

INFORMATION – AT A GLANCE

Welcome as an exhibitor at the INTERGEO 2022 in Essen!

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").

IMPORTANT INFORMATION A-Z

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- **A**dvertising – Promotions, Advertising inside the exhibition, Advertising materials, Animals, Assembly and dismantling dates/times
- **C**o-exhibitors / additionally represented partners
- **D**ata protection, Deliveries, Directions
- **E**mpties, Exhibitor passes, Entry in INTERGEO-report, Exhibitor-service-portal
- **F**orwarding company
- **H**otel reservations
- **I**nsurance, Internet/WLAN
- **L**oading and unloading / Traffic regulation during assembly / dismantling and for the duration of the event
- **O**fficial permissions / approvals, Order forms
- **P**hotography and filming

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- **Stand** (stand boundary walls, stand placement, supply points and safety equipment, installations and services on the stand, sub-letting of exhibition stands, stand assembly, stand inspection and approval, stand numbering, stand dismantling)
- **Theft - Prevention, Theft – Reporting, Trade fair opening times**
- **Visa-Information**
- **Waste disposal**

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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 60 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 Essen 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 stand construction is possible for a fee for stands with a size of > 80 m², they must however be approved by Messe Essen GmbH. The corresponding application form can be found in the Exhibitor Service Portal under "Stands & technics" > „Permits and Fact sheets “.

Assembly:

Saturday, 15th October 2022

Sunday, 16th October 2022

Monday, 17th October 2022

The times allocated for assembly are daily from 7 a.m. to 8 p.m.

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Dismantling:

Thursday, 20th October 2022

Friday, 21st October 2022

Saturday, 22nd October 2022

Sunday, 23rd October 2022

Dismantling is possible from 6 p.m. on Thursday until 10 p.m. daily (no vehicles are permitted on the grounds until around 6.30 p.m.).

See the document entitled “At a glance – Stand set-up and dismantling / Access regulations” under “Stand & Technics” on 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

Deliveries to your trade fair stand should be addressed as follows:

“Name of the exhibitor”

“Event” “Hall” “Stand number”

Messegelände

45131 Essen

Germany

As the trade fair management cannot take receipt of any items due to space and insurance issues, please note that stands must be staffed when deliveries arrive.

Directions

The Essen Exhibition Centre has a direct connection to the transport network and thus offers perfect arrival and departure conditions as well as short distances. You can find more detailed information about your travel options with the various means of transport on the INTERGEO homepage under the following link: www.intergeo.de/anreise

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Empties

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

For safety reasons, empties may not be stored at the stands or anywhere else in the hall complex. We therefore recommend that exhibitors employ the services of our contracted logistics partner Cretschmar MesseCargo GmbH to remove or store empties:

Herr Maximilian Heinrich
Tel.: +49 (0)341 520 430-12
Mobile: +49 (0)178 90 16 518
Email: maximilian.heinrich@cretschmar.de

Ms. Annett Kreuzmann
Tel.: +49 (0)341 / 520430-13
Mobile: +49 (0)178 90 16 513
Email: annett.kreuzmann@cretschmar.de

Entry in INTERGEO-report

The 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 12th, 2022**, the entry in the company directory will be based on the information in the application. The organizer assumes no liability for the correctness of the entry.

Exhibitor passes

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

Package S - 15m ²	(ENTRY)	= 4 Exhibitor passes
Package M - 24m ²	(ENTRY, BASIC)	= 8 Exhibitor passes
Package L - 48m ²	(ENTRY, BASIC, PREMIUM)	= 12 Exhibitor passes
Package XL - 98m ²	(BASIC, PREMIUM)	= 16 Exhibitor passes
Package XXL – 200m ²	(PREMIUM)	= 20 Exhibitor passes

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").

Each registered co-exhibitor or additional representative partner at your stand will receive their own access to the Exhibitor Service Portal. Four free exhibitor passes are also available in the ticket and management console (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 and management console.

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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 Essen GmbH)

Cretschmar MesseCargo GmbH has been appointed exclusively to ensure your exhibition materials and goods arrive at INTERGEO safely.

Contact persons:

Herr Maximilian Heinrich
Tel.: +49 (0)341 520 430-12
Mobile: +49 (0)178 90 16 518
Email: maximilian.heinrich@cretschmar.de

Ms. Annett Kreutzmann
Tel.: +49 (0)341 / 520430-13
Mobile: +49 (0)178 90 16 513
Email: annett.kreutzmann@cretschmar.de

Hotel reservations

Our service partner 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: 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. We recommend that exhibitors take out appropriate insurance, either by concluding their own insurance policy or doing so via the named service partner. The event organiser accepts no liability for damage of any type, including that caused by fire, theft, mains water or weather.

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.

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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 instruction of supervisors / security personnel must be strictly observed. All areas of the exhibition grounds are subject to German road traffic regulations (Straßen-Verkehrsordnung, StVO).

During the assembly / dismantling periods and the fair itself, vehicle access to the trade fair grounds is only permitted upon payment of a deposit (see traffic guide). The deposit will be forfeit if the given time periods are exceeded.

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 must take the shortest possible route to the loading and unloading points. Access to the halls from outside is available only through the doors. Goods may not be delivered or removed via the visitor entrances and exits, including the emergency exits. It is also forbidden to wedge doors open.

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

Please check the document entitled “At a glance – Stand set-up and dismantling / Access regulations” under “Stand & Technics” 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).

Order forms

Depending on the form header, order forms (Approval of stand construction, multimedia, hostesses, stand party, insurance, logistic) 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 Essen GmbH forms. The Download link can be found on our Exhibitor Service Portal.

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

Please note the submission deadline for all technical orders: **2nd October 2022**. Surcharges may be payable in some cases from this point on. Please refer to the information in the section "Deadlines and Dates" starting on page **12** 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 require 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 Essen 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 the Technical Guidelines of Messe Essen GmbH, the following stands are also subject to approval by Messe Essen GmbH and must be inspected by them:

- stand structures with two or more storeys,
- outdoor buildings and structures,
- special structures,
- exhibits over 6m 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 **September 2nd, 2022**.

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 stands have been allocated, we recommend that each exhibitor checks the location and dimensions of all fixtures and fittings, the route of service ducts, etc. Where applicable, exhibitors should also communicate this information to those responsible for stand construction.

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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 Essen GmbH and may only be carried out by Messe Essen 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 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. Heavy loads, lifting material and crates may only be transported through the halls using trucks or pallet trucks fitted with rubber tires.

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6. Louvers and vents of 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, 17th October 2022**. 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.
2. Do not leave goods unattended or unsecured at 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: 18th October 2022

9 a.m. to 6 p.m.

Wednesday: 19th October 2022
(exhibitor evening)

9 a.m. to 9 p.m. (extended opening times due to the exhibitor evening)

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Thursday: 20th October 2022 9 a.m. to 6 p.m.

For exhibitors:

Tuesday: 18th October 2022 7 a.m. to 7 p.m.

Wednesday: 19th October 2022 8 a.m. to 10 p.m. (extended opening times due to the exhibitor evening)

Thursday: 20th October 2020 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”.

Visa information

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 the 24th of July 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 ordered separately via the Messe Essen GmbH form. The corresponding link can be found on 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

APRIL

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

From 12.04.2022 Go-Live ticket shop

MAY

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

15.05.2022 Online marketing order

JUNE

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

15.06.2022 Marketing packages order

JULY

DATES AND DEADLINES

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

15.07.2022 Sponsored content order

AUGUST

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

19.08.2022 Co-exhibitors registration

SEPTEMBER

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

02.09.2022 Stand construction approval

02.09.2022 Electricity
Internet access
Stand cleaning
waste disposal
Anchoring in the hall floor
Catering
Compressed air
Compressed gas
Exhibitor WLAN network
Fire extinguisher
Security service
Plants
Sprinkler systems
Stand sketch
Suspensions
Water

09.09.2022 Outdoor advertising order

Advertising deadline INTERGEO-report

DATES AND DEADLINES

12.09.2022	Company information for INTERGEO-report
16.09.2022	Stand construction service order
30.09.2022	Latest arrival sea freight – LCL Cargo

OCTOBER

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

04.10.2022	Latest arrival sea freight – FCL Cargo
05.10.2022	Digital presence maintenance
06.10.2022	Latest arrival airfreight
10.10.2022	Latest date for delivery to our service partner's warehouse (goods from outside EU)
12.10.2022	Latest date for delivery to our service partner's warehouse