



**AAPG**  
Europe Region

# **AAPG EUROPEAN REGIONAL CONFERENCE & EXHIBITION, BARCELONA**

**13<sup>th</sup> – 15<sup>th</sup> May 2014**

**Princesa Sofia Gran Hotel**

Gran Hotel Princesa Sofia Pl. Pius XII 4  
(+ 34) 935 081 050 (+ 34) 935 081 050 FREE

# **EXHIBITORS MANUAL**

## INDEX / CONTENTS

Schedule for exhibitors (move in, move out, exhibition opening hours)	Page 2
Registration & badge pick up	Page 2
Conference & networking schedule	Page 2
Contacts (including service suppliers)	Page 3
Exhibition booth package (shell scheme details, furniture, electricity)	Page 3-4
Shipments/Deliveries	Page 5
Internet access	Page 5
Accommodation	Page 5
Venue map & directions	Page 6 - 7
Car parking	Page 7
Public Transport	Page 7

## SCHEDULE

### MOVE IN

Exhibitor move in and build up is scheduled on Monday 12<sup>th</sup> May from 12:00 until 16:00.

### MOVE OUT

Exhibitor move-out is scheduled from 12:30 until 17:00 on Thursday 15<sup>th</sup> May.

All booths, exhibitor materials, and other items relating to the exhibition **must be removed by 17:00 on Thursday 15<sup>th</sup> May**. The Princesa Sofia Gran Hotel accepts no responsibility for anything left on the premises and has no storage facilities for late collections.

Any exhibitor contravening this regulation will be charged according to the disruption caused.

### OPENING HOURS

The exhibition hall is open to exhibitors from 08:30 on 13<sup>th</sup>-15<sup>th</sup> May 2014.

The exhibition hall is open to delegates from 09:00 until 17:30 on 13<sup>th</sup>-15<sup>th</sup> May 2014.

All booths must be fully set up by 09:00 on Monday 13<sup>th</sup> May 2014, and no tear-down may commence before 12:30 on Thursday 15<sup>th</sup> May 2014.

### REGISTRATION AND BADGE PICKUP

All standard exhibition booth bookings include 2 complimentary registrations to be used for exhibitor staff. All exhibitors are sent an email containing an individual code to register their 2 complimentary staff. Additional registrations may be booked at additional cost.

**Please visit the event website to complete ALL registrations** and for prices for additional registrations (including the 2 complimentary exhibitor registrations). **You can also book onto the field trips here too:**

<http://www.registrationline.org.uk/aapg/event478/reg.asp>. **Badges will be available to pick up from the registration desk onsite between 12:00 and 16:00 on Monday 12<sup>th</sup> May 2014 (build up day), or from 08:30 on Tuesday 13<sup>th</sup> May 2014.**

## CONFERENCE & NETWORKING RECEPTION

### REGISTRATION

Monday 12<sup>th</sup> 12:00 – 16:00

Tuesday 13<sup>th</sup> May 08:30 – 17:00

Wednesday 14<sup>th</sup> May 09:00 – 17:00

Thursday 15<sup>th</sup> May 09:00 – 12:00

### EXHIBITION

Tuesday 13<sup>th</sup> May 09:00 – 17:30

Wednesday 14<sup>th</sup> May 09:00 – 17:30

Thursday 15<sup>th</sup> May 09:00 – 17:30

### TECHNICAL PROGRAMME

Tuesday 13<sup>th</sup> May 09:30 - 17:00

Wednesday 14<sup>th</sup> May 09:30 – 17:00

Thursday 15<sup>th</sup> May 09:30 - 12:30

### ANNUAL GENERAL MEETING

Tuesday 13<sup>th</sup> May 17:00 – 18:00

### WELCOME DRINKS RECEPTION

Tuesday 13<sup>th</sup> May 17:00 – 18:00

### GARDEN PARTY

Wednesday 14<sup>th</sup> May 17:00 – 19:00

## MAIN CONTACTS

### Venue Contact

Mariela Fernández Herrera,  
[mfernandez@expogrup.com](mailto:mfernandez@expogrup.com)  
Anna Lerin,  
[ALerin@expogrup.com](mailto:ALerin@expogrup.com)

Departamento de Eventos / Events Department  
Tel.: 93.508.10.04  
Web: <http://www.expogrup.com>  
Plaça Pío XII, 4  
08028 - Barcelona (España)

### Show Organiser

Francesca Ghigi  
[Fghigi@aapg.org](mailto:Fghigi@aapg.org) (Speaker Programme)  
Fionn Devine  
[fdevine@aapg.org](mailto:fdevine@aapg.org)

AAPG Europe  
56 Brewer St., 1st Floor, London W1F 9TJ  
Tel: +44 20 7434 1399  
Fax: +44 20 7434 1386  
Email: [europe@aapg.org](mailto:europe@aapg.org)  
<http://www.aapg.org/barcelona2013/index.cfm>

## ADDITIONAL RECOMMENDED SUPPLIERS

### Furniture, AV & Electrical Hire:

#### BCN Congress

Contact Person: Georgina Vives  
Dpto. Coordinación de eventos / *Event coordination dpt.*  
Telephone: 93 480 15 06 / Fax: 93 475 29 77  
Email: [bcncongress@bcncongress.com](mailto:bcncongress@bcncongress.com)  
Website: [www.bcncongress.com](http://www.bcncongress.com)

Please contact Georgina for current catalogue.

### Freight Forwarding Services:

#### Resa Expo Logistic

Contact Person: Pablo Martinez  
Telephone: +34 93 233.47.45  
[pmartinez@resainternacional.com](mailto:pmartinez@resainternacional.com)

### Printing Services:

**Fotocopias Diagonal** (Situating just in front of the hotel)  
Email: [diagonal@fotocopias.com](mailto:diagonal@fotocopias.com)  
Telephone: +34 93 411 10 75

## EXHIBITION BOOTH PACKAGE

### EXHIBITION STANDS – SHELL SCHEME PACKAGE

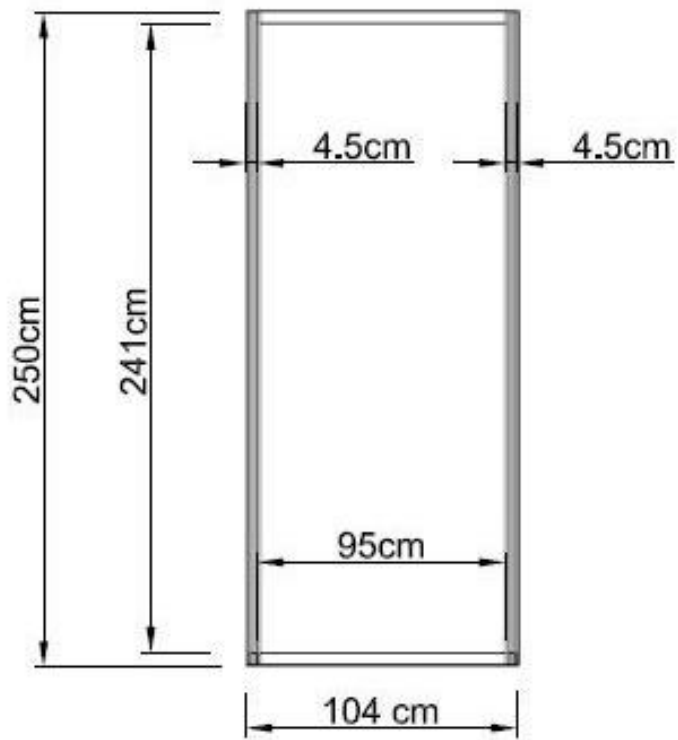
The standard exhibition booth booking comes with a basic shell scheme package which includes the following:

#### “Modular booth includes:

- “Octanorm” walling system which is a combination of white melaminated hard-board panels supported by aluminium bars and rods. **(please see dimensions on the next page)**
- Fascia board 22cm high all along the top of the stands on which the company name will be attached.
- Company name to be printed onto black vinyl using standard letters 10cm high.
- Lighting: 100W halogen spotlight for each 3sqm area.
- 1 main fuse box for each stand which comes with a 1.000W-220V socket.
- Fire-proof carpeting.
- Trestle table (180cmx80cm) and tablecloth (blue)
- 2 x standard conference chairs

Any damage or loss of material will be chargeable. Be careful to use sticky tack or tape that will not damage the panels.

Extra furniture, AV and electrical supplies may be ordered directly through BCN Congress (contact details above).



**Panel modular 103x250cm**

REALIZACIÓN:

BCN Congress

CERTAMEN:

**A confirmar**

DATOS TÉCNICOS:

ALZADO

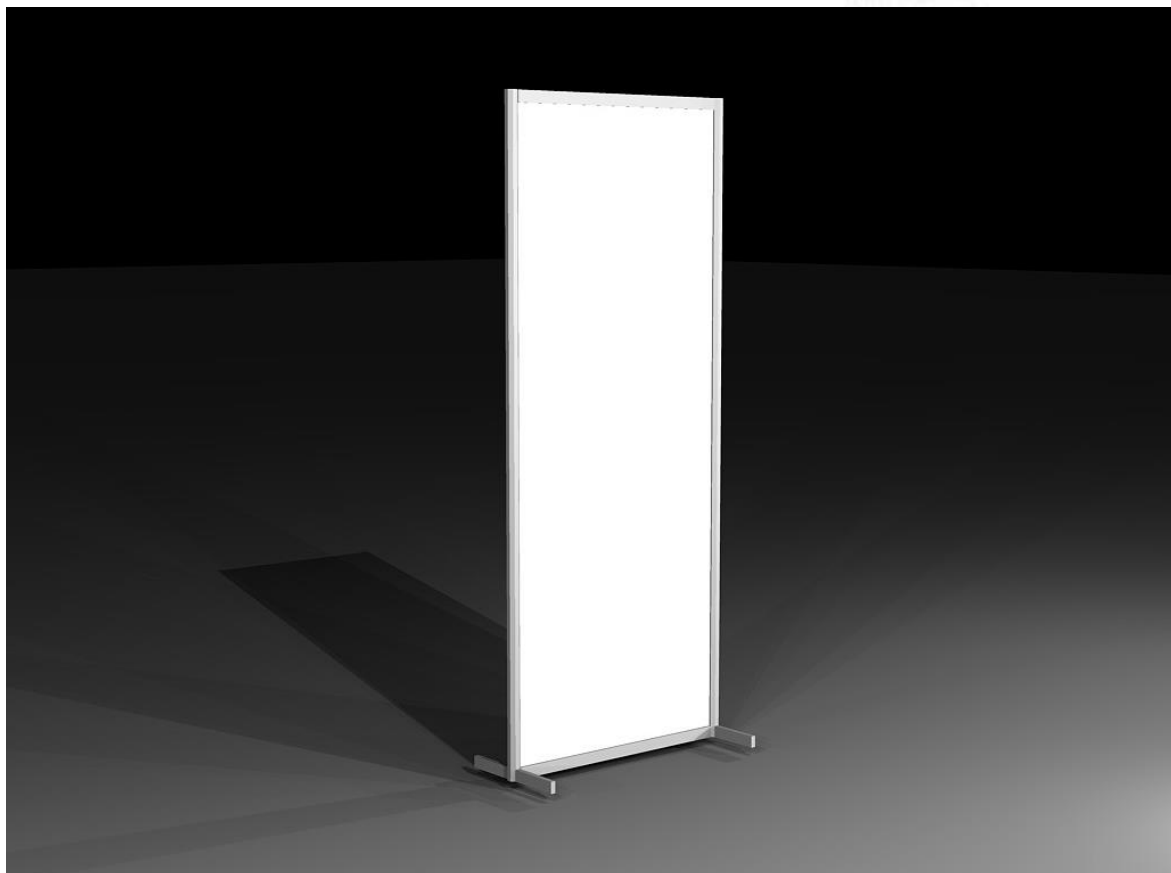
ESCALA 1:25

LUGAR Y FECHAS:

A confirmar

BARCELONA

A Confirmar



## SHIPMENTS / DELIVERIES

For all deliveries shipped directly to the venue, **the venue will need to be notified in advance with the required information shown below:**

- a. Name of the supplier company
- b. Number of boxes
- c. Arrival date of the packages
- d. Point of contact responsible for the shipments

Please see below a label to can use for the shipments: (all shipments MUST be labelled clearly with all the information)

<b>A/A: MARIELA FERNANDEZ</b> <b>Name of the company / Contact Name</b> <b>Ref. Group: GROUP AAPG</b> <b>Gran Hotel Princesa Sofia</b> <b>Plaza Pio XII, 4</b> <b>Package number (e.g. 1 of 5)</b> <b>08028 Barcelona - España</b>  <b>Shipments Entrance:</b> <b>Gran Hotel Princesa Sofia</b> <b>Salvador Cardenal, s/n</b> <b>08028 Barcelona – España</b>	<b>Sender:</b> Company Name Address Code Number – City - Country  Contact person: Mr XXXX Phone Number:
--	---

**\*\*\* The number of the boxes must be listed (1 of 5, 2 of 5, 3 of 5, etc...)**

1. Please do not send the boxes prior to 2 days before the conference begin (except if there is previous agreement with the Hotel)
2. There is limited storage capacity at the hotel so please let the hotel know the size and quantity of the packages in advance because they will need to check the capacity.
3. For packages and palettes, please be aware that the delivery company is responsible for leaving them in the storage room provide by the Hotel. Please ensure that Courier Company has been informed.
4. The Hotel does not have an unloading service, so please advise the hotel if you will need them, as they can arrange this at an extra cost because it is an external service.
5. Please take note that the hotel does not have any dolly to move heavy trucks. Please advise the hotel in advance if you will require this service.

### INTERNET ACCESS:

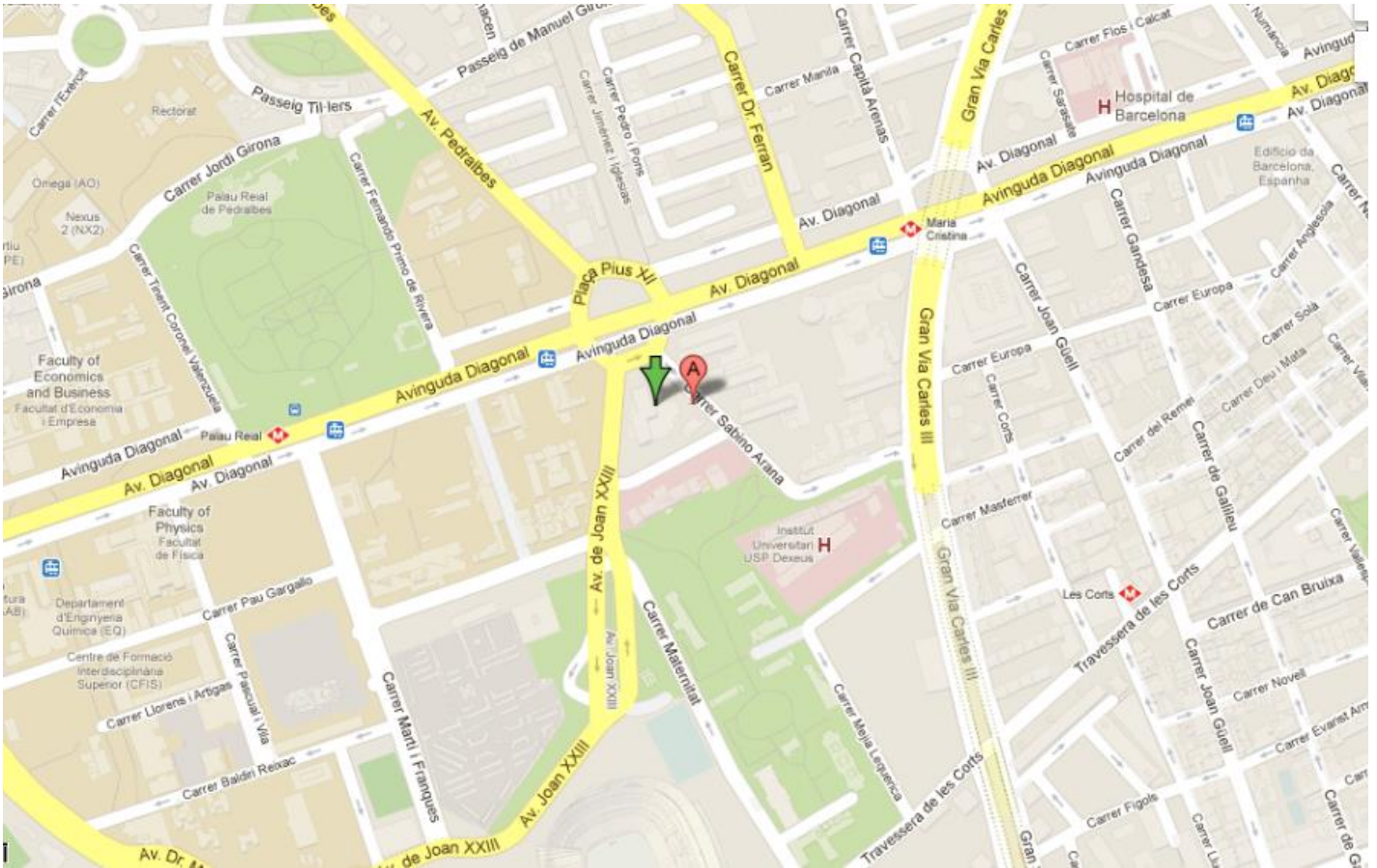
There will be free wifi available throughout the conference and exhibition area for the duration of the event. A cable connection can be hired at a cost of 120€ + 21% tax per device. To arrange this please contact the venue contact person (see 'Main Contacts' page 5).

### ACCOMODATION:

There is a preferred delegate rate arranged at the Gran Hotel Princesa Sofia for this event for a limited number of rooms, please visit [www.princesasofia.com/en/ci/AAPG](http://www.princesasofia.com/en/ci/AAPG) to make a reservation. Please note that these rates are subject to availability.

## VENUE MAP & DIRECTIONS

Hotel Princesa Sofia is located right on Avinguda Diagonal (Avenue) in Barcelona, which is one of the city's main financial and commercial hubs. Gran Hotel Princesa Sofia Pl. Pius XII 4



### ACCESS HOTEL PRINCESA SOFIA FROM THE AIRPORT:

In Barcelona, the airport is only 12 km from the Hotel. To **transfer to the hotel** from the airport, you can take a taxi for a 20-minute ride that will leave you at the front door of the hotel. Likewise, you can also use public transport:

- **Route A) Train and Metro**

**1) Train:** Barcelona Airport - Sants Station: (20 mins).- There is a train service (Line C2) running from Barcelona Airport to the city centre and convenient for Barcelona hotels. You can't miss it. There are trains to and from the airport every 30 minutes. On your way back to the airport, you can catch the train at Barcelona Sants (Sants railway station), Clot or Passeig de Gràcia. The nearest and most convenient station for the airport from the hotel is Sants Station.

**2) Metro:** Sants Station - Hotel Princesa Sofia: (15 mins) At Sants Station you go to the Metro (which is clearly signposted) and take Line 3 (green) in the direction of "Zona Universitària". It is just three stops to "Maria Cristina", which is where you get out. From the station to the hotel it is a pleasant 5-minute walk along Barcelona's emblematic Avinguda Diagonal. You can't miss it.

- **Route B) Aerobús and Metro**

**1) Aerobús:** Barcelona Airport - Plaça Espanya. (25-30').- As well as the train and taxis, there is also a bus service (Aerobús) between Barcelona Airport and various points in the city. The Aerobús runs every 10 to 15 minutes and you can catch it outside any of the airport's terminals. To get to Hotel Princesa Sofia, the best stop to get off the Aerobús is Plaça Espanya.

**2) Metro:** Plaça Espanya - Hotel Princesa Sofia (20').- You then catch the Metro (Line 3, green) in the direction of "Zona Universitària". It is five stops to "Maria Cristina", where you get out. From the station to the hotel it is a pleasant 5-minute walk along Barcelona's emblematic Avinguda Diagonal.

**Price of Aerobús ticket:** 4,25€ single and 7,30€ return. . You can only buy tickets on the bus. T-10 travel cards are not valid on these buses.

**Operating times:** The first bus leaves the airport daily: at 6 am. The last bus leaves the airport daily: at 1 am.

## CAR PARKING

There is Public Parking available at the venue at a price of 28€ + tax per day (for cars only)

## PUBLIC TRANSPORT

If you want to tour Barcelona using public transport, Hotel Princesa Sofia offers you the ideal location, as it provides easy access to the **underground, tram or bus**.

- **Underground (metro):** only 5 minutes away from the Hotel is the "Maria Cristina" L- underground station (green) that takes you directly to Placa de Catalunya with no transfers, in the very center of Barcelona in just 20 minutes.
- **Tram:** the tram follows Avenida Diagonal (Avenue) in Barcelona from Plaza Francesca Macia to Sant Feliu de Llobregat. The tram stop is just across from Hotel Princesa Sofia to access any one of the stops along the route.
- **Bus:** 100 metres from the Av. Joan XXIII stop where you can catch buses 113 and L12. 200 metres away there is also a night bus stop (N12).