

**EAIE | BARCELONA**  
**2022** 13-16 SEPTEMBER

# EXHIBITORS' HANDBOOK

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# 1. GENERAL INFORMATION

## 1.1. EXHIBITION MANAGEMENT & CONTACT DETAILS

### ICWE GmbH (Exhibition Management)

Leibnizstrasse 32

10625 Berlin

Germany

Tel.: +49 (0) 30 310 18 18-0

Fax: +49 (0) 30 324 98 33

E-mail: [eaie@icwe.net](mailto:eaie@icwe.net)

Website: [www.icwe.net](http://www.icwe.net)

**Contact: Kristele Auer & Hester Folley**

During the exhibition as well as the build-up times, you will find the exhibition management (ICWE) at the "Exhibition Information Desk" in the exhibition area.

## 1.2. VENUE & EXHIBITION AREA

The exhibition will be located at Fira de Barcelona, Hall 7. The EAIE is pleased to bring its 32<sup>nd</sup> Annual EAIE Conference and Exhibition to Barcelona and looks forward to welcoming you!

**Fira de Barcelona**  
**Gran Via venue, Hall 7**  
**Carrer del Foc 37**  
**08038 Barcelona**  
**Spain**  
<https://www.firabarcelona.com/>



Fira de Barcelona is located only 2,5km from the city centre and 12km from Barcelona Airport. There are excellent transport services both to Barcelona and around the city itself. Please visit the [EAIE website](#) for more detailed information on your travel, or see arrival maps provided by the venue [here](#).

### Free transport card

The EAIE will provide all participants with a free public transport card when they collect their badges at the venue. Hola Barcelona Travel Card is a non-transferable travel card that allows you to make as many journeys as you like using the metro, bus (TMB), urban railway (FGC, Zone 1), Montjuïc funicular, tram (TRAM), and regional railway (Rodalies de Catalunya, Zone 1). The travel to Barcelona-El Prat Airport is included.

### 1.3. EXHIBITORS' PORTAL

The personalised **Exhibitors' Portal** gives you an overview of all information about your stand at any time: stand details (size, type and dimensions), extra equipment you have ordered, etc. To access the Exhibitors' Portal, please click on [this link](#) and enter your login data. You will receive your personal login data via e-mail.

Additionally, the following documents/forms are available in the Exhibitors' Portal:

- Additional equipment (online order form)
- Exhibitors' Handbook (pdf)
- Sample pictures of shell scheme stands (pdf)
- Floor plan (once available) (pdf)
- Shipping instructions (pdf)
- Official Exhibitor logo (pdf)
- Terms and Conditions (pdf)
- EAIE Sustainable Exhibiting Information (pdf)

### 1.4. OFFICIAL EXHIBITION OPENING HOURS

The EAIE Exhibition is accessible for all registered conference participants. The opening hours are as follows:

Wednesday, 14 September 2022	08:30–18:00*
Thursday, 15 September 2022	08:30–18:00*
Friday, 16 September 2022	08:30–12:00*

\*Subject to final confirmation

Exhibitors can access the hall at the following hours:

Tuesday, 13 September 2022	14:00-17:30 (for decoration solely)
Wednesday, 14 September 2022	from 07:30
Thursday, 15 September 2022	from 08:00
Friday, 16 September 2022	from 08:00

- In the interest of exhibition visitors, please make sure that your stand is attended at all times during opening hours
- No exhibit may be removed from the exhibition premises prior to the official closing time of the exhibition on Friday, 16 September 2022. If for some reason you need to take down your stand/decoration any earlier, you will need to request permission by ICWE in writing prior to the event
- On Friday, 16 September 2022, all independent stand construction has to be dismantled before 21:00 hrs. The venue must be vacated by 21:00 hrs at the latest. Any charges incurred as a result of independent stand constructions not being dismantled before 21:00 hrs will be charged to the exhibitor in question
- On Friday, 16 September 2022, between 12:00-13:30 hrs all branding and materials must be removed from the stand, leaving the rented stands empty. After 13:30 hrs the full break down starts and individual breakdown is not possible anymore due to safety regulations

## 2. PRIOR TO THE EXHIBITION

### 2.1. WHAT IS INCLUDED IN AN EXHIBITION STAND?

#### Stand Design:

All shell scheme stands are constructed from the venue's octanorm profile structure.

To give you a general idea of what your stand may look like, please find a sample images of a standard row stands in the Document Download Centre in the Exhibitors' Portal, along with exact dimensions. Please note that the furniture may differ.

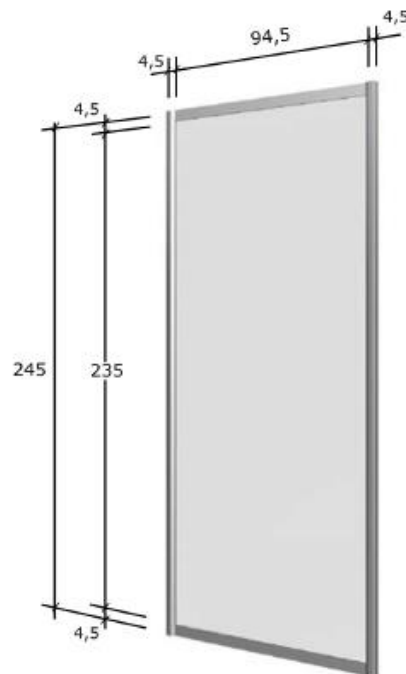


The size of the stand walls is:

- **2450mm panel height**  
(2235mm can be used for decoration)
- **1035mm panels width**  
(945mm can be used for decoration)

The panel visual area can be used for displaying material.

You can download the image with the measurements from the Document Download Centre in the Exhibitors' Portal.



The fascia area will be above the wall panels, bringing the stand to a total height of 2930mm. The fascia will have white panels and will measure 435mm x 3000mm (printable area 1935mm x 435mm + 450mm x 435mm + 450mm x 435mm).

Only **adhesives that do not leave stains on the panels when removed are permitted**; nails or pins are not allowed. **Velcro** may only be used on the aluminium profile and must be removed thoroughly after the event. Please note that the venue will charge exhibitors for damages to walls or to clean any material left over by the tapes/velcro/etc.



### Standard stand sizes & equipment

The whole exhibition area including the exhibition stands will be carpeted; the carpet colours will be:

- Exhibition stands – Fair grey
- Networking area and aisles – Green 33
- All traffic areas including catering – Blue 17
- Area between the stands – Blue 15




If you would like a different carpet colour, please contact us at [eaie@icwe.net](mailto:eaie@icwe.net). Charges will apply.

Standard shell scheme stands will have the following standard items included:

Stand size	Standard Table	Standard Chair	Triple Socket	Standard Fascia board
9m <sup>2</sup>	1	4	1	1
12m <sup>2</sup>	1	4	1	1
15m <sup>2</sup>	1	4	1	1
18m <sup>2</sup>	1	4	2	1
21m <sup>2</sup>	1	4	2	1
24m <sup>2</sup>	1	4	2	1
27m <sup>2</sup>	1	4	2	1
30m <sup>2</sup>	1	4	2	1
33m <sup>2</sup>	1	4	2	1
36m <sup>2</sup>	1	4	2	1
45m <sup>2</sup>	2	6	3	1
54m <sup>2</sup>	2	6	3	1
60m <sup>2</sup>	3	9	3	1

**Please note:** Information about the individual dimensions of your stand (width and depth) are available in the **Exhibitors' Portal**. Please contact us at [eaie@icwe.net](mailto:eaie@icwe.net) if you have any questions.

**Images of standard furniture included in standard shell scheme stands**

		
<p>Standard chair Height 76cm, width 42cm, seat height 44cm.</p>	<p>Standard table</p>	<p>1 led spotlight 20 W per 3m<sup>2</sup></p>

A waste paper bin will also be included.

**Stand graphics & display requests**

If you need assistance with any graphics or displays for your stand (e.g. printed wall panels), please contact the graphics and design team at Fira de Barcelona directly. Deadline for orders: **19 August 2022**.

**For all questions and to order graphics, please email [graphics@firabarcelona.com](mailto:graphics@firabarcelona.com).**

Please click [here](#) for more information on graphic costs.

Please note that there will be a 30% surcharge for orders after the deadline. All orders will be accepted upon availability of the service/element. All orders need to be paid for prior to the beginning of the exhibition. All onsite orders will need to be paid for by credit card at the time the order is made. A receipt will be issued.

If you would like to add walls or built-in sections to your shell scheme stand, please contact [eaie@firabarcelona.com](mailto:eaie@firabarcelona.com).

For tech specs for artwork, please see page 8.

**Stand height above 2.45m**

The standard stand height is 2.45m. Only exhibitors with an **independently constructed stand of 18m<sup>2</sup> and larger** will be allowed to build a stand higher than 2.45m. This will be subject to written approval and a surcharge which is 10% of the cost of the exhibition space total fee (excluding VAT). The costs of the construction of the increased stand height are not included in the surcharge. This offer is subject to logistical constraints and also subject to approval by ICWE. ICWE must be provided with a draft sketch of the stand by 28 June 2022 at the latest. The final sketch of the stand needs to be approved by ICWE and the venue and has to be sent to ICWE **no later than 14 July 2022**.



### Hanging signs

The option of **hanging signs** is available only to **corner, and end-of-row stands from 18m<sup>2</sup> and island stands from 54m<sup>2</sup> onwards**. This option will be subject to a surcharge which is 10% of the cost of the stand fee/fee for exhibition space only for independently constructed stands (excluding VAT). The costs of the sign production and the hanging of the sign (including rigging points) are not included in the surcharge and will need to be paid for by the exhibitor. The sign must be located 50cm within the stand border from the aisle(s) and neighbouring exhibitors on all sides. The sign must hang between 4.5m and 6m (from floor). Dimensions and design of the hanging sign must be approved by ICWE. The draft sketch of the stand and a draft of the artwork of the sign have to be sent to ICWE by 28 June 2022 as stated in the Terms and Conditions. **The final artwork has to be sent to ICWE by 14 July 2022.** This offer is subject to availability and logistical constraints and also subject to approval by the venue and ICWE.

If you order your banner through the venue, they will arrange the hanging and rigging for you. This can be organised through [eaie@firabarcelona.com](mailto:eaie@firabarcelona.com). If you would like to bring your own banner, please contact for rigging: [rigging.granvianorth@firabarcelona.com](mailto:rigging.granvianorth@firabarcelona.com)

If the hanging banner requires lighting, please note that electricity for this has to be ordered separately through the venue.

The option of digital banners is available only to end-of-row stands and island stands of 60 m<sup>2</sup> and larger. This option will be subject to a surcharge which is 15% of the costs of the stand fee for exhibition space only for independently constructed stands (excluding VAT). The costs of the sign production and the hanging of the digital banner (including rigging points and electricity) are not included in the surcharge and will need to be paid for by the exhibitor.

The digital banner must be located 50cm within the stand border from the aisle(s) and neighbouring exhibitors on all sides. Pictures should be stills and can be presented as a slide show, with an interval of 2 minutes. No sound is allowed. The back of the screen should be covered. Please contact ICWE for height restrictions. Dimensions and design of the digital banner must be approved by ICWE. The sketch of the stand and a draft of the content of the digital banner have to be sent to ICWE by 28 June 2022. The final content of the digital banner must be sent to ICWE by 14 July 2022. This offer is subject to availability and logistical constraints as well as subject to approval by the venue and the organisers.

For late bookings after 28 June 2022, this option cannot be guaranteed.

The digital banners can display slide shows but not videos and they should be set up on mute mode.

Exhibitors must provide the digital banner themselves. Please contact [eaie@firabarcelona.com](mailto:eaie@firabarcelona.com) for electricity and [rigging.granvianorth@firabarcelona.com](mailto:rigging.granvianorth@firabarcelona.com) for rigging.

**Exhibitors can either book increased stand height or hanging sign, a combination of both is not possible.**

### Tech specs for artwork

Please provide artwork to exact dimensions specified in the offer bled at 1cm.

Formats accepted:

- Illustrator
- Photoshop
- PDF High resolution with all fonts and logos embedded

Images in TIFF or Photoshop EPS in CMYK at a minimum resolution of 100 dpi at 1:1 scale.



## 2.2. INSURANCE

### 1. Civil liability insurance

The civil liability insurance is included in the service fee that all exhibitors have paid.

### 2. Fire and theft insurance

This must be organised by exhibitors independently. Please contact your preferred insurance provider.

## 2.3. ORDERING ADDITIONAL EQUIPMENT, ELECTRICITY, INTERNET AND ADDITIONAL SERVICES

### Additional Equipment

Extra furniture, audio-visual equipment, and internet can be ordered for your stand. Please use the online order forms, which you can find in the **Exhibitors' Portal**, for any extra orders.

#### ***Please note:***

1. There will only be a very limited amount of furniture for hire onsite. We strongly recommend ordering all extra equipment by **19 August 2022** at the latest.
2. Electrical installations (applicable for exhibitors with space only stands) and internet connections cannot be ordered onsite. We strongly recommend sending your booking by **19 August 2022** at the latest.
3. The daily cleaning of the passages in the exhibition halls, vacuum –cleaning of stands as well as emptying of waste baskets will be arranged by ICWE and is included in the rental fee.

***It is obligatory for exhibitors with an external stand builder to order stand cleaning. It is reflected in the space rental invoice automatically.***

**All items are subject to availability. After the deadline a 30% surcharge will apply. All orders need to be paid for prior to the beginning of the exhibition. All onsite orders will need to be paid for by credit card at the time the order is made. A receipt will be issued.**

### Electricity

**For shell scheme stands**, the cost of **power and general stand lighting** is included in the stand fee paid for the allocated exhibition space. **Every shell scheme stand will receive 1 switchboard with 1.2 KW of electricity.** Any power requirement that goes beyond the included power needs to be ordered and paid for separately via the Exhibitors' Portal.

Examples for electricity usage per item (average):

- 1 laptop 200W
- 1 screen 100W
- 1 printer 150W
- Small fridge 400W
- Big fridge 1KW

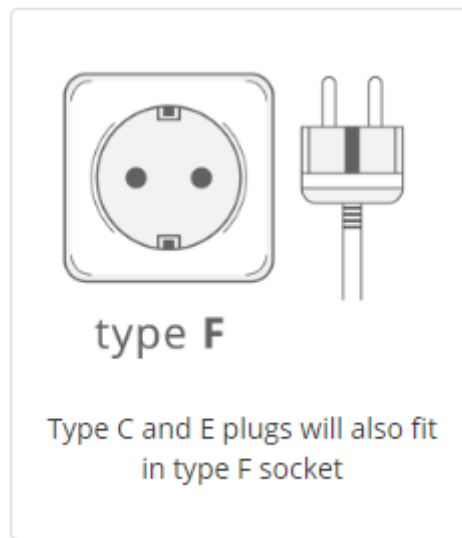
Please be aware: All stands will receive 12 hours of power which will be shut off overnight. If you require 24 hour power on your stand, please contact [eaie@icwe.net](mailto:eaie@icwe.net).

An extension cord with 3 plugs will be included in each shell scheme stand and placed at the back wall of the stand:



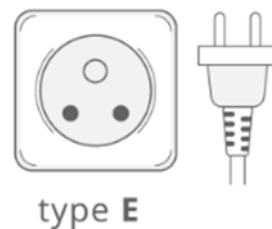
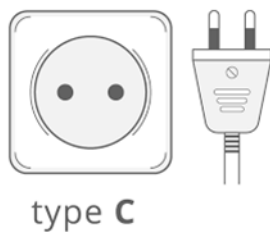
Exhibitors who contract an external stand builder will have to order and pay for an electrical mains supply separately. Please contact us for further information at [eaie@icwe.net](mailto:eaie@icwe.net).

Electrical sockets (outlets) in Spain are "Type F", also known as "Schuko".



If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. Travel plug adapters simply change the shape of your appliance's plug to match whatever type of socket you need to plug into. Should you bring equipment that is not compatible with the Spanish system, please do not forget to bring the appropriate adapters.

The type F socket also works with plug C and plug E:



**Voltage converters.** Should you bring technical equipment that is not compatible with the Spanish voltage system (230 volts, 50Hz) please remember to bring a voltage converter.

### Internet

There will be free wireless Internet at the EAIE Exhibition. Please note that this network will only be suitable for light use, but not for streaming, up- and downloading large amounts of data or showing online presentations. If you need a higher capacity and highly reliable internet connection, the following options for your stand are available:

#### **1. Wired internet connection**

We strongly advise to work with offline content only, especially when using video in presentations.

If you need a stable individual Internet connection for streaming, up- and downloading data, showing online presentations or demonstrating online tools etc., please order an individual wired internet connection at extra cost through the exhibitors' portal (single connections or packages for multiple laptops are available).

If you wish to order a wired internet connection for your stand, please fill in and submit the online order form, which you can find in the **Exhibitors' Portal**, to order any of the above mentioned items. **Deadline for orders: 19 August 2022.**

#### **2. Wi-Fi**

If you need an individual Wi-Fi network at your stand, please contact ICWE for available options and advice.

**Please note that exhibitors are not allowed to bring their own network infrastructure, in particular Wi-Fi access points,** as these interfere with the overall network, causing inconvenience to all other exhibitors and participants.

**The network will be continuously monitored to identify rogue networks.** Exhibitors with a rogue network will be noticed and their network will be taken down. Violation of this rule will be grounds for dissolving the contract without notice and having the stand space vacated by ICWE at the exhibitor's risk and expense.

### Labour

If you need assistance in decorating/setting up your stand and/or during break down (e.g. for setting up pop ups, etc.), you can order this directly from the venue **before Friday 19 August 2022:**

Please contact [eaie@firabarcelona.com](mailto:eaie@firabarcelona.com) for further information.

### Lead retrieval

More information about lead retrieval will follow in the month of July.

## **2.4. STAND CATERING & RECEPTIONS**

### Stand catering & receptions

Should you wish to book catering services for your stand during the EAIE Exhibition, please order this directly through the catering service at the venue. Please [click here](#) to see the full catering services offered by Fira de Barcelona.

Please note that cleaning after receptions or cocktail parties must be ordered separately.

Contact details:

[www.gastrofira.com](http://www.gastrofira.com)

[acatering@firabarcelona.com](mailto:acatering@firabarcelona.com)

Tel +34 93 233 20 00

**Deadline for orders: Monday, 29 August 2022**

Pre-ordered products will be delivered to your stand daily before opening of the exhibition or at the time you request.

**Timing**

Please note that all activities in the exhibition area must take place during the official exhibition opening hours.

**No events/receptions can be scheduled during the Plenaries:**

Wednesday, 14 September 2022 11:00–12:30

Friday, 15 September 2022 12:00–13:30

If you plan to hold a reception at your stand please inform ICWE by **Friday, 19 August 2022** at the latest, as the receptions are subject to final approval by ICWE. Catering for receptions need to be ordered through the venue directly.

## 2.5. REGISTRATION OF EXHIBITION STAFF & CONFERENCE PARTICIPATION

ICWE will continue to be your first point of contact for all matters relating to the exhibition logistics and the stand itself. However, the registration of the stand staff is managed by the EAIE. Below you will find some guidelines to help with the registration of your exhibition staff.

There are two options of exhibition staff. The number of free and reduced registrations is dependent on the size of the stand that you have reserved.

- Free exhibition staff, who do not have to pay the conference registration fee
- Reduced fee exhibition staff, who pay a reduced fee of € 624.

Both types of exhibition staff are eligible to register for all conference events, including workshops, campus tours and networking events. Additional fees may apply. Prices can be found on the [online registration form](#).

If you plan to bring more staff with you than your stand size allows, then these people must register via the EAIE website as regular conference participants and not exhibitors. As these extra people will not be able to benefit from the reduced Exhibitor fee, they are advised to register by **Wednesday 29 June 2022** to receive the early bird discount.

### Registering exhibition staff

Your stand contact person has received a list of discount codes. When exhibitors register online they can enter this discount code at the beginning of the registration process. Their fee will be adjusted accordingly.

**Important:** All registrations must be paid online at the time the registration is made. The EAIE accepts Visa, MasterCard, JCB and some Maestro cards. All receipts and confirmations will be sent to the e-mail address in the individual's account. If you require copies of these receipts, please ask the EAIE registration team to forward the e-mail to you.

If exhibition staff register and pay online without using a discount code, please contact EAIE at [info@eaie.org](mailto:info@eaie.org), discount codes can be retroactively applied to a registration and a refund of the difference paid back to you. Please note, refunds will be processed after the event.

All questions concerning the registration process can be directed to [info@eaie.org](mailto:info@eaie.org). For all other exhibition related questions, please [contact ICWE](#) as usual. Please use your Organisation ID in all correspondence.

Online registration will be open from **24 May 2022** until **26 August 2022**. Reduced fee exhibition staff are not eligible to the early bird deadline.

### **Online directory:**

The EAIE is excited to announce that the EAIE Barcelona 2022 web app is powered by Bespeake. Within the web app/platform, exhibitors will be able to create their presence in this year's Exhibitor directory. More information about which graphics and information needs to be entered will be given by the end of July.

### **Onsite badge collection**

Exhibitors can collect their badges from the registration area at Fira de Barcelona at the following times:

Monday, 12 September 2022	15:00–17:00
Tuesday, 13 September 2019	07:30–19:00
Wednesday, 14 September 2022	07:30–18:00
Thursday, 15 September 2022	08:00–18:00
Friday, 16 September 2022	08:00–15:00

*Please note that registration times differ from the set-up times on which you have access to your stand.*

**An e-mail regarding badge pick up instructions will be sent to all exhibitors closer to the conference date.**

### **Additional conference registrations**

Additional conference registrations are available at the standard rates. Further information is available on the [EAIE website](#).

### **Visa**

Citizens from Europe's Schengen area, the European Union and EFTA do not require a visa to enter Spain. If you are unsure whether you will need a visa, please click [here](#) for more information.

**The EAIE will issue visa invitation letters to participants from countries requiring a visa to enter Barcelona but only upon full payment of conference registration.** Kindly contact [info@eaie.org](mailto:info@eaie.org) for any special cases. Please note that costs may apply.

All participants requiring a visa invitation letter should register for the conference before the end of July to ensure that the letter arrives in time. Please note that the EAIE does not give any further support to the visa application process. Obtaining a visa remains the sole responsibility of the participant. Regular cancellation deadlines apply, regardless of whether your visa was granted or not.

## COVID-19 requirements and guidelines

For the latest information regarding COVID-19 requirements, please check the [Spanish Travel Health website](#). In order to pass health controls upon arrival in Spain, passengers who arrive from countries that do NOT belong to the European Union or do NOT have the status of Schengen associated countries, must show one of these documents:

- An EU digital COVID certificate or EU equivalent of COVID-19 vaccination or a negative certificate of an active infection diagnostic test or a recovery certificate after having this disease.
- SpTH QR. If you do not have the EU Digital COVID Certificate or equivalent, you must complete the SpTH Health Control Form, manually entering the details of your vaccination, recovery or diagnostic test certificate.

Please check for updated information before you travel.

## Conference programme & networking events

Further information about the conference programme and all networking events is available on the [EAIE website](#).

## 2.6. SENDING MATERIALS TO THE VENUE

### 1. Shipment via the official forwarder European International Fairs:

**European International Fairs Ltd.** is the official freight forwarder for the EAIE Exhibition 2022, and will take care of shipment of goods at an additional charge.

#### **Contact details:**

##### **European International Fairs Ltd.**

European International (Fairs) Limited  
Unit 6/10, Skitts Manor Farm  
Moor Lane (B2028)  
Marsh Green, Kent.  
TN8 5RA. United Kingdom

**Contact person:** Jim Callaghan  
**Tel:** +44 (0)1732 860330  
**Email:** [jim.callaghan@european-intl.com](mailto:jim.callaghan@european-intl.com)  
**Website:** [www.european-intl.com](http://www.european-intl.com)

Two IOSH trained experienced staff members will be onsite from the first build date until the end of break down to handle any exhibitor enquires, storage of empty boxes during the exhibition and the return of any courier shipments.

The **shipment instructions, freight handling information** and **tariffs** from **European International Fairs Ltd** can be downloaded via the Document Download Centre in the **Exhibitors' Portal** or [here](#).

Please make sure that you start the shipment procedure in good time. Late requests may not be processed on time, which may cause delays for onsite deliveries.



**We do not recommend sending materials straight to your stand** as often this ends up with problems of non-delivered/lost parcels. The exhibitor would need to be present at the booth to sign off the delivery to the driver, who also may not find the correct location on a large site. In the case of non-EU shipments, the venue cannot act as importer for customs clearance.

## **2. Shipment by your courier and delivery via the official forwarder European International Fairs:**

If you would still like to send your materials with your own courier, but work with our official forwarder to receive the shipment, please refer to European International Fair's **courier shipping instructions tariff & order form**, available for download via the Document Download Centre in the Exhibitors' Portal.

The official forwarder European International Fairs will keep your shipment on-site and will deliver it to your stand once you have arrived, against handling charges. This procedure will avoid issues with direct delivery of shipments.

**Important:** Neither ICWE (exhibition management) nor the EAIE can be held liable for any loss, damage or incorrect delivery of materials. During the exhibition, ICWE will not permit exhibition materials or packaging to be stored on or behind exhibition stands due to fire safety measures. Furthermore, arrangements must be made for the collection of goods before the final close of the exhibition. Unaccompanied goods must not be left for collection in the exhibition hall. The EAIE, Fira de Barcelona and ICWE will not be responsible for materials left behind following an exhibition and reserve the right to dispose of materials at cost to the exhibitor.

### **Storage of material**

Storage space is available only from European International Fairs Ltd. Please contact them directly (contact details above).

## **3. AT THE EXHIBITION**

### **3.1. SETTING UP & DISMANTLING OF STANDS**

#### **Set up/decorating of stand:**

Tuesday, 13 September 2022 14:00\*–17:30

*\* If you have contracted an external stand builder to build your stand, different times will apply. Please check the external stand builder's handbook.*

*Please note that during the times mentioned above, access to your stand is **only** possible for exhibition staff.*

All furniture will have plastic covering during setup to ensure that everything is clean for the beginning of the exhibition. This will be removed on Tuesday evening for the beginning of the conference.

A member of the exhibition team must be at their stand for the setup of any AV equipment. If no one is at the stand, the equipment will not be installed. If you are aware that no one will be at your stand on Tuesday afternoon, please contact [eaie@firabarcelona.com](mailto:eaie@firabarcelona.com) to find an alternative timeslot.

During set up times on Tuesday, the EAIE will be offering complimentary snacks and refreshments to welcome you in Barcelona.



If you would like to eat lunch on Tuesday, 13 September 2022, a food outlet will be open in the registration area of Fira Barcelona Gran Via, Access Nord. From Wednesday, 14 to Friday, 16 September 2022, exhibitors can make use of the participant lunch in the exhibition hall.

### Dismantling of stand:

Friday, 16 September 2022

- 12:00-13:30 removing of branding, materials, leaving rented stands empty
- 13:30-21:00 independent stand construction has to be dismantled between 13:30 and 21:00
  - *Any charges incurred as a result of independent stand constructions not being dismantled before 21:00 will be charged to the exhibitor in question.*

### **Waste, recycling and left over materials**

EAIE will do their utmost to **reduce waste and use recyclable materials**. We would really appreciate it if you could contribute to the reduced waste programme and try to **reduce plastic as much as possible** as part of a green effort.

### **Sustainability tips:**

- Consolidate your shipments into only one shipment
- Avoid using polystyrene in your shipment and use ecologically friendly packaging
- Consider digital options over printed materials
- Offer giveaways made from rapidly renewable materials
- Use your free public transport ticket
- Donate your unwanted goods at the end of the event
- Please click [here](#) to view the EAIE sustainable exhibiting handbook. This is also available to download in the Exhibitor Portal.

### **We support The Associació Cívica La Nau**



The **Associació Cívica La Nau** is a bank of non-food products that collects surplus production from companies. Based in Cornellà de Llobregat, just outside of Barcelona Associació Cívica La Nau is an organisation born from the social concerns of a group of people motivated to develop initiatives of general interest that help groups at risk of social exclusion.

The organisation focuses mainly on the support and redistribution of surplus non-food resources. Collective groups the organization serves:

- Ethnic minorities, either with residence and/or work permits, or in an illegal situation.
- Families that are broken up due to alcoholism, drug addiction, etc.
- Single-parent families with strong economic insecurity.
- Elderly people who live alone, with few economic resources.
- Children and adolescents who belong to families with few economic resources and who, in the short and medium term, will face many obstacles in joining a society that they do not understand and that often does not accept them

### 3.2. INDEPENDENT STAND CONSTRUCTION

If you are not intending to use the shell scheme stand provided and you have contracted your own stand builder for an **INDEPENDENT CONSTRUCTION** of your stand at the exhibition, please confirm by contacting ICWE on [eaie@icwe.net](mailto:eaie@icwe.net) as soon as possible. Late notifications may not be approved. **Your stand builder will need additional information and different rules may apply!**

ICWE must be provided with a **draft sketch of the stand** and the contact details of the external stand builder by latest **28 June 2022**. A **final sketch of the stand** must be sent by latest **14 July 2022** in order to be approved by ICWE.

### 3.3. ADVERTISING & SOUND SYSTEM USAGE DURING THE EXHIBITION

**Advertising is only permitted within the allocated exhibition space.** In the interests of all exhibitors, digital promotion, distributing flyers, additional signage and other advertising material **outside the stand** will not be tolerated (this includes for instance balloons, flags, banners that exceed the stand dimensions including allowed stand height). Advertising on any of the pillars in the exhibition hall is not permitted. Any false or misleading advertising of any nature whatsoever is strictly prohibited. Violation of these conditions will be grounds for dissolving the contract without notice and having the stand space vacated at the exhibitor's risk and expense. ICWE is entitled to prohibit unauthorised advertising without judicial order.

**Microphone and sound system usage** is only permitted with the prior approval by ICWE. **Audio-visual equipment and microphone & sound systems** should be used in a manner that broadcasted messages are not seen or heard at one or more neighbouring stands. ICWE reserves the right to test the noise levels if they believe this to be necessary and to terminate the activity if necessary.

### 3.4. SAFETY & SECURITY REGULATIONS

By attending the EAIE Exhibition, all exhibitors and staff accept and adhere to the rules and regulations as set forward by Fira de Barcelona.

**Storage of packing materials:** empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any stand due to fire safety measures.

**Fire-fighting materials and equipment** must not be obstructed even if located within the contracted exhibition space. This includes hoses, fire hydrants, extinguishers, alarms, emergency exits, etc. It is also forbidden to totally or partially block access to emergency exits or to service areas, including during stand assembly and dismantling periods.

**Smoking is strictly prohibited inside Fira de Barcelona premises.** This includes e-cigarettes.

**The use of signs or advertising panels using white letters on a green background is strictly forbidden, as these colours are reserved exclusively for indicating exits and emergency exits.**

## Floor & walls at Fira de Barcelona

Exhibitors are not permitted to:

- Paint, drill, hammer, glue and so on, on the floors, walls, doors and ceilings of the site, as well as on the panels of modular stands. Removable double-sided tape is permitted for decorating the wall panels. Velcro is permitted only on the metal profile all surface must be clean of leftovers of any glue/Velcro/other substances used.
- Project any image of light beam outside the space assigned
- Perforate paving or any part of the venue structure as well as any shell scheme elements
- Hang or fix material on any structural element without express prior permission

Damages caused by exhibitors, their employees, or their representatives will be invoiced to the exhibitor.

## 4. ARRIVAL, ACCOMMODATION, TOURIST INFORMATION

## 4.1. ARRIVAL

Please see the [EAIE website](#) or the [Barcelona Tourism website](#) for information on how to get around in Barcelona.

## 4.2. ONSITE PARKING

### Parking of Passenger Cars under 2.05m

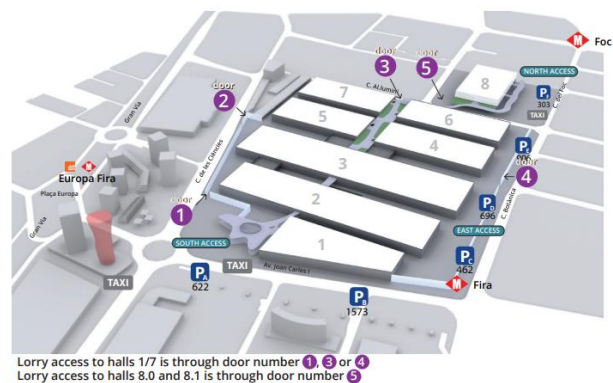
Fira Gran Via has 7 parking lots around its perimeter with 4,500 parking places.

Detailed information on car parking at the venue can be found [here](#).

**Please note: This parking is inside the limited traffic zone ZBE Rondes de Barcelona.**

From Monday to Friday, between 7:00 am and 8:00 pm, only ecological vehicles and those with the environmental label B or C of the Spanish Traffic Authority -DGT- are allowed to circulate here.

Vehicles registered outside Spain are not classified according to the environmental criteria of the DGT environmental label. To drive into ZBE Rondes de Barcelona zone without being ticketed, all foreign vehicles must register and pay the corresponding tax. Please click [here](#) for more information.



### Deliveries and Parking of Vans

Access fees to the venue premises range from 2 EUR to 12 EUR an hour depending on the type of vehicle and the length of your stay. For detailed information, please see [here](#).

Please note that there no uploading or unloading is possible before 7am and after 10pm.



## 4.3. HOTEL ACCOMMODATION

The EAIE is proud to partner with **Congrex Switzerland Ltd**, the official hotel booking agency for EAIE Barcelona 2022. From large national and international chains to charming boutique hotels, the city offers a wide range of accommodation options which you can book directly via the EAIE's hotel booking partner. Reserve your hotel soon to save on booking rates, Barcelona is a top tourist destination in Europe. To view recommended hotels for your stay, please visit our [HotelMap](#).

### **Beware of fraudulent hotel agencies**

The EAIE has been alerted to the fact that a fraudulent hotel agency has been soliciting our exhibitors. **Congrex Switzerland Ltd** is the only official EAIE Hotel Agency. They do not make sales calls. All other companies do not represent the EAIE nor ICWE, nor do they have the authority to use the EAIE's or ICWE's name.

### **Industry related scams**

Please check the small print of any document you have been sent before signing and read this link [Expo Guide](#) to check on the scam companies the industry is aware of.

## 4.4. TOURIST INFORMATION

Please see the [EAIE website](#) or the [Barcelona Tourism website](#) for more information on your stay in Barcelona.

# 5. FURTHER INFORMATION

## 5.1. SPONSORSHIP & ADVERTISING



BUILD NEW  
PARTNERSHIPS



RAISE BRAND  
AWARENESS



STRENGTHEN  
YOUR BRAND



INCREASE TRAFFIC  
TO YOUR STAND

The EAIE offers a **variety of sponsorship and advertising opportunities** prior, during and post conference. Maximise your brand's visibility; choose from a variety of flexible promotional opportunities that will allow you to:

- Develop new partnerships in a cost-effective way
- Increase awareness of your products and services
- Associate your brand with a cutting-edge knowledge event
- Drive increased traffic to your exhibition stand

To learn more, please visit the [conference website](#) or contact the Promotions and Sponsorship team at [promotions@eaie.org](mailto:promotions@eaie.org).

**If you would like to schedule a meeting in Barcelona to discuss further opportunities to promote your brand during EAIE 2023 in Rotterdam, please use the e-mail provided above.**

## 5.2. EXHIBITOR LOGO & GUIDELINES

The EAIE provides an official Exhibitor logo for use in e-mail signatures, on websites and flyers. You can download the guidelines and logo via the Document Download Centre in the **Exhibitors' portal**.

## 5.3. FLOOR PLAN & LIST OF EXHIBITORS

Once available, you can find the **floor plan** for the EAIE Exhibition 2022 in the Document Download Centre of the **Exhibitors' Portal**. Please find the list of exhibitors on the EAIE website [here](#).

### **Industry related scams**

If you are targeted by any firm offering to sell exhibitor information or directories please be extremely vigilant as these are scams. Please check the small print of any document you have been sent before signing and read this link [Expo Guide](#) to check on the scam companies the industry is aware of.

## 5.4. TERMS AND CONDITIONS

Please find the terms and conditions for the EAIE Exhibition 2022 available for download in the **Exhibitors' Portal** (Document Download Centre).

**We look forward to welcoming you at the EAIE Exhibition 2022 in Barcelona and wish you a pleasant and successful exhibition!**

**Please feel free to contact us if you have any questions!**  
**Your EAIE Exhibition Team**



## ORDER DEADLINE OVERVIEW

JUNE 2022		
Tuesday	28	Deadline for sending draft sketch of hanging banner/increased height (if appropriate)
Wednesday	29	Early bird EAIE registration closes
JULY 2022		
Thursday	14	Deadline for sending final sketch of hanging banner/increased height (if appropriate)
AUGUST 2022		
Friday	19	Deadline for ordering extra equipment in exhibitors' portal
Friday	19	Deadline for ordering the following services via Fira de Barcelona: <ul style="list-style-type: none"> <li>• Graphics</li> <li>• Ordering assistance in decoration/setting up of stands (labour)</li> </ul>
Friday	26	EAIE Registration closes
Monday	29	Deadline for ordering catering and reception requests
Monday	29	Exhibitors with external stand builders to inform ICWE of arrival details and number of wristbands required.
SEPTEMBER 2022		
Wednesday	7	Deadline for Airfreight shipments via official forwarder
Thursday	8	Deadline for shipments at receiving warehouse via official forwarder
Monday	12	Badge collection open
Tuesday	13	EAIE Exhibition Set-up
<b>Wednesday</b>	<b>14</b>	<b>EAIE Conference &amp; Exhibition</b>
<b>Thursday</b>	<b>15</b>	<b>EAIE Conference &amp; Exhibition</b>
<b>Friday</b>	<b>16</b>	<b>EAIE Conference &amp; Exhibition</b>

**All orders are subject to availability. After the deadline a 30% surcharge will apply. All orders need to be paid for prior to the beginning of the exhibition. All onsite orders will need to be paid for by credit card at the time the order is made. A receipt will be issued.**