A-Z
Exhibitor Information

International Exhibition for the Fastener and Fixing Industry

10 – 12 March 2015
Messe Stuttgart

http://www.fastenerfair.com/
Exhibitors are contractually bound to adhere to the build-up, exhibition and breakdown times!
Exhibitors must coordinate the delivery of heavy and/or large exhibits early with Schenker Deutschland AG.

### TIMETABLE

#### Build-Up

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>7 March</td>
<td>07.00 – 22.00</td>
<td>Stand Construction</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 March</td>
<td>07.00 – 22.00</td>
<td>Stand Construction</td>
</tr>
</tbody>
</table>
| Monday  | 9 March  | 07.00 – 22.00| Stand Construction and Exhibitors with Shell Scheme Stands  
No vehicles are allowed into the halls, delivery of items to stands is permitted only by trolley. |

#### Exhibition

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>10 March</td>
<td>09.00 – 17.30</td>
<td>Exhibition grounds open: 07.00 – 18.30</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11 March</td>
<td>09.00 – 17.30</td>
<td>Exhibition grounds open: 08.00 – 18.30</td>
</tr>
<tr>
<td>Thursday</td>
<td>12 March</td>
<td>09.00 – 17.30</td>
<td>Exhibition grounds open: 08.00 – see below</td>
</tr>
</tbody>
</table>

#### Breakdown

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Thursday| 12 March | 17.30 – 16.00| Delivery of empty crates and boxes to the stands from 17.30 hrs.  
**The halls must be completely cleared by 16.00 hrs** |
| Friday  | 13 March | 17.30 – 16.00| Delivery of empty crates and boxes to the stands from 17.30 hrs.  
**The halls must be completely cleared by 16.00 hrs** |
## INDEX

**A** .................................................................4  
ADAC Breakdown Service .................................4  
Afterwork ..................................................4  
Animals ....................................................4  

**B** .................................................................4  
Bank/ Cash Machine ..................................4  
Bakery .......................................................4  
Beverages/ Tableware ................................4  
Building Material .......................................4  
Business Centre ..........................................4  

**C** .................................................................4  
Car Rental Services ....................................4  
Catalogues ................................................4  
Central Security Office ................................4  
Chemist’s Shop ..........................................4  
Children ..................................................4  
Cloakroom ................................................4  
Customs ..................................................4  

**D** .................................................................5  
Damage Reporting .......................................5  
Deliveries ................................................5  
Deposit Regulation ....................................5  
Directions ...............................................5  
Doctor ......................................................5  

**E** .................................................................5  
Emergency .................................................5  
Exhibitor Bagdes ........................................5  

**F** .................................................................5  
Fire Service ...............................................5  
First Aid/ Medical Service ............................5  
Floor Coverings/ Furniture .........................5  
Food ........................................................6  

**G** .................................................................6  
Forwarding/ Courier/ Customs/ Delivery of  Machines/ Forklifts/ Storage of Empty Crates .6  
Graphics/ Multimedia/ Partition Walls/ Shell  Scheme Extras ........................................6  

**H** .................................................................6  
Hall Manager .............................................6  
Hotel Accommodation/ Travel Agent .................6  

**I** .................................................................6  
Information .................................................6  
Insurance ................................................6  
Internet/Telecommunication ............................6  

**L** .................................................................6  
Letter Box/ Mail ..........................................6  
Lockers .....................................................6  
Lost Property .............................................6  

**M** .................................................................7  
Mack Brooks Organisers Offices .....................7  
Messeshop ................................................7  
Musical Reproduction/ Copyright .....................7  

**N** .................................................................7  
Newspapers/ Magazines .................................7  

**O** .................................................................7  
Office Material ..........................................7  
Operator ..................................................7  

**P** .................................................................7  
Parking ......................................................7  
Patent Lawyer ............................................7  
Pharmacy .................................................7  
Police ......................................................7  
Prayer Room ...............................................8  
Press Centre .............................................8  
Public Transport .........................................8  

**R** .................................................................8  
Restaurants/ Snack Bars ...............................8  

**S** .................................................................8  
Scanner (Lead Tracking) ...............................8  
Security ..................................................8  
Shopping Facilities Nearby ............................8  
Smoking Areas ..........................................9  
Stand Catering ..........................................9  
Stand Cleaning ..........................................9  
Stand Parties ............................................9  
Suspensions .............................................9  

**T** .................................................................9  
Taxi ..........................................................9  
Technical Installations ................................9  
Temporary Staff ........................................9  
Theft .......................................................9  
Toilets/ Wheelchair-Accessible Toilets ............9  

**V** .................................................................9  
Vehicle Access ..........................................9  
Venue .....................................................9  

**W** .................................................................9  
Waste Disposal ..........................................9  
Wheelchairs .............................................10  
Wheelchair-Accessible Car Parks ...................10  
Wifi .......................................................10
A - Z INFORMATIONEN

A

ADAC Breakdown Service
Stuttgart breakdown service centre
Tel: +49 (0)711 28000
Tel: +49 (0)180 2222222

Afterwork
The Afterwork Service of Messe Stuttgart offers exhibitors and visitors numerous addresses for recreational activities:
http://www.afterwork-stuttgart.de

Animals
Animals are not permitted in the exhibition grounds.

B

Bank/ Cash Machine
A cash machine of ING-DiBa is located in the East Entrance (Atrium) and in the West Entrance.

Bakery
Bakery at the East Entrance, basement (Atrium)

Beverages/ Tableware
Messeshop, East Entrance, basement (Atrium)

Hire of tableware:
ARAMARK Restaurations GmbH
Tel: +49 (0)711 18560 3100
Fax: +49 (0)711 18560 3111

Building Material
Messeshop, East Entrance, basement (Atrium)

Business Centre
Photocopying, sending fax messages, making telephone calls, use of the Internet (subject to a charge) in the East Entrance, basement (Atrium).

C

Car Rental Services
The following car rental companies are located at Stuttgart Airport:

Avis +49 (0)711 948 4451
Europcar +49 (0)711 949 9010
Enterprise +49 (0)711 782 4070
Hertz +49 (0)711 948 4339
National Car Rental +49 (0)711 948 4422
Sixt +49 (0)711 948 4504
Terstappen +49 (0)700 8377 8277

Catalogues
Mack Brooks Exhibitions Ltd
Jörg Gradwohl
Tel: +44 (0)1727 814 400
Fax: +44 (0)1727 814 492
E-mail: catalogue@mackbrooks.co.uk

Central Security Office
Tel: +49 (0)711 18560 3500

Chemist's Shop
Messeshop, East Entrance, basement (Atrium).

Children
During build-up and breakdown the “General Regulations for Exhibition Site” of Messe Stuttgart apply. This states that "persons not going about business that is liable to insurance deductions – particularly minors – are prohibited from the halls and outdoor exhibit areas."
During the exhibition, the “Special Conditions of Participation by the Organiser” apply: Children and young people under the age of 14 may only enter the site if accompanied by a person having parental control over them. A “Responsibility Form” must be signed before entering the site.

Cloakroom
Cloakrooms are located at the West Entrance and in the foyer in front of Hall C2.

Customs
Hauptzollamt Stuttgart
Zollamt Flughafen
Lufthansaflughafengebäude 605/6
70629 Stuttgart
Germany
Tel: +49 (0)711 948 4820
E-mail: poststelle@zas-flh.bfinv.de
Damage Reporting
Central Security Office Tel: +49 (0)711 18560 3500
Police Tel: +49 (0)711 78780 0

Deliveries
Deliveries of letters and parcels to your stand:
Your company name
c/o Landesmesse Stuttgart GmbH
Fastener Fair Stuttgart 2015
Hall/Stand ...
Neues Messegelände
70629 Stuttgart
Germany
Access: Gate 1

Due to security reasons the Organisers and the venue
cannot accept any deliveries on behalf of exhibitors
(incl. postal and courier deliveries). If there is no
representative on your stand when the delivery takes
place, the official forwarding and lifting agent,
SCHENKER DEUTSCHLAND AG, will store it for you
and will charge you for the storage cost.

Schenker Deutschland AG
- Schenkerfairs-
Your company name
Fastener Fair Stuttgart 2015
Hall/Stand …
Neues Messegelände
70629 Stuttgart
Germany
Collection / Delivery, Tel: +49 (0)711 18560 3300

Deposit Regulation
See 'Vehicle Access for Build-up, Exhibition,
Breakdown' in the online Exhibitor Handbook
(see I. GENERAL INFORMATION AND
REGULATIONS).

Directions
Arrival by car
Drive in the direction of Stuttgart and follow the signs
"Flughafen / Messe". Follow then the directional
signage for Fastener Fair Stuttgart.

Data for navigation systems
Landesmesse Stuttgart GmbH Messepiazza /
Flughafenstrasse
70629 Stuttgart
Germany

Information on the Stuttgart environmental zone
Vehicles moving within the Stuttgart environmental
zone must be equipped with an emissions disc. The
trade fair site is situated outside of this zone. If you
need to enter the environmental zone by car, you can
order an emissions disc from the city of Stuttgart online
at: https://service.stuttgart.de/lhs-services/feinstaub

Doctor
Airport Medical Centre
Tel: +49 (0)711 9331 5872
Opening Hours:
Mo-Wed 08.00-18.00, Thur-Fr 08.00-14.00
Terminal 1, Level 3

Dr. Katja Bittner
Hauptstraße 91
70771 Leinfelden-Echterdingen
Germany
Tel: +49 (0)711 7949 530

On weekends and public holidays:
Emergency service: Filderklinik
Im Haberschal 7
70794 Filderstadt-Bonlanden
Germany
Tel: +49 (0)711 77030

Emergency
General emergency number: +49 (0)711 18560 7777

Exhibitor Badges
Exhibitor badges can be ordered via a link in the
exhibitor handbook – see form 1.0
Individual e-mails with QR codes will be sent to
the individual staff members approx. 2 weeks before the
exhibition, so that they can print their badges at the self-
service machines in the foyer in front of hall C2 from
Monday, March 9, 2015, 10.00 am.
Contractors’ passes for build-up and breakdown periods
are not required.

Fire Service
Fire alarm systems and fire extinguishers are installed
in each hall.
Fire alarm also via emergency telephone number:
Tel: +49 (0)711 18560 7777

First Aid/ Medical Service
German Red Cross (DRK)
Tel: +49 (0)711 18560 2199
Between halls 1 and 3

Floor Coverings/ Furniture
All exhibitors are obliged to equip their stand with floor
covering.
Hummel Möbelverleih GmbH
Florian Weidenbach
Tel: +49 (0)89 949 24930
Fax: +49 (0)89 949 24933
E-mail: info@hummel-mietmoebel.de
Flowers/ Plants
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

Food
Messeshop, East Entrance, basement (Atrium)

Forwarding/ Courier/ Customs/ Delivery of Machines/ Forklifts/ Storage of Empty Crates
Empty crates and boxes must not be stored on exhibitor’s stands or within the halls. Only the staff of the company Schenker is authorised to use forklifts on the trade fairgrounds.
SCHENKER Deutschland AG
Justin Fuchs
Tel: +49 (0)711 18560 3334
E-mail: justin.fuchs@dbschenker.com
Ervina Mujcic
Tel: +49 (0)711 18560 3320
E-mail: ervina.mujcic@dbschenker.com

G

Graphics/ Multimedia/ Partition Walls/ Shell Scheme Extras
All exhibitors are obliged to place partition walls at the perimeter of their stand where it adjoins another stand or the wall of the exhibition hall.
Meplan GmbH
Nathalie Roos
Tel: +49 (0)89 949 28381
Fax: +49 (0)89 949 24989
E-mail: roos@meplan.de
Build-up/Exhibition/Breakdown
Halle C2: Nathalie Roos 0152/52305315
Halle 4 + 6: Pia Ruffer 0152/52305303
Halle 8: Julian Busch 0152/52305306

H

Hall Manager
The hall manager’s office is located at the rear of each hall. Mobile numbers:
Halle C2: +49 (0)178 3704 002
Halle 4: +49 (0)178 3704 004
Halle 6: +49 (0)178 3704 006
Halle 8: +49 (0)178 3704 008

Hotel Accommodation/Travel Agent
Stuttgart-Marketing GmbH
Tel: +49 (0)711 2228 240
E-mail: info@stuttgart-tourist.de
www.stuttgart-tourist.de

I

Information
Information counters are situated at the East and West Entrance
East Tel: +49 (0)711 18560 7401
West Tel: +49 (0)711 18560 7402

Insurance
Exhibitor’s liability insurance
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

Hiscox
Tel: +44 (0)845 213 8448
Fax: +44 (0)845 213 8438
E-mail: eventinsurance@hiscox.com
www.hiscox.co.uk/events

Transport and exhibits insurance
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

Internet/Telecommunication
See order forms: 2.4 01, 2.6 01 and 2.6 04
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

L

Letter Box/ Mail
A letter box and automatic stamp machine are located at the Airport, terminal 1, level 3, opposite the information.
You can also post prepaid (standard) letters in the Messeshop.

Lockers
There are no lockers at the trade fairgrounds for security reasons, please deposit your luggage at the cloakrooms.

Lost Property
Central Security Office
Tel: +49 (0)711 18560 3500
Mack Brooks Organisers Offices

Show Management
The office of the organisers is located in front of hall 6 in room 6.4.
(Open daily from 7 - 12 March 2015)
Show Management:
Liljana Goszdziewski
Assistants:
Leslie Enzmann / Stephanie Loos / Sandra Tasinato
Tel: +49 (0)711/18560 6651
Fax: +49 (0)711/18560 6602
E-Mail: info@fastenerfair.com

Technical Organisers
The Technical Organisers Office is located in front of hall 6 in room 6.1.
(Open daily from 07 - 13 March 2015)
Sabine Henrich / Carmen Ehrf
Tel: +49 (0)711 18560 6650
E-mail: sabine.henrich@mackbrooks.co.uk
carmen.ehrf@mackbrooks.co.uk

Messeshop
East Entrance, basement (Atrium)

Musical Reproduction/ Copyright
It is mandatory for exhibitors who wish to have musical presentations on their stand to apply for a permit with:
Gema Bezirksdirektion Stuttgart
Tel: +49 (0)711 2252 794
E-mail: messe@gema.de

N

Newspapers/ Magazines
Messeshop at the East Entrance, basement (Atrium).

O

Office Material
Messeshop, East Entrance, basement (Atrium)

Operator
National Tel: 118 33
International Tel: 118 34

P

Parking
Cars
Please follow the directional signage for Fastener Fair Stuttgart.
Long-term parking permits can be ordered using form 7.1 in the Exhibitor Handbook. APCOA Autoparking GmbH
Bosch Parkhaus, left wing, Level East Entrance
Tel: +49 (0)711 94845 06
E-mail: messeparken-stuttgart@apcoa.de

Trucks
See 'Vehicle Access for Build-up, Exhibition, Breakdown' in the online Exhibitor Handbook (see I. GENERAL INFORMATION AND REGULATIONS).

Patent Lawyer
Kapp & Geissler
Dr. G. Peter Kohlhaas (out of office hours: +49 (0)163 1735094)
Tel: +49 (0)711 22498 0
Fax: +49 (0)711 22498 44
E-mail: kanzlei@kapp-geissler.de
www.kapp-geissler.de

Wolf & Lutz
Dr. Eckhard Wolf
Tel: +49 (0)711 187760
Fax: +49 (0)711 187765
E-mail: info@wolflutz.de

Raupach & Wollert-Elmendorff
Tel: +49 (0)711 66962 0
Fax: +49 (0)711 66962 62
E-mail: stuttgart@raupach.de
www.raupach.de

Pharmacy
AeroAtoll Apotheke
Airport
Terminal 2, Level 3
Opening hours: Mon-Fri: 8.00 – 19.00
Sat. Sun +public holidays: 8.00 – 16.00
Tel: 0711/78239690

Police
Emergency call: 110
Police station Stuttgart Airport
Flughafenstrasse 36
70629 Stuttgart
Germany
Tel: +49 (0)711 7878 00

Police station Esslingen
Agnespromenade 4
73728 Esslingen
Germany
Tel: +49 (0)711 39900
Prayer Room
A prayer room for all confessions is located at the East Entrance, basement (Atrium), opposite the cloakroom.

Press Centre
For enquiries please contact the Organisers’ Press Department.
The Press Office on-site will be located in Entrance East and will be open on Monday, 9 March 2015 from 09.00 – 17.00 and during exhibition opening hours.
Melanie Kaufmann / Darmais Elsebach / Farooq Ali
Tel: +49 (0)711 18560 6150
E-mail: press@mackbrooks.co.uk

Public Transport
S-Bahn (tram) stop: Airport, basement
Bus stops: East Entrance

Restaurants/ Snack Bars

<table>
<thead>
<tr>
<th>Snack Bars Halls 4, 6 and 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 – 09/03/15</td>
</tr>
<tr>
<td>10 – 12/03/15</td>
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</table>

<table>
<thead>
<tr>
<th>Snack Bar Hall 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/15</td>
</tr>
<tr>
<td>10 – 12/03/15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Messeshop, Eingang Ost (Entrance East), Basement</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 – 08/03/15</td>
</tr>
<tr>
<td>09/03/15</td>
</tr>
<tr>
<td>10 – 12/03/15</td>
</tr>
<tr>
<td>13/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restaurant am Wasser (à la carte only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restaurant am Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 – 08/03/15</td>
</tr>
<tr>
<td>09/03/15</td>
</tr>
<tr>
<td>10 – 12/03/15</td>
</tr>
<tr>
<td>13/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Segafredo Bar (Restaurant am Park)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Backshop Ost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asia Stand (between Hall 4 + 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12/03/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Dog (to the left of Restaurant am Park)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12/03/15</td>
</tr>
</tbody>
</table>

Scanner (Lead Tracking)
To order your Scanners please use form 1.1. Scanners will be available in Room 4.1 in front of hall 4 for collection.
event it AG
Tel: +49 (0)511 866 846 141
Email: ffs@fair-registration.com

Security
The Organisers will provide general security within the exhibition halls. However, the individual security of stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight. Stand security guards can only be ordered from the official security company using form 4.3 in the Exhibitor Handbook.
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

Shopping Facilities Nearby

DIY / Building Centres:
BAUHAUS Industrie strasse 57
70565 Stuttgart-Möhringen
Germany
Tel: +49 (0)711 5188660
Opening hours: Mon. to Sat. 8.00 – 20.00

OBI
Nikolaus-Otto-Strasse 20
70771 Leinfelden-Echterdingen
Germany
Tel: +49 (0)711 7973110
Opening hours: Mon. to Sat. 8.00 – 20.00

Electronics Stores: EURONICS Hauptstrasse 171
70771 Leinfelden-Echterdingen
Germany
Tel: +49 (0)711 947000
Opening hours: Mon. to Fri. 9.30 – 20.00
Sat. 9.30 – 18.00

MediaMarkt
Schwabenplatz 1
70563 Stuttgart-Vaihingen
Germany
Tel: +49 (0)711 782400
Opening hours: Mon. to Sat. 10.00 – 20.00

Wholesale:
SELGROS
Plieninger Strasse 63
70794 Filderstadt
Germany
Tel: +49 (0)711 7070810
Opening hours: Mon. to Fri. 6.00 – 22.00
Sat. 7.00 – 20.00
Plastics Processing:
JUNKER
Fritz-Müller-Strasse 111
73730 Esslingen
Germany
Tel: +49 (0)711 311387

Smoking Areas
The Messe Stuttgart trade fair site is a non-smoking venue. Smoking is only permitted in designated smoking areas.

Stand Catering
ARAMARK Restaurations GmbH
Tel: +49 (0)711 18560 3100
E-mail: messe.standcatering@aramark.de

Stand Cleaning
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de

Stand Parties
Stand parties can take place during official exhibition opening hours and are subject to approval. Stand parties are also allowed in the evenings until 22.00 on Tuesday and Wednesday. All stand parties must be applied for in writing at least 7 days in advance and require written authorisation from the Organisers.

Suspensions
To be carried out only by the competent contractual partner of Messe Stuttgart. See form 2.8 in the Exhibitor Handbook.
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444
E-mail: sms@messe-stuttgart.de
For questions
Neumann & Müller GmbH & Co. KG
Tel: +49 (0)711 18560 79360
E-mail: messe.stuttgart@neumannmueller.com

Technical Installations
For installation of power, water, gas and compressed air:
Stuttgart Messe Service
Tel: +49 (0)711 18560 2444

Technical Service
Tel: +49 (0)711 18560 2222
E-mail: sms@messe-stuttgart.de

Temporary Staff
Trade fair hostesses & Staff for stand set-up
Profi Tess / T.I.M.E. Veranstaltungsservice GmbH
Tel: +49 (0)711 2560011
E-mail: info@profi-tess.de

Theft
Police station Venue
Tel: +49 (0)711 18560 2110

Police station Stuttgart Airport
Tel: +49 (0)711 7878 00

Toilets/ Wheelchair-Accessible Toilets
Toilets and wheelchair-accessible toilets are located at the Entrances East and West as well as at the entrance and end of each hall. The wheelchair-accessible toilets can be accessed using a European universal key.

Vehicle Access
See „Vehicle Access for Build-up, Exhibition, Breakdown“ in the online Exhibitor Handbook (see I. GENERAL INFORMATION AND REGULATIONS).

Venue
Fastener Fair Stuttgart 2015
Landesmesse Stuttgart GmbH
Messepark 1
70629 Stuttgart
Germany
Tel: +49 (0)711 18560 0
E-mail: info@messe-stuttgart.de

Taxi
Entrance East and West
Tel: +49 (0)711/8888 8888
Taxi Center
Tel: +49 (0)711/566061 and +49 (0)711/557728

Waste Disposal
Exhibitors are responsible for their waste disposal during build-up, exhibition and breakdown. See order form 4.2 for Waste Disposal.
The halls will be checked regularly, especially during build-up and breakdown, for compliance with waste disposal regulations. Should these not be adhered to, the exhibitor/standbuilder will be charged a higher waste
Wheelchairs
Wheelchairs can be hired from the info counters at the
East and West Entrance.
A deposit of 50 € is required.

Wheelchair-Accessible Car Parks
P 20 level 0, P 21 level 0, P 22, P 23 and P 25

Wifi
Free Wifi access is available in Entrance West and
Entrance East.
Wifi access for the stand can be ordered via the
technical handbook (order form 2.6.04).
Wifi vouchers for exhibitors are sold in the Service
Centre by M3Connect.
Prices:
1 hour: 5 €
3 hours: 10 €