

JEC FORUM DACH 2024

Business Meetings & Conferences

Oct 22-23, 2024 | STUTTGART
GERMANY



■ SUPPLIERS
TECHNICAL
GUIDE



This guide provides JEC FORUM DACH 2024 specific information.

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I. ACCESS TO JEC FORUM DACH

JEC FORUM DACH 2024 will be held at the following address:

MARITIM HOTEL STUTTGART

Seidenstraße 34
70174 Stuttgart (Germany)

☎ National phone line: 0800 33 83 711

☎ International phone line: +49 711 942-0

@ info.stu@maritim.de

🌐 <https://www.maritim.com/en/hotels/germany/hotel-stuttgart/hotel-overview>



Photos and virtual tour of the MARITIM HOTEL STUTTGART:

🌐 <https://www.maritim.com/en/hotels/germany/hotel-stuttgart/film-and-photos>

— ACCESS TO STUTTGART



• **Directions to STUTTGART**

For all information regarding access to Stuttgart: [Click here](#)

- ▶ Arrival by car
- ▶ Arrival by train
- ▶ Arrival by airplane
- ▶ Stuttgart Airport Bus terminal
- ▶ Public Transportation in Stuttgart

For all information regarding Stuttgart highlights, shopping & restaurants, cultural life,...:

🌐 <https://www.stuttgart-tourist.de/en>





— ACCESS TO MARITIM HOTEL STUTTGART

- Convenient location in Stuttgart city center:



The MARITIM HOTEL STUTTGART is located:

- ▶ at 14 km from the Stuttgart Airport,
- ▶ at 8 km from the motorway,
- ▶ at 1,5 km from the Central railway station,
- ▶ in the city center
(most of the cultural establishments and museums are within easy walking distance).

Directions to MARITIM HOTEL STUTTGART: [Click here](#)



Access by Taxi:

- ▶ **From Stuttgart Airport:** approx. 30-40 min, €25-30
- ▶ **From Central railway station:** approx. 10 min, €5-10

There is a taxi station in front of the MARITIM HOTEL STUTTGART entrance.



Access by Public Transportation:

- ▶ **From Stuttgart Airport:**

S2 in direction to "Schorndorf" or S13 in direction to "Kircheim (T)" to stop "Stadtmitte" (Rotebühlplatz), there take tramway U14 in direction to "Neckargröningen Remseck" to stop "Berliner Platz" (Hohe Straße).

- ▶ **From Central railway station:**

Tramway U9 in direction to "Vogelsang" to stop "Berliner Platz" (Liederhalle) or tramway U1 in direction to "Heslach Vogelrain" to stop "Berliner Platz" (Liederhalle).



Access by car:

For all information regarding MARITIM HOTEL STUTTGART Underground Parking & Charging stations for electric vehicles: [Click here](#)



II. SCHEDULES



• Event opening times for all participants

The **JEC FORUM DACH 2024** opening times will be:

- ▶ Tuesday October 22th, 2024: from 10 AM to 7 PM
- ▶ Wednesday October 23rd, 2024: from 9:15 AM to 4:30 PM

• Schedules of the event

- For detailed **Program**, including the Conferences and Workshops topics and speakers: [Click here](#)
- Here is the **Technical schedule** to help you manage your booth preparation:

MONDAY October 21 st , 2024	TUESDAY October 22 nd , 2024	WEDNESDAY October 23 rd , 2024
	SUPPLIERS & SPEAKERS ACCESS BOOTHS SETTING UP — 9:15 AM to 10 AM	SUPPLIERS & SPEAKERS ACCESS — 9:15 AM
	JEC FORUM DACH 2024 — OPENING HOURS 10 AM to 7 PM	JEC FORUM DACH 2024 — OPENING HOURS 9:15 AM to 4:30 PM
SUPPLIERS & SPEAKERS ACCESS BOOTHS SETTING UP — 5 PM to 7 PM	NETWORKING PARTY — 7:30 PM to 10 PM	DISMANTLING — 5 PM to 7 PM

• Booth setting-up hours

- ▶ Monday October 21st, 2024: set up from 5 PM to 7 PM
- ▶ Tuesday October 22nd, 2024: set up from 9:15 AM to 10:00 AM

Early setting up is not possible, suppliers will not be allowed to access the venue before this time.

• Delivery of your booth supplies (posters, roll-ups, brochures,...) and/or your own equipment (promotional tools, samples,...):

You will be able to park your car in the MARITIM HOTEL STUTTGART Underground Parking (€22 per day) and access the Exhibit Hall level with the elevator located right in front of the Exhibit Hall entrance.

Please do not forget to bring your own trolley for handling your supplies and equipment.

In case you need to access the Exhibit Hall directly from the street (for oversize equipment for example), please contact us as soon as possible before the setting up days for assistance (Mrs Émilie Coelho: coelho@jeccomposites.com)

PLEASE BE REMINDED THAT DURING SETTING-UP AND DISMANTLING:

Wearing safety shoes (reinforced toe caps + anti-perforation soles) is **mandatory** for anyone





- For a smooth access and Welcome process on site



The “Supplier access pass” gives you access to the venue at all steps of the event (setting up, opening and dismantling times)

Please print and bring your “Supplier access pass” in A4 format (color version) before coming to JEC FORUM DACH 2024

If you printed your “Supplier access pass”:

During booths setting up hours (please refer to the technical schedule), show your printed pass to the security staff for access to the Exhibit hall.

As soon as possible before the event opening hours, please go to the Welcome desks of the event (in the Hotel main entrance) to get a lanyard and badge holder.

You are all set to access the venue during the whole event!

If you did not print your “Supplier access pass”:

As soon as possible before the event opening hours (please refer to the technical schedule), you will have to go to the Welcome desks of the event (in the Hotel main entrance). We will check your registration (it may take some time), print your “Supplier access pass” and provide a lanyard and badge holder.

You will then be all set to access the venue during the whole event.



- **Dismantling hours**

The time allowed for dismantling will be 2 hours only, on Wednesday October 23rd, 2024: from 5 PM to 7 PM.

Please do not leave anything on your booth after 7 PM.

Help us for a secure and easy setting up and dismantling process:

Please do not obstruct the aisles during the setting-up and dismantling processes, so that no one has any trouble getting by. It is strictly forbidden to leave any materials or products on any other booths.

After setting up and dismantling time, please be aware that any materials left will be removed at the supplier's expenses (please inform any colleague that will be on site)



III. FLOOR PLAN & BOOTH LOCATION



Find your way to the Conference room, Exhibit Hall and Networking areas.

All the **JEC FORUM DACH** programs will be reunited on ONE level to optimize the networking.



(non contractual floor plan)

To download the updated **JEC FORUM DACH 2024** floor plan: [Click here](#)

To download the list of suppliers: [Click here](#)



IV. PACKAGES & EQUIPMENT



As a reminder to help you prepare the event, please find below the packages services description and booths equipment:

• Packages

STANDARD PACKAGE – 4 sqm €4,300

- 2 Supplier access passes
- 1 Business Meetings Schedule with Pre-arranged Business Meetings
- Company listing on the suppliers' list (Website & Events Guide)
- Food & Beverage for your team & Guest (networking breaks & lunches on October 22nd & 23rd)
- 2 invitations to the Evening Networking Event on Oct 22nd
- Access to the whole content of the event (including conferences and workshops)
- 1 Guest pass for your Customers, Prospects or Partners (including the networking breaks, the Evening Networking Event, the whole content, and Food & Beverage). This Guest Pass cannot be used by a member of your company.
- **One 4sqm Booth, with power supply, signage & furniture (1 table & 2 chairs)**

PREMIUM PACKAGE – 6 sqm € 5,500

- 2 Suppliers access passes
- 1 Business Meetings Schedule with Pre-arranged Business Meetings
- Premium visibility and advertising on the Business Meetings platform
- Company listing with logo on the suppliers' list (Website & Events Guide)
- Food & Beverage for your team & Guest (networking breaks & lunches on October 22nd & 23rd)
- 2 invitations to the Evening Networking Event on Oct 22nd
- Access to the whole content of the event (including conferences and workshops)
- 1 Guest pass for your Customers, Prospects (including the networking breaks, the Evening Networking Event, the whole content, and Food & Beverage). This Guest Pass cannot be used by a member of your company.
- **One 6sqm Booth, with power supply, signage & furniture (2 tables & 4 chairs)**





• Booth equipment

MPS is the exclusive booth equipment provider for **JEC FORUM DACH 2024**.

No other booth contractor will be allowed at the venue. Bare booths are not authorized for this event.

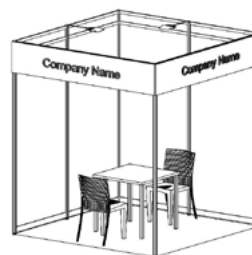
Please find here below the booth equipment included in your package (non-contractual views):

- ▶ White partitions (no color change is allowed)
- ▶ 1 company name and booth number per fascia
- ▶ 1 power socket
- ▶ LED spotlights

Furniture set for 4 sqm booths:

- ▶ 1 table
- ▶ 2 chairs

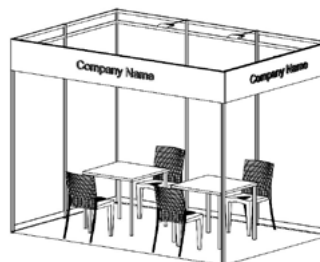
[Click here](#) for detailed 4 sqm booth specifications.



Furniture set for 6 sqm booths:

- ▶ 2 tables
- ▶ 4 chairs

[Click here](#) for 6 sqm booth specifications.



Please fill in and return to the booth equipment provider the “Equipped Booth form”:

- to indicate the booth fascia signage
- for any advice, quotation and additional orders (such as logos, specific printings, furniture, electrical or audiovisual equipment,...)

Contact details of the booth equipment provider:

MPS GmbH

Contact: Jürgen Rauch

@ jrauch@mps-gmbh.de

+49 172 69 86 00 00

— If you want to charge several devices at the same time:

Please bring a multiple socket or ask MPS for assistance (before the setting up days).

— If you need assistance to display posters or any product:

It is strictly forbidden to drill into the booth panels. Please do not forget to bring necessary materials to hang or paste your posters or products (hooks, chains, adhesives, others...).



Please ask to the booth equipment provider MPS to help you find a solution that will not damage the booth materials.



V. ACCESS PASS



You will receive an email with instructions on how to send and use your "Guest passes" 4 weeks before the event.

Your company will be allocated a limited quota of passes, depending on your package:

PACKAGE	SUPPLIER PASS QUOTA	GUEST PASS QUOTA
Standard	2	1
Premium	2	1

If you would like to purchase additional "Staff passes" or "Guest passes", please contact your Sales Representative directly.



VI. WIFI & INTERNET

All participants will have access to the standard wifi from MARITIM HOTEL STUTTGART.

• How to use the MARITIM HOTEL STUTTGART wifi:

1. Turn on the WiFi function on your device.
2. Search for wireless networks and connect to the "Maritim-WIFI" network.
3. There is not password or code to use. The user have only to confirm the terms and conditions.





VII. FOOD & BEVERAGE



Your access pass includes all-inclusive Food & Beverage for 2 days:

- ▶ Coffee, tea and snacks will be served all day long in 2 Networking areas located in the Hotel lobby outside the Exhibit Hall
- ▶ Water and apple juice refreshments will be available in the Conference room and the Lunch area
- ▶ Chef's choice Buffet will be open during Lunch breaks in the Lunch area



VIII. NETWORKING PARTY



All participants with an access pass will be invited to the networking party of the **JEC FORUM DACH 2024**.

- ▶ Dates: October 22nd, 2024, from 7:30 PM to 10 PM
- Buffet cocktail party – business attire.

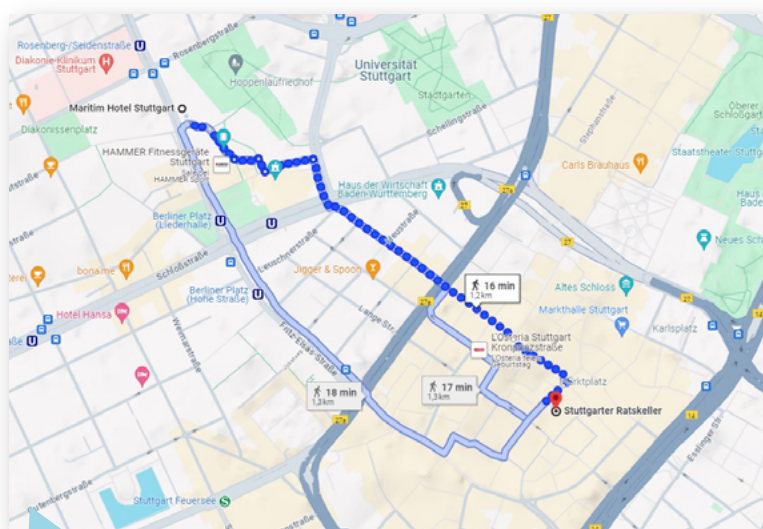
STUTTGART RATSKELLER

Marktplatz 1
70173 Stuttgart





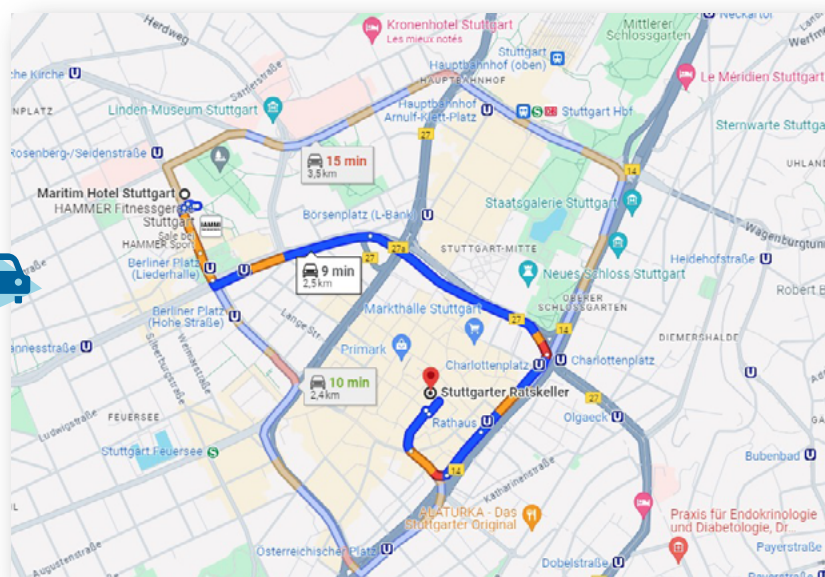
- How to get from the **MARITIM HOTEL STUTTGART** to the **STUTTGART RATSKELLER**:



Approx. 16-18 min by walk



Approx. 10 min by car





IX. DELIVERIES, EMPTY PACKAGING, STORAGE OF MATERIALS



IMPORTANT:

The hotel will be able to receive packages from Wednesday October 16th, 2024, from 8am.

Please mention the following on the delivery slip:

- ▶ Name of the event
- ▶ Date of the event
- ▶ Name of the contact person of the attending company
- ▶ Name of the contact person of the MARITIM HOTEL STUTTGART: Mrs Michelle BRACALE

Deliveries address:

Maritim Hotel Stuttgart

Seidenstr. 34
70174 Stuttgart

Contact:

@ meeting.stu@Maritim.de or info.stu@maritim.de

📞 **National:** 0800 33 83 711

International: +49 711 942-0

Note: The packages are temporarily stored without guarantee.



X. SECURITY - CLEANING



• Halls Security & Preventing theft

Constant efforts are necessary to prevent theft. MARITIM HOTEL STUTTGART achieves this by security checks and guarding. This guarding does not cover the individual booths.

Please support these efforts by applying the following rules:

- ▶ Avoid leaving your valuable materials on the furniture
- ▶ Do not leave your personal items lying around (wallets, handbags, satchels,...)
- ▶ Keep an eye on your cell phones
- ▶ In the evening, please take away all items of values (computers, laptops, tablet computers, etc)
- ▶ During the setting-up and dismantling periods, you are responsible for having a permanent person, that should always be present on the booth until valuable exhibits have been loaded
- ▶ The hotel is not closed during night, so we recommend that you still safeguard all handy and valuable exhibition goods, or hire lockable cabinets and showcases from the booth equipment provider (please refer to "Equipped Booth form").



• Cleaning

The event venue will be cleaned every night, and before the opening of the two days event. Any cartons, slats, boards, boxes,... still in the alleys at this time will be regarded as waste and removed.





XI. ACCOMMODATION



We recommend the MARITIM HOTEL STUTTGART where the event is taking place.

We advise you to book your reservation as soon as possible:

- ▶ the number of rooms reserved for the event is limited
- ▶ negotiated rates (from €176 per night) will no more apply after Friday, August 30th, 2024.

Reservation link:

<https://reservations.travelclick.com/109811?groupID=4081877&adults=1>

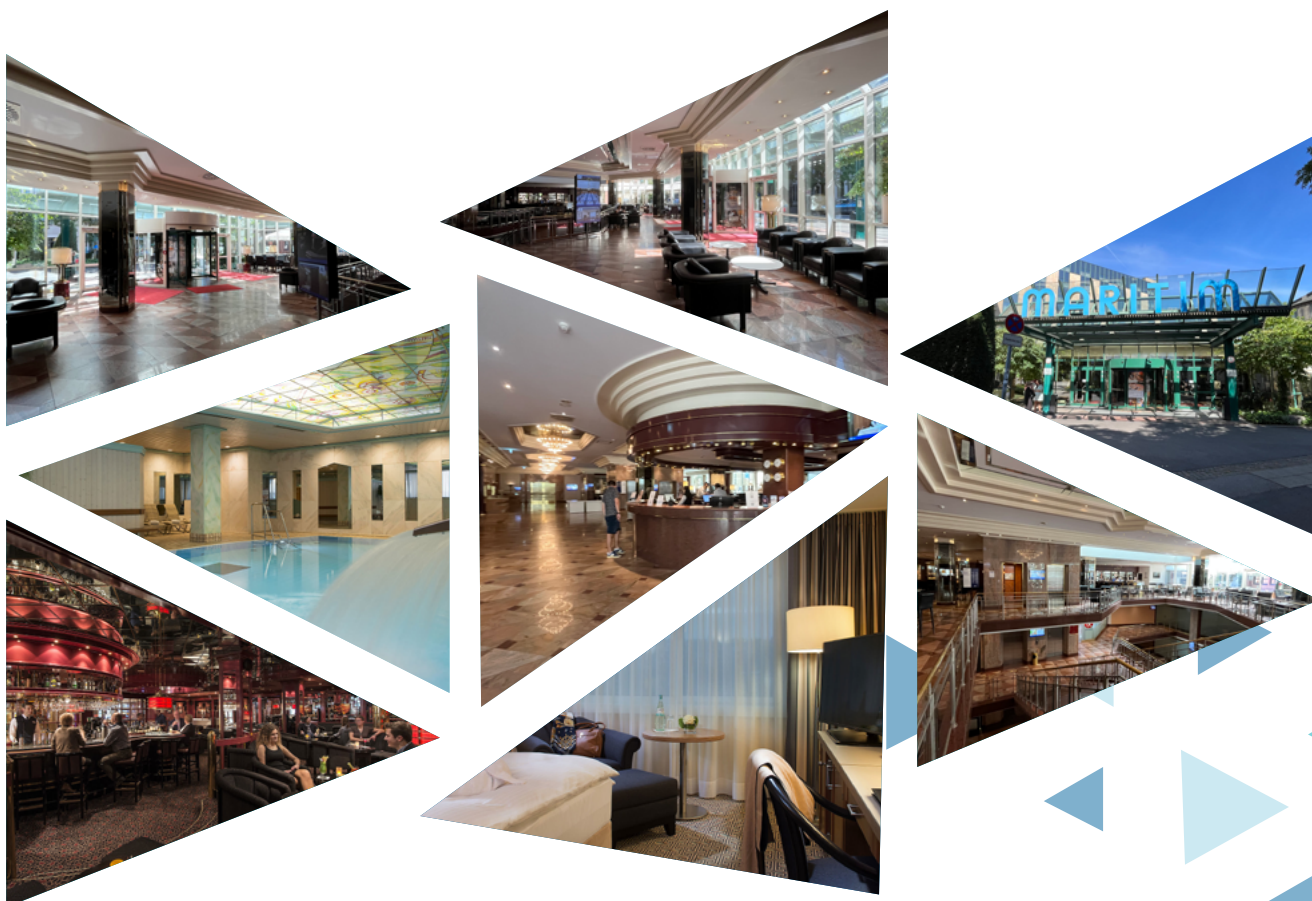
If you would like to book by email:

Contact: Sophie-Valerie Lang

@ meeting.stu@Maritim.de

Please mention “JEC” code, available until Friday, August 30th, 2024.

If you have any additional questions regarding accommodation or need assistance with your reservations, please don't hesitate to contact us. We are here to help make your stay comfortable and enjoyable.





XII. JEC FORUM DACH CONTACTS

► JEC

Office address: 251 Boulevard Pereire 75017 PARIS (France)



 www.jec-dach.events



Contact: Anne-Carole BARBARIN

Event Director

@ barbarin@jeccomposites.com


 +33 (0)1 89 20 40 54 —  +33 (0)6 29 47 89 75



Contact: Luke GEE

Business Meetings Manager

@ business-meetings@jeccomposites.com

 +33 (0)6 29 47 00 93

► Sales department

• Sales managers (German speaking)



Contact: Guillaume VOUIOUX

International Sales Manager - DACH


@ vouioux@jeccomposites.com

 +33 (0)1 89 20 40 66 -  +33 (0)6 45 40 24 84

Contact: Christian POELL

JEC Sales Consultant

@ poell.ext@jeccomposites.com


 +49 176 859 59067

• Suppliers' support



Contact: Alexandra SOLNYSHKINA

@ exhibitors-jecforumdach@jeccomposites.com

 +33 (0)1 89 20 40 72

► Operations department

We remain at your disposal to answer any technical questions during the event preparation, and on site during setting up, opening and dismantling hours, along with official providers.



Contact: Catherine BRANGER

Operations Director

@ branger@jeccomposites.com



Contact: Émilie COELHO

Exhibitions & Conventions Technical Manager

@ coelho@jeccomposites.com



► Marketing department



Contact: Nathalie PERRAUDIN

Development Manager

@ perraudin@jeccomposites.com

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