



**FUNERGAL – INTERNATIONAL FAIR OF FUNERAL PRODUCTS AND SERVICES**

Dates: 21<sup>st</sup> -23<sup>rd</sup> of May 2020

Ph. +34 988 366 030 – [expourense@expourense.org](mailto:expourense@expourense.org)

[www.funergal.com](http://www.funergal.com)

**11** EDITION

**funer gal**

INTERNATIONAL FAIR OF  
FUNERAL PRODUCTS AND  
SERVICES

[www.funergal.com](http://www.funergal.com)

INTERNATIONAL  
FUNERGAL  
FAIR

**MAY**  
**19-20**  
**2022**

OURENSE  
GALICIA  
SPAIN

Organize:



**EXHIBITORS GUIDE**



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### Interlocutor / Fair Coordinator:

Mery Lamelas Domínguez

[feriasyeventos@expourense.org](mailto:feriasyeventos@expourense.org)

### Timetable:

Thursday May 19 and Friday May 20

From 10.00 a.m. to 19.00p.m

### Exhibitors Calendar:

Exhibitors will be able to access the venue on Thursday and Friday at 9:00 a.m.

### \* Stand Build-up:

	Dates	Horarios
Space and Design	May 16	From 9 a.m. to 2 p.m. and from 4 p.m. to 7 p.m.
	May 17	From 9:00 a.m. to 9:00 p.m.
	May 18	From 9:00 a.m. to 11:00 p.m.
Modular stand	May 17	From 4:00 p.m. to 9:00 p.m.
	May 18	From 9:00 a.m. to 11:00 p.m.

### \* Dismantling:

Días	Horarios
May 20	From 7:30 p.m. to 11:30 p.m.
May 21	From 9:00 a.m. to 7:00 p.m.
May 23	From 9:00 a.m. to 7:00 p.m.

### Exhibitors pass:

It will be 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.

### Reception of products:

The deliveries of products to the fair must indicate clearly its stand destination.	<b>Address:</b> Expourense Finca Sevilla, S/n 32005 Ourense (Att./ Mery Lamelas – Stand: Exhibitor Name)
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### RENFE trains discount bonus:

The fair has a 10% discount voucher on long-distance trips on RENFE trains (if you wish to use it, you can request it through the mail [expourense@expourense.org](mailto:expourense@expourense.org) sending the full name of the traveler) it will be valid during the celebration of Funergal.



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### **Accommodation package:**

We offer to the exhibitors and visitors of Funergal a special package, that includes accommodation and lunches. If you want to get more information about it, you can contact Funergal Sales Department ([feriasyeventos@expourense.org](mailto:feriasyeventos@expourense.org)) or in the following link:

<https://funergal.com/wp-content/uploads/2022/01/Paquete-Funergal-2022-1.pdf>

### **Awards:**

On **Friday the 20th**, the **Funergal 2022 Awards** will be delivered (of which the bases are sent).

### **Business Workshop:**

As an exhibitor, you can participate in the Business Workshop. With this tool, you can use:

- The **On-line Agenda**, to manage the meetings that professional visitors can plan with you in your booth. You can accept or reject these meetings.
- The **Electronic Invitation System**, to send customized invitations to your clients and contacts, with the name of your company, to attend the fair.

Funergal will send to you information with specific instructions to use this tools. If you have not received, please contact us (Ph. +34 988366030 or [marketing@expourense.org](mailto:marketing@expourense.org)).

### **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](mailto:expourense@expourense.org), a few days in advance of your visit. Subject to availability.

### **How to arrive to the fair:**

Funergal playground is located in the city of Ourense (Spain): Finca Sevilla s/n – 32005 Ourense.

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

Parking in the area and convenient access to a wide range of means of transport: taxis, buses, etc.

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



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

(You can check the bus services on: [www.urbanosdeourense.es](http://www.urbanosdeourense.es))

### Accommodation:

At [www.funergal.com](http://www.funergal.com) you can find information available about hotels with special rates for visitors and exhibitors to the fair.

### Services:

<b>AUTOS GONZÁLEZ Rent a Car with driver and Buses)</b> Coruña Av., 9 – 32005 Ourense Ph. +34 988 223 062 <a href="mailto:autos@autosgonzalez.com">autos@autosgonzalez.com</a> - <a href="http://www.autosgonzalez.es">www.autosgonzalez.es</a>	<b>GALCAEVENTS – GRUPO PRINTES (Hostess and Promoter)</b> Emilia Pardo Bazán St., 2 – 32004 Ourense Ph. +34 611 024 747 – +34 673 914 020 <a href="mailto:gestion@galcaevents.es">gestion@galcaevents.es</a> - <a href="http://galcaevents.es/">http://galcaevents.es/</a>
<b>VIAJES PIÑA (Travel Agency)</b> Ervedelo St., 58 – 32002 Ourense Ph. +34 988 242 819 <a href="mailto:carmen@viajespina.com">carmen@viajespina.com</a> - <a href="http://www.viajespina.com">www.viajespina.com</a>	<b>VIAJES COMPOSTELA, S.A. (Travel Agency)</b> Concordia St., 13 – 32003 Ourense <a href="mailto:viajes@viajescompostela.com">viajes@viajescompostela.com</a> - <a href="http://www.compostelaonline.com">www.compostelaonline.com</a>
<b>RODI ARTES GRÁFICAS (Printing)</b> Seixalvo St., 12 – 32005 Ourense Ph. +34 988 220 790 <a href="mailto:rodi@rodi-graf.com">rodi@rodi-graf.com</a> - <a href="http://www.rodi-graf.com">www.rodi-graf.com</a>	<b>IMGRAFOR, S.A. (Printing)</b> Parque Tecnológico de Galicia, Parcel 4E - 32901 San Ciprián de las Viñas – Ourense – Ph. +34 988 383 728 <a href="mailto:info@imgrafor.com">info@imgrafor.com</a> - <a href="http://www.imgrafor.es">www.imgrafor.es</a>
<b>OFICODE (Digital Printing / Large Format)</b> Juan XXIII St., 3 Local 5, 6, 7 – 32003 Ourense Ph. +34 988 370 690 – +34 988 210 252 <a href="mailto:oficode@oficode.com">oficode@oficode.com</a> - <a href="http://www.oficode.com">www.oficode.com</a>	<b>ÉLITE GALLEGA (Cleaning Service)</b> E. Gomez Franqueira St., 5 – 2º A – 32001 Ourense Ph. +34 988 252 480 - +34 605 215 959 <a href="mailto:gerencia@elitegallega.com">gerencia@elitegallega.com</a> - <a href="http://www.elitegallega.com">www.elitegallega.com</a>
<b>GRUPO MARVA (Stand Building-up)</b> Urzaiz St., 68 – 5º Of. B y C – 36204 Vigo Ph. +34 986 493 133 <a href="mailto:info@grupomarva.com">info@grupomarva.com</a> - <a href="http://www.grupomarva.com">www.grupomarva.com</a>	<b>CENTRO MÉDICO EL CARMEN (Medical Center)</b> Habana Av., 50-52 – 32003 Ourense Ph. +34 988 223 400 <a href="mailto:info@centromedicoelcarmen.es">info@centromedicoelcarmen.es</a> <a href="http://www.centromedicoelcarmen.es">www.centromedicoelcarmen.es</a>

### Decoration of the booth:

For the decoration of the booth, 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



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### **Basic Stand:**

- Thumbtacks

It is not possible to fix any kind of poster or information in the walls of the pavilion.

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

The exhibitor 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 Pavilion:**

Expourense follows an Environmental Management system, according to the UNE-EN-ISO 14001:2015 standards which also demands its clients' commitment:

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

### **Good Environmental Practices Instructions**

#### **Water Saving**

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 that will be not aggressive to the environment, and respect carefully the quantity recommended by the supplier.
2. Use aerosol gases without CFC.

#### **Energy Saving**

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

#### **Waste Management**

1. Classify the different types of waste you produce.
2. Recycle properly according to the container colours and indications, but if in doubt, contact the Service team manager.
3. 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. 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. Container: yellow containers, situated inside and outside (Door 2).

**TYPE OF WASTE:** glass (bottles, glass, wine glasses, etc.). Container: green container situated outside, Door 2.



**RESIDUAL WASTE:** organic matter, original matter, dirty papers and dish towels. Container: green container situated inside and outside (Door 2).

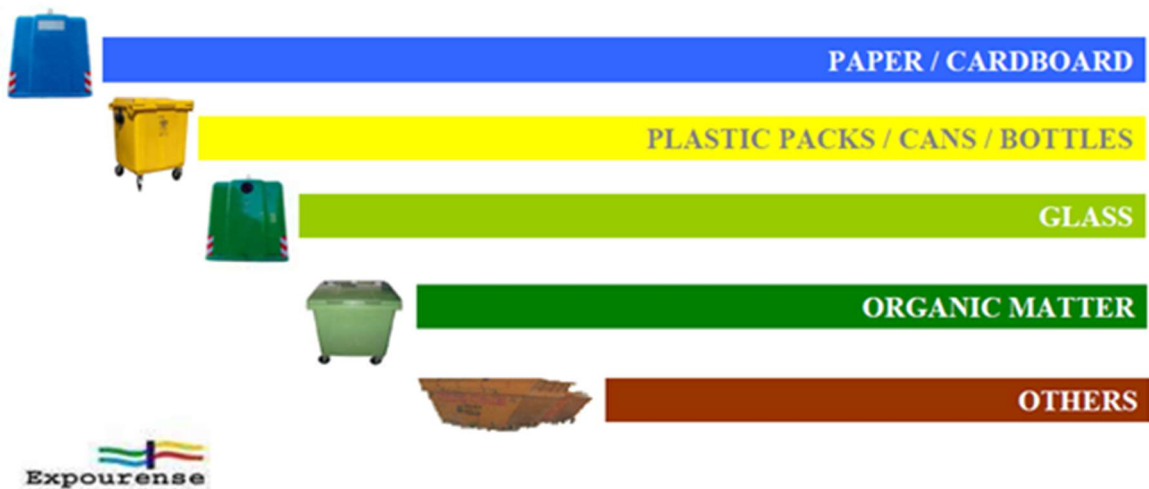
**OTHER WASTE:** Rest of carpet floor, wood off-cuts, etc. Container: Big work container situated outside, Door 2.

It is forbidden 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).

# REMINDE !

## IT IS REQUIRED TO RECYCLE

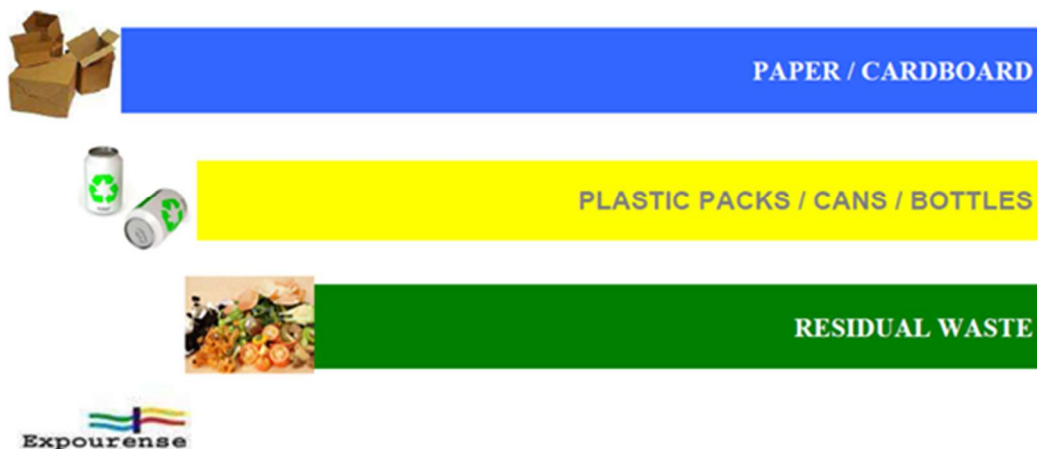
**IT IS PROHIBITED**  
to get rid off any waste out of  
the designated containers



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### Self Protection and Emergency plans:

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

The foundation's staff is trained and informed, please follow their instructions.

*If you notice any anomaly that could lead to an emergency case, please inform to the fair staff (fair managers, service team, security guard...).*

The exit and evacuation routes are indicated; locate the closest one to your booth and to other points to the fair where you will stay.

It is not allowed to make working which produce hot (welding, sparks-ignition engines and other activities producing a possible source of firing) without the specific authorization of the staff of EXPOURENSE or without following carefully the hot working conditions protocol.

It is prohibited to introduce harmful chemical products without the specific authorization of the staff of EXPOURENSE.

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 other 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 Expoureense can be consulted in whole at the following locations:

- Information desk
- Exhibitor service desk
- Office

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