

Event Request at your Stand

Company Name: _____

Contact (+tel.) during Event: _____

Day of Event: _____

Time of Event: _____

Type of Event: _____

Numbers of Persons Expected: _____

Use of space

Every event held should be at the stand itself. It is not allowed that attendees nor exhibitors are in the aisles for an event during show hours nor after closing of the show, due to security reasons and because of cleaning of the halls after closing of the show. It is the responsibility of the exhibitors to monitor this, ISE management will act accordingly and end the event in case of misuse.

Security

It is mandatory to order at least one security guard through [Servifira](#) if you plan on having an event on your stand. For stands larger than 100sqm, we suggest that two security guards should be ordered. The role of the security guards is to contain the party within the stand perimeter but also to protect the stands surrounding the one hosting the party.

Please note that the venue needs to be cleared by 21:00 every night of the show. As of 20:45 all persons within the Fira are requested to leave the premises. So we advise you to write 20:30 as end time on your invite.

Catering

Please note that it is not allowed to bring your own catering. In case there is no dedicated area for catering purposes at the stand, then it is only possible to make use of disposable material in terms of cups, plates and cutlery as such. All catering needs to be ordered via Gastrofira, Fira Barcelona's catering department. Please contact Gastrofira directly at isecatering@firabarcelona.com or +34 93 233 20 00.

Music

If you wish to broadcast music (whether live or from recorded material) from your stand, please note that you are solely responsible for obtaining any license(s) required to play music on the stand. Exhibitors using music systems, etc., must ensure that they are in possession of the correct licensing and that the volume is kept to a limit of 70 decibel, with a peak of 85 decibel for a maximum of two minutes. Live music during show hours is not allowed, only at stand parties hosted after 19:00 hrs until 20:45 hrs.

Relevant organisation in Spain from which to obtain the license is:

General Society of Authors and Editors SGAE | <http://www.sgae.es/en-en/SitePages/index.aspx>

Please resend the signed form to Daniëlle Inostroza via dinostroza@iseurope.org