



NEW RULES FOR ASSEMBLY AND DISASSEMBLY OF STANDS

1.- Stand assembly/disassembly hours:

- The Stand assembly schedule will be:

Day: Monday, September 18 from 10:00 a.m. to 6:00 p.m. Tuesday, September 19 from 9:00 a.m. to 1:00 p.m.

- The stand disassembly schedule will be:

Day: Friday, September 22, 2023. From the end of the event, from 5:30 p.m. to 10:00 p.m.

2.- Amount of material

Please prepare material 300 people.

3.- Sending material

FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE.

4.- Collection of material at the end of the event.

All the material that is going to be collected by logistics companies outside the organization must be correctly located in the place that will be indicated at Headquarters, identified, with the name of the laboratory or recipient, full delivery address, telephone number. contact number and name of the courier that will withdraw it, MATERIAL WILL NOT BE DELIVERED TO ANY COURIER IF IT IS NOT PROPERLY IDENTIFIED. Any unidentified material left at Headquarters or not located in the place indicated for removal by couriers will be considered useless and will be removed by cleaning services.

5.- Maximum height and carpet

Stick to the contracted space and the maximum height of 3.00 meters.

For design and modular stands it will be necessary to place carpet on the floor. For umbrella stands it is NOT necessary to lay carpet on the floor.

6.- Documentation of inserting in the bag of the assistants.

All the documentation that is going to be inserted in the assistant's backpack must be at the Headquarters at the latest on Monday, September 18, before 3:00 p.m.

7.- Electrical needs VERY IMPORTANT:

The rental of space for stands does not includes an electricity outlet, please inform us in writing if your stand needs specific electrical power by August 15, 2023 to the following email address adominguez@fase20.com (Aura Domínguez) . Otherwise, the correct power supply cannot be guaranteed.



SENDING INSTRUCTIONS

The contact person at Palacio de Congresos de Granada is:

- *Alberto Eleno. cel: 639441482*

1.- Indicate Quantity of material (number of packages delivered)

2. - RECEIPT OF MERCHANDISE

For the receipt of merchandise, the courier must indicate that it is material for the ISL4 -Fourth International Legume Society Conference 2023

Correctly identify the material that they previously send according to the indications of Merchandise Reception.

The hours for unloading and receiving merchandise will be exclusively: Thursday 15, Friday 16 or Monday 18 from 9:00 a.m. to 6:00 p.m.

IDENTIFICATION: All merchandise must be perfectly identified with the event data:

Name of the event: ISL4- Fourth International Legume Society Conference 2023

MATERIAL (content must me specify):

Date of delivery: _____

Nº of bags: _____

Sender: _____

Palacio de Congresos y Exposiciones de Granada.

Address: Paseo del Violón. 18.006 Granada

Tlf: 958 24 67 00