

LEGAL[®] EVOLUTION

EXPO & CONGRESS 2019

4 AND 5 DECEMBER
FRANKFURT KAP EUROPA



INFORMATION FOR EXHIBITORS

LEGAL ® EVOLUTION 2019

Organizer	LEGAL (R)EVOLUTION GmbH Kaiserstraße 53 60329 Frankfurt am Main www.Legal-Revolution.com
Venue	Kap Europa Kongresshaus der Messe Frankfurt Osloer Str. 5 60327 Frankfurt am Main https://congressfrankfurt.messefrankfurt.com/frankfurt/de/anreise.html#kapeuropa

ON-SITE REGISTRATION

Free Tickets and Discounted Tickets	<p>Your exhibitor package includes free tickets in the "Expo & Congress" category for customers, clients, and employees.</p> <p>In addition, you have the option of inviting colleagues or other persons from your network to LEGAL ®EVOLUTION 2019 with a 50% discount on all tickets including the current early bird prices.</p> <p>The ID codes for redeeming your free tickets and discounts will be sent to you separately by email.</p>
Online Registration	<p>This is how you register with a free ticket:</p> <ol style="list-style-type: none">1. Please select the two-day ticket "Expo & Congress" at https://legal-revolution.com/en/tickets2. Please enter the corresponding ID code in the first registration step under "ID code (if available)" and continue the registration process. <p>This is how you redeem the 50% discount:</p> <ol style="list-style-type: none">1. Please select the desired ticket at https://legal-revolution.com/en/tickets by clicking on one of the purple buttons.2. Please enter the corresponding ID code in the first registration step under "ID code (if available)" and continue the registration process.
On-site Registration	<p>For our exhibitors, there is a separate exhibitor registration on level 1 and level 2. Please accredit on the level where your stand is located.</p>

TIMES FOR EXPO & CONGRESS

Times for Exhibitors	Delivery and Assembly	Tuesday, 3 December 2019 3:00 p.m. – 9:00 p.m.*
	Opening Hours Expo & Congress	Wednesday, 4 December 2019 7:00 a.m. – 9:00 p.m.
		Thursday, 5 December 2019 7:00 a.m. – 9:00 p.m.
	Dismantling and Collection	Thursday, 5 December 2019 4:00 p.m. – 9:00 p.m.

Times for Visitors	Opening Hours Expo & Congress	Wednesday, 4 December 2019 8:30 a.m. – 7:00 p.m.
		Thursday, 5 December 2019 8:00 a.m. – 5:00 p.m.

* Please take into account the set-up times mentioned and, if available, inform your external booth builder accordingly. Please ensure that your stand is completed by 8:30 a.m. on the first day of the event (4 December 2019).

EXHIBITION STAND

If you have any questions about your stand, construction times, additional equipment, or individual solutions, please do not hesitate to contact us:

Contact Person	Giulio Mandaric G.Mandaric@LEGAL-REVOLUTION.com T +49 (0) 69 348 79 20 - 74				
Equipment and Exhibition Stand	Exhibition stand incl. exhibition stand walls, counter, electricity, panel board incl. company name				
Additional Equipment per Exhibition Format	SMALL 6 sqm ²	BASIC 9 sqm ²	GOLF 12 sqm ²	PLATINUM 15 sqm ²	EXECUTIVE 18 sqm ²
	1 Table 2 Chairs	1 Table 3 Chairs	2 Table 4 Chairs	2 Table 5 Chairs	2 Table 6 Chairs
Example for an Exhibition Stand					

The wall elements have a width of 100 cm and a height of 250 cm and can be fully printed in C4. Depending on the stand size, the rear wall consists of three to five wall elements. The costs are calculated per square metre and amount to EUR 151.25 per wall element incl. assembly.

Just like the wall elements, other furniture, e.g. counters, can also be fully printed in C4. In addition to the rental price, a printing and assembly price of EUR 60.5 per sqm would be charged.

If you require additional furniture, you can contact our booth builder directly. He will be delighted to make you an appropriate offer.

ISM-TEC GmbH

Contact Person: Erkan Söyler

T +49 (0) 202 963 28 04

Info@ismtec-gmbh.de

The current furniture catalogue of ISM Tec can be found under [this link](#) or on our website in the section "For Exhibitors & Speakers".

MAILING AND DELIVERY

Delivery of Goods	You have the possibility to deliver exhibition material to Kap Europa before the start of the event. The storage space on site is limited and the sender bears the risk of timely delivery.
Address for Shipping	<p>Send your material from Friday, 29 November 2019 (CW 48) to:</p> <p>Kap Europa Legal ®Evolution Osloer Str. 5 60327 Frankfurt am Main</p> <p>Please also note the following information on your packages:</p> <ul style="list-style-type: none">▪ Your exact company name▪ Your stand number▪ Name of your employee on site▪ Mobile phone number of your employee on site▪ "Package 1/..." (Example: Package 5/10)
Collection of Goods	Returns (via forwarding agents, courier services, etc.) must be made directly after the event. Please ensure that your material has been collected by 6:00 p.m. on Friday, 6 December 2019 at the latest.
Logos, Advertisements, and Print Data	<p>If you want your company logo or advertisement to appear as part of your exhibition package/sponsoring, we need your logos and/or print data by 1 November 2019. Please send your print data exclusively to Exhibitors@LEGAL-REVOLUTION.com.</p> <p><u>Important:</u> Please send us your print data as PDF or EPS files. Please send image files such as JPG, PNG or TIFF in high resolution. All data as far as possible in 300 DPI. Please create an advertisement for the program booklet with 3 mm circumferential bleed. If you have any questions, please contact us at Exhibitors@LEGAL-REVOLUTION.com.</p>

LOCATION AND TECHNICAL GUIDELINES

Basics	Please note that, per the technical guidelines of Messe Frankfurt GmbH (as at 2018), there are fire protection and infrastructural safety measures in place, which will be applied during our event. We have therefore summarized the most important regulations for you. On request, we will be happy to send you the complete technical guidelines of Messe Frankfurt GmbH in German or English.
Contact Person for Questions	<p>Daniela Heck D.Heck@LEGAL-REVOLUTION.com M +49 (0)151 235 465 70</p>
Floor Plan	You can look up the floor plan under the following link or download it from our website in the "For Exhibitors & Speakers" section.
Panel with Company Name	The stand package includes a standing panel with your company name. Please send us the exact lettering by 31 October 2019, which we will print on the panel for you. If you do not require the stand panel, please send us this information by 31 October as well.
Stand Construction,	In general, no highly flammable, dripping, toxic gases or highly smoke-forming materials

Decoration Materials and Stairs	<p>such as most thermoplastics, including polystyrene (polystyrene), may be used on exhibition stands. For safety reasons, load-bearing structural parts may be subject to special requirements in individual cases (e.g. non-combustible). Statically necessary or load-bearing fastenings may only be made with non-combustible fasteners. Stand construction and decoration materials must be classified as at least flame-retardant (class B1) and non-burning dripping according to DIN 4102-1 with low smoke emission or according to EN 13501-1 as at least class B/C -s1, d0. A test certificate for the building material class of the material used must be available.</p> <p>Bamboo, reed, hay, straw, bark mulch, peat or similar materials generally do not meet the aforementioned requirements and must generally be protected separately or treated with fire protection technology. Deciduous and coniferous trees may only be used with a moist root ball. Statically necessary fastenings may only be carried out using approved fasteners (e.g. plastic cable ties are not permitted!). All staircases must also be designed per DIN 18065.</p>	
	<p>If you have any specific questions, please contact Mrs. Heck with photos and a detailed description of your stand (contact details see above).</p>	
Subject to Approval	<p>Special constructions are subject to approval. Special constructions include, among others:</p> <ul style="list-style-type: none">▪ Stand constructions and exhibits over 4 m in height▪ Closed ceilings (closed ceilings in foyers are generally not permitted)▪ Platforms and platforms higher than 0.20 m▪ Glass structures▪ Ceiling-to-floor connection	
	<p>If your stand shows at least one of the mentioned special constructions, please contact us immediately.</p>	
Overall Height	<p>Each of the booked exhibition stands is marked with white exhibition walls as a stand boundary. The walls are 2.5m high and frame your corresponding stand size.</p> <p>If you have commissioned your stand from an external stand builder, please note the following information on ceiling height on the individual levels:</p>	
	<p><u>Level 1</u></p> <ul style="list-style-type: none">▪ Foyer: 4 m	<p><u>Level 2</u></p> <ul style="list-style-type: none">▪ Foyer: 4 m bis 9,40 m▪ Hall Meridian: 7,30 m
	<p>Please make sure that advertising media, logos, etc. are positioned at least 1.00 m from the border to the neighboring stand. The backs of neighboring stands must also be smooth and white from a height of 2.50 m upwards.</p>	
Floor Covering	<p>The entire exhibition area (levels 1 + 2) is covered with grey carpet. If you have another floor laid on the existing floor, please observe the following instructions:</p>	
	<p>Carpets and other floor coverings must be laid in an accident-proof manner and must not project beyond the boundaries of the stand. Only PE or PP adhesive tape may be used for fixing, which must be removed without leaving any residue. All materials used must be removed by the exhibitor without leaving any residue. Substances such as oil, grease, paint and the like must be removed from the floor immediately. The hall floor must not be painted or covered with adhesive. The technical supply of stands, the laying of cables, inspection openings, etc. must not be obstructed. Anchorages and fastenings are not permitted. Carpets and other floor coverings in the exhibition areas must be at least flame-retardant per DIN 4102 B1 and EN 13501-1 Class C respectively. A test certificate (certificate) for the building material class of the material used must be available at the stand.</p>	
	<p>Important: Should the laying and/or removal cause damage to the floor, we reserve the right to charge you for the costs incurred.</p>	

Garbage Disposal	<p>The storage of empty containers and flammable materials of any kind (e.g. packing and packaging materials) on the stands and outside the stand in the hall is prohibited. Empties must be removed immediately.</p> <p>We offer you various options for disposing of packing material and packaging materials. Please place the material to be disposed of (no hazardous waste) in the hall aisle in front of your stand at the times stated. We will then dispose of the material accordingly.</p> <ul style="list-style-type: none"> - Set-up day 03 December 2019 until 9:30 p.m. - Expo & Congress day 04 December 2019 until 8:00 p.m. <p>At their stand, there is also a waste bin for residual waste. This will be emptied on the evening of the first day of the Expo & Congress (04 December 2019). Please understand that we cannot offer waste disposal during the day of the Expo & Congress.</p>
Coat Rack	<p>A free coat rack is available in level 0. There you also have the possibility to drop off your luggage.</p> <p>Opening hours:</p> <p>Wednesday 4 December 2019 8:00 a.m. – 7:30 p.m. Thursday 5 December 2019 8:00 a.m. – 6:00 p.m.</p>
Internet	<p>W-Lan Standard (free of charge) Data transmission of max. 10 Mbit/s for all logged in users</p> <p>LAN connection (chargeable) Faster LAN connection up to 10 Mbps per port</p>
Stream	<p>A 3-socket outlet with a 230V connection will be provided at each exhibition stand. If you have a larger power requirement, we can provide you with a high-voltage connection at a charge on request. Please give us your feedback by 31 October 2019, if you have a higher power requirement.</p>
Freight Elevator	<p>10 ton Load capacity loading area 2.5 m wide and 6.0 m deep</p>
Meals	<p>During the event, visitors, speakers, coaches and exhibitors on levels 1 and 2 will have access to various beverage and buffet stations. Please note the marked areas in the stand plans on-site.</p>
Info-Points	<p>During the event, we will be happy to answer your questions on levels 0, 1 and 2 at our info points. Please note the marked areas in the stand plans on-site.</p>

SPEAKER OPTION

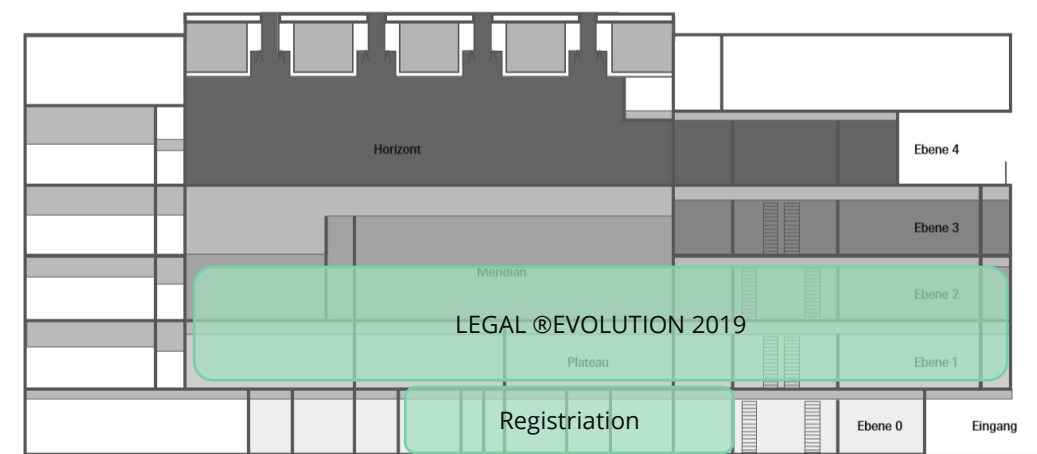
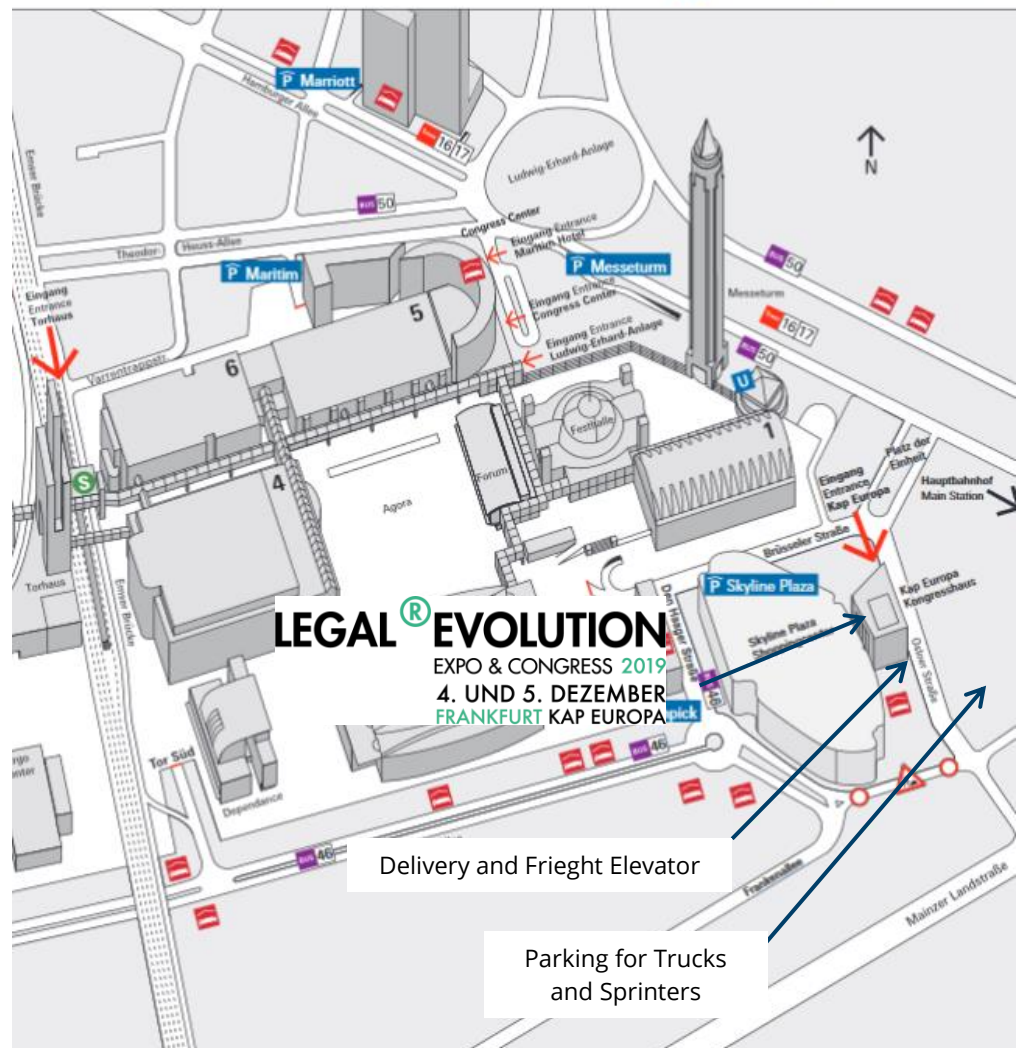
Registration	<p><u>Speakers and Panelists</u></p> <p><u>This is how speakers and panelists register:</u></p> <ol style="list-style-type: none"> 1. Please click on this Link, which will take you to the registration page. 2. Please enter your ID code from the first registration step at "ID code (if available)" and continue the registration process. <p><i>*same ID code as free tickets</i></p>
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Login and registration	In order to ensure that everything runs smoothly, we would like to ask you to please report to the reception about 20 minutes before the start of the speech so that one of our employees can accompany you to the respective lecture room.
Contact for for registration	<p>We will be happy to help you with registration. Your contact person is:</p> <p>David Scholz D.Scholz@LEGAL-REVOLUTION.com T +49 (0) 69 348 7920 92</p>
Implementation	<p>The digitalization of law continues to progress and LEGAL @EVOLUTION aims to provide its visitors with in-depth information on the current issues of digital transformation, legal innovation, and legal technology for the third year in a row.</p> <p>As an exhibitor at LEGAL @EVOLUTION 2019, you will have the opportunity to make a formative contribution that will inspire visitors and leave a lasting impression. As a speaker, you are free to choose the topic of your Sponsored Lecture / Use Case as long as it corresponds to the character and standards of LEGAL @EVOLUTION. A strong practical focus is just as important as clear added value for one or more of our main target groups - legal departments, compliance departments and/or law firms. Preferably, the topic should have high practical relevance to current and relevant legal innovation issues.</p> <p>The language of the presentation will be English unless otherwise agreed.</p> <p>We also place great value on gender diversity (w/d/m) when selecting speakers and would like to support the naming of the still under-represented sexes (w/d) with an additional free two-day Expo & Congress PLUS ticket. Please contact us.</p>
Contact Person for Questions	<p>Valéri Pollentzke V.Pollentzke@LEGAL-REVOLUTION.com T +49 (0) 69 3487 920-79</p>
Equipment	<p><u>Speeches, Sponsored Lectures and Use Cases</u></p> <p>Sound technology (microphone and video sound), beamer/video presentation via HDMI cable, and Laptop for USB presentation supported formats for presentation are PDF, PowerPoint (PPTX, PPT)</p> <p><u>Panelists</u></p> <p>Sound technology (microphone)</p>

ARRIVAL

Arrival by Car (Main Route)	<p>If you are arriving by car, please enter the address of the parking garage in the neighboring shopping center into the navigation system and park your car: Kap Europa: "Parkhaus Skyline Plaza, Europa-Allee 6".</p> <p>The two entrances to the multi-story parking garage are on Europa-Allee and Brüsseler Straße.</p> <p>Parking fees: Per hour or part hour 1st hour: free of charge</p>
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	<p>2nd hour: 1,50 € 3rd hour: + 2,00 € 4th hour: + 2,50 € each additional hour: + 3,00 € Daily maximum rate: 27,00 € Loss of the card: 40,00 €</p> <p>Entrance height: 2 m The parking garage is open 24 hours a day.</p>
Airport Frankfurt a.M.	<p>The easiest way to travel between the airport and Frankfurt is by S-Bahn. S-Bahn S8 and S9 depart from the Regionalbahnhof train station under Terminal 1 in the direction of Offenbach Ost and Hanau. The third stop after 12 minutes is the Frankfurt Hauptbahnhof. From there you can reach Kap Europa either on foot or by underground within a few minutes.</p>
Public Transport	<p>Frankfurt Central Station is only a few hundred meters from Kap Europa. The underground station offers direct and fastest connections:</p> <ul style="list-style-type: none"> ▪ <i>On foot in 8 minutes from Düsseldorfer Straße via Platz der Republik and Friedrich-Ebert-Anlage. The Messeturm with its pyramid-shaped top is a good landmark aid. Follow the Friedrich-Ebert-Anlage to the tram station "Hohenstaufenstraße" and then turn left in the direction of "Platz der Einheit". Kap Europa is located directly next to the Skyline Plaza shopping center.</i> ▪ <i>By tram lines 16 and 17. You can get to the stop via the main exit by crossing the station forecourt. The destination station "Hohenstaufenstraße" is the second stop. Then turn left following the direction of travel in the direction of "Platz der Einheit". Kap Europa is located directly next to the Skyline Plaza shopping center.</i>



EVENING EVENT

Networking Dinner & Party 4 December 2019 starting at 8:00 p.m.	Depot 1899 Textorstraße 33 60594 Frankfurt am Main www.depot1899.de Networking Dinner & Party is not included in the regular Expo, Expo & Congress, or Expo & Congress PLUS ticket.
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OVERNIGHT STAY

Room Accomodations	Motel One Frankfurt-Messe Europa-Allee 25 60327 Frankfurt am Main T +49 (0) 69 66124530 Reservation (https://www.legal-revolution.com/images/pdf/MotelOne.pdf)	Frankfurt Marriott Hotel Hamburger Allee 2 60486 Frankfurt am Main T +49 (0) 69 79550 Reservation (https://www.marriott.de/event-reservations/reservation-link.mi?id=1562142160940&key=GRP&app=resvlink)
	Grandhotel Hessischer Hof Friedrich-Ebert-Anlage 40 60325 Frankfurt am Main T +49 (0) 69 75400 Reservation (https://www.legal-revolution.com/images/pdf/GHH_LegalRevolution_de.pdf)	

FREQUENTLY ASKED QUESTIONS (FAQ)

How many giveaways should we plan?	<p>We expect about 1,100 participants this year. Experience from the last two years shows that not all participants will receive a conference bag. To protect the environment we have 800 conference bags produced. Please send your - ideally a little over 800 - giveaways directly to the venue from Friday, 29.11.2019.</p> <p>Kap Europa Legal ®Evolution Osloer Str. 5 60327 Frankfurt am Main</p> <p>Please also note the following information on your packages:</p> <ul style="list-style-type: none">▪ Your exact company name▪ Your stand number▪ Name of your employee on site▪ Mobile phone number of your employee on site
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	"Package 1/..." (Example: Package 5/10)										
What individualization options do we have with our trade fair stand?	<p>You can also use your own trade fair stand instead of the standard stand provided by us. Please contact us directly so that we can provide you with detailed information.</p> <p>Alternatively, you can customize the standard stand. The wall elements have a width of 100 cm and a height of 250 cm and can be fully printed in C4. Depending on the stand size, the rear wall consists of three to five wall elements. The costs are calculated per square metre and amount to EUR 151.25 per wall element incl. assembly.</p> <p>Just like the wall elements, other furniture, e.g. counters, can also be fully printed in C4. In addition to the rental price, a printing and assembly price of EUR 60.5 per sqm would be charged. You can call up the current furniture catalogue of our exhibition stand builder under this link or on our website in the "For Exhibitors & Speakers" section.</p> <p>Above the stand there is a front panel on a truss construction. As standard, the lettering with your company name will be affixed to this. On request, we also offer logo printing, which would be calculated individually depending on the effort involved.</p>										
What are the exact specifications for the print data for photos, logos and advertisements for the LEGAL ®EVOLUTIONary Annual Edition?	<table> <tr> <td>Photos for speakers</td><td>1.000 x 1.000 px</td></tr> <tr> <td>Logos</td><td>600 x 600 px</td></tr> <tr> <td>Advertisement DIN-A4 *)</td><td>2.480 x 3.508 px</td></tr> <tr> <td>Advertisement DIN-A5 *)</td><td>2.408 x 1.754 px</td></tr> <tr> <td>Advertisement DIN-A6 *)</td><td>1.204 x 1.754 px</td></tr> </table> <p>*) With 3mm bleed edge.</p>	Photos for speakers	1.000 x 1.000 px	Logos	600 x 600 px	Advertisement DIN-A4 *)	2.480 x 3.508 px	Advertisement DIN-A5 *)	2.408 x 1.754 px	Advertisement DIN-A6 *)	1.204 x 1.754 px
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Advertisement DIN-A6 *)	1.204 x 1.754 px										
What are the dimensions of the counter on our stand?	<p>"Bari" with top counter, white H: 114 cm, L: 53 cm, W: 103 cm, can be locked</p>										

ORGANIZER / PUBLISHER

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60329 Frankfurt a. M., Germany

