

# Exhibitor Manual

**LAB | SUPPLY**

Münster

April 28th, 2026

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# 1. General Information

<b>Contact Organiser</b>	<p>Vogel Event Solutions GmbH Elisabeth Dietz Product Manager Event Tel. +49 931 418-2258   Mobil: +49 151 21072674 elisabeth.dietz@vogel.de</p> <p>Neele Wirth Managerin Event Support und Regionalmessen Tel.: +49 931 418-2340 neele.wirth@vogel.de</p> <p>Lisa Steinkühler Eventmanagerin Tel.: +49 931 418 2212 lisa.steinkuehler@vogel.de</p>
<b>Location Adress</b>	<p>Messe und Congress Centrum Halle Münsterland Albersloher Weg 32, 48155 Münster Deutschlan</p>
<b>Directions to Location</b>	<p><a href="https://www.mcc-halle-muensterland.de/en/arrival/">https://www.mcc-halle-muensterland.de/en/arrival/</a></p>
<b>Booth Staff Registration</b>	<p>Please register yourself and your colleagues using the following link: <a href="https://www.lab-supply.info/en-gb/besuchen/muenster">https://www.lab-supply.info/en-gb/besuchen/muenster</a></p> <p>Click on the "Access code" field in the top left corner and enter your code. You will have received this code from us by email. Afterwards, the ticket category "Exhibitor stand staff" will be unlocked.</p> <p>Stand staff: 1 person is included per running meter of stand space Full catering with food &amp; beverages on the day of the fair (lunch &amp; 3 drink vouchers)</p> <p>Subject to availability, participation in the exclusive exhibitor evening event with food &amp; beverages. Additional stand staff can be booked for an extra charge. You can make the booking via the following link: <a href="http://www.lab-supply.info/verpflegung">www.lab-supply.info/verpflegung</a></p>
<b>Parking</b>	<p>1400 parking spaces are available to you directly at the Congress Centrum Halle Münsterland.</p>
<b>FAQs</b>	<p><a href="https://www.lab-supply.info/en-gb/ausstellen">https://www.lab-supply.info/en-gb/ausstellen</a> Here you can find our FAQs as PDF Download</p>

<p><b>Safety-related guidelines and instructions</b></p>	<p>Please inform the trade fair organization as quickly as possible in the event of an emergency (medical emergency, fall, injury, fire, etc.) so that assistance can be provided in a targeted manner. For medical or health-related emergencies, a paramedic team for initial care is present on site at every LAB-SUPPLY event. Required corridors, escape routes, and emergency exits must be kept clear at all times. Fire brigade and emergency access routes must remain unobstructed at all times. Instructions given by security personnel must be followed (parking behavior, evacuation, etc.).</p>
<p><b>Emergency procedures</b></p>	<p>Please inform the trade fair organization as quickly as possible in the event of an emergency (medical emergency, fall, injury, fire, etc.) so that assistance can be provided in a targeted manner. For medical or health-related emergencies, a paramedic team for initial care is present on site at every LAB-SUPPLY event. Required corridors, escape routes, and emergency exits must be kept clear at all times. Fire brigade and emergency access routes must remain unobstructed at all times. Instructions given by security personnel must be followed (parking behavior, evacuation, etc.).</p>

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

<p><b>Exhibitor Registration at Location</b></p>	<p>There is a central point on site that is signposted. We kindly ask all exhibitors to first register at the exhibitor registration desk and ask for the booth location.</p> <p>Then unload the exhibition goods, park your car IMMEDIATELY in the adjacent parking lot before setting up the booth</p>
<p><b>Set-up times for exhibitors</b></p>	<p>Monday, April 27, 2026, from 1:00 p.m. to 6:00 p.m. OR Tuesday, April 28, 2026, from 7:30 a.m. to 9:00 a.m. ATTENTION: Visitor admission begins at 9:00 a.m. Please ensure that your setup is completed by this time.</p>
<p><b>Opening Hours for Visitors</b></p>	<p>Admission: from 09:00 am Start of lectures: 09:30 am Opening hours of the exhibition: 09:30am-03:00pm</p>
<p><b>Dismantling times for exhibitors</b></p>	<p>Tuesday, April 28, 2026, 03:00pm until 06:00pm</p> <p>We urge you not to dismantle before 3:30 pm Prior dismantling, even after consultation, is not permitted.</p>

### 3. Information on delivery and assembly

<p><b>Directions to Location</b></p>	<p>Detailed Description</p> <p><a href="https://www.mcc-halle-muensterland.de/en/arrival/">https://www.mcc-halle-muensterland.de/en/arrival/</a></p>
<p><b>Times for delivery for freight forwarders/parcel services</b></p>	<p>On April 27, 2026, from 10:00 a.m. On April 28, 2026, from 7:30 a.m.</p>
<p><b>Delivery address of exhibition goods</b></p>	<p>Messe und Congress Centrum Halle Münsterland „LAB-SUPPLY_YOUR COMPANY NAME“ Albersloher Weg 32, 48155 Münster</p>
<p><b>Package reception and collection</b></p>	<p>If your company's stand staff will not be on site at the time of delivery, the corresponding package reception form must be completed in advance and sent to <a href="mailto:events@vogel.de">events@vogel.de</a>.</p> <p>The form for delivery confirmation and the liability waiver for goods reception can be found here: <a href="https://www.lab-supply.info/ausstellen/muenster2026">https://www.lab-supply.info/ausstellen/muenster2026</a></p> <p>Important notice regarding deliveries on setup day and collection. We kindly ask you to deliver your exhibition goods only on the setup day. Deliveries in advance are only possible in exceptional cases and after prior consultation with us.</p> <p>The same applies to collection after the trade fair. Please schedule collection preferably on the afternoon of the fair day. Later collections are only possible after prior consultation. Depending on the location, overnight storage fees may apply.</p>

<p><b>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>Delivery by courier and parcel services</b></p>	<p>Please book your courier or parcel service for the set-up day.</p> <p>Earlier deliveries are only possible after prior agreement with the organizer and the location.</p> <p>The Congress Centrum Halle Münsterland and the LAB-SUPPLY assume no liability for damaged exhibition goods that are accepted before the official delivery dates.</p> <p>Please note your company name visibly on the freight/packages (sticker or similar). This will enable us to allocate consignments better and help the courier and parcel services more quickly.</p> <p>Unloading via a ramp is not possible. Please note this when making your booking. A pallet truck is available on site, but no forklift truck.</p>

<p><b>Storage of empty pallets and cardboard boxes</b></p>	<p>We have a storage room for the temporary storage of empties, pallets and other packaging material that you as an exhibitor will need for dismantling.</p> <p>Please contact the trade fair organization to inquire about the room.</p> <p>We will be happy to help you store larger pallets. Pallets must not be left in front of the stand after set-up, but must be brought to the storage room independently.</p> <p>You are welcome to ask the trade fair organization on site for a pallet truck.</p> <p>The storage room is open until 06:00pm during set-up.</p> <p>The storage room will not be open again for dismantling until 03:30pm on April 28th, 2026.</p>
<p><b>Collection of exhibition goods</b></p>	<p>Please book your forwarding/courier or parcel service for after 03:30pm on April 28th, 2026.</p> <p>Please pack your exhibition goods and stamp them accordingly.</p> <p>If you have to leave the location before the arrival of your forwarding agent, please contact the trade fair organization in advance.</p> <p>The stand personnel will receive a storage slip, which must be completed in full.</p> <p>Please do not leave any exhibition goods unstamped. The Congress Centrum Halle Münsterland and LAB-SUPPLY assume no liability for lost or damaged exhibition goods.</p> <p>If collection is not possible by 06:00pm on April 28th, 2026, we kindly ask you to inform the trade fair organization in good time so that this can be clarified with the location beforehand.</p>

## 4. Information on the exhibition booth

<b>Exhibition Booth equipment</b>	<p>Stand equipment:</p> <p>per running meter booked: Table area or open space (table dimensions: depth 60-100 cm / standard height approx. 73 cm)</p> <p>per stand booking: 1x chair 1x 230V plug connection (please provide 5m cable to the junction point, if necessary with multiple socket strip)</p> <p>Additional Schuko connection and three-phase current possible for an extra charge.</p>
<b>Information on technical connections (electricity, internet)</b>	<p>Unless otherwise stated at the time of registration, you will receive a 230V power connection.</p> <p>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>If you require a high-voltage (three-phase) power connection or a LAN connection, please contact us. These can be booked for an additional fee.</p>

<b>Order additional services</b>	<p>If you require technical equipment, such as a monitor or similar, and are unable to bring it yourself, this can be booked at an additional cost through the venue. Please contact us if needed, and we will be happy to provide you with the appropriate contact. Additional furniture, such as bar stools, shelves, or other typical trade show booth equipment, cannot be rented from us at LAB-SUPPLY.</p>
<b>Lead system for visitor leads</b>	<p>Starting in 2026, we offer you the option to book our lead app to capture visitor data. The lead app can be booked for €350 per location, allowing you to conveniently scan visitor leads via the badges. One access can be booked per company at the booth.</p> <p>If you wish to book the lead system at a later date, please contact <a href="mailto:events@vogel.de">events@vogel.de</a></p>

## 5. Information on Lectures

<b>Current Programm</b>	<a href="https://www.lab-supply.info/en-gb/besuchen/muenster">https://www.lab-supply.info/en-gb/besuchen/muenster</a>
<b>Submission of Presentation</b>	<p>Please submit your presentation via the following link: <a href="https://vogel.jotform.com/form/251962755365366">https://vogel.jotform.com/form/251962755365366</a></p> <p>You can find the submission deadlines here: <a href="https://www.lab-supply.info/en-gb/call-for-papers-2026">https://www.lab-supply.info/en-gb/call-for-papers-2026</a></p>
<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.</p> <p>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>Leadsystem</b>	<p>For your technical presentation, you have the option to receive the participant leads from us. This service must be booked separately in advance of your booth reservation!</p> <p>Your technical presentation with lead guarantee30-minute technical presentation in a separate conference room.</p> <p>Prominent promotion of the presentation (e.g., via email marketing, social media, etc.), as well as in the on-site trade fair materials and on information boards</p> <p>Lead guarantee The presenting company will receive the full leads of the presentation participants (first name, last name, job position, company, email address) as a digital file afterwards.GDPR-compliant use of the leads is possible.</p>

## 6. Marketing

<b>Marketing LAB-SUPPLY</b>	<p>You can download our advertising material here</p> <p><a href="https://www.lab-supply.info/en-gb/ausstellen/muenster/2026">https://www.lab-supply.info/en-gb/ausstellen/muenster/2026</a></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. If you need advertising material in a specific size or resolution, you can contact us with your requirements.</p>
<b>Marketing LABORPRAXIS</b>	<p>For more than 45 years, the LABORPRAXIS has been supporting laboratory staff in their daily work and provides assistance in the spirit of our brand essence:</p> <p>“Those who use us can do more.”</p> <p>We reach the readers of LABORPRAXIS with 8 print editions, a German and an English English specialist portal, more than 200 newsletters, the regional trade fair LAB-SUPPLY and via social networks such as LinkedIn, Facebook and Xing. LABORPRAXIS also provides laboratory staff in China all useful information on all communication channels including WeChat.</p> <p>Further information can be found here:</p> <p><a href="https://b2bmarketing.vogel.de/pages/laborpraxis">https://b2bmarketing.vogel.de/pages/laborpraxis</a></p>

## 7. Exhibitor Evening

<b>Location, Time, Date, Registration</b>	<p>The exhibitor evening will take place on Monday, April 27, 2026, from 7:00 p.m. to 10:00 p.m.</p> <p>Hotel MÜNSTER KONGRESSCENTER Albersloher Weg 28, 48155 Münster</p> <p>We are always delighted to spend the evening before the fair with our exhibitors in a relaxed atmosphere, enjoying good food and drinks. Participation for stand staff is free of charge, but a binding registration/cancellation is required in advance, at the latest 14 days prior to the event.</p> <p>Please inform us if you are unable to attend the exhibitor evening at short notice. NOTE: Places are limited depending on the location. Early registration is therefore recommended.</p> <p>Sustainability notice: If stand staff are registered in advance but do not show up without any explanation, we reserve the right to send you a request for a donation to the Vogel Foundation. Information about our foundation can be found here: <a href="https://www.vogel-stiftung.de/">https://www.vogel-stiftung.de/</a></p>
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## 8. Hotel Recommendation

<b>Information on Hotels</b>	<p>LAB-SUPPLY Münster</p> <p>At the Hotel MÜNSTER KONGRESSCENTER AFFILIATED BY MHI, located directly next to the exhibition center, we have reserved a room block (40 single rooms) for 2026.</p> <p>Hotel MÜNSTER KONGRESSCENTER AFFILIATED BY MHI Albersloher Weg 28 48155 Münster +49 251 142 00 Email: <a href="mailto:hotel.muenster.kongresscenter@melia.com">hotel.muenster.kongresscenter@melia.com</a> <a href="https://www.melia.com/en/hotels/germany/munster">https://www.melia.com/en/hotels/germany/munster</a></p> <p>Arrival: 27 April 2026   Departure: 28 April 2026 Rate: €139/night Booking link: LabSupply Room Block Booking only possible with credit card details Free cancellation until 27 December 2025 Please use the call-off booking form for your reservation</p> <p>Additional hotels nearby</p> <p>Cityhotel Amadeus Münster Friedrich-Ebert-Strasse 55-57 Münster, NRW, 48153 +49 251 9728-0 Email: <a href="mailto:info@cityhotel-muenster.de">info@cityhotel-muenster.de</a> <a href="https://www.cityhotel-muenster.de/de/index.html">https://www.cityhotel-muenster.de/de/index.html</a></p> <p>B&amp;B HOTEL Münster Hafen Albersloher Weg 7-13 48155 Münster +49 251 28451-0 Email: <a href="mailto:muenster-hafen@hotelbb.com">muenster-hafen@hotelbb.com</a> <a href="https://www.hotel-bb.com/de/hotel/muenster-hafen">https://www.hotel-bb.com/de/hotel/muenster-hafen</a></p>
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## 9. Further information for exhibitors

### Warning SPAM Emails

We would like to warn you about misleading offers relating to LAB-SUPPLY. 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. 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.

## 20 Years of LAB-SUPPLY



20 Years of LAB SUPPLY – Let's Celebrate Together!

This year, LAB SUPPLY is celebrating its 20th anniversary. Two decades full of encounters, exchange, and collaboration – none of this would have been possible without our exhibitors and participants. For this, we want to sincerely say thank you.

Throughout the anniversary year, we have planned small activities and gestures at each location. They are meant to express our appreciation and give back a small piece of what has always made LAB SUPPLY special: a strong sense of community.

Because LAB SUPPLY is more than just a trade fair – for us, it's like a small family. Personal, familiar, and shaped by long-standing partnerships.

We are delighted when our exhibitors celebrate this special anniversary with us and raise a toast to 20 years of LAB SUPPLY. Here's to many more years of exchange and collaboration!



### Elisabeth Dietz

Product Manager Event  
Phone +49 931 418-2258  
Mobile: +49 151 21072674  
elisabeth.dietz@vogel.de  
[www.lab-supply.info](http://www.lab-supply.info)



### Lisa Steinkühler

Event Manager  
Phone +49 931 418-2212  
Mobile: +49 0177 8651270  
lisa.steinkuehler@vogel.de  
[www.lab-supply.info](http://www.lab-supply.info)



### Neele Wirth

Event Support Manager  
Phone +49 931 418-2340  
Mobile: +49 175 7679406  
neele.wirth@vogel.de  
[www.lab-supply.info](http://www.lab-supply.info)