



Exhibitor-Appointed Contractors' Information

Industrial Vehicle Technology Expo 2022 - 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.

EXHIBITION TIMETABLE

Build-up

Monday, June 27, 2022	08:00 - 22:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, June 28, 2022	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 28, 2022	18:00 - 22:00	Light decoration and finishing of booths only - AISLES MUST BE KEPT CLEAR

Exhibition Opening Times

Wednesday, June 29, 2022	10:00 – 17:00
Thursday, June 30, 2022	10:00 – 17:00

Breakdown

Thursday, June 30, 2022	17:30 - 20:00
Friday, July 1, 2022	08:00 - 16:00

BUILD-UP FURTHER INFORMATION

We would advise exhibitors hiring a Shell Scheme Package not to arrive onsite before 12:00 hrs on Tuesday, June 28, 2022, as Shell Scheme booths may not be ready before this time.

All major building works must be completed and excess products and packaging materials removed no later than 18:00 hrs on Tuesday, June 28, 2022. Contractors cease work at 18:00 hrs on Tuesday, June 28, 2022 - 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 - 22:00hrs, 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 Organizer 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 30, 2022, 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.

***Exhibitors are reminded that 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 Organizer 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, July 1, 2022. 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 Organizer directly, email: ivt@ukimediaevents.com.

ACCESS/PARKING INFORMATION

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

For vehicle access during build-up and breakdown, please [click here](#).

For vehicle access during the exhibition, please [click here](#).

Please note that exhibitors ordering parking through the online manual will be using the car park marked in green on the plan. The cost of parking is 19,00 € for both days (9,50 € per day).

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

Work ID card for build-up and break-down

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.

To register your staff for Work ID cards, please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

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.

VENUE TECHNICAL INFORMATION

[Koelnmesse 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 Organizer, email: 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/m².

Build heights: The permitted maximum build height or to suspend down from is 4,50 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 Organizer: 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](#)

[Image 2](#)

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/m².

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 should you require further information.

Organizer'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.

Please note the permitted maximum build height for Hall 11.1 is 4,50m.

Please contact Ms Andrea Scheuren, email: a.scheuren@koelncongress.de should you require further information.

Important Notes

1. If you choose to build a structure above 2.5 metres (8 feet) in height, you must ensure that the back of this structure is made good and finished with a neutral colour. Please ensure that the back of any walls not adjoining a neighbouring booth are completely finished and not only the part above 2.5m (8 feet).

2. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilise back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 metres from any side partition directly dividing yourselves and your neighbours.

3. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.

4. All exhibiting companies must complete and return the Booth Check Form by the deadline of May 16, 2022. Failure to gain written permission for your booth build may result in delays during the exhibition build up. Plans submitted after the deadline (May 16, 2022) above 2.5m will be subject to approval and may be refused.

5. If an Exhibiting company fails to submit a booth check request by the deadline and the resulting design or build affects the neighbour, venue or Organizer, 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 organizers of their booth plans and the details of any such contractors or agents using the Booth Check Form. All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their stand inspection form.

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

VEHICLES AS DISPLAYS - RULES AND REGULATIONS

Vehicles in the halls need to be approved by the venue technical team (see Venue Technical Guidelines, Display of Motor Vehicles section: point 4.4.1.2.).

All Exhibitors who wish to display vehicles on their booth space must notify the Organizer with full details of the vehicle, no later than May 4, 2022 - requests received after this date will be subject to venue approval (this includes Hybrid, electric and gas-powered vehicles) and a charge will be incurred for late requests. Email: iyt@ukimediaevents.com.

1. Vehicles with combustion engines may only have enough fuel in their tanks to drive into and out of the facility (the fuel reserve warning light must be on in the display).

2. The fuel tank must be locked.

3. If vehicles are presented in other building areas, additional safety measures may be required, including the inerting of tanks, the disconnection of batteries and/or the use of security guards.

4. Before entering the facility the hall inspector of our security V.S.U. needs to be informed to check that the tank is empty respectively the fuel reserve warning light is on in the display (phone: +49-221-821-1557).

5. The Exhibitor is responsible for ensuring that the guidelines are adhered to.

Please [click here](#) for Placement of motor vehicles and containers within the trade fair halls.

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 Industrial Vehicle Technology Expo 2022. The full online shop is available in the

online Exhibitor manual - please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

DELIVERIES

Please do not use this address for freight deliveries. Please contact the official Freight agents: European International Fairs Ltd. Please contact ivtxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330
Contact: Jim Callaghan

We strongly advise against shipping goods or sending goods via courier directly to Industrial Vehicle Technology Expo 2022 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

USEFUL CONTACTS

Organizer

UKi Media & Events
Contact: Exhibition Operations Team
Tel.: +44 (0)1306 743744
Email: ivtxops@european-intl.com
Web: <https://www.ivtexpo.com/en/>

Booth orders and services

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

For suspensions, please contact:

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

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

European International Fairs Ltd
Contact: Jim Callaghan
Tel.: +44 1732 860330
Email: ivtxops@european-intl.com
Web: www.european-intl.com