

# MELIÀ SITGES

## **Addendum rules for the Assembly of rooms and stands**

### **Access and Identification:**

1. The Access to the meeting space will be through the door indicated by the hotel. All operators, technicians and/or external assemblers must be identified and be given ID in order to access the hotel and carry out any works inside. For this reason, they must Access through the security clearance located at the rear of the hotel, c/ de la Bufera s/n – Cargo area.

### **Truck loading and unloading area:**

2. The hotel has a 12 meters loading and unloading area to be used by suppliers working hours from Monday to Friday.  
For larger setups, it is advised to request private parking and/or occupation of a public road to the Sitges Townhall. The corresponding tax is to be taken care of by the client although the hotel will take care of requesting this permit.

### **Floor protection and other surfaces:**

3. It is **mandatory** to cover the floors with fair carpeting and/or protective plastic sheeting to prevent any damage to the marble and carpets of the hotel (Subject to conditions to be considered by the Maintenance Department).
4. It is not allowed to nail nor glue any material to walls, doors, curtains, furniture and ceiling or, in general, any element or facilities present at the hotel without prior authorization by the Hotel's management. Should the client bring any decorating material it would be his responsibility to hang and/or set it up at the space chosen (Following the hotel's criteria) as well as its disassembly at the end of the event.

### **Electrical regulations and supports:**

5. All stands and/or decorating or exhibition elements will be in accordance with the low Voltage official rules and regulations, with differential protection main switch and circuits protected by thermal magnetic breakers. The client will be responsible for the extraction of each stand's power cable from the tables distributed by our facilities through 1000W hose cable and to the sub-board of each stand. The hotel's maintenance staff will oversee and support through the assembling operation.
6. All electrical connections are to be made following all safety measures, and the connection strips must be inside the junction boxes.
7. Any electrical installation or electrical current materials needed by the stands, will be the competence of the client unless requested to the Hotel in due time (minimum 15 days), in this case the client will contact our usual provider committing to pay them the total established.
8. The electrical power provided by the Hotel to each stand (3x2), will be 600 W, invoicing the additional power to the stand itself.
9. All the supports of technical elements (spotlights, screens, speakers, ...) will be supported by supplementary elements, so that they do not have to be supported on the ceiling or the walls of the rooms

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## Exhibition / Stand Floorplan:

10. One month prior to the event, the client should send a Stand distribution floorplan to be approved by the hotel's technical manager. **Emergency exits as well as any firefighting elements are not to be blocked.**

## Occupational risk prevention:

11. The workers of the different companies and subcontractors that carry out the assemblies, must be identified. They must have the TC-2 payment vouchers and the social security work registration forms at the hotel's disposal. All workers must be informed and compliant of the Occupational Risk prevention norms and regulations. **The Occupational Risk Prevention dossier can be found in another document. The documentation must be filled and sent to the hotel at least 7 days in advance of the Setup day in order to review it.**
12. It is strictly forbidden to smoke, eat and drink in the meeting space whilst the assembly and disassembly is taking place. The hotel will indicate the areas designed for this purpose.

## Responsibility during assembly and disassembly:

13. The client is responsible and in charge of the following:
  - Placement of banners both inside and outside. Location to be advised by the Hotel Management.
  - Cleaning and maintenance of Stands.
  - Furniture, personal items and other stand associated accessories at the exhibition area and meeting spaces also the client's responsibility.
14. The client is responsible that, upon disassembly of Stands, the hotel facilities shall remain in perfect state and to arrange the removal of woods, carpets and all the remaining material related to the assembly. The dismantling will take place the same day of the end of the event.
15. The use of either smoke machines or Helium cylinders or any other element that may damage the hotel facilities to some extent is not allowed in the hotel facilities.
16. For assemblies and disassemblies, which involve a large amount of material to be discarded (plastics, cardboard, wood, cardboard, carpet or any remaining material), the client must request the hotel to hire a container to deposit all the material of their event. Container price from: € 325.00 + 21% VAT.

**The customer or exhibitor will be responsible for moving the material to be discarded to the container, both in the assembly and disassembly.**

## Shipment and storage of material:

17. **All shipments addressed to the hotel must be delivered with a maximum of 7 working days before the start of the event.**
  - **The loading and unloading time is from 08:00 - 17:00 h.** uninterruptedly 7 days a week.
  - The Hotel offers a storage room for event material with a maximum capacity of 16 pallets. The hotel must have knowledge in advance of any shipment that exceeds its storage possibilities (more than 2 pallets per exhibitor)

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- **The hotel does not have personnel for loading or unloading trucks, nor for the transfer of material from the warehouse to the exhibition area as well as machinery or transpallets for its transfer**, it is the responsibility of the client / exhibitor to transport the material to the designated area or otherwise, request it in good time for the hiring of personnel and / or machinery or transpallets for this purpose with the corresponding charge.
- The following information is vital to ensure the storage and correct distribution of your shipment.

**All packages / shipments must be labeled as follows:**

**Addressee:**

Event / group name:

Event date:

Number and name Stand: (if applicable)

Contact person: (Final client / exhibitor to whom the shipment is meant for)

**Delivery Address:**

HOTEL MELIA SITGES – PUERTA MERCANCÍAS

Contact person, Hotel: *(Hotel event coordinator)*

c/ de la Bufera s/n

08870 – Sitges – Barcelona

Spain

- In case of any problem or retention of material in Customs (for international shipments), it will be the sender, final client / exhibitor or intermediary agency, who will manage the shipment of necessary documentation and / or payment of tariffs with the transport company directly. **In no case, the Hotel can intercede in customs procedures.**
- Once the event is over, the Hotel reserves the right to accept material to be left for a maximum of 48 hours. After this time, the hotel will understand that the unclaimed material will be discarded.
- The material that must be sent back must be stored in the hotel storage and correctly labeled with the new carrier's documentation. It will be the customer's responsibility to manage the pick-up.

**18.** The hotel reserves the right to distribute these rules to individual exhibitors.

Acceptance and Date  
(Signature)