



WCCM XI - ECCM V - ECFD VI
BARCELONA 2014

Exhibitors Manual



mci

**11th. World Congress on
Computational Mechanics
(WCCM XI)**

20 – 25 July 2014 - Barcelona, Spain

**5th. European Conference on
Computational Mechanics
(ECCM V)**

**6th. European Conference on
Computational Fluid Dynamics
(ECFD VI)**





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DATOS DEL EXPOSITOR / EXHIBITOR INFORMATION

Datos facturación / Invoice details

STAND Nº
BOOTH Nº

RAZÓN SOCIAL
COMPANY NAME

DIRECCIÓN FISCAL
COMPANY ADDRESS

CIF
VAT NUMBER

POBLACIÓN CÓDIGO POSTAL
CITY AND POSTAL CODE

E-MAIL

FECHA, FIRMA, NOMBRE DEL FIRMANTE Y SELLO DE LA EMPRESA
DATE, SIGNATURE, SIGNATORY NAME AND COMPANY STAMP

..... , , 20.....



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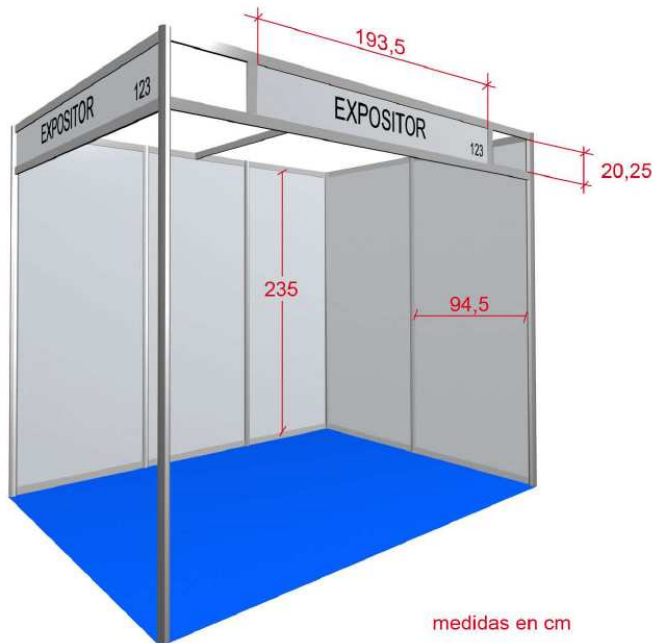
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Stand / Booth

Ejemplo de Stand de 3x2

Example Booth 3x2



STAND ST01 compuesto por:

ST01 STAND made of:

- . Moqueta sobre suelo.
- . Paneles laminados en gris plata
- . Perfil aluminio octogonal color plata.
- . Friso de 21 cm en frontal y laterales a pasillo.
- . Iluminación mediante focos 100 ó 300 w a razón de 50 w/m².
- . Cuadro eléctrico con base de enchufe.
- . Rótulo en friso con nombre del expositor y número de stand en letra estandar negra.

- . Carpet on the floor.
- . Silver Grey laminated pannels.
- . Octanorm system structure silver colour.
- . Fascia 21 cm on front and sides to aisles.
- . Lighting with spotlights 100 or 300 w, 50 w/sqm.
- . Electrical installation outlet.
- . Sign in fascia with expositor name and stand number in standard black letter.

NOTA: cualquier material adicional puerder contratarlo con la presente hoja de pedido.

NOTE: any additional materials should be contracted with the attached order form.



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General Information

Exhibitor registration and Badges:

Exhibitors are entitled to authorize two persons to attend the booth during the exhibition time-table. To get the personal passes in due time, please complete the following:

Representative	1:	<i>First</i>	<i>Name</i>	_	<i>Last</i>	<i>Name</i>
Representative	2:	<i>First</i>	<i>Name</i>	_	<i>Last</i>	<i>Name</i>

Accommodation:

Barcelona will be very crowded in the period of the congress; therefore an early booking of hotel rooms is advised. For details on hotels and rates: see the congress website:

<http://www.wccm-eccm-ecfd2014.org>



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HOJA DE SOLICITUD / ORDER FORM

Stand / Booth Rotulación / Labeling

Ref.	Descripción / Description	m2.	Medida	Total €
SB1	Stand Básico con servicios indicados arriba / Basic Booth with the services details above	6	2x3	3000,00
SB2	Stand con servicios indicados arriba / Booth with the services details above	12	2x6	5000,00

Please indicate here your assigned booth number	
--------------------------------------------------------	--

Please do not forget to send copy of your booking form

El stand incluye rótulo en friso con nombre del expositor y número de stand en letra estándar negra. Si desea rotulación extra por favor rellene esta hoja de solicitud.

The booth includes standard sign in fascia with expositor name and booth number in standard black letter. If you wish extra signage please fill in the following order form.

Ref.	Descripción / Description	€/Und.	Unidades / Units	Total €
F01	Logo en vinilo a 1 color entre 1.0/1.5 m Logo in vinyl (one color text) between 1.0/1.5m	90,75		
F02	Logo en inkjet impresión a color entre 1.0/1.5 m Logo in inkjet (color's logo) between 1.0/1.5m	90,75		
F03	Imagen 1x1 m adhesivada en panel / Adhesive image 1x1 m on panel	115,50		

SUBTOTAL		€
+ 21% IVA/ VAT		€
TOTAL EUROS		€



RÓTULO (máximo 20 caracteres) / SIGN (maximum 20 characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

HOJA DE SOLICITUD / ORDER FORM MUEBLES / FURNITURE

1.1 SILLAS / CHAIRS



Ref. 0101
Silla blanca/negra
White/black chair
50x78x50

Ref. 0102
Silla Herencia
Heritage chair
50x80x55

Ref. 0103
Silla Jacobsen
Jacobsen chair
52x78x50

Ref. 0104
Silla Forum azul/roja
Blue/red Forum chair
50x82x45

Ref. 0105
Silla director de cine
Cinema Director chair
45x81x50

1.2 SILLONES / ARMCHAIRS



Ref. 0201
Sillón Wassily
Wassily armchair
72x75x55

Ref. 0202
Sillón Teo negro
Teo black armchair
60x60x40

Ref. 0203
Sillón Teo beige
Teo beige armchair
60x60x40

Ref. 0204
Sillón Orfeo blanco/negro
Orfeo white/black
armchair
80x75x65

1.3 TABURETES / STOOLS



Ref. 0301
Taburete Jamaica
Jamaica stool
Ø 36x81

Ref. 0302
Taburete negro
Black stool
Ø 36x81

Ref. 0303
Taburete Jacobsen
Jacobsen stool
42x104x42



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1.4 MESAS / TABLES

				
Ref. 0401 Mesa blanca/negra <i>White/black table</i> Ø 80x75	Ref. 0402 Mesa Jacobsen <i>Jacobsen table</i> Ø 80x75	Ref. 0403 Mesa cristal <i>Glass table</i> Ø 80x75	Ref. 0404 Mesa aeropuerto <i>White high table</i> Ø 60x110	Ref. 0405 Mesa aeropuerto metal <i>Inox high table</i> Ø 60x110
				
Ref. 0406 Mesa Herencia <i>Heritage table</i> 140x70x70	Ref. 0407 Mesa despacho haya/gris <i>Wood/grey office table</i> 120x73x60	Ref. 0408 Centro Wassily <i>Wassily low table</i> 55x45x48	Ref. 0409 Centro metálica <i>Metalic low table</i> 65x42x65	

1.5 ARMARIOS / WARDROBES

	
Ref. 0501 Mueble folletos blanco <i>White brochure wardrobes</i> 65x70x45	Ref. 0502 Mueble folletos haya <i>Wood brochure wardrobes</i> 65x70x45



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MUEBLES Y ACCESORIOS / FURNITURE AND ACCESORIES

1.6 MOSTRADORES Y VITRINAS / COUNTERS AND SHOWCASES



Ref. 0601
Mostrador
Counter
100x100x50

Ref. 0602
Mostrador vitrina
Low showcase
100x100x50

Ref. 0603
Vitrina
Showcase
50x200x50

Ref. 0604
Vitrina
Showcase
100x200x50

Ref. 0605
Vitrina
Showcase
100x200x100



Ref. 0606
Peana
Podium
50x50x50

Ref. 0607
Peana
Podium
50x70x50

Ref. 0608
Peana
Podium
50x100x50

1.7 ESTANTERIAS / SHELVES



Ref. 0701
Estante Liber*
Sloping shelf
100x30

Ref. 0702
Estante
Shelf
100x25

Ref. 0703
Estante
Shelf
100x50

Ref. 0704
Mueble estantería
Brochures shelves
85x165x30

Ref. 0705
Estantería aluminio
Shelving valls aluminum
85x165x30



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MUEBLES Y ACCESORIOS / FURNITURE AND ACCESORIES

1.8 ACCESORIOS / ACCESORIES



Ref. 0801
Frigorífico
Fridge
60x85x60



Ref. 0802
Perchero pie
Standing coat rack
Ø 40x170



Ref. 0803
Papelera
Bin
35x35



Ref. 0804
Porta folletos
Brochure holder
40x140x35

1.9 ILUMINACIÓN / LIGHTING



Ref. 0901
Foco 100w
Spotlight 100w



Ref. 0902
Halogenuro 150w
HQI 150w



Ref. 0903
Cuarzo 300w
Spotlight 100w



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COMPLEMENTOS AUDIOVISUALES

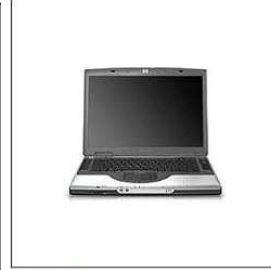
AUDIOVISUAL ACCESSORIES



Ref. 1101
Pantalla de plasma
Plasma Display



Ref. 1104
DVD Hi-Pro
Hi-pro DVD



Ref. 1106
Ordenador TFT 17"
TFT 17" computer

COMPLEMENTOS FLORALES

FLORAL ACCESSORIES



Ref. 1001
Ficus Benjamina
Benjamine ficus
150/175



Ref. 1002
Ficus Benjamina
Benjamine ficus
200/250



Ref. 1004
Ficus Benjamina bola
Benjamine ficus ball
150/170



Ref. 1006
Centro floral
Floral center
30x55



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HOJA DE SOLICITUD / ORDER FORM

Mobiliario / Furniture

Ref.	Medidas	Descripción / Description	€/Und.	Unidades / Units	Total €
0101	50x78x50	Silla blanca/negra / White/black chair	6,60		
0102	50x80x55	Silla Herencia / Heritage chair	15,40		
0103	52x78x50	Silla Jacobsen / Jacobsen chair	15,40		
0104	50x82x45	Silla Forum azul/roja / Forum blue/red chair	21,30		
0105	45x81x50	Silla director de cine / Black tisú chair	11,00		
0201	72x75x55	Sillón Wassily / Wassily armchair	71,80		
0202	60x60x40	Sillón Teo negro / Black Teo armchair	43,00		
0203	60x60x40	Sillón Teo beig / Beig Teo armchair	52,55		
0204	80x75x65	Sillón Orfeo / Orfeo armchair	32,45		
0301	Ø 36x81	Taburete Jamaica / Jamaica stool	38,50		
0302	Ø 36x81	Taburete negro / Black stool	22,00		
0303	42x104x42	Taburete Jacobsen / Jacobsen stool	37,10		
0401	Ø 80x73	Mesa redonda blanca/negra / White/black table	37,10		
0402	Ø 80x73	Mesa redonda Jacobsen / Jacobsen table	37,10		
0403	Ø 80x73	Mesa redonda cristal / Glass table	52,85		
0404	Ø 60x110	Mesa aeropuerto / High table	33,00		
0405	Ø 60x110	Mesa aeropuerto metal / Inox high table	44,00		
0406	140x70x70	Mesa Herencia / Heritage table	52,85		
0407	120x73x60	Mesa despacho haya/gris / Wood/grey office table	47,70		
0408	55x45x48	Mesa centro Wassily / Wassily low table	27,50		
0409	65x42x65	Mesa centro metálica / Metallic low table	33,50		
0501	65x70x45	Mueble folletos blanco / White brochure keeper	31,90		
0502	65x70x45	Mueble folletos haya / Wood brochure keeper	33,20		

SUBTOTAL		€
+ 21% IVA/ VAT		€
TOTAL EUROS		€



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HOJA DE SOLICITUD / ORDER FORM **Complementos / Accesories**

Ref.	Medidas	Descripción / Description	€/Und.	Unidades / Units	Total €
0601	100x100x50	Mostrador / Counter	83,00		
0602	100x100x50	Mostrador vitrina / Low counter	143,65		
0603	50x200x50	Vitrina / Showcase	151,80		
0604	100x200x50	Vitrina / Showcase	151,80		
0605	100x200x100	Vitrina / Showcase	182,20		
0606	50x50x50	Peana / Base counter	27,50		
0607	50x70x50	Peana / Base counter	33,00		
0608	100x50x50	Peana / Base counter	33,00		
0701	100x30	Estante Liber / Liber shelf	23,15		
0702	100x25	Estante / Shelf	20,65		
0703	100x50	Estante / Shelf	22,25		
0704	85x165x30	Mueble estantería / Brochures shelves	33,45		
0705	85x165x30	Estantería aluminio / Aluminium shelves	41,25		
0801	60x85x60	Frigorífico / Fridge	126,10		
0802	Ø 40x170	Perchero pie / Standing coat rack	33,00		
0803	Ø 35x35	Papelera / Bin	9,60		
0804	40x140x35	Porta-folletos / Brochures racks	27,50		

SUBTOTAL		€
+ 21% IVA/ VAT		€
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HOJA DE SOLICITUD / ORDER FORM

Electricidad / Electricity (extra)

Ref.	Medidas	Descripción / Description	€/Und.	Unidades / Units	Total €
0901		Foco 100w Spot ligh 100 w	25,45		
0902		Halogenuro de 150w Halide 150 w.	85,80		
0903		Cuarzo de 300w Spot ligh 300 w.	59,65		
0904		Enchufe monofásico simple Simple monofasic socket	27,50		
0905		Enchufe monofásico doble Doble monofasic soket	33,00		
0906		Acometida monofásica 1.1 kw+leg. Electricity box 1.1 kw.	69,15		
0907		Acometida monofásica 2.2 kw+leg. Electricity box 2.2 kw.	79,45		
0908		Acometida monofásica 3.3 kw+leg. Electricity box 3.3 kw.	95.35		
0909		Acometida monofásica 4.4 kw+leg. Electricity bos 4.4 kw.	131,45		
0910		Acometida monofásica 5.5 kw+leg. Electricity box 5.5 kw.	137,70		
0911		Acometida monofásica 6.6 kw+leg. Electricity box 6.6 kw.	161,95		

SUBTOTAL		€
+ 21% IVA/ VAT		€
TOTAL EUROS		€



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HOJA DE SOLICITUD / ORDER FORM

Elementos Audiovisuales / Audiovisual
Elementos Florales / Plants and Flowers

Ref.	Medidas	Descripción / Description	€/Und.	Unidades / Units	Total €
1101	32"	Plasma + soporte / Plasma + support	495,00		
1102	42"	Plasma + soporte / Plasma + support	550,00		
1103	50"	Plasma + soporte / Plasma + support	825,00		
1104		DVD HI - PRO	55,00		
1106		Ordenador TFT / Lap Top	294,80		

SUBTOTAL		€
+ 21% IVA/ VAT		€
TOTAL EUROS		€

Ref.	Medidas	Descripción / Description	€/Und.	Unidades / Units	Total €
1001	150 / 175	Ficus Benjamina	84,85		
1002	200 / 250	Ficus Benjamina	121,00		
1003	200 / 250	Ficus Variegata	84,85		
1004	150 / 170	Ficus ball	121,00		
1005	150 / 175	Ficus Lirata	84,85		
1006	30 x 55	Centro floral / Square flower center	83,90		

SUBTOTAL		€
+ 21% IVA/ VAT		€
TOTAL EUROS		€



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TERMS AND CONDITIONS

Please send completed all the required sheets via email to:

BARCELONA2014@mci-group.com

Payment: 100 % of the whole amount together with the signature of the present order form:

Bank transfer to:

MCI COMMUNICATION SPAIN, S.A.

ACCOUNT: 0081-7082-54-0001075812

IBAN: ES6900817082540001075812

SWIFT CODE: BSAB ESBB

The bank transfer payment has to be made in Euro (€), including all bank transfer charges.

It is indispensable to send copy of the bank transfer by e-mail. Those order forms that are not accompanied by the copy of the payment, will not have validity.

Credit Card

VISA

MasterCard

Card Holder: _____

Card N°.: _____

Expiry date: ____ / ____

Final date to order materiales July 4th . After this date please contact with us in order to check with us the availability and the conditions.



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MERCHANDISE ACCESS

Owing to the complexity of the loading & unloading and with the only purpose of minimize the risks, especially during the events, we encourage working with a logistics company which can be in charge of the operations.

9.2 Moreover, we recall that the Palau de Congressos de Catalunya does not have a warehouse, so we recommend contracting the services of **RESA EXPO LOGISTICS** for the storage, delivery and the pickup of exhibition material.

RESA EXPO LOGISTICS C/ Ciencias, Entrada nº 1 - P.O Box 2045 - 08908 Hospitalet (Barcelona) - Spain – Phone 00.34.93.233.47.45 – Contact Sir. Pablo Martinez
pmartinez@resainternacional.com - www.resainternacional.com

In case of not contracting the services of the recommended company, the client is committed to make their suppliers obey the intern regulation for external suppliers.

** If the client hires an external logistics company, the company will be obliged to collaborate with RESA for the movement of goods within the venue.*

9.4 The Palau de Congressos de Catalunya rejects any liability for all the material sent and the material which has not arrived or cannot be found due to incorrect addresses.

It is not permitted to enter with any type of package from the main entrance or the garden door. It is prohibited to use the elevators destined for people.

Access of goods to the different areas of the **Palau de Congressos de Catalunya** is always **through the “Puerta Muelle de Carga”** situated at C/ Torre Melina, where all the material will be checked and controlled by the porter, and receipts will be signed by the organization of the event, then it will decide the access of the material through **“Puerta Muelle de Carga”** or through the **“Puerta Puerta Parking”** on Diagonal Avenue (side lane). From there you can access the loading bay and use the freight lifts that reach level -1 and level 0. It is forbidden to use the lifts that are exclusive for clients.

No other lifts can be used except those which are advised by The Security Department (alternative lifts should be protected with carpet or another similar material).

For exceptional reasons, the Security and Coordination Departments Direction of the Palau de Congressos de Catalunya will be able to authorize other options for the load and unload of materials.

Details of the freight lifts

Freight lift 1

Width 5,55
Depth 2.43
Height 3.5m
Max. Weight 4.0 Ton
Door 5m(w) x 3m(h)

Freight lift 2

Width 1.87m
Depth 2.51m
Height 2.25m
Max. weight 1.6 Tons
Door 1.2m(w)x2.15m(h)



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In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance. Everybody will have a badge.

It is not allowed to enter any material, parcel through the Main Entry of the Palau de Congressos de Catalunya. All the staff will have to enter through the staff entry or Parking area no through the main entry.

The organizer or responsible for the set-up in rooms or stands should plan a schedule to load/unload to avoid a collapse of the lifts. It can be done through the exhibitors form. The Organization will have a coordinator from the Organization staff during the set up or the dismantling in order to check the right access of goods for all booths/exhibitors.

In case the loading bay is occupied, we suggest waiting at Albert Bastardas Street (at the back part of the Hotel Rey Juan Carlos I), or at the side of Diagonal Ave. (next to the access ramp to the Parking) which fits two lorries when it is free. For that purpose, it is necessary to require public highway permission and fence in the space through our logistic company.

It is forbidden to park on the sideways around the Palau de Congressos de Catalunya.

For any set-up in the Auditorium, please contact the Security Department for alternative lifts. Goods should arrive through the Foyer doors. No other side way is admitted.

Once completed the loading and/or unloading all vehicles must leave the area.

Vehicles that enter the parking can only have the maximum length of 10 meters (12 meters joined) and a maximum height of 4 meters.

When an event is finished no goods can be left in the Palau de Congressos de Catalunya.



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Set up and dismantling of the Exhibition

SET UP SCHEDULE DESIGN BOOTH

July 19 th	10:00 – 20:00 hrs.
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SET UP SCHEDULE MODULAR BOOTH

July 19 th	16:00 – 20:00 hrs.
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DISMANTLING SCHEDULE TO BE CONFIRMED

The present regulation has the purpose of informing you about a series of rules that must be accomplished, with the aim of protecting the security of the people and the Palau de Congressos de Catalunya.

- Any technical personnel who should get access to our facilities will have to justify, in the point previously mentioned. The accreditations need to be placed on the outfits which will be used during the work and they must be visible.
- The employees must remain in their work areas, avoiding to visit or to stay in other spaces different from their areas of work.
- To displace goods, it is obligatory to use the lifts which depart from the Basement 1. It is prohibited to use the elevators destined for people. For exceptional reasons, the Security Department and Direction of the Palau de Congressos de Catalunya will be able to authorize other options for the load and unload of materials.
- The lift nr. 8, "gran montacargas ", is prohibited for personal usage; it is exclusively exploited for goods.
- It is prohibited blocking both the emergency exits and the fire exit doors. If it was necessary to pass cables in front of them, then, they must be fixed to the soil with a sticky tape or they must be placed over the top border, as it would avoid impeding the step and allow the doors aperture in case of emergency.
- The materials must be in a well and stable piled up form, in the places that determine the Department of Security of the Congress Centre. They must never be supported by walls or furniture, to avoid dragging objects that could stripe the soil; the mounting blocks are equipped with carpets for the materials transports.
- At the end of the event, materials or warehouse goods will not be able to stay in the facilities.



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- The boxes that contain audio-visual material, once empty must leave the facilities. Upon availability, the Security Department might offer them a storage area for the boxes. In case of previous options were not possible, the Parking Mestres will be available to rent a storage space.
- It is prohibited to move the furniture of the Palau de Congressos de Catalunya without previous authorization from the Coordination and Security Departments. It is prohibited to leave material or clothes on the above mentioned furniture.
- When materials are brought for the assembly, the vehicle will be entirely discharged and the vehicle will have to leave the wharf. Thus, it will speed up the maneuvers of the rest of participants.
- It is prohibited to park on the sidewalks, in the whole outer walls perimeter of the Palau de Congressos de Catalunya.
- During the assemblies where paintings, glazes or solvents are used, the work area must be protected. In case of weld, the Security Department will provide workers a fire-extinguisher and will indicate the appropriate work area for them.
- It is prohibited to stab, to cut or to use glues or adhesives difficult for later extraction, damaging the structure of the Center. .
- For the assemblies of audio-visual material, if there are any doubts as for electrical facilities, it is obligatory to get in touch with the Maintenance Department.
- For any modifications related to the plans of the room assembled, it is mandatory consulting the Security Department for an authorization.
- The drivers contracted by the clients, to move goods by forklift, will have to show their driving license.
- The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is prohibited.
- It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the Palace.
- Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the Congress Centre.



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- The Palau de Congressos de Catalunya will not be responsible for any item or material that has not been removed once the event is finished. The Exhibition centre will proceed to
- remove/take them away, and the expenses caused for this service will be charged to the Organization or the person in charge for the booth/stand.
- In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance. Everybody will have a badge.
- For the security of all people and wellbeing of our clients, we kindly request you to correctly use our installations, respecting our fire systems and avoiding any harmful conduct.



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How to reach the PCC

Main Entrance: Avda. Diagonal, 661-671 08028 Barcelona

Delivery: Puerta Muelle de Carga. C/ Torre Melina S/N



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Please feel free to contact us if you have any doubts or if you miss any furniture, audiovisual or other service in this manual.

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