



Important information for exhibitors

General information

Stand build -up and dismantling

Stand set-up

Friday, 19 May 2023, 6:00 a.m. to 10:00 p.m.
Saturday, 20 May 2023, 6:00 a.m. to 10:00 p.m.
Sunday, 21 May 2023, 6:00 a.m. to 10:00 p.m.
Monday, 22 May 2023, 6:00 a.m. to midnight
Tuesday, 23 May 2023, midnight to 6:00 p.m.

The aisles must be completely clear by 6:00 p.m. on the last build-up day.

Stand dismantling

Friday, 26 May 2023, 4:00 p.m. to midnight
Saturday, 27 May 2023, midnight to 6:00 p.m.
Sunday, 28 May 2023, midnight to 6:00 p.m.
Monday, 29 May 2023, midnight to 6:00 p.m.

Dismantling may not begin before 4:00 p.m. on 26 May 2023!

polisMOBILITY will close at 6:00 p.m. on the last day of the trade fair. The dismantling of all stands can start after this time. Heavy goods vehicles will be able to enter the grounds from around 4:00 p.m.

Access to the trade fair grounds

Set-up and dismantling - eSlot/NUNAV for logistics

Please note that, with immediate effect, access to the trade fair grounds will be granted only to those who have pre-booked a time slot via the eSlot portal. You can make your booking for polisMOBILITY now via the [eSlot portal](#).

Please be sure to book your time slot in good time and to enter all the required contact details. To make the logistics easier, it would be preferable for you to bring your vehicles to the trade fair grounds as early as possible and then drive it into the hall on 16/17 May. You will be given a precise time slot for this. Follow the instructions in the eSlot booking portal and use the NUNAV navigation app for directions to the grounds.

Your contact for logistics:

Thomas Krohm

Telefon: +49 221 821 -2978

E-Mail: t.krohm@koelnmesse.de

Access to the trade fair grounds

To ensure smooth transportation within the trade fair grounds during the set-up and dismantling periods, please follow the [Traffic Guidelines](#) including all the regulations concerning deposits and eSlot bookings. Please forward this information to your appointed stand construction company and any logistics service providers that you are using. Koelnmesse strongly recommends that only persons who have been vaccinated against, have recently recovered from or have tested negative for Covid-19 should enter the trade fair grounds, and that they should voluntarily wear a medical face mask.

IMPORTANT!

Please make sure that your set-up team have valid [Construction passes](#) and that they have booked an [eSlot](#) for access to the trade fair grounds.

Maximum stand height

The maximum height for stands, including advertising, is 4.50 m. Koelnmesse can approve higher stands on request providing that there are no structural or technical concerns. If this may apply to your stand, please send your plans immediately to freigabe@koelnmesse.de for approval. Stand constructions at the edges of your stand area facing your neighbouring exhibitors must have a neat and neutral design above a height of 2.50 m. Please also observe the [Technical Guidelines](#).

Heavy loads

If you are transporting motor vehicles, machines or other exhibits weighing more than 3,000 kg per item or exerting more than 20 kN/m² into the exhibition hall, you must notify the Exhibition Technology Department in advance.

Your contact:

Tel.: +49 221 821 3666

E-mail: freigabe@koelnmesse.de

Approval of stand plans/stand construction

Please send your stand plans to freigabe@koelnmesse.de for approval.

When you are planning your trade fair appearance, please observe our recommendations and requirements for stand construction. Please note that the price for your trade fair participation covers your stand area only – it does not include stand construction. If you need assistance with stand construction, you can order system stand packages via the [stand configurator](#). You can find information on our modular stands [here](#).

Your contact for system stand construction:

David Thielen

Tel: +49 221 821 -3205

E-Mail: d.thielen@koelnmesse.de

You can find all the further information on stand construction [here](#).

Waste

Exhibitors are responsible for the proper and environmentally sound disposal of all waste generated during the set-up, operation and dismantling of their stands. Exhibitors must ensure that their stand areas are clean when they are handed over after the end of the event. Waste disposal can be ordered in the Service Shop. Exhibitors will be retrospectively charged for any waste that is not disposed of.

Noise

Please ensure that your stand neighbours are not disturbed by acoustic and/or visual presentations. You can find more information under Section 5.6.1 of our [Technical Guidelines](#).

Online Service Shop

In the [Service Shop](#), you can order various Koelnmesse services online, including electrical and plumbing installation, parking tickets, furniture hire and rigging, hostesses and security staff.

Your contact:

Tel.: +49 221 821-3666

E-mail: service-shop@exhibitor.koelnmesse.de

Exhibitor passes/stand set-up and dismantling passes

We have e-mailed you your codes for your exhibitor passes as well as codes for stand set-up and dismantling passes. You can request more codes [here](#).

Please forward the codes to your employees, colleagues and stand construction team.

They must then redeem the codes by entering their personal e-mail address in the [Ticket Shop](#). Once the code has been redeemed, their ticket will be shown in the polisMOBILITY app. Please download the polisMOBILITY [app](#) to your smartphone. The app is available for iPhones/iPads and Android and can be downloaded from the respective app stores.

Admission ticket voucher codes

Make the decision easy for your visitors: Take this opportunity to increase your opportunities to make contact. Give your customers, partners and prospects a direct incentive to attend the event by inviting them to visit your trade fair stand free of charge. You can order your [admission ticket voucher codes](#) (for season tickets) easily online.

The best thing about it: There are no additional costs for you. Your exhibitor marketing package includes an unlimited number of ticket codes.

Tickets grant visitors admission to polisMOBILITY and are also valid for travel on buses and trains within the extended network of the Verkehrsverbund Rhein-Sieg (VRS) transport authority.
This does not include Deutsche Bahn trains for which a surcharge is payable (e.g. IC/EC or ICE trains).

polisMOBILITY opening times

For exhibitors: Wednesday and Thursday from 9:00 a.m. to 7:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

For visitors: Wednesday and Thursday from 10:00 a.m. to 6:00 p.m., Friday 10:00 a.m. to 4:00 p.m.

Catering services

Please order your delivery services, stand catering and any other food services as soon as possible in the [Online Shop](#).

Trade fair preparation

Co-exhibitors

Please check to see whether you have registered your co-exhibitors in the [Koelnmesse online tool](#). This is required under the participation terms and conditions. Registering your co-exhibitors is the only way to ensure that visitors can find them when they are consulting an information terminal or planning their visit in advance online.

By doing so, you create an additional communicative connection between enquiring visitors and you as an exhibitor.

Settle your invoice

Please check that you have settled your invoice. Timely payment of the stand rental fee is a prerequisite before you can occupy your stand area.

Accommodation/hotels

Tel.: +49 221 821-3998

Fax: +49 221 821-3999

hotel-services@koelnmesse.de

Advertising space on the trade fair grounds

Round off your trade fair appearance by engaging with the audience via targeted advertising. We can offer you advertising space on the trade fair grounds and in the exhibition halls for the full duration of polisMOBILITY.

You can find information on our new advertising spaces, including digital ad space, on the trade fair grounds [here](#).

Contact: Oona Agert,

Tel. +49 221 821 2064 oder per

E-Mail: o.agert@koelnmesse.de

Advertising media/Media Shop

A strong online appearance, a presence in our printed media or cost-effective package solutions – make the most of your trade fair appearance or secure free print and online advertising media in our [Media Shop](#). In addition to online and print advertising media, you can place your logo in the exhibitor search or a banner in the polisMOBILITY app.

If you have any questions about our services, our official service partner Neureuter Fair Media GmbH will be happy to assist you at any time.

Tel.: +49 201 36547-25

Advertising outside your stand area

Distributing brochures, stickers, leaflets or similar is not permitted outside your trade fair stand on any part of the trade fair grounds (for example in front of the hall, on the car parks and in the entrance areas).

Trade fair magazine

You can collect printed copies of *polisMOBILITY MAGAZINE* from the Service Centre West during the trade fair.

Social media

Follow polisMOBILITY on [Instagram](#), [Twitter](#) and [LinkedIn](#).

During the trade fair

Security/theft prevention

So that you can focus entirely on your business during your trade fair appearance, we have prepared some information on [security](#) for you.

Koelnmesse has adopted numerous measures to ensure security on the grounds. But we rely on your assistance to avoid crimes such as theft. Below you will find information on how to protect your property:

During build-up:

- All the hall gates are open
- Goods and stand construction elements are moved in and out
- Movements of goods in the halls cannot be monitored

Therefore:

- Leave your valuables in your hotel or carry them on you. Don't leave them lying around anywhere
- Decorate your stand, but don't bring expensive items until Tuesday morning if possible
- Appoint a security guard for your stand

During the trade fair:

- Koelnmesse ensures general security in the halls
- This does not include security for individual stands
- Lock valuables away overnight or take them with you to your hotel. Appoint a security guard for your stand and take out suitable insurance cover
- Controls at the entrances/exits will be enhanced on the last day of the trade fair
- Teams from the Event Security Department will be present in the halls to prevent premature stand dismantling and clearing, and to prevent visitors from taking items
- Premature dismantling will be documented by Koelnmesse employees

Service on site

The polisMOBILITY project team will be on hand to assist you in the Service Centre West (Passage 2/4) from 19 May 2023.

If you still have any questions, you are welcome to contact us on the telephone numbers below:

Luisa Goebel
Project Assistant
Tel.: +49 221 821-2213

Sandra Horst
Sales Manager
Tel.: +49 221 821-2495

Diana Dréan
Sales Manager
Tel.: +49 221 821-2264

Pascal Palt
Sales Manager
Tel.: +49 221 821-3581

Ingo Riedeberger
Director
Tel.: +49 221 821-2572

After the trade fair: If you have any questions about dismantling, please contact the hall inspector for Hall 1.
Tel.: +49 221 821-1542