GENERAL GUIDELINES FOR EXHIBITORS

Exhibitor Manual

Essential rules and information to prepare for a smooth and successful participation at Elan Expo events.

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Welcome

Thank you for choosing to exhibit at an Elan Expo event. This manual contains the essential rules and information you need to prepare for a smooth and successful participation. Please read it carefully and share it with your stand staff and stand contractor.

Event-specific details — dates, venue, hall, build-up and dismantling times — are provided in your participation confirmation and on the event website. Where event-specific rules differ from this manual, the event-specific information applies.

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01 Key Steps & Deadlines

ACTION	WHEN
Submit space-only stand drawings for approval	At least **30 days** before the event
Order electricity and additional services	Before the event (onsite orders are subject to availability and a surcharge)
Arrange shipping, travel and visas	As early as possible — visa procedures can take several weeks
Collect exhibitor badges	At the registration desk on the final build-up day

02 Stand Types

EQUIPPED

Shell Scheme Stand

Delivered ready to use with walls, carpet, fascia board with company name, basic furniture, lighting, a power socket, general cleaning and general hall security. The exact package depends on stand size.

UNEQUIPPED

Space Only Stand

Floor space only. No walls, flooring, furniture or electricity are included. The exhibitor designs and builds the stand, independently or through a contractor, and must order electricity from Elan Expo.

03 Space Only Stand Regulations

30 days
Minimum lead time to submit stand drawings for approval

3.5 m
Maximum stand height, including platforms and products

100%
Of construction materials must be fire-retardant

- Stand drawings (floor plan, elevations and 3D design) must be submitted to the Elan Expo project team for approval before construction. Any later changes must be reported immediately.
- Stands must stay within the allocated area. The maximum height is 3.5 m, including platforms and displayed products, unless otherwise approved in writing.
- Exhibitors must build their own partition walls toward neighbouring stands. Walls facing neighbours should be clean and finished.
- Stands should not block the view of other stands; open or half-height walls are recommended.
- Covering aisles with ceilings, banners or flooring is not permitted.
- All construction materials must be fire-retardant.
- Ceiling banners, rigging, sound amplification and live performances require prior written approval.
- Elan Expo reserves the right to stop construction or require changes to any stand that does not comply with these rules.

04 Build-Up & Dismantling

- Build-up and dismantling times are announced for each event. Space-only stands typically receive earlier access than shell scheme stands.
- All construction, cleaning and stand dressing must be completed by the end of the final build-up day. Working in the halls after the announced closing time is not permitted and may result in penalty fees.
- Dismantling may begin only after the official closing announcement on the last day. Early dismantling is not permitted.
- Exhibitors are responsible for removing all materials, waste and graphics from the stand. Any removal or cleaning costs incurred will be charged to the exhibitor.
- Products and personal items should not be left unattended, especially during build-up and dismantling, when the risk of theft is highest.

05 Health & Safety

- Every stand is a workplace. Exhibitors and contractors must follow local health and safety regulations and venue rules at all times.
- Personnel working during build-up and dismantling must wear appropriate protective equipment (safety shoes, high-visibility vest, and a helmet when working at height).
- Aisles, emergency exits, fire extinguishers and fire hose cabinets must never be blocked.
- Hazardous materials (compressed gases, flammable liquids, lasers, chemicals, etc.) may only be exhibited with prior written approval.
- Electrical installations above standard capacity must be carried out by qualified electricians. Exhibitors with high-power equipment must order sufficient power.

06 During the Exhibition

- Stands must be staffed and fully operational throughout the official opening hours.
- Exhibitor staff should arrive before visitor opening time.
- Promotional activities must take place within the stand area and must not disturb neighbouring exhibitors.
- Products may only be sold on site if they have been imported in accordance with local customs regulations.

07 Badges & Access

COLLECTION

Exhibitor badges are distributed at the registration desk. Please bring your company details and a copy of your confirmation.

USE

Badges are personal and must be worn visibly at all times within the venue.

08 Onsite Support

- The Elan Expo operations office in the venue supports exhibitors during build-up and throughout the event. Follow the signage to find it.
- Onsite requests (forklifts, labour, additional services) are handled on a first-come, first-served basis and may involve waiting times during busy build-up periods.
- Translators and hostesses can be arranged through the organiser's office.
- Internet access is not always available at every venue. A local SIM card is recommended.

09 Shipping & Travel

Elan Expo works with official travel and logistics partners for each event. Partner contact details are shared with exhibitors in advance. Please arrange visas, travel and shipping early and follow the shipping deadlines provided by the official forwarder.

10 Liability & Insurance

Exhibitors are responsible for their own staff, products, stand materials and any damage caused to the venue or third parties. Elan Expo provides general hall security but is not liable for loss, theft or damage to exhibitor property.

Exhibitors are strongly advised to obtain appropriate insurance.

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