

Approval of stand construction



Return: Immediately but not later than 8 weeks before the start of the event

Correct as of: 06/2017

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Exhibition engineering department
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Event: _____ Hall/Stand no.: _____

Date of event: _____ Exhibitor: _____

To avoid complications with the construction of the exhibition stand we urgently advise you to submit a sketch of the exhibition stand (layout and panoramic view) or to submit corresponding drawings, including all dimensions, together with this printed form. The organiser will reply (comment) only if the construction of the exhibition stand cannot be approved or if technical conditions have to be made in that respect.

Please observe all paragraphs of the "Technical guidelines", available at www.hamburg-messe.de as a PDF file under "Download".

Please tick as applicable.

Stand shape: ☐ island stand ☐ front stand ☐ corner stand ☐ row stand

Stand size: _____ sq m – width _____ m, depth _____ m

Do you plan to exceed the normal stand height of 3.50 m? ☐ Yes ☐ No

If so, please show this extra height in the front view and floor plan (giving measurements).
Please also consider any advertising material and exhibits at this point.

For multi-storey stands structures please use the corresponding application form.

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Exhibitor:

Company name: _____
Street/PO box: _____
Postcode/town: _____ Country: _____
Contact: ☐ Mr. ☐ Ms. _____
E-mail: _____
Phone: _____ Mobile: _____
Fax: _____

Stand construction by:

Company name: _____
Street/PO box: _____
Postcode/town: _____ Country: _____
Contact: ☐ Mr. ☐ Ms. _____
E-mail: _____
Phone: _____ Mobile: _____
Fax: _____

Front view (angle).

Please sketch your stand below. You can also submit your stand sketch as a PDF file.

Booth Height Approval

Correct as of: 05/2017

This form is intended to make it easier to obtain permission for non-regulation booth heights from neighbouring booths in compliance with Technical Guideline 5.3.

Dear Sir/Madam,

Our booth exceeds the regulation height of 3.5 m at the edge bordering on your booth therefore we are writing to request your written consent

We enclose a diagram of the booth with all the relevant dimensions.

Event: _____ Our booth number: _____ Your booth number: _____

· Thank you and best regards,

Date / signature of exhibitor

Enclosures

Booth diagrams

<p>Consent given, as understood from description and diagrams:</p> <p>_____</p> <p>Date / signature of representative of neighbouring booth</p>	<p>Company stamp</p>
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