

# EXHIBITOR MANUAL



## **ESU TECHNOLOGY FORUM Luxembourg, 02.-03.06.2022**

### **Exhibition Management**

Europäische Stanzform Union e.V.  
Neusser Str. 26  
40667 Meerbusch

Contact: Daniel Reucher  
Phone: +49 172 2540 780  
Email: [d.reucher@esuinfo.org](mailto:d.reucher@esuinfo.org)

### **Exhibition Logistics**

Cretschmar MesseCargo GmbH  
Reisholzer Bahnstrasse 33  
40599 Düsseldorf

Contact: Melanie Reucher  
Phone: +49 178 9016 278  
Email: [esu-reucher@t-online.de](mailto:esu-reucher@t-online.de)

## **General Information**

1. Overview	3
Venue, Opening Hours, Tickets, General Meeting, Dinner	
2. People to contact	4
Exhibition Management, Organizer, Luxexpo, Cretschmar Cargo	
3. How to get there	5
4. Obligations of the organizer, assembling, dismantling	6-7
5. Equipped Stand description	8
6. Luxexpo booking form	9-10
7. Compressed air – booking form	11
8. Hotels	12
9. Registration form for Exhibition Tickets and dinner	13

**All forms and the current hall plan can also be downloaded from our homepage:**

**<https://www.esuinfo.org/en/the-technology-forum/technology-forum-2022/helpful-tools-technology-forum-2022/>**

## 1. Overview

### VENUE

Luxexpo The Box  
 Exhibition & Congress Center  
 10, Circuit de la Foire Internationale  
 LUX-1347 Luxembourg  
 Tel.: +352 43 991



### EXHIBITION HOURS

Thursday	June 2nd, 2022	9.00 am – 6.00 pm
Friday	June 3rd, 2022	9.00 am – 3.00 pm

(Check In will open at 8.00 am for exhibitors access)

### BOOTH SET-UP

Tuesday	May 31, 2022	8.00 am – 8.00 pm
Wednesday	June 1st, 2022	8.00 am – 8.00 pm

### REMOVAL

Friday	June 3rd, 2022	3.00 pm – 10.00 pm
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### EXHIBITION TICKETS

Official entrance fee is 70,00 €, incl. VAT, payable at the entrance!

Two participants per member and/or two participants per exhibitor are free of costs for entrance.

Exhibitors can order vouchers to visit the exhibition/ ESU Technology Forum. Only the number of vouchers that have been exchanged for tickets in Luxembourg, will be invoiced with 50,00 € / piece, excl. VAT.

The vouchers must have been previously stamped by you as the payer and signed.

### Welcome Reception for Exhibitors (ESU Exhibition hall)

Wednesday	June 2nd, 2022	6.30 pm
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### ESU DINNER (Luxexpo, Reimerwee)

Thursday	June 3rd, 2022	7.30 – 11.00 pm
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## 2. People to contact

### Exhibition Management and Organizer

**ESU Europäische Stanzform Union e.V.**  
Neusser Strasse 26  
40667 Meerbusch  
Germany  
Daniel Reucher  
Phone: +49 172 2540 780  
E-mail: [d.reucher@esuinfo.org](mailto:d.reucher@esuinfo.org)  
1<sup>st</sup> chairman: Patrick Gil  
2<sup>nd</sup> chairman: Martin Roengard  
3<sup>rd</sup> chairman: Frédéric Ohmes von Mertens  
Cashier : Marcel Tigchelaar  
Secretary to the board: Jennifer Vossen

### Add. Electrical Equipment / Furniture

**Luxexpo The Box**  
10, Circuit de la Foire Internationale  
LUX-1347 Luxembourg  
Phone: 00352 43 99 1  
E-mail: [event@luxexpo.lu](mailto:event@luxexpo.lu)

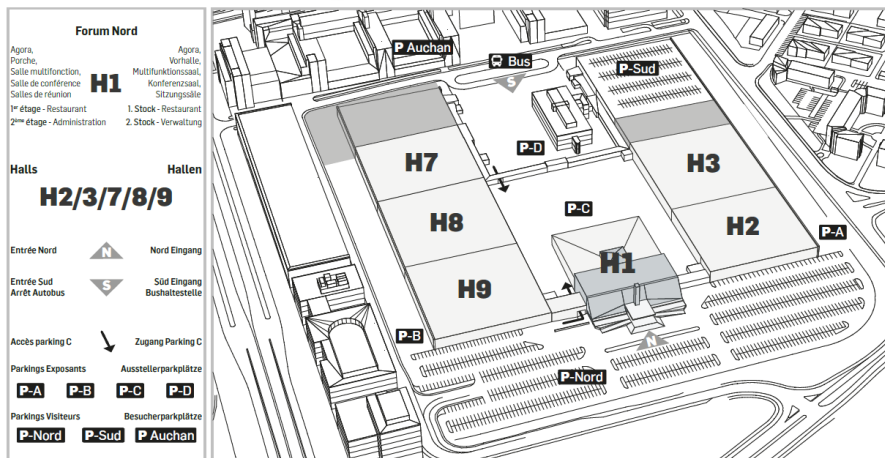
### Freight Forwarder

**Cretschmar MesseCargo GmbH**  
Reisholzer Bahnstrasse 33  
40599 Düsseldorf  
Germany  
Melanie Reucher  
Phone: +49 178 9016 278  
E-mail: [esu-reucher@t-online.de](mailto:esu-reucher@t-online.de)

### 3. How to get there



## Plan général - Übersichtsplan



LUXEXPO S.A.  
 RCS Luxembourg B10254  
 N° fiscal 1972 2200 554  
 N° d'ident. TVA LU 11307242

10, Circuit de la Foire Internationale  
 L-1347 Luxembourg Kirchberg

T +352 43 99-1  
 F +352 43 99-315  
 info@thebox.lu

www.thebox.lu

Exhibitors are requested to park their vehicles after unloading on the parking space for exhibitors in front of hall 9 (free of charge)

**Parking is for free for exhibitors and visitors!**  
**At the entrance to the parking area, please draw a ticket to open the gate.**  
**For leaving: show at the exit the ESU badge = free admission ticket to the exit !**

#### **4. Obligations of the organizer and exhibitor**

##### **Construction, assembling, dismantling**

Existing advertising must not be covered or removed.

The interior of the leased premises shall be paid by the organizer. He has the right to use this set up according to their needs, without however altering the existing structures.

Luxexpo will commission prior to the event one of the ITM (Inspection du Travail et des Mines - worksupervision) approved supervisory body with the inspection in furnished rooms.

Any incident or any malfunction of any system is to be reported by the exhibitor immediately with information to the organizer Luxexpo. The organizer reserves the right to make the exhibitor liable, who reports an incident or a malfunction too late. A change in the technical systems (water, electricity, Low power, telephone, video, sound system, WIFI, etc.) is not allowed.

##### **Safety regulations**

The exhibitors are obliged to strictly comply with the provisions of the safety regulations and any regulations specific to the event.

The exhibitor:

- shall ensure observance of the provisions of the amended Law of 21 June 1976 concerning noise prevention and the Grand Ducal Regulation of 16 November 1978 concerning noise levels. In order to prevent noise spreading outside, security doors must remain closed during the Event but nonetheless without being locked by key;
- shall comply strictly with the Autorisation d'exploitation n° 1/90/0043/41419/102 et n° 1/94/1446/41419/102 du 28 mars 1997. (=operating and security conditions established on 28 March 1997, numbers 1/90/0043/41419/102 and 1/94/1446/41419/102, by the Ministry of Work and Employment, and appearing in the Appendix to the present Agreement, which shall form an integral part of it (Appendix 2));
- shall in particular ensure observance of the health and safety provisions in Publication ITM-SST 1507.1 de l'Inspection du Travail et des Mines et du Service Incendie et Ambulance de la Ville de Luxembourg de février 2009. (= Publication ITM-SST 1507.1 of the Factory Inspectorate and the Fire and Ambulance Service of the City of Luxembourg dated February 2009, appearing in the Appendix to the present Agreement, which shall form an integral part of it (Appendix 3));
- shall comply with the General Police Regulations of the City of Luxembourg dated 26 March 2001, and in particular Articles 19 to 32 of those regulations governing the keeping of public order;
- shall ensure strict observance of the provisions of the legislation on drugs. On its liability it shall not tolerate any consumption, sale or trafficking in substances considered by the applicable legislation to be dangerous or illegal in the hired premises throughout the entire period of the Event. It expressly undertakes to notify any breach of the applicable Laws or Regulations immediately to the police;
- to comply with the internal instructions and directions given or to be given to them by the management of Luxexpo;
- to ensure that the entrance doors, emergency exits and internal doors are not obstructed by any obstacle and remain easily opened.

Any use of easily inflammable materials, explosives, items liable to emit radiation, gas equipment or other dangerous in the buildings of Luxexpo shall be strictly forbidden. If there is a breach, then the objects in question shall be confiscated without warning and at the exhibitor's cost.

A security and fire prevention service shall be provided by agents of a security company throughout the period of the Event. This security and fire prevention service shall include firemen and people able to give first aid in the event of illness or accident. The costs of this service shall be borne exclusively by the Organiser at the applicable tariff.

Luxexpo staff shall always have access to the areas and facilities provided and may at any time indicate possible breaches of security rules. Nevertheless, Luxexpo and the organizer ESU shall not be obliged to inspect in this regard and shall not assume any liability in the event of non-observance of security rules by the exhibitor.

Emergency equipment and routes must remain visible and accessible at all times. The exhibitor shall ensure that the use of any emergency equipment or routes is not hampered during the term of the Agreement by activities arising from the Event.

The exhibitor shall not be authorised to suspend anything whatsoever from the ventilation and smoke ducts, lighting gantries and in general any existing ducts.

Any duly authorised fixing must not result in any holes being made in the existing infrastructure. No installation may hamper the proper and regulatory closure of all doors and in particular fire doors.

Luxexpo and the organizer ESU shall assume no liability in the case of theft and/or damage to objects stored in storerooms or other areas in general whatsoever in the Exhibition and Conference Centre. It shall be strictly forbidden to smoke anywhere in the Exhibition and Conference Centre and the exhibitor shall be personally responsible for ensuring the strict application of this prohibition. In particular it must ensure that the prohibition is observed by all the participants and visitors to the Event.

### **Gastronomy**

The gastronomy at Luxexpo The Box is provided by the restaurant Réimerwee.

### **Stand security**

The stands should be permanently guarded during assembly and dismantling of the installations. Valuables must be kept closed. ESU is not liable for theft and vandalism.

Stand security can be booked directly at Luxexpo The Box.

### **Insurance**

The organiser ESU shall take out overall fire and third-party insurance for the whole exhibition. It is the responsibility of each exhibitor to take out their own additional insurance that they judge necessary.

### **Stand cleaning**

The aisles of the exhibition area and all by Luxexpo appointed exhibition stands will be cleaned in the morning before the exhibition opening of Luxexpo (carpet is vacuum-cleaned). The cleaning of from exhibitors self-formed booths must be ordered separately.

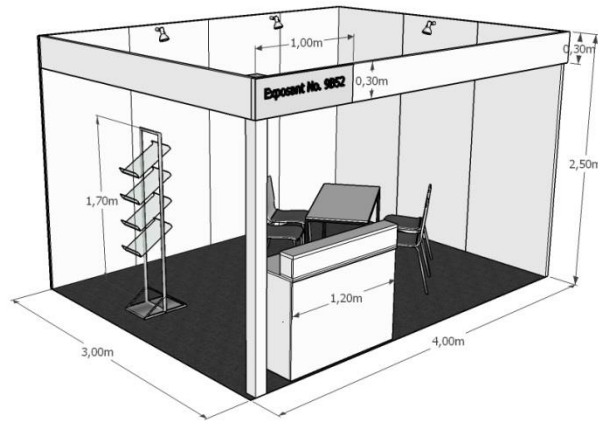
### **\* Right to publish of photos taken**


**Participants must expect to be photographed during the ESU events**, such as the General Assembly, Technology forum, etc..

These photos can be used for reporting in the ESU Magazine and on the ESU website under applicable laws without the consent of the people being photographed



## 5. Equipped stand description














Floor	blue carpet with protective film
Structur	<p>Construction height: 250cm          overall hight of the panel          partition 2,50 m, width 1,00 m          Exhibitor Company Sign (L 100 x H 30cm )          Please make sure that the your logo for the exhibitor company sign will be          sent latest until Friday, April 29 2022 to following E-mail address:  <a href="mailto:d.reucher@esuinfo.org">d.reucher@esuinfo.org</a></p>
Furniture	<p>1 table                      4 chairs                      1 counter</p> 
Electricity	<p>Standard electricity supply: 1 kwh per booth (multiple socket)          3 spotlights per 12m<sup>2</sup> stand</p>
Cleaning	General module and carpet cleaning



**ORDER FORM** Form to be entirely completed and to be sent back by **29 of April 2022 at latest.**

**Send to: d.reucher@esuinfo.org**

<b>FURNITURE</b>	<b>UNIT PRICE (€ ex. VAT)</b>	<b>QTY</b>	<b>TOTAL (€ ex. VAT)</b>
Chair GIL-WHITEWOOD: shell white seat, anthracite fabric backrest 	10,20 €		
Bar stool FLO: Silver structure, seat & backrest PVC 	12,90 €		
Conference table size A: 60 cm x 120 cm, height 75 cm 	38,40€		
Bistro table: 70 cm x 70 cm, height 75 cm 	15,90€		
Cocktail table: 0.80cm diameter 	12,90€		
Document holder: 4 shelves 1,65 m x 0,78 m 	93,80€		
Illuminated showcase: 75 cm x 50 cm, height 200 cm 	246,40€		
Refrigerator: 290 litres 	261,60€		
Straight counter white: 120 cm x 0,50 cm, height 105 cm 	127,50€		
Corner counter white: 73 cm x 73 cm, height 105 cm 	126,40€		
Belt barrier: blue m – length 1,80 	19,90€		
<b>GREEN PLANTS</b>	<b>UNIT PRICE (€ ex. VAT)</b>	<b>QTY</b>	<b>TOTAL (€ ex. VAT)</b>
Ficus or palm tree - height 1,5 m	33,40€		
Ficus or palm tree - height 1.8 - 2.0 m	43,60€		
Ferns or Hedera	10,90€		
<b>CARPET</b>	<b>PRICE / m2 (€ ex. VAT)</b>	<b>QTY</b>	<b>TOTAL (€ ex. VAT)</b>
Carpet, including laying in lines / lifting (anthracite grey)	5,70€		
<b>ELECTRICITY</b>	<b>UNIT PRICE (€ ex. VAT)</b>	<b>QTY</b>	<b>TOTAL (€ ex. VAT)</b>
Electric connection 3 kW - mono 240 Volt + distribution box included	187,80€		
Electric connection 12 kW three-phase 400 V + neutral + distribution box included	222,60€		
Electric connection 40 kW three-phase 400 V + neutral + distribution box included	431,90€		
<b>STAND ELEMENTS</b>	<b>UNIT PRICE (€ ex. VAT)</b>	<b>QTY</b>	<b>TOTAL (€ ex. VAT)</b>
Partition wall 2,5 x 1 m	49,60€		
Door element 2,5 x 1 m	109,30€		
White spot with clip	34,80€		
Page -1- of -2-			TOTAL ex. VAT
			VAT 17%
			TOTAL

**ORDER FORM** Form to be entirely completed and to be sent back by **29 of April 2022 at latest.**

**Send to: d.reucher@esuinfo.org**

DESTINATION	BILLING INFORMATIONS OF THE APPLICANT		
Luxexpo S.A.  L- 2088 LUXEMBOURG	Company Name :		
		Stand N° :	
	N° :	Street :	
	Zip Code / City :	Country :	
	Contact person :		
	E-mail :		
	Tel :	Fax :	
	VAT identification number :		
	At (place) :	Signature :	
	Date :		

Page -2- of -2-

**Please note that orders whose payment aren't received by 25<sup>th</sup> of May 2022 will not be handled !!!**

6. Booking form „compressed air“

Form to be entirely completed and to be sent back by  
**30.04.2022 – at latest.**  
 Contact: Daniel Reucher  
 E-mail: [d.reucher@esuinfo.org](mailto:d.reucher@esuinfo.org)

Company	
Street	
Postcode, City	
Country	
Telephone	
Email	

<u>Compressed air installation:</u>	Price per Unit	Quantity	Total Amount (excl 19% VAT)
Compressed air supply hose connection at ½” (half inch) Pressure 7,5 bar Output delivery capacity 2m³ per min	€ 550,00		

**Invoicing by ESU – invoice will follow after the exhibition – no payment in advance necessary**


**Please indicate the position of your installation !**

_____ Date / Place	_____ Authorized signature / company Stamp
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## 7. HOTELS

Booking for following three hotels must be made by yourself. The 3 hotels are located next to each other.

Novotel  
6 Rue du Fort Niedergruenewald  
2226 Luxembourg

Sofitel  
6 Rue du Fort Niedergruenewald  
2226 Luxembourg

Mama Shelter  
2 Rue du Fort Niedergruenewald  
1616 Luxembourg

### Booking instructions for the reserved rooms

Please go to the Accor page with the following link and follow the instructions below:

[www.all.accor.com](http://www.all.accor.com)

**Please go to "Search" only after you have entered the promotional code.**

The screenshot shows the Accor website booking interface. At the top, there is a navigation bar with 'MENU', the 'ALL ACCOR LIVE LIMITLESS' logo, and a 'My account & Rewards' button. The main heading is 'Book your next stay with confidence.' Below this, there are four input fields: 'Where do you want to travel?' (containing 'Mama Shelter Luxembourg'), 'Check-In' (containing '01/06/2022'), 'Check-Out' (containing '02/06/2022'), and 'Rooms & Guests' (containing '1 Room(s) - 1 Guest(s)'). A 'Search' button is to the right. Below these fields is a 'Special rates' dropdown menu. A red arrow points to this dropdown with the text 'click on "special rates"'. Below the search form, there are sections for 'Travellers' (with a 'Loyalty or subscription number' field), 'Professional Travellers' (with 'Business client with contract' and 'Access code' fields), and 'Promo code' (with a 'Preferential code' field). A red arrow points to the 'Preferential code' field with the text 'enter the promotion code you received from us here'. A 'Search' button is also present to the right of the 'Promo code' section.

For more information please contact us at: [d.reucher@esuinfo.org](mailto:d.reucher@esuinfo.org)

## Registration Form for visitors

### Technology Forum 2022 and the Dinner

Company	
Names of the participants	

Tickets	Price per ticket	Quantity	Total price, incl. VAT
Exhibition	70,00 €		€
Dinner	55,00 €		€

The entrance fees to the fair and the dinner must be subject to the applicable VAT of the country in which the event takes place. Luxembourg's legal VAT therefore is included in the prices stated above. Reverse of charge or similar agreements may not be applied here.

#### EXHIBITION HOURS

Thursday June 2nd, 2022 9.00 am – 6.00 pm

Friday June 3rd, 2022 9.00 am – 3.00 pm

Price per ticket: € 70,00 incl. VAT. Two participants per member and/or two participants per exhibitor are free of charge.

#### ESU DINNER

Thursday June 2nd, 2022 7.30 pm

Price per ticket: € 55,00 incl. VAT - Must be paid by every participant – no free tickets !

An advice in regard to media coverage: The event will be covered by professional photographers as well as representatives of print media. With your registration you are providing your consent that pictures of yourself, your staff, your stand and your products may appear in print media, general news coverage or in the internet.

Date / Place	Authorized signature / company stamp