



## Information for Exhibitors 2024



## Information for Exhibitors

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<b>List of Order Forms</b>	<b>dealt with</b>
Form 1: Stand Sketch	<input type="checkbox"/>
Form 2.G: Electrical Installation	<input type="checkbox"/>
Form 6: Stand Design	<input type="checkbox"/>
Form 7: Basic Packages	<input type="checkbox"/>
Form 8: Furniture for hire	<input type="checkbox"/>
Form 9: Stand Cleaning Service	<input type="checkbox"/>
Form 15: Rental Technique Equipment	<input type="checkbox"/>

## Information for Exhibitors A-Z

1. **Access**  
The entrance doors of the halls have the following dimensions:  
**Eilenriedehalle A** (ground floor):  
outside doors: 2.29 x 2.44 m  
inside doors: 1.75 x 2.43 m  
roll-up gate, south: 3.08 x 4.15 m  
porch gates: 2.29 x 2.49 m  
**Eilenriedehalle B** (ground floor):  
roll-up gate, south: 3.40 x 4.40 m  
**Niedersachsenhalle** (via Gate 4, next to stage, last gate in direction of Eilenriede Hall, with hydraulic platform, skylight can be opened electrically):  
outside doors west: 2.98 x 2.26 m  
Gate 4 west (with open skylight): 2.98 x 3.85 m  
**Glashalle** (with hydraulic platform via side door to courtyard Glashalle/Eilenriedehalle):  
front entrance: 2.00 x 2.05 m  
west side: 1.97 x 2.95 m  
south side: 1.62 x 2.10 m  
**Kuppelsaal** ground floor left of stage – can only be entered here:  
outside doors circular passage: 1.70 x 2.40 m
2. **Airport**  
Airport Hannover-Langenhagen  
Info telephone: +49 (0) 511 / 97 7-0  
Internet: [www.hannover-airport.de](http://www.hannover-airport.de)
3. **Assembly place regulations (VstättVO)**  
The Lower Saxony Assembly Place Ordinance (Nds. VstättVO) of 01.02.2005 is applicable in all areas of HCC. A copy of these regulations is available (in German) on request.
4. **Banks**  
The next ATM (automated teller machine) you will find at the main entrance of the HCC.
5. **Car park for exhibitors**  
Exhibitor vehicles have to be parked at the parking deck which charges a fee. Vehicles which exceed the permissible maximum height of 2,20 m have to be parked on separate declared parking space, in that case please address to the organizer of the exhibition.  
⇒ layout plan page 5
6. **Catering**  
Please advise your requests regarding catering, gastronomic arrangements for receptions, conferences and meetings to HCC, stating date and number of persons:  
E-mail: [veranstaltungen@hcc.de](mailto:veranstaltungen@hcc.de)  
⇒ form 11
7. **Cleaning**  
General cleaning  
The cleaning of the grounds, halls and aisles will be taken care of by Hannover Congress Centre. On the last disassembly day the cleaning company will carry out a thorough cleaning. Cartons, slats, boards, cases, etc., which are then still in the aisles, will be regarded as litter and removed at the owner's expense.  
Stand cleaning  
The cleaning of the stand is the responsibility of the exhibitor. Stickers and adhesive tape on stand walls or on any part of the building must be removed before the final cleaning has begun.  
⇒ form 9
8. **Conference and meeting rooms**  
There are conference and meeting rooms available in all sizes at Hannover Congress Centre. Please send your requests, stating date and number of persons:  
Abteilung Veranstaltungen (Events Department)  
E-mail: [veranstaltungen@hcc.de](mailto:veranstaltungen@hcc.de)
9. **Delivery of goods**  
Send your goods – **but NOT before the first assembly day** – to the following address:  
Hannover Congress Centre  
Name of Event ....., Date of Event .....,  
Hall ....., Stand No. ....  
Theodor-Heuss-Platz 1-3  
D-30175 Hannover  
During the assembly and disassembly periods vehicles may only stop for loading and unloading in designated places. They must then be removed immediately and can be parked in the designated car parks. Fire engine accesses are to be kept clear at all times.  
⇒ see item 3
10. **Doctor**  
Medical emergency service:  
Tel.: +49 (0) 511 / 380 380  
Casualty:  
Tel.: +49 (0) 511 / 30 43-1
11. **Electrical installation**  
The operating voltage is 230/400 Volt. Each stand can order a main connection which may only be installed by the contractor of HCC. The complete electrical installation is to be carried out in accordance with the latest safety regulations of VDE 0100. For electrical work on the stands it is recommended to assign the contractor of HCC.  
⇒ form 2
12. **Emergency services**  
Police: 110  
Fire Brigade: 112  
Emergency medical services / emergency physician: 112
13. **Exhibition stands**  
⇒ forms 5 - 8
14. **Fire Brigade**  
During assembly of the stands the Fire Brigade will carry out inspections and check that the "Fire Prevention Guidelines" are adhered to. The exact pre-planning of the stand and the observance of the guidelines permit a smooth and undisturbed stand assembly.  
Please observe the "Technical Guidelines" (page 4) and be sure to return form 1.
15. **Fire prevention guidelines**  
Please observe the enclosed "Technical Guidelines" (page 4).
16. **Floral decorations**  
⇒ form 12  
Florists:  
Gärtnerei Duda  
Distelborn 2, D-30457 Hannover  
Tel.: +49 (0) 511 / 46 16 16  
Fax: +49 (0) 511 / 46 16 16  
Mobile: +49 (0)171 / 28 22 080
17. **Forwarder**  
Kühne + Nagel (AG & Co.) KG  
Frau Michaela Busch  
KN Expo & Event Logistics  
Karlsruher Str. 4  
30880 Laatzen  
Tel. Nummer: +49 0511 820 980 153  
Fax Nummer: +49 0511 820 980 270  
[michaela.busch@kuehne-nagel.com](mailto:michaela.busch@kuehne-nagel.com)  
<http://www.kuehne-nagel.com>
18. **Furniture for hire**  
⇒ form 8

19. **Hall layout plans**  
Detailed plans of all halls are available on request.  
⇒ layout plan page 5 and 3-D view page 6
20. **Hostesses**  
⇒ see item 36
21. **Hotel**  
Congress Hotel am Stadtpark  
Clausewitzstraße 6  
D-30175 Hannover  
Tel.: +49 (0) 511 / 28 05 - 0  
Fax: +49 (0) 511 / 28 05 - 550  
E-mail: [info@congress-hotel-hannover.de](mailto:info@congress-hotel-hannover.de)  
Internet: [www.congress-hotel-hannover.de](http://www.congress-hotel-hannover.de)
22. **Insurance**  
It is recommended to insure exhibits and stand contents. The proprietor is not liable for any goods brought to the exhibition.
23. **Lettering**  
⇒ forms 5.1, 5.2
24. **Loudspeaker announcements in the halls**  
In the interest of exhibitors and visitors there will be no advertising announcements nor announcements to search for persons.
25. **Order confirmation**  
An order confirmation will only be sent by HCC if there are any queries.
26. **Packing material**  
Empty cartons, etc. cannot be stored on HCC grounds. The exhibitor himself is responsible for their removal and storage.
27. **Photo service**  
LOCALpic, Rainer Dröse  
Raffelbergweg 26  
30853 Langenhagen  
Tel.: +49 (0) 5 11 – 72 28 60  
Email: [droese@localpic.de](mailto:droese@localpic.de)
28. **Posters, advertisements, etc.**  
It not permitted to stick posters, advertisements, etc. on hall walls, windows or doors anywhere in HCC.
29. **Public transport**  
ÜSTRA  
Hannoversche Verkehrsbetriebe AG  
Tel.: +49 (0) 511 / 16 68 - 0  
Fax: +49 (0) 511 / 16 68 - 26 66  
E-mail: [info@uestra.de](mailto:info@uestra.de)  
Internet: [www.uestra.de](http://www.uestra.de)
- ÜSTRA Service Centre City  
Karmarschstraße 30/32  
D-30159 Hannover  
Tel.: +49 (0) 511 / 16 68 - 0  
Fax: +49 (0) 511 / 16 68 - 20 10
- Business hours:  
Monday - Friday: 8 am – 8 pm  
Saturday: 9 am – 6 pm  
Sunday: Information and tickets in ÜSTRA Service Point, Ernst-August-Platz (in front of Main Station) 9 am – 5 pm
30. **Refuse**  
⇒ see item 7
31. **Security**  
The exhibition stands will not be guarded during the assembly, disassembly and duration of the exhibition. A stand security guard, also at night-time, is recommended for valuable and easy-to-carry goods.  
⇒ form 10
32. **Stand planning, furnishing, furniture for hire**  
Exhibitors are responsible for the planning, assembly and furnishing. The norm height of 2.5 m may only be exceeded with prior permission. Pillars, wall protrusions, stand partition walls and fire extinguisher equipment are part of the allocated stand area. Stand systems and furniture for the stand can be hired with forms 5 – 8.  
Assigned company:  
MCS  
Mr Horst Gehrman  
Kapellenplatz 4  
D-30539 Hannover  
Tel.: +49 (0) 511 / 542 831 61  
Fax: +49 (0) 511 / 542 831 62  
mail: [info@messe-event.org](mailto:info@messe-event.org)
33. **Suspending points**  
Suspending points are available in the following halls: Great Hall (Kuppelsaal), Eilenriede Hall (Eilenriedehalle), Lower Saxony Hall (Niedersachsenhalle). Information and plans on request.  
⇒ form 13
34. **Taxi**  
Taxi stand: Congress Hotel by the City Park (Stadtpark)  
Tel.: +49 (0) 511 / 38 11 or 21 43
35. **Telephone service**  
⇒ form 4
36. **Temporary personnel**  
(e.g. hostesses, labourers for assembly and disassembly, stand security).  
⇒ form 10
37. **Theft deterrence**  
⇒ see item 31
38. **Water supply**  
Water connections may only be installed by the proprietor's contractor Dopatka.  
⇒ form 3

# Conditions of Hire and Use

## Part III. House Rules

The house rules define the rights and obligations of visitors / spectators during their stay in the assembly areas of the State Capital of Hannover. The instructions given by the staff members and authorised representatives of Hannover Congress Centrum – hereinafter referred to as HCC – shall have to be complied with immediately.

The stay in the assembly areas shall be permitted only to the visitors of events and guests of the HCC or to its leaseholders and tenants. Visitors / spectators shall have to occupy the seat which is mentioned on the admission ticket for the respective event, and only the entrances provided for this purpose shall be used. When the assembly area is left, the admission tickets shall become void.

All facilities of the assembly area shall have to be used with care. Within the assembly area, everybody shall have to behave in such a way that no other person is injured, jeopardised or obstructed or disturbed more than unavoidable under the circumstances.

There is a fundamental smoking ban in all places in the state capital Hannover. Please take note of the relevant instructions.

For safety reasons, the closure of areas, buildings and open spaces and their evacuation may be ordered by the HCC and by the organiser. All persons who are in the assembly area and on the premises shall have to comply with the corresponding orders immediately, and shall have to leave the assembly area when evacuation is ordered.

Bags, receptacles carried and clothing, such as coats, jackets and capes may be checked for their contents. Visitors who do not agree to the seizure of objects by the stewards, which may lead to a hazard at the event or to its visitors, shall be excluded from the event. Visitors turned away shall have no claim to the reimbursement of the admission charge. In keeping with the kind of event, the carrying of bags and similar receptacles into the event area may be prohibited.

Persons who are visibly under the influence of alcohol or drugs shall be barred from an event and shall have to leave the assembly area.

The stipulations of the Children and Young Persons Act shall be applicable. Special regulations shall be applicable only when signposted explicitly at the cashboxes and the admission areas.

Carrying the following objects shall be prohibited:

- Weapons or other hazardous objects which when thrown may cause physical injury.
- Gas spray bottles, corrosive or staining substances or pressure vessels for inflammable or health-damaging gases, except commercially available pocket lighters.
- Containers which are made of breakable or splintering material.
- Fireworks, flares, Bengal lights, smoke powder and other pyrotechnical objects.
- Mechanical and electrically operated noise appliances.
- All beverages and food.
- Drugs.
- Animals.
- Racist, xenophobic and radical propaganda material.
- Video cameras or other sound or image recording devices for the purpose of commercial utilisation (provided no corresponding approval has been obtained from the organiser).

Right in one's own image: If the staff members of the HCC, the organisers or commissioned enterprises take photographs, films and/or videos within the region of the assembly area for reporting or advertising purposes, the recording activities shall not be obstructed or impaired in any other way. All persons who enter the assembly area or spend their time in the said shall be informed by these house rules about the realisation of picture, film and video recordings in the region of the assembly area. By entering the assembly area those who can be recognised on such recordings agree to the fact that these recordings are used for reporting as well as for advertising purposes.

Loudness of music events: The visitors shall be informed that permanent damage of the hearing ability may occur during music events. In order to reduce the risk of hearing impairment it is recommended in particular that "ear plugs" or comparable ear protectors are worn.

Orders to stay away which are pronounced by the landlord shall apply for all current and future events which are carried out in the assembly area. A repeal of the order to stay away shall require a written application with a statement of the grounds, which shall be decided upon by the HCC within three months.

Hannover, 10<sup>th</sup> October 2007

# Conditions of Hire and Use

## Technical Guidelines for Fairs and Exhibitions

### 1. Preliminary remarks

The Hannover Congress Centrum (hereinafter referred to as HCC) has set up these guidelines for fairs and exhibitions with the aim of enabling a successful and safe course of the event for all participants. The technical guidelines are based on the legal and official requirements and are the minimum standards binding for all exhibitors and organisers. The observation of the guidelines shall be checked by the staff members of the HCC, the organisers and third parties which have been commissioned for the purpose.

Apart from the HCC, the competent building authorities and fire protection services shall be entitled to control the observation of the regulations, and may implement additional requirements in individual cases. The use of an exhibition stand may be prohibited in part or in whole in the interest of all participants in the event, if a lapse in safety provisions have not been removed by the beginning of the event.

### 2. Exhibition stand regulations

**2.1 Erection and dismantling work:** All erection and dismantling work may be carried out only within the framework of the applicable regulations of the [German] Employment Protection Act, [German] Industrial Law and [German] Assembly Area Ordinance. The exhibitor and the services companies commissioned by him shall be responsible for the observation of the regulations. The exhibitor and the service companies commissioned by him shall have to ensure that no hazard occurs jeopardising other exhibitors and their service companies during the erection and dismantling work. Whenever required, the tenants shall have to nominate a co-ordinator who harmonises the work. In case of violations of the legal regulations or of these technical guidelines, the organiser, the HCC and the competent authorities may order the discontinuation of the work.

**2.2 Stand numbers:** All stands shall be marked with stand numbers by the organiser. The stand number shall be attached visibly to the stand during the entire duration of the event.

**2.3 Company sign / panel marking:** The name and address of the exhibitor shall have to be attached at the stand in a manner and size easily recognisable for everyone.

**2.4 Stand area:** The stand area rendered in the stand acknowledgement shall be marked by the HCC. The stands shall have to be built on this base area. The exhibitor shall have to reckon with minor deviations in the stand dimensions, which may be caused, among other things, by the different thicknesses of the separating walls. Pillars, wall recesses, separating walls, distribution boxes, fire extinguishing equipment and other technical equipment shall be part of the stand area allocated. For this reason, only the local measurements shall be applicable for the location, position, dimensions and potential facilities on the rented area. Claims for deviations relative to the stand acknowledgement shall not be permitted against HCC.

**2.5 Appearance:** The exhibitor shall be responsible for the design of the stand. Closed walls which confine on the access route of the visitors shall have to be harmonised with the organiser. Rear sides of stands which border on neighbouring stands shall be neutral in appearance in order not to affect the design of the neighbouring stand. The organiser shall have to arrange the confines to the neighbouring stands at his own costs. In case of non-observation of this regulation, the confine to the neighbouring stand shall be carried out at the costs of the causing exhibitor.

**2.6 Stand safety:** Exhibition objects inclusive of the facilities and displays as well as advertising media shall have to be mounted safely so that the life and limb as well as the safety and order is not jeopardised. The exhibitor shall be responsible for the static safety of the stand, and may have to substantiate the said. For the requirements of the stand safety, please also refer to the state building regulations and the assembly area rules of the Federal State of Lower Saxony as amended.

**2.7 Height of construction:** In general, the height of the stand shall be 2.50 metres and shall not be exceeded, unless the special situation of the stand permits the said and the HCC has given its approval in writing.

**2.8 Exhibition stands not subject to approval:** Basing on the fact that these technical guidelines are observed in the design and construction of the stand, it shall not be necessary to hand in drawings for approval for single-storey stands with a height of a maximum of 2.50 metres in the halls.

## Technical Guidelines for Fairs and Exhibitions

**2.9 Exhibition stands and special constructions requiring approval:** All exhibition stands over a height of 2.5 m, mobile stands, and special constructions shall be subject to approval. Vehicles and containers in the halls shall also be subject to approval. Vehicles with combustion engines in the halls shall be exhibited only with empty fuel tanks. The battery connections shall have to be removed and the fuel tank shall have to be locked. Other safety measures such as the inertisation of the tank shall be required in special cases.

**2.10 Inspection and release of exhibition stands requiring approval:** For all stands and constructions over a height of 2.50 metres shall have to be presented by means of dimensioned stand drawings at a scale of 1 in 100 at least rendering foundations and views to be presented to HCC in duplicate and in German language for approval at least six weeks prior to the beginning of the event. After verification, one copy of the stand drawings shall be returned to the exhibitor / stand constructors along with the approval mark. With the approval mark of HCC only the stand construction shall be released.

For the approval of:

- constructions of two and more storeys
- cinema or spectator areas
- open-air constructions
- special constructions

the following documents (in duplicate) in German language shall be required at least six weeks prior to the beginning of the erection at the latest:

- (a) tested static calculation in keeping with German standards
- (b) description of the construction
- (c) drawing of the stand construction at a scale of 1 in 100 (layout, elevations, sections), construction details at a larger scale
- (d) points (a) and (b) shall not be required on presentation of a type inspection / check book.

The costs for the building permit procedure shall be charged to the exhibitors / stand builder.

**2.11 Stand construction materials:** Easily inflammable materials, materials causing burning, dripping or toxic gases shall not be used for the construction of the stand. For safety reasons, special requirements shall be set for load-bearing construction parts in individual cases. [German standard] DIN 4102 (Behaviour of building materials and components in fire) or [European standard] EN 13501-1 shall have to be observed by all means.

**2.12 Roofing of the stand:** In order not to affect halls with sprinkler systems, the hall stands have to be open at the top or the roofing material has to be suitable for sprinkler systems as a matter of principle. Roofs shall be considered to be open, if no more than fifty percent of the horizontal area relative to the individual square metre is closed up. The suitability of materials for sprinklers shall have to be proved by test certificates.

**2.13 Posters / signs:** The attachment of posters and signs, et cetera to walls, doors, glass fronts and other surfaces of the building and its facilities shall not be permitted. The tenant shall have the possibility to apply in writing for permission to set up independently standing signs which may be set up in the movement areas of his event area outside of escape routes or other barred areas. All materials brought in by the tenant or his authorised representative shall have to be at least hardly inflammable and shall not be insured.

**2.14 Flooring / carpets:** Carpets or other decoration material laid directly on to the floor of the hall by the tenant shall have to be carried out in such a way that there is no danger of slipping, stumbling or falling for persons. Carpets and other flooring material shall have to be laid in a safe manner and must not protrude beyond the confines of the stand. Adhesive tape only may be used for attachment, which can be removed without residue. Self-adhesive carpet tiles shall not be permitted. All materials used shall have to be removable without residue. The same shall be applicable for oils, grease, paints and dyes and the like. Hall floors may not be painted. Anchors and fastening elements shall not be permitted.

**2.15 Glass and acrylic glass:** Compound glass only may be used. Edges of glass panes shall have to be finished or protected in such a way that there is no risk of an injury. All-glass components shall have to be marked at eye level. For constructions made of glass, the requirements as rendered in the leaflet titled "Glass in Stand Construction" shall have to be observed.

**2.16 Conference rooms / crew rooms:** Rooms at the exhibition stand which are enclosed on all sides (closed areas) and which have no optical and acoustic connection to the hall shall have to be equipped with an optical and acoustic warning system in order to ensure hazard warning at the stand at all times. In exceptional cases, substituting facilities may be approved.

## Technical Guidelines for Fairs and Exhibitions

**2.17 Exits, escape routes, doors:** Exits and escape routes, stand areas with a base surface of more than 100m<sup>2</sup> or unclear layout shall have to have at least two separate exits or escape routes which are opposite to each other. The walking distance from any point of the exhibition surface to a hall gangway must not amount to more than 20 metres (section 7, paragraph 5 of the [German] Assembly Area Ordinance). The escape routes shall have to be marked in keeping with the regulations of the [German] employers' liability insurance association BGV A8. The use of swing doors, revolving doors, coded doors as well as sliding doors on the escape route shall not be permissible.

**2.18 Railings / protective devices:** Generally accessible surfaces which border directly on surfaces which are more than 20 centimetres lower shall have to be secured by protective devices, which shall have to have a minimum height of 90 centimetres. The handrail shall have to withstand a horizontal load of 1.0 kN per running metre.

**2.19 Nails, hooks, holes und carrying of heavy loads:** the placement of bolts und anchorages as well as the hammering of holes into the halls floors, walls and ceilings is prohibited. Heavy loads, materials and boxes must only be transported into the halls by means of rubber tire carts or lift trucks. Exempt is hereby the "Gartengang" at the eastern side of the Niedersachsenhalle. In order to protect the flooring it is not allowed to drive along it with heavy loads and lift trucks. Skid marks and rubber abrasion have to be avoided.

**2.20 Lowered ceilings / intervention in the structural fabric:** Hall parts and technical facilities shall not be loaded by stand constructions or exhibits. Hall columns / hall supports within the stand area may be enclosed within the scope of the permissible building height without damaging the said. The ceiling of the hall may be lowered only on the technical facilities provided for the purpose and may be carried out only by the HCC or by specialist companies commissioned for the purpose. Please use the corresponding ordering form in the service folder.

**2.21 Electrical installations / water connections:** Connection to the existing supply network may be carried out only by the HCC or by approved specialist companies familiar with the assembly area. For corresponding work within the stand as well, it is advisable to commission a specialist company approved by the HCC. The entire electrical equipment of the exhibition stand shall have to be carried out in keeping with the latest safety guidelines set up by the Association of German Electrical Engineers (VDE). VDE 0100, 0108, 0128 and ICE 60364-7-711 shall have to be observed in particular.

**2.22 Decoration materials:** Decoration materials shall have to comply with [German standard] DIN 4102 at least B1 or at least Class C in keeping with [European standard] EN 13501-1, which means that the said shall have to be flame-resistant. The property of "flame-resistant" may be achieved subsequently only in some of these materials by means of a flame retardant. The flame retardants used shall have to be approved officially. The confirmation of the flame resistance or of the correctly performed impregnation shall have to be available at the stand for inspection at any time.

**2.23 Use of balloons and flying objects:** The use of balloons filled with safety gas and other flying objects in the halls and the outdoor areas shall have to be approved by the HCC.

**2.24 Cut plants:** Cut plants may be used in fresh green condition for decorative purposes only. If it turns out during the exhibition that the plants wither and thus become easily inflammable, they shall have to be removed. Trees shall have to be free from branches up to about 50 centimetres above the ground. Otherwise, deciduous and coniferous trees shall be used only with moist root balls. Bamboo, reed, hay, straw, bark-chip mulch, peat or similar materials do not meet the requirements mentioned hereinbefore as a rule (danger of combustion caused by tobacco products).

**2.25 Waste, recyclable material containers:** No containers made of inflammable material may be placed on the stand for recyclable material and waste. Containers for recyclable material and waste used at the stand shall be emptied regularly, at latest every evening after the end of the event. If larger amounts of inflammable waste are produced, the said shall have to be removed several times a day.

**2.26 Empties, packaging:** The storage of empties, packaging and packing materials in general at the stand and outside the stand in the hall shall be prohibited. Any empties, packaging and packing materials shall have to be removed immediately.

**2.27 Ban on smoking:** A ban on smoking may be ordered within individual halls, rooms and stands. The ban on smoking shall have to be observed and enforced by every exhibitor at his stand.

**2.28 Ash containers, ashtrays:** If no explicit ban on smoking has been ordered for the hall or the stand or parts thereof, a suitable number of ashtrays or ash containers made of non-inflammable material shall have to be provided. Regular emptying of the said shall have to be ensured.

**2.29 Fire extinguishers:** It is recommended to have available suitable and tested fire extinguishers at the stand. Two-storey stands and stands with a high fire hazard shall have to have fire extinguishers on site. Fire extinguishers may be hired by filling in the corresponding order form provided in the service map.



## Technical Guidelines for Fairs and Exhibitions

**2.30 Pyrotechnics:** Pyrotechnical presentations shall have to be approved by the HCC in advance. If pyrotechnics are to be applied on the premises of the HCC, the exhibitor shall have to apply for permission with the Municipal Public Affairs Office. The use of pyrotechnical objects shall have to be monitored by a person who complies with the requirements of the [German] Explosives Act. Proof of ownership of the permission certificate and the certificate of competency shall have to be presented. The permission of the article can be verified on the respective packaging (such as BAM-PI ..., BAM-PTI ...). In addition, the instructions for use shall have to be printed on the packaging in German language. Pyrotechnical objects without certificate or pyrotechnical objects of class II, III or IV shall not be permitted.

**2.31 Laser systems:** The accident insurance company and the competent authorities shall have to be notified of the operation of certain laser systems in keeping with section 6 of the regulations of the [German] employers' liability insurance association BGV A2 titled "Laser Irradiation". The notification shall have to be accompanied by the written appointment of a laser protection commissioner responsible for the operation of the laser equipment. The competent authority is the State Office for the Protection of Labour. In addition, the HCC shall have to be informed as well.

**2.32 Fog machine:** The permission of the HCC shall be required for the use of fog machines in order to prevent a false triggering of the fire alarm systems.

**2.33 Hot plates, floodlights, transformers:** For special protection, all thermogenic and heat-generating electric devices shall have to be mounted on non-inflammable, heat-resistant, asbestos-free supports. A suitable distance to any inflammable materials shall have to be ensured as required by the heat generation. Light fittings shall not be attached to decorations or the like. At the end of the daily opening times, please do not forget to switch off all electric cooking equipment and the pieces of equipment which may prove hazardous during uncontrolled operation.

**2.34 Advertising media:** Unauthorised advertising campaigns outside of the own stand (such as the distribution of leaflets, attachment of advertising posters) shall not be permitted.

**2.35 Acoustic and optical presentations:** The operation of acoustic systems as well as audiovisual presentations of any kind by the exhibitor shall require the approval by the fair management and shall have to be applied for in writing. In case of musical presentations, the noise level shall not exceed 60 dBA. In case of repeated non-observation of this rule, the power to the stand of the exhibitor may be disconnected regardless of the failure of the power supply on the stand resulting. The exhibitor shall not be entitled to claim compensation for the direct or indirect damage caused by the interruption of the power supply. The onus of proof of the adherence to the rules shall be with the exhibitor.

**2.36 Reproduction of music (Society for Musical Performing Rights and Mechanical Reproduction Rights (GEMA)):** In keeping with the legal regulations ([German] Copyright Act), the reproduction of music of any kind shall require the permission of the Society for Musical Performing Rights and Mechanical Reproduction Rights (GEMA). The reproduction of music which has not been approved may result in claims for damages by the GEMA (section 97 of the [German] Copyright Act).

**2.37 Potentially explosive materials / munitions:** Potentially explosive materials are subject to the [German] Explosives Act as amended and may not be used or exhibited at fairs and exhibitions. This shall also apply to munitions in keeping with the [German] Law on Firearms.

**2.38 Fuel tanks on exhibits:** The said shall have to be closed.

**2.39 Spraying guns / nitrocellulose lacquers:** The use of spraying guns as well as the application of nitrocellulose lacquers shall be prohibited.

**2.40 Combustible fluids and gases:** Combustible fluids and gases must not be used or stored at the stand. The use of burners of any kind shall be permitted only with the explicit approval of the technical management.

**2.41 Spirit and mineral oils:** Spirit and mineral oils (petrol, petroleum, et cetera) must not be used for cooking, heating or operating purposes.

**2.42 Abrasive cutting, hot work and all work requiring open flames:** Welding, cutting, soldering grinding and separating work as well as other work with open flame or causing flying sparks are prohibited. Upon written application accompanied by a description of the work, the HCC may, in exceptional cases, issue permission for open-flame work with special safety precautions in place (permission for flammable work).

**2.43 European Community mark on products:** Products which have not been provided with an EU Certificate of Conformity and do not meet the requirements of section 4, paragraph 1 or 2 of the [German] Law on Technical Instruments of Labour and Consumer Products (GPSG) shall be exhibited only, if a visible sign indicates that the said does not meet the pre-requisites and may be purchased within the European Union only after the corresponding conformity has been established. During a presentation, the necessary precautions shall have to be met to ensure the safety of the persons.

## Technical Guidelines for Fairs and Exhibitions

**2.44 Modification of non-conforming stand constructions / special stands:** Constructions, facilities, equipment or decoration (materials) brought into the hall which have not been approved or which do not correspond to these technical guidelines or the [German] Assembly Area Ordinance shall not be allowed to be set up, and if and when necessary shall have to be removed or modified at the cost of the tenant. This shall also apply for a replacement carried out by the landlord. For an important reason, i.e. in case of any severe lapse in safety provision in particular, the partial or complete closure of a stand may be ordered.

**2.45 Dismantling of the exhibition stand:** After the disassembly, the original condition of the exhibition surface shall have to be restored. The exhibitor shall be liable for any damage to the ceilings, walls or floors as well as to the installation facilities. Tape shall have to be removed entirely without leaving any remains. Damage to the hall, to its facilities and equipment as well as to the outdoor facilities caused by the exhibitor or his authorised representative shall have to be reported to the fair management immediately in every case. After the general dismantling period has expired, stands which have not been dismantled or exhibited objects which have not been removed shall be removed at the cost and risk of the exhibitor and shall be warehoused with a contract forwarding agent. A liability by the HCC shall be excluded.

**2.46 Disposal and separation of waste:** For the environmentally correct disposal of the waste occurring during the event as well as during the erection and dismantling of the stand, the exhibitors are asked to throw the waste into the available containers separated according to the materials. It is pointed out that the landlord will remove the waste which occurs in a "usual" scope. An especially high volume of waste shall be removed at a charge. The principle of waste avoidance should be applied in the design of the stand and the supply of the stand, using reusable materials.

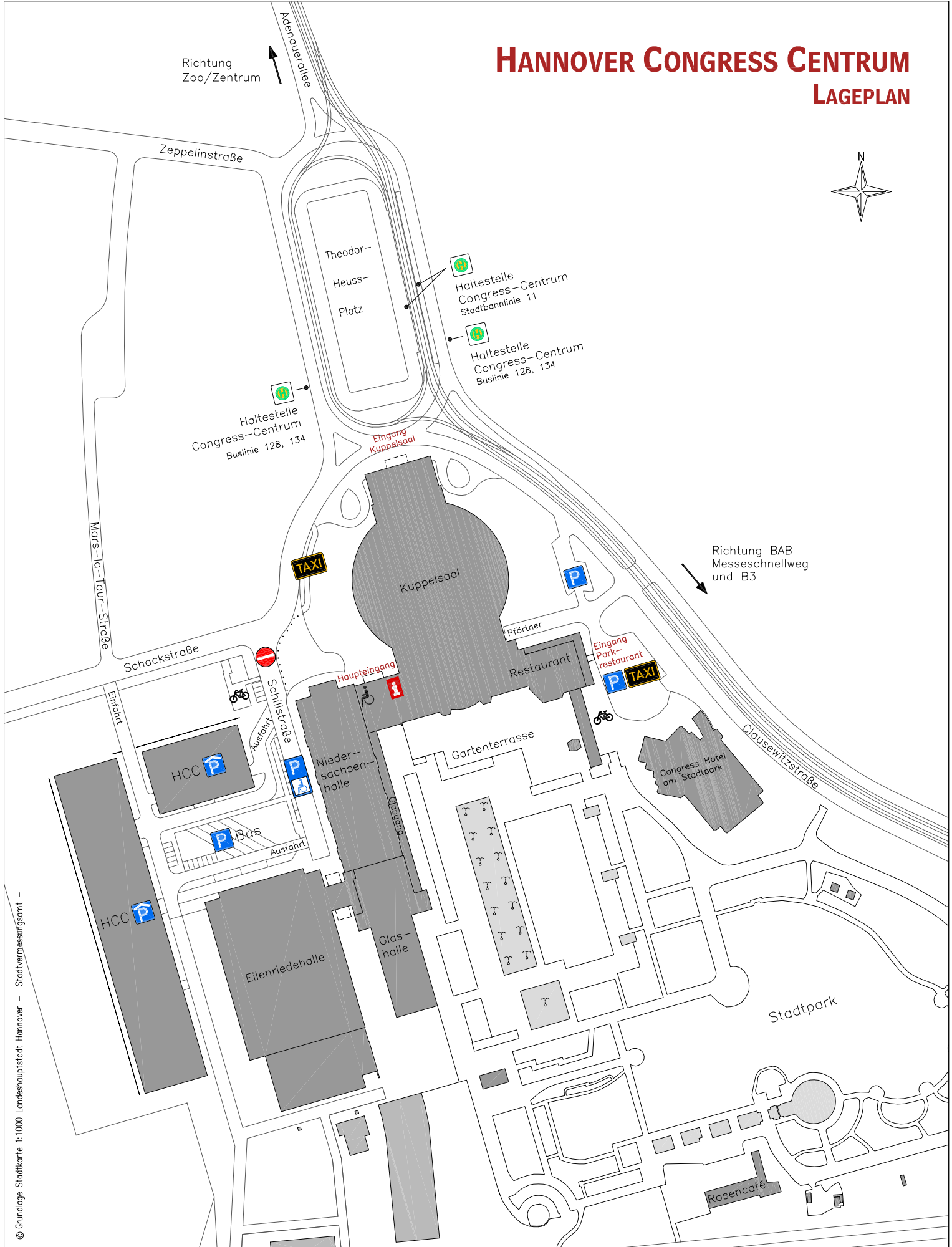
Exhibitors who offer food and beverages for immediate consumption shall have to use rinsable reusable crockery and cutlery, glasses as well as reusable tablecloths. The use of synthetic materials (even recyclable) as well as cartons (even compostable uncoated) shall not be permitted. The sale of beverages from tins or disposable bottles shall not be permitted. In case of violation of these instructions the HCC reserves the right to impose the corresponding sanctions inclusive of the revocation of the admission to the fair. It is requested to refrain from using edible crockery due to the high production outlay. Moreover, edible crockery is foodstuffs, and for ethic reasons their use is not acceptable as they have to be removed in the waste frequently.

In case of non-observation, hazardous waste shall be removed at the cost of the exhibitor.

In case of any queries, please get in touch with the HCC.

# HANNOVER CONGRESS CENTRUM LAGEPLAN

Richtung  
Zoo/Zentrum

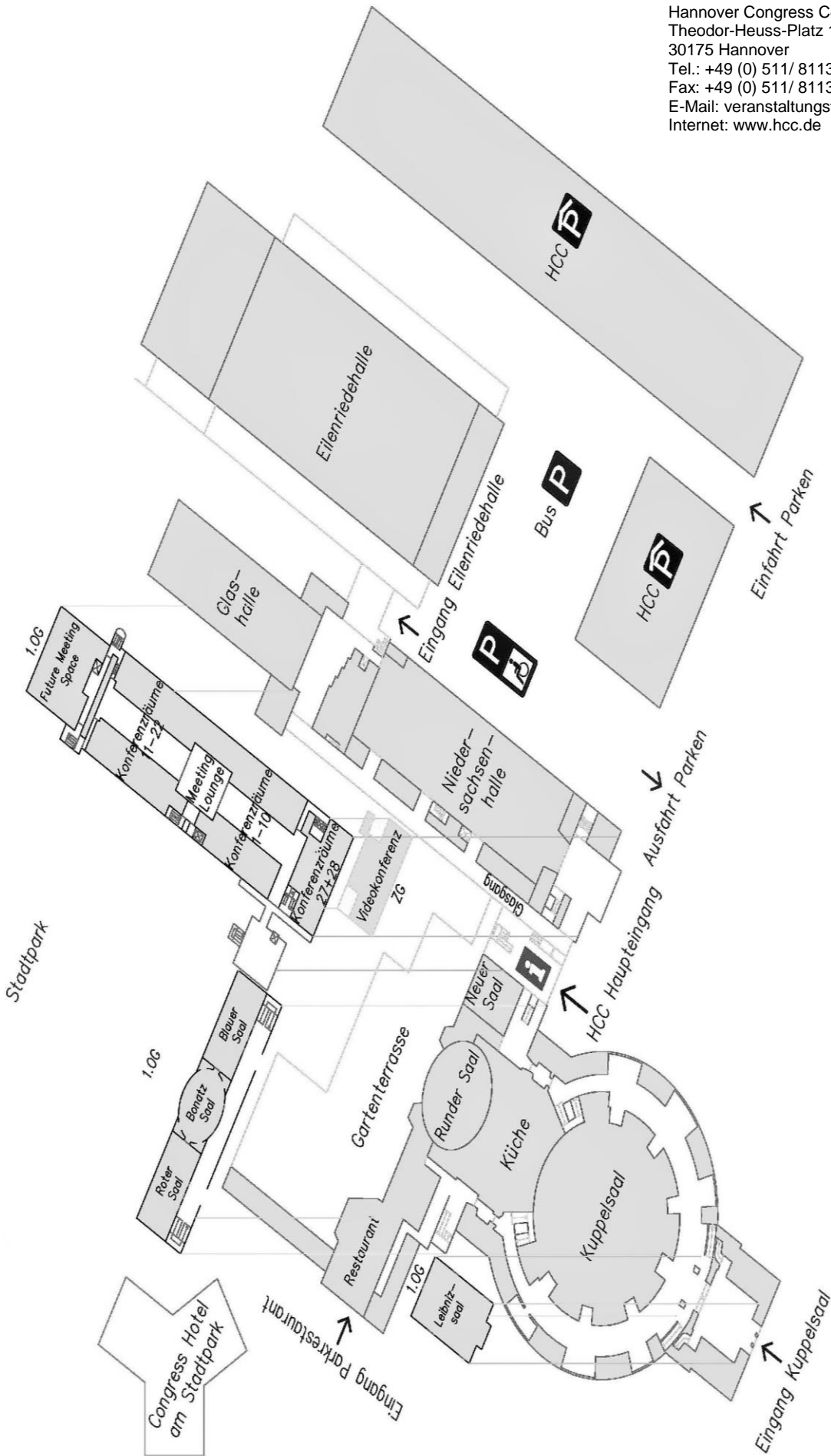


© Grundloge Stadtkarte 1:1000 Landeshauptstadt Hannover - Stadtvermessungsamt

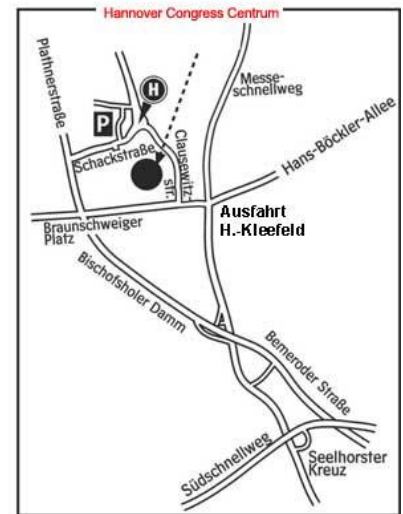
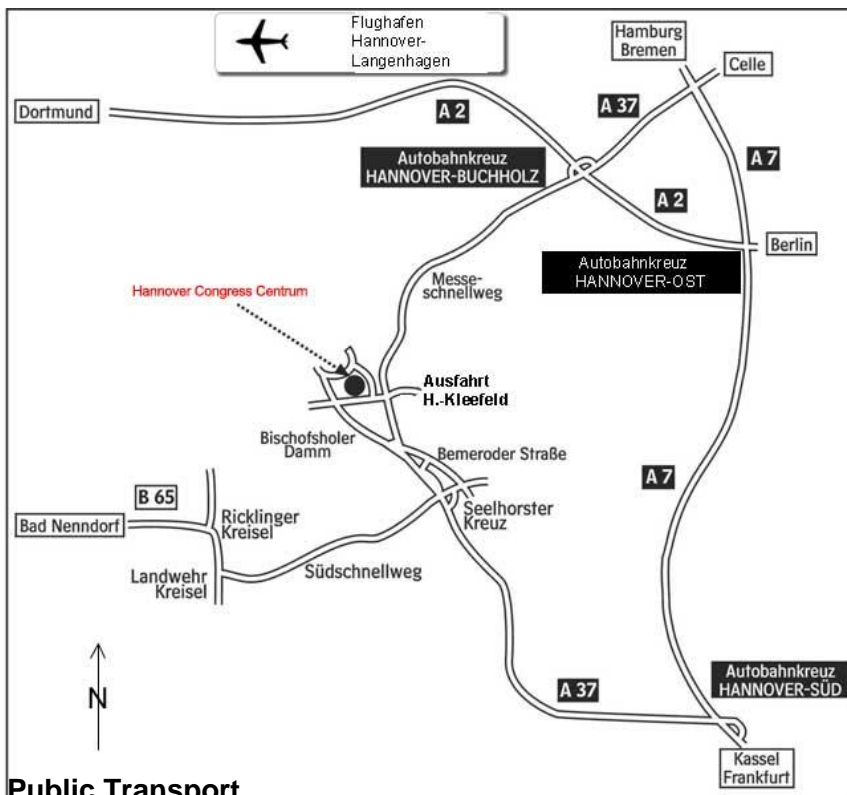
### 3-D-Ansicht Hannover Congress Centrum



Hannover Congress Centrum  
 Theodor-Heuss-Platz 1-3  
 30175 Hannover  
 Tel.: +49 (0) 511/ 8113 - 395  
 Fax: +49 (0) 511/ 8113 - 12395  
 E-Mail: [veranstaltungstechnik@hcc.de](mailto:veranstaltungstechnik@hcc.de)  
 Internet: [www.hcc.de](http://www.hcc.de)



## Directions to Hannover Congress Centre



### Public Transport

From the **Main Station** ("Hauptbahnhof") by bus no. 128 towards "Peiner Straße" or bus no. 134 towards "Bus Depot Süd" directly to Hannover Congress Centre.

Length of journey: approx. 10 minutes.

From the **airport** by urban train (S-Bahn) no. S5 to "Hauptbahnhof" (Main Station). Continue from there by bus no. 128 towards "Peiner Straße" or bus no. 134 towards "Bus Depot Süd" directly to Hannover Congress Centre. Total length of journey: approx. 35 minutes.

By **underground** (U-Bahn) no. 11 towards Zoo / Congress Centre directly to Hannover Congress Centre.

Please purchase ticket for whole journey with exact amount of coins or money card from ticket vending machine.

### Motorway from the south

Motorway A7 to intersection Hannover-Süd (=south), then motorway A37 (Messeschneiweg) to exit Hannover-Kleefeld. Turn left, then right at first traffic lights into Clausewitzstraße. Car park: in Schackstraße.

### Motorway from the north

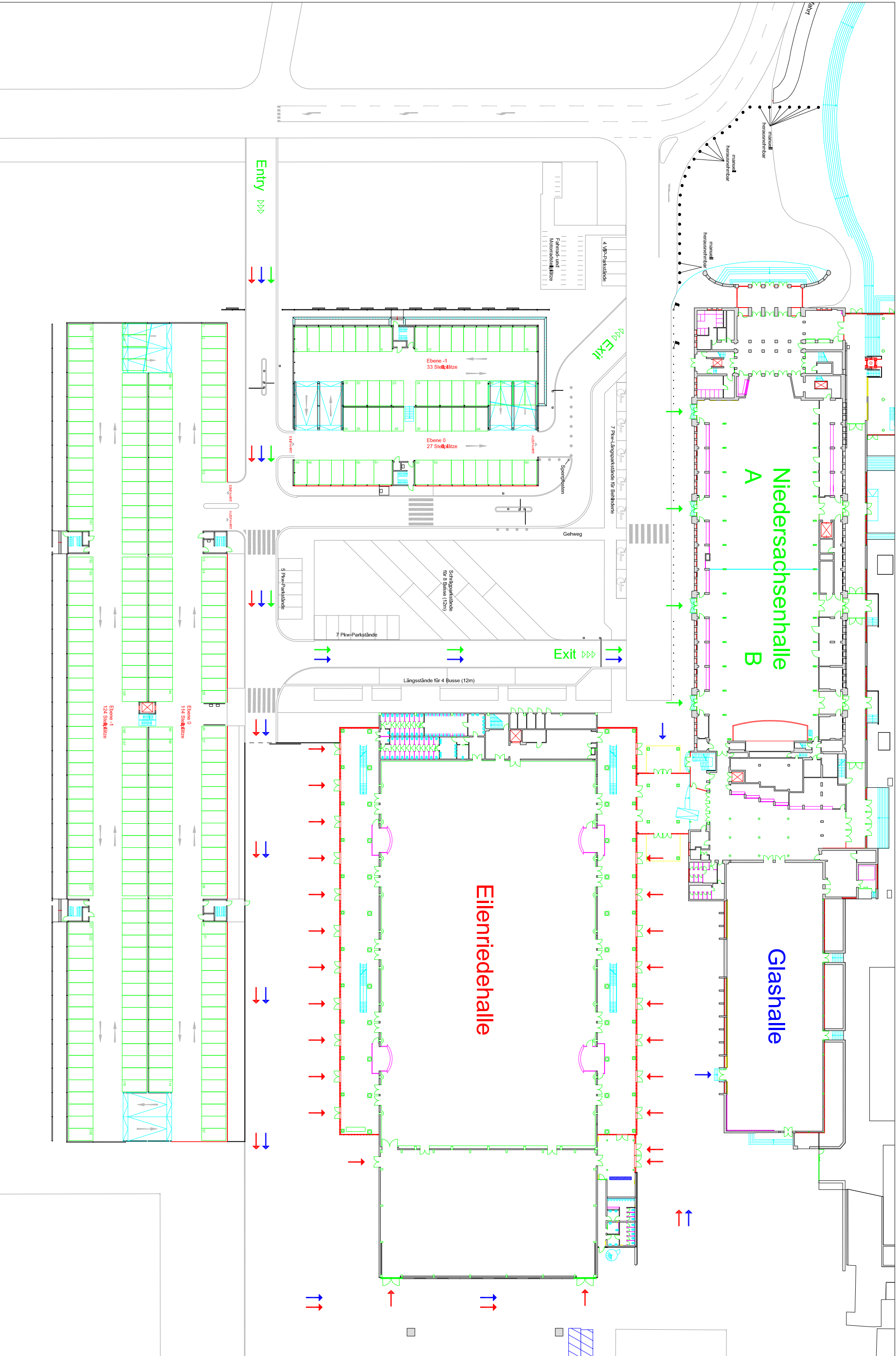
Motorway A7 to intersection Hannover-Ost (=east), then motorway A37 (Messeschneiweg) to exit Hannover-Kleefeld. Turn right, then right again at first traffic lights into Clausewitzstraße. Car park: in Schackstraße.

### Motorway from the east

Motorway A2, straight on at intersection Hannover-Ost (=east) to intersection Hannover-Buchholz. Further on motorway A37 (Messeschneiweg) towards "Messe" (fair) to exit Hannover-Kleefeld. Turn right, then right again at first traffic lights into Clausewitzstraße. Car park: in Schackstraße.

### Motorway from the west

On motorway A2 to intersection Hannover-Buchholz, then right towards Hannover via motorway A37 (Messeschneiweg) to exit Hannover-Kleefeld. Turn right, then right again at first traffic lights into Clausewitzstraße. Car park: in Schackstraße.



**Niedersachsenhalle**  
**A**  
**B**

**Glashalle**

**Eilenriedehalle**

**Entry** >>>

**Exit** >>>

**Exit** >>>

**Delivery Eilenriedehalle**

**Delivery Glashalle**

**Delivery Niedersachsenhalle**

4 VIP-Parkstände  
 Fahrrad- und  
 Motorradstellplätze

7 Pkw-Längsparkstände für Behinderte

Sandsporthalle  
 für 8 Busse (12m)  
 7 Pkw-Parkstände

Längspstände für 4 Busse (12m)

4 Pkw-Parkstände

Ebene 0  
 14x Stellplätze

Ebene 1  
 12x Stellplätze

Ebene -1  
 33 Stellplätze

Ebene 0  
 27 Stellplätze

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return to: Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
phone.: +49(0)511/8113–268, Mail: siemer@hcc.de

<b>2.GH</b> 2024	<b>ELECTRICAL INSTALLATION</b> to be returned 30 days prior to event Later incoming orders are intended with a surcharge of 25 %, at least 10,00 €.	Hall: <b>Glashalle</b>  Stand No.: essential!
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Name of Exhibiting Company: \_\_\_\_\_

**Invoice Address (in capital letters):**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ Town/Postal Code/Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Internet: \_\_\_\_\_

**We request electrical installation for our stand (includes laying the cable and fitting the socket):**

Electrical Connection	unit	unit price in EURO	quantity	total price excl. VAT
<b>Alternating current connection 230V</b>				
Alternating current connection, incl. socket, up to 3000 Watt and electricity consumption	one	54,00		
additional safety socket, triple	one	11,60		
<b>three-phase connection 400V</b>				
power socket CEE 16A up to 5 KW incl. electricity consumption	one	102,00		
power socket CEE 16A up to 10 KW incl. electricity consumption	one	130,00		
power socket CEE 32 A up to 10 KW incl. electricity consumption	one	172,00		
power socket CEE 32 A up to 15 KW incl. electricity consumption	one	200,00		
power socket CEE 63A	one	on request		
<b>Surcharge for distribution</b>				
Current distribution 3x16A / 6x16 A	one	on request		
<b>Potential equalisation for trussing systems - Apparatus for hire</b>				
Clamp for trussing earthing incl. fitting	one	75,00		
Earthing wire, green-yellow, flexible, incl. fitting	metre	2,80		

**Further accomplishment, e.g. lighting installation or installation of exhibitor's own material on request. All prices are subject to VAT. Please enclose a sketch with this order (for stand sketch see form 1.1).**

Contract and Connection Conditions for Electrical Installations:

- Equipment and apparatus must comply with VDE regulations and the TAB (Technical Connection Conditions) of the local EVU (public utility), otherwise the connection will be cut off. Likewise, if the adjacent stand is supplied from your stand. – Compensation claims cannot be made in these cases. – Furthermore, the use of immersion heaters and two-way adaptors is forbidden.
- Damaged material will be charged for according to the current price.
- We assume no liability for power cuts, current fluctuations and damage to equipment. It is up to the exhibitor to insure against damage due to power cuts.
- Repair service – during the course of the exhibition fitters are available. Fuses which have to be replaced due to too high consumption by the exhibitor will be charged for after their second replacement at € 5 each. The repair service is only responsible for defects arising from the system to the handing over place.

Place/Date

Stamp/Signature



return to: Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
 phone.: +49(0)511/8113-268, Mail: siemer@hcc.de

<h1 style="font-size: 48px; margin: 0;">6</h1> <p style="margin: 0;">2024</p>	<p><b>STAND SYSTEM FOR HIRE</b></p> <p><b>BASIC FITTINGS - OCTANORM</b></p> <p>to be returned 30 days prior to event</p>	<p>Hall: Glashalle</p> <p>Stand No.: essential!</p>
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Name of Exhibiting Company: _____	
<b>Invoice Address (in capital letters):</b>	
Company: _____	Contact Person: _____
Street: _____	Town/Postal Code/ Country: _____
Tel.: _____	Fax: _____
E-mail: _____	Internet: _____

Installation date: on \_\_\_\_\_ (date) by \_\_\_\_\_ (time) (if left blank, will be ready in time for assembly begin)

**Stand System for Hire, Basic Fittings**

For head, corner and row stands with max. 4 x 4 m floor space, without ceiling raster. For construction reasons larger stands must have a ceiling raster or supporting walls on the aisle sides.

item	Stand System for Hire, Basic Fittings - Octanorm	unit	unit price in EURO	quantity	total price excl. VAT
1	<b>Octanorm system wall</b> , white, as partition to adjacent stands or as cubicle wall	metre	40.00		
2	<b>Octanorm door</b> , white, lockable	one	130,00		
3	<b>Octanorm system front panel</b> , white, comprising supports and front panel	metre	47,00		
4	<b>Carpeting</b> , rep, from the roll, incl. plastic foil covering and disposal after exhibition. Choice of following colours: O blue - O green - O red - O black - O grey - O charcoal grey (please mark!)	sqm	14.00		
5	<b>Octanorm ceiling raster</b> , white, <b>open raster grid</b> 175 mm high	sqm	29,00		
6	<b>ERCO bar with 3 spotlights</b> 75 Watt each, incl. cabling to cubicles - only in connection with a ceiling raster - connection to the exhibition electrical supply incl. distributor, etc. is to be ordered separately from the respective companies (see form 2)	one	91.00		

Inscription on request. Further furniture and custom-made products on request.

**Prices are subject to VAT and valid for the duration of the exhibition.**

Place/ Date \_\_\_\_\_

Stamp/Signature \_\_\_\_\_

return to Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
 phone.: +49(0)511/8113-268, Mail: siemer@hcc.de

<h1>7</h1> <p>2024</p>	<p><b>BASIC EQUIPMENT</b></p> <p><b>to be returned 30 days prior to the event</b></p> <p><b>Later incoming orders are intended with a surcharge of 25 %, at least 10,00 €.</b></p>	<p>Hall: <b>Glashalle</b></p> <p>Stand-No.: essential!</p>
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Name of Exhibiting Company: \_\_\_\_\_

**Invoice Address (in capital letters):**

Company:

Contact Person:

Street:

Town/Postal Code/Country:

Tel.:

Fax:

E-mail:

Internet:

Installation Date: on \_\_\_\_\_ (Date) by \_\_\_\_\_ (time) (if left blank, will be ready in time for assembly begin)

**Basic-equipment 1**

For head, corner and row stands with 6 – 66 sqm floor space at a price of per sqm per exhibition for basic fittings incl. transport, assembly and disassembly

58,00 EURO

- **Carpeting**, rep, from the roll incl. plastic foil covering and disposal after the exhibition. Choice of following colours:  
 blue -  green -  red -  black -  grey -  charcoal grey  
 (please mark!)
- **Wall units**, H = 250 cm, colour white, for fixing graphic panels, shelves, etc.
- **Detachment/Sichtschutz** e.g. as a storage by a light grey curtain



I herewith order a \_\_\_\_\_ m<sup>2</sup> exhibition stand (dims. \_\_\_\_\_) **Basis-packet 1.**

**Basic-equipment 2**

For head, corner and row stands with 6 – 66 sqm floor space at a price of per sqm per exhibition for basic fittings incl. transport, assembly and disassembly

82,00 EURO

- **Carpeting**, rep, from the roll incl. plastic foil covering and disposal after the exhibition. Choice of following colours:  
 blue -  green -  red -  black -  grey -  charcoal grey  
 (please mark!)
- **Wall units**, H = 250 cm, Octanorm colour white, for fixing graphic panels, shelves, etc.
- **Cubicle** 1 x 1 m with lockable door
- Open raster grid **ceiling** element 1 x 1 m
- **Lighting**, under ceiling construction, bar with 75 W spotlights. Connection to the exhibition supply incl. distributor, etc. is to be ordered separately from the respective companies (see form 2).
- **Cover** 200 x 30 cm high, one piece on the opposite site
- One-piece **front panel** incl. company name in black letters of foil in Helvetica semi-bold  
 (max. 20 letters, logos und colours on request)



Inscription: \_\_\_\_\_

I herewith order a \_\_\_\_\_ m<sup>2</sup> exhibition stand (dims. \_\_\_\_\_) **Basis-packet 2.**

**Prices are subject to VAT and valid for the duration of the exhibition.**

Place/ Date \_\_\_\_\_

Stamp/Signature \_\_\_\_\_

return to: Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
phone.: +49(0)511/8113–268, Mail: siemer@hcc.de

 2024	<b>FURNITURE FOR HIRE, SPECIAL AND ADDITIONAL FURNISHINGS</b> to be returned 30 days prior to event	Hall: Glashalle  Stand No.: essential!
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Name of Exhibiting Company: \_\_\_\_\_

**Invoice Address (in capital letters):**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

Town/Postal Code/ Country: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Internet: \_\_\_\_\_

Installation date: on \_\_\_\_\_ (date) by \_\_\_\_\_ (time) (if left blank, will be ready in time for assembly begin)

item	Stand System for Hire, Furniture for Hire, Special and Additional Furnishings	unit	unit price in EURO	quantity	total price excl. VAT
1	Table 74 x 74 cm, white top (72 cm high)	one	33,40		
2	Table 124 x 74 cm, white top (72 cm high)	one	44,40		
3	Table, round, dia. 70 cm, white (72 cm high)	one	63,80		
4	Table, round, dia. 70 cm, glass top (72 cm high)	one	85,80		
5	Tall bistro table white top, dia. 70 cm	one	74,80		
7	Tall bistro table glass top, dia. 70 cm	one	123,20		
8	Tall table white top 160 x 80 cm, 112 cm height	one	125,40		
9	Chair, chrome, leather light grey	one	22,00		
10	Chair white „Eva“	one	44,40		
11	Chair white „Catifa“	one	48,40		
12	Chair chrome, upholstery black	one	30,80		
13	Chair, beech, upholstery black	one	61,60		
14	Club armchair Enza, white	one	79,20		
16	Club armchair O red - O grey	one	92,40		
17	Theke Maxima Aluminium/white, w/ d/ h 111 x 77 x 116	one	162,80		
18	Infodesk Alu/white, w/ d/ h 120 x 50 x 114	one	207,00		
19	Sideboard, maple, lockable w/ d/ h ca. 80 x 46 x 75 cm	one	138,60		
20	Sideboard System white, lockable w/ d/ h ca. 101 x 41 x 74 cm	one	23,20		
21	Table showcase I h = 96 cm Glass top ca. 18 cm high	one	257,40		
22	Table showcase with lightning white h= 102 cm Glass top ca. 22 cm high	one	315,00		
23	Standing showcase w/ d/ h 101 x 40 x 202 cm	one	385,00		
26	Bar chair, upholstery white or black O black - O white	one	32,00		
28	Bar chair LEM plastic white or silver O silver - O white	one	81,50		
31	Refrigerator, 145 litre, with freezer compartment W x D x H: 50 x 60x 86 cm	one	85,80		
32	Set of shelves I chrome 6 shelves w/d/h 92 x 36 x 181 cm	one	61,60		
33	Set of shelves II chrome 6 shelves w/d/h 46 x 36 x 181 cm	one	52,80		
34	Set of shelves, plastic, white 5 shelves, 75 x 30 cm, H = 170 cm	one	37,40		

Hall:

Stand No.:

Company:

36	<b>Wastepaper basket</b>	one	14,00		
37	<b>Trash can</b> Push Boy	one	51,00		
39	<b>Coat rack</b>	one	34,40		
40	<b>Poster wall</b> Octanorm white on T stands, W x D: approx. 200 x 103 cm, surface W x D: approx. 184 x 95 cm	one	61,60		
41	<b>Spotlight for exhibits</b> , white, 100/200 Watt incl. cabling to existing power supply	one	41,00		
42	<b>Halogen spotlight for exhibits</b> , white, 35 / 50 Watt incl. cabling to existing power supply	one	35,20		
43	<b>LED spotlight</b> 10 Watt	one	41,00		
44	<b>LED spotlight</b> Puck 16 Watt	one	52,80		
45	<b>LED spotlight</b> Armlight 50 Watt	one	57,20		
46	<b>Brochure base (oblique)</b> white, w/d 99 x 30 cm	one	50,60		
47	<b>Shelf</b>	one	35,20		
48	<b>Coat rack bar</b>	one	35,20		

Please include stand sketch (see form 1.1)!

Prices are subject to VAT and valid for the duration of the exhibition.

Place/ Date

Stamp/Signature

return to: Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
 phone.: +49(0)511/8113–268, Mail: siemer@hcc.de

<h1>9</h1> 2024	<h2>STAND CLEANING SERVICE</h2> to be returned 30 days prior to event	Hall: Glashalle  Stand No.:  essential!:
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Name of Exhibiting Company: \_\_\_\_\_

**Invoice Address (in capital letters):**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ Town/Postal Code/ Country: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Internet: \_\_\_\_\_

Size of stand: \_\_\_\_\_ sqm

Please clean our stand on the following days:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INFO: Cleaning is done in the night before the exhibition day!

The cleaning of the exhibition grounds as well as the hall aisles will be taken care of by Hannover Congress Centre. However, the exhibitor is responsible for the cleaning of the stand.  
 Cleaning is carried out by 8 a.m. on the requested days and includes sweeping, vacuuming of carpeting, dusting, emptying of ashtrays and waste paper baskets.

stand size	unit	unit price in EURO	quantity	total price excl. VAT
0 - 15 m <sup>2</sup>	day(s)	26,56		
16 - 30 m <sup>2</sup>	day(s)	36,69		
31 - 60 m <sup>2</sup>	day(s)	59,39		
61 - 90 m <sup>2</sup>	day(s)	80,94		
91 – 120 m <sup>2</sup>	day(s)	101,99		

**Basic stand cleaning / special services on hourly basis:**

	unit	unit price in EURO	quantity approx.	total price excl. VAT
Cleaner(s)	per hour	33,84		

**Prices are subject to VAT.**

Miscellaneous:

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Place/ Date

Stamp/Signature

Return to: Hannover Congress Centrum Theodor-Heuss-Platz 1-3, 30175 Hannover  
phone.: +49(0)511/8113-268, Mail: siemer@hcc.de

<b>15</b> 2024	<b>PRESENTATION- AND EVENT TECHNOLOGY FOR HIRE</b> To be returned 30 days prior to event	Hall: Glashalle Stand-No.: Bitte unbedingt angeben!
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Name of Exhibition Company: _____	
<b>Invoice Address (in capital letters):</b>	
Company:	Contact Person:
Street:	Town/Postal Code/Country:
Tel.:	Fax:
E-Mail:	Internet:

Installation date: on \_\_\_\_\_ (date) by \_\_\_\_\_ (time) (if left blank, will be ready in time for assembly begin)

**Presentation- and Event Technology for Hire:**

item	Presentation- and Event Technology	unit	Unit price in EURO	quantity	Total price Excl. VAT
	<b>Plasma flat screen</b>				
2	40"- flat screen, 100 cm diagonal/XGA	one	210,00		
3	65"- flat screen, 165 cm diagonal/ Full HD	one	320,00		
4	loudspeaker set for 32"/40"/65"	set	45,00		
5	design-floor rack for 32"/40"/65"	one	60,00		
5a	wall rack	one	on request		
6	3x3 m- screen split set out of 9 x 50" flat screens	set	on request		
	<b>Presentation technology</b>				
7	pin board	one	27,00		
8	flip chart	one	27,00		
9	presenter	one	15,00		
	<b>Projection accessories</b>				
14	notebook-standard	one	120,00		
	<b>Projectors XGA</b>				
15	LCD-Beamer 3000 ANSI-Lumen	one	140,00		
16	LCD-Beamer 4500 ANSI-Lumen	one	220,00		
	<b>Projection screen</b>				
20	screen 240 x 140 cm	one	120,00		
21	screen 310 x 180 cm	one	146,00		
	<b>Sound sets</b>				
26	mobile sound set for speech incl. 1 microphone	one	On request from 230,00		
27	mobile sound set for music	one	On request		
28	additional microphone	one	30,00		
29	additional microport	one	105,00		
	Truss systems for exhibition stands on request				

**Prices are subject to VAT an valid for one exhibition day. Please ask for a special offer for several days.**

Place/Date

Stamp/Signature