

IMPORTANT INFORMATION FOR EXHIBITORS of AERO 2018



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Your contacts

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A. Prior to AERO Friedrichshafen

1.1. Accommodation and Arrival

1.1.1. Book a hotel accommodation

Please book your hotel accommodation immediately!

You will find the contact details of the Hotel Reservation Service on our website www.aero-expo.com. Please choose "Travel & Accommodation" from the task bar. We also offer the possibility to directly book your hotel accommodation online.

1.1.2. Arrival by plane – PPR-regulation

Please note that arriving by plane will be subject to a PPR regulation between Wednesday April 18, 2018 and Saturday April 21, 2018. Slots can be booked from April 3, 2018 9:00 a.m. on the website of Friedrichshafen Airport www.bodensee-airport.eu.

For AERO 2018 no PPR is needed for arrival from 7:20 p.m. A surcharge of 50,00€ will be charged for arrival without slot before mentioned time.

1.2. Technical Orders

1.2.1. Order technical services

Please check which technical services you will require for your participation. All orders have to be on hand **until March 13, 2018 at the latest**, otherwise you have to be prepared for delays while stand set-up and for default fines to be charged by our service partners.

In order to ensure easy and fast ordering, all service orders can be done online via OSC (Online Service Center). You will receive your login data together with the admission documents.

1.2.2. Direct debit mandate for credit cards

Please note that all invoices have to be paid before AERO 2018 opens. The easiest way to keep all payment deadlines is by giving a direct-debit mandate for your credit card.

Outstanding accounts, in particular accounts invoiced by service providers, will be collected directly at your booth during the trade show. In order to avoid any interruptions by the staff of Messe Friedrichshafen and/or the service providers we recommend using form no. 1. The mentioned form is online available (OSC). Please return the completed form by fax +49 (0)7541 708-110 or by e-mail (meike.baerenweiler@messe-fn.de / kathrin.pfister@messe-fn.de).

1.3. Passes

1.3.1. Set-up/dismantling passes

Set-up/dismantling passes are not required.

1.3.2. Exhibitor passes

Each exhibitor will receive exhibitor passes free of charge according to the stand size:

Up to 10 m ²	2 passes
11 to 20 m ²	4 passes
21 to 30 m ²	6 passes
31 to 40 m ²	8 passes
41 to 50 m ²	10 passes
51 to 60 m ²	12 passes
61 to 70 m ²	14 passes
71 m ² and larger	15 passes

Each co-exhibitor will receive 2 exhibitor passes free of charge.

Additional exhibitor passes can be ordered online at the price of € 21.00 each (plus 19% VAT).

Your exhibitor passes will be delivered by e-mail as soon as your account has been settled in full. If we register outstanding items right before AERO FN will take place we will keep your passes at the office of the project management in foyer EAST. There you can pick up your passes and - if necessary - you can make a payment in cash, by cash card or by credit card.

1.3.3. Parking permits

Basically, exhibitor parking lots are available adjacent to the exhibition halls. Owing to the great demand for exhibitor parking lots inside the exhibition grounds we can only provide each exhibitor with two parking permits within the mentioned area. Please use form no. 7 (OSC) for ordering your parking permits. If the limited number of parking lots is not sufficient you can order further parking within the adjacent visitor parking areas EAST and WEST.

Your parking permits will be delivered by e-mail as soon as your account has been settled in full. If we register outstanding items at that time we will keep your parking permits at the office of the project management in Foyer EAST. There you can pick up your permits and - if necessary - you can make a payment in cash, by cash card or by credit card.

Please note that we will also sell remaining parking lots at the office of the project management.

1.4. Catalogue and Internet entries

On behalf of Messe Friedrichshafen an exhibition catalogue will be published. Furthermore, a visitor information system and an AERO Friedrichshafen application will be offered online. The data of all exhibiting companies will be released in the exhibition catalogue and in the online media.

The exhibition catalogue and the online media are valuable marketing tools as well as resources needed to achieve marketing goals. Lots of trade show visitors intensively use both media for their visit preparations and as useful reference book long after the trade show.

Correct and complete exhibitor data are of greatest importance. Please do not forget to work on your catalogue and internet entries **until February 28, 2018 the latest**. Please book your catalogue and internet entries for AERO Friedrichshafen 2017 by using the Online Service Center (OSC) of Messe Friedrichshafen. Your access data will be sent by e-mail.

Link to OSC: <https://osc.messe-friedrichshafen.de/osc/go?shop=loggingb>

Deadline: February 28, 2018

Important information!!!

Attention copycat - EXPO GUIDE, INEXORG and International Fairs Directory misleads exhibitors

In the last few months, many of our exhibitors have received mail from the above mentioned companies.

Once again, we would like to warn you against these companies and state explicitly that we have no contractual relationship.

Messe Friedrichshafen either produces its catalogues itself, or places exclusive contracts for production and marketing.

These copycats target companies who are listed as an exhibitor in public trade fair databases and offer to include them in an online database. The communication is written in such a way that on reading it through cursorily, the exhibitor thinks it is a communication from his/her own fair organiser, or that it is about a free entry in a directory of exhibitors – which it is not! The best place for this communication is the wastepaper basket.

If you have been victim of this deception and payment is now being demanded of you, please visit for help:

<http://www.auma.de/en/TippsForExhibitors/legalmatters/Expoguide/Seiten/Default.aspx>

1.5. Marketing Activities

1.5.1. Advertisement in the exhibition catalogue

Enhance your trade show presence by placing an ad in the exhibition catalogue. The publishing house Motor Presse Stuttgart will gladly accept your order by phone +49 (0)228 9565-114 or e-mail (rwittstamm@motorpresse.de).

Deadline: February 28, 2018

1.5.2. Online banner ad in the visitor information system or on the slot booking platform

In order to directly address your target group or rather advert your trade show presence we advise to place a banner ad in the visitor information system on the AERO Friedrichshafen website or on the slot booking platform of Friedrichshafen Airport. For information about availability and pricing please contact the project management by phone +49 (0)7541 708-367 or e-mail (meike.baerenweiler@messe-fn.de).

Deadline visitor information system: February 26, 2018

Deadline slot booking platform: March 16, 2018

1.5.3. Advertising space on the exhibition grounds

In principle, publishing advertising messages is only admissible on your own booth while show duration. In order to directly address your target group or rather advert your trade show presence we offer a multitude of advertising spaces for rent. All available ad space sizes as well as the corresponding pricing are available on our website www.aero-expo.com. Please choose "Exhibitors" from the task bar and go to "Marketing & Advertising" -> "Advertisement Space".

If you are interested please contact: Werbeflächen24, Mr Kurt Abele (phone: +49 (0)7542 6618, cell: +49 (0)177 2136387, e-mail: abele@werbeflaechen24.com).

Deadline booking and data: March 28, 2018

Deadline delivery banner in-house production : April 11, 2018

Shipping address:

**Messe Friedrichshafen GmbH
AERO 2018
Malerwerkstatt
Neue Messe 4 – Tor A
88046 Friedrichshafen
GERMANY**

Stand party

Please announce your stand party by using order form No. 16 (OSC). Events or stand parties which are not announced can cause problems on site.

Please note that security personnel has to be booked for a party for more than 100 guests. The service can be booked with order form 14 in the OSC.

1.5.4. Walking Act

Distributing advertising material is only admissible on your own booth. In order to directly address your target group or rather advert your trade show presence we advise to engage a so called walking act. As a walking act we define staff being instructed to distribute advertising material outside of the stand boundary.

It is only allowed to distribute advertising material outside of the stand boundary with the explicit consent of the project management and for a fee amounting to 500.00 EUR net.

Please announce a walking act to the project management by e-mail (meike.baerenweiler@messe-fn.de/kathrin.pfister@messe-fn.de). Activities which are not announced are forbidden and can cause problems on site.

Deadline: March 17, 2018

1.6. Press Activities

1.6.1. Press service „Exhibitors announce...“

Our press service "Exhibitors announce..." is intended to provide interested editors with concise and up-to-date information about your new products, business trends, events, actions, etc. in the run-up to and during the exhibition.

Please contact our press department. Contact person is Ms. Sabine Zorell, phone +49 (0)7541 708-307 or e-mail (sabine.zorell@messe-fn.de).

1.6.2. Press conferences

If you intend to hold a press conference during the trade show we will need some information in order to coordinate a schedule. Please inform us about your required date so that we are able to avoid overlap in time between different press conferences. We will provide the press conference schedule to all media attending the trade show.

Please note that each exhibitor is solely responsible for organizing the press conference and inviting the media. We will place a conference room at your disposal at a fee of 120.00 EUR net. If you require a simultaneous translation we will be pleased to provide a quote.

If you have any questions please do not hesitate to contact the press team. Contact person is Ms. Sabine Zorell, phone +49 (0)7541 708-307 or e-mail (sabine.zorell@messe-fn.de).

1.7. Shipping Instructions

Please send your shipments (stand construction equipment and other materials) to:

Messe Friedrichshafen GmbH
AERO 2018
Company name / Hall: ... / Stand no.: ...
Neue Messe 4 – Tor A
88046 Friedrichshafen
GERMANY

Please make sure that you authorise a person who can accept your delivery. **The staff of Messe Friedrichshafen will not accept or store this delivery.** If you are not at the booth when the delivery arrives please arrange a storage room with our freight forwarder SCHENKER. They have an office on the exhibition grounds and store it for a fee:

SCHENKER Deutschland AG
Mr. Thomas Liedtke
Neue Messe 3
88046 Friedrichshafen
GERMANY
Phone: +49 7541 25100
Fax: +49 7541 22595
E-Mail: thomas.liedtke@dbschenker.com

1.8. Important customs information

Please note that all goods, including approaching aircrafts, that are brought in from a third country (i.e. not an EU member state) for use or display at a fair or exhibition must be declared to the customs authorities upon entry into the EU.

Messe Friedrichshafen has abstracted some instructions of avail and the official information from the German customs authorities as a result of the multitude of customs regulations and because the authorities are stepping up their enforcement activities.

We plead to read *and* pay attention to these regulations. In case of doubt, please contact the project management or the named information services provided by the German customs authorities before you ship any goods.

B. During AERO Friedrichshafen

2.1. Stand Set-up and General Information

2.1.1. Set-up period

Wednesday,	April 11, 2018	07:00 a.m. to 08:00 p.m.
Thursday,	April 12, 2018	07:00 a.m. to 08:00 p.m.
Friday,	April 13, 2018	07:00 a.m. to 08:00 p.m.
Saturday,	April 14, 2018	08:00 a.m. to 06:00 p.m.
Sunday,	April 15, 2018	08:00 a.m. to 06:00 p.m.
Monday,	April 16, 2018	07:00 a.m. to 10:00 p.m.
Tuesday,	April 17, 2018**	07:00 a.m. non-stop till
Wednesday,	April 18, 2018	09:00 a.m.

** From Tuesday April 17, 2018, 08.00 p.m., build-up work will be restricted to the stand itself. All vehicles shall be removed from the halls by 08.00 p.m.

2.1.2. Vehicle access to the exhibition grounds/deposit

Exhibitors in the A-row and in the static display are asked to use gate A to enter the exhibition grounds; exhibitors in the B-row shall use gate B. Direction signs have been put up to facilitate orientation. No parking or entry permits are required during the build-up period.

2.1.3. Dimensions and features of the hall doors

Apart from our halls B4 and A6 (which are equipped with five doors), all other halls have 3 double wing doors; one at the gable end and one at each long side of the halls. These doors have a clear width of 6.40 m. The individual wings can only be opened to the outside up to an angle of 90°. Every wing has a width of 3.43 m. Thus, it is only partly possible to "swivel" the aircraft into the hall. Please provide appropriate devices (e.g. dollies, etc.).

However, please note that the southward doors of hall A3, A4 and A7 as well as the northward door of hall B5 are an exception. These doors are designed as sliding doors. Furthermore, the southward doors of hall A3 and A4 have a clear width of 22 m; the southward door of hall A7 and the northward door of hall B5 have a clear width of 15 m.

2.1.4. Waste disposal

Exhibitors are responsible for correct and environmentally sound waste disposal while stand set-up, the duration of the trade show, and stand dismantling.

A maximum of 80 ltr (equivalent to a normal commercial refuse bag) of sorted rubbish (paper, plastics, residual waste) can be placed in the evenings in the hall aisles, well visible for the Messe Friedrichshafen cleaning enterprise (included in the participation fee). The disposal of larger sorted amounts of waste produced while stand set-up, the duration of the trade show, and stand dismantling should be applied for with form no. 8 (OSC). If you have further questions do not hesitate to contact the technical department. Person in charge is Ms. Petra Koch, phone +49 (0)7541 708-700.

ATTENTION!

Any waste which has not been registered and which will be found on the exhibition grounds after predetermined set-up and dismantling period or while the duration of the trade show will cause an increased charge as well as an additional administration charge of 60.00 EUR net. Adhesive tapes or adhesive tape remains and/or floor coverings that can not be removed and still remain on the hall floors after the predetermined dismantling period, will be removed at the exhibitor's expense and invoiced accordingly. Filled containers and/or refuse bags which are not correctly sorted will incur the highest charge. It is forbidden to bring or to dispose any exceptional types of waste at the Messe Friedrichshafen grounds.

2.1.5. Special information for aircraft exhibitors

Please take notice of our **SPECIAL INFORMATION FOR AIRCRAFT EXHIBITORS**.

2.1.6. Special regulations for Tuesday April 17, 2018 (last set-up day)

- ◆ As from 08:00 p.m. the use of vehicles inside the halls is prohibited. All vehicles have to be removed from the halls by 08.00 p.m.
- ◆ It is possible to continue stand build-up until 09.00 a.m. of the first exhibition day, April 17, 2018.
- ◆ During the last build-up day be prepared for longer waiting periods and obstruction of traffic around the exhibition grounds.

2.2. Opening hours

2.2.1. Trade show opening hours

Wednesday,	April 18, 2018:	09:00 a.m. to 06:00 p.m.
Thursday,	April 19, 2018:	09:00 a.m. to 06:00 p.m.
Friday,	April 20, 2018:	09:00 a.m. to 06:00 p.m.
Saturday,	April 21, 2018:	09:00 a.m. to 05:00 p.m.

Exhibitors and their staff are permitted to enter the exhibition grounds one hour before official hours. Please carry your exhibitor pass along at all times. You are asked to leave the halls and the exhibition grounds two hours after show closing at the latest. If you want to stay at your booth beyond the official hours (stand party, night work, photo shootings, special events, etc.) please ask for the project management's approval.

2.2.2. Office of the project management

The office of the project management will be located in Foyer EAST and is manned from Wednesday April 11, 2018 at the following times:

Set-up period

Wednesday,	April 11, 2018:	08:00 a.m. to 06:00 p.m.
Thursday,	April 12, 2018:	08:00 a.m. to 06:00 p.m.
Friday,	April 13, 2018:	08:00 a.m. to 06:00 p.m.
Saturday,	April 14, 2018:	09:00 a.m. to 04:00 p.m.
Sunday	April 15, 2018:	09:00 a.m. to 04:00 p.m.
Monday,	April 16, 2018:	08:00 a.m. to 08:00 p.m.
Tuesday,	April 17, 2018:	08:00 a.m. to 08:00 p.m.

Duration of the trade show

Wednesday,	April 18, 2018:	08:00 a.m. to 06:00 p.m.
Thursday,	April 19, 2018:	08:00 a.m. to 06:00 p.m.
Friday,	April 20, 2018:	08:00 a.m. to 06:00 p.m.
Saturday,	April 21, 2018:	08:00 a.m. to 06:00 p.m.

2.3. Vehicle access during the trade show

While the duration of AERO Friedrichshafen from Wednesday April 18, 2018 to Saturday April 21, 2018 the exhibitors of the A-row and the static display are only permitted to enter the exhibition grounds by car until 09.00 a.m., even if they have a parking inside the exhibition grounds.

In case exhibitors of the A-row and the static display arrive after 09.00 a.m. we keep a limited amount of parking in the area of parking WEST. Please follow the instructions of our staff on location. Furthermore, the use of vehicles is strictly prohibited in the area of the A-halls and the static display on Wednesday, Thursday and Friday (exhibition days) between 09:00 a.m. and 06:00 p.m. These rules have been adopted because the access area at gate A is part of the visitor area and therefore highly frequented.

On Saturday, the last exhibition day, AERO Friedrichshafen will close at 05:00 p.m. The aircraft of the A-halls and the static display will be the first to leave the exhibition grounds in the direction of the airport. Thus, the use of vehicles is strictly prohibited until 05.00 p.m.

Exhibitors in the B-halls are allowed to enter and leave the exhibition grounds via gate B all-day on Wednesday, Thursday and Friday as well as from 08.00 a.m. to 02.00 p.m. on Saturday provided they have a parking permit for this area or a special entry permit issued by the project management. After 02.00 p.m. on Saturday April 21, 2018 the use of vehicles is strictly prohibited.

Thank you for your cooperation.

2.4. Stand dismantling

Basically the following applies:

The project management reserves the right to make changes at short notice due to unforeseen circumstances.

2.4.1. Stand dismantling period – static display

Saturday, April 21, 2018:

From about 05.00 p.m. aircraft exhibitors on the static display will be given the opportunity of pulling their aircraft out of the exhibition site via gate A and to fly them out of Friedrichshafen Airport. Please do not forget to book your departure slots on the slot booking platform of Friedrichshafen Airport. In the beginning of April you will find detailed information on www.bodensee-airport.eu.

Access to the static display and A-halls will only be possible from about 06.30 p.m. via gate A. Be prepared for waiting periods. Please follow the instructions of our security staff.

Sunday April 22, 2018 till Tuesday April 24, 2018:

Stand dismantling non-stop until Tuesday April 24, 2018, 08.00 p.m.

2.4.2. Stand dismantling period – halls A1 to A7

Saturday April 21, 2018:

Access to the static display and A-halls will only be possible from about 06.30 p.m. via gate A, because all aircraft have to be pulled out of the static display area first. Waiting periods have to be considered. Please follow the instructions of our security staff.

It is possible to start stand dismantling inside the halls directly after show closing (from 05.00 p.m.).

Sunday April 22, 2018 to Tuesday April 24, 2018:

Stand dismantling non-stop until Tuesday April 24, 2018, 08.00 p.m.

2.4.3. Stand dismantling period – halls B1 to B5

Saturday April 21, 2018:

Access to the static display and B-halls will only be possible from about 06.30 p.m. via gate B, because all aircraft have to be pulled out of the halls first. Waiting periods have to be considered. Please follow the instructions of our security staff.

It is possible to start stand dismantling inside the halls directly after show closing (from 05.00 p.m.).

Sunday April 22, 2018 to Tuesday April 24, 2018:

Stand dismantling non-stop until Tuesday April 24, 2018, 08.00 p.m.