

Dear Exhibitor,

Welcome to ISE 2024's September Exhibitor Update.

September is a busy month as you are beginning with your preparations for ISE 2024, so we would like to share with you important information as to exactly which steps you should be taking during this initial phase of your planning to ensure your success at the show.

In this issue of the Exhibitor Update you will find vital information regarding:

- EBO (Exhibitor Back Office)
- ISE Fira Store
- Meeting Rooms
- Official Suppliers Overview
- Operations Steering Committee
- Schedule and opening hours

We hope you find the September edition of the Exhibitor Update useful in helping your planning and preparation and if you have questions, please [contact us](#).

Best regards,

Customer Success Team

EBO (Exhibitor Back Office)

The EBO (Exhibitor Back Office) is a comprehensive and essential tool designed to guide your preparations for the upcoming ISE 2024 show on 30th of January to 2nd of February. This powerful tool allows you to manage aspects such as your company's profile, access to the ISE Fira Store, to the registration portal and much more. You must check your company profile and contact details to make sure they are up to date, as this information is used on our website, in your contract and on the floorplan.

The final deadline to update all your company information for the printed Show Guide is **1 December 2023**.

ISE Fira Store

The ISE Fira Store is available on the EBO and is managed by Servifira, the Exhibitor Services Department of Fira Barcelona. You can visit the [ISE Fira Store](#) to see a full selection of products and services such as power, internet, staff, catering and furniture among others. Please find below the step-by-step instructions for logging in to the ISE Fira Store:

1. Log into the EBO and click on the ISE Fira Store link.
2. Once in, you can see the catalogue, create shopping carts and budgets (please check your account at the upper-right hand corner). Please note that to order any services you will have to 'Create an account' the first time you sign in.
3. Once signed-in, you are ready to purchase immediately from Servifira.

If you have any difficulties logging in, please contact Servifira directly on ise@firabarcelona.com.

Meeting Rooms

ISE offers a selection of meeting rooms strategically located within the Barcelona Suites and Europa Suites, CC3, CC4 and CC7 rooms and the Tibidabo Suites. To make a booking, simply download our [Meeting Room Booking Guide](#) and fill out the booking form which you can find in the Exhibitor Resources section on the EBO. Your request will be promptly reviewed and within 24 hours, you will receive an email with customised options. Meeting rooms can only be booked for a full day.

Please refer to the table below to see the different access times for exhibitors and attendees.

Service	Exhibitors	Attendees
30 January - 1 February	07:00 - 20:00	09:30 - 18:00
2 February	07:00 - 20:00	09:30 - 16:00

If you need more information, please contact Melissa Ortiz on mortiz@iseurope.org.

Official Suppliers Overview

Here is the list of official ISE suppliers and partners. These are the companies you should go to. There is more information about these suppliers and partners in the Event Manual.

Service	Company Name	Email Address	Contact Number
Exhibitor Services	Servifira	ise@firabarcelona.com	+34 93 233 20 00
Freight Forwarding/ Lifting	CEVA Showfreight	ise@cevatologistics.com	+44 330 587 7777
Hotel Services	bnetwork	isehotels@bnetwork.com	+34 93 550 03 50
Lead Retrieval	Fira Barcelona	leadretrieval@firabarcelona.com	+34 93 233 27 73
IT Services	Fira Barcelona	ise.internet@firabarcelona.com	+34 93 233 22 00
Rigging & Truss Services	Servifira	Halls 1, 2 & 3: rigging.granviasouth@firabarcelona.com Halls 4, 5, 6 & 7: rigging.granvianorth@firabarcelona.com	+34 93 233 20 00 +34 93 271 48 00 +34 93 004 24 24
Stand Design Information and Approval	AbraXys Global	ise@abraxys.com	+34 68 864 26 50
Catering Services	Gastrofira	isecatering@firabarcelona.com	+34 93 233 20 00
Graphic Services	Servifira	graphics@firabarcelona.com	+34 68 267 01 85

Operations Steering Committee

To ensure a diverse representation of perspectives, ISE has created a committee which includes a contractor and exhibitors of various sizes, ranging from small enterprises to larger industry players. We also welcome exhibitors who are participating in ISE for the first time, as well as those who have been with us for many years. Our aim is to gather insights and experiences from exhibitors across all halls and technology zones, fostering a collaborative and inclusive environment. We believe that their expertise and insights will significantly contribute to the success of ISE.

The members of this Operations Steering Committee are the following:

Hall	Company	Name
1	AED	Bart de Smet
1	CHEMTRON	Pavel Tragan
1	MA Lighting	Mirko Filip
2	Faradite	Matt Emberson
2	TeamMate	Sam Botting
3	Christie	Monsi Cottrell
3	Crestron	Rosanne Lang
3	INFILED	Anna Ferrer
4	3D Storm – NewTek	Alexandra Henry
4	AEQ	Gustavo Robles
5	Netgear	John Henkel
6	nsign.tv	Albert Baranera
6	Waapiti	Gemma Cusco
7	Alcons	Tom Back
7	ISINAC	Cova Diaz
7	Music Tribe	Ella McClary
Contractor	Equinox Design	Dan Criscione

Build-Up and Breakdown Schedule - Jan/Feb

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 Free Testing & 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

The September Exhibitor Update provides crucial information to guide your preparation. The October Exhibitor Update will provide critical information regarding Registration and Build-Up.

Take care and 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.

Our mailing address is:
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The Netherlands



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