



Exhibitor's Manual

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1 GENERAL INFORMATION

1.1 Introduction / Who's who

As an exhibitor, you will find in this brochure the contacts, links to order forms, rules and instructions you need. Read it carefully and it will make your life easier.

The organization of the 2011 CIRED conference itself is managed by the AIM association whereas VDE Conference Services were appointed to take care of the exhibition (see contacts in §1.2).

On the conference website (www.cired2011.org) you will find accommodation and tourism information about the city of Frankfurt and the Messe Center.

VDE conference services lined up for you all the necessary service providers you may need for making the best of your participation to the CIRED 2011 exhibition.

1.2 Contacts

VDE Conference Services – CIRED 2011 Exhibition Organiser

Stresemannallee 15
60596 Frankfurt/Main
Germany
Contact person: Ms Jacqueline Born
Tel: +49(0)69 6308 229
Fax: +49(0)69 9631 5213
E-mail: jacqueline.born@vde.com
Website: www.vde.com

Messe Frankfurt Venue GmbH & Co. KG – Congress Venue

The exhibition will take place in Hall 5.1
Ludwig-Erhard-Anlage 1
60327 Frankfurt/Main
Germany
Contact person: Ms Romina Gowin
Tel: +49(0)69 75 75 34 09
Fax: +49(0)69 75 75 30 01
E-mail: romina.gowin@messefrankfurt.com
Website: www.congressfrankfurt.de

FAIRNET Gesellschaft für Messe-, Ausstellungs- und Veranstaltungsservice mbH – Official Standbuilder

Gradenstraße 50
12347 Berlin
Germany
Contact person: Ms Janine Stark
Tel: +49(0)30 60 90 25 0
Fax: +49(0)3060 90 25 25
E-mail: janine.stark@fairnet.de
Website: www.fairnet.de

Logisticservices Messe Frankfurt Venue GmbH & Co. KG – Official Logisticservice

Logisticservices

Cargo Center Messe Frankfurt

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main

Contact person: Mr. Gerdes, Ms Wolf, Mr. Rohrmeier

Tel +49 69 75 75-60 75

Fax +49 69 75 75-9 60 75

E-mail: logistics@messefrankfurt.com

Website: www.messefrankfurt.com

Accente Gastronomie Service GmbH – Catering Management

Ludwig-Erhard-Anlage 1

60327 Frankfurt

Germany

Contact person: Ms Goßmann, Mr. Schittenhelm

Tel: +49 (0)69 75602-2251 / -2158

Fax: +49 (0)69 75602-2190

E-mail: standbelieferung@accenteservices.de

Website: www.accenteservices.de

AIM

Rue St Gilles, 31

4000 Liege

Belgium

Contact person: Ms Michèle Delville

Tel: +32 4 222 2946

Fax: +32 4 222 2388

E-mail : m.delville@cired2011.org

Website: www.aimontefiore.org/index_uk.htm

This exhibitors' manual is without responsibility for misprints.

1.3 Preliminary Exhibition Schedule

Exhibition Hours

Monday, 6 June 2011	18.00* – 20.00 (welcome reception in the exhibition hall)
Tuesday, 7 June 2011	09.00 – 18.00
Wednesday, 8 June 2011	09.00 – 18.00
Thursday, 9 June 2011	09.00 – 18.00

* The exhibition will open at the end of the Opening forum that takes place from 15.00 to 18.00

Stand construction and set-up

Saturday, 4 June 2011	08.00 – 20.00 (only for exhibitors building their own booths)
Sunday, 5 June 2011	08.00 – 20.00 (only for exhibitors building their own booths)
Monday, 6 June 2011	08.00 – 17.00 (also for shell scheme booths)

Stand Dismantling

Thursday, 9 June 2011	18.00 – 20.00
Friday, 10 June 2011	08.00 – 20.00

1.4 On-site Exhibition Management

An **on-site Exhibition Management Desk** will be situated at the registration counter on the ground floor at the entrance.

An **Exhibition Service Office** will be located in the exhibition near the catering area and can be reached by telephone +49 (0)69-7575-41300 during the following opening hours.

Opening hours for both contact points:

Saturday, 4 June 2011	12.00 – 18.00
Sunday, 5 June 2011	08.00 – 18.00
Monday, 6 June 2011	08.00 – 18.00
Tuesday, 7 June 2011	08.00 – 18.00
Wednesday, 8 June 2011	08.00 – 18.00
Thursday, 9 June 2011	08.00 – 20.00
Friday, 10 June 2011	08.00 – 18.00

1.5 Rules of Participation

In accordance with the organiser's contract with the Messe Frankfurt, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the Technical Guidelines. These Technical Guidelines are valid throughout the course of the exhibition and govern the ways and means of the use of the Messe Frankfurt, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

Smoking is prohibited in the exhibition. Exhibitors' representatives shall make sure that this is respected.

1.6 Noise and disturbances

Exhibitors will avoid public address, audio, video presentations or background music that can disturb conversation and work in the adjacent booths and the poster area. The exhibition staff is entitled to instruct the exhibitors for reducing disturbances from audio, video or any other noisy equipment.

2 HOW TO ORDER SERVICES

2.1 On - line / Fax ordering

It is possible to order services mentioned in section 3 (Badges), 4 (Stand Construction) and 6 (Logistic Services) on-line **or** by fax with the appropriate orderform. Exhibition services offered by the Messe Frankfurt (see section 5) can **only** be ordered by fax orderforms.

Links for online orders and fax orderforms for all services will be available at

<http://conference.vde.com/cired2011>

Please see the below deadline list (under 2.3) to find out which service order has to be sent until when to which service provider.

If you have any difficulties please contact Ms Jacqueline Born at jacqueline.born@vde.com or +49(0)69 6308 229.

2.2 Late orders / On-site orders / Payment Conditions / Claims

Late orders

Orders made after the deadline cannot be guaranteed. Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and might be subjected to 20% surcharge.

Therefore we explicitly recommend to place all orders on time!

On-Site Orders

Services ordered during the set-up period, the exhibition itself or when the event is over, will be provided only according to the availability of the requested services (personnel, materials etc). Fulfilment of requirements made after the deadline and on-site orders can take longer than regular orders. Invoices for on-site orders for FAIRNET services and Messe Frankfurt services will be sent out after the exhibition and need to be paid within 14 days. Badge- or Catering- on site orders can be paid by credit card.

Payment Conditions

After receiving orders the service provider will send an invoice to the exhibitor which must be paid, until the deadline mentioned on the invoice, by wire transfer.

Credit card payments will only be accepted by VDE for Badge orders (see section 3) and Accente Catering (see section 5.6). Only Visa, AMEX or Eurocard/Mastercard are accepted credit cards. **On-site payments for other services will not be accepted!**

Claims

As far as possible, claims must be made before the end of the event at the Exhibition Management desk. Claims submitted later must be made in writing and sent to VDE (address see above).

2.3 List of Deadlines

Please use this list to keep an easy record of orders you have completed and sent, as well as those you still intend to send. **Please adhere to the deadlines indicated below.**

Service	Service Provider	Deadline	Sent on
Advertisement/Logo order online or fax	VDE (Exhibition Management)	11 April 2011	
Exhibition Catalogue Entry online or fax	VDE (Exhibition Management)	11 April, 2011	
Set-up/Dismantling Passes online or fax	VDE (Exhibition Management)	5 May 2011	
Exhibitor Badges online or fax	VDE (Exhibition Management)	5 May 2011	
Exhibitor Invitation Cards online or fax	VDE (Exhibition Management)	5 May, 2011	
Stand Construction online or fax	FAIRNET	5 May 2011	
Stand Equipment online or fax	FAIRNET	5 May 2011	
Schematic Plan fax	FAIRNET and MESSE FRANKFURT	5 May 2011	
Electricity/Water and Drainage fax	MESSE FRANKFURT	6 May 2011	
Cleaning fax	MESSE FRANKFURT	6 May 2011	
Audio/Video/Telephone/Fax/ Internet/PC fax	MESSE FRANKFURT	6 May 2011	
Floral Decoration fax	MESSE FRANKFURT	6 May 2011	
Exhibition Hostesses/Security fax	MESSE FRANKFURT	6 May 2011	
Freight Forwarding fax	LOGISTICSERVICES Messe Frankfurt	6 May 2011	
Catering online or fax	ACCENTE Gastronomie	27 May 2011	

3 BADGES AND ACCESSES

3.1 Exhibitor Badges

Each exhibiting company is entitled to a certain number of free exhibitor badges as follows:

Exhibitor Badges

Owners, representatives and employees of exhibition firms will receive 2 exhibitor badges for every 9 sqm free of charge. The exhibitor badge must be worn at all times during the conference. The exhibitor badge will allow access to the exhibition and to the coffee breaks, as well as to the opening forum and the welcome reception, which will be organized in the exhibition hall. The badge does not authorize entrance to technical sessions and functions of the congress or access to the other benefits offered to the registered delegates.

To register for the entire conference please visit www.cired2011.org

Exhibition Visitor Badges

Exhibitors will receive "exhibition invitation cards" for inviting guests to visit and access the exhibition only.

We will send you the required number of "exhibition invitation cards" by the end of April 2011 so you can distribute them to your clients on time.

The invited guests have to bring the exhibition invitation cards to the venue and can pick up their visitor badge at the exhibition service counter on the ground floor.

Lunch Tickets

Lunches will not be included. Exhibitors can purchase lunch tickets via www.cired2011.org

3.2 Access to the Opening Forum / Welcome Reception and Gala Dinner

Monday, 6 June 2011

Exhibitors are welcome to attend the opening forum and welcome reception.

Wednesday, 8 June 2011 - Conference dinner

Exhibitor badges **give no access** to the conference dinner that will be held at the Kurhaus Wiesbaden.

Tickets may be purchased in advance from the CIREN organisers. Please place your order at www.cired2011.org.

Places are limited, so please book early to avoid disappointment.

3.3 Exhibition Catalogue

The Exhibition Catalogue will be handed out to each congress participant and to the exhibition visitors free of charge.

The catalogue entry in the exhibition catalogue is free of charge.

The exhibition catalogue

- leads the conference participants through the exhibition
- shows the exhibition layout with the exhibition booths
- lists all exhibitors in alphabetical and numerical order
- presents all exhibitors with their full address details as well as with company and/or service

description.

Please submit the following information for your catalogue entry:

a) Company name – address – phone – fax – e-mail - www

Please underline the letter of your company name under which you want to be listed alphabetically!

b) Text on company and / or products

Maximum length of text: 100 words max.

Typewrite first capital and then the rest lowercase letters

Letter size: 12 point. 2.50 cm from left and right. No italic / bold letters.

ADVERTISEMENT AND/OR LOGO

Take the opportunity to book an advertisement and/or logo in the exhibition catalogue to further highlight your company!

Your ADVERTISEMENT will point out your company and products visually to all attendees, as it is the referenced booklet during the congress and throughout the year.

Your LOGO – placed next to your company's name in the exhibitors' list and with your company profile will help all users to identify your company easily.

3.4 Set up / Dismantling Passes

Throughout the set-up and dismantling periods of the exhibition, all suppliers and employees who will not be taking part in the exhibition itself are requested to wear set-up/dismantling passes. Without these passes no one will be admitted into the exhibition area.

Exhibiting companies are entitled to a number of free passes according to a stand size as follows:

- up to 27 sqm 4 free passes
- 28 – 54 sqm 6 free passes
- 55 – 100 sqm 8 free passes

Additional passes can be ordered for EURO 20 in advance.

4 STAND CONSTRUCTION

4.1 *Stand Construction*

FAIRNET Gesellschaft für Messe- Ausstellungs- und Veranstaltungsservice mbH

Gradestraße 50

12347 Berlin

Germany

Contact person: Ms Janine Stark

Tel: +49(0)30 60 90 25 0

Fax: +49(0)3060 90 25 25

E-mail: janine.stark@fairnet.de

Website: www.fairnet.de

For 9spm stands a standard booth set-up is obligatory and will be built up by FAIRNET on time so that you can equip your booth on Monday, 6 June 2011 from 8:00 to 17:00.

The set-up includes:

- Carpet incl. covering and removal
- System wall elements, white / height: 2,500 mm
- Panel on each open stand side, height: 300 mm
- 1 Panel lettering (max. 20 letters), black, helvetica semibold
- 2 spots,
- Electricity connection (incl. electricity consumption), 2,2 kW, 230 V incl. 1 triple socket
- General security
- One-time basic cleaning (after stand build up on Sunday evening)
- Set-up and dismantling

Stand constructions larger than 9 sqm do not include any electricity connections.

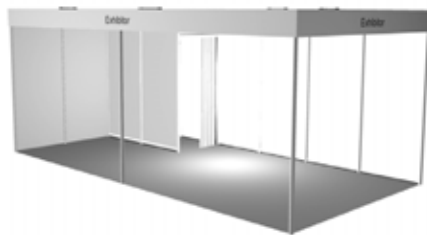
Do not forget to order power connections via the Messe Frankfurt.

Stand layouts

The following is an excerpt of the stand layouts offered by FAIRNET. Please contact FAIRNET for your individual standlayout.

Version 1A (€72,- / m² / from 18 m²)

- Octanorm without furniture
- Carpet incl. covering and removal
- System wall elements, white / height: 2,500 mm
- Cabin (2m²) with lockable door, white
- 1 coat rail, 1 shelf, 1 waste basket (in cabin)
- Panel on each open stand side, height: 300 mm
- 1 Panel lettering (max. 20 letters), black, helvetica semibold
- 4 spots, 1 triple socket



Version 1B (€89,- / m² / from 18 m²)

- 18 m² Octanorm with furniture
- Carpet incl. covering and removal
- System wall elements, white / height: 2,500 mm
- Cabin (2m²) with lockable door, white
- 1 coat rail, 1 shelf, 1 waste basket (for cabin)
- Panel on each open stand side, height: 300 mm
- 1 Panel lettering (max. 20 letters), black, helvetica semibold
- 4 spots, 1 triple socket
- 1 standing-table "Breeze", 3 bar stools "Breeze"
- 1 information-counter "Leipzig", white, with doors



Version 2 (€155,- / m² / from 18 m²)

- Octanorm with furniture
- Carpet incl. covering and removal
- System wall elements, fill-in panel lightgrey / height: 2,500 mm
- 1 design pillar, from 2,500mm with illumination / height: 3,500mm
- Cabin (2m²) with lockable door, white
- 1 coat rail, 1 shelf (for cabin)
- round panel on each open stand side / height: 400mm
- 1 panel lettering (max. 20 letters), helvetica semibold
- 4 spots on light rail, 3 long arm spots, 1 triple socket
- 1 table "Breeze", 4 chairs "Breeze"



Version 3 (€265,- / m² / from 18 m²)

- Pedestal (height: 38mm), Carpet incl. covering and removal
- Walls, white / height: 2,500 mm
- 1 design pillar, from 2,500mm with illumination / height: 3,500mm
- Cabin (3m²) with lockable door, white
- 6 spots "Trapez", 1 triple socket
- 1 table "Chromo", 4 chairs "Kristina"
- 1 counter "Rio", small



Version 4 (€158,- / m² / from 18 m²)

- Carpet incl. covering and removal
- System wall elements, white / height: 2,500 mm
- Truss elements "Maxima Light" / height: 3,000mm
- Textile element put in truss
- Cabin (2m²) with lockable door, white
- 6 spots, 1 triple socket
- 1 standing table "Bistro", 2 bar stools "Lem"



4.2 Stand Equipment

FAIRNET additionally offers carpets, illumination, equipment, brochure racks, chairs, tables, bar stools, kitchen equipment, graphics etc. Please find detailed information and pictures of all offered articles in the FAIRNET orderform.

4.3 Venue Specification / House Rules / Standbuilding Rules

Floor: blackened concrete floor

Height to ceiling: 5,85 m

Maximum construction height: stand size up to 30 m² = 4 m; stand size over 30 m² = 5 m

Please note: Octanorm system wall elements ordered by fairnet have a height of 2,50 m. No elements must not overtop this height.

Suspensions are not possible and not allowed in Hall 5.1.

House Rules: The house rules of Messe Frankfurt are subject to the exhibition contract and are binding to all exhibitors or their subcontractors.

Standbuilding Rules

In-Line booth

Standard height of side- and back walls facing neighbouring stands is 2.50 m (incl. platform).

Corner booth

A corner booth must be open on 2 sides. Standard height of side- and back walls facing neighbouring stands is 2.50 m (incl. platform).

Peninsula booth

Peninsula booths shall be built open on 3 sides. The standard height of the back wall towards the neighbouring stands is 2.50 m (incl. platform). At the 3 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management. (1 meter recommended distance from external boundaries of the booth) and if they do not interfere with other exhibitors.

Island booth

Island booths shall be built open on 4 sides. At the 4 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management (1 meter recommended distance from external boundaries of the booth) and if they do not interfere with other exhibitors.

The side and back walls of all stands should be finished on the outsides as well as on the insides. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands. No obstruction of the gangways shall be permitted. Special care must be taken to avoid lights, noise and smells which are annoying to visitors or neighbouring stands.

5 EXHIBITION SERVICES

The following services are provided by the Messe Frankfurt.

Ludwig-Erhard-Anlage 1
60327 Frankfurt/Main
Germany
Contact person: Ms Romina Gowin
Tel: +49(0)69 75 75 34 09
Fax: +49(0)69 75 75 30 01
E-mail: romina.gowin@messefrankfurt.com
Website: www.congressfrankfurt.de

The following is an excerpt of the services provided by Messe Frankfurt. To find a complete list of services and prices, see the pdf-files at the end of this section.

5.1 Electricity /Water and Drainage

Standard stand set-ups (9 sqm booths constructed by FAIRNET) will contain a 2,2 kW, 230 V power connection. The mentioned prices are for the entire exhibition time and include electricity consumption.

Connection 1-3 kW / € 189,-
Connection 4-6 kW / € 282,-
Connection 7-10 kW / € 425,-
Connection 11-15 kW / € 587,-
Connection 16-20 kW / € 755,-
Connection 21-30 kW / € 992,-
Connection 31-40 kW / € 1.320,-
Power ratings exceeding 40 kW each further kW € 58,-
Single socket 230 V, max. 2,5 kW € 30,-
Double socket 230 V, max. 2,5 kW € 32,-
Triple socket 230 V, max. 2,5 kW € 36,-
The above prices do not include 19% VAT.

Price for water and drainage € 399,- (Price includes water consumption.)
The above price does not include 19% VAT.

5.2 Cleaning

Preliminary cleaning and daily cleaning includes: cleaning the floor/carpeting, emptying waste-paper baskets and cleaning tables and chairs. One-time cleaning per booth is included in the standard rental booth.

Price per sqm for stands up to 100 sqm € 0.80
The above price does not include 19% VAT.

5.3 Audio / Video / Telephone / Fax / Internet / PC

DVD Player €49.75

Blu-Ray-Player € 135,-

Video/data projector

up to 2100 ANSI lumen €290,-

up tot 3500 ANSI lumen €794,-

up to 6000 ANSI lumen €1.463,-

Plasma screen 50" (16:9) €820.40

TFT Flatscreen 15" (4:3) €141.60

Phone (1 telephone connection, 1 telephone; incl. flatrate) €345,-

Fax (1 fax connection, 1 plain paper fax machine, incl. flatrate) €455,-

Easy Internet (Dialup-analog) incl. flatrate (56k) €380,-

Easy Internet (Dialup-ISDN) incl. flatrate (64) €380,-

Multimedia-PC €289,-

Apple iMac 24" Intel Core 2 Duo 2.8GHz €415,-

The above prices do not include 19% VAT.

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from exhibitor's stand.

5.4 Exhibition hostesses / Security

Stand assistants speaking foreign languages, 1 person female / male, per day (8 hours) €145,-

Stand guards per hour €18,-

Liaison interpreter per hour €50,-

The above prices do not include 19% VAT.

5.5 Schematic Plan

Please use the appropriate form and mark the location of your utilities such as furniture, electric supply, spotlights and water on the plan. Do not forget to mark out the border of your stand as well as the orientation of your drawing (to clarify where there is a passage and where a neighbouring stand is).

If the schematic plan is not returned by 5 May 2011, the ordered items will be placed at the discretion of FAIRNET or Messe Frankfurt and relocation will be at the exhibitor's expense.

5.6 Catering Services

Accente Gastronomie Service is the official Caterer for CIRED 2011. Reorders will be possible on-site.

ACCENTE Gastronomie Service GmbH

Ludwig-Erhard-Anlage 1

60327 Frankfurt

Germany

Contact person : Ms Goßmann, Mr. Schittenhelm

Tel: +49 (0)69 75602-2251 / -2158

Fax: +49 (0)69 75602-2190

E-mail: standbelieferung@accenteservices.de

Website: www.accenteservices.de

6 LOGISTIC SERVICES

Your goods can be delivered via the Messe Frankfurt Cargo Center easily and safely. Therefore, the Cargo Center is the delivery address; from here your goods will be delivered timely to your stand according to your instructions in the pre-advice/order. After the exhibition your packed goods will be picked up from your stand and stored at the Cargo Center, until you or your forwarder pick up the goods.

Logisticservices Messe Frankfurt Venue GmbH & Co. KG – Official Logisticservice

Logisticservices
Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Tel +49 69 75 75-60 75
Fax +49 69 75 75-9 60 75
logistics@messefrankfurt.com
www.messefrankfurt.com

6.1 Forwarding Instructions

Delivery address for your goods:

Messe Frankfurt Cargo Center
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main – Messegelaende
Germany

Important: In addition, on all transport-documents the following information is necessary:

- Name of exhibition/event: **CIREN 2011**
- Name of exhibitor
- Hall- and stand-number: **Hall 5.1/Stand #:** _____

ARRIVAL deadline: 3 June 2011

Send order / pre-advice: At least 1 day before goods arrive at Cargo Center (Orderform)

Delivery to Cargo Center: Every day, but at least 1 day before the requested day/time for stand-delivery

Logisticpartners

Messe Frankfurt is collaborating with Agility Logistics GmbH and DHL Trade Fairs & Events. Both companies have many years of experience as authorised Messe Frankfurt freight forwarders.

Agility Logistics GmbH

Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Tel +49 69 9767 14 200
Fax +49 69 9767 14 299
efrankfurt@agilitylogistics.com
www.agilitylogistics.com

DHL Trade Fairs & Events GmbH

Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Tel +49 69 9767 14 100
Fax +49 69 9767 14 130
fairs.fra@dhl.com
www.dhl.com

Advice of shipment

All shipments should be advised in advance at least 1 day before goods arrive at Frankfurt Messe Cargo Center.

Case marking

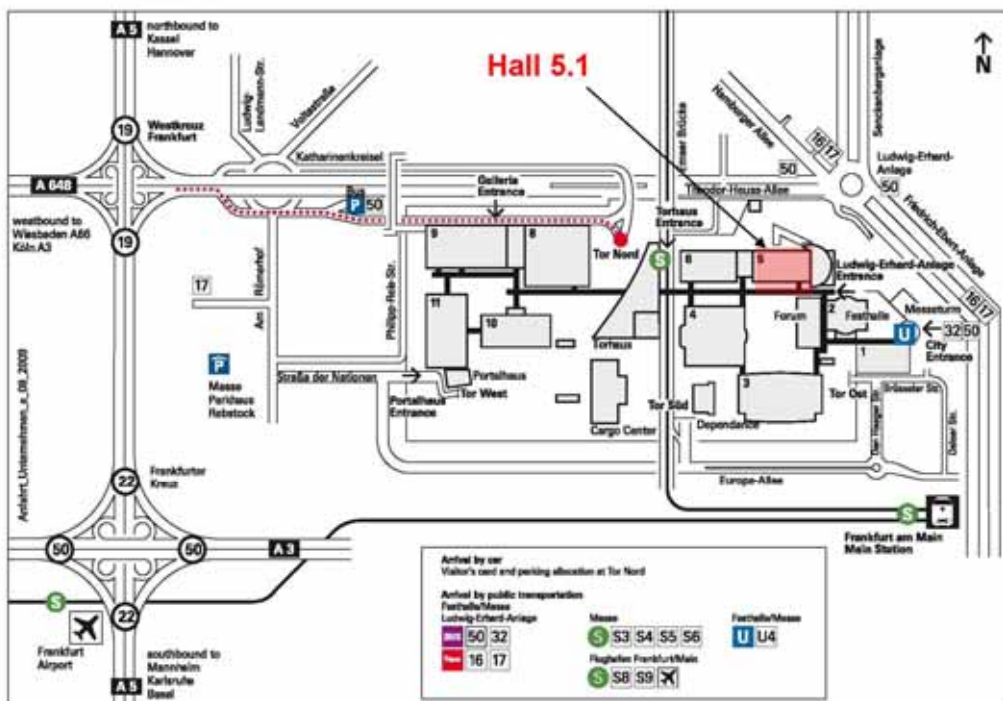
To mark your goods/boxes properly please **use the certain label** which can be found at the end of this section.

In case you will use your own labels it is important, that all requested information are included as mentioned in „Delivery address“.

6.2 Access Routes

The most direct route to Messe Frankfurt is the A5 motorway via the Westkreuz Frankfurt junction. Follow the signs directing you to "Messe Frankfurt" or "Messe". Leave the motorway at the Westkreuz Frankfurt exit.

To enter the fairground use "TOR NORD" (Gate North). At the gate you will receive further directions to Hall 5.1 and a set-up-accreditation. Short-term parking for unloading trucks will be possible in front of Hall 5. Goods lift #507 (100 kN) will be available for exhibitors during the above mentioned set-up/dismantling times from 4 – 6 June and 9 – 10 June 2011. For permanent parking permissions contact the Exhibition Management Desk on-site.



6. 3 Forwarding Tariff

The following is an excerpt of the services provided by Logisticservice Messe Frankfurt.
Please find more offers at

<http://www.messefrankfurt.com/frankfurt/en/aussteller/serviceangebote/logistik.html>

1. Freighandling Cargo Center / Volume ratio: 1cbm=150 kg

	min. 200 kg	up to 1.000 kg total weight	up to 2.500 kg total weight	up to 5.000 kg total weight	from 5.001 kg total weight
From free arrival fairground up to delivered exhibition stand, including warehousing in/out, storage up to 5 days delivery to exhibition stand	per 100 kg	€ 25,-	€ 23,50	€ 20,-	€ 18,-
Tailored delivery from Cargo Center to exhibition stand (from 2 nd delivery on)	per delivery	€ 25,-	€ 5,-	€ 5,-	€ 5,-
Additional storage per day (from 6 th day on)	per 100 kg	€ 1,80	€ 1,80	€ 1,80	€ 1,80
Pick-up from exhibition stand, warehousing in/out, storage up to 5 days, loading onto truck	per 100 kg	€ 25,-	€ 23,50	€ 20,-	€ 18,-

2. Supply for forklift (incl. driver/direct unloading/loading, min. 0,5 h)

Up to 3 tons lifting capacity per hour € 92,- (up to 2h), € 86,- (up to 5h), € 76,- (up to 10h)

Up to 5 tons lifting capacity per hour € 110,- (up to 2h), € 102,- (up to 5h), € 90,- (up to 10h)

Up to 8 tons lifting capacity per hour € 120,- (up to 2h), € 112,- (up to 5h), € 97,- (up to 10h)

Moving time to/from exhibition stand* per order € 41,-

** not applicable for pre-ordered services (orders, which are placed 24 hours or more in advance prior to agreed execution of order)*

3. Storage of empty packing material

Collection from exhibition stand, storage and re-delivery after closure of exhibition per cbm/stand:

up to 3 cbm € 36,-, up to 10 cbm € 33,50, up to 30cbm € 29,-, from € 26,50

4. Storage of goods and standbuilding material

Collection from exhibition stand, storage and re-delivery after closure of exhibition per cbm/stand:

up to 3 cbm € 49,-, up to 10 cbm € 46,-, p to 30 cbm € 42,-, from 30 cbm € 39,-

5. Service personnel (min. 1 hour)

Supervisor/foreman per hour € 45,-

Packer per hour € 40,-

Transport worker per hour € 35,-

6. Mobile cranes incl. driver min. 2 hours

up to 30 tons lifting capacity per hour € 165,-

up to 40 tons lifting capacity per hour € 180,-

up to 50 tons lifting capacity per hour € 190,-

over 50 tons lifting capacity per hour on request

Plus moving time to/from exhibition stand per order € 250,-

Exhaust-gas system per order € 650,-

7. Special equipment

Trolley piece/hour € 16,-

Hand pallet-truck piece/hour € 16,-

Hydraulic jacks and machine skates piece/hour € 41,-

Heavy lift trolley piece/hour € 56,-

Other lifting equipment has to be provided by the exhibitor.

8. Surcharges

Please note that there will be surcharges for services provided on Saturday (+25%) and Sunday (+50%).

9. Forwarding commission

For not-pre-ordered services (orders, which are placed less than 24 hours in advance prior to agreed execution of order) 5% of order value (min. € 7,50).

10. Customs clearance

Customs Clearances will not be offered by Messe Frankfurt Venue GmbH & Co. KG.

Please contact the logistics-partners of Messe Frankfurt directly.

11. Transport insurance

Procurement on request.

7 GENERAL CONDITIONS, SAFETY AND INSURANCE

7.1 Fire prevention and Safety Rules

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without prior written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open flames within the exhibition area. Individual requests for permission to demonstrate such appliances are not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire wardens in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, the Messe Frankfurt Management and by the Exhibition Management.

In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

7.2 General Conditions

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods with offensive odours or objectionable in some other way, or appliances producing unpleasant sounds or light

Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as

possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Messe Frankfurt equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part or section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placing objects in a way which obstructs visitor's view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause.

The exhibitor must not remove exhibited goods from his or her stand during the exhibition.

This is permissible only with the written consent of the Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition.

Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand.

Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

The advertising of goods and services which are not included in the exhibition program, or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or whose participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area

- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character

- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand

- it is necessary to inform the Exhibition Management in advance about elevated podiums

All the exhibition booth walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems that are not defined by these rules will be resolved by the Exhibition Management.

7.3 Insurance

The Exhibition Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuses to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management requests the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set - up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the setting-up, the exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or

fails to provide documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

8 IMPRESSIONS of Messe Frankfurt

Hall 5.1



Outside Messe Frankfurt

