

INFORMATION – AT A GLANCE

Welcome as an exhibitor at the INTERGEO 2023 in Berlin!

In the interest of a smooth and successful execution of the event, we have put together what we consider to be the most important information for you, including an overview of the dates and deadlines.

Please read the following information carefully and forward it to your employees and, if necessary, to your stand constructor. In doing so, you will make a significant contribution to the success of the event.

Your INTERGEO-Team

HAVE YOU ALREADY INVITED YOUR CUSTOMERS?

Order and send out free of charge visitor invitations from the ticket shop now (please find the link to the ticket shop in the Exhibitor Service Portal under "Communication & Marketing").

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Advertising – Promotions

Promotional activities are only permitted on the exhibitor's own stand space. It must be demonstrated that there is sufficient space to accommodate an audience. Visual, audio or any other form of promotional material / activity must not obstruct or encroach upon aisles / corridors or neighbouring stands. PA systems and loudspeakers must not be set up in aisle / corridor areas.

The noise level of promotional activities and exhibits must not exceed a maximum of 70 dB (A) at the outer limits of the stand. All presentations must be halted immediately if requested by the trade fair management if justifiable complaints have been received. The use of gas and smoke / steam is prohibited. Any laser systems, flashing signals and tickers as well as any pyrotechnic activities or displays are subject to authorisation by Messe Berlin GmbH.

Advertising inside the exhibition

The area bordered by the stand walls may be used by exhibitors for advertising. Banners and signs may not encroach on the aisles / corridors. It is forbidden to undertake any advertising or distribute promotional materials outside the stand space. Advertising that infringes any legal statute, is in breach of good taste, or displays any political or ideological leanings is not permitted within the trade fair grounds. If any advertising activities or the distribution of promotional materials are the cause of any complaints, the trade fair company reserves the right to forbid these activities and confiscate stocks of said materials for the duration of the fair. Any dispute regarding the approval or otherwise of specific advertising will be decided by the trade fair management without recourse to law.

Advertising materials

You should devote just as much attention to your visitor advertising campaigns as to the presentation of your stand. The "Communication & Marketing" section of the Exhibitor Service Portal offers a whole host of options for every budget to show your company in the best possible light and raise your profile along with that of your products and brands.

Animals

No animals are permitted on the exhibition grounds, with the exception of guide dogs and police dogs.

Assembly and dismantling dates/times

Early stand assembly

Early assembly is possible for stands of 80m² or larger and must be approved in writing by Messe Berlin GmbH.

The early assembly will take place on 05.10. and 06.10. between 07:00- 22:00.

The relevant application form can be found in the Exhibitor Service Portal under "Stand & Technology" > " Approvals + Information Sheets".

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Assembly:

Saturday, 07th October 2023

Sunday, 08th October 2023

Monday, 09th October 2023

The times allocated for assembly are daily from 7 a.m. to 10 p.m.

Activities causing noise are to be avoided before 7.00 a.m. and after 8.00 p.m., and on Sundays and holidays before 9.00 a.m., from 1.00 p.m. – 3.00 p.m., and after 8.00 p.m.

Dismantling:

Thursday: 12th October 2023 7.00 p.m. to 10.00 p.m.

Friday: 13th October 2023 7.00 a.m. to 10.00 p.m.

Saturday: 14th October 2023 7.00 a.m. to 10.00 p.m.

Dismantling is already possible from Thursday, 12th October 2023, after the end of the event from 7.00 p.m. to 10.00 p.m. Vehicles are not allowed on the premises until approx. 7.00 p.m.

For more information, please refer to the document "Traffic Guide" in the Exhibitor Service Portal under "Stand & Technology" > "Important Information".

Assembly and dismantling passes

Access to the exhibition grounds and the halls **during assembly and dismantling** times is only possible with a valid set-up and dismantling pass.

These are free of charge and must be ordered and registered via the Exhibitor Service Portal.

Co-exhibitors / additionally represented partners

Each exhibitor is asked to report his co-exhibitors / additionally represented partners on his stand via the form "Registration for co-exhibitors". The form can be found in the Exhibitor Service Portal under "Stand & Technology" > "Important Information". Co-exhibitors / additionally represented partners automatically book the obligatory BASIC marketing package with their registration and thus also benefit from the numerous marketing measures.

Data protection

In order to provide the relevant services, we will save and process exhibitors' data in accordance with the applicable data protection legislation. To that end, data may be passed to service partners where appropriate.

Deliveries

To order shipments of your trade show goods, contact:

GOODLog GmbH
Gerhard-Ellrodt-Str. 24

Version from 20/06/2023

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D-04249 Leipzig

Email: ak@goodlog.de

Tel.: +49 (0) 341 / 94 56 99 93

Directions

The exhibition grounds in Berlin are directly connected to the transportation network and thus offer perfect arrival and departure conditions as well as short distances. For more information on your travel options using different types of transport, please visit the INTERGEO homepage on the following link: www.intergeo.de/anreise

Empties

(Contrary to the technical guidelines issued by Messe Berlin GmbH)

For safety reasons, empties may not be stored on the stands or anywhere else in the hall complex. Brochures / advertising materials may only be stored on the stand / in the event area to the extent of a day's supply. We therefore recommend that exhibitors employ the services of our contracted logistics partner GOODLog GmbH to remove or store empties:

GOODLog GmbH project logistics | consulting
Gerhard-Ellrodt-Str. 24
D-04249 Leipzig

Email: ak@goodlog.de

Tel.: +49 (0) 341 / 94 56 99 93

Entry in INTERGEO Report

Entry of all represented companies in the INTERGEO Report is mandatory. If the exhibitor has not entered his catalogue entry in the Exhibitor Service Portal by **September 1st, 2023**, the entry in the company directory will be based on the information in the application. The organizer assumes no liability for the accuracy of the entry.

Exhibitor evening

The INTERGEO exhibitor evening will take place on Wednesday, 11th October 2023, in the exhibition halls right after the end of the event. Would you like to celebrate with your customers on your booth? Then you will find the relevant authorization in the Exhibitor Service Portal under "Stand & Technology".

Exhibitor passes

Depending on the package booked, each main exhibitor receives a set number of exhibitor passes free of charge:

Entry - 15m ²	= 4 Exhibitor passes
Basic - 48m ²	= 8 Exhibitor passes
Premium - 98m ²	= 12 Exhibitor passes

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These passes are already available for registration in the Ticket & Management Console (via the link in the Exhibitor Service Portal under “Stand & Technics” > “Exhibitor passes”).

When booking additional space, your total space size will be taken into account accordingly when allocating the free exhibitor passes.

Each registered co-exhibitor or additional representative partner on your stand will receive their own access to the Exhibitor Service Portal. Four free exhibitor passes are also available in the ticket shop (via the link in the Exhibitor Service Portal under "Stand & Technics" > "Exhibitor passes").

If additional exhibitor passes are required for stand personnel, these can also be ordered for a fee via the ticket shop.

Exhibitor Service Portal

The Exhibitor Service Portal is the main online tool for planning your participation at INTERGEO. Detailing all the key deadlines and arrangements, it also enables you to:

- Manage your free visitor invitations
- Update your company details and products
- Book marketing services
- Order and register exhibitor passes
- Order your technical requirements (power supply, Internet, stand assembly, etc.).

Access details will be sent to the contact e-mail address indicated on the registration form after invoicing.

Forwarding company

(contrary to the technical guidelines issued by Messe Berlin GmbH)

GOODLog GmbH has been contracted exclusively for INTERGEO to ensure the smooth delivery of your exhibition goods.

Contact person:

Ms. Annett Kreuzmann
Tel.: +49(0)341 94 56 99 93
Email: ak@goodlog.de

You will find the "Shipping" form incl. shipping instructions in the Exhibitor Service Portal

Hotel reservations

Our service partner [Hotelservice-Deutschland.de](https://www.hotelservice-deutschland.de) offers you and your stand personnel a wide choice of accommodation at special rates for INTERGEO. Further details are available on our website:

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www.intergeo.de/anreise

Insurance

The exhibitor bears sole liability for his stand and fittings, and for any personal injury or damage to property caused by his company. Insurance of the exhibition stand is mandatory. The organizer is not liable for damages of any kind, for example fire, theft, tap water and weather damages.

Internet / WLAN

In case you require an internet connection for product presentations or demonstrations, we recommend you book a LAN connection. You can place your order via the Exhibitor Service Portal: “Stand & Technology”.

Please note: there is no free WLAN available in the hall.

Loading and unloading / Traffic regulations during assembly/dismantling and for the duration of the event

To ensure that traffic flows smoothly during the construction and dismantling periods and during the actual event, the rules for regulating and directing traffic as well as the supervisor instruction / security personnel must be strictly observed. All areas of the exhibition grounds are subject to German road traffic regulations (Straßen-Verkehrsordnung, StVO).

To avoid traffic building up while exhibits are being delivered and removed, please ensure vehicles are unloaded immediately and that they also vacate the halls and access roads promptly.

Vehicles may only be loaded into the halls from outside via the rolling doors or freight elevators. The visitor entrances and exits, including emergency exits, may not be used for deliveries.

For safety and liability reasons, it is essential that lifting equipment, such as fork-lifts, truck-mounted cranes, etc., be requested exclusively through our trade fair forwarding company GOODLog GmbH (see point forwarding company).

Please check the document entitled “At a glance – Stand set-up and dismantling / Access regulations” under “Stand & Technics” > “Important Information” on the Exhibitor Service Portal.

Official permissions / approvals

Exhibitors are responsible for obtaining all the necessary permissions and approvals pertaining to participation in the event. The applicable regulations stipulated by commercial law and the police must be observed. Any areas of uncertainty or ambiguity must be clarified with the relevant bodies and, if the issue pertains to commercial law, with the trade supervisory authority (Gewerbeaufsichtsamt).

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Order forms

Depending on the form header, order forms (Approval of stand construction, multimedia, hostesses, logistic and vehicles as exhibits) are sent either direct to the service partner or redirected to the relevant service partner by HINTE Expo und Conference GmbH.

There will be no confirmation of receipt when ordering services. Please complete and return the forms duly signed.

The orders for: electricity, water, internet, telecommunications, suspensions, plants, stand cleaning, waste disposal, security, catering, stand party, early stand set-up/dismantling extension, permits, parking, etc. are handled via the Messe Berlin GmbH forms. These can be found in the Exhibitor Service Portal under "Stand & Technology".

The stand sketch must be sent together with the appropriate order forms.

Please note the submission deadline for all technical orders is **September 8th 2023**. From this point on, surcharges may be incurred. Please refer to the information in the section "Deadlines and Dates" starting on page **13** of this document.

Photography and filming

Only photographers approved by the event organizer are permitted to undertake commercial photography and filming on the trade fair site. Any exceptions to this rule requires the written permission of the event organizer. The event organizer is entitled to use all types of images for general purposes, or its own publications. As part of this, exhibitors relinquish the right to raise any objections based on copyright.

Stand

Below you will find all the important information pertaining to your stand:

Stand boundary walls

Please note that the area rental does **not** include assembly or walls for the stand unless ordered separately in advance. Stand boundary walls / partitions are compulsory!

Stand construction approval

(Contrary to the technical guidelines issued by Messe Berlin GmbH)

Stand construction approval/stand construction permit is required for planned stand constructions which cover more than 50 % of each open stand side.

Application for Building Permission

Additionally, as required by Messe Berlin GmbH's Technical Guidelines, the following stands are also subject to approval and must be inspected by them:

- stand structures with two or more storeys,

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- outdoor buildings and structures,
- special structures,
- complex suspensions,
- exhibits over 3.5m in height

You will find the form "Application for Building Permission" in the Exhibitor Service Portal under "Stand & Technics" > "Approvals & Fact Sheets". The form including the required documents must be submitted by **August 21st, 2023**.

Maximum stand height

Please note that the maximum stand height in all halls is 6m (upper edge of suspensions).

Stand placement

The rented stand space will be measured by the event organizer and the corner points marked accordingly. Columns, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are part of the allocated stand areas. Once the stand has been allocated, we recommend that each exhibitor find out for himself the location and dimensions of any fixtures, the course of supply ducts, etc. and, if necessary, inform the stand constructor.

Supply points and safety equipment

All connection points located in service ducts, plus fire alarms, fire hydrants, distribution units, cables / wires, telephone splitters, sprinkler heads, etc. must be accessible and operational at all times. They must not be covered or concealed by stand materials or exhibits.

Installations and services on the stand

Certain services (including all kinds of hangings affixed to the ceilings and roof structures of the exhibition halls, power mains, water and pressurised air connections, sprinkler systems, underfloor installations and foundation work, security service, transport services on the exhibition site, telephone and data connection) must be procured via Messe Berlin GmbH and may only be carried out by Messe Berlin GmbH appointed companies.

It is recommended that these companies also be employed for any work within the stand itself. On the final day of the exhibition / event, power will normally be switched off for safety reasons an hour after the exhibition / event has closed.

Sub-letting of exhibition stands

Any exchange of exhibition stands or partial sub-letting to third parties requires the permission of the trade fair management.

Stand assembly

1. The stand space designated in the stand confirmation will be plotted out by the event organizer. Stands will be constructed on this space. The exhibitor must allow for minor deviations in the stand measurements. The exhibitor is not entitled to assert a claim against the event organizer for any such deviations. These can be the result of varying thicknesses in the partition walls. It is the exhibitor's responsibility to ensure the points where his stand joins with or borders neighbouring

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stands are properly finished and visually attractive. The exhibitor bears the cost for this. Failure to do so will result in measures being taken to rectify the matter at the cost of the exhibitor responsible for the problem.

2. All stands must have an inscription on the fascia / name panel or display the company name and address in a manner that is clearly visible and recognizable to all.

3. The stand assembly must not exert any pressure on hall walls, roof support columns and roof beams.

4. Exhibitors are not permitted to install any hanging items by themselves.

5. Floor coverings must not be nailed or tacked down. Carpets may be secured using only double-sided adhesive tape. Self-adhesive carpet tiles are not permitted. The use of bolts and anchoring devices is also prohibited. Painting of the hall floors is not permitted.

6. Louvers and vents pertaining to the air conditioning system, distribution boxes, fire prevention and fire extinguishing equipment, and other technical equipment must be kept clear of obstructions.

Stand inspection and approval

Stand inspection and approval will take place on **Monday, 09th October 2023**. Stand construction (basic assembly) must therefore be completed by 3 p.m. and no vehicles used in the assembly process are permitted to remain in the halls.

Stand numbering

Trade fair stands are labelled by HINTE Expo & Conference GmbH using uniform stand numbers.

Stand dismantling

1. Exhibition spaces are to be returned to their original condition following the dismantling process. Exhibitors are liable for any damage to ceilings, walls and floors or to fixtures and fittings. Adhesive tape must be removed without leaving any residue or marks.

2. Any damage to halls, hall fixtures or outside facilities caused by exhibitors or their agents must be reported to the trade fair management. Exhibitors are asked to leave the stand areas in the condition in which they found them.

3. Any stands not dismantled, or any exhibits not removed after the end of the allotted dismantling period will be removed and stored by the contracted forwarding company at the cost and risk of the exhibitor. HINTE Expo & Conference GmbH accepts no liability.

Theft – Prevention

Five key recommendations:

1. Arrange dedicated surveillance for your stand.

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2. Do not leave goods unattended or unsecured on stands during the assembly and dismantling periods.
3. All valuable, unsecured exhibits should be removed when leaving the stand at the end of the fair.
4. Arrange specific times with your forwarding company for the delivery and collection of trade fair items, so that your stand and its contents are not left unattended.
5. Insure all goods. This will at least ensure you are covered against financial losses.

Theft – Reporting

Any instance of theft should be reported to the police. In the event of theft, please alert the trade fair management immediately. They will be able to provide details of the police station to contact in order to file an official report.

Trade fair opening times

For visitors:

Tuesday:	10 th October 2023	9 a.m. to 6 p.m.
Wednesday:	11 th October 2023 exhibitor evening	9 a.m. to 9 p.m. (extended opening times due to the exhibitor evening)
Thursday:	12 th October 2023	9 a.m. to 6 p.m.

For exhibitors:

Tuesday:	10 th October 2023	7 a.m. to 7 p.m.
Wednesday:	11 th October 2023 exhibitor evening)	8 a.m. to 10 p.m. (extended opening times due to the exhibitor evening)
Thursday:	12 th October 2023	8 a.m. to 6 p.m.*

Stands must be staffed by 8.45 a.m. at the latest.

*Please observe the dismantling times under "Assembly and dismantling dates/times" (page 3 to 4).

Updates

All INTERGEO exhibitor updates with relevant information about the event or your presentation are available in the Exhibitor Service Portal under "Stand & Technology" > "Exhibitor Updates".

Vehicles as exhibit

(Contrary to the technical guidelines issued by Messe Berlin GmbH)

Vehicles may only be brought into the halls and other enclosed event areas and exhibited with approval.

Please use the form (incl. information sheet) "Notification for the exhibition of motor vehicles" for this purpose. This can be found in the Exhibitor Service Portal under "Stand & Technology" > "Approvals + information sheet".

Visa information

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EU Member States do not require a visa to enter the Federal Republic of Germany. People from other countries require a visa for any trip to Germany. This generally applies without exception. Exhibitors should submit visa applications to the relevant embassy or consulate general of the Federal Republic of Germany, as these are the bodies responsible for issuing visas. Since July 24th 2013, an invitation from the relevant trade fair company is no longer required when applying for a visa to attend a trade fair in Germany.

Waste disposal

You are responsible for waste removal **during the assembly and dismantling period as well as during the event**. Professional waste disposal must be reported to Messe Berlin GmbH and the disposal must be agreed with Messe Berlin GmbH's contract partner.

The corresponding link can be found in the Exhibitor Service Portal.

Using other waste containers or facilities on the exhibition grounds to dispose of waste is explicitly forbidden.

DATES AND DEADLINES

Please find below a general overview of deadlines pertaining to the event e.g., "Marketing", "Technics" etc. and when surcharges may apply and to what extent. This information can also be found in the Exhibitor Service Portal on the respective order forms or in the item descriptions of the linked online shops.

OUR RECOMMENDATION:

Place your orders/bookings/assignments and submissions no later than six weeks (unless deadlines end earlier) before the event.

FROM NOW ON

Date: **For orders / bookings/ assignments and submissions of:**

From now on Company entry Exhibitor directory

MAY

Deadline / Due date by: **For orders / bookings/ assignments and submissions of:**

From 01.05.2023 Go-Live ticket shop

AUGUST

Deadline / Due date by: **For orders / bookings/ assignments and submissions of:**

01.08.2023 Co-exhibitors registration

25.08.2023 Stand construction approval

SEPTEMBER

Deadline / Due date by: **For orders / bookings/ assignments and submissions of:**

01.09.2023 Advertising deadline INTERGEO-report
 Company information for INTERGEO-report

DATES AND DEADLINES

08.09.2023 Technical orders:

Electricity
 Internet access
 Stand cleaning
 waste disposal
 Compressed air
 Compressed gas
 Fire extinguisher
 Security service
 Personal
 Plants
 Sprinkler systems
 Suspensions
 Water

15.09.2023 Stand construction service order

25.09.2023 Approval for early set-up

29.09.2023 Shipments under bond

15 working days prior to
stand-delivery Latest arrival sea freight – LCL Cargo

OCTOBER

Deadline / Due date by: **For orders / bookings/ assignments and submissions of:**

10 working days prior to
stand-delivery Latest arrival sea freight – FCL Cargo

04.10.2023 Latest date for delivery to our service partner’s warehouse (goods
from outside EU)

7 working days prior to
stand-delivery Latest arrival airfreight – Airport BER
