

Exhibitor Resource Center

23-25 April 2024 | Fira Barcelona Gran Via Venue | Barcelona, Spain

Important Exhibitor Task Checklist




Review the list of tasks below for items that you will need to complete to continue planning for the event.

Required Tasks for ALL Exhibitors

Required Tasks for LEAD Exhibitors ONLY

Vendor Deadlines & Additional Tasks

Required Tasks for ALL Exhibitors

 Vendor Deadline	 Task
<p>1 March 2024</p> 	<p>Review, Edit & Approve Your Company Listing</p> <p>This listing includes contact info & product categories and is visible on the event website Exhibitor List and also the event Mobile App closer to the event.</p> <p><i>**You must be logged in to the Resource Center to access this section.</i></p>



Vendor
Deadline



Task

22 April
2024



Register for Exhibitor Badges

All staff working in your booth space during the event will need an Exhibitor Badge. This badge will also give you access during installation & dismantle days.

***If you are a Co-Exhibiting company, please note that you share a Registration password with your Lead Exhibitor. Please contact your Lead Exhibitor to register for badges.*

Fira Barcelona Worker Pass: Individuals who will not need access during expo days (contractor staff, etc). can register for a Worker Pass to gain access to Fira during installation and dismantle only. **Pre-Register Online (Coming Soon!)** and print out your Worker Pass or have it on your phone as digital proof.

22 April
2024








Invite Customers or Buyers






Through the Exhibitor Registration area you can also invite your customers or buyers to attend the event. All exhibitor eVIP invitations and efforts are at no cost to you - they are included with your exhibit space purchase.

Please note: Due to the current geopolitical situation, Diversified Communications is not accepting the participation of companies from **Russia** or **Belarus** at the 2024 edition of Seafood Expo Global and Seafood Processing Global.





Required Tasks for LEAD Exhibitors ONLY

 Vendor Deadline	 Task
<p style="text-align: center;">16 February 2024</p> 	<p style="text-align: center;">Submit Stand Approval Form</p> <p>Submit stand design including drawings & measurements of all walls & fixtures for our Operations team to evaluate and approve.</p>
<p style="text-align: center;">16 February 2024</p> 	<p style="text-align: center;">Submit Exhibitor Appointed Contractor (EAC) Form</p> <p>Required if you are hiring a third-party contractor to build your stand.</p>
<p style="text-align: center;">1 March 2024</p> 	<p style="text-align: center;">Submit Co-Exhibitor Form</p> <p>Exhibitors are allowed one company per 10m² of exhibit space. A fee of €330 will be charged for each company exceeding this allotment. Refer to your stand confirmation to verify the total space contracted for your organization.</p> <p><i>*You must be logged in to the Exhibitor Resource Center to access this section, refer to your email from Customer Service to access your password. Once logged in, click on the Submit Your Co-Exhibitors link on the homepage.</i></p>

Vendor Deadlines & Additional Tasks

 Vendor Deadline	 Task
<p>ASAP</p> 	<p>Book Hotel Rooms</p> <p>Book your hotel stay through the only official Housing Vendor, bnetwork.</p>
<p>ASAP</p> 	<p>Review the Resa Shipping Document</p> <p>If you will be shipping any materials to the event contact RESA directly at seafood@resaexpo.com.</p> <p>Resa Booking Form</p> <p>Use the booking form to order vehicle access un/reloading and equipment rentals.</p>
<p>ASAP</p> 	<p>Arrange Shipments Originating from US & Canada with CFI</p> <p>For shipments originating from the United States or Canada contact CFI Perishables directly at Don.ehrlich@cfiperishables.com or call +1.206.439.6765.</p>
<p>ASAP</p> 	<p>Access Marketing Toolkit</p> <p>Marketing your participation in the Expo is an important step to having a successful exhibit. Here you can access customizable event banners and official event logos.</p>

<p>ASAP</p> 	<p>Secure Sponsorships</p> <p>Work with our team to select the perfect sponsorship or advertising opportunity to support your exhibit at Seafood Expo Global & Seafood Processing Global.</p>
<p>ASAP</p> 	<p>Meeting Room Request</p> <p>Required if you plan to hold a business meeting, host a luncheon, or plan an internal team meeting outside of your stand space.</p>
<p>ASAP</p> 	<p>Submit Special Vehicle Access Form</p> <p>Required if you will need vehicle access (catering, maintenance) during exposition days.</p>
<p>ASAP</p> 	<p>Order Cold Storage</p> <p>Required if you need cold storage at the event. Submit this as soon as possible and follow the steps outlined to guarantee complimentary cold storage for your seafood products. .</p>
<p>7 March 2024</p> 	<p>Order Catering Stand Deliveries</p> <p>Order food to your stand during the event through Gastrofira. For custom orders contact Gastrofira directly at seafoodgastrofira@firabarcelona.com.</p>
<p>14 March 2024</p> 	<p>Order Lead Retrieval</p> <p>You can order Lead Retrieval service to scan badges of visitors to your stand to capture their information after the event.</p>

<p>20 March 2024</p> <p>servifira/</p>	<p>Order Furnishings, Utilities & Services</p> <p>You can order items such as Shell Schemes, Furnishings, Rigging, Stand Cleaning, Electricity, Water, Gas, Internet, Catering, Parking Passes, Temp Staff & Guards.</p>
<p>1 April 2024</p> 	<p>Exhibit Floor Reception Request</p> <p>Required if you plan to host a reception within your stand space.</p>
<p>1 April 2024</p> 	<p>Sefric Order Form Equipment Catalogue</p> <p>Order Refrigeration & Freezer equipment for your stand through Sefric.</p>
<p>9 April 2024</p> 	<p>Order Custom Stands</p> <p>Work with Buildup by Fira to design and create your Custom Stand.</p>
<p>11 April 2024</p> 	<p>Submit Press Releases</p> <p>If you would like to post press releases about your company to the event website, email our team for more information.</p>

Questions?

Please feel free to e-mail us at customerservice@divcom.com, use the chat feature below, or call +1-207-842-5504. We look forward to working with you in preparation for a successful event!

Log Out



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