



PMW 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 PMW Expo 2025 is the Koelnmesse, Hall 10.1, Cologne, Germany

Venue

Koelnmesse GmbH
Messeplatz 1
50679 Köln
Germany
Contact: s.alvarez@koelncongress.de
Tel: +49 221 821 2504
Web: www.koelnmesse.com

Dates

November 12 & 13, 2025 (Please note this is a Wednesday to Thursday show).

EXHIBITION TIMETABLE

Set-Up Timetable

Monday, November 10, 2025	08:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 11, 2025	08:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Tuesday, November 11, 2025	12:00 - 18:00	Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths

Tuesday, November 11, 2025	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted
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Venue contractors cease all building work at 18:00 on Tuesday, November 11, 2025; It is imperative that all exhibitors arrive on-site before this deadline to inspect their booths and verify that all orders have been fulfilled. Please be aware that from 18:00 to 20:00, only light decoration and final touches to the booths are allowed. Aisles must remain clear, and all freight cases and unused exhibitors must be removed by 20:00.

Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Monday, November 10, 2025
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Tuesday, November 11, 2025 from 18:00 to 20:00 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 on-site before 12:00hrs on Tuesday, November 11, 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 forwarding and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons 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 deadline via the Webshop. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

Organiser's Office Opening Hours

Monday, November 10, 2025	08:00 - 18:00
Tuesday, November 11, 2025	08:00 - 18:00
Wednesday, November 12, 2025	08:00 - 17:00
Thursday, November 13, 2025	09:00 - 17:00

Exhibitor Services Opening Hours

Monday, November 10, 2025	08:00 - 17:00
Tuesday, November 11, 2025	08:00 - 17:00
Wednesday, November 12, 2025	09:00 - 16:00
Thursday, November 13, 2025	08:00 - 16:00

***Exhibition Opening Hours**

Wednesday, November 12, 2025	10:00 – 18:30*drinks reception from 17:00 **awards from 17:15
Thursday, November 13, 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 12 November) and 30 minutes after the closing hours to service their booths.

Breakdown Timetable

We remind you that according to our regulations someone must remain present on your booth until the show closes on 13 November 2025. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

Thursday, November 13, 2025	17:30 - 22:00
Friday, November 14, 2025	08:00 - 16:00

No exhibits may be removed before the exhibition closes at 17:00hrs on 13 November 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 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 approximately 1-2 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 14 November 2025. Please ensure that you organise waste disposal, as the removal of set-up 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: pmw@ukimediaevents.com

ACCESS INFORMATION

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

Please click here (COMING SOON) to view the vehicle admission plan for build up and breakdown.

Please click here (COMING SOON) to view the vehicle admission plan for during the exhibition.

CONTRACTOR ACCESS – BUILD UP & BREAKDOWN – MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE

Work ID card for build-up and break-down

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.

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 - English](#)

[Venue Technical Guidelines - German](#)

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form (*shell scheme and pop up displays only*) 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 metres. Please contact us 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 10.1

Build Height

The permitted maximum build height is 4.0 metres. This may differ if your booth is located around the sides/edges of the hall for further information please contact Koelnmesse on a.scheuren@koelncongress.de

Suspensions

Suspensions from the ceiling are possible up to 4.0metres.

Floor Loading

The maximum floor-load is 20kN per square metre.

If you have any questions regarding floor loading or hall build heights, please contact Ms Andrea Scheuren, Email: a.scheuren@koelncongress.de.

Venue Structural Pillars

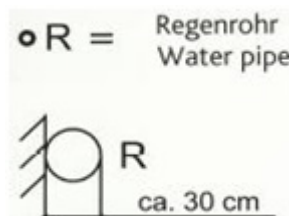
Some booths have structural pillars within the booth space or next to the booth. We will send a detailed plan to you on request by email at pmw@ukimediaevents.com
Pillars are 80cm x 80cm unless otherwise marked on your plan. Pillars can only be covered up to a height of 3.35 metres with clear access to the electrical boxes at all times.

Please see the [Venue Technical Guidelines](#) for more information.

Please [click here](#) for diagram of venue structural pillars.

Water Pipes on Venue Structural Pillars

Please note that on some venue structural pillars there are water pipes as indicated in the technical floorplan with the following symbol:



The water pipes are always fixed to the pillar. The water pipe symbol on the floorplan only indicates on which side of the pillar the pipe is located. The maximum distance from the hall pillar to the water pipe including fixings. The fixings of the pipes, may differ from pillar to pillar.

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 of 4cm and over are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm. Ramps must not be greater than 10m or have a rise of more than 500mm. Ramps shall have a minimum, unobstructed width of 1.5m and must be slip resistant.

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).

Windows in the Halls

Hall 10.1 has no windows within the exhibition hall.

General

If an exhibiting company fails to submit a Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (September 29, 2025) and the resulting design or build affects the neighbour, venue or Organiser, all associated costs, such as new banners, paint, labour, pillar covering, hanging costs, etc, will be passed along to the late submitting exhibitor. This will not be applied if a company books their booth after the deadline. No exhibition booth may be built until written approval is received from the Organiser.

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. It is compulsory that exhibitors bringing a pop-up display order shell scheme wall panels and carpet from the official contractor 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. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
6. All exhibiting companies must complete and return the **Booth Check Form (shell**

scheme and pop up displays only) by the deadline of **September 29, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (September 29, 2025) above 2.5 meters will be subject to approval and may be refused.

7. 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 Exhibitor Pre-Show Planning Form. All exhibitors who do not hire a shell scheme package via the Official Contractor must submit full Risk Assessment and Method Statement with their plans.

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: pmw@ukimediaevents.com.

OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES

We are pleased to announce that Koelnmesse Services has been appointed as the official booth contractor for PMW Expo 2025.

To order a booth / shell scheme package and for all other services, please refer to the Webshop. (please use the same username and password as provided for the exhibitor manual)

Services Deadlines

Please take note of the following order deadlines after which a 25% surcharge will apply:

15-09-2025 - Compressed Air & Walls

13-10-2025 - Last chance to order your booth / shell scheme package / Graphics

13-10-2025 - Last chance to order water, power, rigging, AV, furniture and booth staff, internet

13-10-2025 - Last chance to order catering and tailor-made catering

13-10-2025 - Last chance to order booth cleaning

For further information, please contact the responsible service partner directly, whose

contact details can be found at the bottom of the order forms on the Webshop. Please quote your booth number and the exhibition name.

Tel: +49 221 821 3176

Email: o.karst@koelnmesse.de

DELIVERIES

Please do not use this address for freight deliveries. Please contact the official Freight agents - European International Fairs Ltd. Please contact pmwxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited

Tel: +44 1732 860330

Email: pmwxops@european-intl.com

Web: www.european-intl.com

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Limited will only accept courier shipments at the advance warehouse.

If you still want to send small packages via courier, we would advise that you send them to your hotel to minimise the risk of misplacing the package at the venue but some hotels may refuse any deliveries.

FREIGHT FORWARDING & ON-SITE HANDLING AGENT

European International Fairs Ltd (hereafter referred to as "EIFL") are the sole official freight forwarder and on-site handling company for the PMW Expo 2025, Cologne.

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 PMW 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 pmwxops@european-intl.com with any freight forwarding or cargo

handling enquiries or bookings.

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

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. EIFL are specialists in the reliable transportation of goods for trade shows and will arrange temporary importation with German Customs for items being imported for the show.

We strongly advise against shipping goods via courier directly to the event 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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