



Dear SXS exhibitors,

this week the event is going to take place and we are really looking forward to you and the fair! In this mail we want to give you some final information for the set-up and exhibition day.

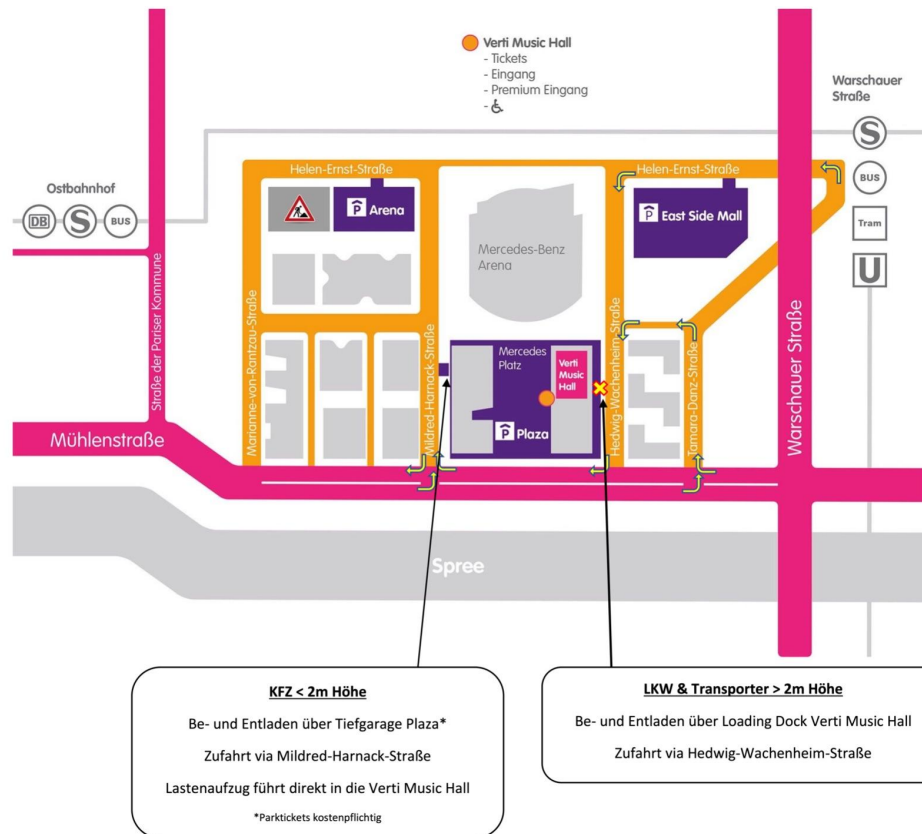
1. *How to get there on the set-up day*

On the set-up day, June 10, the main entrance of the location will be closed; access will only be possible via the loading dock or the underground car park.

All slots for unloading at the loading dock will be allocated by our logistics provider. This applies especially to exhibitors with larger loads and a correspondingly large vehicle. From there, you can access the hall directly via a freight elevator operated by a member of our team.

All other exhibitors are kindly requested to use the underground parking lot of the Plaza multi-storey parking lot to reach the location. The way to the freight elevator there will be signposted and highlighted with arrow markings. Again, one of our team members will welcome you and operate the freight elevator.

You can find the directions in the graphic below.



## 2. Handing out exhibitor passes, catering wristbands & info sheets

As soon as you have arrived in the hall via one of the freight elevators, you will come across our registration counter. There you will receive all exhibitor passes and catering wristbands as well as an info sheet, which you can distribute to your colleagues.

If you are not on site on the set-up day because your stand is being set up by an external service provider or you are not finalizing your stand until Saturday morning, you will be given the items on the day of the event (see below).

Please inform our staff at the registration if you have booked an interview lounge/ storage area/ support staff. You will then be instructed accordingly.

## 3. Stand set-up: electricity and furniture

As soon as you have picked up your tickets at the counter, find your stand location as indicated on the site plan. Your exhibition area is precisely measured and taped off accordingly. Please follow these measurements and make sure not to exceed them in order to keep escape routes clear.

One earthed socket will be provided for each stand. You must bring your own power distributors if they are needed! These are the maximum connection values:

- 2sqm, 4sqm booth = max. 500W
- 6sqm booth = max. 750W
- 9sqm booth and bigger = max 1000W

You will also find your booked furniture at your booth. The commissioning should be completed by 3:00 pm at the latest. If you arrive earlier, it could happen that your furniture has not been delivered yet and will be delivered later.

#### 4. Access on the day of the event

On the event day itself, 11 June, we will open the doors for the exhibitors from 8:00 am. Unlike on the set-up day, however, you will only be able to enter the venue via the official main entrance on Mercedes-Platz.

You can then register at the ticket counter - to make our work easier, it would be great if you arrive there already united with your entire team.

All exhibitors who did not attend the set-up day will receive their passes and onboarding information there and will then have the opportunity to set up their booth later.

The official start of the event is at 10:00 am and the admission of visitors begins.

#### 5. Catering Schedule

09:00 - 11:00 am	Breakfast 3rd floor foyer	Food will be available for self-service. <ul style="list-style-type: none"> <li>• Sweet filled mini croissants</li> <li>• Pretzels (vegan)</li> <li>• Fruit (Available all day. While supplies last).</li> </ul>
12:00 am - 2:30 pm	Lunch 3rd floor foyer	Meals are available for self-service. Please select one main course (meat) or one main course (vegan) and one dessert.  Main course (meat):

		<ul style="list-style-type: none"> <li>• Turkey Schnitzel   Herb Spaetzle   Paprika Sauce</li> <li>• Königsberger meatballs   capers   boiled potatoes</li> </ul> <p>Main dish (vegan):</p> <ul style="list-style-type: none"> <li>• Curry of sweet potato   vegetables   colored rice</li> <li>• Pasta Basta   vegan carbonara   wholemeal pasta   confit tomatoes</li> <li>• Baked potatoes with vegan wild herb curd   roasted onions</li> </ul> <p>Dessert:</p> <ul style="list-style-type: none"> <li>• Chocolate mousse</li> <li>• Chia Mia with coconut pudding   chia seeds   passion fruit (vegan)</li> </ul>
3:30 - 4:30 pm	Coffee break 3rd floor foyer	Two sheet cakes: <ul style="list-style-type: none"> <li>• Apple-walnut (vegan)   Cherry crumble with cinnamon</li> <li>• Danish pastry</li> </ul>
10:00 am - 5:00 pm	Cafeteria CC Indoor	(on a self-pay basis)

Note for lunch:

The catering area for exhibitors, located on the 3rd floor of the venue, holds approximately 150 people. With over 120 exhibitors, each with a team of several people, it is therefore not possible for everyone to eat at the same time. So please divide your time among yourselves and use the seating on our outdoor terrace and the rank in addition to that to avoid a crowded busy situation at lunch.

Drinks:

You can pick up free drinks throughout the day (9:00 am - 5:00 pm) in the exhibitors' catering area (Concession 3rd floor).

- Soft drinks (dispensed in bottles):
  - Apollinaris ViO, still | Apollinaris Selection, sparkling 0.25l
  - Apple juice | Orange juice 0,2l
  - Coca-Cola | Coca-Cola Zero 0,2l
- Hot drinks:
  - Filter coffee (incl. sugar, sweetener, milk and oat milk)
  - Tea - black tea | peppermint tea | fruit tea | green tea (incl. sugar, sweetener and lemon juice sticks)

## 6. Afterparty

All attendees as well as exhibitors will receive discounted admission to the aftershow party, which will start at Schwuz at 11:00pm. Keep your exhibitor badges - if you show them at the door you will only pay 6€.

General note: We cannot accept any more orders at this time. If you haven't organized furniture for your booth yet, please take care of it on your own.

Kind regards  
the SXS-Team