

IDTechEx Show!

EMERGING TECHNOLOGIES

Exhibitor Manual

10-11 April 2019
Berlin

[3D Printing Europe](#) • [Electric Vehicles: Everything Is Changing](#)
[Energy Storage Innovations](#) • [Graphene & 2D Materials Europe](#)
[Internet of Things Applications](#) • [Printed Electronics Europe](#)
[Sensors Europe](#) • [Wearable Europe](#)



EXHIBITOR INFORMATION

MAIN SHOW DATES:	10-11 April 2019
VENUE:	Estrel Berlin Sonnenallee 225 12057 BERLIN GERMANY
REGISTRATION DESK:	Foyer 1
EXHIBIT HALLS:	Convention Hall II / Saal Europa / Foyer 4
EXHIBITOR TOOLKIT:	http://www.idtechex.com/ExhibitorToolkit-19
STAND BUILDER:	cubicworx GmbH Tel: +49 351 40 75 22 55 Email: kongress@cubicworx.de
FURNITURE RENTAL:	http://idtechex.cubicworx-congress.de/en/
EXHIBITOR SERVICES:	https://eos.estrel.com Event-Code: IDTech19

EXHIBITOR PLANNING SCHEDULE

Cubicworx Order Deadline [Furniture]:	Thurs	21 st March 2019	
Exhibitor Services Deadline:	Fri	22 nd March 2019	
Exhibitor Set-up:	Tues	9 th April 2019	2.00 pm - 7.00 pm
Exhibition Hours Exhibitors (Day 1):	Weds	10 th April 2019	08.00 am - 7.00 pm
Exhibition Hours Attendees (Day 1):	Weds	10 th April	10.30 am - 7.00 pm
Exhibition Hours Exhibitors (Day 2):	Thurs	11 th April	08.00 am - 10.00 pm
Exhibition Hours Attendees (Day 2):	Thurs	11 th April	9.30 am - 4.30 pm
Exhibition Closes:	Thurs	11 th April	4.30 pm
Exhibitors Dismantle:	Thurs	11 th April	4.30 pm - 10.00 pm

EXHIBITOR SET-UP

Exhibitor Set-up: **Tuesday 9th April:** **2.00 pm - 7.00 pm**

Please note that all exhibitors are required to have begun set up no later than 4.00 pm on Tuesday 9th April. Please contact Kristin Kremer at Cubicworx (kristin@cubicworx.de) in advance if you will be arriving late or require a longer set-up time. The registration desk will be open for you to collect your badge on Tuesday 9th April.

Page | 3

EXHIBITION OPENING TIMES

Wednesday 10th April **10.30 am – 7.00 pm**

The exhibition will be open to attendees from 10.30 am (beginning of first break), however exhibitors may enter earlier if required (from 08.00 am), badges will be checked at the door before entry. There will a Drinks Reception from 6.00 -7.00 pm in the Exhibition Hall, after which the exhibition closes at 7.00 pm.

Thursday 11th April **9.30 am – 4.30 pm**

The exhibition closes after the final coffee break on Thursday 11th April at 4.30 pm.

EXHIBITOR SERVICES

EXHIBITOR TOOLKIT:

www.idtechex.com/ExhibitorToolkit-19

EXHIBITOR SERVICES:

<https://eos.estrel.com>

ORDER FURNITURE

ORDER FURNITURE:

<http://idtechex.cubicworx-congress.de/en/>

Please go to the webpage in the link above and create an account for information and to order furniture and accessories.

Discount Price Order Deadline

To take advantage of advance order discount rates, place your order until **21st March 2019**. Orders placed after the deadline are costlier. To save time and money, read all service descriptions carefully and place your orders as early as possible.

CUBICWORX:

Contact: Christy Langnickel Tel: +49 (0)351 40752255 Email: kongress@cubicworx.de

YOUR STAND

Unless you have ordered an island site stand (a stand with 4 open sides), each standard 3.00 m x 3.00 m (9m²) stand package includes:

- Standard shell scheme stand (3 sided frame element with in-fill white walls).
- 2.5 m high back wall
- 1.045 m high side panels
- 1 x exhibitor sign with company name (arial, black colour, max. 30 letters). Sign will also include stand number and event logo(s).
- Wi-Fi on booth.
- Passes - please check your exhibitor contract for the number of passes that are allocated in your stand package (all passes include lunches and refreshments during conference hours on 10-11 April).
- Package also includes your logo and 100 word company description on the event websites.

Page | 4



Notes:

Carpet: The hall has wooden parquet flooring and there is no requirement to carpet your stand.

Furniture: Can be rented from cubicworx GmbH, stand builder and main contractor for the show. Please see the 'Furniture Rental' button on the Exhibitor Toolkit to order.

Electricity: Electricity and other services can be rented through Exhibitor Services (Estrel: venue). Please see the 'Exhibitor Services' button on the Exhibitor Toolkit to order.

EXHIBITOR SERVICE PACKAGE

The €395 Exhibitor Service Package includes:

- 1 x table (120cm x 70cm)
- 2 x upholstered chairs
- 1 x electrical socket (230V/16 A – 3KW)
- 1 x lockable counter (110cm x 60cm x 108 cm)



upholstered chair



lockable counter (110cm x 60cm x 108 cm)



table (120cm x 70cm)

If you have ordered the *Exhibitor Service Package* through IDTechEx, the above items will be delivered and installed on your stand. If you have not ordered the service package, these furniture items can be rented separately through cubicworx, and the electricity separately ordered through the Exhibitor Online Services from the Exhibitor Toolkit.

LOGISTICS A-Z

ACCOMMODATION:

www.IDTechEx.com/E19/Venue

If you need to arrange hotel accommodation, we would recommend that you book this as soon as possible as accommodation is going to be in high demand.

ESTREL BERLIN HOTEL:

To book please follow this link to the dedicated webpage:

<https://reservations.travelclick.com/17417?groupID=2101335#/guestsandrooms>

We have negotiated a special conference accommodation rate of €115 per night for a standard single room (breakfast is an additional €19) at the Estrel Berlin Hotel which is adjacent to the Convention Center. The hotel address is Estrel Berlin, Sonnenallee 225, 12057 Berlin, GERMANY.

Group:	IDTEC060419_003	Rate :	€115 per night
Email:	groups@estrel.com	Breakfast :	€19
Phone:	+49 30 6831 22522		
Fax:	+49 30 6831 2345		

AV/COMPUTER RENTAL:

There are two suppliers from which you can rent computer equipment, cubicworx (official stand builder for the show) and the Estrel (the venue). Please view the «**Exhibitor Services**» and «**Furniture Rental**» buttons on the Exhibitor Toolkit.

CARPETING:

There is wooden parquet flooring in the exhibition halls at the Estrel, there is no requirement that you carpet your stand, but should you wish to, this can be booked through the cubicworx website: <http://idtechex.cubicworx-congress.de/en/>

CATERING:

Catering can be ordered to your stand on request. Please view the «**Exhibitor Services**» button on the Exhibitor Toolkit to view the catering options, or book direct through <https://eos.estrel.com> before 22nd March 2019. Please note that refreshments (morning break/lunch/afternoon break) will be provided to all attendees and exhibitors and will be served in the exhibition hall.

DIRECTIONS/TRAVEL:

Please view the «**Map & Directions**» button on the Exhibitor Toolkit for full directions. Please view the last page of this document for a map and brief directions.

ELECTRICITY:

If you require electricity to your stand please book this through Exhibitor Online Services, which can be accessed from the «**Exhibitor Services**» button on the Exhibitor Toolkit, or order through this link direct: <https://eos.estrel.com/>

EXHIBITOR PROFILE/LOGO/CO-LOCATED EVENTS

Exhibitor Profile = 100 words of text/logo/url published on the event website(s). Please check your exhibitor profile on the show website and then fill in the “Exhibitor Listing” Form. Please also tick if you would like to be listed as an exhibitor for more than 1 of the co-located events (at no additional fee) on your exhibitor listing and stand sign.

www.idtechex.com/europe2019/show/en/exhibitor-listing

FLOORLOAD AND ENTRANCE HEIGHT RESTRICTION:

Please note that the maximum floor load in Convention Hall II and Saal Europa is 1000 kg per m² and the height restriction of the entrance doors is 4.4 m (H) and 3.5 m (W).

FURNITURE RENTAL:

Please order the following furniture, accessories and printing from the official stand builder (Cubicworx): carpet, chairs, tables, displays and lighting, counters and showcases, wall systems, technical equipment, stand prints. Please log-in to their site and create an account:

Cubicworx: Order furniture on-line:

<http://idtechex.cubicworx-congress.de/en/>

Order deadline: 21st March 2019

INTERNET:

WIFI will be provided at no additional cost to all exhibitors. For wired internet or a telephone line please view «**Exhibitor Services**» button on the Exhibitor Toolkit to order, or order through this link direct: <https://eos.estrel.com>

Order deadline: 22nd March 2019

LEAD TRACKING:

Lead tracking is available through the official IDTechEx app at a rate of €199 per company, to include multiple licenses. For further information, please speak to your account coordinator or Molly Muckle.

MAP:

Please view the last page of this document for a map and directions. More detailed directions can also be found on the Exhibitor Toolkit www.IDTechEx.com/ExhibitorToolkit-18.

PARKING:

Parking is available at the Estrel at a cost €18.00 per day. The car park has a vehicle height restriction of 1.8 m.

PASSES:

Please refer to your exhibitor registration form or exhibitor contract for the number of passes that are included with your stand. The standard package includes: 2 x 2-day Exhibitor Conference & Exhibition Passes and 2 x 2-day Exhibitor Exhibition Passes. All passes are 2 day passes for the 10th and 11th April. Exhibitors will receive an email after booking with a link to allocate the passes with their stand.

2-day Exhibitor Conference, Exhibition Pass

- * This pass gives access to the exhibition for set-up on 9th April, 2.00 pm to 7.00 pm.
- * This pass gives access to all the co-located conference tracks (10th - 11th April).
- * The pass gives access to the exhibition (10th - 11th April).
- * The pass includes lunches and refreshments during conference hours, which are served at the conference breaks in the exhibition hall (Convention Hall II) in the food & beverage areas.
- * Includes electronic access to all pdf presentations from the conference. These will be available to download from the event websites 5-10 days after the conference. Please note that there will some presentations that we will be unable to share.

2-day Exhibitor Exhibition Pass

- * This pass gives access to the exhibition for set-up on 9th April, 2.00 pm to 7.00 pm
- * The pass gives access to the exhibition (10th - 11th April).
- * The pass gives access to the cornerstone presentations on 10th April.
- * The pass includes lunches and refreshments during conference hours, which are served at the conference breaks in the exhibition halls in the food & beverage areas.

REFRESHMENTS:

Refreshments are provided to all exhibitors (morning break/lunch/afternoon break) and will be served in the exhibition hall. These will be served approximately 15 minutes before the conference breaks to allow exhibitors an opportunity to eat before the attendees arrive in the hall.

SECURITY:

There will be 24 Hour security at the venue; however, IDTechEx, CubicWorx, and the Estrel Berlin cannot accept liability for the loss of or damage to your equipment at the event. We advise that you never leave an expensive or precious item unattended at any time, and you do so at your own risk.

SHIPPING:

These documents can be downloaded under the «**Shipping**» page from the Exhibitor Toolkit :

- * Show Site Shipping Label
- * Shipping Manual
- * Schenker Transfer Tarif

Inbound Shipping to Show:

Schenker Deutschland is the official shipping partner of the IDTechEx Show! The show site (Estrel) can receive freight up to 1 EURO PALLET (1200 x 800 mm) size only. All large freight and material handling must be booked through Schenker, and shipments sent to the advance warehouse address for delivery to your stand.

Show Site Address:

[Company name] | [Stand Number] 10-11 April 2019
c/o Estrel Berlin (IDTechEx Show!)
Sonnenallee 225, 12057 BERLIN
GERMANY
Tel: +49 30 6831 22566

Deliveries can be accepted and stored by the Estrel from the 5th April free of charge*. Please ensure you label all your goods with the following information: company name, contact person, full address, name of the event, stand number, name and mobile telephone number of the person responsible on-site. The Estrel have provided a template address label for you to fill in this information and attach to your goods:

Advance Shipping Address:

“IDTechEx Show!” 2019
Exhibitor Name / Stand Number
Estrel Convention Center
Schenker Deutschland AG
Department Stadtmesse Berlin
Jafféstrasse 2 / Servicegebäude Süd
14055 Berlin
GERMANY

Schenker Deutschland is the official shipping partner of the IDTechEx Show! All shipments larger than 1 EURO PALLET (1200 x 800 mm) must be booked through Schenker and shipments sent to the advance warehouse address for delivery to your stand. **Please see pg. 5 of the *Shipping Manual* for a courier notification form which must be submitted before you ship, even if employing a company other than Schenker.** Alternatively, please contact Schenker directly for further assistance and a quote.

Contact:

Mike Penkert
Mike.Penkert@dbschenker.com
Phone: +49 30 301 2995 442
Mobile: +49 151 613 38 063

Stefanie Wilhelm
Stefanie.Wilhelm@dbschenker.com
Phone: +49 30 301 2995-443
Mobile: +49 160 9741 6710

Transfer from Schenker Warehouse to Venue: Transfer from free arrival Schenker warehouse 14055 Berlin up to free arrival show-site or vice versa. Handling at warehouse, transfer to Estrel Convention Center and delivery to exhibition stand (excl. customs formalities):

1 cbm = 250 kgs

000 - 030 kgs		EURO 115,00
031 - 100 kgs		EURO 155,00
101 - 300 kgs		EURO 227,00
301 - 500 kgs		EURO 270,00
from 501 kgs	per 100 kgs	EURO 47,00

Outbound Shipping from Show:

The exhibition will close at 4.30 pm (after the last break) on Thursday, 11th April

All exhibitor freight **MUST** be scheduled for pick-up from the show site by your carrier. Scheduling a pick-up with your carrier is YOUR responsibility.

Pick up address:

[Sender Name]
[Company name / Stand Number]
c/o Estrel Berlin (IDTechEx Show!)
Sonnenallee 225
12057 BERLIN
GERMANY
Tel: +49 30 6831 22566

The only courier/logistics company on-site will be Schenker; you may pre-book with them, or book with them on-site. They will be on-site on Thursday, 11th April from 15.00-18.00 for dismantle, and can be found at the cubicworx Services Desk. Please contact them directly either for a quote or to pre-book.

You may of course use any courier company, but you will need to organise your own shipment handling, customs documents and pick-up from the Estrel with this company, if not Schenker. For items less than 1 EURO pallet size (1200 x 800 mm) the Estrel can store your items free of charge for up to 3 days after the event, but the pick up by a shipping or courier service must be arranged through your company and a storage note completed on-site with the Estrel. Please arrange pick-up for Thursday, 11th April.

CONTACTS

EXHIBITOR CONTACT:

MOLLY MUCKLE

Event Administrator

Tel: + 44 1223 810290 | Email: m.muckle@IDTechEx.com

CONFERENCE CONTACT:

CHRIS CLARE

Event Director

Tel: +44 1223 810270 | Email: c.clare@IDTechEx.com

Page | 10

SALES CONTACTS:

MARY ELLEN GUERRLICH

VP Business Development, Events

Tel: +1 617 314 6126 | Email: m.guerrlich@IDTechEx.com

THOMAS KEENAN

Sales Director: Printed Electronics, Graphene

Tel: +44 7528 559397 | Email: t.keenan@IDTechEx.com

THOMAS SULLIVAN

Sales Executive: Wearable, Sensors

Tel: +1 617 202 9198 | Email: t.sullivan@IDTechEx.com

LEANDRI WILKE

Sales Director: Printed Electronics, 3D Printing

Tel: +44 1223 810297 | Email: l.wilke@IDTechEx.com

STAND BUILDER:

CUBICWORX

Contact: Ms Christy Langnickel

Tel: + 49 351 40 75 22 55 | Fax: + 49 351 40 75 22 66

Email: kongress@cubicworx.de | www.cubicworx.de

VENUE CONTACT:

ESTREL CONVENTION CENTER

Contact: Ms Katharina Gau

Phone: +49 30 6831 22574

Email: katharina.gau@estrel.com

SHIPPING PARTNER:

SCHENKER DEUTSCHLAND

Contact: Stefanie Wilhelm

Phone: +49 30 3012995-443

Email: stefanie.wilhelm@dbschenker.com
