



**AWK'23**

[WWW.AWK-AACHEN.DE](http://WWW.AWK-AACHEN.DE) 11<sup>th</sup>–12<sup>th</sup> MAY, 2023

*Industrial Exhibition*

***FAQ for Exhibitors***

**From Black to Green Production**

 **Fraunhofer**  
IPT

**WZL** | **RWTH AACHEN**  
UNIVERSITY

# FAQ for Exhibitors

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2	Logistic
3	Buildup and dismantling times, exhibition times
4	Hotels
5	Exhibition Booth Construction and Booth Guard
6	Contact Persons

### **Eurogress Aachen**

Monheimsallee 48

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Phone: +49 (241) 91 31 0

Fax: +49 (241) 91 31 200

[info@eurogress-aachen.de](mailto:info@eurogress-aachen.de)

[www.eurogress-aachen.de](http://www.eurogress-aachen.de)

Detailed information on the event location, parking facilities and accessibility can be found at <https://www.eurogress-aachen.de/kongresszentrum>

### **Elevators**

The event takes place exclusively on the first floor.

### **Booth Choice**

Dedicated booth spaces are allocated in the order of bookings and are reserved for external customers. WZL and IPT internal institutions and spin-offs can only choose booth spaces if a booking is made as an external customer.

### **Delegate passes**

The booking of each 8 m<sup>2</sup> booth includes one delegate pass. Delegate passes are valid as tickets for the entire conference (exhibition, lectures, workshops, social events). If you need more tickets, please book them additionally.

### **Floor/area load**

The floors of the exhibition area in the foyer can be loaded with a uniform surface load of max. 500 kg/m<sup>2</sup>. The load limit must also be observed during transport to the parking space. The linear loads occurring during transport are to be distributed by means of compensating plates. The plate weights and the weights of the means of transport must be considered as a whole.

### **Exhibits**

Vehicles and machines are subject to approval. Please contact us in this regard.

### Construction height and booth design

The maximum construction height for booth construction in the foyer is generally 2.50 m. However, booths up to 3.50 m high are possible in certain areas. In the area of the Brüsselsaal, the general maximum construction height is 2.70 m. Please contact us to find out more about the specific possibilities for your booth. An attractive booth design is requested. Adhesive tapes must be removed without leaving any residue. Nailing, drilling and fastening of booth construction materials to floors, walls and ceilings is prohibited. Aisles, gates and exits must be kept clear. The storage of booth construction materials, empties, etc. is not permitted on the premises.

### Power connections

Power connections must be ordered separately. This order is placed via Mplus Messebau GmbH. Please contact Mr Hans-Jürgen Pauler (see [Contact Persons](#)).

### Internet

A general WiFi is available for the duration of the event. If you require separate LAN connections for your booth, these must be added to your booking. These can be ordered from Mplus Messebau GmbH. Please contact Mr Hans-Jürgen Pauler (see [Contact Persons](#)).

### Water and compressed air supply

There is no individual water supply available for the measuring booths. Furthermore, no compressed air supply is available. This must be considered when selecting your exhibits.

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### Forklift

The exhibition areas are located on the first floor. Delivery is at ground level (see hall plan).

A forklift with a load capacity of 1450 kg can be reserved for loading and unloading. This will be available on 10<sup>th</sup> May, 2023 from 08:00 am to 12:00 pm and on 12<sup>th</sup> May, 2023 from 5:00 pm to 09:00 pm.

The forklift is only used for unloading and for transport to the supplier entrance of the building. From the 5 m line inside the venue, transport is to be continued to the parking space by suitable lifting and rolling carts. Only pallet trucks with rubber tires are permitted within the Eurogress. Delivery vehicles should be equipped with a lifting platform if necessary.

### Available aids and tools for the construction

There are two pallet trucks and approximately 10 wheeled carts available to the general public. We recommend you carry your own transport aids.

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### Buildup, dismantling times, exhibition times

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#### Buildup and dismantling times

Buildup on 9<sup>th</sup> May, 2023, 08:00 am - 06:00 pm  
and on 10<sup>th</sup> May, 2023, 07:00 am - 08:00 pm

Outside the buildup and dismantling times, it is not possible for booth constructors to enter the building.

Instruction for the setup will be provided by employees of the Laboratory for Machine Tools and Production Engineering WZL or Fraunhofer IPT.

Please let us know your approximate buildup times in advance.

Dismantling on 12<sup>th</sup> May, 2023 05:00 pm - 10:00 pm  
Dismantling is not possible on May 13<sup>th</sup>, 2023, due to a follow-up event.

#### Exhibition hours

The following exhibition hours apply:

May 11<sup>th</sup>, 2023, 08.00 am - 6.00 pm

May 12<sup>th</sup>, 2023, 08.00 am - 4.30 pm

#### Courier/Delivery

Exhibitors' own trade fair material can be accepted at the Eurogress from Tuesday, 08<sup>th</sup> May, 2023, at the earliest. Please address deliveries including the exhibitor and event name.



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### Hotel recommendations

During AWK'23, contingents are reserved in nearby hotels for you to access. For more information, please visit our website:

[https://portal.toubiz.de/aachenkongresse/messe/quicksearch/TUR00020110575152702\)?lang=de&reset=1](https://portal.toubiz.de/aachenkongresse/messe/quicksearch/TUR00020110575152702)?lang=de&reset=1)

### Comparison Portals

You can find more hotels in Aachen via comparison portals such as <https://www.booking.com>.

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## Exhibition Booth Construction and Booth Guard

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### Exhibition booth construction

The booth construction is carried out by your own booth builder. However, we cooperate closely with Mplus Messebau GmbH, so it is possible to have the booth construction carried out by this provider. Mplus Messebau GmbH is familiar with the rooms and facilities. If you are interested, please contact Mr. Hans-Jürgen Pauler (see [Contact Persons](#))

### Booth guard

An individual booth guard can be booked through Mplus Messebau GmbH for your trade fair booth. In addition, general booth guards are available, at the time periods listed below:

- May 10<sup>th</sup>, 2023, 06:00 pm - May 11<sup>th</sup>, 2023, 09:00 am
- May 11<sup>th</sup>, 2023, 04:00 pm - May 12<sup>th</sup>, 2023, 08:00 am

The Eurogress building is locked at night. Access is only possible for the public during business hours. A night watch for the Eurogress building is provided.

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### Contact Persons

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#### AWK-Industrial Exhibition

Ralph Klimaschka, M. Sc. RWTH  
Organization Industrial Exhibition

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#### Mplus Messebau GmbH

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Project Manager

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#### Eurogress Aachen

Annette Jahn  
Project management events  
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