

**ICM2006**



**Palacio Municipal de Congresos  
Campo de las Naciones**

**Madrid, 22-30 August 2006**

**EXHIBITORS MANUAL II**



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## A. Important Dates & Deadlines

EXHIBITORS MANTLING OWN BOOTHS	21 AUGUST: 15.00-20.00 HRS
EXHIBITION OPENS	23 AUGUST: 09.00-20.00 HRS
DISMANTLING DATE	31 AUGUST: 09.00-16.00 HRS

<b>SERVICE REQUEST FOR OWN BOOTH</b>	<b>DEADLINE</b>
AUDIOVISUALS, TO BE REQUESTED BY	30 JUNE 2006
TELEPHONE-FAX-INTERNET, TO BE REQUESTED BY	30 JUNE 2006
DECORATION – PLANTS, TO BE REQUESTED BY	30 JUNE 2006
POWER SUPPLY, TO BE REQUESTED BY	30 JUNE 2006
POWER SUPPLY, TO BE REQUESTED BY	30 JUNE 2006
CATERING, TO BE REQUESTED BY	30 JUNE 2006
TRANSPORTATION, STORAGE AND LOGISTICS, TO BE REQUESTED BY	30 JUNE 2006
FURNITURE, TO BE REQUESTED BY	30 JUNE 2006
INFORMATION FOR EXHIBITORS BADGES, TO BE SENT BY	30 JUNE 2006
MATERIAL FOR STANDS TO CONGRESS VENUE, TO BE SENT BETWEEN	09-18 AUGUST 2006

To guarantee supply of services requests must be received within given deadlines.

Further information inside this Exhibitors Manual.



## B. General Information

### VENUE

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#### **PALACIO MUNICIPAL DE CONGRESOS**

Phone: +34 / 917 220 400

Fax: +34 / 917 210 607

Avda. Capital de España Madrid s/n  
Madrid 28042 (Spain)



This Convention Center is located in the Northeast area of Madrid, at fifteen minutes from the Paseo de la Castellana, five minutes from Madrid- Barajas International Airport and ten minutes from Chamartin Railway Station. It hosts large exhibition areas, two auditoriums and thirty auxiliary halls with a variety of capacity and size.

#### HOW TO GET THERE:

##### **From the city centre:**

*By car:* M-40 (ring road), exit 7 // Nacional II highway (Gran Vía de Hortaleza) : A-10

*By Subway:* Line 8, Metro Station Campo de las Naciones (direct line from Nuevos Ministerios to Barajas)

##### **From the airport:**

*By car:* M-40, Barajas Highway (Exit to Feria de Madrid)

*By Subway:* Line 8, Metro Station Campo de las Naciones (direct line from Barajas Airport to Nuevos Ministerios -one metro stop to Campo de las Naciones)

### EXHIBITION COORDINATOR

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For further information on the exhibition, please contact your Exhibition coordinator:

#### **UNICONGRESS**

c/ Bárbara de Braganza, nº 12  
28004 – Madrid – Spain

Phone: +34/913104376 -Fax.: +34/913195746

E-mail: [icm2006@unicongress.com](mailto:icm2006@unicongress.com)



División de Congresos de ATLANTA Viajes (GC-100)



## EXHIBITION SCHEDULE

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### **Wednesday 9 August to Friday August 18** 09.00 – 20.00

Delivery of goods to Storage room in venue  
(please, label each parcel using attached LABEL  
(DOC NO. 1): make as many copies as parcels,  
and number them).

If you require a signed receipt on acknowledgement of goods, please contact the ICM Technical Secretariat: +34 91 310 43 76 the day before arrival, to announce estimated arrival time of shipment at Congress Venue. Otherwise goods will be accepted, but receipt may not be signed (if no ICM staff available at the time).

### **Sunday 20 August**

ICM 2006 organization builds up booth structure.

### **Monday 21 August**

End of structure building. Exhibitors entering own goods in stand.

Pick up of exhibitor badge 12.00 - 20.00

*Important: Each Exhibitor Should arrange loading and unloading of goods from storage room to own booth and all material unloaded on August 21st*

### **Tuesday 22 August**

Opening Ceremony NO MANTLING

### **Wednesday 23 through Saturday 26 August**

Exhibition open 09.00 - 20.00

### **Sunday 27**

Exhibition closed CLOSED

### **Monday 28 through Wednesday 30 August**

Exhibition open 09.00 -20.00

### **Thursday 31**

Dismantling of exhibit and stands 09.00 -16:00



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## CLEANING

As stated in the Technical Manual of the Palacio Municipal de Congresos, the venue provides general cleaning of the public places (corridors and halls) throughout the Congress Venue. Additionally, ICM 2006 covers cleaning of exhibition areas, ONCE-A-DAY-including-ONLY: Empty of paper basket & Carpeting Hoover.

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## INSURANCE

It is recommended that exhibitors contract adequate insurance cover for their stands (structure and goods). The organisers will not be liable for any kind of damages or loss in neither stands structure nor its contents or personal belongings of the participating staff.

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## AUTHORIZED AGENT

In case you have appointed one company to handle your participation in ICM 2006, please fill in this form and send it to ICM/Co/Unicongress (att: Irene Gutierrez Fax No +34 91 319 57 46) at your earliest convenience.

WE (company name) \_\_\_\_\_ hereby authorise the below mentioned company to handle the STAND AT THE ICM 2006 EXHIBITION

Date: \_\_\_\_\_ Signature and stamp: \_\_\_\_\_

AUTHORISED COMPANY: _____
ADDRESS: _____ POSTAL CODE _____
CITY: _____ COUNTRY: _____
TLF.: _____ FAX: _____ MOBILE: _____
E-MAIL: _____
PERSON IN CHARGE: _____

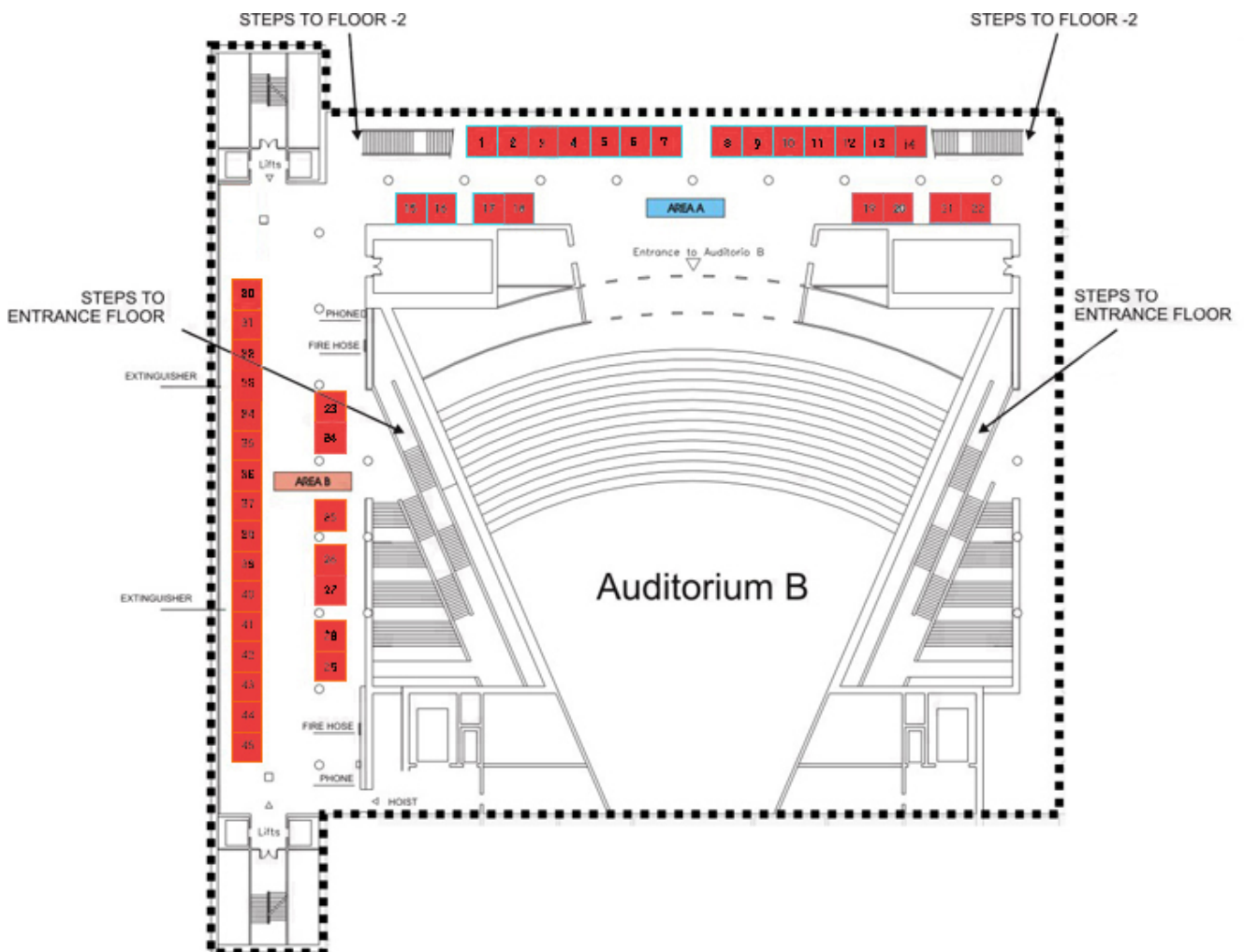
## C. Exhibition Areas

The exhibition will be held in level -4 where Auditorium B, one of the main meeting rooms, is located. There will be 2 exhibition areas within the same floor.

Area A: stands located at the entrance hall of Auditorium B

Area B: stands located on the corridor of the right side of the floor, side by side with Auditorium B.

### FLOOR PLAN





## EXHIBITORS & SPACES

No.	AREA A
1	Spanish Mathematical Societies
2	Spanish Mathematical Societies
3	International Mathematical Union (IMU)
4	Project Euclid
5	European Mathematical Society
6	Springer
7	Springer
8	American Mathematical Society
9	American Mathematical Society
10	Birkhäuser Publishing Inc
11	Birkhäuser Publishing Inc
12	AK Peters, Ltd
13	AK Peters, Ltd
14	Addlink/Wolfram Research
15	Cambridge University Press
16	Cambridge University Press
17	Cambridge University Press
18	American Mathematical Society
19	Taylor & Francis Group
20	Taylor & Francis Group
21	Oxford University Press
22	Oxford University Press





<b>No.</b>	<b>AREA B</b>
23	World Scientific Publishing CO.
24	National Board for Higher Mathematics
25	Webalt
26	Mathsoftware.org
27	Princeton University Press
28	Institute of Physics Publishing
29	Aula Documental de Investigación
30	London Mathematical Society
31	Australian Mathematical Society
32	Walter de Gruyter
33	Spanish Journals of Mathematics
34	GWV Fachverlage GMBH / Vieweg Verlag
35	Institut d'Estudis Catalans
36	Institut d'Estudis Catalans
37	Institut d'Estudis Catalans
38	Zentralblatt MATH/FIZ Karlsruhe
39	Comunidad Autónoma de Madrid
40	Comunidad Autónoma de Madrid
41	Comunidad Autónoma de Madrid
42	Elsevier
43	Elsevier
44	Conferencia de Decanos y Directores de Matemáticas
45	EDP Sciences



## D. Contracting of Services & Equipment

STAND NAME:  
STAND NUMBER:  
Invoice to: Company name, full address and VAT number)

Contact person:.....  
Position.....  
Tel :.....Fax :.....  
e-mail: .....

**Order for:**  
(type of service)

.....

**SUPPLIER:**

Date	Quantity	Service required

In order to guarantee the provision of the services required for your successful participation please make your requests and orders on time and before July 5 , making use of above order form (make copies for each supplier.)



For contracting any kind of services and equipment for your stand please refer to the companies below:

### **AUDIOVISUAL EQUIPMENT FOR THE EXHIBITION STANDS**

The official supplier for audiovisual equipment in ICM2006 is AV Medios. Please refer to them for any needs you may have for your booth. Kindly note that it is the **exhibitors responsibility** to make the necessary arrangements for the audiovisual equipment needed and the power supply for these.

AV Medios  
Contact Person: **Francisco Solís**



Tel: +34 91 5064780  
Fax: +34 91 915064781  
E-mail: [fsolis@avmedios.es](mailto:fsolis@avmedios.es)  
Web page: [www.avmedios.es](http://www.avmedios.es)

### **Credit Card Data-phones Line - TELEPHONE – FAX AND INTERNET LINES**

If you wish to accept payment by credit card, via Data-phones, please remember you need a telephone line.

The organization is offering Wifi service in specific areas. Additional Telephone, fax and Internet Lines are available, upon request, in the "Palacio Municipal de Congresos" as direct lines. Please send your request to:



UNICONGRESS:  
**Att: Irene Gutierrez**  
Phone: +34/913104376  
Fax.: +34/913195746  
E-mail: [icm2006@unicongress.com](mailto:icm2006@unicongress.com)  
Web: [www.unicongress.com](http://www.unicongress.com)



## DECORATION OF STANDS, FURNITURE AND FLOWERS

ICM 2006 offers a shell module in white aluminium structure with 2'80 m high panels; M3 fireproof blue carpet on the floor, protected with plastic from the setting up to the opening of the event; Exhibitor's name in 10 cm. high standard letters (max. of 20 dígitos) - on the corner stands only one company name is included -. All other pieces of furniture, stalls or decoration must be requested to:



UNICONGRESS:

**Att: Irene Gutierrez**

Phone: +34/913104376

Fax.: +34/913195746

E-mail: [icm2006@unicongress.com](mailto:icm2006@unicongress.com)

Web: [www.unicongress.com](http://www.unicongress.com)

## ELECTRICAL SUPPLY

The organization provides basic electrical installation with an electrical panel and socket (Schuko type) of 500 w. (220v.) Lighting (50w./m<sup>2</sup>) with 5 100 w. Spotlights per booth. It is the responsibility of the exhibitor to make all arrangements to obtain the additional supply needed for its stand. Please send your requirements to:

DI&P Proyectos

Contact Person : **Carlos Velázquez**

DI&P Proyectos

Tel: +34 91 377 19 18

Fax: +34 (91) 408 90 43

e-mail: [cvelazquez@dip-proyectos.es](mailto:cvelazquez@dip-proyectos.es)

web: [www.dip-proyectos.es](http://www.dip-proyectos.es)



## FOOD & BEVERAGE - CATERING SERVICES

As stated in the Technical Manual of the Palacio Municipal de Congresos, this Congress Venue has an in house company that has the exclusive right to provide all the catering services. All catering needs should be handled directly by the exhibitor with Monico Gourmet.



Mónico Gourmet  
Palacio Municipal de Congresos  
Contact persons:  
Eva Pérez Torres  
[eperez@monicogourmet.es](mailto:eperez@monicogourmet.es)  
Charo Martín  
[remartin@monicogourmet.es](mailto:remartin@monicogourmet.es)  
Tel: +34 91 721 02 23 / +34 91 721  
10 60  
Fax: +34 917 21 03 22  
Website: [www.lacasademonico.es](http://www.lacasademonico.es)

## GOODS HANDLING - STORAGE - TRANSPORTATION – LOGISTICS

To secure and facilitate the exhibition mantling and dismantling process Unicongress has made contacts with Kühne & Nagel (K&N), an international transportation company that knows this Venue very well and has experience in dealing with the required logistics to coordinate transport and speed access to exhibitors.

K&N having world wide network, can also provide with national and international transportation services, loading/unloading services, manipulation, storage, delivery of goods, empties, technical equipment rental such as: fork-lift trucks, tow trucks, elevator platforms, leasing of specialised staff, etc.

**KÜHNE+NAGEL** Kuehne & Nagel S.A.  
Contact persons : **Eduardo Rodríguez**  
**Paloma Martín**  
Tel: +34 91 662 80 77  
Fax: +34 91 658 13 58  
e-mail: [eduardo.rodriguez@kuehne-nagel.com](mailto:eduardo.rodriguez@kuehne-nagel.com)  
[paloma.martin@kuehne-nagel.com](mailto:paloma.martin@kuehne-nagel.com)  
web : [www.kn-portal.com](http://www.kn-portal.com)



## SECURITY & Security boxes

As stated in the Technical Manual of the Palacio Municipal de Congresos, the venue itself provides permanent security staff throughout the Congress Venue for dissuasion purposes. However, if you need to have additional and exclusive security for your Stand please send your request to:



División de Congresos de ATLANTA Viajes (60-100)

UNICONGRESS:

**Att: Irene Gutierrez**

Phone: +34/913104376

Fax.: +34/913195746

E-mail: [icm2006@unicongress.com](mailto:icm2006@unicongress.com)

Web: [www.unicongress.com](http://www.unicongress.com)

Security boxes are not on rental in the venue therefore exhibitors are requested to bring by own material.



## E. Exhibitor Badges allocation

### Exhibitor registration gives the right to the following services:

- Each Exhibitor will receive 2 complimentary badges for his 9 sqm stand. Additional module of 9 sqm will allow 1 additional free badge.
- Access to exhibition
- Access to the official Programme (excluding Dinner party)
- These badges will be printed with the company name.

Badges can be picked up at the Exhibitors Registration Desk and will be ready from August 21

### Example:

<b>Space allocated</b>	<b>FREE EXHIBITOR BADGES</b>
For stands of 9 sqm	2
For stands of 18 sqm	3
For stands of 27 sqm	4

Additional badges can be purchased at the accompanying person registration fee:

From June 1 to August 15: 100€

From August 16 to 30: 120 €

Should you need additional badges to your free exhibitors registration allocation, please fill-in the information below and we will send you the correspondent invoice:



**Company name in badge:**.....

**Invoicing details:**

Contact person:.....

Full Address:.....City.....

Postal Code.....Country.....CIF.....

Telephone number:.....Fax number.....

e-mail:.....

**Form of payment:**

All payments must be in Euros (€) and made payable to ICM2006. No confirmation will be sent until ICM2006 has received the full payment. Remember to state COMPANY NAME on your payment.

Payment must be remitted as follows:

- Prior August 16<sup>th</sup> by bank transfer or credit card
- From 16<sup>th</sup> August onwards: only by credit card.

By bank transfer to "ICM2006" at BBVA. Account No. 0182/5906/84/0201510728 (IBAN: ES32 0182 59068402 01510728, SWIFT: BBVAESMMXXX) Please indicate "free of charges for the receiver account".  
**Please send a copy of the bank transfer together with your request.**

By credit card. *I the undersigned authorize "ICM2006" to charge to my credit card account the total amount stated below:*

VISA       EUROCARD       MASTERCARD

Card No.

Amount

Expiry date     Card Validation Code (CVC)    (printed at the signature panel)

Cardholder Name: \_\_\_\_\_

Place and Date: \_\_\_\_\_ Signature: \_\_\_\_\_





### **Cancellation of Registration:**

All cancellations must be sent to UNICONGRESS in writing (fax, letter or e-mail).

- In case of cancellations before June 30<sup>th</sup>, 2006, deposits will be refunded less 30 € for administrative costs.
- No refund will be made for cancellations received after June 30<sup>th</sup>, 2006 or registered exhibitors who fail to attend.

## **F. Instructions & Regulations**

### **PRESCRIPTIONS**

- User must adhere to Spanish Statutes, General and Special Regulations and all other norms of the exhibition and, specifically, the present norms and instructions issued by Technical Exhibitions Management for the purpose of accomplishing the above.
- It is forbidden to modify the fittings, paint, make holes, screw, nail, fix plugs or scratch any structural element whatever under any circumstance. It is not permitted to drill the floor of glue, or fix in a similar way, carpets or construction elements unless double-sided adhesive tape, boards or other supports separate from the floor are used.
- Any kind of explosive, detonating equipment, or harmful material in general will be excluded from participation in the exhibition
- When general services of the exhibit space are located behind the stands, access to them must be open specially in case of evacuation and prevention systems, and under no circumstances may visual access to signs and protection mechanism be obstructed.
- Inside the exhibit space, it is strictly forbidden to make holes in the floor or any type of wall; or to use the different parts forming the building structure for supporting of hanging signboards, emblems and other decorative or exhibition material, unless authorised.
- Authorisations shall be required for removing merchandise and other material. Total settlement of the additional costs incurred by the exhibitor during the event shall be an essential condition for the removal of material (furniture, items and fittings) from his corresponding area.



- During the stand dismantling period, it is compulsory to clear up and remove remaining material. When the dismantling period has ended, the fitter/decorator shall lose all right to claim damages or losses for the material, which has not been removed within that period, and will incur costs for its removal by the Organisers.

## **LIABILITY**

- The participating company shall be liable for any damage caused to the general fittings of the exhibition area, both during installation and exhibitions period as well as dismantling of stands and loading, unloading and moving of display material, being bound to pay the Technical Management the amount corresponding to the damages, according to the assessment made by its technical services.
- The Organiser will be free of all responsibility for robbery, damage through fire, accidents or other causes.
- Exhibitors are held liable under the Civil and Penal Code for damages caused to third parties, even when the damage is caused by his own employee or a contractor of the latter, materials or means within the stand.



## PALACIO MUNICIPAL DE CONGRESOS TECHNICAL MANUAL

### 1. ENTRANCES

#### 1.1 PEDESTRIAN ENTRANCES

*Entrances from the Avda. Capital de España, Madrid:*

The main façade of the Municipal Congress Centre, located in this Avenue, has 7 doors which allow direct access to the main hall in the building.

The central revolving door is mainly used for events held in Auditorium "A".

The side doors located to the left of the central doorway allow access to the Multi-Purpose Hall and to the halls located in the Centre's left wing. At the extreme left is to be found the entrance to the Information desk and for visitors to the offices of *E.M. Campo de las Naciones*.

The side doors located to the right of the central doorway may be used to access the Multi-Purpose Hall and the halls located in the right wing of the Centre itself. At the extreme right of this façade is to be found the entrance to Left Luggage.

On the pavement of the main façade, on both sides of the central doorway, there are 16 flag poles 12 metres high which are separated by 1 metre each (from the centre of each flag pole). In front of this façade, in the central strip of the *Avda. Capital de España*, there are to be found a further 16 flag poles displayed as before and with the same measurements.

*Entrances from P<sup>o</sup> de las Doce Estrellas.*

This *Paseo* leads to the entrance to the Banks, Shops, Coffee Bars, the *E.M. Campo de las Naciones* Stand and the security control check point and registration area, notwithstanding what the organisers might set up in another area.

On special occasions, this entrance may give access to the halls in the left wing.



On the pavement of the *Pº de las Doce Estrellas*, on the corner with *Avda. Capital de España*, there are 6 flag poles, just like on the corner with the street called *Ribera del Sena*, which flag poles are 12 metres high and are separated by a distance of 1 metre (from the centre of each flag pole).

#### *Entrances from Calle Estrasburgo.*

The entrance to Auditorium "B" is located in *calle Estrasburgo* and, on occasions chosen by the Centre's Management, to the halls in the right wing.

On the pavement of the *calle Estrasburgo*, on the corner with *Avda. Capital de España*, it is planned to locate 6 flag poles which will be operative for the month of October.

#### *Emergency Exits.*

The Centre has five emergency exits located in each of the four lift towers and in lift tower number five.

In the event of an evacuation, all of the Centre's entrances can be used as emergency exits.

The Centre is provided with lifts and ramps to allow disabled persons to have access to and move throughout the Centre.

## **1.2 GOODS ENTRANCE**

#### *Entrance from Calle Amberes.*

*Calle Amberes* is paved with cobbled stones providing a weight support capacity of 300 Kg/cm<sup>2</sup>.

Whenever there is any unloading of excess cargo weights in said area, the load on any vehicles used for the purpose must be evenly distributed.

If several vehicles are to be unloaded in said area, unloading shall be carried out in an order according to the time of arrival and, whenever necessary, any vehicles may be directed to wait in another close-by parking area in the *Parque Juan Carlos I*, and the same will be called to unload by the security guards upon the arrival of their turn.



Goods shall be brought into the Centre through two doors located in *calle Amberes*, one of which is close to *Pº de las Doce Estrellas* and the other close to *calle Estrasburgo*. Both doors provide access to the interior of the building.

*Entrance to the Loading Bay close to Pº de las Doce Estrellas.*

Door measurements: 5m wide x 3,80m high.

Facing this door there is an elevator platform (M1) and a goods lift (M2) for transferring goods to the Multi-Purpose Hall. The goods lift (M3) and the platform (M4), located in front of the door close to *calle Estrasburgo*, are accessed through the Bay's interior passageway, and they access both the Multi-Purpose Hall and Auditoriums "A" and "B" and the exhibitions areas on the 4<sup>th</sup> floor.

Elevator Platform M1:

WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
2,5M	3M	5M	5,000 Kg.	Multi-Purpose Hall

Goods Lift M2:

WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
1M	2M	2,5M	1,500 Kg.	Multi-Purpose Hall

Entrance to the Bay close to the calle Estrasburgo.

Door measurements: 5m wide x 2,75m high.

Access to goods lift, M3, and Elevator Platform, M4. Both are to transfer goods both to the Multi-Purpose Hall and to the Auditoriums "A" and "B" and the exhibition areas on the 4<sup>th</sup> floor.



Goods Lift M3:

WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
1M	2M	2,5M	1,500 Kg.	Multi-Purpose Hall and Auditoriums "A" and "B" and 4 <sup>th</sup> floor exhibition area.

Elevator Platform M4:

WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
2,5M	3M	5M	5,000 Kg.	Multi-Purpose Hall and Auditoriums "A" and "B" and 4 <sup>th</sup> floor exhibition area.

The entrance of goods to the halls in the left wing is made from the *calle Amberes*, by the door located between the car park exit in *calle Amberes* and the Bay entrance closest to this street.

The door measurements are: 1,75m wide x 2,45m high.

From there goods are lifted to the different floors by way of the lift in tower 1, number 8.



Lift no. 7:

DOOR	WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
1M 1,98M	x 1,70M	2,12M	2.06M	1,500Kg.	Halls in left wing and VIP dressing rooms in Auditoriums "A" and "B".

Lift no. 8: goods lift with access to Halls in the left wing.

DOOR	WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
1M 1,98M	x 1,90M	2,12M	1,67M	1,500Kg.	Halls in left wing.

The entrance of goods to the halls in the right wing is made from the *calle Amberes*, by the door located between the *calle Estrasburgo* and the Bay entrance closest to this street.

The door measurements are: 1,75m wide x 2,45m high.

From here, goods are entered into the building down a 9 step stairway (ramp) and lifted up to the different floors by way of the two lifts in tower 2, nos. 5 and 6, the measurements of which are:

DOOR	WIDTH	HEIGHT	DEPTH	MAX. WEIGHT	ACCESS TO ...
1M 1,98M	x 1,90M	2,12M	1,67M	1,500Kg.	Halls in right wing.

The loading and unloading of goods, and the transport thereof throughout the interior of the Centre shall be borne by the Client, and within the agreed time limits. The Centre's marked transport routes must be followed at all times.

(... Section 2 refers to the meeting rooms)



### **3. SERVICES**

#### **3.1 STORAGE OF GOODS**

Goods or materials to be used at an event cannot enter before or remain after the expiry of the contractual period.

The Municipal Centre has, notwithstanding, 5 storage spaces located at the interior passageway of the loading bay, the use of which can be hired. Counting the same from the entrance to the loading bay closest to *Pº de las Doce Estrellas*, they are as follows:

- Warehouse 1: 6.80m x 3.10m.
- Warehouse 2: 7.30m x 3.10m.
- Warehouse 3: 10m x 3.10m.
- Warehouse 4: 7.67m x 3.10m.
- Warehouse 5: 6.80m x 3.10m.

They are all 3m high. The ICM 2006 has rented Warehouse 1 for own purposes.

The Municipal Centre declines liability for the content of all packages deposited in its warehouses. The hirer must seal the same or employ additional security services to guard the same.

#### **3.2 PARKING**

The Municipal Centre has a public underground car park for 503 vehicles. In no case is it possible to reserve or rent any space for exclusive use during an event.

Entrance is from the *Avda. Capital de España* with an exit on to the same street and/or the *calle Amberes*.

The Centre's car park may be accessed from the Avenida Capital de España Madrid. It is public, has a capacity for 503 cars and the following layout:

- 7<sup>th</sup> Floor: 122 car parking spaces.
- 6<sup>th</sup> Floor: 122 car parking spaces.
- 5<sup>th</sup> Floor: 120 car parking spaces.
- 4<sup>th</sup> Floor: 52 car parking spaces.
- 3<sup>rd</sup> Floor: 52 car parking spaces.
- 2<sup>nd</sup> Floor: 35 car parking spaces.

Access to the ground floor level is by way of lifts 3 and 4 at Tower 4.





### **3.3 LEFT-LUGGAGE**

The Municipal Centre has a public left luggage service for the deposit of suitcases, attaché cases and other small objects. It cannot be used for materials to be assembled for any event. ICM will announce location.

### **3.4 CLOAKROOM**

The Municipal Centre has two areas set aside for this kind of service. The ICM will announce location.

### **3.3 CLEANING**

The Municipal Centre will be responsible for cleaning communal areas, which are understood to include escalators, passageways, lifts, bathrooms, etc.. This service does not include the cleaning of areas used by the Client for more than one day, in which case the Client will have to hire these services itself in the same way as it will have to employ cleaning services after set ups and dismantling.

This cleaning section does not include the removal of materials or, waste, which must be taken to the Municipal Centre's waste disposal area in the *Calle Amberes*. If it is not taken there by the Client, the price for such removal will be assessed case by case and is not included in the cleaning services.

### **3.6 SECURITY CONTROL**

The Centre has a 24 hour security service to protect and guard the buildings and property of the Municipal Congress Centre.

Any additional security measures for the Client's property must be organised by the latter and at its cost. Further, if it is so required, the Client may also hire detector arches, scanners, manual metal detectors, closed circuit TV, etc..

The security services have an exclusive relationship with this Centre.



### **3.7 PRESS AND COMMUNICATIONS**

The Municipal Congress Centre has a Communications Office which Clients can hire to broadcast and follow any event. At the Client's request, the Press Service can offer the following services:

Organise press meetings.  
Press releases.  
Follow-up of impact of events in the communication media.  
Interview management, etc.

Any and all references made by Clients to their events should refer to this centre as "The Campo de las Naciones Municipal Congress Centre of Madrid".

### **3.8 PUBLIC RELATIONS AND PROTOCOL**

Clients may, prior to and during the holding of the event, hire any advice and follow-up services as they may consider pertinent.

The Municipal Congress Centre has a hostess service which may be hired through this Department.

This service will, at Client's request, cover the cloak room, reception and accompany visitors, and assist with seating visitors in the Auditoriums, etc..

How to place and organise the hostesses during an event will be responsibility of the organiser, and the Centre will only offer advice, if requested.

### **3.9 TECHNICAL SERVICES**

The Municipal Congress Centre may provide Clients, at their request, with any kind of technical service (lighting, audio-visual means, recordings, simultaneous translation, etc.) and draw up projects, execute the same, to ensure the success of an event.



### **3.10 PHOTOGRAPHY**

The Municipal Congress Centre, at the Client's request, will provide the following services:

Photographic reports of any event in colour, black and white, slides, wall presentations, blow-ups, set ups in foam, wood, etc..

Video reports.

### **3.11 CATERING**

There is an in-house company that has the exclusive right to provide all the catering services.

## **4. SET UP REGULATIONS**

### **4.1 OCCUPATION AND USE OF SPACES**

The communal areas (such shall be understood to mean, escalators, entrances, passageways, lifts, toilets, halls, etc.) or any emergency exits shall not, in any case, be used as exhibition areas, for advertising or for any purpose other than for which they are specifically intended.

The different areas, spaces, halls, etc., in the Municipal Congress Centre have been allocated a number of specific uses which may be consulted at the *Campo de las Naciones* Municipal Congress Centre. If any Client requires a specific use not included within those provided for, such may be requested in writing and, if the Municipal Congress centre authorises the same it will also regulate such use under appropriate conditions.

The Restaurant, Coffee Bar, Parking, Left Luggage, *Campo de las Naciones* Stand services and the entrance to the Municipal Congress Centre's offices must remain permanently open to the public and the Client must ensure that any users are able to access and exit the same at any time.

Likewise, the Client shall not impede access to any area hired thereby by any third party whenever the same may be necessary even through communal areas which cross the area or space hired by it.



Notwithstanding, the Municipal Congress Centre shall ensure the Client suffers the least possible interference.

Access to any hired spaces, whether by people or for goods, shall be designated by the Municipal Congress centre. Access for goods shall always be undertaken from the *Calle Amberes*.

#### **4.2 WORKING HOURS**

The Municipal Congress Centre's normal working hours are from 08:00am to 20:00pm, Monday to Friday, save any extension of the said hours which must be agreed by the parties.

Any use of the Centre outside the said timetable means that the Client must employ such technical and labour personnel as may be required to carry out the necessary work or hold the event in question, electrical, lift technicians, or specialists in the audio-visual field, air conditioning technicians, cleaning services, etc..

Any electrical installations or set ups of halls that have not been requested in advance in accordance with the contract (Conditions 10.1 and 10.2) shall be charged to the Client as a supplement.

#### **4.3 EXTENSION OF THE AGREED SERVICES**

Upon the signature of the Contract, the Client shall give notice of the name of the person who is authorised by it to approve expenses on its behalf relating to any extension of services agreed with the Municipal Congress Centre in addition to those contained in the Contract.

Additional services will only be provided under a written request duly signed by someone authorised on behalf of the Client.

#### **4.4 SIGNS**

It is forbidden to alter the signs in the building.

No event shall be announced by using posters, banners, transfers, adhesives, etc., on the walls, floors, roofs, columns, in the gardens, on desks or on any other part of the structure or furniture of the Municipal Congress Centre. Any such advertising must always be placed on adequate supports provided by the Client or rented for such purpose from the Centre.



In no case shall any signs for any event be adhered to, suspended from or placed on the façade of the walls of the Municipal Congress Centre.

Signs may only be placed on said façade by using physical elements that are weighted without being anchored thereon or by using the flag poles nearby as a support.

Flags or banners may be placed on the flag poles announcing any event or organisation in question.

In no case shall any protocol flag (State, Community or Town Hall) be withdrawn, save on official occasions when such is required by any higher level of protocol.

#### **4.5 SAFETY AND SECURITY REGULATIONS**

The Client undertakes to comply with all safety and security regulations in force, especially relating to the maximum capacity of the halls, emergency exits and fire control measures.

The hall and the Municipal Congress Centre exits, escalators, lifts, passageways, evacuation exits, fire hydrants (BIE), toilets, etc., must at all times be kept clear. Likewise, all fire sprinklers and ventilation outlets (these outlets in the Multi-Purpose Hall must be treated with special care because they are located in the floor) must not be blocked or covered.

The Client further undertakes to allow any control or security measures to be put into place as may be laid down by the pertinent Town Hall authorities or the Congress Centre's management in connection with the holding of any event which, due to the nature thereof, may require the same.

The Client undertakes to comply with or, if pertinent, to ensure that any private individual or legal entity with which it has sub-contracted, to strictly observe all legislative requirements relating to safety and health at work, and it shall be liable for any damages occasioned due to any accident involving fault or negligence, and the Municipal Congress Centre declines any liability therefore.

The Municipal Congress Centre shall not be held liable in any case for anything introduced into the Congress Centre by an organiser. The said organiser must employ its own safety and security system.



For health reasons, no food products or animals shall be permitted to be brought into the Congress Centre without the express written permission of the Management of the Municipal Congress Centre.

The Municipal Congress Centre shall not be held liable for any damages occasioned prior to, during or after the holding of any event, by fire, theft, defects in materials, accidents suffered by visitors or any products on exhibition.

In accordance with the regulations in force covering installations in premises involving a risk of fire or explosion, it is absolutely forbidden to allow the continuous, intermittent or periodical concentration of dangerous combustible gases or vapours during any assembly, disassembly or decoration or any other works.

Under no circumstances shall it be permitted to bring any petrol, acetylene, petroleum or any other inflammable product into, or to use or transport the same in the Congress Centre. It is also forbidden to use any individual heating appliances therein.

The operation of any machines on exhibition will be authorised on the condition that they will not cause any danger to members of the public who visit the Centre or molest any other users and do not damage the Centre itself.

Any electrical installation made by the Client must comply with the GENERAL LOW TENSION REGULATIONS, especially as regards differential protection (0.030 or 0.300 A fuses) and Magneto thermal protection below the points supplied and the installation of provisional lines which must be undertaken using tubes or cables that are sufficiently insulated (1,000 V). The laying of cables must be protected with conduits in pedestrian areas. In the event of any breach of the foregoing or of any other regulation that gives rise to any danger to anyone or any property, the electricity supply must be immediately cut off.

The Client shall comply with any maximum weight limits relating to any structure, lifts, goods lifts and elevator platforms, metallic structures on stage in the Auditoriums, anchor points in the Multi-Purpose Hall, etc., both as regards full load or part load.

The Client must comply with these regulations within the area or space it has hired and for the operative control of all matters relating thereto.



## **4.6 GENERAL REGULATIONS**

It is forbidden to do anything that might adversely or in any other way affect, even temporarily, any installations or decoration at the Congress Centre or, the access to connection boxes to the general electricity grid.

Prior to commencing any assembly works it shall be essential to lay a carpet on the floor to cover the whole area involved, otherwise authorisation for any said works will not be given.

During any assembly or disassembly works and the holding of any event, it shall be forbidden to use noisy machines or carry out noisy activities that might disturb other occupants of the Congress Centre.

It is forbidden, within the Congress Centre, to construct any pavilion with building materials, use any decorations that involve material components such as cement, sand, plaster, tiles, bricks or any similar materials.

Non-inflammable materials only shall be used in all assembly works.

It is forbidden to paint, place plugs, drill, make any channels of any kind in any structural element or the furniture of the Congress Centre or in anything supplied by the said Centre.

Neither is it allowed to hang or support boards, frames, drawings or any other object on the walls or the roof, save in those places marked for the purpose.

It is forbidden to fix any kind of lighting or other object on any hand rails.

The Client shall be bound to keep any space or area hired by it clean and the communal areas and emergency exits free from all materials and obstacles. Upon the termination of the event, and always within the period of time agreed, the Client shall remove all materials, including any that have ceased to have any use, and place them in the waste disposal area made available by the Congress Centre for such purpose.

Once any hall has been prepared following an organiser's instructions, any expenses relating to any disassembly and further set up, shall be charged to the Client.



The Municipal Congress Centre declines any liability for any equipment or materials that might be left there after the expiry of seven days after the end of any event.

All connections to electricity points for installations must always be undertaken by the Congress Centre's authorised technical personnel, and it is absolutely forbidden for any other person to have access to the electricity grid connection boxes.