

Exhibitor Guidelines & Fair Criteria

1. Official trade fair open hours

Tuesday	14 th January 2025	9 a.m. - 6 p.m.
Wednesday	15 th January 2025	9 a.m. - 6 p.m.
Thursday	16 th January 2024	9 a.m. - 4 p.m.

The stand must be occupied during these times.

2. Admission times for exhibitors during the event

Daily from 8 a.m. – you can replenish your stands with exhibits during this time. Generally exhibitors can remain in the halls for a maximum of 1 hour after the official end of the fair. Please note that for your own security during the whole period the trade fair is under surveillance you will only be admitted if you have a valid fair pass!

3. Setting up times

Monday	13 th January 2025	8 a.m. - 8 p.m.
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It is advisable not to bring goods into your stand space before then!

Please note that all work setting up the stands **must be completed by 8 p.m. on Monday without exception**, because after this the final work on the general areas (laying of aisle carpeting, decoration etc.) will be carried out by the organiser!!! Special arrangements with regard to the setting up times are possible in individual cases, but these must be agreed with the organiser before the exhibition! Any additional personnel costs and rental costs incurred will be charged for on a time and material basis! All exhibitors must have started setting up their stands by 4 p.m. on Monday 17th February at the latest without exception and must have registered with the trade fair information point. If a registered stand space has not been occupied by the exhibitor by this time, the organiser reserves the right to use this space at its own discretion from then onwards. Any additional costs that this involves will be charged to the absent exhibitor.

4. Dismantling times

Thursday	16 th January 2025	4 p.m. - 8 p.m.
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We request you to remove all fair goods after the event. We recommend you supervise the dismantling of the stand for as long as any valuable goods are still present. A penalty of EURO 1,000 will be charged for any early vacation of the space, i.e. vacation of the space before 4 p.m. Please take note of our general terms and conditions in this respect.

5. Parking permits

You will receive your parking permits from the fair information point on arrival. There are sufficient parking spaces available on our premises behind the exhibition halls which you can use free of charge. You can get the appropriate number of parking permits for the free parking spaces from the fair information point in the reception area during the fair setting up times.

6. Exhibitor passes

A link for the registration will be send to you in advance.

7. Postal items sent to the fair

The organiser will accept postal items sent to exhibitors only during the official setting up times, trade fair times and dismantling times. The organiser bears no liability when accepting postal items! Should you wish to receive postal items directly at the fair, we request you, for organisational purposes, to inform us of such via the info at Brandboxx.

8. General Rules and Regulations

8.1. It is not permitted to change the allocated stand area.

Nor is it permitted to make any changes to the exterior walls unless this is agreed with the organiser in advance.

8.2. In general the height of the construction is 2.00m, extendable to 2.50m with our own system.

The organiser must be informed in advance and written permission given for any second tiers, lettering or decoration that exceed this height.

8.3. General stand fittings

Each 30m²: 1 table, 4 chairs, 3 or 4 rows of shelves or rails, 1 electricity connection.

8.4. The maximum heights of exterior stand constructions that can be agreed are as follows:

boxx b:	3,20 meters
boxx b1:	2,45 meters, up to 5 meters in the central area.
boxx b2/Gallery:	2,45 meters
boxx c:	3,40 meters
boxx d:	3,40 meters, up to 5 meters in the central area (DOME).

Flooring:

Industrial parquet flooring:	boxx b1, boxx b2/Gallery
Laminated concrete flooring:	boxx c, boxx d, boxx b

8.5. Fire extinguishers, emergency exits and aisles must be kept unobstructed!

Under no circumstances may self-adhesive carpet be used on the stand, as this damages the hall floors (especially boxx b, b1, b2 parquet flooring!) and it is almost impossible to remove adhesive residues. No objects, lettering (except the stand lettering provided by the organiser) or advertising panels of any kind may extend into the visitor aisles. Please take note of our General Terms and Conditions in this respect.

8.6. It is absolutely forbidden to drill holes or insert screws into the walls, roofs or floors!

The organiser must be informed in advance if for technical reasons it is necessary to bore holes into the roofing or walls and the original state of the stand must be restored after the order. Any restoration costs incurred will be charged for in the case of non-observance!

8.7. Stand constructions, equipment and fittings must comply with the relevant fire protection regulations and safety regulations.

Only incombustible or flame-proof impregnated material may be used for fitting out order stands. The use of plastics or foamed plastics (Styrofoam) is only permitted if proof is provided that these comply with the requirements of flammability class B1, smoke emission class Q1 and drop formation class TR1!

8.8. Activities on the stand

The organiser must be notified of any promotional activities. These will only be approved if they take place inside the stand and do not present either an acoustic or visual disturbance for neighbouring stands. Noisy demonstrations or disruptive activities are prohibited without exception and will be stopped immediately by the organiser in the event of non-compliance.

8.9. The following points apply for all external stand construction companies:

Cold light is recommended for the order stands. Halogen spotlights (halogen light) are not permitted due to their intensive heat development. The rear sides of stands over 2 meters high must be clean and attractive. Order stands in boxx b1 in the high area of the hall must be roofed so the order areas are respectable when viewed from the gallery (boxx b2). The installation of water connections is possible only to a limited extent. Stand construction plans must be submitted to the organiser in writing 2 months before the start of the trade order!



9. General information for all exhibitors!

Please keep in mind that we need your orders within the period stipulated in order to ensure preparations for the order can run according to plan. You will receive the stand confirmation including. Please kindly confirm within 2 weeks of receipt or inform us about changes and additional orders within this time period. Any subsequent changes to the stand layout in will be charged.