



34th

WORLD VETERINARY ASSOCIATION CONGRESS



Barcelona, Spain | May 5 - 8, 2018

Caring for Animals = Caring for Our Planet



EXHIBITOR MANUAL



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1. Event Summary

A. Overview

WVAC 2018 is the 34th Congress of the World Veterinary Association. It is an excellent opportunity to interact with a diverse group of veterinarians, scientists, nurses, technologists and other physicians and health-care professionals interested in veterinary medicine from all over the world. Join us and position your company to be recognized as a leader by these specialists. Connect with thousands of attendees in your target market and take advantage of the opportunity to network.

B. Dates

Date:	May 6-8, 2018
Location:	Barcelona, Spain
Venue:	CCIB - Centre de Convencions Internacional de Barcelona
Room:	Rooms 113-114, Level P1
Website:	www.wvac2018.org

C. Purpose

The World Veterinary *Association* Congress provides a unique opportunity for veterinarians in all branches of the profession globally to come together to explore the challenges that face animal health and welfare, to find solutions where possible and to demonstrate the value of the profession for the public good in a changing world. Three main tracks will underpin the congress programme comprising veterinary public health, academia and research and clinical medicine across all domestic species. The Congress will host leading speakers from around the world to discuss ongoing issues of concern and to explore new horizons in the treatment and prevention of animal diseases and conditions. The wonderful cosmopolitan city of Barcelona with its first-class Congress facilities and accommodation offers participants an outstanding opportunity to visit this historical and beautiful part of western Europe that has attracted visitors from many parts of the globe, thus providing an opportunity for a vacation stay with family and friends as well.

D. Hosts

The **World Veterinary Association** is recognized and respected as the trusted and influential voice of global veterinary medicine. Its mission is to assure and promote animal health and welfare and public health globally, through developing and advancing veterinary medicine, the veterinary profession as well as public and private veterinary services. (www.worldvet.org)

The **Spanish Veterinary Organization** consists of the Provincial Colleges, Autonomous Councils and General Council; gathering all the Spanish veterinarians. The functions of the Spanish Veterinary Organization are the representation of the profession, the regulation of the veterinary practice of the members and protect their professional interests. (www.colvet.es)

2. Due dates & deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Logo & company description (Mandatory)	ICS	March 15, 2018
<input type="checkbox"/>	Exhibit Staff Registration & Housing	ICS	April 5, 2018
<input type="checkbox"/>	Certificate of Insurance (Mandatory)	ICS	April 6, 2018
<input type="checkbox"/>	Booth layout for non-shell-scheme booths (Mandatory)	ICS	April 6, 2018
<input type="checkbox"/>	Booth Entertainment Request	ICS	April 6, 2018
<input type="checkbox"/>	Giveaway Request	ICS	April 6, 2018
<input type="checkbox"/>	Venue Order Forms	CCIB	April 13, 2018 20% surcharge after
<input type="checkbox"/>	Advance Warehouse Services	RESA	Before May 3 (EU) Before April 30 (ex-EU)

3. Contact Information

Congress Manager

International Conference Services Ltd. (ICS)

Andreas Hinnerth: +1 604 681 2153 x 119

WVAC2018@icsevents.com

Sponsorship & Exhibit Sales Manager

International Conference Services Ltd. (ICS)

Cali (Carine) Vindeirinho: +33 6 9545 8085

WVAC-Sponsorship@icsevents.com

Registration & Housing Manager

International Conference Services Ltd. (ICS)

Thespena Kanakos: +1 604 681 2153 x 120

WVAC2018-Registration@icsevents.com

General Services Contractor & Venue Services

CCIB - Centre de Convencions Internacional de Barcelona

Maria Herráez: +34 93 230 1000

stands@ccib.es

Official Customs Broker & Transportation Service Supplier

RESA EXPO LOGISTICS

Evelyn Gomez: +34 93 233 41 10

operations@resaexpo.com

4. General Information

A. Exhibition Schedule

	Date	Time
Exhibitor Move-In	Saturday, May 5, 2018	14:00 - 19:00
	Sunday, May 6, 2018	9:00 - 11:00
Exhibitor Service Centre	Saturday, May 5, 2018	14:00 - 19:00
	Sunday, May 6, 2018	9:00 - 16:30
Exhibition Show Hours*	Sunday, May 6, 2018	11:30 - 16:30 & 18:30 - 20:30 **
	Monday, May 7, 2018	10:30 - 16:30
	Tuesday, May 8, 2018	10:30 - 14:30
Exhibitor Move-Out	Tuesday, May 8, 2018	14:30-19:00

* All exhibits are required to be staffed during Exhibition Show hours - no exceptions.

** Welcome Reception

B. Standard Exhibit Space Package

Each regular exhibit space includes the following:

- Floor space as assigned, carpeted, with shell scheme (hard wall) package
- Vinyl cut, black lettering fascia sign with company's name
- Skirted table (120x70x75 cm, blue tablecloth)
- Chairs (2)
- Electrical power 50w/sqm (220 V)
- LED strips light

Please inform WVAC-Sponsorship@icsevents.com before April 6 if you will **NOT** take advantage of the shell scheme package and rather build your own booth. In this case, note that it is compulsory to order electricity with the CCIB. The WVAC 2018 Secretariat will require submission of a booth layout.

The WVAC 2018 Secretariat is responsible only for emptying waste baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times.

Exhibit space rental does not include any of the following: additional furniture, AV items, internet, labour, shipping or any other services. To order these services, download the CCIB Order Forms and/or order online:

- CCIB Photo Catalogue: <http://bit.ly/2navBAP>
- Order Forms (Excel file): <http://bit.ly/2nfGUb1> for Stand Fittings, Branding, Electricity, Furniture, Internet, AV and IT, Hostesses, Security, Flooring, Plants, F&B.
- Online Ordering: www.ccib.es/world-veterinary-congress-2018-2



C. Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space rental unit purchased in the event. Additional exhibit staff registrations are available for EUR 300 per badge, up to a maximum of four (4) staff members per unit.

Exhibit Staff Registrations grant access to the Exhibit Hall during exhibition hours and the following privileges (all in the Exhibit Hall):

- Welcome Reception
- Refreshment Breaks
- Poster Sessions

An email with your dedicated registration link will have been sent to you. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

D. Housing

Accommodation can be booked at time of registration. The WVAC 2018 Secretariat (International Conference Services Ltd.) is the official housing bureau for WVAC 2018 and will offer assistance with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels near the CCIB. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau. Visit <http://wvac2018.org/registration-accommodation/registration-accommodation-travel> for more information.

Although the World Veterinary Association and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Congress and book through the official housing bureau. The success of the Congress and the supporting associations depends on you using the contracted hotels.

The WVAC 2018 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Congress in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at WVAC2018-Registration@icsevents.com.

WARNING: *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

E. Move-in & Construction Limitations

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed during non-Exhibitor Service Centre Hours, during which time no one will have access to the hall. The exhibitor must complete exhibit construction within the given move-in timeframe, specified page 5 (section A).

Any exhibitor, who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the WVAC 2018 Secretariat at its own discretion. Moreover, the exhibitor is then liable to WVAC 2018 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims. The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event. The WVAC 2018 Secretariat, the CCIB and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations.

The maximum booth height allowed in the Exhibit Hall for booth design is 4.5 metres. The maximum floor weight is 500kg/sqm. As the Exhibition Hall is on floor P1, all material will have to use the service lift. Please note its dimensions below.

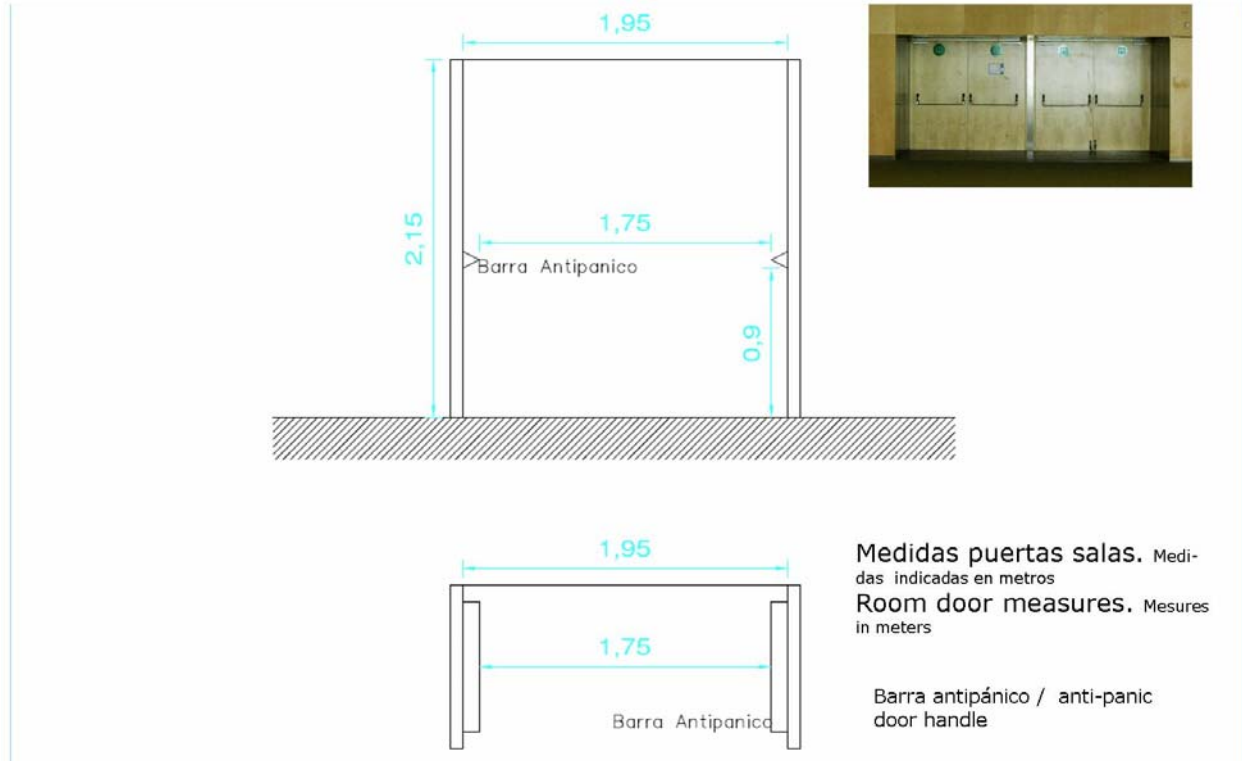







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Please also note below the dimensions of the Exhibit Hall doors.



The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 30 cm away from the exhibit space line. If exhibitors fail to conform to this rule, the WVA 2018 Secretariat may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

No one under the age of 16 years may be allowed in the exhibit area during move-in / out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Any exhibit construction that requires the use of power tools must have the appropriate dust extraction equipment. All construction waste, including but not limited to, concrete, wood, grout, molding, flooring, etc., must be removed by the exhibitor. Failure to do so may result in additional costs billed to the exhibitor. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.



F. Shipping & Customs

RESA EXPO LOGISTICS is the official customs broker and transportation service provider for WVAC 2018. Before shipping any items to your stand please make sure you get in touch with them. **To ensure all shipments arrive on time, the use of the official customs brokers is highly recommended.** The WVAC 2018 Secretariat cannot be responsible for any delayed or lost shipments.

To order customs broker and transportation services, contact RESA EXPO LOGISTICS:

- Evelyn Gomez: +34 93 233 41 10, operations@resaexpo.com

Please note that the CCIB **does not have any onsite storage** and therefore cannot accept advanced exhibitor shipments or provide any onsite crate storage. If you intend to ship goods directly to your stand, **you'll need to be there** in order to sign off the delivery note of your transport company. You'll need to indicate your **booth number** and use the following address:

CCIB
Plaza Willy Brandt 11-14
Event: WVAC 2018 - Rooms 113-114, P1
Booth #

G. Security & Safety

The Exhibition Hall will be locked outside of Exhibit Hours. Security will be provided during the set-up, show and dismantling period. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Use the CCIB Order Forms (Excel file) or order online.

- Order Forms (Excel file): <http://bit.ly/2nfGUb1> (Security tab)
- Online Ordering: www.ccib.es/world-veterinary-congress-2018-2

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

Exhibitors will not be allowed to be in the Exhibit Hall during non-show hours without consent of the Secretariat. The WVAC 2018 Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

The CCIB has 24-hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, ask a CCIB staff to contact by radio the first-aid room or the security team.

H. Parking

The CCIB offers secure parking through independent operators in Diagonal Mar Centre on Avinguda Diagonal, across Passeig del Taulat Street: <http://bit.ly/2Ckx6BG>.



I. Liability Insurance

WVAC 2018 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore WVAC 2018 requires all its exhibitors to provide proof that liability insurance is in place for the duration of the event, with a minimum of **EUR 2,000,000** for each accident or occurrence limit of liability.

Third-party liability insurance certificate is mandatory and must be provided to WVAC-Sponsorship@icsevents.com no later than **April 6, 2018**. In case the exhibitor receives the invoice after April 6, 2018, the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile
- Including Host Liquor Liability, if planning on serving Liquor
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- World Veterinary Association
- CCIB - Centre de Convencions Internacional de Barcelona

Insurance companies may submit their own form (in English).

J. In-Booth-Catering

The exclusive caterer for WVAC 2018 is the CCIB. It retains the exclusive right to provide and control all food and beverage services for any event held at the CCIB, including catering and concession services, sale of alcoholic as well as non-alcoholic beverages, and to retain any revenues from these sales. It is not permissible for any food and beverage to be purchased or brought in from off-site and served in the facility, regardless of quantity.

For more information on In-Booth Catering, see the "F&B" sheets of the CCIB Order Forms (Excel file): <http://bit.ly/2nfGUb1> (tabs 15 to 22).

K. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the Secretariat prior to show opening in writing. Please download the **Booth Entertainment Request Form** at: <http://bit.ly/2E7cl9P> and return it to WVAC-Sponsorship@icsevents.com before **April 6, 2018**.



The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the WVAC 2018 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

L. Giveaways

Giveaways must be pre-approved. Distribution of pre-approved material is limited to contracted exhibit space only. It is recommended to await approval from the WVAC 2018 Secretariat prior to production and shipment of any congress related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event.

Please download the Giveaway Request Form at: <http://bit.ly/2DOu4KX> and return it to WVAC-Sponsorship@icsevents.com before **April 6, 2018**.

M. Non-Smoking

Smoking, including e-cigarettes, is prohibited in the Exhibition Hall and the CCIB.

N. Move-out & Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the time specified in the Exhibition Schedule, section A page 5. The WVAC 2018 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

The CCIB endeavours to operate in a manner that fully complies with the local (Barcelona) and provincial (Catalunya) guidelines. The facility requests the full cooperation of exhibitors, their contractors, suppliers, staff and guests in ensuring a safe and healthy environment. Please note that in all cases without exception, children under the age of 16 are prohibited on the event floor during move-in and move-out. Scooters, in-line skates, bicycles, skateboards and similar items are not permitted for use inside the facility. Freight should be moved in and out through designated loading areas only - other facility entrances should not be used.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The WVAC 2018 Secretariat does not take the responsibility for any damages and losses as a consequence. All exhibitors must return the equipment and tools that are leased from WVAC 2018.



5. Floorplan

The Floorplan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

For an up-to-date Exhibit Floor Plan, please visit the Congress website at: <http://bit.ly/2HgZ5G9>.

6. Exhibitor Order Forms

Please download the WVAC 2018 Exhibitor Order Forms from the links provided below.

A. Venue Services

Contact CCIB:

- CCIB Photo Catalogue: <http://bit.ly/2navBAP>
- Order Forms (Excel file): <http://bit.ly/2nfGUb1> for Stand Fittings, Branding, Electricity, Furniture, Internet, AV and IT, Hostesses, Security, Flooring, Plants, F&B.
- Return to stands@ccib.es before **April 13, 2018**. A 20% surcharge will be applied to orders received after the deadline. Seven (7) working days before the set up (April 24, 2018), no more order forms will be accepted.
- Online Ordering: www.ccib.es/world-veterinary-congress-2018-2

B. Shipping & Customs

Contact RESA EXPO LOGISTICS:

- Evelyn Gomez: +34 93 233 41 10, operations@resaexpo.com

C. Other Documents of Interest

Please download these other documents from the links provided below:

- CCIB General Regulations: <http://bit.ly/2DKS29N>
- CCIB Safety Norms - **sign and return to** stands@ccib.es: <http://bit.ly/2BtrS6z>