

INFORMATION – AT A GLANCE

Welcome as an exhibitor at the INTERGEO 2021 in Hannover!

In the interest of a smooth and successful execution of the event and due to the wealth of technical and organizational information, unfortunately we cannot do without the "small print".

Here, we have compiled the most important information for you, including an overview of dates and deadlines. Please read the following information carefully and forward it to your employees and, if necessary, to your stand constructor. In doing so, you will make a significant contribution to the success of the event.

Your INTERGEO-Team

HAVE YOU ALREADY INVITED YOUR CUSTOMERS?

In a few steps, you can order and send out visitor invitations in the ticket- and management-console free of charge. (You can find the link to the ticket- and management-console in the Exhibitor Service Portal under "Communication&Marketing")

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Advertising – Promotions

Promotional activities are only permitted on the exhibitor's own stand space. It must be demonstrated that there is sufficient space to accommodate an audience. Visual, audio or any other form of promotional material / activity must not obstruct or encroach upon aisles / corridors or neighbouring stands. PA systems and loudspeakers must not be set up in aisle / corridor areas. The noise level of promotional activities and exhibits must not exceed a maximum of 60 dB (A) at the outer limits of the stand. All presentations must be halted immediately if requested by the trade fair management if justifiable complaints have been received. The use of gases and smoke / steam is prohibited. Any laser systems, flashing signals and tickers as well as any pyrotechnic activities or displays are subject to authorisation by Deutsche Messe AG.

Advertising inside the exhibition

The area bordered by the stand walls may be used by exhibitors for advertising. Banners and signs may not encroach on the aisles / corridors. It is forbidden to undertake any advertising or distribute promotional materials outside the stand space. Advertising that infringes any legal statute, is in breach of good taste, or displays any political or ideological leanings is not permitted within the trade fair grounds. If any advertising activities or the distribution of promotional materials are the cause of any complaints, the trade fair company reserves the right to forbid these activities and confiscate stocks of said materials for the duration of the fair. Any dispute regarding the approval or otherwise of specific advertising will be decided by the trade fair management without recourse to law.

Advertising materials

We recommend you to devote just as much attention to your visitor advertising campaigns as to the presentation at your stand. The "Communication&Marketing" section of the Exhibitor Service Portal offers a whole host of options for every budget to show your company in the best possible light and raise your profile along with that of your products and brands.

Animals

No animals are permitted on the exhibition grounds, with the exception of guide dogs and police dogs.

Assembly and dismantling dates/times

Early stand assembly

An early stand assembly is possible for a fee from a stand size of >150 m² but must be approved by Deutsche Messe AG. Please send an email to intergeo@hinte-messe.de.

Assembly

Saturday, 18 September 2021

Sunday, 19 September 2021

Monday, 20 September 2021

The times allocated for assembly are 7 a.m. to 10 p.m. each day.

Dismantling

Friday, 24 September 2021

Saturday, 25 September 2021

Dismantling is possible from Thursday, 23 September after the end of the event at 6 p.m. to 10 p.m. on Saturday, 25 September (round the clock!).

Also see the document entitled "Traffic Guide" under "Stand&Technics" > "Important information" on the Exhibitor Service Portal.

Assembly and dismantling passes

Due to the current situation, there are again assembly and dismantling passes this year. These are free of charge and must be ordered and registered via the Exhibitor Service Portal. Please note, registration will be possible in July.

Please note:

ADMISSION ONLY WITH PRINTED TICKET! No passes can be issued or printed on site.

Co-exhibitors / additionally represented partners

Each exhibitor is asked to report his co-exhibitors / additionally represented partners on his stand via the form "registration for co-exhibitor". The form can be found in the Exhibitor Service Portal under "Stand&Technics" > "Important information". Co-exhibitors or additionally represented partners book the mandatory communication package BASIC and benefit from the marketing measures included in the package.

NEW: Due to INTERGEO being held as a hybrid event, your co-exhibitors or additionally / represented partners can also present themselves digitally to the INTERGEO community by booking an ENTRY package (reduced price).

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Data protection

In order to provide the relevant services, we will save and process exhibitor's data in accordance with the applicable data protection legislation. To that end, data may be passed to service partners where appropriate.

Deliveries

Deliveries to your trade fair stand should be addressed as follows:

"Name of the exhibitor"

"Name of the event" "Hall" "Stand number"

Messegelände

30521 Hannover

Germany

As the trade fair management cannot take receipt of any items due to space and insurance issues, please note that stands must be staffed when deliveries arrive.

Directions

The exhibition site Hannover is integrated into the city's public transport network, which means travelling to and from the exhibition sites is both quick and easy. Further information about your travel options and the various modes of transport is provided on the INTERGEO website at www.intergeo.de/en/journey

Empties

(Complementary to the technical guidelines issued by Deutsche Messe AG)

For safety reasons, empties may not be stored at the stands or anywhere else in the hall complex. No more than one day's supply of flyers / brochures and other advertising material is allowed in the stand area / event area. We therefore recommend that exhibitors employ the services of our contracted logistics partner Cretschmar MesseCargo GmbH to remove or store empties:

Ms. Annett Kreuzmann

Tel.: +49 (0)341 / 520430-13

Mobil: +49 (0)178 90 16 513

E-mail: annett.kreuzmann@cretschmar.de

Exhibition of motor vehicles

(Contrary to the technical guidelines issued by Deutsche Messe AG)

Vehicles may only be brought into and exhibited in the halls and other closed event areas after registration. For registration, please use the form (incl. leaflet) "Notification to exhibit vehicles". The form can be found in the Exhibitor Service Portal under "Stand&Technics" > "Permits".

Exhibitor passes

Depending on the package booked, each main exhibitor receives a fixed number of exhibitor passes free of charge:

Package S = 4 exhibitor passes

Package M = 8 exhibitor passes

Package L = 12 exhibitor passes

Package XL = 16 exhibitor passes

Package XXL = 20 exhibitor passes

These passes will be waiting for you at the ticket- and management-console when you register (the link is available via the Exhibitor Service Portal under "Stand&Technics" > "Exhibitor passes").

Each registered co-exhibitor and/or partners also represented at the stand will receive a separate login data for the Exhibitor Service Portal. Another four free exhibitor passes are available at the ticket- and management-console for them (the link is available via the Exhibitor Service Portal under "Stand&Technics" > "Exhibitor passes").

If additional exhibitor passes are required for stand personnel, these can be ordered via the ticket- and management-console.

Please note:

ADMISSION ONLY WITH PRINTED TICKET! It is not possible to print the ticket on site.

Exhibitor Service Portal

The Exhibitor Service Portal is the central online tool for planning your participation in INTERGEO. Detailing all the key deadlines and arrangements, it also enables you to:

- Manage your free visitor invitations
- Update your company details and products
- Book marketing services
- Order and register exhibitor passes
- Order your technical requirements (power supply, Internet, stand assembly, etc.

Access details will be sent to the e-mail address of the contact indicated on the registration form after invoicing.

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Forwarding company

(Contrary to the technical guidelines issued by Deutsche Messe AG)

Cretschmar MesseCargo GmbH has been appointed exclusively to ensure your exhibition materials and goods arrive at INTERGEO safely.

Contact person:

Ms. Annett Kreuzmann

Tel.: +49 (0)341 / 520430-13

Mobil: +49 (0)178 90 16 513

E-mail: annett.kreuzmann@cretschmar.de

You will find the form "Shipping" including instructions in the "Stand&Technics" section of the Exhibitor Service Portal.

Hotel reservations

Our service partner Hotelservice-Deutschland.de offers you and your stand personnel a wide choice of accommodation at special rates for INTERGEO. Further details are available on our website: www.intergeo.de/en/journey

Insurance

The exhibitor bears sole liability for his stand and fittings, and for any personal injury or damage to property caused by his company. We recommend that exhibitors take out appropriate insurance, either by concluding their own insurance policy or doing so via the named service partner. The event organiser accepts no liability for damage of any type, including that caused by fire, theft, mains water or weather.

Internet / WLAN

In case you require an internet connection for product presentations or demonstrations, we recommend you to book a LAN connection. You can place your order via the INTERGEO shop of the Deutsche Messe AG. You will find the corresponding link in the Exhibitor Service Portal under "Stand&Technics".

Loading and unloading / Traffic regulations during assembly/dismantling and for the duration of the event

To ensure that traffic flows smoothly during the construction and dismantling periods and during the actual event, the rules for regulating and directing traffic as well as the instructions of supervisors / security personnel must be

strictly observed. All areas of the exhibition grounds are subject to German road traffic regulations (Straßen-Verkehrsordnung, StVO).

During the assembly / dismantling periods and the fair itself, vehicular access to the trade fair grounds is only permitted upon payment of a deposit (see traffic guide). The deposit will be forfeit if the given time periods are exceeded. To avoid traffic building up while exhibits are being delivered and removed, please ensure vehicles are unloaded immediately and that they also vacate the halls and access roads promptly.

Vehicles must take the shortest possible route to the loading and unloading points. Access to the halls from outside is available only through the doors. Goods may not be delivered or removed via the visitor entrances and exits, including the emergency exits. It is also forbidden to wedge doors open.

For reasons of safety and liability, it is essential that lifting equipment, such as fork-lifts, truck-mounted cranes, etc., be requested exclusively through our fair forwarding company of Cretschmar MesseCargo GmbH (s. point forwarding company).

Please observe the document entitled "Traffic Guide" under "Stand&Technics" > "Important information" on the Exhibitor Service Portal.

Newsletter

All INTERGEO newsletters with relevant information about the event or your appearance are available in the Exhibitor Service Portal under "Stand&Technics" > "Newsletter".

Official permissions / approvals

Exhibitors are responsible for obtaining all the necessary permissions and approvals pertaining to participation in the event. The applicable regulations stipulated by commercial law and the police must be observed. Any areas of uncertainty or ambiguity must be clarified with the relevant bodies and, if the issue pertains to commercial law, with the trade supervisory authority (Gewerbeaufsichtsamt).

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Order forms

Depending on the form header, order forms (Approval of stand construction / Test for special construction requiring official approval, multimedia, logistic, exhibition of vehicles) are sent either direct to the service partner or redirected to the relevant service partner by HINTE Messe- und Ausstellungs-GmbH. There will be no confirmation of receipt when ordering services. Please complete and return the forms duly signed.

The orders for: Electricity, water, internet, telecommunications, suspensions, plants, stand cleaning, waste disposal, guarding, catering, early stand set-up, permits, parking, etc. are handled via the INTERGEO shop of the Deutsche Messe AG. The corresponding link can be found in the Exhibitor Service Portal. **Please note**, you will be able to place orders in the Shop **from June** onwards. For this purpose, you will receive your personal access data by e-mail from Deutsche Messe AG.

The stand sketch must be sent together with the appropriate order forms.

Please note the submission deadline for all technical orders: **10 August 2021**. Surcharges may be payable in some cases from this point on. Please observe the relevant details in the section "Dates and Deadlines" from page 8 onwards of this document.

Photography and filming

Only photographers approved by the event organizer are permitted to undertake commercial photography and filming on the trade fair site. Any exceptions to this rule require the written permission of the event organizer. The event organizer is entitled to use all types of images for general purposes, or its own publications. As part of this, exhibitors relinquish the right to raise any objections based on copyright.

Stand

Below you will find all the important information on the subject stand:

Stand boundary walls

Please note that the area rental does not include assembly or walls for the stand unless ordered separately in advance. Stand boundary walls / partitions are compulsory!

Approval of stand construction

(Contrary to the technical guidelines issued by Deutsche Messe AG)

Approval of stand construction/stand construction permit is required for the following INTERGEO stands (incl. the theme platforms):

- for a stand size "XL" and larger (98 m²)
- for planned stand constructions which cover more than 50 % of each open stand side

For this purpose, please submit your drawings (dimensioned ground plans, projections, stand construction and machine set-up) via e-mail to intergeo@hinte-messe.de **no later than 6 weeks before the start of construction work.**

Application for Building Permission

Additionally, as required by the Technical Guidelines of Deutsche Messe AG, the following stands are also subject to approval by Deutsche Messe AG and must be inspected by them:

- stand structures with two or more storeys
- outdoor buildings and structures
- special structures / special structural solutions
- exhibits over 6.50 m in height

You will find the form "Application for Building Permission" in the Exhibitor Service Portal under "Stand&Technics" > "Approvals + Fact Sheets". The form including the required documents must also be submitted **no later than 4 weeks before the start of construction work.**

Stand placement

The rented stand space will be measured by the event organizer and the corner points marked accordingly. Columns, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are part of the allocated stand areas. Once stands have been allocated, we recommend that each exhibitor checks the

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location and dimensions of all fixtures and fittings, the route of service ducts, etc. Where applicable, exhibitors should also communicate this information to those responsible for stand construction.

Supply points and safety equipment

All connection points located in service ducts, plus fire alarms, hydrants, distribution units, cables / wires, telephone splitters, sprinkler heads, etc. must be accessible and operational at all times. They must not be covered or concealed by stand materials or exhibits.

Installations and services on the stand

Certain services (including all kinds of hangings affixed to the ceilings and roof structures of the exhibition halls, power mains, water and pressurised air connections, sprinkler systems, underfloor installations and foundation work, security service, transport services on the exhibition site, telephone and data connection) have to be procured via Deutsche Messe AG and may only be carried out by the companies appointed by Deutsche Messe AG. It is recommended that these companies are also employed for any work within the stand itself.

On the final day of the exhibition / event, power will normally be switched off for safety reasons one hour after the exhibition / event has closed.

Sub-letting of exhibition stands

Any exchange of exhibition stands or partial sub-letting to third parties requires the permission of the trade fair management.

Stand assembly

1. The stand space designated in the stand confirmation will be plotted out by the event organizer. Stands will be constructed on this space. The exhibitor must allow for minor deviations in the stand measurements. The exhibitor is not entitled to assert a claim against the event organizer for any such deviations. These can be the result of varying thicknesses in the partition walls. It is the exhibitor's responsibility to ensure the points where his stand joins with or borders neighbouring stands are properly finished and visually attractive. The exhibitor bears the cost for this.

Failure to do so will result in measures being taken to rectify the matter at the cost of the exhibitor responsible for the problem.

2. All stands must have an inscription on the fascia / name panel or display the company name and address in a manner that is clearly visible and recognizable to all.

3. The stand assembly must not exert any pressure on hall walls, roof support columns and roof beams.

4. Exhibitors are not permitted to install any hanging items by themselves.

5. Floor coverings must not be nailed or tacked down. Carpets may be secured using only double-sided adhesive tape. Self-adhesive carpet tiles are not permitted. The use of bolts and anchoring devices is also prohibited. Painting of the hall floors is not permitted. Heavy loads, lifting material and crates may only be transported through the halls using trucks or pallet trucks fitted with rubber tires.

6. Louvers and vents of the air conditioning system, distribution boxes, fire prevention and fire extinguishing equipment, and other technical equipment must be kept clear of obstructions.

Stand inspection and approval

Stand inspection and approval will take place on **Monday, 19 September 2021**. Stand construction (basic assembly) must therefore be completed by **3 p.m.** and no vehicles used in the assembly process are permitted to remain in the halls.

Stand numbering

Trade fair stands are labelled by HINTE Messe- und Ausstellungs-GmbH using uniform stand numbers.

Stand dismantling

1. Exhibition spaces are to be returned to their original condition following the dismantling process. Exhibitors are liable for any damage to ceilings, walls and floors or to fixtures and fittings. Adhesive tape must be removed without leaving any residue or marks.

2. Any damage to halls, hall fixtures or outside facilities caused by exhibitors or their agents must be reported to the trade fair management. Exhibitors are asked to leave the stand areas in the condition in which they found them.

3. Any stands not dismantled, or any exhibits not removed after the end of the allotted dismantling period will be removed and stored by the contracted forwarding company at the cost and risk of the exhibitor. HINTE Messe- und Ausstellungs-GmbH accepts no liability.

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Stand party / Exhibitor evening

Based on an evaluation of the previous exhibitor evenings at INTERGEO and considering the current situation, it is not possible to hold stand parties in the usual manner at present. Therefore, it is prohibited to hold a stand party at INTERGEO.

Theft – Prevention

Five key recommendations:

1. Arrange dedicated surveillance for your stand.
2. Do not leave goods unattended or unsecured at stands during the assembly and dismantling periods.
3. All valuable, unsecured exhibits should be removed when leaving the stand at the end of the fair.
4. Arrange specific times with your forwarding company for the delivery and collection of trade fair items, so that your stand and its contents are not left unattended.
5. Insure all goods. This will at least ensure you are covered against financial losses.

Theft – Reporting

Any instance of theft should be reported to the police. In the event of theft, please alert the trade fair management immediately. They will be able to provide details of the police station to contact in order to file an official report.

Trade fair opening times

For visitors:

Tuesday, 21 September 2021	9 a.m. to 6 p.m.
Wednesday, 22 September 2021	9 a.m. to 6 p.m.
Thursday, 23 September 2021	9 a.m. to 6 p.m.

For exhibitors:

Tuesday, 21 September 2021	7 a.m. to 7 p.m.
Wednesday, 22 September 2021	8 a.m. to 7 p.m.
Thursday, 23 September 2021	8 a.m. to 6 p.m.*

Stands must be staffed by 8.45 a.m. at the latest.

*Please observe the dismantling times on page 2 under "Assembly and dismantling dates/times".

Visa information

Members of EU states do not require a visa to enter the Federal Republic of Germany. People from other countries require a visa for any trip to Germany. This generally applies without exception. Exhibitors should submit visa applications to the relevant embassy or consulate general of the Federal Republic of Germany, as these are the bodies responsible for issuing visas. Since 24 July 2013, an invitation from the relevant trade fair company is no longer required when applying for a visa to attend a trade fair in Germany.

Waste disposal

You are responsible for waste removal during the assembly and dismantling period. Professional waste disposal must be ordered separately via the INTERGEO shop of the Deutsche Messe AG. The corresponding link can be found in the Exhibitor Service Portal.

Using other waste containers or facilities on the exhibition grounds to dispose of waste is explicitly forbidden. The removal of waste is organised by HINTE Messe- und Ausstellungs-GmbH for the duration of the trade fair. Please place your rubbish bags in a clearly visible position at the edge of your stand in the evening after the end of the trade fair. The overnight cleaning team will then collect the rubbish bags.

DEADLINES AND DATES

In the following we would like to give you an overview of deadlines for various areas, e.g. "Marketing", "Technics" etc. and when surcharges may apply and to what extent. This information can also be found in the Exhibitor Service Portal on the respective order forms or in the article descriptions of the linked online shops.

OUR RECOMMENDATION:

Place your orders/bookings/assignments and submissions no later than six weeks (unless deadlines end earlier) before the event.

AUGUST

Deadline / Due date by: For orders / bookings / assignments and submissions of:

10/08/2021	<ul style="list-style-type: none"> Registration of Co-exhibitors Multimedia (from 11/08/2021 only on request) W-LAN, Internet access, cable-connected, Telephone (from 11/08/2021 only on request and under reserve) Suspension Points and Rigging Submission of stand construction plans from package XL (98 m²) or in case of planned stand constructions which cover more than 50 % of each open stand side
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24/08/2021	<ul style="list-style-type: none"> Approval of stand construction / special construction requiring official approval (from 25/08/2021 additional costs may apply) Stand construction, furniture, accessories (from 25/08/2021 with 20 % surcharge) Electrical Installations Water Installations Compressed Air Installation Parking permit
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SEPTEMBER

Deadline / Due date by: For orders / bookings / assignments and submissions of:

01/09/2021	Stand catering
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02/09/2021	<ul style="list-style-type: none"> Latest arrival seafreight – LCL Cargo (port: Hamburg) <i>Please note the details given on the form "Logistic" (in the Exhibitor Service Portal under "Stand&technics").</i>
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04/09/2021	<ul style="list-style-type: none"> Latest arrival seafreight – FCL Cargo (port: Hamburg): <i>Please note the details given on the form "Logistic" (in the Exhibitor Service Portal under "Stand&technics").</i>
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SEPTEMBER

Deadline / Due date by: For orders / bookings / assignments and submissions of:

07/09/2021 Plants and Flower Decoration
Entertainment-Tools (e.g. cell phone charging station, popcorn machine, wheel of fortune)
Stand Cleaning
Waste Disposal
Hostesses
Security Cover
Beverage service
Latest arrival airfreight (airport: DUS)
Please note the details given on the form "Logistic" (in the Exhibitor Service Portal under "Stand&technics").

09/09/2021 Latest date of delivery at our warehouse (goods from outside EU)
Please note the details given on the form "Logistic" (in the Exhibitor Service Portal under "Stand&technics").

15/09/2021 Latest date of delivery at our warehouse in Duesseldorf
Please note the details given on the form "Logistic" (in the Exhibitor Service Portal under "Stand&technics").
