Exhibitor Manual

MEORGA
MCR Solution Fairs

Tarragona

November 18th 2026

An Event by MEORGA MCR Solution Fairs – a brand of the VOGEL COMMUNICATIONS GROUP

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1. General Information

Contact Organiser	MEORGA GmbH Jakobstraße 1a 66763 Dillingen, Germany Sven Holubek Product Manager Event E-Mail: sven.holubek@vogel.de Tel.: +49 931 418 2344 Event Support E-Mail: events@vogel.de Tel. : +49 931 418 2555
Location Address	firaReus Events Avinguda de Bellissens 40 43204 Reus, Spain
Contact Stand Builder	Fairwall GmbH Sandstr. 104, 40789 Monheim, Germany Rene Roens Tel.: 0049 – (0) 2173 – 2028 543 E-Mail: info@fairwall-gmbh.de
Directions to Location	https://www.firareus.com/on-som-localitzacio-fira-reus/#
Parking	There is availability of parking spaces around the venue perimeter. In addition, there is underground car parking available for €3 per 24 hours.
Booth Staff Registration	Please register yourself and your colleagues via the following link and book the booth personnel ticket: https://www.meorga.de/tarragona Two people per booth may attend the exhibitor evening. Registration for this takes place separately via an access code. You will receive the two access codes approximately 8 weeks before the respective trade fair. After entering the access codes in the "Access code" field at the top left of the ticket form, the ticket for the evening event will become visible. Please select this in order to register for the exhibitor evening.

2. Time Table for Setup and Trade Show Day

Setup Times for Exhibitors	Tuesday, 17.11.2026, 08:00 AM to 7:00 PM OR Wednesday, 18.11.2026, 8:00 AM to 9:30 AM ATTENTION: Admission for visitors is from 9:30 AM. We ask you to have completed your setup by then. Exhibitors who bring their own booth constructor can already set up the booth on Monday, 16.11.2026, from 10:00 AM.
Opening Hours for Visitors	Admission: from 9:30 AM Start of expert presentations: 9:30 AM Opening hours of the exhibition: 9:30 AM- 5:00 PM
Dismantling Times for Exhibitors	Dismantling: Wednesday, 18.11.2026, 5:00 PM - 10:00 PM We urgently ask you not to dismantle before 5:00 PM. Early dismantling, even after prior request, is not permitted.

3. Information on Delivery and Assembly

Directions to Location	You can find detailed directions here: https://www.meorga.de/en-gb/Tarragona_Exhibit You can find a site map here: https://irp.cdn-website.com/a6b28d44/files/uploaded/firaReus.pdf
Delivery Times for Freight Forwarders/Parcel Services	Freight goods can be delivered from Monday, 16.11.2026, from 10:00 AM and must be collected on Wednesday, 18.11.2026, between 5:00 PM - 10:00 PM.
Delivery Address for Exhibition Goods	firaReus Events MEORGA_Exhibitor Name Gate E Av. de Bellissens, 40 43204 Reus (Tarragona), Spain

Delivery of Heavy Exhibition Goods	Should you require a forklift or a pallet truck for the delivery of your exhibition goods, please contact our logistics partner, Fairwall GmbH, in advance. They will coordinate unloading time slots.
Delivery by Courier and Parcel Services	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. FiraReus and MEORGA accept no liability whatsoever for damaged exhibition materials accepted prior to the official delivery dates. 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.

Storage of Empty Containers and Boxes	Storage is only possible via Fairwall for a fee. See contact page 1.
Collection of Exhibition Goods	Please book your freight forwarder/courier or parcel service for after 5:00 PM. Please pack your exhibition goods and frank them accordingly. Under no circumstances should you leave exhibition goods behind unfranked. The firaReus and Meorga accept no liability whatsoever for lost or damaged exhibition goods.

4. Information on the Trade Fair Booth

Booth Equipment	Booth equipment included according to your booking: Tables; Chairs; Power connection Partition Walls according to your booking - including carpet, LED lights, front signage. (Please fill out the attached order form to clarify specifics: https://vogel.jotform.com/262773003370047) Further furniture can be booked in addition via Fairwall. See contact page 1.
Information on Technical Connections (Electricity, Internet)	Provided it was specified upon registration, you will receive a 230V / 400V connection from us. Please bring your own extension cables (at least 5 metres long) and/or multiple sockets. In an emergency, an extension cable/multiple socket can be borrowed from the trade fair organization. If you require internet access, you can use the password-protected WiFi set up by us. For this purpose, please come to us at the counter on the trade fair day. If you require a LAN connection, this must be ordered extra. Please contact us in advance under events@vogel.de.
Order of Additional Services	Further furniture can be booked via Fairwall. See contact page 1.
Lead System Visitor Leads	From 2026 onwards, we are offering you the option to book our lead app for capturing visitor data. You can book the lead app for €350 per location and conveniently scan visitor leads via the badges. Should you wish to book the lead system subsequently, please feel free to contact events@vogel.de.

5. Information on Lectures

Current Programm	You can find the current programme here: https://www.meorga.de/tarragona
Technical Equipment	In the lecture rooms you will find a screen and a projector as technical equipment. Speakers are asked to bring their own laptop with their presentation.
Lead System	In 2026, for the first time, there is the possibility to receive the contacts of the participants of your presentation. This service must be booked in advance in addition to your booth booking! Your expert presentation with lead guarantee: 30-minute expert presentation in a separate conference room Prominent marketing of the expert presentation (among others via email marketing, social media, etc.) as well as in the trade fair documents on site and on information boards. Lead guarantee: The presenting company receives full leads of the presentation participants (last name, first name, position in the company, company, email address) as a digital file afterwards. GDPR-compliant lead use possible. Should you wish to book the presentation leads subsequently, please feel free to contact events@vogel.de. Furthermore, FREE OF CHARGE presentations without participant leads are also possible.

6. Marketing

Advertising Materials Meorga	Here you will find our advertising materials for download https://www.meorga.de/en-gb/Tarragona_Exhibit We provide you with logos, graphics and banners relating to Meorga that you can use for your own corporate communications. The "how-to" guide, which provides you with tips on using the advertising materials, is certainly also helpful. Should you require advertising materials in a specific size or resolution, you can contact us with your requirements.
Advertisement Placement in the Trade Show Catalog	You are welcome to place an advertisement in our trade fair navigator. If you are interested, simply contact navigator@meorga.de Deadline for submission: Frankfurt am Main: 16.01.2026 Vienna: 13.02.2026 Bochum: 06.03.2026 Halle (Saale): 17.04.2026 Ludwigshafen: 17.07.2026 Es-Tarragona: 10.09.2026

7. Exhibitor Evening

Information on the Exhibitor Evening	The exhibitor evening takes place on Tuesday, 17.11.2026. Admission begins at 7:00 PM, with the buffet opening at approximately 7:30 PM and the event ending at 11:00 PM. The exhibitor evening is planned directly at the location itself on the upper floor. firaReus Events Avinguda de Bellissens 40 43204 Reus We are always very pleased when we can get together with our exhibitors in a relaxed atmosphere the evening before over good food and drinks. Participation is free of charge for booth personnel. A binding registration/cancellation in advance, but no later than 21 days beforehand, is absolutely necessary. For our catering planning, please therefore inform us by 27 October 2026 if your booth personnel/ staff are unable to attend the exhibitor evening or if you would like to register additional booth personnel. Should you be unsure whether and how many people you have registered, please feel free to contact events@vogel.de. Two people per booth can be registered for the exhibitor evening. For this purpose, you will receive the corresponding access codes for registration 8 weeks before the trade fair.

8. Hotel Recommendations

Information on Recommended Hotels	Hotel Centre Reus Carrer de l'Hospital, 6, 8, 43201 Reus, Tarragona (Spain) Phone: +34977126414 Website: https://engine.prod.witbooking.com/en/hotel/hotelcentre B&B HOTEL Tarragona Reus Carrer de Jaume Vidal i Alcover, 7, 43204 Reus, Tarragona (Spain) Phone: +34977902500 Website: https://www.hotel-bb.com/es/hotel/tarragona-reus

9. Further Information for exhibitors

Warning SPAM Emails.	We would hereby like to warn you about misleading offers relating to MEORGA. Please do not respond to any request from third parties demanding a data reconciliation from you in the name of MEORGA or offering you products and services in our name. Please do not respond to any offer from foreign service providers offering you lists of MEORGA visitors. We do not sell visitor data to third parties. Please assume that these offered lists are forged and in no case GDPR-compliant.

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