

# 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: Koelnmesse GmbH  
Department: Veranstaltungstechnik und -genehmigung  
E-mail: acceptance@koelnmesse.de

## 2. Exhibitor service forms

Exhibitor service forms are available for download from the Exhibitor Portal at [www.faf-messe.de](http://www.faf-messe.de). After the portal has been activated, you will receive your personal user credentials.

Closing date for orders: see date on the order forms

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

## 3. Setting up and dismantling

**Setting up:** Thursday, 18 April 2024, 07:00 a.m.  
to Monday, 22 April 2024, 06:00 p.m.

### Latest permissible

**set-up date:** Monday, 22 April 2024, 12:00 noon

**Dismantling:** from Friday, 26 April 2024, from approx. 07:00 p.m.  
to Monday, 29 April 2024, 10:00 p.m. latest

Exhibition Director FAF must be given advance notice when the start of setting up is delayed past midday on Monday, 22 April 2024. Early set-up (17 April 2024, 07:00 a.m. to 07:00 p.m.) will incur an extra cost and is only possible in exceptional cases and with the organiser's written consent.

If the dismantling 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.

## 4. Exhibitor passes

Exhibitor passes (free and charged) are available after payment of the participation invoice in the Exhibitor Portal at [www.faf-messe.de](http://www.faf-messe.de). 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. Approval

Please use only the admission plan for your detailed planning.

Please check the admission with regard to the following criteria:

- Location of your stand
- Type of your stand, orientation of the open sides
- Dimensions of your stand

Changes may nevertheless be made.

## 6. Permits/stand operation

For the operation of stands, we refer the reader in this context to the approval obligations laid out in the Technical Guidelines of Koelnmesse GmbH.

Solvent-based paints and all aerosol cans may only be exhibited as dummy items. Buckets containing water-based paints must remain sealed and may not be opened.

It is essential to observe the Koelnmesse information sheet "Flammable Liquids, Compressed Gases and Other Hazardous Substances" must be observed. It is available for download at [www.fafmesse.de](http://www.fafmesse.de).

Evening events are subject to approval by GHM.

Any waste originating from the exhibitor will be removed at the exhibitor's expense. The disposal of waste must be arranged and supervised by the exhibitor.

## 7. Official media

The official contractual partner is Conteo AG (CH – 8005 Zurich) and Neureuther Fair Media GmbH.

## 8. Stand approval

The Technical Guidelines of Koelnmesse GmbH apply, available at [www.fafmesse.de/downloads](http://www.fafmesse.de/downloads), in particular Part 4.2.1.

Assuming that the Technical Guidelines are complied with in the design and execution of the stand stand, it is not necessary to submit drawings for approval in the case of single-storey stand structures in the halls. In addition, all other stand structures, mobile stands, special structures and constructions are subject to approval. Stand areas of 100 m<sup>2</sup> or more, as well as two-storey stands and stand covers, must be approved no later than 6 weeks before the start of construction at the latest.

Upon request from Koelnmesse GmbH the exhibitor is obligated to immediately provide additional information on the exhibition stand. Koelnmesse GmbH is not required to ensure compliance with any other guidelines.

Should a violation of the relevant guidelines nonetheless be discovered, Koelnmesse GmbH may also deny the seal of approval for this reason. You are reminded that in special cases – in your application and on your invoice – the construction documents must be provided to the responsible authorities for review. Regardless of official construction approval, reprovals by Koelnmesse GmbH regarding issues identified at the stand must be immediately improved. If delay on part of the exhibitor may cause endangerment, Koelnmesse GmbH is authorised to determine appropriate measures and have them carried out at the cost of the exhibitor.

## 9. Stand design

Planning and design of the stand must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstances exceed the allocated stand space. Care should be taken to ensure open stand design. It is generally recommended that you coordinate stand construction with exhibitors at neighbouring stands.

Partition walls to neighbouring stands over 3 m in height must be clean, neutral and white, without installation material, advertising or art design. The rear sides of the stand must be kept plain white and clean by the person to whose stand they belong.

The exhibitor undertakes to erect walls on all closed sides of the stand area. Stand structures in excess of 3 m are subject to approval.

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

## 10. Safety assessment of the exhibition stand

Each exhibitor is obliged to perform a hazard assessment of its fair stand in accordance with current occupational safety legislation and relevant accident prevention regulations, taking into consideration the Terms of Participation and Technical Guidelines of Koelnmesse GmbH as well as the Sonderbauverordnung des Landes Nordrhein-Westfalen (SBauVO) and to undertake all measures to protect the individuals at the stand. A risk assessment document must be presented on demand.

## 11. Responsibility

Stand set-up and design must be carried out in compliance with all guidelines applicable in Germany (in particular the special construction ordinance, DIN and EN guidelines, VDE regulations as well as the accident prevention guidelines of the employer's liability insurance associations in the respectively valid forms). All of these stipulations apply to both internal and third-party stand designers, decorators and signwriters, as well as to all persons engaged in the set-up and design of the stand on behalf of the exhibitor or at the exhibitor's expense. The exhibitor is responsible for compliance with all regulations and stipulations. The exhibitor must oversee all personnel it employs for the set-up of the stand and ensure their compliance with these regulations. The stipulations of the general portion of the terms of participation and the technical guidelines are not affected.

## 12. Maximum heights for stand structure and advertising

The maximum height for structures is 6 m. The maximum height for advertising is 7.50 m. Written permission must be obtained from the neighbouring exhibitor for stand structures and advertising over 3 m in height, or a distance of 2 m to the neighbouring stand must be observed.

Stand walls exceeding 3 m in height and facing neighbouring stands must be kept plain white, must be clean and must be free of text and images.

## 13. Driving, transport and parking

It is generally not permitted to drive into the halls.

Special transports require advance written approval from GHM. The provisions of the German Road Traffic Regulations (StVO) apply when driving on the trade fair site. Lorries with a weight in excess of 3.5 tons may not be parked in car parks during the trade fair. GHM and/or Koelnmesse GmbH have the right to have any vehicles parked illegally towed away at the expense of the vehicle's owner.

#### 14. 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 authorised by the venue operator.

#### 15. Service flat rate

The service flat rate costs € 29.80 per square metre of occupied stand area.

It includes the following services:

- Online ticket coupons for your customer invitations in unlimited number
- general energy and safety

#### 16. Trade fair end

**The trade fair finishes at 05.00 p.m. on 26 April 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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