

# Important information

Amendments to GHM's Terms of Participation and excerpts from the venue's Technical Guidelines. The venue's Technical Guidelines also apply.

## 1. Technical organisation and coordination

The entire technical set up will be arranged by

Company: NürnbergMesse GmbH  
Dept.: Veranstaltungstechnik  
E-mail: veranstaltungstechnik@nuernbergmesse.de

## 2. Exhibitor service forms

Exhibitor service forms are available for download from the Exhibitor Portal. After the portal has been activated, you will receive your personal user credentials.

Closing date for orders: **27 February 2024**

Contractual partners reserve the right to charge a fee or surcharge for late receipt of orders.

## 3. Setting up and dismantling

Setting up: Friday, 19 April 2024: 07:00 a.m. – 10:00 p.m.  
Saturday, 20 April 2024: 07:00 a.m. – 10:00 p.m.  
Sunday, 21 April 2024: 07:00 a.m. – 10:00 p.m.  
Monday, 22 April 2024: 07:00 a.m. – 06:00 p.m.

Latest permissible setting up start time: Monday, 22 April 2024: 12:00 noon

Dismantling: Friday, 26 April 2024: 06:00 p.m. – midnight  
(no access to the loading areas before 08:30 p.m.)  
Saturday, 27 April 2024: midnight – 07:00 p.m.  
Sunday, 28 April 2024: 07:00 a.m. – 07:00 p.m.  
Monday, 29 April 2024: 07:00 a.m. – 07:00 p.m.

Project management must be given advance notice when the start of setting up is delayed past midday on Monday, 22 April 2024. Setting up prior to this time is only possible in exceptions and with the written consent of the operator at the venue.

If the setting up period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

If setting up/dismantling times are exceeded GHM is also entitled to charge the exhibitor a flat fee of € 170.00 per hour or € 1,210.00 per day.

## 4. Official media

The official contracting partner will be announced later.

## 5. Exhibitor passes

Exhibitor passes (free and charged) are available for download from the Exhibitor Portal from March 2024.

Exhibitor passes are available after the participation invoice has been paid in full. Their use is reserved solely for stand staff; it is forbidden to pass them on to third parties or to sell them. They will be blocked in the event of abuse.

## 6. Stand approval

Two-storey stands must be obtained at least 6 weeks prior to the start of setting up.

## 7. Stand design

Planning and design must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstance exceed the allocated stand space.

Booth walls with a height in excess of 2.5 m facing neighboring stands must have a monochrome, neutral and bright design, must be kept free of installation material and clean and must not contain any advertising or graphics. The backs of the stand must be kept monochrome, neutral, bright and clean by the exhibitor to which the stand belongs.

The exhibitor has to erect walls on all closed sides of the stand and to install floor covering.

The exhibitor must take the character and image of the trade fair into account. In this regard, GHM is authorized to make changes to the design of the stand.

## 8. Maximum heights for stand structure and advertising

The maximum height for the stand structure is 5.50 m in halls 4, 5, 6 and 7 as well as 12.00 m in halls 3A, 4A and 7A (a maximum of 10.00 m is only possible in some parts of hall 3A).

## 9. Driving, transportation and parking

Exhibition halls may only be accessed by motor vehicles for the purposes of loading and unloading. Exceptional transportation shall be subject to prior GHM's written approval which must be obtained in due time. The provisions of the German Road Traffic Act shall apply mutandis mutandis when it comes to driving on the trade fair premises. After completion of stand set-up, the exhibitor shall without undue delay remove any vehicles from entrances, drive-ways, areas reserved for fire-brigade vehicles and parking lots reserved for the press. Lorries with a weight in excess of 3.5 tons may not be parked on parking lots during the trade fair. GHM has the right to have any vehicles parked illegally or in derogation thereof towed away at the expense of the owner of the vehicle.

## 10. Technical fittings

All technical devices, equipment and fixtures must comply with VDE regulations and locally applicable provisions. Electrical fixtures and fittings may only be installed, connected and inspected at the site of the venue by firms authorized by the venue operator.

## 11. Exhibition sales

Direct sales from the stand are not permitted.

## 12. H.E.S. Pauschale (Hygiene - Energy - Security)

A compulsory H.E.S. fee will be charged to cover increased superior energy costs used during setting up and dismantling and the entire period of the trade fair. On the other hand, this fee covers the costs of hygiene and safety measures, which are required to ensure that the trade fair is held, including ticket and admission controls as well as increased cleaning and ventilation measures.

## 13. Trade fair end

The trade fair finishes at 06:00 p.m. on 26 Friday 2024.

The stand must be duly occupied until the official end of the trade fair. A penalty of € 2,000.00 will be due on each breach of this provision.

## Organiser:

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