

Important exhibitor information

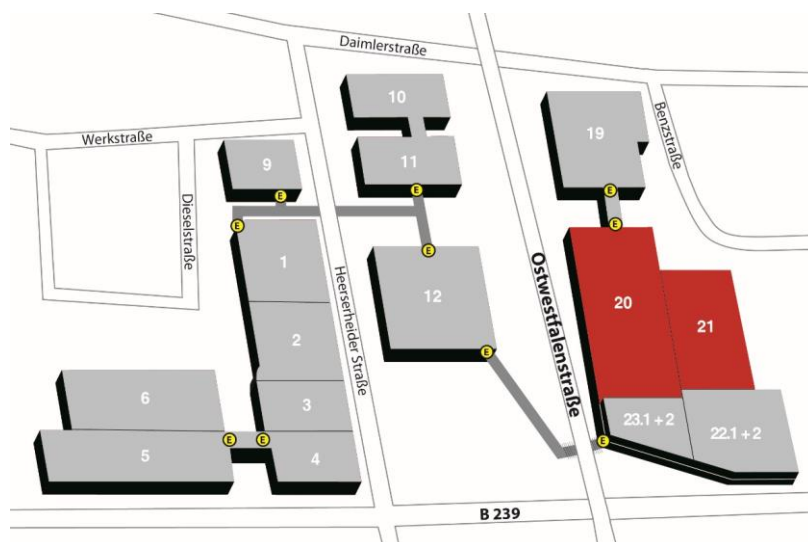
Please also inform your stand construction/exhibition construction company!

Hall 20 - 21

**Delivery address
for your goods:**

***Your company name
Your employee + phone no.***

Hall 20 - 21
Benzstraße 23
D – 32108 Bad Salzuflen



Exhibition date: 17 - 21 September 2023
SUN-WED: 9 a.m. – 6 p.m. & THU: 9 a.m. – 4 p.m.

Stand assembly: 28 Aug – 10 Sep 2023: MON – FRI: 8 a.m. - 4 p.m. / SAT – SUN: 8 a.m. - 4 p.m.
11 Sep – 15 Sep 2023: MON – FRI: 8 a.m. - 10 p.m.

Assembly deadline: 15 Sep 2023: 10 p.m.!
16 Sep 2023: Decoration, Cleaning etc.
Please note: buyers will be allowed to visit you already on 16 Sep 2023.

**Stand disassembly/
Collection of goods:** 21 Sep 2023: 4 p.m. - 10 p.m.
22 - 29 Sep 2023: 8 p.m. - 6 p.m.

Power supply: **Important – please order immediately!** Order only via our service portal:
www.service-messezentrum.de/en/ → “M.O.W.”

Water supply: Only after an estimate! Order via our service portal:
www.service-messezentrum.de/en/ → “M.O.W.”

WiFi: During the exhibition free WiFi available for exhibitors.
For higher performance requirements we recommend that you order your own internet connection from Deutsche Telekom.

Hall inspector: Mr. Bernd Winter
Phone: **+49 (0)5222 / 92500**

Please note: During the assembly and disassembly time and during the exhibition dates you and/or your staff will have to strictly follow the instructions given by our staff.

Stand construction: Please note – very important:

- a) As you know the complete stand construction is to be carried out by your company. Electrical distributors are available – please immediately fill out relevant application form.
- b) Construction height up to 4.50 m (heights exceeding this only with agreement).
- c) Please agree construction height with neighbouring stand. In general, the rear or side walls to the neighbouring sides must be designed properly.
- d) Ceiling suspension: Important – please order immediately.
- e) At the beginning of assembly and/or after accomplished disassembly a joint acceptance inspection will be carried out.

Stand design:

Adhesive Tape: ONLY TESA 51960 (Order from hall technicians or in the exhibition office).

Forbidden: full-surface laying work

Welding and flex work

Only with extraction: Sawing and grinding work

Additional information „**Technical Guidelines-Stand Construction/Fire Protection**“ are available for review and can be downloaded on the M.O.W. homepage. They are to be strictly observed:

www.mow.de → For exhibitors → Registration → Event conditions

Please note that the complete stand assembly is to be carried out acc. to recognized rules of technology (VDE), the technical connection regulations (TAB) of Stadtwerke Bad Salzungen GmbH, the accident prevention regulations of the trade associations, in particular, UVV BGV A3 (electrical plants and equipment), in connection with the technical guidelines of Messe Ostwestfalen GmbH.

Closed ceiling areas larger than 1x1m are not permissible. Ceiling fabrics (mesh) are only permissible with a certificate in German and must be flame retardant type B1 as well as sprinkler-safe.

Furthermore our contractual agreements will apply and we draw your attention to legal regulations and standards, as well as to the guidelines and specifications (such as VdS or VDE).

Parking/access:

Parking permits are not required as parking is free. In the visitors' interest we kindly ask you not to use the parking spaces directly next to the entrances. This also applies to your assembly and disassembly staff. We reserve the right to assign parking spaces.

**Truck parking area/
mobile homes/
trailers:**

The free truck parking area is on the "Bauhof" (please note enclosed information sheet). All trucks, transporters, semitrailers or trailers must be removed by **15 Sep 2023** 10 p.m. from the site. Otherwise the exhibition management will have the vehicles removed at the exhibitor's charge. On the "Bauhof" you will find parking spaces for mobile homes.

**Fire and accident
prevention:**

The enclosed information must be observed.

Packaging:

On request packaging can be stored (for a fee) prior to the exhibition. Disposal can be arranged for you by a service provider (also for a fee).
Order only via our service portal: www.service-messezentrum.de/en/ → "M.O.W."

Security:

Order only via our service portal: www.service-messezentrum.de/en/ → "M.O.W."

Cleaning: Order only via our service portal: www.service-messezentrum.de/en/ → "M.O.W."

**Forwarding agent/
customs clearance:** Order only via our service portal: www.service-messezentrum.de/en/ → "M.O.W."

**Overnight
accommodation:** Under www.mow.de → „Arrival“ → „Stay“ → „Hotel search“
or
Lippe Tourismus & Marketing GmbH
Phone: +49 (0)5231 / 621160

Contact management: **Phone: +49 (0)5222 / 925011** **Fax: +49 (0)5222 / 925035**