

# Exhibitor Manual

**LAB | SUPPLY**

Frankfurt a. Main

06.03.2024

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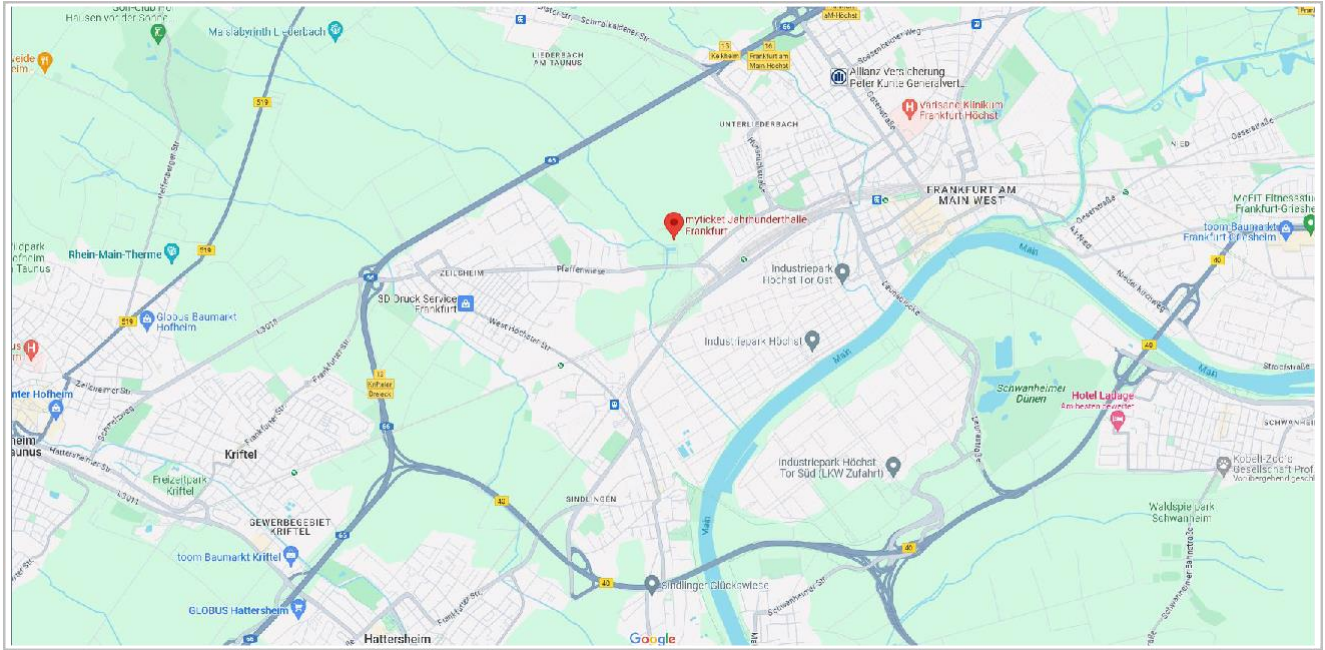
# 1. General Information

<b>Contact Organiser</b>	Vogel Communications Group GmbH & Co. KG Elisabeth Dietz Produkt Manager Event Tel. +49 931 418-2258   Mobil: 0151 21072674 elisabeth.dietz@vogel.de
<b>Location Adress</b>	myticket Jahrhunderthalle Frankfurt Pfaffenwiese 301 D-65929 Frankfurt
<b>Contact at Location</b>	Ricarda Guth Projektleitung r.guth@jahrhunderthalle.com fon +49-(0)69 3601 210
<b>Directions to Location</b>	<a href="https://www.myticket-jahrhunderthalle.de/besuch/anfahrt">https://www.myticket-jahrhunderthalle.de/besuch/anfahrt</a>
<b>Booth staff registration</b>	Please register yourself and your colleagues via the following link: <a href="https://www.lab-supply.info/besuchen/frankfurt">https://www.lab-supply.info/besuchen/frankfurt</a> Click on the access code field and copy the code LAB24_FRANKFURT The ticket category "Stand personnel exhibitor" will then be activated
<b>Parking</b>	There are 1,300 parking spaces available directly in front of the myticket Jahrhunderthalle
<b>FAQs</b>	<a href="https://www.lab-supply.info/ausstellen">https://www.lab-supply.info/ausstellen</a> Here you can find our FAQs as PDF Download

## 2. Time Table

<p><b>Delivery times for forwarding agents/parcel services</b></p>	<p>on 05.03.2023 from 10:00 Uhr on 06.03.2023 from 07:30 Uhr</p>
<p><b>Exhibitor Registration at Location</b></p>	<p>There is a central location on site, which is signposted. We ask all exhibitors to first register at the exhibitor registration desk on arrival and ask for their booth location. Then unload the exhibition goods and park your car IMMEDIATELY in the adjacent parking lot before setting up. (Parking is free for exhibitors)</p>
<p><b>Set-up times for exhibitors</b></p>	<p>Tuesday 05.03.2024, 2pm until 6pm OR Wednesday, 06.03.2024 07:30am until 09:00am Attention: The entrance for visitors are from 09:00am on</p>
<p><b>Opening Hours for Visitors</b></p>	<p>Admission: from 09:00 a.m. Start of lectures: 09:30 a.m. Opening hours of the exhibition: 09:30am-3pm</p>
<p><b>Dismantling times for exhibitors</b></p>	<p>Wednesday 06.03.2024, 3pm until 6pm We urge you not to dismantle before 3:30 p.m.  Prior dismantling, even after consultation, is not permitted.</p>

### 3. Information on delivery and assembly



<p><b>Directions to Location</b></p>	<p><b>Detailed Description</b></p> <p><a href="https://www.myticket-jahrhunderthalle.de/besuch/anfahrt">https://www.myticket-jahrhunderthalle.de/besuch/anfahrt</a></p>
<p><b>Delivery address for of exhibition goods</b></p>	<p>Kultur- und Kongresszentrum          Jahrhunderthalle GmbH          „LAB-SUPPLY_YOUR          COMPANYNAME“          Pfaffenwiese 301          D-65929 Frankfurt</p>

<p><b>Information on the delivery of heavy exhibition goods</b></p>	<p>You cannot unload at ground level. The truck must have a lowerable ramp. A pallet truck is available, but not a forklift truck</p>
<p><b>Information on delivery by courier and parcel services</b></p>	<p>Please book your courier or parcel service for the set-up day. Earlier deliveries are only possible by prior arrangement with the organizer and the location. Please note your company name visibly on the freight/ parcels (sticker or similar) This will enable us to better allocate shipments and help the courier and parcel services more quickly Unloading via a ramp is not possible. Please note this when making your booking. A pallet truck is available on site, but not a forklift.</p>
<p><b>Information on technical connections (electricity, internet)</b></p>	<p>Unless otherwise stated at the time of registration, you will receive a 230V power connection. Please bring your own extension cable.</p> <p>extension cables can be borrowed from the trade fair organization for a deposit of €10</p> <p>Free WIFI is available at the location</p>

<p><b>Notes on the storage of empty pallets and cardboard boxes</b></p>	<p>We have rented a storage room for the temporary storage of empty pallets and cartons. Please ask the trade fair organization for the room on site. We will be happy to help you store your pallets.</p> <p>During set-up, the room is open until 18:00.</p> <p>The room will be open again at 15:30 for dismantling</p>
<p><b>Information on the collection of exhibition goods</b></p>	<p>Please book your forwarding/courier or parcel service for after 3:30 pm. Please pack your exhibition goods and stamp them accordingly. If you have to leave the location before your forwarding agent arrives, please notify the trade fair organization in advance. The stand personnel will receive a storage slip from us on site, which must be completed in full. Please do not leave any exhibition goods unstamped. The Jahrhunderthalle and LAB-SUPPLY accept no liability for lost or damaged exhibition goods.</p> <p>If it is not possible to collect the exhibition goods by 18:00 on the day of the trade fair, please notify the trade fair organization in good time so that this can be clarified with the location.</p>

## 4. Information on Lectures

<b>Current programm</b>	<a href="https://www.lab-supply.info/besuchen/frankfurt">https://www.lab-supply.info/besuchen/frankfurt</a>
<b>Technical Equipment</b>	<p>Speakers do not need to bring their own equipment. We provide a screen, a projector and a laptop. It is sufficient to bring the presentation on a USB stick. If necessary, a USB stick can be borrowed from the trade fair organization. (for a deposit of 10€)</p> <p>It is possible to connect your own laptop. We ask you to test this in advance when setting up the day before to ensure that the laptop is compatible with the projector provided.</p>
<b>Further Information</b>	<p>We have no technical means of evaluating the data of the participants in your presentation and making it available to you afterwards. Tip: Let a list go through the rows during your presentation so that participants can sign up to receive your presentation.</p>



## 5. Marketing

### Marketing LAB-SUPPLY

You can download our advertising material here <https://www.lab-supply.info/ausstellen/frankfurt> We provide you with logos, graphics and banners relating to the LAB-SUPPLY that you can use for your own corporate communications. The "How-to" guide, which gives you tips on how to use the advertising material, is also sure to be helpful. If you need advertising material in a specific size or resolution, you can contact us with your requirements..

## 6. Exhibitor Evening

<b>Location, Time, Date, Registration</b>	<p>The exhibitor evening will take place on Tuesday, 05.03.2024, from 7pm to 10pm Dorint Hotel Main-Taunus-Zentrum Frankfurt/Sulzbach Main-Taunus-Zentrum 1 65843 Sulzbach (Taunus)</p> <p>We are always very happy when we can get together with our exhibitors the evening before in a relaxed atmosphere with good food and drinks. Participation for stand personnel is free of charge, but a binding registration/deregistration is mandatory in advance, but at least 10 days in advance. For our catering planning, please let us know by February 19, 2024 if your stand personnel/field staff cannot attend the exhibitor evening or if you would like to register additional stand personnel. Our current catering planning is based on the information on the registration form. If you are unsure whether and how many people you have registered, please contact the trade fair organization.</p> <p>Note in the spirit of sustainability: If stand personnel register in advance and do not show up without any explanation, we will take the liberty of sending you a request for a donation to the Vogel Foundation. You can find information about our foundation here: <a href="https://www.vogel-stiftung.de/">https://www.vogel-stiftung.de/</a></p>
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## 7. Hotel Recommendation

<b>Information on Hotels</b>	<p>Due to the Light&amp;Buidling trade fair, hotel rooms are very expensive in Frankfurt from 4.03.-08.03.2024. Please use the hotel recommendations from the hotel overview. <a href="https://www.lab-supply.info/ausstellen/frankfurt">https://www.lab-supply.info/ausstellen/frankfurt</a></p> <p>Please book your rooms as soon as possible. Lindner Hotel Frankfurt Höchst <a href="http://www.lindnerhotels.com">www.lindnerhotels.com</a> With the booking code: 190417 you will receive a discounted room (approx. 173€ excl. breakfast)</p> <p>Further Hotels</p> <p>Zum goldenen Löwen, Kelkheim <a href="https://www.zumgoldenenloewen.de/">https://www.zumgoldenenloewen.de/</a> ibis budget Frankfurt City Ost <a href="https://all.accor.com/hotel/9066/index.de.shtml">https://all.accor.com/hotel/9066/index.de.shtml</a> ACHAT Hotel Frankfurt Airport <a href="https://achat-hotels.com/hotels/frankfurt-airport">https://achat-hotels.com/hotels/frankfurt-airport</a> NH Frankfurt Airport West <a href="https://www.nh-hotels.com/de/hotel/nh-frankfurt-airport-west">https://www.nh-hotels.com/de/hotel/nh-frankfurt-airport-west</a> Amedia Frankfurt Airport <a href="https://www.hrg-hotels.com/amedia/frankfurt-airport">https://www.hrg-hotels.com/amedia/frankfurt-airport</a> Further Hotels you can find in Wiesbaden and Mainz</p>
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## 8. Further Information for Exhibitors

<p><b>Order additional Services</b></p>	<p>If you need technical equipment such as a monitor or similar and cannot bring it yourself, please contact the trade fair organization. We can obtain an offer from the respective location.</p> <p>We cannot offer you additional furniture such as bar stools, shelves or other standard exhibition stand equipment for hire at LAB-SUPPLY.</p>
<p><b>Warnings on SPAM Emails</b></p> <p><b>JobWall @ LAB-SUPPLY</b></p>	<p>We would like to warn you about misleading offers relating to LAB-SUPPLY.</p> <p>Please do not respond to any requests from third parties who ask you to compare data in the name of LAB-SUPPLY or who offer you products and services in our name.</p> <p>Please do not respond to any offers from foreign service providers who offer you lists of LAB-SUPPLY visitors. We do not sell visitor data to third parties. Please assume that these offered lists are fake and in no way GDPR-compliant.</p> <p>Do you have vacancies to fill? Please contact our partners: Analytik NEWS: <a href="https://analytik.news/werbung/job.html">https://analytik.news/werbung/job.html</a></p> <p>T5 Interface GmbH a.schambert@t5-karriereportal.de</p>



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