

# Exhibition Manual

ESGCT annual congress in  
collaboration with SETGYC



Event Location:

CCIB Barcelona

Event Date:

22 to 25 October 2019

# Exhibition general information

## Congress Organisers

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**ESGCT, SETGYC Offices**

## Event Manager

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**Gaëlle Jamar / Liz Wilson**

office@esgct.eu

+44 7766 475379

## Event Venue: CCIB

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**Barcelona International Convention Centre**

**CCIB**

Plaça de Willy Brandt, 11-14,  
08019 Barcelona

[www.ccib.es](http://www.ccib.es)

Tel +34 93 230 10 00

Contact: [stands@ccib.es](mailto:stands@ccib.es)

The CCIB is located in the Barcelona neighbourhood of Sant Martí, in the Diagonal Mar area.  
[Click here](#) for a location map.

**Travel information:**

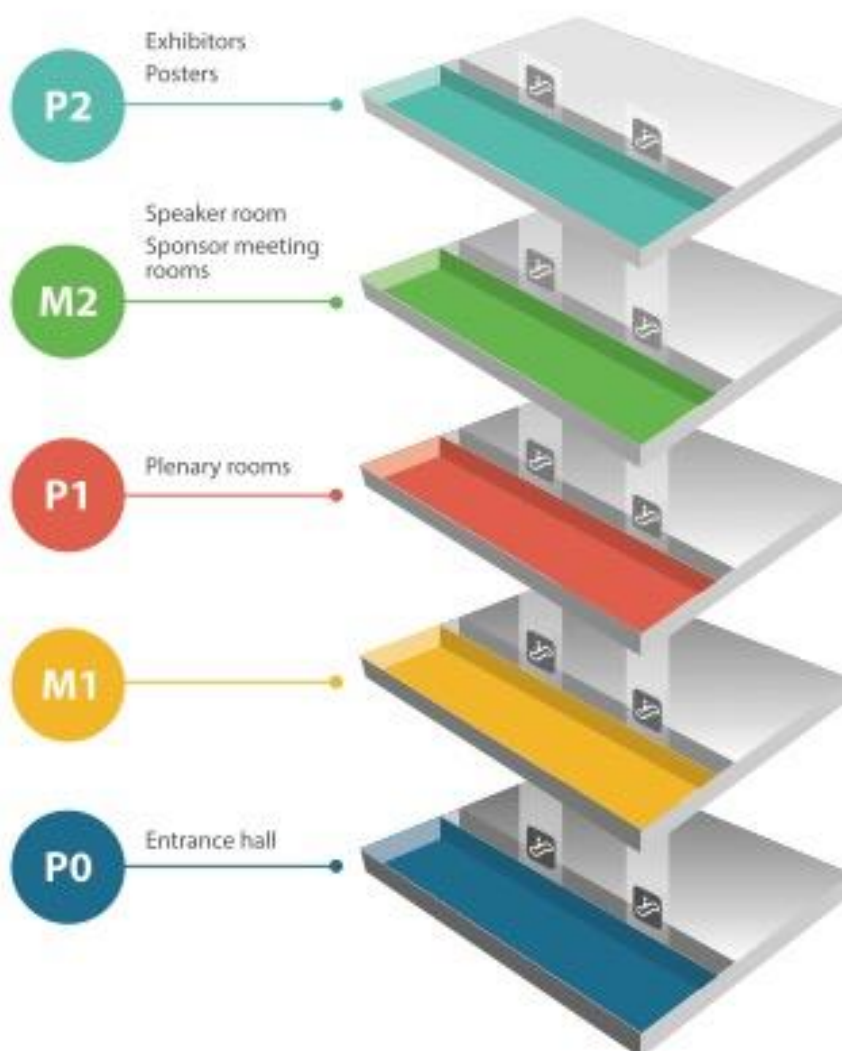
20 km from the airport

5 km from the Estació de França train station

6 km to the city centre



## Barcelona International Convention Centre - CCIB



## **VERY IMPORTANT INFORMATION FOR ALL SPONSORS AND EXHIBITORS**

It is not possible to ship materials directly to the CCIB. Please do not ship goods directly to your stand.

**The CCIB does not receive, customs clear or store incoming shipments and the ESGCT congress organisers cannot receive goods or materials on your behalf.**

Before shipping any items, you must get in touch with the official handling company, Resa Expo Logistics (contact details below).

Resa Expo is the official provider for the following services at the CCIB:

- Unloading and re-loading of vehicles
- Advanced warehouse service **(the venue does not receive incoming shipments)**
- Materials handling
- Customs broker (all shipments from outside the EU need a Spanish importer of the record)
- Vehicle traffic control
- Return shipments
- National/international transport

They will answer any queries and offer their services for receiving materials for your stand, and delivery and unloading your materials and/or equipment at your stand, as well as providing the correct forms and shipping labels.

RESA EXPO LOGISTICS  
[operations@resaexpo.com](mailto:operations@resaexpo.com)

Evelyn Gomez  
Tel. +34 93 233 41 10

### **FLYERS / COLLATERAL ITEMS FOR DELEGATE BAGS**

If you are shipping bag inserts, please make sure to pack and label the goods separately from the goods for your stand and get in touch with Resa to obtain all the necessary documents and instructions regarding labelling.

**Please note that shipments containing bag inserts have to arrive by **Tuesday 15 October** in order to guarantee that they will be included in the congress bags.**

Please make sure that you use the label provided by Resa for shipping any items intended for the delegate bags.

If you are using a third party to send flyers or other items for the bags, **please ensure that you give them the correct label and delivery instructions from Resa.**

If the items are not labelled correctly or do not arrive by Tuesday 15 October, the items **will not** be packed into the delegate bags before the congress. In this case, they will be delivered to your booth.

## Booth information

We provide **1 table (120 x 70cm) and 2 chairs on a space of 3 x 2m**. If you would like to order any additional furniture or branding for your booth please contact the CCIB directly on [stands@ccib.es](mailto:stands@ccib.es).

A small number of exhibitors have a slightly reduced area for their booths. This will be clear at the time of choosing your booth location.

**You will be contacted separately about picking the location of your booth towards the end of July. Please wait until you receive the email before sending us your preferred location.**

Booths will be equipped with a **basic power supply** (500 watts / 220 volts), European-style socket. Please bring any necessary country plug adapters.

If you need additional electrical power, please contact the CCIB directly on [stands@ccib.es](mailto:stands@ccib.es).

## Exhibition hall details

### Height

Ceiling height – Banquet Hall: min. 5m/max. 7m. Foyer area: the ceiling is 2.5m high.

### Floor

Floor surface: Wood – parquet. It is forbidden to stick anything to the exhibition floor or damage the floor. Double-sided tape must be placed over masking tape (“cinta de carrocer”) to fix anything to the floor. Please contact the venue on [stands@ccib.es](mailto:stands@ccib.es) to get authorisation.

ESGCT will provide the necessary carpet for each booth in the Banquet Hall and Foyer.

If you have a portable stand construction (more than pull-up banners), please send details to [stands@ccib.es](mailto:stands@ccib.es) for authorisation.

### Walls

It is not allowed to stick any kind of papers, signs or branding on the venue walls. Self-standing walls, pop-up or rolled-up banners are allowed for branding.

## Delivery to the booths

Goods will be stored by Resa Expo and delivered directly to the booths on Monday 21 October, according to the exhibition schedule on page 8.

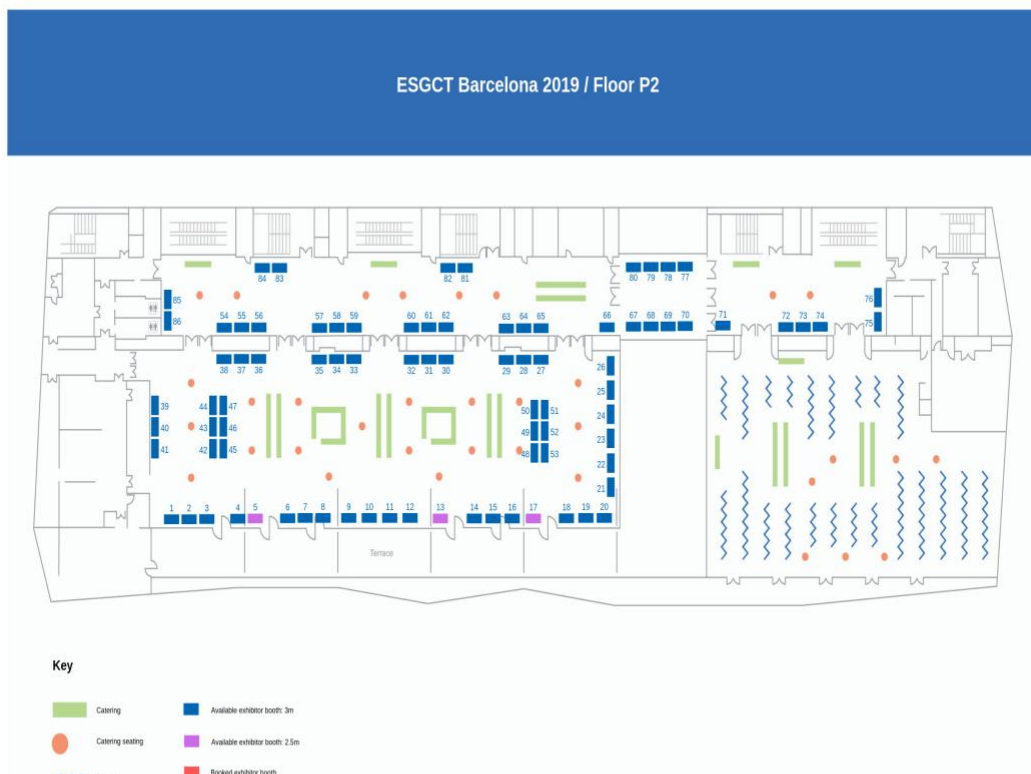
See page 4 for contact details for Resa Expo.

## FLOOR PLAN (Level P2)

Booth numbers 1 to 53 are in the Banquet Hall.

Booth numbers 54 to 86 are in the Foyer to the Banquet Hall.

**You will be contacted separately** about picking the location of your booth towards the end of July. Please wait until you receive the email before sending us your preferred location.





## Other topics

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### Storage

Storage is not available at the CCIB. Resa Expo offers empty case storage. When you are in contact with Resa, please request this service if needed.

### Booth furniture and branding

If you have a need for additional furniture or branding materials, please contact the CCIB directly on [stands@ccib.es](mailto:stands@ccib.es).

### AV requirements

If you have any additional AV or power requirements, please contact the CCIB directly on [stands@ccib.es](mailto:stands@ccib.es).

### Health and safety

CCIB requires that all workers in the building and sub-contractors are made aware of the [Safety Rules](#).

### Emergency instructions

Please also read the [Emergency Measures](#) document.

## Event Programme

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The congress programme is regularly updated on the ESGCT website. Please check it so you can adapt the manning of your booth. Please click here for the [current congress programme](#).

## Booth Staff Registration & Badges

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Sponsors and exhibitors should register to the congress all the people who will be present on the booth. Each exhibitor is entitled to 2 free passes a day. These passes will give access to all parts of the congress. You will find a discount code for your company in your sponsorship/exhibitor invoice.

## Travel

<p><b>Barcelona-El Prat International Airport</b> 20 km, 90 airlines, 213 destinations <a href="#">VISIT AENA - Barcelona-El Prat Airport</a></p>	
<p><b>Bus</b> 119 bus lines H16, 7, 136, N7 <a href="#">VISIT TMB</a></p>	<p><b>Taxi</b> 20 minutes <a href="#">Taxi ecològic</a>, <a href="#">Taxi amic</a>, <a href="#">VISIT TAXIS</a></p>
<p><b>Metro</b> 11 metro lines, 25 minutes, Metro stop El Maresme/Fòrum (L4 Yellow line) <a href="#">VISIT TMB</a></p>	<p><b>Tram</b> 7 lines, T4 Maresme Fòrum, 8 minutes from Plaça Espanya <a href="#">VISIT TRAM</a></p>



Codi Código Key

- Estació de ferrocarril / Railway station
- Tren d'Alta Velocitat / High Speed Train
- Estació d'autobusos / Estación de autobuses / Bus station
- Estació Marítima / Estación Marítima / Seaside station
- Aeroport / Airport

- Funicular / Funicular
- Telefèric / Teleférico / Cable car
- Tramvia blau (fora de servei) / Tramvia blau (fuera de servicio) / Blue Tram (out of service)
- Punt TMB d'informació / Punt TMB de información y atención al ciudadano / Punt TMB information and customer service centres

- Estació / Estación / Station
- Estació terminal / Estación terminal / Terminus station
- Estació de correspondència / Estación de correspondencia / Connecting station



Tota la Xarxa de Metro de TMB és accessible, excepte les estacions següents:  
Toda la Red de Metro de TMB es accesible, excepto las siguientes estaciones:  
The entire TMB underground network is adapted, except the following stations:

- L1 Plaça de Sants / Espanya / Urquinaona / Clot
- L3 Espanya / Valldaura
- L4 Maragall / Verdaguier / Urquinaona / Jaume I / Ciutadella / Vila Olímpica
- L5 Virrei Amat / Maragall / Verdaguier / Plaça de Sants



# Booth set-up and dismantling

## Schedule

Booth set-up and break down				Exhibitor access			
Monday	21 October	15:00 18:00	Setup				
Tuesday	22 October	08:00 11:00	Setup	Tuesday	22 October	11:00- 20:00	Exhibition open
				Wednesday	23 October	08:00 19:30	Exhibition open
				Thursday	24 October	08:00 19:30	Exhibition open
Friday	25 October	15:00 17:00	Break down	Friday	25 October	08:30 15:00	Exhibition open

### Set-up

The CCIB is made available to exhibitor for set-up as follows:

On **Monday 21 October from 15:00 to 18:00**, and **Tuesday 22 October from 08:00 to 11:00**.

### Dismantling

Dismantling of the structures and material removal will not be allowed before **Friday 25 October at 15:00**.

All items left on site after **Friday 25 October at 17:00**, will be considered as 'abandoned' with no value. Any items left in the exhibition space after the event will be removed to the loading bay and the CCIB will not be held responsible for any loss or damage.

## Access and unloading

For exhibitors who are carrying their booth materials with them rather than having them shipped, access is via the main CCIB loading bay access (see map below).

### Private vehicles – for unloading and loading

Please see the map for details of access to the loading bay.

Please bring your own caddy, cart or any other equipment you may need to unload your materials and bring them to your booth.

No parking is available at the venue and cars must be moved once unloaded.



## Parking

Access to the Ronda Litoral is only 500m. Use Exit 24 for double access.

For parking in Barcelona, visit [B:SM CAR PARKS](#), the parking network of Barcelona.

## Transport and unloading during the exhibition

Loading and unloading of exhibits in the CCIB is not allowed during the exhibition opening hours.