



EXHIBITOR MANUAL



ESU TECHNOLOGY FORUM 2019 Luxembourg, 13.-14.9.2019

Exhibition Management

Cretschmar MesseCargo GmbH
Reisholzer Bahnstrasse 33
40599 Düsseldorf

Contact: Melanie Reucher
Tel: +49-211 7401 2028
Mobile: +49-178 9016 278
Email: esu-reucher@t-online.de

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

1. Overview

VENUE

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



EXHIBITION HOURS

Friday	September 13 th , 2019	9.00 am – 6.00 pm
Saturday	September 14 th , 2019	9.00 am – 3.00 pm

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

BOOTH SET-UP

Wednesday	September 11 th , 2019	8.00 am – 8.00 pm
Thursday	September 12 th , 2019	8.00 am – 8.00 pm

REMOVAL

Saturday	September 14 th , 2019	3.00 pm – 10.00 pm
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EXHIBITION TICKETS

Official entrance fee is 70 €, 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 55 € / piece.

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

Soft drinks and coffee are included in the price – on Saturday afternoon also a soup buffet will be served.

Welcome Reception for Exhibitors (ESU Terrace Hall 9)

Thursday	September 12 th , 2019	6.30 pm
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ESU GENERAL MEETING (Luxexpo, Hall 2)

Friday	September 13 th , 2019	6.00 pm
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ESU DINNER (Luxexpo, Reimerwee)

Friday	September 13 th , 2019	7.30 – 11.00 pm
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2. People to contact

Exhibition Management

Cretschmar MesseCargo GmbH
Reisholzer Bahnstrasse 33
40599 Düsseldorf
Germany
Melanie Reucher
Phone: 0049-211 7401 2028
E-mail: esu-reucher@t-online.de

Organizer

ESU Europäische Stanzform Union e.V.

office:
Neusser Strasse 26
40667 Meerbusch
Germany
Daniel Reucher
Phone: +49-2132 6928578
E-mail: d.reucher@esuinfo.org
1st chairman: Patrick Gil
2nd chairmen: Martin Roenngard
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

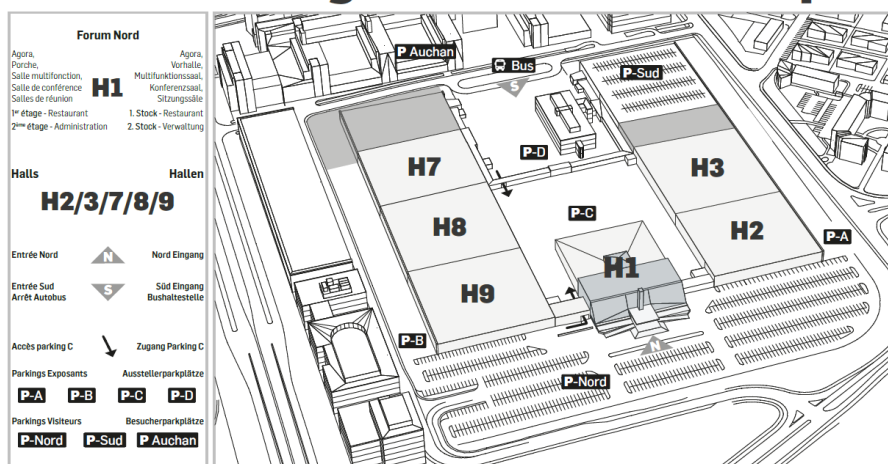
Freight Forwarder

Cretschmar MesseCargo GmbH
Reisholzer Bahnstrasse 33
40599 Düsseldorf
Germany
Svenja Lehmkuhl
Phone: 0049-211 7401 1271
E-mail: svenja.Lehmkuhl@cretschmar.de

3. How to get there



Plan général - Übersichtsplan



LUXEXPO S.A.
 RCS Luxembourg B10254
 N° fiscal 1972200554
 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

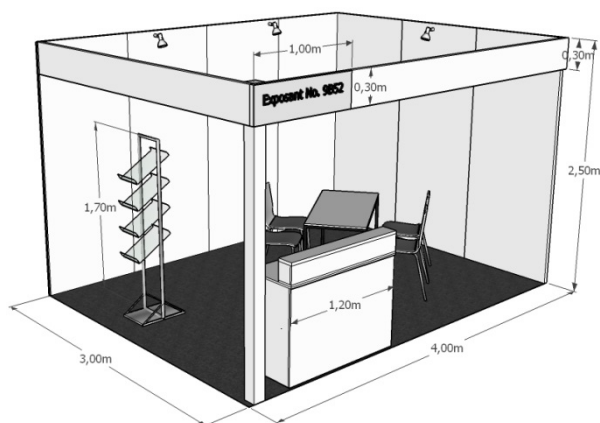
The aisles of the exhibition area and all by Luxexpo appointed exhibition stands will be cleaned in the morning before the exhibition opening of Luxexpo (carpet is vacuum-cleaned). The cleaning of from exhibitors self-formed booths must be ordered separately.




*** 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 Thursday, August 1st 2019 to following E-mail address: esu-reucher@t-online.de</p>		
Furniture	<p>1 table</p> 	<p>4 chairs</p> 	<p>1 counter</p> 
Electricity	<p>Standard electricity supply: 1 kwh per booth (multiple socket) 3 spotlights per 12m² stand</p>		
Cleaning	General module and carpet cleaning		

ORDER FORM – ESU Technology Forum 2019

Form to be entirely completed and to be sent back by Thursday the **1st of August 2019 at latest.**

FURNITURE		UNIT PRICE (€ ex. VAT)	QTY	TOTAL (€ ex. VAT)
Chair GIL-WHITEWOOD: shell white seat, anthracite fabric backrest		8,70 €		
Bar stool FLO: Silver structure, seat & backrest PVC		12,30 €		
Conference table size A: 60 cm x 120 cm, height 75 cm		36,60€		
Bistro table: 70 cm x 70 cm, height 75 cm		15,10€		
Cocktail table: 0.80cm diameter		12,30€		
Document holder: 4 shelves 1,65 m x 0,78 m		89,30€		
Illuminated showcase: 75 cm x 50 cm, height 200 cm		246,40€		
Refrigerator: 290 litres		249,00€		
Straight counter white: 120 cm x 0,50 cm, height 105 cm		121,40€		
Corner counter white: 73 cm x 73 cm, height 105 cm		120,30€		
Belt barrier: blue m – length 1,80		18,90€		
GREEN PLANTS		UNIT PRICE (€ ex. VAT)	QTY	TOTAL (€ ex. VAT)
Ficus or palm tree - height 1,5 m		31,80€		
Ficus or palm tree - height 1.8 - 2.0 m		41,50€		
Ferns or Hedera		10,30€		
CARPET		PRICE / m2 (€ ex. VAT)	QTY	TOTAL (€ ex. VAT)
Carpet, including laying in lines / lifting (anthracite grey)		5,70€		
ELECTRICITY		UNIT PRICE (€ ex. VAT)	QTY	TOTAL (€ ex. VAT)
Electric connection 3 kW - mono 240 Volt + distribution box included		178,70€		
Electric connection 12 kW three-phase 400 V + neutral + distribution box included		211,90€		
Electric connection 40 kW three-phase 400 V + neutral + distribution box included		411,10€		
STAND ELEMENTS		UNIT PRICE (€ ex. VAT)	QTY	TOTAL (€ ex. VAT)

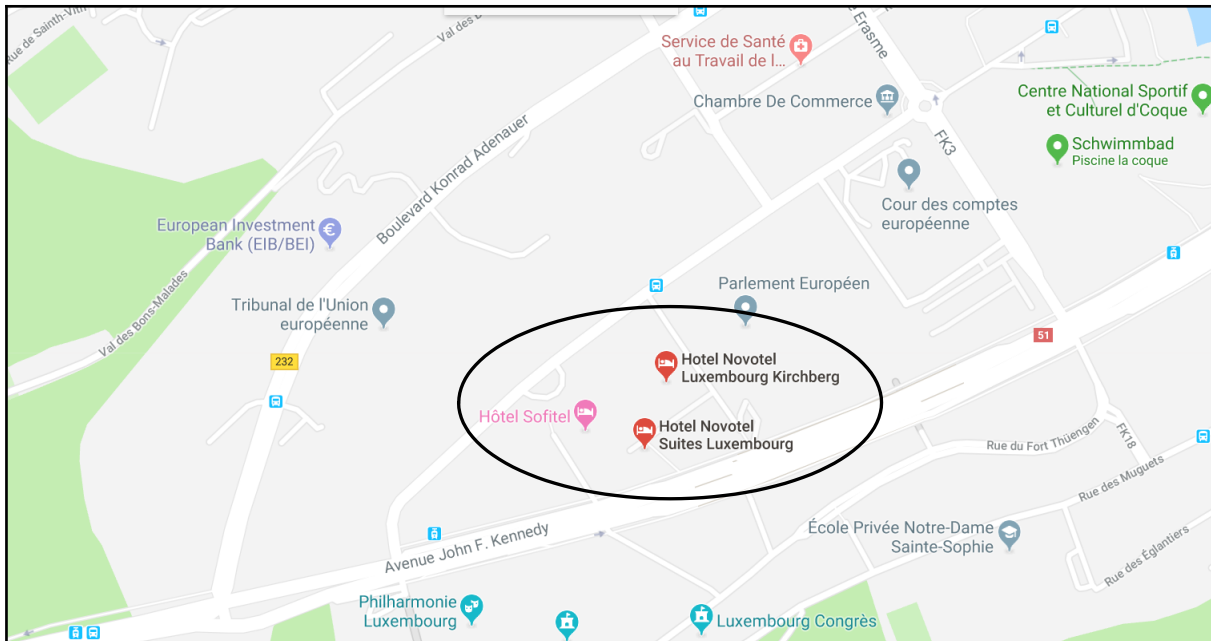
Partition wall 2,5 x 1 m	47,20€		
Door element 2,5 x 1 m	104,00€		
White spot with clip	33,10€		
		TOTAL ex. VAT	
		VAT 17%	
		TOTAL incl. VAT	

DESTINATION	BILLING INFORMATION OF THE APPLICANT
Luxexpo S.A. L- 2088 LUXEMBOURG Fax : + 352 43 99 315 E-mail : stephanie.neissen@thebox.lu	Company Name :
	Stand N° :
	N° : Street :
	Zip Code / City : Country :
	Contact person :
	E-mail :
	Tel : Fax :
	VAT identification number :
	At (place) : Signature :
	Date :

Please note that orders whose payment aren't received by 28th of August 2019 will not be handled !!!

7. HOTELS

Booking for following three hotels must be made by yourself (you will find the booking forms in the attachment (after the registration form). The 3 hotels are located next to each other.



Novotel Luxembourg Kirchberg****

Rue du Fort Niedergruenewald – L-1911 Luxembourg – www.novotel.com

150€ for the single superior room, per night, breakfast included / 165€ for the double superior room, per night, breakfast included

Suite Novotel Luxembourg****

6 Rue du Fort Niedergrünewald – L-2226 Luxembourg – www.novotel.com

150€ for the single superior room, per night, breakfast included / 165€ for the double superior room, per night, breakfast included

Sofitel Luxembourg Kirchberg*****

4 Rue du Fort Niedergrünewald – L-2015 Luxembourg – www.sofitel.com

210€ for the single superior room, per night, breakfast included / 230€ for the double superior room, per night, breakfast included

REGISTRATION FORM

Registration by e-mail esu-reucher@t-online.de

Company	
Name of participants	

EXHIBITION HOURS

Friday September 13th, 2019 9.00 am – 6.00 pm

Saturday September 14th, 2019 9.00 am – 3.00 pm

Price per ticket: € 70,00 (including coffee, soft drinks and a soup buffet on Saturday)

Two participants per member and/or two participants per exhibitor are free of charge

ESU DINNER (Luxexpo, Reimerwee)

Friday September 13th, 2019 7.30 pm

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

ESU GENERAL MEETING (Luxexpo, Hall 2)

Friday September 13th, 2019 5.00 pm

Entrance: 2 participants per member free of charge / each member will have only one vote

Tickets	price per Ticket	Quantity	Total price excl. VAT
Exhibition	€ 70,00		
DINNER	€ 55,00		

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

HOTEL BOOKING FORM
ESU Technology Forum

From THURSDAY, 12TH SEPTEMBER 2019 to SUNDAY, 15TH SEPTEMBER 2019

Name:	<input type="text"/>	First name:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
Zip Code	<input type="text"/>	Country:	<input type="text"/>
Email	<input type="text"/>	A-Club member:	<input type="text"/>

Arrival date: /09/2019 Departure date: /09/2019 Number of nights :

Please fill in this form directly through excel and email it back to the hotel of your choice no later than Thursday, August 1st 2019

Beyond this date the room allotment will be released and the preferred rate will not be granted

Sofitel Luxembourg Europe 5* (Ref: ESU091219)
4 Rue du Fort Niedergrünwald – L-2015 Luxembourg – www.sofitel.com
Fax: +352 26 48 02 23 - Tel.: +352 24 87 72 49
[Contact: Claire Pierret – Email: h5555-re2@sofitel.com](mailto:h5555-re2@sofitel.com)



Superior Room

- ☐ Single occupancy: 210€ per night including breakfast
☐ Double occupancy : 230€ per night including breakfast

Please fill in below your credit card details which are mandatory to process your reservation:

Credit card details:	<input type="text"/>	Expiration date:	<input type="text"/>
Holder's name:	<input type="text"/>		
<input type="checkbox"/> Visa	<input type="checkbox"/> Eurocard/Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Diners

Attention: Your reservation may be cancelled or modified with no charge until 6pm (hotel local time) 5 days prior the arrival date. Any modification made within 5 days of the arrival date will be charged on the credit card. Any cancellation made within 5 days prior arrival or non-arrival, the full stay will be charged on the credit card. Payment is on spot upon departure time.

To be completed by the hotel for your confirmation:

Reservation confirmation number:	<input type="text"/>
Agent name:	<input type="text"/>
Confirmation date:	<input type="text"/>



HOTEL BOOKING FORM
ESU TECHNOLOGY FORUM
12TH UNTIL 15TH SEPTEMBER 2019

Name:	First Name
Telephone:	Fax:
Address:	City:
Zip Code	Country:
Email:	AClub Number

Arrival date: /09/2019

Departure date: /09/2019

Number of nights:

Please fill in this form in capital letter and fax or email it back to the hotel no later than Thursday, August 1st 2019 (Beyond this date the room allotment will be released and the preferred rate will not be granted).

Novotel Luxembourg Kirchberg 4*

Rue du Fort Niedergruenewald – L-1911 Luxembourg – www.novotel.com

Contact: Group Contact - Email: h1930-re@accor.com

Fax: +352 24 87 81 - Tel.: +352 42 98 48

- ☐ Single Supérieure room at daily rate of 150.-€ including buffet breakfast
- ☐ Double Supérieure room at daily rate of 165.-€ including buffet breakfast

This rates are valid only with a mandatory stay on the 12th of September

OR

Novotel Suites Luxembourg 4

Avenue J.F. Kennedy – L-1911 Luxembourg – www.novotel.com

Contact: Group Contact - Email: h1930-re@accor.com

Fax: +352 24 87 81 - Tel.: +352 27 040

- ☐ Single Supérieure Suite at daily rate of 150.-€ including buffet breakfast
- ☐ Double Supérieure Suite at daily rate of 165.-€ including buffet breakfast

This rates are valid only with a mandatory stay on the 12th of September

Please fill in below your credit card details which are mandatory to process your reservation:

- Credit card details: _____ Expiration date: _____
- Holder's name: _____
- ☐ Visa ☐ Eurocard/Mastercard ☐ American Express ☐ Diners

Cancellation and modification policy: Your reservation may be cancelled or modified with no charge until 4pm (hotel local time) 7 days prior the arrival date. Any modification made within 7 days of the arrival date will be charged of 100% room rate and room nights. Any cancellation made within 7 days prior arrival or non-arrival, the full stay will be charged.

Payment policy: Payment will be done at check-in or check-out time.

Herewith I agree with all rates and sales conditions related to this booking

Date:

Signature.