



EXHIBITOR INFORMATION

Application process

as of now / Application deadline: June 30, 2022

Hall allocation

July – September 2022

- 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. mid of October 2022

Admission

August – September 2022

- You will receive the admission documents by email.
- Admission invoice.
- 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

August - October 2022

- Closing date for technical orders via Online Service Center: approx. October 26, 2022. (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 August – October 2022

- Media entries: to be included in the printed media you need to check and submit your media entries until October 5, 2022.
- Booking of marketing services: advertising spaces, banners, logos, sponsoring until October 12, 2022.
- 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 23, 2022: 7:00 a.m. – 8:00 p.m.
November 24, 2022: 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 26, 2022: from 5:00 p.m.
November 27, 2022: 7:00 a.m. – 8:00 p.m.
November 28, 2022: 7:00 a.m. – 4:00 p.m.
Early dismantling is prohibited. Please note our General Conditions of Participation.

Participation fee: € 93 / sqm

Included in the participation fee:

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

Additional costs:

- Media package: € 200
- AUMA fee € 0.60 net/sqm
- Co-Exhibitor fee: € 199 (if applicable)