



Greetings and welcome to CineEurope 2019, the official convention of the Union Internationale des Cinemas (UNIC – International Union of Cinemas). We are excited to return to the CCIB (Centre Convencions Internacional Barcelona) in Barcelona, Spain from **17-20 June 2019!**

Registration Discount

Thank you for confirming your booth space purchase at this year's CineEurope Trade Show. Before reviewing the information below, we'd like to advise you of a special registration offer reserved only for trade show exhibitors. Because most registrants participate in the CineEurope programming and food functions, it is our opinion you would greatly benefit by interacting with your current and potential clients during these events. We are pleased to offer our Trade Show Exhibitors a **Special Registration Rate of US \$695** per person. To take advantage of this discounted registration offer, [click here](#). **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you cannot find your Customer ID, please contact jordan.scherzer@filmexpos.com.**

A lot of hard work and planning go into producing a successful Trade Show. It is that same degree of preparation that will insure that your experience is productive. Please read the Exhibitor Manual carefully, paying special attention to procedures and deadlines that will save you both time and money.

In 2019, CCIB Exhibitor Services will once again be your one-stop shop for all supplies, products and services for your booth at CineEurope. For all questions, please do not hesitate to contact them at:

CCIB Exhibitor Services

Office: +34 93 230 1000

Email: stands@ccib.es

Please note the following schedule to ensure a smooth move-in:

Exhibitor Move-In Hours:

Sunday, 16 June	08.00 – 20.00
Monday, 17 June	08.00 – 20.00
Tuesday, 18 June	08.00 – 11.00

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 trade show move-in and move-out. To avoid any miscommunication or inconsistency, CCIB Security will be vigilant on ALL days and times of move-in/out. The only time safety shoes will not be required will be on Tuesday, 18 June prior to the Trade Show opening at 11.00.

Do not ship your safety gear with your booth supplies; you will not be able to access the Trade Show floor or Resa freight area to retrieve them and begin your build-up!

Trade Show Hours (TENTATIVE):

Tuesday, 18 June	11.30 – 18.00
Wednesday, 19 June	11.00 – 18.00
Thursday, 20 June	08.30 – 12.00

Dismantle Hours:

Thursday, 20 June	12.00 – 20.00
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Be advised that beginning at 13:00 on Thursday, 20 June during move-out, anybody 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 booth, no matter how small or large it is.

Helmets and/or reflective vests may be required during move-in/out depending on your booth plans. Details are attached as well as on the CineEurope website [here](#). Note that every person entering the trade show floor during installation and dismantling will be required to adhere to these safety regulations or access will not be permitted. **NO EXCEPTIONS.**

For further security of CineEurope exhibitors' materials, initial access to the Trade Show floor each day during move-in must be through the Willy Brandt or Leonardo da Vinci Square entrances. CCIB Security will be distributing wristbands to exhibitors and contracted laborers that submit their information in advance. Please complete the attached Booth Contractor Info chart and submit to CCIB Exhibitor Services (stands@ccib.es) to avoid any delays upon your arrival.

*****It is very important to notify CCIB Exhibitor Services whether or not you will be utilizing the booth shell scheme that is offered to you with your booth contract. Please make sure to fill in the CCIB SHELL-SCHEME STAND page in the exhibitor kit and thoroughly mark the appropriate spaces for shell scheme, carpet color, and fascia board lettering. Each shell scheme wall panel measures .93mW x 2.3mH. The fascia board with your company name measures 1.9mW x .21mH.*****

We are happy to allow signage or banners to be hung over booths. Please submit the appropriate rigging forms in the exhibitor kit to arrange the hanging of your displays. Note that the maximum height for booth build-up remains at 4.5 meters without prior approval from show management to build higher.

Although the entire Exhibitor Manual contains a wealth of information, here are some important items of which to take note:

Important Exhibitor Information – Deadline: Friday, 17 May

Don't miss out on the one item attendees always bring back to their office...the official **CineEurope 2019 Program Journal**. The information you submit will provide both existing and potential clients with important contact details about your company. **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you cannot find your Customer ID, please contact jordan.scherzer@filmexpos.com.** Please note that due to publication deadlines, we must receive your submission for the Program Journal before **Friday, 17 May**. As a Trade Show exhibitor already confirmed for the show, why wait? **[Click here](#)** to submit your information today!

New Product Listing – Deadline: Monday, 13 May

The CineEurope Program Journal will also incorporate a section devoted to new products on display at the Trade Show. We ask you to send in one (1) high-res .jpg (minimum 300ppi) image along with a 100-word description of one new item or product you will be introducing at CineEurope 2019. **(NOTE: We retain the right to edit or not list submissions for products.) The copy deadline for this section of the journal is Monday, 13 May.** All submissions for this section should be emailed to jordan.scherzer@filmexpos.com. Please note, both the description and the image should be sent as email attachments.

Exhibitor & Guest Badges – Deadline: Friday, 14 June

Our policy on complimentary badges is based upon the size of your booth space. A single 3m x 3m space will receive five (5) Exhibitor badges, with additional contracted space compounding your allotment. The maximum number of complimentary Exhibitor badges will be twenty (20). Additional badges over the allotment will be available for US \$75 each.

A single 3m x 3m space will receive five (5) complimentary Guest badges, with additional contracted space compounding your allotment. The maximum number of complimentary Guest badges will be twenty (20). Additional Guest badges over the allotment will be available for US \$100 each.

In order to submit your request for Exhibitor or Guest Badges, **[click here](#)**. **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you cannot find your Customer ID, please contact jordan.scherzer@filmexpos.com.** Please be aware of the **Friday, 14 June** cut-off date. After this date, any additions or changes will have to be requested on-site at Trade Show Exhibitor Registration starting on Sunday, 10 June.

****Badge requests must include complete and accurate contact information, including email address, for each individual exhibitor or guest. The sharing of badges is strictly prohibited. Show management reserves the right to withhold distribution or confiscate badges if proper identification cannot be provided.****

Program Journal Advertising – Deadline: Monday, 6 May

The Program Journal is distributed to every attendee at CineEurope. By advertising in the Program Journal, your company will be top-of-mind with attendees and they will know where to find you at the show. Please [click here](#) for the program journal ad reservation form.

Signage – Deadline: Monday, 27 May

The CineEurope signage package details a wide variety of opportunities for additional visibility within the CCIB throughout the duration of the convention. Pricing includes production, installation, and dismantling by Nogales, the in-house preferred signage vendor. Please find the package attached as well as on the CineEurope website [here](#). Questions should be directed to jordan.scherzer@filmexpos.com.

Lead Retrieval – Deadline: Friday, 17 May

The use of lead retrieval devices at your booth can prove extremely beneficial as you meet so many new people on the trade show floor. The devices offered allow you to scan a barcode on each attendee's name badge that will present all of their contact information provided during the convention registration process. For further details and information, including pricing, please review the order forms in this manual.

Shipping

TWI Group and Resa Expo Logistics are the official transportation coordinators of equipment and display materials for CineEurope exhibitors. Plan ahead...a few changes to your shipping method could save you money! Information about **Resa Expo Logistics** to coordinate the delivery of your booth materials and information about **TWI Group** and ways you can save on your shipment from the US to Barcelona are included in this manual.

Hotel & Travel Accommodations

We encourage you to take advantage of the CineEurope hotel room rates by booking early. Simply [click here](#) to make your hotel reservation. We have several hotel options available.

*****Hotel Scam Warning*****

Please be advised, we have received information that third-party companies claiming to be associated with or responsible for CineEurope hotel rooms have been contacting trade show exhibitors and conference attendees for room reservations. CineEurope is in no way affiliated with a third-party housing service and we strongly recommend any hotel booking be handled directly through our website, using the direct link. Should you be contacted by any third party companies, please contact our office and let us know immediately. CineEurope management is not liable for any issues that may arise.

We kindly ask that you review all of the enclosed material thoroughly. If you have any questions regarding the trade show, exposition policies, contractors and display parameters, please do not hesitate to contact me.

The CineEurope team looks forward to another fun-filled, exciting, and most of all, productive convention in Barcelona!

Regards,

Jordan Scherzer
Senior Convention Operations Manager
jordan.scherzer@filmexpos.com