



SPACE TECH EXPO EUROPE 2023
14-16th November 2023
Messe Bremen, Germany
Halls 4 - 4.1 - 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. Insurance requirements for Exhibitors
5. Stand Information & Construction Regulations
6. Venue Technical Guidelines
7. Risk Assessment explanation notice & template
8. Exhibitor Stand form – **deadline Friday 6th October 2023**
9. EIF Ltd International Shipping & Freight Handling information

Show floorplan

You can access the live floorplan at https://spaceexpo europe23.mapyourshow.com/8_0/exhview/index.cfm

Obtaining permission to build

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

1. Ensure your stand design complies with our display rules & construction regulations by referring to our **Stand Information & Construction Regulations** and the **Venue Technical Guidelines**.
2. All Exhibitors must submit the online **Stand Information form** for Organiser approval. Deadline to return this form is **Friday 6th October 2023**. You must also include the following documents at the time of submission:
 - A render/visual
 - Stand plans (to include heights/elevations)
 - A Risk Assessment
3. If your stand design is above 2.5 metres high, you also have to submit the **Approval of stand construction 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 6th October 2023**.

** Early access on Saturday 11th November 2023, 8h00-18h00 is possible by application only (fees apply). Please complete the Extended Build time Application Form in the MESSE BREMEN online Service Centre.*

What is included in the stand

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.

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 the Messe Bremen online service center. 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.

<https://lueco-planer.de/spacetech-europe-2023-2023-11-14/configurate>

ORDER DEADLINES & 'LAST MINUTE' STAND PACKAGE

- Order by **Friday 30th June** for early bird prices (10% off)!
- Order between 1st July and 2nd October at standard prices. **Final deadline to order stand packages & submit graphic files will be Monday 2nd October 2023.**
- From 3rd October onwards, only a basic 'Last Minute' stand package will be available, along with limited graphic options and a limited selection of furniture (and a 20% surcharge).

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
- Exhibitor insurance

HOW TO REGISTER

- If you exhibited at 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.

EARLY BIRD PRICES

- Order by **Friday 6th October 2023** for best pricing!
- Orders received between 7th October - 31st October will have a 25% surcharge
- Orders received on or after 1st November will have a 50% surcharge

[For any further information please contact the Show Organisers](#)

Frederique Bendjelloul - Operations Manager, Space Tech Expo Europe

Tel: +44 1273 916 304

Email: frederique.bendjelloul@smartershows.com