

MODE HEIM HANDWERK 2019

09.11. – 17.11.2019

NEWSLETTER TO ALL EXHIBITORS

Dear Sir/Madam,

In order to make it easier for you to make preparations for MHH 2019, we have put together some important information and documents for you in this newsletter.

Please forward this letter to your stand constructors if applicable.

Important information!

The Technical Guidelines of MESSE ESSEN GmbH are a vital element of participation in the trade fair and must be adhered to. The exhibitor assumes the duty to ensure public safety on the stand area allocated to him by MESSE ESSEN GmbH. Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner in order to ensure that public safety and order, especially as concerns life and health, are not endangered.

During setup and dismantling works, it must be ensured that any potential impact of the hazards arising from the work remains exclusively restricted to the allocated stand areas. Assuming that the form and design of the stand comply with the [Technical Guidelines](#), it is not necessary to submit drawings for approval for single-floor stand structures in the halls.

Upon request, MESSE ESSEN GmbH will give exhibitors the opportunity to have stand construction plans that are submitted on time (in duplicate with clear dimensions in floor plan and elevation) reviewed by a structural engineer contracted by MESSE ESSEN GmbH for a fee.

Beyond this, all other stand structures, mobile stands, special structures and designs require permits. The costs incurred for this are to be found on the "stand construction permit form" – A 0.2b.

All permits are only valid for the relevant event.

The Technical Guidelines can be found on our homepage www.mhh-essen.de

In the section "Exhibitor Trade Fair Services/Permits and important information."

We wish you and your team all the best with your preparations for MODE HEIM HANDWERK 2019 and hope you *will have a successful trade fair* here in Essen.

Kind regards,

Your MHH team

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1. How to get here

1.1. Travel preparations

In order to help you with your travel preparations and hotel reservations for MHH 2019, we have set up a direct link from our homepage to our partners at the Essen Tourism Office. Their teams will be happy to assist and advise you at all times.

1.3. Invitation letter / visa

Please note that the invitation letters are being dealt with by our partner agency Intercultural Consulting. For this purpose, the agency needs your full details (name, date of birth, passport number, company name and address). Please contact the agency if you require any further information:

INTERCULTURAL CONSULTING
-SERVICE-
Fischlaker Str. 4
D-45239 Essen, Germany
Tel.: +49.(0)201-8304-437 /-0
Fax: +49.(0)201-8304-439
Email: service@intercultural-consulting.de

1.4. Environmental zone

You will find information online at www.mhh-essen.de under the heading “Arrival by car”.

2. Setting up and dismantling the stand

2.1. Setup times

Tuesday, 05/11/2019 until Thursday 07/11/2019	07:00 - 20:00
Friday, 08/11/2019	07:00 - 16:00
(Remaining tasks within the stand area by 20:00)	

2.2. Dismantling the stand

Sunday, 17/11/2019	from 18:00 within the stand area
Vehicular access to the site:	from 19:00
End of stand dismantling: Tuesday, 19/11/2019	16:00

2.3. Chargeable advance setup

In order to enable you to apply for [early stand setup](#), which is chargeable, we have prepared a form. You just need to fill this in with your exhibitor details and the time you wish to set up. The form can be found on our homepage www.mhh-essen.de under the heading “Exhibitor Trade Fair Services/Permits and important information.”

Contact:

Mr Jens Großkreuz
Tel.: +49(0)201-7244-475
Fax: +49(0)201-7244-483
Email: technik@messe-essen.de

2.4. Forwarding services

Our forwarding partner is Schenker Deutschland AG. If you have any queries, please get in touch with:

Contact:

Mr Hans-Joachim Firmenich
Tel.: +49(0)201-959791-0
Fax: +49(0)201-959791-25
Email: fairs.essen@dbschenker.com

2.5. National insurance card / work permit requirement

Please inform your stand construction company that the Duisburg main customs office will check the staff's national insurance documentation.

2.6. Vehicular access to the trade fair site

General

In order to ensure trouble-free transport to the trade fair site during the setup and dismantling times, all vehicles must be removed from the trade fair site immediately after the loading process. Car park P2 is available as an intermediate parking area for the vehicles.

Leaving vehicles parked on the trade fair site is subject to special conditions. Vehicles which are left illegally parked on the trade fair site or which block emergency routes will be towed away at the cost of the person responsible or the owner. It is possible to drive onto the trade fair site in return for a deposit of €100.00. This deposit will be refunded upon exit within the time noted on the deposit slip.

You can also find further information on our homepage www.mhh-essen.de under the heading "Exhibitor Trade Fair Services/Logistics/Traffic Guidelines".

Setup

We request all exhibitors, stand construction companies and suppliers who have to drive onto the trade fair site to initially proceed to the check-in at car park P9 on Friday, 08/11/2019. Access to the site will be organised from here.

Dismantling evening

For vehicular access on the dismantling evening on Sunday 17/11/2019, access tickets with call-off numbers are required. These authorise vehicular access to the trade fair site on that evening, with no deposit required. You can obtain these access tickets on Friday, 15/11/2019 between 09:00 and 12:00 noon at the issue point in Service Center Mitte. Access to the trade fair site is planned to take place on Sunday, 17.11.2019 from 19:00 from car parks P2 and P9.

Cars without a trailer can drive onto the site on Sunday, 17/11/2019 between 18:00 and 18:30 for 30 minutes. Payment of a deposit of €100.00 is required. There is no need to check-in for this "short-term pickup" access.

Contact:

Mr Michael Bengler

Tel.: +49(0)201-7244-269

Fax: +49(0)201-7244-1269

Email: michael.bengler@messe-essen.de

2.7. Setup and dismantling power supply

The power connection ordered for the stand is normally made available from the last setup day and it is switched off 2 hours after the end of the event.

Any additional power supply that is required is provided free of charge on the hall walls, columns and gates up to a maximum of 10 kW/CEE 16 A. Any power supply in addition to this or an early activation of the connection you ordered will be subject to a charge.

Please order this using Form B1.2 (electrical installation), which can be found online under www.mhh-essen.de under the heading "Exhibitor Trade Fair Services/Stand Technology/Electrical Installation".

Applications for setup and dismantling power must be submitted 1 week before the start of setup. After this, it is no longer possible to provide power before the last setup day. Costs for this are €106.00 plus power consumption for set-up and dismantling.

Contact:

Elektro Peters

Tel.: +49(0)201-7244- 9482

Mobile: +49(0)1633829060

Email: wolff@messe-essen.de

3. Exhibitor Trade Fair Services

On our homepage www.mhh-essen.de, under the “Exhibitor Trade Fair Services” heading, you will find all the information and [order forms](#) for service, setup and equipment of your stand, the promotional and organisational items and the press service. In addition, you will find all the information you need there, for instance regarding the environmental zone, traffic guidelines, information on how to get here, etc.

Specific services (including suspensions of any kind from the hall ceiling and roof constructions of the exhibition halls, main electrical, water and compressed air connections, sprinkler systems, underfloor installations and foundation work, surveillance, forwarding services on the trade fair site, telephone and data connections) must always be ordered through MESSE ESSEN GmbH and are exclusively provided by a contracting company of MESSE ESSEN GmbH.

Please pay particular attention to the Technical Guidelines and the General Business and Delivery Terms and Conditions of MESSE ESSEN GmbH. Furthermore, we recommend taking out exhibition insurance.

In order to ensure that our service companies can execute your orders on time, could you please submit all requests and order forms by **07 October 2019** to MESSE ESSEN GmbH. With effect from **08 October 2019**, we will be obliged to charge you a supplement of 20 per cent for any orders of electrical and water installations, suspension systems, rental system stands, stand partition walls and telecommunications services. If rental items or services are ordered after the registration deadline, MESSE ESSEN GmbH assumes no responsibility for complete and punctual contractual performance.

Please also note that cancellations of services are only possible in writing up to 2 weeks before the start of the event. If cancellations are made at a later time, the full rental price will be charged.

For all questions relating to orders, please get in touch with:

Contact:

Ms. Justyna Skotarczak
 Tel.: + 49(0)201-7244-490
 Fax: + 49(0)201-7244-445
 Email service@messe-essen.de

3.1. Office Exhibitor Trade Fair Services

During MHH 2019, the trade fair management/service office is located outside hall 6 on the upper floor. Here, you will find all the right contact partners from our exhibitor trade fair services to assist you. You can place additional service orders there, if necessary.

Opening hours:

Setup	Time
Tuesday, 05/11/2019	08:00 - 16:30
Wednesday, 06/11/2019	08:00 - 16:30
Thursday, 07/11/2019	08:00 - 18:30
Friday, 08/11/2019	08:00 - 19:30
Exhibition duration	Time
Saturday, 09/11/2019	08:00 - 18:30
Sunday, 10/11/2019	09:00 - 18:30
Monday, 11/11/2019	09:00 - 18:30
Tuesday, 12/11/2019	09:00 - 18:30
Wednesday, 13/11/2019	09:00 - 18:30
Thursday, 14/11/2019	09:00 - 18:30
Friday, 15/11/2019	09:00 - 20:30
Saturday, 16/11/2019	09:00 - 18:30
Sunday, 17/11/2019	12:00 - 19:00
Dismantling	Time
Monday, 18/11/2019	08:00 - 16:30
Tuesday, 19/11/2019	08:00 - 16:00

3.2. Rental system stands

Exhibitors can acquire rental system stands directly through MESSE ESSEN GmbH. The four types of stand, "STAND PLUS", "BASIC", "ECONOMY", and "COMFORT" are a complete package which can of course be individually upgraded to meet your requirements. You will find an overview of the rental system stands on our homepage www.mhh-essen.de under the heading Exhibitor Trade Fair Services/Stand Construction“.

Contact:

Ms Martina Meyer

Tel.: +49(0)201-7244-482

Fax: +49(0)201-7244-854

Email: martina.meyer@messe-essen.de

3.3. Waste disposal

All waste which is created during the event or the setup/dismantling of the stand is to be handed over by the originator of the waste (exhibitor/stand constructor) to the waste proprietor (MESSE ESSEN GmbH). Due to statutory provisions, the waste proprietor is obliged to ensure proper disposal. (The provisions of the KrWG - Law on Life Cycle Management - apply in the version valid at the time, along with the associated implementation rules and ordinances and the state laws and municipal by-laws.) For any waste that is not reported or is left behind in the halls, an increased fee of €200.00 /m³ or €3.00 /m² for carpeted floors is levied.

Contact for cleaning:

Mr Klaus Bujok

Tel.: + 49(0)201-7244-873

Fax: + 49(0)201-7244-447

Email: klaus.bujok@messe-essen.de

Contact for waste disposal

Ms Britta Claassen

Telephone.: +49(0)201-7244-463

Fax: + 49(0)201-7244-447

Email: britta.claassen@messe-essen.de

3.4. Stand partition walls

If you do not have your own stand system, you can request stand partition walls from MESSE ESSEN GmbH using the form “[stand walls white](#)” on our homepage under www.mhh-essen.de under the heading “Exhibitor Trade Fair Services/Stand Construction/Stand Walls”. It is provided on a rental basis at a price of €36.00 per running metre, including setup and dismantling.

You can place an order using form A2.2. Please avoid damaging the stand material or pasting anything onto it. We would like to make you aware that you will be invoiced after the end of the trade fair for cleaning stand material that has been soiled or had items adhered to it or for

acquiring a replacement for stand material that has been damaged. Please therefore handle the materials carefully. Hang your graphics using hooks, or simply stick items on selectively using nothing other than adhesives that can be removed without leaving any residues (e.g. TESA Power Stripes).

You can obtain hooks in Service Center Mitte ,1 upper floor. in front of Hall 6.

3.5. Floor coverings

It is also necessary to provide the rented stand area with a floor covering. You can choose between [carpets](#) or higher-quality floor coverings. For this purpose, please use our forms A7.1 – A7.10, which you can find on our homepage www.mhh-essen.de under the heading “Exhibitor Trade Fair Services/Stand Equipment/Floor Coverings”.

3.6. Decorations

We would like to ensure that you are aware that all materials used for decoration must be fire resistant and proofed in line with DIN 4102 in accordance with our Technical Guidelines point 4.4.1.1.

3.7. Free WiFi

Since 1 January 2016, MESSE ESSEN GmbH has been providing all exhibitors with free of charge WiFi access in its exhibition halls at its own events. You will find the 16-digit access code to “MESSE ESSEN free WiFi” on your exhibitor pass.

4. Technology

4.1. Suspensions

If you have any technical queries, please get in touch with our service partner TDA Rental GmbH.

TDA Rental GmbH
Tel: +49(0)2041-76323-50
Email: messe@tda-rental.de

4.2. Detailed plans and stand security

If you need detailed plans, please get in touch with:

Contact:

Mr Jens Großkreuz

Tel.: +49(0)201-7244-475

Fax: +49(0)201-7244-483

Email: technik@messe-essen.de

Please note: Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner in order to ensure that public safety and order, especially as concerns life and health, are not endangered.

The exhibitor is responsible for and obligated to provide verification of structural safety.

Standing structural elements and/or special structures (e.g. free-standing walls, high exhibits, high decorative elements) that could tip over must be rated for at least a horizontally acting equivalent distributed load in qh:

qh1 = 0.125 kN/m² up to a height of 4.00 m from the upper edge of the floor

qh2 = 0.063 kN/m² for all surfaces above a height of 4.00 m

4.3. Neighbouring zone and stand design

The structural height is normally 2.50 m. On request, and if stand drawings and any evidence of structural stability that may be needed are submitted, the trade fair management can approve different structural heights where applicable.

No gap to the neighbouring stand is required for a single-floor structure.

For two-storey constructions, the approval of the neighbouring standholder is required (if the second storey has an open construction) (point 4.3 of the Technical Guidelines). It must be ensured that the stand sides located adjacent to visitor corridors are transparent: the maximum permissible closed area is 50%. The rear sides of stands that border neighbouring stands must be kept neutral, so as not to adversely affect the design of the neighbouring stand (point 4.7.1).

5. Online media package

As a MHH exhibitor, you can use the benefits of our online media package which is automatically an integral part of your registration. Find out about your trade fair success in 90 seconds: <https://www.youtube.com/watch?v=js31-k445hl&feature=youtu.be>

The mandatory flat rate of €99.00 per exhibitor and co-exhibitor includes various services for you:

Online exhibitor list with company presentation, company and product description, photos, website and email address and selection of goods groups which are relevant to you. In addition to comprehensive trade fair-related news, you also have the opportunity to post information concerning your company, such as press releases, in your profile. Provide links to your social media channels and RSS feeds as well.

Product and trade fair innovations: Tell visitors and journalists all about your company and your product innovations. Media, customers and potential visitors can therefore access your press information, address, website, photos and logos in a targeted way, as all the information is linked to your exhibitor profile. You upload a text – we will make sure it is optimally tailored for specific target groups.

Stand promotions: Publicise your stand promotions. These appear on the website under "Programme" and "News".

Interactive hall map: All the data which you enter can be called up in the interactive hall map.

Personal MHH banner: Put the MHH banner with your hall and stand number on your homepage and use the banner as an email boilerplate or download it in print quality.

You can make all the entries independently in our closed exhibitor area: www.messe-essen-digitalmedia.de. You will receive your access details via email.

Contact:

Digital Media

Tel.: +49(0)201-3101-1870

Email: support@messe-essen-media.de

6. Exhibitor passes and parking tickets

6.1. Exhibitor passes **NEW online**

Exhibitor fair passes and exhibitor day tickets are exclusively available in the online shop. The online shop is integrated into the [closed exhibitor area](#). You will receive **access codes for the closed exhibitor area** via email.

In the online shop, you will see how many free exhibitor fair passes are available to you.

Please note that the free of charge exhibitor fair passes can not be changed to free of charge exhibitor day tickets. After placing the order, you have the option to personalise the passes, to send them by email, print them out or save them on a smartphone.

(Messe Essen no longer sends out exhibitor tickets!)

Any additional chargeable exhibitor fair passes can be purchased there for €17,50 each (excl. VAT) and exhibitor day passes can be purchased for €4,50 (excl. VAT).

A PC is available for amendments and follow-up orders on site in the Service Center Mitte in front of Hall 6, 1 upper floor.

You can obtain further information in the “Closed Exhibitor Area” on the homepage: www.mhh-essen.de

6.2. Parking passes

You can only purchase car parking tickets for exhibitors online. The online shop is integrated into the [closed exhibitor area](#). Please note that a height limit of 1.90m applies to car parks P1, P3-P9. For vehicles over 1.90m, car park P2 is available for a fee.

Exhibitors can order parking tickets which cover the full duration of the event. Alternatively, tickets which are only valid for specific days can be ordered. Ordered parking tickets are then immediately available to you as a download from the shop. You have the option of printing out the parking ticket or saving it on a smartphone.

The following contacts are available to assist with any queries.

Ms. Justyna Skotarczak
Tel.: +49(0)201-7244-490
Fax: +49(0)201-7244-445
Email: justyna.skotarczak@messe-essen.de

6.3. Caravan pitches

For exhibitors who arrive by caravan/camper van, there are pitches available in car park P2 **which are not supplied with utilities**. Please reserve your pitch in good time.

Contact:
Mr Siegfried Horn
Tel.: +49(0)201-7244-268
Fax: +49(0)201-7244-437
Email: siegfried.horn@messe-essen.de

7. Advertising material for your participation in the trade fair

7.1. Free of charge advertising material

Make use of our free of charge advertising materials such as posters, visitor prospectuses, invitation cards and letter labels. You can find the order forms online at www.mhh-essen.de under the heading “Exhibitor Trade Fair Services/Advertising-Marketing-Press Service.”

Contact:

Ms. Justyna Skotarczak

Tel.: + 49(0)201-7244-490

Fax: + 49(0)201-7244-445

Email: service@messe-essen.de

7.2. Vouchers for day tickets

You will receive 50 entrance vouchers which you can use to invite your customers to enter the trade fair free of charge to an event day of their choice. These vouchers will not be invoiced to you following redemption.

Vouchers for a day ticket (chargeable)

In addition, you can also order additional entrance vouchers or online invitation codes to invite your customers free of charge. These online codes can be redeemed upon registration for a “print at home ticket”. This means that your customers do not have to queue for the box office. With pre-printed entrance vouchers, as well as online registration, you also have the opportunity to exchange them for an entrance ticket at the day box office of MESSE ESSEN GmbH. The minimum quantity is 20 units.

We will invoice you for any tickets or online codes which are redeemed after the exhibition has ended. You can find the order forms online at www.mhh-essen.de under the heading “Exhibitor Trade Fair Services/Advertising-Marketing-Press Services.”

7.3. Advertising services

Make use of the range of presentation opportunities on the trade fair site – from floor stickers to indoor display stands to promotional teams in the halls. You can find the corresponding order form on our website under the heading “exhibitors/advertising brochures”.

8. Demonstrations and advertising on the stand

The trade fair organiser's permission must always be sought for the use of acoustic advertising media, microphones, amplifiers, music (live or from sound recording media). In this respect, the organiser also reserves the right to attach reasonable conditions to the permits where applicable (time frames, volume or similar). Permits that have already been issued can be

restricted or revoked in the interest of the trade fair/exhibition running in an orderly manner. If there is an infringement, the exhibitor is obliged to indemnify the organiser from any compensation claims which are made by other exhibitors due to disturbances as a result of violations. See also point 9.0 "Advertising" of the "General Terms and Conditions of Participation" along with point 5.9 "Stage Areas" and point 5.13 "Musical Playbacks, Audio Playbacks" of the "Technical Guidelines" on our website www.mhh-essen.de.

9. Product piracy / preliminary injunction

In the event of infringements of the Design Law, Trade Mark Law or Copyright Law during the period when MHH 2019 is running, we can put you in touch with a patent lawyer or solicitor at short notice.

Contact:

Ms Susann Selent

Tel.: +49(0)201-7244-228

Fax: +49(0)201-7244-513

Email: susann.selent@messe-essen.de

10. Prohibition of dogs

Please note that no dogs may be brought onto the trade fair site.

In regard to this, we draw your attention to the TierSG (Animal Health Act) pursuant to §§ 27, 28, 29, 62, 63 and 64.

An exception is the first weekend of the MHH (duration of tierlieb.nrw from 9. to 10.11.2019). During this period, dogs are allowed on the exhibition grounds.

11. Prohibition of smoking

There is a general smoking ban in the halls at MHH 2019.

We would also like to point out that there is a smoking ban on exhibition stands where food is prepared, in accordance with the law for the protection of non-smokers in North Rhine Westphalia.

12. Opening times/presence on the trade fair site outside the opening times

During the trade fair, exhibitors are permitted to be on the trade fair site one hour before it starts and one hour after it finishes. Exhibitors who would like to be on their stand outside the official trade fair opening times in justified exceptional cases (stand party, night-time work,

photography work, special events, etc.) need to obtain the appropriate permits. In these cases, we would be grateful if you could get in touch with our contact, Mr Bylsma.

Contact:

Mr Michael Bylsma

Tel.: +49(0)201-7244-270

Fax: +49(0)201-7244-447

Email: michael.bylsma@messe-essen.de

13. Deposit regulations for exhibitors

If you still do not have a valid exhibitor pass on the first day of the trade fair, at the entrance (trade fair information) and entrance gates, you will receive a deposit confirmation certificate, which entitles you to enter the trade fair site.

A security deposit of €50.00 will be levied, which you will be refunded within 90 minutes upon presentation of a valid exhibitor pass at the respective entrance.

We wish you every success for your trade fair preparations and remain,

Yours faithfully

Your MHH team