

# ivt EXPO

INDUSTRIAL VEHICLE TECHNOLOGY

## Exhibitor-Appointed Contractors' Information

Industrial Vehicle Technology Expo 2024 - Useful information for exhibitor-appointed contractors.

### EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

### VENUE & SHOW DATES

#### Venue

The venue for IVT Expo 2024 is the Köln Messe, Hall 11.1, Cologne, Germany.  
Koelncongress GmbH Messeplatz 1  
50679 Cologne  
Germany  
Contact: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)  
Tel.: +49 (0)221 821 3176  
Web: [www.koelncongress.de](http://www.koelncongress.de)

*Please note, for your safety, security will perform random bag searches on arrival.*

#### Show Dates

June 26 and 27, 2024 (Please note this is a Wednesday and Thursday show).

### EXHIBITION TIMETABLE

#### Build-up

|                        |               |   |
|------------------------|---------------|---|
| Monday, June 24, 2024  | 08:00 - 20:00 | Custom build booths with independent contractor ONLY - safety shoes compulsory        |
| Tuesday, June 25, 2024 | 08:00 - 18:00 | Custom build booths with independent contractor ONLY - safety shoes compulsory        |
|                        | 12:00 - 18:00 | Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths |
| Tuesday, June 25, 2024 | 18:00 - 20:00 | Light decoration and finishing of booths only - AISLES MUST BE KEPT CLEAR             |

#### Exhibition Opening Times

|                          |  |
|--------------------------|--|
| Wednesday, June 26, 2024 | 10:00 – 18:00 *drinks reception from 16:30-18:00 |
| Thursday, June 27, 2024  | 10:00 – 17:00                                    |

## Breakdown

|                         |               |
|-------------------------|---------------|
| Thursday, June 27, 2024 | 17:30 - 22:00 |
| Friday, June 28, 2024   | 08:00 - 16:00 |

## BUILD-UP FURTHER INFORMATION

All major building works must be completed and excess products and packaging materials removed no later than 18:00 hrs on Tuesday, June 25, 2024. Contractors cease work at 18:00 hrs on Tuesday, June 25, 2024 - it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been fulfilled. Please note that between 18:00 - 20:00hrs, only decorating and finishing of stands is permitted - aisles must be kept clear and all freight crates and unused exhibits must be removed by this time.

The Organiser has appointed [European International Fairs Ltd](#) to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety issues as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the Exhibition grounds.

Please ensure that you organise waste removal before the order form checklist deadline using the online exhibitor manual order form. Charges made for removal of any structures or waste material will be invoiced directly to the exhibitor.

## BREAKDOWN FURTHER INFORMATION

No exhibits may be removed before the exhibition closes at 17:00 hrs on Thursday, June 27, 2024, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly. When the exhibition closes the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed. When the carpet has been removed, the estimated time for the return of empty cases will be approximately 1-2 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

**\*Security will cease once the exhibition has closed. Items of value left on the stand, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent. \***

All materials, packaging and waste must be removed from the halls and stand dismantling completed by 16:00 hrs on Friday, June 28, 2024. Charges made for the removal of any structures or waste material will be invoiced directly to the exhibitor. Please ensure that you organise waste removal.

For further information regarding the exhibition timetable, please contact the Organiser directly, email: [ijt@ukimediaevents.com](mailto:ijt@ukimediaevents.com).

## **ACCESS INFORMATION**

### **Venue Access and Parking Information**

Please click here **(COMING SOON)** to view the vehicle admission plan.

For venue access information and up-to-date travel information, please [click here](#).

For vehicle access during build-up and breakdown, please click here. **(COMING SOON)**

For vehicle access during the exhibition, please click here. **(COMING SOON)**

## **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE**

### **Work ID Card for Build-Up and Breakdown**

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall. You only require one Work ID card per team.

PLEASE NOTE: If you arrive without a contractor wristband, work identity card or Exhibitor Badge, Köln Messe do have the right to decline you access to the Hall. If you have a member of your booth contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

**To register your staff for Work ID cards please [CLICK HERE \(COMING SOON\)](#)**

PLEASE NOTE: If you have a member of your stand contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

## **VENUE TECHNICAL INFORMATION**

### [Venue Technical Guidelines](#)

### **Stand Construction and Covid**

As there are no longer any covid restrictions regarding stand construction, please [click here](#) for the current recommendations of Koelnmesse.

Please [click here](#) for recommendations for exhibitors and stand operators

Please [click here](#) for more information on Koelnmesse hygiene measures

## Build Heights

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please contact the Organiser, email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com) if you have any questions regarding the build height of the booths around you.

Please note the following maximum floor-loading and height restrictions:

### Hall 11.1

Floor-loading: 20KN/m<sup>2</sup>.

Build heights: The permitted maximum build height or to suspend down from is 4 metres.

Hall / Structural pillars: Some booths have structural pillars within or next to the booth space. Pillars are 80cm x 80cm unless otherwise marked on your plan.

A detailed booth plan is available on request. Please contact the Organiser: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com).

Pillars can only be covered up to a height of 3.35 metres without damaging the structure providing they are within your space. The electrical box must not be covered and be accessible at all times. Please [click here](#) to view a technical diagram showing examples of this.

Please see examples below of hall pillars with annexes:

#### Image 1

Please [click here](#) to view a technical diagram showing examples of this.

For information on the regulations regarding the structural pillars of the hall, please see below regulation 4.7.3 in the Venue Technical Guidelines – Changes to the Substance of the Building:

The various parts of the halls and the technical equipment may not be damaged, soiled or changed in any other way (e.g. drilling, nailing, screwing). In addition, the building and its parts may not be painted, decorated with wallpaper or glued. The halls, their parts and the technical equipment may not be impaired in any way by stand superstructures or exhibits. It is permitted to enclose the columns and supports of the halls within the stand areas as long as the columns/supports are not damaged and the height regulations are adhered to.

### Foyer (Passage 10/11)

Floor-loading: 5KN/m<sup>2</sup>.

Build heights: 3,25 m (the height is limited under ceiling cubes and monitors but an installation height of 2.50m is also possible here).

Please note: Suspensions are not possible in this area.

Please contact Ms Andrea Scheuren, email: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de) should you require further information.

### **Windows in the halls**

The hall has no windows or doors

### **Rigging/Banners**

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm.

### **Organiser's Rules and Height Restrictions**

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition halls. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### **Important Notes**

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of May 13, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (May 13, 2024) above 2.5 meters will be subject to approval and may be refused.
8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

## **FLOORPLAN**

Please find the current [show floorplan here](#). (This should not be used for planning your booth construction).

For a **technical floorplan** or a **pillar plan** please email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com).

## **OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES**

We are pleased to announce that Köln Messe has been appointed as the Official Contractor for booth services for IVT Expo 2024. Please see the Köln Messe [Webshop](#) (see Booth Services in the Order Form Checklist) to order services such as power, AV, security, cleaning, catering and much more. All deadlines are mentioned in the Webshop in each order section. They are generally 4 weeks prior to the start of construction (for compressed air 8 weeks before start of construction). For orders after this point of time late charge fees of 25% might apply.

### **If you have any queries, please contact:**

Exhibitor Services / Köln Messe  
Contact: Andrea Scheuren  
Email: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)  
Tel.: +49 (0)221 821-3176

### **For suspensions, please contact:**

Neumann&Müller GmbH & Co. KG  
Tel.: +49 (0) 221 98 529 725-0  
Email: [Messe.Koeln@neumannmueller.com](mailto:Messe.Koeln@neumannmueller.com)  
Web: [www.neumannmueller.com/en/](http://www.neumannmueller.com/en/)

## **DELIVERIES**

We strongly advise against shipping goods via courier directly to Industrial Vehicle Technology Expo 2024, as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please contact [ivtxops@european-intl.com](mailto:ivtxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited  
Tel: +44 1732 860330

It is not compulsory that you use the official agent for transportation of your goods to Cologne however it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with German Customs for items being imported for the show.

## **USEFUL CONTACTS**

**Organiser**  
**IVT Expo 2024**

UKi Media & Events  
Tel: +44 1306 743744  
Email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com)

**Contacts:**

Annika Gleichmann – Exhibition operations director  
Cassie Inns - Exhibition operations manager  
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**Official Contractor**

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**Suspensions**

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**Freight forwarding, on-site handling, forklifts and storage services:**

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