

FORST live | 29. April 1. May 2022

Important Information

Dear exhibitor,

Below you will find a brief summary of the most important information:

Address

Messe Offenburg-Ortenau GmbH
Schutterwälder Str. 3
77656 Offenburg
GERMANY

Contacts

Volker Matern
Project Manager FORST live
FON +49 (0)781 9226-238
matern@messe-offenburg.de

Laura Fink
Project Coordinator FORST live
FON +49 (0)781 9226-233
fink@messe-offenburg.de

1. Dates and access regulations

a. Construction Period

Tuesday	26 April 2022	8.00 AM – 6.00 PM
Wednesday	27 April 2022	8.00 AM – 6.00 PM
Thursday	28 April 2022	8.00 AM – 6.00 PM

An earlier delivery of large exhibits is only possible after consultation of the project manager Volker Matern FON +49 (0)781 9226-238.

The stand construction must be finally completed by Friday, April 29th 2022, 8.30 AM at the latest. The stand area must be cleaned and all the packaging materials have to be removed by this time.

During set-up as well as before and after the opening hours of the fair, a deposit of 50,- EUR must be paid when entering the fairgrounds for cars and sprinters!
If you have included the parking area for your vehicles in your own stand area (outside) and have applied for the corresponding parking permits for the indoor area, no deposit is required.

Access to the exhibition grounds via:

- Gate 1: for exhibitors of the outdoor areas North, South and Center (Freigelände Nord, Süd and Mitte)
- Access West: for exhibitors of the outdoor areas West (Freigelände West)
- Access South: for exhibitors Baden-Arena

Attention coming from the south: the underbridge of the railway line has a height of only 3 m !

Please choose your access route according to your stand number and inform your service providers accordingly. The security staff at the access roads will also be happy to help you if anything is unclear. Please note that the exhibition grounds must be left outside the official set-up times.

Please collect your exhibitor and parking passes from the exhibition office on the same day. Further information on the exhibition office can be found a little further on in the document.

Exhibitor parking during set-up:

Please park in your booked parking space already during the set-up.

Information for exhibitors at the Baden-Arena:

Deliveries will be made via the large gate of the Baden-Arena (no entry is permitted, please bring appropriate means of transport). Once unloading is complete, the vehicle must be parked immediately in car park P9 (next to the Baden-Arena).

Important: the fire brigade access road directly behind the halls must be kept clear at all times.

IMPORTANT

FORKLIFT SERVICE

New under telephone number +49 (0) 781 / 9226 530

If you need a forklift for loading and unloading, please book it by telephone during assembly and dismantling. We will process the orders one after the other!

For better coordination, please provide us with the following information:

1. volume and estimated time
2. weight (over 2,5 to or less)
3. normal or rough terrain forklift
4. normal or long forks

b. Exhibition Period

Friday, 29 April 2022	9.00 a.m. - 5:30 p.m.
Saturday, 30 April 2022	9.00 a.m. - 5:30 p.m.
Sunday, 1 May 2022	9.00 a.m. - 5:30 p.m.

The exhibitor badges are validated for each day when entering the exhibition grounds. If an exhibitor needs to leave the grounds during the same day (by foot or by car), he is issued with a return ticket from our security team at the gate. Another entry on the same day is only possible by presenting the exhibitor badge and the return ticket.

Access during the fair is possible at the following times:

- In the morning at the earliest from 7.00 a.m. / have already left the grounds by 8.30 a.m. at the latest.
- In the evening at the earliest from 6.00 p.m. / at the latest at 8.00 p.m. have already left the premises.

Please note the deposit of 50,- EUR for cars and sprinters.

The deposit is to be paid to the security at the entrance. You will receive a receipt and the deposit will be returned if you leave on time.

If you have included the parking area for your vehicles in your stand area (outside) and have applied for the corresponding parking tickets, no deposit is required.

c. Dismantling Period

Sunday, 1 May 2022	6.00 p.m. - 8.00 p.m.
Monday, 2 May 2022	8.00 a.m. - 6.00 p.m.

No early dismantling possible! Dismantling must be finally completed by 6.00 p.m. on Monday, 2 May at the latest. Should you require extended dismantling or collection, please discuss this in advance with the project manager Mr. Volker Matern FON +49 (0)781 9226-238.

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2. Exhibitor Information Center

NEW the FORST live exhibition office is now located in the annex of Hall 1 on the Exhibition Center Offenburg grounds, Schutterwalderstr. 3 (directly opposite the new exhibitor car park).

This is where you can pick up your exhibitor badge(s) and parking ticket(s)* from the beginning of the construction period. These documents will only be issued when all invoices have been paid.

If you notice on site that you need more services than ordered, you can put in a late order at the exhibitor information center. We will try to enable your last minute inquiries but can not give any guarantee. Please note that any services ordered on site, have to be paid immediately in the exhibitor information center (credit card or cash).

Exhibitor information center opening hours:

Tuesday, 26 April 2022	8.00 a.m. - 6.30 p.m.
Wednesday, 27 April 2022	8.00 a.m. - 6.30 p.m.
Thursday, 28 April 2022	8.00 a.m. - 8.00 p.m.
Friday, 29 April 2022	7.00 a.m. - 6.00 p.m.
Saturday, 30 April 2022	8.00 a.m. - 6.00 p.m.
Sunday, 1 May 2022	8.00 a.m. - 8.00 p.m.
Monday, 2 May 2022	7.30 a.m. - 6:00 p.m.

**Please be aware that exhibitors will need to present their exhibitor badges in order to access the exhibition grounds from the first exhibition day on. Please make sure that you have one badge for each of your staff members. You will need one parking ticket per vehicle that has to be left inside and apparent.*

3. Entrance

Admission for visitors to FORST live is from 9.00 a.m. to 4.30 p.m.

Opening hours for exhibitors are from 7.00 a.m. and until 8.00 p.m. respectively.

Entrance is via the exhibitor entrance at Gate 1 or the exhibitor office.

4. Deliveries / Packages

Please send all deliveries to:

Messe Offenburg Ortenau GmbH // FORST live
c/o Your company name / Your contact with mobile phone number
Stand area (Baden-Arena, Freigelände West, Nord...) / Stand number
Schutterwälder Str. 3
77656 Offenburg
GERMANY

Please note that a member of your staff has to be present at your stand in order to accept deliveries. The project team of Messe Offenburg is not able to check the packages and sign for them.

5. Invitation Tickets and Discount Code Online Tickets

Invitation tickets: By presenting the invitation card, your guests can attend the event free of charge. Only redeemed tickets will be invoiced to you after the trade fair with 8.40 EUR net.

Discount tickets: You are welcome to send the digital discount code of 4 EUR to your interested customers, it is: **FL22_AEC!** The discount corresponds to the previous price advantage and is applicable to all card types. You will not incur any costs from us with the allocation of the discount code. The discount code can be redeemed by your customers on our homepage when purchasing tickets at <https://www.forst-live.de/de/tickets> .

If you still need tickets, you can order them from Jessica Sendel. You can reach her under +49 (0)781 9226-239 or by mail sendel@messe-offenburg.de .

The Special Exhibition Terms and Conditions of FORST live 2022, the safety regulations of Messe Offenburg-Ortenau GmbH as well as the FAMA conditions apply, which can be found on the back of the registration form.

We are looking forward to a successful cooperation and will be pleased to answer any further questions that you may have.

Your FORST live project team



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