



SPACE TECH EXPO | EUROPE

SPACE TECH EXPO EUROPE 2022

15-17th November 2022

Messe Bremen, Germany

Halls 4,5,6

EXHIBITOR APPOINTED CONTRACTOR INFORMATION NOTICE

List of documents provided with this notice

1. Event Schedule
2. Venue, Travel & Parking information
3. A-Z information
4. Frequently Asked Questions (FAQs)
5. Insurance requirements for Exhibitors

6. Stand Information & Construction Regulations
7. Venue Technical Guidelines
8. Exhibitor Stand form **Deadline 7/10/22**

9. EIF Ltd International Shipping & Freight Handling information

Show floorplan

You can access the live floorplan at <https://blueprint.freeman.com/app/slug/spacetecheurope2022>

Obtaining permission to build

All exhibitors **MUST** complete and return their Exhibitor Stand form to receive permission to build and to indicate their commitment to Health & Safety at the exhibition. Please follow the following steps:

1. Ensure your stand design complies with our display rules & construction regulations by referring to our **Stand Information & Construction Regulations** as well as the **Venue Technical Guidelines**.
2. All Exhibitors must submit the online **Exhibitor Stand form** for Organiser approval. Deadline to return this form is **Friday 7th October 2022**.
3. If your stand design is above 2.5 metres high, you also have to submit the **Venue Approval form** to receive Venue approval (excluding all Luco stand packages - these only need Organiser approval). The form can be found in the Messe Bremen online Service Centre. Deadline to return this form is **Friday 7th October 2022**.

** Early access on Saturday 12th November 2022, 8h00-16h00 is possible by application only (fees apply). Please complete the Extended Build time Application Form in the MESSE BREMEN online Service Centre.*

PLEASE NOTE

Contracts are for bare floor space only*: No flooring nor walling is included. You must order a stand package from the official contractor LÜCO or build your own custom stand. Hard walls and flooring are compulsory for all booked exhibition space. **Except for the Startup Pavilion Zone which includes a furniture package.*

Power is not included in your stand: If you want power on your stand, you should order a power connection with cables and sockets through Messe Bremen. At the time of ordering you must supply them with a stand layout to let them know where those sockets should be installed. If you do not provide this information, the sockets will be left in the corner and you will be charged if you ask for the sockets to be moved onsite.

- **LÜCO online shop (stand packages, graphics, furniture)**

<https://lueco-planer.de/spacetech-europe-2022-2022-11-15/configurate>

- **MESSE BREMEN Online service centre**

<https://messebremen.ungerboeck.com/>

The Messe Bremen Online Service Centre includes the order forms for the following services:

- Electrical/Power
- Internet & Wi-Fi
- Screen rentals
- Extended build time application
- Approval of Stand construction
- Rigging
- Stand cleaning
- Water installation
- Security personnel
- Waste disposal
- Fire extinguishers & retardants

HOW TO REGISTER

- As you are already a registered exhibitor of Space Tech Expo 2022, you are already in the system.
- Please click on "Forgot your password?" and create your personal access via your e-mail address.
- You will then receive an e-mail to generate your chosen password. Please then log into the Service Center with your e-mail address and password.
- Please note that you will only be able to register with this E-mail address in the future.

Before you place an order, please check your company and contact data. You will find the data in the top right-hand corner under your company name under "Manage Account".

Exhibitors from other EU countries must complete their VAT ID. If no valid VAT ID has been deposited, we will be forced to issue the invoice with the current valid statutory VAT.

DEADLINES

Due until: Sun, 2 Oct 2022

25% surcharge (the prices shown include the surcharge) Due until: Tue, 1 Nov 2022

50% surcharge (the prices shown include the surcharge) Due until: Sat, 19 Nov 2022

- **European International (Fairs) Limited (official Freight Forwarder & On-site Handling Contractor)**

Brochure provided with this notice

For any further information please contact the Show Organisers

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