

nordstil

The trade fair from A to Z

Last updated: August 2019



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Accommodations

→ <https://www.hamburg-messe.de/en/travel/accommodation/>

Advanced stand set-up

Advanced set-up is possible on 6 and 7 January 2020 in Halls A1, A4, B1.0, B1.1, B3, B4 for stands that are over 200 m² in size. Starting on 7 January 2020,

advanced set-up is also possible in Hall A2 and A3 for stands that are over 200 m² in size. Costs per stand and day: 500,00 EUR plus VAT.

If you require advanced set-up, it is essential that you order this in advance through www.serviceshop.messefrankfurt.com

Advertising materials

Messe Frankfurt also supports exhibitors' efforts to invite their customers and promote their stands: you will be emailed an overview of all the most im-

portant information on the free print and digital promotional materials that are available at promotion.messefrankfurt.com.

Advertising plinths and display cases

→ www.serviceshop.messefrankfurt.com

Contact persons

Responsible Director:

Binu Thomas

Phone: +49 69 75 75-60 81

binu.thomas@messefrankfurt.com

Halls A1, A2, A4 and childcare facilities:

Alisa Hasenmaier

Sales Manager

Phone: +49 69 75 75-36 11

alisa.hasenmaier@messefrankfurt.com

Halls B1.0, B1.1, B2, B2.1, B3 and B4:

Almut Kwetkus

Sales Manager

Phone: +49 69 75 75-55 36

almut.kwetkus@messefrankfurt.com

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Contact persons

A3, B7 and get-together

Alexandra Fauth

Sales Manager

Phone: +49 69 75 75-36 01

alexandra.fauth@messefrankfurt.com

Nordlichter, presentation area / special showcase, other organisational questions

Tetiana Frank

Project Coordinator

Phone: +49 69 75 75-36 05

tetiana.frank@messefrankfurt.com

Advance set-up

advertising plinths and display cases, other organisational questions

Victoria Behling

Team Assistant

Phone: +49 69 75 75-36 06

victoria.behling@messefrankfurt.com

You will be able to reach your contact persons on location:

Foyer UF Central Entrance (in the area between Hall B1 UF and Hall A1) – this office will be in service from 6 to 13 January 2020:

6 January 2020 from 11:00 a.m. to 6:00 p.m.

7 January 2020 from 9:00 a.m. to 6:00 p.m.

From 8 to 13 January 2020 from 8:00 a.m. to 6:00 p.m.

Phone number for the trade fair team office: +49 40 35 69-85 01

Delivery of exhibits

It is possible to deliver exhibits to the stands starting on 8 January 2020. Please make sure that there is someone at the stand to accept delivery. The hall inspectors and gate guards are not authorised to accept deliveries. Please make sure that you always specify the company name, hall and stand number.

Delivery address for A Halls:

Hamburg Messe und Congress GmbH
Lagerstraße Tor A3
20357 Hamburg
Germany

Delivery address for B Halls:

Hamburg Messe und Congress GmbH
St. Petersburger Straße,
Tor B4 [Gate B4] and
Bei den Kirchhöfen, Tor B6 [Gate B6]
20355 Hamburg
Germany

Electrical connections

→ www.serviceshop.messefrankfurt.com

Please note: Electrical power is not included in the stand rental fee, and it is not automatically present at your stand. This must be ordered separately from the Shop for Exhibitor Services. If you have any questions, please contact

Exhibitor Services.

Phone: +49 40 35 69-75 75
ausstellerservice@hamburg-messe.de

Electrical installations

Electrical power is not included in the stand rental fee, and it is not automatically present at your stand. Electrical installations must be ordered from the Shop for Exhibitor Services and are subject to a charge.

www.serviceshop.messefrankfurt.com

Any connections set up by exhibitors themselves must be examined and approved by Hamburg Messe und Congress GmbH.

Event security

Alster-Wacht GmbH & Co. KG
Fuhlsbüttler Str. 399
22309 Hamburg

Phone: +49 40-35 69-45 87
Fax: +49 40-20 06 142

Exhibitor catalogue

The exhibitor catalogue will be given to all visitors at the entrances free of charge during the event. A basic entry in the catalogue is free of charge for each exhibitor. If you have any questions regarding the catalogue and the

additional services that are available, please contact:

Messe Frankfurt Medien und Service GmbH
Publishing Services

Phone: +49 69 75 75-51 31
Fax: +49 69 75 75-69 26
mediapackage.nordstil@messefrankfurt.com

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Exhibitor passes

Every exhibitor will receive a number of exhibitor passes in accordance with the size of their stand:

- Up to 16 m²: 2 exhibitor passes
- 16 to 24 m²: 3 exhibitor passes
- Stands 25 m² and over –
1 additional exhibitor pass for each additional 10 m²

These exhibitor passes include an allocation of free one-day passes.

Here's how you can calculate how many free one-day passes you are entitled to:

Number of event days x exhibitor passes (based on the size of your stand) = free one-day passes

The exhibitor passes that used to be sent with the service folder have now been replaced by the Ticket Services for Exhibitors portal, where you can generate your passes digitally. Exhibitor passes are personalised when they are issued.

The allocation of free passes is automatically assigned to your stand, and is displayed in the Ticket Services for Exhibitors portal. You can access the Ticket Services for Exhibitors portal at

www.exhibitor tickets.com

messefrankfurt.com

Here, you can generate the exhibitor passes that you need.

Please note that exhibitor passes must be personalised when they are generated.

Exhibitor passes are invoiced according to the actual number of one-day passes used. If your full allocation of free one-day passes has been used, after the event we will invoice you €5.00 for each additional one-day admission.

Fire and safety regulations

- Fire alarms and hydrants must be freely accessible at all times.
- All stand decoration must be flame retardant in accordance with DIN 4102 / EN 13501. To this end, make sure that you have documentation on hand demonstrating that the materials used have been treated in accordance with fire and safety regulations.
- The use of straw, branches or needles of pine/fir/spruce or other similar

materials is prohibited.

- Open fires at stands are prohibited. Lit candles are not permitted.
- Aisles, corridors and stairwells are escape routes; no empty packing may be placed there.
- Consoles, shelves, display cases etc. cannot extend beyond the stand area into the aisles or corridors.
- All installations (gas, water, electricity) must be performed by specialists who are authorised to work on the

exhibition grounds.

- Every exhibitor must have suitable extinguishing agents (fire extinguishers) at their stand to fight any fires that might start.

The instructions of the organiser and of the venue operator are to be followed.

Floor covering

Floor coverings are obligatory. These can be ordered from

www.serviceshop.messefrankfurt.com

Food services and catering

The following company has sole responsibility for catering and food services throughout the exhibition grounds:

Käfer Service Hamburg GmbH
Ludwig-Erhard-Straße 18
20459 Hamburg
Germany

Phone: +49 40 35 69-32 17
catering-hamburg@feinkost-kaefer.de
www.feinkost-kaefer.de

Freight forwarder

Kühne + Nagel (AG & Co.) KG
KN Expo Service
Messeplatz 1
20357 Hamburg

Phone: +49 40-30 33 32 800
Fax: +49 40-30 33 32 828
exposervice.hamburg@kuehne-nagel.com

Freight forwarding services can be ordered from
www.serviceshop.messefrankfurt.com

GEMA

Please note that you must pay the applicable GEMA fees if you play music at your stand.

→ www.serviceshop.messefrankfurt.com

General Terms and Conditions

The General Terms and Conditions of the organiser (Messe Frankfurt Exhibition GmbH) and the rules, regulations and technical guidelines of Hamburg

Messe und Congress GmbH shall apply; these can be found online at www.nordstil.messefrankfurt.com

Hamburg Messe und Congress GmbH

Venue operator:
Hamburg Messe und Congress GmbH
Messeplatz 1
20357 Hamburg

Phone: +49 40-35 69-21 26
+49 40-35 69-21 27
Fax: +49 40-35 69-69 21 27
+49 40-35 69-69 21 26

Hotels

→ <https://www.hamburg-messe.de/en/travel/accommodation/>

Internal rules and regulations

The internal rules and regulations of HMC shall apply for Nordstil. HMC is entitled to enforce its internal rules and

regulations. This is done by authorised representatives with special IDs. HMC's authorised representatives are

to be granted access to all areas in use for Nordstil for the performance of these duties.

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Internet access

Hamburg Messe und Congress GmbH offers WiFi access for all events.

Simply find the corresponding network, register and establish a connection.

Opening times

Saturday and Sunday, 11 and 12 January 2020 from 9:00 a.m. to 6:00 p.m.
Monday, 13 January 2020 from 9:00 a.m. to 5:00 p.m.

The event is open to exhibitors starting at 8:00 a.m. Every stand must be occupied throughout the opening hours of the trade fair. Non-compliance with this regulation disrupts the running of the

event and can result in exclusion from future trade fairs. This applies in particular to the delayed opening and premature closing of the stand.

Organiser

Messe Frankfurt Exhibition GmbH
Postfach 15 02 10
60062 Frankfurt am Main
Phone: +49 69 75 75-36 00
Fax: +49 69 75 75-67 11

nordstil@messefrankfurt.com
www.nordstil.messefrankfurt.com

Pallet trucks

The use of electric pallet trucks without an operator's seat for loading and unloading vehicles, delivering supplies and for stand set-up is permitted. They

may only be operated at walking speed. However, the use of electric pallet trucks with an operator's seat is prohibited. Hamburg Messe und

Congress GmbH reserves the right to prohibit the use of electric pallet trucks on the exhibition grounds.

Paramedics / emergency physician

Through:
Hamburg Messe und Congress GmbH
Messeplatz 1
20357 Hamburg

Phone: +49 40-35 69-66 66

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Parking for exhibitors

Parking passes are only required during the trade fair times and can be ordered from www.serviceshop.messefrankfurt.com. A deposit is required in order to drive onto the exhibition grounds during the

set-up period (please see the Traffic Guide). Use of the multi-storey car parks at Hamburg Messe is subject to a fee. The fees for parking in the multi-storey car parks are as follows:

For the first hour or part thereof: €2.00
Each additional hour: €2.00
Maximum daily fee: €16.00

Partition walls

The partition walls included in the stand rental price are installed automatically. If you do not wish to have these walls, please send an email to: Standtrennwaeende.nordstil@messefrankfurt.com

If you decide you do not want these walls after they have already been installed, you will be invoiced separately to cover the costs of removal.

Provided free of charge:
Wood, white wallpapered: A1, A4, B1.0, B1.1, B2, B2.1, B3, B4
Octanorm: A2, A3, B7

Prayer room - quiet room

There is a prayer room for all faiths available in the East Foyer on the

ground floor.
The opening hours have been changed

to accommodate the opening hours of the trade fair.

Premature stand dismantling

Dismantling stands ahead of time will result in exclusion from future trade fairs!

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Set-up/dismantling

Regular set-up (in all halls):

Wednesday, 8 January 2020, from
7:00 a.m. until midnight (12:00 a.m.)

Thursday, 9 January 2020, from
7:00 a.m. until midnight (12:00 a.m.)

Friday, 10 January 2020, starting at
7:00 a.m. (only within the stand area
after 6:00 p.m.)

You must comply with the rules and regulations for set-up, as well as with the specified times. Your stand set-up must be completed before the trade fair opens.

Dismantling

From Monday, 13 January 2020 at
5:00 p.m. until Tuesday,
14 January 2020 at midnight (12:00
a.m.)

Dismantling stands before this
time will result in exclusion from
future trade fairs!

Shop for Exhibitor Services

The Shop for Exhibitor Services is the electronic ordering system for all services and ancillary services.

-> www.serviceshop.messefrankfurt.com

Stand builders

Messe Frankfurt Medien
und Service GmbH
Fairconstruction
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main

Phone: + 49 69 75 75-66 66
Fax: + 49 69 75 75-65 28
fairconstruction@messefrankfurt.com
www.fairconstruction.messefrankfurt.com

Stand cleaning

→ www.serviceshop.messefrankfurt.com

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Stand construction regulations

The technical guidelines of Hamburg Messe und Congress GmbH shall apply. You will find these online at www.serviceshop.messefrankfurt.com under "Downloads".

The minimum height of the stand construction is 2.50 m. For constructions 3.50 m in height or taller it is necessary to request the approval of the neighbouring stand. The documentation is to be submitted to Hamburg Messe's Event Engineering Department

[Messtechnik].
Your contact person is:
Mr. Gerrit Gabriel
Phone: + 49 40 35 69-25 18
ops@hamburg-messe.de

Stand decoration that extends beyond this height is not permitted.
The impairment or disruption of other stands is prohibited.
The specified stand construction measurements must be complied with; you may not infringe upon the required

3.00 metre width of the aisles and corridors.
If you make use of the partition walls provided by the organiser free of charge, please note that these walls, which are 4 cm thick, must be positioned on your stand area in their entirety, reducing the interior area of your stand accordingly. Should your neighbours also require partition walls, these partition walls will be shared with your neighbour; as a result, each wall will only protrude into your stand by 2 cm.

Stand equipment and furnishings

The stand rental price includes undecorated partition walls. Other furnishings (e.g. tables, chairs, spotlights, carpeting etc.) are also

available for a fee and can be ordered from www.serviceshop.messefrankfurt.com

Stand security

→ www.serviceshop.messefrankfurt.com

Stand signage

Uniform stand number signs will be posted at all stands by the organiser free of charge.

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Sub-rental

Exhibitors can also be permitted to take part in the events as joint stand participants.

Joint stand participants are exhibitors with their own personnel and offering their own products at a joint exhibition stand rented by a joint stand organiser.

Joint stand participants are subject to

the same participation terms as the joint stand organiser. When joint exhibition stands are approved, stand confirmation is only sent to the joint stand organiser. The joint stand organiser is the sole contracting party of Messe Frankfurt. If a participant is allowed to share a stand without the consent of Messe Frankfurt, the latter is entitled to terminate the contract

with the joint stand organiser without notice and to have the stand cleared at said organiser's expense.

You can register joint stand participants online at www.standspace.messefrankfurt.com

Suspensions from the ceiling

→ www.serviceshop.messefrankfurt.com

Suspension points

→ www.serviceshop.messefrankfurt.com

Temporary staff

Temporary staff can be ordered from Hamburg Messe und Congress GmbH's service partner: Alsterwacht GmbH & Co.KG
Fuhlsbüttler Str. 399
22309 Hamburg

Phone: + 49 40-20 40 74
Fax: + 49 40-20 06 142
info@alsterwacht.de
www.alsterwacht.de

The organiser's trade fair office

Foyer UF Central Entrance (in the area between Hall B1 UF and Hall A1) – this office will be in service from 6 to 13 January 2020.

On 6 January 2020 it will be open from 11:00 a.m. until 6:00 p.m., on 7 January 2020 from 9:00 a.m. until 6:00 p.m. and from 8 to 13 January 2020 it will be open from 8:00 a.m. until 6:00 p.m.

Phone number for the trade fair team office: +49 40-35 57-85 01

Theft

Your stand is not insured against theft.

If you are the victim of a theft, please report this to your hall inspector.

Trade fair address

Hamburg Messe und Congress GmbH
Messeplatz 1
20357 Hamburg

Phone: +49 40-35 69-21 26
+49 40-35 69-21 27
Fax: +49 40-35 69-69 21 27
+49 40-35 69-69 21 26

Transportation

The Traffic Guide shall apply – this can be found in the Technical Guidelines.

Vouchers for your customers

Every exhibitor receives ten free admission vouchers / digital voucher codes. These free vouchers/codes can be ordered from

www.serviceshop.messefrankfurt.com. It is also possible to purchase additional vouchers/codes here. If more than 50 vouchers are redeemed, all of the

vouchers are free (in other words, if 51 or more vouchers are redeemed, you will not be invoiced for any of them).

Waste disposal

Waste is to be avoided wherever possible, and you are responsible for disposing of the waste you generate.

→ www.serviceshop.messefrankfurt.com

Please note that any waste/rubbish placed outside the stand before and during the event will be disposed of at your expense. For materials that were not registered and/or that remain in the

hall after you have left your stand, an increased fee of between €91.55 ("Grüner Punkt" [Green Dot]) and €195.30 (bulky waste) per m³ or part thereof will be charged.

The disposal of special waste will be invoiced in accordance with the expense incurred. The carpet protection films are not disposed of automatically and

bin liners must be ordered separately for this purpose. These should be 120 litres in size ("Grüner Punkt" lightweight packaging), and cost €7.95 each (net).

→ www.serviceshop.messefrankfurt.com

Water supply

→ www.serviceshop.messefrankfurt.com

Messe Frankfurt GmbH
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Phone: +49 69 75 75-0
Fax: +49 69 75 75-64 33
www.messefrankfurt.com