



CWIEME
BERLIN

14-16 MAY 2024
MESSE BERLIN

2024 EXHIBITOR MANUAL

Halls 1.2 - 6.2

The leading global event for the electrical
engineering supply chain

berlin.cwiemeevents.com

Hi CWIEME Exhibitor,

We hope you are looking forward to a successful CWIEME Berlin 2024. We are here to make the process as smooth as possible for you, whether you are a first-time exhibitor or have exhibited with us for 20+ years!

Our exhibitor manuals have always been and will always be the source of all pre-show, and onsite logistical information. We want you to be fully informed but also want you to be able to get quick answers.

In this manual, you will find useful information on Health & Safety, our show contractors, how to order services, the venue, how to get there, best times for access and many other pieces of information.

Please use the contents to navigate to what you are looking for.

Below are key links for easy access:

- CWIEME Berlin Official Website: <https://berlin.cwiemeevents.com/Home>
- **Order from our official contractor** - [Exhibitor Webshop](#)
Place your order by Friday 15th March 2024 to receive the Early Bird discount!
- **Space Only Stand?** Make sure you have sent your Stand Plan, Risk Assessment and Method Statement to fabbotts@essentialevents.co.uk by Monday 25th March 2024.
- We have a focus on reducing our waste onsite, therefore require exhibitors to take care of their own rubbish in a sustainable way as much as it is feasibly practicable. Please ensure you have pre-ordered your own waste containers [here](#).
- When can you get onsite? Maybe sure to check our [Timetable](#).

If you have any questions, please contact us [here](#). We look forward to welcoming you to CWIEME Berlin, see you in May!

Kind regards,

The CWIEME Berlin Operations Team

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Timetable

Please see the below timetable for build up and breakdown:

Build Up	Hall Open	Access For
Friday 10 th May	08:00 – 18:00	Space Only stands commence construction
Saturday 11 th May	08:00 – 18:00	Space Only stands continue construction
Sunday 12 th May	08:00 – 22:00	Space Only stands continue construction
Monday 13 th May	08:00 – 22:00	Space Only stands continue construction
		Shell Scheme stands commence construction
		<i>All pallets and packing materials must be clear of the gangways by 18:00 so cleaning can commence</i>
Open Days	Hall Open	Show Open Hours
Tuesday 14 th May	08:00 – 18:00	09:00 – 18:00
Wednesday 15 th May	08:00 – 18:00	09:00 – 18:00
Thursday 16 th May	08:00 – 22:00	09:00 – 16:00
Breakdown	Hall Open	Access For
Thursday 16 th May	17:00 – 22:00	Contractors/Exhibitors with Shell Scheme and Space Only stands to remove all exhibits from halls. There will be no contractor access or empties delivered until 17:00
Friday 17 th May	08:00 – 16:00	Contractors/Exhibitors with Space Only stands. All contractors and exhibits to be clear of halls by 16:00

Important Information on Build-Up & Breakdown

- All crates, pallets and packing materials must be removed by 18:00 on Monday 13th May so that the gangways can be carpeted, and the halls cleaned prior to the show opening.
- Please note that items too large or heavy to be easily carried may not be brought into the hall during public open hours. Inflammable materials, particularly paper and packaging materials may not be stored in the hall. Please ask your contractors to remove packing materials after delivery of exhibits.
- Electrical power to stands will be switched off at 16:30, 30 minutes after the show closes. If you require power to be left on after these times this must be pre-ordered from GES Electrics before the show.
- Traffic around Messe Berlin will be particularly busy during the first few hours of the breakdown. Please remember the halls will be open until 22:00 on Thursday night if you wish to remove exhibits and displays after the traffic clears.
- At approximately 17:00 on Thursday 16th May, exhibitor vehicles will be given access to the halls.
- If you cannot remove your exhibits on Thursday evening, please inform the Organisers Office before the exhibition closes.
- Neither the Organisers nor Messe Berlin can accept any responsibility for any loss or damage, howsoever caused.
- Any goods left in the halls after 16:00 on Friday 17th May will be deemed abandoned and disposed of as rubbish. There will be a charge for the removal of any stand fitting or other goods that are abandoned, and this will be passed onto the exhibitor.

Official Contractors

Please see a list of our official contractors below:

Service	Contractor	Contractor Contact
Accommodation	Event Express	reservations@eventexpressuk.com Book Online Here
AV Carpet/Floor Covering Electrics Furniture Graphics Rigging Piped Services Shell Scheme Additional Space Only Design & Build Internet	GES	CWIEME@ges.com Exhibitor Webshop <i>If you exhibited with us in 2023, you will be able to log in to your webshop account and access your previous orders. Ensure you are using the same account details as 2023 – when you have accessed, select My Shows (and then CWIEME 2023)</i> <i>If you are returning with us but did not exhibit in 2023, or if you are a new exhibitor for CWIEME 2024, please create a new account on the webshop to place your order to your stand.</i> <i>If you need any assistance during this process, please contact CWIEME@ges.com.</i>
Catering	Capital Catering	cateringservice@capital-catering.de Order Online Here
Logistics & Freight Services	GES Logistics	cwiemelogistics@ges.com Exhibitor Webshop
Space Only Stand Plans	Essential Events	fabbotts@essentialevents.co.uk
Temporary Staff	UCM	kontakt@ucm.agency
Venue Services Waste Floral	Messe Berlin	beco-support@messe-berlin.de Webshop link <i>Please note, you will need to create a log in to this shop to place your venue services as this is a new platform for 2024.</i>

Please note, exhibitors may receive emails from suppliers not in association with CWIEME Berlin or any other Hyve Group show and well known for misleading and deceiving exhibitors about services they offer. Please be vigilant of emails received.

Important Deadlines

Please ensure you note these deadlines for exhibitor and contractor orders:

Deadline	Deadline Date	Additional Information
GES Early Bird	Friday 15 th March	This is the deadline to receive 30% off. After this deadline, regular prices apply.
Space Only Stand Submission	Monday 25 th March	Failure to submit your paperwork and stand designs by the stated deadline, may result in your stand not being allowed to build.
Catering	Thursday 11 th April	After this deadline, there will be a surcharge and a limited offering.
Rigging Deadline	Friday 12 th April	After this deadline, there is a 20% surcharge and orders may not be able to be placed.
GES Deadline	Friday 19 th April	After this deadline, we cannot guarantee availability. Services onsite will be charged with a 20% surcharge.
Logistics & Freight	Friday 19 th April	After this deadline, there is a 20% surcharge. Airfreight (Berlin): 7 working days, prior to delivery to stand Seafreight – LCL (Hamburg): 14 working days, prior to delivery to stand Seafreight – FCL (Hamburg): 10 working days, prior to delivery to stand

Important Forms

Please ensure you complete the relevant forms for your stand type. A guide is below:

Shell Scheme Forms	Deadline Date	Additional Information
Nameboard / Fascia Form	Friday 12 th April	Please complete via the Exhibitor Webshop
Electricity Grid	Friday 12 th April	Please complete via the Exhibitor Webshop
Additional Orders (inc. Power)	Friday 12 th April	Please complete via the Exhibitor Webshop
Space Only Forms	Deadline Date	Additional Information
Space Only Contractor Undertaking Form	Monday 25 th March	Please complete via the website and send to Essential Events
Risk Assessment		
Method Statement		
Complex Stands	Monday 25 th March	See Complex Structures for information
Additional Orders (inc. Power)	Friday 12 th April	Please complete via the Exhibitor Webshop
Forms Based on Activity	Deadline Date	Additional Information
Stand Parties	Friday 12 th April	Please complete via the website and send to help@cwimeevents.com <i>Complete if you are planning to hold a stand party – see Stand Parties section</i>
Working Exhibits	Friday 12 th April	Please complete via the website and send to help@cwimeevents.com <i>Complete if you are planning to have a working demonstration on your stand – see Working Exhibits and Presentation Areas</i>

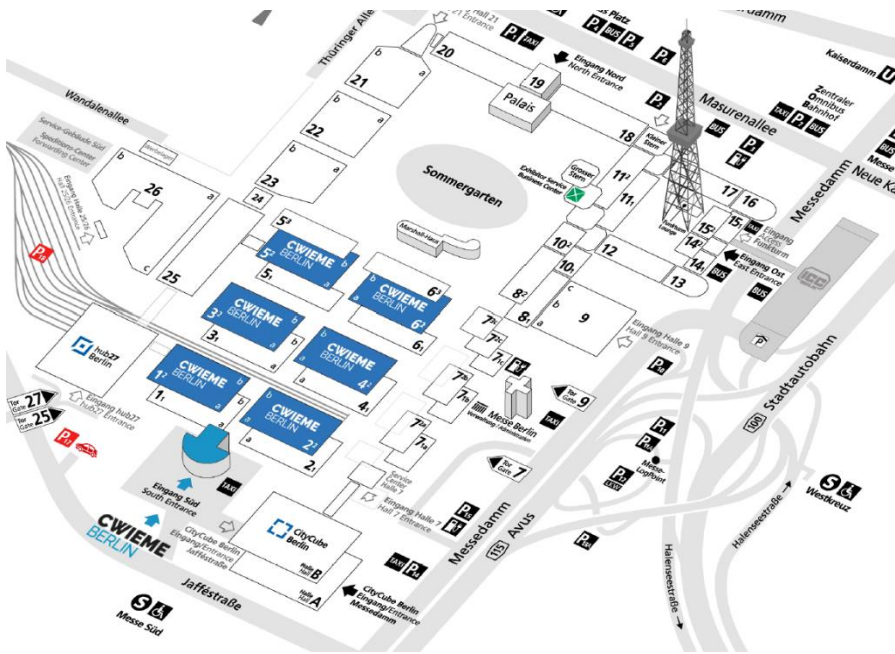
General Information

Location

Location: Messe Berlin, Entrance South

Please find details on the Messe Berlin official website on the best arrival route: <https://www.messe-berlin.de/en/visitors/arrival-departure/arrival/>

Event Halls: Hall 1.2 – 6.2



Accommodation

Please find the online booking link [here](#).

Organiser Office and Contractor Desks

There are individual help desks manned by GES and Organisers at each hall foyer.

If you need the assistance of the Organisers or the Official Contractors (for ordering services) for the show on site, please visit us in the mezzanine foyer of Halls 3.2 & 4.2 (down the escalators and stairs to the lower level).

Badges, Passes & Registration

Please ensure you have registered for your exhibitor and sponsor badges [here](#).

If you are not registered for the event, please visit the Entrance South from Monday 13th May to register and print your badge.

During build up, show open days and breakdown of the exhibition, for security and Health and Safety reasons, its imperative exhibitor badges are only allocated and used by the staff that are working on your booth and should not be given to anyone else. Exhibitor badges are not to be given to visitors.

You will be able to print your badge onsite from Monday 13th May.

Car Parking

Exhibitor parking is available on the lower level of the exhibition halls, accessible via Gate 7. Exhibitor Parking is available to purchase now via the Messe Berlin [webshop](#).

Exhibitors are able to purchase a ticket to allow access to parking from Monday – Thursday.

Visitor parking is available in P17 & P18 shown in the plan of exhibition ground. There is a fee of €15 per day. You are able to use Gate 25 for P18 entrance. This is only available to pay for on arrival (via cash only).

There is a new **contractor booking system** for the build-up and breakdown period to enable contractors to pre-book a vehicle time slot, this will be available from the **end of March** and all exhibitors will be emailed directly when this is live.

Deliveries

GES Logistics can receive deliveries, bring them to your stand, remove and store packing cases, etc., return cases/pallets to the exhibition after the show closes, and make arrangements to have your exhibit/display shipped backed to your company.

If you are intending to have goods delivered to your stand it is important that you arrange for a representative of your company to be at your stand to receive them. Should you not be on your stand to accept delivery of your items, they will be diverted to GES Logistics who will hold the items for you with a fee payable to them on collection.

Neither the Organisers nor Messe Berlin can accept delivery of any goods and also cannot accept responsibility for any goods delivered to unmanned stands.

If you need to have something delivered to your stand, or you are using a courier to make a delivery, we strongly advise sending them by recorded delivery or registered post. Any such items should then be signed for personally by exhibitors. Please arrange to have your packages addressed as follows and we will direct deliveries to your stand.

Please ensure all boxes and packages are labelled for delivery as per the following:

[Exhibiting Company Name] [Hall Number] [Stand Number]

Contact name & Mobile number

C/o Fair Grounds of Messe Berlin/CWIEME 2024

Gate 25 Jaffestrasse

14055 Berlin

Germany

Please note, **no** deliveries will be accepted at the Messe Berlin prior to Friday 10th May.

Accessibility

Please click [here](#) for a map.

Floorplan

If a contractor is requesting a copy of a floorplan with scaled ducting, emergency gangways, showing no-build areas, please [contact us](#).

Internet & Wi-Fi

There will be a general Wi-Fi within the halls. Although this is a dedicated connection for CWIEME Berlin, it is not recommended to rely on this if you have a presentation or service on your stand requiring internet.

Dedicated internet lines can be ordered via GES. Please complete the Internet form on the [Exhibitor Webshop](#) to order a dedicated service.

Order by Friday 15th March 2024 to receive the Early Bird discount.

Sales Lounge

The sales lounge can be found in the exhibition halls. This is where you will be able to find our sales team, enquire for 2025 stand space, sponsorship and further opportunities. This will be operational from Tuesday 14th May 2024.

Stand Parties

Stand parties and events can take place at stands from 09:30 to 22:00. Parties finishing after 18:00 (the official closing time) will incur additional fees from the organiser (for H&S and security purposes).

Please note all stand parties require organiser approval. There are some terms that need to be agreed, these are listed below;

- The Organisers require you to order security, cloakroom cover, and taxi dispatcher for any events after the show open hours. In some cases, this will be shared between more than one company.
- All events MUST be clear by 22:00 when the halls will be closed.
- Guests who enter the show before 18:00 need an entrance ticket. Access will not be granted into the show after 18:00.
- The event may only take place within the areas specifically allocated for the purpose.
- If furniture is rearranged you must ensure that the emergency exits are not obstructed and that they remain clear at all times.
- Any damage caused to the venue or other exhibiting stands due to the event or attendees of the event will be charged back to the exhibiting company hosting the event.
- There will be a Health and Safety cover charge from the Organisers.

Temporary Staff & Security Requirements

UCM are our official contractor for temporary staff. Exhibitors can order hostesses and staff for their stand via this agency. Please contact them via the details below:

Contact: ucm

Email: kontakt@ucm.agency

Phone number: +49 (0)30 120 865 656

Website: www.ucm.agency

If you require additional security for your stand, please contact the Messe Berlin, Capital Services.

Contact: Messe Berlin

Phone number: +49 (0)30 120 865 656

Click [Here](#) to order

Traffic Booking System NEW

Exhibitors and suppliers can only enter the trade fair grounds for assembly and disassembly work after registering with the system and pre-booking a loading zone.

Loading zones can be booked via the following link: <https://visifair-bookings.messe-berlin.de>

The first step on this portal is to **"Sign up"** with the system. You can then to **"Log in"**. To book a loading zone, you must first register for the respective event in the **"Upcoming events"** menu. To do this, you need the **Event code: UcvdX**

After registering for the respective event, you can book a time slot for the loading zone in the "Registered events" menu.

To ensure smooth traffic flows during assembly and dismantling, it is essential that you observe the entry regulations set out in the [Traffic Guide](#).

Loading zones

- Vehicle access during assembly and disassembly procedures are only permitted if a loading zone has been booked in advance
- A fixed service fee of **€ 15.00** is charged per hour

Questions on loading zone bookings:

T.: [+49 30 3038 4334](tel:+493030384334)

E-mail: traffic@messe-berlin.de

General traffic service hotline:

T.: [+49 30 3038 4888](tel:+493030384888)

Please note further information and booking information will be sent to all exhibitors in March.

Health & Safety

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance. Guidance, However, this can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions.

If you need further assistance or information, please do not hesitate to contact help@cwimeevents.com

Policy Statement – CWIEME Berlin recognises that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on CWIEME Berlin and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The organiser is ultimately responsible for health and safety at the Show.

To ensure that all CWIEME Berlin health and safety obligations are met, the organiser supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives.
- Provide adequate control of health and safety risks arising from our work activities.
- Consult with the venue, exhibitors and contractors on matters affecting health and safety.
- Provide relevant health and safety information to employees and others.
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training.
- Ensure so far as is reasonable that the contractors we engage for the show are competent.
- To far as is reasonably practicable prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions.

Accidents

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored so, as to maintain data protection.

Balloons

Balloons are not allowed inside the Messe Berlin premises. However, if you intend to have balloons or something similar on your stand, please ensure that this is included in the **Risk Assessment** and this is completed and submitted prior to your arrival on site for build up. The requests will be considered on a case by case basis.

Children

Under NO circumstances will children under the age of 16 be allowed into the exhibition halls during build-up, show open or breakdown. The exhibition halls can be hazardous during these times and this ruling is in place to protect children's safety. We regret no exceptions can be made to this ruling.

Drink and Drugs

Drinking of alcohol on site during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from site. Drugs are not permitted anywhere in the facility.

Electrical Wiring and Installations

Electrical fittings must be installed by the designated venue electrical service provider. Any electrical equipment brought onto the Messe Berlin premises must comply with the Electrical Installation Regulations and the Electrical Machinery Regulations.

In Europe, exhibitors and contractors must comply with the venue's electrical regulations:

- All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.
- During the build-up and breakdown power must only be taken from the temporary supplies provided by the official electrical contractor and not from cleaners' sockets or other hall sockets.
- There should be sufficient, correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket.
- Multi-sockets must not be used.

Food Safety

Details of proposed preparation, cooking and dispensing of food from stands, must be discussed with the venue, Messe Berlin, during the early planning stages of the event. The venues approval is then required in writing for such activities.

All stands where there is food preparation must be close to hand washing facilities with clean water and drainage. Where stands are preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes. For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitising hand-wipes must be employed.

Fire Safety, Precautions and Procedures

Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire-Retardant Certificate, before the start of the event. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.

Fire escapes are located throughout the venue with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

Fire Safety

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

First Aid

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact the nearest security steward or Organisers' Office.

First Aid – located centrally in the main foyer at the back of hall 3.2

First Aid – +49 30 3038-2222

If the accident requires urgent medical assistance, please do not call the emergency services directly. Messe Berlin can get the emergency services to the correct part of site in the quickest route and therefore we ask that you dial the Messe Berlin, security or the organisers office in an emergency.

Gangways

To ensure the safety of all our visitors and exhibitors, please follow the below gangways regulations:

- All gangways must remain unobstructed and accessible at all times. Your stand build, furniture, exhibits or display must not project beyond the boundary of your stand.
- Emergency exits and gangways must remain unobstructed by any obstacles at all times.
- Freedom of all main and cross gangways is essential at all times for emergency access. Plans showing emergency gangways will be available from the Organisers' Office.
- Exhibitors should only work within the confines of their stand and gangways should not be used for selling purposes. All discussions concerning exhibits must take place within the stand space allotted.
- Doors and gates forming part of an escape should be provided with a clear vision panel at sight level, and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.
- Bridging or carpeting over gangways is not permitted.
- All stand structures, signs, exhibits, etc. must be contained within the area allotted and may not project into or over the gangways unless approval has been obtained from the Organisers.
- No items will be allowed to project into or over the gangway below a height of 2.2m – this includes stand fitting such as window boxes, bay windows, flag poles, etc.
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, has to be planned into the floor layout, as people are not permitted to congregate in the gangways.

Method Statements

A method statement is a part of a workplace safety plan. It is primarily used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of equipment. In your method statement you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

Within the method statement, we ask to see information on how and when your stand will be built, as well as when this will be dismantled. Please include how you will be dismantling the stand, the equipment used and if your stand will not be broken down to reuse again – how you will be disposing of your stand.

You can download a template for your method statement from the [website](#). Scroll to the bottom of the page to access useful forms, templates and additional order forms.

Naked or Open Flames

The use of open fire or naked lights in the halls is prohibited. **Naked (open) flames, candles and barbeques are not permitted.** The use of open fire or naked lights on the open-air site is only allowed after the application and permission by Messe Berlin's Technical Management.

The burning of packing material, waste etc. in the halls or on the open-air site is prohibited.

Noise Levels

When exhibition goods that create noise are demonstrated, the noise level at the stand boundary must not exceed 70 dBA.

Public Liability Insurance

Whilst we take every precaution to protect your property during the event we are not responsible for any loss, consequential loss, or damage to your products whilst at the exhibition. It is a legal requirement that all exhibitors must have full insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and persons, and against theft. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect expenditures against abandonment and cancellation or curtailment of the show due to reasons beyond our control.

In order to comply with legal obligations an adequate insurance policy has been arranged on your behalf by Hyve Group plc. If you should already have insurance or intend to make your own insurance arrangements, you can opt-out of the policy that we, Hyve Group plc have organised by uploading a copy of the certificate to InEvexco's portal. You would have been sent your unique link to upload the certificate. Please contact help@cwimeevents.com if you need any more assistance.

Please also refer to the Exhibition's Terms and Conditions on the reserve of your stand space booking form/contract.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of €2,000,000.

Insurance cover should include:

- PLI (Public Liability Insurance to the value of €2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

PPE

All exhibitors and contractors must wear appropriate personal protective equipment (PPE) at all times during assembly and dismantling periods. The venue and the organisers will not allow the work to begin without adequate PPE.

The minimum requirements include, but are not limited to, those listed below; however, the requirements vary according to the task:

- Proper footwear - During the build and breakdown periods, the use of heels, sandals or open shoes is not permitted.
- High visibility vests - highly recommended during the build and breakdown periods in the outside loading bay areas
- Persons working in areas close to works at heights must wear suitable hard hats
- Appropriate height ladders must be used. Please ensure your contractor brings the correct working at height equipment - for more detail on required equipment please see the Working at Height section.

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Hyve's guidelines, which apply in full at the venues.

Risk Assessments

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the Organiser's Office.

General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet

- Fire
- Major incident and civil emergency
- Excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event.

It is the absolute duty of all parties to ensure that under the EU Framework Directive (89/391/EEC) and other legislation suitable that sufficient risk assessments are conducted on all significant risks. Legislation also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause harm.

You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

It has been noted that some contractors send a different team into the halls for breakdown to those that constructed the stand. On a few occasions these breakdown teams come armed with very few tools and little knowledge as to how the stand was initially built. They can be guilty of using unsafe methods of deconstructing the stand, using demolition tools rather than other safe methods. Pushing walls over and pulling down stand elements from height in an uncontrolled manner is absolutely prohibited.

Please make sure that you are planning your breakdown with as much care as you are planning your build-up, and that you are providing enough staff and the correct equipment to deconstruct the stand safely. Breakdown is the most dangerous period in the event cycle and we urge you to plan accordingly.

You can download a template for your risk assessment from the [website](#). Scroll to the bottom of the page to access useful forms, templates and additional order forms.

Vehicles on Stands

If you are displaying any vehicle on your stand, you must advise the Organisers at least 28 days prior to the event.

Vehicles displayed on stands must:

- Be located on the stand area, being set back at least 1 meter from the stand perimeter.
- Be static and have their engine switched off during the open hours of the event.
- Contain only a minimum amount of fuel.
- Have a lockable fuel cap.
- Have a drip tray placed under the engine.
- Be included in the stand's Risk Assessment.

- Subject to a risk assessment, battery disconnection may be required for vehicles over ten years old.

You will be asked to leave a spare set of keys with the Organisers in case of an emergency.

Vehicles with internal-combustion engines may only be exhibited in the halls and other enclosed event areas after obtaining permission from the Organisers. The contents of the vehicle's tanks shall be reduced to the minimum level required to drive the vehicle into and out of the area and, wherever possible, the tank caps shall be locked.

Depending on the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards.

In the case of electrically propelled vehicles, the propulsion batteries shall be disconnected from the drive using the safety cut-off switch (main switch).

Agreement on delivery and removal times/dates must be discussed with and approved by the Organisers. Please contact the organisers [here](#).

Working at Height

Working at height is to be in accordance with the EU Working at Heights Directive (2001/45). As such, all working at heights is subject to a risk assessment.

- All rigging from the roof is to be carried out by the official rigging contractors.
- All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats.

Working Platforms

- All Mobile Elevated Work Platforms (MEWPS) must be properly maintained.
- All working platforms are to have a guard rail, mid rail and toe board. Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off. The use of domestic ladders and steps is strictly forbidden.

Working Practices

- Welding, flame-cutting, soldering, abrasive grinding and cutting and other work involving the use of exposed flames or which produce sparks is strictly prohibited on all exhibition and event areas.
- Hot work during the event is prohibited. *(In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. For this purpose, Messe Berlin will engage a fire officer equipped with suitable fire extinguishing equipment who will be present to supervise the work from its commencement to its completion, and will charge this service to the exhibitor / customer.)*
- It has been noted that some contractors send a different team into the halls for breakdown to those that constructed the stand. On a few occasions these breakdown teams come armed with very few tools and little knowledge as to how the stand was initially built. They can be guilty of using unsafe methods of deconstructing the stand, using demolition tools rather than other safe methods. Pushing walls over and pulling down stand elements from height in an uncontrolled manner is absolutely prohibited.
- Please make sure that you are planning your breakdown with as much care as you are planning your build-up, and that you are providing enough staff and the correct equipment to deconstruct the stand safely. Breakdown is the most dangerous period in the event cycle and we urge you to plan accordingly.

Working Exhibits and Presentation Areas

If you are providing seating for presentation areas on your stand then there are technical regulations that apply. The following is a summary of the main points to be considered for temporary flat floor seating.

- The width of gangways required between blocks of seats depends on the total number of seats and their layout.
- Adequate space for staging (including lectern, top table, AV equipment, sound systems, projection, mixer desks etc.) should be accommodated for.
- Seats must be at least 0.50m wide.
- A minimum gap of at least 0.4m must be provided between rows of seats.
- Behind and between blocks, there must be aisles with a minimum width of 1.20m

Please inform the [Organisers](#) if you intend to have a seated presentation area on your stand or a working exhibit.

You can download a Working Exhibit form from the [website](#). Please submit to help@cwimeevents.com. Scroll to the bottom of the page to access useful forms, templates and additional order forms.

General Stand Information

The below information is applicable for shell scheme **and** space only stands.

AV

The Audio Visual contractor for the show is GES.

Please see the [Exhibitor Webshop](#) for equipment hire and price list.

Order by Friday 15th March 2024 to receive the Early Bird discount.

Badge Scanning & Lead Retrieval

Visit Connect is the official lead capture and engagement software for Hyve Group which enables you to easily collect & qualify leads you capture at the event. This powerful solution captures sales leads by allowing you to scan visitor badges using a mobile phone or any web-connected device (i.e. tablet, iPad) with a camera in real-time and ensures you achieve a Return on Investment (ROI).

VISIT CONNECT SHOP

How to order and set up users:

1. Enter Visit Connect using the button above and > select 'Shop' on the left-hand menu, here you can purchase a VISIT Connect licence, you may choose either an unlimited licence or up to two individual licences.
2. Go to 'Team' > select 'Add New' to create user(s) for the licence. Ensure their email is unique and correct as it will be required to gain access to the application.
3. Once the user is created, click 'edit' to adjust permissions (such as access to download leads), if you registered a visit connect user prior to ordering your licence you may need to provide permission to Allow capture leads.
4. To provide access to visit connect for each user, first select the user, then select the button for either 'Send Visit Connect URL' to send the licence login link via email or 'Show Visit Connect QR Code' to download or scan directly from the screen.
5. When the user accesses the visit connect application either from the url sent to email or the QR code they will be sent a security code to their email, please ensure their email address is correct.

Lead capture data will be limited to the following fields provided by the attendee during registration:

First Name, Last Name, Job Title, Organisation Name, Organisation URL, Country, Work Email, Job Function

Additional fields may be available where applicable.

Mailing Address and other fields may not be available for all users, we recommend you explicitly request permission for mailings and collect this information in VISIT Connect as an additional question (Left Hand Menu > Profile Questions) if you would like to send a visitor a brochure or catalogue or other mailing. To add questions for your staff to ask leads such as mailing address go to the left-hand menu and select 'Profile Questions'.

New: Hyve Group has negotiated an unlimited app licence for exhibitors, this means you can now use the app on multiple phones and devices at the show, your leads are securely stored and cannot be downloaded from the

app by your staff. There is no longer a need to share a single phone or device among your stand personnel. Please note, the data scanning devices are no longer available for purchase.

Download your Leads

If you have purchased a licence for the VISIT Connect badge scanning application you can configure, securely view, download and add notes for your leads from VISIT Connect [here](#).

Terms and Conditions

Hyve Group would like to notify you in advance that:

- Both the Organiser (Hyve Group) and the Service Provider (VISIT by GES) may access and process your scan data to provide this service and may be considered a data processor under GDPR;
- The Organiser takes no responsibility for lost, missing or corrupted scan data and does not warrant the quality or accuracy of the scan data;
- Visitors and attendees at the event have a right to refuse to have their badges scanned by you or your representatives;
- You (the exhibitor or sponsor) will be the data controller for all scanned data under GDPR and must accept to control, use and process the data as required by all applicable laws;
- Each user of the service will be required to accept the VISIT Connect End User terms;
- Should a visitor or attendee you have scanned have any issues regarding the use of their data or would like to prevent their data from being processed they will be required to contact you directly as the data controller.

Cleaning

Shell scheme stands will be cleaned on the last day of build-up **only**.

The gangways will be cleaned daily before the show opens. Please ensure to keep the gangways as clear as possible during the build up to assist the cleaners with this progress. All emergency gangways should be kept clear at all times.

If you require any additional cleaning of your stand space, please complete the stand cleaning form of the [Exhibitor Webshop](#). This service will be charged per sqm of your stand space.

Daily Cleaning of the stand (during the open period) includes washing tabletops, emptying waste baskets, mopping of hard floor and vacuum-cleaning carpets.

Please note the service does not include removal of any rubbish apart from that in the waste basket.

Ordering of **Waste Removal** in addition to the above would be required for excess rubbish. It is essential for the build up and breakdown period was the ordering of Waste is completed by the exhibitor or contractor, even if you have purchased stand cleaning. Please see the [Waste](#) section for further information.

Order by Friday 15th March 2024 to receive the Early Bird discount.

Dilapidations

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the Messe Berlin property will be charged with the replacement value of such items.

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

The Messe Berlin appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the exhibition halls and a specific area will be demarcated in the marshalling yard for this purpose.

Filming on Stands

Filming/photography is not permitted unless prior consent has been obtained from the Organisers.

Floor Loading

The location of heavy exhibits/structures must be confined to certain areas and conform to the weight limits for those areas. If you believe you may exceed these limits, you must contact the Organisers in advance of the show so an engineered solution can be found.

Floor loaded stands (especially those with heavy machinery or heavy stand constructions) must be approved by the venue technical department in advance of the show. It may be necessary to pre-install timber packing/underpinning under the hall floor tiles (which will also effect your stand cost).

For reference:

- The exhibitor halls are designed to withstand and support a total maximum load of 40kN.
- A maximum axle weight of 8T is permitted.
- To ensure that loads are correctly transmitted to and distributed on the raised hall floor, proof must be provided that the permitted point loads on the raised hall floor (≤ 40 kN) will not be exceeded.
- Loads should be indicated separately and a scaled plan showing the position of the supports in relation to the boundaries of the stand is required. The exhibitor/contractors should submit this information to Essential Events in advance for approval.

Please note – any heavy object on stands (>4t) need to be sent to Essential Events no later than Monday 25th March 2024. Failure to submit will result in penalty surcharges from the Messe Berlin.

- After examination, structural reinforcement/load distribution measure may be required. This is bookable via GES who will liaise with Messe Berlin. This would be chargeable to the exhibitor.
- Loads larger than 40kN, must be defused using a load distribution method. This must be approved by the Messe Berlin. Should this not be approved, the load area will need to be underpinned.

If your stand exhibit meets any of the above floor loadings, or Essential Events deems it to, please contact [GES](#) and they will be able to order the appropriate additions with the Messe Berlin to support.

No fixings whatsoever may be made to the hall floors.

Floral

MB Capital Services GmbH is the official florist for the show. They will be able to assist with any floral arrangements you may wish to have on your stand.

For further details or to place an order, please access the [venue webshop](#).

Please note, under no circumstances are artificial flowers or plants permitted on stands. If you are found with such items, you will be asked to remove these immediately.

Late Working

We are committed to safe working and aim to minimise the number of people working outside of the published Exhibition Timetable. If you have appointed a stand contractor to build your stand, you must be assured that the design of the stand is such that it can be built within the Exhibition Timetable specified in this manual.

There is a late working charge for working outside of the timetables hours of €50 per hour from 18:00 - 20:59 and €100 per hour from 21:00 – 23:59. Please note, we will only take **cash and card payments** for this.

This will only be available on application per day, on a case-by-case basis. Please listen for announcements on this and visit the Organiser's Office to apply. Please note that no electrical power will be supplied to individual stands and no working will be permitted after midnight.

Logistics & Freight Services

GES Logistics are our official contractor for on-site logistics.

Please note that all logistic services in the halls is to be exclusively carried out by GES Logistics. GES Logistics can receive deliveries, bring them to your stand, remove and store packing cases, etc., return cases/pallets to the exhibition after the show closes, and make arrangements to have your exhibit/display shipped backed to your company.

The deadline for exhibitors and stand contractors to order logistics services is Friday 19th April 2024.

Please see the below international shipping deadlines:

Airfreight (Berlin): 7 working days, prior to delivery to stand

Seafreight – LCL (Hamburg): 14 working days, prior to delivery to stand

Seafreight – FCL: (Hamburg): 10 working days, prior to delivery to stand

Please consider Thursday 9th May 2024 is a bank holiday in Germany, so please take this into account when sending your freight from outside the EU. Customs formalities will not be possible on these days and delays could be caused.

Please see the [Exhibitor Webshop](#) for further logistics details.

Music on Stands

Under the provisions of the currently valid version of the Copyright Law, (§ 15 UrhG - Urheberrechtgesetz), the reproduction of music of any kind whatsoever is subject to the approval of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bezirksdirektion Berlin – Messesachbearbeitung, Keithstrasse 7, 10787 Berlin, [www.gema.de].

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Failure to obtain a licence may result in prosecution. It is therefore a condition of taking your stand that you agree to the following:

- To provide accurate information about your intention to play music and pay us the licence fee forthwith upon request.
- You do not play music on your stand unless you have made an application and paid forthwith upon request for a license.
- We are fully indemnified by you against any claim made against us for any non-payment, omission or infringement connected with the licensing requirements for playing recorded music on your stand.
- Please note that the volume must be kept to a reasonable level and not interfere with, or become a nuisance to, neighbouring stands.

Please contact GEMA via their [website](#) directly to obtain approval or email kontakt@gema.de, +49 (0) 30 588 58 999.

Storage

Inside the halls, the storage of any kind of empty packaging (e.g. combustible packaging and packaging materials, including the hard cases, normally used for stage equipment) is prohibited both on and outside the stands/event area.

Packaging materials, refuse and residual materials must on no account be left under stages, spectator stands or pedestals or behind walls.

All empty packaging must be removed immediately.

If you require additional storage please contact [GES Logistics](#).

Shell Scheme Stands

All shell scheme stands are 2.5m high, however it is not possible to erect anything higher than 2.43m within a shell scheme stand (floor to underside of ceiling grid) without prior arrangement.

If you have booked a **Shell Scheme Stand** you will receive:

9-18 sqm incudes...

- Grey carpet tiles — excluding plastic covering
- White system wall elements in aluminum frame 250 cm high
- White fascia 40cm deep
- White name board per open side in black lettering
- 1 x 120 watt spotlight fitting & bulb per 4 square meters
- Stand cleaning on final build day only
- 1 table with a white round top — albarredo 70cm high
- 2 chairs with a black fabric seating — asti chairs
- 1 white lockable counter — bern lockable counter
- 1 waste bin — abano
- 1x 3.3 KW mains connection Including 1x 1kw socket



19-27 sqm incudes above PLUS

- 1 additional table with a white round top - albarredo 70cm high
- 2 additional chairs with a black fabric seating - asti chairs
- 1 additional waste bin — abano

Please remember to complete the [Shell Scheme Nameboard Form](#) to indicate how you wish your company name to appear. In the event that this form is not received, your nameboard will be made up with the name on your original stand contract and any changes onsite will be subject to a charge.

If you intend to build within your shell scheme stand you must submit plans to [Essential Events](#).

Please remember, to order any additional items for your stand, you will receive an early bird discount if you order by Friday 15th March 2024.

Shell Scheme Stand Regulations

The official shell scheme contractor, GES, must carry out all construction work on the shell scheme.

We request that the following be part of your shell scheme regulations.

- If you intend to build within your shell scheme stand you must submit plans to [Essential Events](#).
- Do not nail, screw or staple anything into the GES Shell Scheme. Any damage caused to the shell scheme is chargeable and will be passed back to the exhibitor. Our Shell Scheme contractor, GES, will be pleased to offer advice on fixing to the shell scheme.

- Under no circumstances may exhibitors paint the shell scheme. Changes to the wall panel colour must only be carried out by the official shell scheme contractor and will be charged for.
- If you wish to block in any open sides of your stand you must obtain permission from the Organisers before any arrangements are made. At least two thirds of each open side must remain open unless fitted with approved transparent material; any additional walling should be ordered directly with GES and will be subject to a charge.
- No alterations to the shell scheme will be permitted without prior agreement with the shell scheme contractor and the Organisers. Interior work must be designed and constructed so that it does not damage or interfere with the shell scheme.
- No items are to be fixed or suspended from the fascia or ceiling grid as this could affect the structural integrity of the stand as some parts are not designed to be weight bearing. GES are happy to provide advice and you must ensure that you consult with GES if you do wish to do this.

A range of useful extras are available for your stand from our contractors – please see their [Exhibitor Webshop](#).

Order by Friday 15th March 2024 to receive the Early Bird discount.

Space Only Stands

If you have a space only stand at the exhibition, you have a legal obligation to build your stand to the required standards as outlined by Messe Berlin and regulations detailed in this manual. To ensure that you are building your stand to the correct regulations, plans are required to be submitted to Essential Events for approval to build.

Stand constructions that have not been approved or do not conform to the manual guidelines or to statutory requirements may have to be modified or removed. If this work is not carried out within the specified time, Messe Berlin is entitled to carry out the necessary modifications itself at the exhibitor's expense.

Carpet & Flooring

All Space only stands must supply their own floor covering.

All carpet and carpet tape must be removed at the end of the show, and you must ensure your contractor is aware of this ruling. Please note that it is the exhibitors' responsibility to ensure the carpet tape is removed at the end of the exhibition. Any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

Other forms of fixing to the hall floor, such as cable clips, nails and bolts are strictly prohibited. Any charges for damage to the floor caused by these fixings, or by unsuitable carpet will be passed direct to exhibitors.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the Gangways.

Complex Structures

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of Complex Structures:

- Any structure, regardless of its height, which requires structural calculations.
- Multi-story stands.
Please note – any two-story structure needs to be sent to Essential Events & Messe Berlin no later than Monday 25th March 2024. Failure to submit will result in penalty surcharges from the Messe Berlin or permission may be denied.
- Any part of a stand or exhibit which exceeds 4m in height.
- Custom-built/bespoke suspended structures.
- Sound/lighting towers.
- Temporary tiered seating.
- Platforms and stages over 600mm in height and all platforms and stages for public use (not including stand floor flats and platforms).

If your stand design falls into any of the above categories, then it will require approval from Messe Berlin six weeks prior to construction. Please note there is a **charge directly to the exhibitor and/or contractor** for two-story stands. The cost is calculated dependent on the stand size (area). Documents received with less than 6 weeks to the official start of construction will have a surcharge.

All space only stands require written approval to build.

In order to obtain approval for the stand construction, the following documents must be submitted with a full Risk Assessment and Method Statement.

Proof of structural stability for:

- *Platform, imposed load 3.0 KN/m² or 5.0 KN/m² - Decks, boards, infill also*
- *Staircase, imposed load 5.0 KN/m² - decks, planks, infill also*
- *Parapets and balustrades, 1KN/m for a parapet height of 1.1m - for glass parapets see this additional information*
- *Sections, layout plans, detailed plans*
- *Signature of client and structural engineer*

Form "Test for construction requiring official approval" must be completed and signed before submission.

Form "Load Distribution Measures - Timber Packing/Underpinning" must be completed and signed before submission. This applies to columns transferring more than 35kN into the hall floor:

For 2-storey structures > 30m² (including stairs), the ground floor must be provided with a sprinkler system. If the upper floor is enclosed, a sprinkler system must also be provided.

An additional fire extinguisher complying with DIN EN 3 for fire category ABC with at least 10 extinguishing units (LE) must be installed in the upper floor at the top of each stairway leading down from that floor, in a clearly visible and easily accessible location.

All of the above can be found on the [venue webshop](#) (under permissions)

Electrics

Electrics are **not** included in your stand booking.

Please note: Lighting and other electrical installations on the stand must only be carried out by our official electrical contractor, GES. The electrical installation on your stand must be according to the current edition of the rules and regulations laid down by the local authority and the venue.

Electrics can be ordered directly with GES via their [Exhibitor Webshop](#).

Order by Friday 15th March 2024 to receive the Early Bird discount.

Enclosed Stands and Storage

For enclosed stand areas exceeding 30 m² (with closed ceiling area) a temporary sprinkler system complying with the VdS standard must be installed.

Please contact the [Messe Berlin](#) to order.

Exits, Escape & Rescue Routes

The walking distance between any point within the stand area to an aisle in the hall must not exceed 20m.

Exhibition or stand areas with a floor area in excess of 100 m² must have at least two exits to escape and rescue routes.

These exits must be as far apart as possible and lead in opposite directions.

Doors and gates should be provided with a clear vision panel at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.

Platforms

- If you intend to lay a platform before laying carpet, it must be of natural timber with a minimum thickness of 25mm nominal.
- Wood, chipboard or block board used for a floor must be a minimum thickness of 18mm.
- Platforms must be of a strength and stability to carry and distribute the weight of stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.
- The general height of platforms should be 100mm. We advise that any platform should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities.
- Platforms higher than 600mm are regarded as a complex structure and must be submitted with proof of structural integrity.
- Traps must be cut into platforms to provide access to the electricity and other service boxes in the building floor.
- Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards.
- Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering so the edge can be clearly seen.

Ramps

- Accessible walkways and other areas immediately adjacent to areas that are more than 0.20 m lower must be surrounded by parapets or balustrades. These shall be at least 1.10 m high.
- Balustrades and parapets on areas accessible to trade fair visitors must be equipped with a firm, non-slip handrail.
- In order to prevent visitors from climbing over the balustrades and parapets, only unbroken infills or vertical bars.
- Spaced no more than 0.12 m apart in any one direction are permitted in such areas.
- As a minimum requirement, balustrades/parapets in areas with restricted visitor access must be equipped with a continuous, firm, non-slip handrail, as well as centre and lower braces.
- Verifiable proof of stability must be presented for platforms and the balustrades/parapets required for these.
- Depending on the intended use, the floor load must be designed to bear at least 3.0 kN/m² in accordance with the Venue Technical Guidelines.
- Platforms that are accessible using a single step may not exceed a height of 0.20 m. Ladders, ramps, raised walkways and stairs must comply with the accident prevention regulations.

- The surface of any ramp should be imperforate and non-slip in texture. Any ramp must have minimum clear headroom of 2m throughout.

Rigging

Please note – the cost of rigging is always increasing and we want to ensure that all exhibitors and contractors are aware of this. There are a number of ways to reduce the cost of rigging including (but not limited to), looking at the material used to create the piece, reducing the weight of the rig or looking at the positioning on the stand to eliminate the pre-rigging required.

GES are on hand to advise on your rigging within your stand and they liaise directly with the Messe Berlin to receive a quotation for you. Please contact CWIEME@ges.com with your rigging plans to gain advice on this.

Please note, to create a quote, they will require the following information:

- Drawing with dimensions, positions of the hanging points and stand orientation
- Total weight of all hanging items kg
- Desired setup date
- Overview with explicit allocation of single point loads
- What kind of lifting aids for installation will you bring (manual/electric chain hoists, material lift etc.)?
- Height of the hanging points (we will provide all points adjusted if desired)
- Do you require additional services (e.g. rigging, lighting or sound technology etc.)?

Lighting rigs, structural rigging and banners are permitted provided the uppermost point is within 6m from the venue floor and the lowest point is above 2.3m.

All rigging is subject to approval by the Organiser and must be contained within the confines of the stand and may not overhang any gangways or neighbouring stands.

Rigging may not be attached to built stand structures or be used for structural support.

Banners should be rigged no higher than 6m and must sit 0.5m in from the edge of the stand and 0.5m in from any party walling.

Prior to placing your order for rigging, please forward your stand plans showing your rigging and dimensions to fabbotts@essentialevents.co.uk for approval.

Please place all orders by **Tuesday 12th April**.

If you have any questions regarding this, please contact the [Organisers](#).

Looking for a space only contractor?

If you have a space only stand and are looking for a contractor, GES can help. They can offer two different solutions, both aiming towards a more sustainable stand build!

Option 1 – is your stand between 12 and 50sqm? Show Ready could be for you.

At EUR 435 per sqm, you will receive a selection of build options created from a modular structure. This will include the build, carpet, seamless fabric graphics, mains power and electrical sockets. There are furniture packages you are able to add on for an additional fee. GES would set up the stand, arrange all logistics, all you need to do is come and set up your stand items ahead of the show.

Make sure you contact your account manager as they can add this onto your current stand booking.

GES will then be in touch!

Option 2 – is your stand over 50sqm? A [custom build](#) is for you!

To save the search for a contractor, GES have a Design & Build department that can offer a range of solutions. They have created a brochure specially for our exhibitors (downloadable via the [Exhibitor Manual Website](#)). Please reach out to them for a full quotation and any specific requirements and they can adapt stand designs to fit your requirements. The contractor will then handle all of the paperwork associated with the stand space.

Space Only Stand Regulations

All exhibitors must abide by the Space Only regulations as outlined below;

- The choice of a stand fitting contractor is at the discretion of the exhibitor. The Organisers must be notified of any such contractors using Space Only Stand Plan Submission Form.
- Exhibitors are responsible for all actions of any contractors they employ to work for them at the show. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by their employed contractors while at the show.
- Exhibitors are reminded that it is their responsibility to ensure their nominated contractor(s) abide by all the regulations as contained in this exhibitor manual and Venue Technical Guidelines together with all requirements that are relevant to their stand construction.
- The design of the stand must be such that it can be erected and dismantled within the time available. Only in exceptional circumstances will working within the halls outside the published timetable be permitted. There will be an hourly charge for late working.
- ALL exhibitors must ensure that they, or their Stand Building Contractor, submit a Risk Assessment for the build and breakdown period, and a Method Statement along with their stand plans.
- Fixings to Building Structures - All stand construction must be completely self-supporting and no fittings, rigging or painting may be made to any part of the permanent structure, columns, flooring or fittings of the hall. Any damage or discolouration to the exhibition hall will be invoiced to the exhibitor.
- Exhibitors are not permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighbouring stands.
- On dividing sites, space only exhibitors must supply, erect and decorate walls facing onto their stand areas and gangways up to a minimum height of 2.5m. The reverse of all walls higher than 2.5m are to be painted/finished to an acceptable standard in white.
- Space only exhibitors **must supply their own walling** and must not use the backs of walls provided by other exhibitors.
- Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only stand construction on a space only stand. Appropriate walling must be ordered to separate the stand from its neighbour(s) and to give an acceptable level of dressing. Walls must be made of a solid structure and not see-through. Rears of pop ups are not acceptable finishing.
- All stand structures, signs, exhibits, etc., must be confined within the area allotted and may not project into or over the gangway - please see Gangways for further information.
- All work must be carried out using non-flammable material – see Fire Resistant Materials for further information.
- It is essential that all stand construction, especially when of a prefabricated nature, shall commence at the earliest possible moment. While the Organisers will do everything possible to ensure that the allocated area is clear to build on they cannot guarantee this availability once other stands are on the way to completion.
- Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighbouring stands to store goods or work on or block gangways. This can be a source of irritation

to fellow exhibitors when trying to set stands up. Please also ensure that you place any rubbish in the gangways rather than on other stands. Wherever possible rubbish should always be put into rubbish bags to minimise trip hazards.

- Wherever there is a risk from overhead working, hard hats must be worn.
- If an exhibitor erects a stand which does not conform fully to the requirements of the Organisers and Venue Technical Guidelines, the Organisers shall be at liberty to enter onto the exhibitors stand and alter, demolish and/or reconstruct the said stand so as to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organisers all expenses incurred by them in respect of such alterations, demolition, and reconstruction. Organiser decisions are final.
- It is the responsibility of the exhibitor to ensure the stand is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the hall manager before commencing any building work.
- If you intend to do any construction work on-site, please be considerate to others, e.g. please do not paint or work on other people's stands and please be aware of any dust or noise generated by your work and keep this to a minimum.
- All space only stands should clearly display their stand number.
- Any sub-contractors that are employed to work with the exhibitor's contractor will need to be informed of these regulations before attending site. They will also need to have a suitable Health and Safety policy, have provided suitable training to their staff to carry out their tasks safely, and can produce a sufficient Risk Assessment, and Method Statement.
- Stand constructions that have not been approved or do not conform to the technical guidelines or to statutory requirements may have to be modified or removed. If this work is not carried out within the specified time, Messe Berlin is entitled to carry out the necessary modifications itself at the exhibitor's expense.
- Substances of a solvent nature are not permitted to be used in the halls due to the lack of sufficient air circulation to omit the odours from the workspace. **Please note that any product used onsite omitting a solvent odour will be removed.**
- It has been noted that some contractors send a different team into the halls for breakdown to those that constructed the stand. On a few occasions these breakdown teams come armed with very few tools and little knowledge as to how the stand was initially built. They can be guilty of using unsafe methods of deconstructing the stand, using demolition tools rather than other safe methods. Pushing walls over and pulling down stand elements from height in an uncontrolled manner is absolutely prohibited. Please make sure that you are planning your breakdown with as much care as you are planning your build-up, and that you are providing enough staff and the correct equipment to deconstruct the stand safely. Breakdown is the most dangerous period in the event cycle, and we urge you to plan accordingly.

Height Restrictions

The minimum height of a space only stand dividing wall is 2.5m with a maximum height restriction of 6m.

The exhibitor/contractor is required to provide a clean, white surface on the back of the stand boundary partitions up from 2.5m, facing adjacent stands and gangways (without advertisements), and up to the full height of the walling.

Please note that should you choose to build over 4m, your stand would be deemed a complex structure and as such, would be subject to sign off by our Structural Engineer, for which there is an administration cost.

Please submit the Space Only Stand Plan Submission Form stating to what height you will be building and ensure that an allowance is made for any platform or lighting rigs included in the design, to ensure that the height of 6m is not exceeded.

Walling In

Walling in is defined as any visual barrier howsoever constructed.

All Space Only stands are required to provide their own walling and must not use the reverse of a neighbours.

Walls must be of a solid structure, no lower than 2.5m with the reverse of any walls higher than this finished to an acceptable standard in white.

Walling in on open sides is at the discretion of the Organisers and may only be approved as long as:

- The walling does not exceed one-third of the total run of meterage of each open side. Two-thirds of the run must be open or made from transparent material.
- Alternatively, solid walling may be placed 1 metre in from the stand perimeter, subject to the Organisers approval.
- An open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.

For further advice concerning this regulation please contact the Organisers.

Submission of Plan

Please send you stand plan, risk assessment, method statement to fabbotts@essentialevents.co.uk by Monday 25th March 2024.

You can download templates form from the [website](#).

Venue Services

Business Centre

The onsite Messe Berlin Business Centre offers exhibitors and visitors use of photocopiers, printers and PCs. The Centre also has analog, ISDN / LAN Internet access. Exhibitors/visitors are able to plug in their own laptops. Please note that there is a charge applicable for these services.

A German and English secretarial service is available.

The Business Centre is located at "Großer Stern". The Centre is opens two days prior to the exhibition and is open for the duration. The opening hours are 08:00 – 18:00.

Catering

Our official catering supplier is Capital Catering. For all stand catering and hospitality catering, please contact Capital Catering.

Please visit the online catering service [here](#) to order stand catering.

The deadline to order is Thursday 11th April 2024. After this date, there may be an additional surcharge and limited availability of offerings.

If you would prefer to contact directly, please see the below details:

Contact: Mutlu Turac

Email: cateringservice@capital-catering.de

Phone number: +49 30 3038 2993

Website: <https://webshop.capital-catering.de/en/>

Please note, there are limited catering outlets open during the build up and breakdown periods.

Cloakroom

There is a cloakroom located in the South entrance of the building.

There will be a charge of €3 per coat and €5 for a bag or luggage.

Lost Property

Please contact the Organiser's Office onsite in the instance of any lost or found items.

Meeting Rooms

Should you require a private area to entertain clients and hold meetings, please contact the Messe Berlin for costs and availability.

Please note, this will be subject to Organiser approval. The organisers recommend that any networking is held on the show floor.

Contact: Binnaz Akar

Email: binnaz.akar@messe-berlin.de

Waste Disposal

It is compulsory for all Space Only stand to order Waste Disposal services through the [Messe Berlin webshop here](#).

Waste disposal must be performed by the exhibitor or their appointed representative in accordance with the waste facilities ordered. The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system.

You can order suitable waste disposal containers and sacks for a variety of waste, the prices of these include collection and disposal. For the collection and disposal of waste during the exhibition, the filled sacks should be sealed and placed in front of the stand.

Exhibitors will be invoiced for any waste not disposed of by the Messe Berlin. If you are using contractors, please ensure that your contractor clears their waste (in accordance with the German laws on the environment) before leaving.

We are a sustainably focused company and therefore require exhibitors to take care of their own rubbish in a sustainable way as much as it is feasibly practicable.

Please contact Capital Services to order your waste containers. You can download these forms and view costs via the [website](#). Scroll to the bottom of the page to 'Venue Forms'.