

# Professional MotorSport WORLD EXPO 2023

## Exhibitor-Appointed Contractors' Information

Professional Motorsport World Expo 2023 - 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, Köln Messe, Cologne, Germany.

### Address

Koelncongress GmbH

Messeplatz 1

50679 Köln

Germany

Website: [koelncongress.de](http://koelncongress.de)

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

### Dates

November, 8 & 9, 2023 (Please note this is a Wednesday to Thursday show).

Please click here to view the vehicle admission plan. **(COMING SOON)**

Please do not use this address for freight deliveries. Please contact the official Freight agents  
- [European International Fairs Ltd.](#)

Please contact [pmwxops@european-intl.com](mailto: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

Contact: Daniel Bird

Tel: +44 1732 860330

We strongly advise against shipping goods or sending goods via courier directly to Professional MotorSport World Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

### Build-Up Timetable

Monday, November 6, 2023	08:00 - 22:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 7, 2023	08:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 7, 2023	12:00 - 18:00	Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Tuesday, November 7, 2023	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

Venue contractors cease all building work at 18:00 on Tuesday, November 7, 2023; 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 met. Please note that between 18:00 and 22:00, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

#### Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Monday, November 6, 2023
- 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 7, 2023 from 18:00 to 22:00 is for light decoration and finishing work only - **AISLES MUST BE KEPT CLEAR.**

#### Breakdown Timetable

We remind you that according to our regulations someone must remain present on your booth until the show closes on 9 November 2023. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

Thursday, November 9, 2023	17:30 - 22:00
Friday, November 10, 2023	08:00 - 16:00

No exhibits may be removed before the exhibition closes at 17:00hrs on 9 November 2023 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.

**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](#) (COMING SOON)**

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.

## **ACCESS INFORMATION**

### **Arrival to Koelnmesse**

Koelnmesse can be easily reached by air, train, car and public transport from Europe and abroad.

For more information on getting to the venue, please [click here](#).

### **Parking at Koelnmesse**

Please follow the signs to the designated exhibitor car parks.

You can book and purchase your parking ticket in advance via the [Webshop](#).

## **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.

#### **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.

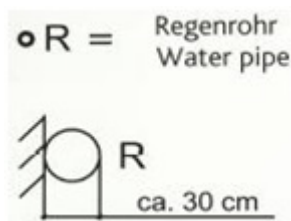
Pillars are 80cm x 80cm unless otherwise marked on your plan. Pillars can only be covered up to a height of 3.35 metres with clear access to the electrical boxes at all times.

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.

### **Structural Calculations**

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling over 4m in height. Structural calculations are also required if your booth includes any rigged elements that is a bespoke design and build, wooden or metal, along with a technical drawing

showing how the frame is hung and the fixings used to secure it. Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: [pmw@abraxysglobal.com](mailto:pmw@abraxysglobal.com).

### **General**

If an exhibiting company fails to submit a Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (9 October, 2023) 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 booth 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 utilise 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. Exhibiting companies must complete and return the Booth Check Form (*shell scheme booths and pop-up displays only*) by the deadline given (October 9, 2023). Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (October 9, 2023) above 2.5 meters will be subject to approval and may be refused.
6. If an exhibiting company fails to submit a Booth Check Form (*shell scheme booths and pop-up displays only*) by the deadline given (October 9, 2023) 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 2023.

To order a booth / shell scheme package and for all other services, please refer to the [Webshop](#).

### **Services Deadlines**

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

08-09-2023 - Compressed Air & Walls

09-10-2023 - Last chance to order your stand / shell scheme package

09-10-2023 - Last chance to order a.o. graphics, water, power, rigging, AV, furniture and stand staff

09-10-2023 - Last chance to order catering and tailor-made catering

09-10-2023 - Last chance to order stand 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](mailto:o.karst@koelnmesse.de)

### **USEFUL CONTACTS**

Organiser

Professional Motorsport World EXPO 2023

UKi Media & Events

Abinger House

Church Street

Dorking

Surrey RH4 1DF

UK

Tel: +44 1306 743744

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

### **Contacts**

Annika Gleichmann – Exhibition Operations Director

Nicola Pfann - 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)