



EXHIBITOR INFORMATION

Application process

as of now / Application deadline: September 31, 2021

Hall allocation

August – September 2021

- Allocation of the halls.
- Individual stand offers via email.
- You have to confirm the stand offer by email to ensure your booking. With your confirmation your reservation is binding.

Index of exhibitors

online from approx. beginning of October 2021

Admission

August – October 2021

- You will receive the admission documents by email.
- Admission invoice.
- Easiest way of payment is to submit a direct-debit mandate for credit cards.
- You will receive the login data for the Online Service Center (OSC) to edit your media entries and place your orders for technical and other services.

Service orders and exhibitor passes

September - October 2021

- Closing date for technical orders via Online Service Center: approx. mid October 2021. (Technical services will be invoiced directly from service partners.).
- The free exhibitor passes will be available for download in the OSC once all invoices have been paid (around 6 weeks before the show).
- Additional exhibitor passes can be ordered via the OSC.

Marketing and Media

Services bookable from September – October 2021

- Media entries: to be included in the printed media you need to check and submit your media entries until around mid October 2021.
- Booking of marketing services: advertising spaces, banners, logos, sponsoring until around mid October 2021.
- Request of conference rooms via email.
- Booking of media services like new product announcements, celebrities at your stand, press conferences, press boxes at the press center/ online.

Setup and dismantling

Setup: November 17, 2021: 7:00 a.m. – 8:00 p.m.
November 18, 2021: from 7:00 a.m. continuously

Advanced stand set-up has to be approved by the project management and can be requested in the OSC (subject to charge).

Dismantling: November 20, 2021: from 6:00 p.m.
November 21, 2021: 7:00 a.m. – 8:00 p.m.
November 22, 2021: 7:00 a.m. – 4:00 p.m.

Early dismantling is prohibited. Please note our General Conditions of Participation.

Participation fee: € 89 / sqm

Included in the participation fee:

- Stand space
- Waste disposal up to 80 liters per day
- AUMA fee
- Hall night guard
- Exhibitor passes (according to the stand size)
- Wifi

Co-Exhibitor fee (if applicable): € 199

Media package : € 200