



## SETUP/DISMANTLING

**SITE MEASURING** colour: orange

**SETUP** Monday, 03.11.2025 - Wednesday, 05.11.2025

03.11. - 04.11.2025 - from 7 a.m. until 8 p.m.,

05.11.2025, from 7 a.m. until 4 p.m., remaining work within the stand area until 8 p.m.

**DISMANTLING** Sunday, 09.11.2025 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, 10.11.2025**, from 7 a.m. until 8 p.m.

**Tuesday, 11.11.2025**, from 7 a.m. until 4 p.m.

### Contact

Sebastian Grütter

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

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



## EXHIBITOR SERVICE

### Contact

Tanja Haase

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

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



## WASTE

For any **waste** that is not reported or is left behind **in the halls**, an **increased fee** of €350/m<sup>3</sup> or €7,-/m<sup>2</sup> for carpeted floors will be levied.



## Order deadline for services

### Orders after expiry of the order deadline

Deadline: 24.09.2025

From 25.09.2025 – 20 % surcharge

From 03.11.2025 – 35 % surcharge

### Please note:

**Stand partition walls** and **floor covering** are mandatory for all exhibitors. (see [Conditions of Participation Item 12.4](#)) and must be available within the set-up times.

In the event of failure to do so, both items will be reordered by Messe Essen and invoiced to the exhibitor. You can order your services in the [Online Service Centre](#).

You can also register here with your personal login details, which are valid for all events. If you need several accesses, you can create them after logging in to the partner login area and make them available to your colleagues or your stand constructor.



## 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

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## 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](mailto:logistik@messe-essen.de)