

Exhibitor Manual

LAB | SUPPLY

Münster

24.04.2024

TABLE OF CONTENT

1. General Information

Contact Organiser.....	01
Location Address	01
Contact at Location	01
Directions to Location	01
Parking	01
Booth Staff Registration	01
FAQs	01

2. Time Table

Delivery times for forwarding agents/parcel services	02
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
Delivery address of exhibition goods	03
Information on the delivery of heavy exhibition goods	04
Information on delivery by courier and parcel services.....	04
Information on technical connections (electricity, internet)	04
Notes on the storage of empty pallets and cardboard boxes	05
Information on the collection of exhibition goods	05

4. Information on Lectures

Current Programm	06
Technical Equipment	06
Further Information	06

5. Marketing

Advertising Materials	07
-----------------------------	----

6. Exhibitor Evening

Location, Time, Date, Registration	08
--	----

7. Hotel Recommendation

Information on Hotels	09
-----------------------------	----

8. Further information for exhibitors

Order additional services	10
Warning SPAM Emails	10
Job Wall	11

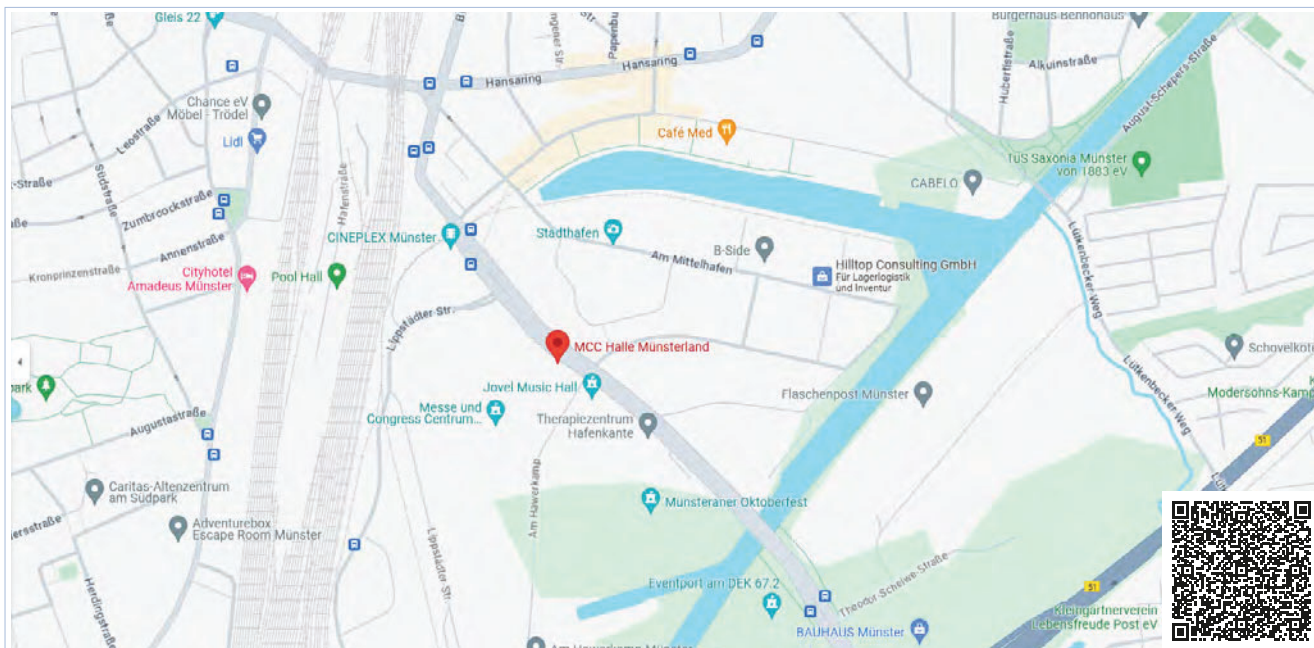
1. General Information

Contact Organiser	<p>Vogel Communications Group GmbH & Co. KG Elisabeth Dietz, Produkt Manager Event Tel. +49 931 418-2258 Mobil: 0151 21072674 elisabeth.dietz@vogel.de</p> <p>Vogel Communications Group GmbH & Co. KG Wolfgang Thiel, Produkt Manager Event Tel. +49 931 418-2441 Mobil: +491702211825 wolfgang.thiel@vogel.de</p>
Location Adress	<p>Messe und Congress Centrum Halle Münsterland GmbH Albersloher Weg 32 48155 Münster</p>
Contact at Location	<p>Julia Arndt Veranstaltungsorganisation Account-Management Tel.:(+49) 0251/66 00-463 arndt@mcc-halle-muensterland.de</p>
Directions to Location	<p>https://www.mcc-halle-muensterland.de/de/anreise/</p>
Parking	<p>1,400 parking spaces are available in the immediate vicinity You can park for one hour free of charge at the P1/Parking North location when there is no event scheduled! You will find the majority of the parking spaces to the south of the premises when you turn onto "Am Hawerkamp" at the Jovel Music Hall.</p>
Booth Staff Registration	<p>Please register yourself and your colleagues via the following link: https://www.lab-supply.info/besuchen/muenster Click on the access code field and copy the code LAB24_MUENSTER The ticket category "Stand personnel exhibitor" will then be activated</p>
FAQs	<p>https://www.lab-supply.info/ausstellen Here you can find our FAQs as PDF Download</p>

2. Time Table

<p>Delivery times for forwarding agents/parcel services</p>	<p>on 23.04.2024 from 10:00 am on 24.04.2024 from 07:30 am to max. 09:00 am</p>
<p>Exhibitor Registration at Location</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 the booth location. Then unload the exhibition goods and park your car IMMEDIATELY in the adjacent parking lot before setting up.</p> <p>The area in front of the Congress Centrum may only be used for loading and unloading and is not intended as a permanent parking lot for the set-up.</p>
<p>Set-up times for exhibitors</p>	<p>Tuesday, 23.04.2024, 2:00 p.m. to 6:00 p.m. OR Wednesday, 24.04.2024 07:30 am to 09:00 am ATTENTION: Admission for visitors is from 09:00am. We kindly ask you to have completed your set-up by then.</p>
<p>Opening Hours for Visitors</p>	<p>Admission: from 09:00 a.m. Start of lectures: 09:30 a.m. Opening hours of the exhibition: 09:30am-3pmDismantling</p>
<p>Dismantling times for exhibitors</p>	<p>Wednesday 24.04.2024, 3pm until 6pm</p> <p>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



Directions map

<p>Directions to Location</p>	<p>Detailed directions can be found under the following link: https://www.mcc-halle-muensterland.de/en/arrival/</p> <p>We have also uploaded a map as a PDF on the page https://www.lab-supply.info/ausstellen/muenster</p>
<p>Delivery address of exhibition goods</p>	<p>Messe und Congress Centrum Halle Münsterland GmbH "LAB-SUPPLY_ YOUR COMPANYNAME" Albersloher Weg 32 48155 Münster</p>

<p>Information on the delivery of heavy exhibition goods</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>Information on delivery by courier and parcel services</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>Information on technical connections (electricity, internet)</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>Notes on the storage of empty pallets and cardboard boxes</p>	<p>We have rented a storage room for the temporary storage of empty pallets and cartons.</p> <p>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 6pm The room will be open again at 3:30pm for dismantling</p>
<p>Information on the collection of exhibition goods</p>	<p>Please book your forwarding/courier or parcel service for after 3:30 pm.</p> <p>Please pack your exhibition goods and stamp them accordingly.</p> <p>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.</p> <p>Please do not leave any exhibition goods unstamped. The Messe und Congress Center Münster 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 6pm 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

Current Programm	You can find the current program here: https://www.lab-supply.info/besuchen/muenster
Technical Equipment	<p>Speakers do not need to bring their own equipment. We provide a screen, a projector and a laptop.</p> <p>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.</p> <p>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>
Further Information	<p>We have no technical means of evaluating the data of the participants in your presentation and making it available to you afterwards.</p> <p>Tip: Let a list go through the rows during your presentation so that participants can sign up to receive your presentation.</p>

5. Marketing

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

6. Exhibitor Evening

Location, Time, Date, Registration	<p>The exhibitor evening will take place on Tuesday, 23.04.2024, from 7pm to 10pm</p> <p>MÜNSTER KONGRESSCENTER AFFILIATED BY MHI Albersloher Weg 28 48155 Münster</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, at least 10 days in advance. For our catering planning, please let us know by April 5th, 2024 if your stand personnel/field staff cannot attend the exhibitor evening or if you would like to register additional stand personnel.</p> <p>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: https://www.vogel-stiftung.de/</p>
---	--

7. Hotel Recommendation

Information on Hotels	<p>LAB-SUPPLY Münster In the Hotel MÜNSTER KONGRESSCENTER AFFILIATED BY MHI right next to the Messe und Congress Centrum Halle Münsterland, we have reserved a room contingent (30 single rooms) for you for 2024.</p> <p>Hotel MÜNSTER KONGRESSCENTER AFFILIATED BY MHI Albersloher Weg 2848155 Münster+49 251 142 00 Email hotel.muenster.kongresscenter@melia.com https://www.melia.com/en/hotels/germany/munster</p> <p>Arrival 23.04. 2024 Departure 24.04. 2024 Rate: 139€/night Keyword LAB-SUPPLY 2024 Booking only possible with credit card details Cancellation possible until 23.04. 2024 3pm</p> <p>Further Hotels Cityhotel Amadeus Münster Friedrich-Ebert-Strasse 55-57 Münster, NRW, 48153 +49 251 9728-0 Email: info@cityhotel-muenster.de https://www.cityhotel-muenster.de/de/index.html</p> <p>B&B HOTEL Münster Hafen Albersloher Weg 7-13 48155 Münster +49 251 28451-0 Email: muenster-hafen@hotelbb.com https://www.hotel-bb.com/de/hotel/muenster-hafen</p>
------------------------------	---

8. Further information for exhibitors

Order additional services	<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. We cannot offer you additional furniture such as bar stools, shelves or other standard exhibition stand equipment for hire at LAB-SUPPLY.</p>
Warning SPAM Emails	<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.</p> <p>Please assume that these offered lists are fake and in no way GDPR-compliant.</p>

Job Wall @ LAB-SUPPLY

Do you have vacancies in your company? Then please contact our partners:

AnalytikNEWS

<https://analytik.news/werbung/job.html>

<https://analytik.news/jobs/inserieren.php>

Our partner Analytik NEWS is present at every German LAB-SUPPLY with a job wall.

You are welcome to post your job offers there.

Please contact the Analytik NEWS team in advance of the LAB-SUPPLY.

<https://analytik.news/kontakt.php>

T5 career portal

Our partner T5 Interface advertises your vacancies exclusively digitally.

<https://www.t5-karriereportal.de/lab%20supply/>

Would you like to be digitally present there with your job offer? Then contact our partner directly.

Andreas Schambert

a.schambert@t5-karriereportal.de

Tel.: + 49 7031 2 85 19 23

Mobil: + 49 163 2 85 19 23



Elisabeth Dietz

Manager Event Business

Phone +49 931 418-2258

Mobil: +49 151 21072674

elisabeth.dietz@vogel.de

www.lab-supply.info



Neele Wirth

Managerin Event Support

Phone +49 931 418-2340

Mobil: +49 175 7679406

neele.wirth@vogel.de

www.lab-supply.info