

IMPORTANT INFORMATION FOR EXHIBITORS of AERO 2021



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Your contacts

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A. Prior to AERO Friedrichshafen

1.1. Accommodation and Arrival

1.1.1. Book a hotel accommodation

Please book your hotel accommodation immediately!

Under following link you can find the contact details of the Hotel Reservation Service:

www.aero-expo.com.

You can also book your Hotel accommodation online under "Travel & Accommodation".

1.1.2. Arrival by plane – PPR-regulation

Please note that arriving by plane will be subject to a PPR regulation between **Wednesday July 14, 2021 and Saturday July 17, 2021**. Slots can be booked 2 weeks in advance directly under: www.bodensee-airport.eu.

All those planning to fly to Friedrichshafen Airport (EDNY) by their own plane to attend AERO 2021 will require a slot. Landing for pilots flying to Bodensee Airport without PPR slot during AERO, July 14 - 17 2021 will not be possible.

Aircrafts which will be displayed during AERO and will therefore fly to Friedrichshafen prior to the show won't require a slot.

1.2. Technical Orders

1.2.1. Order technical services

Please check which technical services you will require for your participation. All orders have to be done by **June 01, 2021 at the latest**, otherwise you have to be prepared for delays while stand set-up and for default fines to be charged by our service partners.

In order to ensure easy and fast ordering, all service orders can be done online via OSC (Online Service Center). You will receive your login data together with the admission documents.

Deadline: June 01, 2021

1.2.2. Direct debit mandate for credit cards

Please note that all invoices have to be paid before AERO 2021 opens. The easiest way to keep all payment deadlines is by giving a direct-debit mandate for your credit card.

Outstanding accounts, in particular accounts invoiced by service providers, will be collected directly at your booth during the trade show. In order to avoid any interruptions by the staff of Messe Friedrichshafen and/or the service providers we recommend using the form for direct debit mandate. The mentioned form is available in our OSC. Please return the completed form by fax +49 (0)7541 708-110 or by e-mail (stephanie.keller@messe-fn.de / tamara.blaschke@messe-fn.de).

1.3. Passes

1.3.1. Set-up/dismantling passes

Please note: everyone must be fully registered to enter the exhibition grounds.

Exhibitor tickets:

The project team will prepare you ticket codes which you have to exchange online to exhibitor passes. Every person needs to register by himself.

Exhibitor passes are also valid during the construction and dismantling time.

If you need construction passes for your stand building company you need to apply the codes also online through the OSC. Also this codes need to be exchanged by each person online.

Every exhibitor will receive a number of voucher code (free of charge) relative to the size of the stand as stated in the exhibitor invoice. The voucher codes will be available after we received the full payment of the participation invoice:

Number of voucher codes:

until 10 sqm	2codes
11 to 20 sqm	4 codes
21 to 30 sqm	6 codes
31 to 40 sqm	8 codes
41 to 50 sqm	10 codes
51 to 60 sqm	12 codes
61 to 70 sqm	14 codes
from 71 sqm	15 codes

Registered Co-exhibitors receive 2 codes.

If your invoice is not paid in full fourteen days before the start of the AERO, you will be able to pick up your voucher codes in the Messe Friedrichshafen office in the Foyer East once your invoice is paid in full.

1.3.2. Parking permits

Basically, exhibitor parking slots are available adjacent to the exhibition halls. Owing to the great demand for exhibitor parking lots inside the exhibition grounds we can only provide each exhibitor with two parking permits within the mentioned area. You can order parking permits via the respective form via our OSC. If the limited number of parking lots is not sufficient you can park at the visitor parking areas EAST and West - free of charge.

Your parking passes will be delivered by e-mail as soon as your account has been settled in full. If we register outstanding items at that time, we will keep your parking permits at the office of the project management in Foyer EAST. There you can pick up your permits and - if necessary - you can make a payment in cash, by cash card or by credit card.

Please note that we will also sell remaining parking lots at the office of the project management.

1.4. Show guide and Internet entries

On behalf of Messe Friedrichshafen a show guide will be published. Furthermore, a visitor information system of AERO Friedrichshafen will be offered online. The data of all exhibiting companies will be released in the show guide and in the online media.

The show guide and the online media are valuable marketing tools as well as resources needed to achieve marketing goals. Lots of trade show visitors intensively use both media for their visit preparations and as useful reference book long after the trade show.

Correct and complete exhibitor data are of greatest importance. Please do not forget to work on your guide and internet entries **until May 31, 2021 the latest**. Please book your guide and internet entries for AERO Friedrichshafen 2021 by using the Online Service Center (OSC) of Messe Friedrichshafen. Your access data will be sent by e-mail.

Deadline: May 31, 2021

Important information!!!

Attention copycat - EXPO GUIDE, INEXORG and International Fairs Directory misleads exhibitors

In the last few months, many of our exhibitors have received mail from the above mentioned companies.

Once again, we would like to warn you against these companies and state explicitly that we have no contractual relationship.

Messe Friedrichshafen either produces its catalogues itself, or places exclusive contracts for production and marketing.

These copycats target companies who are listed as an exhibitor in public trade fair databases and offer to include them in an online database. The communication is written in such a way that on reading it through cursorily, the exhibitor thinks it is a communication from his/her own fair organiser, or that it is about a free entry in a directory of exhibitors – which it is not! The best place for this communication is the wastepaper basket.

If you have been victim of this deception and payment is now being demanded of you, please visit for help:

<http://www.auma.de/en/TippsForExhibitors/legalmatters/Expoguide/Seiten/Default.aspx>

1.5. Marketing Activities

1.5.1. Advertisement in the show guide

Enhance your trade show presence by placing an ad in the show guide. Therefore please contact Ms. Jana-Marie Roth (jana-marie.roth@messe-fn.de, phone: +49 7541 708 371).

Deadline: May 31, 2021

1.5.2. Online banner in the visitor information system of AERO or on the slot booking platform

In order to directly address your target group or rather advert your trade show presence we advise to place a banner ad in the visitor information system on the AERO Friedrichshafen website (desktop and mobile view) or on the slot booking platform of Friedrichshafen Airport. For information about availability and pricing please contact the project management by phone +49 (0)7541 708-371 or e-mail (jana-marie.roth@messe-fn.de).

Deadline: May 31, 2021

1.5.3. Advertising space on the exhibition grounds

In principle, publishing advertising messages is only admissible on your own booth during the trade show duration. In order to directly address your target group or rather advert your trade show presence we offer a multitude of advertising spaces for rent. All available ad space sizes as well as the corresponding pricing are available on our website www.aero-expo.com. Please choose “Exhibitors” from the task bar and go to “Marketing & Advertising” -> “Advertisement Space”.

If you are interested please contact: Werbeflächen24, Mr Kurt Abele (phone: +49 (0)7542 6618, cell: +49 (0)177 2136387, e-mail: abele@werbeflaechen24.com).

Deadline booking and data: June 21, 2021

Deadline delivery banner in-house production: July 01, 2021

Shipping address:

Messe Friedrichshafen GmbH
AERO 2021
Malerwerkstatt
Neue Messe 4 – Tor A
88046 Friedrichshafen
GERMANY

1.6. Press Activities

1.6.1. Press service „Exhibitors announce...“

Our press service "Exhibitors announce..." is intended to provide interested editors with concise and up-to-date information about your new products, business trends, events, actions, etc. in the run-up to and during the exhibition.

Please contact our press department. Contact person is Ms. Sabine Zorell, phone +49 (0)7541 708-307 or e-mail (sabine.zorell@messe-fn.de).

1.6.2. Press conferences

If you intend to hold a press conference during the trade show, we will need some information in order to coordinate a schedule. Please inform us about your required date so that we are able to avoid overlap in time between different press conferences. We will provide the press conference schedule to all media attending the trade show.

Please note that each exhibitor is solely responsible for organizing the press conference and inviting the media. We will place a conference room at your disposal at a fee of € 150.00 net. If you require a simultaneous translation, we will be pleased to provide a quote.

If you have any questions, please do not hesitate to contact the press team. Contact person is Ms. Sabine Zorell, phone +49 (0)7541 708-307 or e-mail (sabine.zorell@messe-fn.de).

1.7. Shipping Instructions

Please send your shipments (stand construction equipment and other materials) to:

Messe Friedrichshafen GmbH
AERO 2021
Company name / Hall: ... / Stand no.: ...
Neue Messe 3
88046 Friedrichshafen
GERMANY

Please make sure that you authorise a person who can accept your delivery. **The staff of Messe Friedrichshafen will not accept or store this delivery.** If you are not at the booth when the delivery arrives please arrange a storage room with our freight forwarder SCHENKER. They have an office on the exhibition grounds and store it for a fee:

SCHENKER Deutschland AG
Mr. Thomas Liedtke
Neue Messe 3
88046 Friedrichshafen
GERMANY
Phone: +49 7541 730
Fax: +49 7541 991
E-Mail: thomas.liedtke@dbschenker.com

1.8. Important customs information

Please note that all goods, including approaching aircrafts, that are brought in from a third country (i.e. not an EU member state) for use or display at a fair or exhibition must be declared to the customs authorities upon entry into the EU.

Messe Friedrichshafen has abstracted some instructions of avail and the official information from the German customs authorities as a result of the multitude of customs regulations and because the authorities are stepping up their enforcement activities.

We plead to read *and* pay attention to these regulations. In case of doubt, please contact the project management or the named information services provided by the German customs authorities before you ship any goods.

B. During AERO Friedrichshafen

2.1. Stand Set-up and General Information

2.1.1. Set-up period

Wednesday,	July 07, 2021	07:00 a.m. to 08:00 p.m. in the halls A2, A3, A4, A5, A6 and Static Display
Thursday,	July 08, 2021	07:00 a.m. to 08:00 p.m. in the halls A2, A3, A4, A5, A6 and Static Display
Friday,	July 09, 2021	07:00 a.m. to 08:00 p.m. in the halls A2, A3, A4, A5, A6, B5 and Static Display
Saturday,	July 10, 2021	08:00 a.m. to 06:00 p.m. in the halls A2, A3, A4, A5, A6, A7, Foyer East , B5 and Static Display
Sunday,	July 11, 2021	08:00 a.m. to 06:00 p.m. in the halls A2, A3, A4, A5, A6, A7, Foyer East, B5 and Static Display
Monday,	July 12, 2021	07:00 a.m. to 10:00 p.m. in the halls A2, A3, A4, A5, A6, A7, Foyer East, B5 and Static Display
Tuesday,	July 13, 2021**	07:00 a.m. in the halls A2, A3, A4, A5, A6, A7, Foyer East, Foyer West , B5 and Static Display non-stop till
Wednesday,	July 14, 2021	09:00 a.m.

** From Tuesday July 13, 2021, 08.00 p.m., build-up work will be restricted to the stand itself. All vehicles shall be removed from the halls by 08.00 p.m.

2.1.2. Vehicle access to the exhibition grounds/deposit

Exhibitors in the A-row and in the static display are asked to use gate A to enter the exhibition grounds; exhibitors in hall B5 shall use gate B. Direction signs have been put up to facilitate orientation. No parking or entry permits are required during the build-up period.

2.1.3. Dimensions and features of the hall doors

Apart from our hall A6 (which are equipped with five doors), all other halls have 3 double wing doors; one at the gable end and one at each long side of the halls. These doors have a clear width of 6.40 m. The individual wings can only be opened to the outside up to an angle of 90°. Every wing has a width of 3.43 m. Thus, it is only partly possible to "swivel" the aircraft into the hall. Please provide appropriate devices (e.g. dollies, etc.).

However, please note that the southward doors of hall A3, A4 and A7 as well as the northward door of hall B5 are an exception. These doors are designed as sliding doors. Furthermore, the southward doors of hall A3 and A4 have a clear width of 22 m; the southward door of hall A7 and the northward door of hall B5 have a clear width of 15 m.

2.1.4. Waste disposal

Exhibitors are responsible for correct and environmentally sound waste disposal while stand set-up, the duration of the trade show, and stand dismantling.

A maximum of 80 ltr (equivalent to a normal commercial refuse bag) of sorted rubbish (paper, plastics, residual waste) can be placed in the evenings in the hall aisles, well visible for the Messe Friedrichshafen cleaning enterprise (included in the participation fee). The disposal of larger sorted amounts of waste produced while stand set-up, the duration of the trade show, and stand dismantling should be applied for via our OSC (Online Service Center) with the respective form. If you have further questions do not hesitate to contact the technical department. Person in charge is Ms. Petra Koch, phone +49 (0)7541 708-700.

ATTENTION!

Any waste which has not been registered and which will be found on the exhibition grounds after predetermined set-up and dismantling period or while the duration of the trade show will cause an increased charge as well as an additional administration charge of € 60.00 net. Adhesive tapes or adhesive tape remains and/or floor coverings that can not be removed and still remain on the hall floors after the predetermined dismantling period, will be removed at the exhibitor's expense and invoiced accordingly. Filled containers and/or refuse bags which are not correctly sorted will incur the highest charge. It is forbidden to bring or to dispose any exceptional types of waste at the Messe Friedrichshafen grounds.

2.1.5. Special information for aircraft exhibitors

Please take notice of our **SPECIAL INFORMATION FOR AIRCRAFT EXHIBITORS.**

2.1.6. Special regulations for Tuesday July 13, 201 (last set-up day)

- ◆ As from 06:00 p.m. the use of vehicles inside the halls is prohibited. All vehicles must be removed from the halls by 08.00 p.m.
- ◆ It is possible to continue stand build-up until 09.00 a.m. of the first exhibition day, July 14, 2021.
- ◆ During the last build-up day, be prepared for longer waiting periods and obstruction of traffic around the exhibition grounds.

2.2. Opening hours

2.2.1. Trade show opening hours

Wednesday,	July 14, 2021:	09:00 a.m. to 06:00 p.m.
Thursday,	July 15, 2021:	09:00 a.m. to 06:00 p.m.
Friday,	July 16, 2021:	09:00 a.m. to 06:00 p.m.
Saturday,	July 17, 2021:	09:00 a.m. to 05:00 p.m.

Exhibitors and their staff are permitted to enter the exhibition grounds one hour before official hours. **Please always carry your exhibitor pass along.** You are asked to leave the halls and the exhibition grounds two hours after show closing at the latest. If you want to stay at your booth beyond the official hours (stand party, night work, photo shootings, special events, etc.) please ask for the project management's approval.

2.2.2. Office of the project management

The office of the project management will be located in Foyer EAST and is manned from Wednesday 07 July, 2021 at the following times:

Set-up period

Wednesday,	July 07, 2021:	08:00 a.m. to 06:00 p.m.
Thursday,	July 08, 2021:	08:00 a.m. to 06:00 p.m.
Friday,	July 09, 2021:	08:00 a.m. to 06:00 p.m.
Saturday,	July 10, 2021:	09:00 a.m. to 04:00 p.m.
Sunday	July 11, 2021:	09:00 a.m. to 04:00 p.m.
Monday,	July 12, 2021:	08:00 a.m. to 08:00 p.m.
Tuesday,	July 13, 2021:	08:00 a.m. to 08:00 p.m.

Duration of the trade show

Wednesday,	July 14, 2021:	08:00 a.m. to 06:00 p.m.
Thursday,	July 15, 2021:	08:00 a.m. to 06:00 p.m.
Friday,	July 16, 2021:	08:00 a.m. to 06:00 p.m.
Saturday,	July 17, 2021:	08:00 a.m. to 05:00 p.m.

2.3. Vehicle access during the trade show

While the duration of AERO Friedrichshafen from Wednesday July 14, 2021 to Saturday July 17, 2021 the exhibitors of the A-row and the static display are only permitted to enter the exhibition grounds by car until 09.00 a.m., even if they have a parking space inside the exhibition grounds.

In case exhibitors of the A-row and the static display arrive after 09.00 a.m. we keep a limited amount of parking spaces in the area of parking WEST. Please follow the instructions of our staff on location. Furthermore, the use of vehicles is strictly prohibited in the area of the A-halls and the static display on Wednesday, Thursday, Friday and Saturday (exhibition days) between 09:00 a.m. and 06:00 p.m. These rules have been adopted because the access area at gate A is part of the visitor area and therefore highly frequented.

On Saturday, the last exhibition day, AERO Friedrichshafen will close at 05:00 p.m. The aircraft of the A-halls and the static display will be the first to leave the exhibition grounds in the direction of the airport. Thus, the use of vehicles is strictly prohibited until 06.30 p.m.

Exhibitors in the B-halls are allowed to enter and leave the exhibition grounds via gate B all-day on Wednesday, Thursday and Friday as well as from 08.00 a.m. to 02.00 p.m. on Saturday provided they have a parking permit for this area or a special entry permit issued by the project management. After 02.00 p.m. on Saturday July 17, 2021 the use of vehicles is strictly prohibited.

Thank you for your cooperation.

2.4. Stand dismantling

Basically the following applies:

The project management reserves the right to make changes at short notice due to unforeseen circumstances.

2.4.1. Stand dismantling period – static display

Saturday, July 17, 2021:

From about 05.00 p.m. aircraft exhibitors on the static display will be given the opportunity of pulling their aircraft out of the exhibition site via gate A and to fly them out of Friedrichshafen Airport. Please do not forget to book your departure slots on the slot booking platform of Friedrichshafen Airport. In the beginning of July 2021, you will find detailed information on www.bodensee-airport.eu.

Access to the static display and A-halls will only be possible from about 06.30 p.m. via gate A. Be prepared for waiting periods. Please follow the instructions of our security staff.

Sunday July 18, 2021 till Tuesday July 20, 2021:

Stand dismantling non-stop until Tuesday July 20, 2021, 08.00 p.m.

2.4.2. Stand dismantling period – halls A1 to A7

Saturday July 17, 2021:

Access to the static display and A-halls will only be possible from about 06.30 p.m. via gate A, because all aircraft must be pulled out of the static display area first. Waiting periods must be considered. Please follow the instructions of our security staff.

It is possible to start stand dismantling inside the halls directly after show closing (from 05.00 p.m.).

Sunday July 18, 2021 to Tuesday July 20, 2021:

Stand dismantling non-stop until Tuesday July 20, 2021, 08.00 p.m.

2.4.3. Stand dismantling period – hall B5

Saturday July 17, 2021:

Access to the static display and hall B5 will only be possible from about 06.30 p.m. via gate B, because all aircraft must be pulled out of the halls first. Waiting periods must be considered. Please follow the instructions of our security staff.

It is possible to start stand dismantling inside the halls directly after show closing (from 05.00 p.m.).

Sunday July 18, 2021 to Tuesday July 20, 2021:

Stand dismantling non-stop until Tuesday July 20, 2021, 08.00 p.m.