

Exhibitor Information – Important information for GaLaBau 2024

NÜRNBERG MESSE

The following information and guidelines, the "Special Conditions for Participation in GaLaBau 2024" and "General Conditions for Participation in Fairs and Exhibitions" as well as the NürnbergMesse site regulations are integral parts of the contract for participation in GaLaBau 2024.

Please note also "Exhibitor Information from A–Z".

1. Assembly

Friday	06.09.2024	07:00 – 19:00
Saturday	07.09.2024	07:00 – 19:00
Sunday	08.09.2024	07:00 – 19:00
Monday	09.09.2024	07:00 – 19:00
Tuesday	10.09.2024	07:00 – 19:00

Stand fitting must be completed at the latest by the end of the period allowed for stand assembly and stands cleared of any packing materials. The organizer will be entitled to use for another purpose any exhibition areas on which assembly has not yet begun by 3:00 p.m. of the last assembly day. In this case, the organizer will have the right to charge the resulting costs to the exhibitor.

2. Opening times

Wednesday	11.09.2024	09:00 – 18:00
Thursday	12.09.2024	09:00 – 18:00
Friday	13.09.2024	09:00 – 18:00
Saturday	14.09.2024	09:00 – 18:00

Exhibitors are admitted to GaLaBau 2024 one hour before the opening time each day. The exhibition stands are to be occupied by not later than 15 minutes before the exhibition opens. For security reasons, exhibitors must leave the halls by not later than 30 minutes after exhibition closing time.

Other exhibition stands are not to be visited outside the daily opening times without the permission of the stand holder.

3. Dismantling

Saturday	14.09.2024	16:00 – 22:00
Sunday	15.09.2024	07:00 – 19:00
Monday	16.09.2024	07:00 – 19:00
Tuesday	17.09.2024	07:00 – 19:00

Stands are not to be partly or fully dismantled or exhibits removed before the end of the event. Exhibitors contravening this rule are liable to a penalty amounting to 50 % of the stand rent. The exhibition area is to be restored to its original state after dismantling the stand. The exhibitor is responsible for any damage caused by incorrect handling.

The organizer is entitled to dismantle and store the stand equipment and exhibits at the exhibitor's cost if the stand space is not cleared by the end of the official dismantling time.

4. Passes for assembly and dismantling staff

Access to the halls during assembly and dismantling times is only permitted with special passes. Your allocation of free assembly and dismantling passes is based on the size of your stand. Additional passes can be ordered via the TicketCenter. These passes for assembly and dismantling are not valid during the fair.

5. Exhibitor passes

Every exhibitor receives free passes for the necessary stand and operating personnel according to the size of his stand. X passes are issued for up to 19 m² stand space and a further pass for each further beginning 10 m² or part thereof, subject to a maximum of 10 exhibitor passes.

Any additional exhibitor passes required can be purchased for entitled persons at a price of EUR 22 each including VAT at the statutory rate. Exhibitor passes are only to be issued to personnel working on the exhibitor's stand.

6. Permanent parking permits

See "Exhibitor Information from A–Z".

7. Stand layout

The exhibitor is responsible for stand equipment and decoration. Exhibitors are obliged to decorate their stands carefully and in good taste. Stands which do not conform to the accepted standards will not be approved by the organizer until the necessary changes have been made. Unacceptable advertising will be similarly affected.

The overriding principle for the design of all exhibition stands is transparency. All open sides of the stand must be freely accessible. This means that at least 50 % of the respective gangway

side must not be obstructed by structures or fittings.

The minimum height for exhibition stands is 2.50 m.

The stand partition walls of all types of stands directly adjoining the stands of other exhibitors must not exceed a height of 3.50 m unless permission has been granted.

The backs of stand partition walls, advertising carriers or other design elements facing neighboring stands and exceeding a height of 2.50 m must be of neutral design and clean and must not contain any text or graphics.

Exhibition stands of 400 m² or more are subject to approval.

Use the checklist Stand design/stand construction/fire protection in the Online ExhibitorShop.

Stands are to be provided with an adequate floor covering (e.g. carpet, parquet, PVC) by exhibitors. The name and address of the stand holder are to be clearly indicated on the stand for the full duration of the event.

The exhibitor agrees to erect a 2.50 m high own stand partition on all closed sides of the stand space.

If the exhibitor does not use his own stand partition or a rental stand, own stand partition walls are to be ordered from the ServicePartners. Stand partition walls are available for rental in plastic-coated finish. If a rental exhibition stand is not used, a fascia (0.30 m high) must be fitted on all open sides of the stand space. The fascia can be omitted if the necessary stand quality is assured in some other way.

Stand partition walls, floors, hall walls, pillars, installations, fire-fighting equipment and other permanent hall fixtures must not be pasted over, nailed, painted or damaged in any other way.

The exhibitor is responsible for any damage and will be charged with the cost of repair. Any pillars, installations and fire-fighting equipment located within the stand are part of the allotted stand space and must be accessible at all times.

Floor coverings in the stands are only to be fixed with double-sided adhesive tape (following tapes are to be used: tesafix no. 4964).

If the remains of other adhesive tapes must be removed from the hall floor after the end of dismantling, the cleaning costs will be charged to the exhibitor. The same applies to the remains of carpets etc.

The exhibitor agrees to comply with these conditions. Non-compliance may result in claims for damages by the organizer or the neighboring exhibitors affected.

8. WLAN (Wireless Local Area Network)

Exhibitors may only set up a WLAN (Wireless Local Area Network) with an written approval of Exhibitor Services and can be ordered in the Online ExhibitorShop.

A WLAN used without approval can lead to serious technical disturbances. The exhibitor is liable for damage caused by the operation of a WLAN without approval. The Exhibitor Service Department will be pleased to advise on the approval and setting up of a WLAN.

Bisping & Bisping GmbH & Co. KG is the sole supplier of a WLAN infrastructure for commercial use on the NürnbergMesse site.

NürnbergMesse grants Bisping & Bisping GmbH & Co. KG exclusive **frequency control over channels 2 to 13 for WLAN in the 2.4 GHz band** for the full-coverage WLAN service on the NürnbergMesse site.

Only **channel 1 in the 2.4 GHz band (2412 MHz)** is available on the NürnbergMesse site for use for all other applications/WLAN networks for both operation by ServicePartners of NürnbergMesse (Bisping & Bisping GmbH & Co. KG) and operation of radio/WLAN networks set up by exhibitors themselves.

NürnbergMesse reserves the right to refuse approvals or not to approve applications for exhibitors' own WLAN networks, depending on the number and physical assignment per hall.

As part of quality assurance measures, both unregistered and approved WLAN networks and WLAN networks with excessive transmit power levels will be identified and the operators notified. These networks may possibly be approved after checking or are to be shut down if requested by NürnbergMesse – there is no legal entitlement to approval.

If no amicable solution is possible, technical measures will be implemented to prevent the illegal operation of such WLAN networks.

9. Exhibition priority

An application for exhibition priority has been submitted to the Federal Ministry of Justice. The priority certificate safeguards certain patent rights until application to a patent office in Germany and abroad.

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10. Exhibitor Kitchen

Exhibitors requiring cold or hot water can use **thirteen** kitchens set up for this purpose during the event days:

Service 1 UG, Hall 3, Hall 3A, Hall 3C, Service 4 UG, Service 4/5 UG, Service 7 UG, Hall 4A, Hall 7A, Service 8/9 UG, Service 9 UG, Hall 10, Service 12.0 Nord.

11. Conference and meeting rooms for press conferences

Conference and meeting rooms of all sizes are available for exhibitor press conferences at the Exhibition Centre Nuremberg. Please inform us of your requirements and state the date and number of persons. Please coordinate dates for planned press conferences with the NürnbergMesse and Press Team [Event Name].

T +49 9 11 86 06-85 21, Email: press@galabau-messe.com

12. Traffic and parking regulations

The traffic and parking regulations can be found in the event-specific logistics directory, which can be found at: <https://www.galabau-messe.com/en/exhibit/plan-your-stand/transitfair>. It contains all the information on travelling to the event and the digital trade fair logistics system.