

# Exhibitor Manual

## Product presentations – 8th Symposium Armament 13.09.2022, Altensteig/Wart

### **Please note:**

**The KSK Symposium Armament is a closed event that cannot be advertised!  
Please refrain from any references to the symposium on websites, email  
signatures, social media, advertisements, etc.!**

### **1. Exhibition area in-house exhibition / product presentations**

The exhibition area includes:

- net stand space (approximate - see stand plan) without walls
- Tables & chairs according to registration  
(maximum number depending on stand size and while stocks last)
- 1 x 3-pin socket  
(For larger needs, please email info to: [saskia.ohm@cco-germany.eu](mailto:saskia.ohm@cco-germany.eu))
- Each exhibiting company and sub-exhibitor receives a catalogue entry (max 1100 characters) with address and logo in the trade fair magazine. Please return the form "Catalogue entry" no later than July 15th to [Saskia.ohm@cco-germany.eu](mailto:Saskia.ohm@cco-germany.eu).  
The form can be found here: <https://cco-germany.eu/8-ksk-symposium-download-area/>

### **2. Stand building**

**Due to the short assembly and dismantling times, local circumstances and possible difficulties in deliveries, we urge you to refrain from professional exhibition construction.**

Hereby we would like to point out once again that the product presentation is a **one-day 'table exhibition'**. Since the event takes place in a convention center and not on professional exhibition grounds, please adapt your exhibition material and deliveries to the local conditions. All stands must be designed to be set up on Monday, 12.09. until p.m. 08.00 and be dismantled on Tuesday, 13.09. until p.m. 10.00

### **3. Build up / Dismantle / Deliveries**

Please organize your stand in a way, that your material can be transported in your own car / sprinter. Deliveries by forwarding agencies / couriers / delivery services can only be accepted in urgent exceptional cases in the DEKRA Congress Center and must be made exclusively on Monday, 12.09.2022. Deliveries at another time will not be accepted. Deliveries must be coordinated in advance with the DEKRA Congress Center. Deliveries to the barracks in Calw will not be accepted.

**Note:** In order to coordinate the deliveries and pickups meaningful, and to agree on the exact delivery date, it is urgent to send an email to our contact person at the DEKRA Congress Center: David Hintze, [David.hintze@dekra.com](mailto:David.hintze@dekra.com), stating the scope of delivery, volume and weight  
Mr. Hintze will clarify the details of the delivery with you.

Please mark your deliveries as follows:

**DEKRA Congress Center**

**Exhibitor KSK Symposium – COMPANY NAME + STAND NUMBER + POC + MOBILE NO.**

**Wildbader Str. 28**

**72231 Altensteig-Wart**

**Germany**

**During build up, only limited unloading equipment will be available. Please take this into account in your planning and announce your needs to Mr. Hintze at an early stage!**

The dismantling takes place on 13.09.2022, starting at around p.m. 07.00. The exhibition space will be needed for the workshops on 14.09. and must be rebuilt and seated at night. Therefore, all indoor stands must be dismantled completely by p.m. 10.00 and the material be brought out. One of the outdoor tents will be used as a temporary storage until 15.09. in case you have to store your material.

#### 4. Security

In the nights of 12.09. until 14.09. the exhibition space is patrolled by private and military security personnel. Neither the special forces command, DEKRA Congress Center, nor CCO Creative Consulting are liable for exhibition material.

A lockable room is available for weapons / sensitive equipment. If required, please inform us in advance: [saskia.ohm@cco-germany.eu](mailto:saskia.ohm@cco-germany.eu)

#### 5. Access authorization

The three-day symposium should be considered as a systemic unit.

Participation - also and especially for exhibitors of product presentations - is therefore only possible for all three days.

**Exhibitor personnel are considered as symposium participants and must be registered via the "Attachment 1 - Registration Participants" - the participation fee is NOT included in the stand fees.**

You will receive your name badges at the entrance of the DEKRA Congress Center. These serve as access authorization. Check-in is already open on Monday, 12.09.2022, 11.00-20.00. Only persons who are registered on the registration list are authorized to enter, starting 13.09. Please make sure that all CCO invoices are settled in advance of the event. Otherwise, you will not receive your badges and therefore will not be authorized to access the event.

#### 6. Access control and parking

The actual parking lot of the DEKRA Congress Center serves as outdoor exhibition area. Therefore, parking also during the construction phase is not possible.

Next to the Congress Center, a terrain section (meadow) is designated as parking area. You will see the signs at the entrance to the town Wart. Please also use this parking area to unload your vehicles - approx. 40 m to the entrance to the Congress Center.

If you have to unload heavy equipment, you can access a designated unloading zone.

- In order to enter the DEKRA Congress Center with your vehicle, you will have to show an access ticket, which allows you to park for max. 30 minutes in one of the designated unloading zones. You will receive the entry permit with the final preparation email from Saskia Ohm end of August.

On 12.09.2022 the DEKRA Congress Center grounds can only be entered by car starting at a.m. 11.00 for build-up and on 13.09. starting from p.m. 07.00 for dismantling.

Vehicles parked in the streets around the congress center are most likely to be punished by the police and in the worst case towed.

#### 7. Relevant addresses

- **DEKRA Congress Center Wart**  
 Wildbader Str. 28, 72213 Altensteig, Germany
  - **Delivery address:**  
 DEKRA Congress Center  
 Exhibitor KSK Symposium – COMPANY NAME + STAND NUMBER + POC + MOBILE NO.  
 Wildbader Str. 28  
 72231 Altensteig-Wart  
 Germany
- **Parking spaces DEKRA Congress Center**  
 Moesleweg, 72213 Altensteig, Germany
- **DEKRA Congresshotel Wart**  
 Wildbader Str. 28, 72213 Altensteig, Germany (Check-In at DEKRA Congress Center)

## 8. Exhibition catalogue

The exhibition catalogue will be distributed during the in-house exhibition, the symposium as well as specifically to relevant people at the Bundeswehr.

Each exhibiting company and sub-exhibitor receives a company entry (max 1100 characters) with address and logo. In addition, ads can be booked (for layout reasons, only full-page ads are possible).

Exact specifications can be found in the **media data sheet**.