the prior written authorization of the Palace Management. If the client brings decorative material, it will be the client's responsibility to hang it and/or install it. Likewise, its dismantling at the end of the event.

11. The workers of the different companies and subcontracted companies that carry out the assemblies must be identified. They must have at the Palace disposal the TC-2 payment receipts and work registration forms to the Social Security. All workers must be informed of the rules of occupational risk prevention.

12. The client will be responsible for ensuring that the facilities are in perfect condition at the end of the dismantling, taking care of the removal of wood, carpets and all the excess material related to the assembly. The dismantling will be carried out the same day of the end of the event.

13. The use of smoke machines, helium cylinders or any other element that may damage the Palace facilities in any way is not allowed in the hotel facilities.

14. For set-up and dismantling, involving a large amount of material to be disposed of, the client must request the hotel to hire a container to deposit all the material of the event.

15. All shipments addressed to the must be delivered no later than 2 working days prior to the start of the event.

16. Loading and unloading hours are from 10:00 a.m. to 5:00 p.m. continuously.

17. The Palace must be aware in advance of any shipment that exceeds its storage capacity (more than 2 pallets), in order to determine its location. This service may involve a cost to the customer.

18. The Palace does not have personal for loading or unloading trucks, it is the customer's responsibility to transport the material to the designated area.

19. Once the event is over, the Palace reserves the right to accept or not material to be left in storage (depending on the volume of packages) for a maximum of 2 days.

Once this period has finished, the Palace will not be responsible for its storage.

The following information is vital to ensure proper storage and distribution of your shipment:

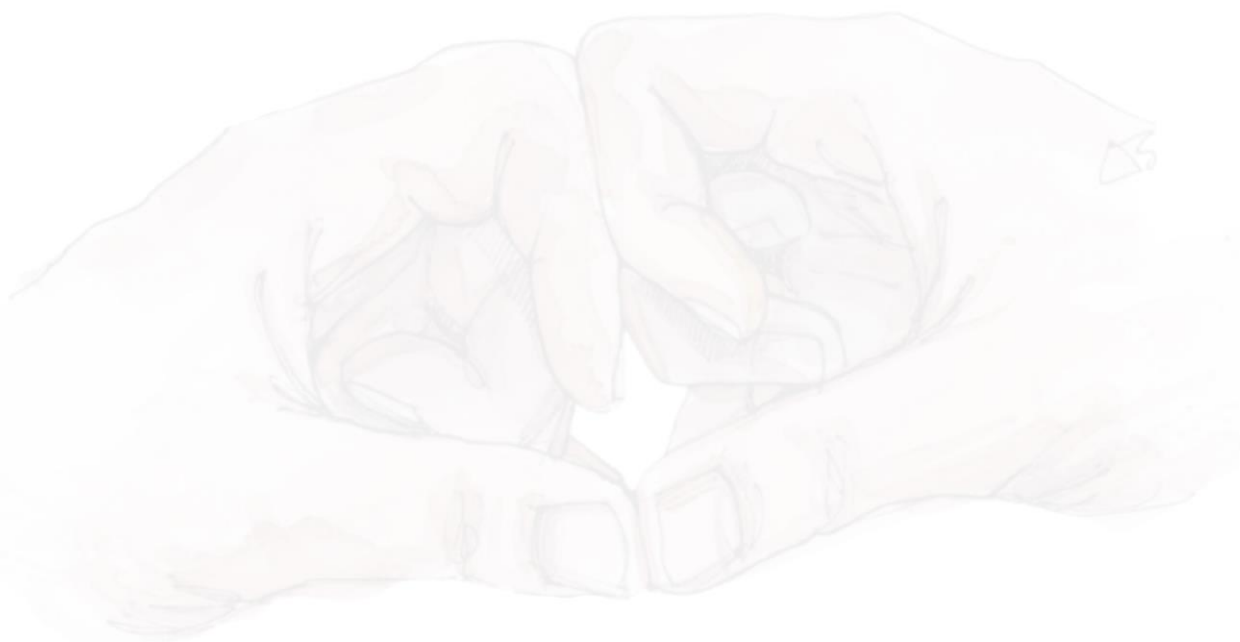
Name of the group and of the final recipient (client) **ATENTA MARKETING/SECMA-BSSH CONGRESS.**

Number and name of the stand.

Name of the person in charge of sales or conventions in charge of the group. **ATENTA MARKETING**

Date of event: **24-04-2025**

Name of the meeting room: **EXHIBITION HALL**



Exhibitors are free to decorate and equip their booth, always respecting the rules described below:

- *It is strictly forbidden to make holes in the walls, ceiling or floor of the exhibition area. Any alteration or damage caused to the halls or facilities will be repaired and the cost will be borne by the responsible exhibitor.*
- *It is strictly forbidden to place cables on the floor, aisles, public use areas, access doors and emergencies. Any alteration or damage caused to the rooms or facilities will be repaired and its cost will be assumed by the responsible exhibitor.*
- *The Organization will not be responsible in any case for the objects owned by the Exhibitor.*
- *Under no circumstances may access to fire extinguishers or any other emergency/safety signage be impeded.*
- *The decorative and advertising elements of the stand must not exceed the perimeter and height of the stand. The aisles may not be used in any case.*
- *No decoration or installation that may offend other exhibitors is allowed.*
- *All types of advertising, through loudspeakers, should be modulated to sound levels that do not interfere with the activity in the halls or with other exhibitors.*
- *In accordance with safety standards, all materials used must be flame retardant.*

INFORMATION OF INTEREST

We inform you that the booth space is delivered empty including only the electrical panel.

For a better coordination with the assembly process, please let us know as soon as possible the type of stand your company will be setting up:

- Design
- Modular
- Basic
- Roll-ups...

If your booth type is “design” we will need you to indicate it in the form previously sent, and to send the design (render) for approval by the technical team of the Palace.

For further information, please contact the Technical Secretariat.



SOCIEDAD ESPAÑOLA
DE **CIRUGÍA DE MANO**



BSSH THE BRITISH SOCIETY FOR
SURGERY OF THE HAND