



EU PVSEC

EU PVSEC 2023

40th European
Photovoltaic Solar Energy
Conference and Exhibition

18 — 22
September
2023

Lisbon —
Portugal

CCL
— Lisbon
Congress
Centre

Exhibition
—
EXHIBITORS'
MANUAL

www.eupvsec.org





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1. Introduction

Dear Exhibitor,

Welcome to the Exhibitors' Manual of the 40th European Photovoltaic Solar Energy Conference and Exhibition (EU PVSEC 2023) in Lisbon, Portugal.

Please take your time and read this manual carefully - it contains important information that is indispensable for your participation at this event.

Especially the section 'Exhibitors' calendar' (Chapter 2 and 3) may help you notice and remember important due dates.

This manual provides essential information as well as useful hints for exhibitions. We encourage you to use this manual not only for the preparation of your exhibition display, but also as a source of reference and information.

We want to make your participation in this event both successful and enjoyable. Please do not hesitate to contact us (WIP) if you have any questions:
pv.exhibition@wip-munich.de.

We are looking forward to welcoming you to Lisbon Congress Centre (CCL).

Your EU PVSEC exhibition team is looking forward to a constructive and beneficial collaboration at the EU PVSEC.



2. Exhibitors' Calendar

The Exhibitors' calendar shows important dates and deadlines concerning your participation at the EU PVSEC 2023. Forms and documents must be returned to the organizer (WIP) or to the administrator of CCL.

For any questions concerning services provided by WIP please feel free to address us, for any questions concerning the services provided by CCL, please get in touch with the CCL directly. Contact details in Chapter 4 'Addresses and Contacts'

3. Schedule and Deadlines

Subject, compulsory/optional	Date/Deadline	Reference
Conference Registration open	May 2023	WIP
Online Exhibition Ticketing open	May 2023	WIP
Deadline for ordering services from CCL	16. Aug 2023	CCL
Deadline for changing company contact details, company logo and company profile for digital catalogue entry. <i>Compulsory for all exhibitors</i>	23. Aug 2023	WIP
Return Exhibitor Pass Registration Form <i>Compulsory for all exhibitors</i>	23. Aug 2023	WIP
Jobs sent via email until 13 Sep 2023 will be presented on-site during the exhibition <i>Optional</i>	13. Sep 2023	WIP
Begin of assembly for exhibitors from 08:00	17. Sep 2023	WIP
Opening of the Conference at 08:00	18. Sep 2023	WIP
Opening the of Exhibition at 12:30	18. Sep 2023	WIP
Closing of the Exhibition at 18:30	21. Sep 2023	WIP
Begin of Dismantling from 19:00	21. Sep 2023	WIP
End of Dismantling at 23:30	21. Sep 2023	WIP
Closing of the Conference at 13:00	22. Sep 2023	WIP



4. Addresses and Contacts

WIP Renewable Energies

WIP is the organizer of the EU PVSEC 2023. For any questions concerning your participation in this event please do not hesitate to contact us.

Address:

WIP Renewable Energies

Sylvensteinstr. 2

81369 Munich Germany

Exhibition service team:

Ms. Alexandra Michaelsen phone: +49 - 89 720 127 64

e-mail: pv.exhibition@wip-munich.de

Mr. Denis Schultz phone: +49 - 89 720 127 38

e-mail: pv.exhibition@wip-munich.de

On-site:

We will be at your service at the EU PVSEC Exhibitor Service Point at the main entrance.

Lisbon Congress Centre oversees questions concerning their technical regulations for trade fairs and exhibitions and for services provided by their exhibition shop.

Venue: Lisbon Congress Centre

Praça das Industrias, 1

1300-307 Lisbon, Portugal

[CCL - Lisbon Congress Centre \(lisbonvenues.pt\)](http://lisbonvenues.pt)

Exhibition services

Joana Pinto

Email joana.pinto@ccl.fil.pt

Email lisboacc@ccl.fil.pt

Deliveries:

Please arrange all the deliveries with our logistical partner Cretschmar MesseCargo GmbH.

Direct deliveries to CCL are not possible. Please find more information in Cretschmar shipping manual.



5. Important documents

Forms

[Exhibitor Pass Registration Form for exhibitors](#)

[Visa application request](#)

Please note: Build-up passes are not required.

Logistics

[Shipping instructions](#)

Safety

[Specific Rules for Fairs, Exhibitions and other Events](#)



6. Access to the Event and Ticketing

6.1 Opening Hours

The opening hours of the conference and the exhibition do vary:

Opening hours		Exhibition	Conference
Monday	18 Sept 2023	12:30 - 20:00***	08:00 - 18:30
Tuesday	19 Sept 2023	08:30* - 18:00**	08:30 - 18:30
Wednesday	20 Sept 2023	08:30* - 18:00**	08:30 - 18:30
Thursday	21 Sept 2023	08:30* - 18:00	08:30 - 18:30
Friday	22 Sept 2023	-	08:30 - 14:00

***Please note:** Exhibitors may enter the fairground on exhibition days from 08:30.

****Please note:** Exhibition halls must be left by 18:30.

*****Please note:** Welcome Reception from 18:30 to 20:00 in Exhibition Area, Pav. 2.

6.2 Access to the Exhibition

Please note: The final payment invoice that will be issued by WIP & CCL must be paid by due date indicated. Otherwise access to the booth cannot be granted.

6.3 Exhibitor Passes

The exhibitor pass is the document accrediting the holder as an exhibitor. An exhibitor pass grants access to the exhibition area from 08:30.

In the following you find information on how to get your passes, how many passes are being prepared for your company, how to order and receive additional passes, and information on passes for service personnel.

A certain amount of exhibitor passes will be prepared for every exhibitor free of charge. Every exhibitor receives passes depending on the stand size: 2 passes for every completed 9 sqm.

To personalize passes please fill out the [Exhibition Passes](#) form and send it to us via email.

Additional exhibitor passes

Additional passes are available via form: [Exhibition Passes](#)

Please note: Additional passes will be charged with 100€ each.



6.4 Badging and Access Control for Exhibitors

Exhibitors will receive their exhibitor badges at registration and will gain access to the exhibition hall from 08:00 on 17 September 2023 (build-up day).

Please note: Build-up passes are not required.

7. Visitor Tickets

Following registration options are available for visitors of the exhibition:

Ticket fees for visitors of the exhibition	online	on-site
4 Days Ticket (full exhibition)	30,00 €	30,00 €

Online registration for visitors

Online registration is available from May 2023.

Visitors can register online at the event's website [Registration \(eupvsec.org\)](https://www.eupvsec.org/) in order to enable the quickest processing on-site.

Online registration enables visitors to print out their visitor tickets on-site.

On-site registration for visitors

Visitors can also register directly on-site.

8. EU PVSEC 2023 Website

<https://www.eupvsec.org/>

The EU PVSEC website offers information and services for all participants of the event.

Downloads

Enables access to files that may be used concerning your participation at EU PVSEC 2023, such as:

- Hall layout
- EU PVSEC logo & banners for your marketing activities



9. Access to the Conference

9.1. General Information

The Conference takes place at Lisbon Congress Centre.

Exhibitors who want to participate in the Conference must register as a regular Conference delegate or designated person.

Further information concerning the Conference of the EU PVSEC can be found on

[Conference \(eupvsec.org\)](http://eupvsec.org)

9.2. Conference Registration for Exhibitors

All exhibitors will receive 10% discount on conference tickets.

Your booking of sponsorship package includes possibility to purchase conference tickets for a reduced price.

The admission provides access to all sessions of the Conference, Parallel Events and to the Exhibition Forum.

To benefit from this exclusive service for exhibitors, please make use of the discount codes provided by the organisers by email when booking your Conference tickets through the website: [Registration \(eupvsec.org\)](http://Registration (eupvsec.org)). The codes will be sent in the beginning of July.

To profit from this offer, a full payment of the above-mentioned preferential rate until 16 August 2023 is required. Otherwise, the regular registration fee will apply.



10. Set-up and Dismantling

Overview of event site - for Exhibitors (planned for August 2023)

The overview plan for exhibitors will show the exhibition compound including points of interest such as locations of service desks, hall gates, etc.

Layouts will be available via EU PVSEC website.

[Actual layout](#)

10.1 Set-up / Dismantling Hours

Set-up hours

Sunday, 17 Sept 2023, 08:00 – 20:00

Dismantling hours

Thursday, 21 Sept 2023, 19:00 – 23:30

Dismantling cannot start before 19:00 on Thursday 21 Sept 2023.

PLEASE NOTE: only loading/offloading operations are allowed (maximum 2 hours). Parking is not permitted.

10.2 Set-up / Dismantling Rules

Please pay special attention to the following regulations for set-up and dismantling.

- Waste disposal: Each exhibitor is obliged to remove his waste during set-up, during the show and after dismantling. Waste removal services can be ordered from CCL.
- Aisles must be always kept clear.



11. Logistics

Recommended forwarding companies

Cretschmar MesseCargo is our recommended forwarder. They will also be present at the event site and will handle on-site logistics such as forklifts, crane trucks, storage of empties, etc.

Cretschmar MesseCargo

Cretschmar MesseCargo GmbH offers one-stop logistic services for exhibitors of the EU PVSEC 2023: transportation of materials to and from the event site, handling and storage.

Cretschmar MesseCargo GmbH is qualified as exhibition logistics specialist with global reach. The company is a successful service provider for the EU PVSEC 2023 with a proven track record of experience for this event. They are responsive to the challenges of this exhibition and the particular demands of the PV industry.

For contact details, instructions and order forms please check their shipping instructions.

You may contact Cretschmar administrative staff in the office container located in close proximity to the exhibition hall.

phone: +49-221 7401 1279

e-mail: ute.wiezorrek@cretschmar.de

[Cretschmar MesseCargo Shipping manual](#)



12. Movement of Deliveries

Forklift services, offloading and empty case storage must be arranged in advance through the exclusive appointed freight forwarder, Cretschmar MesseCargo. No other agent/exhibitor or stand constructor can operate/drive their own forklift on-site.

The entrances, roads and spaces from the unloading points to the stands used to deliver equipment and/or assembly and installation must be protected by using:

- Trolleys or other handling apparatus with rubber tires,
- Weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.

No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

Exhibitors are not allowed to drive vehicles onto the exhibition floor.

13. Stand Construction

The following terms and conditions as well as stand construction and dismantling rules must be followed.

[Specific Rules for Fairs, Exhibitions and other Events](#)

Approval of Stand Design

Please send us your layout in case you use your own stand builder. If you purchase a shell scheme stand from CCL the stand design doesn't need to be approved.

14. Exhibition Shop for Supplies and Services

Please note: All orders should be done via order forms below. Detailed instructions are included in the forms.

Services available

Please click on each of the services to download the forms. All forms should be submitted to CCL.

- [Audiovisual Equipment](#)
- [Catering services](#)
- [Cleaning services](#)
- [Electrical Services](#)
- [Flowers & Plants](#)
- [Furniture](#)
- [Furniture catalogue](#)
- [Internet & Information Technology](#)
- [Rigging](#)
- [Security](#)



- [Signage for shell scheme booths](#)
- [Shell Scheme Package](#)
- [Waste removal services](#)

Stand plan for ordered services

For some ordered services such as electrical power supply, it is necessary that you hand in a stand plan which shows the exact desired allocation of the connections.

Billing

Ordered services are invoiced by the according service provider.

Cancellation Policy

Cancellations of the ordered items must be sent in writing ([e-mail](#)) to CCL.

Once confirmed and invoiced cancellations received are not entitled to any refund.

Deadlines

Please remember that any sent order is confirmed only after the payment.

Orders placed between August 16, 2023 and September 18, 2023 are subject to a 10 % increase.

Onsite orders are subject to a 50% increase.



15. Digital Catalogue of Exhibitors

Presentation in the catalogue

As an exhibitor of the EU PVSEC 2023 your company will be presented free of charge in the official Catalogue of Exhibitors according to the data you indicated in your Booking Form and with the logo which you can provide us via email.

Company information published in the digital catalogue

- Company name
- Stand number
- Company logo
- Website
- Social Media
- Profile

16. Visa Application for Exhibitors

International attendees may need a letter of invitation in order to obtain a visa to visit Portugal. We strongly advise to start the visa application process as early as possible.

Please note: The event organizer will not be able to contact or intervene with any embassy or consulate on your behalf.
The down payment for the exhibition space must be made before applying for a letter of invitation.

Exhibiting companies who wish to obtain a visa letter to visit Portugal should fill out and return the ['Visa Application Invitation Letter Request Form for Exhibitors'](#).

To ensure a successful request for an official letter of invitation for visa-application purposes, please make sure to return the form before 07 August 2023.
We strongly recommend you contact your respective embassy / consulate before applying for a visa letter to find out which additional details might be required.

[Visa Application Invitation Letter Request Form](#)



17. Rules and Regulations

Exhibition Organiser

WIP Wirtschaft und Infrastruktur GmbH & Co Planungs-KG (WIP) has been appointed as administrative organiser of the exhibition during the EU PVSEC 2023 in Lisbon, Portugal.

Unless differently indicated, WIP is your key contact for any information, special requests, service offers and approvals.

The Rules and Regulations for the exhibition must be respected.

Stand Dimensions

Immediately after allocation of the stand, the exhibitor is urged to personally check the location and measurements of installations which might be found on the stand space assigned.

The organiser does not accept responsibility for the detailed accuracy of the floor plans provided for exhibitors' reference.

Keep Aisles Clear

Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area to absorb the spectators. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately.

No objects, including signs or advertisements, may project into the visitors' aisles.

Positioning of Stand

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must always be kept free from obstructions.

Stand Flooring

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand must not be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

Stand Lighting

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting should be directed to the inner confines of the stand space and not project onto other exhibits or aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting is not permitted. Lighting that spins, rotates, pulsates and other specialised lighting effects that could interfere with neighbouring exhibitors or detract from the general atmosphere of the event is strictly forbidden.



Positioning of Exhibits

The Exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of the organiser, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter.

The exhibit should pose no danger to participants.

Any structural or display element which does not satisfy the organisers and/or venue officials in terms of safety must be made safe or removed.

Service Points (Electricity, Water, Compressed-Air, Telecommunication)

Access points at any given location may be supplying services to other exhibitors; therefore, some stand areas may have cables / pipes within their area feeding other locations. For aesthetic reasons it may be necessary to shield these pipes or in extreme cases install a platform floor, in such cases exhibitors will be advised at the earliest opportunity. Any additional costs arising will remain the responsibility of each Exhibitor.

Conditions of Payment

Conditions of payment mentioned on the invoice are valid. In any case payment must be made before opening of the exhibition; if not, the participation cannot be guaranteed, and the rental fee remains due.

All published prices are indicated in € and exclude VAT.

Eligibility for Exhibiting

The booths may be used only for exhibiting and advertising the exhibitors' own products in accordance with host country's applicable laws and regulations.

Orders for Exhibition Services

Orders for technical installations and exhibition services are only accepted when confirmed in writing.

Orders received after this date or onsite may cause considerable delay in build-up procedures. All services and supplies are subject to availability.

All services will only be rendered after the exhibition organiser has received full payment. For further questions regarding the services, please contact the organiser.

Cancellation

All cancellations must be in writing.

From June 26th, 2023, no refund and all outstanding payment due (100 % cancellation fee).

Stand Planning

It is only allowed to close maximum 1/3 of the stand sides along corridors with elements of more than 1.50 m height. Stand walls longer than 1/3 of a stand side and higher than 1.50 m must have a minimum distance of



1.50 m towards the edge of the exhibition surface. Stand should be designed to allow a view through the exhibition stand. Designs that clearly attempt to obstruct the view to other exhibitors will not be approved.

Please ensure that your back walls are covered on the reverse side (especially raw wooden constructions) even if there is another stand backing up to yours and especially when your stand construction is exceeding 2.50 m. Back walls adjacent to another exhibitor must be kept free of any graphics and logos.

Floor Covering / Carpet

The exhibition floor is covered with marble. When using carpet for your stand, please ensure that specialised products for temporary fixation are used only. The repair of any damages, respectively the cleaning of remains from any carpet fixations must be invoiced at cost.

It is mandatory to cover the booth space with carpet or something similar.

Stand Construction / Safety

It is allowed to close maximum 1/3 of the stand sides along corridors with elements of more than 1.50 m height. Stand walls of more than 1/3 length and 1.50 m height must have a minimum distance of 1.50 m towards the edge of the exhibition surface unless otherwise approved by the organiser.

Please ensure your back walls are covered on the reverse (especially raw wooden constructions) even if there is another stand backing on to yours and even more so, if your stand height is exceeding 2.50 m. Back walls adjacent to another exhibitor must be kept free of any graphics and logos.

No ceiling suspensions are allowed.

Construction

The ceilings, walls, columns and technical installations of the building in general must not be subject to loads from the decoration or objects exhibited, or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the building within or outside the stand space assigned. It is forbidden to make holes, insert screws or nails in the walls, ceilings, floors or columns of the building.

Damages / Safety / Insurance

Exhibitors are entirely liable for damages caused to third parties' stands, properties, health (incl. injury or death). To this extent WIP and CCL are to be considered third parties. Exhibitors' liabilities are extended to their personnel and/or other people working under their control.

EU PVSEC 2023, WIP and its staff, as well as the CCL cannot be held liable for any damage and/or loss suffered by the exhibitors during the exhibition, installation and dismantling. It is therefore strongly recommended to arrange insurance accordingly. As there will be no guarding of the exhibition area during the official exhibition opening hours, all exhibits must be staffed with at least one person. The exhibition area will be locked late at night. Extra guarding service for the exhibition is not planned.



Fault Reporting

In the event of damage or fault in the electrical installation on the stand, the services department of the event site should be contacted immediately.

Responsibility to Neighbouring Stands

EU PVSEC is a long-standing event with a reputation of equity in its dealings with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants. Each exhibitor is asked to consider, therefore, the impact of their stand construction on neighbouring exhibits and ensure transparency.

Any part facing an adjacent stand that is over 2.50m in height shall be designed with neutral surfaces (white). Noncompliance can implicate a renovation at the expense of the exhibitor. In order to respect the fair nature of the exhibition, exhibitors are requested to indicate any possible problems of transparency or impediments to neighbouring stands. In case of failure to do so, the exhibitor responsible will be expected to make such changes that are necessary at his own cost. In such cases, the decision of the organiser will be considered final.

Access to Stand

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the CCL access to their stands.

Promotional Activities / Sound Restrictions

Promotional activities within the exhibition surface are allowed if they do not interfere with the running of the conference nor disturb your fellow exhibitors. Presentations, and slowly moving visual and acoustic advertising, and musical reproduction, are permitted, provided that these cause no nuisance to neighbours, create no jams in the aisles, and do not drown announcements on the public address system in the halls. The noise level must not under any conditions exceed 60 dB(A) at the edge of the stand, unless the organiser explicitly approves exceeding this volume level.

Distribution of printed matter and circulation of advertising material is permitted only on the stand space itself.

Electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors. The exhibition organiser reserves the right to determine at what point sound and activities constitute interference with others and if they must be reduced or discontinued.

Serving of hot meals must be authorised by the organiser. Preparation of hot meals at the booths is not allowed.

Outside the stand surface promotional activities are not allowed. Neither is it allowed to affix any kind of promotional material to walls, columns or any other object of the Exhibition Hall. In case of non-compliance the exhibitor shall be liable for any damages. Sponsors and exhibitors are not allowed to organise their own scientific and/or social events – be it inside or outside the congress venue - parallel to the congress programme without prior approval by the congress organiser.

Refuse Collection



Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event. Exhibitors should manage (contract and pay for) their waste removal through the official cleaning supplier. 'Wild tipping' or disposing of bulk waste within fairground without payment is strictly forbidden. **IMPORTANT:** Unattended rubbish left in aisles when the exhibition is open will be removed at the exhibitor's expense.

'Force Majeure'

If the exhibition must be cancelled or changed due to unforeseen political and/or economic events or general 'force majeure', the organiser cannot be claimed against for any compensation.

Due Diligence

All stands, materials, installations, advertising supports, etc., must conform to public safety requirements in the host country and the EU. Where these differ, the safest standard must be met.

All entities involved in the EU PVSEC must have adequate insurance to cover claims arriving from industrial accidents and public safety, whatever the cause.

Exhibitors and their contractors must abide by current legislation in Portugal regarding the prevention of occupational hazards which apply to the work being carried out. Particular care should be taken during construction and dismantling periods; un-safe working practices will be stopped on behalf of or by the administration of the event site, on behalf of or by the organiser in the interests of public safety.

Exhibitors using materials not conforming to any safety component of these Rules and Regulations will replace them with safe alternatives at their own cost.

Amendments to the Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of the organiser. These rules may be amended at any time by the organiser and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

Place of Legal Performance and Venue

Should the parties involved disagree on any point, they are subject to the official court of Munich, Germany, thus German law will be applied.