

Specific Terms of Participation 2024

Event-specific additions to General Terms of Participation (ATB) and Technical Regulations (TR) of Hamburg Messe and Congress GmbH (HMC)



Event and legal entity:

Hamburg Messe und Congress GmbH
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– hereinafter called **HMC** –

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Event title: **H₂ EXPO & CONFERENCE 2024**

Venue: HMC Fairground

Event duration: **26–27 September 2024**

Project management: Project Management H₂

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**Deadline for registrations /
Start of space allocation:**

Early Bird until **31 December 2022**
Start of **Hall planning: July 2024**

**Deadline for entries
in exhibitor directory:**

May 2024

Opening times:

Tue. – Thu.

10:00 – 18:00 hours

From 26–27 September the fairground is open for exhibitors from 08:00 hours.

Assembly times:

20 – 22 September 2024
23 September 2024

07:00 – 24:00 hours
07:00 – 16:00 hours

Disassembly times:

27 September 2024
28 September – 01 October 2024

17:00 hours until open end
07:00 – 24:00 hours

Early dismantling:

Dismantling of the stand before the period set for dismantling is a breach of contract. HMC is entitled to impose a penalty charge of € 1,000,00 plus VAT.

Early departure of stand personnel:

The same shall apply if the entire stand personnel leave before the end of the exhibition.

**Early stand assembly /
Extended disassembly:**

Any requests for early stand assembly / extended disassembly times must be submitted in writing to the Trade Fair and Exhibition Technology Department and approved (see Online Service Center (OSC) / approvals and applications). An entitlement of approval does not exist. If you have any questions, please contact the Trade Fair and Exhibition Technology Department (Tel.: +49 40 3569 2528 / e-mail: ops@hamburg-messe.de).

Minimum stand size:

15 sq. m exhibition space

Application:

(see clause 2.2 ATB)

Please note that the application gives no legal claim to a certain size or position of the stand.

Cancellation before acceptance:

(see clause 2.2 ATB)

In the event of cancellation before acceptance, an **administrative fee** of € 350,00 plus VAT shall be payable.

Cancellation of stand:

(see clause 8.2. ATB)

In the event of cancellation after acceptance, clause 8 ATB shall be applicable.

Reductions in size of stand space:

The stand space specified in the acceptance is binding. After acceptance, any reductions in stand space requested by the exhibitor are possible only in consultation with HMC, and do not lead to reduction in stand rent. If HMC succeeds in renting out the stand space to a third party, an administrative fee amounting to 25% of the (proportional) participation fee for the space not used by the exhibitor is payable in accordance with clause 8.2 ATB.



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Limitations for admission:	Please note clause 3 and 11 ATB.
Exhibitor passes: (see clause 16 ATB)	Up to a stand size of 15 sq. m the exhibitor will receive three exhibitor passes free of charge. One additional pass will be issued free-of-charge for every further 10 sq. m or part thereof. The maximum allocation is limited to 30 free-of-charge exhibitor passes. Co-exhibitors will receive two exhibitor passes free of charge. Further exhibitor passes may be ordered on payment of a charge from the Online Service Center (OSC). NO exhibitor passes are needed for assembly and disassembly.
Marketing package/Trade Fair Media: (see clause 14 ATB)	The charge for the mandatory Media package for main and co-exhibitors is € 700,00 each plus VAT . This fee includes an entry in all of the trade fair media and the Visitor Information System, plus free visitor Wi-Fi. The deadline for requesting an entry in the trade fair media (catalogue copy date) will be communicated by the responsible service partner or Hamburg Messe in a timely fashion. Requests not received by the deadline will result in existing information from the event registration / acceptance data being used. Exhibitors registered / accepted after the deadline will be entered into digital trade fair media only; full charges apply. Feel free to direct any enquiries to the contacts named within the section for trade fair media of the Hamburg Messe Online Service Center (OSC).
Registration charge for co-exhibitors: (see clause 4.3. ATB)	Co-exhibitors must be notified to HMC in writing with indication of company name, address, and products/services. Please complete the separate registration form for this purpose. The charge for co-exhibitors is € 400,00 plus VAT per co-exhibitor and will be invoiced to the main exhibitor. The marketing package fee is € 700,00 plus VAT per co-exhibitor and will be invoiced to the main exhibitor.
Exhibition stand design:	Please note clause 7 ATB and Clause 5.7 of the Technical Regulations.
Stand boundary partitions:	Please note clause 7 ATB and Clause 5.7.6 of the Technical Regulations.
Two-floor exhibition stands: (see clause 5.9 Technical Regulations)	For two-floor exhibition stands, the space used on the upper floor will be charged at 50% of the charge applicable for the ground floor. Two-floor exhibition stands are subject to approval (see Online Service Center (OSC)) by the technical department of HMC.
Stand construction height:	Please note in your planning the regulations on construction heights, Technical Regulations Clause 5.3.
Stand roofing: (see clause 5.4.2 of the Technical Regulations)	Please note that roofing may impair the effect of the sprinkler system. It may then be necessary to install a sprinkler system on the stand itself.
Events held by exhibitors:	If an exhibitor wishes to conduct an event at his own exhibition stand after the daily opening times this must be applied for in writing. Respective forms can be found in the Online Service Center (OSC). The resulting costs for additional supervision and security staff will be charged to the exhibitor. Events are permissible up to 22:00 hours at the latest.
Audio presentations: (see clause 13 General Terms of Participation)	Please limit your volume to a level that is acceptable for your neighbours. Relevant indications are shown in Clause 6.12 and 5.7.7. of the Technical Regulations.
Exchange of exhibitor:	The transfer of the booked stand space is only possible by prior approval of HMC and signing a transfer agreement.
Exhibit protection:	Subject to a decision by the Federal Justice Ministry, HMC offers exhibitors a certificate for submission to the German Patent and Trade Mark Office that the exhibit to be protected (consumer/investment product, design/utility model) has been exhibited at H ₂ EXPO & CONFERENCE 2024. For further information see Online Service Center (OSC)/approvals and applications.
Advance payment for expected additional costs: (see clause 5.3 ATB)	No additional advance payment is required for H ₂ EXPO & CONFERENCE 2024.
Invitations:	Exhibitors can invite their customers to the event by sending them invitations for free admission. After the end of the event, any invitations which have been used by the customers will be charged to the exhibitor. The pricing for invitations is shown at the Online Service Center (OSC). Invitations can be ordered in the exhibitor ticket shop (accessed via the Online Service Center (OSC)). It is possible to order printed invitations or digital codes in the exhibitor ticket shop. The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.
Specific provisions for official national pavilions:	
Exhibitor passes: (see clause 16 ATB)	Companies which exhibit within an official national pavilion will receive two free-of-charge exhibitor pass up to an occupied stand size of 12 sq. m. One additional pass will be provided for every additional 10 sq. m or part thereof. The total number of passes per exhibitor is limited to 20 exhibitor passes. The organiser of the pavilion will also receive five exhibitor passes free of charge, provided that the stand size of the pavilion is more than 100 sq. m.
Exhibitor status:	All companies participating in an official national pavilion are entitled to main-exhibitor status. No co-exhibitor fee for the participating companies of the national pavilion is charged.
Stand sketch:	The organiser of the national pavilion is required to notify HMC of the exhibiting companies within the pavilion including their full contact details. Further, the organiser is required to provide a detailed stand sketch showing the stand space including stand dimensions allocated to each exhibiting company until 1 June 2024 . HMC will allocate the stand numbers on the basis of this sketch. Each participating company of the national pavilion, needs to complete a co-exhibitor-application form for national pavilions.