

Professional MotorSport WORLD EXPO 2022

Exhibitor-Appointed Contractor Information

EXHIBITOR MANUAL

We cannot share the login information to your exhibiting client's online exhibitor manual without their permission. Therefore, please ask your client/exhibitor for their unique exhibitor manual link, together with their access details.

EXHIBITION TIMETABLE

Build-up

Monday, November 7, 2022	08:00 - 22:00	Custom build booths with independent contractors ONLY - safety shoes compulsory
Tuesday, November 8, 2022	08:00 - 18:00	Custom build booths with independent contractors ONLY - safety shoes compulsory
Tuesday, November 8, 2022	09:00 - 18:00	Shell scheme & pop-up booths exhibitors permitted entry for decorating their booths
Tuesday, November 8, 2022	18:00 - 22:00	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

Exhibition Opening Times

Wednesday, November 9, 2022	10:00 – 17:00
Thursday, November 10, 2022	10:00 – 17:00
Friday, November 11, 2022	10:00 – 15:00

Breakdown

Friday, November 11, 2022	15:30 – 22:00
Saturday, November 12, 2022	08:00 – 16:00

BUILD-UP FURTHER INFORMATION

We would advise exhibitors hiring a Shell Scheme Package not to arrive onsite before 09:00hrs on Tuesday 8 November 2022 as Shell Scheme stands 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 8 November 2022. Contractors cease work at 18:00 hrs on Tuesday 8 November 2022 - it is therefore essential that all exhibitors arrive on-site before this time to inspect their stands and to ensure that all orders have been met. Please note that only light

decorating and finishing of booths is allowed between 18:00 and 22:00 hrs - 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

We would advise exhibitors hiring a Shell Scheme Package not to arrive onsite before 09:00hrs on Tuesday 8 November 2022 as Shell Scheme stands 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 8 November 2022. Contractors cease work at 18:00 hrs on Tuesday 8 November 2022 - it is therefore essential that all exhibitors arrive on-site before this time to inspect their stands and to ensure that all orders have been met. Please note that only light decorating and finishing of booths is allowed between 18:00 and 22:00 hrs - 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.

ACCESS INFORMATION

The venue for Professional MotorSport World Expo 2022 Köln Messe, Hall 10.1, Cologne, Germany.

Koelncongress GmbH

Messeplatz 1
50679 Cologne
Germany

Contact: s.alvarez@koelncongress.de, Tel: +49/221/821-2504 / a.scheuren@koelncongress.de, Tel: +49/221/821-3176

Website: www.koelncongress.de

Parking

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

Parking is free during build up and breakdown.

For show day parking tickets, please visit the parking ticket counter within the Registration area.

CONTRACTORS / ACCESS DURING BUILD-UP & BREAKDOWN

Work Identity Card (ID) 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.

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.

Please note: You only require one Work ID card per team.

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

Use of Forklifts Inside the Hall

European International Fairs Limited is the sole official freight forwarder, customs broker and on-site cargo handling agent for the Professional Motorsport World Expo 2022, Cologne. Due to health, safety and liability reasons, European International Fairs Limited will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc.) at the event both inside and outside the halls.

VENUE TECHNICAL INFORMATION

[Venue Technical Guidelines - English](#)

[Venue Technical Guidelines - German](#)

Covid-19 Rules

Please [click here](#) for the latest rules and recommendations for building stands in time of Covid-19. The full #B-SAFE4business information from Cologne Messe can be accessed [here](#).

Hall 10.1

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

Floor Loading

Floor-loading: 20kN/m²

Build height

Maximum build height (centrally): 5.3 metres

Maximum build height (hall edges): 4.2 metres

A technical floor plan showing the service channels and build height restrictions, and a detailed

booth plan showing the dimensions of any structural pillar within your booth can be requested by email: pmw@ukimediaevents.com

Suspension / Rigging height

The maximum rigging and suspension height is 5.50 metres.

For more information on rigging or suspension, please see the online exhibitor manual. Please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

Organiser's Rules and Height Restrictions

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Declaration Form and receiving approval, 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.

If you are using your own contractor, please ensure that they check the height in your location before submitting booth designs for approval.

For further information, please email: pmw@ukimediaevents.com.

Important Notes

1. If you choose to build a structure above 2.5 meters (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 utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meters 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 given deadline (October 15, 2022). Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the October 15, 2022 deadline exceeding 2.5m will be subject to approval and may be refused.
5. If an exhibiting company fails to submit a Booth Check Form by the deadline 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 charged to that exhibitor directly.

OFFICIAL CONTRACTOR (SHELL SCHEME & FURNITURE)

Koelnmesse Services is the official shell scheme and furniture contractor for Professional Motorsport World Expo 2022 in Paris. Electricity and carpet are included within some shell scheme packages.

For further details, please see the online exhibitor manual.

Koelnmesse WEBSHOP

You can place all orders directly via the Koelnmesse Webshop, which can be accessed through your client's online exhibitor manual.

DELIVERIES

Please do not use the Köln Messe address for freight or courier deliveries. Please contact the Official Freight and On-Site Handling Agent, European International Fairs Ltd.

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

We strongly advise against shipping goods or sending goods via courier directly to Professional MotorSport World Expo 2022 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue does not accept shipments sent to them directly.

USEFUL CONTACTS

Organiser

UKi Media & Events
Contact: Exhibition Operations Team
Tel: +44 1306 743744
Email: pmw@ukimediaevents.com
Web: www.professionalmotorsport-expo.com

Freight questions

On-site handling, forklifts, deliveries, freight and storage

European International Fairs Ltd
Tel: +44 1732 860 330
Email: pmwops@european-intl.com
Web: www.european-intl.com

Venue service questions

Power, plumbing, rigging, internet, telephones, audio-visual, office supplies, cleaning, flowers, sanitary products, car and lorry parking. All order forms for these services can be found in the service catalogue or you can contact Koelnmesse Services – please quote your booth number:

Contact:
s.alvarez@koelncongress.de, +49 221 821 2504

a.scheuren@koelncongress.de, +49 221 821 3176

Website: www.koelncongress.de

Official booth contractor

Shell Scheme, furniture, electrical material:

Koelnmesse Services

Michaela Kröll: m.kroell@koelnmesse.de

Oliver Karst: o.karst@koelnmesse.de