

FUNERGAAL

9th International Fair of Funeral Products and Services

11th - 12th November 2016

OURENSE - GALICIA - SPAIN



Business Center for Spain and Portugal

www.funergaal.com

EXHIBITORS GUIDE

Interlocutor / Fair Coordinator:

Mery Lamelas Domínguez	mlamelas@expourense.org
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Timetable:

Friday 11 th and Saturday 12 th November	From 10.30 a.m. to 7.30 p.m.
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Exhibitors Calendar:

Exhibitors could access to the trade market the Friday from 8.30a.m. and the Saturday from 9.30a.m.

*** Stand Build-up:**

	Dates	Timetable
Space and Design	7 th and 8 th November	From 9 a.m. to 2 p.m. and from 4 p.m. to 7 p.m.
	9 th November	From 9 a.m. to 9 p.m.
	10 th November	From 9 a.m. to 11 p.m.
Modular stand	9 th November	From 4 p.m. to 9 p.m.
	10 th November	From 9 a.m. to 11 p.m.

*** Dismantling:**

Dates	Timetable
12 th November	From 7.30 p.m. to 10.30 p.m.
13 th November	From 9 a.m. to 3 p.m.
14 th November	From 9 a.m. to 7 p.m.
15 th November	From 9 a.m. to 2 p.m. and from 4 p.m. to 7 p.m.

Exhibitors pass:

It will removed the same day to proceed with the installation of the stand by the exhibitor, at the desk of "Exhibitor Service" located inside the exhibition site.

Goods delivery:

Goods must indicate clearly its stand destination	<p>Address: Expourense Finca Sevilla, S/n 32005 Ourense (Att./ Mery Lamelas – Stand: Exhibitor Name)</p>
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Accessibility:

If you have any special needs for accessibility, it is necessary to send us an e-mail with the details, to expourense@expourense.org, a few days in advance of your visit. Subject to availability.

How to get:

Exhibition site is located in the city of Ourense (Finca Sevilla s/n – 32005 Ourense).

GPS Coordinates: Latitude 42° 18' 54.756" – Longitude 7° 51' 48.1602"

Car parks in the surroundings and convenient access to a wide range of transportation: taxis, buses, etc.

To 45 minutes from Peinador airport in Vigo, 60 minutes from Lavacolla airport in Santiago de Compostela and 2 hours from Porto airport in Portugal.

Useful telephone	Peinador Airport (Vigo): +34 986 268 200
	Lavacolla Airport (Santiago): +34 981 547 500
	Train Station: +34 902 240 202
	Bus station (Ourense): +34 988 216 027 / 988 215 781
	Taxi Service (Ourense): +34 988 210 011 / 902 350 555

(You could check the bus services on: www.urbanosdeourense.es)

Accommodation:

On www.funergal.com you can find information available about hotels with special rates for visitors and exhibitors to the fair.

Services:

<p>AUTOS GONZÁLEZ (Rent a Car with driver and Buses) Avda. Coruña, 9 – 32005 Ourense Tel./Fax: 988 227 244 / 988 248 051</p>	<p>EVENTOS Y SERVICIOS NORTE (Hostess and Promoter) Avda. Castelao, 45 – 3º C – 36209 Vigo (Pontevedra) Tel./Fax: 986 914 907</p>
<p>VIAJES PIÑA (Travel Agency) Calle Ervedelo, 58 – 32002 Ourense Tel./Fax: 988 242 819 / 988 392 236</p>	<p>ÉLITE GALLEGA (Cleaning Service) Calle Eulogio Gómez Franqueira, 5 – 32001 Ourense Tel./Fax: 988 215 851</p>
<p>GRÁFICAS CARS (Printing House) Avda. De Ourense, 8 - 32630 Xinzo de Limia - Ourense Tel./Fax: 988 462 375</p>	<p>OFICODE (Digital Printing / Large Format) Calle Juan XXIII, 3 Local 5, 6, 7 – 32003 Ourense Tel. /Fax.: 988 370 690 / 988 370 695</p>
<p>GRUPO MARVA (Stand Building-up) C/ Urzaiz, 68 – 5º Of. B y C – 36204 Vigo Tel: 986 49 31 33 Fax: 986 49 41 10</p>	<p>CENTRO MÉDICO EL CARMEN (Medical Center) Av. Habana, 50-52 – 32003 Ourense Tel./Fax.: 988 22 34 00</p>

Stand Decoration Plan:

For the hired prefabricated booths, **you may use the material** on the list below:

Modular Booth:

- Scotch tape
- Double sided tape
- Velcro without glue (*only for modular stands*)
- Hooks to stick

Basic Stand:

- Thumbtacks

In the hall, fix not a single kind of poster as well as not a single material lean on the walls.

On the walls of the pavilion **YOU CANNOT** attach any signs, nor lean any material against them.

The day of dismantling, the booths as well as the floor must stay in the same condition as you found it (cleanliness, order, furnitures...).

Your company will pay for the **DAMAGES** caused if the recommendations of the organization are not correctly followed.

For any doubt that might appear, consult the staff of Expourense located at the “Atención al Expositor” Booth.

Environmental Criteria of Action Within The Fair Resort:

Expourense enforced an Environmental Management scheme following the UNE-EN-ISO 14001:2004 standards which also demands its client's commitment:

- **Acknowledge and respect the Environmental Legislation in effect applicable to its activities, products and services.**
- **It is not allowed to leave any type of material or waste inside the resort without the previous authorization of the Service Team Manager who must check the best way to recycle it.**

GOOD ENVIRONMENTAL PRACTICES INSTRUCTIONS

WATER CONSERVATION

1. If any leaks from sinks or cisterns are detected, please contact immediately with the service team to avoid water flooding.
2. Please use only the quantity of water you need.

CLEANING PRODUCTS

1. Use cleaning products harmless for the environment and respect carefully the quantity recommended by the supplier.
2. Use aerosol that contains no CFC.

ENERGY CONSERVATION

1. Be sure you have switched off the lights before leaving any event rooms.

WASTE MANAGEMENT

1. Sort the different type of waste you produced.
2. Recycle properly according to the container colours and indications, but if in doubt, ask the Service team manager. Do not get rid of waste likely to prevent the sewage system from working or likely to contaminate water with toxic agents.

Noise emission

1. Reduce the noise emission from equipment, machines, etc.
2. Keep the equipment turned on just as long as necessary.

WASTE MANAGEMENT AND RECYCLING

TYPE OF WASTE: flyers, magazines, newspapers, books, folios, plastic bags, envelopes, Bristol and other paper derivatives.

RIGHT CONTAINER: yellow container, situated outside, Door 2.

TYPE OF WASTE: Plastic packaging of food products, PET bottles, plastic bags, tetrabrik pack, plastic drinking bottles packing, packs, plastic wrap.

RIGHT CONTAINER: yellow containers, situated inside and outside (Door 2).

TYPE OF WASTE: glass (bottles, glass, wine glasses, etc.).

RIGHT CONTAINER: green container situated outside, Door 2.

RESIDUAL WASTE: organic matter, original matter, dirty papers and dish towels.

RIGHT CONTAINER: green container situated inside and outside (Door 2).

OTHER WASTE: Rest of carpet floor, wood off-cuts, etc.

RIGHT CONTAINER: Big work container situated outside, Door 2.

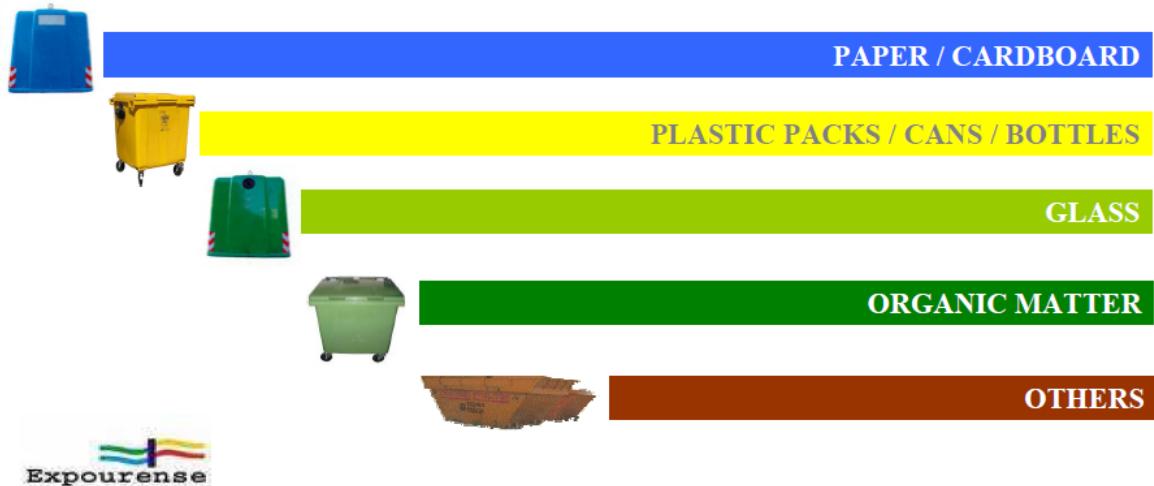
It is prohibited to leave any type of material or waste with a certain level of harm inside the fair resort, such as: batteries, neon tubes, cleaning products and its wrap, vehicle's waste (oil filter, gasoil, batteries, tyres).

REMIN D !

IT IS REQUIRED TO RECYCLE

IT IS PROHIBITED

to get rid off any waste out of the designated containers

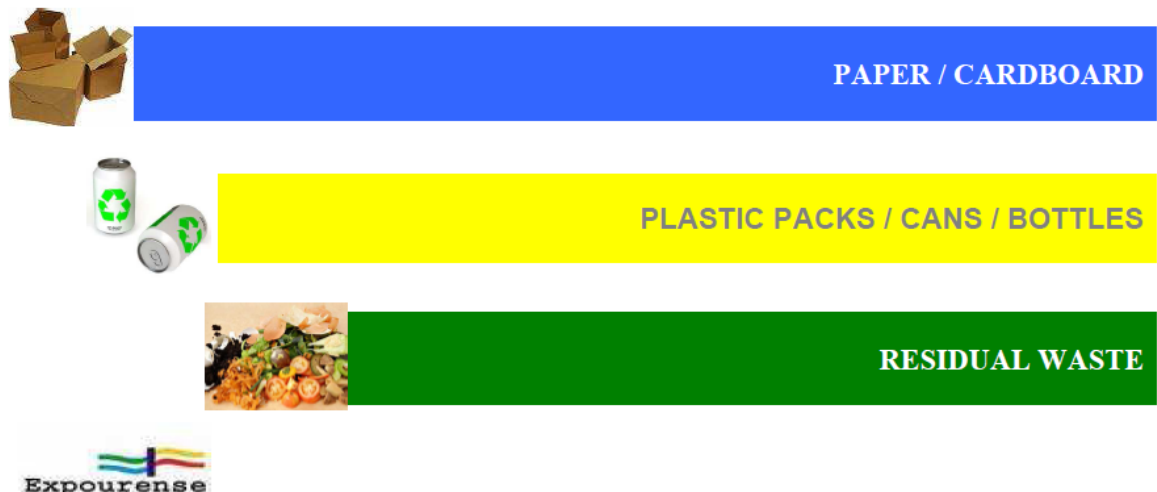


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SELF PROTECTION AND EMERGENCY PLANS. GENERAL INFORMATION FOR EXHIBITORS:

A self protection plan has been implemented within the Fair resort of EXPOURENSE in which are detailed the procedures to follow in case of an emergency.

The foundation's personnel are well trained and informed, please follow their instructions.

If you notice any anomaly that could lead to an emergency case, give the information to anyone working at the Foundation (fair managers, service team, security guard...)

The exit routes of evacuation are indicated; locate the closest from your stand as well as the meeting points.

It is not allowed to hot working (welding, sparks-ignition engines and other activities producing a possible source of firing) without the strict authorization of the personnel of EXPOURENSE, FUNDACIÓN FEIRAS E EXPOSICIÓN DE OURENSE or without following carefully the hot working conditions protocol.

It is prohibited to introduce harmful chemical products without the strict and prior authorization of the personnel of EXPOURENSE, FUNDACIÓN FEIRAS E EXPOSICIÓN DE OURENSE.

In any case:

- Stay calm.
- In case of evacuation, leave the building immediately but with no urge.
- The message of evacuation will be given orally by the persons in charge or through the sound system.
- Do not stand near the exits.
- Do not come back into the building once the evacuation plan has started.
- It is not allowed to move vehicles during the emergency situation, except it is asked otherwise.
- Stay at the meeting point with the others persons for the headcounting until the rescue team leader announces the end of the emergency situation and finally allows going back into the building.

The Self Protection Plan- Emergency plan of Expourense can be consulted in whole at the following locations:

- Information desk
- Exhibitor service desk
- Offices

