



## 1. Important Dates and Times

### Exhibitor Setup

Sat., 5 Nov, **7:00 am – 10:00 pm**

Sun., 6 Nov, **7:00 am – 10:00 pm**

Mon., 7 Nov, **7:00 am – 10:00 pm**

### Exhibitor Dismantling

Thu., 10 Nov, **4:00 pm** until Fri., 11 Nov, **midnight**

### Show Hours

#### *For Visitors*

Tue., 8 Nov, **10:00 am – 5:00 pm**

Wed., 9 Nov, **10:00 am – 5:00 pm**

Thu., 10 Nov, **10:00 am - 4:00 pm**

#### *For Exhibitors*

Tue., 8 Nov, **7:30 am – 6:00 pm**

Wed., 9 Nov, **8:00 am – 6:00 pm**

Thu., 10 Nov, **8:00 am – 5:00 pm**

### Registration Desk Hours

Mon., 7 Nov – Thu., 10 Nov, **8:00 am – 5:00 pm**

## Exhibitor Services Desk Hours

Sun., 6 Nov – Thu., 10 Nov, **8:00 am – 5:00 pm**

The Registration Desk and the Exhibitor Services Desk are both located in the Koelnmesse Hall 8 Lobby.

## 2. Exhibitor Registration

You should have received an email with credentials that enable you to log onto our Exhibitor Portal to obtain your exhibitor badges.

As an exhibitor, you will receive:

- 4 complimentary exhibitor badges per 9 sq m
- 4 complimentary customer codes per 9 sq m

Additional exhibitor badges or customer codes are available for purchase at 50 Euros each through the [ticket shop \(registration website\)](#).

## 3. Invoice Payments

All invoices, including those for stand rental fees, waste disposal fees, AUMA fees, exhibitor passes, static display slots, and co-exhibitors, have been sent. Please be sure to pay all invoices by 4 Nov.

**You will only receive your exhibitor badges when all outstanding invoices are fully paid.**

Please note: any services ordered through the OSC are billed directly through those service providers.

## 4. Ordering Additional Show Services

Your stand space is considered raw space and does not come equipped with any stand construction, electricity, furniture, and so on. Each stand must be separated from neighboring exhibitors with at least a partition wall. Floor covering is also required.

You can order equipment and services for your stand space, including furniture and carpet, stand construction and equipment, and electrical installation, directly from the approved service providers listed in the Online Service Center (OSC). **Please make sure to order all needed equipment and services as soon as possible.**

A variety of additional services, such as plants, catering, and hygienic equipment, can also be ordered online via the OSC.

The contact details for service providers are listed in the OSC below each applicable service. Each provider will invoice you separately. Please contact the individual service providers if you have questions about their services or billing arrangements.

## 5. Food and Beverage in Koelnmesse Convention Centre

Snack Point, Hall 8

**Tue., 8 Nov. – Thu., 10 Nov., 9:00 am – 6:00 pm**

Restaurant Curie Boulevard

**Tue., 8 Nov. – Thu., 10 Nov., 8:00 am – 6:00 pm**

*\*Please note: these two venues are the only food and beverage outlets in the building.*

## 6. Promoting Your Organization

Promote your participation in EUROPEAN ROTORS by downloading social media and email marketing graphics from <https://www.europeanrotors.eu/en/for-exhibitors> (scroll down to the last tile).



in the Online Service Center (OSC). Go to “Logistics and Passes,” and then select “Construction/Dismantling Passes.”

Other parking permits, including for trucks, and space reservations, as well as forwarding services (shipping), are also available under “Logistics and Passes.”

## **10. Parking During Show Dates 8-10 November**

Parking Level P20a is for exhibitor and media parking. Please see the map below. During the show, car parking permits can be booked in the OSC on the "Logistics and Passes" tab.

To allow for helicopter landings, exhibitors will not be permitted to park next to the hall from 8-10 November. For loading and unloading, however, you may drive to the hall between helicopter landings.

# European Rotors

08.-10.11.2022

## Verkehrslenkungsplan / vehicle admission



Öffnungszeiten • Opening hours  
Aussteller • Exhibitors

08.11.2022	09:00 - 19:00 h	•	from 09:00 a.m. to 07:00 p.m.
09.11.2022	08:00 - 19:00 h	•	from 08:00 a.m. to 07:00 p.m.
10.11.2022	08:00 - 17:00 h	•	from 08:00 a.m. to 05:00 p.m.

