

innovaphone In-House Fair 2019 – Information for Exhibitors

Set-Up of Exhibition Stands

You may set up your exhibition stand either one day prior to our in-house fair or on the morning of November 13th, 2019, before the in-house fair officially begins.

The set-up times are following:

| | |
|--|--------------------|
| Tuesday, November 12th, 2019 | 5 pm – 9 pm |
| Wednesday, November 13th, 2019 | 7 am – 9 am |
| Thursday, November 14th, 2019 | 8 am – 9 am |

Since the area for our visitor parking will be required for the event itself, please use the space for our delivery of goods when you bring your equipment for the fair. You will have direct access to the freight elevator that will conveniently take you to the first floor where the exhibition rooms are located. We will supply trolleys for the transportation of your equipment.

Disassembly of Exhibition Stand

The innovaphone in-house fair will end on November 14th, 2019, at 6.30 pm. Please make sure not to disassemble your stand before the fair has officially ended. You will have time until 9 pm to dismantle the equipment you have brought to the fair. Please use the freight elevator to the delivery of goods on the ground floor. We will supply trolleys for the transportation of your equipment.

Parking

For both days of the innovaphone in-house fair, you may park your car free of charge at the parking lot of the indoor leisure park SENSAPOLIS:

| | |
|--|------------------------|
| Wednesday, November 13th, 2019 | 7 am – open end |
| Thursday, November 14th, 2019 | 7 am – 10 pm |

Address:

Melli-Beese-Straße 1, 71063 Sindelfingen (Germany)
(walking distance: approx. 200 m – please follow the signs)

There are also some parking bays with free parking available on the side of the road.

Access

We will provide you with one access badge per staff member. Please return the badges at the information desk once the fair has ended.

Location

innovaphone AG
Umberto-Nobile-Str. 15
71063 Sindelfingen (Germany)



Schedule

Wednesday, November 13th, 2019

9 am
opening time

10 am – 12 am
welcoming and plenary session
(pavilion in front of the main entrance)

1 pm – 6.30 pm
workshops and exhibition
(pavilion & 1st and 4th floor)

7.30 pm
evening event
(pavilion in front of the main entrance)

Thursday, November 14th, 2019

9 am
opening time

10 am – 12 am
welcoming and plenary session
(pavilion in front of the main entrance)

1 pm – 6.30 pm
workshops and exhibition
(pavilion & 1st and 4th floor)

6.30 pm
end of in-house fair

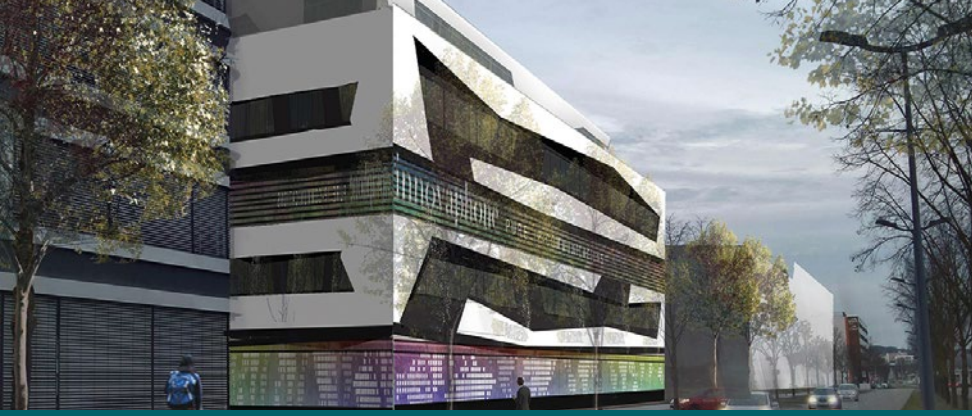


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Stand and Room Equipment

Your stand will be equipped with following:

- 1 table à 70 x 130 cm
- 2 chairs
- 5 way socket strip
- Electricity with one outlet
- LAN cable with uplink to your own LAN with access to the innovaphone guest network and internet
- WLAN (without guarantee of functionality)

Should you require a second table, please send your request via e-mail to: eventmanagement@innovaphone.com.

The workshop areas and the pavilion in front of the building are equipped with following:

- Projection screen + projector or a monitor (depending on the room)
- HDMI
- LAN
- WLAN (without guarantee of functionality)

Please make sure to bring following:

- A maximum of two roll-ups
- Product displays (if required)
- Monitors / screens and other technical equipment (switches, cables, etc. – if required)
- All the equipment that is required for your workshop or presentation

Please note: You will receive a separate e-mail with information on the exact location of your exhibitor stand.

Food and Drinks

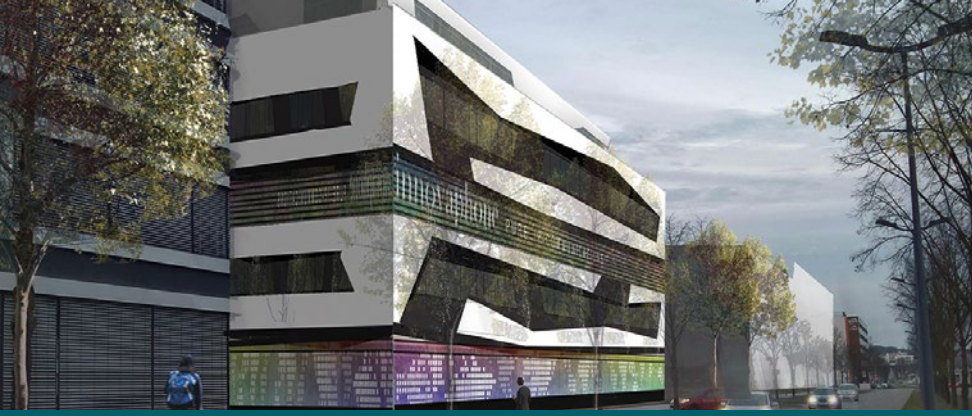
Food and drinks will be offered throughout the entire event. This will be free of charge for you as an exhibitor. The catering will be positioned near the exhibition and workshop areas on the first floor. Stands with food and drinks will further be located outside, near the pavilion.

Cleaning

Before the doors open on the second day of the in-house fair (November 14th, 2019), several areas of the innovaphone building – especially the exhibition floor – will be cleaned.

Invitations

You are more than welcome to invite your end customers and partners to our innovaphone in-house fair. Please use the [registration form](#) provided on the [website of our in-house fair](#).



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Objective and Concept of the innovaphone In-House Fair

The innovaphone in-house fair shall offer visitors and innovaphone partners the opportunity to get in touch with each other and with innovaphone. Visitors will get to meet the exhibitors with their portfolios and will further receive latest news on innovaphone.

We have created following concept for the fair in order to achieve these objectives:

Plenary Session

After a short welcome, both days will begin **at 10:20 am** with a plenary session. This plenary session will take place **in German and English** so that visitors can opt for one language.

We will open with a brief introduction and **at 11 am**, the **sponsor pitches** booked with package 3 will receive their speaker slots for the plenum. Every exhibitor that booked package 3 will receive ten minutes to present the own solutions / products to the visitors. This speaker slot is ideal to spark interest for the respective exhibitor stand or to attract visitors to the presentations and workshops.

Presentations & Workshops

In addition to the exhibition stands of the partners, **different presentations and workshops will take place in parallel between 1 pm and 6.30 pm** on both days of the fair. The program of both days is practically identical. These presentations / workshops include the speaker slots that were bookable with packages 2 and 3, in addition to topics by innovaphone (a detailed agenda will be made available separately).

The presentations and workshops are generally offered both in German and English. Please note that one topic will not be presented in both languages at the same time. This shall give all visitors that speak German and English the possibility to attend almost every workshop / presentation during the two days of the fair. Visitors can further create their own program with their topics of interest.

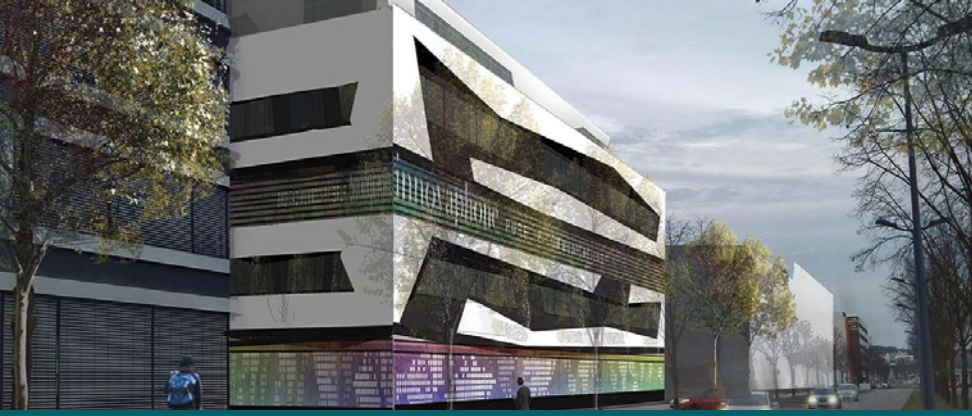
There will be plenty of time to view the exhibition stands.

Panel Discussion “Contact Centers”

Since **five of our technology partners** that booked the packages 2 and 3 are **in the field of contact centers**, we decided to bundle these workshop slots together into a **one-hour panel discussion**. This panel discussion will be offered in German and English (at different times).

The discussion will begin with a short introductory round and then consider possible reasons why to invest in a (new) contact center. New trends and developments will be discussed, the question “cloud or on premises?” will be addressed and the integration of the respective solution into myApps via the existing interfaces will be illustrated.

The participants of our panel discussion have already received the questions in advance to prepare for the panel discussion.



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Agenda with Detailed Time Slots

You will receive a separate e-mail with a detailed agenda on the starting times for presentations and workshops plus the respective location.

Evening Event

The in-house fair will end at 6.30 pm on Wednesday, November 13th, 2019. We will be needing a break of approximately 1 hour to set up the pavilion for the evening event. Of course, you can continue to use the area of the in-house fair (1st floor) to network with other visitors of the fair and enjoy an appetizer.

Our motto for the evening event that begins at 7.30 pm is following: innovaphone – communicate. connect. come together. There will be a brief official part. After that, we would like to get together with all the visitors and exhibitors of the fair, great food and music included. Be in for a surprise!

Organizing Team of the innovaphone In-House Fair

Our organizing team will introduce itself before the beginning of the in-house fair so that you know whom to contact should any questions or issues arise during the fair.

innovaphone Website for the In-House Fair

Please keep checking the [website of our in-house fair](#) at regular intervals. We will keep posting updates and the latest information.