

## **GENERAL RULES AND CONDITIONS OF DELIVERY, STORAGE AND PICK-UP OF MATERIAL FOR EVENTS AND EXHIBITIONS.**

1. **DATES AND SCHEDULE:** During the **3 working days preceding the celebration** of the event, the Trade Fairs and Congress Center of Málaga (FYCMA) agrees to receive and store, in the general storage area, the material of the organizer's and /or exhibiting companies. All material delivered before this date will not be received.

**Schedule for material reception:**

**Monday - Thursday: 9.30am - 2.00pm and 3.00pm - 5.30pm**

**Friday: 9.30am - 2.00pm**

2. **MATERIAL LABELLING:** All material has to be correctly labelled with the following data:

- ✓ Event's name
- ✓ Celebration dates
- ✓ Total number of packages
- ✓ Sender, contact name and telephone number
- ✓ Stand's number and name (if applicable)
- ✓ To the attention of the person at FYCMA in charge of the event

The material has to be sent to the following address:

Palacio de Ferias y Congresos de Málaga (Muelle de Carga y Descarga)  
Av. José Ortega y Gasset, 201  
29006 - Málaga - SPAIN

3. **MATERIAL UNLOADING:** FYCMA is not responsible for the unloading of the material. The organizer and /or exhibitor has to inform the carrier agency accordingly.

4. **WAREHOUSE WORKERS:** FYCMA highly recommends the hiring of this basic service of management of the storage area before, during and after the event, according to the specific rules of reception of material.

In the case of this service not being contracted, the organizer and /or exhibitor is fully responsible of moving the material from the storage area to the stand.

5. **CARTS AND FORKLIFTS:** FYCMA disposes of a limited number of mechanical resources to be hired. These can exclusively be used by personnel with according formation or specific authorization.

Should the organizer or an exhibitor wish to hire a personalized service, please consult with the person of FYCMA in charge of the event.

6. MATERIAL PICK-UP: Once the event finishes, all material and goods must be removed and stored at the storage area and picked up within the next 48 hours or 2 working days. After this period, FYCMA understands that the organizer and /or exhibitor is not interested in such goods and will proceed to its elimination.

Packages and goods must be properly labelled with the following information:

- ✓ Carrier company that will pick up the packages
- ✓ Stand's number and name
- ✓ Destination address
- ✓ Total number of packages
- ✓ Contact person and telephone

FYCMA does not offer packaging material, being the organizer and /or exhibitor responsible to handle their goods and packages with proper packing material and place them in the storage area.

FYCMA will not hand out any goods if the carrier does not present a proper filled form with the above mentioned data.

7. The Trade Fairs and Congress Center of Málaga is not responsible of the goods kept in its facilities.