

Exhibitor Manual



SCHRAUBTEC
SIMPLY GOOD CONNECTIONS

Katowice

September 15, 2026

TABLE OF CONTENT

1. General Information

Contact Organiser	01
Location Address	01
Contact on site	01
Directions to Location	01
Parking	01
Booth Staff Registration	01
FAQs	01

2. Time Table for set-up and trade show day

Exhibitor Registration at Location	02
Set-up times for exhibitors	02
Opening hours for visitors	02
Dismantling times for exhibitors	02

3. Information on delivery and assembly

Directions to Location	03
Times for delivery for freight forwarders/parcel services	03
Delivery address for exhibition goods	03
Delivery of heavy exhibition goods	04
Delivery by courier and parcel services	04
Storage of empty pallets and cardboard boxes	05
Collection of exhibition goods	05

4. Information on the exhibition booth

Exhibition booth equipment	06
Information on technical connections (electricity, internet)	06
Order of additional services	06

5. Information on Lectures

Current Programm	07
Technical Equipment	07
Leadsystem	07

6. Marketing

MARKETING SCHRAUBTEC	08
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7. Exhibitor Evening

Location, Time, Date, Registration	09
--	----

8. Hotel Recommendation

Information on Hotels	10
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9. Further Information for exhibitors

Warning SPAM Emails	11
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1. General Information

Contact Organiser	Vogel Event Solutions GmbH Alexander Hatzenbühler Product Manager Event Tel. +49 931 4182346 Mobil: +49 171 9286832 Alexander.Hatzenbuehler@vogel.de
Location Address	MCK International Congress Center Slawik and Antall Place 40-163 Katowice
Contact on site	Vogel Event Solutions GmbH Katja Wassermann Eventmanager Telefon: +49 931 418-2216 Mobil: +49 170 1262355 katja.wassermann@vogel.de
Directions to Location	https://www.mckkatowice.pl/en/how-to-reach-us/301/ To unload, you can drive up to the forecourt next to the Spodek Arena, directly in front of the entrance to the ICC.
Parking	The service and guest parking area is designated as the maneuvering area / plac manewrowy in the plan. The entrance to the parking is via a barrier from Olimpijska Street, at the intersection with Ordona Street.
Booth Staff Registration	Please register yourself and your colleagues via the following link: https://www.schraubtec.com/en-gb/kattowitz#KatowiceRegistration Click on the "Access code" field in the top left-hand corner and enter your code. We will email you this code 8 weeks before the event. The ticket category "Exhibitor stand staff" will then become available. Stand staff: One person is included per running metre: Catering with food and drinks on the exhibition day (lunch and 3 drink vouchers); Attendance at the exclusive exhibitors' evening with food and drinks Please note: Additional stand staff can be booked for a fee. Please contact the exhibition organisers for further details.
FAQs	https://www.schraubtec.com/en-gb/ausstellen Here you can find our FAQs about SchraubTec available to download as a PDF

2. Time Table for set-up and trade show day

Exhibitor Registration at Location	There is a central information point on site, which is clearly signposted. We ask all exhibitors to first report to the exhibitor registration desk on arrival and enquire about their stand location. There, you will also receive your catering vouchers for the day of the fair.
Set-up times for exhibitors	Monday, September 14, 2026, 2 pm – 6 pm Tuesday, September 15, 2026, 7:30 am – 8:30 am PLEASE NOTE: Visitors will be admitted from 9 am. We ask that you have completed your set-up by then.
Opening hours for visitors	Doors open: from 9 am Start of lecture programm: 9.30 am Exhibition opening hours: 9 am – 3.30 pm
Dismantling times for exhibitors	Dismantling: Tuesday, September 15, 2026, 3.30 pm to 6 pm We urge you not to start dismantling before 3.30 pm. Dismantling before this time, even if previously requested, is not permitted.

3. Information on delivery and assembly

Directions to Location	You can find detailed directions here: https://www.mckkatowice.pl/en/how-to-reach-us/301/ You can find an access plan here: https://irp.cdn-website.com/7c5a5fee/files/uploaded/Katowice_2026.jpg
Times for delivery for freight forwarders/ parcel services	September 14, 2026, from 10 am September 15, 2026, from 7:30 pm
Delivery address for exhibition goods	MCK International Congress Center SchraubTec_Exhibitor Name Slawik and Antall Place 40-163 Katowice

Delivery of heavy exhibition goods	You will not be able to unload your exhibition goods via a ramp on site. We recommend vehicles fitted with a tail lift, as this will allow the driver to unload independently. A pallet truck is available on site. A forklift will be available on September 14 from 10 am and september 15 from 3:30 pm.
Delivery by courier and parcel services	Please book your courier or parcel service for the set-up day. Early deliveries are not possible. MCK International Congress Center and SchraubTec accept no liability whatsoever for damaged exhibition materials accepted prior to the official delivery dates. If your exhibition goods are due to arrive before your stand staff, please complete the following form in advance. The form for confirmation of receipt and the disclaimer upon receipt of goods can be found in the exhibitor portal or via this link here. Please ensure your company name is clearly visible on the freight/parcels (e.g. via a sticker). This will help us to identify shipments more easily and assist courier and parcel services more quickly.

Storage of empty ballets and cardboard boxes	We have reserved a storage room for the temporary storage of empty containers, pallets and other packaging materials which you, as an exhibitor, will need again for dismantling. Please speak to the exhibition organisers during set-up to enquire about the storage area. The storage room is open until 6 pm during set-up. We will be happy to help you store larger pallets. Pallets must not be left in front of the stand after dismantling; they must be taken to the storage area by the exhibitor. You are welcome to ask the exhibition organisers on site for a pallet truck. The storage room will not reopen for collection until 3.30 pm.
Collection of exhibition goods	Please arrange for your freight forwarder, courier or parcel service to collect your items after 3.30 pm. Please pack your exhibition materials and ensure they are properly stamped. If you need to leave the venue before your freight forwarder arrives, please notify the exhibition organisers in advance. We will provide stand staff on site with a storage receipt, which must be completed in full. Please do not under any circumstances leave exhibition materials behind without postage. MCK and SchraubTec accept no liability whatsoever for lost or damaged exhibition materials. If you are unable to collect your items by 6 pm on the day of the fair, please ensure you notify the fair organisers beforehand so that this can be clarified with the venue.

4. Information on the exhibition booth

Exhibition booth equipment	Stand specifications: per booked running metre: Open space, 1 m wide, 2 m deep Per stand booking: 1 x 230V RCD socket (please bring a 5m cable to the junction point and, if necessary, a multi-socket extension lead) For self-service: Tables (160 x 80 cm) and chairs are available for self-service in the hall. Please do not hesitate to approach the exhibition organisers if you require assistance.
Information on technical connections (electricity, internet)	As standard, we provide a 230V power socket. Please bring your own extension leads (at least 5 metres long) and/or power strips. A dedicated Wi-Fi network for SchraubTec is available on site.
Order of additional services	We are unable to provide additional technical equipment and furniture such as bar stools, shelving or other standard exhibition stand fittings for hire at SchraubTec. If required, please contact the on-site service provider directly: Katarzyna Kłak-Wisniewska tel. +48 797 90 55 87 e-mail: k.klak-wisniewska@proarte.com.pl

5. Information on Lectures

Current Programm	You can find the current programme here: https://www.schraubtec.com/en-gb/kattowitz#KatowiceProgram
Technical Equipment	Speakers do not need to bring their own equipment. We will provide a screen, a projector and a laptop. Simply bring your presentation on a USB stick or send it to us in advance. You are welcome to bring your own laptop. Please test in advance, whilst setting up the day before, to ensure that your laptop is compatible with the projector provided.
Leadsystem	In 2026, for the first time, you will have the opportunity to obtain the contact details of the attendees at your presentation. This service must be booked separately in advance of your stand booking! Your lecture with guaranteed leads: 30-minute lecture in a separate conference room Prominent promotion of the specialist presentation (including via email marketing, social media, etc.) as well as in the on-site exhibition materials and on information boards. Lead Guarantee The presenting company will receive complete leads for the attendees (surname, first name, job title, company name, email address) as a digital file following the event. Lead usage in compliance with the GDPR is permitted.

6. Marketing

Marketing SCHRAUBTEC	You can download our promotional materials here: https://www.schraubtec.com/en-gb/katowice-Exhibitor-Information We provide logos, graphics and banners relating to SchraubTec, which you can use for your own corporate communications. You may also find the 'How-to' guide useful, as it offers tips on how to use the promotional materials. If you require promotional materials in a specific size or resolution, please contact us with your requirements.
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7. Exhibitor Evening

Location, Time, Date, Registration	The exhibitors' evening will take place on Monday, September 14, 2026, from 7:00 p.m. to 11.00 pm. Vienna House Easy by Wyndham Katowice Sokolska 24 40-086 Katowice We are always delighted to spend time with our exhibitors in a relaxed atmosphere the evening before, enjoying good food and drinks. Participation is free of charge for stand staff, but you must confirm attendance or absence in advance, no later than 14 days before the event. To assist with our catering arrangements, please let us know by August 28, 2026 if your stand staff or sales representatives are unable to attend the exhibitors' evening, or if you would like to register additional stand staff. If you are unsure whether you have registered any staff or how many, please do not hesitate to contact the trade fair organisers.
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8. Hotel Recommendation

Information on Hotels	Vienna House Easy by Wyndham Katowice Sokolska 24 40-086 Katowice https://www.wyndhamhotels.com/de-de/vienna-house/katowice-poland/vienna-house-easy-katowice/overview
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9. Further Information for exhibitors

Warning SPAM Emails	We would like to warn you about misleading offers relating to SchraubTec. Please do not respond to any requests from third parties asking you to provide data on behalf of SchraubTec or offering you products and services in our name. Please do not respond to any offers from overseas service providers claiming to provide you with lists of SchraubTec visitors. We do not sell visitor data to third parties. Please be aware that any such lists are likely to be fake and are certainly not GDPR-compliant.
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