



Greetings, we hope this letter finds you well. We are delighted to provide the opportunity to gather with our friends and colleagues at CineEurope, the official convention of the Union Internationale des Cinemas (UNIC – International Union of Cinemas), in Barcelona, Spain from **17-20 June 2024!**

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 – 10.00 |

Trade Show Hours (TENTATIVE):

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

Dismantle Hours:

| | |
|-------------------|---------------|
| Thursday, 20 June | 12.30 – 20.00 |
|-------------------|---------------|

Safety

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. Helmets and/or reflective vests may also be required during move-in/out depending on your booth plans. Details are included in the Online Exhibitor Manual as well as on the CineEurope website [here](#) under **Additional Information**. 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**. To avoid any miscommunication or inconsistency, CCIB Security will be vigilant on ALL days and times of move-in/out.

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!

Be advised that beginning at 12:30 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.

Online Exhibitor Manual

CCIB Exhibitor Services will be your one-stop shop for all supplies, products, and services for your booth at CineEurope and they are pleased to present an updated Online Exhibitor Manual! Please review the Exhibitor Manual carefully, paying special attention to procedures and deadlines that will save you both time and money. **The online Webshop and other important information can be found [here](#).** Note that your login ID and password from prior years remain valid.

*****It is very important to notify CCIB Exhibitor Services whether or not you will be utilizing the shell scheme package that is offered with your booth space purchase. Please make sure to navigate to the CINEEUROPE SHELL SCHEME page in the Online Exhibitor Manual and thoroughly complete the page for shell scheme color, carpet color, and fascia board lettering. Each shell scheme wall panel measures .93mW x 2.315mH. 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 navigate to the RIGGING page in the online manual to arrange the hanging of your displays. Note that the maximum height for booth build-up remains at 2.5 meters without prior approval from show management to build higher.

For all questions, please do not hesitate to contact:

CCIB Exhibitor Services

Office: +34 93 230 1000

Email: stands@ccib.es

Here are some other important items of which to take note:

Important Exhibitor Information – Deadline: Wednesday, 22 May

Doing our part to conserve resources, we are happy to present the **CineEurope Digital 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 have not received your Customer ID, #, please contact jordan.scherzer@filmexpos.com.** Please note that due to production deadlines, we must receive your submission for the Program Journal before **Wednesday, 22 May**. As a Trade Show exhibitor already confirmed for the show, why wait? [Click here](#) to submit your information today!

New Product Listing – Deadline: Wednesday, 22 May

The CineEurope 2024 Digital Program Journal will also incorporate a section devoted to new products on display at the Trade Show. We will allow you to send in **two (2)** high-res .jpg (minimum 300ppi) images along with 100-word descriptions for **these two** new items or products you will be introducing at CineEurope 2024. **(NOTE: We retain the right to edit or not list submissions for products.) The copy deadline for this section of the journal is Wednesday, 22 May.** All submissions for this section should be emailed to jordan.scherzer@filmexpos.com. Please note, both the description(s) and the image(s) should be sent as email attachments.

Exhibitor & Guest Badges – Deadline: Friday, 14 June

We are happy to provide Exhibitor and Guest Badges to allow co-workers and potential clients to visit your booth space. 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 have not received 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 the Trade Show Exhibitor Registration desk in the CCIB Foyer starting on Sunday, 16 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.****

Digital Program Journal Advertising – Deadline: Monday, 3 June

The Digital Program Journal will be available to every registered attendee at CineEurope and published to the CineEurope database post-show. By advertising in the Digital Program Journal, your company will be top-of-mind with attendees and they will know where to find you at the show. Increase traffic to your website post-show by including links in your journal ads. Please [click here](#) for the Digital Program Journal Ad Reservation form.

Signage – Deadline: Friday, 31 May

The CineEurope Signage Package offers 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 CCIB in-house signage provider. Please find the package attached as well as through the CineEurope website [here](#). Questions should be directed to jordan.scherzer@filmexpos.com.

Lead Retrieval – Deadline: Friday, 24 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 [click here](#) to review the order forms.

Shipping

Resa Expo Logistics is the official freight forwarder of equipment and display materials for CineEurope exhibitors. Plan ahead...a few changes to your shipping method could save you money! Information can be found [here](#) under Additional Information.

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. Please be mindful of the Deposit and Cancellation Policies at each location.

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

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 materials thoroughly. If you have any questions regarding the Trade Show, exposition policies, contractors, display parameters, etc., please do not hesitate to contact us.

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

We look forward to seeing you there,

Jordan Scherzer
CineEurope Show Management
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