

## Important Information from A – Z

### ■ Assembly and Dismantling on Your Own

Partitions, supporting walls, panels, and fascia may not be structurally altered or dismantled by the exhibitor itself. Possible damage will be at the exhibitor's expense. For assistance come to the Trade Fair Office in Hall A3, stand E 01 in person.

### ■ Assembly Procedure and Times

Please observe the stated assembly procedure and schedule which you may find on the "Information on Assembly and Dismantling" and "Traffic Guide" sheets.

### ■ Cleaning

See Cleaning in the Technical Order at **TrendSet Center**.

### ■ Conduct

Fairness comes first! Please be considerate of other exhibitors. All exhibitors are under an obligation to fair behavior and competition among themselves. The interests of other exhibitors may not be unacceptably affected. In individual cases, the organiser reserves the right to issue necessary instructions and, in the case of gross infringements, to exclude the exhibitor temporarily or permanently.

### ■ Damaging

Damaging of the provided TrendSet booth construction and booth furniture is prohibited. Damaging involves high costs. Please make sure that stand neighbors are taken into consideration when refurbishing stand construction and furniture (e.g. please do not paint or spray walls).

### ■ Decorations

Decorative materials are permitted only when they are flame-retardant in accordance with fire protection DIN fire class B1, DIN 4102. In conformance with fire protection laws, straw, hay, peat, leaves, etc. are not permitted. Please also observe the regulations and notes on fire protection. These can be found in the technical guidelines.

### ■ Deliveries/Venues

Messe München GmbH, Messegelände, Am Messesee 2, 81829 München  
**TrendSet Trade Fair, Exhibitor, Hall, Stand No.**

### ■ Early Disassembly of Stands

Whoever dismantles early never assembles again! Early dismantling will result in the immediate loss of exhibit privileges – in future as well.

**Please also note the important assembly and disassembly information. If you have any questions, please do not hesitate to contact us.**

### ■ Employment Agency/ Job Service

**Agentur für Arbeit München**  
Phone: +49 (0) 89 5154 3500/-3600

**the fair agency gmbh Agentur für Messedienstleistungen**  
Phone: +49 (0) 89 244419370 | Mail: info@the-fair-agency.com

**for stand construction staff:**  
**Event-Hands GmbH**

Phone: +49 (0) 30 91428784, Mail: info@event-hands.com

### ■ Entrances/Aisles/Outdoor Exhibition Area

During assembly and dismantling, keep entrances and aisles clear! Because of fire protection regulations, during the event, no vehicles may be parked at the outdoor exhibition area; illegally parked vehicles will be removed at the owner's expense.

### ■ Exhibitor badges

Your exhibitor passes can be generated online about 6 weeks before the fair. See Exhibitor Badges at **TrendSet Center**.

**Please note: NO badges are currently required for assembly and dismantling at this fair.**

### ■ Exhibitors' Shop

**Plan3 GmbH**, Atrium in front of Hall B5, Phone: +49 (0) 89 94928175

### ■ Freight Forwarding

**Schenker Deutschland AG, exhibition grounds**

Phone: +49 (0) 89 94924300

**Kühne & Nagel, exhibition grounds**

Phone: +49 (0) 89 94924400

### ■ Internet

A WLAN for Internet applications and sending email is available. For more intensive Internet use, such as the use of scanner systems, an exhibitor can order an own WLAN network in Technical Order. **Please note the deadline for orders.**

### ■ Invoices

You will receive the stand invoice about 8 weeks before the trade fair. About 4-6 weeks before, you will receive the invoice for the technical equipment ordered. And about 6-8 weeks after the fair you will receive the final invoice for the redeemed voucher codes, parking permits and other stand construction. **Please note that invoices are sent by email.**

### ■ Lighting

We advise that you illuminate your stand. The general hall lighting may not be sufficient to truly highlight your displayed products. You will find various lighting options in the Technical Order at **TrendSet Center**.

### ■ Marketing Services (advertising material)

Our Marketing Services provide you with various opportunities to inform your customers of your participation in the fair; e.g. with web banners in the design of the fair or by publishing product images in the TrendSet Journal and on our social media channels for free. You may invite your customers to the fair using voucher codes. Your customers redeem the voucher codes online and print out their own admission tickets. After the fair, you are charged only for the actual redeemed codes. You also have the opportunity to effectively present your trends and products with an advertisement in the TrendSet Journal. The readership of the TrendSet Journal consists of the trade visitor database with over 100,000 qualified contact.

## ■ Music / GEMA

Playing music at the stand is possible only after approval of the event organiser. The use of sound storage media during assembly and running event is to be registered with GEMA. Please inform your stand assembly company of this.

## ■ No Dogs

Dogs are not allowed on the entire exhibition grounds of Messe München. Please pass on this information to your customers.

## ■ Packing and Packaging Material

Packing and packaging material may not be stored at the stand. If the stand contains waste, trash, and heavy soiling after dismantling, cleaning costs from Messe München will be invoiced to the exhibitor of the stand.

## ■ Parking

Parking space is scarce – please make life easy for the lorries and delivery vehicles. Especially car drivers should vacate parking spaces for lorries so that accessing the halls runs as smoothly as possible. Provided that an extra traffic and parking regulation is binding for the event, exhibitors must observe the regulations and instructions of the organiser and/or representatives of the organiser.

## ■ Photography

Photographing other stands is not permitted!

## ■ Power Connection & Regulations

A power connection of 3 KW is sufficient to power, for example, a refrigerator, a small light system and a computer. Please note that this is an approximate value. Please observe the electrical power regulations in compliance with VDE.

## ■ Security Service

See Technical Order at **TrendSet Center**.

## ■ Self-Promotion

We are pleased to support you in the promotion of your products. Use our high-quality marketing-package for this. See Marketing Services at **TrendSet Center**.

## ■ Showcases

We offer you the opportunity to present your products in a showcase between the halls or in one of the entrance areas. The order form can be found in the technical order.

## ■ Smoking

This event is a nonsmoking trade fair. Please also inform your staff and customers of this. Thank you.

## ■ Stand Boundaries

The boundaries of the stand may not be exceeded. The aisle in front of your stand must be kept clear in its entire width and to a height of 2.50 m. The maximum height without permits is 3 m. If your stand exceeds the construction height of 2.50 m, the visible back wall to the neighbor must be in a neutral white and clean condition. The stand boundaries must also be respected in the airspace.

## ■ Stand Construction Permit

Stand constructions from a floor area of more than 100 sqm or a height of more than 3 m, mobile stands, stands with bridges, stairs, canopies, galleries, sloping walls etc. are subject to approval. See Stand Type in the Technical Order.

## ■ Stand Numbers

The organiser will attach uniform stand number signs.

## ■ Stand Staff

Only personal advice can create the right ambience. Every exhibition stand must be occupied during the entire opening hours of the event. Non-compliance with this regulation will disrupt the course of the event and may lead to sanctions by the organiser. This applies in particular to untimely opening and premature closing of the stand.

## ■ Stand Subletting

The stand belongs to you alone. Unannounced subletting is therefore not permitted under any circumstances – and may result in being excluded from this and future events.

## ■ Stand Walls / Partitions

We provide stand walls to your neighbours free of charge. They fit the Octanorm system. If you have your own stand walls or an entire stand system, please inform us using form of Technical Order. You may also order wooden partitions. Prices and details can be found in the Technical Order.

## ■ Suspension Constructions

Constructions suspended from the hall ceilings are possible. If you need one, please fill out form "Suspension Construction in the Halls" in the Technical Order. You will then receive a quotation from our respective service partners. **Please note the order deadline.**

## ■ Theft

Your stand is not insured against theft! If you need insurance, see Security Service.

## ■ Topseller Area

As an exhibitor, you can present your most successful product in the TrendSet Topseller Area. Simply apply using the "Topseller Application" form in the Technical Order Booklet.

## ■ Traffic Guide

About 4 weeks before the fair we provide the traffic guide is online at **TrendSet Center**. Using the Traffic Guide, you may see which gates are open for assembly and dismantling, which parking spaces are available, and the best way to get to the exhibition centre.

## ■ Waste Removal

Please avoid waste! Please dispose of waste accumulated during the event according to the regulations. Waste bags may be obtained during the event at the information desks in the halls. In addition, a disposal fee is charged for the disposal of waste. (See Technical Order)

**Please also observe the information on assembly and dismantling. If you have any questions, please contact us. We will gladly provide answers.**