



SPACE TECH EXPO EUROPE 2025

EXHIBITOR APPOINTED CONTRACTOR (EAC) INFORMATION NOTICE

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EVENT INFORMATION

Address

The show will take place at **Messe Bremen, GERMANY (Halls 4-5-6-7-4.1)** on **18-20 November 2025**.
Findorffstraße 101
28215 Bremen
Germany

(Please note this is not the delivery address for shipping – refer to the Shipping brochure under the Show Suppliers section)

Event Schedule

Saturday 15th November 2025

08h00 - 18h00 Early Exhibitor Move-in (on request only*)

Sunday 16th November 2025

08h00 - 20h00 Exhibitor Move-in (custom build stands only)

Monday 17th November 2025

08h00 - 20h00 Exhibitor Move-in (all)

12h00 - 18h00 Exhibitor Registration opens (Foyer Hall 4)

Tuesday 18th November 2025 - DAY 1

08h00 - 17h00 Registration opens (Foyer Hall 4 + Foyer Hall 7)

08h30 - 17h00 Show Open - Hall 4.1 (upstairs)

09h00 - 17h00 Show Open - All Halls

09h30 - 16h30 Conference

16h30 - 18h00 Drinks Reception (Hall 5)

Wednesday 19th November 2025 - DAY 2

08h00 - 17h00 Registration opens (Foyer Hall 4 + Foyer Hall 7)

08h30 - 17h00 Show Open - Hall 4.1 (upstairs)

09h00 - 17h00 Show Open - All Halls

09h30 - 17h00 Conference

Thursday 20th November 2025 - DAY 3

08h00 - 15h00 Registration opens (Foyer Hall 4 + Foyer Hall 7)

08h30 - 15h00 Show Open - Hall 4.1 (upstairs)

09h00 - 15h00 Show Open - All Halls

09h30 - 15h00 Conference

15h00 - 22h00 Exhibitor Move-out

Friday 21st November 2025

07h00 - 20h00 Exhibitor Move-out

*Early access on Saturday 15th November 2025 08h00-18h00 is possible by application only (fee applies). Please complete the Extended Build time Application Form in the Messe Bremen online Service Centre.

Hotels

We are pleased to offer preferential rates at local hotels in conjunction with our official partner **BNetwork**:
<https://spacetechhotels.bnetwork.com/>

See the LIVE floorplan:

https://spaceexpo2025.mapyourshow.com/8_0/exhview/index.cfm

Supporting documents provided with this section

- 01 A-Z Event information
- 02 Venue – Travel Directions & Parking

[Applying for Permission to build](#)

All exhibitors must apply for Permission to Build, even if ordering a stand package - no exceptions.

What's included in my stand?

Corner/Linear/Peninsula/Island stands:

All contracts for the expo are for empty space only, nothing is included, which means it is your responsibility to build the stand on your space. Hard walls and flooring are compulsory for all booked exhibition spaces. Essentially you have 3 options:

1. Book a stand package with Lüco, our official build contractor. They will build it for you, and you can also order extras such as graphics, etc.
2. Bring in and build your own hard-wall modular stand. You will need to share your design and stand plans with us.
3. Appoint an external contractor ("EAC") to build a custom design stand on your space. You will need to share your design and stand plans with us.

Power is not included and must be ordered with venue services if needed.

Start-up and University Pavilions:

All contracts include a stand package with furniture. You do not need to order anything extra – but you can if you wish to (graphics, extra furniture).

Power is not included and must be ordered with venue services if needed.

How do I apply for permission to build?

1. First ensure your chosen stand design complies with our Rules & Regulations by referring to the following documents:

- Build Rules & Regulations
- Venue Technical Guidelines

2. Submit your compulsory online 'Stand Information' form (link in the online exhibitor portal). Deadline to return this form is **Friday 3rd October 2025**. You must also include the following documents at the time of submission:

- A render/visual
- Stand plans (to include heights/elevations)
- A Risk Assessment (template available in the section on the left)

Once your form has been processed and all documents are in order, you will receive 'Permission to Build' from the Organiser.

Next steps

- Tall or complex stand designs: Only if you are building your own modular stand or using an external contractor, and only if your chosen stand design is above 3.0 metres high or includes truss, you must also submit the 'Approval of Stand Construction' form to receive Venue approval. The form can be found in the Messe Bremen online Service Centre. Deadline to return this form is **Wednesday 8th October 2025**.

[The Better Stands programme](#)

Please make a note of the Better Stands programme we are introducing at our shows (see brochure enclosed). You can start incorporating some elements in your design now! The medium-term expectation is that all exhibitor stands will have reached a **Bronze level by 2027**.

Insurance Requirements

It is mandatory for all Exhibitors and Exhibitor-Appointed Contractors (EAC) to have adequate insurance in place to participate in the show.

No "EAC" will be allowed to work on the event unless the insurance requirement is fulfilled, and **a valid Certificate of Insurance has been submitted and approved**. If the EAC is hiring an independent company or sub-contractor to perform any authorised service(s) on the stand, that company/sub-contractor must also supply a valid Certificate of Insurance. This requirement does not apply if Lüco (our General Service Contractor) is building the stand.

Mandatory Insurance Specifications

Public Liability Insurance & Employee Liability Insurance for personal injury, death and damage to and/or loss of property for no less than \$2,000,000 USD per occurrence or claim.

Be valid for show days, move-in and move-out

Contractor Responsibilities

- The EAC shall adhere to the insurance requirements set forth by show management and the venue.
- The on-site supervisor of the EAC must physically pick up, in person, wristbands at the designated EAC entrance for all on-site personnel. Wristbands will only be distributed if a valid certificate of insurance has been sent.
- The EAC must abide by all rules and regulations of the show and the venue.
- All representatives of the EAC shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

Action Points

- If you already hold a valid insurance policy, please submit your Certificate of Insurance (COI) for review through exhibitorinsurance.com: <https://www.exhibitorinsurance.com/pub/>
- If you do not hold a valid insurance policy, you can order this through exhibitorinsurance.com here: <https://www.exhibitorinsurance.com/pub/>

Certificate Holder Information

Informa Markets Manufacturing LLC
SPACE TECH EXPO EUROPE 2025
2644 30th Street, Suite 200
Santa Monica, CA 90405

You must also add the following Additionally Insured to your COI:

The Organizer: Informa Markets Manufacturing LLC

The Show: Space Tech Expo Europe

The Venue: Messe Bremen

The General Service Contractor: LÜCO Internationaler Messebau Nord GmbH

Key Contact

info@exhibitorinsurance.com

Phone: 905-695-2971

Toll Free: 1-866-836-9066

Fax: 905-760-2260

[Onsite: Venue access requirements & Health and Safety Guidelines](#)

Venue access requirements

We operate a wristband system for entry to the Halls for move-in days. EACs will be given a wristband upon arrival - Please DO NOT register for Exhibitor Name Badges for your team.

General Requirements

- All contractors must maintain high safety standards and work in a manner that doesn't put themselves or others at risk.
- Competent and appropriately trained contractors must be appointed for stand erection and dismantling.
- **Personal Protective Equipment (PPE) is mandatory during build and breakdown phases:**
 - Safety footwear with toe protection
 - Hard hats
 - High visibility vests
 - Safety goggles and ear protection as needed

Working Safely

- No one under 16 years is permitted in exhibit halls during build and breakdown without permission
- No alcohol consumption during build-up and breakdown periods
- Smoking/vaping only permitted in designated areas
- All accidents, incidents and near misses must be reported immediately

Emergency Procedures

- Fire alarm: siren swelling up and down, followed by announcement
- Assembly points: outside halls 4, 5, and 7
- Emergency contacts:
 - First Aid/Medical: +49-421-3505-212
 - Fire: +49-421-3505-621
 - Security: available via service center in hall 4 foyer

Working at Height

- Use proper equipment for working at height (ladders, platforms)
- Ladders must have "industrial" rating and be used on level ground
- Only one person should work from a ladder at a time
- Rigging operations must be conducted by qualified personnel only

Stand Construction

- Materials must meet fire safety requirements
- Only water-based paints may be used on site
- Complex structures (over 4m height, multi-level) require approval 30 days prior to event
- Fire exits and equipment must always remain unobstructed

Waste Management

- Contractors are responsible for cleaning and waste disposal
- Waste must be contained within assigned space, not placed in aisles
- All rubbish must be removed daily
- All carpet tape must be removed from the floor after use

Vehicle Safety

- Adhere to venue speed limits
- Wear seat belts while operating vehicles
- Announce when moving from loading area to event floor
- Secure vehicles and remove keys when unattended

Supporting documents provided with this section

- 03 Build Rules & Regulations
- 04 Better Stands brochure
- 05 Venue Technical Guidelines
- 06 Risk Assessment template
- 07 H&S Guidelines
- 08 Event Code of Conduct

SHOW SUPPLIERS

Venue Technical Services

Messe Bremen will be offering the following services to Exhibitors:

- Electrical/Power
- Internet & Wi-Fi
- Screen rentals
- Approval of Stand construction (only required for stand designs +3m H or complex builds or builds with truss)
- Extended build time application
- Rigging
- AND MORE

KEY CONTACT

Messe Bremen Service Center spacetech@messe-bremen.de

HOW TO REGISTER

Enter the online Service Center with your stand number. The LOGIN button is in the top right corner of the screen.

→ If you exhibited at Space Tech Expo Europe 2024, you are already in the system. You can use the same login data as in 2024.

→ If you are a new exhibitor in 2025, please click on "Forgot your password?" and create your personal access with your e-mail address. You will then receive an e-mail to generate your chosen password. Please then log into the Service Center with your e-mail address and password (note that you will only be able to log in with this e-mail address in the future).

Before you place an order, please check your company and contact data. You will find the data in the top right-hand corner under your company name under "Manage Account".

Exhibitors from other EU countries must complete their VAT ID. If no valid VAT ID has been deposited, we will be forced to issue the invoice with the current valid statutory VAT.

ORDER DEADLINES AND PRICING TIERS

- Order by Wednesday 8th October 2025 for best pricing!
- Orders received between 9th October and 28th October 2025 will have a 25% surcharge.
- Orders received on or after 29th October 2025 will have a 50% surcharge.

[CLICK HERE FOR THE MESSE BREMEN ONLINE SERVICE CENTER](#)

Official Stand Contractor

Lüco is the appointed Stand contractor for the show providing:

- Stand packages
- Graphics
- Furniture

KEY CONTACT

For any question about your stand package, graphics and furniture, please contact the Lüco team directly at shop@lueco.de.

ORDERING GRAPHICS FOR YOUR STAND PACKAGE

Read the "Quick Graphics Guide" before ordering graphics on the Lüco online shop, it will explain what type of graphics are available, how to order them, and where to find the necessary technical information.

It will also explain where and how to submit artworks after ordering graphics. Please note each Exhibitor gets an individual deadline for uploading their artworks to the Print Cloud, this deadline is usually around 3 weeks after placing your order. If you don't know what your deadline is, please contact the Lüco team at shop@lueco.de.

LÜCO ORDER DEADLINES AND PRICING TIERS

Early Bird Discount

- Place your order by Monday 30th June 2025 and receive a 10% discount.
- Take advantage of these savings before the summer break!

Standard Pricing

- Orders placed from Tuesday 1st July 2025 through Tuesday 7th October 2025 will be charged at standard rates.

Last Orders for full stand packages & options

- Orders placed from Wednesday 8th October 2025 through Tuesday 21st October 2025 will incur a 20% surcharge.

Last Minute Orders only

- After Tuesday 21st October 2025, only basic 'Last Minute' stand packages will be available.
- These packages include limited graphic options and furniture selection.
- A 20% surcharge applies to all Last Minute orders.

[CLICK HERE FOR THE LUCO ONLINE SHOP](#)

International Shipping & Logistics Specialist

European International Fairs Ltd ("EIF") is the appointed Shipping & Logistics specialist for the show providing:

- Domestic shipping
- International Shipping & Customs clearance (in association with a worldwide network of partners)
- Show material handling
- Show storage
- Forklift Services

KEY CONTACT

Nick Gayle | Project Manager | European International Fairs Ltd.

stexeops@european-intl.com

Tel. +44 1732 860330

BUILD-UP/BREAKDOWN FURTHER INFORMATION

Forklifts - European International Fairs Ltd will be the on-site lifting agent. They will be the only personnel allowed to manage and operate forklift trucks. No other external forklift trucks will be allowed in the building or in the exhibition grounds. 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. This can take up to 2 hours, and aisles must be kept clear during this time.

Breakdown - No exhibits may be removed before the exhibition closes at 15h00 on Thursday 20th November 2025, nor will any contractors be allowed into the hall until after this time. All stand materials, exhibits and waste materials are to be cleared, and freight collected, no later than 15h00 on Friday 21st November 2025.

Waste management - Charges made for removal of any structures or waste material will be forwarded to the Exhibitor. Waste disposal must be ordered through Messe Bremen - Venue Services.

FREQUENTLY ASKED QUESTIONS

Please see the SHIPPING FAQ document enclosed for information covering:

- Required documentation if shipping from inside or outside the European Union
- Choosing your carrier
- Shipping Addresses, Deadlines & Shipping Restrictions
- Onsite storage
- Shipping out post-show

All templates, labels, links and complete information can be found in the full 'International Shipping & Freight Handling Information' brochure.

Catering Services

Geschmackslabor messe & eventcatering GmbH is the Venue's exclusive catering company, providing the catering in the halls. Please place your order on the online shop up to 14 days before the start of the show.

KEY CONTACT

messecatering@geschmackslabor.com

+49 (0) 421 3505 782

IMPORTANT NOTE

If you are planning receptions that are not handled by geschmackslabor messe & eventcatering GmbH, you will have to pay a corresponding corkage of 30% of your sales price. These receptions must be registered in advance at the email address listed above.

[CLICK HERE FOR THE GESCHMACKSLABOR ORDERING PORTAL](#)

Supporting documents provided with this section

- 09 Lüco Quick Graphics guide
- 10 International Shipping & Freight Handling Information brochure
- 11 Shipping FAQs
- 12 ProTempo Temporary Staffing Order Form.pdf