## Technical manual ASSEMBLY - DISMANTLING RULES





# 10 to 13 March 20

Schedule

**Exhibitors** 

FromTuesday to Friday from 8:00h to 18:00h

From Tuesday to Friday from 9:00h to 18:00h

**Pavilions** 

Maderalia: Pav. 1, 2, 3 and 4 Level 3 - FIMMA: Pav. 1, 2, 3 and 4 Level 2

Acces and Assembly

### FERIA VALENCIA will not be responsible for any loss during the period of assembly.

Stand assembly can start on February 26th from 8:00 hrs to 20:00 hrs, only after payment of all costs of participation (Check the working days calendar below). The assembly of the predecorated stands will start this day.

First you should collect the stand assembly passes at the Central Services Office, located on the ground floor of the office building II. The Exhibitor passes should be collected at the same office..

### The maximum high allowed for the stand assembly is 5m The maximum high allowed in Level 2, in the marked area, is 3.70m

Vehicles entrance is allowed until 20:00 hrs on March 8th (the day before the official opening). Vehicles will not be allowed inside the fairgrounds, stand assembly tasks will neither.

On March 9, the eve of the opening of the fair, vehicles will NOT be allowed into the fairgrounds, nnor will stand assembly tasks be allowed. The goods may be placed in the stand until 22:00h, the goods can be entered with a manual forklift.

The fairgrounds will be closed at 22:00 hrs and the pavillon cleaning service will continue. That day, the access will be allowed only within the established schedule, with the exhibitor pass. (See the calendar below)

### Dismantling

### FERIA VALENCIA will not be responsible for any loss during the period of dismantling.

Friday From 18:15h to 22:00h

Only the identified staff with the corresponding pass is enabled to take out the goods from 13th

the stands and only using the lateral doors of the pavilions. Vehicles will not be allowed inside the pavilions. We recommand the packaging of the goods which will not be removed

from the stands immediately.

As well as a person responsible for the company remains in the stand until the end of the

merchandise delivery schedule.

Saturday From 8:00h to 20:00h

(Vehicles are allowed to get inside the pavilions to take out the goods and the materials). 14th

Sunday 15th From 8:00h to 20:00h

to Friday 20th Dismantling of stand decoration.

### Please note that on Thursday 19 March 2020 the fairgrounds will be closed.

For the exit of goods you only have to show the exhibitor or assembly pass. An indispensable condition is to have made all the payments related to the trade fair.

The disassembly task must be completed on Friday 20th March at 20.00 hrs. And you must leave the premises completely empty and clean.

At the end of the dismantling period we will proceed to clean the pavilions, assuming that the material (boards, catalogues, platform etc.) that may remain in the stand is unusable and worthless for the owner.

If your stand keeps set up, you will be charged the dismantling costs.

**REMEMBER** that it is completely forbidden to disassemble a stand before the closure of the trade fair.









# Technical manual NORMS ASSEMBLY - DISMANTLING



### To consider

The vehicles should not be parked at the loading and unloading areas (perimeter road and the inside of the pavilion). After loading or unloading the vehicles should be removed immediately.

Vehicles should not stay parked at any doorway unless for the immediate unloading.

The maximum authorized weight (MAW) for vehicles that have to gain access into the pavilions of level 3 is 30.000 kg. vehicles with an exceeded MAW will not be allowed except if the weight in Feria Valencia scale is inferior.

The maximum heigh for trucks to gain access to level 3 is 4,10 m.

Products with a weight higher than 1250 kg/m2: the exhibitors of level 3 should send, before September 15th, a plan of the stand in which the place of the products will be detailed with a weight higher than 1.250kg./m2, including the dimensions of these products and the total weight.

All damages to the facilities of Feria Valencia will be claimed to the exhibitor, who will be responsible for payment of such damages, even if they are caused by decorators or other persons hired by the exhibitor.

ASSEMBLY AND DISASSEMBLY ACCESS

During the assembly and disassembly of FIMMA-MADERALIA free parking for cars and vans will be enabled. If the download is necessary, the access of these vehicles to the perimeter of the pavilions will be made prior to **deposit of € 50 IN METAL**, proceeding to the return of the same, if the parking does not exceed the maximum established time of **1 hour**.

This deposit will also be applicable during the **days of celebration for the access of catering, cleaning or maintenance** vehicles, although in this case, the parking time will be **2 hours**.

Data for Material Shipping

Address:

Feria Valencia - FIMMA-Maderalia

"Exhibitor's Name"

"Location. Level, Pavilion, Stand Number"

Avda. de las Ferias, S/N. 46035 Valencia, España

In case the vehicle that brings the merchandise to the stand does not have the download system incorporated, you must first contract the service through:

MOLDTRANS. Tel .: +34 961 134 404 E-mail: jose.galvez@moldtrans.es / ferias@moldtrans.es

In addition, you may request the same company to store the merchandise and later download it at the stand, as long as you agree the date on which a responsible person will be present.

Feria Valencia will not be responsible for the merchandise deposited at the stand.

Waste Removal

### **ATTENTION:** new regulations on Waste Removal Service during dismantling

Upon completion of the task of dismantling of the installations, you must leave the premises in the same condition as you found it. If the exhibitor does not apply for it but rubble appears in his/her location, FERIA VALENCIA has the ability to apply the amount of the withdrawal notice thereof to the exhibitor with a 20% OF SURCHARGE.

See the Form in last page.









# Technical manual NORMS ASSEMBLY - DISMANTLING

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SCHEDULE

### LOSED SPACE RECINTO V 22 vehículos) / EXIT OF GOODS SALIDA MERCANCÍA (Sin 21 Without vehicles) 20 El jueves 19/03/2020 el recinto permanecerá cerrado 10 11 12 13 14 15 16 17 18 19 SALIDA MERCANCÍA EXPUESTA / EXIT OF GOODS ON DISPLAY DESMONTAJE DECORACIÓN STANDS / STAND DISMANTLING vehículos) / CLEANING DAY (Only exhibitors, LIMPIEZA DE STANDS (Sólo expositores, sin ÚLTIMO DÍA MONTAJE / LAST DAY SETTING UP MONTAJE EXPOSITOR / SETTING UP EXHIBITOR **CELEBRACIÓN DEL CERTAMEN / SHOW TAKES PLACE** without vehicles) CELEBRACIÓN DEL CERTAMEN / **SHOW TAKES PLACE** 0 $\infty$ 09/03 13/03 26/02 - 07/03 08/03 10/03 - 12/0314/03 5/03 - 20/03 HOURS DATES







### APPLICATION FORM

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TRADE FAIR:	
Exhibiting Firm:	
Contact:	Stand Number:
E-mail:	

Before beginning the assembly or construction of its stand, the exhibitor, or other company working on its behalf, must present detailed plans for prior approval. The stand must fulfil the regulations included in the Application for Participation form (see Conditions), as well as the Rules and Regulations for Setting-up and dismantling.

In this present form, all work to be undertaken must be clearly specified, and must comply with the sketch of the stand (obligatory requirement), which must also be presented to the organization of the trade fair for approval by the Technical Department at FERIA VALENCIA.

In addition, to use cover of general services and extensions of opening and closing times, decorators will be obliged to pay the detailed rates in the reverse, upon application for assembly passes.

#### DATA OF THE DECORATOR:

Name:	
Address:	
City:	
Phone:	Fax:
E-mail:	
Description of the products to be us	sed for construction and to be exhibited. THIS FORM MUST BE
RETURNED WITH THE BUILD-UP PRO	DJECT DRAWINGS ATTACHED:

If you additional information (height, weight, measurement, etc.) cantact with Assembly Department: Tel.: +34 902 747 338 - E.mail: montajesyservicios@feriavalencia.com

DEADLINE FOR SENDING THIS FORM: 4 WORKING DAYS BEFORE SET-UP. ANY APPLICATION RECEIVED WITH LESS THAN 4 WORKING DAYS BEFORE THE START OF SET UP, WILL IMPLY A 25% SURCHARGE ON THE TOTAL RATE. AVAILABILITY OF ALL REFERENCES IS NOT GUARANTEED.

PLEASE SEND THIS FORM BY E-MAIL OR FAX: personalmontajes@feriavalencia.com +34 96 386 13 07

Date, signature, and company stamp



# Stand Design and Decoration Service

### APPLICATION FORM

2020

### RATES (VAT not included)

1. Service charge for assembly work on agreed dates	4 €/m²
2. Service charge for assembly work before agreed date	8 €/m²
3. Service charge for assembly work on weekends and holidays	5 €/m²/day
4. Exhibitor charge for night-time assembly work	150 €/stand/h.
5. Exhibitor charge for assembly work before agreed date	5 €/m²/day
6. Exhibitor charge for assembly work on weekends and holidays	5 €/m²/day
7. Fees for joinery work on agreed dates	5 €/m²
8. Fees for joinery work before agreed date	5 €/m²/day
9. Fees for joinery work on weekends and holidays	5 €/m²/day
10. Fees for laying carpet / flooring	1.55 €/m²
11. Fees for ceiling fixture points	22 €/point of lineal metre
12. Fees for assembly work for examination of ceiling fixture points	
12a. From 1 to 10 points.	30,80 €/point
12b. From 11 to 30 points.	28,60 €/point
12c. From 31 to 50 points.	25,30 €/point
12d. More than 51 points	20,90 €/point
13. Deposit for ceiling fixture points on Levels 1 & 2	55 €/point of lineal metre
14. Deposit for ceiling fixture points on Level 3 & Pavilion 5	110 €/point of lineal metre
15. Fees for welding service	74 €/hour
16. Fees for disconnection of lights by Feria Valencia services	40 €/light
17. Deposit for disconnection of lights by outsourced service company	40 €/light
18. Fees for fitter of modular mezzanine on stipulated date	4 €/m²
19. Fees for fitter of modular mezzanine before stipulated date	5 €/m²/day
20. Fees for fitter of joinery mezzanine on stipulated date	5 €/m²
21. Fees for fitter of joinery mezzanine before stipulated date	5 €/m²/day



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## Waste Removal Service during dismantling

SOLICITUD

2020

NOMBRE CERTAMEN / TRADE FAIR:	
Firma Expositora / Exhibiting Firm:	
Responsable / Contact:	N° Stand:
E-mail:	

El servicio de DESESCOMBRAJE es un servicio subcontratado por FERIA VALENCIA, para cualquier información técnica puede dirigirse a la empresa FOVASA TIf 647 84 96 23 Email residuos@fovasa.com. El pago de los conceptos solicitados deberá realizarse a la empresa FOVASA.

La forma de pago será por ADELANTADO mediante transferencia al número de cuenta del Banco Sabadell ES17-0081-0693-61-0002111715. No se podrá atender NINGÚN pedido que no haya realizado esta acción y enviado al Email adjunto el recibo de la misma. En caso de requerirse en el transcurso del desmontaje un número de contenedores adicionales se procederá siguiendo los pasos anteriores. NOTA IMPORTANTE: Una vez terminadas las tareas de desmontaje de las instalaciones, deberá dejar el recinto en las mismas condiciones en que se lo encontró.En el caso de que el expositor no solicite el servicio de Desescombraje pero aparezcan escombros en su ubicación, FERIA VALENCIA tiene la capacidad de solicitar el importe de la retirada de los mismos previa notificación al expositor con RECARGO DEL 20%

This service is subcontracted by FERIA VALENCIA. For technical details, please contact FOVASA: Tlf: 647 84 96 23 · Email: residuos@fovasa.com. Payment requested concepts must be paid to FOVASA

IMPORTANT NOTE: Upon completion of the task of dismantling of the installations, must leave the premises in the same condition as you found it. If the exhibitor does not apply for it but rubble appears in his/her location, FERIA VALENCIA has the ability to apply the amount of the withdrawal notice thereof to the exhibitor with a 20% OF SURCHARGE

#### MODALIDADES DE CONTENEDORES / CONTAINERS OPTIONS

MODALIDAD A: Contenedor Vacio OPTION A: Empty Containers

	Uds requeridas Units	Precio (sin IVA) Price
5m3		138 €
7m3		155 €
14m3		457 €
30m3		481 €
Total		

El IVA de aplicación será del 10 %. VAT application will be 10% .

MODALIDAD B: Contenedor + servicio de llenado OPTION B: Empty Containers+ Filling Service

	Uds requeridas Units	Precio (sin IVA) Price
5m3		150 €
7m3		177 €
14m3		502 €
30m3		531 €
Total		

Fecha, firma, nombre firmante y sello de la Empresa. Date, signature, and company stamp