

Inno

Request for proposals

Exhibition set-up for The Business Booster 2026

InnoEnergy

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2. Overview of InnoEnergy

InnoEnergy is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets.

We work in three essential areas of the innovation mix:

- Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.
- Innovation Projects to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers.
- Business Creation Services to support entrepreneurs and start-ups who are expanding Europe's energy ecosystem with their innovative offerings.

Bringing these disciplines together maximises the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:

<http://www.innoenergy.com/about-innoenergy/>

3. Scope of work

3.1 Background

InnoEnergy seeks to secure the services of a stand builder company for our flagship event The Business Booster 2026. The event is taking place at Hall 6 of Munich Messe, Germany, on 28-29 October 2026.

Please visit The Business Booster website, watch the video and photos of our last edition for a better understanding: <https://tbb.innoenergy.com/>

TBB2025: https://youtu.be/CDyk6_qt8dE - <https://flic.kr/s/aHBqjCyGRS>

TBB 2024: <https://youtu.be/tVBTVAcEU6k> - <https://www.flickr.com/gp/innoenergy/w1169jE5C0>

The Business Booster hosts up to 150 start-ups in the field of sustainable energy. The aim of this event is to connect InnoEnergy supported start-ups with the industry, to help commercialise their products and services, for a better and sustainable energy future. InnoEnergy is looking for a professional stand building company to support this event not only by building all modular booths but also a company which supplies all required furniture, takes care of printing booth designs and signage, setting up all electrical connections as well as managing all aspects relating to health and safety requirements.

Details of the booked floor space:

- 11,000 sqm of exhibition space (Messe Munich Hall A6);
- Purpose build auditorium (plenary room) with 1,200 seats
- Build three breakout rooms for approx. 200-250 seats each one;

3.2 Objectives:

- A) Please provide a detailed project planning stating following:
 - Overview of the dedicated project team.
 - Project team must be fluent in English. Spanish is a plus.

- The dedicated project team must be available during all planning months. In case of sickness or vacation we expect a replacement and a backup plan. We do not accept stand still periods (for example, during holiday season).
- Outline your technical support before, during and after the event.
- Providing of all necessary documents and certificates if required by the venue, for health, safety and fire regulations as according to Spanish regulations.
- Detailed planning of set-up, dismantling and process on-site. **Please note that these times might still change:**

26 Oct	27 Oct	28 Oct	29 Oct	30 Oct
Set-up of event 8:00 - 18:00	Set-up of event 8:00 - 18:00	TBB 2026 9:00 - 18:00	TBB 2026 9:00 - 16:00	Dismantling 8:00 - 18:00
			Dismantling 16:00 - 18:00	

- Dismantling on 29 and 30 October
- Coordination and management of technical event services: electricity and cleaning: according to Munich Messe rules and regulations.
- Description of the design, structure and proposed fabrics. Sustainable approach and using recycled materials is a must.
- Please include all cost of traveling and accommodation costs for your team to Munich (if applicable), and please budget for at least two visits to the venue prior to the event with the InnoEnergy Events Manager if required.

B) Exhibition space project planning, floor plans, design and printing of designs – booths, lounge areas, product display area, photo exhibition and full set up of foyer including registrations area, cloakroom, TBB and Press office, Speaker room and also supplier area.

I. Preliminary floor plan for 150 exhibitor booths and 10 sponsor booths and an example of a booth for:

- Exhibitor booth: 4 square meters booths (150 booths) with high counter, two chairs, electricity connection with multi-plug outlet, carpet and branding;
- Sponsor booth: 12 square meter booths (10 booths) with high counter and two chairs, table with four chairs for meetings, electricity connection with multi-plug outlet, carpet and branding;
- Overall feeling of the exhibition space should be modern, open, airy, warm, inviting; Use of plants and natural/sustainable materials is highly encouraged;





II. Preliminary design and price proposal for InnoEnergy's booth design:

Approximately 100 m2 for 8 sub-brands of InnoEnergy. Each one with a high table and 3 chairs, electricity connection and enough lighting. Include 2 free standing TVs with USB ports, 4 zig-zag brochure holders and a lounge area with sofas and armchairs. Example from previous year:



III. Preliminary design for networking and lounge areas within the hall:

- High tables and chairs, poufs and coffee tables, sofas, carpet, brochure holders, plants, grass.
- Lounge areas are to be used for pre-arranged 1-2-1 meetings and lounging during coffee and lunch breaks.
- There needs to be a minimum of 200 tables, with total capacity of minimum of 800 seats, each clearly numbered for purposes of 1-2-1 meeting spots.
-



IV. Preliminary design for a "product display area" within the hall:

Separate area within the hall and indicated with signage (not separated by walls) for approximately 20 displays, electricity connections, carpet. Creating of a "solar street" and printed roof to display solar panels. 2x 4-sided towers with build-in touchscreens.

V. Preliminary design for entrance hall set up: registration area, cloakroom, press office, staff area and VIP room.

Separate areas within the foyer of La Defense Arena and indicated with signage.

Registration area: 6 stations for badge printing/ check-in with high counters, stools, electricity connections, carpet stripes leading from the main entrance to the exhibition hall.

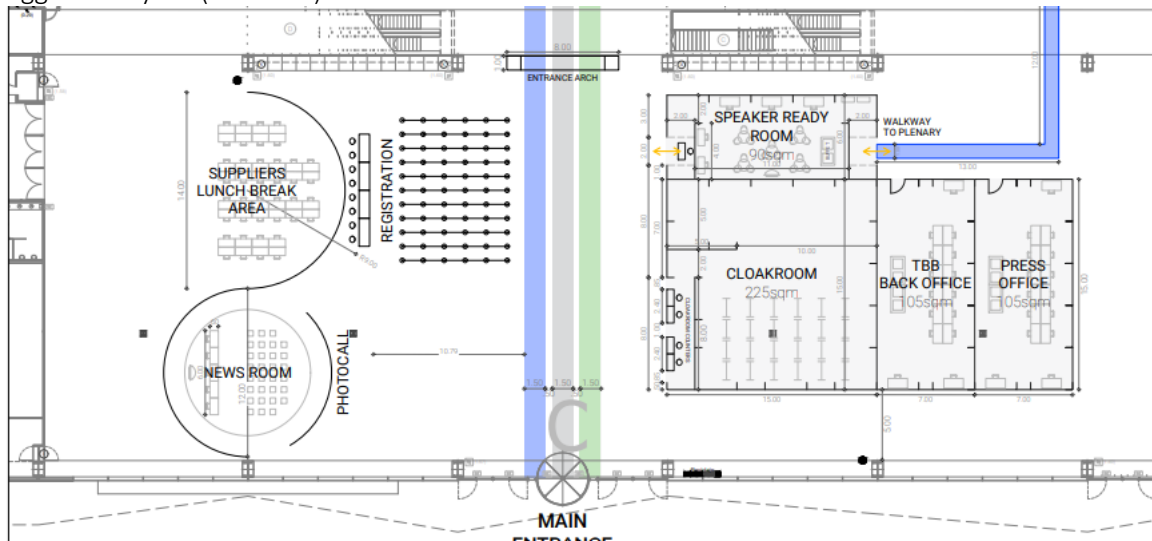


News room: long table with chairs, theater set up for audience, microphones, TV screen.
 Cloakroom with counter and hanging rails for up 1500 jackets, umbrella stands and luggage tags.
 Press office with table and chairs, electricity connections. Set up for 20 Pax.

Supplier Area: tables and chairs, electricity connections, lockers for bags and jackets.
 TBB Back office: set up for 15 PAX, tables and chairs, electricity connections for full office set up.

Speakers room: comfortable armchairs and coffee tables (lounge furniture), mirror with table for make-up artist, coat hanger. Set up for 5 -10 PAX.

Suggested layout (TBB2024):



VI. Project planning and specifications for printing of booth designs:

Please indicate all deadlines you require to receive digital files to print all artwork for booths which will be provided by InnoEnergy.

VII. Please provide a preliminary design for photo exhibition wall:
30 photo panels which need to be hanged or attached, with a spotlight above each photo.
Carpeted area.



3.3 Contract duration and terms

The contract's duration is 12 months. In case the budget coverage for future support for the services presently tendered, plus the continuing need for the services provided by the tenderer, InnoEnergy intends to extend the contract with the winner/s of the present supplier selection process with another 12 months. The contract extension will be done through a direct award procedure. This extension is subject to financial coverage and high-quality performance of the contractor and continuous need for the services, but this does not bind InnoEnergy to carry out an extension.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) All participants must sign the Tenderers' declaration form attached and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	2 February 2026
Deadline for requesting clarification from InnoEnergy	16 February 2026
Deadline for submitting proposals	28 February 2026

Company KIC InnoEnergy SE

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Inno and InnoEnergy are the trading brands of KIC InnoEnergy SE

Intended date of notification of award	5 March 2026
Intended date of contract signature	18 March 2026

Proposals must be emailed in English to the following address to:

Contact name: for the attention of Ferran Tomas

E-mail: ferran.tomas@innoenergy.com

The proposal shall contain:

- the technical response to the service requested (point 3).
- the financial offer (the price for the services.) The Financial offer must be presented in Euro. must be indicated as net amount + VAT.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.

Responses should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

4.3. Validity of the proposals

Tenderers are bound by their proposals for 90 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 60 days to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by InnoEnergy.

4.4. Requests for additional information or clarification

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: Attention of Ferran Tomas

E-mail: ferran.tomas@innoenergy.com

InnoEnergy has no obligation to provide clarification.

4.5. *Costs for preparing proposals*

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

4.6. *Ownership of the proposals*

InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

4.7. *Clarification related to the submitted proposals*

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

4.8. *Negotiation about the submitted proposal*

After checking the administrative compliance of the tenderers, InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, InnoEnergy shall provide further information about the proceedings and timing.

4.9. *Evaluation of proposals*

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 3 of the document.

The tenderer is requested to present a live showcase of their online portal, via a video conference or on sight in one of our InnoEnergy premises (Stockholm, Amsterdam, Eindhoven, Brussels, Grenoble, Barcelona, Madrid, Lisbon, Karlsruhe, Berlin or Krakow).

Evaluation criteria

- 1) *Compliance with all demands as requested in this RFP – project planning with detailed timeline, expertise of staff, floor plans, planning and design of exhibitor and sponsor booths, InnoEnergy booth, lounge areas, product display area, photo contest area.*

40 Points

- 2) *Originality and creativity of designs and alignment with basic sustainability requirements (e.g., reusable materials, lower CO2 emissions in transportation of materials, minimum use of plastic, etc.).* 10 Points
- 3) *Liability insurance cover.* 10 Points

Total technical score: 60 points maximum

- 4) *Price or total cost: lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation.* 40 Points

Total financial score:

40 Points

Total maximum score: 100.

4.10. Signature of contract(s)

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within three days of receiving the contract from InnoEnergy, the selected tenderer shall sign and date the contract, then return it to InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, InnoEnergy may decide to contract the second best.

4.11. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall InnoEnergy be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if InnoEnergy has been advised of the possibility of damages.

4.12. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to InnoEnergy. The tenderers have ten days to file their complaints from the receipt of the letter of notification of award.

4.13. Ethics clauses / Corruptive practices

InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, InnoEnergy may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

4.14. *Many journeys. One welcome.*

Diversity, inclusion and equality of opportunity are core InnoEnergy values. We are committed to extending the same warm welcome to everyone, whatever their personal journey. We strive to ensure every voice is heard.

We value the contribution that different viewpoints make to our business of innovation. Having a variety of perspectives at all levels also equips us to meet the needs of the diverse communities we serve.

We extend our commitment across the career cycle. We recruit people from diverse backgrounds—for example, as of 2022, we employed 39 nationalities split 50-50 male-female. We then ensure that every member of our team is involved and valued, and receives equal recognition and opportunities for advancement.

In all areas of the employee experience (including recruitment, compensation and career development), and in all dealings with customers and communities, InnoEnergy staff will value merit regardless of age, social status, race, colour or genetic features, disability, ethnic/social origin or national minority membership, gender, gender reassignment, sexual orientation, language, marital or partnership status, political or any other opinion, economic status, religion or spiritual belief.

Although we do not use this as a vendor selection criterion, we are interested in learning from others, and would be happy to receive anything about your Diversity values or policy that you would care to offer.

4.15. *Annexes*

Annex 1: Tenderers' Declaration form

Annex 2: Draft Contract Template

Annex 3: Floorplan of Mess Munich Hall 6

Annex 4: Example of last year's TBB exhibition space floor plan