



SPACE TECH EXPO | EUROPE

Accessibility

Messe Bremen is accessible for wheelchair users. The exhibition takes place in the following Halls:

- Halls 4, 5, 6 & 7 which are located on the ground floor.
- Hall 4.1 which is located on the first floor and can be reached by elevator.
- The Attending Dining is located in the "Hanse Hall" inside the Congress Centrum Bremen (CCB) adjoining Messe Bremen. It can be reached by elevator.

ATMs

There is an ATM outside of the Arena 1 entrance and in Hall 7 Foyer. There is also an ATM at the northern exit of the main railway station.

Audio Visual

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

Messe Bremen is the recommended supplier of Audio-Visual equipment. You can order monitors in their online Exhibitor Service Center, however if you would like to have a sound system please contact the Messe Bremen directly on spacetech@messe-bremen.de and they will create an individual offer.

Badges

The link to register for Exhibitor name badges can be found under the STAND ORDERS section of this online Exhibitor Portal.

1. Click on 'VISIT CONNECT - EXHIBITOR NAME BADGES AND LEAD RETRIEVAL'.
2. Click on 'CLICK HERE TO VISIT CONNECT'. This will open the 'Visit Connect' portal.
3. Click on 'Team' then 'Add staff'. Enter details and save. Repeat as necessary.
4. Click on ACTION > Send confirmation email(s).
5. Ask everyone to come to the show with their confirmation email (either paper or digital), and once on site, head to Registration in Hall 4 Foyer or Hall 7 Foyer. They will just need to scan the barcode contained in the email and their Exhibitor badge will print.

Badges are free of charge and unlimited.

The badge gives Exhibitors access to:

- The Exhibition hall 1 hour before the show opens, 30 minutes after the show closes each day

- The free-to-attend conference sessions
- The networking drinks receptions in the hall

PLEASE NOTE - Contractors should not register for Exhibitor badges, please see the Contractor section for more information.

Balloons

Balloons are permitted but must not be any higher than the maximum height specified for your stand. Exhibitors using gas filled balloons on their stands must adequately secure them to their stand. A charge will be made to the exhibitor for retrieving balloons and repairing any damage to vents.

Carpet & Flooring

All stands are required to have carpet or floor covering. The official contractor for carpet is Lüco. The order can be placed on the Lüco online shop under the STAND ORDERS > OFFICIAL STAND CONTRACTOR section of this online Exhibitor Portal.

Children

Our events are open to adults aged 18+. Any persons under 18 should contact the Organiser in advance for more information on attendance. Any persons aged 17 and under will not be permitted to attend the Networking Events or the build-up/breakdown periods.

Cleaning

Aisle carpet and general hall cleaning will take place every evening after the show closes. Any exhibitors wanting stand cleaning must pre-order this service. The order form can be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Cloakroom

Cloakroom facilities will be available on show days in the main foyer of Hall 4, Hall 5 and Hall 7.

Contractors

Exhibitors must ensure that all the contractors and agents they have appointed are familiar with the information and regulations for this show. Exhibitors must notify the Organiser of their stand plans and the details of their contractors or agents via the Exhibitor Stand form, available under the STAND DESIGN & BUILD section of this online Exhibitor Portal.

Please DO NOT register your Contractor(s) via the Exhibitor name badge link, as they will be given a wristband for entry to the venue for move-in days only.

Copyright

Please note that the Organisers have no copyright responsibility in respect of any exhibiting company. Exhibitors are reminded that third party copyrights should not be

infringed. Proper dispensation must be obtained and any royalties due paid prior to the use of materials. Should any copyright dispute arise, the Organiser will not be liable for any resulting loss, or damages, sustained by any exhibitor or third party.

Crate Storage

No packing cases or crates may remain in the exhibitions halls while the show is open to attendees. European International Fairs Ltd ("EIF") will, if required, arrange the removal and return of such items. All containers should be clearly marked with the exhibitor's name and stand number.

When the exhibition closes at 15h00 on Thursday 20th November 2025, empty cases and packing materials stored with the official on-site handling agent will be delivered - this is estimated to take approximately 1-3 hours. Exhibitors who have ordered forklift assistance for repacking and/or loading should be aware that this will only be available after all of the empty cases have been returned.

Damage & Dilapidations

Please ensure that you and your contractors take care not to cause any damage to the fabric of the building whilst setting up your stand. Exhibitors will be required to pay for any damage caused.

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area, and any damages will be repaired at the exhibitor's own expense. IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items.

Electricity

Electrical connections are not included with the stand space and need to be ordered separately. The order form can be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Emergency Procedures & First Aid

Emergency Procedures guides will be provided on onsite signage, and included in the Important information email you will receive the week before the event.

In case of an emergency please contact a member of the organising team or security guards for assistance. Alternatively, for assistance please call the First Aid on venue +49 (0) 421 3505 215.

Floorplan

You can view our live floorplan via the link under the EVENT INFORMATION section of this Exhibitor Portal.

Floral Decorations

Our recommended supplier for floral decorations is Messe Bremen. The order form can

be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Food & Beverage

Hot and cold food concessions will be available at the show. Bringing external food & beverage into the hall is prohibited by Messe Bremen's exclusive catering company Geschmackslabor. Food & Beverage orders can be placed on the Geschmackslabor online shop under the STAND ORDERS section of this online Exhibitor Portal.

The main Attendee Dining will be located in the "Hanse Hall" inside the Congress Centrum Bremen (CCB) adjoining Messe Bremen.

Forklift Service

European International Fairs Ltd ("EIF") are the only company permitted to manage and operate forklift trucks. This is for safety and insurance reasons. No external forklift trucks will be allowed in the building. To order forklift services, please see the SHIPPING SERVICES section under the STAND ORDERS section of this online Exhibitor Portal.

Furniture Hire

The official contractor for furniture is Lüco. The order can be placed on the Lüco online shop under the STAND ORDERS section of this online Exhibitor Portal.

Gangways

For Health & Safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of. Emergency gangways MUST be kept clear at all times.

Health & Safety

As an Exhibitor, it is your legal and moral responsibility to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. The "Stand Information & Construction Regulations" document includes key recommendations and outlines your responsibilities and those of your contractors. Please read it carefully! Please also complete and return to the Organiser your Exhibitor Stand Information form, which includes your Risk Assessment & Health and Safety Declaration. This form is available under the STAND DESIGN & BUILD section of this online Exhibitor Portal.

Height Restrictions

All Exhibitors are able to build above the standard height of 2.5m but only with prior permission from the Organiser (approval via the 'Exhibitor Stand Information' form). For builds above 3.0m Exhibitors must also complete the 'approval of stand construction' form via the Messe Bremen online Service Center. Please ensure that you submit your detailed stand plans along with the compulsory online Exhibitor Stand Information form to get permission to build. Be aware of the maximum build height in the Halls:

Hall 5, Hall 6, Hall 7 & Hall 4 top part Ceiling height is 12m / Maximum build height is 6m

Hall 4 bottom part Ceiling height is 5m / Maximum build height is 4m

Hall 4.1 (upstairs) Ceiling height is 4.70m / Maximum build height is 4m

Insurance

Although the show organisers have liability insurance, it is the responsibility of Exhibitors to take up cover in respect of their participation at the show. For further information on the insurance requirements for Exhibitors, please refer to the STAND DESIGN & BUILD > INSURANCE REQUIREMENTS section of this online Exhibitor Portal.

Internet

There is complimentary Wifi available in the venue for light browsing only. If you require a stable connection for your stand, you can place an order for hard-line internet. The order form can be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Machinery & Equipment

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors. All moving parts must be effectively guarded, and controls sited beyond public reach. The Organisers reserve the right to limit any practice that they consider dangerous or detrimental to the show.

If you have working machinery on your stand, you will need to provide the following information to the Show Organisers:

- Make and model of the machine
- Dimensions of the machine
- List of the potential risks associated with the use of this machine on the stand, and the precautions taken to ensure these risks are controlled/minimised.
- Name of the person responsible for Health & Safety on the stand
- A picture of the machine, ideally in a similar trade show environment.

Parking

There is no free parking at Messe Bremen. There are two public car parks where exhibitors can park:

Car park 'Bürgerweide'

Cars and trucks can be parked close to the fair centre for the following fees (incl. VAT):

Cars (Daily rate EUR 8.00*), Cars with trailer (Daily rate EUR 20.00*)

Bus / Lorry (Daily rate EUR 20.00*).

The parking lot is public and not guarded and can be reached via Theodor-Heuss-Allee. Sufficient parking space is available, reservations cannot be made. The ticket expires after leaving the parking lot.

Multi-storey car park 'MESSE BREMEN' (cars only)

The multi-storey car park is open 24 h. The parking fee is EUR 0.60* per hour (Daily rate

EUR 6.00*). The entrance of the car park can be reached via Hollerallee. *Prices are subject to changes by the parking lot administration and include VAT.

Permission to build

All exhibitors MUST complete and return their online Exhibitor Stand Information form to receive permission to build and to indicate their commitment to Health & Safety at the exhibition. The form is available under the STAND DESIGN & BUILD section of this online Exhibitor Portal. Note that all custom-built stand designs above 3.0 metres high will have to be approved by Messe Bremen and the Organiser. Deadline to return this form is Friday 3rd October 2025.

Photography & Video footage

The Organisers reserve the right to use any or all photos taken by the official photographer during the show for the purpose of marketing or other promotional activity. Exhibitors who would prefer stand photos to not be used should email our Marketing department with their request: marketing@spacetechexpo.com

Pillars

You can see if you have a pillar in your stand space on our live floorplan (link under the EVENT INFORMATION section of this online Exhibitor Portal).

Product demonstrations

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors. All moving parts must be effectively guarded, and controls sited beyond public reach. The Organisers reserve the right to limit any practice that they consider dangerous or detrimental to the show.

Noise levels must not be set to a level that causes annoyance or nuisance to neighbouring exhibitors and / or the public. The Organisers reserve the right to stop, control or reduce noise emissions in the case of a dispute.

Product Giveaways & Handouts

Offering or giving out any handouts such as literature, product samples or materials shall only take place within the confines of the exhibitors' own stand.

Rigging and Hanging Banners

The official contractor for Rigging and Hanging Banners is Messe Bremen. The order form can be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Security

We as Organisers will provide hall perimeter security throughout the show to check badges and patrol the exhibit hall. The halls will also be locked and patrolled each night to maintain high security levels. Every reasonable precaution is taken to protect Exhibitors' property and the venue. However, the Organisers can take no responsibility

for missing items or for the protection of Exhibitor property. It is recommended that you insure your property from the time it leaves your facility to when it is returned to you after the show.

Exhibitors are advised to take precautions against theft, and to be vigilant at all times. This is especially important during build-up and break-down, when there are a lot of people entering and exiting the hall. Any items believed to have been stolen must be reported immediately to the Organisers, as it will be necessary to complete an official report.

We suggest that if you have valuable equipment in your stand, you hire your own special in-stand security guard through Messe Bremen. The order form can be found in the Messe Bremen online Service Centre under the STAND ORDERS section of this online Exhibitor Portal.

Service Desk & Organiser's Office

To contact any of the organising team during the event, please report to the Organiser's office, which is located in the Foyer of Hall 4.

Show Colours

The main show colour for Space Tech Expo Europe is BLUE. This will be the aisle carpet colour.

Signage and Graphics

The official contractor for signage and printed graphics is Lüco. The order can be placed on the Lüco online shop under the STAND ORDERS section of this online Exhibitor Portal.

Smoking Policy

Smoking is not permitted in the Exhibition Halls or meeting rooms. There are designated smoking areas outside of each Hall.

Stand Packages

Lüco, the Main contractor for the show, can offer a selection of stand packages to suit all needs. Please refer to their online shop in the STAND ORDERS section of this online Exhibitor Portal. Alternatively, Exhibitors are welcome to instruct an external stand build contractor if they wish to have a custom-built stand.

Temporary Staffing

Our recommended supplier of temporary stand staffing is protempo GmbH. The order form can be found under the STAND ORDERS section of this online Exhibitor Portal.

Walls

Please note contracts are for floor space only. All stands must have hard walls to separate themselves from their neighbours. Exhibitors are responsible for sourcing their own stand (either by ordering a stand package with Lüco, or by instructing an external stand build contractor). Please refer to the Lüco online shop under the STAND ORDERS section of this online Exhibitor Portal to see what options they offer.

Waste disposal

Messe Bremen organise cleaning of the grounds, halls and aisles. Exhibitors are responsible for the disposal of all waste generated both during the event as well as during construction and dismantling. Disposal of waste must be undertaken by the exhibitor or a company authorised by it and must be in accordance with the latest waste disposal laws. Exhibitors must comply with requirements for waste separation. For more information please refer to the Messe Bremen online Service Centre in the STAND ORDERS section of this online Exhibitor Portal.