

# Exhibitor Manual



**SCHRAUBTEC**  
SIMPLY GOOD CONNECTIONS

Barcelona

May 21, 2026

# TABLE OF CONTENT

## 1. General Information

Contact Organiser .....	01
Location Address .....	01
Contact on site .....	01
Directions to Location .....	01
Parking .....	01
Booth Staff Registration .....	01
FAQs .....	01

## 2. Time Table for set-up and trade show day

Exhibitor Registration at Location .....	02
Set-up times for exhibitors .....	02
Opening hours for visitors .....	02
Dismantling times for exhibitors .....	02

## 3. Information on delivery and assembly

Directions to Location .....	03
Times for delivery for freight forwarders/parcel services .....	03
Delivery address for exhibition goods .....	03
Delivery of heavy exhibition goods .....	04
Delivery by courier and parcel services .....	04
Storage of empty pallets and cardboard boxes .....	05
Collection of exhibition goods .....	05

## 4. Information on the exhibition booth

Exhibition booth equipment .....	06
Information on technical connections (electricity, internet) .....	06
Order of additional services .....	06

## 5. Information on Lectures

Current Programm .....	07
Technical Equipment .....	07
Leadsystem .....	07

## 6. Marketing

MARKETING SCHRAUBTEC .....	08
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## 7. Exhibitor Evening

Location, Time, Date, Registration .....	09
--	----

## 8. Hotel Recommendation

Information on Hotels .....	10
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## 9. Further Information for exhibitors

Warning SPAM Emails .....	11
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# 1. General Information

<b>Contact Organiser</b>	Vogel Event Solutions GmbH Alexander Hatzenbühler Product Manager Event Tel. +49 931 4182346   Mobil: +49 171 9286832 Alexander.Hatzenbuehler@vogel.de
<b>Location Address</b>	Fira Barcelona Montjuïc Halle 8 Avinguda de la Reina Maria Cristina, s/n 08004 Barcelona
<b>Contact on site</b>	Vogel Event Solutions GmbH Katja Wassermann Eventmanager Telefon: +49 931 418-2216   Mobil: +49 170 1262355 katja.wassermann@vogel.de
<b>Directions to Location</b>	<a href="https://guestevents.firabarcelona.com/en/montjuic/how-to-get-there/">https://guestevents.firabarcelona.com/en/montjuic/how-to-get-there/</a> The entrance to the exhibition hall is located directly on Plaça d'Espanya. Deliveries are made via the side entrance on Carrer de Mèxic.
<b>Parking</b>	Reserved parking spaces (with parking fee) are available in the car park on the corner of Avinguda Parallel. Further parking spaces can be found in the car parks on the corner of Avda. Reina Maria Christina or at Las Arenas Mall.
<b>Booth Staff Registration</b>	<p>Please register yourself and your colleagues via the following link: <a href="https://www.schraubtec.com/en-gb/barcelona#BarcelonaRegistration">https://www.schraubtec.com/en-gb/barcelona#BarcelonaRegistration</a> Click on the "Access code" field in the top left-hand corner and enter your code. We will email you this code 8 weeks before the event. The ticket category "Exhibitor stand staff" will then become available.</p> <p>Stand staff: One person is included per running metre: Catering with food and drinks on the exhibition day (lunch and 3 drink vouchers); Attendance at the exclusive exhibitors' evening with food and drinks</p> <p>Please note: Additional stand staff can be booked for a fee. Please contact the exhibition organisers for further details.</p>
<b>FAQs</b>	<a href="https://www.schraubtec.com/en-gb/ausstellen">https://www.schraubtec.com/en-gb/ausstellen</a> Here you can find our FAQs about SchraubTec available to download as a PDF

## 2. Time Table for set-up and trade show day

<b>Exhibitor Registration at Location</b>	<p>There is a central information point on site, which is clearly signposted. We ask all exhibitors to first report to the exhibitor registration desk on arrival and enquire about their stand location. There, you will also receive your catering vouchers for the day of the fair.</p> <p>Please unload your exhibition goods immediately afterwards and move your vehicle from the loading bay to one of the nearby car parks. You can then begin setting up your stand.</p>
<b>Set-up times for exhibitors</b>	<p>Wednesday, 20 May 2026, 2.00 pm – 6.00 pm or Thursday, 21 May 2026, 7.30 am – 8.30 am</p> <p>PLEASE NOTE: Visitors will be admitted from 9.00 am. We ask that you have completed your set-up by then.</p>
<b>Opening hours for visitors</b>	<p>Doors open: from 9.00 am Start of lecture programm: 9.30 am Exhibition opening hours: 9.00 am – 3.30 pm</p>
<b>Dismantling times for exhibitors</b>	<p>Dismantling: Thursday, 21 May 2026, 3.30 pm to 6.00 pm</p> <p>We urge you not to start dismantling before 3.30 pm. Dismantling before this time, even if previously requested, is not permitted.</p>

### 3. Information on delivery and assembly

<b>Directions to Location</b>	You can find detailed directions here: <a href="https://guestevents.firabarcelona.com/en/montjuic/how-to-get-there/">https://guestevents.firabarcelona.com/en/montjuic/how-to-get-there/</a> You can find an access plan here: <a href="https://irp.cdn-website.com/7c5a5fee/files/uploaded/Access+Plan.pdf">https://irp.cdn-website.com/7c5a5fee/files/uploaded/Access+Plan.pdf</a>
<b>Times for delivery for freight forwarders/ parcel services</b>	on 20 May 2026 from 10:00 am on 21 May 2026 from 7:30 am
<b>Delivery address for exhibition goods</b>	Fira Barcelona Montjuïc Hall 8 SchraubTec_Exhibitor Name Gate Carrer de Mèxic 08004 Barcelona

<p><b>Delivery of heavy exhibition goods</b></p>	<p>You will not be able to unload your exhibition goods via a ramp on site. We recommend vehicles fitted with a tail lift, as this will allow the driver to unload independently inside the exhibition hall. A pallet truck is available on site. A forklift truck will be available on 20 May from 10 am to 4 pm.</p>
<p><b>Delivery by courier and parcel services</b></p>	<p>Please book your courier or parcel service for the set-up day. Early deliveries are only possible by prior arrangement with the organiser and the on-site logistics provider. Fira Barcelona and SchraubTec accept no liability whatsoever for damaged exhibition materials accepted prior to the official delivery dates.</p> <p>If your exhibition goods are due to arrive before your stand staff, please complete the following form in advance. The form for confirmation of receipt and the disclaimer upon receipt of goods can be found <a href="#">here</a>.</p> <p>Please ensure your company name is clearly visible on the freight/parcels (e.g. via a sticker). This will help us to identify shipments more easily and assist courier and parcel services more quickly.</p> <p>Unloading via a ramp is not possible. Please bear this in mind when making your booking.</p>

<p><b>Storage of empty pallets and cardboard boxes</b></p>	<p>We have hired a storage room for the temporary storage of empty containers, pallets and other packaging materials which you, as an exhibitor, will need again for dismantling.</p> <p>Please speak to the exhibition organisers during set-up to enquire about the storage area. The storage room is open until 6.00 pm during set-up. We will be happy to help you store larger pallets. Pallets must not be left in front of the stand after dismantling; they must be taken to the storage area by the exhibitor. You are welcome to ask the exhibition organisers on site for a pallet truck.</p> <p>The storage room will not reopen for collection until 3.30 pm.</p>
<p><b>Collection of exhibition goods</b></p>	<p>Please arrange for your freight forwarder, courier or parcel service to collect your items after 3.30 pm. Please pack your exhibition materials and ensure they are properly stamped.</p> <p>If you need to leave the venue before your freight forwarder arrives, please notify the exhibition organisers in advance.</p> <p>We will provide stand staff on site with a storage receipt, which must be completed in full. Please do not under any circumstances leave exhibition materials behind without postage. Fira Barcelona and SchraubTec accept no liability whatsoever for lost or damaged exhibition materials.</p> <p>If you are unable to collect your items by 6.00 pm on the day of the fair, please ensure you notify the fair organisers beforehand so that this can be clarified with the venue.</p>

## 4. Information on the exhibition booth

<b>Exhibition booth equipment</b>	<p>Stand specifications: per booked running metre: Open space, 1 m wide, 2 m deep</p> <p>Per stand booking: 1 x 230V RCD socket (please bring a 5m cable to the junction point and, if necessary, a multi-socket extension lead)</p> <p>For self-service: Tables (150 x 80 cm) and chairs are available for self-service in the hall. Please do not hesitate to approach the exhibition organisers if you require assistance.</p>
<b>Information on technical connections (electricity, internet)</b>	<p>As standard, we provide a 230V power socket. Please bring your own extension leads (at least 5 metres long) and/or power strips.</p> <p>A dedicated Wi-Fi network for SchraubTec is available on site.</p>
<b>Order of additional services</b>	<p>We are unable to provide additional technical equipment and furniture such as bar stools, shelving or other standard exhibition stand fittings for hire at SchraubTec.</p> <p>If required, please contact the on-site service provider directly: <a href="mailto:sandra.gil@premiumdelevent.com">sandra.gil@premiumdelevent.com</a> <a href="mailto:vanesa.valentin@premiumdelevent.com">vanesa.valentin@premiumdelevent.com</a></p> <p>If you would like to hire a screen or other technical equipment, please contact Bayron Castaño (<a href="mailto:bcastano@fluge.es">bcastano@fluge.es</a>).</p>

## 5. Information on Lectures

<b>Current Programm</b>	You can find the current programme here: <a href="https://www.schraubtec.com/en-gb/barcelona#BarcelonaProgram">https://www.schraubtec.com/en-gb/barcelona#BarcelonaProgram</a>
<b>Technical Equipment</b>	<p>Speakers do not need to bring their own equipment. We will provide a screen, a projector and a laptop. Simply bring your presentation on a USB stick or send it to us in advance.</p> <p>You are welcome to bring your own laptop. Please test in advance, whilst setting up the day before, to ensure that your laptop is compatible with the projector provided.</p>
<b>Leadsystem</b>	<p>In 2026, for the first time, you will have the opportunity to obtain the contact details of the attendees at your presentation. This service must be booked separately in advance of your stand booking!</p> <p>Your lecture with guaranteed leads: 30-minute lecture in a separate conference room</p> <p>Prominent promotion of the specialist presentation (including via email marketing, social media, etc.) as well as in the on-site exhibition materials and on information boards.</p> <p><b>Lead Guarantee</b> The presenting company will receive complete leads for the attendees (surname, first name, job title, company name, email address) as a digital file following the event. Lead usage in compliance with the GDPR is permitted.</p>

## 6. Marketing

### Marketing SCHRAUBTEC

You can download our promotional materials here:  
<https://www.schraubtec.com/kopie-barcelona-2026---a-ussteller>

We provide logos, graphics and banners relating to SchraubTec, which you can use for your own corporate communications.

You may also find the 'How-to' guide useful, as it offers tips on how to use the promotional materials.

If you require promotional materials in a specific size or resolution, please contact us with your requirements.

## 7. Exhibitor Evening

<b>Location, Time, Date, Registration</b>	<p>The exhibitors' evening will take place on Wednesday, 20 May 2026, from 7.00 pm to 11.00 pm.</p> <p>Simultáneo Placa d'Espanya, 6–8 Barcelona</p> <p>We are always delighted to spend time with our exhibitors in a relaxed atmosphere the evening before, enjoying good food and drinks.</p> <p>Participation is free of charge for stand staff, but you must confirm attendance or absence in advance, no later than 14 days before the event.</p> <p>To assist with our catering arrangements, please let us know by 5 May 2026 if your stand staff or sales representatives are unable to attend the exhibitors' evening, or if you would like to register additional stand staff.</p> <p>If you are unsure whether you have registered any staff or how many, please do not hesitate to contact the trade fair organisers.</p>
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## 8. Hotel Recommendation

<b>Information on Hotels</b>	
	<p>Catalonia Barcelona Plaza Carrer Creu Coberta, 16, Sants-Montjuïc, 08014 Barcelona, Spain E-Mail: <a href="mailto:plaza.reservas@cataloniahotels.com">plaza.reservas@cataloniahotels.com</a> Tel.: +34 93 426 26 00</p>
	<p>Intercontinental Barcelona Av. de Rius i Taulet, 1-3 08004 Barcelona, Spain E-Mail: <a href="mailto:reception@icbarcelona.com">reception@icbarcelona.com</a> Tel.: +34 93 426 22 23</p>
	<p>Hotel indigo Barcelona Granvia Plaza Espana Gran Via De Las Corts Catalanes 322 Barcelona, Spain Kontakt: <a href="http://barcelonabesthotels.com">barcelonabesthotels.com</a></p>
	<p>Occidental Barcelona 1929 Carrer de la Creu Coberta 20 8014 Barcelona, Spain E-Mail: <a href="mailto:barcelona1929@occidentalhotels.com">barcelona1929@occidentalhotels.com</a> Tel.: +34 93 626 88 44</p>
	<p>The FESPA Global Print Expo will be taking place at Fira Barcelona at the same time as SchraubTec Barcelona. As a result, hotel prices are expected to rise significantly and availability is likely to be limited. We strongly recommend that you book your accommodation well in advance.</p>

## 9. Further Information for exhibitors

### Warning SPAM Emails

We would like to warn you about misleading offers relating to SchraubTec.

Please do not respond to any requests from third parties asking you to provide data on behalf of SchraubTec or offering you products and services in our name.

Please do not respond to any offers from overseas service providers claiming to provide you with lists of SchraubTec visitors. We do not sell visitor data to third parties. Please be aware that any such lists are likely to be fake and are certainly not GDPR-compliant.



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