

## Stand Building Information

**FILTECH**

October 22 – 24, 2019  
Cologne – Germany

The Filtration Event

[www.Filtech.de](http://www.Filtech.de)

### **Individual Stand Building only!**

#### **BUILD-UP**

Saturday, October 19 – 7am - 9pm

Sunday, October 20 – 7am - 9pm

Monday, October 21 – 7am - 11pm

If an extended build-up time (e.g. overnight) is needed please contact Jens-C. Chittka at [jens@filtech.de](mailto:jens@filtech.de).

**Early Build-Up on Friday October 18, 2019 is not possible.**

### **MAX HEIGHT FOR STAND CONSTRUCTION: 4,5 m**

#### **DISMANTLING**

Thursday, October 24 – 5pm – 11pm

Friday, October 25 – 8am – 11pm

It is forbidden to clear the stand partly or completely before the end of the exhibition at 5:00 pm. This applies to personnel, products, decoration and stand construction. In the event of contravention, the organizer will charge the exhibitor concerned a fine of EUR 800 for failing to comply with regulations/provisions and reserves the right not to admit the exhibitor to the next exhibition. Any equipment left in the hall on Friday, October 25, 2019 after 11:00 pm will be disposed of and invoiced to the exhibitor.

### **BUILD-UP & DISMANTLING PASSES REQUIRED**

**All stand builders require a personalized build-up pass to enter the KoelnMesse exhibition ground!**

Build-Up & Dismantling Passes must be worn all time at the KoelnMesse fair ground and will be controlled at the gates and in the hall. Exhibitors get access with their exhibitor passes.

Build-up/dismantling passes can be downloaded in the Exhibitor Service Area by the Exhibitor:  
<https://exhibitors.filtech.de/>

**Persons without a built-up pass have no access to the fair ground.**

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## **EXHIBITOR MOVE-IN**

Exhibits/stand decoration items can be delivered from Monday October 21, 2019 from 7am to 7 pm. If a forwarding company delivers exhibits/items, make sure the stand is manned at the delivery time scheduled as a signature will be needed. The organizer cannot accept any deliveries on behalf of exhibitors. If you are not able to avoid advanced delivery, please contact the official forwarding company Cretschmar.

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### FORWARDING

Cretschmar MesseCargo GmbH (Germany) is the sole appointed on-site haulage-, lifting-, storage- and customs-clearance-agent for FILTECH 2019.

Cretschmar MesseCargo GmbH

Contact: Ms. Annett Kreuzmann – [Annett.Kreuzmann@cretschmar.de](mailto:Annett.Kreuzmann@cretschmar.de)

Phone: +49 (0)341 520 430-13

Sommerfelder Straße 73 – 04316 Leipzig – Germany

### DELIVERY

All truck deliveries must be pre-parked at P22 and will be let in on call

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### ADDITIONAL EQUIPMENT & TECHNICAL SERVICES

**NOTE:** The Online Portal of KoelnMesse <https://www.filtech.exhibitorservices.de/> will open **April 2019**

For all technical orders – such as electricity, water, suspensions, waste disposal, etc. – please contact your client for the Log-In data for the Exhibitor Online Portal of KoelnMesse

### WASTE DISPOSAL

Stand Builders are committed to clear the space after the Build-Up and Dismantling - all waste and material left behind will be disposed by the venue and charged to the stand builder company. It is forbidden to store the waste in or behind the booth and outside the exhibition hall

Please apply for Waste Disposal at the KoelnMesse Online Portal in advance

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### HALL PLAN

The hall plan with all necessary information for stand builders is available in the exhibitor service area.

<http://www.filtech.de/exhibition/exhibitor-login>

Please contact your client for the Log In Data.

For any questions concerning the above, contact Jens-C. Chittka: [jens@filtech.de](mailto:jens@filtech.de) / +49 (0)2132 935760