

# EMO



# Hannover

The world of metalworking

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## Introduction

Welcome at EMO Hannover 2019!

**Get started** is a supplement to our **EMO Hannover Shop** and to the **Technical Regulations**.

You will also find everything you need to know about the fair at [www.emo-hannover.de](http://www.emo-hannover.de) including information on the show and its program, opening hours, tickets and prizes, accommodation, travel options by train, plane or car, as well as tips on where to go in Hannover or in the surrounding region for a good meal or some fine entertainment.

Your stand construction personnel will find copies of the latest Technical Regulations either on the internet or at the EMO General Commissariat, the Exhibitor Service Center (ASC) in IC and at the hall supervisor's office.

Please verify that you have completed every form to order the desired services in advance of setting up your stand and exhibits in Hannover and that you are in compliance with the Technical Regulations.

Also please remember to bring along your approved plans for the stand setup and display of the machinery. We wish you a pleasant stay in Hannover and a successful fair.

Your EMO Team

\*\*\*New in 2019\*\*\*



### End of the show and start of dismantling

The dismantling period begins at the end of the show on Saturday, 21<sup>st</sup> September 2019, 4.00 p.m. The removal of exhibits and the dismantling of stands before the end of the event is not permitted (see Conditions of Participation, Article IV, §19).

## 1. Support and services at the Hannover Exhibition Grounds

### EMO General Commissariat

Director of the General Commissariat	Mr. Christoph Miller	Tel.: +49 511 89-25001 Fax: +49 511 89-25077 <a href="mailto:c.miller@vdw.de">c.miller@vdw.de</a>
Project Director DMAG	Ms. Stefanie Maeckler	Tel.: +49 511 89-25030 Fax: +49 511 89-25077 <a href="mailto:stefanie.maeckler@emo-hannover.de">stefanie.maeckler@emo-hannover.de</a>
Technical Director	Mr. Harald Windeler	Tel.: +49 511 89-25040 Fax: +49 511 89-25077 <a href="mailto:harald.windeler@emo-hannover.de">harald.windeler@emo-hannover.de</a>

### Show advisors

Hall 2	Mr. Christoph Miller	Tel.: +49 511 89-25001 Fax: +49 511 89-25077 <a href="mailto:c.miller@vdw.de">c.miller@vdw.de</a>
Halls 3, 4, 5	Mr. Michael Jestaedt	Tel.: +49 511 89-25027 Fax: +49 511 89-25088 <a href="mailto:m.jestaedt@vdw.de">m.jestaedt@vdw.de</a>
Halls 6, 7, 8	Ms. Stephanie Simon	Tel.: +49 511 89-25023 Fax: +49 511 89-25088 <a href="mailto:s.simon@vdw.de">s.simon@vdw.de</a>
Hall 11	Ms. Verena Frenkler	Tel.: +49 511 89-25024 Fax: +49 511 89-25088 <a href="mailto:v.frenkler@vdw.de">v.frenkler@vdw.de</a>
Halls 12, 13, 27	Mr. Joachim C. Onnen	Tel.: +49 511 89-25028 Fax: +49 511 89-25088 <a href="mailto:j.onnen@vdw.de">j.onnen@vdw.de</a>
Halls 9, 14/15, 16, 25	Ms. Vibeke Hoffmann	Tel.: +49 511 89-25021 Fax: +49 511 89-25088 <a href="mailto:v.hoffmann@vdw.de">v.hoffmann@vdw.de</a>
Halls 17, 26	Mr. Martin Göbel	Tel.: +49 511 89-25022 Fax: +49 511 89-25088 <a href="mailto:m.goebel@vdw.de">m.goebel@vdw.de</a>

### Technical Issues Representatives

Hall 2	Mr. Harald Windeler	Tel.: +49 511 89-25040 Fax: +49 511 89-25077 <a href="mailto:harald.windeler@emo-hannover.de">harald.windeler@emo-hannover.de</a>
Halls 3, 4, 5	Ms. Katrin Hüttler	Tel.: +49 511 89-25048 Fax: +49 511 89-25088 <a href="mailto:katrin.huettler@emo-hannover.de">katrin.huettler@emo-hannover.de</a>
Halls 6, 7, 8	Mr. Andreas Wruck	Tel.: +49 511 89-25029 Fax: +49 511 89-25088 <a href="mailto:andreas.wruck@emo-hannover.de">andreas.wruck@emo-hannover.de</a>
Halls 11, 12, 27	Mr. Matthias Rohweder	Tel.: +49 511 89-25042 Fax: +49 511 89-25088 <a href="mailto:matthias.rohweder@emo-hannover.de">matthias.rohweder@emo-hannover.de</a>
Halls 9, 13, 14/15, Pavillons	Mr. Christian Sator	Tel.: +49 511 89-25044 Fax: +49 511 89-25088 <a href="mailto:christian.sator@emo-hannover.de">christian.sator@emo-hannover.de</a>
Halls 16, 17, 25, 26	Mr. Andreas Kern	Tel.: +49 511 89-25046 Fax: +49 511 89-25088 <a href="mailto:andreas.kern@emo-hannover.de">andreas.kern@emo-hannover.de</a>

**General Organization**

Mr. Hinnerk Hillmann                      Tel.: +49 511 89-25050  
[hinnerk.hillmann@emo-hannover.de](mailto:hinnerk.hillmann@emo-hannover.de)

Ms. Andrea Peters                              Tel.: +49 511 89-25041  
[andrea.peters@emo-hannover.de](mailto:andrea.peters@emo-hannover.de)

Ms. Stefanie Kondla                            Tel.: +49 511 89-25051  
[stefanie.kondla@emo-hannover.de](mailto:stefanie.kondla@emo-hannover.de)

**Reception**

Ms. Renata Cipelletti                            Tel.: +49 511 89-25025  
[renata.cipelletti@emo-hannover.de](mailto:renata.cipelletti@emo-hannover.de)

Ms. Alina Makowski                            Tel.: +49 511 89-25026  
[alina.makowski@emo-hannover.de](mailto:alina.makowski@emo-hannover.de)

**Press**

Mr. Hartwig von Saß                            Tel.: +49 511 89-31155  
[hartwig.vonsass@messe.de](mailto:hartwig.vonsass@messe.de)

Ms. Janina Schwarzkopf                        Tel.: +49 511 89-31203  
[janina.schwarzkopf@messe.de](mailto:janina.schwarzkopf@messe.de)

## Exhibitor Service Center

For on-site services or assistance with problems before or during the show, stop by or call the EMO General Commissariat or contact Deutsche Messe in the Information Center (IC), Rooms 00.128-00.132. We are there to assist you with:

- General information
- Stand setup, technical issues, stand fixtures/ furnishings
- Telecommunications
- Cleaning, waste disposal
- Security
- Listings in electronic media
- Complimentary tickets & catalogues
- Catering
- Exhibitor passes
- Parking permits

Hotline: +49 511 89-30000

Opening hours 13-09.-21.09.2019:

Sep. 13 - Sep. 14	8.00 a.m. - 6.00 p.m.
Sep. 15	8.00 a.m. - 7.00 p.m.
Sep. 16 - Sep. 20	8.00 a.m. - 6.00 p.m.
Sep. 21	8.00 a.m. - 3.00 p.m.

## Hall supervisors

Every hall has a supervisor's office open during the stand setup and dismantling periods. The experienced staff here can answer all your questions and help you solve problems or contact the EMO General Commissariat for further assistance.

Tel.: +49 511 89-327 + your hall number (two-digits)



## CC-Arcades (Convention Center, Ground Floor)

The following facilities/ services are there for you during the show:

- **Copy shop:** photocopying, fax service, digital printing, business cards, Room 239, Tel.: +49 511 89-35100
- **Internet lounge | Media shop | Central Info | WLAN support | Lost and Found:** Room 234, Tel.: +49 511 89-38992
- **HMTG Accommodation service:** Room 233, Tel.: +49 511 89-30647

## Information Center (IC)

We are there to assist you with the following facilities/ services in the Information Center:

- EMO General Commissariat
- CECIMO
- Exhibitor Service Center: Rooms 00.128-00.132, Tel.: +49 511 89-30000

Other on-site facilities and services are listed in the "Information for Exhibitors" brochure.

## 2. Accident prevention and emergency procedures

Please inform your staff and contractors about the accident prevention regulations, in particular §5 of the Technical Regulations, "Operating safety, technical safety regulations and technical services", which must be strictly observed. The employers' liability advisory service will be pleased to answer any questions on accident prevention:

BGHM Berufsgenossenschaft Holz und Metall  
Seligmannallee 4  
30173 Hannover, Germany  
Tel.: +49 511 8118-13551  
[axel.voss@bghm.de](mailto:axel.voss@bghm.de)

Please note the leaflet, "General safety rules" at the end of this circular.

- **Emergency number on-site:**  
Tel.: +49 511 89-112
- **First-aid station on-site:**  
Tel.: +49 511 89-114
- **First-aid station at Hall 19/northeast corner:**  
Tel.: +49 511 89-30030  
Sep. 07-26, 2019  
8.30 a.m. - 6.30 p.m.

### Emergency evacuation

In case of emergency, it can become necessary to evacuate certain areas or entire buildings. Evacuation orders may be issued by Deutsche Messe, the police department, or the fire department. All persons in evacuation zones are obliged to follow these orders, which may be communicated either by loudspeaker system (spoken messages and/or acoustic signals) or by on-site evacuation personnel. Persons will be directed to official Assembly Points, where further information will then be provided.

Exhibitors are responsible for informing their staff members about these procedures, and also for creating and communicating their own stand evacuation plans as necessary. Exhibitors bear full responsibility for the proper evacuation of their stands.

### Handling oil spills contamination

If you spill any oils or emulsions in the halls or outdoors on the exhibition grounds, you must take immediate action to have it cleaned up. The hall supervisor's office has adequate quantities of binding agents on hand. Your hall supervisor or the Security Service of Deutsche Messe (Tel.: +49 511 89-33636) must be notified of any spillage/contamination.



### 3. Transport and exhibition insurance

The EMO General Commissariat and Deutsche Messe do not undertake to safeguard exhibits or stand fixtures/furnishings and accept no liability whatsoever for damage thereto, unless the damage arises from intent or gross negligence on their part, their employees, representatives, or vicarious agents. This exclusion of liability shall also apply in the event the EMO General Commissariat dismantles, retains, or stores the stand and/or exhibits following a breach by the exhibitor of the Conditions for Participation or in order to exercise its right to a retaining lien.

Stand rental charges do not include any insurance for the exhibition. If you wish to insure your stand, exhibits, and other goods, we urge you to take out a transportation and exhibition policy.

The EMO General Commissariat has negotiated special rates for a general policy with a reputable insurance company. The premium is based on a certain percentage of the value of items to be insured, which depends on the category of the insured item. It is important that you fill in and submit the "Transport and exhibition insurance" form before shipment of your exhibits and stand fixtures / furnishings.

Any exhibitors who have not yet submitted an application for insurance coverage are reminded that it is in their own best interest to do so without delay. For more information, please contact:

Contact person:  
Ms. Karin Bollmann  
Tel.: +49 511 89-33331  
[karin.bollmann@messe.de](mailto:karin.bollmann@messe.de)

### 4. Opening hours and gates in use

**During construction and dismantling periods**, the halls are open round-the-clock. You may enter the grounds through the gates in use (see section 5.4.).

**During the fair**, the exhibition grounds and halls will be open as follows: For exhibitors from 7.00 a.m. - 7.00 p.m. and for visitors from 9.00 a.m. - 6.00 p.m. (Saturday, 21.09. until 4.00 p.m.)

Please note that cleaning and maintenance work in the halls is conducted daily between 6.30 p.m. and 8.00 a.m.

**Open gates** during the fair:

NORTH 1-3  
EAST 2-3  
SOUTH 1  
WEST 1-2

Upon leaving the grounds temporarily, holders of full-event tickets or exhibitor passes must inform the gate supervisor of their intention to return. Complimentary tickets and day tickets are valid for one-time entry only, and become invalid upon leaving the grounds.

Please note that complimentary ticket holders may not enter the grounds before 9.00 a.m., but holders of exhibitor passes may enter as early as 7.00 a.m.

### 5. Traffic regulations

All vehicles delivering goods for the exhibition (**cars with trailers, minivans, vans, trucks, etc.**) during construction and dismantling periods **must first follow the signs directing them to the truck checkpoint ("LKW-Leitstelle")** located at the **WEST 45** parking lot. After being logged in here, the vehicles will be dispatched by the official forwarding agent, Schenker Deutschland AG (Tel.: +49 511 89-20061 and +49 511 87005-0), to the exhibition grounds.

#### 5.1. Vehicle access during construction

**Cars and station wagons** are free to enter the exhibition grounds up to and including Tuesday September 10 (see section 5.4.) for gates in use. The grounds will be closed to such vehicles on the last five construction days (September 11-15). Entry for a period of three hours, however, will be granted upon payment of a refundable deposit of EUR 100.00. This deposit will be forfeited for vehicles that do not exit the grounds by the departure time shown on the entry permit. **Depending on traffic volume, we may be obliged to temporarily close the grounds to vehicle traffic.**

The exhibition grounds will be closed to all vehicular traffic at midnight on September 15, to facilitate completion of construction work and cleaning of the grounds.

## 5.2. Vehicle access during the fair

For the duration of EMO Hannover 2019 from **September 16-21** no vehicles of any kind will be allowed to enter the exhibition grounds between 9.00 a.m. and 6.00 p.m. No vehicular traffic will be permitted on the exhibition grounds between 6.00 p.m. and 9.00 a.m., except motor vehicles with a special permit issued by the EMO General Commissariat. Vehicles driven or parked on the grounds without an official entry permit may be towed away at the owner's/ driver's expense.

## 5.3. Vehicle access during dismantling

During the dismantling period, all incoming vehicles other than cars and station wagons, will first be directed to the truck checkpoint ("LKW-Leitstelle"), for registration with the official forwarding agent, Schenker Deutschland AG (Tel.: +49 511 89-20061 and +49 511 87005-0).

On the last day of the fair, Saturday, 21 September 2019:

- End of the fair 4.00 p.m.
- From 4.00 p.m. to 8.00 p.m. the fairground remains closed for all vehicles!
- From 8.00 p.m.:
  - Vehicles up to 7.5 t can enter until Sunday, 22 September, 7.00 a.m.
  - For vehicles over 7.5 t the area is closed until Sunday, 22 September, 7.00 am.

The exhibition grounds will be closed to cars and station wagons on the first three dismantling days (September 22-24). Entry for a period of three hours, however, will be granted upon payment of a refundable deposit of EUR 100.00. This deposit will be forfeited for vehicles that do not exit the grounds by the departure time shown on the entry permit.

## 5.4. Gates open during construction and dismantling

The following **gates** will be in use during the construction and dismantling periods:

NORTH 2:	Halls 2-5 and 14-17
EAST 1:	Halls 2-5
SOUTH 1:	Halls 6-9, 11, 14-17
SOUTH 2:	Halls 11, 12, 14-17 and Pavilions 32-35
WEST 1:	Halls 12, 13, 25-27
WEST 4:	Halls 25 and 26

*Information about opening hours of the entrances follows*

## 5.5. Motor vehicle traffic on the exhibition grounds

The exhibition grounds and car parks are private property, and the roads are not public thoroughfares. Drivers may use them at their own risk.

The German Road Traffic Regulations (StVO - "Straßenverkehrsordnung") apply on the exhibition grounds and in the car parks. Drivers must give way to the right. The maximum permitted speed on the exhibition grounds is 20 km/h.

Vehicles may not be parked or stopped on the exhibition grounds where they might obstruct traffic, for example, in front of transformer stations, rollup doors, emergency exits, fire hydrants, etc. The marked roads, fire brigade movement areas and escape routes must be kept clear at all times. Such locations are clearly marked with "No Parking" signs and yellow rectangles with a diagonal cross on the road surface.

The roads on the exhibition grounds are marked with continuous yellow lines demarcating lanes that facilitate smooth flow of traffic and provide room for emergency fire, rescue, and police vehicles. It is prohibited to park in these lanes.

The EMO General Commissariat reserves the right to tow away any unauthorized vehicles parked in no parking zones or in the marked lanes at the owner's/ driver's expense. It is imperative that the instructions issued by Deutsche Messe AG's traffic order and traffic regulation personnel are followed. **In the event of heavy traffic, the exhibition grounds may be temporarily closed to motor traffic.**

## 6. Parking

Throughout the no-entry period for vehicles (September 11-15), ample parking will be available near all entrances.

**Car parking during the fair** (September 16-21):

NORTH 1-5,7,9  
EAST 11-15  
SOUTH 26-33  
WEST 34-43

Parking **vehicles for the disabled**:

NORTH 1, 2, 5  
EAST 13  
SOUTH 28, 32  
WEST 34, 38

**Van** parking: WEST 40-43

**Tour bus** parking: EAST 13, WEST 35 and SOUTH 28

Please note that truck parking in car parking zones is prohibited. Please inform all your subcontractors (freight companies, stand builders, etc.) about this restriction. The truck checkpoint for EMO Hannover 2019 ("**LKW-Leitstelle**"), where trucks need to report, is located at the WEST 45 parking lot.

For more information, please contact **Parking Administration** (GfV):

Gesellschaft für Verkehrsförderung (GfV)  
Messegelände  
Europaallee, Admin. Building 6  
30521 Hannover, Germany

Tel.: +49 511 89-33604/-33594  
Fax: +49 511 89-33410  
[parkscheine@gfv.messe.de](mailto:parkscheine@gfv.messe.de)

Parking areas for cars may not be used by **caravans (RVs)** or **mobile homes**. Parking Administration has designated a special parking site for such vehicles in Kronsbergstraße (across from Hall 13, West entrance, GPS input: 9° 48' 1" E/O 52° 19' 29" N/N). To reserve space, please call:

Ms. Jutta Bakker  
Tel.: +49 511 89-33595  
[wohnwagenplatz@messe.de](mailto:wohnwagenplatz@messe.de)

You can order **parking permits** via our EMO Hannover Shop

Parking Administration (GfV) may be reached from September 13-21 at the Exhibitor Service Center (ASC) located in the Information Center (IC), Rooms 00.128-00.131, Tel.: +49 511 89-30000.

Any unused parking permits may be returned to Parking Administration for a refund until September 15, the last day of the setup period.

### Fees for daily parking tickets

Car	11 EUR
Van	12 EUR
Bus	18 EUR
Truck up to 10 m long	14 EUR
Truck over 10 m long	20 EUR

The prices are valid exclusively for the duration of the event from 16.09.2019 / 6.00 a.m. - 22.09.2019 / 6.00 a.m. Outside the event, the parking spaces are free of charge.

## **7. Stand construction and setup**

### **7.1. Delivery of exhibition goods/exhibits, stand setup and machine locations**

Delivery of exhibition goods/ exhibits at the stand is subject to the following schedule:

- By September 3, 2019: Machines rated at > 20 t and those requiring assembly
- By September 09, 2019: Machines rated from 10 t to 20 t
- By September 16, 2019: Machines rated up to 10 t and miscellaneous exhibition goods/ exhibits

Please notify the authorized forwarder, Schenker Deutschland AG, one week in advance of the scheduled delivery date of the size (l x w x h) and weight of your goods/ exhibits. Late deliveries are permitted only under exceptional circumstances and with prior approval of the authorized forwarder. Since delays complicate transporting the goods through the halls, any extra effort and costs incurred by Schenker Deutschland AG will be billed to the exhibitor.

Schenker Deutschland AG  
Karlsruher Straße 10  
30519 Hannover

Tel.: +49 511 89-20061/-87005-0  
Fax: +49 511 89-87005-150  
[Fairs.hannover@dbschenker.com](mailto:Fairs.hannover@dbschenker.com)  
[www.dbschenkerfairs.de](http://www.dbschenkerfairs.de)

Please note that stand setup and machine placement must comply with the plan approved by the EMO General Commissariat.

Before commencing construction, please check the location and size of the stand, and the connections for electricity, compressed air and water supply.

Please contact your hall supervisor or the EMO General Commissariat for any issues involving construction.

### **7.2. Electricity supply during construction and for the stand**

During the construction and dismantling periods, electricity will be supplied free of charge.

The following power feeder junctions are available at the stands:

Up to 10 kW - 5 pole CEE coupling, 16 A  
Up to 20 kW - 5 pole CEE coupling, 32 A  
Up to 40 kW - 5 pole CEE coupling, 63 A  
Up to 68 kW - 5 pole CEE coupling, 125 A  
Over 68 kW - direct connection to power feeder or machine

All power feeders and machines must be equipped with a mains circuit breaker. With the exception of emergency lighting circuits and those for machines, all sockets and lighting circuits carrying up to 32 A must be equipped with an extra fault interrupter with a maximum 30 mA rating.

High-voltage (> 50 V) and lighting circuit cables must have a cross-section of at least 1.5 mm<sup>2</sup>. Flexible cables (including flat cables) must not be installed underneath floor coverings unless they have been sufficiently protected against mechanical loads.

Electrical equipment and devices must conform to the minimum European Union (EU) standards. If such standards are not met or proof of conformity cannot be furnished, the equipment must comply with at least the following regulations:

- Equipment and Product Safety Act (GSG)
- Accident prevention guidelines of the Occupational Safety Regulation DGUV
- VDE, IEC or CEE guidelines

The hall electrician authorized by Deutsche Messe will conduct a visual and functional inspection of installations by the exhibitor within a stand. Power lines will be connected only if approved.

Please contact your hall supervisor to request electricity connections (see the "Directory" on page 23).

### **7.3. Installation of phone, internet and fax connections**

Phones and fax machines ordered for the stand will be delivered directly to the stand and picked-up at the end of the fair.

For activation of confirmed phone, internet and fax connections, please call our service hotline at +49 511 89-1171. For more information on telecommunications equipment, please contact:

Mr. Jan Bahrenburg  
Tel.: +49 511 89-32245  
[jan.bahrenburg@messe.de](mailto:jan.bahrenburg@messe.de)

### **7.4. Completion of stand setup**

Stands must be ready and complete with all exhibits by 6.00 p.m. on September 15.

## **8. Stand dismantling**

### **8.1. Clearance of stands after the event**

Stands may not be cleared or dismantled before the official conclusion of EMO Hannover 2019 at 4.00 p.m. on Saturday, September 21. Even partial dismantling of stands or the packing of exhibits before the end of the event is not allowed.

### **8.2. Delivery of empty packaging**

Delivery of empties to your stand will commence around 7.00 p.m., as soon as the runners in the aisles have been removed. Companies that do not require empty packaging over the next few days should notify the responsible forwarder accordingly when the empty packaging is first picked up.

### **8.3. Disconnection of electrical, compressed air and water supply lines**

Disconnection and dismantling of electrical, compressed air and water supply lines will commence immediately after the trade fair ends. Compressed air will be available through September 30, and electricity until the completion of stand dismantling on September 30.

For reasons of safety, only the contractor authorized by Deutsche Messe is permitted to disconnect utility services to stands.

Please set up an appointment on time with the authorized contractor.

### **8.4. Return of telecommunications equipment**

For disconnection and return of standard phones and fax machines, call the service hotline at +49 511 89-1171. Telephone hook-up requires at least one hour of advance notice.

Equipment may only be returned at the following times: last day of the show up to 7.00 p.m., afterwards from 8.00 a.m. to 4.00 p.m. until the end of the dismantling period.

The exhibitor remains liable for all equipment until it is returned to a service technician, who will issue a receipt for all devices returned.

## **8.5. Return of rental furniture and kitchen equipment**

All rental items will be collected as soon as possible after the event. The exhibitor must ensure that the items are ready for pickup. The lessor will bill the exhibitor for any extra effort needed to deliver or pickup the rental items arising from delays caused by the latter.

## **8.6. Holes in the floor and floor anchors**

If holes are drilled in the hall floor, Deutsche Messe will charge the exhibitor EUR 36.00 + VAT per damaged asphalt slab or per hole in the asphalt. The foreman responsible for the work must report to the hall supervisor and fill out the appropriate form indicating the number of holes drilled.

Any anchors, screws or bolts installed in the floor must be removed by the exhibitor or stand builders when the stand is dismantled. The exhibitor is liable for any damage that may result from noncompliance.

The EMO General Commissariat reserves the right to remove any remaining anchors, screws or bolts at the exhibitor's risk and expense.

## **8.7. Completion of dismantling/Restoration of stand space**

Exhibitors are required to restore their stand space to its clean, original condition by 6:00 p.m. on September 30, the end of the dismantling period. This includes all the work necessary to remove any adhesive tape, paint splatters, etc.

Upon request, the hall supervisor will inspect the stand space together with the exhibitor's representative and issue written confirmation of its proper restoration. If the space is not restored to its original condition, even after being notified by the EMO General Commissariat, the necessary cleaning and restoration work will be carried out at the exhibitor's expense.

The liability of the exhibitor for accidents and consequential damages shall end only after the stand space has been properly restored to its original condition.

## **9. Logistics**

### **9.1. Freight, operation of cranes, forklifts, etc.**

Only the following authorized forwarder may operate Cranes, forklifts and other conveying /haulage equipment:

Schenker Deutschland AG  
Logistikzentrum Messegelände Hannover  
Karlsruher Straße 10  
30521 Hannover, Germany  
Tel.: +49 511 89-20061 and +49 511 87005-0  
Fax: +49 511 87005-150  
[fairs.hannover@dbschenker.com](mailto:fairs.hannover@dbschenker.com)  
[www.dbschenkerfairs.de](http://www.dbschenkerfairs.de)

Please make arrangements in advance with the above forwarder to ensure that formalities for the return shipment are clarified and that tasks such as the delivery of empty packaging, crane deployment, etc. can be appropriately scheduled.

You also have the option of renting service areas in Pavilions P34 and P35.

Contact person:  
Ms. Andrea Peters  
Tel.: +49 511 89-25041  
Fax: +49 511 89-25077  
[andrea.peters@emo-hannover.de](mailto:andrea.peters@emo-hannover.de)

## 9.2. Storage of empty packaging

Empty packaging may not be stored in the exhibition halls, or on stand spaces, or obstruct rescue routes or areas reserved for safety services. Empty packaging can be stored by the exhibition's authorized forwarding agency:

Kuehne + Nagel (AG & Co.) KG  
Logistikzentrum Messegelände Hannover  
Karlsruher Straße 4  
30880 Laatzen, Germany  
Tel.: +49 511 89-20701 and +49 511 820980-100  
Fax: +49 511 820980-270  
[exposervice.hannover@kuehne-nagel.com](mailto:exposervice.hannover@kuehne-nagel.com)  
[www.kn-portal.com](http://www.kn-portal.com)

Please coordinate delivery and pick-up of empty packaging in advance, and mark the packages clearly as follows: Exhibitor, Hall-No. and Stand-No. We suggest posting a representative at the stand to accept delivery of the empties at the end of the fair. The forwarder's liability ends when the empty packaging is dropped off at the exhibitor's stand and begins when the goods are again picked-up for the return shipment.

After the end of the official dismantling period, any empty packaging left behind will be disposed of - without regard to its possible value - at the exhibitor's expense (plus loading charges). Therefore, we urge you to decide before storing empty packaging whether it needs to be stored at all, or perhaps can be disposed of in advance. For any questions about this, please contact the responsible disposal firm (see section 13.1).

Please do not store empty packaging in the vehicle approach routes and hall aisles, to avoid obstructing the flow of vehicular traffic and transport equipment. The aisles are designated rescue and escape routes.

## 10. Demonstration and operating materials, oils, lubricants, etc.

Any materials, oils, lubricants, etc. brought along by exhibitors for demonstration or operational purposes may be stored with the forwarding company Schenker Deutschland AG. Storage of such materials at exhibitors' stands is limited to no more than a single day's supply.

For reasons of safety, only Schenker Deutschland AG is authorized to undertake warehousing activities, and exhibitor personnel are strictly prohibited from storing or retrieving these products.

If you spill any oils or emulsions in the halls or outdoors on the exhibition grounds, you must take immediate action to have it cleaned up. The hall supervisor's office has adequate quantities of binding agents on hand. The hall supervisor or the Security Service of Deutsche Messe (Tel.: +49 511 89-33636) must be notified of any spillage/contamination.

For ordering cooling and lubricant agents please contact:

**team energie GmbH & Co. KG**  
Otternhägener Straße 8a  
30826 Garbsen - Frielingen

Ms. Christine Schepermann  
Tel.: +49 51314499-3030  
[christine.schepermann@team.de](mailto:christine.schepermann@team.de)

Mr. Mattis Böging  
Tel.: +49 51314499-3240  
[mattis.boeing@team.de](mailto:mattis.boeing@team.de)

## 11. Use of gas cylinders and flammable liquids

The relevant occupational safety regulations must be observed when handling gases and gas cylinders, in particular guidelines BGV B6, B7, D1 & 2, D34, and TRG, the Technical Regulations for Pressurized Gases.

The Technical Regulations for Liquefied Gases, TRF 1996 volumes 1 and 2, and the Occupational Safety Directive ZH 1/455 must be observed, as applicable.

In the event that flammable and/or water contaminating fluids are used, the Flammable Fluids Act (VbF BGI), the Water Polluting Substances Act (VAwS), the 11th Directive of the Equipment and Product Safety Act (GSG) as a part of the Explosion Prevention Act (ElexV), the Occupational Safety Directive ZH 1/75 and the Technical Regulations for Flammable Fluids (TRbF) must be observed.

For demonstration purposes, gas cylinders may be stored at stands in quantities appropriate for a day's consumption. The amount of propane/LPG stored may not exceed 11 kg. Only suitably qualified contractors may install gas pipes and equipment and must document the work performed. An adequate quantity of fire extinguishers, including those suitable for flammable fluids, must be kept on hand.

Exhibitors are strongly urged to not bring their own gas cylinders. Instead, we recommend placing advance orders with the following supplier. This helps ensure that the authorized forwarding agent, Schenker Deutschland AG, delivers and picks up only a day's quantity at a time.

Supplier for industrial gases:

Linde AG  
Mr. Marvin Berkele  
Tel.: +49 40/85 31 21 135  
Fax: +49 40/85 31 21 167  
[marvin.Berkele@linde.com](mailto:marvin.Berkele@linde.com)

Please arrange for supplies from the above firm well in advance of the fair.

If, for technical reasons, you intend to bring gas cylinders to the fair and have quantities in excess of a day's requirement, these may not be stored in your hall. Please contact the authorized forwarder, Schenker Deutschland AG (Tel.: +49 511 89-20061 and +49 511 870050), to arrange for interim storage and daily delivery of the cylinders to your stand.



## 12. Laser devices

The operation of laser devices is subject to the accident prevention regulation, "Laser Radiation" (DGUV Vorschrift 11), and the standards DIN EN 60825-1 and DIN EN 12254. Show lasers are also subject to the DIN 56912 standard. Before using Class 3B, 3R, and 4 laser devices, exhibitors must inform the General Commissariat and officially designate a laser safety officer.

The laser setup shall be inspected before use by an expert, and operated only if all conditions stated in the inspection report are fulfilled.

Please contact the General Commissariat to request the form and related instructions to register your use of laser equipment.

## 13. Waste disposal

### 13.1. Disposal of solid wastes

All of the following rules are based on the provisions of the current Recycling and Management Act (KrWG), associated implementation rules, and relevant state laws and municipal regulations.

The emphasis should be on avoiding waste at exhibition sites. Exhibitors and their contractual partners are obligated to cooperate with all participants towards achievement of this goal at all stages of the exhibition, starting with the planning. To construct and operate stands, exhibitors should use recyclable materials and/or those with a minimal impact on the environment.

The exhibitor is responsible for the proper and environmentally acceptable disposal of waste produced at and by his stand during its construction, operation, and dismantling. The exhibitor is responsible for ensuring that recyclable and non-recyclable wastes are properly separated for disposal.

Deutsche Messe alone may be commissioned to dispose of recyclable and non-recyclable materials, and it in turn shall provide the service through an approved waste disposal firm.

The following waste disposal firms are authorized to provide the necessary disposal and cleaning services:

Serving Halls 2-9:

Deutsche R+S Dienstleistungen GmbH & Co. KG  
Tel.: +49 511 89-20600  
Fax: +49 511 89-20611  
[ausstellerbetreuung@deutsche-rs.de](mailto:ausstellerbetreuung@deutsche-rs.de)

Serving Halls 11, 12, 14-17 and Pavillons 11, 31, 37:

Clemens Kleine Gebäudeservice GmbH  
Tel.: +49 511 89-20301  
[messe-ck-hannover@clemenskleine.de](mailto:messe-ck-hannover@clemenskleine.de)

Serving Halls 13, 18-27 and Pavillons 32-36:

Reinigungswerk Helms GmbH  
Tel.: +49 511 89-20333  
Fax: +49 511 89-20290  
[info@helms-messe.de](mailto:info@helms-messe.de)

Disposal of any materials left behind, regardless of their value, shall be at the expense of the exhibitor and subject to a surcharge.

### **13.2. Disposal of liquid wastes (used oils, emulsions, etc.)**

Liquid wastes can be disposed of without problems and in an environment friendly manner, provided each exhibitor ensures that they contain only essential contaminants. The thresholds for such substances are not to exceed 20 ppm PCBs pursuant to LAGA (Regional Working Group on Waste) and 0.2% total chlorine. Exhibitors themselves must take care of liquid wastes containing more than these thresholds of contaminants.

Small quantities of used oils, emulsions, and solutions can be deposited in designated receptacles in open halls. Similarly, special receptacles are also provided for solid wastes such as metal packaging, dried paints / varnishes, cleaning rags and mineral-oil containing workshop residues.

#### **Please do not forget your Waste Declaration for the dismantling period!**

In the name and on behalf of the EMO General Commissariat the company REMONDIS carries out the removal of used-oil according to the used-oil avoidance and management act. In order to guarantee a smooth dismantling of your booth please declare your waste in advance.

After the EMO Hannover 2019 show, exhibitors can have such liquid waste picked up directly at their stands by the following authorized firm:

REMONDIS Industrie Service GmbH & Co. KG  
Zum Bahnhof 33-39  
31311 Uetze, Germany  
Tel.: +49 5173 9820-25  
Fax: +49 5173 9820-98

Suction trucks can be requested by phone to empty normal used oils/emulsion solutions from machines and containers. Disposal of liquid wastes from your stand is subject to a charge. A receipt will be issued for this amount, which will be reconciled against your guarantee payment. Under no circumstances may water-contaminating substances be emptied into the sewage system.

Further information and the necessary registration form can be found in the EMO Hannover Shop.

It is our responsibility to comply fully with the recently introduced stringent German legislation on disposal of wastes.

### **13.3. Removal of chips and scrap**

Any chips or scrap produced during the day should be put into containers in the aisles, for removal each evening. Please note that any items left in the aisles will also be removed. No third party firms may be engaged to perform this work.

### **14. Advertising ban**

Please note that during the fair, **no advertising whatsoever is allowed outside of the exhibitor's own stand area.** This ban covers the distribution of flyers, display of posters, or erection of structures with advertising content, etc.

## 15. Working hours/Approvals

By law, the maximum working period is limited to 10 hours/day. This also applies during the construction and dismantling periods. For further details, or to apply for special waivers, please contact the Hannover Labor Inspectorate:

Staatliches Gewerbeaufsichtsamt Hannover  
Am Listholze 74  
30177 Hannover, Germany  
Tel.: +49 511 9096-0  
Fax: +49 511 9096-199  
[poststelle@gaa-h.niedersachsen.de](mailto:poststelle@gaa-h.niedersachsen.de)

If your company has a registered office in Germany, it may also obtain work permits by applying to its relevant state authority. No special permit is required for tradeshow work on Sundays or public holidays.

## 16. Temporary staff/Employment office

You may hire temporary staff through our associated firm by placing your request online via the EMO Hannover Shop:

event it AG  
Pelikanplatz 7-9  
30177 Hannover, Germany  
Tel.: +49 511 866 846 143  
Fax: +49 511 866 846 4  
[info@eventit.ag](mailto:info@eventit.ag)

## 17. Evening functions/Special events and music at your stand

Throughout the show, exhibitors are permitted to hold evening functions/stand parties after 6:00 p.m., such as happy hours, customer receptions and the like. You can order this service at our EMO Shop.

1. Evening function must not begin before 6.00 p.m. and must end by 11.30 p.m.
2. During your event your own personnel must ensure that your guests do not enter any other stand areas. If it is found that any damages or thefts have taken place at other stands and these can be brought into direct connection with your evening function, you will be held liable for those damages or thefts.
3. Every stand must be equipped with at least one fire extinguisher (ref. to § 4.4.1.10 of the Technical Regulations).
4. We need to remind you to observe the GEMA regulations (form 5.45, 1-3 in the Services/Shop).

Your suppliers and/or musicians may enter the exhibition grounds after 5.00 p.m. - through the WEST 1, EAST 1 or SOUTH 2 clearing service - upon presentation of written authorization from the EMO General Commissariat.

You may arrange catering services for your party, including food, beverages, and waiters/waitresses through

Messe Gastronomie Hannover GmbH:

Tel.: +49 511 89-33500  
Fax: +49 511 89-33533  
[contact.catering@messe.de](mailto:contact.catering@messe.de)  
[www.catering.messe.de](http://www.catering.messe.de)

Contact Person

Mr. Sascha Buchholz  
Tel.: +49 511 89-25049  
Fax: +49 511 89-25077  
[sascha.buchholz@emo-hannover.de](mailto:sascha.buchholz@emo-hannover.de)

## 18. Exhibitors' party

The exhibitors' party will be held on the exhibition grounds at the EMO Hannover 2019 fair, on Thursday, September 19, in the Munich Hall, starting at 6.30 p.m. Each exhibitor can order up to four free entry tickets. You will receive these tickets until 17<sup>th</sup> September, 6.30 p.m., upon presentation of your exhibitor pass at your respective inspection hall.

For more information, please contact:

Ms. Michaela Necke  
Tel.: +49 511 89-25031  
Fax: +49 511 89-25078  
[michaela.necke@emo-hannover.de](mailto:michaela.necke@emo-hannover.de)

Ms. Diana Stech-Schreiber  
Tel.: +49 511 89-25010  
Fax: +49 511 89-25078  
[diana.stech-schreiber@emo-hannover.de](mailto:diana.stech-schreiber@emo-hannover.de)

Ms. Lena Henniges  
Tel.: +49 511 89-25014  
Fax: +49 511 89-25078  
[lena.henniges@emo-hannover.de](mailto:lena.henniges@emo-hannover.de)

## 19. Miscellaneous services

### 19.1. Vehicles for the disabled

Chauffeured vehicles are available for disabled persons requiring transportation within the exhibition grounds. This service can be ordered by contacting the Car Services department of Deutsche Messe. Wheelchairs can be rented from the Car Services department and the first aid station.

Contact:  
Mr. Michael Taut  
Tel.: +49 511 89-33900

### 19.2. Rooms rentals

Exhibitors of EMO Hannover 2019 may rent office rooms/service areas in the halls or a conference room in the Convention Center (CC).

Furniture as well as extra services for the rooms and service areas in the halls can be ordered in the EMO Hannover Shop. Please note that offices and service areas in the exhibition halls can only be rented over the whole event period, including the construction and dismantlement periods (from August 30<sup>th</sup> until September 30<sup>th</sup> 2019). The conference rooms in the conference areas are rented by the hour

Office rooms and service areas in the halls:

Ms. Andrea Peters  
Tel.: +49 511 89-25041  
Fax: +49 511 89-25077  
[andrea.peters@emo-hannover.de](mailto:andrea.peters@emo-hannover.de)

Conference rooms in the Conference Area:

Conference Room Rental  
Tel.: +49 511 89-36530  
[conferencerooms@messe.de](mailto:conferencerooms@messe.de)

### 19.3. Flowers/Plants

Plants, floral arrangements and decoration for your stand can be ordered through our partners:

scheiermann eventgestaltung gmbH  
Tel.: +49 2054/125580  
Fax: +49 2054/1255815

On the exhibition ground:

Shopping & Food between Hall 3 and 4 (Sep. 13 to Sep. 15)

Shopping & Food between Hall 11 and 12 (Sep. 13 to Sep. 21)

Shopping & Food between Hall 16 and 17 (Sep. 13 to Sep. 15)

### 19.4. Typographical Work/Artwork

You may contact the following firm on-site to order labels, artwork, or advertising materials for your exhibit, for direct delivery to your stand.

Köneke Werbung

Mr. Dino Köneke  
Hans-Böckler-Straße 34  
30851 Langenhagen

Tel.: +49 511 795260  
Mobil: +49 172 9876983  
Fax: +49 511 795211  
[info@koenekewerbung.de](mailto:info@koenekewerbung.de)

On-site location:

Shopping & Food - between Halls 16 & 17, open 2 days before the first day of the fair

### 19.5. Catering and beverage services

The fairground catering service delivers the exhibition stands directly without any extra delivery cost. The orders for the dishes must be done before 2 p.m. for the following day. They also deliver, among other things, draught beer, dispensers and sparkling drinks. The beverage service delivers exhibitors with beer, refreshment drinks, water dispenser, ice cubes and crushed ice, liquors, coffee, tea, snacks and disposable items directly at the stand.

Messe Gastronomie Hannover GmbH

Stand catering  
Tel.: +49 511 89-33532  
[contact.catering@messe.de](mailto:contact.catering@messe.de)

Beverage service  
Tel.: +49 511 89-33770  
[contact.catering@messe.de](mailto:contact.catering@messe.de)

Are you planning a party at your stand, a get-together with clients and partners? Or maybe you have a VIP event or even an evening event to organize?

Our party packages are here to help you organize the perfect trade show with professional services. We offer you first hand gastronomic cooperation - including inspiration, location knowledge, event management and budget security.

Messe Gastronomie Hannover GmbH

Stand catering  
Tel.: +49 511 89-33532  
[contact.catering@messe.de](mailto:contact.catering@messe.de)

## Open gastronomy EMO Hannover 2019

Hall	Restaurant	Location	Date	Time	Seats
Set-up and dismantling restaurants					
H 4	Self-service restaurant "The Burger Shop"	South-west corner	13.-15.09.	11:00-16:00 h	
H 11	Snack & Store Hall 11/12	between H 11/12	30.08.-15.09.	08:00-15:00 h	
H 11	Snack & Store Hall 11/12	between H 11/12	22.-28.09.	08:00-15:00 h	
H 12	Snack & Store "Boulevard"	North-east corner	09.-14.09.	11:00-16:00 h	
H 12	Self-service restaurant "Boulevard"	North-east corner	15.09.	11:00-16:00 h	
H 14	Self-service restaurant "Pizza Italia"		12.-15.09.	11:00-16:00 h	
Hall 3					
H 3	Restaurant Löns-/Leibniz-Stube	East side	16.-21.9.	11:00-17:00 h	254
H 3	Snack counter 302	South-west corner	16.-21.09.	09:00-17:00 h	30
H 3	„Münchener Halle“	Between hall 3/4	16.-20.09.	11:00-23:00 h	3400
H 3	„Münchener Halle“	Between hall 3/4	19.09.	18:00-23:00 h	3400
Hall 4					
H 4	SB-Rest. "Markthalle"	North-west corner	16.-21.09.	11:00-17:00 h	188
H 4	"The Burger Shop"	South-west corner	16.-21.09.	10:00-16:00 h	154
H 4	Bistro Halle 4	South-east corner	16.-20.09.	09:00-18:00 h	90
Hall 5					
H 5	SB-Rest. "Hannover"	1 <sup>st</sup> Floor west side	16.-20.09.	11:00-16:00 h	247
H 5	Snack counter 501	East side	16.-21.09.	10:00-18:00 h	65
H 5	Snack counter 502	South-west corner	16.-21.09.	09:00-17:00 h	50
H 5	Pizza Snack 4/5	Between hall 4/5	16.-21.09.	10:00-17:00 h	50
Hall 6					
H 6	Restaurant "Nelson"	North-west corner	16.-21.09.	11:00-17:00 h	464
H 6	Snack counter 6/7	Between hall 6/7	16.-21.09.	09:00-17:00 h	
H 6	Snack counter 601	East side	16.-21.09.	09:00-17:00 h	25
Hall 7					
H 7	Snack counter 701	South-west corner	16.-21.09.	09:00-18:00 h	
Hall 8					
H 8	Restaurant „Merkur“	West side	16.-21.09.	11:00-17:00 h	320
H 8	Pizza Snack 7/8	Between hall 7/8	16.-21.09.	10:00-17:00 h	
Hall 9					
H 9	Bistro Halle 9	North-east corner	16.-21.09.	09:00-18:00 h	56
Hall 11					
H 11	Restaurant "Farmhouse"	North-east corner	16.-21.09.	11:00-17:00 h	252
H 11	Snack & Store 'Halle 11/12'	Between hall 11/12	16.-21.09.	09:00-18:00 h	
Hall 12					
H 12	SB-Rest. "Boulevard"	North-east corner	16.-21.09.	11:00-17:00 h	505
H 12	Snack counter 1201	South-west corner	16.-21.09.	09:00-18:00 h	

Hall	Restaurant	Location	Date	Time	Seats
Hall 13					
H 13	Rest. "Brasserie"	North-east corner	16.-20.09.	11:00-16:00 h	224
H 13	SB-Rest. 'Globus'	North-west corner	16.-21.09.	11:00-17:00 h	213
H 13	Snackcounter 1301	South-west corner	16.-21.09.	09:00-18:00 h	
Hall 14					
H 14	SB-Rest. "Pizza Italia"	South-east corner	16.-21.09.	11:00-17:00 h	114
Hall 15					
H 15	SB-Rest. "Vita World"	West side	16.-21.09.	09:00-18:00 h	110
H 17					
H 17	Restaurant „Berlin“	East side	16.-21.09.	11:00-17:00 h	423
H 17	Snacktresen 1702	South-west corner	16.-21.09.	09:00-17:00 h	
Hall 26					
H 26	SB-Rest. "Orangerie"	North-west corner	16.-21.09.	11:00-17:00 h	282
H 26	Snack 2601	North-east corner	16.-21.09.	09:00-18:00 h	42
Hall 27					
H 27	SB-Rest. "Crossover"	North-east corner	16.-21.09.	11:00-17:00 h	310
H 27	"Bistro H 27"	West side	16.-20.09.	09:00-18:00 h	125
H 27	Snack counter 2702	South-east corner	16.-21.09.	10:00-17:00 h	
CC					
CC	Rest. "Cosmopolitan"	CC, 9 <sup>th</sup> Floor	16.-21.09.	08:00-16:00 h	232
CC	"Presse Treff"	1 <sup>st</sup> Floor	15.-21.09.	08:30-18:30 h	

## 19.6. Trolleys/carts

Trolleys/carts can be loaned from the authorized security firm, Niedersächsische Wach- und Schließgesellschaft, located between Hall 1 & 2, upon payment of a refundable deposit of EUR 30,00.

## 19.7. Photographers

Persons wishing to make TV, video, or new media productions, or to photograph stands, in particular exhibits, even for private purposes, must obtain the express consent of the exhibitor concerned.

Any such material shall not infringe upon personal rights of third parties, intellectual property rights, or data privacy regulations. The photographer(s) shall be solely responsible for complying with all applicable laws.

The following photographer has been authorized by Deutsche Messe:

Photovision - DH  
Mr. Daniel Hermann  
Sallstraße 47  
30171 Hannover Germany

Tel.: +49 511 5455138  
Fax: +49 511 5455137  
[info@photovision-dh.de](mailto:info@photovision-dh.de)  
[www.photovision-dh.de](http://www.photovision-dh.de)

## 19.8. Internet lounge

Internet terminals are available in the lounge (see below). Additional services offered include e-mailing, printing, burning of CDs/DVDs, compiling and/or editing of slide shows, artwork and typographical work.

CC-Arcades (Convention Center, Ground Floor), Room 234  
14.09.2019: 1.00 p.m. - 6.00 p.m.  
15.-21.09.2019: 8.30 a.m. - 6.00 p.m.  
Tel.: +49 511 89-38992  
[internetlounge@messe.de](mailto:internetlounge@messe.de)

## 19.9. Wifi

Free Wifi with the SSID 'MESSEfreewifi' is available for visitors in all event halls, entrance areas and in parts of the outdoor area. If you enter any address, you will be redirected to the Deutsche Messe portal page. Connect to our Free Wifi and access the Internet! Free Wifi is available free of charge for **180 minutes** a day. The bandwidth is up to **2 Mbit/s** (2.4 GHz frequency range).

In addition hotspots (5 GHz frequency range) are available in a variety of locations on site, including all entrance areas and at various "EBi" infopoints, snack bars and bistros. To access the hotspot over Wifi, use the SSID 'MESSEhotspot'.

Please note, that interferences and the large number of users accessing the network may affect performance. If you are experiencing any problems, our Media Shop will be glad to assist you. Just call the hotline at **+49 511 89-38992**.

If a WLAN-/ Internet access is essential on your stand, we recommend you book a DSL Internet access with guaranteed bandwidth (installation of an individual WLAN directly at the stand is available as option)

## 19.10. Visitor information system (EBi) and Internet

"EBi" is the abbreviation for our special free-of-charge information terminals set up at every entrance and various locations around the exhibition grounds, to serve the needs of visitors and exhibitors. Skilled personnel are on hand to assist you in zeroing in on exhibitors or products of interest, or to quickly look up anything you or your visitors wish to find out about the show - in English or German.

Our special online search engine makes it easy to find exhibiting firms and their products. The data goes online before the show, and remains available throughout the year under [www.emo-hannover.de/ausstellerprodukte](http://www.emo-hannover.de/ausstellerprodukte). Links are provided in the search results so users can go straight to exhibitors' websites for more information. Smartphone users can visit [www.emo2go.de](http://www.emo2go.de) to easily pinpoint their location on the exhibition grounds or search for exhibitors and products. For iPhone users, we offer a special downloadable app.



### 19.11. Exhibition catalogue, printed

The number of free catalogues depends on the size of your stand. These catalogues can be picked up from your hall Supervisor's office upon presentation of your exhibitor pass.

Free quota:

20-49m <sup>2</sup>	1 catalogue
50-74m <sup>2</sup>	2 catalogues
75-99m <sup>2</sup>	3 catalogues
100-124m <sup>2</sup>	4 catalogues
125-149m <sup>2</sup>	5 catalogues
>150m <sup>2</sup>	5 catalogues

For further information to the free catalogues please contact:

Ms. Bärbel Schaaf

Tel.: +49511 89-25002

[baerbel.schaaf@emo-hannover.de](mailto:baerbel.schaaf@emo-hannover.de)

You can order extra copies via our EMO Hannover Shop. These will be reconciled against your guarantee payment.

For more information, please contact:

Ms. Martine Bey

Tel.: +49 201 8316-228

[katalogorder@sutter.de](mailto:katalogorder@sutter.de)

Visitors can buy the catalogue at

- every ticket sales at the entrance to the fairgrounds
- every EBi-counter
- and at the WLAN-Support, Convention Center/CC, Arcades, room 234

Credit card payment is only possible at the entrances and the WLAN-Support.

Price catalogue EMO Hannover 2019: EUR 35.00

## 20. Invoice

Exhibitors will receive a final statement of their account in about four weeks after the fair. The table below shows the items covered by the guarantee payment or stand rental fee.

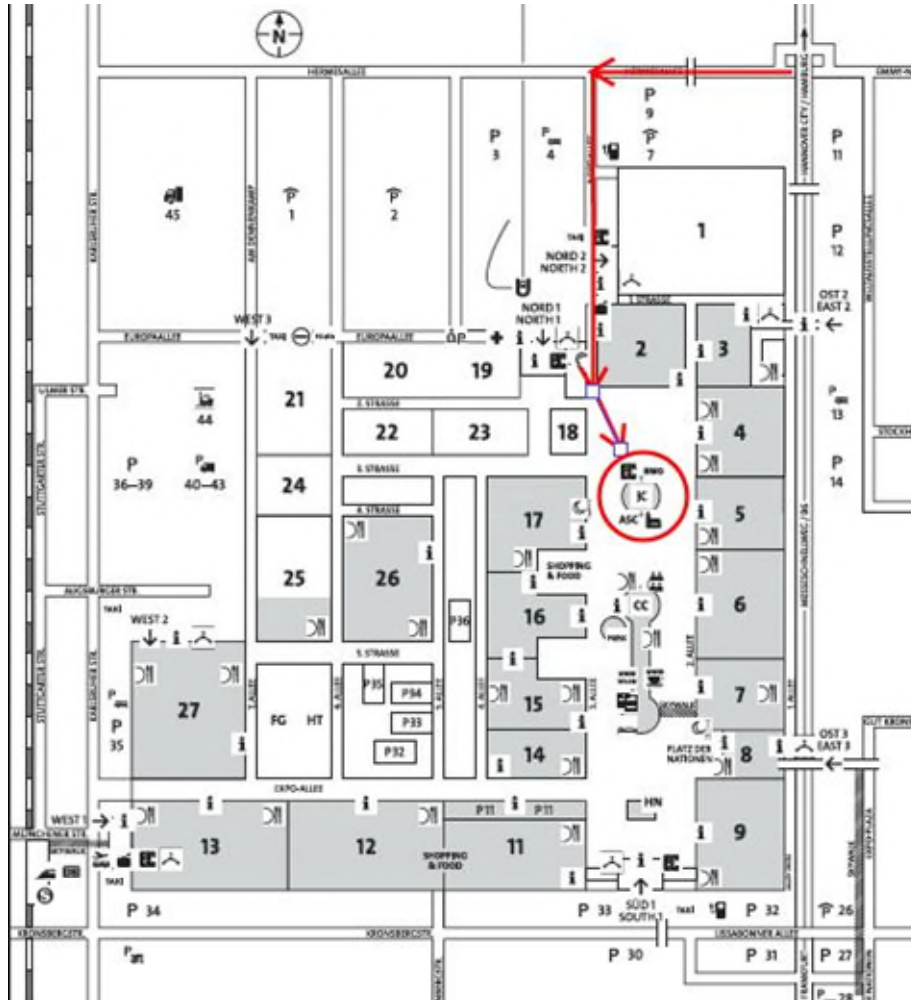
Section in service file/ Service description		Item covered by the guarantee payment	Service included in stand rent	Service invoiced directly
<b>Tradeshow media</b>				
1.80	EMO Catalogue			
	Free quota		x	
	Additional catalogues			x
<b>Tickets</b>				
5.20	Exhibitor Passes			
	Quota of free passes		x	
	Additional exhibitor passes	x		
5.25	Complimentary Tickets	x		
5.26	eTickets (digital admission tickets)	x		
5.29	Lead Management (1), (2)	x		
5.30	Parking permits			
	Quota of free parking permits		x	
	Additional parking permits	x		
5.31	Special parking permits			x
<b>Conferences and other supporting events</b>				
5.44	Renting a conference room			x
5.45	Notification of music use (1), (2), (3)			x
<b>Stand construction</b>				
4.01	Modular stand type Slim	x		
4.10	Modular stand type A	x		
4.20	Modular stand type B	x		
4.25	Modular stand type C	x		
4.30	Modular stand type D	x		
4.31	Modular stand type Truss	x		
4.32	Modular stand type Line	x		
4.35	Stand partitions	x		
4.45	Rental furniture	x		
4.46	Rental furniture/ Kitchen Furniture (1), (2)	x		
<b>Stand technology</b>				
2.10	Electricity supply			
	Installation incl. main connection		x	
	Energy consumption		x	
	Installation work on the stand	x		
2.20	Water installation			
	Installation work	x		
	Water consumption		x	
2.30	Compressed-air installation			
	Installation work	x		
	Compressed-air consumption		x	
2.50	Approval of stand design and display machines		x	
3.01	DSL Internet service (LAN, optional WLAN)	x		
3.03	Symmetric internet services	x		
3.11	Analog connection for telephone and fax	x		
3.13	EURO - ISDN connection (SO) for ISDN terminals	x		
3.27	WLAN (wi-fi) login without internet access	x		
3.30	Radio and TV antennas	x		
3.80	Connections/ Leads within the fair grounds	x		
<b>General services</b>				
5.60	Stand cleaning	x		
5.70	Waste disposal	x		
5.88	Employment Agency			x
5.89	Temporary staff	x		
5.96	Flower and plants (1), (2)	x		
<b>Security and logistics</b>				
5.50	Transport and exhibition insurance			
	Exhibition insurance			
	Transport insurance			
5.80	Security for stands	x		
<b>Travel services</b>				
7.85	Request for private accommodation			x
7.86	Request for hotel accommodation			x
<b>Restaurants and catering</b>				
5.92	Beverage service			x

## 21. Directory

		Phone	Fax
<b>Emergency number onsite</b>		<b>112</b>	
<b>First aid / accidents</b>		<b>114</b>	
<b>EMO General Commissariat</b>			
Director EMO	Mr. Christoph Miller	+49 511 89-25001	+49 511 89-25077
Director DMAG	Ms. Stefanie Maeckler	+49 511 89-25030	+49 511 89-25077
Technical Director	Mr. Harald Windeler	+49 511 89-25040	+49 511 89-25077
General Organization	Mr. Hinnerk Hillmann	+49 511 89-25050	+49 511 89-25077
	Ms. Andrea Peters	+49 511 89-25041	+49 511 89-25077
	Ms. Stefanie Kondla	+49 511 89-25051	+49 511 89-25051
Reception	Ms. Renata Cipelletti	+49 511 89-25025	+49 511 89-25099
	Ms. Alina Makowski	+49 511 89-25026	+49 511 89-25099
<b>Show advisors</b>			
Hall 2	Mr. Christoph Miller	+49 511 89-25001	+49 511 89-25077
Halls 3, 4, 5	Ms. Katrin Hüttler	+49 511 89-25048	+49 511 89-25088
Halls 6, 7, 8	Ms. Stephanie Simon	+49 511 89-25023	+49 511 89-25088
Hall 11	Ms. Verena Frenkler	+49 511 89-25024	+49 511 89-25088
Halls 9, 14/15, 16, 25	Ms. Vibeke Hoffmann	+49 511 89-25021	+49 511 89-25088
Halls 17, 26	Mr. Martin Göbel	+49 511 89-25022	+49 511 89-25088
Halls 12, 13, 27	Mr. Joachim C. Onnen	+49 511 89-25028	+49 511 89-25088
<b>Technical Services</b>			
Hall 2	Mr. Harald Windeler	+49 511 89-25040	+49 511 89-25077
Halls 3, 4, 5	Ms. Katrin Hüttler	+49 511 89-25048	+49 511 89-25088
Halls 9, 13, 14/15, Pavillons	Mr. Christian Sator	+49 511 89-25044	+49 511 89-25088
Halls 6, 7, 8	Mr. Andreas Wruck	+49 511 89-25029	+49 511 89-25088
Halls 16, 17, 25, 26	Mr. Andreas Kern	+49 511 89-25046	+49 511 89-25088
Halls 11, 12, 27	Mr. Matthias Rohweder	+49 511 89-25042	+49 511 89-25088
<b>Hall inspections</b>		+49 511 89-327 + hall (two digits)	+49 511 89-363 + Hall (two digits)
<b>Waste disposal</b>			
Halls 2-9	Deutsche R+S Dienstleistungen GmbH & Co.KG	+49 511 89-20600	+49 511 89-20611
Halls 11, 12, 14-17, Pavillons 11, 31 and 37	Clemens Kleine Gebäudeservice GmbH	+49 511 89-20301	
Halls 13, 18-27 and Pavillons 32-36	Reinigungswerk Helms GmbH	+49 511 89-20333	+49 511 89-20290
Disposal of liquid wastes	REMONDIS	+49 5173 9820-0	+49 5173 9820-98
<b>Working hours/approvals</b>	Labor Inspectorate	+49 511 9096-0	+49 511 9096-199
<b>Audio/ Video &amp; IT Service</b>			
	SPIE Fleischhauer GmbH	+49 511 616807-0	+49 511 616807-66
	Gahrens + Battermann GmbH	+49 511 419997-0	+49 511 419997-41
<b>Exhibitors' party</b>	Ms. Michaela Necke	+49 511 89-25031	+49 511 89-25078
	Ms. Lena Henniges	+49 511 89-25014	
	Ms. Diana Stech-Schreiber	+49 511 89-25010	
<b>Exhibitor passes</b>	Ticket Team	+49 511 89-33179	+49 511 89-31271
<b>Car rental</b>	Europcar	+49 511 84-83 00	
<b>Vehicles for the disabled</b>	Car Services Department	+49 511 89-33903	
<b>Stand security</b>	Mr. Torben Missun	+49 511 89-33252	+49 511 89-32298
Halls 2-9, 14-17, 25, 26	Niedersächsische Wach- & Schließgesellschaft mbH	+49 511 89-20231	+49 511 89-20207
Halls 11-13	ToSa Security & Service	+49 511 89-20214	
Hall 27 + outside	Deutsche R+S Dienstleistungen GmbH & Co.KG	+49 511 1600229	
<b>Flowers</b>	scheiermann eventgestaltung gmbh	+49 2054 125580	+49 20541 255815
<b>Catering</b>	Messe Gastronomie Hannover	+49 511 89-33532	+49 511 89-33533
<b>Suspension of objects</b>			
Halls 11-27, Pavillons	UEBERKOPF	+49 511 590974-19	+49 511 590974-29
Halls 2-9	Keil-Mahler GmbH	+49 511 22880-70	+49 511 22880-74
<b>Visitor Information System (EBI)</b>	Mr. Karl Rühling	+49 511 89-32346	+49 511 89-38171

<b>Electrical power supply</b>			
Halls 2-9 and halls 18-23	Wahl GmbH & Co. KG	+49 511 89 20001	+49 511 89-20304
Halls 11-17, halls 24-27 and pavillions 32-36 + outdoor area	SPIE Fleischhauer GmbH	+49 511 89-20002	+49 511 89-20316
<b>First aid station (Hall 19 north/east corner)</b>		+49 511 89-300 30	
<b>Photographers</b>			
Photography services	Ms. Annemaria Eibach-Ludwig	+49 511 89-31033	
Video and media productions	IndustryArena GmbH, Mr. Frank Nolden	+49 217389332 00	
<b>Photocopying, fax service, computer printouts, business cards</b>	Copysshop	+49 511 89-35100	
<b>Lost &amp; Found (CC-Arcades, Room 234)</b>		+49 511 89 38 992	+49 511 89-38 172
<b>Industrial gases</b>			
Using gas cylinders and flammable liquids	Mr. Dirk Dobslaw	+49 511 89-32229	
Supplier of pressurized gases/industrial gases	Linde AG	+49 40/85 31 21 135	+49 40/85 31 21 167
<b>Internet lounge</b>	Convention Center (CC), Room 234	+49 511 89-38992	+49 511 89-38172
<b>Catalogues</b>	Ms. Martine Bey	+49 201 8316-228	
<b>Telecommunications</b>	Mr. Jan Bahrenburg	+49 511 89-32245	+49 511 89-34012
	Service-Hotline	+49 511 89-1171	
<b>Cooling and lubricant agents</b>	team energie GmbH & Co. KG	+49 5131 4499-3030	
<b>Laser devices, approval</b>	Hannover Labor Inspectorate	+49 511 9096-0	
<b>Furniture rental, flooring, kitchen equipment</b>	Deutsche R+S Dienstleistungen GmbH & Co. KG	+49 511 89-20606	+49 511 1600-190
<b>Modular stands</b>	Mr. Frank Zwingmann	+49 511 89-32227	+49 511 89-32297
<b>EMO Hannover Shop</b>		+49 511 89-37000	
<b>Parking spaces/permits</b>	Ms. Marion Kisser Ms. Zaneta D'Errico	+49 511 89-33594 +49 511 89-33604	
<b>Press</b>	Mr. Hartwig von Saß Ms. Janina Schwarzkopf	+49 511 89-31155 +49 511 89-31203	
Press info trays / press conferences	Ms. Janina Schwarzkopf	+49 511 89-31203	
Listing in Exhibitor PR contacts, press passes	Ms. Claudia Eckardt	+49 511 89-31604	+49 511 89-34013
<b>Typographical work/artwork</b>	Köneke Werbung Mr. Dino Köneke	+49 511 795 260 +49 172 9876983	+49 511 795211
<b>Forwarding agencies</b>			
Freight, operation of cranes, forklifts, etc.	Schenker Deutschland AG	+49 511 87005-0 +49 511 89-20061	+49 511 87005-150
<b>Storage of empty packaging</b>	Kuehne + Nagel AG & Co. KG	+49 511 820980-100 +49 511 8920701	+49 511 820980-270
<b>Stand partitions</b>	Messe & Event GmbH	+49 511 54283161	
<b>Stand parties</b>	Mr. Sascha Buchholz	+49 511 89-25049	
<b>Accident prevention</b>	Employers' liability advisory service Mr. Axel Voss	+49 511 8118-13551	
<b>Oil spills, contamination</b>	Security service Deutsche Messe	+49 511 89-33636	+49 511 89-33731
<b>Transport and exhibition insurance</b>	Ms. Karin Bollmann (DMAG)	+49 511 89-33331	+49 511 89-31668
<b>Rentals</b>			
Office rooms and service areas	Ms. Andrea Peters	+49 511 89-25041	+49 511 89-25077
Conference rooms	Team Conferencerooms	+49 511 89 36530	+49 511 89 36531
<b>Employment office</b>			
Temporary staff	event it AG, Ms. Carla Dichtl	+49 511 866846-143	
<b>Water and compressed air lines</b>	Arbeitsgemeinschaft Sanitärservice Gbr.	+49 511 89-20101	+49 511 89-20401
<b>Wifi</b>	Mr. Jan Bahrenburg	+49 511 89-32245	
<b>Caravans (RVs) &amp; mobile homes, parking</b>	Gesellschaft für Verkehrsförderung, Jutta Bakker	+49 511 89-33595	
<b>Room Reservation</b>	Hannover Marketing & Tourismus GmbH	+49 511 16849792	+49 511 16849737
<b>Customs</b>	Zollamt Messegelände	+49 511 89-20265/61	+49 511 89-20358

## Direction to General Commissariat EMO:



## Address:

EMO General Commissariat  
Messegelände  
30521 Hannover  
[www.emo-hannover.de](http://www.emo-hannover.de)

## Travel by Car:

### From the North:

Motorway A7 direction Kassel/Hannover until interchange 56 Hannover-Kirchhorst, then take the motorway A37 (B3 Messe-Schnellweg) direction Hannover/Messe.

### From the East:

Motorway A2 direction Magdeburg/Hannover/Dortmund, take the exit 47 Kreuz Hannover-Buchholz to motorway A37 (B3 Messe-Schnellweg) direction Hannover/Messe

### From the South:

Motorway A7 direction Hannover/Hamburg, take the exit 60 Dreieck Hannover-Süd to motorway A37 (B3 Messe-Schnellweg) direction Hannover/Messe

### From the West:

Motorway A2 direction Hannover/Magdeburg/Berlin until interchange 48 Hannover-Ost, turn on motorway A7 direction Kassel, exit Hannover-Anderten to B65 direction Hannover, exit interchange Seelhorst to B6 (Messe-Schnellweg) direction Hannover/Messe.

## Using a navigation system?

City: Hannover  
Postcode: 30521

## Travel by Plane

Construction work at the airport Hannover in Terminal C. During modernization, the terminals A and B are handling all aviation operations. Arrival and departure to and from the airport will not be restricted.

# Allgemeine Sicherheitshinweise für das Messegelände Hannover



Deutsche Messe

EMERGENCY PROCEDURES for the Hannover Exhibition Center


**Ruhe bewahren und Notfall melden**

**In case of emergency, stay calm and call:**

**ZENTRALE NOTRUFSTELLE**  
**EMERGENCY NUMBER (on site)**

 **+49 511 89-112**

**Sanitätsdienst / Rettungswagen (RTW)**  
**First-aid station / Ambulance (on site)**

 **+49 511 89-114**

Bei Feuer:  
Handfeuermelder betätigen



In case of fire press a  
FIRE ALARM button

## In Sicherheit bringen

Gefährdete Personen warnen  
Leisten Sie Erste Hilfe,  
hilflose Personen mitnehmen

Bei Feuer: Türen und Fenster schließen,  
aber nicht abschließen

Verlassen Sie bei Ertönen von  
Hupen/Sirenen oder Sprach-  
durchsagen zu ihrer eigenen  
Sicherheit sofort das Gebäude  
über die gekennzeichneten  
Rettungswege



Aufzüge nicht benutzen

Sicherheitskräfte nennen Ihnen  
die Sammelstelle, auf  
Anweisungen achten



## Safety first!

Alert any others in the area.

Give first aid as necessary, and help  
anyone needing assistance to leave  
the building.

In case of fire, close (but do not lock!)  
all doors and windows.

If you hear a warning signal/siren or  
emergency loudspeaker  
announcement, leave the building  
immediately via the nearest  
designated emergency exit.

Do NOT use elevators/lifts!

Follow instructions given by safety  
officers and proceed to the specified  
assembly point.

## Löschversuch unternehmen

Feuerlöscher benutzen

Löschschlauch benutzen

Mittel zur Brandbekämpfung  
benutzen



## If possible, try to extinguish fire with:

Fire extinguisher

Fire hose (wall hydrant)

Use available firefighting media and  
devices.