

5-9 September 2022  
BMW Welt, Munich, Germany



## Graphene Week 2022 Exhibition Guidelines

Dear Exhibitor,

We are very pleased to welcome you to the “Graphene Week 2022” event organised by the Graphene Flagship, Bundeswehr University and Airbus.

We have compiled these guidelines in order to provide you with the most complete and accurate information regarding the preparation of your exhibition stand.

Further information about the conference programme and joint events are available on the conference's website and online programme. Be sure to check it from time to time for last minute changes!

Exhibitors are entitled to a 5-minute presentation in the Future Forum between 14:00 and 14:30 on either Wednesday, 7 September or Thursday, 8 September. Please book your slot by 25 August.

Should you have any additional questions, please feel free to contact us at [gw2022@graphene-flagshp.eu](mailto:gw2022@graphene-flagshp.eu)

We look forward to meeting you at the Graphene Week 2022 Exhibition in Munich!

The Graphene Week Organisation Team



**GRAPHENE**  
WEEK

**5-9 September 2022**  
**BMW Welt, Munich, Germany**



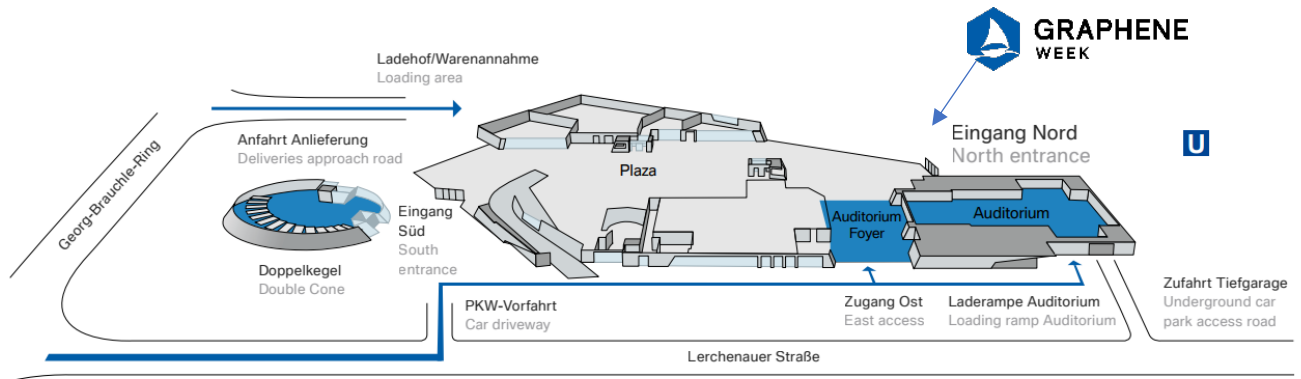
## Congress Venue

BMW Welt  
 Am Olympiapark 1  
 80809 München

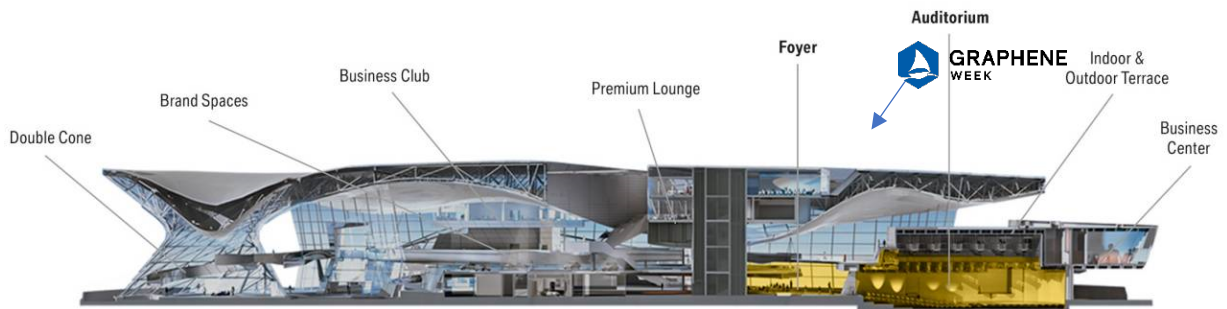
[www.bmw-welt.com](http://www.bmw-welt.com)

## Location of the Exhibition

The exhibition area is located on the ground floor of the building, in the Auditorium Foyer between the Auditorium and Bistro Cooper'S.



The north entrance of BMW Welt will be closed to the public. When arriving by public transport or taxi, please use the south entrance of the building (main entrance) and cross the building to reach the exhibition area. From the underground car park, an elevator leads directly into the building.



**5-9 September 2022**  
**BMW Welt, Munich, Germany**



## Set-up and Dismantling Times

### Set-up – Tuesday, 6 September, 07:00 – 10:00

All booth elements included in the exhibition packages and additional pre-ordered equipment will be set up by the Organizers on the afternoon of Monday, 5 September. **Exhibitors may access the booths as of 7:30 on Tuesday, 6 September for decoration.** The exhibition will open at 10:45.

### Dismantling – Thursday, 8 September, 20:00 – 21:30

The Organizers will take care of the dismantling of the booth elements included in the exhibition packages and additional pre-ordered equipment.

**Clearing the stands of any materials brought on site by the exhibitor must be completed from 20:00 to 21:30 on Thursday, 8 September.**

Any exhibitor materials left at the booths will be disposed of after 21:30.

Due to strict set up regulations and limited storage space at the conference venue, no exceptions can be made for set-up and dismantling. In case of major concerns, please contact [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu).

## Booth Equipment

### Equipment provided by the Organizer

The following equipment will be provided by the organizer:

- Blue carpet (2x2m for silver booths, 2x3m for gold booths)
- White counter (W70xD70xH108cm for silver booths, W180xD70xH108cm for gold booths) with logo & QR code prints<sup>1</sup>
- White high stool (1 for silver booths, 2 for gold booths)
- 1 electrical outlet per booth

Additional equipment (side boards, brochure stands and other individually requested materials) will be provided according to the Exhibitors individual booking.

Exhibitors are required to submit their logo and QR code leading to their website for printing by 25 August to [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu). Printing cannot be guaranteed for files submitted after this date.

Exhibitors are responsible for the quality of the printed material which will depend on the quality of the submitted files. Logos will be printed in A3 size (29,7x42,0cm) for silver booths and A2 size (42,0x59,4cm) for gold booths and QR codes in 10x10cm size on transparent stickers. Submitted files therefore need to be released – no white background.

File format: Preferred file format is PDF (PDF/X-3: 2002). A vector file (eps, ai) should be submitted as well.

Image resolution: Recommended resolution is 300 dpi.

5-9 September 2022  
BMW Welt, Munich, Germany



## Equipment to be provided by the Exhibitor

The exhibitor booths do not have walls – Exhibitors are invited to bring a roll-up which will serve as backwall for the booth (maximum allowed dimensions: 120x200cm).

Exhibitors are free to bring additional material and decorations for the booth. The exhibitors are responsible for the installation and dismantling of their own materials. The Organizer does not take responsibility for any materials brought in by Exhibitors in case of loss or damage.

## Promotional Material

### Bag Inserts

Bag inserts (1 for silver exhibitors, 2 for gold exhibitors) may be any size up to A4.

The inserts must be shipped by the Exhibitor to BMW Welt by 2 September in order to be included in the conference bags. The Organizer takes care of assembling the bags.

Exhibitors are required to ship the bag inserts in a separate box clearly marked on the outside with the indication “Exhibitor Name – BAG INSERTS”. The Organizer will not take responsibility for looking for bag inserts in any other boxes.

## Exhibitors Programme

Exhibitors are entitled to a 5-minute presentation in the Future Forum between 14:00 and 14:30 on either Wednesday, 7 September or Thursday, 8 September.

A presentation slot must be booked via the online form by 25 August.

The sequence of the presentations will be determined by the Organizer.

A projector and microphone are available in the Future Forum.

## Shipping and Storage

BMW Welt has limited space for storing incoming or outgoing exhibition goods or other materials. There is no space for storing large boxes or cases – Exhibitors may only ship roll-ups, bag inserts and other small exhibition material.

Any larger shipments need to be approved by [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu) prior to shipping.

All shipments should be scheduled to arrive on 2 September.

**Please note:** Due to a complete closing of BMW World, no deliveries can be accepted between 3 September, 14:00 and 5 September, 15:00.

5-9 September 2022  
BMW Welt, Munich, Germany



### Shipping address:

BMW Welt  
Events (CB-361)  
Am Olympiapark 1  
80809 München

Contact details (if required for shipment): Daniela Peric, Daniela.DP.Peric@bmw.de

Deliveries must be made via the BMW Welt loading area.

All boxes must be clearly marked on the outside with the Exhibitor's name and booth number, as well as the name of the BMW Welt contact person Daniela Peric + GW2022. Please note bag inserts must be packed in a separate box (see instructions above).

BMW Welt has no storage capacities for any material after the dismantling of the exhibition – Exhibitors may not leave any material after clearing their booth on Thursday, 8 September.

### Exhibitor Badges

Exhibitors can collect their congress badges on **Tuesday, 6 September as of 7:30** at the main registration desk.

Exhibitor badges will be issued in the name of the person having registered as main exhibitor unless otherwise communicated by the Exhibitor to [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu).

Additional pre-ordered day passes must be collected at the main registration desk on the first day of validity.

A full-week exhibitor ticket may be converted into a 5-day ticket for different participants – please contact [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu) to request a ticket split.

During the congress days, Exhibitors should always wear their badges. No access to the Graphene Week 2022 area (including the exhibition area) will be granted to persons not in possession of a valid congress badge.

### Safety Regulations

Exhibitors are required to comply with BMW Welt's **Safety Regulations for Events** which can be found in the annex of this document.

All rescue routes and emergency exits must be kept clear at all times. Hallways and aisles may not be narrowed during the event by any materials brought in by Exhibitors.

Booth decorations and other materials brought into BMW Welt by Exhibitors must at least be made of flame-retardant material (B1 pursuant to DIN 4102 or at least Class C to EN 13501-1).

**5-9 September 2022**  
**BMW Welt, Munich, Germany**



Technical equipment brought into BMW Welt by Exhibitors must comply with general technical regulations, particularly the requirements of accident prevention regulations DGUV-V 17 and DGUV-V 3 relating to safety and functionality.

No exhibits or publicity products may be mounted by Exhibitors on the floor, walls, ceiling or columns. The Exhibitor will be liable for any damage caused by him/her to the building or the exhibition area.

No garbage should be left at the booths after the clearing of the exhibition. The garbage will be removed by Exhibitors and disposed of in the indicated location.

### Insurance

The exhibitor must take out any liability and goods insurance he/she sees necessary at his/her own expense. BMW Welt will not assume any responsibility for property stored or left on the premises.

### Parking

There is an underground car park at BMW Welt (open from Monday to Saturday from 07.30am–midnight). Parking costs are at the Exhibitor's own expense (daily fee approximately 9€). You can guarantee parking space by sending a parking space request (date and time) by email to [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu) by 30 August 30 (one parking space per exhibitor only).

**Please note:** Due to complete closing of BMW World, the car park at BMW Welt is closed between 3 September, 14:00 and 5 September 5 15:00.

### Catering

The BMW Welt has exclusive catering rights. Exhibitors may not serve any food products brought to the stand themselves apart from their own company's sweets or other such products.

Any additional catering services will need to be ordered in advance from Käfer. If you wish to order catering for your stand, please make your order directly with: Doll, Carmen [c.doll@feinkost-kaefer.de](mailto:c.doll@feinkost-kaefer.de), Reference: Graphene Week

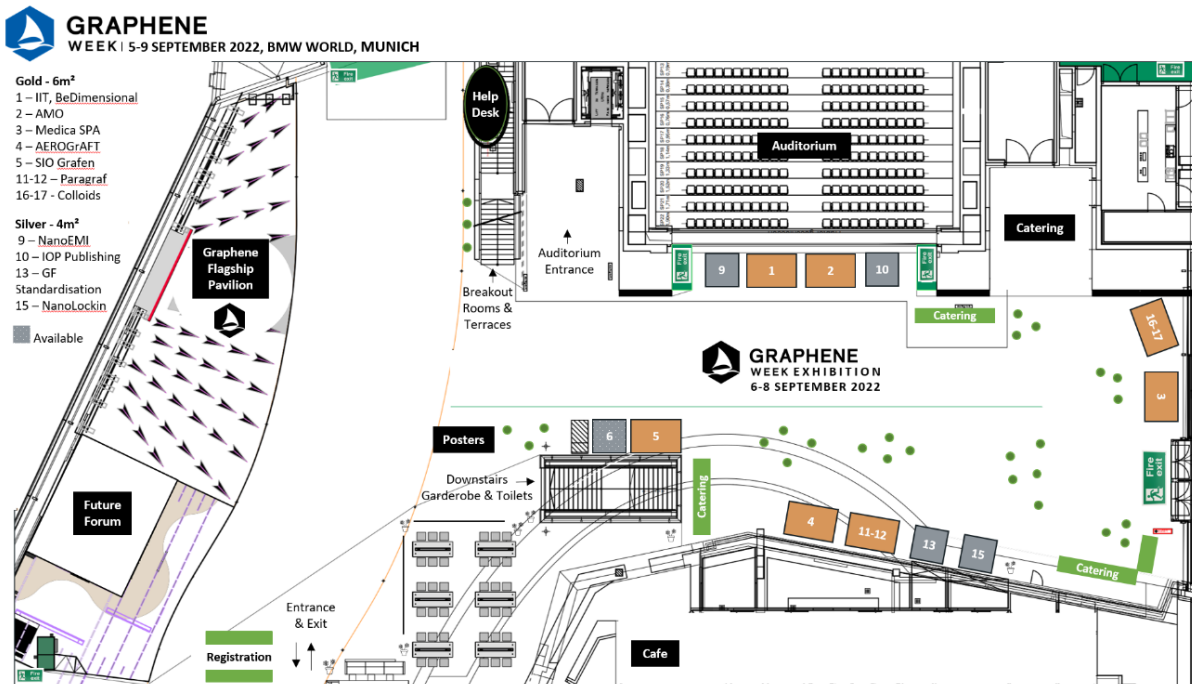
**5-9 September 2022**  
**BMW Welt, Munich, Germany**



## Additional information

Additional information concerning the exhibition and registration can be obtained from the Graphene Week 2022 Registration & Exhibition team.

E-mail: [gw2022@graphene-flagship.eu](mailto:gw2022@graphene-flagship.eu)



5-9 September 2022  
BMW Welt, Munich, Germany



## Exhibitors Gold



## Exhibitors Silver



## Sponsors



WITec



## Hosts

