Dear Exhibitor,

Welcome to ISE 2024's October Exhibitor Update.

This is a special Exhibitor Update as registration is now open. We have also included the updated ISE 2024 Event Manual. The Event Manual provides vital information to you and your contractors for ISE 2024 so we recommend you distribute it to all your relevant teams.

In this Exhibitor Update you will find 3 important sections:

1. Registration: Check the Exhibitor Registration Guide to register your stand personnel.
2. Stand Design Approval: See the deadline and the process on how to submit your stand design.
3. Build-Up and Breakdown Schedule: Add these dates to your calendar.

All this information will guide you in your planning and preparation and of course, if you have further questions, please contact the Customer Success Team as we are here to support you.

Best regards,

Customer Success Team

1. Registration

Registration for ISE 2024 is now open for all attendees and exhibitors.
Download the Exhibitor Registration Guide from the EBO to find more details on the registration process.
Alternatively, the following easy-to-follow steps will help you to register you stand personnel:

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

Once submitted and accepted, all your staff members will receive an automatic confirmation email. (Please make sure that they have set up an account at myISE and that they have created a password.)

*Exhibitor invitation codes are in the Registration Portal. They will appear in the EBO's main page in the next 10 business days.
Please note: Do not register by using an invitation code if you plan to register as an exhibitor.

2. Stand Design Approval

Each space-only exhibitor is required to upload their stand design, risk assessment form and method statement to Abraxys before Wednesday 15 November 2023. The Design Approval is a two-step process.

Step 1: Submit the requested documents via Abraxys' Stand Plan Submission link.
Step 2: The Stand Plan Inspection (SPI) fee is part of your stand plan submission and can be paid via the Abraxys secure online retail site in either GB pounds or Euros:

- ISE 2024 SPI fee GB Pounds currency
- ISE 2024 SPI fee EURO currency

Any questions regarding your stand design or building rules & regulations, please contact Abraxys directly on ise@abraxys.com.

3. Build-Up and Breakdown Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21 January Early Access 08:00 - 00:00	22 January Early Access 08:00 - 00:00	23 January Regular Build-Up 08:00 - 00:00	24 January Regular Build-Up 08:00 - 00:00	25 January Regular Build-Up 08:00 - 00:00	26 January Regular Build-Up 08:00 - 00:00	27 January Regular Build-Up 08:00 - 00:00
28 January Regular Build-Up 08:00 - 00:00	29 January NO BUILD Fine Tuning & Decoration Only 08:00 - 17:00	30 January integrated systems europe Show Day	31 January integrated systems europe Show Day	1 February integrated systems europe Show Day	2 February integrated systems europe Show Day	3 February Breakdown 08:00 - 00:00
4 February Breakdown 08:00 - 00:00	5 February Breakdown 08:00 - 00:00	6 February	7 February	8 February	9 February	10 February

As you can see, the information in this month's Exhibitor Update is valuable in helping you to prepare for ISE 2024. In the November Exhibitor Update you will find relevant information regarding Early Build-up, traffic regulations, hotel reservations and promoting your presence at the show.

Best regards,

Customer Success 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.