

# Professional MotorSport WORLD EXPO

## Exhibitor-Appointed Contractor's Information

Professional MotorSport World 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

Hall 10.1, Koelnmesse, Cologne, Germany.

### Address

Koelnmesse GmbH  
Messeplatz 1  
50679 Köln  
Germany

Website: [koelnmesse.com](https://koelnmesse.com)

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

### Contact

Mr Sergio Alvarez-Barresa  
Email: [s.alvarez@koelncongress.de](mailto:s.alvarez@koelncongress.de)  
Tel: +49 221 821 2504

Ms Andrea Scheuren  
Email: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)  
Tel: +49 221 821 3176

### Dates

November 13 & 14, 2024 (Please note this is a Wednesday to Thursday show).

Please click [here](#) to view the vehicle admission plan for build up and breakdown.

Please click [here](#) to view the vehicle admission plan for during the exhibition.

### EXHIBITION TIMETABLE

#### **Build-Up Timetable**

Monday, November 11, 2024	08:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 12, 2024	08:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 12, 2024	12:00 - 18:00	Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Tuesday, November 12, 2024	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Venue contractors cease all building work at 18:00 on Tuesday, November 12, 2024; It is imperative that all exhibitors arrive on-site before this deadline to inspect their booths and verify that all orders have been fulfilled. Please be aware that from 18:00 to 20:00, only light decoration and final touches to the booths are allowed. Aisles must remain clear, and all freight cases and unused exhibitors must be remove by 20:00.

#### Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Monday, November 11, 2024
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Tuesday, November 12, 2024 from 18:00 to 20:00 is for light decoration and finishing work only -  **AISLES MUST BE KEPT CLEAR.**
- Children under the age of 16 years are not allowed on-site during build- up, show days and breakdown

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs on Tuesday, November 12, 2024, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed [European International \(Fairs\) Ltd](#) to be the official freight forwarding and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons 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 deadline via the [Webshop](#). Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

#### **Organiser's Office Opening Hours**

Monday, November 11, 2024	08:00 - 18:00
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Tuesday, November 12, 2024	08:00 - 18:00
Wednesday, November 13, 2024	08:00 - 17:00
Thursday, November 14, 2024	09:00 - 17:00

#### **Exhibitor Services Opening Hours**

Monday, November 11, 2024	08:00 - 17:00
Tuesday, November 12, 2024	08:00 - 17:00
Wednesday, November 13, 2024	09:00 - 16:00
Thursday, November 14, 2024	08:00 - 16:00

#### **\*Exhibition Opening Hours**

Wednesday, November 13, 2024	10:00 – 18:00*drinks reception and awards from 16:30
Thursday, November 14, 2024	10:00 – 17:00

\*During the exhibition period, exhibitors will have access to the hall one hour before the opening (two hours before on Wednesday 13 November) and 30 minutes after the closing hours to service their booths.

#### **BREAKDOWN TIMETABLE**

We remind you that according to our regulations someone must remain present on your booth until the show closes on 14 November 2024. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

Thursday, November 14, 2024	17:30 - 22:00
Friday, November 15, 2024	08:00 - 16:00

No exhibits may be removed before the exhibition closes at 17:00hrs on 14 November 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.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a [security 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 booth dismantling completed by 16:00hrs on Friday 15 November 2024. Please ensure that you organise [waste disposal](#), as the removal of set-up and waste material is subject to a charge and will be invoiced directly to the exhibitor.

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

### **EXHIBITOR BADGES - EVENT DURATION - DEADLINE: 12 November 2024**

Badges allowing exhibitors to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued free of charge and must be ordered using the [Exhibitor Badge Order Form](#).

***If you wish to access the halls during the build-up period, please refer to the Contractor Access section to obtain your pass.***

In order to avoid the opening morning rush at registration, we highly recommend that exhibitors go to registration on Tuesday, November 12, 2024, from 12:00 hrs. Exhibitors will not be allowed entry to the hall during exhibition days without a valid badge.

Exhibitors are reminded to wear their badges at all times during the exhibition. During exhibition hours, any exhibitor without a badge will be required to obtain one from registration. Exhibitor badges are strictly for staff manning the booth only. No other personnel should wear exhibitor badges.

**To order your exhibitor badges, please [CLICK HERE](#).**

Please note that badges are no longer posted to exhibitors. All badges can be collected from registration from Tuesday, November 12, 2024, using the QR code sent to you by email.

It is the responsibility of the main exhibitor to pass login details to any company sharing their booth space; they will then be able to order their own Exhibitor badges.

### **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.

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

PLEASE NOTE: 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 GUIDELINES](#)**

[Venue Technical Guidelines - English](#)

[Venue Technical Guidelines - German](#)

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form (*shell scheme and pop up displays only*) 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 metres. Please contact us 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 10.1**

##### **Build Height**

The permitted maximum build height is 4.0 metres. This may differ if your booth is located around the sides/edges of the hall for further information please contact Koelnmesse on [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)

##### **Suspensions**

Suspensions from the ceiling are possible up to 4.0metres.

##### **Floor Loading**

The maximum floor-load is 20kN per square metre.

If you have any questions regarding floor loading or hall build heights, please contact Ms Andrea Scheuren, Email: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de).

##### **Venue Structural Pillars**

Some booths have structural pillars within the booth space or next to the booth. We will send a detailed plan to you on request by email at [pmw@ukimediaevents.com](mailto:pmw@ukimediaevents.com)

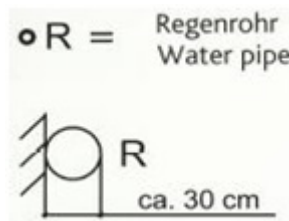
Pillars are 80cm x 80cm unless otherwise marked on your plan. Pillars can only be covered up to a height of 3.35 metres with clear access to the electrical boxes at all times.

Please see the [Venue Technical Guidelines](#) for more information.

Please [click here](#) for diagram of venue structural pillars.

### **Water Pipes on Venue Structural Pillars**

Please note that on some venue structural pillars there are water pipes as indicated in the technical floorplan with the following symbol:



The water pipes are always fixed to the pillar. The water pipe symbol on the floorplan only indicates on which side of the pillar the pipe is located. The maximum distance from the hall pillar to the water pipe including fixings. The fixings of the pipes, may differ from pillar to pillar.

### **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 of 4cm and over are required to have compulsory integrated ramp access.

### **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).

### **Windows in the Halls**

Hall 10.1 has no windows within the exhibition hall.

### **General**

If an exhibiting company fails to submit a Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (September 30, 2024) and the resulting design or build affects the neighbour, venue or Organiser, all associated costs, such as new banners, paint, labour, pillar covering, hanging costs, etc, will be passed along to the late submitting exhibitor. This will not be applied if a company books their booth after the deadline. No exhibition booth may be built until written approval is received from the Organiser.

### **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. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

6. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of September 30, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (September 30, 2024) above 2.5 meters will be subject to approval and may be refused.

7. 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 [Exhibitor Pre-Show Planning Form](#). All exhibitors who do not hire a shell scheme package via the Official Contractor must submit full Risk Assessment and Method Statement with their plans.

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

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

## FLOORPLAN

Please find the current [show floorplan here](#).

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

## OFFICIAL BOOTH CONTRACTOR

We are pleased to announce that Koelnmesse Services has been appointed as the official booth contractor for Professional MotorSport World Expo 2024.

To order a booth / shell scheme package and for all other services, please refer to the Webshop. (please use the same username and password as provided for the exhibitor manual)

## Services Deadlines

Please take note of the following order deadlines after which a 25% surcharge will apply:

13-09-2024 - Compressed Air & Walls

11-10-2024 - Last chance to order your booth / shell scheme package / Graphics

11-10-2024 - Last chance to order water, power, rigging, AV, furniture and booth staff, internet

11-10-2024 - Last chance to order catering and tailor-made catering

11-10-2024 - Last chance to order booth cleaning

For further information, please contact the responsible service partner directly, whose contact details can be found at the bottom of the order forms on the Webshop. Please quote your booth number and the exhibition name.

Tel: +49 221 821 3176

Email: o.karst@koelnmesse.de

## FREIGHT FORWARDING & ON-SITE HANDLING AGENT

European International Fairs Ltd (hereafter referred to as "EIFL") are the sole official freight forwarder and on-site handling company for the Professional Motorsport World Expo 2024, Cologne.

Through their worldwide network of partners and agents, EIFL offer seamless multimodal door-to-booth transportation services for your booth components, exhibits and promotional items for Professional Motorsport World Expo 2024 (as well as the return / onward forwarding of your goods after the event).

EIFL are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (i.e. empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, EIFL will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc) at the event both inside and outside the halls.

Please contact pmwxops@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: Neethu KB**

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. EIFL are specialists in the reliable



transportation of goods for trade shows and will arrange temporary importation with German Customs for items being imported for the show.

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

Please click [here](#) to access European International Fairs Limited full shipping instructions and tariff for the event.

#### USEFUL CONTACTS

Annika Gleichmann – Exhibition Operations Director

Nicola Pfann - Exhibition Operations Manager

Cassie Inns - Exhibition Operations Manager

Email: [pmw@ukimediaevents.com](mailto:pmw@ukimediaevents.com)

Philip White - Sales Director

Email: [philip.white@ukimediaevents.com](mailto:philip.white@ukimediaevents.com)