



5th to 6th December 2018
Messe Bremen exhibition centre

DeLuTa 2018

Conditions of Participation
Technical Guidelines
Registration



DeLuTa is a specialist event for contractors, their employees and supporting member companies. It is a platform for communication and exchange of experience between manufacturers and professional customers.

The aim of the contractors is to meet company managers, managing directors, designers, sales and customer service managers and/or other senior employees of the manufacturing companies at the DeLuTa. On the other hand, companies have good opportunities to experience the wishes, suggestions and ideas of their top customers.

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A. Conditions of participation

1. Organiser

LU Lohnunternehmer Service GmbH Seewiese 1
31555 Sutfeld-Riehe
Phone 05723 7497-0
Fax 05723 7497-11 Email info@deluta.de

2. Place, duration, procedure, opening hours

2.1 Place, duration

The DeLuTa 2018 will take place from Wednesday, 5th December to Thursday, 6th December 2018 on the exhibition grounds of Messe Bremen, Findorffstraße 101, in 28215 Bremen.

2.2 Timetable (short overview)

Delivery of machines	Monday, 03.12.2018	12:00 - 18:00 Uhr
HGV drivers can stay overnight on the premises. Machines parked outside will be watched. The parking of the machines in the halls starts Tuesday, at 08:00.		

Assembly	Tuesday, 04.12.2018	
Start of assembly for companies with machines		from 08:00
Start of assembly for companies without machines		14:00
End of assembly (followed by a rustic dinner)		18:00

1st DeLuTa day	Wednesday, 05.12.2018	
Hall access for companies (assembling stands will no longer be possible on Wednesday!)		from 08:00
Official DeLuTa start 1st day		09:00
End of company presentation		19:30
Closing of the halls		20:30
Start of the DeLuTa party (admission from 18:00) ÖVB Arena		21:00

2nd DeLuTa day	Thursday, 06.12.2018	
Hall access for companies		from 08:00
Official DeLuTa start 2nd day		09:00
End of company presentations		18:30
Start of business meeting (admission from 18:30)		19:00

Day of disassembly	Thursday, 06.12.2018	
Start of disassembly		from 18:30
Opening of the hall		19:00
doors End of disassembly on Thursday		24:00

Continuing disassembly	Friday, 07.12.2018	07:00 – 12:00
(cf. section A.3.5 Clearing the halls)		

2.3 Visitor opening times

1st DeLuTa day	Wednesday,	05.12.2018	09:30 – 19:30
2nd DeLuTa day	Thursday,	06.12.2018	09:00 – 18:30

3. Assembly and disassembly

Machines can only be delivered via the large central Bürgerweide car park. (for site plan, see page 8). The organiser will arrange the entry of machines, vehicles and equipment into the halls. The maximum dimensions of the gates are: height 4 m, width 5 m. Tractors, telescopic loaders, wheel loaders and lift trucks are available with sufficient lifting power and the necessary technical

equipment free of charge (see section B.4.3 Telescopic loaders, wheel loaders, pallet trucks, tractors).

The parking of vehicles is not permitted in the unloading and shunting area in front of and behind the halls during the assembly of DeLuTa (03. - 04.12.2018). There are sufficient parking spaces available in the immediate vicinity at the Bürgerweide.

During assembly on 4th December 2018, company employees and helpers will be provided with drinks and a small snack (from noon) free of charge from 10:00.

At the end of the assembly day (04.12.), a rustic meal with draught beer and/or non-alcoholic beverages will be available for all employees and helpers free of charge from 18:00 - 20:00. (cf. section B.5.3.1 Catering).

3.1 Start of assembly

Tuesday, 04.12.2018 from 08:00.

Delivery of machines the day before (Monday, 03.12.2018) is possible from 12:00, but not the assembly or parking of the machines in the halls. On Monday (03.12.2018), unloading aids will be available from 12:00 for low-loader transports. During the night, the machines parked outside will be watched.

Important! The operating personnel of the machines have to be present from 08:00 on Tuesday, 04.12.2018!

Assembly on the morning of the 1st DeLuTa day (Wednesday, 05.12.2018) is not permitted.

For participating companies without machines, for example in the area of plant protection, fertilisers, foils, tyres, accessories, EDP, consulting, assembly starts on 04.12.2018 from 14:00 to avoid unnecessary waiting times.

Companies that, in individual cases, can only occupy their space after certain gates have been closed, will be notified separately.

Machines that are large and difficult to move must be delivered by 12:00 on 04.12.2018 at the latest. All companies involved will be informed accordingly. In the event of delayed delivery, there will be no claim to proper storage in the halls.

3.2 End of assembly

Tuesday, 04.12.2018 at 18:00
Afterwards, a free, rustic dinner with beer and soft drinks will be provided in the foyer of Hall 7 from 18:00 - 20:00.

3.3 Start of disassembly

Disassembly including the clearing up of stand utensils on Thursday, 06.12.2018 will not be permitted before 18:30. The hall gates will be opened at 19:00. It is strictly forbidden to open the hall gates on one's own authority or to begin with the disassembly of presentation areas prematurely, even if this can be done without transport aids or vehicles.

Entry of low-loaders or trucks into the premises of Messe Bremen is permitted from 18:30. The gates will not open until 19:00.

3.4 Disassembly after the end of DeLuTa

Thursday, 06.12.2018, 18:30 to 24:00.
The halls will then be closed until the next morning.

3.5 Clearing the halls

Friday, 07.12.2018 from 07:00 to 12:00. Any subsequent removal of machines must be agreed upon with the organiser or Messe Bremen. Lifting vehicles or tractors after clearing out are only available after consultation.

4. Registration, confirmation

The binding order of a presentation area shall be made by registration in writing. All registrations will be considered in the order of incoming mail, fax or post.

BLU sponsoring members will be given priority with the allocation of places until 1st September 2018. In the following order, companies that are members of at least three national associations or national groups will be considered first. If all places are occupied, there will be no right to participate in the DeLuTa company presentation.

Supporting member companies that have not paid for the space they have ordered on time will lose their right to participate. (cf. sections A.5 and A.7 Withdrawal, terms of payment).

When registering machines with excess length (over 10 m), the exact dimensions must be stated on the registration form. There is no right to stop park if the dimensions exceed the ordered surface sizes or the respective surface lengths or widths.

4.1 End of registration

The official registration deadline for the company presentation is 1st October 2018. After that, only remaining free spaces will be allocated. Until the 1st September, sponsoring members will be given priority in the BLU. If all spaces have already been allocated before 01.09.2018 due to high demand, there will be no entitlement to the allocation of a presentation space in the BLU for most recently registered supporting members either. In the event of overcrowding, open registrations for DeLuTa will be added to a waiting list and taken into consideration in the order they have been received in the event of cancellations or arrears. Here too, supporting members of the BLU will be given priority.

4.2 Registration confirmation

BLU sponsoring members will receive a binding confirmation of registration if space is available and proper registration is received.

Companies that are not members of the BLU, but of a national association, national group or professional group, will first receive confirmation of receipt of their registration. This will only be confirmed after 1st September 2018, provided that appropriate space is available.

5. Cancellation

Cancellation of registration must be made in writing or by fax. In the case of cancellations after the registration deadline, pro rata rental costs for the return of the presentation area must be paid:

after 15.09.2018	25 %
after 15.10.2018	50 %
after 15.11.2018	75 %
in default of appearance	100 %

6. Participation fees

The participation fees are listed on the registration form.

7. Terms of payment

The fees for rented presentation areas must be paid within two weeks of receipt of invoice. In the event of improper or late payment, the right to participate in DeLuTa will expire - even if a valid confirmation has been given.

8. Media, wishes

8.1 Media entries

The company logo of all participating companies will be published free of charge via the member information service „LU aktuell“, as well as on the BLU website and the DeLuTa website with hyperlink to your company homepage. With the registration, automatic approval of publication will be accepted. Companies that do not wish to have their logo published in the association and DeLuTa media must object to this regulation in writing.

8.2 Name

DeLuTa is a central conference of LU Lohnunternehmer Service GmbH exclusively for all members of the BLU and/or the national associations and national and professional groups.

8.3 DeLuTa logo

The use of the DeLuTa logo is permitted for participating companies. An EPS, PSD or JPEG file of the logo is available for downloading from the DeLuTa website.

8.4 Special requests

Special features or wishes regarding the stand, e.g. preferred neighbours, can be noted on the registration form. These will be taken into account, as far as the general conditions and available space at DeLuTa permit it. There is no entitlement to certain wishes or to the allocation of certain areas.

The DeLuTa guidelines provide for a regular change of stand space to avoid any advantages or disadvantages.

1. General notes

The following guidelines for ensuring the basic concept of DeLuTa will be consistently adhered to. A design of stands that is typical of trade fairs is not permitted at DeLuTa.

Please inform all employees involved, as well as the assembly and disassembly personnel about these regulations.

1.1 General rules

Not permitted are:

- The **selling of promotional items** (cf. section B.2.4.3 Advertising, sales).
- **Loud noise** via microphone and loudspeakers (cf. section B.2.4.5 Acoustic and optical demonstrations)
- **Technical demonstrations** such as welding, modification measures (fire protection, noise) as well as acoustic and optical demonstrations (cf. B.2.4.5 Acoustic and optical demonstrations)
- The **use of promotional or playing equipment that makes noise** (cf. section B.2.4.5 Acoustic and visual demonstrations)
- **Putting up or hanging flags** outside the exhibition halls
- The parking of machines, technical units, poster walls, etc. in front of the exhibition halls and on parking lots or forecourts in the immediate vicinity of Messe Bremen
- The **repainting of machines** or tyres in the halls (cf. section B.6.2 Contamination)
- **Opening the safety doors of the halls** (except in the event of danger) (cf. section B.3.3 Safety doors)
- **Company catering** in any form
- **Serving alcohol** (cf. section B.5.3.2. Alcohol)
- **Bringing along beverages** (cf. section B.5.3.1 Catering)

2. Presentation areas

2.1 Area sizes

The maximum size of presentation areas is 120 m². Rectangular dimensions are possible. Companies without machines are only entitled to an area of more than 60 m² if they are available.

The standard dimensions of the presentation areas are: 9, 12, 15, 18, 20, 24, 30, 40, 50, 60, 80, 100, 104, 120 m². The respective sizes are described in the registration form. Special sizes are also available on request.

If special subject areas, e.g. electronics, EDP or similar are offered by the organiser, companies that are specialised in this area can use these. In the field of electronics, other companies can additionally use a specially themed space with a maximum of 12 m² in addition to their presentation area.

The minimum depth for small areas is 3 m. Areas longer than 6 m must have a depth of at least 4 m, areas longer than 12 m must have a depth of at least 5 m. The maximum surface length for vehicle combinations is 18 m. A reasonable length/width ratio of the presentation areas must be maintained.

Exceptions apply to machines with an excess length or width due to their design. The larger number in each case characterises the aisle length (see overview „Presentation areas“ on the registration form).

Machines, machine parts or other superstructures must not protrude beyond the ordered surface dimensions. Special wishes and dimensions can be taken into account in consultation with the organiser.

2.2 Area division

The organiser decides on the allocation of the areas and ensures that the machines are parked in an orderly manner. The organiser aims to distribute the participating companies

across all halls cross-sectorally and cross-product in order to avoid special topics or technical areas, apart from electronics.

The organiser will deliberately move the presentation areas and the companies to the halls. There is no claim to a certain area or to a certain hall.

Areas for presentation for groups will be possible. This will require placing respective products and makes separately. In the case of more than two brands, group brands will be separated by corridors.

Group-owned leasing or financing companies are entitled to their own presentation areas, provided that these companies themselves are supporting members of the BLU. However, these companies are not permitted to integrate machines from the group.

It is not permitted to park machine combinations of different makes or manufacturers over areas randomly. The organiser is obliged to divide the presentation areas by corridors or escape routes in accordance with the applicable guidelines of Messe Bremen. The aisles must be kept clear (see section B.3.1 Escape routes).

The companies participating in DeLuTa shall receive detailed plans of the halls so that they can carry out preliminary planning.

2.3 Product presentation

A subletting of ordered areas or the presentation of machines or products of other companies is not permitted without the consent of the organiser and without these companies submitting their own application and can lead to a reprimand from DeLuTa in case of violation.

Dealers or factory representatives of sponsoring member companies cannot rent additional space parallel to the respective manufacturer of the machines, even if they are themselves a sponsoring member of the BLU or a state association or a state or specialist group.

Registration of presentation areas by dealers or factory representatives who are also supporting members in the BLU or in a state association or a state or specialist group is possible if the respective manufacturers of these machines are not represented with their own areas. Dealers can also rent space to present their own products or machines.

It is not possible for dealers or factory representatives to present machines from manufacturers who are not members of the BLU themselves.

A maximum of 2 machines/devices can be presented per manufacturer or company, for small aggregates a maximum of 4 machines/devices. For smaller machines and/or tractors, wheel loaders, telescopic loaders, excavators, up to two self-propelled machines can be integrated.

No quantitative limitation is specified for companies with products such as tyres, foils, binding yarns, seeds, spare parts, workshop accessories. It is not permitted to exceed the area limits, e.g. in the direction of the corridor or neighbours. Banners, flags, objects blocking visibility, etc. may not be placed in the aisles.

The presentation of tugs or tractors in combination with mounted or attached equipment must be agreed upon with the organiser. Manufacturers of these machines – insofar as they are a supporting member in the BLU or in a state association or a state or specialist group – can add a maximum of two tractors in addition to their own presentation area within the scope of presentations at external companies. Appropriate measures or plans to integrate additional tractors must be agreed upon with the organiser.

2.4 Design

2.4.1 Appearance

Apart from the outside walls of the halls, all presentation areas must remain accessible for visitors. Strongly demarcating objects such as large vehicles or high machines may not be placed directly at the edge of the respective stand area. Default: width of passage must be at least 50 cm.

The space required or the parking of machines and products must be planned in such a way that consultation can take place within one's own area.

To ensure compliance with the DeLuTa guidelines, no fixed assembly of stands, no system stands, no roofing, no tents, no compact vehicle units such as, for example, folding presentation trolleys or buses, no carpeting or other coverings will be permitted.

Info-wall partitioning (e.g. display walls, counters, tables, etc.) are permitted if they do not block a clear view of neighbours. Fixed, closed walls in the middle of the hall are not permitted.

Clamping spots on display walls are permitted, but special lighting devices with traverses or similar are not. Illumination (spotlighting) of technical features within a machine is permitted, but must not lead to excessive protrusion of a machine.

2.4.2 Tables and chairs

The following recommendations and rules apply to the allocation of tables and chairs:

- To avoid bottlenecks and waiting times, we recommend that you bring your own tables and chairs.
- Armchairs and sofas are not permitted to avoid an inappropriate design of stands.
- Each company must ensure that its presentation products are suitably stored.
- Standing tables, tables and chairs can be reserved by advance notification. Orders must be placed when registering for DeLuTa. Stools are not available.
- The number of chairs is limited to 4 per table.
- Standing tables are only available in limited numbers (max. 2 standing tables up to 60 m² of stand area, above this, max. 3 standing tables). For standing tables, a rental fee of € 15/table plus VAT will be charged!

2.4.3 Advertising, sales

Free distribution of gifts, advertising or promotional items is permitted. Selling such products is not permitted.

2.4.4 Flags

Companies with presentation areas up to 60 m² can hang not more than 1 flag, companies with larger areas not more than 2 flags. The flags suspended from the ceiling must not exceed a maximum total size of 2 m in width and 4 m in length.

Flags with larger dimensions will not be accepted. All ceiling danglers must have a loop for using crossbars. The flags will only be hung on the broadside. Crossbars required for this will be provided by the organiser free of charge.

Flags without suitable carrier loops will be attached with staples to a crossbar. No liability will be assumed for possible damage to the flags by staples.

Exact hanging of the flags is not always guaranteed because of the distances of the holding traverses. Corner flags or hoisting flags standing on the ground will also be permitted for the design of the stand.

Please send the flag(s) in advance with the appropriate hanging equipment (without poles) and clear identification of the company to **LU Lohnunternehmer Service GmbH, Seewiese 1, 31555 Sutfeld-Riehe.**

2.4.5 Acoustiv and optical demonstrations

Film, PC or beamer presentations are permitted, but not with sound system via microphone and loudspeakers that disturbs neighbours.

Promotional or playing equipment with sound is not permitted. Furthermore, technical demonstrations such as welding (fire protection, noise), the installation of equipment or similar actions are not permitted.

3. Escape routes, surveillance, doors, delivery

3.1 Escape routes

In accordance with the requirements of Messe Bremen, the organiser is obliged to divide the presentation areas by corridors or escape routes. The aisle width has to be at least three metres. All aisles must be kept clear (see section B.2.2 Area division).

3.2 Security

The halls will remain closed during the night and will be continuously watched. Access to the halls will not be possible during the night. Personal items and jackets must be taken with you. The machines parked in front of the halls will also be watched during assembly.

3.3 Safety doors

For safety reasons, the outer doors of the halls are not allowed to be closed firmly during DeLuTa (means of escaping). All doors are secured from the inside with a safety bolt.

Doors are not allowed to be opened without permission. Costs incurred from having to close the doors again will be charged to the party responsible. This specification also applies, in particular, to the Wednesday morning before the official start of DeLuTa, e.g. for the delivery of materials for the stands.

It is also prohibited to open the doors for telephone calls or smoking breaks. Smokers can use the smoking areas that are easily accessible from all halls. Misuse of these guidelines can lead to a reprimand from DeLuTa.

3.4 Entrances for delivery

For delivery to the presentation areas, specially marked company entrances will be set up on 05.12.2018 from 8:00 - 9:30 and on 06.12.2018 from 8:00 - 9:00. After that, deliveries will only be possible via the main entrance to Hall 4 and the entrance in Hall 7, which will be open for a limited period of time.

Assembly of stands will not be permitted on the morning of the 1st DeLuTa day.

4. Technical equipment

4.1 Machinery cleaning

Washing facilities (cold water) for cleaning the machines will be provided outside next to Hall 7 in frost-free weather.

4.2 Telephone, internet, electricity

WiFi connections must be registered free of charge in the registration form. To establish a high-performance connection, the number of approvals will be limited. Normal DeLuTa visitors will not be given access.

Electricity (230 V) will be available free of charge for all presentation areas. Extension cables and plug connections must be brought along.

Power current and fixed LAN connections require separate registration and are subject to a charge.

B. DeLuTa guidelines

4.3 Telescopic loaders, wheel loaders, lift trucks, tractors

Tractors, telescopic loaders, wheel loaders, lift trucks will be provided free of charge during assembly and disassembly times up to 4.5 t of lifting force and necessary technical equipment

5. Admission, tickets, parking, catering

5.1 Admission, access, cards

The following are permitted to DeLuTa:

Entrepreneurs and employees of member companies (contractors and sponsoring member companies), as well as guests invited by the organiser.

The concept of DeLuTa includes full board for guests. Admission tickets can therefore only be purchased by member companies (cf. section B.5.1.1 Passing on of tickets).

The organiser decides whether other persons (guests) can participate or not. The following ticket regulations apply to companies:

There are no exhibitor tickets!

The usual exhibitor tickets for free admission are not available at DeLuTa. DeLuTa is an internal member event and not a trade fair. The admission tickets to be purchased are catering cards including all drinks for the duration of attendance selected.

This means that all participating companies, as well as all other guests, have to purchase the admission tickets for full catering separately with the ticket order form (to be sent later).

To ensure the professional quality of DeLuTa and to avoid unauthorised distribution of tickets, the organiser can allocate the number of admission tickets per company.

The admission tickets to be ordered will be allotted as follows:

up to	9 m ²	3 tickets
up to	15 m ²	4 tickets
up to	30 m ²	5 tickets
up to	50 m ²	6 tickets
up to	60 m ²	8 tickets
up to	80 m ²	10 tickets
up to	100 m ²	12 tickets
up to	120 m ²	15 tickets

The tickets are transferable within the company and must be ordered using a ticket order form.

5.1.1 Passing on of tickets

The passing on of admission tickets to external persons is strictly forbidden and will lead to exclusion from DeLuTa and at the same time to invalidity of the admission ticket(s) in case of violation.

This also applies to the passing on of cards to merchants, contractors or other persons. It is also prohibited to purchase additional admission tickets via contractors or to buy or sell tickets at the entrance.

In the event of violations, no compensation will be granted for tickets purchased or passed on without authorisation.

5.1.2 Special entrances

On the morning of both DeLuTa days, specially marked doors will be opened for company employees until the official start (cf. section B.3.4 Entrances for delivery). These passages are only to be used in conjunction with a regular admission ticket. Other DeLuTa visitors have no permission to use the special entrances.

Separate entry at the main entrances will be provided to company members with a valid admission ticket on the 1st DeLuTa day until 11:00 and on the 2nd DeLuTa day until 10:00.

5.2 Parking

The Bürgerweide is a central public car park directly in front of the exhibition halls with over 2,000 parking spaces. A multi-storey car park is also available at the Messe Bremen premises. Special parking regulations for low-loaders, trucks or tractors must be agreed upon with the organiser.

5.3 Catering, alcohol, smoking

5.3.1 Catering

During the assembly of DeLuTa on 04.12.2018, company employees will be provided with drinks and a small snack free of charge from 10:00 (see A.3 Assembly/disassembly).

During disassembly on Friday (07.12.2018), coffee and drinks will be available from 09:00. At the end of the assembly day, a free, rustic meal with draught beer and non-alcoholic beverages will be available to all employees and helpers from 18:00. (cf. section A.3 Assembly/disassembly).

Catering during DeLuTa will take place in all foyers in front of the halls, in the congress area as well as at central points in the presentation halls. Catering is freely available to all visitors and company employees. Beverages may be taken from the catering stations to your own presentation stand. Trays are provided by the organiser. It is prohibited to bring your own food and drinks into the halls.

5.3.2 Alcohol

The serving or drinking of alcohol is strictly prohibited in the presentation halls on 05.12.2018 and 06.12.2018. Even distributing small amounts of alcohol, e.g. as a gift of appreciation at competitions or as a service in return for surveys or similar is not permitted.

Outside the presentation halls (area of the evening events), alcoholic drinks are available from 18:30. You are not allowed to re-enter the presentation halls with alcoholic beverages.

5.3.3 Smoking

Smoking is prohibited in all halls, lecture rooms and catering stations. Suitable smoking areas will be set up in front of all halls.

6. Environment protection

6.1 Waste disposal

Waste will be disposed of free of charge by the hall staff. Hazardous waste must be disposed of at your own expense.

6.2 Contamination

Paint stains caused by repainting through machines or devices result in high cleaning costs. Consequently, any kind of painting measures in the halls is prohibited. Any costs due to damage or soiling will be invoiced to the person responsible.

7. Authority to issue instructions

The instructions of the organiser's security personnel and Messe Bremen's supervisors commissioned by the organiser must be obeyed.



How to get to DeLuTa:

Address Messe Bremen:
Findorffstraße 101
28215 Bremen

Navigation address (assembly)

Theodor-Heuss-Allee, 28215 Bremen

Please note: If you are using a navigation system, enter Theodor-Heuss-Allee as your destination. This will take you directly to the Bürgerweide - the car park at the exhibition grounds.

Parking (visitors)

Navigation device/address:

Please use the following address for your navigation device: Theodor-Heuss-Allee, 28215 Bremen, or enter only „Messe“ or Bremen and then follow the dynamic traffic guidance system that will lead you to the Bürgerweide car park. Bürgerweide car park offers 2,500 parking spaces.

By public transit

From the main station:

3 minutes walk; train service every hour;
almost 50 ICE and IC/EC services daily.

From the airport:

Only 15 minutes by taxi or tram (line 6 to Blumenthalstr. stop).
Nonstop flights from many major European cities to Bremen Airport.

By bus & tram:

Comfortable travel to the exhibition with 3 bus lines: 24 (Blumenthalstraße stop), 26 and 27 (Messe Centrum stop) and by tram - using lines 6 and 8 (Blumenthalstraße stop).

Organiser/contact

LU Lohnunternehmer Service GmbH
Seewiese 1
31555 Suthfeld-Riehe
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Telefax 05723 7497-11
E-Mail: info@deluta.de / info@lu-service.de
Website: www.deluta.de



As of March 2018