



If you ordered the complete booth offer your booth will be prepared with walls (approx. height 2,47 m), booth transom (28,5 cm) and carpet (grey).

For fixing carpet or other material on the floor you have to use only the allowed material! Please ask the hall management. Damages caused by the use of material not allowed will be charged to the offender.

It is not allowed to use nails, screws, staplers or permanent adhesives to attach items to the wall system. Special hangers will be offered at the info desk.

It is forbidden to do any of the following:

- to place adhesive stickers in the restrooms (W.C.), on the walls or floors of the venue.
- to attach advertisement posters, leaflets or anything else to the walls .
- to deposit or to distribute advertisement brochures, flyers, stickers or similar materials in the hall, in the restaurant areas or outdoor-/parking areas or to have any agents handing them out.
- **Violators will be charged with cleaning costs.**

Please check well in advance your needs for additional services like light, furniture, etc.! Surcharges for several additional services if entered after deadline - see also table of contents!

Sales regulations:

- The goods have to be priced.
- We refer to the further regulations of the German Act against unfair competition.

Protect Yourself against Theft!

1. Setting-up

When your exhibition objects have been delivered, do not leave your booth unsupervised any longer. The halls will be locked and guarded at night. Nevertheless, you should secure all portable and valuable goods. Insurance against theft is advisable in any case.

2. During the event

Man your stand before opening time for visitors and do not leave it unmanned during lunch-time either. Any exhibition objects in danger of being stolen should be secured by special means. We recommend to secure your entire stand additionally every evening with a closure curtain. **Don't leave your stand unsupervised!**

3. Dismantling

Most thefts occur in the first hours of the dismantling process. Therefore, do not leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent.

4. Notification in Cases of Theft

Report any theft to the fair management without delay. There you will also be informed which police station you must contact in order to report the crime.

Thank you for your assistance.