

Important Information from A – Z

■ 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.

■ 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, Messengelände, 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.

■ Hostess agency

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

■ 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

You will receive two free exhibitor passes that are valid on all three days of the fair and for set-up and dismantling. Please generate these online in our **TrendSet Center**.

Please note: NO exhibitor badges are required for the assembly and dismantling of this trade fair.

For assembly and dismantling you don't need exhibitor badges

■ Freight Forwarding

Schenker Deutschland AG, exhibition grounds
Phone: +49 (0) 89 94924300

Kühne & Nagel, exhibition grounds
Phone: +49 (0) 89 94924400

■ 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 80,000 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.

■ Parking passes

If required, please order your parking pass using the form in the Technical Order Booklet. It is also possible to purchase a parking pass at the same price during set-up and during the trade fair on site.

■ Photography

Photographing other stands is not permitted!

■ 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 in our **TrendSet Center**.

■ Smoking

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

■ 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.

■ Traffic Guide

Approx. 4 weeks before the fair, we will publish the traffic guide in the **TrendSet Center**. You will be informed by e-mail. With the help of the traffic guide you can see which gates are open for assembly and dismantling, which car parks are available and the best way to get to the exhibition center.

■ Voucher codes for guest day tickets

As a newcomer, you will receive 15 voucher codes free of charge. You can order these online from our **TrendSet Center** from the end of November at the latest so that you can send them to your customers. You will only be charged for the tickets that are actually redeemed. This means that if you order 20 codes and 17 of your guests come to the fair, you will only pay for two guest tickets of 10 euros each.

■ Waste disposal fee

Messe München charges a fee of EUR 2.80 per square metre for the disposal of waste, which will be invoiced to you.

■ 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.

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

■ Further important information on trade fair participation

As a supplement to this document, please also note our regular **Important details from A-Z** and our **assembly and dismantling information**. If the two documents contain different information on a particular point, the information in this document point, the information in this document takes precedence. Please contact us if you have any questions.

■ Organizer

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