

# **iVT EXPO**

INDUSTRIAL VEHICLE TECHNOLOGY

## **Exhibitor-Appointed Contractors' Information**

Industrial Vehicle Technology Expo 2025 - Useful information for exhibitor-appointed contractors.

### **EXHIBITOR MANUAL**

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

### **VENUE & SHOW DATES**

The venue for iVT Expo 2025 is the Köln Messe, Hall 4.1, Cologne, Germany.

#### **Venue**

Koelncongress GmbH  
Messeplatz 1  
50679 Cologne  
Germany  
Contact: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)  
Tel.: +49 (0)221 821 3176  
Web: [www.koelncongress.de](http://www.koelncongress.de)

#### **Dates**

June 11 & 12, 2025 (Please note this is a Wednesday and Thursday show).

### **EXHIBITION TIMETABLE**

#### **Set-Up Timetable**

Tuesday, June 10, 2025	08:00 - 18:00  12:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory  Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Tuesday, June 10, 2025	18:00 - 22:00	Light decoration and finishing of booths only - AISLES MUST BE KEPT CLEAR

Venue contractors cease all building work at 18:00 on Tuesday, June 10, 2025; it is therefore imperative that all exhibitors arrive on-site before this time to inspect their booths and to ensure

that all orders have been met. Please note that between 18:00 and 22:00, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

**Additional Notes Regarding General Build-Up**

- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Tuesday, June 10, 2025 from 18:00 to 22:00 is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR
- Children under the age of 16 years are not allowed on-site during build- up, show days and breakdown

We would advise exhibitors hiring a Shell Scheme Package not to arrive onsite before 12:00 hrs on Tuesday, June 10, 2025, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed [European International Fairs Ltd](#) to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety issues as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the Exhibition grounds.

Please ensure that you organise waste removal before the order form checklist deadline using the online exhibitor manual order form. Charges made for removal of any structures or waste material will be invoiced directly to the exhibitor.

**Organiser's Office Opening Hours**

Tuesday, June 10, 2025	08:00 - 18:00
Wednesday, June 11, 2025	08:00 - 17:00
Thursday, June 12, 2025	08:00 - 17:00

**Exhibitor Services Opening Hours**

Tuesday, June 10, 2025	08:00 - 18:00
Wednesday, June 11, 2025	08:00 - 17:00
Thursday, June 12, 2025	08:00 - 17:00

### **Exhibition Opening Hours**

Wednesday, June 11, 2025	10:00 – 17:00 *drinks reception from 16:30
Thursday, June 12, 2025	10:00 – 17:00

During the exhibition period, exhibitors will have access to the hall one hour before the opening (two hours before on Wednesday, June 11), and 30 minutes after the closing hours to service their booths. We remind you that according to our regulations someone must remain present on your stand until the show closes on Thursday, June 12, 2025. We thank you for taking this into consideration when organising your stand breakdown and travel arrangements.

### **Breakdown Timetable**

Thursday, June 12, 2025	17:30 - 22:00
Friday, June 13, 2025	08:00 - 16:00

### **Breakdown Information**

No exhibits may be removed before the exhibition closes at 17:00 hrs on Thursday, June 12, 2025, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 17:00 hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00hrs on Friday, June 13, 2025. Please ensure that you organise [waste disposal](#), as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organiser directly, email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com).

### **ACCESS INFORMATION**

For venue access information and up-to-date travel information, please [click here](#).

For vehicle access during build-up and breakdown, please click [here](#).

For vehicle access during the exhibition, please click [here](#).

Please note that exhibitors ordering parking through the online manual will be using the car park marked in green on the plan. The cost of parking is 24,00 € for both days (12,00 € per day).

### **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE**

#### **Work ID Card for Build-Up and Breakdown**

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall. You only require one Work ID card per team.

**To register your staff for Work ID cards please [CLICK HERE](#)**

PLEASE NOTE: If you have a member of your booth contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

### **VENUE TECHNICAL INFORMATION**

#### **Venue Technical Guidelines**

[Venue Technical Guidelines](#)

#### **Stand Construction and Covid**

There are no longer any covid restrictions regarding stand construction, but:

Please [click here](#) for recommendations for exhibitors and stand operators

Please [click here](#) for more information on Koelnmesse hygiene measures

#### **Build Heights**

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet).

However, subject to submitting a Booth Check Form and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please contact the Organiser, email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com) if you have any questions regarding the build height of the booths around you.

Please note the following maximum floor-loading and height restrictions:

#### Hall 4.1

Floor-loading: 20KN/m<sup>2</sup>.

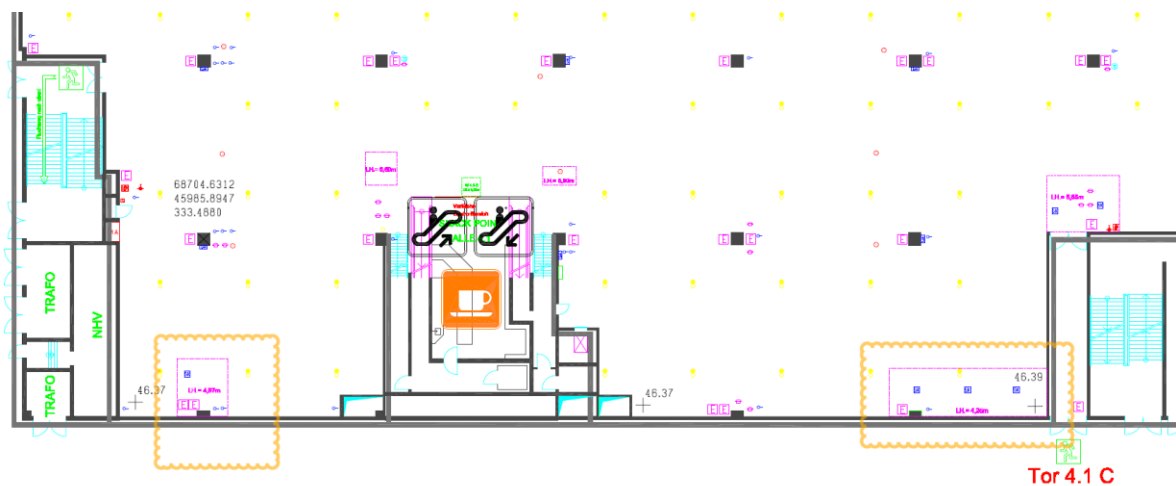
Build heights: The permitted maximum build height or to suspend down from is 4 metres.

Hall / Structural pillars: Some booths have structural pillars within or next to the booth space. Pillars are 80cm x 80cm unless otherwise marked on your plan.

A detailed booth plan is available on request. Please contact the Organiser: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com).

Pillars can only be covered up to a height of 3.35 metres without damaging the structure providing they are within your space. The electrical box must not be covered and be accessible at all times.

There are sprinkler heads under the ventilation in the niches, a distance of at least 50cm must be maintained here. Example below door 4.1C - the upper edge of the stand construction must not exceed 3.8 metres



Please see examples below of hall pillars with annexes:

[Image 1](#)

Please [click here](#) to view a technical diagram showing examples of this.

For information on the regulations regarding the structural pillars of the hall, please see below

regulation 4.7.3 in the Venue Technical Guidelines – Changes to the Substance of the Building:

The various parts of the halls and the technical equipment may not be damaged, soiled or changed in any other way (e.g. drilling, nailing, screwing). In addition, the building and its parts may not be painted, decorated with wallpaper or glued. The halls, their parts and the technical equipment may not be impaired in any way by stand superstructures or exhibits. It is permitted to enclose the columns and supports of the halls within the stand areas as long as the columns/supports are not damaged and the height regulations are adhered to.

### **Windows in the halls**

The hall has no windows or doors

### **Rigging/Banners**

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm.

### **Organiser's Rules and Height Restrictions**

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.

5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of April 28, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (April 28, 2025) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

## **FLOORPLAN**

Please find the current [show floorplan here](#). (This should not be used for planning your booth construction).

For a **technical floorplan** or a **pillar plan** please email: [ivt@ukimediaevents.com](mailto:ivt@ukimediaevents.com).

## **OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES**

We are pleased to announce that Köln Messe has been appointed as the Official Contractor for booth services for iVT Expo 2025. Please see the Köln Messe [Webshop](#) (see Booth Services in the Order Form Checklist) to order services such as power, AV, security, cleaning, catering and much more. All deadlines are mentioned in the Webshop in each order section. They are generally 4 weeks prior to the start of construction (for compressed air 8 weeks before start of construction). For orders after this point of time late charge fees of 25% might apply.

If you have any queries, please contact:

Exhibitor Services / Köln Messe

Contact: Andrea Scheuren

Email: [a.scheuren@koelncongress.de](mailto:a.scheuren@koelncongress.de)

Tel.: +49 (0)221 821-3176

Shell Scheme Contact: Tobias Breuer

Email: [t.breuer@koelnmesse.de](mailto:t.breuer@koelnmesse.de)

For suspensions, please contact:

Neumann&Müller GmbH & Co. KG  
Tel.: +49 (0) 221 98 529 725-0  
Email: [Messe.Koeln@neumannmueller.com](mailto:Messe.Koeln@neumannmueller.com)  
Web: [www.neumannmueller.com/en/](http://www.neumannmueller.com/en/)

## **DELIVERIES**

European International Fairs Ltd (hereafter referred to as “EIFL”) are the sole official freight forwarder and on-site handling company for Industrial Vehicle Technology Expo 2025.

Through their worldwide network of partners and agents, EIFL offer seamless multimodal door-to-booth transportation services for your booth components, exhibits and promotional items for Industrial Vehicle Technology Expo 2025 (as well as the return / onward forwarding of your goods after the event).

EIFL are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (i.e. empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, EIFL will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc) at the event both inside and outside the halls.

Please contact [ivtxops@european-intl.com](mailto:ivtxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Ltd  
Units 6 & 10 Skitts Manor Farm  
Moor Lane, Marsh Green  
Edenbridge, Kent  
TN8 5RA  
United Kingdom  
Tel: +44 1732 860330  
**Contact: Nick Gayle**

It is not compulsory that you use the official agent for transportation of your goods to Cologne however it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with German Customs for items being imported for the show.

We strongly advise against shipping goods via courier directly to Industrial Vehicle Technology Expo 2025, as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please click [here](#) to access European International Fairs Limited full shipping instructions and tariff for the event.



## **USEFUL CONTACTS**

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