fiberdays



27.2. - 28.2.

Die Digital- und Glasfasermesse

RheinMain CongressCenter Wiesbaden www.fiberdays.de

Exhibitor's manual Ausstellerhandbuch

Stand: August 2023

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General Information



Addresse

RheinMain CongressCenter Wiesbaden Friedrich-Ebert-Allee 1 65185 Wiesbaden

Construction*	Fair		Fair	
26. Feb 2024, 07-22h	For Exhibitors: 27. Feb 2024	08-19 h	For visitors: 27. Febr 2024	09-19 h
Deconstruction 28. Feb 2024, 16-22h	00 E-h 0004	00 00 5	00 5-1-0004	00.40.5
20.1602024, 10-2211	28. Feb 2024	08-22 h	28. Feb 2024	09-16 h

Networking Night

)noningtimes

27. Feb 2024 from 7 p.m.

Halle 45, Hauptstraße 17-19, 55120 Mainz, shuttlebusses from fair halls

General Information:

On <u>www.fiberdays.de</u> you can find all general info regarding recent fair and exhibitor conditions. Please note that all prices here are exclusive of VAT.

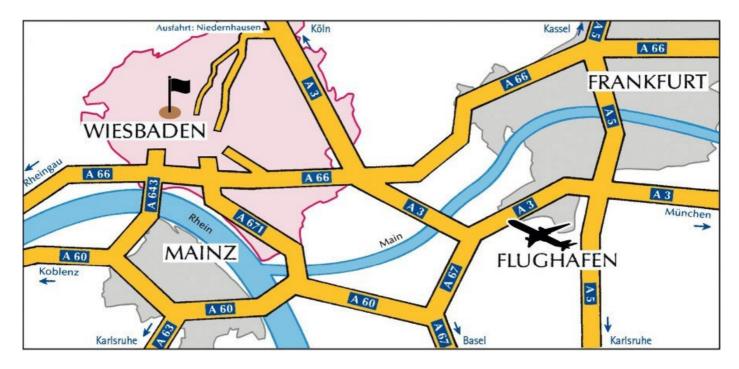
Please note: All prices here are exclusive of VAT.

All information in this manual is subject to change.

Important dates/ Deadlines

Deadline	Task	in progress	complete
07.01.2024	Boothplanning/furniture		
07.01.2024	Service offers		
07.01.2024	Electricity/Water		
07.01.2024	Sponsoring		
07.01.2024	Print Data		
nach Verfügbarkeit	Booking of seminars/workshops		
nach Verfügbarkeit	Registration Networking Night		
11.02.2024	Booth catering		
tbd	Crew catering		
26.02.2024	Booth guards/ guest tickets		

Route to venue for exhibitors/guests



Arriving by car

House and visitor address:

RheinMain CongressCenter Friedrich-Ebert-Allee 1 | 65185 Wiesbaden

From Cologne via A3:

Niedernhausen exit, follow the B455 and over walking on New York Street. Continue straight ahead on Gustav-Stresemann-Ring (1st ring) to Friedrich-Ebert-Allee. Turn right here. The RMCC is located after approx. 600 meters behind the green area on the left in the direction of travel.

From Frankfurt via A66:

Exit Wiesbaden-Stadtmitte, go straight ahead Follow the B54 signs for RheinMain CongressCenter. Continue under the underpass on Gustav-Stresemann-Ring (1st ring) and turn right at the second intersection into Friedrich-Ebert-Allee. The RMCC is behind the green area on the left in the direction of travel.

From Darmstadt via A67/A671:

Exit Wiesbaden-Mainzer Straße and always follow the signs to RheinMain CongressCenter. At the intersection turn left and immediately right again into Friedrich-Ebert-Allee. The RMCC is located after approx. 600 meters behind the green area on the left in the direction of travel.

From Mainz via A60/A63/A643:

Take the A643 onto Schiersteiner Straße and follow this to Kaiser-Friedrich-Ring. Turn right onto the 1st ring and, at the level of the main train station, turn left into Friedrich-Ebert-Allee. The RMCC is located after approx. 600 meters behind the green area on the left in the direction of travel.

Arriving by public transport

Arriving by public transport:

The "Rheinstraße/RheinMain CongressCenter" bus stop is 100 meters away from the RMCC and is served by numerous bus lines every 2 minutes. ESWE lines 1, 4, 8, 14, 27, 30, 45, 46 and 47 as well as some lines from the RTV network run at this stop. You can find more information about the exact timetables and times at www.rmv.de. The RMCC is only two bus stops away from Wiesbaden main train station. It can be reached on foot in 5-10 minutes. To do this, cross Gustav-Stresemann-Ring and walk along Friedrich-Ebert-Allee to the right of the green area (Reisinger-anlagen).

Parking

n-site parking in the in-house garage is available for a fee. ample parking available. You can reach this from Friedrich-Ebert-Allee. The parking garage has 800 spaces. The "Parkhaus Luisenplatz", 5 minutes away, offers a further 320 spaces. The "Liliencarree car park" with 370 parking spaces and the "Liliencarree underground car park" with 790 spaces are a 10-minute walk from the RMCC.

Parking



Parkgarage RMCC -800 spaces
Tiefgarage Liliencarré -790 spaces
Parkhaus Liliencarré -370 spaces
Parkhaus Luisenplatz -320 spaces
Parkhaus Markt -604 spaces
Parkhaus LuisenForum -800 spaces
Parkhaus Galeria Kaufhof -248 spaces

Parkhaus City I -180 spaces
Parkhaus City II -300 spaces
Parkhaus Mauritius -380 spaces
Parkhaus Coulinstraße -380 spaces
Parkhaus Karstadt -510 spaces
Parkhaus Theater -320 spaces
Tiefgarage Kurhaus/ Casino -520 spaces

- P Bus parking space
- H Bus stop for getting on and off

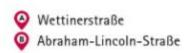
When arriving, pay attention to the Wiesbaden parking guidance system. You will be guided safely.

Parking for ligistics traffic

Parking spaces for trucks (public parking spaces: no reservation possible)

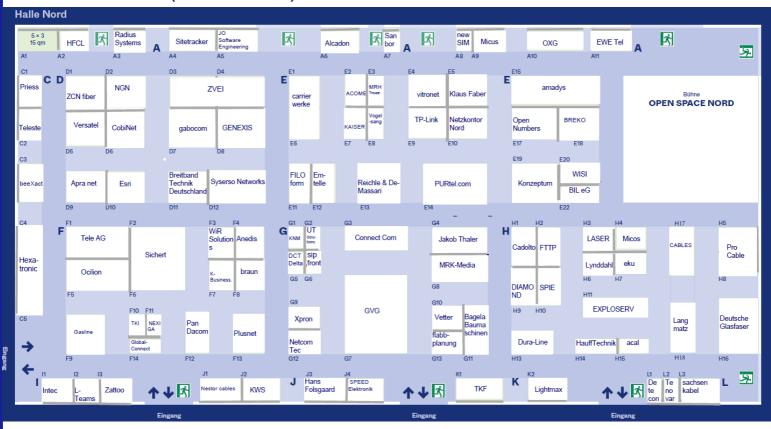




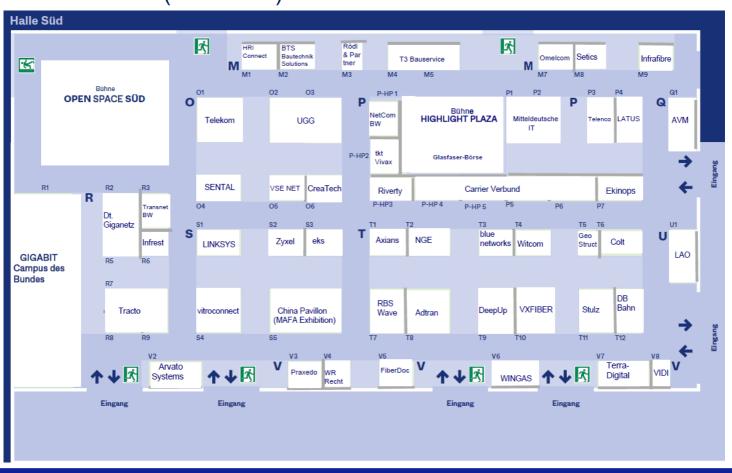


Exhibition hall maps

Northern hall (Halle Nord)



Southern Hall (Halle Süd)



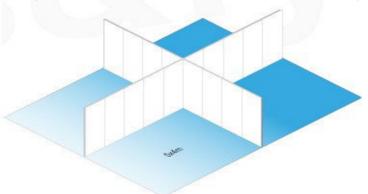
Booth services (included)

All standard stands include the following services:

- Exhibition space according to stand size booking (with the exception of stands with double walls)
- Exhibition walls will be provided as marked on the plan

Example B-Matrix System

The walls applicable to the stand are highlighted in the stand plan. (Example here: 2 walls for block stands)



- Schuko power connection including 3-way socket
- Power 2.5 kW
- WLAN usage (shared medium)
- Free access to the trade fair, conference program and seminars for stand supervisors

Number of stand supervisors

Standsize		Stand supervisers
	6 m ²	2
	8 m ²	2
	9 m ²	2
	10 m ²	3
	12 m ²	3
	15 m ²	4
	16 m ²	4
	18 m ²	4
	20 m ²	5
	from 21 m ²	5
	from 30 m ²	6

Exhibitors' forum/ Fibershop

Please note:

Orders like:

Seminars and workshops

Co-exhibitor

Additions to the stand construction system

Rental furniture

floor coverings

Displays/monitors

Stand printing

Electrical installations

Water installations

Stand cleaning

Garbage disposal

Internet

Guarding – hostesses

Assembly/dismantling slots for the loading yard

Crew catering

can only be booked via our exhibitor portal (Fibershop):

https://shop.fiberdays.de/



Seminars & Workshops (booking according to availability via the "Ausstellerportal"

Seminar package

Your specialist lecture will be part of the trade fair program. Your presentation should last 25 minutes and Allow participants to ask questions.

The seminars take place at the Open Space Forum in the Halls North and South. Wireless headphones with Channel selection (silent disco principle) will be available.

Price: 895,-/ net

(this price only applies in conjunction with a stand booking)

The speaker receives one free networking night ticket.





Workshop package

You design your own workshop.

We provide you with a seminar room with row or block seating for 60 minutes.

You decide the content, type and moderation yourself.

Price: 895,-/ net

(this price only applies in conjunction with a stand booking)

The speaker receives one free networking night ticket.

Co-Exhibitors (Registration via "fibeshop")

If you would like to present yourself with another company at your stand, please register them via the exhibitor portal.

Please let us know the name of this co-exhibitor by email and also include the logo.

Registering a co-exhibitor at a stand (e.g. joint stand) includes:

1 stand supervisor included as well as access to the trade fair, conference program and seminars

Logo and company profile for the trade fair app

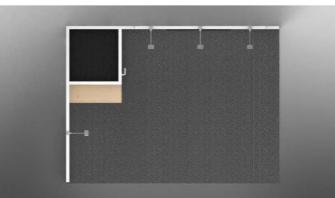
Note: all communication goes exclusively through you as the main tenant. There will also be **no separate invoicing** to your co-exhibitor.



Boothbuilding system

Individual expansion possible using various stand construction elements





Example trade fair stand with cover, spots and storage space (3x4m, corner stand)

Stand construction elements	Colour	Price per unit
Wall panel (Be-Matrix) including assembly, dismantling and transport, accessories and panel filling on both sides, (dimensions per panel: 1.00 x 2.50 m)	White	€ 72,-
half wall panel (Be-Matrix) including assembl 外間的神籍ntling and transport, accessories and panel filling on both sides (dimensions per panel: 0.50 x 2.50m)	White	€ 66,-
Door element (Be-Matrix) lockable, including accessories, (wall system dimensions 1.00 x 2.50 m)	White	€ 168,-
Standing aperture (Be matrix) for the wall system, (dimensions W \times H - 2.50 \times 0.50 m) ATTENTION! Can only be placed on the wall system. NOT hanging or as a border! measuring 1.00 \times 2.50 m)	White	€ 78
shelf for the wall system, (dimensions W x D - approx. 1.00 x 0.30 m) with a maximum load capacity per shelf of 5 kg $$	White	€ 18
LED spotlight for the wall system; 20W (0.02kW) Please consider power output and required slots when ordering power. All lamps ordered are delivered fully wired. The final one of the lamps, through a plug, is done by the customer.	ILAN O	€ 30

Important: when booking additional stand construction elements, we absolutely require a stand sketch.

Please send this by email to anmelde@fiberdays.de

Furniture for rent

In the exhibitor portal you can book various rental furniture for a professional stand appearance.

Here you can choose between different furniture sets or various individual pieces of furniture so that you can put together your furniture to suit your stand.

The furniture will be placed on your stand by the stand builder the day before. On the day of assembly, you then have the opportunity to place the furniture according to your ideas.

- Table/bar table sets
- Chairs
- stools
- tables
- Counters/reception counters
- lounge furniture
- Refrigerators
- Coat rack
- Plants
- ..















When making an individual composition, please pay attention to the height of the tables and seating!

Booth flooring

Please book the stand floor coverings in the exhibitor portal. Here you have the opportunity to choose between different types and colors.

- Velor carpet
- Rep carpet
- artificial grass

Note: the carpet is covered with a film in advance.

You can place your furniture on this on the day of construction.

The film will be removed by the stand builder on the night of February 27th/28th, 2024.

If you do not want the stand builder to move your furniture because it cannot be guaranteed that it will be placed exactly the same, please contact the RMCC contact person on the day of construction.



Exterrnal booth builders

Would you like to have your stand appearance planned and set up by an external stand builder?

This is of course not a problem.

The stand approval for your trade fair stand will then take place directly via the RMCC.

The RMCC will contact all exhibitors by email before the trade fair with a list of questions.

Please state at the appropriate place that you are commissioning an external stand builder and also attach your stand sketch.

You can of course order any required power connections or other additions to your stand via our shop.



Booth prints/Signage (book via "Ausstellerportal")

Full-surface textile print per wall panel € 288,- /Wall panel

4C digital printing including piping lip for covering the entire frame (992 x 2480 mm).

Info: Digital printing is also possible as a full-surface wall over several wall panels; the price is calculated from the total number of wall panels.

Full-surface foil printing per wall panel€ 408,- /Wall panel

4C digital printing laminated Be-Matrix forex panel (992 x 2480 mm) Info: Digital printing is also possible over several wall panels.

Please note that there is a gap between the individual panels. Price is calculated from the total number of wall panels

Full-surface textile print per stand panel

€ 192 / stand panel (print including panel, holder and structure)
4C digital printing including piping lip for covering the entire frame (496 x 2480 mm)

Full-surface foil printing per stand panel

€ 240,-

4C digital printing laminated Be-Matrix forex plate (496 x 2480 mm)

All other full-surface digital prints on self-adhesive film

€72 per entire area or €36 per side length (without lamination)

4C digital printing SK film including protective laminate

Delivery of the print data by January 7th, 2024

Later orders/print data deliveries are subject to an additional charge!





Leaflet for print data

Deadline:

We should receive the print data with the required properties by January 7th, 2024. Later orders/print data deliveries are subject to an additional charge!

Basic requirements for creating a print:

All print files are only accepted in a PDF format.

The sheet size in the PDF must be made in the dimensions mentioned below (in mm).

We will not be able to edit your print file if it is delivered in an incorrect format or dimension. Therefore, please pay attention to the instructions for your print file.

Correction loops (required by the RMCC) due to print files not created as described will be charged €80 per correction run.

We also need a stand sketch from you.

Please be sure to indicate in a drawing which wall panels the prints and/or textile coverings should be mounted on so that the stand builder is able to attach your prints correctly.

Subsequent dismantling and reassembly of the stand due to incorrect or missing sketching is not possible.

Print file specifications:

To ensure that you correctly send us the print data for your print, the following instructions must be observed

a) Textile printing

Full-surface textile print on wall panel: visible dimension = print dimension

When printing across several wall panels, textile printing has the advantage that the frame edges are not visible. But: A wall mount for monitors, for example, is not possible if you choose textile printing. Please take this into account when planning.

- •The print area for a full wall panel is:
- •The print area for half a wall panel is:
- •The print area for a stationary aperture is:

992 (B) 2480 (H) mm

496 (B) 2480 (H) mm

2480 (B) 496 (H) mm

Druckdatenanfertigung bei mehreren Wandpanelen:

Für die korrekte Print data production for several wall panels:

For the correct print file, multiply the width of the print (992 mm) by the number of frames you want to feed the print into. multiplizieren Sie die Breite des Drucks 992 mm mit der Anzahl der Rahmen, in denen Sie den Druck einziehen möchten.

Example:

If you are planning a textile print across 3 frames, the width of your print is $3 \times 992 \text{ mm} = 2976 \text{ mm}$.

The print file must therefore have the dimensions 2976 (W) x 2480 (H) mm.

Leaflet regarding print data

b) Foil printing

Full-surface foil printing on wall panel:

With the foil printing process, the frame edges can be seen. If this is not desired, choose the textile printing process.

When printing foil across several full wall panels, the print file must be created individually for each wall panel measuring 984 (W) x 2472 (H) mm.

The print area for a full wall panel is:
 The print area for half a wall panel is:
 The print area for a stationary aperture is:

984 (B) 2472 (H) mm 488 (B) 2472 (H) mm 2472 (B) 488 (H) mm

Example:

If you are planning a digital print across 3 full wall panels, this is what you need 3 print files each with the dimensions 984(W)mm x 2472(H)mm.

c) Full-surface digital printing on self-adhesive film

If, for example, you want to stick stickers on a corresponding piece of furniture, create a print file with the correct dimensions (in mm) here too.

Example:

You are planning a full-surface digital print on self-adhesive film which is to be applied to a counter, for example, and this counter has the dimensions 1000 (W) x 800 (H) x 400 (D) mm. The print file must be about-

Always give a margin of 40 mm, but this will not be visible later. The print file must have the dimensions 1080 (W) x 880 (H) mm plus the specified margin, whereby the visible area in the file is only 1000 (W) x 800 (H) mm.

Common print dimensions:

Plano info counter

Front surface: Bl220xH820 mm Side surface: D620 x H820 mm

Cube reception counter:

Front surface: WII20xH1020 mm Side surface: W520xH1020 mm

Bar table cube:

Front surface: W420xH1020 mm Side surface: W420xH1020 mm

Round counter 1/8 element:

Front surface: 2070x840 mm Side surface: W700x840 mm

Check print data:

Please check your print data finally before sending it to us as follows:

Hover with cursor in the lower left corner and the dimensions will appear automatically



Booth cleaning

You can book daily cleaning for your stand in the exhibitor portal.

Scope of cleaning:

- Clean the floor (vacuum the carpet, otherwise sweep and wet mop)
- Wipe freely accessible surfaces with a damp cloth
- Disposal of a small garbage bag

Cleaning times:

- early morning on February 27th
- early morning on February 28th

Costs (per cleaning day) €4.30 (net) x number of square meters of your stand

Price example:

You would like to book stand cleaning for both days of the trade fair and your stand is 15 square meters in size €4.30 x 15 sqm x 2 cleaning days = €129/net



Garbage disposal

Stand waste:

The disposal of your stand waste can only be booked in conjunction with stand cleaning. Included here is, among other things, the disposal of a small garbage bag at your stand.

For the disposal of larger quantities, please book one of the ones listed below Options.

Disposal of individual garbage bags cannot be booked.

Disposal of larger amounts of waste

Type of waste	Approxiate amount of waste	Price per unit
Commercial waste/mixed waste	m³	174,00 € / m³
Paper/Carton	m³	114,00 € / m³
Wood (A1-A3)	m³	114,00 € / m³
Material mixtures / packaging	m³	Price upon request
Glas	m³	108,00 € / m³
Carpet	m³	6,00 € / m³
Cover film	m³	1,50 € / m³

Note:

Any waste or residue generated during the event or during the assembly/dismantling of the stand must be removed by the person responsible. Due to legal regulations, the polluter is obliged to ensure proper disposal. (Law on the prevention, recycling and disposal of waste dated September 27, 1994, BGBL/1, S 2705).

An increased fee of €300.00 per m³ will be charged for waste or residues that have not been declared and/or remain loose in the halls.

Internet (book via "Ausstellerportal")

All exhibitors receive access to a common WLAN (shared medium) as standard.

You also have the option to book the following options:

Wireless LAN Internet access for exhibitors

Redundantly connected internet access/backup secured

Number	Service		Price
	WLAN-connection	Per user/ day	54,00€

Scope of services: Access across the entire RMCC site • 5 Mbit/s down/upstream (higher bandwidth on request) • optional public IP address • Firewall protected • Setup assistance and IT support directly at the stand included in the price • Guaranteed VPN support • No volume limit (flat rate) • Registration via personal access data • Optional multi-user capability • Further services on request

Internet access via fixed IP connection for exhibitors

Redundantly connected internet access/backup secured

Number	Service		Price
	Setup per LAN connection up to the end device	Once	198,00€
	Laying and patching costs of the LAN connection		
	Internet access 200 Mbit/s via a dedicated IP connection for exhibitors	Per day	396,00€
	Internet access 100 Mbit/s via a dedicated IP connection for exhibitors	Per day	264,00€
	Internet access 50 Mbit/s via fixed IP connection for exhibitors	Per day	108,00€
	Internet access 5 Mbit/s via fixed IP connection for exhibitors	Per day	66,00€

Scope of services: Network connection (wired) installed in the stand or defined location according to the enclosed sketch of the stand • 5 Mbit/s down/upstream (higher bandwidth on request) • Firewall protected • Setup help and IT support directly at the stand included in the price • Guaranteed VPN support • No volume limit (flat rate) • Optional multi-user capability • No additional hardware required for access, only switches and network cables for sub-distribution if necessary • Further services on request

Catering



We offer the option of booking **CREW** catering or **STAND** catering.

To book stand catering, please download the form in the exhibitor portal.

Bookings are only made directly via Caterer. If you have any questions about this, please also contact us directly to the caterer "Gauls".

For booking the crew catering we will contact you separately at a later date.

Please also note our information on booth catering on the following page

Booth catering

Would you like to take care of your own catering for your guests at the stand and not order through the trade fair caterer?

Please note the following information:

Catering services at your stand must be agreed upon with the RMCC's in-house caterer "Gauls".

If you would like to bring in presents and give-aways for your stand independently and in commercial quantities, this is possible free of charge and without corkage fees. Which includes:

Sweets, cafe side dishes, tea biscuits, small candy bar, small chocolate bars and specially branded drinks.

It is also possible to bring in household coffee machines for your own use, including the appropriate equipment, free of charge.

Professional barista machines (even if you operate them yourself), an external barista with or without a cart, serving soft drinks or alcoholic drinks, serving food/snacks or catering at a stand party -

all this must be registered via the RMCC and leads to additional costs. These will be settled directly with the in-house caterer. Gauls charges a corkage fee per square meter of booth and day. Regardless of whether drinks or food are served, the fee is € 5.00 (net). If an external partner is used without prior notification, double the corkage fee will be charged.

Gauls will be happy to make you an offer for anything you would like to offer.

Kontact:

Gaul Catering Wiesbaden GmbH In den Weinbergen 5 55130 Mainz-Laubenheim







Direct bookings via the RMCC Exhibitor Webshop

- Host/Hostesses
- Stand security
- Ceiling suspensions
- water connection
- -> These bookings are not made through us.

These bookings are made via the RMCC webshop: Please access the RMCC exhibitor webshop via this link: Aussteller Service Center (ungerboeck.net)

Here you will find the guide for the RMCC ordering process.

Please direct any queries regarding orders and the web store to:

Ausstellerservice@wicm.de

Loading yard/unloading (Deliveryslots)

How to book your slot for the RMCC loading yard for Fiberdays24

First, you book the item "Ladehof slot assembly and dismantling" in the exhibitor portal (Fiberdays shop).

You will then receive our form by email into which you can enter the following information: exhibitor/stand number, contact person for the exhibitor, driver of the vehicle, mobile phone number of the driver, type/size of vehicle, your desired times for the slots for set-up and dismantling days.

Then send the completed form back to anmeldung@fiberdays.de.

After checking the availability of your desired slot, we will send you the final entry permit as confirmation, which you should print out and display in your vehicle when you enter the loading yard.



Directions to the RMCC loading yard

Important NOTICE:

For the use of the loading yard, the RMCC requires a deposit of EUR. 100€ charged in cash. This will be paid back to you when you leave the loading yard on time. If you exceed your timeslot, the RMCC may withhold a proportion of the deposit.

Logistics and storage

Would you like to have goods delivered to the trade fair by parcel service or freight forwarder, or would you like to store goods separately from your stand?

Do you need technical equipment or transport workers?

Please contact the RMCC service provider directly with your order. Click here for the Registrationformular.



Logistik - Lagerung - Leergut

	Immer anzugeben: Halle Stand-Nr
Veranstaltungsname:	Aussteller
	Ansprechpartner
Veranstaltungsdatum:	TelFax
veranstatungsuatum.	E-Mail
	Rechnungsadresse
Jens Steinbrück Dienstleistungen c/o RheinMain CongressCenter Wiesbaden Adelheidstr. 4 65185 Wiesbaden Tel.: +49 (0)611 3309-969 Fax: +49 (0)611 377-356 E-Mail: info@steinbrueck-dienstleistungen.com	Firma Ansprechpartner Straße Land/ PLZ/ Ort UStID-Nummer E-Mail Bei falschen Angaben wird eine Gebühr von 10,00 € erhoben!

Anmeldung Logistik - Lagerung - Leergut (Leistungen bitte ankreuzen)

Unser Ausstellungsgut	Kolli	kg,	cbm	
Lieferung (kiein) zum Stand	Paket	Palette	Europalette bis 250 kg	
Transport vom/ zum Messeort	organisieren wir seibst durch Jens Steinbrück Dienstleistungen (erbitte individuelles Angebot)			
Anlieferung auf unseren Stand	Datum		Uhrzeit	
Zollabfertigung	vorübergeh	ende Einfuhr	definitive Einfuhr	
Lagerung von Messegut außerhalb der	Lagerung ab	Uhr,	Lagerung bis	Uhr
Messezeit	Kolli	kg,	cbm	
Wir wünschen Lagerung unseres Leer-Voligutes während der Messe	cbm			
Gabelstapler, Handhubwagen, Arbeltsbühne, Personal	Abbau - am _ Handhubwage Aufbau - am _ Abbau - am _ Scherenarbeits	n sbûhnen (Bestellun	, Arbeitsdauer in Stunden	

Tickets

Fair-Tickets:

You will soon be able to order your trade fair tickets through our ticket partner.

We will inform you about this in good time.

Each exhibitor will receive 20 free tickets for their guests.

The number of free tickets for your stand supervisors can be found in the stand services on page 9.

Tickets for our Networking-Night

You will soon be able to order these tickets through our ticket partner. We will inform you about this in good time.

Please note: tickets can only be booked directly through our ticket partner. It will no longer be possible to order tickets separately via our shop.



Relaxed networking during FIBERDAYS 2024:

27. Feb 2024 from 7 p.m.

Halle 45, Hauptstraße 17-19, 55120 Mainz, Shuttle busses will run from the faire halls

Deepen your contacts and initiate professional exchange a relaxed atmosphere on the evening of the first day of the trade fair.

Ticket prices:

Members: €199/net

Non-members: €395/net

(max. 10 tickets per company/subject to availability)

We will inform you as soon as ticket bookings open.



Bitte beachten Sie: Änderungen und Irrtümer im Ausstellerhandbuch vorbehalten!