

ISPOR Europe 2024

17-20 November
Barcelona, Spain



ISPOR EUROPE 2024 EXHIBITOR QUICK FACTS

The ISPOR Europe 2024 Conference will be held 17-20 November 2024 at the Centre de Convencions Internacional de Barcelona. The exhibit hall opens Monday, 18 November and closes Wednesday, 20 November.

Centre de Convencions Internacional de Barcelona

Plaça de Willy Brandt, 11-14, 08019 Barcelona

EXHIBIT HALL SCHEDULE

Installation Schedule

Saturday 16 November	12:00-17:00 (12:00PM – 5:00PM) <ul style="list-style-type: none">• Steel-toed shoes required (ALL hours)• Installation access will be through the Willy Brandt and Leonardo da Vinci Square entrances.
Sunday 17 November	8:00-17:00 hours (8:00AM – 5:00PM) <ul style="list-style-type: none">• Steel-toed shoes required (ALL hours)• Installation access will be through the Willy Brandt entrance ONLY.

Exhibit Hall Hours Halls E-I

Monday 18 November	9:30-19:00 hours (9:30AM – 7:00PM)
Tuesday 19 November	9:30-19:00 hours (9:30AM – 7:00PM)
Wednesday 20 November	8:30-11:30 hours (8:30AM – 11:30AM)

Dismantle Schedule

Wednesday 20 November	11:30-19:00 hours (11:30AM – 7:00PM) <ul style="list-style-type: none">• Steel-toed shoes required (ALL hours)• Dismantle access will be through the Willy Brandt entrance ONLY.
----------------------------------	--

Per safety regulations instituted by the city of Barcelona and enforced by the CCIB, please be aware that you must wear steel-toed shoes during show install and dismantle as outlined above. Helmets and/or reflective vests may also be required during move-in/out depending on your stand plans. Details are included in the Online Exhibition Manual. Note that every person entering the trade show floor during installation and dismantle will be required to adhere to these safety regulations or access will not be permitted. NO EXCEPTIONS. Do not ship your safety gear with your stand supplies; you will not be able to access the Trade Show floor or Resa freight area to retrieve them and begin your build-up!

Be advised that beginning at 11:30 on Wednesday, 20 November during dismantle, anyone on the Trade Show floor without steel-toed shoes will be asked to exit the Exhibition Area as it is becoming a construction zone. Please make sure you have your proper footwear to dismantle your stand, no matter how small or large it is.

You can order a waste container if you anticipate waste from build up or breakdown of your stand. You may order these from the CCIB Exhibition Online Manual. **Please allow up to one hour for empty containers to be returned at the close of the show.** All exhibitor materials must be removed from the exhibit facility by the Exhibitor Dismantle deadline.

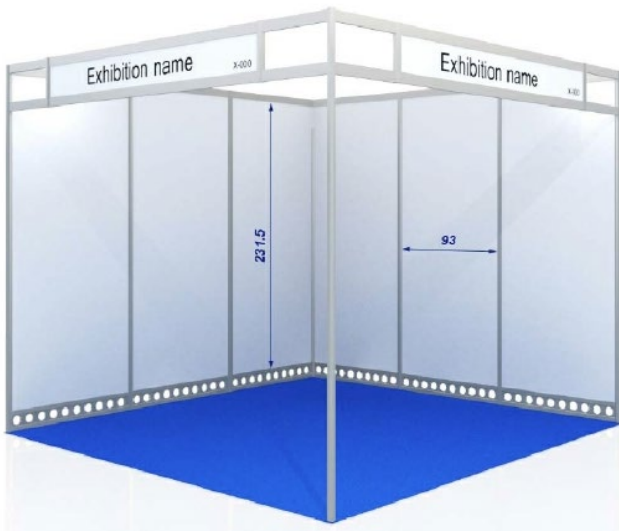
Note: If you arrange your own transport, then you MUST book unloading slots with DHL for any vehicles arriving at the venue. This is mandatory whether or not you use their handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading. Please see DHL Shipping Guidelines in the Exhibitor Service Center for more info.

SERVICE INFORMATION

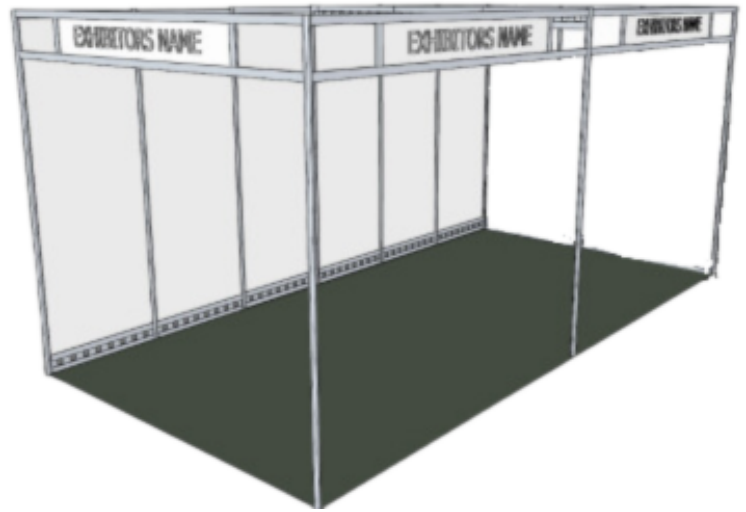
STAND EQUIPMENT, Shell Scheme (applies to 3mx3m and 3mx6m inline)

A basic shell scheme includes partition walls toward neighboring stands, fascia boards facing the gangways, company identification on fascia, electric, LED strip lights, and carpet (dark grey). Depending on your location, you may have 1 wall and 3 open sides or 2 walls and 2 open sides (if you are on a corner). If you are unsure, please contact exhibit@ispor.org. Example photos below are for informational purposes only.

3x3 example, 2 walls and 2 open sides



3x6 example, 1 wall and 3 open sides



The following package is included in all shell scheme exhibits purchased (inline stands)

- Shell scheme walls against neighboring stands. 2.5m high lacquered aluminum structure. Wood or white melamine panels.
- Fascia against gangways, includes stand number and exhibiting company name in black lettering with a maximum of 30 characters. There will be 1 x application per open side. ISPOR will provide your Company Directory/Signage Name to CCIB. Exhibitors can upgrade to graphics/colored lettering within the CCIB Exhibition Online Manual at the exhibitor's expense. Shell schemes and fascia included with stand packages cannot be removed.
- LED Strip Lights
- 3,3kW electrical switchboard (1 socket available)
- Carpet included, dark grey by default. Exhibitors can change color within the CCIB Exhibition Online Manual.
- Pre-inauguration cleaning. Additional special cleaning tasks (i.e. daily cleaning, counters wiped, floors mopped, etc.) can be ordered in the CCIB Exhibition Online Manual.

Additional services for purchase

- Freight Services (DHL)
- Custom Stands with graphics
- Additional electrical connections
- Internet and A/V
- Daily stand cleaning
- Custom furniture

Space Only

Space only stands, including islands and premium stands will NOT receive a shell scheme or items included in the shell scheme package (electricity, lighting, carpeting, etc.). **Exhibitors with space only stands are responsible for providing carpeting and/or show management approved flooring for their own space.** If a shell scheme is desired for your space, please notify exhibit@ispor.org. A shell scheme can be added at the exhibitor's expense by contacting the CCIB at stands@ccib.es

EXHIBIT SPACE, CONSTRUCTION, AND DÉCOR GUIDELINES

Exhibitors should refer to the [Rules and Regulations](#) for details regarding exhibit space, construction, and décor guidelines, including height restrictions. All stands 3mx6m or larger, including shell schemes, are required to submit a digital drawing or rendering *including heights and dimensions* to [ISPOR Show Management](#) for approval by Monday, 16 September 2024.

EXHIBITOR SERVICE CENTER AND CCIB EXHIBITION MANUAL

The [CCIB Exhibition Manual](#) is now available. Exhibitors can place orders for furnishings, graphics, catering, AV, electrical, etc. if desired. The deadline for orders is 29 October 2024. A 20% surcharge will apply to all orders after this deadline until 7 November 2024*. *Additional orders after this date will not be accommodated, the website will be closed.

The [Exhibitor Service Center](#) includes official vendor order forms, exhibitor quick facts, deadline checklists, and other important announcements.

Please be mindful of order deadlines! Exhibitors will need to utilize both resources mentioned above to place orders, confirm deadlines, show information, etc.

CCIB EXHIBITION GENERAL REGULATIONS AND HEALTH & SAFETY RULES

All exhibiting companies must sign the Acceptance of CCIB General Rules and return to stands@ccib.es. Exhibitors are responsible for familiarizing themselves with the CCIB Exhibition General Regulations and H&S Rules located in the CCIB Exhibition Manual and the Exhibitor Service Center.

SERVICE CONTRACTOR CONTACTS/INFORMATION

ISPOR is working with the following official vendors:

Official Vendor	Product Service	Contact
CCIB	<ul style="list-style-type: none">• General Contractor/Exhibitor Services• Catering• Electric• Audio Visual• Internet	CCIB Exhibition Manual
DHL	Shipping/logistics	Sean Hemphill
Cvent	Lead Retrieval	leadcapture@cvent.com

CATERING

Food and Beverage must be purchased and coordinated through the official catering service, CCIB Catering. No food or beverage from an external supplier is allowed to be served, this extends to catering services such as baristas. In the event bringing an external supplier is required, please contact CCIB for approval/corkage fees.

SHIPPING

DHL is the official logistics contractor for ISPOR Europe 2024. **All necessary shipping forms and contact details will be included in the ISPOR Exhibitor Services Center.** Be sure your carrier knows the company name and stand number when making arrangements for shipping at the close of the show. ***Please do not send any information to DHL until stand assignments are completed.***

The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at their own expense and risk. Deliveries must arrive shortly before scheduled unloading and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact Resa Expo Logistics upon arrival at CCIB, as in-house delivery is only handled by Resa Expo Logistics.

AFFILIATE MEETING ROOM REQUESTS

Meeting space in the CCIB is extremely limited and reserved exclusively for ISPOR sponsors. Please contact sales@ispor.org for more information.

ATTENDEE INFORMATION

Per GDPR policy, **ISPOR will not provide exhibitors and sponsors with personal attendee data, including name and email.** ISPOR does not sell, rent, publish, or otherwise share any of its attendee contact information. **Any emails or other outreach you receive from anyone claiming to represent ISPOR and offering to sell you a conference attendee list should be considered fraudulent.**

INSURANCE

Exhibitor insurance from RainProtection is included with the purchase of exhibit space. Each exhibitor will receive commercial liability insurance with a combined single limit of \$1,000,000.00/\$2,000,000 aggregate each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, CCIB, Barcelona, Spain and their respective members, officers, agents, and employees. All exhibiting companies who have paid their invoices in full will receive a Certificate of Insurance from RainProtection by 18 October 2024.

EXHIBITOR REGISTRATION

Exhibit Space	Exhibitor Full Registrations ¹ <i>(Included in Exhibit Package)</i>	Exhibit Hall Only Registrations ² <i>(Included in Exhibit Package)</i>	Exhibit Hall Only Registrations ³ <i>(Allotment for Purchase)</i>
3m x 3m Shell Scheme		2	2
3m x 6m Shell Scheme	2	2	4
3m x 6m Space Only	2	2	4
6m x 6m Space Only	4	4	8
6m x 9m Space Only	4	6	12

¹ **Exhibitor Full Registrations**- included in exhibit package. ‘Exhibitor’ attendee type includes access to the Exhibit Hall for setup days, early access on show days and access to the Exhibit Hall throughout the conference. *This registration also includes access to all content sessions.*

² **Exhibit Hall Only Registrations** - included in exhibit package. ‘Exhibit Hall Only’ attendee type includes access to the Exhibit Hall for setup days, early access on show days and access to the Exhibit Hall throughout the conference. *This registration does not include access to any content sessions.*

Exhibit Package Registration Codes - all codes become active once your exhibit payment is received. The main point of contact on file for the meeting can access available registration codes in the [ISPOR Organization Info](#) tab. The [Exhibitor Registration Guide](#) provides step-by-step instructions to use included registration codes.

³ **Exhibit Hall Only Registrations (for purchase)** are available for purchase by exhibiting companies only. Limit 2 additional registration per 3mx3m exhibit space. The cost is \$725 USD per registration. [Please submit your request here.](#)

Note: Exhibitor Registration Deadline is 28 October 2024

EXHIBITOR ASSISTANCE

We look forward to a successful conference with your involvement! If we may be of assistance, please contact [ISPOR Show Management](#)