

Meeting Rooms Booking Guide

Fira Barcelona | Gran Vía
30 Jan - 2 Feb 2024

A joint venture
partnership of



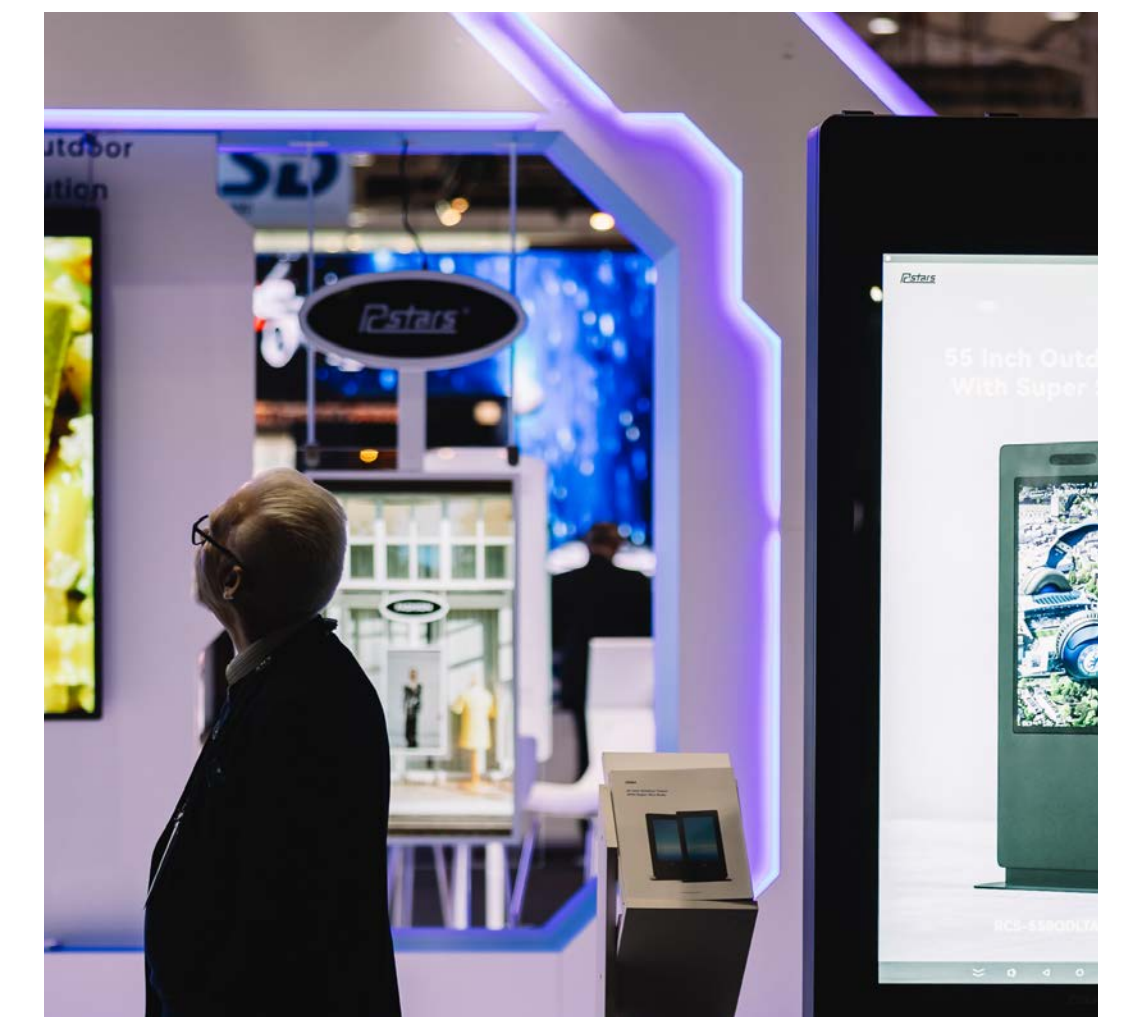
Meeting Rooms Booking Guide

Dear Exhibitor,

Thank you for booking a meeting room during ISE 2024. We would like to give you the warmest welcome to Integrated Systems Europe and express our commitment to ensure that your participation is a remarkable success. With the Meeting Rooms Booking Guide, we would like to offer you a helpful hand in your preparations for the show.

The Meeting Rooms Booking Guide will explain each important step for you to take to successfully book meeting rooms & suites during ISE 2024.

For more information please contact Melissa Ortiz at mortiz@iseurope.org



1. General

1.1 Who can book a room?

Only exhibitors can book meeting rooms or suites.

Co-exhibitors are only allowed to book a meeting room or suites through the main exhibitor (the main exhibitor is required to book and pay for the room).

1.2 How to book a meeting room or suite

Please go to:

EBO > Exhibitor Resources > Book a meeting room

1. Download the **Meeting Room Booking Guide**, read it carefully.
2. Click on “**Booking Form**”, fill in the form and submit your booking request.
3. Your request will be automatically sent to ISE.
4. Within 24 hours you will receive an email with the best option for you.
5. Sign the contract and send it back to ISE.

1.3 Booking possibilities

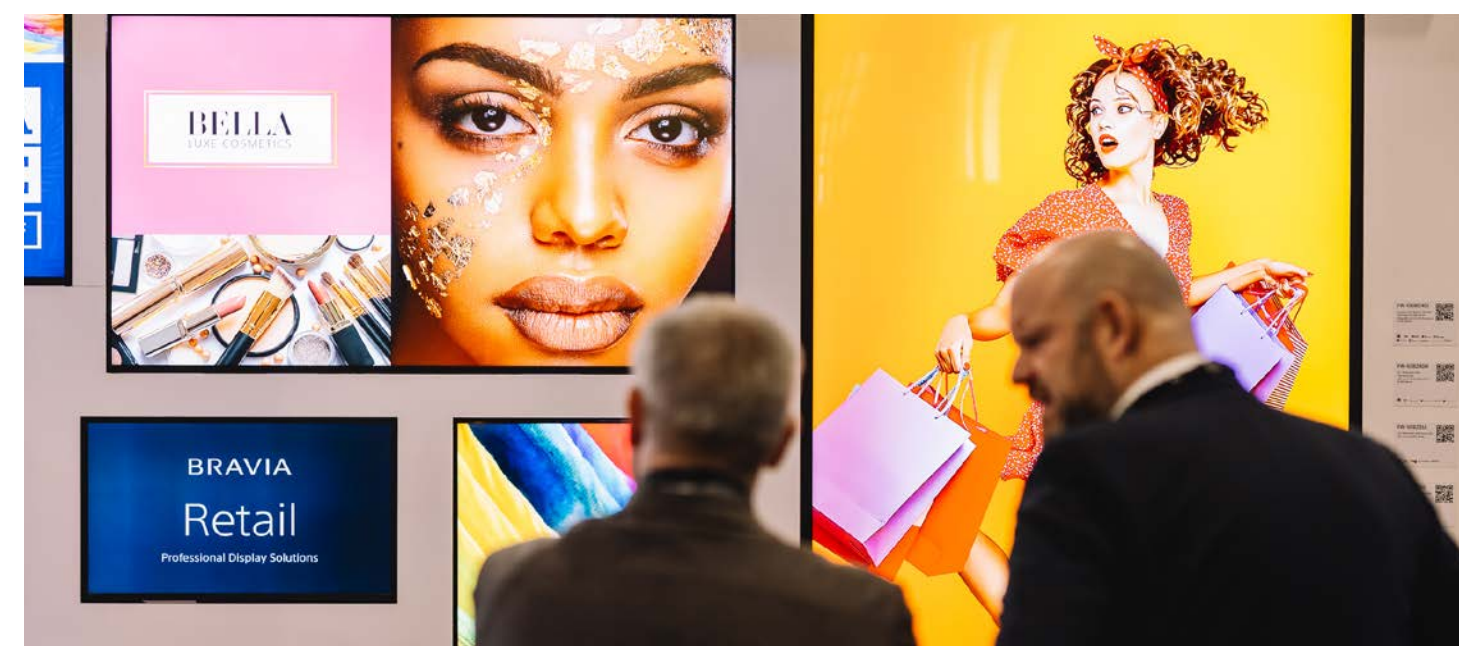
- > 08:00-20:00 full day

When booking a meeting room or suite, please consider the build-up and dismantling days. If necessary, an additional day must be booked. You will only be able to use your meeting room during the hours stated in your contract.

1.4 Services

To request any additional services for your meeting room, please visit the direct link to ISE Fira Store by [clicking here](#), indicate your meeting room number and the services you need. Fira offers a range of services, including internet, hostesses, security, AV equipment, cleaning, and extra furniture.

The initial setup options of boardroom, theatre, classroom, and emptying of the room are included



in the price. If you require a second setup change, additional costs will apply. All requests for setup changes must be made before 4th January 2024.

If you need catering services within your meeting room, please contact Gastrofira directly at isecatering@firabarcelona.com or +34 93 233 20 00. Please note that the deadline for catering orders in your meeting room is also 4th January 2024.

When ordering catering machinery for any meeting rooms, it is mandatory to request electrical needs. Please note that external catering organizations are not permitted to cater inside Fira Meeting Rooms.



1. General (Continued)

1.5 Meeting Room General Rules

Meeting rooms can only be booked for a full day. Please note that access times for exhibitors and attendees are different.

Service	Exhibitors	Attendees
Full Day	07:00 – 20:00	09:00 – 18:00

When booking a meeting room, please consider the build-up and breakdown days. If necessary, an additional day must be booked. This additional day will have an additional cost of a full day.

The meeting rooms can be delivered empty, to display products such as screens and/or displays. However, please note that all Barcelona and Europa suites are delivered with a cupboard that cannot be removed.

Please note that it is not possible to build audio demo rooms in the meeting rooms. The maximum sound level permitted in the rooms is 40dB.

Construction within Fira Barcelona meeting rooms is not allowed under any circumstances, particularly but not limited to temporary building, removal of existing furniture, installation of additional power, carpeting, attaching any signage to the walls, glass, or doors. This list is explicitly not meant to be exhaustive.

Please take a moment to carefully review and sign the “Proactive Room Maintenance” document attached to the contract.

In case you are planning an event, breakfast, or meeting outside regular hours, exhibitors must inform Melissa Ortiz at mortiz@iseurope.org in advance.

1.6 Meeting Room Build-Up:

- > Fine tuning and goods delivery: 07:00 – 09:00.

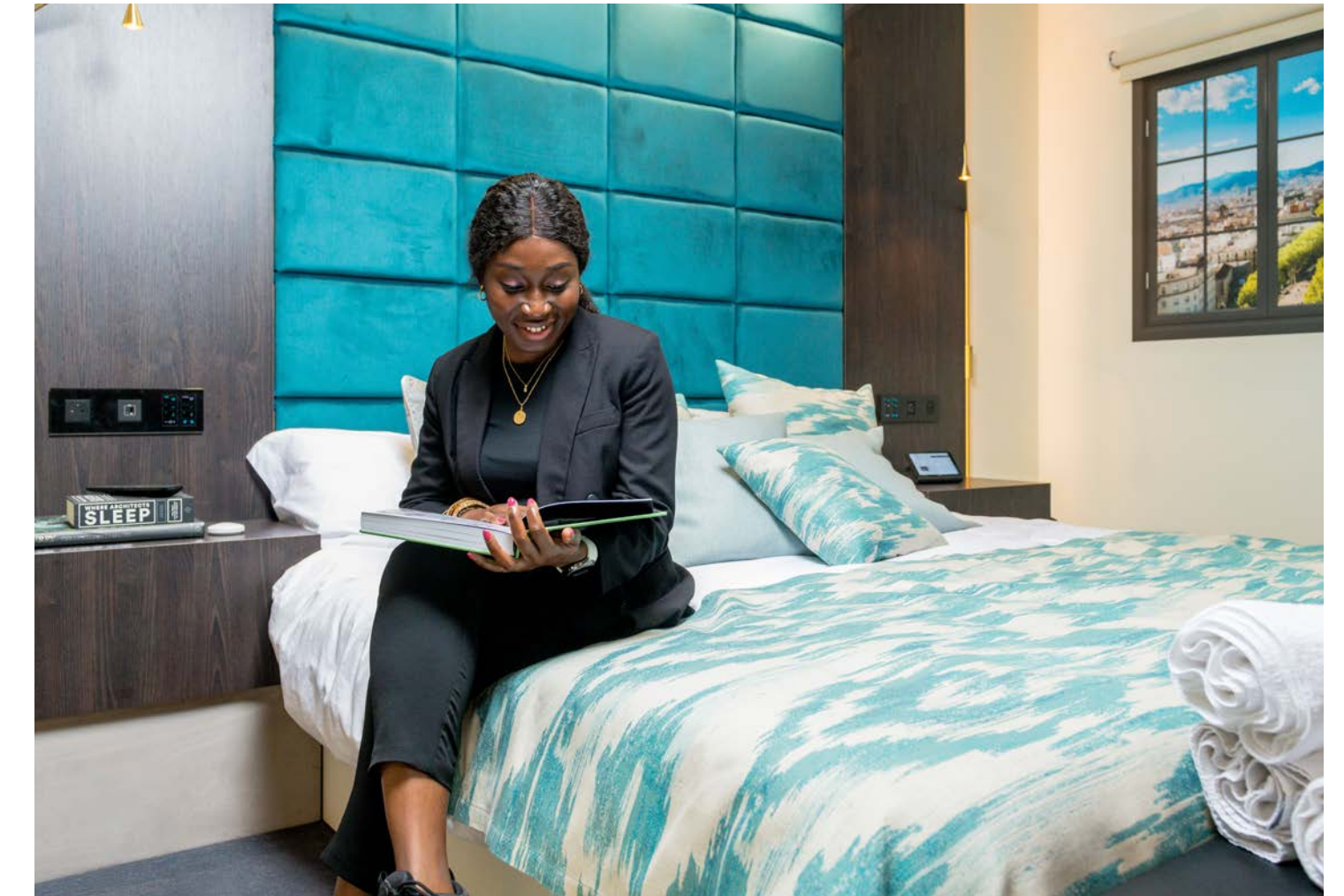
1.7 Meeting Room Breakdown:

- > Breakdown hours during show days: 18:00 – 20:00.

The breakdown should be carried out before returning the key on the last day of the contract.

The room must be left clean and empty. A fee will be applied if the room requires cleaning.

For build-up, as well as breakdown, all goods, flight cases, and other types of materials needed for the Barcelona/Europa Suites and Tibidabo Suites will need to be unloaded through the goods lift located at hall 8.0.



2. Payments

2.1 Payment Terms

Once the meeting room contract is signed, the contract will be processed, and our Accounting Department will send an invoice. It is important to pay 100% of the invoice before the show. In case you fail to do so, it will not be possible to use the room, until proof of payment has been submitted.

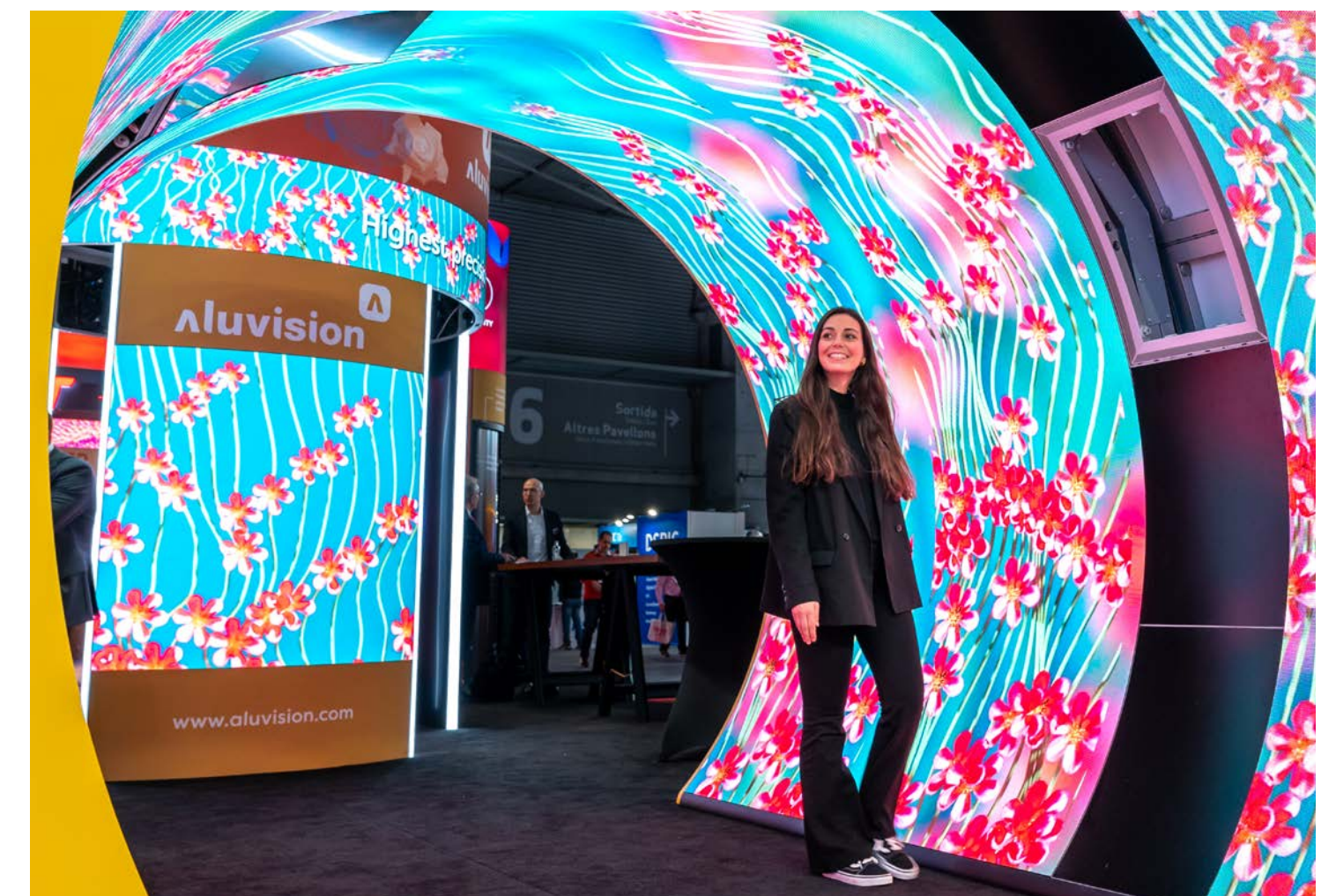
2.2 Cancellation Policy

Cancellation of a booked meeting room or suite must be in writing. Please send an email to mortiz@iseurope.org stating your explicit intention to cancel your meeting room or suite. All cancellations will be administered under one of the following conditions depending on the time of cancellation:

- (1) If a cancellation occurs after 1 March 2023 but on or before 31 July 2023, 20% of the total amount of the relevant room(s) will be charged.
- (2) After 31 July 2023, and on or before 31 October 2023, 70% of the total amount of the relevant room(s) will be charged.
- (3) After 31 October 2023 NO REFUNDS will be issued.

In the event of a cancellation, ISE has the right to use the cancelled room(s) at its own discretion. This includes but is not limited to selling such room(s) to another exhibitor without any rebate or allowance to the exhibitor/client who has cancelled.

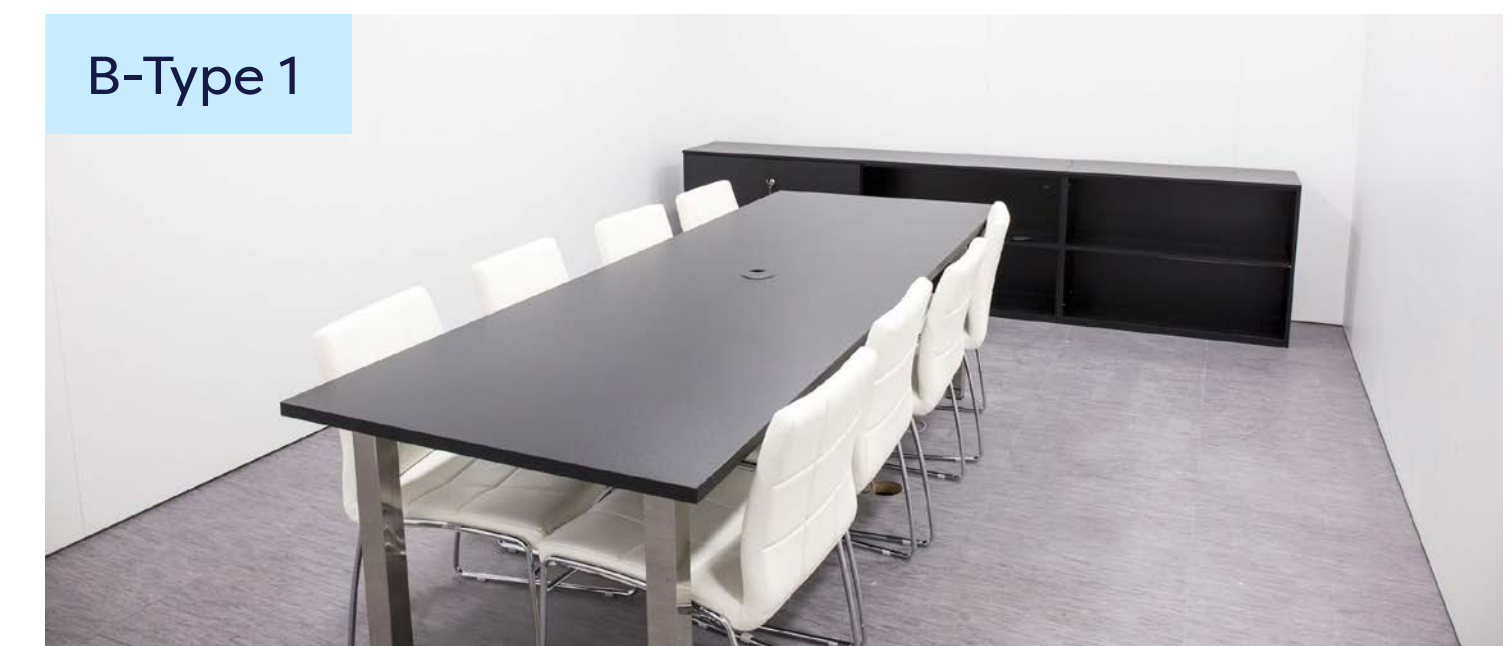
A cancellation is not accepted or approved until written confirmation is submitted and the show management provides confirmation of the cancellation.



3. Prices

Below you will find the prices per meeting room type

Room type	Full day rate from 03 April 2023 - 01 Sept 2023	Full day rate from 02 Sept 2023 - 02 Jan 2024	Includes
E-type 1	€ 2,151	€ 2,248	First setup is included (only boardroom, classroom, theatre style and empty) <ul style="list-style-type: none"> > AV equipment (50" TV + Special Desktop Stand + 2 HDMI Cables 3 meters long) > 3.3kW Power > Logo/name plate at the door > 2 keys that can be collected on the day the booking starts
B-type 1	€ 1,595	€ 1,668	First setup is included (only boardroom, classroom, theatre style and empty) <ul style="list-style-type: none"> > 3.3kW Power > Logo/name plate at the door > 2 keys that can be collected on the day the booking starts
E-type 3	€ 3,058	€ 3,197	First setup is included (only boardroom, classroom, theatre style and empty) <ul style="list-style-type: none"> > 3.3kW Power > AV equipment (50" TV + Special Desktop Stand + 2 HDMI Cables 3 meters long) > Logo/name plate at the door > 2 keys that can be collected on the day the booking starts



CC3 & CC7 Exclusive rooms, full day rate

Room type	Full day rate from 03 April 2023 - 01 Sept 2023	Full day rate from 02 Sept 2023 - 02 Jan 2024	Includes
CC3 Exclusive	€ 4,202 - € 8,305	€ 4,393 - € 8,683	First setup is included (only boardroom, classroom, theatre style and empty) <ul style="list-style-type: none"> > AV equipment (50" TV + Special Desktop Stand + 2 HDMI Cables 3 meters long) > Logo/name plate at the door > 2 keys that can be collected on the day the booking starts
CC7 Exclusive	€ 1,925 - € 18,414	€ 2,013 - € 19,251	First setup is included (only boardroom, classroom, theatre style and empty) <ul style="list-style-type: none"> > 3.3kW Power > AV equipment (50" TV + Special Desktop Stand + 2 HDMI Cables 3 meters long) > Logo/name plate at the door > 2 keys that can be collected on the day the booking starts

4. Security

Please note that information on whether a meeting room or suite can be locked or not is included in the meeting room offer.

4.1 Keys policy:

- > 2 room keys are included per booked room.
- > In case keys are not returned, a fee of €25 per key will be charged.
- > Duplicates of keys will have a cost of €30 per unit.
- > Extra keys requests on-site will be upon availability.

4.2 Keys delivery:

- > The key can be collected and handed in at the information point located on the walkway next to the Barcelona and Europa suites.
- > You will have access to the meeting rooms from the day you have booked the meeting room, not before.



Contacts

Bookings & General Questions

Melissa Ortiz

T: +34 932 712 053

E: mortiz@iseurope.org

Catering

Gastrofira

T: +34 93 233 2000

E: isecatering@firabarcelona.com

