

INSTRUCTION SHEET

Time slot bookings for IZB 2018

Our traffic control system is based on an online platform in which you can book all required logistics areas (= meaning unloading and loading zones within the showground) for your vehicles during move in and move out. Through a personal login you can at any time review and manage your time slots and the respective access passes.

Important note: Vehicles without valid access pass will not be granted any access to the fair!

Please follow the hereafter described intuitive steps to a successful time slot booking & access pass.

→ Step 1: REGISTRATION

Information: if you already applied for a login for IZB 2014 or 2016, please use your previous user name + password in order to login. No need to register again – you can bypass step 1. If you have logins for the time slot tools of either Messe Essen or Messe Berlin kindly note that you cannot use them for IZB Wolfsburg although the online platform looks identical!

The first and one-off self-registration needs to be done through the following external link:

Link: <https://www.ax4.com/ax4/?ID=605223>

This link will be available from 20th August 2018 onwards and it will be distributed prior to this date.

In the section “Neuen Account anlegen” („create new account“) kindly insert your master company data as well as the contact details of the responsible person in charge.

Please follow the instructions on the screen. Once finalized, you will receive an individual login to the traffic control system by email.

→ Step 2: RESERVATION & BOOKING OF TIME SLOTS

The registration for the online platform has to be done through the above mentioned Link.

Once registered you are ready to get started to reserve your time slots for a logistics area (= unloading / loading zone) online.

- In the tab „free resources“, please choose the name of the exhibition, the hall number, the favoured date & the time as well as the type of vehicle. A list opens up with all available time slots on the desired day.
- You pick the desired time slot and add all relevant data (e.g. name of exhibitor or standbuilder, hall, booth, vehicle numberplate). This information can be accessed and edited at any time later on. At this point it is crucial to choose if you need unloading / loading assistance (e.g. forklift, manpower) or if you alternatively unload / load by own means (e.g. by hand).

- Followed by this step you receive an email informing you that the chosen time slot is reserved. If you registered yourself in the section “required services” for unloading / loading assistance you will also be asked in this email to place your order for the required logistics services with the official freight forwarder Schenker Deutschland AG.
- You now have a time frame of up to 48 hours for ordering the logistics services from Schenker Deutschland AG (e.g. by using the logistics order form). Upon receipt of your order you will receive an order confirmation for the requested equipment.
- Once the separate order of the logistics services is received we will also change the status of your chosen time slot from “reserved” to “booked”. An automatic email is sent to you confirming that your time slot is now booked.
- As soon as your time slot status is “booked”, kindly log on the above mentioned link once again and you will find your booking in the tab “bookings”. The access pass that your vehicle driver requires upon arrival in Wolfsburg can be printed / downloaded from here. Please make sure that the access pass is provided to the vehicle driver.
- If you do not require any logistics services for the unloading / loading, you will receive an email confirmation within 48 hours, saying that your access pass is available and can be printed from the tab “bookings”. Please proceed as mentioned above to print / download it.

The reservation of a time slot is only possible up to 24 hours before the desired access time so that manpower and equipment can be planned in advance by the official logistics provider. A time slot reservation with logistics requirements expires after 48 hours automatically if no order for the required services is sent to the Schenker Deutschland AG, Hannover.

For each unloading / reloading of one vehicle only one time slot booking is permitted.

→ **Step 3: ACCESS TO THE SHOWGROUND**

The vehicle driver is granted access to the fairground with the valid access pass at the booked time (max. 15 minutes before or after). The entrance gate that is to be used is mentioned on the access pass. The vehicle has to park on its designated logistics area as mentioned on the access pass. The logistics areas are sign-posted on the walls of the halls and a map can be downloaded from the above mentioned online link in the tab “downloads”.

Upon arrival the vehicle driver needs to approach the Schenker Logistic Center next to the entrance gate 3 in front of hall 2 in order to retrieve the ordered logistics services for unloading / loading.

Important note: each vehicle independent of its type and size needs to deposit a security deposit of € 100,00 upon entering the fairground.

This security deposit will be refunded if the vehicle leaves the fairground on schedule. For more details kindly see the Traffic Control information sheet.

→ NOTE REGARDING THE LOGISTICS AREAS / VEHICLE SIZES:

In order to optimize the constricted room on the fairground, the logistics areas (LF) were predefined for certain vehicle sizes. Not every size of vehicle can be booked on each logistics area (LF). We differentiate between two vehicle sizes:

- 1) Small vehicles: Trucks upto 7,5 tons / Vans / Cars
- 2) Large vehicles: Trucks over 7,5 tons

For small vehicles the following logistics areas are available:

Hall 1 / LF 1.1
Hall 1 / LF 1.3
Hall 2 / LF 2.2
Hall 3+4 / LF 3.1
Hall 6 / LF 6.2
Hall 6 / LF 6.3
Hall 7 / LF 7.3
Hall 7 / LF 7.5

At halls 4 and 5 there are no logistics areas for small vehicles. If required kindly book the closest available small logistics area, e.g. for hall 4 = LF 3.1 or LF 7.5 and for hall 5 = LF 6.2 or LF 6.3.

For large vehicles = trucks over 7,5 tons the following logistics areas are available:

Hall 1 / LF 1.2
Hall 2 / LF 2.1
Hall 2 / LF 2.3
Hall 3+4 / LF 4.1
Hall 3+4 / LF 4.2
Hall 5 / LF 5.1
Hall 5 / LF 5.2
Hall 6 / LF 6.1
Hall 6 / LF 6.4
Hall 7 / LF 7.1
Hall 7 / LF 7.2

At hall 3 there is no logistics area for trucks over 7,5 tons. If required kindly book the closest available large logistics area, e.g. LF 4.1 or 4.2.

If you need assistance with booking time slots or with ordering logistics services, kindly feel free to contact us at the below mentioned contact details at any time:

Email: izb.logistik@dbschenker.com
Phone : +49 (0) 511 87005 404

Your DB Schenker Fairs Team