

Exhibitor Update

Fira de Barcelona, Gran Vía | 31 Jan - 3 Feb 2023



Dear Exhibitor,

Welcome to ISE 2023's first Exhibitor Update.

September is a busy month as you are beginning with your preparations for ISE 2023, so we would like to share our insight 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 Exhibitor Update you will find a lot of exciting information regarding the following topics:

- ISE 2023 Schedule
- ISE 2023 Deadline Overview
- Stand Design Updates
- EBO (Exhibitor Back Office)
- ISE Fira Store
- Meeting Rooms
- Official Suppliers Overview

We hope you enjoy this edition of the Exhibitor Update and if you have any questions, please don't hesitate to [reach out to us directly](#).

Best regards,

ISE Team

ISE 2023 Schedule - Jan/Feb



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 (No Stand Staff Training & Decking Only)	31 January Show Day	1 February Show Day	2 February Show Day	3 February Show Day	4 February Breakdown
5 February Breakdown	6 February Breakdown	7 February	8 February	9 February	10 February	11 February

ISE 2023 Deadline Overview



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

Questions? Get in touch

ISE Customer Success Department +49 89 215 436 863 | cs@iseurope.org | www.iseurope.org

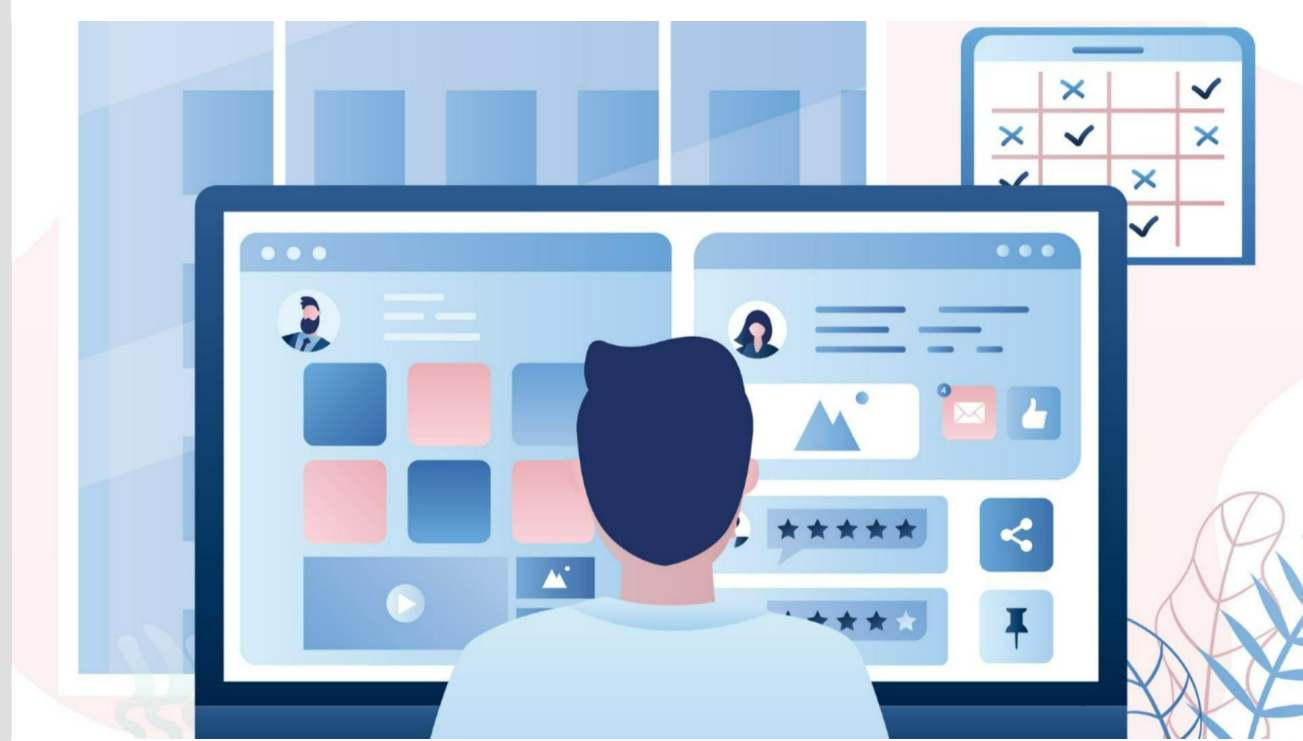
Stand Design Updates

We would like to inform you that if you have a pillar, a service duct or height restrictions in your stand, you will shortly receive an email with relevant information.

If that is not your case, you can contact our CS team to request a technical floorplan if needed. Also, do not hesitate to send an email to Abraxys to request more details on the Stand Design Approval.

[Contact our CS team](#)

[Contact Abraxys](#)



EBO (Exhibitor Back Office)

The EBO (Exhibitor Back Office) is a vital online tool to manage your preparations for the show.

In the EBO, you will find your company profile, the link to the ISE Fira Store, the registration portal (where you can register your stand personnel and invite your clients and partners to the show) and invitation cards. You can also keep track of important deadlines and downloads.

We strongly advise you to check your company profile and contact details to make sure they are up to date, as this information will be used on our website and floorplan. The deadline to update this information is **4 January 2023**. The information listed in the EBO on this date will be published in the printed Show Guide.

You will soon receive your login details. Please contact our ISE Customer Success Department directly on cs@iseurope.org if you haven't received them by the end of the week.

ISE Fira Store

The ISE Fira Store will soon be 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. If you have a query regarding your order, or need further information, please contact Servifira directly on ise@firabarcelona.com.

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

Check out our new "Meeting Room ISE 2023" tool in the EBO. Once you are on the EBO, click on "Book a meeting room" to make your reservation.

Thanks to this new tool you will be able to:

- See the map with the exact location of the meeting rooms (Barcelona suites, Europa suites, CC3 and CC7 rooms) and choose a room close to your stand.
- Check availability in real time.
- Find all relevant details such as room measurements, pricing, set-up and photos.

You can book your meeting room for a full day or just for half a day. Please note that access hours for exhibitors and attendees are different:

Service	Exhibitors	Attendees
Full day	08:00 – 20:00	10:00 – 18:00
Half day AM	08:00 – 13:30	10:00 – 13:30
Half day PM	14:30 – 20:00	14:30 – 18:00

If you have any questions or need more information, do not hesitate to contact Melissa Ortiz on mortiz@iseurope.org.

Official Suppliers Overview

Service	Company Name	Contact Person	Email Address	Contact Number
Exhibitor Services	Servifira	General	ise@firabarcelona.com	+34 93 233 20 00
Freight Forwarding/ Lifting	CEVA Showfreight	Mark Jackson	mark.jackson@cevalogistics.com	+44 330 587 7427
Hotel Services	bnetwork	General	isehotels@bnetwork.com	+34 93 550 03 50
Lead Retrieval	Fira de Barcelona	General	leadretrieval@firabarcelona.com	+34 93 233 27 73
Rigging & Truss Services	Servifira	General	rigging.granviasouth@firabarcelona.com Halls 2 & 3 rigging.granviasnorth@firabarcelona.com Halls 5, 6, 7	+34 93 233 20 00
Stand Design Information and Approval	Abraxys Global	Sergio Gonzalez	ise@abraxys.com	+34 688 642 650
Catering Services	Gastrofira	General	iscatering@firabarcelona.com	+34 932 33 20 00
Graphic Services	Servifira	General	graphics@firabarcelona.com	+34 682 67 01 85

Thanks for taking the time to read this Exhibitor Update. Please, be on the lookout for the next one in October. In the next Update, you will find relevant information regarding Registration and Build-Up among many other interesting details.

Take care and 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.

Our mailing address is:
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