

Important information for your trade fair participation

The deadline for permit applications and purchase orders is March 16, 2023.

Please order all services, e.g. additional stand construction services, technical services, exhibitor passes, customer invitations, parking tickets, waste disposal or stand cleaning, in time in the "Shop for Exhibitors - Services" in your customer account at www.leipziger-messe.de/customerlogin.

ATTENTION: Leipziger Messe will charge a late surcharge of 15% on all prices for orders received late and incomplete documents for selected services from four weeks before the start of the event (from 30 March 2023). The late surcharge will be displayed in the online ordering system (shopping cart).

Leipziger Messe may not be able to guarantee timely provision for orders received late.

Stand construction approval

Stand construction registration and approval, as well as other technical approvals, have been replaced by a partially automated procedure that facilitates the approval of your planned exhibition stand. This offers the possibility to submit the necessary information about your planned exhibition stand comfortably and with little effort.

In the course of this, you will receive a corresponding e-mail from our event technology department with a link to a separate question page and a one-time password after receiving your stand allocation. After you have registered for the first time with this one-time password, we will ask you to set up a personalized password.

Please complete the entries promptly.

For Self-Build Stand

Every exhibitor is required to comply with the Technical Guidelines of Leipziger Messe GmbH. After receiving your stand allocation for the event, you will receive a link to the registration and safety-relevant criteria for the construction and operation of your stand on the premises of Leipziger Messe GmbH by e-mail.

If you have any further questions, please contact our Event Technology Department by telephone +49 (0) 341 6 78-99 06 or e-mail event-management@leipziger-messe.de.

For users of a FAIRNET GmbH system stand

Exhibitors who have not yet submitted the stand construction order form (complete stand offer) with their exhibitor registration, please do so as soon as possible. If necessary, send an e-mail to aussteller@manga-comic-con.de and request the form.

Please note that users of a complete stand and participants of the joint presentation MCC Kreativ will also receive the above-mentioned mail from our event technology department. Here too, we ask that you respond promptly. The client/tenant is obliged to treat the rented goods with care. The wall elements are not allowed to be nailed, drilled, screwed or damaged. Any adhesive material must be removed without leaving any residue.

In order to ensure safe operation of the event location, the checks to be carried out in terms of operator responsibility with regard to compliance with the Technical Guidelines and relevant laws, ordinances and regulations will take place during the trade fair period (including assembly and dismantling).

Opening hours

You will receive information on the access routes to the exhibition grounds and their opening hours with the "Traffic Guide for the Leipzig Book Fair 2023 and Manga-Comic-Con 2023" at the beginning of March 2023 by e-mail or on our website in the FAQ under the item Stand Allocation: www.manga-comic-con.de/exhibitorfaq

You and your employees or service providers do not need a separate ticket for the set-up and dismantling times. Please make sure that a copy of your stand allocation is always carried along for any checks on access authorization.

Stand installation
Monday, 14th April 2023, 7 pm to 8 pm
Tuesday, 15th April 2023, 7 am to midnight
Wednesday, 16th April 2023, 7 am to 8 pm

FAIRNET complete stands can be set up from Wednesday, 16th April 2023, 9 am.

The stands of 'MCC Kreativ' are ready for occupancy on Wednesday, 16th April 2023, 2 pm. The decoration and setting-up of the stand should be completed by 8 pm.

It is possible to enter the hall with a car for stand construction if the weather conditions permit. The decision is at the discretion of the Leipziger Messe GmbH. The stay of vehicles must be limited to a minimum (loading and unloading time). It is only necessary to assign a freight forwarder where technical aids such as a fork lift truck are required for transport into the hall. All vehicles must leave the hall as soon as the aisle carpeting is laid. Laying of the carpeting will commence from 6 pm on the day before the fair begins.

For exhibitors during the fair
Thursday, 27th April 2023 to Saturday, 29th April 2023 from 8 am to 7 pm
Sunday, 30th April 2023 from 8 am to Fair-Closing 5 pm

For the general public during the fair
Thursday, 27th April 2023 to Saturday, 29th April 2023
Entrance areas: 9.30 am to 6 pm
Exhibition halls: 10 am to 6 pm

Sunday, 30th April 2023
Entrance areas: 9.30 am to 5 pm
Exhibition halls: 10 am to 5 pm

Notes on stand dismantling
The exhibition grounds will only be cleared for the entry of transport vehicles after removal of the aisle carpets and clearance by the personnel of the Leipziger Messe Security and Traffic Organization Department. Regulation on the access roads can be found in our traffic guide from the beginning of March on our website.

Please take into account that due to the public holiday various restrictions such as driving bans for trucks, special surcharges, etc. must be taken into account.

Stand dismantling Hall 3
Sunday, 30th April 2023, 5 pm to midnight
Monday, 1st May 2023, midnight to 6 am respectively 3 am in the northwestern hall quarter

FAIRNET complete stands must be vacated by 8 pm. on Sunday, 30th April 2023.

Stand dismantling Hall 3
Sunday, 30th April 2023, 5 pm to midnight
Monday, 1st May 2023, 7 am to 8 pm
Tuesday, 2nd May 2023, 7 am to 8 pm

Waste disposal / recycling

Waste and leftover material from the construction and dismantling of the stand is to be removed by the exhibitor and incurs a charge. This also applies to packaging, which may not be stored outside the stand and is then disposed of by Leipziger Messe. Our cleaning services provider may be assigned this task. Order this in the online order system.

You will receive a set of waste disposal bags prior to the beginning of the fair for waste accumulated. The one-off disposal of this set of bags is included in the fair rental price. Additional waste disposal bags may be provided at a charge. Full waste disposal bags must be placed in the hallway for pickup in the evening after the event ends.

Delivery of parcels or pallets/storage/empties

Please refer to the information about "Package shipments to the Leipziger Messe GmbH" and "Storage/Empties" in the online ordering system. Our appointed shipping company, DHL Trade Fairs & Events GmbH, tel. +49 (0) 341 6 78-72 44 or -72 45, email fairs.lej@dhl.com, can offer further information.

Communication infrastructure at the exhibition stand

On the Leipziger Messe grounds, you will receive free access to the WLAN (SSID: Leipziger Messe) during the duration of Leipzig Book Fair and Manga-Comic-Con. The bandwidth is a maximum of 4 Mbit/s.

Please note that the operation of your own WLANs is only possible to a limited extent after prior registration. As an alternative, the exhibitor WLAN is available to you.

However, we recommend wired Internet connections (LAN) with high bandwidth and availability for Internet at your booth.

Use the online ordering system to order the exhibitor WLAN as well as the wired Internet connections.

If you have any questions, please contact Sebastian Kober Tel. +49 (0)341 6 78-53 51 or e-mail sebastian.kober@leipziger-messe.de.

Logistics and visitor guidance system on the exhibition grounds

The book and its makers attract hundreds of thousands of book lovers to Leipzig every year. The visit to Leipzig Book Fair and Manga-Comic-Con will again be organised this year with the help of the enhanced visitor guidance system.

You will find more information on this topic on our website shortly before the start of the event.

Trade Fair media

Leipziger Messe GmbH has commissioned **NEUREUTER FAIR MEDIA** to produce the trade fair catalogue and to acquire advertisements for it. The contact person is Ines Richter, Phone +49 (0) 341 6 78-2 77 82, email mcc@neureuter.de. Other publishers who produce similar catalogues and directories have not been commissioned by Leipziger Messe GmbH.

Unoccupied space behind the fair stands

We wish to expressly point out that empty space created behind stands when positioning stands of different depths must be **rented** as stand space where a usage requirement exists. The corresponding list price is payable in this case.

During the event inspections will be carried out by the fire prevention authorities and Leipziger Messe. Space that is utilised but not rented as stand space from Leipziger Messe will be invoiced retrospectively at list price.

Stand security

Each exhibitor is obliged to co-operate in ensuring that theft is prevented as far as possible. Where necessary, please order additional stand security in the online order system.

Stand cleaning

Leipziger Messe organises the cleaning of the aisles in the fair halls. The exhibitors themselves are responsible for the cleaning of the fair stands. In the case of system stands the cleaning of the stands on the evening before the fair is included in the offer. Stand cleaning may be ordered for all additional fair days.

Distribution of promotional material and flyers

Pursuant to our Special Conditions of Participation (Point 1.18), the distribution of promotional material and flyers of any kind outside of your own exhibition stand is **not allowed**. In the case of a breach, we will be forced to impose sanctions.

Contractual penalty

Please note again that the General and Special Conditions for Participation of Leipziger Messe GmbH must be observed. According to section 24 of the Special Conditions for Participation, violations will be punished with a contractual penalty of at least 1,000.00 Euros per incident.

Advertising opportunities

Make use of our wide range of free advertising materials, e.g. brochures or posters, to draw attention to your participation as an exhibitor at Manga Comic-Con. Order at www.manga-comic-con.de/werbemittel.

Peter Schippel of FAIRNET GmbH, Tel. +49 (0) 341 6 78-84 86 or email werbeflaechen@fairnet.de will provide you with information on renting advertising space on the exhibition grounds.

NEUREUTER FAIR MEDIA offers advertising opportunities in the exhibitor directories(online and in the Book Fair App). Contact: Ines Richter, Tel. +49 (0) 341 6 78-2 77 82, email mcc@neureuter.de.