

Important information

Amendments to GHM's Terms of Participation and excerpts from the venue's Technical Guidelines.
The venue's Technical Guidelines also apply.

1. Technical organisation and coordination

The entire technical set up will be arranged by

Company: Messe München GmbH (MMG)
Dept.: Technical Exhibition Service Dept. 3
Contact: Nadine Zichlarz (C1-C2), Elisabeth Müller (C3-C4)
Telephone: +49 89 949 -21145, -21146
Fax: +49 89 949 97 21 139
E-mail: tas3@messe-muenchen.de

2. Exhibitor service forms

Exhibitor service forms are available for download at www.opti.de/en/exhibitor/downloads/ and in the Exhibitor Checklist.

Closing date for orders: **16.11.2023**

Contractual partners reserve the right to charge a fee or surcharge for late receipt of orders.

3. Setting up and dismantling

Setting up: from Tuesday, 09.01.2024 from 07:00 a.m. – 11:00 p.m.,
Wednesday, 10.01.2024 from 07:00 a.m. – 11:00 p.m.,
till Thursday, 11.01.2024 from 07:00 a.m. **at the latest 06:00 p.m.**
Dismantling: from Sunday, 14.01.2024 from 05:00 p.m.
till Monday, 15.01.2024 at the latest 05:00 p.m.

Chargeable early setting up/dismantling in coordination with the project management, only in exceptional cases and with written permission. Please send request to: opti@ghm.de.

Project management must be given advance notice when the start of setting up is delayed past midday on 11.01.2024.

Set-up work must be terminated by 06:00 p.m. on the final day reserved for setting up. The surrounding gangways must be clear from this time onwards.

Night work authorisation will be required for work during setting up hours after 11:00 p.m., on the last setting up day after 06:00 p.m. or during the runtime within the night closing time, i.e. outside the opening hours for exhibitors (Friday: 08:00 a.m. - 08:00 p.m., Saturday: 09:00 a.m. - 08:00 p.m., Sunday: 09:00 a.m. - end of dismantling). Each exhibitor must pay a flat fee of € 150.00 (incl. VAT); payment must be made in cash on site.
Visitor opening times: Fri./Sat. 10:00 a.m. - 07:00 p.m., Sun. 10:00 a.m. - 05:00 p.m.

Contact: Messe München GmbH
Department: Security, Logistics & Traffic
Team Security: security@messe-muenchen.de
Logistics & Traffic Team: lt@messe-muenchen.de

If the dismantling period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

Delivery address for packages to the stand (during setting up and show):

opti 2024
Company
Hall + stand number
Messe München GmbH
Paul-Henri-Spaak-Straße
81829 München
Germany

4. Exhibitor passes

Exhibitor passes (free and charged) will be available in the Exhibitor Checklist and at www.opti.de/ausstellerausweise starting November 2023. Exhibitor passes will be available after settlement of the invoice for participation. Their use is reserved solely for stand staff; it is forbidden to pass them on to third parties or to sell them. They will be blocked in the event of abuse.

5. Stand approval

Approval for stand structures higher than 3 m, stand areas greater than 100 m² and two-storey stands must be obtained at least 6 weeks prior to the start of setting up.

6. Stand design

Planning and design must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstance exceed the allocated stand space.

The following minimum stand sizes can be applied for depending on location:

Row stand (1 side open, minimum 12 m²)
Corner stand (2 sides open, minimum 32 m²)
End stand (3 sides open, minimum 64 m²)
Island stand (4 sides open, minimum 200 m²)

The rear sides of stand walls facing neighbouring stands must be kept neutral, white, clean and must be free of installation material above a height of 2.5 m.

An open stand design should be ensured. This means that closed walls may be installed around the stand edges (including up to 2 m indentation) provided that these do not take up more than 70 % of each side of the stand. The maximum permitted length for a continuous closed wall is 6 m. A closed wall of a maximum of 6 m must be followed by an opening of at least 2 m.

GHM reserves the right to allow exceptions to these regulations in justified individual cases. Optionally, a balustrade not exceeding 1.10 m in height may be erected along the entire length of the side of the stand that needs to be closed. The 70% rule also applies to a height exceeding this construction height. Departures from this rule are only possible with the written permission of the neighbouring exhibitor in the affected stand opposite. The Technical Guidelines of Messe München also apply.

The exhibitor undertakes to erect walls on all closed sides of the stand and to install floor covering.

The exhibitor must take the character and image of the trade fair into account. In this regard, GHM is authorised to make changes to the design of the stand.

7. Maximum heights for stand structure and advertising

The maximum height is 5 m for a single-storey stand and 7.5 m for a two-storey stand. The maximum height for advertising is 7.5 m (upper edge). For advertising structures, a minimum distance of 2.00 m to neighboring stands must be observed, unless the advertising media is in no way directed toward the adjoining stand.

8. Driving, transportation and parking

Written consent must be obtained from GHM in good time for special loads. The provisions of the German Road Traffic Regulations (StVO) apply when driving on trade fair premises. It is only permitted to drive vehicles up to the halls for loading and unloading. Vehicles must be driven out of the loading yards immediately after loading/unloading finishes and moved to the designated parking areas. Marked traffic lanes and areas reserved for fire department and emergency use etc. must be kept free at all times. For the duration of the trade fair, lorries exceeding 3.5 tons may only park in specially designated parking areas (subject to charge). GHM may have any unauthorised parked vehicles removed at the vehicle owner's expense.

9. Technical fittings

All technical devices, equipment and fixtures must comply with VDE regulations and locally applicable provisions. Electrical fixtures and fittings may only be installed, connected and inspected at the site of the venue by firms authorised by the venue operator.

10. Trade fair advertising space

Advertising space located on the venue site will only be rented out to exhibitors directly by the venue operator.

11. Trade fair end

The trade fair finishes at 05:00 p.m. on 14.01.2024.

Staff must duly occupy the stand until the official end of the trade fair. A penalty of € 2,000.00 will be due on breach of this provision.

12. Acoustic limits for music

The maximum permitted volume for the use of music reproduction systems with loudspeakers is 70 dB (A). However, Messe München GmbH reserves the right to impose further restrictions in special cases. Loudspeakers must always be directed towards the centre of the stand. The trade fair business of surrounding stands may not be impaired. The exhibitor is obliged to ensure that volume levels are complied with. MMG staff or its agents must be allowed access to the stand at all times in order to perform any checks or to adjust the volume level. Should the exhibitor fail to comply with its obligations, MMG will be entitled to stop the playing of music without any special notice and to cut off the power supply to the stand.

13. Information for obtaining special exemption from the driving ban on Sundays and public holidays for commercial vehicles

In accordance with section 30 of the German Road Traffic Regulations, lorries with a gross vehicle weight exceeding 7.5 tons and lorries with a trailer may not operate between 12:00 midnight and 10:00 p.m. on Sundays and public holidays. As a general principle, an exemption for lorries transporting trade fair-related goods can be applied for. Applications for a specific date must be submitted in writing with a justification (including details on the goods transported) to the appropriate authority (e.g. district administration).

Organiser:

GHM Gesellschaft für Handwerksmessen mbH,
P.O. Box 82 03 55, 81803 Munich, Germany
Paul-Wassermann-Str. 5, 81829 Munich, Germany

P +49 89 189 149 0
F +49 89 189 149 239
contact@ghm.de

www.ghm.de

VAT Reg. No.: DE 129358691