

SETUP/DISMANTLING

SITE MEASURING colour: orange

SETUP Monday, 04.11.2024 - Wednesday, 06.11.2024

04.11. - 05.11.2024 - from 7 a.m. until 8 p.m.,
06.11.2024, from 7 a.m. until 4 p.m., remaining work within the stand area until 8 p.m.

DISMANTLING Sunday, 10.11.2024 from 6 p.m. within the stand area, vehicular access to the site expected from 8 p.m. Dismantling until 10:00 p.m.

Monday, 11.11.2024, from 7 a.m. until 8 p.m.

Tuesday, 12.11.2024, from 7 a.m. until 4 p.m.

Tuesday, 12.11.2024, from 7 a.m. until 2 p.m. (hall 8)

Contact

Sebastian Grütter

Telephone: +49 (0)201 72 44-502

Email: sebastian.gruetter@messe-essen.de

EXHIBITOR SERVICE

Contact

Tanja Haase

Telephone: +49 (0)201 72 44-349

Email: service@messe-essen.de

Please remember authorisation for your stand constructor!

SECURITY/STAND PARTY

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

Contact

Michael Masuhr

Telephone: +49 (0)201 72 44-270

Email: michael.masuhr@messe-essen.de

WASTE

For any **waste** that is not reported or is left behind **in the halls**, an **increased fee** of €200/m³ or €3/m² for carpeted floors will be levied.

Order deadline for services

Orders after expiry of the order deadline

Deadline: 24.09.2024

From 25.09.2024 – 20 % surcharge

From 04.11.2024 – 35 % surcharge

Please note:

floor covering and the stand partition walls are mandatory for all exhibitors!

STAND CONSTRUCTION PERMIT

The **stand construction permit form** must be submitted

no later than **6 weeks prior to the start of setup**.

Further information on the stand construction permit is available in **section 4 .1-4.3 Technical Guidelines**.

Contact

Sebastian Grütter

Telephone: +49 (0)201 72 44-502

Email: sebastian.gruetter@messe-essen.de

LOGISTICS

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

Preordered Access tickets for the evening dismantling will be delivered to your stand or deposited at car park P2 by request.

Contact

York Lübbers

Telephone: +49 (0)201 72 44-269

Email: logistik@messe-essen.de

NEW! Online Service Centre

You can use the **Online Service Centre** to order services such as electricity, water connections, furniture, stand cleaning, waste disposal, etc. You will shortly receive the access data and further information by separate e-mail.