



PARTICIPANTS GUIDE

June 7-9, 2022

FIBES

PALACIO DE CONGRESOS Y EXPOSICIONES DE SEVILLA

AVENIDA ALCALDE LUIS URUÑUELA, 1

41020 SEVILLA, SPAIN

CONTACTS

SCHEDULE & AGENDA

RECEPTION DESK

BOOTH SET-UP

BOOTH FEATURES

ADDITIONAL FURNITURE

AUDIOVISUAL RENT

INTERNET ACCESS

LUNCH, BREAK & COCKTAIL

DELIVERY ADDRESS

MOVE OUT

HOTELS & ACCOMMODATION

ACCESS TO THE VENUE

PARKING

ANNEXE

General Organization

advanced business events

35-37, rue des Abondances
92513 Boulogne Billancourt cedex - France
Tel: ++33 (0) 1 41 86 41 60
Website: <https://sevilla.bciaerospace.com/index.php/en/>
E-mail: sevilla@advbe.com

Director/Conferences/Sponsorship

Lola AGUILAR



laquilar@advbe.com

Sales team

Andrea REINWART



areinwart@advbe.com

T. +33 1 41 86 41 54

Marie FRANCOIS



mfrancois@advbe.com

T. +33 5 32 09 20 01

Elena GRAUS



egraus@advbe.it

T. + 39 06 88 64 49 49

Stéphanie FOYART



sfoyard@advbe.com

T. +33 1 41 86 41 60

Communication/Marketing

Mariana MIU



mmiu@advbe.com

T. +33 1 41 86 41 25

Logistics

Dang BUI



dbui@advbe.com

T. +33 1 41 86 49 11

Conference

Marianne BOHSSEIN



mbohssein@advbe.com

T. +33 1 41 86 41 98

Sevilla Office

María Jesús GUERRERO



mjq@extenda.es

Tel. (+34) 671 530 152



SCHEDULE & AGENDA

Tuesday, June 7 - FIBES, Av. Alcalde Luis Uruñuela, 1, 41020 Sevilla

11.00am - 06.30pm - The exhibitor can access his booth to set up (if applicable)
02.30pm - 06.00pm - Plenary Conference in Auditorio Itálica

Wednesday, June 8 - FIBES

**All the conferences and workshops will be in English*

08.00am - 09.00am - The exhibitor can access his booth to set up (if applicable)
09.00am - 12.30pm - BtoB Meetings in the exhibition area & Workshops in Sala Ronda
12.30pm - 02.00pm - Lunch in Sala Albaicín
02.00pm - 06.00pm - BtoB Meetings in the exhibition area & Workshops in Sala Ronda

06:00pm - Closing of the event
08.00pm - Cocktail Reception in [Villa Luísa](#), Avda Manuel Siurot 1, 41013, Sevilla.

Thursday, June 9 - FIBES

**All the conferences and workshops will be in English*

08.00am - 09.00am - The exhibitor can access his booth to set up (if applicable)
09.00am - 12.30pm - BtoB Meetings in the exhibition area & Workshops in Sala Ronda
12.30pm - 02.00pm - Lunch in Sala Albaicín
02.00pm - 06.00pm - BtoB Meetings in the exhibition area & Workshops in Sala Ronda

06.00 pm - 06.30pm - Closing of the event & Materials removed from booth
06.30pm - 07.30pm - Materials to be picked up by carrier

BOOTH FEATURES





ADM Seville offers hard walled booths. **We strongly recommend you to bring graphics to customize your space (pop-up stands, rollups...)**, as long as they fit within the dimensions of the selected booth and do not stick out, please refer to the [assembly instructions](#). Noisy machines or sound systems are not allowed. **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices. **Each wall panel measures 1m (3.3ft) wide and 2.7m (8ft) high (in case you want to vinyl the panels, please confirm the measurements).**

To contract any **additional service** please contact the **Servifibes department**:
María López - mlopez@sevillacityoffice.es / Irene Fernández - ifernandez@sevillacityoffice.es

To customize your booth please contact our official provider:
Grupo Absolute: Tel: +34902099626 - adm2022@grupoabsolute.com

How to place your order?

Please click on the following link: <http://grupoabsolute.com/aerospace/>

Basic Package 6sqm (3x2)	Package Plus 12sqm (6x2)	Deluxe Package 12sqm (4x3)	Package Premium 24sqm (6x4)
			
For a detailed description, please refer this link .	For a detailed description, please refer this link .	For a detailed description, please refer this link .	For a detailed description, please refer this link .
<ul style="list-style-type: none"> • Spot lights • 1 Table • 3 Chairs • Fascia Board • Carpet 	<ul style="list-style-type: none"> • Spot lights • 2 Tables • 6 Chairs • Fascia Board • Carpet 	<ul style="list-style-type: none"> • Spot lights • 1 Table • 3 Chairs • Carpet and fascia board • 1 High table • 3 Stools 	<ul style="list-style-type: none"> • Spot lights • 2 Tables • 4 Chairs • 2 arm chairs • 1 cupboard • 1 storage box • Carpet and company sign • Location of the booth in the center of the fair

** Pictures are non-contractual*

BOOTH SET-UP

Set up time will be running from **11.00am to 6.30pm on Tuesday, June 7**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at FIBES at **8.00am AM Wednesday, June 8** to complete the set up and personalization of their booths. Please review the [assembly instructions](#).

EXTRA FURNITURE

All additional furniture & printed materials must be ordered through our official suppliers:

1. GRUPO ABSOLUTE :

HOW TO PLACE YOUR ORDER?

Please order via the following link: <http://grupoabsolute.com/aerospace/>

FINAL DEADLINE TO SUBMIT YOUR ORDER IS MAY 16, 2022

For any additional questions, please contact: Tel: +34 90 20 99 626 - adm2022@grupoabsolute.com

2. LIGN'EXPO:

HOW TO PLACE YOUR ORDER?

Please visit the last page of this document or order online at <http://www.lign-e.com/>.

Please **be sure to go to page 6 & 7 of this guide** before ordering your furniture online. **FINAL**

DEADLINE TO SUBMIT YOUR ORDER IS MAY 27, 2022

For special requests or questions, please contact **Mrs. Katel GALY** at +33 62 75 99 34 or commercial@lignexpo.com

3. SERVIFIBES DEPARTMENT:

HOW TO PLACE YOUR ORDER?

THE DEADLINE FOR SUBMITTING YOUR ORDER IS MAY 27, 2022.

Please contact us at: T. 954 47 87 00 or mail:

María López - mlopez@sevillacityoffice.es / Irene Fernández - ifernandez@sevillacityoffice.es



BCI AEROSPACE

abe - advanced business events

35/37 rue des Abondances – 92513 Boulogne-Billancourt Cedex – France

T. +33 1 41 86 41 43 • Email : sevilla@advbe.com

abe • SAS capital 50 000€ • RCS Nanterre B 515 013 506 00024 • NAF : 8230 Z

AUDIOVISUAL RENTAL

HOW TO PLACE YOUR ORDER?

Please order via the following link: <http://grupoabsolute.com/aerospace/>
FINAL DEADLINE TO SUBMIT YOUR ORDER IS MAY 16, 2022

For any additional questions, please contact: Tel: +34 90 20 99 626 - adm2022@grupoabsolute.com

INTERNET ACCESS

For your comfort and for internet access you can use our business center.
If you require wifi access for your booth, please contact Maria Lopez - mlopez@sevillacityoffice.es
Please note: when ordering internet access you do not need to enter your booth number. Entering "TBD" will suffice.

BUSINESS LUNCH, COFFEE BREAK & COCKTAIL

Business lunches will be served on June 8 and 9. There is an additional cost for lunches for extra delegates.
You can enjoy the coffee breaks free of charge from 9.00am to 11.00am and from 02.00pm to 05.00pm.

For a personalized catering service in your booth please contact the provider:

Grupo La Raza – Aurelio Del Pozo
Mob: +34 637 49 38 24
Página web: <https://www.grupolaraza.com/>
Email: fibes@grupolaraza.com

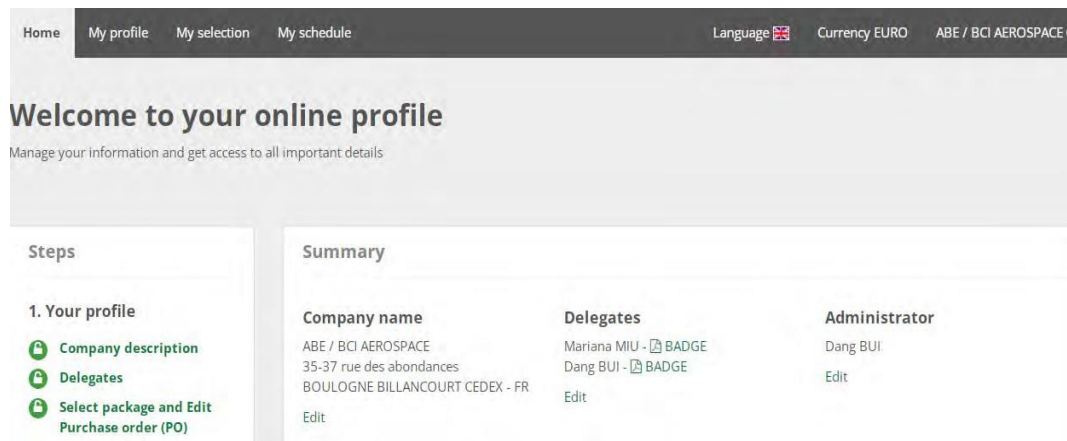
RECEPTION DESK – ACCESS BADGE

Prior to arriving at venue, please print your pass (badge) with QR code and bring it with you to the event for fast-track entry.
Please note that we cannot scan bar codes from mobile device screens or tablets.

Upon arrival at the venue, please go to the reception desk for registration, health pass check and collect your lanyard(s).

Where to find your badge (pass):

- Please login to your account B2B matchmaking platform with your credentials [HERE](#)
- Open and **print your badge** from your home page by clicking on the pdf icon 'BADGE' next to your name.



Company name	Delegates	Administrator
ABE / BCI AEROSPACE 35-37 rue des abondances BOULOGNE BILLANCOURT CEDEX - FR Edit	Mariana MIU - BADGE Dang BUI - BADGE Edit	Dang BUI Edit

DELIVERY ADDRESS/SHIPPING/HANDLING

All deliveries of equipment for your booth should be sent to the following address, indicating the name of the company, number of booths and the name of the event "AEROSPACE & DEFENSE MEETINGS SEVILLA 2022":

FIBES - ADM SEVILLA 2022
PALACIO DE CONGRESOS Y EXPOSICIONES DE SEVILLA
Avenida ALCALDE LUIS URUÑUELA, 1 41020 SEVILLA, SPAIN

Contacts: **María López** - mlopez@sevillacityoffice.es / **Irene Fernández** - ifernandez@sevillacityoffice.es

Delivery date from **Monday June 06th, 2022 ONLY.**









Mobilier de Base
Solicitud complementaria
Email : katel@lignexpo.com



Sociedad		Stand N°
Contacto	Email	
Direccion		
Tel.		

Articulo	Foto	Ref.	Precio sin IVA	CTAD	Total sin IVA
Silla NET		1151	17 €		
Silla EUROPA Blanca		1340	12 €		
Mesa Blanca Ø80 cm		80023	69 €		
Mesa Blanca 110 x 70 cm		8020	46 €		
Taburete Blanco		4212	35 €		
Mostrador Blanco		8010	104 €		
Espositor MARINE Vertical		4036	64 €		
Mostrador con cristales		810	207 €		
Vitrine Altura Ht. 180 x 50 x 50 cm		850	219 €		
Vitrine Altura Ht. 180 x 100 x 45 cm		860	288 €		
Fuente de Agua Agua fresca y templada <small>2 x 18,9 L + 200 tazas</small>		1500	150 € <small>Deposito: 300 €</small>		
Fecha · Firma · Sello comercial			Total sin IVA		
			IVA 20 %		
			Total con IVA (**)		
<p>(**) Condiciones de pago. Ningun pedido podra ser tomado en cuenta si no acompañado de pago al nombre de LIGN'EXPO</p>					

Company	Booth N°	
Contact	Email	
Address		
Tel.		

Item	View	Ref.	Price (Excl. VAT)	Qty	Total (Excl. VAT)
NET chair		1151	17 €		
EUROPA white chair		1340	12 €		
White table Ø80 cm		80023	69 €		
White table 110 x 70 cm		8020	46 €		
White bar stool		4212	35 €		
White counter		8010	104 €		
Vertical display MARINE		4036	64 €		
Showcase counter		810	207 €		
High showcase Ht. 180 x 50 x 50 cm		850	219 €		
High showcase Ht. 180 x 100 x 45 cm		860	288 €		
Water fountain Fresh & tempered water 2 x 18,9 L + 200 cups		1500	150 € <small>Deposit 300 €</small>		
Date - Signature - Good for agreement - Commercial seal			Total (Excl. VAT)		
			VAT 20 %		
			Total (Incl. VAT**)		
			(**) Terms of settlement No order will be taken if it is not accompanied With payment to LIGN'EXPO		