

# AERO SPACE & DEFENSE MEETINGS SEVILLA

May 19-21 | 2026  
SEVILLE, SPAIN

# EXHIBITOR MANUAL

An event organized by



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BCI AEROSPACE

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# GENERAL INFORMATION

## EVENT LANGUAGE

The official language of ADM Sevilla 2026 is English. All conferences and workshops will be held in English, with simultaneous translation into Spanish.

## BADGE

Badges are personal and non-transferable. Access to the event areas is strictly reserved for registered participants wearing their badge at all times.

## PHOTOGRAPHY & VIDEO DISCLAIMER

Please note that photographs and video recordings may be taken during ADM Sevilla 2026 for communication, marketing and promotional purposes.

By attending the event, participants and exhibitors acknowledge and agree that their image may be used by the event organizers on any media (print, digital or online), without compensation, unless they expressly object.

If you do not wish to appear in any photographs or video recordings, please inform the event organizers on site.

## HEALTH, SAFETY & INSURANCE

Each exhibitor is responsible for their own equipment and personal belongings. The organizers cannot be held liable for loss, theft or damage.

## CODE OF CONDUCT

ADM Sevilla is a professional B2B event. All participants are expected to behave in a respectful and professional manner throughout the event.



# MEET THE TEAM

## Project Director

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### UK, The Netherlands

**Connor BOTWRIGHT**

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+44 7539 561 352

### USA

**Alain NGOIE**

angoie@advbe.com



# EVENT SCHEDULE

## TUESDAY, MAY 19

11:00 – 18:30 **Booth set-up**

15:00 – 18:00 **Plenary Conference**  
• Auditorio Itálica

18:00 **Close of Day 1**

## WEDNESDAY, MAY 20

08:00 – 09:00 **Final booth set-up**

09:00 – 12:30 **B2B meetings**  
• Exhibition area  
**Workshops**  
• Sala Ronda

12:30 – 14:00 **Catered lunch (paid)**  
• Sala Albaicín

14:00 – 18:00 **B2B meetings**  
• Exhibition area  
**Workshops**  
• Sala Ronda

18:00 **Close of Day 2**

20:00 **Cocktail reception**  
• Espacio Exploraterra ·  
Fundación Nao Victoria  
*Paseo Alcalde Marqués de Contadero,  
Edif. 1, 41001 Seville*

## THURSDAY, MAY 21

09:00 – 12:30 **B2B meetings**  
• Exhibition area  
**Workshops**  
• Sala Ronda

12:30 – 14:00 **Catered lunch (paid)**  
• Sala Albaicín

14:00 – 18:00 **B2B meetings**  
• Exhibition area  
**Workshops**  
• Sala Ronda

18:00 **Close of the event**

18:30 – 19:30 **Booth move-out**  
Carrier pickup window

# PREPARE YOUR ARRIVAL



Before arriving at Fibes, please **ensure that you have printed your exhibitor badge**, as it will be required for access to the venue.

Badges will be available for download from your online participant profile starting May 14, 2026, [here](#).

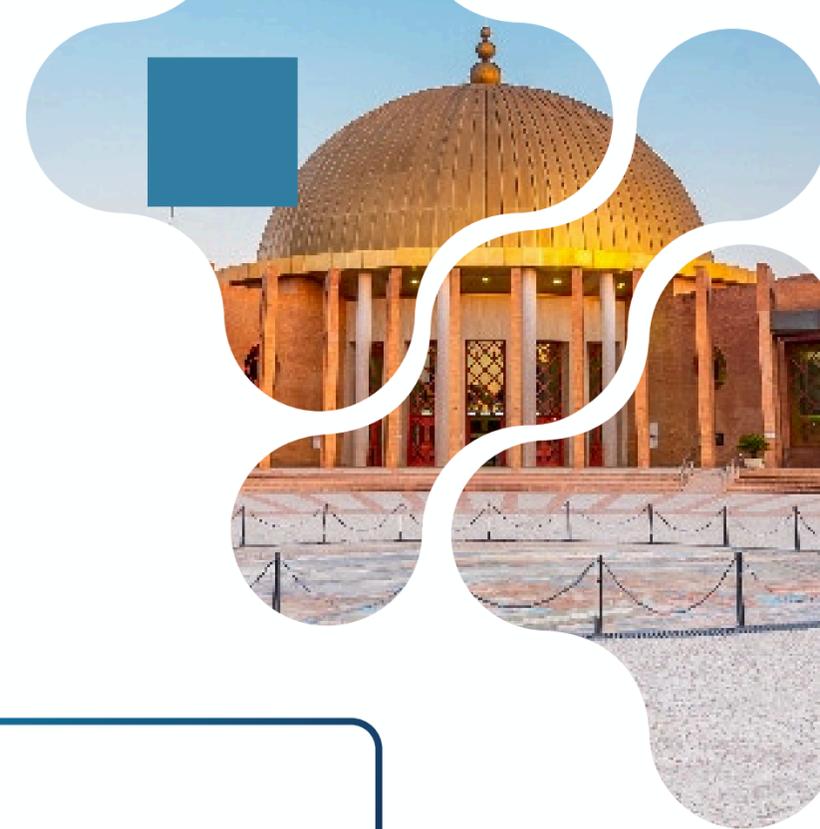


Please also remember to **print your B2B meeting schedule**.

Important : On site, only the event leaflet including the exhibition floor plan and the list of exhibitors will be available at the welcome desk.



# ACCESS TO THE VENUE



## **Fibes**

Avda. Alcalde Luis Uruñuela, 1, 41020 Seville, Spain

### Airport Shuttle

A regular shuttle bus runs between Seville Airport and the city centre every 30 minutes.  
Operating hours are approximately 5:00 am to midnight on weekdays, and 6:00 am to 11:45 pm on Sundays.  
The fare is around €2.50 (one way) or €4.00 (return).  
Fibes is located about 4 km from the airport, with an average travel time of 20 minutes.

### Train & Metro

**Train**  
The C-4 circular train line connects the city centre to Fibes in approximately 6 to 9 minutes.

**Metro**  
Metro Line 1 stops at San Bernardo Station, which connects to the C-4 train line.  
From there, Fibes can be reached in around 9 minutes.

### Taxi

Taxis are available outside the airport terminal.  
The average fare to the city centre ranges from €19 to €22.

#### Taxi services

- TeleTaxi: +34 954 622 222
- RadioTaxi: +34 954 580 000 / +34 954 571 111

### By car

Fibes is easily accessible by car via the main highways A4, A49, A92 and A66, using the SE-30 ring road.

# ACCOMMODATION



Revolugo is our official travel agency partner, offering specially negotiated rates with guaranteed secure reservations.

For assistance or group bookings:  
reservations@revolugo.com or +33 1 80 06 62 88 (09:00-19:00)

**Book early for best offers**



# BOOTH DETAILS

This section provides key information regarding booth specifications, equipment, and preparation requirements for ADM Sevilla 2026.

## BOOTH STRUCTURE & GENERAL SPECIFICATIONS

Each modular booth is equipped with **hard walls**.

Each wall panel measures 95 cm W x 258 cm H.

The final artwork size must match the **visible graphic area** of the panel: **95 cm W × 256 cm H**

Please ensure that all key visual elements, logos and text are positioned within this visible area.

Exhibitors may bring roll-ups, pop-up stands or additional graphics, provided that:

- they fit within the allocated booth space,
- they do not extend into the aisles,
- they comply with Fibes regulations.

Please note that visuals and illustrations shown in documents are non-contractual.



# BOOTH PACKAGE & EQUIPMENT

## BASIC 6SQM

3 x 2 m



**Included:**

- Carpet
- Aluminium structure with white melamine partitions
- Lighting rail with spotlights
- 1 fascia board with company name and booth number
- 1 table, 3 chairs, 1 waste bin
- 1 electrical outlet (power strip not included)

**Optional:**

- Customized graphics available: 3 back wall panels + 2 side wall panels
- Panel size: 95 x 258 cm
- Visible graphic area: 95 x 256 cm

[View panel specifications](#)

## EXECUTIVE 12SQM

6 x 2 m



**Included:**

- Carpet
- Aluminium structure with white melamine partitions
- Lighting rail with spotlights
- 1 fascia board with company name and booth number
- 2 table, 6 chairs, 1 waste bin
- 1 electrical outlet (power strip not included)

**Optional:**

- Customized graphics available: 6 back wall panels
- Panel size: 95 x 258 cm
- Visible graphic area: 95 x 256 cm

[View panel specifications](#)

## DELUXE 12SQM

4 x 3 m



**Included:**

- 12 sqm carpet
- 1 storage room (1 x 1 x 2.5 m, door included)
- 1 totem (1 x 2.80 m)
- 1 counter (1 x 0.50 x 1 m)
- 1 lattice structure
- 1 high table with 3 stools
- 1 table with 3 chairs
- 2 LED spotlights (50W)
- 1 electrical outlet (power strip not included)

**Graphics included:**

- A - Exhibitor name (90 cm width x proportional height)
- B - Logo printed on back wall (90 x 90 cm)
- C - Counter vinyl (50 x 85 cm)

[View specifications](#)

## PREMIUM 24SQM

6 x 4 m



**Included:**

- 24 sqm white melamine flooring with ramp
- 24 sqm carpet
- 1 storage room (2 x 1 x 2.50 m, door included)
- 2 blind separators (adaptable to 1.50 x 2.80 m light boxes)
- 2 lattice structures
- 1 totem (1.50 x 2.80 m)
- 1 counter (1 x 0.50 x 1 m)
- 1 coffee table with 3 armchairs
- 1 table with 4 chairs, 1 waste bin
- 6 LED spotlights (50W)
- 3 electrical outlets (power strip not included)

**Graphics included:**

- A - Exhibitor name (90 cm width x proportional height)
- B - Logo printed on back wall (90 x 90 cm)
- C - Counter vinyl (50 x 85 cm)

[View specifications](#)

**TIPS**

For a professional finish, exhibitors are strongly encouraged to:

- bring their own graphics, or
- order customized panels and fascia boards



All orders must be submitted by **April 30, 2026**

# BOOTH PRODUCTION, GRAPHICS & SET-UP

## Booth set-up

- Tuesday, May 19, 2026: 11:00 am – 6:30 pm
- Wednesday, May 20, 2026: from 8:30 am (if needed)

⚠ No noisy machines or sound systems allowed

All equipment and graphics must comply with [Fibes regulations](#). Failure to follow these rules may result in additional charges or restrictions on site.

## Key deadlines & regulations

- **All orders deadline: April 30, 2026**
- Drilling or damaging booth panels is strictly prohibited
- Only Tesa Textile or MiArco double-sided tape allowed (can be purchased directly from Fibes)
- Any booth damage will be charged to the exhibitor
- 1 electrical outlet included (power strip not included - please bring your own if needed)

## Graphic panel specifications

**Visible graphic area** on hard wall panels (only for basic 6sqm and executive 12 sqm booths): 95 cm (W) × 256 cm (H)

All key elements must be positioned within this area.

### Facia board with company name:

- For 6sqm booth : 295 cm (W) x 52 cm (H) x 1 unit
- For 12 sqm booth : 295 cm (W) x 52 cm (H) x 2 units

### Artwork files:

- Resolution: 150 dpi min. / 300 dpi recommended
- Formats: PDF, PSD, TIFF, JPG, PNG, AI, EPS, SVG
- Fonts: outlined
- Color mode: CMYK only (no RGB)

⚠ Please carefully check all artwork files before submission. Non-compliant files may cause printing issues or delays.

## Contact

### Official service provider: Grupo Absolute

Contact: **Carlo Delgado**

☎ +34 695 999 835

✉ [expositores.adm2026@grupoabsolute.com](mailto:expositores.adm2026@grupoabsolute.com)

🌐 [grupoabsoluteadm2026.com](http://grupoabsoluteadm2026.com)

AB SO LU TE

### For customized booth options: abe / BCI AEROSPACE

Contact: **Gloria Luque**

☎ +34 604 27 75 78

✉ [gmluqueeslava@advbe.com](mailto:gmluqueeslava@advbe.com)

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business  
events  
advbe.com

### For the purchase of adhesives or power strips, and for any technical request: Fibes

Contact: **María López**

☎ +34 663 14 10 75

✉ [mlopez@sevillacityoffice.es](mailto:mlopez@sevillacityoffice.es)

fibes  
Sevilla  
Palacio de  
Congresos y  
Exposiciones

# ADDITIONAL SERVICES & AMENITIES

Enhance your exhibition experience with our comprehensive range of services and amenities designed to support your success.



## Additional furniture

Order extra the furniture through our dedicated annex [here](#).

Contact your abe / BCI AEROSPACE representative with the required item(s).

Please make sure to cc Gloria Luque at [gmluqueeslava@advbe.com](mailto:gmluqueeslava@advbe.com) on your request.



## Audiovisual rental

Rent screens, projectors, and audio equipment to enhance your presentations and booth experience. View annex [here](#).

Contact your abe / BCI AEROSPACE representative with the required item(s).

Please make sure to cc Gloria Luque at [gmluqueeslava@advbe.com](mailto:gmluqueeslava@advbe.com) on your request.



## Technical services

For power supply, enhanced WiFi, cleaning, hosts, handlers, or water supply, contact **María López** from **Production Sevilla City Office** at +34 663 14 10 75 or [mlopez@sevillacityoffice.es](mailto:mlopez@sevillacityoffice.es)



## Booth catering

**Guadalquivir Catering** provides on-site catering services.

Contact **Julián Jiménez** at +34 955 512 231 or [d.comercial@guadalquivircatering.com](mailto:d.comercial@guadalquivircatering.com)



## Complimentary Wi-Fi

Enjoy free Wi-Fi throughout the exhibition hall. The network name and password will be printed on your badge.



## Coffee corner

A complimentary coffee corner will be available:

- every morning
- and after lunch on May 20 & 21



## Themed workshop

Workshop rooms equipped with video projector, screen, computer, and wireless microphone.

Contact **María Tortajada Chardi** for queries at +33 1 41 86 41 98 or [mtortajadachardi@advbe.com](mailto:mtortajadachardi@advbe.com)

 All service orders must be submitted by April 30, 2026



# DINING & NETWORKING

## Networking lunch

Seated networking lunches will be catered on May 20 & 21 for those who prepaid during registration. Verify your lunch status by checking your badge (available from May 4th) or contacting your abe/BCI Aerospace representative.

**Additional lunch package:** €80 per person, excl. taxes (covers both days: May 20 & 21). To add lunch packages, please email your abe/BCI Aerospace representative with the number of delegates.

 **Order deadline: April 30, 2026**

**Important:** Access to the lunch area will be restricted to pre-paid delegates only

## Welcome cocktail

Join us for an exclusive welcome cocktail reception on **May 20 at 20:00 at Espacio Exploraterra · Fundación Nao Victoria** (Paseo Alcalde Marqués de Contadero, Edif. 1, 41001 Seville).

**Complimentary for all ADM participants.**

Network with industry leaders in an elegant setting while enjoying refreshments and entertainment.



# SHIPPING & MOVE-OUT LOGISTICS

## MATERIAL DELIVERY

Ship materials to arrive no earlier than Monday, May 18, 2026.

Address: Fibes - Palacio de Congresos y Exposiciones de Sevilla /ADM SEVILLA 2026,  
Avenida Alcalde Luis Uruñuela, 1, 41020 Seville, Spain

Phone: +34 954 47 87 00

Important: make sure to include event name and company name on labels.

## UNLOADING PROCEDURES

All deliveries must be made through the exhibitor parking area via hall doors 1-4. Delivery area is flat with no platform. Trucks must have tailgate and pallet jack. Fibes and abe/BCI Aerospace will not be responsible for improperly equipped deliveries.

## MOVE-OUT REQUIREMENTS

Do not dismantle booths before 17:00 on Thursday, May 21, 2026. Accesses will be blocked until then

Please make sure to label packages correctly and arrange pickup by 20:00 on May 21.

After this deadline, Fibes will systematically clean storage areas.

## POST-EVENT CLEANUP

Return booth spaces free of all objects. Beginning Friday, May 22, any remaining materials will be stored by Fibes at the exhibitor's expense.

We remind you that all exhibitors are responsible for their belongings - the event organizers will not be liable for theft or damage.

## SPECIAL EQUIPMENT NEEDS

Contact Production Sevilla City Office - María López at +34 663 14 10 75 or [mlopez@sevillacityoffice.es](mailto:mlopez@sevillacityoffice.es)



