

## SETUP/DISMANTLING

**SITE MEASURING COLOUR:** yellow

**SETUP** Saturday, 1<sup>st</sup> June – Monday, 3<sup>rd</sup> June 2024

01.06.-02.06.= from 7 a.m. to 8 p.m., 03.06.2024 = from 7 a.m. to 6 p.m., remaining work within the stand area until 8 p.m.

**DISMANTLING, Wednesday** from 6 p.m. within the stand area, vehicular access to the site expected from 8:30 p.m.

Dismantling until 00:00 p.m.

**END OF DISMANTLING, Thursday** from 7 a.m. until 4 p.m.

Contact:

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## EXHIBITOR SERVICE

Contact

Martina Meyer

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Email: [service@messe-essen.de](mailto:service@messe-essen.de)

**Please remember authorisation for your stand constructor!**

## Order deadline for services

**Orders after expiry of the order deadline**

**Deadline: until 23.04.2024**

From 24.04.2024 – 20 % surcharge

From 31.05.2024 – 35 % surcharge

**The print data for shell scheme stands**

have to be delivered to our service partner no later than the 30<sup>th</sup> of April.

**Data for other graphical service**

Deadline 13.05.2024

From 18.05.2024 additional 25% surcharge

From 31.05.2024 additional 50% surcharge

From 04.06.2024 additional 100% surcharge

## WASTE

For any **waste** that is not reported or is left behind **in the halls**, an **increased fee** of €200/m<sup>3</sup> or €3/sqm for carpeted floors will be levied.

## SECURITY/STAND PARTY

While the trade fair is on, exhibitors are **permitted to be on the trade fair site one hour before it starts and one hour after it finishes**. Appropriate authorisation is required outside of opening times.

Contact

Michael Masuhr

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## STAND CONSTRUCTION PERMIT

The **stand construction permit form** must be submitted no later than **6 weeks prior to the start of setup**. Further information on the stand construction permit is available in **section 4.1-4.3** of the [Technical Guidelines](#).

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## LOGISTICS

**Please note! Deposit of €200 payable upon vehicular access to the exhibition area!**

**Please have the amount ready in notes. Coins are unfortunately not accepted.**

Transport vehicles for dismantling can enter the exhibition centre from 18:15 for a deposit of € 200. Please note that temporary parking on public roads in front of the exhibition gates is not permitted. Transport vehicles can park free of charge in P9 from 14:30 on 5 June until access to the exhibition grounds is possible after the end of the event.

Contact

York Lübbers

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## Order forms

[Service forms](#)