

Shipping & Handling Instructions for Exhibitors

To support exhibitors in preparing their participation in the 28th Microencapsulation Industrial Convention (Valencia, 8–11 June 2026), the following shipping and handling guidelines have been established in coordination with the venue.

Shipping Address

28th Industrial Microencapsulation Convention

Company Name: [Your Company Name]

SERCOTEL SOROLLA PALACE – RECEPTION Avenida de las Cortes Valencianas, 58 46015 Valencia Spain

Important:

- **Clearly indicate the event name and exhibiting company name on all shipments**
- **Do not address shipments to an individual person**, as the venue staff may not be able to identify or accept the delivery
- Improperly labelled deliveries may be refused

Delivery Conditions

- Deliveries accepted Monday to Friday, 08:00–15:00
- Materials can arrive up to one week before the event
- **Only European pallets (EUR-pallets) are permitted**
- Use the hotel contact number for delivery: ☎ +34 961 868 700
- Ensure **no charges** are requested from the recipient upon delivery

★ Local Contact for Delivery Coordination

⚠ **For any delivery coordination or to ensure the smooth reception of materials, as well as if you plan to demonstrate materials** during the [AINIA](#) session on **Wednesday, June 10th (Convention Program - 28th Microencapsulation Industrial Convention), it is also possible (optional) to send materials in advance.**

Our local [AINIA](#) team can assist with coordinating deliveries, checking receipt with the hotel in the days prior to the event, and preparing any materials needed for demonstrations.

Exhibitors may contact our local hosts from [AINIA](#): * Ana Valera – avalera@ainia.es * Daniel Rivera – jdrivera@ainia.es

Receipt & On-site Handling

- Materials will be received and stored by the venue logistics team (On the day of the event, materials will be placed directly in the designated room so exhibitors can collect and organize them upon arrival)
- No storage fees apply
- Items will be available in the exhibition area during setup
- Exhibitors are responsible for collecting materials and setting up their booth
- Exhibitors are responsible for checking that all shipped materials have been received upon arrival

Return & Collection

- Pack and label all materials for return shipment
- Arrange your own courier collection within two days after the event
- The venue does not handle return shipments

⚠ Recommendations

- Schedule delivery a few days before the event (avoid early/late arrivals)
- Ensure items are properly packaged for transport
- Include contact details inside shipments
- The venue and organizers are not responsible for delayed, uncollected, or improperly labelled shipments