

security essen 2016

CIRCULAR TO ALL EXHIBITORS

Dear Exhibitors,

in order to help you make your preparations for security essen 2016, we have compile some important information and documents for you.

Please pass on this letter to your stand construction company if necessary.

Please notice!!

Please submit your stand plans in time till 6 weeks before the construction beginning for approval.

You can find further information under the items "detailed plans" and "Stability" in the [technical guidelines](#) of the MESSE ESSEN GmbH.

If you have any further questions regarding your preparations for the fair, please do not hesitate to contact us. Fon: +49(0)201.72 44-528 and -229, Fax: +49(0)201.72 44-448.

We would like to take this opportunity to wish you a pleasant stay in Essen and every success at security essen 2016.

Best regards,

Your security essen 2016-Team

Overview

1. Journey	3
a) Travel preparations	3
b) Airport-Express-Bus	3
c) Public transport	3
d) Invitation letters / Visa	3
e) Low emission zone	3
2. Stand set-up and dismantling	3
a) Dates of stand set-up	3
b) Dates of stand dismantling	3
c) Earlier set-up with costs	4
d) Freight Forwarding Services	4
e) Social insurance documents	4
f) Vehicles at the fair ground	4
g) Power for stand construction and dismantling	5
3. Exhibitor Service	5
a) Exhibition Management and Service Office	6
b) Shell scheme stand	6
c) Waste disposal	7
4. Technique generally	7
a) Suspensions	7
b) Detailed plans and stand safety	7
c) Neighbourhood zone and stand design	8
5. Exclusive exhibitor area	8
6. Exhibitor season tickets and parking tickets	8
a) Online Shop for Exhibitor's Passes	8
b) Parking	9
7. Lead Tracking	9
8. Advertising media for your fair participation	9
a) Promotion Material for free	9
b) Vouchers for day tickets – Invitation Codes	9
c) Fair catalogue / Visitor Guide / Online Banner	10
d) Sponsoring	10
9. Presentations /Promotions/ Events on trade fair stands	10
a) Presentations /Promotions/ Events on trade fair stands	10
b) Radio communications usage at the security essen 2016	10
10. Opening times / Working at night / Photography and filming	11

1. Journey

a) Travel preparations

In order to assist you with your travel preparations and hotel reservations for security essen 2016, we have included a [direct link](#) on our website to our partners smart and more GmbH, HRS-Hotel Reservation Service and the Central Tourist Agency in Essen; their staff will be pleased to give you practical help.

b) Airport-Express-Bus

We offer for trade fair visitors an airport-shuttle-service between the Rhein-Ruhr Airport Düsseldorf International and Messe Essen on all trade fair days.

The Airport-Express-buses depart from the bus stop 2 in front of Terminal A/B at the Rhein-Ruhr Airport Düsseldorf International and at the same time from Messe Essen, every 30 minutes between 7.45 a.m. and 18.45 p.m. – on all trade fair days and non-stop Travelling time is approximately 20 minutes. The amount for a return-ticket for transfer will be 25.00 € (One Way 15.00€).

c) Public transport

The exhibitor's season tickets are valid on the days of security essen 2016 for the free use of the buses and trams of Essener Verkehrs AG in the city area of Essen. The ticket is only valid for the holder who is named on this ID card; this ticket is not transferable.

d) Invitation letters / Visa

Please note, that invitation letters will only be operated through our partner agency Intercultural Consulting. For this the agency needs your complete data (name, birth date, passport number, name and address of the company). For more information, please contact the agency directly:

**INTERCULTURAL CONSULTING
-SERVICE-**

Fischlaker Str. 4

45239 Essen

Phone: +49(0)201.8304.4371-0

Fax: +49(0)201.8304.439

E-Mail: service@intercultural-consulting.de

e) Low emission zone

You will find information in the section [Arrival by car](#).

2. Stand set-up and dismantling

a) Dates of stand set-up

Tuesday, September 20, 2016
until Monday, September 26, 2016,
(Remaining work within the stand area up to 20.00 p.m.)

7.00 a.m. – 20.00 p.m.

7.00 a.m. – 16.00 p.m.

b) Dates of stand dismantling

Friday, September 26th, 2016, (within the stand area)

from 16.00 p.m.

Entry to fair grounds from 20.00 p.m.
End of dismantling: Monday, September 29th, 2016 16.00 p.m.

c) *Earlier set-up with costs*

We prepared a [form](#) for you, if you wish to make an application for an earlier set up with costs. There you just have to fill in your exhibitor data and the wished set up date.

Contact:

Sebastian Black
Fon: +49(0)201-7244-857
Fax: +49(0)201-7244-483
E-Mail: technik@messe-essen.de

d) *Freight Forwarding Services*

Our partner for freight forwarding services is Schenker Deutschland AG. If you have questions please get in contact with:

Contact:

Mr. Firmenich
Phone: +49(0)201-959791-0
Fax: +49(0)201-959791-25
E-Mail: fairs.essen@dbschenker.com

e) *Social insurance documents*

Please inform your fair construction company that the Customs and Excise Office in Wesel will check the social insurance documents of your staff.

f) *Vehicles at the fair ground*

General rule

In order to ensure that work can proceed smoothly during the assembly and disassembly periods, all vehicles must be removed from the fairground immediately after unloading and loading. Vehicles may be parked on car park P2.

Special parking rules are in force at the fair ground. Vehicles which are illegally parked in the fair ground or block access for emergency services will be towed away at the causers or owner's expense. Vehicles may be driven into the fair ground on payment of a deposit of € 100.00. This deposit will be returned providing that the vehicle is removed from the fairground within the time marked on the deposit slip.

Please also see the [Traffic Guide](#).

Assembly

From Friday, September 23, 2016 on all exhibitors, stand assembly firms and suppliers who need to drive into the fairground are kindly requested to first drive to the check-in transport & logistics at car park P9 for vehicle registration. From there the entry to the fairground will be organised.

All the vehicles controlled by the time slot management system have to arrive at the check-in at parking P9 first. Further information concerning this traffic control system you can find [here](#).

Disassembly evening

To enter the fairground on the disassembly evening at September 30, 2016 you would need entrance slips with call numbers. Those can be ordered with [here](#). On the basis of your feedback, the entrance slips will be brought to your booth during the show.

Vehicles of up to 7.5 t may be driven into the fair ground on Friday, September 30, 2016 from approx. 18.00 p.m., vehicles over 7.5 t will proceed from the car parks P2 and P9 from approximately 19.00 p.m. according to their call numbers. A deposit of € 100.00 is required.

Cars without trailer will be allowed to enter the fairground without an entry pass on Friday, September 30, 2016 between 16.00 p.m. and 16.30 p.m. for approx. 30 minutes (short collection). A deposit of € 100.00 is required.

Contact:

Michael Bengler

Phone: + 49(201)-7244-269

Fax: + 49(201)-7244-1269

E-Mail: michael.bengler@messe-essen.de

g) Power for stand construction and dismantling

The power connection ordered for the stand is generally made available from the last stand construction day and switched off 2 hours after the close of the event.

A power supply required in advance is provided free of charge at the hall walls, columns and gates up to max. 10 kW/CEE 16 A. Any additional power supplied or the early activation of the connection you ordered is subject to a charge. You can request a separate offer on the amount of costs from the service partner responsible. Please order it with [service form B1.2](#) (electricity) one week before stand erection starts at the latest.

Contact:

Elektro Peters

Phone: +49(0)201-7244- 9482

E-mail: wolff@messe-essen.de

3. Exhibitor Service

You will find all information and order forms for services, construction and equipment of your stand, the advertising and organisation media, website and press service on the [website](#). In addition, you will find all the necessary information, e.g. on the low emission zone, the traffic regulations, travel information etc.

Certain services (including all kinds of suspensions from the hall ceiling and roof structures in the exhibition halls, electricity, water and compressed air connections, sprinkler systems, lines laid under the floor and foundation work, surveillance, forwarding services on the fair premises, telephone and data connections) must always be ordered from Messe Essen GmbH and will be performed exclusively by a contractual partner of Messe Essen GmbH.

Please pay particular attention to the Technical Guidelines and the General Terms and Conditions of Messe Essen GmbH. Moreover, we recommend you to take out exhibition insurance.

We would request you to submit all applications and order forms to Messe Essen GmbH by **August 8, 2016** so that our service contractors can perform your orders on time. With effect from August 9, 2016, we will have to invoice you a 20% surcharge for orders for electric and water installations, suspensions, rental system stands, stand boundary walls as well as telecommunications services.

If an order for rented goods or services is placed after the application closing date, Messe Essen GmbH assumes no guarantee for the complete and punctual performance of the contract.

Please also note that cancellations of services are only possible in writing up to 2 weeks prior to the start of the event. The full rental price will be charged for cancellations at a later date.

Contact:

Ina Wieschermann
 Phone: +49(0)201-7244-344
 Fax: +49(0)201-7244-421
 E-Mail: ina.wieschermann@messe-essen.de

a) Exhibition Management and Service Office

The office of exhibition management and exhibitor service will be in **Saal Westfalen (hall 4A, first floor)** during security essen 2016. Here you will find all contact partners. You can order additional parking tickets or exhibitor's passes as well as additional service orders.

Opening Hours

Assembly

Tuesday, September 20 until Thursday, September 22	08.00 a.m. – 16.30p.m.
Friday, September 23	08.00 a.m. – 15.30p.m.
Saturday, September 24	09.00 a.m. – 16.00p.m.
Sunday, September 25	09.00 a.m. – 18.00 p.m.
Monday, September 26	08.00 a.m. – 20.30 p.m.

Event

Tuesday, September 27	08.00 a.m. – 18.30 p.m.
Wednesday , September 28	08.00 a.m. – 18.30 p.m.
Thursday, September 29	08.00 a.m. – 18.30 p.m.
Friday, September 30	08.00 a.m. – 17.00 p.m.

Disassembly

Saturday, October 1	10.00 a.m. – 14.00 p.m.
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b) Shell scheme stand

Exhibitors can order shell scheme stands directly at Messe Essen GmbH. The four stand types SPRING, SUMMER, AUTUMN and WINTER are a complete service packages which can be enhanced individually as you wish. You may find the shell scheme stands [here](#).

Contact:

Lea Weiler
 Fon: +49(0)201-7244-672
 Fax: +49(0)201-7244-854
 E-Mail: lea.weiler@messe-essen.de

Martina Meyer
 Fon: +49(0)201-7244-482
 Fax: +49(0)201-7244-854
 E-Mail: martina.meyer@messe-essen.de

c) Waste disposal

All accumulated waste during the exhibition, as well as during setup and dismantling has to be handed over from the waste producer (exhibitor/contractor) to the waste owner (MESSE ESSEN GmbH). Due to the legally regulations the waste owner (Messe Essen GmbH) has to ensure the adequate removal of all accumulated waste (to be valid: guidelines of Kreislaufwirtschaftsgesetzes KrWG, in the relevant version, corresponding implementation regulations as well as state law and municipal articles.)

For waste which was not been reported or is left behind in the exhibition halls after the exhibition stand has been left, an increased fee of € 200.00 per m³ or € 3.00 per m² for carpeting will be made.

Exhibitors who hand out food or drinks at their stands or who have any other questions are asked to contact:

Contact:

Klaus Bujok

Fon + 49 (0)201-7244-873

Fax + 49 (0)201-7244-447

E-Mail: klaus.bujok@messe-essen.de

Michael Bylsma

Fon: + 49 (0)201-7244-270

Fax: + 49 (0)201-7244-447

E-Mail: michael.bylsma@messe-essen.de

4. Technique generally

a) Suspensions

For any technical questions, please contact our technical department.

b) Detailed plans and stand safety

Herewith enclosed is a general plan showing participation for exhibitors up-to-date. We reserve the right to correct and make modifications.

If you require a detailed plan of your stand, you can obtain it direct from

Contact:

Sebastian Black

Fon: +49(0)201-7244-857

Fax: +49(0)201-7244-483

E-Mail: technik@messe-essen.de

Please note: stands, including all equipment and exhibits and advertising matter are to be constructed with such stability as to pose no danger to public safety and order and in particular to life and health. The exhibitor is responsible for structural safety and must provide proof of this. Upright structural elements and/or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that can topple over must at least be capable of withstanding a distributed load impacting horizontally qh as follows:

qh1 = 0.125 kN/m² up to 4.00 m high from the upper edge of the floor

qh2 = 0.063 kN/m² for all surfaces above 4.00 m high.

In order to avoid any unnecessary complications during stand construction, we would request you to send us your stand plans in good time (up to 6 weeks prior to the start of the event - August 8, at the latest)!

c) Neighbourhood zone and stand design

The stand construction height is normally 2.50 m. On application and submission of stand drawings and any static calculations necessary, the fair management may approve different stand heights.

With a single-storey stand design it is unnecessary to maintain a distance from your stand neighbour. With a two-storey stand design, the approval of your stand neighbour is required – if the upper storey is of open design. (Section 4.3 of the Technical Guidelines).

Special care must be taken with end and island stands to ensure that the stand sides facing the visitor aisles are transparent and only up to max. 50% may be closed.

The rear sides of stands adjoining neighbouring stands are to be kept neutral in order to avoid impairing the appearance of given neighbouring stand. (Section 4.7.1)

5. Exclusive exhibitor area

In our [exclusive exhibitor area](#) you can edit or update your company description for the exhibitor list anytime. You will receive the access data for this service by post.

You decide which kind of information visitors and customers will find in the exhibitor list of security essen; for example, you may name an explicit customer contact.

Upload your logo, pictures or company and product descriptions. To be found adequately in the exhibitor search you can select the relevant product groups.

With just a few clicks you are able to manage our information channels for visitors and exhibitors. Upload news and updates about your products or your local trade-faire appearance. These news will also be forwarded to journalists as “exhibitors announce...” in the press section.

Contact:

Digitale Medien

Phone: +49(0)201-7244-899

E-Mail: support@messe-essen-media.de

6. Exhibitor season tickets and parking tickets

a) Online Shop for Exhibitor's Passes

You can order in our new online-shop your free exhibitor passes and additional exhibitor passes, subject to a charge, 25.00 € per piece incl. VAT.

Co-Exhibitors don't get free exhibitor's passes. For this reason all ordered exhibitor's passes in the Online-Shop will be charged.

The online-shop will be available from June on. The access data will be the same like the ones for the exclusive exhibitor area which we will be sent to you by post after receiving the first installment for the stand space.

Please include the names of your booth staff in the online shop. The exhibitor passes are personalized and issued in the names you provide.

b) Parking

You will be informed separately about the ordering process for parking tickets separately.

Contact:

Frank Barutha

Fon: +49(0)201-7244-330

Fax: +49(0)201-7244-368

E-Mail: frank.barutha@messe-essen.de

7. Lead Tracking

For security essen 2016 you can rent lead scanner for collect data of your visitors. You can find more information and the order forms on our [website](#).

Contact:

convey Information Systems GmbH

Tel.: +49 (0)89 / 54 34 49 30

Fax: +49 (0)89 / 54 34 49 31

E-Mail: leadsuccess@convey.de

8. Advertising media for your fair participation

a) Promotion Material for free

To make your presentation at security essen 2016 perfect, you can book all necessary organisational, advertising like invitation cards, letter labels, visitor brochures and Posters. You can find the order forms [here](#).

Contact

Frank Barutha

Fon: +49(0)201-7244-330

Fax: +49(0)201-7244-368

E-Mail: frank.barutha@messe-essen.de

b) Vouchers for day tickets – Invitation Codes

Like last time there will be a registration-system for visitors during security essen. Please note that there will be only Online-Codes for free day tickets not printed ones.

How can you order Invitation-Codes?

Enter the Exhibitor Shop with your access data, order Invitation-Codes and send them to your customers directly. For free access your visitors have to register themselves with the invitation code online and will get a print at home ticket by e-mail.

On site the printed ticket has to be scanned at the entrance only. For this reason it is very important that you give the vouchers to your customers in time so that the visitors will have a fast entry at the fairground. It is surely possible for the visitors to fill in a registration form on site, but this is associated with considerably longer waiting times.

If you need additional Invitation-Codes you can order more in the Exhibitor Shop.

Each changed voucher will be billed after the trade fair with €14.28 (€ 17.00 incl. German VAT). If more than 200 vouchers per exhibitor are exchanged the price is reduced to €13.45 (€16.00 incl. German VAT).

c) Fair catalogue / Visitor Guide / Online Banner

For security essen 2016 A. Sutter Fair Business GmbH, Essen, is producing the official exhibition catalogue. Please find the forms for the entry in the official catalogue, as well as possible advertisements in the catalogue, visitor guide and banner advertising possibilities [here](#).

We would like to point out that various unofficial catalogue providers have led to some confusion among exhibitors in course of the past few years. As we would like to avoid this confusion in future, please use only these forms of A. Sutter Fair Business GmbH.

Contact:

A. Sutter Fair Business GmbH
security essen Media Service
Telefon: +49 201 52353-121
Fax: +49 201 52353-2121
E-mail: security@fair.sutter.de

d) Sponsoring

If you have questions regarding the sponsoring please get in contact with:

Contact:

Franziska Goldammer
Phone: +49(0)201-7244-528
Fax: +49(0)201-7244-443
E-Mail: franziska.goldammer@messe-essen.de

9. Presentations /Promotions/ Events on trade fair stands

a) Presentations /Promotions/ Events on trade fair stands

The approval of the trade fair organizer is to be sought for the use of acoustic advertising media, microphones, amplifiers and music (live or from soundtrack). At the same time, the organizer shall reserve the right to attach certain reasonable conditions to the authorisation if necessary (times, volume, etc.). Authorisations which have already been issued can be limited or revoked in the interest of the continued smooth running of trade fair or exhibition.

In the case of violation, the exhibitor shall be obliged to indemnify the organizer against any possible claims for damages lodged by other exhibitors due to disturbances caused by the contravention. Please see point 9.0 "Advertising" of the „General Participation Guidelines“ as well as point 5.9 "Scenic Displays" and 5.13 "Musical reproductions" from the „Technical Guidelines“ on our website www.security-essen.de.

b) Radio communications usage at the security essen 2016

Each respective frequency usage is subject to prior assignment through the Federal Network Agency in accordance with § 55 section 1 of the Telecommunications Act (Telekommunikationsgesetz TKG). Content, range and procedure of the assignment is regulated via §§ 55 and the following Telecommunications Act. The frequency assignment is performed by an administrative act either as a general assignment, which is published in the official gazette, or is awarded to an applicant in the form of an individual approval.

For individual frequency assignment and frequency usage, charge fees and contributions must be paid in accordance with §§ 142 and the following, of which the amount is regulated within the Frequency Fee Ordinance (Frequenzgebührenverordnung) and/or within the Frequency Security Ordinance (Frequenzschutzbeitragsverordnung). Applications for individual frequency assignment can be sent to the Federal Network Agency's outpost (Bundesnetzagentur) at Muelheim per fax or per mail. The address is as follows:

Bundesnetzagentur, Außenstelle Muelheim, Aktienstr. 1-7, 45473 Muelheim, Fax: +49(0)208 - 45 07-180.

Application forms and further information are provided and can be referred to on the Federal Network Agency's website under www.bundesnetzagentur.de (please follow English / Frequency management / more / Frequency Assignment / link "Application form and guidance on the completion of application forms for short-term frequency usage") or can be obtained by contacting one of our employees or Mr. Gregor Grzenia himself at the outpost in Muelheim by calling the following telephone number: +49(0)208 - 45 07-253.

10. Opening times / Working at night / Photography and filming

Exhibitors and their staff may enter the site and the halls one hour before the commencement of the exhibition (Exhibitors from 9.00 a.m. – 19.00 p.m.). We would request that you vacate the halls and the site no later than one hour following the end of each day of the exhibition (with the exception of the last day). Evening events on exhibition stands, working at night and other activities will be subject to a charge and must be registered and approved beforehand. Registrations should be submitted via the logistics, security and transport sector.

Contact:

Reinhard Gursky

Phone: +49(0)201-7244-264,

Fax: +49(0)201-7244-1264

E-Mail: reinhard.gursky@messe-essen.de

We wish you lots of success in your preparations for the fair.

Yours sincerely,

Team security essen 2016