



## EXHIBITOR HANDBOOK

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### **General Organization: advanced business events**

10 rue de la Rochefoucauld CS 50300, 92513 BOULOGNE BILLANCOURT Cedex – France

Tél : 01 41 86 49 00 - Site Internet : <https://sevilla.bciaerospace.com/es/>

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## CONTACTS

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## EVENT SCHEDULE & AGENDA

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**Tuesday, May 14 - FIBES, Av. Alcalde Luis Uruñuela, 1, 41020****Sevilla**

11.00am - 06.30pm - The exhibitor can access his booth to set up (if applicable)

03.00pm - 06.00pm - Plenary Conference in Auditorio Itálica  
(*Simultaneous translation English-Spanish*)**Wednesday, May 15 - 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 &amp; Workshops in Sala Ronda

12.30pm - 02.00pm – Lunch in Sala Albaicín

02.00pm - 06.00pm - BtoB Meetings in the exhibition area &amp; Workshops in Sala Ronda

06:00pm - Closing of the event

08.00pm - [Cocktail Reception in Casino de Sevilla](#)

Address: Glorieta San Diego, s/n, 41013

**Thursday, May 16 - 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 &amp; Workshops in Sala Ronda

12.30pm - 02.00pm – Lunch in Sala Albaicín

02.00pm - 06.00pm - BtoB Meetings in the exhibition area &amp; Workshops in Sala Ronda

06:00pm - Closing of the event &amp; Materials removed from booth

06.30pm - 07.30pm - Materials to be picked up by carrier

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## PREPARE YOUR ARRIVAL



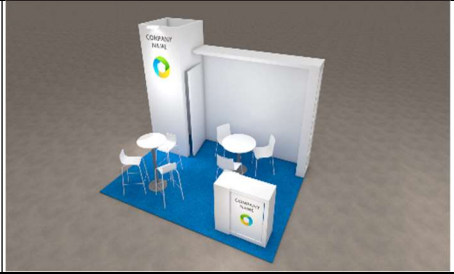



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Upon arrival at the FIBES Congress Center, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available to download from your online profile beginning from **May 4<sup>th</sup>, 2024**: <https://meetings.sevilla.bciaerospace.com/2024/signup.php>

You will also have to **print your B2B meeting schedule** as only the event catalogue containing the exhibition floor plan with the list of exhibitors and the conference program will be given to you at the front desk.

## BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics if they fit within the dimensions of your selected booth and do not stick out into the passageways. *Pictures are not contractually binding.*

<p><b>Basic package 6sqm</b> 6sqm Booth 3m x 2m</p>	<p><b>Basic package 12sqm</b> 12 sqm Booth 6m x 2m</p>	<p><b>Deluxe package 12sqm</b> 12sqm Booth 4m x 3m</p>
		
<ul style="list-style-type: none"> <li>- Carpet</li> <li>- Aluminum structure and white melamine partitions (height 2.5m)</li> <li>- A rail of spotlights</li> <li>- 1 single-sided sign: exhibitor's name + booth number</li> <li>- 1 table, 3 chairs, and 1 wastepaper basket</li> <li>- <b>-1 electrical outlet included</b></li> </ul> <p><a href="#">More Details</a></p>	<ul style="list-style-type: none"> <li>- Carpet</li> <li>- Aluminum structure and white melamine partitions (height 2.5m)</li> <li>- A rail of spotlights</li> <li>- 1 single-sided sign: exhibitor's name + booth number</li> <li>- 2 tables, 6 chairs, and 1 wastepaper basket</li> <li>- <b>-1 electrical outlet included</b></li> </ul> <p><a href="#">More Details</a></p>	<ul style="list-style-type: none"> <li>- 12 m2 of carpet</li> <li>- 1 Unit Totem/storage of 1.10x1.10x3.00 m. (includes door)</li> <li>- 1 back wall of 2.80x2.40 m.</li> <li>- 1 counter measuring 1.00x0.50x1.00 m.</li> <li>- 1 cantilever 2.80x0.60 m</li> <li>- 1 separator panel 0.60x2.40 m with shelves that function as shelving for exhibitors</li> <li>- 1 high table with 3 stools, 1 table with 3 chairs and lighting</li> <li>- 1 pc LED arm spotlight</li> <li>- <b>- 2 electrical outlets included</b></li> </ul> <p><a href="#">More Details</a></p>
<p><b>Premium package 24sqm</b> 24sqm Booth 6m x 4m</p>	<p><b>Personalized booths</b></p>	<p><b>Graphics provider</b></p>
		
<ul style="list-style-type: none"> <li>- 24 m2 of white melamine flooring</li> <li>- 1 storage of 2.00x1.80x3.00 m. (includes door)</li> <li>- 2 blind separators (adaptable to 2.40x2.00 m light boxes)</li> <li>- 1 blind separator of 2.40x2.00 m.</li> <li>- 1 decorative divider with shelves 2.00x1.75 m</li> <li>- 1 totem of 1.00x3.00x0.30 m with shelves</li> <li>- 1 counter measuring 1.00x0.50x1.00 m. with 1 stool</li> <li>- 1 coffee table with 3 armchairs, 1 table with 4 chairs, 1 wastebasket</li> <li>- 3 pcs 50w led spotlights</li> <li>- 1 unit printed vinyl 1.00x1.00 for totem</li> <li>- <b>- 3 electrical outlets included</b></li> </ul> <p><a href="#">More Details</a></p>	<p>Daniela Niño Caicedo Marketing Coordinator +33 1 41 86 41 67 <a href="mailto:dninocaicedo@advbe.com">dninocaicedo@advbe.com</a></p> <p><b>ALL ORDERS MUST BE SUBMITTED BY April 26, 2024</b></p>	<p>Go to the annexes <a href="#">[click here]</a> and contact our service provider <b>GRUPO ABSOLUTE:</b> <b>Marina PARRA:</b> Tel: +34 663 32 94 04 email: <a href="mailto:expositores.adm2024@grupoabsolute.com">expositores.adm2024@grupoabsolute.com</a></p> <p><a href="#">More Details</a></p> <p><b>ALL ORDERS MUST BE SUBMITTED BY April 26, 2024</b></p>

To customize your space, we strongly recommend you bring graphics. You must provide all necessary materials to hang your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** Please have a look at [Fibes's assembly regulations](#). **Your booth is equipped with 1 electrical outlet.** You must bring a power strip if you're planning to use several devices. In case you need to order a power strip, please contact to Production Sevilla City Office – FIBES at:

Sra. María López +34 619 05 92 34 [malopezlo2@acciona.com](mailto:malopezlo2@acciona.com)

Sr. Carlos Prieto +34 679 653 352 [cprietom@acciona.com](mailto:cprietom@acciona.com)

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## BOOTH SET-UP

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Set-up time is from **11:00 to 18:30pm on Tuesday, May 14<sup>th</sup>, 2024**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Centre at **08:30am on Wednesday, May 15<sup>th</sup>** to complete the set-up and personalization of their booths.

ADM Sevilla offers hard walled booths. **We strongly recommend you bring graphics to customize your space**, or order customized panels and fascia board for a more professional finish. Noisy machines or sound systems are not allowed. Please have a look at [Fibes's assembly regulations](#) and also ensure that all equipment and graphics you bring fit within your booth dimensions.

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## ADDITIONAL FURNITURE

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- **Default furniture:**

**Our official supplier**, « **FIBES** » offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost ([see annexes](#)).

- **How to place an order?**

Simply [see annexes](#) and complete the form provided.

**ALL ORDERS MUST BE SUBMITTED BY April 26<sup>th</sup>, 2024**

**Contact:**

- ⇒ Sra. María López +34 619 05 92 34 - [malopezlo2@acciona.com](mailto:malopezlo2@acciona.com)
  - ⇒ Sr. Carlos Prieto +34 679 653 352 [caprietom@acciona.com](mailto:caprietom@acciona.com)
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## MULTIMEDIA PACKAGE RENTAL

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- **How to place an order?**

Go to the annexes [[click here](#)] or contact our service provider **GRUPO ABSOLUTE: Marina PARRA: Tel: +34 663 32 94 04**

email: [expositores.adm2024@grupoabsolute.com](mailto:expositores.adm2024@grupoabsolute.com)

[More Details](#)

**ALL ORDERS MUST BE SUBMITTED BY APRIL 26<sup>th</sup>, 2024**

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## BOOTH CATERING

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In case you need a catering service at your stand, please contact our official supplier:

**Guadalquivir Catering** – Rafael Morales- Phone: +34 621 04 07 97

Website: <https://guadalquivircatering.com/>

Email: [rafam@guadalquivircatering.com](mailto:rafam@guadalquivircatering.com)

**ALL ORDERS MUST BE SUBMITTED BY APRIL 26<sup>th</sup>, 2024**

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## TECHNICAL SERVICES

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For all technical orders, not included or not enough for your needs in your package, you must contact the **Production Sevilla City Office** for services like: power supply (for specific power requirements), Wifi internet (if a larger bandwidth is needed than the one provided), cleaning, host(s) & handler, water supply, lifting slings please contact:

- ⇒ María López +34 619 05 92 34 - [malopezlo2@acciona.com](mailto:malopezlo2@acciona.com)
- ⇒ Carlos Prieto +34 679 653 352 [caprietom@acciona.com](mailto:caprietom@acciona.com)

**ALL ORDERS MUST BE SUBMITTED BY APRIL 26<sup>th</sup>, 2024**

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## LUNCH & COCKTAIL

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A seated networking lunch will be catered on **May 15 & 16** for those who have **pre-paid for the lunch option** during the original registration process. There is an additional cost for lunches for extra delegates. To verify if you have pre-paid for the lunches, please contact your abe/BCI contact or **download your badge from your online profile** (available beginning May 4<sup>th</sup>). The lunch selection is indicated by a small icon (see example below):



NB: If you have already sent your form and you wish to add lunch package, please send an email to your abe/BCI aerospace contact and copy [sevilla@advbe.com](mailto:sevilla@advbe.com). Please specify the number of delegates in your email. The cost is €70.00 per person, excl. taxes for the two days.

**ORDER DEADLINE: APRIL 26, 2024**

**ⓘ ACCESS TO THE LUNCH AREA WILL BE DENIED TO THOSE WHO HAVE NOT PRE-PAID**

On May 15 at 8 p.m. we offer an exclusive welcome cocktail (free of cost) to all ADM participants at [El Casino de Sevilla](#).

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## WIFI INTERNET

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Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event. **The network name and WIFI password information will be provided on your badge.**

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## COFFEE CORNER

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A complimentary coffee corner is available every morning and after lunch of May 15-16.

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## THEMED WORKSHOPS

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If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Marianne Bohssein at [mbohssein@advbe.com](mailto:mbohssein@advbe.com) or + 33 1 41 86 41 98

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## SHIPPING

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Be sure to have all your materials delivered on **May 13, 2024**. **Any earlier deliveries will not be accepted**. Ship them to the address below (don't forget to mention the name of the event "ADM SEVILLA 2024") and **add your company name to the label (no need of booth number)**:

**FIBES - ADM SEVILLA 2024**  
**PALACIO DE CONGRESOS Y EXPOSICIONES DE SEVILLA**  
**Avenida ALCALDE LUIS URUÑUELA, 1 41020 SEVILLA, SPAIN**  
**Phone: 0034 954 47 87 00**

**IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. FIBES Exhibition Center and ABE/BCI Aerospace declines all responsibility in the event of theft, loss, or damage to stored goods.**

**Materials delivery date: no earlier than Monday, May 13, 2024**

**Materials pick-up date (mandatory): Thursday, May 16, 2024 (end of the day)**

All deliveries and unloading must be made through the exhibitor parking area, via the hall doors 1, 2, 3 and 4. The delivery area is flat with no platform. **All trucks must be equipped with a tailgate and a pallet jack to unload.**

**If your delivery person is not properly equipped to unload your packages, neither Fibes, nor ABE/BCI, will take care.**

### Returns:

The exhibitor must correctly label and have their packages picked up no later than May 16 at 8:00 pm. After this deadline, the FIBES Exhibition Center will proceed with the systematic cleaning of the storage areas and cannot be held responsible for any lost goods.

In case you need special equipment to deliver and pick up your materials, you can contact the Production Sevilla City Office:

- ⇒ María López +34 619 05 92 34 - [malopezlo2@acciona.com](mailto:malopezlo2@acciona.com)
- ⇒ Carlos Prieto +34 679 653 352 [caprietom@acciona.com](mailto:caprietom@acciona.com)

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## MOVE-OUT

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Exhibitors are required not to leave or dismantle their stand **before the end** of the event.

**The accesses will be blocked until 5:00 pm on Thursday, May 16, 2024.**

We encourage you to always attend to your belongings. The organizers will not be, in any case, responsible for any theft or damage incurred.

The booth spaces must be returned free of any object.

**Beginning Friday, May 17, any material remaining in the booth space will be stored by FIBES at the exhibitor's expense.**

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## ACCESS TO THE VENUE

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- **Airport Shuttle** –The bus service runs from Seville airport into the city center at 30 minute intervals, from around **5am** until=just after **midnight**, Monday to Friday and 6am-11.45pm on Sundays. The journey costs about 2.50 Euro single or 4 Euro return.=The **FIBES** exhibition center is around 4 km from the airport and the journey time into central Seville is=approximately 20 minutes.
- **Taxi's** - There are plenty of taxis outside the terminal building the fair to the city center is about 19 - 22 Euro. There are also= a number of leading car hire companies based at the airport.
- **TELETAXI** +34 954 622 222 **RADIOTAXI** +34 954 580 000 /+34 954 571 111
- **Trains** - Circular train C-4 linking city center with FIBES in 6-9, minutes.
- **Metro** - Metro line 1 stops at San Bernardo Train Station, halt of the C-4 train, which reaches FIBES in 9 minutes
- **Car** - Easy access by car from main highways A4, A49, A92 and A66 through the ring road SE-30.

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## HOTELS

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The logo for REVOLUGO, featuring the word "REVOLUGO" in a bold, sans-serif font. The letters "R", "V", "L", and "G" are in a light blue color, while "E", "O", "U", and "O" are in a teal color.

*Our Revolugo partner and their team offer a choice of hotels with special rates located near ADM Sevilla in order for you to enjoy your stay to the fullest.*

Please, [click](#) here to book online!

*If you wish to have more details concerning hotels rates or group bookings, please don't hesitate to contact the dedicated travel planner by email or phone: +33 (0) 7 82 36 23 50/ [reservations@revolugo.com](mailto:reservations@revolugo.com)*