



TECHNICAL MANUAL for Exhibitors

Premium partner

**EASYFAIRS**

Visit the future

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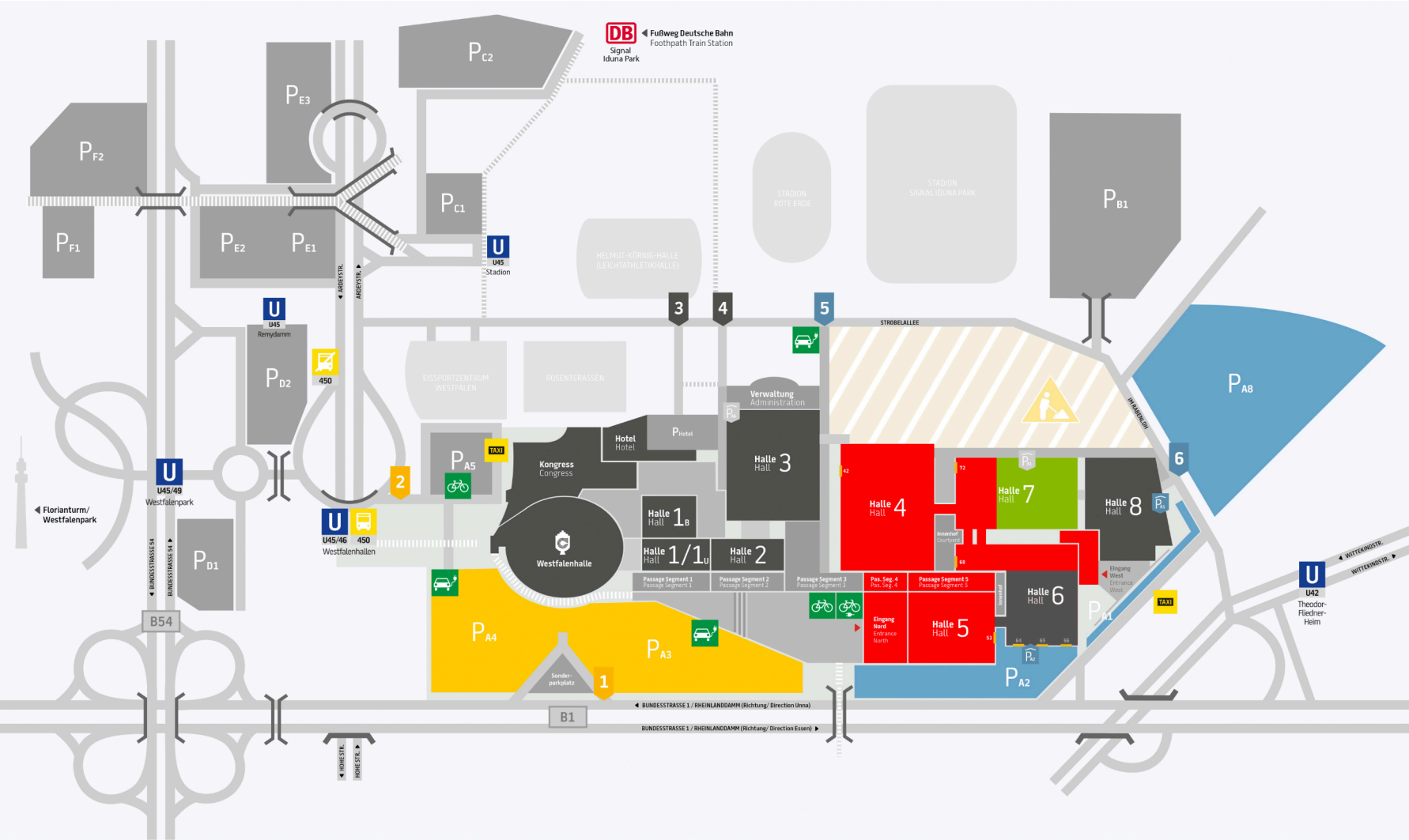
1. General information

1.1 Contact, exhibition venue, delivery address

Trade fair organiser	Easyfairs Deutschland GmbH Balanstraße 73, Haus 8 81541 München
Trade fair address	Messe Dortmund Rheinlanddamm 200 44139 Dortmund Deutschland All information about how to get there can be found on the Website .
General questions about trade fair participation, procedures, offers and systems	Easyfairs Deutschland GmbH Phone: +49 (0)89 127 165 129 Email: solids.do.ops@easyfairs.com Email: rete.do.ops@easyfairs.com
Service points during the trade fair	Service point 1 Exhibition management in hall 7 Booth BB7 Service point 2 Passage Segment 5 (Connection between halls 4, 5 and 6)
Questions about stand construction, graphics and rental furniture	Halls 4, 5, 6 and 7 Operations team Phone: +49 89 127 165 129 SOLIDS Email: solids.do.ops@easyfairs.com RECYCLING-TECHNIK Email: rete.do.ops@easyfairs.com
Additional orders, technical orders, Connections and technical exhibitor support	My.Easyfairs.com Support: Selina Mair Phone: +49 89 127 165 129 Email: solids.do.ops@easyfairs.com Email: rete.do.ops@easyfairs.com
Freight forwarding services and Delivery of your exhibits	DSV Solutions GmbH Fairs & Events Riemannstraße 29B 04107 Leipzig Sean Berger Phone: +49 (0) 341 90455 25 Mail: fairs.leipzig@dsv.com www.dsv.com Important note: Please note that our own exhibition staff is not authorised to receive or store your exhibition good. These services are coordinated and invoiced Directly between the official carrier and the exhibitor. Further information on page 6
Delivery address for your materials to the exhibition stand	SOLIDS / RECYCLING-TECHNIK Dortmund Exhibitorname Name of a person authorised to accept parcels at your stand Hall and Booth-No. c / o Messe Dortmund GmbH Rheinlanddamm 200 44139 Dortmund Important note: Please note that our exhibition staff is not authorised to receive or Store your exhibition goods. Further information on page 6
Catering	Aramark Restaurations GmbH Phone +49 (173) 2437140 Email verkauf.messedortmund@aramark.de
Hostesses / Exhibition staff	ansprechend Kommunikations- & Veranstaltungsmanagement Christiane Pauli Untermarkt 16 99974 Mühlhausen Phone: +49 173 2 80 42 86
Hotel recommendations and accommodation	View hotel recommendations

1. General information

1.2 Site plan



PARKPLÄTZE
PARKING

TIEFGARAGE
UNDERGROUND
PARKING

TAXI-STAND
TAXI-STATION

HALTESTELLE STADTBAHN
LIGHT RAIL STATION

HALTESTELLE BUS
BUS STOP

HALTESTELLE BUS
(NUR AUSSTIEG)
BUS STOP
(ONLY EXIT)

FAHRRADSTÄNDER
BICYCLE RACKS

FAHRRAD E-LADESÄULEN
BICYCLE E-CHARGING STATIONS

E-LADESÄULEN
E-CHARGING STATIONS

FUSSWEG
FOOTPATH

BAUSTELLE
CONSTRUCTION SITE

DEUTSCHE BAHN HALTEPUNKT
SIGNAL-IDUNA-PARK
TRAIN STATION
SIGNAL-IDUNA-PARK

EINGANG
ENTRANCE

ZUFAHRT
ACCESS

SOLIDS

PARKPLÄTZE AUSSTELLER
PARKING EXHIBITORS

1 NORD
NORTH

2 OST
EAST

3 SÜD (HOTEL)
SOUTH (HOTEL)

4 SÜD (WIRTSCHAFTSHOF)
SOUTH (WIRTSCHAFTSHOF)

5 SÜD
SOUTH

6 WEST
WEST

RECYCLING-TECHNIK

PARKPLÄTZE BESUCHER
PARKING VISITORS

STAND: 2025-07
ÄNDERUNGEN MÖGLICH

2. Schedule: Set-up, opening hours, dismantling

2.1 Schedule

Delivery/assembly of heavy machinery	
Monday (set-up day for Easyfairs only), 8:00 a.m. – 10:00 a.m.	For forklift orders and unloading services, advance notification to the official freight forwarder is required. Contact details on page 3 .
Set-up times	
Tuesday (service day; day before the fair), 12:00 noon – 6:00 p.m.	Set-up for exhibitors (stand installation) Complaints will be accepted at the service points between 12:00 a.m. and 6:00 p.m.
Your Touch & Collect readers will be delivered to your stand. You can collect your exhibitor passes from the exhibition management office / service point 2.	
Exhibition times for visitors	
Wednesday (first day of the fair), 9:00 a.m. – 5:00 p.m.	Exhibitors can enter the exhibition halls from 7:30 a.m.
Thursday (2nd day of the fair), 9:00 a.m. – 4:00 p.m.	Exhibitors can enter the exhibition halls from 7:30 a.m.
Dismantling times	
Thursday (official dismantling), 4:30 p.m. – 10:00 p.m.	Dismantling of the exhibition stands.
Friday (day after the fair), 8:00 a.m. – 12:00 p.m.	Collection of machinery and exhibition goods by arrangement no dismantling possible
On dismantling day, the hall doors will be opened shortly after the end of the fair. Heavy machinery or other materials may only be collected on the day after the fair by prior arrangement with the organiser.	
Please leave your exhibits packed and labelled (company name, mobile number & stand number) and take all your items with you. After the event, all cabin keys should remain in the cabin lock.	

2. Schedule: Set-up, opening hours, dismantling

2.2 General structure and deposit regulations

A deposit of EUR 100 must generally be paid to security at the entrance upon delivery.

The delivery process is specific to each trade fair. Deliveries and collections using pallet trucks and other transport aids may only be made via the hall doors. Delivery via the North Entrance is strictly prohibited.

2.3 Freight forwarding and empty container storage

Please note that for organisational and safety reasons, exhibits delivered by freight forwarders cannot be brought directly to your exhibition stand by your freight forwarder. All freight forwarding services on the exhibition grounds – including the use of industrial trucks such as forklifts – may only be carried out by the official exhibition freight forwarder.

In order to ensure that everything runs smoothly throughout the exhibition grounds, it is necessary to register all freight forwarding services with the official freight forwarder in advance. Appointments for loading and unloading slots are made directly in consultation with the freight forwarder.

The contact details of the trade fair forwarding agent can be found on [page 3](#).

Important note: Please note that our exhibition staff are not authorised to receive or store your exhibition goods. These services are coordinated and invoiced directly by the official freight forwarder with the exhibitor.

2.4 Deliveries by courier and parcel services

Deliveries by courier or parcel services can be made as normal on the service day. Individual or preferred delivery dates are only possible after personal consultation with Easyfairs.

Please be sure to provide the courier service with the mobile phone number of a person who can accept the delivery on site. For insurance reasons, Easyfairs cannot accept/acknowledge deliveries for exhibitors.

The delivery address can be found on [page 3](#).

2.5 Delivery/assembly of heavy machinery

The delivery of heavy machinery/exhibits weighing more than 1,000 kg must be registered with the organiser and the official trade fair forwarding agent at least 4 weeks before the start of the trade fair. A form for this purpose is available in the download area of MyEasyfairs.

Please note the delivery zones specified by the shipping company.

Floor load capacity and dimensions of the hall doors:

Hall 4:

Gate 42: 3.80 m high; 5.20 m wide
Floor load 20 kN/m²

Hall 5:

Gate 53: 3.90 m high; 4.50 m wide
Floor load 20 kN/m²

Hall 6:

Gate 65: (main gate) 4.4 m high; 4.5 m wide
Gate 64: 4.4 m high; 4.5 m wide
Gate 66: 4.4 m high; 4.5 m wide

Gates 64 and 66 will only be opened
if there is a large crowd at the main gate 65.
Floor load 7.5 kN/m²

Hall 7:

Gate 72: 3.90 m high; 5.50 m wide
Floor load 7.5 kN/m²

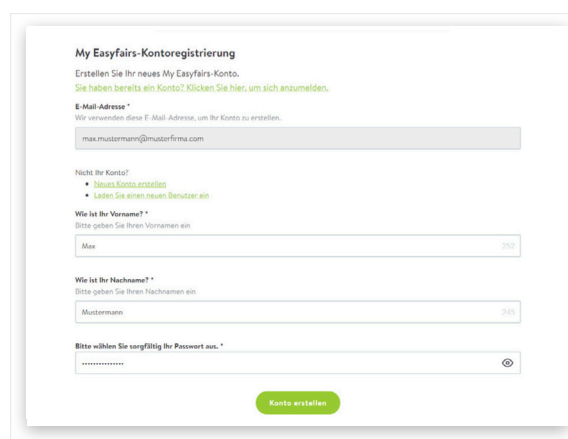
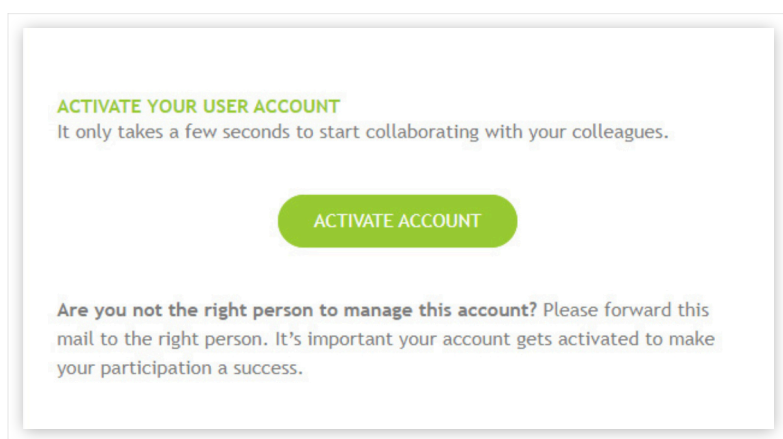
3. Stand construction, furniture and additional orders

3.1 My Easyfairs

In 'My Easyfairs', you can manage your trade fair appearance from A to Z. You can store all information about your company and your products for the exhibitor catalogue and the TOUCH&COLLECT system. Here you can order technical equipment and marketing services. In addition, you can also generate your personal visitor invitation link to invite customers to visit the trade fair free of charge.

Your access to 'My Easyfairs'

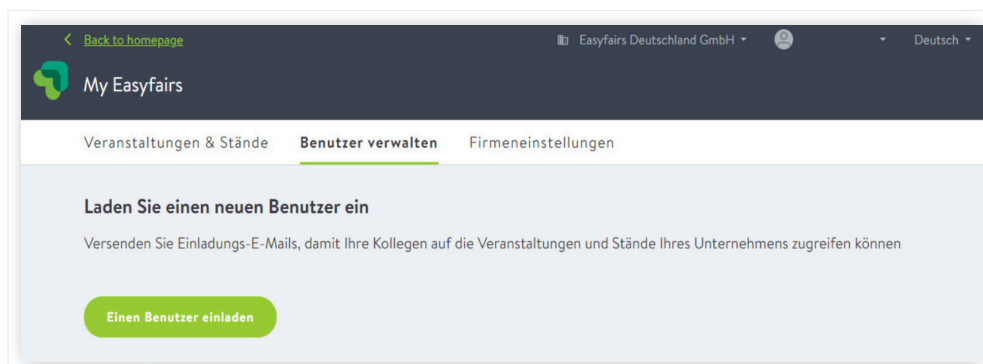
If you are registered as a contact person in our system, you will have already received an [invitation link for the 'My Easyfairs' portal](#), asking you to activate your user account (see illustration below left).



Once you open the link, you will be asked to enter your full name, email address and password (see image above right). If you already have a 'My Easyfairs' account [from a previous show](#), you can log in as usual at My.Easyfairs.com.

If you have forgotten your password, you can reset it using the 'Forgotten password' function. A reset link will then be sent to your email address.

Once you are logged into My Easyfairs, you can also send your colleagues an invitation link to 'My Easyfairs' via your account.



3. Stand construction, furniture and additional orders

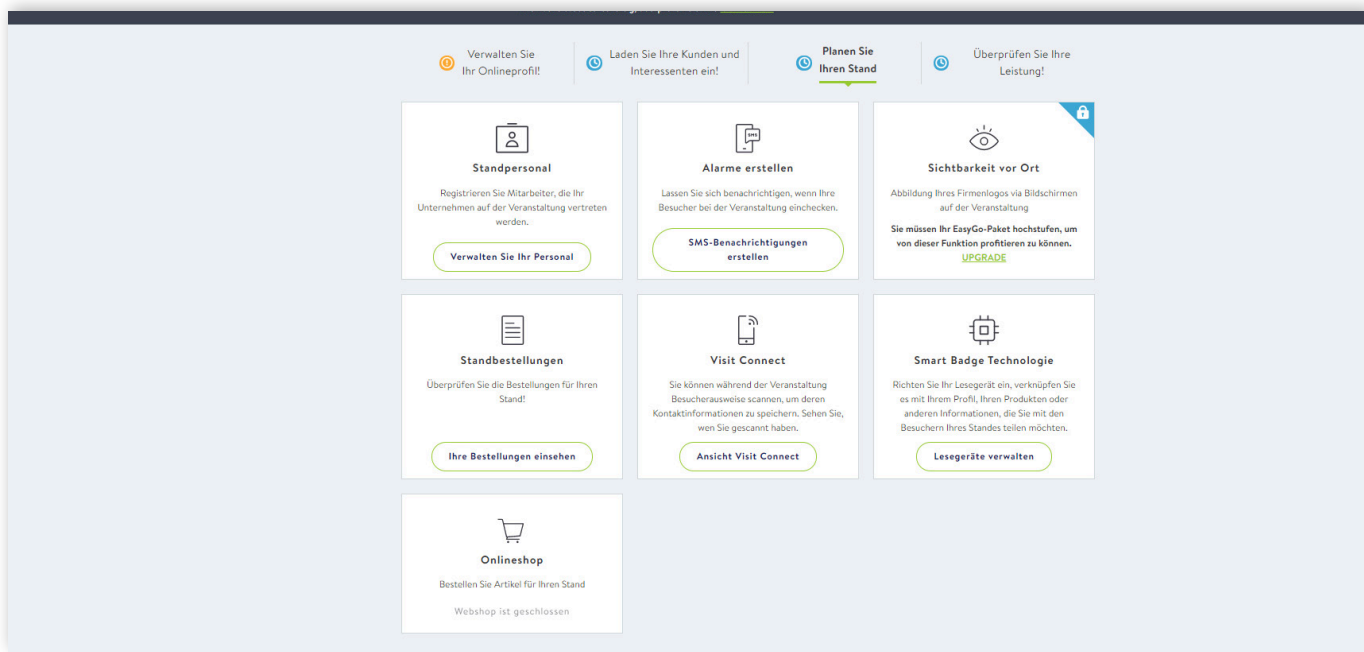
3.2 Online shop

Please note that additional orders can only be accepted via your [‘My Easyfairs’](#) account.

Please note that orders placed in the web shop are not displayed in the overview immediately after ordering. Orders are processed in the system and are visible after 24 hours at the earliest.

In your [‘My Easyfairs’](#) portal, you will find access to the official online shop under the menu item ‘Plan your stand’. Here you will find the entire product range of connections, furniture, stand construction materials and marketing services.

Please note: The system does not send an automatic confirmation email after an order has been placed in the online shop. Once an order has been placed, it will be checked and approved by Easyfairs. This verification process may take several days. All orders that have already been placed and approved can be found under ‘Stand orders’.



Order deadline and surcharges

As we work with service partners, we ask for your understanding that we are dependent on compliance with the deadlines specified in this document.

standard price	30% surcharge	50 % surcharge	100 % surcharge
up to 5 weeks before the trade fair	5 weeks before the trade fair until the service day	on service day	on the day of the fair

NOTE:

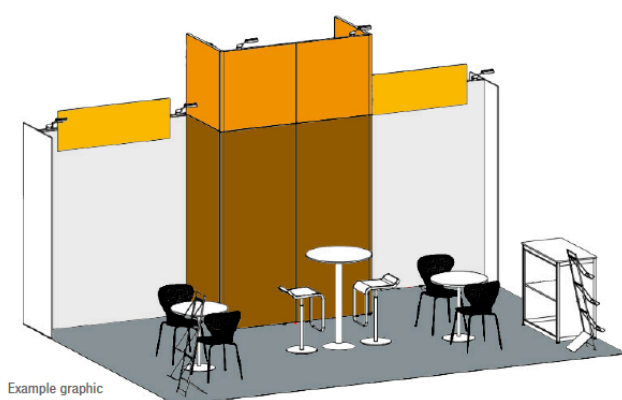
We cannot guarantee deliveries after the order deadline (approx. 5 weeks before the trade fair). All orders placed after the order deadline must be clarified individually.

3. Stand construction, furniture and additional orders

3.3 General information about the stand system

The 'Megawall' system

- Modular frame system
- Flexible stand construction system with the design look of customised exhibition stand construction
- Frames are fitted with white PVC panels
- Stand can be used 100% as advertising space
- Application of continuous, full-surface textile graphics



- **Wall module 100 cm (width) x 248 cm (height)**
 - Large-area seamless printing possible across multiple wall modules
 - Printing of individual wall modules also available
- **Signage module 200 cm (width) x 50 cm (height)**
Can be personalised with logo for an additional charge
- **Add-on module 100 cm (width) x 100 cm (height)**
Included in All-In Plus/All-In Premium packages (printable for an additional charge)
- **Cabin module**
Included in All-In Plus (2m²) / All-In Premium (2x2m²) packages (printable for an additional charge)

Procedure for stand construction planning and graphic design

- Ten weeks before the deadline (approx. 16 weeks before the trade fair), you will receive the first information email (details of the process) from us.
- Within the next two weeks, we will contact you by telephone to discuss the details of your stand planning that are already known.
- You will receive a second information email from us six weeks before the deadline.
- We will then contact you again to finalise the details of your stand planning.
- You will receive the third information email from us two weeks before the deadline.
- Finally, we would like to give you one last reminder: stand processing is only possible for another 3 days. Please contact us if you are unsure about any details.

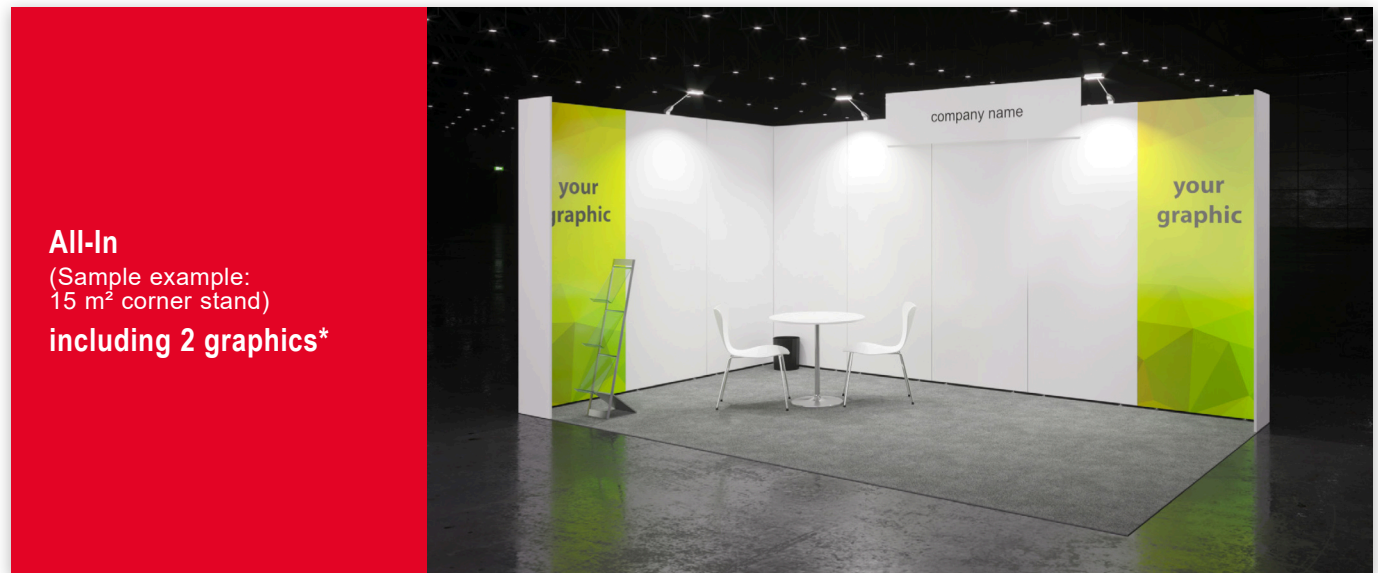
Please submit your graphics by the deadline so that we can guarantee they will be processed. We cannot guarantee any graphics received after this date. If you have any questions, please contact your representative from the relevant operations team. You will find their contact details on page 3.

To create your print data, please refer to our 'Graphic Guidelines' starting on page 15.

Printing on your wall modules is partially included in the package. If you would like to print additional elements, you can book this via 'My Easyfairs'.

3. Stand construction, furniture and additional orders

3.4 Stand concepts



All-In

(Sample example:
15 m² corner stand)

including 2 graphics*

Floor space	12 - 23 m ²	24 - 47 m ²	Ab 48 m ²
Height	248 cm	248 cm	248 cm
Table	1	2	3
Chair	2	4	6
Brochure rack	1	2	3
Bin	1	1	2
Lighting	1 LED spotlight / 4 m ²		
Electricity	1 triple socket		
Signage modules	2	2	2
Carpet colour	anthracite		

NOTE:

Daily cleaning of the stand (vacuuming the carpet, emptying the rubbish bins, disinfecting surfaces) and a car parking permit are included in the packages.

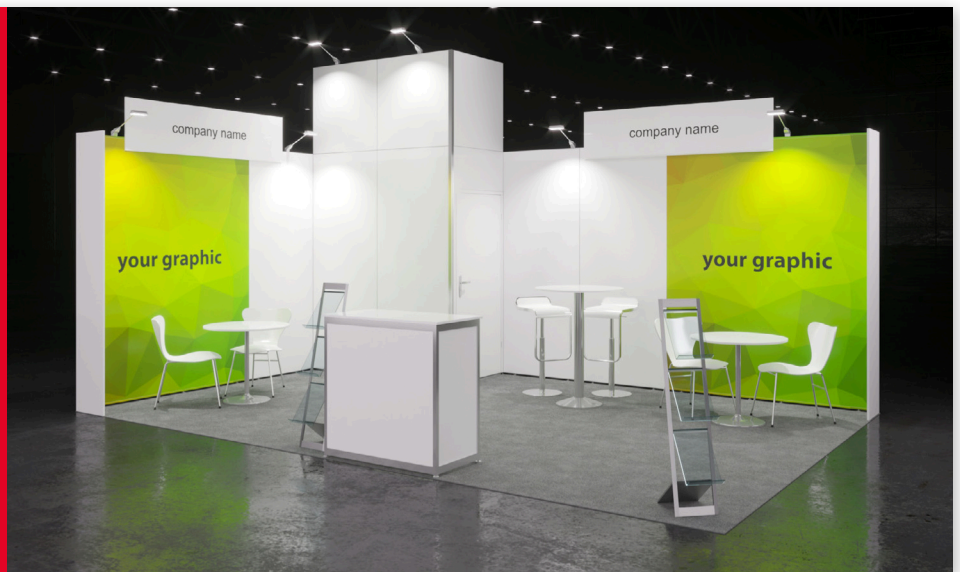
*Listed graphics are optional; these and additional graphics can be ordered from the online shop.

3. Stand construction, furniture and additional orders

All-In Plus

(Sample example:
24 m² corner stand)

**including 4 graphics*
and 1 tower top graphic***



Floor space	12 - 23 m ²	24 - 47 m ²	Ab 48 m ²
Height	248 - 348 cm	248 - 348 cm	248 - 348 cm
Table	1	2	3
Chair	2	4	6
Brochure Rack	1	2	3
Bin	1	1	2
Lighting	1 LED spotlight / 4 m ²		
Electricity	1 triple socket		
Bar table	—	1	1
Bar chair	—	2	3
Counter	—	1	1
Cabin (2m ²)	1	1	1
Signage modules	2	2	2
Carpet colour	anthracite		

NOTE

Daily cleaning of the stand (vacuuming the carpet, emptying the rubbish bins, disinfecting surfaces) and a car parking permit are included in the packages.

*Listed graphics are optional; these and additional graphics can be ordered from the online shop.

3. Stand construction, furniture and additional orders

All-In Premium (Example: 48 m² headstand)

including 8 graphics*
and 1 front graphic*
of the tower (2 x 3.5 m)



Floor space	From 48 m²
Height	248 - 348 cm
Table	3
Chair	6
Brochure rack	3
Bin	2
Lighting	1 LED spotlight / 4 m²
Electricity	1 triple socket
Counter	1
Cabin	2 (optionally as 1 x 4 m² or 2 x 2 m²)
Signange modules	2
Carpert colour	anthracite

NOTE:

Daily cleaning of the stand (vacuuming the carpet, emptying the bins, disinfecting surfaces) and a car parking permit are included in the packages.

*Listed graphics are optional; these and additional graphics can be ordered from the online shop.

3. Stand construction, furniture and additional orders

3.4.1 What is already included in the stand package?

Basic furniture

See the preceding equipment table for the stand concepts.

Stand cleaning

Stand cleaning is carried out on the evening before each exhibition day. It includes vacuuming the floor, emptying the bins and cleaning the table and counter surfaces.

Carpet on your stand

The standard carpet colour used on the stand surfaces is anthracite. If you require a different carpet colour for your stand, please order it via the online shop.

The furniture included in the stand package cannot be exchanged for other Easyfairs furniture. Omitting the standard furniture does not result in a price reduction. Please place any furniture from your stand package that you do not require in the hall aisles on the service day. These will be removed by our stand builders.

3.5 Technical connections: electricity, water, compressed air, internet

If you require additional technical connections, please order these online via ['My Easyfairs'](#) and send us a layout showing the desired position of the connections, unless this has already been provided in the fact sheet sent to us. Please note that when ordering an additional electrical connection, the installation of Schuko cables to the exhibit/consumer is not included. These must be ordered separately via the online shop. For safety reasons, all technical work may only be carried out by the official stand builder.

3.6 Insurance

All legal safety regulations and technical guidelines for setting up and operating your products/machines must be observed by your stand construction and stand personnel. Each exhibitor is responsible for complying with the legal regulations at their stand in connection with this trade fair. Please take out appropriate insurance for your participation in the trade fair. Easyfairs accepts no liability for lost or damaged items!

3.7 Customs clearance

Please note that all customs regulations of the country in which the trade fair is held must be observed. This includes, in particular, customs clearance of temporarily imported goods (e.g. exhibits), customs declaration of permanently imported goods (e.g. giveaways, information material, etc.) and registration of your staff working at the exhibition stand.

Easyfairs refuses to pay any customs duties and/or costs and accepts no liability for non-compliance with legal provisions.

3.8 Cleaning and empties

If you require larger containers for corresponding quantities of waste, please contact your contact person in the responsible operations team.

4. Parking, exhibitor passes, stand personnel

4.1 Parking and parking regulations

Each exhibitor will receive a free car parking permit, valid for the set-up day and the two days of the fair. You will receive this from your organiser before the fair by email to print out. You can order additional parking permits via our online shop.

The prices for the respective vehicle sizes can be found in the online shop.

Access for set-up and dismantling is via the access roads to the exhibition grounds signposted for the event. Access to the respective gates is possible depending on capacity. Please note that there is no right to drive up to the hall gate by car immediately after the exhibition closes.

All access and throughways at the gates, as well as all escape and rescue routes, must be kept clear. Vehicles or materials blocking these routes will be removed at the owner's expense.

Private vehicles are not permitted in the halls under any circumstances. The use of vehicles, forklifts and containers in the halls may only be carried out by the official exhibition centre freight forwarder.

4. Parking, exhibitor passes, stand personnel

4.2 Exhibitor badges

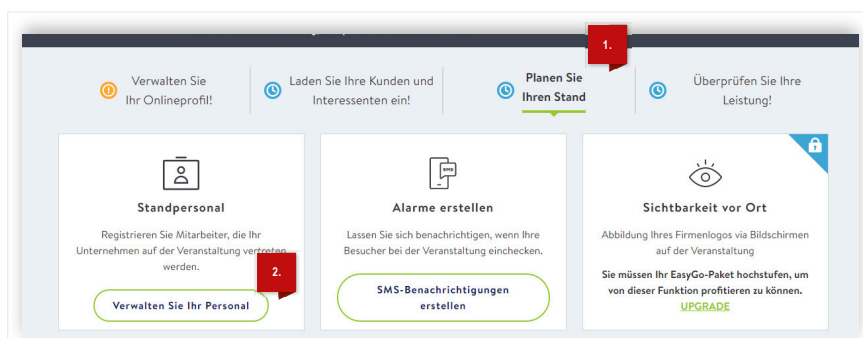
Personalised exhibitor passes are free of charge. These passes grant you access to the exhibition halls during set-up and dismantling times and during the exhibition itself. Please note that your stand personnel must be registered via 'My Easyfairs' at least two weeks before the start of the exhibition. You will then receive a confirmation email containing a QR code for your badge. You can have this printed out at the exhibition management office and at Service Point 2.

Depending on the stand space booked, the stand price includes the following number of exhibitor passes:

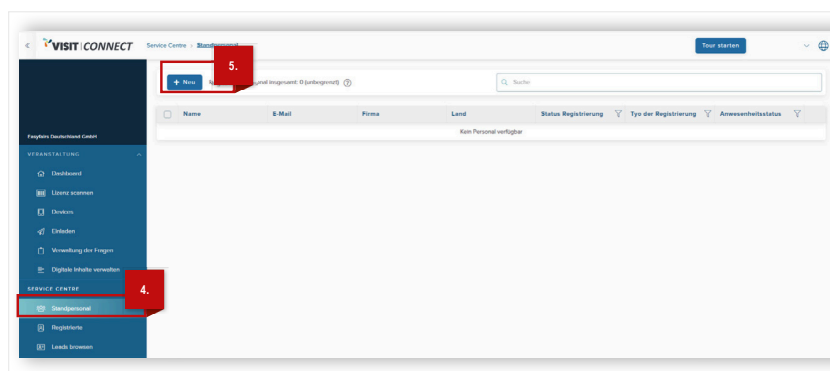
8 - 12m² Floor space	15 - 21m² Floor space	24 - 30m² Floor space	Co-Exhibitor
Unlimited			

4.3 Register stand personnel

Please enter your complete stand personnel via 'My Easyfairs'.



Here you can see step by step how to order ID cards for your stand personnel. If you click on **Plan your stand > Manage your staff** a new page will open where you can select **Stand personnel > + New** add further names and add/check your stand personnel information.



5. Service partner offers

5.1 Marketing

Promote your participation in the trade fair and invite potential customers in advance free of charge with your personal guest cards and your individual visitor link. The service is free of charge for you and your invited contacts.

For further free and paid advertising in advance and at the trade fair, please refer to the online shop and the exhibitor portal 'My Easyfairs'. If you have any questions about further marketing services, please contact the marketing team responsible for the event.

Advertising (such as flyer distribution) and the use of projectors and lighting effects outside your stand must be booked in the online shop. Further information can be found [here](#).

5.2 Catering

On the set-up day, you and your set-up team can purchase various food and drinks at your own expense.

During the trade fair, exhibitors will receive complimentary snacks and beverages in the exhibitor lounge in the café on the gallery in Hall 4.

If you would like catering at your stand, you will find the caterer's contact [details](#) on page 3.

5.3 Hostesses

If you require hostesses for your stand, please order them through our partner company. You will find the contact details for enquiries on page 3.

5.4 Accommodation

Further information on hotel recommendations and accommodation [can](#) be found on page 3.

6. Stand graphics

6.1 General graphic data guidelines

Data transmission

Once you have received the 3D sketch created for you, you can use the specified dimensions to create your print data and upload it via the link provided once it is complete. Be sure to include the exhibitor name and stand number in the file name and avoid umlauts, spaces and special characters.

File formats / PDF version

Do not convert vector data into pixel data! Pure image data can also be supplied in TIFF format, in which case it should be in the CMYK colour space.

IMPORTANT: Please only send us PDF/X-3 files.

- All fonts used, or characters used in the document, must be embedded or converted to paths.
- CMYK only or special colours
- Image data must be embedded
- no transparencies, no layers
- Final format and bleed frames must be defined correctly.

Bleed allowance

All printed products are further processed using a cutting machine. To avoid unsightly 'flash' and white edges in the final product, you should add a bleed allowance. This means that the print motif is created larger than the final trimmed format. You can find out how large this allowance needs to be in the data requirements for the respective product in these instructions.

Colours

We accept CMYK in Euroscale. Special colours, such as HKS or Pantone, are converted to CMYK by us for digital printing. For offset products with special colours, please speak to our service staff. Please use the following CMYK profile: ISOcoated_v2_bas.ICC

You can obtain it free of charge at: www.colormanagement.org. On this website, you will find further explanations on the subject of colour management if required.

Error prevention

- White was applied using overprinting (white lettering on the background is not omitted).
- Black was not set to overprint (e.g. text over background – the background is left blank under the text, resulting in unsightly flashes during printing).

Investing in black correctly

- For large black areas and black headings, we recommend adding an undercolour for PVC and mesh materials with the following values: Undercolour addition 60% cyan, 50% magenta, 45% yellow, 100% black.
- For fabrics and textiles, please apply black as follows: 100% cyan, 100% magenta, 100% yellow, 100% black. Please note: This only applies to solid areas! Halftones and dark areas in images where a design is to be visible will run significantly on flag fabric, microbacklight and decorative fabric! In this case, it is advisable not to leave the darkest areas at 100% black, but to reduce them slightly.

6. Stand graphics

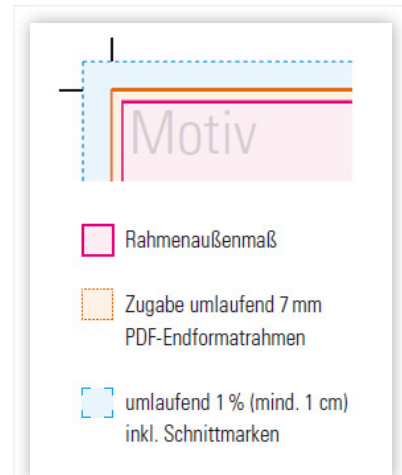
6.2 Wall graphics - Guidelines

To ensure smooth and timely order processing and to achieve optimal printing results, it is important that you observe the following specifications for the above-mentioned product:

Colourfulness:	4/0 colour CMYK
Encores:	7 mm all round to the outer frame dimensions
Trimming:	1% all round (min. 1 cm) for the final format including crop marks
Safety distance:	1% inward all around (min. 1 cm, 30 cm upwards)
Image resolution:	120 dpi (1200 dpi at a scale of 1:10)

Special features

The dimensions you order refer to the outer frame dimensions! Flag fabric, decorative fabric and Micro-Backlittex are subject to a dimensional deviation of up to +/- 1.5% in the final format during the printing process. For format-intolerant products (e.g. frameless frames), the tolerance is compensated for by the motif, so it is not recommended to place thin frames or text close to the edge!



IMPORTANT TIPS:

Create the wall graphics in your layout programme at a scale of 1:10. When creating the print file (usually a PDF), make sure that the image compression is set to at least 1200 dpi.

Do not place any important information (text, logos, etc.) in the top 30 cm of the wall graphic. This information will be covered by the attached cover. You can still design the wall graphic in its entirety.

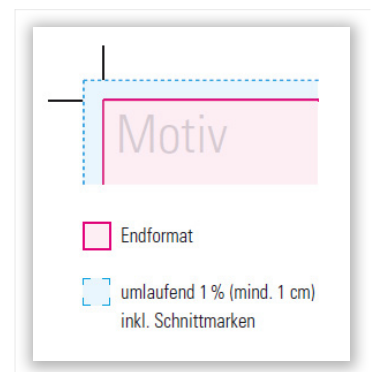
6.3 Foil printing (furniture) – guidelines

To ensure smooth and timely order processing and to achieve optimal printing results, it is important that you observe the following specifications for the above-mentioned product:

Colourfulness:	4/0-farbig CMYK
Trimming:	1% all round (min. 1 cm) for the final format including crop marks
Safety margin:	1% inward all around (min. 1 cm)
Image resolution:	240 dpi

Special features

If you want to laminate films onto backing boards, remember to order a slightly larger format so that you can laminate the film prints without any problems!



7. Contact

If you have any further questions, please contact our trade fair team!

Operations

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Head of Event

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✉ anna.sandmann@easyfairs.com

Date

18 - 19 March 2026

Opening hours

Wednesday, 09:00 - 17:00

Thursday, 09:00 - 16:00

Place

Messe Dortmund

Rheinlanddamm 200

44139 Dortmund

Germany

Website

www.solids-recycling-technik.com