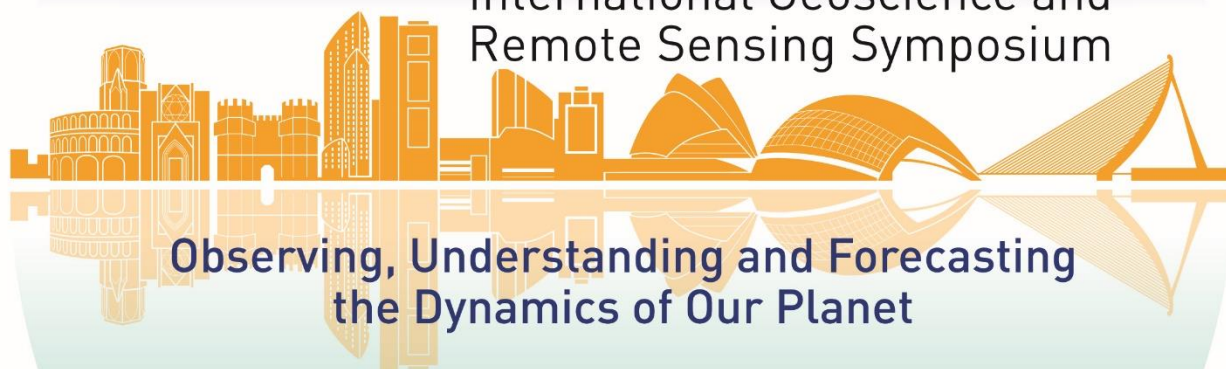


www.igarss2018.org

2018 IGARSS

International Geoscience and
Remote Sensing Symposium



Observing, Understanding and Forecasting
the Dynamics of Our Planet

July 23-27, 2018 · VALENCIA, SPAIN

Feria Valencia Convention & Exhibition Center

EXHIBITOR TECHNICAL MANUAL

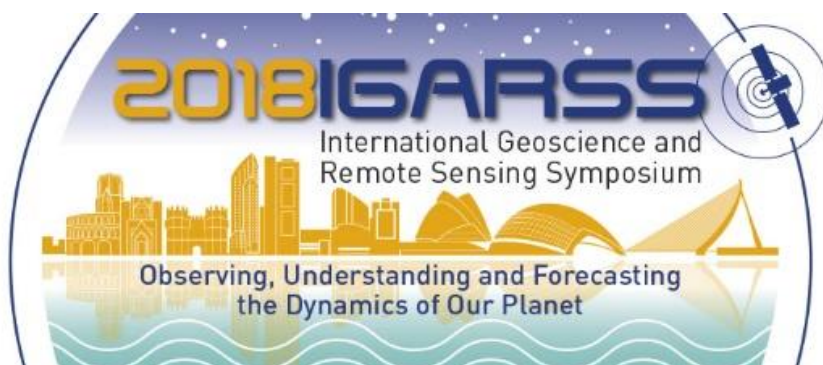


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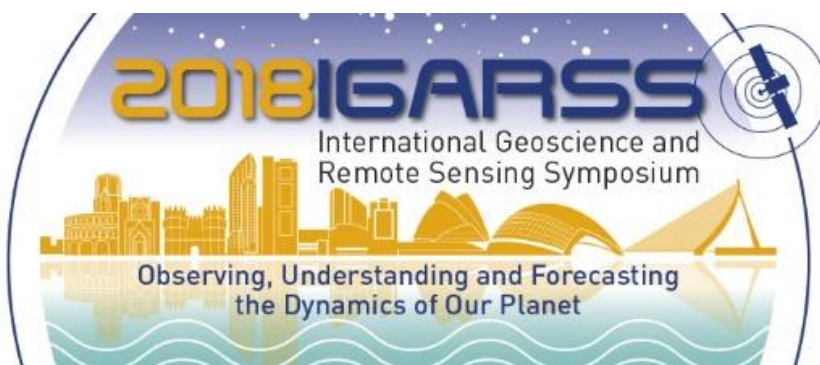
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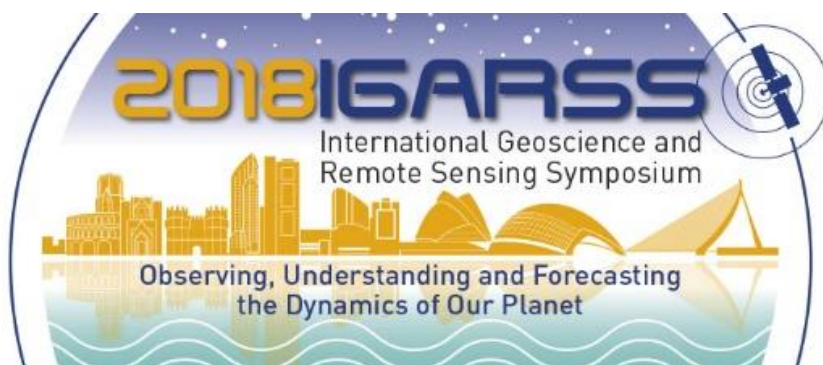
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GENERAL INFORMATION

Key Dates & Deadlines

Date	Deadline
April 23, 2018	Final balance due upon receipt of an invoice
April 30, 2018	Company logo and 100 words description for IGARSS 2018 website
April 30, 2018	Company logo for IGARSS 2018 App and Final Program
April 30, 2018	Customized booth setup
May 30, 2018	Customized booth draft
July 2, 2018	Service orders from suppliers
July 13, 2018	Names of the persons responsible for assembling & dismantling Insurance copy sent
July 15, 2018	Pre-register booth personnel and complimentary conference registration

IMPORTANT CONTACT DETAILS

Exhibition Management and Sponsorship (M&CC)

Mondial & Cititravel Congresos, S.L.

Contact person: Gloria Casanova

lgarss2018@mondial-congress.com – Tel. +34 932 212 955

Exhibition Services: Shell Scheme | Stand Design | Carpentry | Furniture | Signage | Electrics | Carpeting | Flowers | Cleaning

Formas Stands

Contact person: David Escobar

info@formas.com – Tel. +34 963 643 223

Download order forms in the Exhibitor Zone manual

AV equipment

IWWW – Info World White Web

Contact person: Arturo Belenguer

arturo@iwww.es – Tel. +34 902 365 321 – ext. 2003

[Online AV equipment order form](#)

Official Freight Forwarding & Handling | Trolleys | Forklifts

Moldtrans

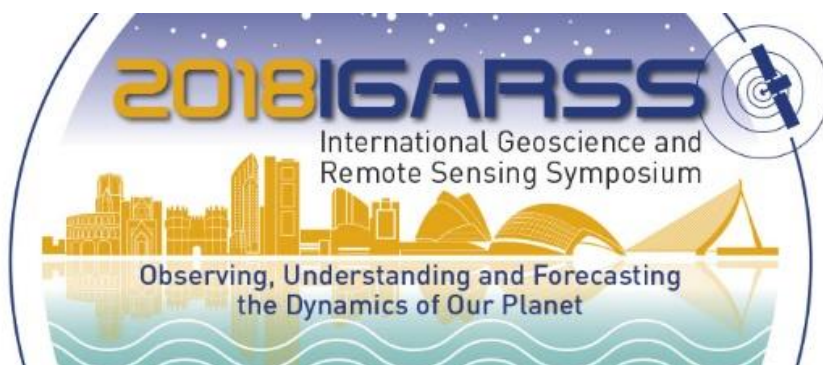
Avda. de las Ferias, s/n. Planta Mall, office 101 - 46080 Valencia, Spain

Contact persons:

José Gálvez - jose.galvez@moldtrans.com – Tel. +34 963 861 236

Enric Alonso - enric.alonso@moldtrans.com – Tel. +34 935 041 453

Download order forms in the Exhibitor Zone manual



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Catering Services:

Gourmet Catering

Contact person: Raúl Membrives

raul.membrives@gourmetcatering.es – Tel. +34 639 784 292

Accommodation

Mondial & Cititravel Congresos, S.L.

Salvador Espriu, 77, local 10 - 08005 Barcelona, Spain

Contact person: Natalia Mazanek

accommodation-igarss2018@mondial-congress.com – Tel. +34 932 212 955

Online Accommodation Booking link:

<https://mondial.eventsair.com/igarss2018/accom/Site/Register>

Symposium Registration

Conference Management Services, Inc.

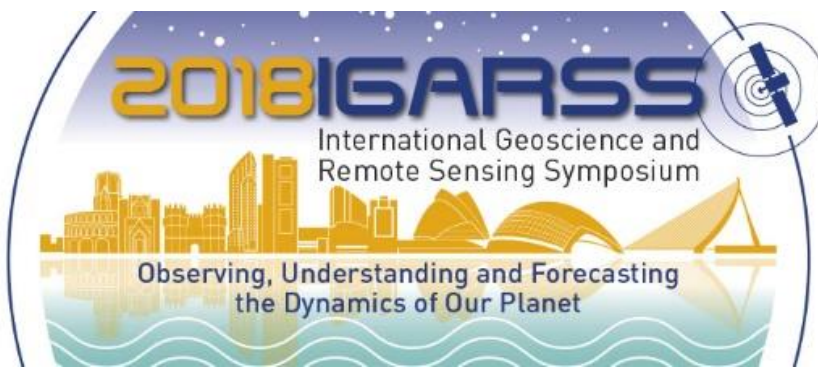
registration@igarss2018.org - Tel. +1 979 846-6800

Information: <https://igarss2018.org/Registration>

Exhibitor Benefits

Each Exhibitor will receive the following:

- Shell scheme booth consisting of: aluminium structure, white melamine boards (height: 3m/300cm), carpet, fascia board along booth perimeter, company name in black vinyl (max 20 letters per stand), lighting with adjustable halogen spotlights, 2000 W electricity fuse box (1 socket included)
- Recognition on the symposium website (linked exhibitor name and logo)
- Recognition in the program guide and symposium App (exhibitor name and logo)
- One (1) complimentary symposium registration (includes access to the technical sessions)
- Two (2) exhibitor passes – 6m² exhibition space (no access to technical sessions)
- Three (3) exhibitor passes – 9m² exhibition space (no access to technical sessions)
- 80USD registration fee will apply for each additional exhibition staff member (no access to technical sessions)



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VENUE

Feria Valencia Convention & Exhibition Center (FV)



Avda. de las Ferias, s/n - Valencia – 46035, Spain

Latitude: 39.502824

Longitude: -0.4283450000000357

How to reach the FV

By plane

Manises Airport is 7.4 km. (approx. 11 minutes) away from FV. Transportation options from the airport to FV:

- Taxi – approximate fare is 20 EUR
- Subway/metro/underground – lines 3 & 2 (approx. 50 min). Please exit at the Carolinas Fira station (600m from FV); length of the trip about 50 minutes.

Transportation options from the city center to FV:

- Subway/metro/underground - line 2. Please exit at the Carolinas Fira station (600m from FV)
- Tram - line 4. Bus – line 62. Please exit at the FV main entrance.

By car

We recommend that you enter your location and destination for the trip in google maps and get the exact indications of the direction, as well as the estimated time to get there.

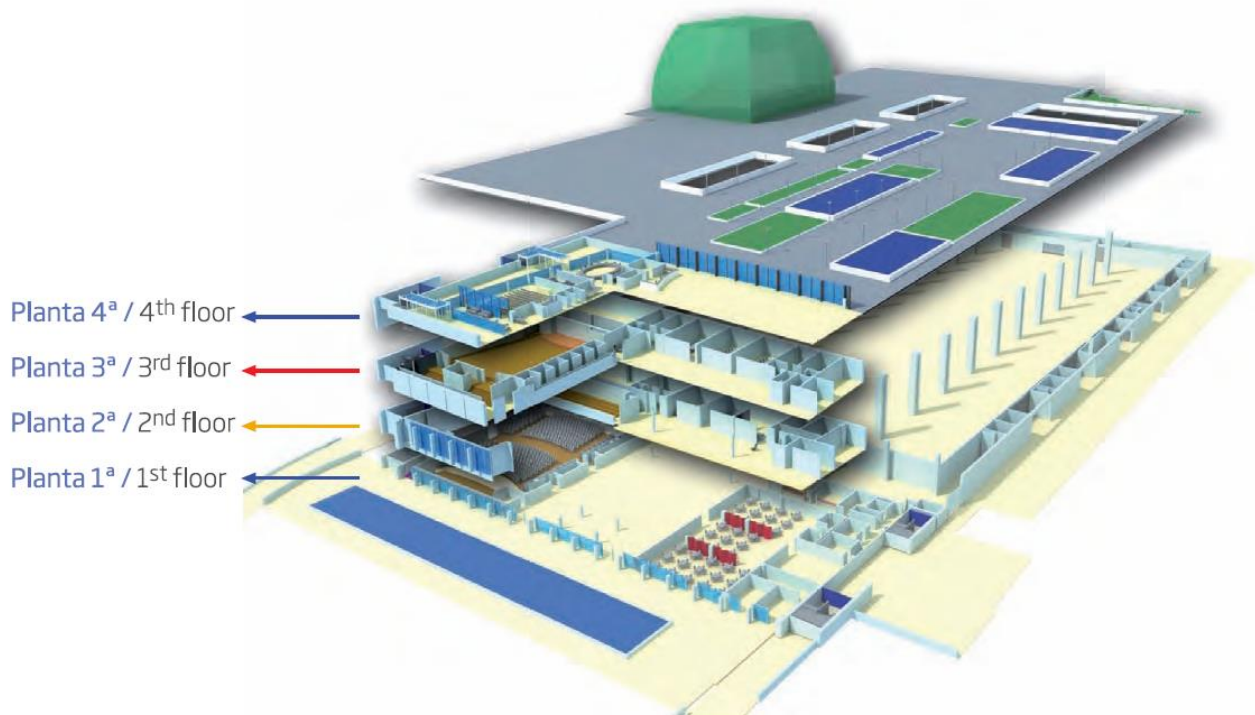
Parking at FV will be open from Sunday, July 22 until Saturday, July 28. There are 4.000 indoor parking spaces free of charge for Symposium delegates and exhibitors arriving in cars and vans. Trucks are not allowed to park here.



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Venue Map



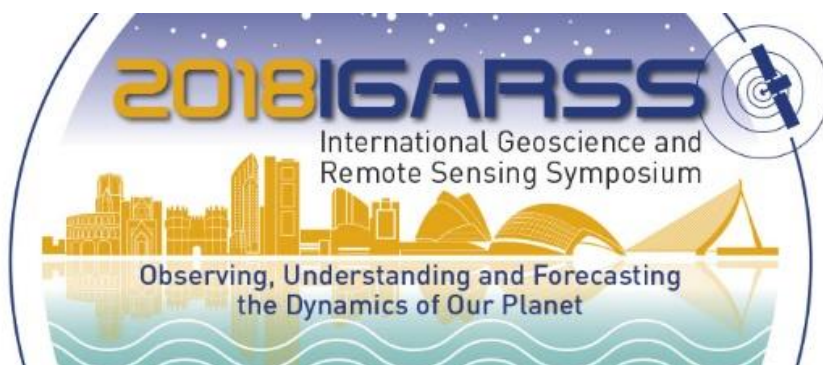
4th floor: entrance, registration and session rooms

3rd floor: session rooms

2nd floor: session rooms

1st floor: auditorium, cafeteria and access to pavilion 5

Pavilion 5: exhibition area, poster area, plenary room, session rooms and catering services



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TECHNICAL INFORMATION FOR EXHIBITION STAND CONSTRUCTION

The exhibition area is located at the Pavilion 5, direct access from 1st floor of FV.

Setup, Dismantling and Exhibition Schedule

All times listed in this chapter are subject to change. The exhibitor manual will be regularly updated. The most recent version can be found online in the Exhibitor Zone manual at: https://www.igarss2018.org/Exhibitors_Sponsors.asp

Exhibitor Setup (space only):

- Saturday, July 21 from 14:00 to 20:00
- Sunday, July 22 from 09:00 to 20:00
- Monday, July 23 from 08:00 to 12:00

Exhibitor Setup (Shell scheme):

- Monday, July 23 from 08:00 to 12:00

Dismantling (space only):

- Friday, 27 July from 18:30 to 22:00
- Saturday, 28 July from 08:00 to 14:00

Dismantling (Shell scheme): Friday, 27 July from 18:30 to 22:00

Exhibitors must finish their installations and their products must be installed before the exhibition opens.

Any material delivered outside of the indicated time-slots will be turned away.

Shell schemes and booth packages will only be available to exhibitors during the scheduled time.

Exhibitors with booth builders have to check the availability of their booth with their contractor; additional setup hours on Saturday, July 21 must be checked with Gloria Casanova (M&CC) at casanova@mondial-congress.com

Exhibitor Service Desk Hours

Saturday, July 21 from 14:00 to 20:00

Sunday, July 22 from 09:00 to 20:00

Monday, July 23 to Friday, July 27 from 08:30 to 18:30

On-site telephone number (number to be announced). A help-line directed to the same number will be available on Saturday, July 28 from 08:00-14:00

Registration Desk

Exhibitors (registered booth staff for the period of the congress) have to pick-up their badge at the Registration Desk in the Registration Area located in the entrance, foyer 4th floor upon their first arrival at FV.

Exhibition Opening Hours

Monday, July 23, 2018 12:00-18:30

Tuesday, July 24, 2018 08:30-18:30

Wednesday, July 25, 2018 08:30-18:30

Thursday, July 26, 2018 08:30-18:30

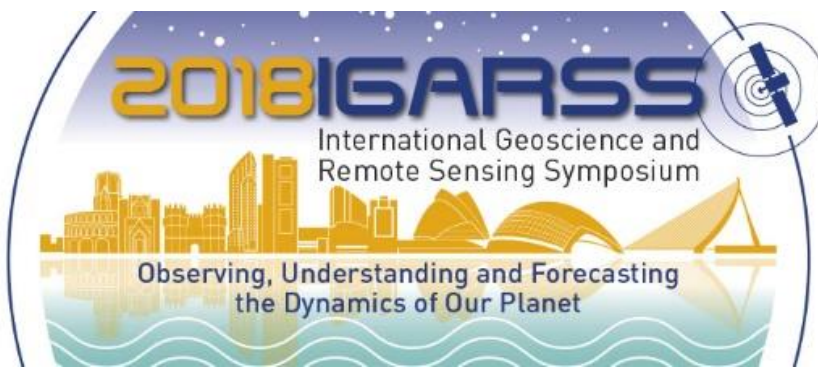
Friday, July 27, 2018 08:30-18:30

Your booth must be staffed at all times!

Exhibitors can access their booth 30 minutes before the opening hours.

Exhibition Breakdown

The exhibition breakdown is scheduled for Friday, July 27, 2018, 18:30–22:00.



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Organizers

For exhibitor space only, there will be additional breakdown time on Saturday, July 28 from 08:00–14:00.

The organizers and the venue management team will not allow any exhibition stand setup or breakdown during refreshment breaks, lunch times, poster sessions or networking events held in the exhibition area or at any other times when delegates are present within the exhibition area.

Non-adherence will force the venue management team to close the exhibition hall and all penalties or charges incurred will be passed on by the organizers to any exhibitor(s) who has/have not adhered to this regulation. Exhibitors must leave the space used in the same condition as before the installation and respect the schedule indicated.

Allocation of Exhibition Space

Exhibit space will be considered as confirmed, only upon full receipt of the payment, within the time indicated in the terms of payment.

Confirmation of space should be done directly with IGARSS 2018 Exhibition Management and Sponsorship, Gloria Casanova (M&CC) at casanova@mondial-congress.com

Booth Setup

Shell scheme booth

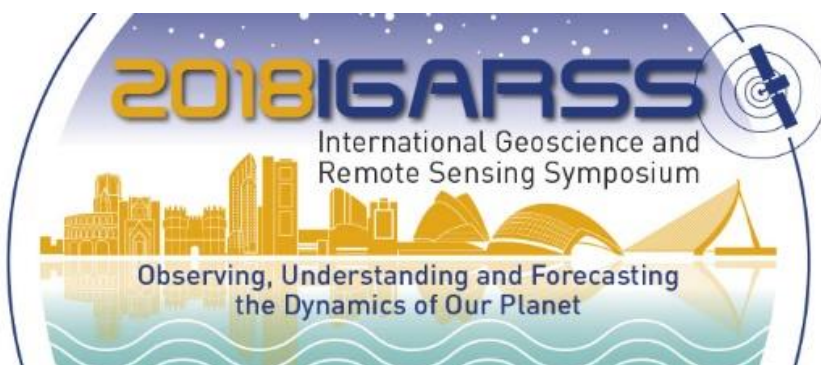
The **Shell scheme booth** is included in the exhibition rental fee and consists of:

- Aluminium structure, white melamine boards, (height: 3m/300cm)
- Carpet
- Fascia board all along booth perimeter, company name in black vinyl (max. 20 letters per stand)
- Lighting with adjustable halogen spotlights (1 spotlight per 6m² stand and 2 spotlights per 9m² stand)
- Electricity 2000 W fuse box (1 socket included – 220V European)



Delivery of Shell scheme booths

Monday, July 23 at 14:00



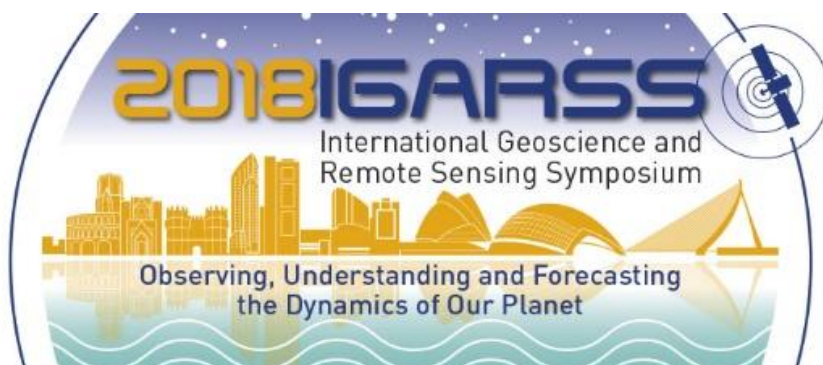
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Own customized booth

If you are interested in designing and setting up **your own customized booth**, please note the following:

- There will not be a reduction of the rental fee
- Electricity 2000 W fuse box (1 socket included – 220V) will be included
- Please send the following documents to IGARSS 2018 Exhibition Management and Sponsorship (M&CC), Gloria Casanova at casanova@mondial-congress.com
 - April 30th, 2018: please inform us that you will be setting up a customized booth.
 - May 30th, 2018: please provide us with a detailed draft/sketch of the booth including proper delineation (with elevation and section properly delimited). Please also provide a brief description of the setup system with regard to stability and resistance of the elements employed in order for them to be approved.
 - July 13th, 2018: please complete and return the “*Feria Valencia application form - passes for assembling and dismantling*” and attach a proof of insurance (accident risk coverage at work).
- Booth Heights and Regulations:
 - Please note that FV may request a report from the assembling party which confirms that the assembled structures are stable, resistant and safe. Depending on structural complexity, it could be required to present an installation project certificate from an EU certified architect or engineer, which would be endorsed by their professional association. The aforementioned certificate could be substituted by a declaration of liability from the assembling technician along with a valid Civil Liability policy and a copy of the last receipt.
 - No anchorages may be used on the roof of the exhibition area.
 - Maximum height allowed: 4m/400cm.
 - The rear walls adjacent to another stand and visible to the public must be completely finished
 - Stand builders must ensure that their work area is clean and tidy at all times and their staff are compliant with the *FV safety regulations* found in the Exhibitor Zone manual.



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DELIVERY & STORAGE INFORMATION

Delivery Information

Deliveries must be received by a representative of your company and only during setup planning only. The organizers, M&CC and FV can under no circumstances be in charge of customs clearance and storage for exhibitors.

Forwarding Agent / Storage of Large Volumes

In order to ensure professional handling, timely delivery and storage of your goods/materials during the exhibition, you must send all goods/materials to the forwarding agent: **Moldtrans** (see contact details on page 4). Please check the attached documents: *Moldtrans Shipping Instructions* and *Moldtrans Handling Tariffs*.

They will be glad to address any doubts/concerns you may have and offer you their services with regard to receipt, delivery and storage of your goods/materials.

When the symposium concludes, there can be no materials left at the FV; please arrange pick-up of your materials with Moldtrans.

Moldtrans are able to pick up and/or receive and store your courier shipments. Please check when exhibit materials should arrive to Spain in the document *Moldtrans Shipping Instructions*.

If your shipment is for the exhibition stand, please label the consignment as follows:

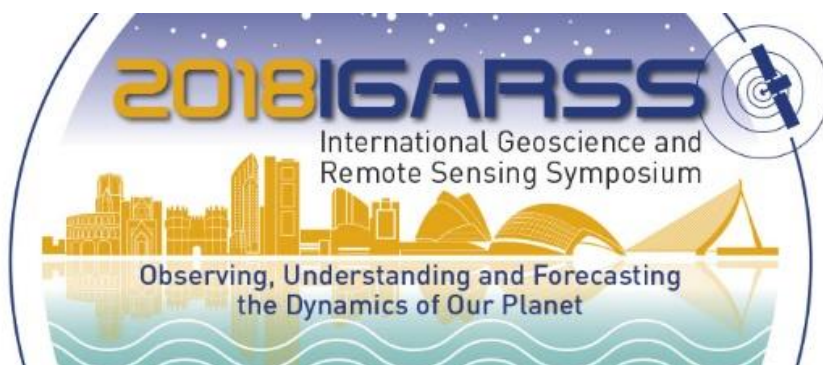
Shipper: Exhibitors' name
 Address in your country
 Hall: Pavilion 5 – Stand number:

Consignee: Moldtrans, S.L.
 IGARSS 2018
 Feria Valencia
 Avda. de las Ferias s/n
 46080 Valencia
 Tel. +34 963 861 236

Exhibitors are under no obligation to use the exhibition logistics services offered by Moldtrans. However, the exhibition coordinator and the organizers of IGARSS 2018 will not accept any responsibility for late deliveries or non-delivery of exhibition materials, if other logistic and courier companies are used. Courier charges are not included in the cost of the stand package

Customs

Each exhibitor has to carry out the necessary customs formalities on materials and products from abroad. The organizer will not be held responsible for the difficulties which may be encountered during these formalities. None of the products will leave FV without completed customs formalities. Moldtrans is available to exhibitors in order to help with the customs process. For contact details, please see page 4.



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Storage of Crates and Boxes

For mandatory safety reasons, under no circumstances can packaging materials of any kind be left in the aisles, on the stands or stored behind the exhibit stand displays. There are no amenities for the storage of packages in the exhibition hall. It is mandatory for exhibitors to ensure that they are removed by the end of assembly on Monday, July 23 at 12:00.

Storage can be arranged with Moldtrans, and arrangements must be made in advance.

Post-Event Uplift of Exhibition Materials and Exhibition Stands

All exhibition stand materials must be appropriately labeled prior to them being collected/picked up by a courier. Please notify Moldtrans when your materials are packed, labeled and ready to be shipped. Please instruct the courier company to collect your exhibition materials between 18:00 and 20:00 on Friday, July 27 and from 09:00 to 12:00 on Saturday, July 28. Any items remaining in the hall after 12:00 on Saturday, July 28 will be removed and stored by Moldtrans. The exhibitor will be responsible for all costs incurred.

Other Deliveries

Exhibitors expecting deliveries at other times during the event should advise M&CC of the expected delivery time and date, number, size and weight of items to be delivered. M&CC be contacted at the Registration Desk situated on the 4th floor.

Exhibitors may hand carry only such items/materials that one person can be reasonably expected to carry in one trip, using no equipment. Items carried by hand may not come through the freight entrance.

As previously indicated, there are no storage facilities. However, small deliveries can arrive on Monday, July 23.

All materials can be sent to: Feria Valencia Convention & Exhibition Center
 Pavilion 5 – Avda. de las Ferias, s/n
 Valencia – 46035, Spain

Description for labels: IGARSS 2018 - July 23-27, 2018
 Name of Exhibiting Company
 Stand Number
 Name of the person in charge
 Mobile number
 Total number of boxes

Neither the organizers nor FV and M&CC can receive or sign for courier shipments on behalf of exhibitors on site.

Please adhere to the Moldtrans shipping guidelines at all times for deliveries to and from IGARSS 2018.



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LOADING AND UNLOADING

Event deliveries will not be accepted via the entrance of the 4th floor. During build-up for the event, delivery vehicles will be directed to pavilion 5. The entrance is different for vehicles (cars and vans) than trucks. The weight limit of FV is 30.000 kg.

Please check the document: *FV – Delivery access vehicles and trucks*

Access for vehicles

Cars and vans: <https://goo.gl/maps/f4kNXA6uyVA2>



Please inform the M&CC – Gloria Casanova at casanova@mondial-congress.com about the times expected for unloading and break-down. Due to space restrictions, we advise unloading by forklift as it is generally quicker than manual unloading.

Drivers of vehicles circulating within the premises of the FV must respect the indicated speed limit (20 km/hr). Vehicles must be parked in designated areas as instructed.

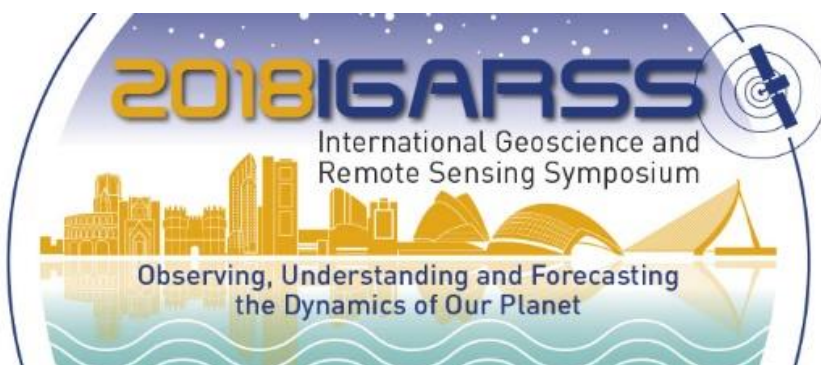
FV do not provide trolleys, pump trucks or forklifts

Please note that if you are bringing your own forklift, it has to be battery-powered (no fuel). If you require a forklift, Moldtrans offers the possibility of renting one (see contact details on page 4). Forklift trucks will be used exclusively for transporting materials and only by duly authorized and trained personnel. Transportation of people via a forklift truck is strictly prohibited.

For your information: if you have to move materials between different floors of the FV, please note that there is 1 loading lift available from level 1 to level 3 (not to level 4). To access level 4, you can arrive directly with the material through the plaza. Size: 1.10m width, 2.09m depth, 2.15m height, door 1.99m height X 0.89m width

Parking

Parking at FV will be open from Sunday, July 22 until Saturday, July 28, a total of 4.000 indoor parking spaces free of charge for Symposium delegates and exhibitors. Only cars and vans are allowed to park here; trucks are not allowed.



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TECHNICAL GUIDELINES

Electricity

Electricity will be provided at the exhibition via a power box installed in the floor.

Stand Ceiling / Stand Covering

It is recommended not to have ceilings / stand coverings, in order not to affect the FV.

Accessibility of Stand – Ramps

Stands should be accessible to all delegates. If you plan to install ramps, these must be integrated into the stand design and may not extend beyond allocated floor space.

Animation

Exhibitors should not disturb their neighbouring exhibitors with bulky furnishing, bulky decorations or loud noises/sound.

Condition of the Floor

The floor in the pavilion 5 of the FV is not carpeted. It is made of concrete and painted in a grey color.



Exhibition Services: Shell Scheme | Stand Design | Carpentry | Furniture | Signage | Electrics | Carpeting | Flowers

Formas has been appointed the Exhibitor Services Company for IGARSS 2018. For design, graphics and custom-build enquiries, please contact David Escobar at info@formas.com (contact details on page 4).

Download the order form in the Exhibitor Zone manual: [Formas_brochure_furniture_extra_materials and Formas_order_form](#)

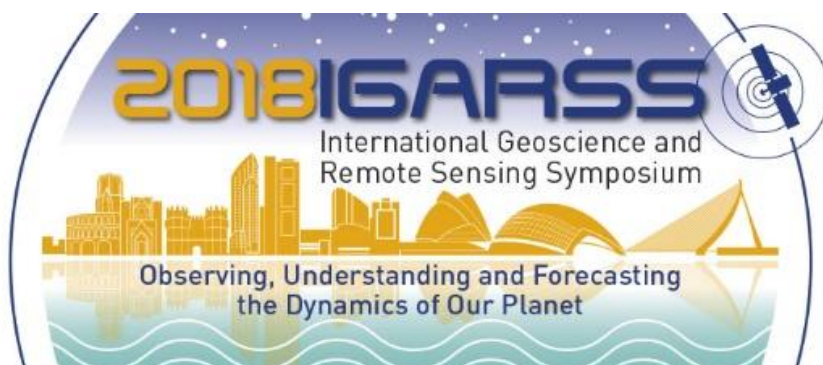
Audiovisual Equipment

Exhibitors can order any audiovisual equipment through IWWW, please contact Arturo Belenguer at arturo@iwww.com (contact details on page 4).

[Online AV equipment order form](#)

Internet

The Symposium provides free Wi-Fi for delegates which you are welcome to use. Exhibitors requiring any other internet access at the exhibition stand must contact Gloria Casanova at casanova@mondial-congress.com. The rate for one cable connection for the whole event is 300 EUR + 21% VAT (if applicable).



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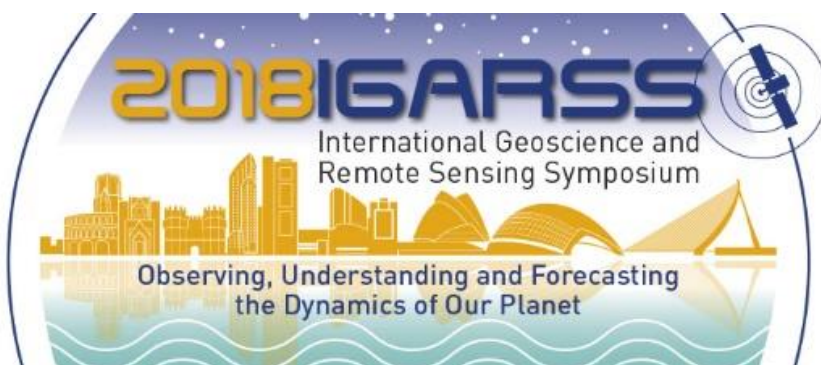
Organizers
 **IEEE**

Exhibition Stand Cleaning

General cleaning of the exhibition hall will take place prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. It is the responsibility of each exhibitor to ensure that their stand is clean and tidy at all times, as well as to make arrangements for any special cleaning requirements during the meeting. To order additional cleaning, please contact Gloria Casanova at casanova@mondial-congress.com
Rate: 22.00 EUR / service + 21% VAT (if applicable) for each 6m2 or 9m2.

Stand Catering

Gourmet Catering has the sole rights to provide all food, beverage and the associated catering equipment; please contact Raúl Membrives at raul.membrives@gourmetcatering.es (contact details on page 5).
Orders in under 72 hours of the beginning of the event cannot be guaranteed.



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EXHIBITION REGULATIONS

General Information

FV and the organizers of IGARSS 2018 require all exhibitors, contractors and all other personnel to comply with the Exhibition Regulations detailed in this document.

Exhibition Regulations

Definitions:

In these regulations, the term “exhibition” in all cases refers to an industry exhibition being held in conjunction with “IGARSS 2018”, held at Feria Valencia Convention and Exhibition Center, from Monday, July 23, 2018 until Friday July 27, 2018.

The term “exhibitor” includes any person, firm, company, association and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting in the exhibition area.

The term “organizers” means Mondial & Cititravel Congresos on behalf of “IGARSS 2018” and “IEEE”.

The term “premises” refers to those portions of Feria Valencia Convention and Exhibition Center licensed to the Organizers.

General Conditions

The organizers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the organizers may occupy the premises and with policies of insurance affected by the organizers.

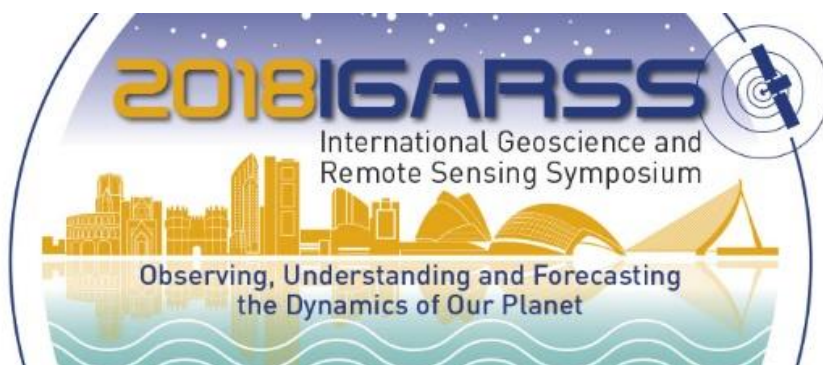
Booth Occupation

Exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility. Exhibitors have to finish their installations and their products are to be installed before the exhibition opening.

- ***Exhibitors and their staff are only allowed to hand-out brochures, catalogues, give-aways, etc. within the confines of their exhibition booth***

Exhibitors are recommended

- Not to leave their booths unattended while visitors are still in the hall
- To be present at their booths during assembly and disassembly and to receive their deliveries
- Despite the presence of a night guard, the organizers decline any responsibility due to theft, loss and/or any damages that may occur.
- Exhibitors are to leave the locations used in the same conditions in which they were initially found. It is prohibited to nail, screw or stick items on the structure. Any damages will be invoiced to the exhibitor in question.
- Repair of damages subsequent to the non-observance of the above clauses will be entirely at the exhibitor's expense.



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Insurance

Exhibitors are reminded to consult their insurance company or insurance broker in order to be fully covered against all risks at the exhibition. Particular attention should be drawn to the following coverage/risks:

Abandonment insurance: Exhibitors should note that the organizers are not obligated to return any funds paid for the reserved space in the event of the exhibition being abandoned, postponed or altered in any way, in part or in whole, or if the organizers find it unavoidable to change the dates or the venue of the exhibition.

Stand and Fixture insurance: Please make sure to include all risks concerning loss or damage to exhibitor's property, fixtures, fittings and all other property of similar kind, such as personal property of directors, principals, and employees while on the exhibition premises and transit risks to and from the exhibition.

Proof of insurance has to be sent in advance.

Liability

While the organizers will endeavour to safeguard and protect all exhibitor property on display at the exhibition, it is important to note that the management team and the organizers cannot be held liable for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be liable for any and all damage to property and for any loss or injury caused by them, their agents and/or employees and will indemnify the organizers against all claims and expenses arising therefrom.

In the event of it being necessary, for any reason whatsoever, for the exhibition to be abandoned, postponed or altered in any way, in part or in whole, or if the organizers find it unavoidable to change the dates, layout or the venue of the exhibition, the organizers shall not be held liable for any expenditure, loss or damage resulting from intervention of any authority which would restrict the use of the premises, in part or in whole, in any manner whatsoever. The organizers will not be held liable for a low number of registered attendees nor for a lack of interest in the event.

Security

FV will provide security throughout the exhibition halls during the open hours of the event. However, each sponsor/exhibitor is responsible for the safety of their stand, personnel and all related materials. All stand valuables should be secured overnight and when the stand is unmanned. Please be especially vigilant during assembly and breakdown times. Please wear your IGARSS 2018 badge at all times. In the unlikely event of a theft or property damage by a third party, please report it to the organizers immediately.

Please note that there will be a 24 hour security coverage. At night, the venue will be locked with no personnel present. Access will only be available to authorized security personnel in a possession of a swipe card.

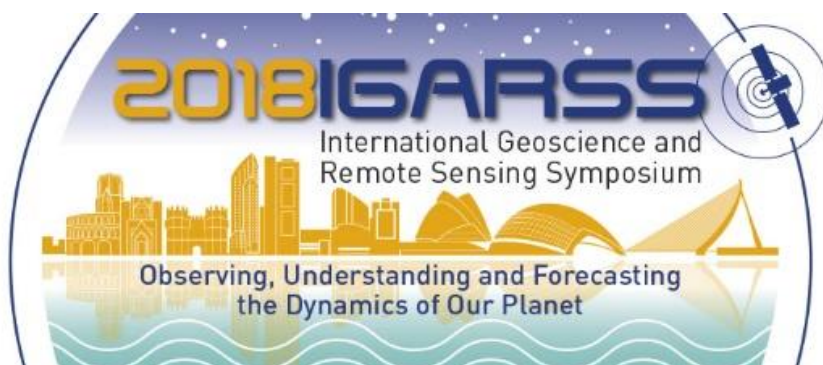
Failure to Vacate

If an exhibitor should fail to remove all property or otherwise vacate the exhibition premises on Saturday, July 28, 2018 by 14:00 h because of any cause whatsoever, such exhibitor shall be fully responsible for any penalties imposed and/or any losses and costs incurred by the organizers resulting from an exhibitor failing to vacate the premises by the agreed upon time and without prejudice to any other right or remedy of the organizers. The organizers may remove any exhibitor property left at the exhibition area after the aforementioned time, and the responsible exhibitor shall pay all costs associated with such removal.

Toxic or Flammable Materials

Storage of materials or waste that are flammable or toxic to people and/or the environment (gas, fuel, paints, varnishes, solvents and alike) is strictly prohibited in the FV.

It is further prohibited to emit dust, vapour or flammable, toxic and generally unpleasant gas which represents a health risk or annoyance to the attending public.



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Industrial Relations / Ethical Code

All exhibitors, contractors and sub-contractors within the exhibition halls are advised to conduct their industrial relations in accordance with good practice. Persons carrying out work in violation of the rules and requirements of the FV will be asked by the organizers or management staff to stop all such work immediately and may further be asked to leave the premises of the conference center.

Promotional Activities

A booth may only be used for exhibiting, promoting and advertising exhibitor's own products, materials and/or services, as described in the application form. Promotional and advertising materials may be distributed only within the confines of a booth. Any kind of promotional activity (such as working acts, distributing flyers and alike) outside an exhibition booth is forbidden.

Smoking Policy

Smoking is strictly prohibited while on the premises of the FV. This includes "vaping" and the use of e-cigarettes. The designated areas of the FV are located at the front of the venue.

Regulation Compliance

An exhibitor agrees to observe and adhere to all rules, regulations and requirements stipulated in the clauses of this document and shall not construe them as merely advisory in nature. The authorities of the FV shall exercise full power of the duties vested in their rank to find the means necessary to enforce the present rules and regulations to their full extent.

An exhibitor consents to comply with all the existing rules and regulations, as well as with any new provisions or amendments that may be brought forth due to circumstances at that time and adopted as being in the best interests of the event pursuant to which, the organizers reserve the right to verbally communicate such new information.

Any violation of customary and statutory regulations, instructions or government decrees and/or amendments enacted or referred to in the information file and technical manual, may result in immediate eviction of the offending exhibiting party or company from the premises of the event without any prior notice and without prejudice to any compensation that could be claimed from the offender in order to repair damages or harm from which the event could potentially suffer.

The aforementioned shall apply particularly in the event of insurance coverage default, nonconformity to the general instructions, failure to comply with existing safety regulations, non-occupancy of a booth, absence of a reservation form duly completed and signed payment default. The organizers shall hold a lien on all exhibits, personal property and decorations belonging to an exhibiting company. Whatever the reason may be, the organizers shall not consider eventual claims fled after the event.

Disputes arising in connection with the present clauses shall be settled in any court having jurisdiction over the organizers' head office.



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ONSITE FACILITIES

Venue Facilities

Facilities for the Disabled

FV is fully accessible for all visitors, with easily accessible drop-off points, handicap accessible toilets, elevators and entrances in all areas. There is elevator access to all levels, as well as escalators.

Signage

Signage directing attendees to the exhibition will be provided. Exhibitors are not permitted to erect their own signs anywhere within the exhibition halls and the conference center, other than on their own booths.

Cash Dispenser / ATM

No cash dispenser / ATM available near the Symposium venue

Catering Facilities

Cafeteria

Coffee, tea, refreshments, light snacks and sandwiches will be available at the cafeteria located on the 1st floor. Cash and all major credit cards will be accepted for payment.

Delegate Catering

Coffee, tea and milk will be available at the coffee stations at the pavilion 5 during the official breaks in the technical program.

Lunch is not included. Attendees and exhibitors may buy lunch boxes upon registration.

Booth Catering

Will be available during setup, dismantling and opening hours of the exhibition. The caterer is Gourmet Catering (see contact details on page 5). No other catering companies are admissible

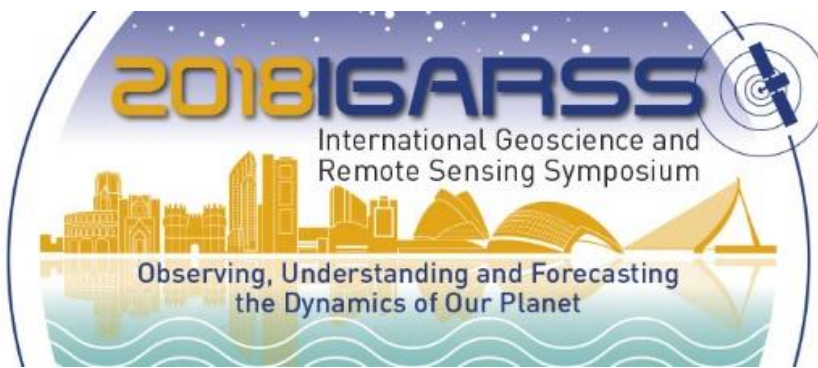
Registration

Registration of Booth Personnel

Booth personnel must wear the official IGARSS 2018 name badges at all times. Two (2) exhibitor badges per 6m² and three (3) exhibitor badges per 9m² exhibition space will be issued. Each exhibiting company will receive registration codes to pre-register their booth personnel via the on-line registration system on the official website of IGARSS 2018 until July 15, 2018.

Please NOTE that badges will not be mailed in advance. Upon arrival, exhibitors and their staff members will need to go to the on-site registration area/desk and claim their badges in addition to any related materials provided by the organizers.

Note: 80 USD registration fee will apply for additional exhibit staff members; each company may register a maximum of two (2) additional exhibit staff members.



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An exhibiting company will be responsible and liable for actions of anyone authorized to receive a badge bearing such company's name. This includes their invited guests.

Each staff member wearing an exhibitor badge must be either employed by the said exhibitor or have a direct business relationship/affiliation. Exhibitor badges will not be issued to representatives of leasing companies, financial institutions, suppliers, vendors nor to persons who wish to gain attendance to the entire symposium. Such persons will need to register separately at an appropriate rate in order to gain access to IGARSS 2018.

Access to Technical (Scientific) Sessions

One (1) complimentary full-access registration per exhibiting company is included along with a registration code to pre-register via the on-line registration system on the official website of IGARSS 2018 until July 15, 2018.

Staff members wearing an exhibitor (exhibit only) badge will not have access to technical sessions and will need to remain in the booth throughout the duration of the symposium. In order to attend the technical sessions, a full symposium registration will be required.

For more information, please refer to/visit the official website of IGARSS 2018 - www.igarss2018.org

The organizers reserve the right to make changes to the program and time schedule without prior notice.

Online Registrations

To register as a delegate, please visit the following link: <https://igarss2018.org/Registration>

Social Program

Please check the Official Social Program at: <https://www.igarss2018.org/default.asp>