

Exhibitor Update

Fira Barcelona, Gran Via | 31 Jan - 3 Feb 2023



Dear Exhibitor,

Welcome to the **October** Exhibitor Update.

This month we have a lot of important information to communicate with you. Read this information thoroughly, in particular the [ISE 2023 Event Manual](#).

In this Exhibitor Update you will find the following 8 important sections:

- ISE 2023 Schedule
- ISE 2023 Deadline Overview
- Register your stand personnel
- New opening and closing hours
- Stand Design Approval
- Useful Exhibitor Resources

We hope you find this information of great use. [Reach out to us directly](#) if you want to learn more.

Best regards,

ISE Team

ISE 2023 Schedule

As in the previous Exhibitor Update, we want to share the ISE 2023 Schedule with you. This ISE 2023 edition we are extending Build-Up with an extra day. See the new Schedule below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 January Early Access	23 January Early Access	24 January Regular Build-Up	25 January Regular Build-Up	26 January Regular Build-Up	27 January Regular Build-Up	28 January Regular Build-Up
29 January Regular Build-Up	30 January NO BUILD Final Tuning, Staff Training & Deconstruction Only	31 January Integrated systems setup Show Day	1 February Integrated systems setup Show Day	2 February Integrated systems setup Show Day	3 February Integrated systems setup Show Day	4 February Breakdown
5 February Breakdown	6 February Breakdown	7 February	8 February	9 February	10 February	11 February

Make sure to put these dates into your calendar.

ISE 2023 Deadline Overview

In this Exhibitor Update, we want to remind you about these 9 critical deadlines. They are not movable so make sure you add them into your project planning.

15 November 2022	02 December 2022	20 December 2022	20 December 2022	04 January 2023
Stand Design Deadline	Early Build-Up Request Deadline	Rigging	Deadline to order Branded Catering Items	Update Company Details in EBO
04 January 2023	10 January 2023	19 January 2023	23 January 2023	
Early Bird Deadline for ISE Fira Store Products/Services	Freight Forwarding and Lifting Deadline	Deadline for Tailor-made Catering Orders	Regular Catering Orders	

You will find a more detailed Deadline Overview in our [ISE 2023 Event Manual](#).

Register your stand personnel

Registration is now open for all attendees and exhibitors. The exhibitor registration portal can be found within the Exhibitor Back Office (EBO). Download now our Registration Guide to find more details on the registration process.

[Registration Guide](#)

Alternatively, follow these steps to register your stand personnel:

1. Once on your EBO, click on 'Registration' to be redirected to the Registration Portal.
2. Click on 'Register Stand Personnel'
3. Download the Excel template
4. Fill in the template with all required information
5. Upload the Excel file.

Once submitted and accepted, all your staff members will receive an automatic confirmation email. Please note that an account at myISE will have been created but they will still need to create a password.

Please do not register as an attendee if you plan to register as an exhibitor.



New opening and closing hours

As you can see in the table below, the opening and closing hours have changed.

Show Opening Times		
Tuesday 31 January	08:00 – 20:00 10:00 – 18:00	Venue open to exhibitors. Venue open to visitors.
Wednesday 1 February	08:00 – 20:00 10:00 – 18:00	Venue open to exhibitors. Venue open to visitors.
Thursday 2 February	08:00 – 20:00 10:00 – 18:00	Venue open to exhibitors. Venue open to visitors.
Friday 3 February	08:00 – 00:00 10:00 – 16:00	Venue open to exhibitors. Venue open to visitors.



Stand Design Approval

Each space-only exhibitor is required to upload their stand design, risk assessment form and method statement to Abraxys before Tuesday 15 November 2022. The Design Approval is a two-step process. First, submit the requested documents via [Abraxys's online portal](#).

Once the design has been approved, the Stand Plan Inspection (SPI) fee related to the stand will need to be paid. Find more information about the SPI and all other relevant fees by [clicking here](#).

If you have questions regarding your stand design or building rules & regulations, please click the button below.

[Contact Abraxys](#)

Useful Exhibitor Resources

ISE provides three valuable exhibitor resources to help you create and deliver a successful show.

1. **Event Manual:** All the information you need in one place.

[Event Manual](#)

2. **Meeting Rooms Guide:** Find additional information on meeting spaces at Fira Barcelona.

[Meeting Rooms Guide](#)

3. **Registration Guide:** Learn everything you need to know to register as an exhibitor.

[Registration Guide](#)

We hope you have found the information in this month's Exhibitor Update valuable. In the November Exhibitor Update you will find relevant information regarding Early Build-up, traffic regulations, hotel reservations and promoting your presence at ISE 2023.

Best regards,

ISE Team

If you have any questions, would like to change your information in our database, or add a colleague to our mailing list, please send your request to cs@iseurope.org.

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