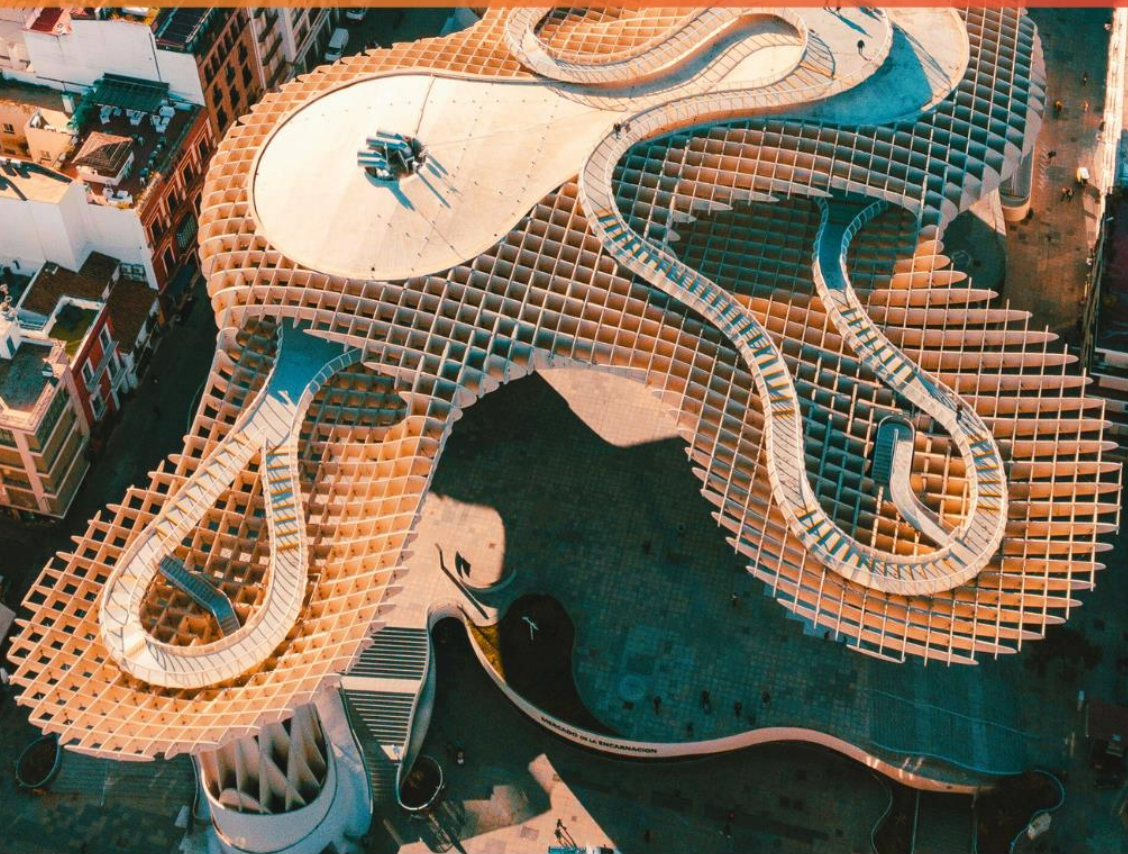




**EUROPEAN  
CONGRESS**  
**SEVILLE**  
**19-21 May 2025**  
Clean, resilient and  
connected mobility.

# Exhibitor Manual

## ITS European Congress 2025



ORGANISED BY:



IN PARTNERSHIP WITH:



HOSTED BY:



SUPPORTED BY:





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## Key Notes

This exhibitor manual is to the best of today's knowledge correct and complete. The manual will be developed over the next months based on the ongoing situation and the most up to date version will always be available on the website.

### Our Sustainability Choice

The ITS European Congress Host and Organisers are conscious of the impact on the environment that our event may have. **We believe together with our exhibitors, partners, and participants we can make a difference.**

Therefore, please note that to reduce the number of materials produced, **we promote a paper-less Congress** and in this case, a full programme will not be printed. We will invite everyone to **download the App** of the Congress for the most updated information on the programme. This app will be available on App Store and Play Store a few weeks before the Congress.

A bag for paper and brochures will not be produced either. We **encourage you to focus on digital and frictionless solutions** for your visitors. Together we could minimize our impact on the environment.

During the registration process, you will also be able to compensate the carbon footprint of your individual transportation. We encourage you to use public transportation, sustainable materials in your booth, and to keep accessibility in mind when creating your booth design. To this extent, perhaps consider no base platform so those with reduced mobility can easily access your booth.

In case of specific questions related to sustainability, please do reach out to the organiser via email [itseuropeancongress@mailcongress.ertico.com](mailto:itseuropeancongress@mailcongress.ertico.com).

### Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of the ITS European Congress 2025, or any agent or representative acting on behalf of the exhibitor or a demonstrator.

### Promotional Activities

**Use our downloadable promotional assets kit to promote your participation in the congress!** The Congress website includes a [downloadable Promotional Assets kit](#). It can be found on the Media & Press page on the [website](#). The Congress logos, promotional banners, social media banners, and communication templates are all included in this kit.

#### **GREAT NEWS come to those who sign up!**

Stay informed on the latest Congress updates, subscribe to the [Congress Newsletter](#). For any specific questions on Marketing & Communications, reach out to the Marketing Team at [Congresspr@mail.ertico.com](mailto:Congresspr@mail.ertico.com).

## Key Contacts

We strongly advise to keep [itseuropeancongress@mailcongress.ertico.com](mailto:itseuropeancongress@mailcongress.ertico.com) in cc in all email communication with the venue, stand services, and freight forwarder.

Congress Organisers	
<b>Logistics Team</b> Your main contact point for logistical exhibition questions and general congress related queries.	Phone: +32 2 320 2535 E-mail: <a href="mailto:itseuropeancongress@mailcongress.ertico.com">itseuropeancongress@mailcongress.ertico.com</a>
<b>Health &amp; Safety Contact</b>	Phone: +32 2 320 2535 E-mail: <a href="mailto:itseuropeancongress@mailcongress.ertico.com">itseuropeancongress@mailcongress.ertico.com</a>
<b>Commercial Partnership &amp; Exhibition Opportunities</b>	Phone: +32 2 400 07 27 E-mail: <a href="mailto:eucongress@mail.ertico.com">eucongress@mail.ertico.com</a>
<b>Event Registration</b>	Phone: +32 2 320 2535 E-mail: <a href="mailto:registrationits@mailcongress.ertico.com">registrationits@mailcongress.ertico.com</a>
<b>Marketing &amp; Communications</b>	E-mail: <a href="mailto:congresspr@mail.ertico.com">congresspr@mail.ertico.com</a>
<b>Programme &amp; Speaking Opportunities</b>	E-mail: <a href="mailto:speakersITS@mail.ertico.com">speakersITS@mail.ertico.com</a>
Venue & Suppliers	
<b>Venue</b> More information on the venue <a href="#">here</a>	<b>Conference &amp; Exhibition Center of Seville, FIBES</b> Palacio de Exposiciones y Congresos, Av. Alcalde Luis Uruñuela, 1, 41020 Sevilla, Spain FIBES I > Exhibition and Demonstrations FIBES II > Sessions and Registration
<b>Official Stand Builder - FIBES</b> Could be reached for tailor-made stands and any questions on your equipped stands. More information on <a href="#">page 11</a> .	<b>Maribel Gutiérrez</b> E-mail: <a href="mailto:migutierrezg@acciona.com">migutierrezg@acciona.com</a> Phone: +34 649 047615
<b>Exhibitor Service</b> For any special queries regarding the Order Forms. More information on <a href="#">page 16</a> .	<b>Maribel Gutiérrez</b> E-mail: <a href="mailto:migutierrezg@acciona.com">migutierrezg@acciona.com</a> Phone: +34 649 047615
<b>Catering</b> More information on <a href="#">page 17</a> .	<b>Yolanda Moreno</b> E-mail: <a href="mailto:yolanda@guadalquivircatering.com">yolanda@guadalquivircatering.com</a>
<b>Freight Forwarder - DSV Solutions Spain</b> More information on <a href="#">page 20</a> .	<b>Olimpia Rodrigalvarez</b> E-mail: <a href="mailto:olimpia.rodrigalvarez@dsv.com">olimpia.rodrigalvarez@dsv.com</a> Phone: +34 954325842 / +34 628930293



# Checklist

Key deadlines and dates to be **respected** by exhibitors

Checkbox	Deadline	Action	Contact/Link
	15 February 2025	Payment deposit ( <b>100%</b> stand space) due	<a href="mailto:itseuropeancongress@mailcongress.ertico.com">itseuropeancongress@mailcongress.ertico.com</a>
	March 2025	<b>Exhibitor registration</b> Use link and instructions received via email. Please register booth staff incl. hostesses.	<a href="mailto:itseuropeancongress@mailcongress.ertico.com">itseuropeancongress@mailcongress.ertico.com</a>
	March/April	<b>Exclusive Exhibitor Webinar</b> - we recommend your participation	Practical information followed by Q&A session <i>Invitation will be shared closer to the date</i>
	1 April 2025	Handing in your <b>stand projects for approval</b>	<a href="mailto:itseuropeancongress@mailcongress.ertico.com">itseuropeancongress@mailcongress.ertico.com</a>
	16 April 2025	Order deadline for exhibition related services through the <b>Order Form</b>	All information and links can be found on <a href="#">page 16</a>
	As of 16 April 2025	15% surcharge on all orders through the Order Forms	
	18 April 2025	<b>Deadline</b> to register at the <b>Early Bird Rate</b>	Use the links sent to you by email
	From 19 April 2025	Register at the <b>Standard Rate</b>	Use the links sent to you by email
	2 May 2025	Deadline to order <b>Catering</b>	
	As of 19 May 2025	Register at the <b>Onsite Rate deadline</b>	Use the links sent to you by email
	17 May 2025	08h00 – 20h00: Build-up for raw space <b>only</b>	
	18 May 2025	08h00 – 18h00: Build-up for raw space <b>only</b> 10h00 – 18h00: Build-up for shell scheme stands	
	19 May 2025	<b>09h30 – 18h30: Exhibition Area open</b> 09h30 – 18h30: Demonstration Area open 17h00 – 18h30: Exhibition Welcome Reception	
	20 May 2025	<b>09h00 – 18h00: Exhibition Area open</b> 09h00 – 18h00: Demonstration Area open	
	21 May 2025	<b>09h00 – 18h00: Exhibition Area open</b> 09h00 – 18h00: Demonstration Area open 17h30 – 00h00: Dismantling	
	22 May 2025	08h00 – 20h00: Dismantling	

## Exhibitor Registration

Confirmed exhibitors and sponsors will receive as of March 2025 a personalised email with the registration links, discount code if needed and instructions.

Exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages (see below).

DESCRIPTION	EXHIBITION Package for Raw Space					EXHIBITION Package for Equipped Space		CO-EXHIBITOR Package **	START UP Package
	As of 9 sqm	As of 18sqm	As of 27sqm	As of 36 sqm	As of 45 sqm	9 sqm	18 sqm	Per co-exhibiting company	Getting an allocated desk within the start-up area
Congress Website	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
App Coverage	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Floor Plan Description	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shell scheme structure (entitlements included below)	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A
1 Electricity plug, 1 stool and 1 high table	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes
Cleaning of the stand 1st day before the opening	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	Yes
Exhibitor Stand Personnel Pass <b>including Catering</b> (lunch and coffee breaks from Monday to Wednesday)	2	4	6	8	10	2	4	1	2

All sponsors and exhibitors must register online in advance of the event. Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants accordingly.

A **transfer of registration** to another participant from the same company may be accommodated at the discretion of the Organiser. All registration cancellation & transfers requests should be sent by email to the Registration Secretariat at [registrationits@mailcongress.ertico.com](mailto:registrationits@mailcongress.ertico.com).

### Registration info desks

All participants must be pre-registered for the ITS European Congress 2025.

Badges will be printed onsite and will not be sent per email prior to the congress. Based on the bar code you will receive per email 1 week before the congress days, you will be able to print your badge at the **self-printing stations** located at the **FIBES II entrance** in the registration area. Self-printing stations will be open on Sunday, 18 May 2025, from 15h00 to 18h00. To avoid queues, we invite you to come as of Sunday already to pick up your badge to quickly access the exhibition floor on Monday.

**Group Badges pick up** will be also possible on Sunday, 18 May 2025, from **15h00 to 18h00**. We invite you to book your slot when making the group booking via the registration platform. **Group pickups are only possible for group bookings made via the group booking link.** Please note that only **complete** group pick-ups are allowed. If this is not possible, we kindly ask you and the attendees of your group to come individually.

### Registration Info desk

Conference & Exhibition Center of Seville, FIBES  
Avda. Alcalde Luis  
Uruñuela, 1, 41020 Sevilla.

### General Opening of the Registration info desks

Sunday 18 May	15:00 – 18:00
Monday 19 May	08:30 – 19:30
Tuesday 20 May	08:00 – 19:00
Wednesday 21 May	08:00 – 18:00

## Exhibitor Help Desk

The exhibitor help desk will be open & available during build-up days. Timing will be published at a later stage. A representative of the Exhibition Department will be there to support you during set-up days.

## Constructor Registration

### Set-up/Dismantling

If the assembly/disassembly is carried out with your **own personnel not accredited by the organization of the event, or if you have contracted external assembly services with companies that are not FIBES suppliers**, all personnel must upload the preventive documentation of the company and workers in a Document Platform for Coordination of Activities Business, the documentation must be uploaded and validated to be allowed access to the venue. To do this, everyone must request registration on the CTAIMA Documental platform through the mailbox [pri@sevillacityoffice.es](mailto:pri@sevillacityoffice.es). In the case of contracting and/or subcontracting, it will require contractor companies, subcontractors and self-employed workers to provide the necessary documentation to fulfil their obligations, which must also be uploaded to the documentary platform.

### Congress Days

During the congress days and/or in the event of an equipment failure (i.e., breakdown of coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with exhibitor's booth personnel.





# Build-up and Dismantling

## Exhibition Schedule\*

Date	Time	Description
Saturday 17 May	08h00 – 20h00	Build-up for free build stands <b>only</b>
Sunday 18 May	08h00 - 18h00	Build-up for free build stands <b>only</b>
	10h00 – 18h00	Build-up for shell scheme stands
Monday 19 May	09h30 – 18h30	<b>Exhibition Area open</b> <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
	17h30 – 18h30	<b>Exhibition Welcome Reception</b>
Tuesday 20 May	09h00 - 18h00	<b>Exhibition Area open</b> <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
Wednesday 21 May	09h00 - 18h00	<b>Exhibition Area open</b>
	17h00	<b>Closing of the Exhibition Area</b>
	As of 17h30	Dismantling until 00h00
Thursday 22 May	08h00 – 20h00	Dismantling

\*Subject to change. The times indicated above should be sufficient for build-up and dismantling.

## Build-up and Dismantling

Breakdown and removal of exhibits may not commence before the official closing time. **Any company carrying out assembly works must be approved by FIBES as an authorised fitter.** FIBES reserves the right to approve and/or modify the project for safety reasons or non-compliance with regulations. The exhibitor is responsible for the safety of its products, displays and stand. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to **leave the stand space clean and tidy** during the exhibition and after the break-down. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. If exhibitors **leave rubbish behind, charges will apply.** The exhibitor shall be responsible for returning the stands in the same condition in which they were delivered and in the event of non-compliance with these rules, the exhibitor shall be responsible for the cleaning hours or replacement costs of the material.

The use of **Personal Protective Equipment - PPE** (safety footwear, high visibility vest, gloves and safety helmet) is **mandatory**, as well as all those measures necessary to comply with the regulations on Occupational Risk Prevention, both for the personnel as well as the machines. For specific jobs; mandatory use of safety harness and helmet (for work at height), eye protection (for work with drills, grinders, cutting saws).

If an exhibitor brings in machinery from outside (cranes, forklifts, etc.), it is compulsory to present all the documentation for the said machinery (homologation, insurance, industry documentation, etc.), as well as the driving licences of the people who are going to operate it. Machinery may only remain on the venue during the set-up/dismantling periods, and must leave the venue during the event.

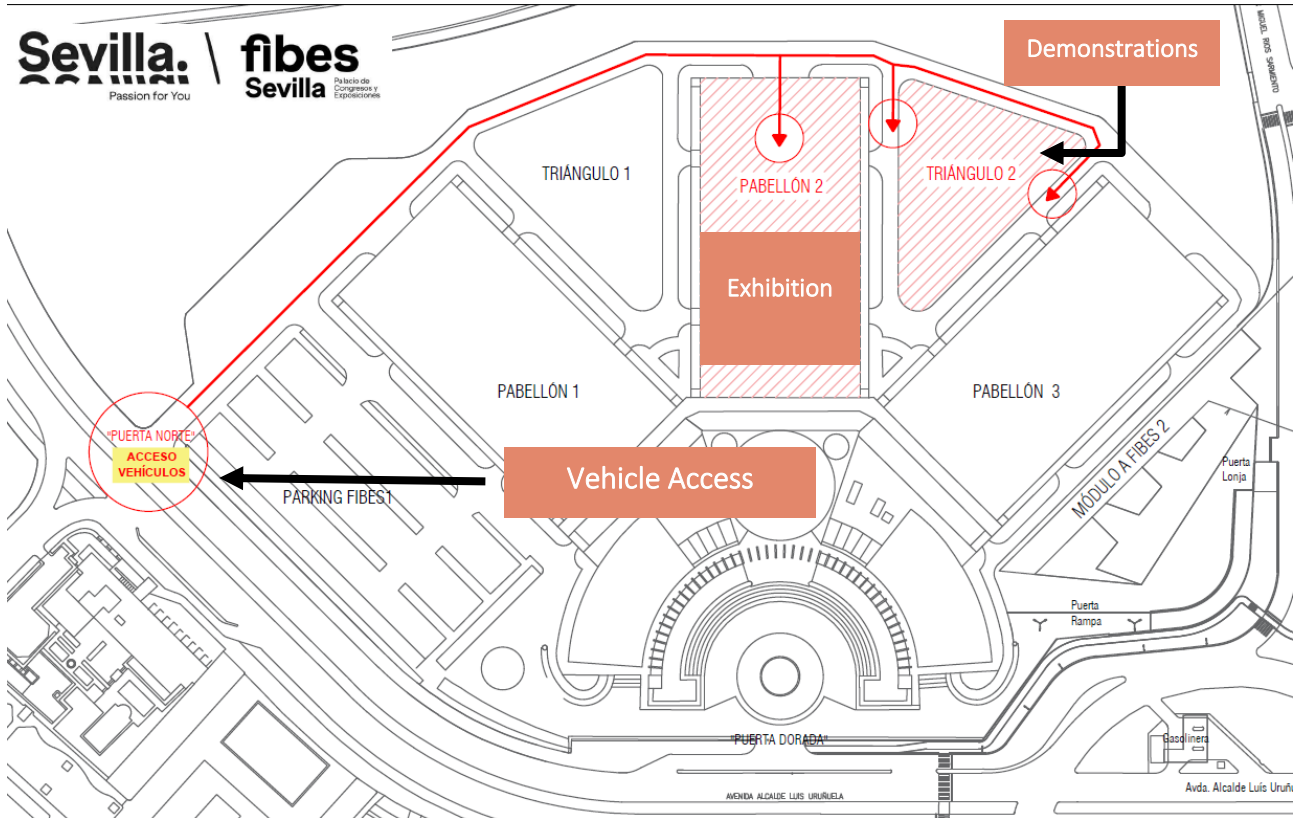
Should there be a breach of regulation on assembly and decoration of stands and/or a breach of technical nature, FIBES considers itself to be authorised to carry out necessary procedures to regularise it, which may involve closing the booth. The costs resulting from this corrective action will be charge to the exhibitor.

## Breakdown Deadline

All exhibits and stand **equipment must be removed** from the halls **by 19:59 on Thursday, 22 May 2025** and all personnel should leave the premise by **20:00 at the latest.**

## Exhibition Access

Exhibitor access during assembly and dismantling should be done by the North Gate (Puerta Norte), **Avenida Alcalde Luis Uruñuela, nº 1 41020 - Sevilla**, please refer to the floorplan below. Access control will be carried out at the barriers, no prior registration needed. **No unauthorised persons or persons without accreditation will be allowed to enter the premises.**



**Access to the halls for trucks is prohibited.** Loading and unloading of semi-trailers must be carried out outside the halls. All lifting and supply equipment must be equipped with **white rubber wheels** in order not to damage the floors of the halls. In case of support required, please reach out to the official freight forwarder, all information can be found [here](#).

## Stand Builders

### Official Stand Builder

For assistance with raw space design or questions regarding your equipped stands, please contact **Maribel Gutiérrez**. To ensure her team can prepare a stand design for your raw space, kindly complete and send via [email](#) the briefing document [here](#) (available in English and Spanish) by **10 March 2025**. Based on your input, she will provide two design proposals tailored to your request, along with an estimated budget.

E-mail: [migutierrezg@acciona.com](mailto:migutierrezg@acciona.com)

Phone: +34 649 047615

## External Stand Builders

If you decide to hire an external stand builder, please ensure the stand design is submitted to the [Exhibition Logistics Team](#) for approval no later than **1 April 2025**.

Additionally, the contact details of the Fibes PRL department are provided below. They will reach out to your company to request the necessary documentation for stand assembly and dismantling. This documentation must be completed and submitted at least **15 days prior to the build-up day**.

Pedro Gutiérrez - [prl@sevillacityoffice.es](mailto:prl@sevillacityoffice.es)

Jose Paredes - [jose.paredes@ocaglobal.com](mailto:jose.paredes@ocaglobal.com)

Jerónimo Arrebola - [jeronimo.arrebola@ocaglobal.com](mailto:jeronimo.arrebola@ocaglobal.com)

The above instructions can be downloaded [here](#) in English and Spanish.

If you would like to explore additional proposals, you can choose from our **preferred stand builders** listed below:

### 1. XPO World

XPO World specializes in designing custom event spaces that foster meaningful connections and enhance experiences. With a strong presence across Europe and offices in Belgium, the Netherlands, and Spain, the company delivers innovative, tailored solutions that transform ideas into impactful environments, combining creativity, functionality, and a client-focused approach. You can explore their services further through their brochure [here](#).

Phone: +32 9 3352180

E-mail: [eventbacking@xpo.world](mailto:eventbacking@xpo.world) / [info@xpo.world](mailto:info@xpo.world)

Website : [www.XPO.world](http://www.XPO.world)

### 2. AGENCE AEC

AEC Agency specializes in providing comprehensive support for events, including the design and construction of custom trade show booths. Their expertise ensures tailored solutions that meet the unique needs of each client. You can explore their services further through their brochure [here](#).

The agency operates in Europe and has at its disposal trucks, printing lab, and all the necessary equipment's in their warehouse.

Antoine Essner – CEO

Phone : +33 9 72 53 99 61 / +33 6 31 17 82 93

E-mail: [aessner@agence-aec.com](mailto:aessner@agence-aec.com)

Website: [www.agence-aec.com](http://www.agence-aec.com)

Anouck Amand – Head of Commercial Communication

Main phone: 0033 1 34 82 51 67

E-mail: [aamand@agence-aec.com](mailto:aamand@agence-aec.com)



## Parking & Arrival

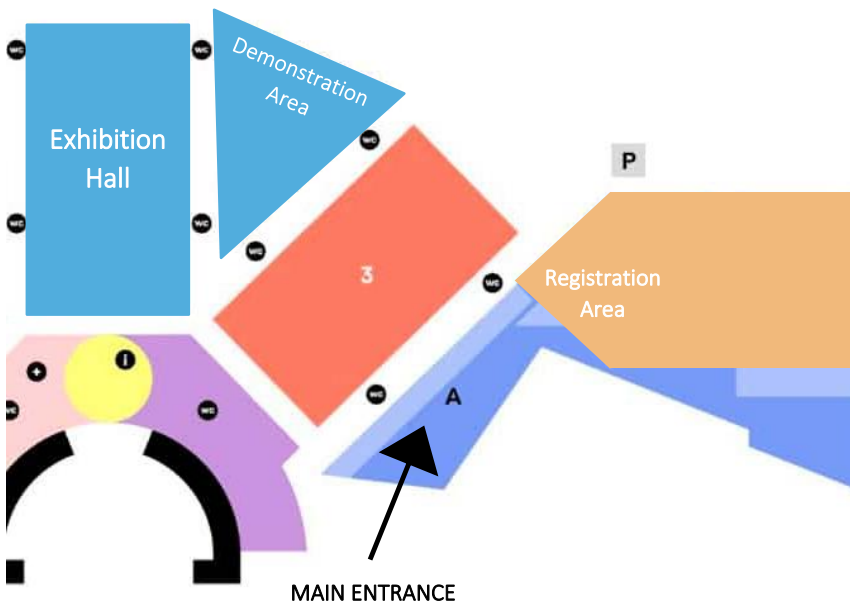
**FIBES**, a hub of innovation to rethink the future. **FIBES** is located in the eastern part of the city, between San Pablo airport and the main train station of Santa Justa.

Please find below a quick overview of your options to get there and visit the link [here](#) for all the detailed information.

### Directions

	Information
<b>Bus</b>	4 lines from the city centre (B4 & 27 & 22 & BTR) to Fibes in less than 30 minutes
<b>Taxis</b>	Taxi fares in Seville are really competitive as the distances are very short. An approximate fare from the centre to FIBES should be between 12 and 15 euros, depending on traffic.  Seville offers a wide range of VTC services. The main companies in the sector operate in the city: <b>Uber, Cabify y Bolt.</b>
<b>Train</b>	Every 35 minutes, from Santa Justa Train Station, Virgen del Rocío Hospital and San Bernardo Multimodal Station. It takes less than 15 minutes.
<b>Bike</b>	In Seville, as in many cities in Europe, there is the possibility of picking up a bicycle and dropping it off at a different point in the city. This service is called <a href="#">Sevici</a> . The city has 2,500 bicycles available for rent distributed in 250 Parking Areas.
<b>Car</b>	In the building, there is an underground parking lot with capacity for more than 700 vehicles. This parking costs €1.80 per hour, with a maximum charge of 6 hours (€10.80).

### Fairground Overview



## Stand Construction Guidelines

The exhibitors must conform to the contracted space and all display rules as outlined in the ITS European Congress 2025 exhibitor manual. Any aspect that is not covered in the Exhibitor Manual is subject to approval by the [Exhibition Logistics Team](#) and FIBES.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor. Neither the Exhibition Logistics Team nor FIBES take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor to have proper liability insurance.

### Stand Regulations

During set-up, dismantling, and decoration of booths, the exhibitors must comply with the following rules:

- Exhibitors are responsible for maintaining the premises in their original condition.
- Exhibitors are liable for any damage or harm caused by their structures, equipment, exhibits, or activities, including subcontracted firms' actions.
- Exhibitors must set up, operate, and dismantle their own displays using their own staff and employees.
- Attaching anything to the building's structure or furnishings is prohibited.
- It is prohibited to place materials in the booth space of other exhibitors and/or public areas. These must always remain free for the circulation of people and materials.
- Stands must remain open during exhibition hours, with a representative present.
- Activities drawing large crowds or causing queues should not block aisle traffic and must be approved by the [Exhibition Logistics Team](#). ERTICO and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Public announcements are not allowed by any exhibitors and are restricted for organiser and safety use.

### Construction Regulations

- Stands, including equipment and exhibits, must be constructed safely to protect public safety and health.
- Exhibits must stay within their assigned booth spaces as indicated in the final floor plan.
- The Exhibition Logistics Team and the EICC can require stand construction changes based on approved drawings and the described stand concept.
- We strongly recommend you integrate the **booth number** into your booth's design for easier identification.
- Projecting images beyond your booth's boundaries is not permitted.
- Audio-visual and attention-getting devices are allowed if they do not disrupt neighbouring exhibitors or aisle traffic.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in the ITS European Congress 2025.

### Separation Walls

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or can be ordered to the stand builder with extra costs. This separation wall shall be in **white finish on both sides**.

Except for island booths (4-sides open), a back wall must be installed for every stand. Stands with an immediate neighbour(s) should also be provided with the necessary sidewall(s).

## Heights

Please consider the following guidelines when planning your booth construction to avoid unreasonably obstructing the view of adjacent smaller stands:

- Stands should maintain a **height of 2.7 meters** and should not exceed a maximum height of 4.5 meters.
- Any stands exceeding the 4.5 meter height requirement must be submitted to the [Exhibition Logistics Team](#) for review at least 20 days before the assembly commencement date. Please include properly marked blueprints, vertical projections, and sectional drawings for this stand design

## Materials, Products, and Gases Strictly Forbidden

The following are strictly forbidden within the exhibition halls:

- the distribution of samples or products containing flammable gas
- balloons inflated with flammable or toxic gas
- celluloid articles
- pyrotechnic and explosive devices
- the presence of ethyl oxide, sulphide, carbon, sulphuric ether and acetone.

## Exhibition of Motor Vehicles

Motor vehicles must be exhibited on a carpeted area and with empty fuel tanks.

## Submission of Construction Plans & Approval

**All raw space stand constructions** are subject to regular approval by [Exhibition Logistics Team](#) and the venue. It is the responsibility of the builder to ensure proper execution. The deadline for submitting your stand projects for approval is **1 of April 2025**.

**Documents submitted later than the period stipulated above cannot always be reviewed in time.** Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

### Procedure of Submission

**Please send the requested documents (as defined above) to:** [Exhibition Logistics Team](#)

Once the design has been approved by Exhibition Logistics Team (approx. 5-7 working days), the documents will be forwarded to FIBES for second approval. When the examination is done, the applicant will receive an electronic notification of approval or conditions for the construction of the stand.

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed. If execution is not completed on time, FIBES is entitled to make changes itself at the expense of the exhibitor. FIBES is also entitled to close the stand to forbid access for visitors.

**Any arising costs of approval proceedings by FIBES will be charged to the exhibitor.**

## Service Orders

Services for exhibitors should be **booked via the Order Form available below.**

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ERTICO. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ERTICO and its organiser do not accept any liability or responsibility for any act performed or committed by such suppliers.

Services should be ordered until **16 April 2025** at the very latest.

After this deadline, an express charge of **15%** will apply on all orders.

Respecting the deadline also ensures that orders will be processed properly and on time.

Via the [Order Form here](#) you will be able to order the following services:

- Furniture – the catalogue can be viewed [here](#)
- Electrical Services
- Internet
- Audiovisual
- Plants - the catalogue can be viewed [here](#)
- Water
- Machinery
- Rigging
- Hostess, security guards
- Cleaning service (mandatory)

### Electricity

A **floor plan sketch** indicating the **desired location of connections must be included** in the orders. The exhibitor is responsible for every connection from the distribution panel.

Each stand with a raw space must order their electricity box through the [Order Form here](#).

The box must always remain accessible to the safety services but remain out of immediate reach of the public in the section reserved for the exhibitor's use, i.e., for the electrification of the stand.

### Rigging

Any suspension/rigging from the pavilion structure requires authorisation from the [Exhibition Logistics Team](#) and FIBES and can only be made by FIBES' exclusive supplier, subject to specific quotation.

Requests must enclose the suspension/rigging project and the weight to be suspended, so that its feasibility can be verified by FIBES's Technical Department.

Any specific questions linked to position of hanging points, water supplier or suspending from structures can be requested from Maribel at [migutierrezg@acciona.com](mailto:migutierrezg@acciona.com).

## Water Installation

Requests for water and drain connections, as well as electricity and telecommunications must be done by written to the [Exhibition Logistics Team](#). Requests for special lines or circuits must be processed through 20 (calendar) days in advance of the date set for set up the fair. All special circuits or lines are subjects to quotation.

## Waste Removal & Cleaning

General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors' responsibility and will be charge accordingly. Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor's expense.

## Catering – Food & Beverages

Catering of the congress (coffee breaks and lunch) will be available for exhibitors if paid for in the Exhibition Hall. If exhibitors would like to serve drinks and/or food at their booths, this will have to be booked and ordered by the exhibitors to the official caterer. Orders must be placed **at least 10 days before the event**. Orders during the event are not guaranteed and must be reconfirmed with the caterer. The **catering catalogue** can be downloaded [here](#). **For any questions or orders, please reach out to [Yolanda Moreno](#)**.

If an exhibitor would like to bring external catering, the [Exhibition Logistics Team](#) must be advised on the quantities and items, and it will be subject to approval by the Organiser and venue.

## Suppliers Appointed by Exhibitors

Except for some **compulsory services/suppliers (electricity, IT, rigging service and signage for shell scheme stands)** the use of other suppliers/agencies for logistical and technical purposes is permitted.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is **the exhibitor's responsibility to ensure that all the relevant guidelines, rules, and regulations, as well as health and safety regulations**, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the **suppliers/agencies act according** to these rules and guidelines.



## Equipped Stand Constructions

### Equipped Package includes:

- Shell scheme structure of 2.7m high with white laminated walls
- Carpet
- 1 round-table, 2 chairs, 1 waste bin,
- Fascia
- 1x Single phase electrical panel/connection 5500w/220
- 1x 3 plug base
- Cleaning of the stand 1<sup>st</sup> day before the opening

**Booked via organiser for you.** If you have a raw space and want to transform it into an equipped package reach out to the [Exhibition Logistics Team](#).

Any additional furniture, electricity, cleaning, lightning, etc, will have to be booked by the exhibitors themselves via the **Order Forms** on **page 16**. The panels of the modular stands may only be decorated via the order form of FIBES. All shell scheme booth branding options can be found [here](#).

9sqm



18sqm



**Start-up Package:**

- Space of 4 sqm with back walls
- Carpet
- 1 high-round table, 1 high stool, 1 waste bin
- Fascia
- 1x Single phase electrical panel/connection 5500w/220 + plug base
- Cleaning of the stand 1<sup>st</sup> day before the opening

Any additional furniture, electricity, cleaning, lightning, etc, will have to be booked by the exhibitors themselves via the **Order Forms** on **page 16**. The panels of the modular stands may only be decorated via the order form of FIBES. All shell scheme booth branding options can be found [here](#).



## Shipping and Forwarding

DSV Solutions Spain is the **official freight forwarder** and the **only official logistics operator allowed to operate inside FIBES**. Please find below their contact details and information.

### Contact:

Olimpia Rodrigalvarez

E-mail: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Phone: +34 954325842 / +34 628930293

DSV Solutions will ensure a high level of logistic services to/from the ITS European Congress 2025 at FIBES and will provide the following services:

- Air/sea/road freight shipment handling
- Pre-show / post-show warehouse handling
- Customs clearance
- Assembling & dismantling
- Empty & full storage

**Before shipping any items to your stand please make sure you get in touch with [DSV Solutions Spain](#). All the deadlines are mentioned in the shipping instructions document below.**

Please find here the [shipping instructions](#) and [handling tariffs](#). If you would like to place an order, please fill in the [Exhibitor's Form & Label](#) here and send it back to [DSV Solutions Spain](#). If any international transport is required out of handling tariff, DSV can help with a door-to-door service inbound and outbound, please fill in the [Quotation form here](#).

Deliveries are only accepted to a **contact person** at your booth, **during the official set-up and opening times**. Please make sure that someone from your company or contract partners is there at the stand **to sign and receive the delivery**.

## Goods Reception

Advanced shipping to the venue prior to the congress dates is **not permitted**. Freight and shipments shall be addressed to DSV Solutions Spain.

## Storage

**Storage is not available at the venue.** The storage of empties (including packaging or packing materials) at the booth or in the halls is prohibited.

Any storage must be coordinated through DSV Solutions Spain at their warehouse.

# Security and Emergency Procedures

## Safety & Access Control

All gangways should be maintained and there should be a **clear route provided to all Fire and Emergency Exits**.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are **unobstructed evacuation routes at least 3 m wide to the exits**.
- Glass panes must be protected against breakage.

**The emergency exits and escape routes must be always kept clear.** The emergency exits and escape routes in the halls must **never be blocked by items left standing or jutting into the aisle**. A passage at least 3 m wide must be kept free, regardless of the width of the aisle and the goods left in the gangway. FIBES can order the immediate clearance of all aisles or certain aisles for logistical reasons.

## Emergency Procedures

**Closest Health Centre > Centro de Salud María Fuensanta Pérez Quirós**

Av. de las Ciencias, s/n, 41020 Sevilla

(+34) 954 786 783

**Closest Hospital > Hospital Universitario**

Virgen Macarena

Av. Dr. Fedriani, 3, 41009 Sevilla

(+34) 955 008 000

## Security

ITS EUROPEAN CONGRESS and facility organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor or demonstrator from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,
- Do not leave wallets in unattended clothing,
- Check all lockable desks and cupboards are locked before leaving your stand

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors. **During the fair, you are free to order night-watch and security guards** as of early 2025 when price list and order form will be available.

## Fire Protection

**No flammable decorations or exposed flames may be used at any time.**

- All carpet and decoration materials of paper and flammable fabric must be made fireproof and will be asked on site.
- Storage paint, liquids, gas, or other flammable substances in the booth space is forbidden.
- Any heavy amount of paper, or any other flammable products, should be regularly disposed.
- The display or use of burning, red hot, combustible, explosive or flammable materials is prohibited.

It is generally prohibited to build exhibition stands using any highly inflammable materials, materials that drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar.

Decoration materials must be classed as being at least flame-retardant (Class B1), may not drip when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or pursuant to EN 13501-1 must at least comply with Class C (C –s2, d0). **A test certificate of the fire classification of materials used must be available for presentation.**

## Health & Safety

As the pandemic situation evolves all the time, the health and safety measures will change according to the latest requirements. Please bear in mind that the ITS European Congress in Seville will follow the COVID regulations in Portugal. We would like to reassure you that we continue to closely monitor the worldwide impact of the pandemic on the travel and corporate event industry. We can assure you that we will comply with all health and safety regulations in place at the time the event is scheduled. This requires flexibility and patience on all sides.

To ensure we are all better prepared, this manual will be developed and updated on a regular basis. For any detailed questions, please contact [itseuropeancongress@mailcongress.ertico.com](mailto:itseuropeancongress@mailcongress.ertico.com).

## Accommodation & Meeting Rooms

### Hotel Reservation

ITS European Congress has partnerships in place with a variety of hotels ideally situated near the Congress Centre and at Seville City centre to provide conference attendees with the best rates and convenience. You can book directly via our partner [here](#). All information will be uploaded on the [Congress Website](#) soon.

### Meeting Rooms for Satellite or Associated Events

In case your company needs a meeting room, please send an email to \*[ITS European Congress](#) including the following information:

- Dates required
- Duration of the event: timing per day
- Ideal room set-up (theatre style, classroom)
- Company name
- Name of your event
- Any Title/ topics / content/ description of your event
- Any other specifications

The event should be approved by ITS-ERTICO and a proposal including room rental and basic equipment will be sent to you based on the given information.



EUROPEAN  
CONGRESS

SEVILLE  
19-21 May 2025



### FIBES

Palacio de Exposiciones y Congresos,  
Av. Alcalde Luis Uruñuela, 1,  
41020 Sevilla,  
Spain

### Exhibition Logistics Management

ITSEuropeanCongress@mailcongress.ertico.com

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