



IPM ESSEN 2019:

22/01 – 25/01/2019

NEWSLETTER TO ALL EXHIBITORS

Dear Sir/Madam,

So as to make it easier for you to make preparations for IPM ESSEN 2019, we have put together some important information and documents for you in this newsletter.

Please forward this letter to your stand constructors if applicable.

Important information!

The Technical Guidelines of MESSE ESSEN GmbH are an integral part of participation in the trade fair and must be adhered to. The exhibitor assumes the duty to ensure public safety on the stand area allocated to him by MESSE ESSEN GmbH. Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner in order to ensure that public safety and order, especially as concerns life and health, are not endangered.

During assembly and disassembly work, it must be ensured that any possible effects of the hazards arising from the work remain exclusively restricted to the allocated stand areas.

Assuming that the form and design of the stand comply with the Technical Guidelines, it is not necessary to submit drawings for approval for single-floor stand structures in the halls.

If requested, MESSE ESSEN GmbH will give exhibitors the opportunity to have stand construction plans that are submitted on time (in duplicate with clear dimensions in floor plan and elevation) reviewed by a structural engineer contracted by MESSE ESSEN GmbH for a fee.

Beyond this, all other stand structures, mobile stands, special structures and designs require permits. The costs incurred for this are to be found on the "stand construction permit form" – A 0.2b. All permits are only valid for the relevant event.

The Technical Guidelines can be found on our homepage www.ipm-essen.de.

We would like to wish you and your team all the best for your preparations for IPM ESSEN 2019

and a successful trade fair in Essen.

Kind regards

Your IPM ESSEN - Team

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1 How to get here

1.1 Travel preparations

In order to help you with your travel preparations and hotel reservations for IPM ESSEN 2019, we have set up a direct [Link](#) from our homepage to our partners at the Essen Tourism Office. Their teams will be happy to assist and advise you at all times.

1.2 Airport express bus

On the final stand assembly day and on every day of the trade fair, we offer our trade fair visitors an airport shuttle service between Rhein-Ruhr Düsseldorf International Airport and Messe Essen.

The airport express buses leave from bus stop 2 outside terminal A/B of the Rhein-Ruhr Düsseldorf International Airport and at the same time from Messe Essen, always at 30 minute intervals between 07.45 and 18.45. The journey time is 20 minutes in each case. The price of a return ticket is €25.00 (single €15.00).

1.3 Invitation letter / visa

Please note that the invitation letters are being dealt with by our partner agency Intercultural Consulting. To this end, the agency needs your full details (name, date of birth, passport number, company name and address). Please contact the agency if you require any further information:

INTERCULTURAL CONSULTING
-SERVICE-
Fischlaker Str. 4
D-45239 Essen, Germany
Telephone: +49.(0)201-8304-437 /-0
Fax: +49.(0)201-8304-439
Email: service@intercultural-consulting.de

1.4 Environmental zone

You will find information online at www.ipm-essen.de under the heading "[Arriving by car](#)".

2 Setting up and dismantling the stand

2.1 Setup times

Tuesday, 15/01/2019 to Sunday 20/01/2019	07.00 - 20.00
Monday, 21/01/2019	07.00 - 16.00
(Remaining tasks within the stand area until 22.00)	

2.2 Dismantling the stand

Friday, 25. 01.2019	from 18.00 within the stand area
Vehicular access to the site:	from 20.00
End of stand dismantling: Monday, 28/01/2019	16.00
End of stand dismantling Hall 7 and 8: Monday, 28/01/2018	12.00

2.3 Chargeable advanced setup

In order to enable you to apply for advance stand setup, we have prepared a form. You just need to fill this in with your exhibitor details and the time you wish to set up the stand. You can find the form on our homepage under www.ipm-essen.de/Aussteller/Aussteller-Messervice/Genehmigungen.

Contact:

Mr Jens Großkreuz
 Telephone: +49(0)201-7244-475
 Fax: +49(0)201-7244-483
 Email: jens.grosskreuz@messe-essen.de

2.4 Forwarding services

Our forwarding partner is Schenker Deutschland AG. If you have any queries, please get in touch with:

Mr Hans-Joachim Firmenich
 Telephone: +49(0)201-959791-0
 Fax: +49(0)201-959791-25
 Email: fairs.essen@dbschenker.com

2.5 National insurance card / work permit obligation

Please inform your stand construction company that the Duisburg main customs office will check the staff's national insurance certificates.

2.6 Vehicular access to the trade fair site

General

In order to ensure trouble-free transport to the trade fair site during the setup and dismantling times, all vehicles must be taken off the trade fair site immediately after the loading process. Car park P2 is available as an intermediate parking area for the vehicles.

Leaving vehicles parked on the trade fair site is subject to special conditions. Vehicles which are left illegally parked on the trade fair site or which block emergency routes will be towed away at the cost of the person responsible or the owner. It is possible to drive onto the trade fair site in return for a deposit of €100.00. This deposit will be refunded on exit within the time noted on the deposit slip.

Please note the traffic guidelines on our homepage www.ipm-essen.de.

Setup

We request all exhibitors, stand construction companies and suppliers who have to drive onto the trade fair site to go first to the check-in at car park P9 from Saturday, 19/01/2019. Access to the site will be organised from here.

Dismantling evening

For vehicular access on the dismantling evening on Friday, 25/01/2019, access tickets with call-off numbers are required. These authorise vehicular access to the trade fair site on that evening against the payment of a deposit. Your response will enable the vehicular access passes to be delivered to your stand during the trade fair. Access to the exhibition site will be available on Friday, 25/01/2019 from approximately 19.00 for vehicles weighing over 7.5 t or from approximately 19.30 for vehicles weighing less than 7.5 t according to the sequential call-off numbers from car parks P2 and P9. Payment of a deposit of €100.00 is required.

Cars without a trailer can drive onto the site on Friday, 25/01/2019 between 18.00 and 18.30 for 30 minutes. Payment of a deposit of €100.00 is required. There is no need to check-in for this so-called short-term collector access.

Contact:

Mr Michael Benger

Telephone: +49(0)201-7244-269

Fax: +49(0)201-7244-1269

Email: michael.benger@messe-essen.de

2.7 Setup and dismantling power

The power connection ordered for the stand is normally made available as from the last setup day and it is switched off 2 hours after the end of the event.

Any additional power supply that is required is provided free of charge on the hall walls, columns and gates up to a maximum of 10 kW/CEE 16 A and 32A. Any power supply in addition to this or an advanced activation of the connection you ordered will be subject to a charge. Please order this via form B1.2(electrical installation). Applications for setup and dismantling power must be submitted 1 week before the start of setup. After this, it is no longer possible to provide power before the last setup day. Costs for this are €106.00 plus power usage for setup and dismantling (see order form).

Contact:

Elektro Peters

Telephone: +49(0)201-7244- 9482

Mobile: +49(0)1633829060

Email: wolff@messe-essen.de

3 Exhibitor Trade Fair Services

On our homepage www.ipm-essen.de under the "Exhibitor Trade Fair Services" heading, you will find all the information and order forms for service, setup and equipment for your stand, advertising and organisational material, website and press services. In addition, you will find all the information you need there, for instance regarding the environmental zone, traffic guidelines, information on how to get here, etc.

Specific services (including suspensions of any kind from the hall ceiling and roof constructions of the exhibition halls, main electrical, water and compressed air connections, sprinkler systems, underfloor installations and foundation work, surveillance, forwarding services on the trade fair site, telephone and data connections) must always be ordered through MESSE ESSEN GmbH and are exclusively provided by a contracting company of MESSE ESSEN GmbH.

Please pay particular attention to the Technical Guidelines and the General Business and Delivery Terms and Conditions of MESSE ESSEN GmbH. Furthermore, we recommend taking out exhibition insurance.

In order to ensure our service companies can execute your orders on time, we would ask you to please submit **all requests and order forms by 04 January 2019** to MESSE ESSEN GmbH. With effect from **05 January 2019**, we will be obliged to charge you a supplement of 20 per cent for any orders of electrical and water installations, suspension systems, rental system stands, stand partition walls and telecommunications services. If rental items or services

are ordered after the registration deadline, then Messe Essen GmbH assumes no responsibility for complete and punctual contractual performance.

Please also note that cancellations of services are only possible in writing up to 2 weeks before the start of the event. If cancellations are made at a later time, the full rental price will be charged.

For all questions relating to orders, please get in touch with

Mr Michael Schäfer
 Telephone: +49(0)201-7244-769
 Fax: +49(0)201-7244-445
 Email: michael.schaefer@messe-essen.de

3.1 Office Exhibitor Trade Fair Services

During IPM ESSEN 2019, the trade fair management / service office is located outside Hall 6 on upper floor 1 (see attachment 1). This is where all the contacts of the trade fair management and exhibitor trade fair services are at your disposal. You can place additional service orders there, if necessary.

Opening hours:

Setup	Time
Tuesday, 15/01/2019	08.00 – 17.00
Wednesday, 16/01/2019	08.00 – 17.00
Thursday, 17/01/2019	08.00 – 17.00
Friday, 18/01/2019	08.00 – 17.00
Saturday, 19/01/2019	08.00 – 17.00
Sunday, 20/01/2019	08.00 – 18.00
Monday, 21/01/2019	08.00 – 20.30
Fair period	Time
Tuesday, 22/01/2019	08.00 – 18.30
Wednesday, 23/01/2019	08.00 – 18.30
Thursday, 24/01/2019	08.00 – 18.30
Friday, 25/01/2019	08.00 – 20.00
Dismantling	Time
Saturday, 26/01/2019	10.00 – 14.00
Sunday, 27/01/2019	10.00 – 14.00

3.2 Rental system stands

Exhibitors can acquire rental system stands directly via MESSE ESSEN GmbH. The four types of stand, "BASIC", "ECONOMY", "COMFORT" and "PREMIUM" are a complete package which can of course be individually upgraded to meet your requirements. You will find an overview of the rental system stands on our homepage www.ipm-essen.de under the heading Exhibitor Trade Fair Services.

Contacts:

Ms Lea Weiler

Telephone: +49(0)201-7244-672

Fax: +49(0)201-7244-854

Email: lea.weiler@messe-essen.de

Ms Martina Meyer

Telephone: +49(0)201-7244-482

Fax: +49(0)201-7244-854

email: martina.meyer@messe-essen.de

3.3 Waste disposal

All waste which arises during the event or the setup/dismantling of the stand is to be handed over by the originator of the waste (exhibitor/stand constructor) to the waste proprietor (MESSE ESSEN GmbH). Due to statutory provisions, the waste holder is obliged to ensure professional disposal. (The provisions of the KrWgG – Law on Life Cycle Management – apply in the version valid at the time, along with the associated implementation rules and ordinances and the state laws and municipal by-laws.) For any waste that is not reported or is left behind in the halls, an increased fee of €200.00 /m³ or €3.00 /m² for carpeted floors is levied.

Contact:

Mr Klaus Bujok

Telephone: + 49(0)201-7244-873

Fax: + 49(0)201-7244-447

Email: klaus.bujok@messe-essen.de

3.4 Stand perimeter walls

If you do not have your own stand system, you can request stand partition walls from MESSE ESSEN GmbH using forms A 2.1 and A 2.2 "white stand walls" online on our homepage under www.ipm-essen.de under the heading "Exhibitor/Exhibitor Trade Fair Service. It is provided on a rental basis at a price of €36.00 per running metre, including setup and dismantling.

Please avoid damaging the stand material or pasting anything onto it. We would like to make you aware that you will be invoiced after the end of the trade fair for cleaning stand material that has been soiled or had things pasted onto it or for acquiring a replacement for stand material that has been damaged. Please therefore handle the materials carefully. Hang your graphics using hooks, or only paste items on selectively using nothing other than adhesives that can be removed without leaving any residues (e.g. TESA Power Stripes). You can get hooks against payment of a deposit from the Exhibitor Trade Fair Services office.

3.5 Floor covering

It is also necessary to provide the rented stand area with a floor covering. You can choose between carpeted flooring or high-quality floor coverings. Please use forms A 7.1 – A 7.10 for this.

3.6 Decorations

We would like to draw your attention to the fact that here, in accordance with our Technical Guidelines point 4.4.1.1, all materials used for decoration must be fire resistant and proofed in line with DIN 4102.

3.7 Internet Voucher

Since 1 January 2016, MESSE ESSEN GmbH has been providing all exhibitors with free of charge WiFi access in its exhibition halls at its own events. You will find the 16-digit access code to “MESSE ESSEN free WiFi on your exhibitor pass.

4 Technology

4.1 Suspensions

If you have any technical queries, please get in touch with our service partner TDA Rental GmbH.

Contact:

Mr Uwe Seitz

Telephone: +49(0)2041-76323-25

Email: u.seitz@tda-rental.de

4.2 Detailed plans and stand security

If you require plans, detailed information about supply shafts, suspension points etc., please contact:

Mr Jens Großkreuz

Telephone: +49(0)201-7244-475

Fax: +49(0)201-7244-483

Email: technik@messe-essen.de

Please note that exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner to ensure that public safety and order, especially as concerns life and health, are not endangered.

The exhibitor is responsible for structural safety and has a duty to provide proof of this.

Standing structural elements and/or special structures (e.g. free-standing walls, high exhibits, high decorative elements) that could tip over must be rated for at least a horizontally acting equivalent distributed load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to a height of 4.00 m from the upper edge of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above a height of 4.00 m

4.3 Neighbouring zone and stand design

On request, and if stand drawings and any evidence of structural stability that may be needed are submitted, the exhibition management may approve different structural heights where applicable.

No gap to the neighbouring stand is required for a single-floor structure.

For a structure height of over 2.50 m and for a two-storey construction, approval of the neighbouring standholder is required (if the second storey has an open construction) (point 4.3 of the Technical Guidelines). It must be ensured that the booth located adjacent to visitor corridors are made transparent and are allowed to be at most 50 % closed. The rear sides of stands that border neighbouring stands must be kept neutral, so as not to adversely affect the design of the neighbouring stand (point 4.7.1).

5 Online media package

As an IPM ESSEN exhibitor, use the benefits of our online media package which is automatically an integral part of your registration. Find out about your trade fair success in 90 seconds: <https://youtu.be/js31-k445hl>. The mandatory flat rate of €209.00 per exhibitor and €119 per co-exhibitor includes various services for you:

50 online codes to invite your customers free of charge: You will receive 50 online codes to invite your customers free of charge. In the online shop for the trade fair, your customer can register and activate the entrance voucher which entitles the customer to free trade fair entrance on a day which can be selected. Following activation, the visitor will receive a "Print at home ticket" which allows them to enter the exhibition halls directly, so that they are not required to visit the box office. These online invitation codes will **not** be invoiced to you following redemption.

Online exhibitor list with company presentation, company and product description, photos, website and email address and selection of goods groups which are relevant to you. In addition to comprehensive trade fair-related news, you also have the possibility of posting information



concerning your company, such as press releases, in your profile. Provide links to your social media channels and RSS feeds as well.

Product and trade fair innovations: Tell visitors and journalists all about your company and your product innovations. Media, customers and potential visitors can therefore access your press information, address, website, photos and logos in a targeted way, as all the information is linked to your exhibitor profile. You upload a text – we will make sure it is optimally tailored for specific target groups.

Stand promotions: Publicise your stand promotions. These appear on the website under "Programme" and "News", as well as in your exhibitor profile.

Interactive hall map: All the data which you enter can be called up in the interactive hall map.

App: Present yourself to your target group in the best possible way via mobile too. The data from your basic entry are automatically transferred to our App. Our App partner will tell you about further possibilities for enhancing your entry at a later stage.

Personal IPM ESSEN banner: Put the IPM ESSEN banner with your hall and stand number on your website and use the banner as an email boilerplate or download it in print quality.

Matchmaking: We offer your visitors a matchmaking tool for IPM ESSEN. These can pose qualified questions to exhibitors and directly make an appointment for a visit at the trade fair. As an exhibitor, you can manage your appointments clearly in the closed exhibitor area. The matchmaking tool enables optimum visitor preparation and appointment scheduling for the most efficient trade fair visit possible!

You can make all the entries independently in our closed exhibitor area: <https://www.messe-essen-digitalmedia.de>. We have sent your access data to you by email.

Contact:

Digital media team

Telephone: +49(0)201-3101-1870

Email: support@messe-essen-media.de

6 Sales rules

As already stated in the participation conditions (see point 4) on IPM ESSEN 2019, direct sales of goods on the trade fair stands is not permitted under any circumstances. If this condition is breached, MESSE ESSEN GmbH reserves the right to exclude that exhibitor from participating in coming events.

7 Parking passes and exhibitor fair passes

7.1 Parking passes

Parking tickets for exhibitors are available in the online shop. The online shop is integrated into the closed exhibitor area. You will receive access codes for the closed exhibitor area via email.

Exhibitors can order long-term parking tickets for the entire duration of the event. Ordered parking tickets are then immediately available to you as a download from the shop. You have the option of printing out the parking ticket or saving it on a smartphone.

Car park P2 is available for HGVs. These parking tickets can not be ordered via the online shop.

Contact:

Mr Siegfried Horn

Telephone: +49(0)201-7244-268

Fax: +49(0)201-1268

Email: siegfried.horn@messe-essen.de

You also have the option of purchasing a so-called setup and dismantling ticket for cars at the price of €4.00 per day for the setup and dismantling period, graduated according to the remaining setup time. These can be purchased in the service office.

7.2 Exhibitor fair passes / exhibitor day passes

Exhibitor passes for exhibitors are available in the online shop. The online shop is integrated into the closed exhibitor area. You will receive **access codes for the closed exhibitor area** via email.

There you can see who many exhibitor passes are included free of charge for you. During the order process the price for the exhibitor passes will be displayed even if you only order the number of exhibitor passes free of charge. The exhibitor passes free of charge will not be invoiced automatically after the fair. After the order process you have the possibility to personalize the exhibitor passes, send it via email or save it on a smartphone.

Additional exhibitor passes can be purchased in the online shop for €34.00 each (incl. VAT) and exhibitor day passes can be purchased for €18.00 (incl. VAT).

The following contacts are available to assist with any queries.

Mr Michael Schäfer

Telephone: +49(0)201-7244-769

Fax: +49(0)201-7244-445

Email: michael.schaefer@messe-essen.de

8 Advertising material for your participation in the trade fair

8.1 Free advertising material

Use our free advertising material, such as visitor flyers, invitation cards and mail stickers with the hall and stand number printed on them. You will find the order forms under www.ipm-essen.de.

Contact:

Mr Michael Schäfer

Telephone: +49(0)201-7244-769

Fax: +49(0)201-7244-445

Email: michael.schaefer@messe-essen.de

8.2 Vouchers for a day ticket

As part of the media lump sum, you will receive 50 online invitation codes to invite your customers free of charge. These are available for download in the closed exhibitor area. You can order additional invitation codes in the online shop in the closed exhibitor area.

Your customers will then redeem the voucher codes in the online ticket shop for an admission ticket. The invitation code alone is not sufficient to gain access to the trade fair. It must be exchanged online for an admission ticket. Unfortunately, this is not possible on site.

After the fair, you will be invoiced for the invitation codes used to enter the fair.

8.3 Trade fair catalogue / visitor guide / online banner

Sutter Fair Business GmbH, Essen issues the official trade fair catalogue for IPM ESSEN 2019. The form for your official catalogue entry, along with possible advertising in the trade fair catalogue, visitor guide and banner advertising, can be found on www.ipm-essen.de.

We would also point out that the official trade fair catalogue is exclusively created and printed by A. Sutter Fair Business. Catalogue entry requests from other publishers have no links with the official IPM ESSEN 2019 catalogue.

Contact:

Sutter Fair Business GmbH

Media Service

Tel.: +49 201 52353-121

Fax: +49 201 52353-2121

Email: ipm@fair.sutter.de

8.4 Sponsoring

Use the sponsoring options such as presentation areas to display your products in the foyers, table decorations in the restaurants as well as the use of promotion teams.

Contact:

Ms Ilka Zoppa

Telephone: +49(0)201-7244-870

Fax: +49(0)201-7244-513

Email: ipm@messe-essen.de

9. Demonstrations and advertising on the stand

9.1 Demonstrations and advertising

The trade fair organiser's permission must always be sought for the use of acoustic advertising media, microphones, amplifiers, music (live or from sound recording media). In this respect, the organiser also reserves the right to attach reasonable conditions to the permits where applicable (time frames, volume or similar). Permits that have already been issued can be restricted or revoked in the interest of the trade fair/exhibition running in an orderly manner. If there is an infringement, the exhibitor is obliged to indemnify the organiser from any compensation claims which are made by other exhibitors due to disturbances as a result of violations. See also point 10 "Advertising" of the "General Terms and Conditions of Participation", along with point 5.9 "Stage Areas" and point 5.13 "Musical Playbacks, Audio Playbacks" of the "Technical Guidelines" on our website www.ipm-essen.de.

9.2 Radio applications at IPM ESSEN 2019

Pursuant to § 55 of the Federal Telecommunications Act (TKG) of 22 June 2004 (Federal Law Gazette - BGBl. Section 1 no. 29 p. 1190) which has been amended by Article 2 of the Act dated 22 December 2011 (BGBl. 1 p.2958) and most recently through the law to amend telecommunications regulations dated 03 May 2012 (BGBl. I No. 19 p 958), any use of frequency requires prior frequency allocation. Frequency is allocated for a specific purpose in line with the frequency usage plan (FreqNP).

Frequencies can be officially allocated as general allocations for use both by people in general or by a defined or definable group of people. The technical transmission parameters which are laid down in the respective general allocations are binding and it is absolutely vital to adhere to them when using the frequencies.

Both the use of frequencies without prior frequency allocation and non-compliance with the usage provisions constitute an administrative offence.

You will find the information about the currently valid general allocations on the website of the Federal Network Agency under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/Allgemeinzuteilungen/allgemeinzuteilungen-node.html

The use of frequencies based on a general allocation is exempt from fees and contributions.

In the event of the intended use of frequency/frequencies based on a general allocation not being possible, frequencies can be allocated on application, likewise in line with the frequency usage plan (FreqNP) and the administrative regulation for frequency allocation in private mobile radio (VVnömL).

Furthermore, where a short-term frequency requirement arises, especially when it is not possible to make an allocation according to the VVnömL (regulations governing the use of private radio frequencies), frequencies can be allocated on application in the context of an individual allocation for short-term use, limited to the duration of the event, if there is the required compatibility.

On the Federal Network Agency's website, you will find basic information about the use of frequencies and also the respective application forms, depending on the radio application, both to apply for an individual allocation and for short-term use under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/frequenzen-node.html

In principle, all allocations of frequencies are subject to the payment of a fee. The amount of the fee is calculated according to the Frequency Fee Ordinance (FGebV) in the version which is valid in each case and is **€130.00** for individual allocation. Those who have had a frequency allocated to them are obliged to pay the frequency usage contributions according to the Frequency Protection Contribution Ordinance (FSBeitrV). The amount of the contributions is different, depending on the radio application and the year of use. Notification of the contributions is made retrospectively with a contribution notice for which there is a right to appeal.

This is delivered separately by post.

Where there is an allocation for short-term use, a fee of **€130.00** is levied for the first allocated frequency and **€50.00** for each further frequency. Where there is short-term use, no frequency use contributions are levied currently.

The Federal Network Agency is legally obliged, and thus also authorised, to monitor use of the frequencies. This means radio systems and emissions can be checked at any time during the trade fair by the staff of the Federal Network Agency. The agents of the Federal Network Agency are entitled to access business premises, trade fair stands, operational and business areas and vehicles on or in which equipment is offered, displayed, operated or stored during business or operating hours, to view and check the equipment, to have it operated so that it can be checked and to take it away for the purpose of testing and control.



Radio interferences and clashes can be reported to the incident registration office of the Federal Network Agency on telephone number **+49(0)4821 89 55 55**.

The service centre 4/80 (DLZ 4/80) of the Federal Network Agency in Mülheim an der Ruhr is responsible for processing applications.

Federal Network Agency
DLZ 4/80
Aktienstr. 1-7
45473 Mülheim
Telephone: +49.(0)208 45 07 0
Fax: +49.(0)208 45 07 180
Email: koel4.postfach@bnetza.de

10 Product piracy / preliminary injunction

In the event of infringements of the Design Law, Trade Mark Law or Copyright Law during the period when IPM ESSEN 2019 is running, we can put you in touch with a patent lawyer or solicitor at short notice.

Contact:

Ms Ilka Zoppa
Telephone: +49(0)201-7244-870
Fax: +49(0)201-7244-513
Email: ipm@messe-essen.de

11 Prohibition of dogs

Please note that no dogs may be brought onto the trade fair site.

In regard to this, we draw your attention to the TierSG (Animal Health Act) pursuant to §§ 27, 28, 29, 62, 63 and 64.

12 Prohibition of smoking

There is a general prohibition of smoking in the halls.

13 Opening times/presence on the trade fair site outside the opening hours

While the trade fair is on, exhibitors are permitted to be on the trade fair site one hour before it starts and one hour after it finishes.



Exhibitors who would like to be on their stand outside the official trade fair opening times (exhibitors 08.00 – 19.00) in justified exceptional cases (stand party, night-time work, photography work, special events, etc.) need to get the appropriate authorisations. In these cases, we would be grateful if you could get in touch with our contact, Mr Bylsma.

Mr Michael Bylsma
Telephone: + 49(0)201-7244-270
Fax: + 49(0)201-7244-447
Email: michael.bylsma@messe-essen.de

14 Deposit confirmation certificates for exhibitors

If you still do not have a valid exhibitor pass on the first day of the trade fair, at the entrance (trade fair information) and entrance gates, you will receive a deposit confirmation certificate, which entitles you to enter the trade fair site.

A security deposit of €100.00 will be levied, which you will be refunded within 90 minutes upon presentation of a valid exhibitor pass at the respective entrance.

Appendix 1

