



29.02. – 03.03.2024
Exhibition Centre Nuremberg

Last Minute Information for Exhibitors

Organiser:	NürnbergMesse GmbH Messezentrum, 90471 Nuremberg, Germany T +49 911 86 06-0		
Execution:	NürnbergMesse GmbH Messezentrum, 90471 Nuremberg, Germany T +49 911 86 06-0		
Executive Director:	You can reach the Executive Director in NCC Mitte, 1. OG, Orga Office 1 & Orga Office 2. Tel.: +49 9 11 86 06-82 11 iwa@nuernbergmesse.de		
Opening times:	Thursday, 29.02.2024 until Saturday, 02.03.2024 Sunday, 03.03.2024	daily	09:00 – 18:00 09:00 – 16:00
Assembly:	Monday, 26.02.2024 Tuesday, 27.02.2024 Wednesday, 28.02.2024		07:00 – 24:00 07:00 – 24:00 07:00 – 20:00
Dismantling:	Sunday, 03.03.2023 Monday, 04.03.2023 Tuesday, 05.03.2023		16:00 – 24:00 07:00 – 24:00 07:00 – 24:00

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Privacy notice

You can object to the use of your data by NürnbergMesse GmbH for advertising purposes at any time.

Further information on data protection, in particular on exercising your rights as a data subject and on how to contact us, can be found at: <https://www.nuernbergmesse.de/en/dataprotection>.

Legal information and warning notices

- Forged invoices
- Warning against dubious hotel offers
- External exhibition directories
- Sales offers visitor data
- Protection of industrial property rights – plagiarism
- Priority certificate

The information can be found at iwa.info.

1. Waste disposal/cleaning

The NürnbergMesse respectively the official service partners from the NürnbergMesse are responsible for the proper, environmentally compatible disposal of unavoidable waste. The flat fee for this is EUR 4.95/m² and is charged up to a maximum area of 500 m². This amount was already charged with your stand space. You don't need to do anything.

The waste disposal service includes the professional removal and recycling of any waste generated at the stand during assembly and dismantling as well as for the entire duration of the trade fair. For the disposal of waste occurring during the fair, full rubbish bags will still be collected daily directly from your stand and one new bag will be provided automatically.

The disposal of production waste accumulated during the event, entire stand elements or complete exhibition stands must be ordered separately.

These services can be ordered in the Online ExhibitorShop (see Staff and Services - Cleaning of stand and disposal), at one of NürnbergMesse's official service partners for a fee.

The Online ExhibitorShop will remain open during assembly for orders of cleaning services. We kindly ask you to bring your login data with you. You need them to place orders online on site.

If you would also like to provide a login to one of your partners (stand builder, agency, etc.), please request login data via the 'Partner Logins' menu item in the ExhibitorShop no later than one week before the start of set-up.

2. Delivery via the loading yards

2.1 During the exhibition

On the last day of the event vehicles may not enter the loading yard from **13:00 to around 3 hours after the end of the fair** due to delivery of empty containers by the trade fair forwarding agents.

2.2 **Special exemption from ban on driving of trucks on Sundays and Public holidays in Germany**

All trucks exceeding 7.5 t and trucks with trailers require special approval as per § 46 Para. 1 No. 7 in conjunction with § 30 Para. 3 of the German Highway Code /StVO) for planned journeys between 0.00 midnight and 10.00 p.m. on Sundays and public holidays (§ 30 Para. 4 StVO).

Permits are available directly from the authority at the branch of the forwarder or from the Nuremberg road traffic authority:

Servicebetrieb Öffentlicher Raum Nürnberg (SÖR)

Sulzbacher Straße 2-6

90489 Nürnberg

www.soer.nuernberg.de

T +49 9 11 2 31- 45 81 oder - 45 91

F +49 9 11 2 31- 36 55

Application forms and further information can be obtained on the internet (German only):

https://www.nuernberg.de/internet/soer_nbg/ausnahmegenehmigungen.html

2.3 Digital trade fair logistic system – ‘TransITfair’

To ensure better planning and coordination of the assembly and dismantling phases with fewer waiting times and more flexibility, all vehicles that enter the exhibition center are pre-registered via our new digital tool ‘TransITfair’.

With ‘TransITfair’ you book your time slots for loading and unloading your vehicles to improve your planning and gain transparency and efficiency for assembly and dismantling.

Further information about our digital logistic system you find here:

<https://www.nuernbergmesse.de/de/location-services/services/transitfair>

Information on entry permits for the assembly and dismantling of the respective events at the Nuremberg exhibition center as well as the possibility to book time slots for loading and unloading your trucks can be found here: <https://nuernbergmesse.transit-fair.com/>

3. Assembly and dismantling

3.1 Assembly times

Monday, 26. Februar, 2024	7:00 – 24:00
Tuesday, 27. Februar, 2024	7:00 – 24:00
Wednesday, 28. Februar, 2024	7:00 – 20:00

The organizer will be entitled to use for another purpose any exhibition areas on which assembly has not yet begun by 3:00 p.m. of the last assembly day. In this case, the organizer will have the right to charge the resulting costs to the exhibitor.

3.2 Dismantling

Dismantling

Sunday, 3. März, 2024	16:00 – 24:00
Monday, 4. März, 2024	7:00 – 24:00
Tuesday, 5. März, 2024	7:00 – 20:00 Uhr

NürnbergMesse is entitled to dismantle and store the stand equipment and exhibits at exhibitor's cost if the stand area has not been cleared by the end of the official dismantling period.

3.3 Assembly and dismantling times

Extended assembly times and also extended dismantling times can be booked via the Online ExhibitorShop – Services. A fee of EUR 250 per day per exhibitor must be paid for this.

4. Exhibitor kitchens

During the fair, exhibitors can use the following kitchens free of charge to prepare hot drinks or wash crockery:

Service 1 (basement), Hall 3 (ground floor), Hall 3A (ground floor), Hall 3C (ground floor), Service 4 (basement), Hall 4A (ground floor),

The kitchens have a workbench with sink and hot water boiler.

5. Exhibitor Services - Service Point, Service Buddies and messeSTORE on site, Visitor registration/Lead tracking

5.1 Service Point

The Service Point (between Halls 5 and 6, upper floor) is your central point of contact for all services on the exhibition grounds during assembly, dismantling and the entire duration of the fair. Here you will find the Service Buddies team, the messeSTORE, our stand construction and furniture companies and our visitor registration/lead tracking provider.

Opening Hours Service Point:

Monday, 26.02. 2024	7:00 – 19:00
Tuesday, 27.02. 2024	7:00 – 19:00
Wednesday, 28.02. 2024	7:00 – 19:00
Thursday, 29.02. 2024	7:00 – 19:00
Friday, 01.03. 2024	7:00 – 19:00
Saturday, 02.03. 2024	7:00 – 19:00
Sunday, 03.03. 2024	8:00 – 17:00

The Online ExhibitorShop will remain open during assembly and duration for orders of cleaning services as well as internet, telecommunication and lead tracking products. We kindly ask you to bring your login data with you. You need them to place orders online on site.

If you would also like to provide a login to one of your partners (stand builder, agency, etc.), please request login data via the 'Partner Logins' menu item in the ExhibitorShop no later than one week before the start of set-up.

5.2 Service Buddies

During assembly and for the duration of the fair, our Service Buddies team will be available to offer advice and assistance for all matters relating your participation at the fair.

5.3 messeSTORE

The Wörnlein messeSTORE is available at the ServicePoint (between halls 5 and 6, 1st floor). Various consumables and assembly materials are available there.

5.4 Visitor registration/Lead tracking

Record and manage your trade fair contacts/leads quickly, conveniently and comprehensively! From simple bar/badge scanner to a complete processing station for your exhibition reports and address data, we can offer you customised solutions. Contact us to find out how!

5.5 Information and service counters

For trade fair guides (= EXHIBITION GUIDE), copying services (black/white) and all other queries, please contact our information and service counters located in the entrance areas and passageways between the halls.

6. Passes

Admission - TicketCenter

In the Online ExhibitorShop under the heading TicketCenter you can generate, send and manage your exhibitor passes as well as assembly and dismantling passes.

As an exhibitor, you will receive a free quota of exhibitor passes, depending on the stand area booked. You can view this free quota of exhibitor passes in the TicketCenter. However, you can generate tickets in excess of this quota. After the event, you will only be charged for the exhibitor passes actually used minus your free quota.

Exhibitor passes are valid for the duration of the event and for set-up and dismantling. You can also generate free assembly and dismantling passes for your stand personnel at the TicketCenter.

Please ensure that all persons involved in stand construction and dismantling, such as stand builders, forwarding agents, etc., receive an assembly and dismantling pass from you. Persons arriving at the exhibition grounds without a pass will be denied access and will have to register on site. This may lead to waiting times.

Please note that all passes must be personalized!

7. Direct sales not permitted

The IWA OutdoorClassics is an exhibition only. The supply or handing over of sold exhibition goods (direct sales) is not permitted. In the event of violation of this rule NürnbergMesse reserves the right to close the respective stand.

8. Trade visitors

As an exhibitor you have agreed to invite only authorised visitors.

Authorised visitors are: Specialist retailers, commercial consumers, associations, public offices and security and specialist authorities. As in previous years, visitors to IWA OutdoorClassics 2024 will once again be registered electronically.

Children and young people under the age of 18 are not allowed at the fair. In certain justified circumstances access may be granted to persons aged 16 and over. The only exceptional circumstances would be an existing employment contract with an exhibiting company. Documentary evidence of this must be provided. Access is only possible when accompanied by an adult.

Trade visitors must wear their passes so that they are visible. Special press passes will be issued to representatives of the trade press.

9. Childcare facility

For parents who have been unable to organise childcare, NürnbergMesse offers a childcare facility in the Service Center Mitte (SCM Mitte, near Mitte entrance) in room Mailand (1st floor). The opening times correspond to the opening hours of the IWA OutdoorClassics 2024.

10. Priority certificate

An application for a priority certificate for the event has been submitted to the German Federal Ministry of Justice. The priority certificate guarantees certain protection rights until submission to a

patent office in Germany or other countries. All exhibitors can apply for a priority certificate, which costs EUR 50. If you have any queries in this regard please contact the exhibition Management.

11. Exhibition opening times

Thursday, 29. February, 2024 until	daily 9:00 – 18:00
Saturday, 2. March, 2024	
Sunday, 3. March, 2024	9:00 – 16:00

Exhibitors can access the exhibition halls daily one hour before the official opening time. The exhibition stands must be manned by 15 minutes before opening at the latest. For security reasons the exhibition halls have to be vacated at the latest 30 minutes after the end of the opening time.

12. Parking and shuttle service

12.1 Car parking with shuttle service

During assembly and dismantling:

Free car parking from Monday, 26.02.2024 to Wednesday, 28.02.2024 and from Sunday, 03.03.2024 to Tuesday, 05.03.2024 in the car parks of the exhibition grounds (not in the loading yard!).

If necessary, please advise our service guards that you are an exhibitor at IWA OutdoorClassics 2024.

During the exhibition:

During the exhibition exhibitor parking spaces are available for a fee in car parks, 'Süd-Ost', 'Ost' car park 'Ost' and the multi-storey car park.

Parking tickets can be purchased on the last set-up day and 1st day of the trade fair from Engelhardt & Co. Parkraummanagement und Service GmbH at the ServicePartnerCenter or directly at the parking areas at a single price of EUR 12.

One-day parking permits can be purchased on site from our service guards.

Please note the opening times of the multi-storey car park:

From Thursday, 28.02.2024 to Sunday, 03.03.2024 the parking guard is manned 2.5 hours before the start of the event up to and including 1 hour after the end of the event.

It is ensured that cars can exit from the multi-storey car park around the clock.

From the Ost multi-storey car park there is a shuttle bus to and from the exhibition halls.

Car park bus stop: Ost multi-storey car park

Bus stop exhibition centre: Entrances Mitte and Ost

12.2 Truck parking with shuttle service

During set-up and dismantling:

Trucks can be parked free of charge from Monday, 26.02.2024 to Wednesday, 28.02.2024 and from Sunday, 03.03.2024 to Tuesday, 05.03.2024 in the car parks on the exhibition grounds (not

in the loading yard!). Please advise our security guards that you are an exhibitor at IWA OutdoorClassics 2024.

During the fair:

The permanent parking permits are only valid for cars. During the fair, trucks, trailers, vans/pick-ups, swap bodies, caravans and camper vans must not be parked on the areas designated as car parks or in the loading yards of Exhibition Centre Nuremberg (with the exception of the maximum 30 minute delivery period) or on the road called "Grosse Strasse".

During the fair these vehicles can be parked on the designated truck parking areas free of charge. Access routes to these parking areas, which are just a few minutes drive from the exhibition centre, are signposted and are also shown on the direction maps issued at the loading yards and attached to this letter.

For truck drivers there is a shuttle bus to and from the truck parking areas:

Wednesday, 21.02.2024 until Sunday, 25.02.2024	7:00 – 19:00
Monday, 26.02.2024 until Wednesday, 28.02.2024	0:00 – 24:00
Thursday, 29.02.2024 until Saturday, 02.03.2024	7:00 – 19:00
Sunday, 03.03.2024	7:00 – 24:00
Monday, 04.03.2024	0:00 – 24:00
Tuesday, 05.03.2024	0:00 – 22:00

Bus location: Entrance Ost

The organiser is entitled to remove any vehicle parked on the car parks of the exhibition grounds or in the loading yards at 02:00 in the morning before the first day of the event at the vehicle owner's or user's cost.

The exhibitor undertakes to ensure that third party firms engaged by the exhibitor, such as trade fair service companies or forwarders, also adhere to these regulations. Please pass on the attached maps accordingly.

13. Press/Press center/Press events

The east press center is opened on the last day of assembly, Wednesday, 28.02. 2024, from 9:00 – 18:00 and during IWA OutdoorClassics 2024. This is where you can hand in your information material to be displayed for the press.

Please inform the press team of IWA OutddorClassics about press events you are planning in the course of the event. They will be happy to support you with the implementation and promotion.

Press Team:

Georg Loichinger

T +49 911 86 06-81 91

georg.loichinger@nuernbergmesse.de

14. Sparing use of energy

- **Energy** (power, water, heating, compressed air) must always be used in the halls in a way that conserves resources.
- Make sure that the **stand lighting** is switched off at night (also for reasons of fire prevention).
- **Other consumers** (with the exception of refrigerators and machinery that has to run overnight (e.g. networks)) must also be switched off overnight to prevent possible consumption of energy in standby mode.
- **Hall doors** should be kept closed as far as possible.

15. Logistics

The scheduling of transport aids (forklifts, cranes, transport carts, etc.) can only be provided on the dates you request if the order is placed in the Online ExhibitorShop (see Logistics) in good time before the trade fair. Otherwise, there may be considerable waiting times. The order deadline for forwarding services is 7 days before the start of the event.

For reasons of safety and liability, lifting gear such as forklifts, truck-mounted cranes etc. may only be requested from the respective trade fair forwarding agent.

16. Travel

16.1 Travel –Discounted rail travel in Germany with Deutsche Bahn

With the Deutsche Bahn event ticket, you can travel sustainably and at a reduced rate from all over Germany to IWA OutdoorClassics.

All information on the Deutsche Bahn event ticket and the CityTicket can be found here:

<https://www.bahn.de/bahnbusiness/tickets-und-angebote/business-tarife/veranstaltungsticket>.

Advance purchase is possible up to 180 days in advance. At a ticket inspection, you only need to show your exhibitor pass or visitor ticket in addition to the Deutsche Bahn event ticket.

16.2 Your way to NürnbergMesse

You can find all important information on how to get here:

<https://www.nuernbergmesse.de/en/location-services/travel-accommodations>

You can buy your public transport ticket in advance online in the [VGN Online Shop](#) or in the VGN App.

You can find the subway connections to the trade fair here:

<https://www.vgn.de/en/getting-around/exhibition-center/>

Taxi:

Where from: **Nuremberg Airport (Nürnberg Flughafen)**

Where to: **Messe**

Price: approx. 40 EUR

Duration: 20 – 30 Minutes

Taxi:

Where from: **Main station (Hauptbahnhof)**

Where to: **Messe**

Price: approx. 25 EUR

Duration: 15 – 20 Minutes

All prices specified are for reference only and may differ as a result of traffic situation, detours due to roadworks or waiting times caused by the passenger.

17. Advertising outside the stand

The distribution of advertising material outside the exhibition stand is not permitted.

Exhibits and any kind of advertising outside the stand limits must not be displayed without previous authorisation by NürnbergMesse.

For advertising possibilities advertising please go to the Online ExhibitorShop

Advice and booking:

Team Service Sales

T +49 911 86 06-80 30

exhibitor.marketing@nuernbergmesse.de

18. WLAN

The entire exhibition centre is equipped with WLAN. Secure WLAN exhibitor access for the entire duration of the exhibition (including assembly and dismantling) can be booked in the Online ExhibitorShop under internet and telecommunications

Advice:

Team Service Sales

T +49 911 86 06-80 10

connectivity.services@nuernbergmesse.de

NürnbergMesse cannot take any responsibility for third-party Internet services. Unauthorized WLAN networks can be switched off in the event of a malfunction.

The Online ExhibitorShop will remain open during assembly and duration for orders of internet and telecommunication products. We kindly ask you to bring your login data with you. You need them to place orders online on site.

If you would also like to provide a login to one of your partners (stand builder, agency, etc.), please request login data via the 'Partner Logins' menu item in the ExhibitorShop no later than one week before the start of set-up.

19. Customs clearance

Please contact the forwarder responsible for your hall.

You can also obtain information at the information and service counters.

Customs Office in Service Partner Centre, 2nd floor, rooms 2.84 and 2.85

Tel +49(0)911 8606-6107

Customs Office Port

T +49 911 2349-0

SERVICES (overview and ordering information)

Service Buddies of NürnbergMesse

Tel +49(0)911.86 06-88 55

E-mail: exhibitor.services@nuernbergmesse.de



Emergency number (police, fire department, accidents, theft)

For emergencies of any kind please contact our SecurityControlUnit

T +49(0)911 8606 7000

	Service	Order under	ServicePartner	Phone number +49(0)911 . . .
A	Accommodation		see Hotels	
	Advertising		see Marketing services	
C	Camping		KNAUS Campingpark Nuremberg	- 9 81 27 17
	Car parks for exhibitors	Travel an accomodation	Engelhardt & Co. Parkraummanagement u. Service GmbH &Co and at the information counters at the exhibition	- 981188-55
	Catering	Catering and Events	Lehrieder Catering-Party-Service	- 86 06-61 14
	Cleaning	Staff and services	dias Dickmann Industrie- und Anlagenservice GmbH: Halls: 1, 2, 3, 3C, 8, 9, 10, NCC Mitte Service areas: 1, 1 Mitte, 1/2, 2/3/4, 8/9, 9, 9 Mitte, 10, OperationCenter, ServiceCenter Mitte, Rotunde and Parkdeck Süd (Parking South)	- 9817215
			KIEFER GmbH: Halls: 3A, 4, 4A, 5, 6, 7, 7A und NCC Ost Service areas: 3/4, 4, 4/5, 5/6, 6/7, 7, Übergang (crossing) 7/8, ServicePartner Center and Parking (Parkhaus)	- 9808080
			Vebego Facility Services B.V. & Co. KG Facility Services B.V. & Co. KG Halle 11, 12, NCC West, Frankenhalle, Service 11 und 12:	- 4770441
	Communication	Technical services	Bisping & Bisping GmbH & Co. KG	- 86 06-40 00
	Compressed air	Technical services	SPIE SAG GmbH	- 818818-0
	Copies: black & white		Information counters at the exhibition	
	Copies: colour		Service Point between Halls 5 and 6, upper floor	- 86 06-80 04
	Customs		See Forwarding services	
E	Electricity supply	Technical services	SPIE SAG GmbH	- 818818-0
	Empty containers / storage / logistics		See Forwarding services	
	Exhibition management		NürnbergMesse GmbH, Exhibition Management	- 86 06-82 11
F	Fire extinguishers Flame-inhibiting impregnation	Stand construction	Messebau Wörnlein GmbH	- 817449-0

	Service	Order under	ServicePartner	Phone number +49(0)911 . . .
	Floor coverings	Stand construction	Messebau Wörnlein GmbH	- 817449-0
	Forklift trucks		See Forwarding services	
	Forwarding services	Logistics	Hall 3 - 7A: Schenker Deutschland AG Hall 1, 2, 8-12: Kühne & Nagel (AG & Co.) KG	- 81748-0 - 981856-0
G	Graphics		See Lettering	
	Guarding of stands	Staff and services	ESS Erlanger Sicherheits Service GmbH	-86 06-68 00 - +49 9131 68594-0
H	Hire of furniture	Stand construction	Hummel Möbelverleih GmbH Messebau Wörnlein GmbH	- 86 06-63 03 - 817449-0
	Hostesses		See Stand personnel placement/temporary staff	
	Hotels	Travel and accommodation	NürnbergMesse GmbH, Service Sales exhibitor.hotels@nuernbergmesse.de Business & Service Brigitte Schmedding GmbH Congress- und Tourismus-Zentrale Nürnberg	- 86 06-80 20 - 86076-0 - 2336-121/122
I	Insurance	Insurances	deas Deutsche Assekuranzmakler GmbH	- 5885-0
	Internet access		See Communication	
K	Kitchen appliances/ heating and refrigerated equipment	Stand construction	Valentin Int. Messeservice GmbH & Co. KG	+49(0)2104.9103-0
L	Landscaping services for stand design	Stand construction	Gartengestaltung & Service Ronald Grabinger	- 86 06-52 24
	Lead Tracking	Marketing services	convey Information Systems GmbH	+49 (0)89 9 54 58 67 59
	Lettering	Stand construction	Holtmann Messe+Event Messebau Wörnlein GmbH	- 86 06-60 51 - 817449-0
	Lighting	Technical services	SAG GmbH	- 818818-0
	Lighting	Stand construction	Messebau Wörnlein GmbH	- 817449-0
M	Marketing services	Marketing services	NürnbergMesse GmbH, Service Sales	- 8606-80 30
	Media equipment	Technical services	Neumann & Müller GmbH & Co. KG sld mediatec GmbH	- 96846-0 - 230858-0
	messeSTORE		Between Halls 5 and 6, upper floor at the Service Point	
P	Parcel service/ package	-	Schenker Deutschland	- 81748-0
	Passes	Passes and tickets	NürnbergMesse GmbH, Exhibition Management	- 86 06-82 11
P	PC equipment		see Communication	

	Service	Order under	ServicePartner	Phone number +49(0)911 . . .
	Photography	Staff and services	Foto Bischof & Broel KG	- 533533
	Power supply		see Electricity supply	
	Press and press compartments		NürnbergMesse GmbH, Presse	- 86 06-81 91
R	Restaurants		Lehrieder Catering-Party-Service	- 86 06-61 14
	Room hire		NürnbergMesse GmbH, Exhibition Management	- 86 06-82 11
S	Security		see Guarding of stands	
	Service Point		Service Point between Halls 5 and 6, upper floor	- 86 06-80 04
	Signs		see Lettering	
	Spotlights		see Lighting	
	Stand catering		see Catering and Events	
	Stand cleaning		see Cleaning	
	Stand construction	Stand construction	Holtmann Messe+Event Messebau Wörnlein GmbH	- 86 06-60 51 - 817449-0
	Stand equipment	Stand construction	Messebau Wörnlein GmbH	- 817449-0
	Stand personnel placement/temporary staff	Workers for set-up and dismantling, stand helpers, interpreters and hostesses	Business & Service Brigitte Schmedding GmbH Messezentrum, 90471 Nürnberg Lorenz Projekte GmbH & Co. KG Lorenz Office GmbH & Co. KG Lorenz Technik GmbH & Co. KG Dr.-Kurt-Schumacher-Str. 16, 90402 Nürnberg messe@lorenz-personal.de	- 86076-0 - 214666-0
T	Taxi			-19 410
	Telecommunication		See Communication	
	Temporary staff		See Stand personnel placement/temporary staff	
	Tickets for local public transport		Tickets at VGN online store or in the VGN app	
	Transport		See Forwarding services	
	Truck call-off system	Logistics	Transltfair Service-Hotline Service-hours: Tuesday to Thursday from 09.00-15.00	- 8606-6400
W	Water supply	Technical services	Hall 3-7: August & Jean HILPERT Messe-Service GmbH Hall 1,2, 8-12: ABL Brochier Klimatechnik und Gebäudemanagement GmbH	- 376638-0 - 9812969
	Wi-Fi / WLAN	Technical services	Bisping & Bisping GmbH & Co. KG	- 86 06-40 00