



## NEW RULES FOR ASSEMBLY AND DISASSEMBLY OF STANDS

### 1.- Stand assembly/disassembly hours:

- The Stand assembly schedule will be:

Day: Sunday, July 7 from 15.00 pm to 6:00 p.m.

- The stand disassembly schedule will be:

Day: Friday, July 11 from the end of the event, from 7:30 p.m

### 2.- Amount of material

Please prepare material 300 people.

### 3.- Sending material

FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE.

### 4.- Collection of material at the end of the event.

All the material that is going to be collected by logistics companies outside the organization must be correctly located in the place that will be indicated at Headquarters, identified, with the name of the company or recipient, full delivery address, telephone number. contact number and name of the courier that will withdraw it, MATERIAL WILL NOT BE DELIVERED TO ANY COURIER IF IT IS NOT PROPERLY IDENTIFIED. Any unidentified material left at Headquarters or not located in the place indicated for removal by couriers will be considered useless and will be removed by cleaning services.

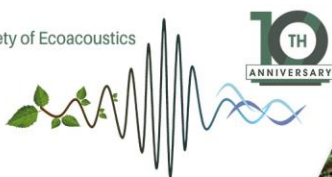
### 5.- Maximum height and carpet

Stick to the contracted space and the maximum height of 3.00 meters.

For design and modular stands it will be necessary to place carpet on the floor. For umbrella stands it is NOT necessary to lay carpet on the floor.

### 6.- Documentation of inserting in the bag of the assistants.

All the documentation that is going to be inserted in the assistant's backpack must be at the Headquarters at the latest on Friday, July 5, before 3:00 p.m.



## SENDING INSTRUCTIONS

The contact person at Universidad Autónoma de Madrid is

*M. Paula Gioacchini (+34 628 14 84 63)*

**1.- Indicate Quantity of material (number of packages delivered)**

### **2. - RECEIPT OF MERCHANDISE**

For the receipt of merchandise, the courier must indicate that it is material for the 5<sup>th</sup> World Ecoacoustics Congress

Correctly identify the material that they previously send according to the indications of Merchandise Reception.

**IDENTIFICATION: All merchandise must be perfectly identified with the event data:**

**Name of the event: 5th World Ecoacoustics Congress**

**MATERIAL (content must me specify):**

Date of delivery: \_\_\_\_\_

Nº of bags: \_\_\_\_\_

Sender: \_\_\_\_\_

**Fase 20 Congressos Madrid**  
**Calle Narvaez 15, 11 Izquierdo, 28009, Madrid**