

Important Information on assembly, dismantling and trade fair duration for TrendSet Newcomer, start-ups & locals at TrendSet Summer 2024

1 Venue / Delivery Address for Trade Fair Exhibition Material

Messe München GmbH, Messegelände, Am Messesee 2, 81829 München
Messe TrendSet, Hall B3, stand number, company name

Please make sure to specify your **hall, stand number and company name**.
Deliveries addressed to TrendSet GmbH **will not be accepted!**

2 Trade fair office

You can reach the TrendSet team in the trade fair office in Hall A3, Stand E 01.

3 Duration

Saturday, 6 July to Monday 8 July 2024

First day: 9:00 a.m. – 6:00 p.m.

Second day: 9:00 a.m. – 6:00 p.m.

Third day: 9:00 a.m. – 5:00 p.m.

Please be on time and keep your stand occupied until the fair ends.

4 Stand equipment – IMPORTANT

There are three different stand options in the Newcomers, Start-ups & Locals area. Please check exactly which stand type is on your stand confirmation and whether you have ordered this stand.

All stands include stand construction, stand walls, carpet, power supply and adequate lighting.

4.1 Start-up-stand (white walls)

This stand has white walls with a wall height of 1.60 m and a stand size of 9 m² (3 x 3 m).
Please note that the stand height may not be built over.

Basic furnishings in the form of a counter and two bar stools are available.

Your company logo is attached to the back wall. The logo is printed on a 2 metre wide fabric, which is attached which is attached to the centre of the longer rear wall and illuminated from behind.

! Please send us your company logo in a vector file (.eps, .svg or .ai) by 2 May 2024 by e-mail to anne.kirschner@trendset.de / rabea.feller@trendset.de.

If you do not need the logo on the back wall, please let us know.

4.2 Individual stand white (white walls)

This stand has white walls with a stand height of 1.60 metres. The stand dimensions of your stand and the stand type please refer to the enclosed stand confirmation. Please note that the stand height of your stand may not be built over.

Your company logo can be attached to the rear wall for an additional charge (see item 4.1 Start-up stand). Orders are placed via the Technical Order Booklet for Newcomers, which you will find online in the [TrendSet Center](#) from week 15.

4.3 Individual stand wood look (walls in wood look)

This stand has wood-look walls with a stand height of 2.30 metres. The stand dimensions of your stand can be found the enclosed stand confirmation. Please note that the stand height of your stand may not be built over.

Your company name will be displayed on a mobile stand sign.
Please ensure that walls and stand equipment are not damaged.
All objects attached to the stand must be removed by the exhibitor at the end of the trade fair without leaving any residue. (Double-sided) tape can be used to decorate the stand. Tesa Poster Power Stripes are best suited as they can be removed without leaving any residue.

Alternatively, customised **wall hooks** can be rented.

Product features Wall hooks:

- Stainless steel with felt glide on the inside
- Fits precisely into the upper groove of the stand profile
- Load capacity up to 1 kg per hook and a maximum of 4 hooks per metre

Area of application:

- Mounting of signs and decorations exclusively on TrendSet stand construction system walls.
- Rental price: 2.00 EURO/pc. incl. VAT.

The item is available on site from the TrendSet exhibition management during set-up.

You can either bring additional furniture with you or order it via the Technical Order Booklet for Newcomers, which you will find online in the [TrendSet Center](#) from week 15.

5 Stand assembly

Friday 5 July 2024 7:30 am - 6:00 pm (free aisles)

Unfortunately, the stands in the Newcomer area can't be occupied before Friday. Please contact us in special case, please contact us in advance.

The stand must be **visibly decorated by 3 pm Friday, 5 July 2024. Please inform us in good time of any delays.**

Decoration within the stand is possible until 8 p.m. on Friday.

6 Stand builder service times

Please note the **service times of the stand builder:**

Friday 5 July 2024 11:00 am - 4:00 pm

After this time, changes to the stand construction are unfortunately no longer possible.

No cars or trucks may enter the halls during stand construction!

For a **deposit of € 100 in cash**, you can drive directly up to the hall for one hour to unload. You can then park your vehicle in a designated car park. (Detailed information will follow with the traffic guide approx. 4 weeks before the fair).

7 Stand dismantling

Monday 8 July 2024, from 5 pm **as a short-term pick-up**

Dismantling in the Newcomer area must take place on Monday directly after the trade fair and must also be completed on Monday. In special cases, please contact us in advance.

For a deposit of 250 EURO, you may drive into the atriums of the halls from approx. 5.30 p.m. onwards with **the short-term pick-up service** and must leave within 45 minutes. Further information can be found in the Traffic Guide approx. 4 weeks before the fair.

8 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 assembly passes are required for the assembly and dismantling of this trade fair.

9 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.

10 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.

11 Freight Forwarding

Schenker Deutschland GmbH
Telefon: +49 (0) 89 949 24300

Kühne & Nagel
Telefon: +49 (0) 89 949 24400

12 Hostess agency

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

the fair agency gmbh, Agentur für Messedienstleistungen
Tel.: +49 (0) 89 244419370

13 Internet access

WLAN is available for Internet applications such as checking e-mails. For larger internet applications such as z. e.g. the use of scanner systems, please let us know so that we can send you the appropriate order form. order form can be sent to you.

14 Guest cards - voucher codes

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

15 Traffic guide

Approx. 4 weeks before the fair, we will publish the traffic guide online under [Important information](#). 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 centre.

16 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 takes precedence. Please contact us if you have any questions.

17 Organiser

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Subject to change.

Last update: 26.03.2024