

a project



GLOBAL FAIRS
TT-MESSE.DE

in cooperation with our fair

standPunkt ■



SERVICE CATALOGUE

PART 2 . GENERAL INFORMATION



4. Internet and telecommunication

- Internet connection

Deadline: 2 May 2018

We provide you with an internet solution in cooperation with Deutsche Telekom. A WIFI internet access is included in your booked fair package. Should you need an additional fixed connection, please order it directly via the online business service [OBS](#)

Which **options** and packages at which **price** the Deutsche Messe AG offers you, you will find in the [OBS](#): Order services – Services – Technical services and logistics. Here you can place your order.

Contact:

Ms Nicole Scholz
Deutsche Messe AG
Phone: +49 511 89-32650
Email: nicole.scholz@messe.de

- Telephone lines

Deadline: 2 May 2018

You may also use your analog phone or fax line for internet access, if your computer is equipped with an appropriate modem. The transmission speed, however, is significantly lower than for the special internet services offered by Deutsche Messe AG.

Which connections at which price the Deutsche Messe AG offers you, you will find in the [OBS](#): Order services – Services – Technical services and logistics. Here you can place your order.

Contact:

Ms Nicole Scholz
Deutsche Messe AG
Phone: +49 511 89-32650
Email: nicole.scholz@messe.de

- IT hardware and audio video service

No matter what kind of tradeshow appearance you are planning, you are sure to need professional IT and audiovisual equipment, including video, lighting and communications technology. Feel free to consult the professional partners of Deutsche Messe AG, who are happy to offer you their advice and support on anything from PC needs to system solutions tailored to meet your exact requirements. The scope of services ranges from individual computers, DVDs and projector technology all the way to complete networks or technical show sequences with elaborate lighting and sound.

Deutsche Messe AG cannot estimate the cost for this individualized service online. So please contact the following representative for assistance:

Contacts:

Fleischhauer TV Communications GmbH
Phone: +49 511 616807-0
Fax: +49 511 616807-66
Email: tvc@h.fleischhauer.de

Gahrens + Battermann GmbH
Phone: +49 511 419997-0
Fax: +49 511 419997-41
Email: hannover@gb-rental.com

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5. Various Services

- **Exhibitor service point, Entrance Nord 1**
An exhibitor service point is available for all exhibitors providing free facilities like fax, coat rack/lockers or restaurant reservations as well as making copies or booking interpreting service (fees applicable).
- **Trade visitor data base**
The data base of trade visitors who registered online their attendance at CEBIT (Planet Reseller) via their codes will be available to download in the [OBS](#) approx. 2 weeks after the end of the trade fair.
- **Security guards**
Deutsche Messe AG will provide security guards for the Planet Reseller. Additionally, Global Fairs will organise night security guards for the theme park pavilions.
- **Flower decoration**
Decorative plants, flowers and attractive accessories can do a lot to enhance the atmosphere at your stand, creating a pleasant environment for doing business. The experienced cooperation partners from Deutsche Messe AG can offer you a wide selection of high-quality plants and flowers at reasonable prices. Make your appearance at the show more attractive by decorating your stand with countertop flowers, potted plants, high-class bouquets or cut flowers.

Further information and the possibility to place your order you will find in the [OBS](#):
Order services – Services – General services – Plants and Flowers

Contact:

Scheiermann Eventgestaltung GmbH
Tel.: +49 2054 125580
E-Mail: info@scheiermann.de

- **Name tags for exhibitor staff** **Deadline: 22 May 2018**
You will receive a name tag with a sticker for every member of your exhibitor **staff free of charge**. Please send a list of your exhibitor staff (first name, family name, company) to: schinke@tt-messe.de
- **Insurance for exhibits** **Deadline: 29 May 2018**
We strongly recommend that you take out transport and exhibition insurance to provide protection against possible financial loss. Deutsche Messe has established a skeleton agreement with the Landschaftliche Brandkasse Hannover that lays down the terms and conditions of transport and exhibition insurance. Further information you will find in the [OBS](#):
Order services – Services – General services – Transport and exhibition insurance

Contact:

Karin Bollmann
Phone: +49 511 89-33331
E-Mail: karin.bollmann@messe.de

Ilona Reineke
Landschaftliche Brandkasse Hannover
Phone: +49 511 362-2796

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Please always inform us if you want to leave valuable exhibits at our booth overnight. It helps us to instruct our night security guards properly. Vigilance is especially necessary during the construction and dismantling periods! We assume no liability for theft! After the last day of the fair, there will be no guarding. Please make sure that important goods and products are picked up.

- **Accommodation**

We have found for you suitable agencies offering inexpensive accommodation near the CEBIT grounds. This service is free of charge and without commission. Please contact these agencies directly:

1. Messe Service Gesellschaft MSGmbH

Phone: +49 511 92970-0, Fax: -99, info@messe-service.com

2. Deutsche Messezimmervermittlung gmbH

Phone: +49 511 228789-0, Fax: -22, info@deutsche-messezimmervermittlung.de

Hotel rooms and Bed & Breakfast are available for booking here:

Hannover Marketing & Tourismus GmbH

Phone +49 511 12345-000, Fax + 49 511 12345-556

e-mail: hotels@tourismusregion-hannover.de

or online in the [hotel reservations portal](#)

- **VAT**

Deutsche Messe AG generally charges VAT to all our exhibitors because the Reverse Charge procedure is not applicable for services like e.g. additional exhibitor passes or flower decoration.

For CEBIT's VAT refund service please click [here](#).

Global Fairs TT-Messe proceeds as follows:

German-based companies: The usual legal VAT will be invoiced.

Companies based within the European Union: The company has to provide the VAT-ID-number which will be checked by us. In case of a successful check-up, no VAT will be charged. The Reverse Charge procedure is applicable here because we invoice exhibition area and services. If there is no VAT-ID provided or the check-up is not successful, we will charge the complete legal VAT.

Companies based in a third country (outside EU): The VAT will not be charged, if

- The company provides a certificate issued by their domestic tax authority confirming that the exhibitor is a real existing company (by pdf or fax is ok) or
- An excerpt of the commercial register proving without any doubt that the company does really exist.

A VAT or registration number is not enough because we cannot check it.

If no certificate or register excerpt is submitted, we will be obliged to charge VAT.

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- **Visa/Deutsche Messe Representatives**

As a rule, applicants must submit visa applications, together with all necessary documents, in person at the German mission responsible for their place of residence. In order to avoid time-consuming requests for additional information or documentation, applicants should contact the respective mission well in advance of their departure date to enquire about any special local requirements pertaining to visa formalities.

Letters of invitation for visitors and exhibitors from countries requiring a visa will be issued by the foreign representatives of Deutsche Messe.

For visitors, the issuance of an invitation letter is conditional on the purchase of a full-event-ticket for the corresponding trade fair.

Applicants from the listed countries will receive their invitation letter directly from the responsible representative, not from us or Deutsche Messe: [Countries with Deutsche Messe Representative](#)

If your country has no Deutsche Messe Representative, please provide your personal details using the [form for invitation letter](#) to your contact person at Deutsche Messe in good time.

Travellers with Schengen Visa

Travellers, who entered the Schengen area with a Schengen visa, may travel within this area as long as the visa is valid. The traveller must be able to present a passport or an accredited travel document and the Schengen visa or a residence permit of a Schengen country on requirement.

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6. Passes, complimentary tickets and parking permits

- Exhibitor passes

Every exhibitor will receive **two free exhibitor passes** by postal services from Deutsche Messe AG.

Additional passes are available in the [OBS](#) for a price of **50.42018 Euros** net each.

Exhibitor passes are **Full-Event-Passes**, you will have admission to the exhibition grounds and stands, open from 8:00 a.m. and 11:00 p.m. from Tuesday to Thursday, and Friday from 8:00 a.m. to 5:00 p.m.

They are valid on all [GVH](#) busses/trams plus trains (2nd class) in the greater Hannover Region. The exhibitor tickets are only valid if the day of visit is ticked before boarding.

For ordering and more information please go to the [OBS](#):

Order services – Services – Invitation services & tickets – Exhibitor Passes

No passes necessary for construction and dismantling periods.

Contact:

Ticket Team

Phone. +49 511 89-33179

E-mail: AKV-Team@messe.de

- Parking permits

Deadline: 15 May 2018

The parking facilities are operated by the Gesellschaft für Verkehrsförderung (GfV). The price for a full-event parking permit for passenger cars is **42,22 Euros per item** net. Permits ordered by **15 May 2018** as well as the exit card will be delivered by receipt approx. 2 weeks before the start of the trade fair. After this date, parking permits are available directly on the parking grounds.

Be sure to display your full-event parking permit visibly on the inside of your car at the windshield.

Parking permits which were not used can be returned to GfV until **10 June 2018** (last construction day) and will be allocated.

The **theme parks** in hall 13 are situated close to entrance EAST 3. The nearest parking lots are the parking areas SOUTH: [Parking Lots](#)

Parking is available from 8:00 to 19:30 during the event (parking West 35-44 until 22.00).

You will find more details and the prices online in the [OBS](#):

Order services – Services – Invitation services & tickets – Parking permits

Contact Gesellschaft für Verkehrsförderung mbH (GfV):

Marion Kisser

Phone: +49 511 89-33594

Zaneta D'Errico

Phone: +49 511 89-33401

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E-mail: marion.kisser@gfv.messe.de

E-Mail: parkscheine@gfv.messe.de
Zaneta.derrico@gfv.messe.de

- Complimentary tickets

The obligatory marketing fee includes up to **30 registered e-tickets** each for co-exhibitors. There are no further charges for ordering in [Online Booking System](#) (Order services – Services – Invitation services & tickets) and using these tickets. Any additional ticket ordered beyond the stated quota will be charged at a flat rate of € 10, regardless of whether it is used.

Each e-ticket is a permanent ticket, valid for all event days (Mon 10:00 - 18:00 (only conference program, advance registration required), Tue - Thu 10:00 - 23:00, Fri 10:00 - 17:00 o'clock). The e-tickets that you pass on to your guests are **only valid after successful online registration at www.CEBIT.de/en/registrierung/ticket/ as entry tickets** and are validated at the trade fair at the turnstiles. After registration, an e-ticket is included as PDF for printing as well as a mobile ticket in the my area.

e-Tickets are printed with a standard company logo (company name, country code, postal code, city, hall and stand number) **or an individual impression**, if you wish.

eTickets can be **ordered right up to the last day** of the event. After processing your order, within the next 1 - 2 workdays, Deutsche Messe will e-mail you the desired number of eTicket codes (1 code per ticket) in an Excel file attachment. Every code is a link which forwards your customer directly to the registration page from CEBIT.

registration with the CEBIT app automatically generates an mTicket on your mobile device - turning a smartphone into your personal admission ticket.

- Registration/ Data

We recommend that you document the address data together with the respective 14-digit e-ticket codes before sending the invitations. You benefit from it, because Deutsche Messe provides you with the daily updated registration data now from 12 weeks before the fair and after the event, the corresponding usage data of your guests in the shop under shop.CEBIT.de for download. That helps you with that

8th
 That helps you with the coordination of appointments at the booth in advance and to evaluate your invitation action later

Contact:

Ticket Team

Phone: +49 511 89-33179

E-mail: Fachbesucher-tickets@messe.de or
AKV-Team@messe.de

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7. Logistics

- Forwarding services

If you want to store bigger goods, packages and large deliveries on Euro pallets at Planet Reseller, please contact the forwarding agencies from CEBIT. You will find more information in the [OBS](#): Order services – Services – Security and logistics

We cannot estimate the cost for this individualized service online. So please contact the following forwarding partners:

Kuehne + Nagel (AG & Co.) KG

Tel. +49 511 8920701/02 and 8209800

Fax +49 511 82098020

exposervice.hannover@kuehne-nagel.com

www.kuehne-nagel.com

Schenker Deutschland AG

Tel. +49 511 89-20061 and 87005-0

Fax +49 511 87005-49

fairs.hannover@schenker.com

www.schenkerfairs.de

- Delivery address exhibition grounds

Your Company Name

Deutsche Messe AG

CEBIT 2018

Hall 13 / Booth no. E01 or E20/___ (+ your individual sub-number)

Messegelände

D-30521 Hannover

Germany

Notice: Please write **plainly and legibly** the exhibitor's name (= recipient) **on each parcel!**

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B. Promotion and PR services

1. Services Global Fairs

- **Channel campaign „SuperReseller“** **Deadline: 14 May 2018**
 You have new products or topical offers which you would like to present as highlights to the world at the leading CEBIT event? Would you therefore like to present your products/offers to all relevant trade channels and/or issue invitations to your stand at a reasonable price, effectively and in the highest channel circulation which exists in Germany in the ICT/ CE and photo trade?

Then book a complete 4c-page in our SuperReseller channel brochure. In the 5 leading trade publications **CE-Markt, Channel Partner, Dealers Only, Media Seller** (4x print) as well as in online news **DCI-Mail** (8 x online SR newsletter) this CEBIT special will achieve a record circulation of about 220,000 and become Germany's highest-circulating channel campaign for CEBIT! **No other publication with such high circulation reaches so many channels.**

The SuperReseller issue is a force to be reckoned with! Because the record circulation and the fact that your channel target group is reached several times over means that **every** dealer and volume purchaser has their attention drawn to this campaign! Furthermore, we have adjusted the page prices, there is now approx. 15% agency discount which actually means a further price reduction in this unique campaign!

Contact: Jan Nintemann, phone: +49 541 97126-0, e-mail: nintemann@tt-messe.de

Please use our [online order form](#) for your booking.

- **Booklet** **deadline: 14 May 2018**

Company details of all co-exhibitors of our theme parks ICP@CEBIT/The Center of Smart Building + small company advertisement with logo in the booklet

- **More PR tools**
 Moreover, we will promote your CEBIT participation with various tools, e.g.:
 - **Targeted online addressing** to trade visitors by our media partners **Channel Media Europe** and **Marketpoint**
 - **Pavilion Banners** showing the logos of all our co-exhibitors at the entrances of our ICP@CEBIT/The Center of Smart Building pavilion

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2. Services CEBIT

- Entry to CEBIT info media

Marketing fee covers an extended internet presence with a company profile and five detailed product descriptions categorized into a maximum of four product groups each which can be updated free of charge by the editing service. An unlimited number of product descriptions is possible if you update yourself online on www.CEBIT.de. Deutsche Messe will automatically publish your company address and stand location (hall and number).

- Promotional materials (free/subject to charge)

CEBIT offers a wide variety of advertising materials free of charge to conduct broad-based promotional campaigns and inform your business partners, customers and potential customers about your appearance at the show. These include information brochures for visitors, invitations cards and posters. Please book via [OBS](#) if required: Order services – Services – Invitation services & tickets – Promotional materials

Moreover there are promotional tools *for an extra charge* (mailing stickers). All this has to be booked via the [OBS](#), too.

Contacts:

Außenwerbung:

Sabine Kroll-Behrens

Tel.: +49 511 89-31236

E-Mail: sabine.kroll-behrens@messe.de

Onlinewerbung:

Katja Anssar

Tel.: +49 511 89-34314

advertising@messe.de

- Additional advertising & sponsoring

Deadline: 2 May 2018

CEBIT offers various additional advertising & sponsoring to promote your trade show participation including outdoor advertising, online advertising, sponsoring, exhibitor directory advertising, banner. You will find detailed information and the possibility to book in the [OBS](#): Order services – Services – Additional advertising & sponsoring

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C. Check lists CEBIT 2017

1. Ground opening hours

Construction + dismantling	Date	Time
Start of construction hall 13	4 June 2018	
Completion of construction	11 June 2018	6.00 p.m.
Duration of exhibition	12-15 June 2018	10.00 a.m. to 7.00 p.m.
Start of dismantling*	15 June 2018	from 5.00 p.m.
Finish of dismantling	20 June 2018	

* Dismantling of stands and the removal/transport of exhibits before CEBIT ends (6.00 p.m.) is prohibited and will be fined with a **contractual penalty of 1,000 Euros** because exhibitors have the duty to use their rented stands. See [Conditions for Participation](#) (III/6.1).

The exhibition grounds are **always open** during the stand setup and dismantling periods. Stands must be complete by 6 p.m. of the last setup day.

12-15 June 2018: **No entry** for anyone **under 16**.

2. Time schedule with deadlines

Date	Service	Nature	Provider
	E-Tickets for complimentary admission	included	Deutsche Messe AG
	Flower decoration	optional	Deutsche Messe AG
2 May 2018	Advertising & Sponsoring	optional	Deutsche Messe AG
6 May 2018	Telecommunication	optional	Deutsche Messe AG
14 May 2018	Channel campaign Super-Reseller	optional	Global Fairs
15 May 2018	Logo banners and panels	obligatory	standPunkt GmbH
15 May 2018	Options for graphics	optional	standPunkt GmbH
15 May 2018	Tower banners	optional	standPunkt GmbH
15 May 2018	Furniture and technology	included	standPunkt GmbH
15 May 2018	Extra furniture	optional	standPunkt GmbH
14 May 2018	Entry in the booklet	included	Global Fairs
20 May 2018	Exhibitor passes	included	Deutsche Messe AG
15 May 2018	Parking permits	optional	Deutsche Messe AG
22 May 2018	Name tags for booth staff	included	Global Fairs
29 May 2018	Insurance for exhibits	optional	Deutsche Messe AG

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D. Travel

- Getting to the show

The Deutsche Messe AG offers lots of information and search facilities for your travel planning.

Travel options:

- by car & taxi
- by train, city railway and bus
- by plane
- arrival access for the disabled

You will find directions and time schedules [here](#).

- Carfinder

With Carfinder, BlackBerry users will never have to search for their parked cars again! All you have to do is load the Carfinder software at [carfinder](#) upon arrival. Your BlackBerry will then automatically "remember" where you parked, and lead you back to the right spot.

- Service Links

Here you will find helpful links:

[Direct connection to the Hannover Messe/Laatzten Station](#)

[Main Railway Station Hannover](#)

[International night trains](#)

[Flight information](#)

[Deutschen Bahn Mobility Service](#)

[Parking information](#)

[Getting there by car](#)

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E. Attachments/Downloads

1. Order forms

- Electricity and furniture
- Logos and special artwork
- Tower logos
- [SuperReseller](#)

2. Plans and maps

- Hannover exhibition grounds
- [Parking space](#)
- [Standplan ICP@CEBIT / Smart Building](#)

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