

# HANNOVER MESSE 2023 HANNOVER

17.04.2023 – 21.04.2023





## STANDESIGN PROJECT MANAGER



**Jacob Justesen**

Project Manager

E-mail: [jacob.justesen@standesign.dk](mailto:jacob.justesen@standesign.dk)

Phone: +45 21 55 49 62



## FURNITURE INCLUDED IN YOUR FEE

- 1 x Table (low or tall)
- 3 x Chairs or bar chairs
- 1 x Brochure stand
- 1 x 220V with approx. 300 W for charging phone, laptop etc





## PRINT ON WALL

Take into consideration that:

- The system is visible
- Print is directly onto panels
- Panels cannot be reused





## IN FRAME BANNER

Take into consideration that:

- The system is **not** visible
- Print is on fabric mounted in frame
- IN Frame Banners **can** be reused





## GRAPHICS FOR YOUR BOOTH

The number of panels or m<sup>2</sup> depends on the size of the wall. Please see Drawing and Order Form for dimensions or contact the project manager for details.

### Specifications for your print files:

- Add 20 mm bleed (crop marks must be visible)
- All text must be outlined
- All images must be minimum 100 dpi
- All logos in EPS or AI file
- All colors will be printed in CMYK
- Print ready pdf's must be sent by [www.wetransfer.com](http://www.wetransfer.com) to the project manager

Standesign offers to produce the printing file  
Please order DTP in the order form



# ORDER FORM

- Please fill out the order form and return by email to: [jacob.justesen@standesign.dk](mailto:jacob.justesen@standesign.dk)
- **Deadline: 27<sup>th</sup> of March 2023**
- Carpet front will have text. Company name or web address in same size and font. **Remember to indicate the required text** for your carpet in the order form

<b>Exhibitor Information:</b>	
Company name:	
Company adress:	
Company phone:	
Contact person name:	
Contact person e-mail:	
Contact persone phone:	
Invoicing name and reference	
Invoicing e-mail:	

<b>Event Information:</b>	
Name of event:	Hannover Messen 2023
Location:	Hannover, Germany
Date:	April 17 <sup>th</sup> - 21 <sup>st</sup> 2023
Booth No.:	Hall 3 Booth K53
Deadline for order form:	March 27 <sup>th</sup> 2023
Deadline for Print files:	March 23 <sup>th</sup> 2023
Freight from DK: (BWS transport proposal)	April 12 <sup>th</sup> 2023

<b>Order Form</b>
Please fill out the order form and return by email to: <a href="mailto:jacob.justesen@standesign.dk">jacob.justesen@standesign.dk</a> no later than the above deadline



## HANDLING OF YOUR GOODS

Standesign can help you handling your own equipment (unpacking and packing)

**Must be ordered in advance via the order form**

Please indicate estimated hours and provide the following information:

- Arrival of the goods
- Amount of crates

**Please note:** We only empty the crates. We do not assemble your equipment





## STAND HANDOVER

- Stand handover:
- 16<sup>th</sup> of April 2023 between 12.00 - 16.00  
( 12 am – 4 pm )

Stands must be completed, and excess products and materials must be removed from all halls no later than 10.00 on Sunday 16<sup>th</sup> of April – please allow time to load and unload vehicles.

During build up and breakdown, contractors and exhibitors are required to wear build up/breakdown passes and Personal Protective Equipment at all times and to comply with the Health and Safety Regulations of the venue





