

**INFORMATION MANUAL FOR EXHIBITORS - RULES FOR SHIPPING MATERIAL, ASSEMBLY AND DISASSEMBLY OF STANDS**

In order to facilitate your participation in the exhibition area and submission of material for the 7th World Congress of Pediatric Gastroenterology, Hepatology and Nutrition, to be held from 4 to 7 December 2024, we are pleased to send you technical and regulatory information.

The information we send is useful for knowing the times and days of receipt of goods, as well as the exhibition hours. We also send very important information for the installation companies, so **we ask that this information be sent to the company that installs your stand.**

**ENTRANCE AND EXIT**

**Access:** Vehicle access to the CEC will be via Eduardo Couture Street between Vaz Ferreyra and Julio Victor Gonzalez along Callao Street until reaching the loading and unloading area.

At the moment, the property does not have its own parking for event attendees.





**7<sup>th</sup>**  
**WORLD**  
**CONGRESS**  
**WCPGHAN 2024**

of PEDIATRIC  
GASTROENTEROLOGY,  
HEPATOLOGY and NUTRITION  
**FISPGHAN - LASPGHAN**

**4-7 DECEMBER 2024**

**BUENOS**  
**AIRES** **CONVENTION**  
**CENTER (CEC)**  
**ARGENTINA**



## MATERIAL SHIPPING RULES.

### 1. IDENTIFICATION FORM.

To send materials from your symposium or stand, you must complete the following form and identify every package.

**BUENOS AIRES CONVENTION CENTER**

Figueroa Alcorta Avenue 2099 - Recoleta, Buenos Aires.

**EVENT NAME: 7TH WORLD CONGRESS- WCPGHAN 2024**

**EVENT DATE: DECEMBER 4-7:**

**COMPANY:**

**ACTIVITY - NO. STAND:**

**NO. OF PACKAGES:**

### 2. RECEPTION OF MERCHANDISE:

Delivery of materials will not be accepted more than 48 hours before the start of the event and must be made through the BEC merchandise entry, except under conditions previously agreed with the BEC itself.

If, once the event is over, merchandise must be left to be collected by a shipping company, it must be identified as such and placed in the area designated for this purpose in coordination with the BEC. The organization, as well as the BEC, is not responsible for materials left in the commercial exhibition areas or in any other area other than the one designated for collection.

Loading and unloading times:

- 09:00 to 18:00

## STAND ASSEMBLY AND DISASSEMBLY RULES.

### 1.- ASSEMBLY INSTRUCTIONS

**To carry out the assembly in the best possible conditions:**

**All stand assembly material** with a floor level equal to or greater than 2 cm in height must be fitted with a ramp with a width of no less than 0.90 m to allow access to people with permanent or temporary disabilities and/or reduced mobility.



Ramps must have a slope of no more than 10%. In cases of slopes longer than 2 meters, the Construction Management will evaluate the placement of railings. Slopes of less than 3% are exempt from the placement of railings regardless of their length.

- . **Clear width: minimum 0.90 m / maximum 1.20 m.**
- . **Flooring: non-slip, flat surface.**
- . **Intermediate landings: ramp sections may not exceed 6.00 m of horizontal projection.**

In the case of stands that have customer service on mezzanine floors, a service area for people with disabilities must be provided on the lower floor level, which must provide the same advice and/or care as that provided on the upper floor.

### **Circulation within the stand:**

In the case of stands where the products are displayed from inside the space and require the visiting public to walk through it, it must be taken into account that said itinerary must be accessible for people with disabilities, and there must not be any elements that obstruct the passage or alter the surface of the floor (perforations or difficult-to-walk finishes). It must be taken into account that the minimum width of circulation for people in wheelchairs is 1.20 to 1.50 m, with the optimal placement of ramps at the beginning and end of the route. In cases where, due to the size of the lot, this free circulation within the stand cannot be foreseen, the products must also be displayed from outside the stand to allow them to be viewed by PwD from the general circulation of the fair.

### **Product display:**

The area designated for product display must be located at a height that is visually accessible to a person in a wheelchair or of short stature. Likewise, the explanatory or descriptive texts of the products on display must be located in the same way so that they can be viewed comfortably by people with this disability.

### **Covered structure of the stands:**

It is important to note that stands placed on level -1 in the Entrance Hall and Foyer sectors must be covered. Given the building's construction structure, elements on the other floors can be observed from the upper levels. For this reason, it is necessary for these structures to be closed, taking care of the image of the event from the different possible height and observation points.

### **Withdrawal of material per event:**

Once the dismantling period established by the event organizer has ended, it is mandatory to proceed with the removal of the materials at the time previously established by the Event Organizer. After this period, all rights to claim for loss and/or damage to materials not removed will cease. Disposal of these will be the responsibility of the client.





## 2. ASSEMBLY AND DISASSEMBLY OF STANDS

### ASSEMBLY SCHEDULE:

December 3, 2024 from 11:00 am to 8:00 pm.

### DISASSEMBLY SCHEDULE:

December 7, 2024 from 4:00 pm to 10 pm.

## 3. SPACE AND HEIGHT

It must be strictly limited to the contracted space and with a maximum height of 3 meters .

## 4. ACCREDITATION WITH CREDENTIALS

The Technical Secretariat will be in charge of verifying the effective contracting and validity of the insurance of the personnel with and without employment relationship indicated in points (1) and (2) above, as well as of the suppliers and/or exhibitors who contract with it.

The Technical Secretariat will provide each of the persons for whom the aforementioned verification has been carried out, with an identification credential, non-transferable and unalterable, containing the name and surname of the bearer, his/her national identity document, type of insurance and Event, in addition to any other additional information that the ASSIGNOR may require in the future.

Said credential must be displayed at all times by the personnel carrying it along with their identification document whenever is requires, as an essential requirement for entry and permanence in the CEC.

Prior to the entry of the affected personnel to the Event (assembly-development-disassembly), THE ASSIGNEE must present at the security post defined in the technical meeting, a copy of the type of credential issued and delivered to its personnel along with a list of the credentials issued.

THE ASSIGNEE shall refrain from issuing identification credentials to persons whose insurance policies have not been contracted and are valid or who in some way do not meet the requirements established for their issuance. Likewise, THE ASSIGNEE undertakes to adopt the security measures necessary to prevent the possible adulteration of said credentials. THE ASSIGNEE shall provide THE ASSIGNOR with a copy of the type of credential issued for its knowledge and control.

Through Annex II, suppliers will be formally informed of the requirements to obtain their registration and authorization within the CEC premises.

Failure to comply with any of the provisions hereof shall constitute a material breach of the Agreement and shall have consequences.

## 5. TRADE EXHIBITION HOURS





December 4-6, 2024 from 8:30 am to 7 pm.

December 7, 2024 from 8:30 am to 3 pm.

### 6. EXHIBITORS

Prior to the entry of the affected personnel to the Event (assembly-development-disassembly), we must present at the security post defined, a copy of the type of credential issued and delivered to its personnel along with a list of the credentials issued. There for you need to provide a list of the personnel.

### 7. ELECTRICAL POWER

The electrical needs of each stand must be requested from the company Pallisó 'Claudio Palliso' [claudio@pallisso.com.ar](mailto:claudio@pallisso.com.ar) 'Laura Palliso' [laura@pallisso.com.ar](mailto:laura@pallisso.com.ar); 'Produccion Palliso' [produccion@pallisso.com.ar](mailto:produccion@pallisso.com.ar) and once the budget and location have been confirmed and approved, the stand will be available. This amount must be paid at the time of contracting in order to guarantee the service.

### 8. FURNITURE

The furniture must be requested when submitting the design and this must be authorized to the Pallisó company before **November 15, 2024**. The request after this implies an increase of 25% of the original amount and will be subject to availability.

### 9. INTERNET

It must be requested from the company Mariano Chioconni [mchioconni@congressrental.com](mailto:mchioconni@congressrental.com)

### 11 MODULAR STAND AND FURNITURE

It must be requested from the Pallisó company 'Claudio Palliso' [claudio@pallisso.com.ar](mailto:claudio@pallisso.com.ar) 'Laura Palliso' [laura@pallisso.com.ar](mailto:laura@pallisso.com.ar); 'Produccion Palliso' [produccion@pallisso.com.ar](mailto:produccion@pallisso.com.ar)

### 12. HOSTESSES

It must be requested from the Pallisó company 'Claudio Palliso' [claudio@pallisso.com.ar](mailto:claudio@pallisso.com.ar) 'Laura Palliso' [laura@pallisso.com.ar](mailto:laura@pallisso.com.ar); 'Produccion Palliso' [produccion@pallisso.com.ar](mailto:produccion@pallisso.com.ar)

### 13. CLEANING

It must be requested from the Pallisó company 'Claudio Palliso' [claudio@pallisso.com.ar](mailto:claudio@pallisso.com.ar) 'Laura Palliso' [laura@pallisso.com.ar](mailto:laura@pallisso.com.ar); 'Produccion Palliso' [produccion@pallisso.com.ar](mailto:produccion@pallisso.com.ar)

### 14. CONTACT PERSONS IN THE TECHNICAL SECRETARIAT.

Contact person	e-mail	Mobile
Aura Dominguez	<a href="mailto:adominguez@fase20.com">adominguez@fase20.com</a>	958 20 35 11
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