

INFORMATION FOR EXHIBITORS

(as of November 2024 – subject to changes)



CIRPLEX

Circular Plastic Experience Summit

Alps Adriatic

Tuesday, 13th May to Thursday, 15th May 2025

Please be sure to forward this information to the installation/assembly team and stand personnel!

CONTACT PERSONS:

Project Manager

Almir SLAMNIK, BA MBA

phone: +43/463/56800-22, mobile: +43/664 8199802

pfeifer@kaerntnermessen.at

Project Assistant

Lorenz PFEIFER

phone: +43/463 56800-57 mobile: +43/664 8199815

pfeifer@kaerntnermessen.at

Marketing

Stuart ALTVATER

phone: +43/463 56800-71

altvater@kaerntnermessen.at

Cash desk

Melanie MICKL

phone: +43/463 56800-14

mickl@kaerntnermessen.at

INTERNET:

www.kaerntnermessen.at

TIME SCHEDULE & PROGRAM



❖ Tuesday, 13th May 2025

PreEvent

Participation with separate invitation
Venue to be nominated
– from **04.30 pm to 10.00 pm**

❖ Wednesday, 14th May 2025

Trade fair & congress in hall 4

– from **9.00 am to 6.00 pm**

❖ Thursday, 15th May 2025

Trade fair & congress in hall 4

– from **9.00 am to 5.00 pm**

OPENING HOURS & ENTRANCES

❖ **Opening hours for VISITORS**

Wednesday, 14 May – from **9.00 am to 6.00 pm**
Thursday, 15 May 2025 – from **9.00 am to 5.00 pm**

❖ **Opening hours for EXHIBITORS**

Wednesday, 14 May – from **8.00 am to 7.00 pm**
Thursday, 15 May 2025 – from **8.00 am to 6.00 pm**

Goods delivery – daily from 8.00 to 8.30 am and 6.00 to 6.30 pm

❖ **Entrances for visitors/exhibitors** (for map of premises see overleaf) **NORTHERN GATE** Ausstellungsstrasse/multi-storey car park

**BEGEGNUNG
VERBINDET.**

www.kaerntnermessen.at

KLAGENFURTER MESSE
Betriebsgesellschaft m. b. H.
Messeplatz 1
9021 Klagenfurt am Wörthersee
T: +43/463/56 800-0
F: +43/463/56 800-29
E: office@kaerntnermessen.at
DVR 0458210
FN 101242 k, LG Klagenfurt
UID-Nr. ATU 25314503

PERMIT FOR SET-UP & SET-UP TIMES

❖ PLEASE NOTE!

The site rental fee shall be **paid in full before exhibitors begin setting up** their stands; payment is a **prerequisite** for the set-up permit.

Please note that we do not accept cheques for payment.

Opening hours of cash desk during set-up period: Monday, 12th & Tuesday, 13 May 2025

daily from **7.30 am to 7.00 pm**

Opening hours of cash desk during the trade show: Wednesday, 14th May to Thursday, 15 May 2025

daily from **8.00 am to 9.00 pm**

Set-up times

Monday, 5th May to Friday, 9th May 2025; set-up times as needed and only as agreed in advance!!!

Monday, 12th May 2025 – 7.30 am to 9.00 pm

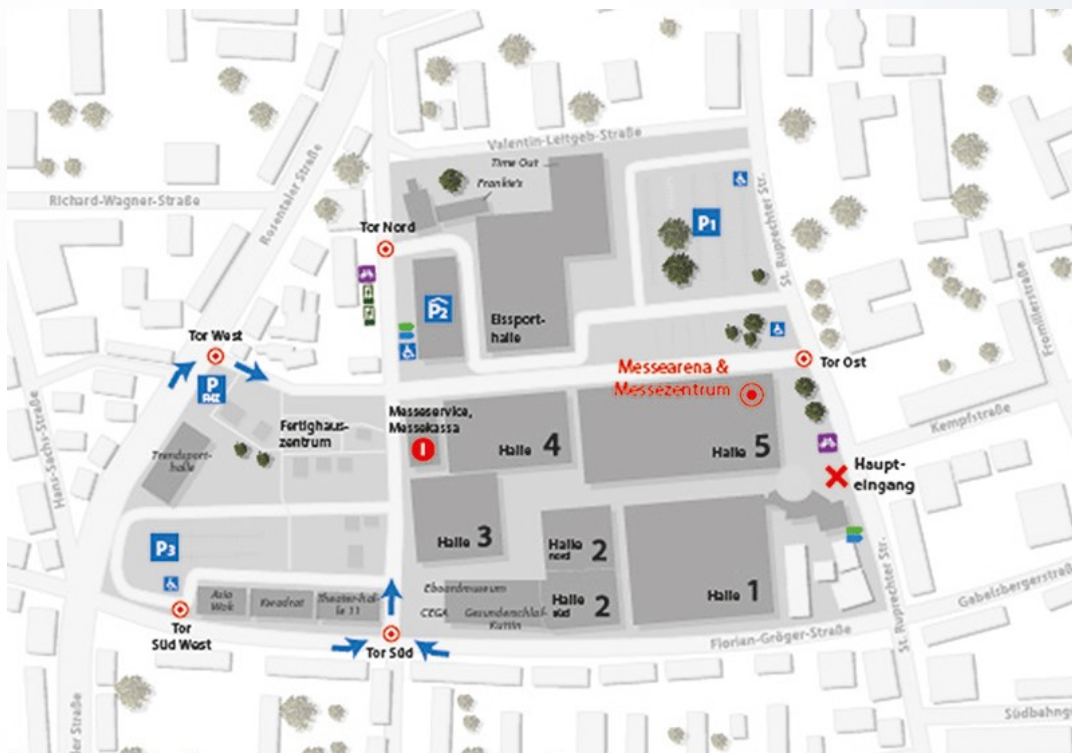
Tuesday, 13th May 2025 – 7.30 am to 9.00 pm

Set-up for heavy haulage, special structures and bulky goods is possible if arranged in advanced and/or agreed with project management and **company Schenker/Mr. Glawogger**,

phone **+43/664 88600990** – also from Monday, 05th May to Friday, 09th May 2025

between **7.30 am and 5.00 pm**. Any special times outside these set-up times will be charged separately.

MAP



KLAGENFURTER MESSE
Betriebsgesellschaft m. b. H.
Messeplatz 1
9021 Klagenfurt am Wörthersee
T: +43/463/56 800-0
F: +43/463/56 800-29
E: office@kaerntnermessen.at
DVR 0458210
FN 101242 k. LG Klagenfurt
UID-Nr. ATU 25314503

**BEGEGNUNG
VERBINDET.**

www.kaerntnermessen.at

EXHIBITOR PARKING

- ❖ Exhibitors with a car park ticket can park in the multi-storey car park (only passenger car parking!) with 450 parking spaces. (access via Ausstellungsstrasse/Valentin-Leitgeb-Strasse) and
- ❖ St. Ruprechter Strasse car park.
1. hr: EUR 0,50
2nd hr per hour: EUR 1,50
daily maximum: EUR 9,00

INSURANCE

- ❖ **Please note:**
Kärntner Messen does not assume any liability or responsibility for exhibition items, structural stand elements, etc. So please make sure that you always lock your car and do not leave any exhibition items unattended outside the vehicle. There is no insurance provided by the organisers.
- ❖ Please note that the provisions of the trade show regulations "Klagenfurter Messeordnung" and all relevant official guidelines apply and are integral part of the contractual agreement.

ADMISSION VOUCHERS

- ❖ You will receive a QR-Code and link for unlimited free electronic ticket vouchers for the value of €25,- per day and ticket. You'll find more information and instructions in your stand confirmation.
- ❖ For further information and questions please contact Mr Lorenz Pfeifer
Tel.: +43/463 56800-57, Mobil: +43/664 8199815, pfeifer@kaerntnermessen.at

ELECTRIC POWER

- ❖ Please note that for safety reasons all power sources will be switched off at the end of the trade show (Thursday 6 pm).
- ❖ Should you need a power supply beyond this time (e.g. for freezers, etc.), please notify our contractual partner Elektro Percher, Mr. Nico WIESER, in due time at phone +43/664 5141200 or +43/463 56265, or notify us of your extended power supply demand when you file your power supply registration before the beginning of the trade show.

WASTE DISPOSAL

- ❖ Please note that all exhibitors/set-up teams are responsible for disposing of their waste, including adhesive tape (carpet laying, SYMA wall stickers). Any costs of cleaning and disposal of hazardous waste will be charged separately.

**BEGEGNUNG
VERBINDET.**

www.kaerntnermessen.at

AKM - ADVERTISING

- ❖ No advertising media are allowed outside the stands. Fliers and promotional literature may only be distributed at the stand. Loudspeakers or sound devices may only be operated in such a manner that they not to disturb the people at neighbouring stands. Instructions of the organisers following complaints shall be observed immediately.
- ❖ The organisers offer advertising options outside the exhibition stand to the exhibitors. These advertising options will be charged separately.
If exhibitors play music for advertising purposes, they shall make the respective registration with the Austrian copyright collective AKM (staatl. genehmigte Gesellschaft der Autoren, Komponisten, Musikverleger, reg.Gen.m.b.H.), office: ViktringerStrasse 26, 9020 Klagenfurt, phone ++43/05 0717-12523, e-mail: service@akm.co.at, and pay the fees before the beginning of the trade show. The organisers assume no liability vis-à-vis AKM and similar organisations. If third parties make any claim against the organisers under this title, the exhibitor agrees to hold the organisers harmless and keep them indemnified.

DISMANTLING AND REMOVAL

END OF TRADE SHOW: Thursday, 15th May 2025 - 5 pm

- ❖ **Please note:**
Dismantling your stand and removing exhibition items before that time is not permitted. Any early removal has legal consequences. Kärntner Messen assumes no liability and responsibility for exhibition items, structural stand components, etc.
- ❖ **Dismantling**
Access for vehicles **15th May 2025 - 6 pm** (one-way system)
only via southern gate (Florian-Gröger-Strasse)
Exit: EASTERN GATE/SLIDING GATE

Dismantling on Friday, 16th May 2025 from 7.30 to 8 pm, Monday 19th May daily from 7 am to 8 pm

END OF STAND REMOVAL: Monday 19/05/2025!!!

This deadline shall be strictly observed because set-up work for the next trade show will begin afterwards.

REQUESTS, WISHES, SUGGESTIONS AND COMPLAINTS

- ❖ We will be pleased to hear your recommendations, wishes, or even suggested improvements, because the organisation of good and successful trade show requires good and efficient cooperation. Please submit your suggestions and wishes in writing. This makes processing easier. May we ask you in this context to take your time and fill in our exhibitor questionnaire that will be distributed during the event? Please support this important survey that we will use for in-house purposes only. Your suggestions are a valuable source of information for future trade show concepts.

We look forward to your participation in the trade show 2025 and wish you a good trip, a pleasant stay in our city and a successful event!

Best regards,

KLAGENFURTER MESSE
Betriebsgesellschaft mbH

**BEGEGNUNG
VERBINDET.**

www.kaerntnermessen.at