



Dear Sponsor,

Thank you for supporting the Battery Business & Development Forum 2026!

This guide will provide you with some important information on how to prepare and get the most out of your sponsorship. If you have any questions, please do not hesitate to contact us.

Venue.....

Access tickets.....

Company presentation during a session

Shipping of material.....

Return shipment of your material.....

Assembly and dismantling of booths:

Furnishing of your booth space

Program

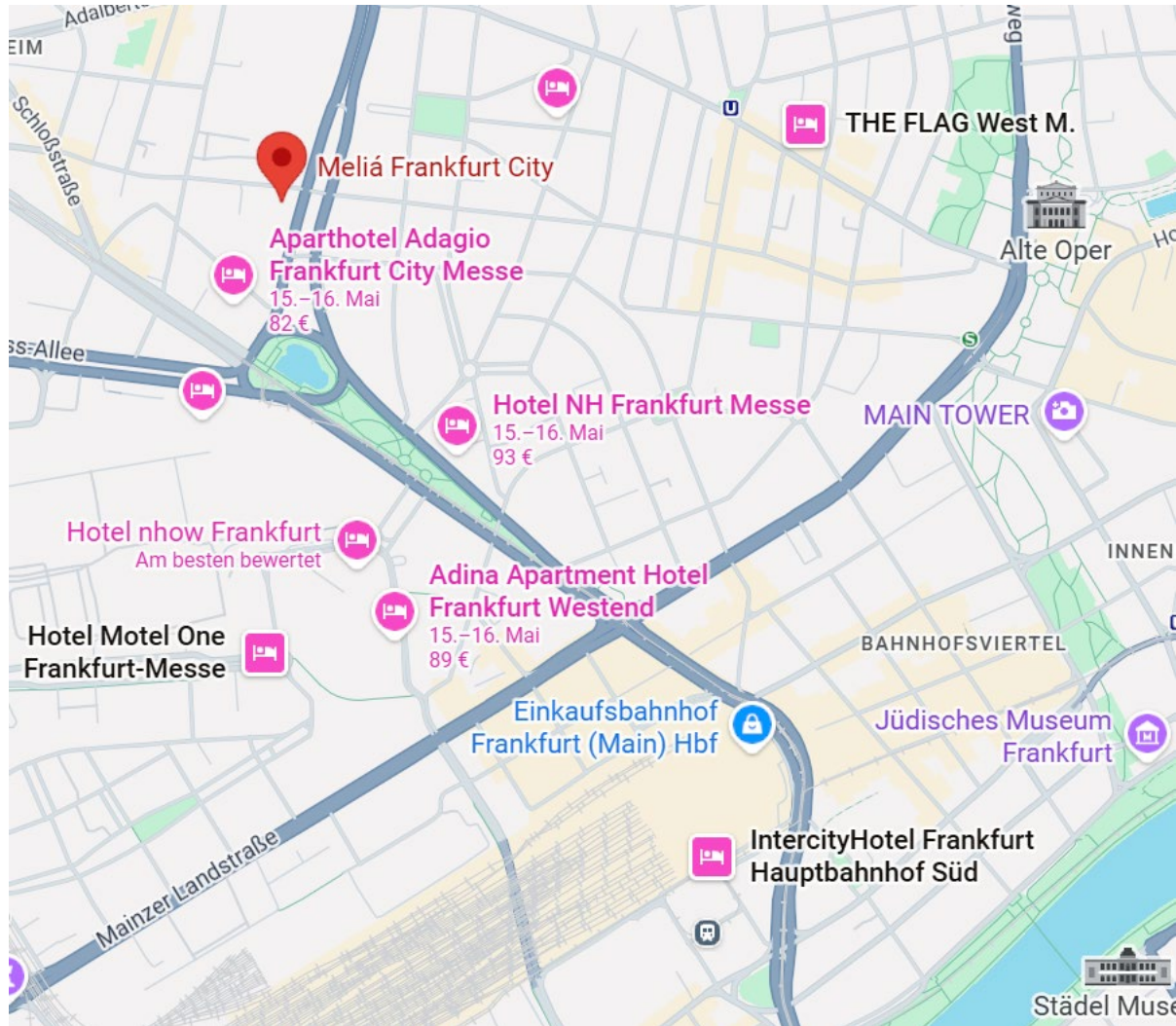
Important dates summary:



VENUE

BBDF 2026 will take place at the hotel Meliá Frankfurt City, Germany.

Meliá Frankfurt City
Senckenberganlage 13,
60325 Frankfurt am Main



Set in Frankfurt's lively Europaviertel, the hotel features bright, modern rooms, exceptional dining options, and a rooftop terrace overlooking the skyline. Its convenient location and premium services create the perfect environment for business exchange and inspiring networking moments for all Forum participants.



ACCESS TICKETS

Depending on your sponsorship package, you will receive several full sponsor tickets via e-mail in the form of 100% discount codes.

In addition, depending on your sponsorship package, you will receive (several) additional discounted tickets in the form of discount codes.

Please [have your attendees register](#) using the discount codes that you have received via e-mail. We ask that your attendees register by **March 17, 2026**, so that we can adequately plan for room and catering reservations at the venue and avoid queues by allowing us to print name badges in advance.

COMPANY PRESENTATION DURING A SESSION

According to your chosen package, you may have a presentation on stage included in your sponsorship.

If you plan to show presentation slides, please send us the file in advance by **March 17, 2026**.

LOGO COMMUNICATION

For logo communication, we require your company's logo in different formats such as PNG, JPG, as well as a vector graphic e.g. EPS.

SHIPPING OF MATERIAL

It is essential to consult our annotations in case you need to send material in advance to the venue.

SHIPMENT TIME AND ADDRESS

- **The venue will begin accepting material shipments 3 working days before the event, meaning **Thursday, March 26, 2026**.** Please make sure your shipments do not arrive before then. Shipment is only accepted Monday-Friday.
- **You can of course also bring your equipment with you on the day of assembly or first event day.** You do not have to ship it.
- The address for big material shipment is:
*Melia Frankfurt City
BBDF 2026 - Iván Fernández Mendo
c/o Meliá Hotels International
Senckenberganlage 13
60325 Frankfurt, Germany*
- The conference organizer and the venue **will not bear any responsibility for any customs-related issues and requests.**



SHIPMENT LABELS

If you have any questions regarding your shipment and its arrival, please contact the venue directly.

Name: Iván Fernández Mendo
Group & Events Junior Manager
Office: +49 69668198 6016
Email: ivan.fernandez.mendo@melia.com

RETURN SHIPMENT OF YOUR MATERIAL

Please make sure that you organize the return shipment of your material in advance. Pick-up must be organized completely by sponsors.

PICK-UP TIME

- Packages must be picked up for return. Please arrange for the materials to be collected within 2 working days of the end of the event, there is no storage space
- Later pick-up is not possible.

PICK-UP LABELS

- Please label your return shipment clearly, so that the logistics/delivery companies may complete the pick-up without any help from the venue.
- The conference organizer nor the venue will **not bear any responsibility for issues related to unclear labelling, wrong pickup, or wrong delivery.**

ASSEMBLY AND DISMANTLING OF BOOTHS:

Assembly of booths will be possible on **Monday, March 30, 2026, between 06:00-08:00 pm** or **Tuesday, March 31 between 08.00- 08.30 am** the latest (local time).

Dismantling of booths must be completed by **06.00 pm local time on Wednesday, April 1, 2026.**

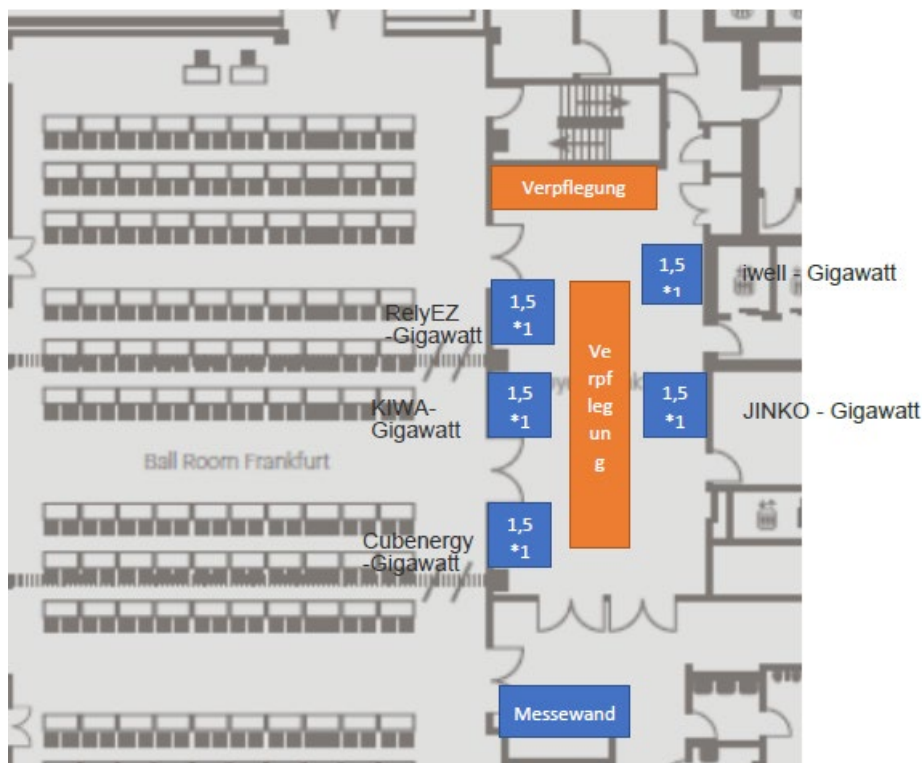


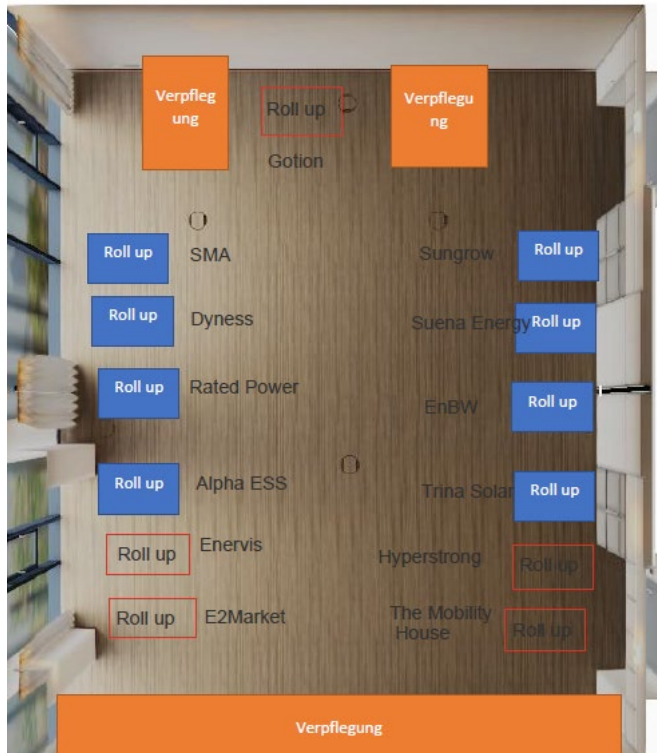
EXHIBITION AREA – SITE PLAN:

Space is assigned according to availability. Once no more space is available, the package is offered only without exhibition space, or without space for roll-up.



Exhibition Space, Lobby, 1st Floor:
 Petawatt: 3,5 m length x 1,5 m width
 Terawatt: 2m length x 1m width
 Gigawatt: 1,5m length x 1m width





Roll-Up Space, Room
Main & Fulda, 1st Floor:
1m x 1m

IMPORTANT INFORMATION FOR EXHIBITORS:

In the interests of an environmentally friendly event, we ask you to avoid waste (packaging material, excess promotional items, etc.) as much as possible.

Only exhibition booths made of non-combustible material may be used.

Gluing of columns, walls, screens and mirrors as well as the hammering in of nails or decorative needles are only permitted with the explicit consent of the organizer.

Signposts must not be covered, emergency exits and supply shafts must not be blocked. The event venue and the organizer will not be held liable for the loss or damage of items brought in. In particular excluded is the liability of the event organizer and the venue for personal injury, property damage or financial loss as well as burglary or theft and other loss of exhibition inventory. Exhibitors are advised to take out a special theft and liability insurance.

The use of additional advertising material outside of the rented stand area must be reported to the organizer and is subject to a fee. These advertising media must not cause any acoustic or optical disturbances. The respective property management retains the domiciliary rights in the exhibition rooms and the associated premises. The instructions of the supervisory staff must be followed immediately. The personnel responsible for the security of the rooms must also be allowed unhindered access to the installations made.

Exhibition structures must have a minimum distance of 50 cm from the walls and must not exceed a point load of 500 kg per square meter.

The equipment for technical requirements such as electricity, water connections, etc. are only permitted by companies commissioned by the event location. Please let us know at least 2 weeks before the start of the event. Extensions or conversions of permanently installed technology can only be carried out by the facility management. The existing hanging options can only be used after consultation with the facility management and within the specified maximum loads.

FURNISHING OF YOUR BOOTH SPACE



MARCH 31 - APRIL 1, 2026
Frankfurt, Germany

REGISTER NOW



organized by
conexio
pse
pv magazine
group
SolarPower
Europe

A table and two chairs will be provided if you ordered them in your Sponsorship Agreement document. In case you need any other equipment such as extension cords, multiple sockets, duct tape etc., please bring these along.

PROGRAM

You can find the conference program here: [Program | Battery Business & Development Forum](#)

We are looking forward to meeting you in Frankfurt am Main.

Isabelle Zwirtz

Project Manager

Phone: +49 7231 58598-193

E-mail: zwirtz@conexio-pse.de



IMPORTANT DATES SUMMARY:

Deadline registration of attendees	March 17, 2026
Acceptance of material shipments by the venue	March 26, 2026
Assembly of booths	Monday, March 30, 2026 between, 06:00-08:00 pm OR March 31 between 8:00-8:30 am the latest
Dismantling of booths	Wednesday, April 1, 2026 by 06.00 pm local time
Pick-up material at venue for return shipment	within 2 working days of the end of the event, otherwise fees will be charged