

Important information

Supplements to the GHM Conditions of Participation.
Furthermore, the [technical guidelines](#) of the venue apply.

1. Technical organisation and coordination

The entire technical set up will be arranged by

Company: Messe Düsseldorf
Dept.: UT-SAS, Sales & Services
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Fax: +49 211 4560 8566
E-mail: tr-service@messe-duesseldorf.de

2. OOS – Online Order System

Exhibitors will be able to place technical orders in the OOS (Online Order System) from September 2024. Exhibitors will receive an invitation to the OOS by e-mail in due course.

Closing date for orders: **13.04.2025**

A late payment surcharge of 35% will be charged from 20 April 2025.

3. Setting up and dismantling

Setting up: Sunday, 11. May 2025 from 08:00 a.m. to
Saturday, 26. May 2025, 06:00 p.m., non-stop

Dismantling: Thursday, 22. May 2025 from 05:00 p.m. to
Monday, 26. May 2025, 06:00 p.m., non-stop

Early set-up is possible from 07. May 2025 for a fee. Registration at
tr-service@messe-duesseldorf.de.

Project management must be given advance notice when the start of setting up is delayed past midday on Saturday, 17. May 2025.

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. The hall columns must not be damaged. The protective distance around the hall pillars is at least 40 mm.

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 Ticket Portal from the end of 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.

5. Stand approval

Stand constructions from 100 sqm as well as stand constructions with platforms with a pedestal design over 20 cm in height, special constructions and a multi-storey stands must be approved.

An inspection fee is charged for the approval of special constructions and two-storey stands.

Provided that the Technical Guidelines are observed in the design and construction of the stand, it is not necessary to submit drawings for approval for single-storey stands (under 100 sqm). On request, Messe Düsseldorf offers to check stand construction plans for a fee (EUR 105.00 plus VAT).

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

Halls 9 - 14

The maximum construction height in Halls 9 - 14 is 6 m. Exhibits are not subject to this regulation. Light rigs without advertising and lettering may be suspended up to a height of 8 m. Stand partition walls to direct neighbours must be white and neutral. The maximum advertising height is 6 m above the hall floor.

Halls 15 - 17

The maximum construction height in Halls 15 - 17 is 8 m. Exhibits are not subject to this regulation. Light rigs without advertising and lettering may be suspended up to a height of 10 m. Stand partition walls to direct neighbours must be white and neutral. The maximum advertising height is 8 m above the hall floor.

A distance of at least 2 m must be maintained between advertising and adjacent neighbours, with the exception of lighting trusses.

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. Direct sale

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, 22. May 2025.

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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