

Specific Terms of Participation 2024



Event-specific additions to General Terms of Participation (ATB), Technical Regulations (TR) and House Rules of Hamburg Messe and Congress GmbH (HMC)

Event and legal entity:

Hamburg Messe und Congress GmbH
P.O. Box 30 24 80 · 20308 Hamburg
Messeplatz 1 · 20357 Hamburg
– hereinafter called **HMC** –

Tel.: +49 40 3569 0
Fax: +49 40 3569 2203

info@hamburg-messe.de
hamburg-messe.de

Event title: NORTEC 2024 – Trade Fair for Manufacturers and Campus for SMEs.

Venue: HMC Fairground

Event duration: Tuesday, 23 to Friday, 26 January 2024

Project management: MA7 Fairs & Exhibitions

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**Deadline for registrations/
Start of space allocation:**

Early Bird until **1 August 2022**
Start of **Hall planning: January 2023**

**Deadline for entries
in exhibitor directory:**

18 October 2023

Opening times:

Tuesday, 23 until Thursday, 25 January 2024
Friday, 26 January 2024

9.00 am – 5.00 pm
9.00 a.m. – 3.00 pm

Assembly times:

19 – 21 January 2024
22 January 2024

07.00 am – 10.00 pm
07.00 am – 6.00 pm

Disassembly times:

26 January 2024
27 January 2024
28 – 29 January 2024

3.00 pm – midnight
midnight – 10.00 pm
7.00 am – 10.00 pm

**Early stand assembly/
Extended disassembly:**

Any requests for early stand assembly / extended disassembly times must be submitted in writing to the Trade Fair and Exhibition Technology Department and approved (see Online Service Center / approvals and applications). An entitlement of approval does not exist.

If you have any questions, please contact the Trade Fair and Exhibition Technology Department (Tel.: +49 40 3569 2528 / e-mail: ops@hamburg-messe.de).

Exhibitor passes:
(see clause 16 ATB)

Up to a stand size of 12 sq. m exhibitor will receive 2 exhibitor passes free of charge. One additional pass will be issued free-of-charge for every further 10 sq. m or part of sq. m. Further exhibitor passes may be ordered **on payment of a charge of € 25.00 incl. VAT** per pass, from the Online Service Center.
NO exhibitor passes are needed for assembly and disassembly.

Trade fair media:
(see clause 14 ATB)

The charge for the mandatory Media package for principal and associate exhibitors is **€ 250.00** each plus VAT. This fee includes an entry in all of the trade fair and the Visitor Information System, plus free visitor Wi-Fi.
The deadline for requesting an entry in the trade fair media (Messe Guide copy date) will be communicated by the responsible service partner or Hamburg Messe in a timely fashion. Requests not received by the deadline will result in existing information from the event registration / acceptance data being used. Exhibitors registered / accepted after the deadline will be entered into digital trade fair media only; full charges apply. Feel free to direct any enquiries to the contacts named within the section for trade fair media of the Hamburg Messe Online Service Center (OSC).

**Registration charge for
co-exhibitors:**
(see clause 4.3. ATB)

Co-exhibitors must be notified to HMC in writing with indication of company name, address, and products/services. Please complete the separate registration form for this purpose.
The charge for co-exhibitors is € 200,00 plus VAT per co-exhibitor, and will be invoiced to the main exhibitor.

Exchange of exhibitor:

The transfer of the booked stand space is only possible by prior approval of HMC and signing a transfer agreement.



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Exhibit protection:	Subject to a decision by the Federal Justice Ministry, HMC offers exhibitors a certificate for submission to the German Patent and Trade Mark Office that the exhibit to be protected (consumer/investment product, design/utility model) has been exhibited at NORTEC 2024. For further information see Online Service Center / approvals and applications.
Advance payment for expected additional costs: (see clause 5.3 ATB)	No additional advance payment is required for NORTEC 2024.
Invitations:	Exhibitors can invite their customers to the event by sending them invitations for free admission. After the end of the event, any invitations which have been used by the customers will be charged to the exhibitor. The pricing for invitations is shown at the Online Service Center (OSC). Invitations can be ordered in the exhibitor ticket shop (accessed via the Online Service Center). It is possible to order printed invitations or digital codes in the exhibitor ticket shop. The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.
Reductions in size of stand space: (see clause 8.6 ATB)	The stand space specified in the acceptance is binding. After acceptance, any reductions in stand space requested by the exhibitor are possible only in consultation with HMC, and do not lead to reduction in stand rent. If HMC succeeds in renting out the stand space to a third party, an administrative fee amounting to 25% of the (proportional) participation fee for the space not used by the exhibitor is payable in accordance with clause 8.6 ATB.
Cancellation of stand: (see clause 8.2 et seq. ATB)	Free-of-charge cancellation is possible within the period specified in the placement proposal, or until acceptance without placement proposal. In the event of cancellation after acceptance, clauses 8.2 et seq. ATB shall be applicable.
Combustible liquid gases:	The use of combustible liquid gases is not permitted inside the halls/buildings by the fire service.
Stand design:	cf. Technical regulations no. 5.7. ff
Stand participation walls:	cf. Technical Regulations no. 5.7.6
Construction heights:	cf. Technical Regulations no. 5.3
Compressed air installation: (cf. no. 6.5. Technical Regulations)	If you require compressed air installation, please request it in advance with your application form. It is important that you specify (cf. no. 6.5. Technical Regulations) the necessary amount of compressed air 4 weeks in advance (cf. Online Service Centre). The compressed air installation will follow according to your individual needs. Please note that late orders will lead to higher costs.
Logistics:	For trucks of a certain size and above, an online registration may be necessary for the assembly and disassembly. Please refer to our traffic guidelines.
General reimbursement of costs in the event of cancellation in accordance with clause 15 ATB:	No general reimbursement of costs in accordance with clause 15.2 sentence 2 ATB will be charged in the event of cancellation due to force majeure.