



ECVS

Exhibitors' Manual

33rd Annual Scientific Meeting
4-6 July 2024, Valencia, Spain

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

Welcome to Valencia - finally!

The ECVS is very much looking forward to the Annual Scientific Meeting in Valencia this year. We had originally planned to hold our 2020 congress here, which turned out to be the first year ever in the history of the College that the annual congress had to be cancelled. Four years later we now finally get the chance to re-new our rendez-vous with sunny Valencia, and we are looking forward to enjoying its magnificent location by the Mediterranean Sea and its astonishing range of historical and cultural attractions.



The Valencia Conference Centre was built by the studio of the famous British architect Norman Foster. Its industrial style and bold forms have made it one of the flagship projects of his career. It is easily accessible from Valencia's international airport and the city centre and high-speed train station.

This brochure contains all relevant information about the congress location, the exhibition area and infrastructure as well as delivery information, exhibition hours, setting up and taking down schedules.

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Further information about the scientific programme as well as practical information on travel and accommodation can be found at <https://www.ecvs.org/annual-scientific-meeting/2024.php>.

For further questions, our PCO K.I.T. Group GmbH Dresden will be at your disposal any time.
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1. Venue

The ECVS Annual Scientific Meeting 2024 takes place at

Palacio de Congresos de València
Avda. Cortes Valencianas, nº 60
46015 València, Spain

<https://palcongres-vlc.com/en/>

2. Deliveries & Storage

Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Valencia Conference Centre (VCC) that leads directly to the loading and unloading area. The ancillary access road is for loading/unloading only, no parking is allowed on this road. The VCC provides trolleys and pallets jack for transporting goods to your stand.

Shipping instructions:

Deliveries must be addressed to:
Palacio de Congresos de València
Avenida Cortes Valencianas, 60
46015 – València, Spain

- All goods must be clearly marked with the name and date of the conference (**ECVS 2024 Annual Scientific Meeting, 4-6 July**), the name of the company and a contact phone number.
- Goods may be received up to 48 hours, or two working days before the conference begins (that is from Tuesday, 2 July). Deliveries are accepted from 09:00 a.m. to 07:00 p.m.
- Once the stands have been built, any surplus materials should be left in the loading bays specified by the VCC so that the stands areas are clear.
- When the congress is over and the stands have been taken down, all goods should be left in the VCC's loading bays. Any material left in the exhibition area will be thrown away.
- All materials left in the loading bays must be collected within 48 hours or two working days (that is latest by Tuesday, 9 July). After this time, we will assume that the exhibitor no longer wants the materials. These will be removed, and the exhibitor may be charged for the removal.

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3. Installation & taking down

Installation is possible from Thursday, 4 July, 07:00 a.m. and needs to be finished before 03:00 p.m. (start of registration). Upon special request, the facilities can be made available on Wednesday, 3 July for installation already.

Taking down starts Saturday, 6 July after the last coffee break (04:30 p.m.) and needs to be completed by 07:00 p.m.

4. Exhibition hours

Exhibition hours are as follows:

Thursday, 4 July

03:00 - 04:30 p.m. (registration)

At 08:00 p.m., all exhibition staff is cordially invited to the welcome reception at the Palacio de Congressos.

Friday, 5 July

10:15 - 11:15 a.m. (morning coffee break)

12:30 - 02:30 p.m. (lunch break*)

04:00 - 04:45 p.m. (afternoon coffee break)

Saturday, 6 July

10:00 - 11:00 a.m. (morning coffee break)

12:30 - 02:15 p.m. (lunch break*)

03:30 - 04:30 p.m. (afternoon coffee break)

*) Lunch for exhibition staff will be available approx. 30 minutes before the start of the lunch break.



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5. Equipment

Each exhibition booth is equipped with one table and two chairs provided by ECVS.

All further equipment is to be ordered by the exhibiting company directly from the congress centre's online store. To create an account and to submit your orders, please use this link:

https://tienda.palcongres-vlc.com/en_GB

Please note the following important information:

All exhibitors must register and log on to the online store, also when all stand equipment and building is procured by a third party and without any equipment or services being ordered from the congress centre. Exhibitors who organise the construction of their stand themselves are to indicate this in the online store.

All stands must be erected on carpet in the exact dimensions of the stand. Carpet can be ordered from the online store (€ 9 + VAT / sqm, 15 different colours are available) or brought in. Please note that if by two days before the start of the congress the congress centre has not received an order for carpeting or a declaration that carpeting will be provided by the exhibiting company themselves, carpeting will automatically be laid out for the respective stand area, and the costs will be invoiced to the exhibiting company.

A number of stands (11, 16, 17, 19, 22, 23, 24, 30, 32, 40, 42) are positioned in an area where the foyer is slightly sloped, and the stands must be constructed with a small ramp. If a standard scheme stand is ordered from the online store, the ramp will automatically be included. For companies building their own stand, detailed instructions how to construct the ramp will be provided.



Example of a stand with a ramp.



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6. Stand Catering

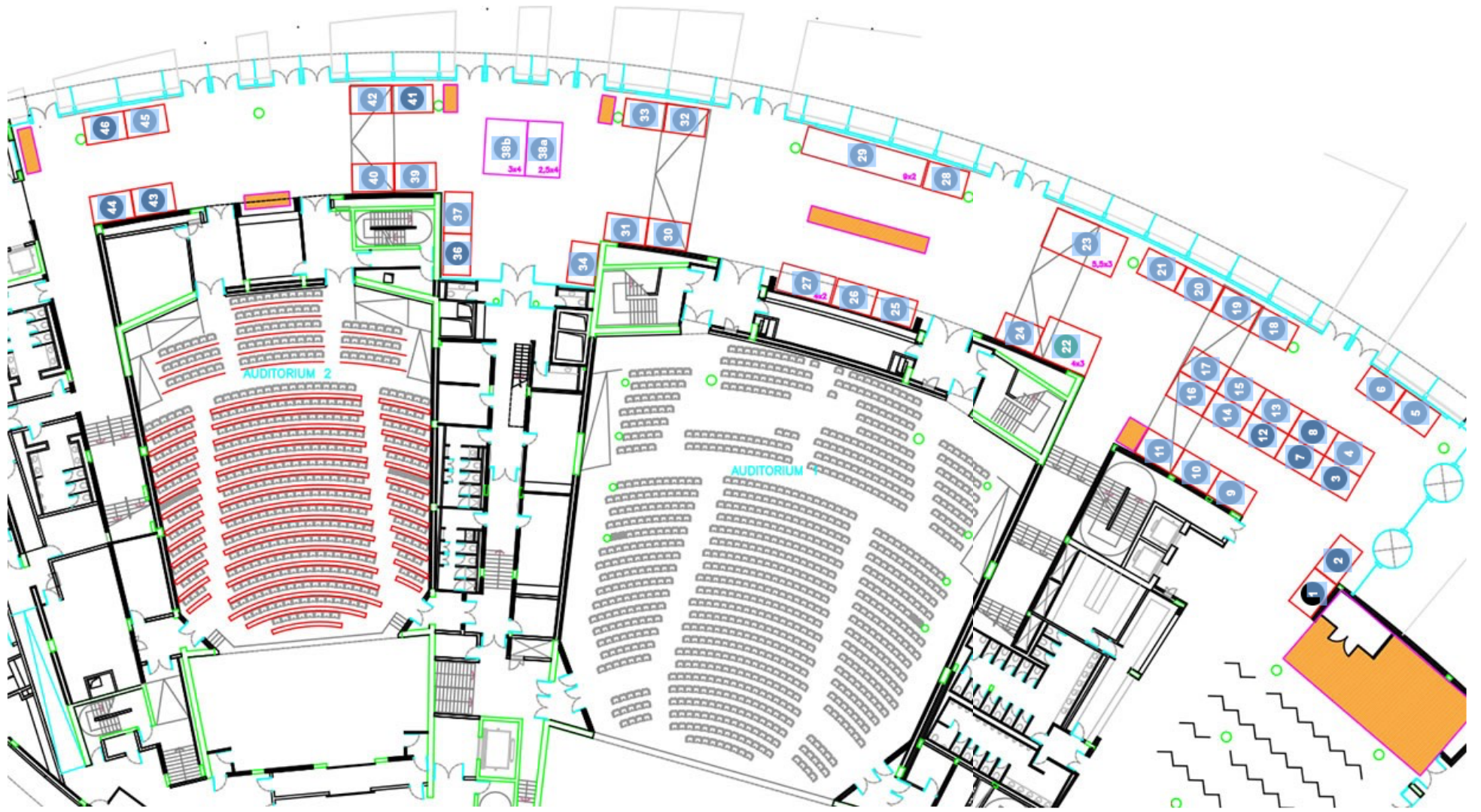
Catering at one's own exhibition stand is allowed, but exhibitors must not bring food and beverages into the building from outside. All catering must be ordered exclusively through the in-house catering company Gourmet Catering. In case of non-compliance, Valencia Congress Centre reserves the right to charge the estimated amount.

Gourmet Catering's brochure with available stand catering is enclosed at the end of this brochure. Please send the order form directly to Ms. Elena Cerveró Aguas from Gourmet Catering, e-mail: elena.cervero@gourmetcatering.es



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PRICES FOR SERVICE IN STANDS

CREATE YOUR OWN COMBINATIONS. DELIVERIES FOR STANDS, VIP ROOMS AND DRESSING ROOMS

We would like to make your work and experiences in congresses and VIP rooms easy and smooth.

With us, you are able to make a customized order, not all customers and event are the same.

Customize the order and delivery you need for booths, VIP rooms and other meeting rooms.

PRODUCT	PRICE/UNIT	QTY	DATE	TIME
Assorted mini Pastrys trays				
Croissant, ensaimadas, fartons, donetes...				
(tray of 15 units)	14,00 €			
(tray of 50 units)	40,00 €			
Caramel tea biscuits (vegan)				
(plate of 50 units)	25,00 €			
Chocolate truffles				
(plate of 25 units)	25,00 €			
Assorted Mini Sandwiches				
(plate of 12 units)	18,00 €			
(tray of 18 units)	27,00 €			
Mini baguettes				
(plate of 12 units)	24,00 €			
(tray of 24 units)	40,00 €			
Appetizer/Snacks (in glass of 100g)				
Yucca Chips with smoked salt	3,50€			
Banana Chips (cider glass)	3,50€			
Amonds with salt	4,50€			
Cocktail nuts				
Sweets	18,00€			
	3,50 €			
Salads				
Tray of 10 salads (green sprouts, tomato and sweetcorn)	30,00€			
Tray of 10 salads (mozzarella, berry and nuts)	40,00€			
Gazpacho (1L)	18,00€			
Assortment of pizza (2 varieties)				

Tray of 30 units	40,00€			
Mini salt pastry (tomato and tuna)				
Tray of 25 units	30,00€			
Cured Cheese in triangles (200 gr)	12,00€			
Iberian cured ham (100gr)	18,00€			
Spanish omelette (pasteurized egg)	12,00€			
Bread sticks	3,00€			
Fruit basket				
(Basket of 10 units)	15€			
(Basket of 20 units)	25€			
Drinks				
Soft drink (33cl.)	2,00 €			
Variety of Juices (33 cl.)	2,00 €			
Jug of fresh orange juice (1L)	10,00€			
Mineral wáter (33cl.) without glass	1,50 €			
National Beer (33cl.)	2,50 €			
thermo of coffee	15,00 €			
Hthermo of Milk	15,00 €			
Jag of naural milk	8,00 €			
Thermo of hot water	10,00 €			
Bottle of red Wine	13,00 €			
Bottle of White Wine	9,50 €			
Cava	14,50 €			
WATER FOUNTAIN (full event)	75,00 €			
Carafe of water of 19l with 100 cardboard glass.	15,50 €			
Carafe of water of 19l with 100 disposable glass.	13,50€			
Paper cups 100 units	7,50€			
Tiger nut milk (Horchata)				
Carafe of tiger nut milk (horchata 10 l	50,50 €			
Tiger nut milk (harchata) trolley 325€ 200 glasss of tiger nut milk (horchata) 2,50€ 200 fartons (valencian pastry) 0,60€ Waiter (min 4h) 18€/h Customization 165,20€	36,00 €			

Paper cups 100 units	07,50 €			
Chest fridge rent (full event)	65,00 €			
Coffee machine (PER DAY)	65,00 €			
Pack of 300 Unit-dose	297,00€			
Pack of 200 Unit dose milk	80,00 €			
OBSERVATION: Unit-doses and the thermos include the necessary disposable material disposable glass, sugar, infusion...				
PRODUCT	PRICE/UNIT	QTY	DATE	TIME
Extra Material				
Paper napkin (100 units)	3,75 €			
Cup + plate + spoon	0,32 €			
Glass	0,40 €			

Deliveries must be contracted at least 15 working days prior to the congress/event.

* Deliveries will be made to meeting rooms and VIP rooms, at the indicated time, placing the food and wine cellar on side tables or support tables. Once the service is finished, everything will be removed.

* Permanent stand service system.

Orders for stands are made at least 15 working days prior to the congress/event for the total number of days. Once the congress has started, for unforeseen orders, deliveries are processed at least 24 hours in advance.

Every day, for approximately every 2 hours, a person in charge of Gourmet Catering will pick up our express order form for the stands that have already contracted services during the congress days, in order to serve and assist in case of urgency or need.

In order to hire this service, it will be necessary the signature, name and ID of a responsible person authorized by the organizers of the Congress, to assume the extra charge. We remind you that this service is only for emergencies and has extra costs.

*Please ask for the possibility of other types of wineries or services.

- VAT

- Waiter Service (Waiter price per hour > 35,00 € + IVA (Minimum 3 hours)

- Refreshments and coffee thermos include disposable material, glass and crockery material must be requested.

WATER
FOUNTAIN



TIGER NUT MILK TROLLEY



COFFEE-MAKER FOR
UNIT-DOSE COFFEE

