



Messe  
Düsseldorf

## Important information for exhibitors

### Use of stands outside of exhibition hours

1. The following rules apply for use of stands outside of exhibition hours (stand party). In particular, the Technical Guidelines as well as the duties of the operator as per Section 38 paragraphs 1-4 SBauVO NRW\* must be adhered to. Please note that a stand party is an order inquiry.  
**A stand party may only be held subject to written consent by Messe Düsseldorf GmbH.**
2. **A maximum limit of 500 persons is hereby defined for the approval of a stand party. The maximum number of persons (guests plus staff) per m<sup>2</sup> is 0.5 and must not be exceeded.**
3. **After the end of the trade fair, you will be able to use the stand until 10.00 pm at the latest.** The limit time of 10.00 pm must be respected by all exhibitors. After 10.00 pm, you have the option of carrying out the necessary cleaning up work. You must leave the premises by 10.30 pm at the latest.
4. A corresponding number of security personnel will be provided by Messe Düsseldorf depending on the size of the event/stand. Messe Düsseldorf will arrange the security personnel. The costs of this are included in the remuneration defined.
5. As a fundamental rule, all aspects of the extended stand use must take place within the stand space rented for the event. Escape and emergency routes must not be included in the use and must not be built on or over. The operator of the extended stand use must ensure that alarm and security announcements can be heard by all visitors at all times.
6. Under certain circumstances it may be necessary to obtain permission for a wide variety of presentations (e.g. musical renditions) during the event. This can be obtained from GEMA – [www.gema.de](http://www.gema.de) ([kontakt@gema.de](mailto:kontakt@gema.de)) or another copyright collecting society against payment of a fee. Please remember that any musical performances must not disturb neighbouring stand parties taking place at the same time.
7. The relevant pedestrian entrances and exits for the event, as well as the cloakrooms, will be open until 10.30 pm. Shuttle buses to the car parks will be available from the North Entrance until 10.30 pm.
8. Guests entering the exhibition centre prior to the close of the exhibition require a valid entrance ticket. Guests entering the exhibition centre after the close of the exhibition require a written invitation from the exhibitor extending the invitation. Upon presentation of the invitation at the INFO counter at the entrances, guests will be admitted and thus given the opportunity to access the exhibition centre free of charge on that day after the end of the exhibition.  
**The security service cannot allow guests to enter without this invitation.**
9. To ensure the smooth **entry of vehicles** belonging to caterers, musicians etc., please request Team Stand Party ([Standparty@messe-duesseldorf.de](mailto:Standparty@messe-duesseldorf.de)) to send you a service vehicle access permit for your stand party. Please also make sure that you send the relevant permits to your caterers, musicians, etc, as they will need to show them at Gate 1. **Messe Düsseldorf will need their vehicle registration numbers for this purpose.** Please ensure that all vehicles enter through **Gate 1** (for Hall 8a/8b please use Gate 8.2). Entrance is possible from 3.00 pm to 10.30 pm. The catering or event personnel can park private vehicles in the large car parks.
10. Admission of stand personnel (hostesses, waiters, etc.): In order to ensure smooth admission of stand personnel, we would ask you to provide the stand personnel with Messe Düsseldorf's access permit for the stand party. Upon presentation of the invitation at the INFO counter at the entrances, stand personnel will be admitted and thus given the opportunity to access the exhibition centre **from one hour before** the end of the fair up to one hour after the end of the fair. Stand personnel entering the exhibition centre earlier than one hour before the end of the exhibition require a valid entrance ticket. To be on the safe side, please provide your stand personnel with a mobile phone number of your stand manager.
11. Extra costs may be incurred if areas and services in addition to the already rented stand space are required for a stand party. (e.g. outdoor space, power, water, etc.).

\* SBauVO NRW (extract)

Section 38. Obligations of the operators, organisers and authorised parties of event locations.

- (1) The operator is responsible for the safety of the event and for adherence to regulations.
- (2) During operation of event locations, the operator or an event manager appointed by him must be present at all times.
- (3) The operator must ensure that stewards, fire service supervisors and first-aid staff cooperate with the police, the fire brigade and the ambulance service.
- (4) The operator is obliged to discontinue operation if the installations, facilities or devices necessary for the safety of the event location are not operational or if operational regulations cannot be complied with.
- (5) The operator can transfer the obligations under paragraphs 1 to 4 to the organiser through a written agreement. This person, or the authorised parties appointed by this person to manage the event, must be familiar with the event location and its facilities. The responsibility of the operator shall remain unaffected.