



13th
IFEA
World Endodontic Congress
09 al 12 de noviembre 2022
Santiago de Chile

PROCEDURE OF SENDING MATERIAL FOR DOCUMENTATION

1.IDENTIFICATION

All material will have to be identified with the following information:

13th IFEA World Endodontic Congress

NOVEMBER 9th-12th

ATT. DANIELA MONTENERO

Labeled either: MATERIAL FOR STAND

Espacio Riesco - Supplier entry

Av. El Salto 5000,

8580000, Huechuraba,

Región Metropolitana, Chile

Nº OF PACKAGES: 1 of X

SENDER:

We request that the days and schedules of receipt of goods, which are detailed below, are strictly adhered to. If not delivered within the days detailed, the material will not be included in the documentation.

2. AMOUNT OF MATERIAL

Material should be prepared for 2000 delegates.



International Federation of
Endodontic Associations

www.ifea2022santiagodechile.com

Secretaría técnica:

Fase20
CONGRESOS

C/ Naváez 15 4thq - 28009 Madrid
Tel. +34 902 430 960 - Fax: +34 902 430 959
Info@fase20.com - www.fase20.com



3. TIMETABLE FOR ASSEMBLY/DISASSEMBLY

Stand set-up times are as follows:

- Date: November 8th, 2022.
- Timetable: from 10:00h until 20:00h
 - Design Stands and Special Projects: from 10:00 to 20:00h
 - Modular Stands and/or Spaces without assembly: from 15:00 to 20:00h

Stand dismantling times are as follows:

- Date: November 12th, 2022.
- Timetable: from 15:00h until 20:00h

Dismantling must be completed on this day and no material may be left on site, otherwise this material will be removed.

The passageways must be cleared of goods, packaging material, etc. after 20:00h on 8 November to allow for a general cleaning of the area.

NO ASSEMBLY WILL BE ALLOWED AFTER 9 NOVEMBER.

4. SPACE AND HEIGHT

Adhere to the contracted **space** and to the **maximum height** of 2,50mts.

Hanging structures **are not permitted**. Painting and/or carpentry work inside the exhibition hall, that may damage or damage the surfaces, **is not permitted**.

The inside faces of the stands must have a similar quality finish to the outside faces.

You can check your location on the stand plan on the Congress website:
<https://www.ifea2022santiagodechile.com/eng/index.php?seccion=commercialExhibition&subSeccion=commercialExhibition>

5. COMMERCIAL EXHIBITIONS TIMETABLES

Timetables for the commercial exhibitions are:

- Wednesday, November 9th: 08.30 h to 19.00 h
- Thursday, November 10th: 09.00 h to 18.00 h
- Friday, November 11th: 09.00 h to 19.30 h
- Saturday, November 12th: 09.00 h to 13.00 h



6. EXHIBITORS

It is essential that exhibitors bring their accreditation throughout the conference as without it the controllers from the venue will not allow them to enter. These may be collected in the Technical Secretary area.

Any person who enters Espacio Riesco to assemble or download equipment, brochures, medical samples, etc., must meet the requirements detailed below. The required documentation detailed in this document must be sent to the Technical Secretariat, Att. Daniela Montenero, before October 24th, 2022. If you have any questions or concerns, please contact: **Daniela Montenero** - **dmontenero@fase20.com** - **+54 9 11 7167 2025**

ESPACIO RIESCO REQUIRMENTS

- Mobility pass
- Permit to work at heights over 1,80mts.
- Safety clothing
- Personal protective equipment
- Civil liability contract and insurance
- No indemnity insurance:
 - IFEA
 - Endodontics Society of Chile (RUT: 70.955.300-3)
 - Fase 20 Chile SpA (RUT: 77.450.367-6)

ENTRY AND REMOVAL OF MATERIALS

The access address for entry and withdrawal of materials is: Av. El Salto 5000, 8580000, Huechuraba, Metropolitan Region, Chile. You must present yourself with the reference of the materials and merchandise you are entering.

The security staff will ask for the presentation of the ID card for entry, without exception. The organization, through its security personnel, reserves the right to check and control all items entering/leaving the venue.

All material must enter by means of ramps enabled for this purpose to level -1. Consider having a trolley or pallet truck for the transfer of material from the entrance to the place where it will be assembled.

It is strictly forbidden to park vans and/or trucks at the entrance of Espacio Riesco. Vehicles must circulate, one at a time, and may not remain parked there. They will be assigned an order number, in order of arrival.

The organization will not provide staff or trolleys for the transfer of material from the entrance to the place where it will be exhibited.



7. ELECTRICITY POWER

IMPORTANT NOTICE: Ask in advance for exact electricity consumption; take into consideration that the electric power consumption HAS CHARGE.

Each stand will be provided with a basic electrical service with one socket. Please advise if two-phase, three-phase, or specific plugs are required for the operation of machines or motors. To request extra electrical service, please contact *Exhibitor Services* before October 8th, 2022, Attn. Patricia Vera: pvera@espacioriesco.com; Viviana de Paolo vdpaolo@espacioriesco.com. After this date it will be subject to availability.

8. FURNITURE AND CLEANING

The contracted stand space does not include furniture, which can be provided by the company itself or can be rented from: *Exhibitor Service* before October 8th, 2022, Attn. Patricia Vera: pvera@espacioriesco.com; Viviana de Paolo vdpaolo@espacioriesco.com. After this date it will be subject to availability.

If you wish to hire cleaning services for your stand, please contact *Exhibitor Services*.

9. INTERNET

The internet service is provided through limited W-Fi access (basic use for social networks and email). Access codes should be requested on site at: dmontenero@fase20.com

In case you need a larger connection, or for cabling, please contact *Exhibitor Services* before October 8th, 2022, Attn: Patricia Vera: pvera@espacioriesco.com; Viviana de Paolo vdpaolo@espacioriesco.com. After this date it will be subject to availability.

10. DESIGN STAND / ISLAND STAND

Island stand projects will not be approved if the visual obstruction of the adjoining lot is over than approximately 40%.

Exhibitors must send before October 8th, 2022, plans of their stand in 1:50 with a plan view and a front view, by email to: dmontenero@fase20.com. The name of the exhibiting company, stand number, and the name, address and telephone number of the stand constructor must be clearly indicated.

If required, according to the size of the design, a calculation report will be requested.



11. MODULAR STAND

If you need to hire a modular stand, please contact *Exhibitor Services* before October 8th, 2022, Attn: Patricia Vera: pvera@espacioriesco.com; Viviana de Paolo vdpaolo@espacioriesco.com. After this date it will be subject to availability.

If a special stand project is required, the request must be made from this date until October 8th, 2022 at the latest. Contact: Francisco Bennett, fbennett@espacioriesco.com.

12. STORAGE SPACE

There will only be one storage space for exhibitors, for this reason you must inform our organization how much storage space you will need. This is the only way we can guarantee the capacity to store everyone's materials. Please do so by email to: dmontenero@fase20.com.

For space reasons, stand material will have to be removed from the exhibition area during the event at your own expense. It will be readmitted during the dismantling period.

13. REMOVAL OF MATERIALS

After the end of the activities on Saturday, November 12th, all construction and/or decoration of your stand, including carpet and adhesive tapes, must be removed. Otherwise, the cost of removal will be sent to the exhibiting company.

All material remaining after the dismantling day will be considered rubbish and will be thrown away.

In addition, all material in the storage space must be removed on the dismantling day. Otherwise, this material will be removed and the cost of this operation will be charged to the exhibiting company. The organizers will not be held responsible for any damage or loss caused at this point

14. BRAND EXHIBITION

Branded stands may only sell branded products. They may be manned by local distributors but they may not display their brand or other brands that do not correspond to the brand on the stand.



15. SIGNED LETTER OF ACCEPTANCE

The last page of these regulations must be returned signed before 30/09 to dmontenero@fase20.com.

16. CONTACT PEOPLE FROM THE TECHNICAL SECRETARIAT

Contact Person	e-mail	Phone
Daniela Montenero	dmontenero@fase20.com	Mobile: +54 9 11 7167 2025 Office: +54 11 4588 0660



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Santiago de Chile, September de 2022.

Dear

Fase 20 Chile SpA
Att.: Daniela Montenero
Present

**Ref. Letter of Acceptance Stand set up and dismantling regulations
13th IFEA World Endodontic Congress**

For the consideration of the undersigned:

On behalf of _____, I have the pleasure to accept in all its terms,
your stand set-up and dismantling regulations.

Without further ado, I send you my best regards.

for the Company/Customer
Clarification:
ID:



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