

# Information on Assembly and Dismantling

## ■ Venue / Delivery Address for Trade Fair Exhibition Material

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

Always indicate **hall, stand number, and exhibitor** with every delivery!  
 Deliveries addressed to TrendSet GmbH (Ismaninger Str.) will **not be accepted!**

## ■ Trade Fair Office

If you have any questions, please do not hesitate to contact us personally at the trade fair office in hall A3, stand E 01.

## ■ Early Stand Assembly

Only possible after prior registration via the order form of the Technical Order.

Monday to Thursday	15. – 18.12.2025	7:30 am – 10:00 pm
On request only:	Friday, 19.12.2025	until 2 pm

**Please be informed that the service contractors are open to the common business hours, only 9:00 am – 5:00 pm.**

## ■ Stand Assembly

Friday to Saturday	02.01.2026	7:30 am – 10:00 pm
	03.01.2026	7:30 am – 8:00 pm
(Free aisles from 6:00 pm, decoration within the stand possible)		

**Please be informed that the service-contractors are open to the common business hours, only 9:00 am – 5:00 pm.**

A night work permit is required from **8:00 pm**. This must be applied for at the security centre and paid for immediately. The security centre is located in the exhibition building at gate 1.

Your stand must be staffed or clearly decorated no later than **Saturday, 03.01.2026 at 12 noon**. Please inform us **in time** of possible delays of the stand personnel. During assembly, entering the halls with an automobile, car, and/or lorry (truck) is not permitted!

**NO passes are currently required for assembly at this trade fair!**

## ■ Stand Dismantling

**Tuesday, 06.01.2026 5:00 pm – Wednesday, 07.01.2026 6:00 pm**

**On Wednesday, 07.01.2026**, halls must be **completely cleared at 6:00 pm**. During the night, the halls will remain open for dismantling. We request that you inform your stand construction personnel accordingly.

During the dismantling, the halls are not guarded. We assume no liability for thievery, damage or the like. Please consider, that the dismantling of rented standwalls has to happen on time.

**NO passes are currently required for dismantling at this trade fair!**

## ■ Traffic Guide

About 4 weeks before the fair we provide the traffic guide is online at [trendset.de/en/for-exhibitors/](http://trendset.de/en/for-exhibitors/). 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.

## ■ Freight Forwarding / Forklift

For insurance reasons it is not allowed to use its own forklifts to load or unload your vehicle. To rent a forklift please contact one of our forwarding agencies:

### Schenker Deutschland GmbH

Phone: +49 (0) 89 949 24300  
 Fax: +49 (0) 89 949 24339  
 Mail: fairs.muenchen@dbschenker.com

### Kühne & Nagel

Phone: +49 (0) 89 949 24400  
 Fax: +49 (0) 89 949 24409  
 Mail: exposervice.muenchen@kuehne-nagel.com

## ■ Employment Agency / Job Center

### Agentur für Arbeit München

Phone: +49 (0) 89 5154 3500/-3600

### the fair agency gmbh Agentur 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

## ■ Code of Conduct

**Please observe the following rules during the entire time of the fair:**

- Please keep to the **stand boundaries**.
- Please do not display **large signs advertising discounts**.
- Please equip your stand **properly** (carpet, light, etc.).
- Please **open** the stand **punctually**.
- Please keep the **music low**.
- We ask you **not to address attendees aggressively**.
- When **vacating the stand**, please leave it **clean**.
- Please do **not** disassemble your stand during the opening hours of the fair.
- **No dogs** are permitted at the exhibition center grounds.