

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

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2. Exhibitor service forms

Exhibitor service forms are available for download from the Exhibitor Portal from spring 2023.

Closing date for orders: **06. September 2023**

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

3. Setting up and dismantling

Setting up: **Sunday, 15. October 2023 from 08:00 a.m. to Saturday, 21. October 2023, 06:00 p.m., non-stop**

Dismantling: **Thursday, 26. October 2023 from 05:00 p.m. to Monday, 30. October 2023, 06:00 p.m., non-stop**

Project management must be given advance notice when the start of setting up is delayed past midday on Saturday, 21. October 2023.

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 € 1,000.00 per day.

4. Exhibitor passes

Exhibitor passes (free and charged) are available for download from the Exhibitor Portal from June 2023.

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.

5. Stand approval

Approval for stand structures higher than 4 m, stand areas greater than 100 m² and two-storey stands must be obtained at least 6 weeks prior to the start of setting up.

6. 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 neutral and white 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 white, neutral 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.

Design of the booth walls:

The maximum permitted length of a continuous closed wall is 6 m. A closed wall of a maximum of 6 m must be followed by an opening of at least 2 m.

If the sides of the booth are shorter than 8 m, the rule is to design these to be 30 % open. These rules do not have to be applied if

- a recess of 1.5 m is observed, or
- an overall height of 1.2 m is not exceeded.

7. Maximum heights for stand structure and advertising

Overall height:

1-storey stand structures must not exceed a maximum height of 6 m. (Stand partition walls facing a direct neighbouring stand must be white and neutral.)

Stand partitioning walls in excess of 5 m height shall be subject to the neighbouring stand's/stands' written consent.

2-storey stand structures must not exceed a maximum height of 7.5 m (in this case, the neighbouring stand's/s' consent must not be obtained).

Height of suspended advertising structures:

The maximum height of advertising suspended from the hall ceiling is 7.5 m. Visible clearance of at least 0.5 m must be maintained between the upper edge of the stand structure and the lower edge of advertising.

Clearance of at least 1.5 m must be maintained between advertising and adjacent neighbouring stands; this requirement shall not apply with respect to lighting rigs.

8. 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.

Please inform us when you register if you require a gas connection.

9. Exhibition sales

Direct sales from the stand are not permitted (see section 8. Sales provisions/ Distribution of food and beverages in the Terms of Participation).

10. W.H.S. fee (waste-hygiene-services)

A compulsory W.H.S. fee will be charged to cover the removal of waste accumulating on the exhibitor's stand during setting up and dismantling and the entire period of the trade fair. The fee does not cover leftover dough, food waste and waste oil and fat. In addition, this fee covers the costs of the hygiene and service measures necessary for the trade fair, which are required to ensure that the trade fair is held, including ticket and admission controls as well as increased cleaning and ventilation measures.

11. Trade fair end

The trade fair finishes at 05:00 p.m. on Thursday, 26. October 2023.

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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