

Tech Fair Exhibitor Manual

Description

Important Note: the following manual is designed only for exhibitors with 4 sqm shell scheme booths located in the Tech Fair Area at the ATTD 2026 exhibition. All shell scheme exhibitors with 6 sqm booths or larger must refer to the standard Exhibitors' Manual – [CLICK HERE](#)

Dear Tech Fair Exhibitor,

The following manual provides essential information for exhibitors participating in the **Tech Fair** at the **19th International Conference on Advanced Technologies and Treatments for Diabetes (ATTD 2026)**, scheduled to take place from **11-14 March, 2026**, in **Barcelona, Spain**.

The Tech Fair Area is a specific zone within the ATTD 2026 exhibition, designed for startups to gain exposure and connect with key opinion leaders by showcasing innovative solutions.

Venue:

[Barcelona International Convention Center \(CCIB\)](#)

Entrance B

Plaça de Willy Brandt, 11-14

08019 Barcelona

Spain

Please read this manual thoroughly as it provides important information and is designed to assist you in preparing for ATTD 2026 Exhibition.

Please forward this manual to all project stakeholders, including booth representatives onsite.

For any questions, please contact the Exhibition Manager. E-mail: sgamliel@kenes.com

[Exhibitors and Supporters Portal](#)

Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for "Space Only" booths)
- Submit lettering for **Fascia sign** (applicable for "Shell Scheme" booths)
- Submit **other deliverables** as per sponsorship contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Login details to access the Portal have been sent to the company representative who signed the contract.

kindly keep the Exhibitor's Portal link together with your login information on hand for future reference.

Notes:

- Each company received a **single user account and a password**. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.
- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo and profile**.
- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.

[Exhibition Timetable](#)

Exhibition Timetable for Tech Fair Exhibitors (4 sqm shell scheme)

Exhibition Set-up	Wednesday, 11 March For all booth types <i>Safety Shoes are NOT mandatory</i>	07:00-18:30 – Decoration only/Quiet Set-up <i>All decoration and adjustments must be confined within the designated booth boundaries. All aisles must be clear. No heavy machinery.</i>
Exhibition Opening Hours	Wednesday, 11 March Thursday, 12 March Friday, 13 March Saturday, 14 March	18:30 – End of Welcome Reception (~20:00) 09:30 – 17:00 10:00 – 17:30 10:00 – 14:00 14:00 – 15:00 – Soft dismantling <i>– Safety shoes are NOT mandatory</i> <i>All shell scheme booths must be cleared by 15:00.</i>
Dismantling	Saturday, 14 March	

IMPORTANT NOTES:

- The timetable is subject to possible changes in accordance with the scientific program. Updates will be provided as necessary.
- While general exhibition setup begins Monday, 9 March for larger booths, Tech Fair exhibitors are allowed to access the exhibition hall only on Wednesday, 11 March to set-up their booths. Please do NOT arrive before this date.

- Safety Shoes are NOT mandatory for Tech Fair exhibitors. Your setup (starting Wednesday, 11 March) and dismantling times fall outside the required safety shoe periods.
- In order to access the exhibition hall on Wednesday, 11 March during set-up, you may use your Exhibitor badges which provided by the Conference/Kenes as part of your Tech Fair package. There's no need for an additional CCIB set-up identification (wristband) on this specific day. Please approach the registration area upon arrival to collect your exhibitor badge.
- For security and safety reasons, screens pre-ordered from the CCIB will be delivered to your booth only on 11 March by noon time.
- Empty boxes and packaging material must be removed immediately. All aisles must be clear of exhibits and packaging materials to enable cleaning and setting up the Hall for the Welcome Reception.
- On official opening days, the hall will be open to exhibitors for booth preparation starting at **8:00 AM**.
- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- For exhibitors with **full conference badges (delegate badge)** who wish to enter the exhibition hall **before the official opening hours**, please visit the Registration Desk during opening hours to arrange early access to the exhibition hall.
- Please note that delegates will be passing through the exhibition to reach the E-Posters area which may be active before and after the exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. Please consider hiring extra security for your booth before and after exhibition operating hours, if needed.

DISMANTLING:

- Dismantling of exhibition booths **is strictly prohibited** prior to the official closing time.
- On Saturday, 14 March the final lunch break runs until 13:45. all Tech Fair stands must be cleared by **15:00**. While safety shoes are not required before 15:00, 'hard dismantling' begins promptly at 15:00. As this phase requires mandatory safety gear, all Tech Fair exhibitors **must vacate the hall by 15:00** for their safety
- It is the exhibitor's responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind after **Saturday, 14 March at 15:00** will be considered discarded and abandoned.
Any charges incurred for waste removal will be sent to the exhibitor.

NETWORKING RECEPTION

You are cordially invited to the *Networking Reception* which will be held in the exhibition area on Wednesday, 11 March. Check the timetable for specific times by clicking [here](#). Exhibitors are asked to please man their booth during the *Networking Reception* in the exhibition area.

[Exhibition - Deadlines and Key Dates](#)

Action Item

Deadline

Contact Person

Company logo and profile	As soon as possible and no later than Monday, 05 January	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com/
Text for Fascia (Applicable for Shell Scheme booths only)	Monday, 26 January	Login details have been sent to company rep who signed the sponsorship agreement.
Names for badges and extra exhibitor badges	Tuesday, 24 February	For inquiries, please contact the Exhibition Manger E-mail: sgamliel@kenes.com
Lead Retrieval Barcode Readers Order*	Tuesday, 24 February Onsite rate will be applied for order received after this deadline	E-mail: sgamliel@kenes.com
Dedicated Wi-Fi */ Internet*	Monday, 09 February	E-mail: sgamliel@kenes.com
<ul style="list-style-type: none"> • Printing graphics & Signage – submission of final artwork and quote confirmation. 	Monday, 09 February After this deadline, these services will NOT be available.	CLICK HERE for the CCIB Webshop For inquiries, please contact the CCIB. E-mail: stands@ccib.es
<ul style="list-style-type: none"> • Stand Fitting (for example: shelves, modular storage) • Furniture rental • AV Equipment for booth only (Screens, Laptop, iPads) • Hostesses and Temporary Staff Hire • Security guard services* • In-booth cleaning (before the opening and/or daily cleaning) • Waste removal and Recycling • Flowers & Plants 	<p style="text-align: center;">Monday, 16 February</p> <p>Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested items.</p> <p>The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.</p>	CLICK HERE for the CCIB Webshop For inquiries, please contact the CCIB. E-mail: stands@ccib.es
In booth Catering*	Wednesday, 25 February	E-mail: stands@ccib.es

Delivery Information

Door to Door Shipments	Please contact MERKUR	
Airfreight Shipments	No later than Monday, 2 March Kindly submit the pre-alert form of your shipment by Thursday, 26 February	Merkur Expo Logistics Contact person: Patricia Zintel E-mail: patricia.zintel@merkur-expo.com Mobile: + 49 (0) 170 2229525
Shipment via GERMANY warehouse		
Exhibition goods – Direct Deliveries to Meeting Venue only full load trucks	Subject to time slot	

*An exclusive service

Lead Retrieval (Badge Scanning)

“K-Lead” Application – Barcode Scanner Application

The **K-Lead app** is a helpful tool designed to simplify lead retrieval, enabling you to easily receive participants' contact information when they visit your booth or session.

We are pleased to offer you the K-Lead Application. Simply download the app onto **your own smartphone or tablet** to transform your device into an easy-to-use lead retrieval system. A quick scan of a participant's badge instantly secures valuable contact details, enabling you to enhance your database for effective follow-up marketing and communication.

Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **Quick Scan Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- Application is available for download from Apple store or Google play: “K-Lead App”.

Cost per unit – **EUR 700**(excluding 4% credit card charges fees, excluding VAT if applicable)

The Application should be installed on your company/personal device (tablet/smart phone).

Operational information will be sent in due course.

To order “K-Lead” Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Deadline: Tuesday, 24 Feb

Onsite rate of EUR 850 will be applied for order received after above deadline.

Are you ready to revolutionize the way you collect and manage leads at your next event?

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- K-Lead Plus requires at least one K-Lead license purchased.

Cost per unit – **EUR 350**(excluding 4% credit card charges fees, excluding VAT if applicable)

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Important Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

- How it works:

? Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

? Real-Time Sync – Automatically update your CRM.

? CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

? Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

? Custom Mapping – Adapt data fields to fit your CRM's structure.

? Secure & Compliant – Advanced encryption ensures data protection.

? Analytics & Reporting – Gain insights on leads and engagement.

- Benefits of this solution?
 - ? Saves time by eliminating manual entry
 - ? Enhances lead accuracy and efficiency
 - ? Integrates effortlessly with your existing tools

To get a quote and place your order, please reach out to the Exhibition Manager E-mail:

sgamliel@kenes.com

Deadline: Monday, 2 February

Exhibitor Badges

Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.

Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.

- **The exhibitor badges allow access to the exhibition area and to the *Networking Reception*.**
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than **Tuesday, 24 February**.**
- Exhibitor badge holders are **not** eligible for CME/CPD credits and will *not* be listed in the list of participants (if applicable).
- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours. Please note that badges will not be mailed in advance.**
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 270** per badge.

Companies may purchase a maximum number of exhibitor badges as follows:

Booths of up to 60sqm – 15 exhibitor badges

Booths larger than 60sqm – 25 exhibitor badges

Notes:

– Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **Tuesday, 24 February**.

Link to access the Portal <https://exhibitorportal.kenes.com>

– Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.

- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration team by e-mail at: reg_attd26@kenes.com

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders and staff **must wear set-up/breakdown badges** during the entire set-up and dismantling period. Set-up/breakdown badges are free of charge and require pre-registration. For further details, please refer to section "[Badges for Set-up and Breakdown](#)"

[Exhibition Floor Plan and List of Exhibitors](#)

Exhibition Floor Plan & List of Exhibitors

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates. To access the exhibition floor plan and see the location of each booth, please [click here](#). For full list of exhibitors and supporters – [click here](#)

[Your Tech Fair Booth - 4sqm Shell Scheme - Technical Information and Regulations](#)

Tech Fair Shell Scheme Booths

To ensure a smooth and efficient installation and dismantling process of your Tech Fair booth, CCIB has been appointed as the **official stand contractor** for ATTD 2026.

The ATTD 2026 Tech Fair booth is a 4sqm shell scheme booth which will include:

- 2,50m high lacquered aluminium structure.
- White melamine panels.
- The left panel will include company logo as provided via exhibitor portal. See illustration below.
- Company name on Fascia board printed in standard lettering. (10cm high black lettering. 20 letters included).
- One LED light
- Basic electricity -500w and electrical extension to connect 2 devices. Please ensure that the 500W power supply is sufficient for the equipment you plan to use
- Carpet – color TBA
- Pre-inauguration cleaning.
- Furniture as follows: 1x rectangular table (brown top, black legs), 2x chairs (blue seats, black frames) and 1 x small waste bin



Image shown is for illustration purposes only

- Actual panel size (**including** the metal frame): 100 cm width x 250 cm height
- Visible panel size (**excluding** the metal frame): 93 cm width x 230 cm height

Shell Scheme booths do NOT include:

- Daily in-booth cleaning
- Screens
- Graphics

If you would like to add custom branding to the right panel (additional costs apply), please place your order via the CCIB webshop by **9 February** – [CLICK HERE](#).

Extension can be granted for tech fair exhibitors until **16 February**, but after this deadline, branding/graphics printing will no longer be available.

In-booth daily cleaning can be ordered through the **CCIB webshop** – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Tech Fair Shell Scheme Carpet

All Tech Fair shell scheme booths already comes with carpet as part of the standard tech fair package. *To maintain a consistent appearance within the designated Tech Fair area, Tech Fair exhibitors are not allowed to alter the carpet color.*

Fascia Sign

Maximum of **14 characters** (including spaces) may be written on your fascia (applicable for a 4 sqm booths). If more characters are required, please let us know and we will check feasibility.

Please submit lettering for fascia via the [Exhibitor's Portal](#) by Monday, 2 February if not yet done.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.

The standard fascia includes black lettering on a white background.

To maintain a consistent appearance within the designated Tech Fair area, Tech Fair exhibitors are not permitted to change the standard fascia board provided.

Important Guidelines for Tech Fair Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the **CCIB** – the official stand contractor.
- Tech-fair exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme already comes with carpet with no option to change the color. Alternative carpet colors are not available.
- Excess stock, literature or packing cases may **not** be stored on, around or behind booths, unless contained within a lockable storeroom.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the CCIB webshop or contact the official stand contractor – as per published deadlines (refer to sections “*Deadlines & Key dats*” and “*Booth Services*” for mor information).

[Electricity and Electrical Installations for All Booths Types](#)

Electricity and Electrical Installations – Information for ALL booths

Only the CCIB is authorized to provide the electrical switchboards from the service chests. Every exhibitor must order an electrical switchboard through the CCIB according to his power needs. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth. The exhibitors must name the person responsible for the stand's electric installation project.

Power comes from the floor.

It is essential that exhibitor order the power needed in the stand. The exhibitor is responsible for calculating the necessary power supply based on the elements that need to be connected, together with the request for the necessary voltage (220V or 380V). Check the label on your appliance to find its power usage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors/stand builders.

At the end of the day all lights in the stands must be turned off for safety and sustainability reasons. **The CCIB provides power supply in the exhibition area during the official exhibition times only. At the end of the day main electrical sources will be switch off.**

The stand manager must ensure that the stand lights are off before leaving the building. CCIB is not responsible for any damages caused by the failure to disconnect electronic devices that exhibitors have not disconnected during the nighttime power disconnection period.

Space Only Booths

Please place your order for electricity via the CCIB Webshop – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability. The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders. For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Shell Scheme Booths

Please be reminded that shell scheme package already includes basic electrical switchboard. Any additional power requirements will be at your own expense.

Exhibitors must order in advance the sockets needed for all the devices that need to be connected.

24H ELECTRICITY

- In case that 24h power supply for some devices is required, a second electrical switchboard will have to be ordered. Regardless of the second electrical switchboard, the booth manager will have to make sure the lights are turned off. In opposite case, the general lighting will be switched off and the second switchboard order for 24 hours will be disconnected.
- In case that the stand builder brings his own electrical switchboard, (which has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, so the booth manager knows which switcher has to be turned off at the end of the day, and which line has to remain on to provide power to the connected elements.

IMPORTANT TO KNOW:

- The electrical switchboards supplied by the CCIB cannot be manipulated or damaged. The cost for repairing the damaged electrical switchboard will be charged to the company that had ordered it.
- The CCIB staff is authorized to unplug the whole booth's electrical installation if a potential risk for the setup is detected.
- On the ground floor exhibition area, the power of the floor boxes is 20kw. This power sometimes has to be shared by different exhibitors. In this case CCIB has the authority to cross other booths, corridors or structures to deliver power supply to other stands that do not have Service Chests in their own exhibition area.

- Electrical switchboard will ALWAYS be delivered in the booth floor. Stand builder /exhibitor must check how to place it inside the booth to be accessible.
- When a group of stands have to share power from a service chest there will be an electrical switchboard (distributor) delivered in the space of one of the stands. The electrical switchboards of each stand must be connected to the distributor. The exhibitor will be notified in this case.
- **Distribution switchboards must be accessible at all times.**
- To provide power supply to a booth that does not have power box in its own exhibition space, electrical cables will go from the nearest switchboard or Service Chest available, going through aisles or across other booths.
- If a booth orders more power supply than the power available, the extra power supply will be provided from the closest switchboard or Service Chest, going through aisles or across other booths if necessary.
- When the total power of all electrical switchboards used in the project reaches a minimum of 49KW, an electrical project must be carried out. This is a mandatory study to ensure that the set of switchboards used in the project are safe.
- The availability of power, and the installation of the electrical switchboard, is included in the price of electrical switchboard.
- Exhibitors/stand builder should be aware of the different power outputs.
- The differential switch protection of the power and lighting primary circuits is 30mA and these are not superimmunised.
- It is the responsibility of the exhibitor to inform the CCIB on how the connection to the electrical switchboard provided by the CCIB is done (CETAC/SHUKO).
- In case that the stand builder is bringing his own electrical switchboard, it is compulsory to connect it to the electrical switchboard provided by the CCIB. For more information, contact the CCIB.
- The CCIB can only provide power supply from the Service Chests in the floor of the exhibition hall area. If anything, else is needed, contact CCIB and they will try and look for an alternative.
- It's compulsory to use plastic cable duct on the common spaces to hide electrical cables.
- Any electrical extension ordered will be supplied together with the electrical switchboard and the exhibitor/ stand builder will have to place them.
- In the remaining spaces of the CCIB outside of the exhibition hall area, power supply will be provided from the closest electrical access point. Any required electrical cables for this purpose will be visible in this scenario.
- The electric power service of the CCIB boxes is 32A. 380V. If more power is needed, the cost of extending will be charged to the exhibitor.

[Booth Services and Webshop](#)

Furniture

Your booth already comes with basic furniture.

Extra furniture and items for your booths can be ordered directly from the official stand contractor, the CCIB. Please visit the **CCIB Webshop** to view the various options for your booth – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Important Note: It is the exhibitor's responsibility to ensure that all ordered items fit within the 4sqm booth area, as no refund will be provided in case items that do not fit. Feel free to consult with the CCIB team in case you have any doubts.

Printing graphics & Signage

Booth signage and print graphics can be ordered directly through the CCIB (the official stand contractor). Please access the CCIB Webshop to explore the options available for your booth – [CLICK HERE](#)

Deadline: Monday, 9 February

After the deadline, this service will not be available.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Note: The printed material for stand decoration is not reusable.

Screens, Laptops, Tablets and Audio Visual Equipment

Screens, laptops, tablets and Audio Visual equipment can be ordered directly with the CCIB (the official stand contractor). Please access the CCIB Webshop – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested items.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

For security reasons, screens pre-ordered from the CCIB will be delivered to your booth only on 11 March, by 12:00 (noon).

Note: AV for Industry Symposia and meeting rooms should be placed via the AV Coordinator, Mike Perchig. E-mail: nest@nest-av.com

In-booth Catering

- **Food & Beverages (F&B) is an exclusive service of the CCIB. It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.**
- This exclusivity also applies to all types of catering equipment such as coffee makers, juicers, popcorn machines.
- Exceptions may be considered by the CCIB **in special circumstances only**, with prior written approval (corkage fees will apply). The CCIB reserves the right to charge a cost for the entry of any F&B products not supplied by the venue (authorization in writing is necessary from the venue).
- For special catering services including waiter service please contact stands@ccib.es for more information.
- **Exhibitors are responsible for ensuring their booth has sufficient space to store and display all requested F&B deliveries**
- In case to have any other doubt about F&B please contact to stands@ccib.es, to avoid misunderstandings once the event starts.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the CCIB. Please refer to the F&B Service section of the **CCIB Webshop** to download the F&B order form – [CLICK HERE](#)

Deadline: Wednesday, 25 February

After this date services required may **NOT be available**

7 working days before the set up – no more order forms will be accepted (Monday, 2 March)

During set-up days, new requests may be made at the Exhibitors' Desk, where they will be attended according to availability, and payment will be done at the same time of ordering. The CCIB reserves the right to install depending on the existing stock.

Dedicated Internet Connection & Wi-Fi

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails. Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection can be ordered through Kenes until **Monday, 09 February**.

Please contact the Exhibition Manager at: sgamliel@kenes.com

Important:

- **Creating your own private Wi-Fi network is not permitted.**
- **The CCIB and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Exhibitors must notify the venue if they intend to install a raised floor or platform as internet cables mostly **come from the floor**. Raised floor or platform installation must be scheduled **after** completing the cabling work. Access point(s) must remain unobstructed and accessible throughout the installation process and beyond. Once the raised floor or platform is in place, no new service installations underneath it will be permitted.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.
- Exhibitors planning to install a raised floor or platform must notify the organizer and CCIB. Since internet cables are laid via floor, floor installation must be scheduled **after** all cabling work is complete. Service points must remain accessible at all times, as we cannot accommodate requests requiring access beneath the floor once it is installed.

In-Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (**excluding** exhibit booths and displays).

In-booth cleaning (before the opening and/or daily cleaning) can be ordered through the **CCIB Webshop** – [CLICK HERE](#)

Important:

- The pre-opening cleaning inside the booths is not included in the rental space.
- Special cleaning requirements are quoted upon request, including containers required for the dismantling.
- This service does not include the removal of materials used to build booths. Leftovers have to be removed by the stand builder company (crates, glasses, aluminum profiles, chip wooden boards)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Waste Removal

On-site waste disposal services are available via the CCIB Webshop. The CCIB offers different types of containers to contribute to the correct waste segregation (e.g., one container for plastic, one for wood,

etc.). Please refer to “Cleaning & Recycling” section of the CCIB Webshop – [CLICK HERE](#)

This service is relevant for “Space Only” exhibitors with larger volume of waste.

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Note: It is the exhibitor’s responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

Security

Only the CCIB can provide Security service on the Venue facilities.

Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.

If you wish to hire security for your booth, this can be done via the **CCIB Webshop** – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Hiring of any staff (hostesses, security guards, cleaners, waiters) entails certain conditions in terms of timetables, lunch breaks and transfers.

Storage

The CCIB has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palletes etc.) should be coordinated with *Merkur* team (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, booths, around or behind the booths.

Please contact *Merkur* with information on sizes and number of parcels, size and storage period.

Contact person: Patricia Zintel

E-mail: patricia.zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

Please be advised that items delivered to the venue before the designated setup period will NOT be accepted by venue staff. Please coordinate with *Merkur* to ensure deliveries arrive within the designated set-up period.

Once the event & dismantling are over, the venue shall bear no responsibility for safeguarding or storing any items left behind on the premises. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.

Hostesses & Temporary Staff Hire

If you wish to hire hostess and temporary staff for your stand, this can be done via the **CCIB Webshop** – [CLICK HERE](#)

Deadline: Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.

The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.

For inquiries, please contact the CCIB. E-mail: stands@ccib.es

Hiring of any staff (hostesses, security guards, cleaners, waiters) entails certain conditions in terms of timetables, lunch breaks and transfers.

It is the exhibitor's responsibility to confirm that the dimensions of the exhibition material are within the limits of the assigned space, stand dimensions (height), as well as the services required for its operation.

******* Place your orders before the deadlines to avoid extra fees and ensure on-time delivery for the event ! *******

1:1 Meeting Scheduler- Kenes Connect

1:1 Meeting Scheduler- Kenes Connect

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ATTD 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

? Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ATTD.

All you need to do is to login to the Exhibitor Portal and Order .

Link to access the Portal <https://exhibitorportal.kenes.com>

Launch Offer: 750 EUR

Photography Packages

We're excited to offer exclusive photography packages to help you capture and showcase your participation at ATTD 2026.

? Booth Photography Package

?? Showcase your booth in the best light with a dedicated photoshoot.

?? Ideal for branding, PR, and post-event marketing.

?? up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

? Presentation Photography Package -600 EUR

?? Capture the impact of your tech fair presentation with dynamic, high-quality images of key moments.
?? A minimum of 15 high-resolution images featuring the speaker, podium, and engaged audience

?+? Combined Booth & Presentation Package (Best Value!)

?? Get the full coverage experience with a special discounted package combining booth and presentation photography.

?? up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

?? A minimum of 15 high-resolution images of your presentation featuring speaker, podium, and engaged audience

? *Limited availability !* Book your photography package **in advance** to ensure your brand is captured at its best.

To get a quote and place an order, please contact the Exhibition Manager directly at:

sgamliel@kenes.com

[Shipping Instructions](#)

Shipping Instructions

Merkur Expo Logistics GmbH has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for ATTD 2026.

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

Merkur offers the following services:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Contact information:

Merkur Expo Logistics GmbH

Patricia Zinte | E-mail: Patricia.Zintel@merkur-expo.com | Mobile: +49 (0) 170 2229525

For shipping instructions, please click [HERE](#)

OFFICIAL HANDLING TARIFF → click [HERE](#)

ORDER FORM/ PRE-ALERT for DIRECT DELIVERIES → click [HERE](#)

ORDER FORM/PRE-ALERT for WAREHOUSE SHIPMENTS → click [HERE](#)

LABEL for shipment via Germany warehouse → click [HERE](#)

LABEL for BAG INSERTS shipment via Germany warehouse → click [HERE](#)

The venue does not accept shipments that are sent directly. Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the CCIB. Any truck not registered through Merkur won't be included in the truck schedule for this show and will not be granted access to the facilities.

Deliveries

- The delivery and removal of materials and goods for the exhibition booths is allowed only by Merkur – the official logistic agent.
- Please be advised that **neither** the organiser nor the CCIB can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).
- Deliveries may not be made prior to Monday, 09 March. Any deliveries prior to this date, or off the official working hours, **will not be accepted**.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

Rules and Regulations - Binding for all exhibitors and their subcontractors

IMPORTANT: Rules & Regulations

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

At all times exhibitors must take into consideration the instructions from the CCIB logistics staff. The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations.

Kindly review the **CCIB Facility Safety Rules** document available [HERE](#).

Click [HERE](#) for emergency way out map.

Animals

It is not permitted to bring animals into the venue.

Blackout Policy

All conference supporters (sponsors, exhibitors, special interest groups and other stakeholders) are kindly requested to respect the ATTD 2026 blackout policy and refrain from holding organised meetings or events for more than 10 people during the conference **plenary and scientific sessions**. Click [here](#) to view the scientific program.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Access to the extinguishers can't be restricted, neither must their respective signs or the emergency doors be covered.
- SMOKE & FLAMES : It is not permitted the operation of any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flame.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Freight Elevators

The freight elevators can only be used by the CCIB logistic staff.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Maximum Weight Capacity

In case the exhibitor/stand builder brings large machinery, for any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area, it is mandatory that the CCIB will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access points
- Transportation used to bring the element inside the venue and weight
- dimensions and weight resistance
- Forklifts, cranes or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area. Once the CCIB has complete information, the unloading of the element will be approved or disregarded

Materials

- The textile materials used in the stand construction must be fireproof, according to the current regulations.
- The use/storage of inflammable substances in the booth space is forbidden (liquids, gas or other).
- Any inflammable liquid, gas or other substances must be approved by CCIB. For any doubt contact the CCIB.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- Public Address (PA) systems or loudspeakers within individual booths is strictly prohibited.
- For any presentations or organized talks held within your booth, you should provide individual headset/receiver systems for your audience. Sound must be contained to prevent noise disturbance outside your booth limits.
- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.

- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Surgical procedures

Surgical procedures — even minor ones — cannot be performed onsite, as the CCIB is not a licensed medical facility and therefore cannot guarantee the sterile conditions required for such interventions. For reference, even activities such as tattooing are not permitted for this reason.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- **Filming:**
 - Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
 - Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.
- **Photography:**
 - Photography within booths is not permitted during exhibition setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.
 - During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

Direct promotion of pipeline (non-authorized) products in Spain

Direct promotion of pipeline (non-authorized) products in Spain **is not allowed**. (Article 1.1 in Code of Practice for the Pharmaceutical Industry, Farmaindustria, 2023). However, there are some exceptions:

- Presentation of pipeline data is permitted within the context of scientific congresses if it is purely scientific, complete, unmodified, and supervised by a scientific society.
- Disclaimers such as “Product not yet approved” or “Not authorized in Spain” are required and must be clearly visible to avoid the presentation being considered promotion.
- Satellite symposia or presentations by company-employed doctors are generally considered promotional unless rigorously shown to be unbiased and purely informative.
- Information on pipeline products can also be disseminated via scientific publications and abstracts, with no promotional modification

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Wheels

Bikes, skates, and any personal transport by wheels are not permitted inside the CCIB.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

Water Connection (when service is available)

- CCIB can only supply water to the stands that have a water connection available in their own booth. The costs of any additional platform or material to hide this installation will be assumed by the exhibitor.
- The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up (day and time). Without this information the CCIB is not liable for non-providing of the requested service and the prepayment will not be refunded.
- It is the obligation of the exhibitor to verify that the installation of water drainage is in place before the platform to cover it is placed. It is mandatory to leave access to the water access point.
- The water supply system includes only the pipes, water pipe and drain, NOT the connection to any other element.
- Connection from the pipes supplied by CCIB to the booth element will have to be done by the stand builder

[Sustainability - Tips & Tricks for Exhibitors](#)

We are deeply committed to sustainability and strongly encourage all our exhibitors to join us in this effort!

- For immediate ways you can make your booth more sustainable, please [CLICK HERE](#) for **practical tips and tricks**.
- As part of our commitment to reducing the event's environmental impact and carbon footprint, we need your input. Please take a few minutes to complete our short **sustainability questionnaire**: [CLICK HERE](#)
Your input will help us measure the event's environmental impact and carbon footprint and identify opportunities to reduce it in future editions. Please provide accurate details where possible — even small steps make a big difference!

[Hall Specifications and Important Technical Information](#)

Exhibition Hall

The exhibition will be held in **Areas 1, 2, 3, 4** of the **Multipurpose Room**, located on the ground floor (**Level P0**).

For venue's map of the Multipurpose Room – click [here](#)

For virtual tour – click [HERE](#)

How to access the CCIB?

Information regarding access and transport to the CCIB can be find [HERE](#).

The CCIB (Centre de Convencions Internacional de Barcelona) has four access doors: A, B, C, and D.

Attendees for the ATTD 2026 Conference will enter through doors B & C.

Loading / unloading will be done outside the exhibition hall, through **Leonardo Da Vinci square** – CLICK [HERE](#) to view the Loading Bay Access Map.

Floor

Floor finish: Grey concrete

It is recommended to place a carpet or other floor covering.

Maximum floor load: 2.500kg/m²



Power supplies and other utilities, such as internet cables, are typically distributed to booths **via the floor**. However, it is crucial to verify this with us in advance, as these may vary depending on the specific booth location and your unique requirements.

For further information regarding **electricity**, please [CLICK HERE](#)

Exhibitors and stand builders are responsible for returning the exhibition floor to its original condition. Any damage or soiling requiring more than routine cleaning will be charged to the exhibitor or stand builder.

Parking

Please note that there are no parking facilities available at the venue.

However, several public parking lots are located nearby.

For more information on parking options, please click [HERE](#)

Direct Deliveries to the CCIB

Please be advised that neither the Organizers nor the **CCIB** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 09 March**. Any deliveries prior to this date, or off the official working hours, will not be accepted.

Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

Please refer to the Shipping Instructions for full guidelines.

Loading Bay Access

Please coordinate your arrival (unloading and loading) with the official logistic agent – **MERKUR Expo Logistics GmbH**. In order to maintain the smooth and efficient flow of traffic, exhibitors will be assigned designated unloading time slots.

Loading doors dimensions:

Leonardo Da Vinci Loading doors ? height 4.5m x width 5m

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the CCIB. Any truck not registered through Merkur won't be included in the truck schedule for this event and will not be granted access to the facilities. You must provide the CCIB with prior identification of vehicles for entering the CCIB during set-up.

Contact person:

Merkur Expo Logistics GmbH

Patricia Zinte | E-mail: Patricia.Zintel@merkur-expo.com | Mobile: +49 (0) 170 2229525

For smooth operations, we kindly ask that you adhere strictly to these time slots and remove vehicles promptly after unloading.

Parking in the loading bay is prohibited as the loading bay space is limited and designated exclusively for loading and unloading purposes.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Only the official logistic agent is authorized to operate forklifts or pallet jacks within the venue.

The unloading area is on the ground level and accessed via Leonardo Da Vinci street.

Trucks must unload materials outside the hall. Forklifts will then be used to transport goods into the venue. **Please note: Safety shoes are mandatory whenever the unloading door is open.**

The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during setup and breakdown, in accordance with the current regulations.

All vehicles must remain with the engine off within the premises of the CCIB.

CLICK [HERE](#) to view the Loading Bay Access Map.



Contact Information

Official Contractors:

In-booth cleaning | In-booth Catering* | Hostesses | Security Guard Services* | Furniture Rental | Printing graphics & Signage | Additional Stand Fittings | Screens, Tablets & AV Equipment (for booths only) | Flowers & Plants | Electricity for “Space Only” booths* | Rigging* | Water Connection* | Waste Removal Services and Recycling

The CCIB

[CLICK HERE](#) for the **CCIB Webshop**

For inquiries, please contact the CCIB

E-mail: stands@ccib.es

*Exclusive to the CCIB.

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics GmbH

Patricia Zintel

Tel.: + 49 (0) 6173 966 95 13 | Cell: + 49 (0) 170 2229525

E-Mail: patricia.zintel@merkur-expo.com

Merkur is the exclusive handler inside the venue.

“Space Only” exhibitors seeking **quotations for custom stand design and construction** are welcome to contact the following **recommended supplier**:

4foreverything

Contact person: Marta Esteban

E-mail: info@4foreverything.com and marta@4foreverything.com

Website: <https://www.4foreverything.com/>

Phone: (+34) 91 366 22 26

Kenes Group Contacts:

Conference Secretariat

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488

[Contact us](#)

Exhibition Manager

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Symposia Coordinator

Aleksandra Sinapova

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Industry Liaison & Sales

Judit Gondor <>

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Viktoria Georgieva

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Hotel Accommodation

Deyan Tomov

Tel: + | E-mail: dtomov@kenes.com

<https://hotels.kenes.com/congress/ATTD26>

There is an increasing number of fraudulent websites that are attempting to impersonate ATTD 2026. **All official communications about the 19th International Conference on Advanced Technologies & Treatments for Diabetes (ATTD 2026) are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent ATTD 2026.

For any questions about sponsorship please contact Judit Gondor, ILS Business Excellence Manager.

E-mail: jgondor@kenes.com