

# YOUR GUIDE TO A SUCCESSFUL TRADE FAIR PARTICIPATION

# ETX

THE ENERGY  
TRANSPORT  
XCHANGE



THE LEADING TRADE FAIR FOR THE LOGISTICS  
OF PETROLEUM, GASES AND ENERGY CARRIERS

# SERVICE MANUAL

## 17 - 19 September 2026

### Organizer



planetfair GmbH

Weidestraße 122a  
D-22083 Hamburg

## AVR

AVR Agentur für Werbung und  
Produktion GmbH  
Arabellastraße 17  
D-81925 München

### Contact

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## Venue

Messe Kassel  
Halls 3, 4 & 5

## Schedule

Set-Up:	Tuesday, 15. September 2026	12:00 pm - 09:00 pm
	Vehicle entry into the hall	07:30 am - 12:00 pm
	Wednesday, 16. September 2026	07:30 am - 09:00 pm
Opening hours:	<b>Thursday, 17. September 2026</b>	<b>09:00 am - 05:00 pm</b>
	<b>Friday, 18. September 2026</b>	<b>09:00 am - 05:00 pm</b>
	<b>Saturday, 19. September 2026</b>	<b>09:00 am - 04:00 pm</b>
Dismantling:	Saturday, 19. September 2026	04:00 pm - 12:00 am
	Sunday, 20. September 2026	12:00 am - 04:00 pm



## Delivery Address

Messe Kassel | ETX  
 Exhibitor Name + Stand Number + Hall  
 Contact Person, Mobile Number  
 Damaschkestraße 55, 34121 Kassel  
**(Delivery possible from September 15, 2026)**

# General Terms and Conditions of Business of the company planetfair GmbH (hereinafter referred to as planetfair)

## I. Registration and Admittance

- (1) The registration must be performed using the registration form provided subject to the recognition of these participation conditions. The (rental) agreement shall be concluded with the receipt of the signed registration form by planetfair.
- (2) Conditions or reservations laid down by the applicant shall have no validity. All additional agreements, such as the ordering of services or technical connections, individual approvals and special approvals shall be subject to planetfair's written confirmation.
- (3) planetfair may, if important circumstances require, while laying out its reasons for so doing - at variance from the admittance - allocate a stand at a different location or change the stand size by up to 10% of the registered area.
- (4) Any stand that has not been taken over by the applicant or his representatives within one day prior to the start of the specialist trade fair may be reallocated without the applicant being entitled to demand reimbursement or to make any other claims. Conflicting general terms and conditions of business of the applicant shall not be recognised by planetfair.

## II. Data Protection

The organizer and its service providers may process the exhibitor's personal data to fulfill the contract. With the transmission of the respective data, the exhibitor agrees that the organizer may use it for communication or transmission of information by e-mail, post or phone, in strict compliance with the latest requirements of the Data Protection Act. The exhibitor is permitted to examine, correct, delete or lock his transmitted data. If the exhibitor wishes for his data to be deleted, the organizer will put this into effect immediately if it does not contradict the documentation or retention requirements. If the exhibitor does not agree with the use of his data, he may revoke his consent (info@planetfair.de).

## III. Due Date and Payment Default

- (1) The entire contractually agreed sum shall be due at the time of the signing of the agreement.
- (2) In the event of non payment notwithstanding the granting of extensions under the threat of refusal, planetfair shall be entitled to dispose of the stand area or to withdraw from the agreement.
- (3) In the event of the payment deadline being exceeded without dunning, the applicant shall be obliged to pay planetfair the normal banking interest rate.
- (4) planetfair shall enjoy the right of pledge and retention on the furnished exhibition goods and other stand equipment with respect to all obligations which are not fulfilled. The objects may be put into storage at the cost and risk of the applicant. These may be sold by planetfair following written notification in the event of continued non payment. Any surplus proceeds shall be remitted to the applicant following the deduction of all costs.

## IV. Sub-exhibitors

- (1) The assignment of an allocated stand or parts thereof to sub-exhibitors or fellow exhibitors shall be subject to the prior approval of planetfair. Sub-exhibitors or fellow exhibitors must be named separately and full addresses provided with binding effect by the applicant in a letter enclosed with the application, specifying the respective product programme. planetfair shall notify the applicant of the admittance of one or several sub-exhibitors or fellow exhibitors. A sub-exhibitor or fellow exhibitor shall only have participatory approval following the receipt of this admittance notification. planetfair is entitled to invoice the main exhibitor a contract penalty in the amount of 350.00 € per sub-exhibitor if this clause is violated
- (2) The inclusion of sub-exhibitors or fellow exhibitors without the prior approval of planetfair shall entitle planetfair to terminate the agreement with the applicant with immediate effect and to cause the stand to be cleared at the expense of the applicant.
- (3) The applicant shall be liable vis-à-vis planetfair for any fault or negligence caused by the sub-exhibitor or fellow exhibitor as he would be for his own fault or negligence.

## V. Insurance and Liability

- (1) The applicant or his representatives shall be responsible for properly insuring the exhibition goods as well as all other equipment and fittings against all transport, assembly and dismantling risks as well as during the event itself, in particular against damage, theft etc.
- (2) planetfair's liability for personal injury or damage to property shall be limited in every case to intent and gross negligence.
- (3) Indirect damage and loss of earnings shall be excluded from the liability.
- (4) The applicant or his representative shall be liable for all damage caused by their participation vis-à-vis third parties, including damage caused to buildings and the exhibition grounds as well as on these and the fixtures and fittings thereof. The applicant shall expressly indemnify planetfair against any possible third-party recourse claims resulting there from which were not caused by the gross negligence or intentional behaviour of planetfair or its vicarious agents.

- (5) planetfair shall not be liable in the event of the cancellation, relocation or rescheduling as a consequence of force majeure, in particular in the event of catastrophes, environmental damage, pandemic, epidemic, official travel warning, war, riots, terror, third-party crimes, employment disputes, energy shortages etc.

## VI. Withdrawal

- (1) planetfair shall be entitled to withdraw from the agreement in the event of an application being made to open composition or bankruptcy proceedings against the assets of the applicant, or in the event of an application of this nature being rejected on the grounds of insufficient assets. The applicant shall be obliged to notify planetfair thereof without delay.
- (2) Should planetfair withdraw from the agreement for the reasons specified in I. (4) or II. (2), then the applicant shall nevertheless remain obliged to pay the total invoice sum.

## VII. Non-participation

Should the applicant decide not to occupy the area allocated to him, and should planetfair be able to re-let the area (no swapping of allocated areas), then the applicant shall be obliged to pay 50 % of the cost of participation. Should it prove impossible to re-let the area, then the full invoice sum shall be payable.

## VIII. Guarantee

Complaints issued on the grounds of any possible defects in the stand or the exhibition area must be forwarded to planetfair in writing without delay following occupation, at the latest on the last day of preparatory assembly, thus enabling planetfair to rectify any possible defects. Complaints issued at a later date cannot be recognised, and shall not lead to any claims being made against planetfair.

## IV. Force majeure

In the event planetfair is required to vacate one or more exhibition areas temporarily or for a longer period of time or to extend, shorten, postpone or cancel the trade fair as a result of force majeure or for other reasons for which it is not responsible, no claims shall arise therefrom for the exhibitor due to the right to withdraw or termination rights or other claims, in particular, damage compensation claims towards planetfair. In the event the trade fair is cancelled, the planned rent shall become obsolete. Any contributions already paid shall be reimbursed. However, the exhibitor must fully pay for any work and services already performed. In the event planetfair is responsible for the cancellation, no rent shall be owed. Damage compensation claims towards planetfair shall be limited to foreseeable and typical contractual damage.

## X. Miscellaneous

- (1) The applicant may only set-off claims against planetfair if these relate to claims arising out of § 537 or § 538 BGB (German Civil Code). In other respects only if the applicant's counterclaim is uncontested or recognised by declaratory judgement. The applicant may only assert a right of retention insofar as this is based upon claims arising out of the present agreement.
- (2) Claims of the applicant shall have a 6-month period of limitation. The period of limitation shall start at the end of the month during which the final day of the respective event falls.
- (3) The exhibitor has to ensure that his exhibition stand is presented in a typical manner throughout the exhibition. This includes the stand make-off with walls, carpet, presence of stand personnel and display of exhibits and promotional material on the stand. Failure to meet these terms will result in a flat fee fine of 5.000 EUR. In addition any damages over and above this amount which can be proved by the organizer, may be charged to the exhibitor.

## XI. Place of Performance and Place of Jurisdiction

- (1) The place of performance shall be Hamburg.
- (2) For all current and future claims arising out of the business relationship with merchants, including claims based on bills of exchange or cheques, the exclusive place of jurisdiction shall be Hamburg.
- (3) The same place of jurisdiction shall apply in the event of the applicant not having a general place of jurisdiction within Germany, in the event of his relocating his domicile or ordinary place of residence abroad or in the event of his domicile or ordinary place of residence not being known at the time of the issuing of the complaint.

## XII. Applicable Law

April 2025

planetfair GmbH  
Weidestraße 122a  
DE-22083 Hamburg  
040 710070-00



General Manager: Ingo Klöver  
Commercial register: Hamburg HRB 172260

## Important Information for Trade

### Fair Participation

(Supplementary to the General Terms and Conditions of Participation)

#### Contract Basis / Registration

The following information, together with the terms of participation attached to the registration form, forms the contractual basis for participation in the trade fair. Only the official registration form may be used for registration. The exhibitor will receive the registration confirmation along with the invoice.

#### Sub-Exhibitors

Sub-exhibitors must be registered by the main exhibitor in accordance with the General Terms and Conditions (Clause 4). A fee of €490 plus statutory VAT is charged for mandatory registration of sub-exhibitors. The main exhibitor is responsible for all invoices related to orders.

#### Setup and Dismantling Setup

Tuesday, September 15, 2026

07:30 am – 12:00 pm – Vehicle entry

Exact entry times for large exhibits will be provided approximately four weeks before the fair. Please ensure that your stand area is carpeted before vehicle entry.

Exhibition stands whose setup has not begun by Wednesday, September 16, 2026, 3:00 PM may be arranged or reassigned by the organizer. Any resulting costs will be borne by the exhibitor. Stands not occupied by the last setup day may be otherwise allocated by the organizer. The stand must be inspected by the exhibitor or a representative by 4:00 PM on the last setup day. Late complaints will not be accepted.

#### Stand Staffing During the Fair

All stands must be properly equipped and staffed with qualified personnel throughout the entire duration of the fair and during official opening hours. The stand must be fully staffed at the time of the event opening. Exhibitors may access the exhibition hall one hour before opening. Stands must be staffed at least 15 minutes before opening. Exhibitors must leave the halls within 30 minutes after closing. Stands belonging to other exhibitors may only be entered outside opening hours with the stand owner's consent.

#### Dismantling

No stand may be fully or partially dismantled before the event ends. Dismantling is permitted from Saturday, 4:00 PM. Early dismantling will incur a contractual penalty of €1.000 plus VAT. At the start of official dismantling, all valuables and exhibits must be removed from the stand. If a booth has been booked, it must also be completely cleared, as it may be dismantled by the stand builder once dismantling begins. After dismantling, the original condi-

tion of the exhibition area must be restored. The exhibitor is liable for any damage caused by improper handling. Any trade fair goods remaining on the stand after the dismantling period will be removed and stored by the organizer's freight forwarder at the exhibitor's cost and risk.

#### Stand Design

Stand design and equipment are generally the exhibitor's responsibility. However, the rules of the fair, in particular the General Terms and Conditions, the fair-specific supplements, and the order forms must be observed. The stand must integrate into the overall exhibition plan.

#### Requirements:

- Stand partitions or fair walls are mandatory (except for island stands). Hall walls or neighboring stand walls do not count as stand walls.
- The entire stand area must be covered with a uniform floor covering (e.g., carpet).
- Stand sides adjacent to neighboring stands must be neutral, white, clean, and free of installation material from a construction height of 2.5 m.
- The maximum construction height is 4 m. (Exception: suspended beams and lighting without decorative elements.) Constructed heights will be checked during setup; if exceeded, a reduction may be required.

The maximum gate clearance height is 4 m. The regular construction height in the halls is 4 m (Hall 5 up to 8 m). If the height of 4 m is exceeded by exhibits or stand construction, a stand plan with a cross-sectional drawing must be submitted for approval to: [sophie.koerber@planetfair.de](mailto:sophie.koerber@planetfair.de). This particularly applies to exhibition stands with columns and at the exterior walls of the halls. The organizer reserves the right to prohibit the setup of improperly or inadequately designed stands or to modify them at the exhibitor's expense. Stand photos or sketches must be submitted upon request. The exhibitor's name and address must be clearly displayed at the stand.

**Floors, hall walls, columns, installation and fire protection equipment, as well as other fixed hall structures, must not be painted or wallpapered. Any installation and fire protection equipment located in the stand area must remain accessible at all times. All materials used must be flame-retardant. Further requirements regarding stand design remain reserved.**

## Important Information for Trade

### Fair Participation

(Supplementary to the General Terms and Conditions of Participation)

#### Shell Stands

Shell stands are carpeted and have stand partitions with 2.5 m high walls. Additional equipment includes stand signage, power connection (including consumption), and spotlights. Shell scheme stands are ready for occupancy from 1:00 pm **on the second build-up day**.

#### Exhibitor Passes

Each exhibitor receives, according to the size of their exhibition stand, up to 3 passes for required stand and service personnel for stands up to 20 m<sup>2</sup>, and one additional pass for every further 10 m<sup>2</sup>, free of charge, but no more than 25 passes. Additional exhibitor passes can be ordered using the corresponding form and are charged at €18 plus VAT each. All exhibitors are requested to report to the exhibition office before the start of setup. Exhibitor passes are not required for setup and dismantling.

#### Reduction of Stand Area

The stand area specified in the admission is binding. Subsequent reductions in stand area are only possible with the organizer's approval and generally do not result in a reduction of the stand rent. If the area can be re-let, a management fee of 25% of the proportionate participation fee will be charged for the unused area.

#### Delivery of Goods

Deliveries are only possible directly to the exhibition stand during setup and event days. The stand must be staffed by the exhibitor during delivery. Materials to be delivered to the hall should be clearly labeled and sent to the following address:

Messe Kassel | ETX  
Exhibitor Name + Stand Number + Hall  
Contact Person, Mobile Number  
Damaschkestraße 55, 34121 Kassel

If you need goods delivered before you are present on-site, please use the services of Kühne + Nagel (AG & Co.) KG.

#### Acceptance of Exhibition Goods

The organizer does not accept shipments for exhibitors and is not liable for losses or delayed deliveries. The organizer may not be named as the recipient of shipments, stand construction materials, or exhibition goods without prior agreement. In case of violations, the exhibitor bears all resulting costs, particularly freight and storage charges. Storing packaging materials in halls, aisles, foyers, or stairwells is prohibited. If not followed, the organizer may arrange removal at the exhibitor's expense.

#### Stand Security

The exhibition hall is monitored from the beginning of setup until the end of dismantling. However, the organizer assumes no liability for theft. Stand security can be ordered via the order form in the service folder. Security by the exhibitor's own personnel is not permitted.

#### Waste Disposal / Environmental Protection

Each exhibitor is obliged, in accordance with the applicable waste management regulations, to minimize waste and ensure its proper disposal. **Please note that no general waste disposal service will be provided by the organizer. Each exhibitor is solely responsible for arranging the disposal of their own waste.**

Waste left in front of exhibition stands will be removed at the exhibitor's expense, and all related costs will be charged in full. A surcharge of 20% per commenced cubic meter will be applied for recyclable materials or raw materials that have not been registered or that remain after the stand has been vacated. Disposal of hazardous waste will be charged according to the actual costs incurred.

**Should you wish to make use of waste disposal services provided by the organizer, please contact us in due time. Waste disposal services must be ordered no later than 10 July 2026. The charge is EUR 500.00 per ton.**

By the end of the dismantling period, all stand construction materials, equipment, exhibits, and any other exhibition goods must be completely removed. Any items left behind may be disposed of by the organizer at the exhibitor's expense. In addition, a contractual penalty of EUR 1,500 per violation shall apply, without prejudice to any further claims for damages. Exhibitors are encouraged to use environmentally friendly and reusable materials wherever possible for stand construction.

#### Hotels

Information about hotels, etc., is available from Kassel Tourist GmbH at Tel.: +49 561 7077-07, Email: booking@kassel-marketing.de, or online at: [www.kassel.de/gaeste](http://www.kassel.de/gaeste).

## Event Guidelines

(Supplementary to the General Terms and Conditions of Participation)

### Warning About the International Expoguide

An unofficial exhibitor directory repeatedly contacts exhibitors to promote entries in an online exhibitor catalog. This directory is called the "International Fairs Directory," and the company sending the entry offers is based in Uruguay.

As with the long-established Expoguide based in Mexico, it is only in the fine print that the entry is not free but triggers a payment obligation of €1,212 per year. Many exhibitors mistakenly assume that it is the official trade fair directory and that the entry is free. They only realize their mistake when they unexpectedly receive an invoice.

The AUMA advises affected exhibitors not to respond to invoices or reminders. All essential legal steps have been compiled by AUMA for exhibitors on their website: <http://www.auma.de/de/TippsFuer-Aussteller/Recht/Abofallen/Seiten/Default.aspx>.

If you have any doubts about the origin of an offer you receive, please feel free to contact us.

As you know, you can independently check your data for our trade fair catalogs via your login on our website. Please also pass this information on to your sub-exhibitors.

### Distribution of Promotional Materials

The display of promotional materials is not permitted. The entrance area and the outdoor area in front of the hall may not be used by exhibitors for distributing or displaying flyers or other materials. The organizer reserves this area to welcome visitors to the fair. Displaying informational materials in public areas is prohibited (Open Forum, café, restaurant area, entrance). The only exception is placing informational materials from speakers at the stage before their own presentation.

### Help Us Prevent Advertising by Non-Exhibitors

The organizer seeks to prevent the distribution or display of promotional materials by non-exhibitors, especially in entrance and ticket areas as well as parking lots. Since we rarely notice distributors immediately, please inform us immediately if you observe such activity.

### Exhibitor Offers Should Be Industry-Fair

Exhibitors are solely responsible for the content of their presented offers. Advertising may only contain statements about their own business. Comparisons or statements about competitors are not permitted. Please design your advertising to be fair within the industry. In case of violations, the organizer reserves the right to object to the presentation before the fair and request its removal. Advertising above a height of 2.5 m must not point directly toward a neighboring stand. Advertising media facing neighboring stands should be designed in a restrained manner.

**Smoking is prohibited at all times throughout the entire hall.**

### Resolve Dissatisfaction Immediately

If anything bothers or affects you during the fair (possibly caused by neighboring stands), you are welcome to contact us as the organizer at any time (available in the exhibition office or at the info desk). We will try to resolve your concern quickly and straightforwardly. After the event, no changes can be made, so timely communication is essential.

**For fairness and a professional overall appearance, we will constantly monitor compliance with these rules during the fair.**

**The organizer reserves the right to take further action in case of non-compliance.**

**We wish all exhibitors a fair, pleasant, and successful trade fair.**

## Guidelines for Technical Equipment and Stand Construction

(Supplementary to the General Terms and Conditions of Participation)

1. The fire safety regulations must be observed.
2. The structural execution of the construction must comply with recognized technical standards and be carried out under the supervision of a responsible site manager.
3. The standard height for stand constructions and exhibits is 4 m. If the standard height is exceeded, floor plans and elevation sketches must be submitted to the organizer for approval, in accordance with the Terms of Participation.
4. Hall walls, support pillars, and roof structures must not be loaded by stand constructions.
5. Attaching stand ceilings, exhibits, advertising signs, etc., to the hall ceiling, roof structure, or sprinkler system is prohibited.
6. Exhibitors must expect minor deviations in stand dimensions. These result from the thickness of the stand partition walls and may be up to 5 cm in width and depth.
7. Pillars, wall projections, stand partition walls, and fire extinguishing equipment are part of the allocated stand area.
8. All materials used must be flame-retardant.
9. The supplied plans indicate the supply grid for electricity and water. Supply shafts must not be opened or obstructed by stand constructions.
10. Floor coverings must not be nailed. Self-adhesive carpet tiles are not permitted. Carpets may only be fixed with solvent-free adhesive tape. Any resulting costs from non-compliance are the responsibility of the exhibitor. The installation of bolts or anchors is prohibited. Hall floors must not be painted. Spilled liquids that damage the flooring must be immediately removed. Vehicles must be placed on protective mats in the engine area.
11. Exhibitors are liable for all damages and their consequences in the event of damage to pipes or cables. Materials used outdoors must be completely removed and the original condition restored.
12. The use of bolt guns, spray guns, or nitro paints for painting is prohibited in all exhibition halls.
13. Welding work must be registered with the organizer in advance. The surrounding area must be sufficiently protected against hazards. Required fire extinguishing equipment must be available nearby. The hall manager must be informed before work begins.
14. Edges of glass panes must be processed or protected to eliminate any risk of injury. Full-glass components must be marked at eye level
15. The hall access gates have the following dimensions:
  - Hall 3 / 4**  
Width: 3,80 m  
Height: 4 m
  - Hall 5**  
Width: 6 m  
Height: 5 m
16. During setup and dismantling, access to the halls is permitted depending on availability and coordination with the hall manager.
17. Please refer to the „Technische Richtlinien der Messe Kassel“ on page 13 for the requirements regarding the handling of compressors.
18. For electrical systems and equipment, the current legal regulations, VDE standards, or equivalent foreign regulations, and the applicable law on technical work equipment apply.
19. All electrical installations must be carried out according to the latest VDE safety regulations. Each stand receives a main connection upon order. This can only be installed by the organizer's contracted company. Additional electrical installations within the stands may be carried out by in-house electricians or licensed specialist companies, provided that compliance with VDE regulations is ensured in all circumstances. During the installation of electrical connections to the stand, neighboring stands may be affected. To prevent tripping hazards, cables must be covered. The costs are borne by the client. No claims for compensation may be derived from this.
20. The provisions in sections 18/19 also apply to water installations. All work may only be carried out by the organizer's contracted company.

## Guidelines for Technical Equipment and Stand Construction

(Supplementary to the General Terms and Conditions of Participation)

21. When exhibiting technical equipment, occupational safety and accident prevention regulations must be observed. The current law on technical work equipment is applicable. If machines or devices are to be demonstrated in operation to visitors, a secure cover made of acrylic glass or another transparent material may be used instead of the normal protective device. Machines and devices without protective equipment may not be operated for demonstration purposes.
22. Transparent signs and company signage must not protrude into the aisles or be installed above the standard height, or must be approved in coordination with the organizer. Advertising that violates legal regulations or public decency is not permitted.
23. High-frequency and radio devices to be demonstrated in operation must be approved and licensed by the German Federal Post (FTZ). Temporary demonstration or operation permits can be issued upon request by the Münster Telecommunications Office.
24. Musical performances are subject to fees, even if they only serve as background for the exhibit. The exhibitor must contact the responsible GEMA regional office: GEMA – Bezirksdirektion • Abraham-Lincoln-Straße 20 • 65189 Wiesbaden • Phone: +49 611 79050 • E-Mail: bd-wi@gema.de
25. After dismantling, the original condition of the exhibition area must be restored. The exhibitor is liable for damage to ceilings, walls, floors, and installation facilities. Stands not dismantled or exhibits not removed by the end of official dismantling may be removed at the exhibitor's expense and risk. Damage to the halls, their facilities, or the exterior areas caused by exhibitors or their agents must, in all cases, be reported to the organizer.
26. Suspensions from the ceiling are only permitted in Hall 5.
27. The „Technischen Richtlinien der Messe Kassel“ also apply and must in any case be observed.

## Fire Safety Guidelines

(Supplementary to the General Terms and Conditions of Participation)

### 1. Regulations on Fire Prevention Measures and Fire Safety Requirements

- The City Fire Department provides, with reference to the regulations on fire prevention and other relevant fire safety requirements, the most important fire prevention measures for exhibitors in excerpt form.
- Fire prevention on the Kassel trade fair grounds is the responsibility of the local fire safety office. Exhibitors are advised to contact the exhibition management in good time in any fire safety-related doubts.
- The Building Regulations Office, police, and fire department, as well as the organizer's representatives, are authorized to issue instructions within the framework of safety regulations. Their representatives must be granted access to safety equipment and technical installations at all times.

### 2. Open fire and pyrotechnic items indoors are prohibited!

### 3. Important Fire Prevention Measures

#### Exits and Aisles

- All exits and aisles in the halls must be kept completely clear. Exits must remain unlocked during the event and must not be blocked or obscured. Information stands or tables may not be placed directly at entrances/exits or stairwells.

#### Fire Extinguishers, Wall Hydrants, Fire Alarms

- Fire extinguishers, wall hydrants, and manual call points present in the halls must under no circumstances be blocked or made inaccessible. The hoses of the hydrants must not be used for refilling purposes (containers, basins, etc.).

#### Stand Design

- Stand constructions must be at least normally flammable according to DIN 4102/B2. Closed ceilings are not permitted due to the fixed sprinkler systems in the halls. Two-story stand constructions are not allowed.

#### Decoration

- All fabrics and plastics used for decoration must be at least flame-retardant according to DIN 4102. The fire retardants used must be officially approved and applied at the concentration specified in the approval letter. Proof of flame retardancy or proper impregnation must be available for inspection at the stands at all times. Cut trees and plants may only be used in a green state for decoration purposes. If it is observed during the event that trees or plants dry out and become more flammable, they must be removed.

- Trees must be branch-free up to 50 cm above the ground. Peat must always be kept moist to prevent ignition by smoking materials.

#### **Packaging Material, Crates, Waste Materials**

- Crates, packaging materials, and similar items may not be stored within or near exhibition stands. Easily flammable waste materials (wood shavings, wood remnants, sawdust, etc.) must be removed daily or more frequently if accumulated in larger amounts. The organizer does not provide storage for packaging materials.

#### **Use of Electrical Devices**

- The use of heaters or hotplates with exposed heating elements, temporary heating devices, and immersion heaters is not permitted. Small electrical devices such as hotplates, cooking pots, coffee machines, etc., are only allowed if they comply with VDE regulations. They must be placed on non-combustible, heat-resistant surfaces so that nearby objects cannot ignite even if excessive heat is generated.
- Propane (Butane) Cylinders, Gas Bottles: Gas bottles are strictly prohibited in the halls.
- Oil-fired heating devices are prohibited.
- Heaters, Grills, and Cooking Devices Using Coal, Gas, or Flammable Liquids: These devices may not be set up for normal operation.
- Spirit and Mineral Oils (Gasoline, Kerosene, etc.) Spirit and mineral oils (gasoline, kerosene, etc.) may not be used for normal heating, cooking, or operational purposes (hazard classes A1, A11, B).

#### **Commissioning of Machines**

- In stands where combustible materials are processed or generated during processing (e.g., wood shavings), approved and tested fire extinguishers or other extinguishing equipment must be provided in addition to the fire extinguishers already available in all halls.
- Vehicles and machines with combustion engines may only be parked in the halls if equipped with a lockable fuel tank cap. Maximum fuel content: 5 liters. Warning light must illuminate.
- Stands Requiring Special Safety Lighting: Stands whose construction prevents the existing general safety lighting from being effective must have their own emergency lighting. This lighting must be designed to ensure safe orientation up to the general escape routes.
- Please familiarize yourself in detail with the requirements of Messe Kassel. You can find all information in the „Technische Richtlinien der Messe Kassel“.

## **Waste Disposal Guidelines**

(Supplementary to the General Terms and Conditions of Participation)

The City of Kassel has enacted a waste management ordinance binding for exhibitors and organizers, which regulates waste avoidance and separation.

### **1. Waste Avoidance**

Every exhibitor must avoid unnecessary waste during setup, the event, and dismantling.

- Only reusable carpets or un-rubberized, biodegradable carpets may be used. After the event, all carpets must be removed by the exhibitor or the stand construction company.
- Decorative materials must be guaranteed to be reusable.

### **2. Waste Separation**

Waste generated must be sorted and disposed of by the exhibitor according to recyclables and residual waste. Paper and cardboard are disposed of separately. Please always keep such waste separate from other waste, including during setup and dismantling.

### **3. Hazardous Waste**

Hazardous waste must be disposed of by the party generating it. This includes: paints, oils, lubricants, batteries, etc.

### **4. Additional Requirements**

According to the polluter-pays principle, the exhibitor is responsible for waste separation at the stand. Additional fees will be charged for unusually large amounts of waste.

## Checklist

Please note the specified return shipping deadlines.  
Thank you!

### Overview of forms to be submitted

#### FOR YOUR RECORDS

This sheet is intended to provide you with an overview of the status of your orders.

Form	Back to	Required?	Until	Submitted
Form 1 Regulation for Stand Design	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	YES	03 July 2026	
Form 2 Information on Shell Scheme Stand	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	Shell Scheme: YES	10 July 2026	
Form 3 Order of Additional Stand Construction	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 3.1 and 3.2 Additional Furniture	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 4.1 Additional Electrical Installation	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 4.2 Water Installation	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 5 Stand Security	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 6 Exhibitor Passes	planetfair GmbH E-Mail: sophie.koerber@planetfair.de	optional	10 July 2026	
Form 7 Stand Cleaning	BIW IndustrieService GmbH regina.schmidt@biw-kuerten.de	optional	28 August 2026	
Form 8 Suspension Points	Real Audio GmbH messeassel@realution.io	optional	28 August 2026	
Form 9 Logisitcs	Kühne + Nagel AG & Co. KG thomas.koepke@kuehne-nagel.com	optional	28 August 2026	

#### For exhibitors who have booked only raw stand space:

It is absolutely mandatory to provide details of the company carrying out the on-site construction and to submit plans for stand construction approval!

#### For exhibitors who have booked stand space with a shell scheme:

It is absolutely mandatory to submit the graphic labeling of the stand.

We want to ensure a smooth trade fair process and therefore ask you to return the order forms on time. If the documents are submitted late, we can no longer guarantee that your request can be fulfilled.

We expressly point out that late submissions will incur a surcharge. Areas of non-approved stands and stands without details of the company responsible for construction will not be released for setup.

THE PRICES LISTED IN THE FORMS ARE VALID UNTIL THE DEADLINE.

FOR ORDERS RECEIVED AFTER THE DEADLINE, A **20% HIGHER PRICE WILL APPLY.**

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 1

#### Regulations for Stand Design

Deadline: 03 July 2026

##### Stand Design

The design and equipment of the stand are the responsibility of the exhibitors. However, the typical exhibition criteria of the trade fair and all regulations of planetfair GmbH must be observed, in particular the General Terms and Conditions, the trade fair-specific additions to the General Participation Conditions, and the order forms.

**We will comply with the guidelines for stand design.**  
Our stand (except island stands) will be properly enclosed with exhibition walls. We will cover the floor of the stand with a uniform floor covering (e.g., carpet).

**Our stand construction will deviate in some points from the guidelines for stand design.**  
It requires approval. Stand design plans are submitted in two copies for approval. We acknowledge that the maximum gate height is 4 m (Gate height Hall 5 up to 5 m) and that our stand requires approval from a construction height of 4 m (Construction height Hall 5 up to 8 m).

**Registration of Installations and Equipment Requiring Notification, Acceptance, and Approval by the Building Authority / Fire Department of the City of Kassel**  
The following installations or equipment are located in our stand and must be approved by the Building Authority / Fire Department according to the attached fire prevention measures and fire safety regulations:

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The organizer reserves the right to prohibit the construction of stands that are inadequately or improperly equipped or to modify them at the exhibitor's expense.

Stand photos or sketches must be submitted to the organizer by email to [sophie.koerber@planetfair.de](mailto:sophie.koerber@planetfair.de).

Stand construction will be carried out by (Company, Phone Number, Contact Person):

---



---

Please also ensure that you comply with the **WASTE DISPOSAL** guidelines (page 11).

We hereby acknowledge the above guidelines and request approval for the stand construction:

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

## Form 2

### Information on Shell Scheme Stand

Deadline: 10 July 2026

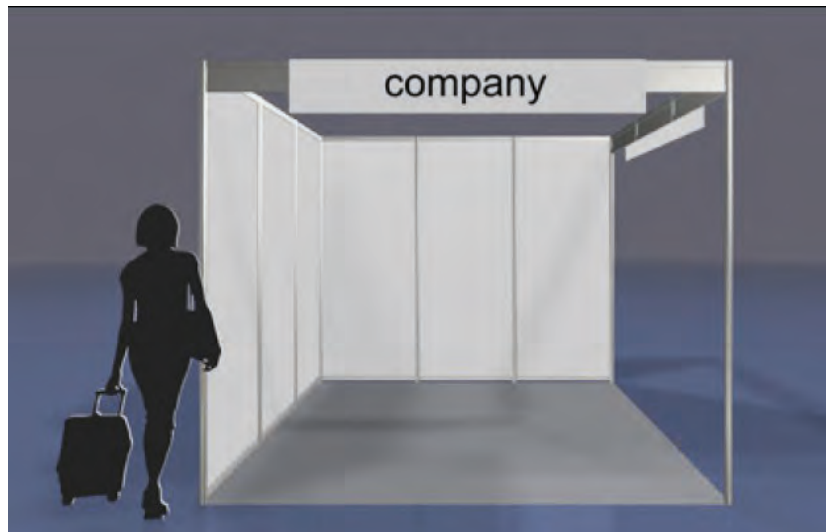
You have booked a shell scheme stand (**can be ordered using Form 3**).  
Using this form, you can now select the carpet color and specify your fascia signage.

**The shell scheme stand includes: walls, carpet, 1 spotlight per 2 linear meters and one fascia per open stand side.**

Carpet Color:  grey  blue  green  red  
Please mark your chosen carpet color here.

Company name for fascia panel should read: \_\_\_\_\_

#### Example of a shell scheme stand:



#### Other Conditions:

1. Complaints must be submitted by the first day of the event. They will be resolved exclusively through rectification. The liability of the renter for the rented goods begins upon delivery to the stand and ends with collection. The renter or their representatives are not permitted to make structural changes or remove rented material from the exhibition grounds.
2. The prices include the rental of the material, as well as assembly and disassembly, all transport, and storage for the duration of the event. Stand components covered with decorations, pictures, etc., must be cleaned by the renter before return. Stand components that are not cleaned or are damaged will be charged to the renter at €75 per item.
3. The place of jurisdiction for both parties is Hamburg.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 3

#### Additional Stand Construction

Deadline: 10 July 2026

Orders received after the return deadline will be charged a 20% late fee.

Amount	Item Description	Price in €	Total in €
	<b>Shell scheme stand (walls, carpet, spots, fascia panel name)</b>	124.00 / m <sup>2</sup>	
	½ m wall element, approx. 50 cm width, 250 cm height, in white, including installation and dismantling per linear meter, for cabin	49.00	
	1 m wall element, approx. 100 cm width, 250 cm height, in white, including installation and dismantling per linear meter, for cabin	63.00	
	Spotlight for track lighting, 70 W	62.00	
	Long-arm spotlight, 70 W	45.00	
	1 m <sup>2</sup> cabin with lockable door, in white, including installation and dismantling (for corner and inline stand)	175.00	
	1 m <sup>2</sup> cabin with lockable door, in white, including installation and dismantling (for peninsular stand)	230.00	
	Additional fascia panel for shell scheme stand, incl. fascia panel name	72.00	
	Additional fascia panel for shell scheme stand, incl. graphics	85.00	
	Carpet <input type="checkbox"/> grey <input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> red	12.00 / m <sup>2</sup>	
<b>Graphic Options</b>			
	Digital print on foil, <b>per m<sup>2</sup> = 2,5 m<sup>2</sup> / 1m</b> , Graphics applied per wall panel	95.00 / m <sup>2</sup>	
	Banner print, <b>per m<sup>2</sup> = 2,5 m<sup>2</sup> / 1m</b> , Banner will be tensioned in front of the walls, keder rail/profile required	80.00 / m <sup>2</sup>	
	Keder rail/profile for banner, <b>per m<sup>2</sup> = 2,5 m<sup>2</sup> / 1m</b>	15.00 / m <sup>2</sup>	

All furniture available while supplies last. Additional equipment available upon request.  
The above prices are net prices plus statutory VAT.

#### Other conditions:

- Complaints must be reported by the first day of the event. They will only be remedied by correction. The renter's liability for the rented goods begins with delivery to the stand and ends with collection. The renter or their representatives are not allowed to make structural changes or remove rented materials from the exhibition grounds.
- The prices include rental of the materials, assembly and disassembly, all transportation, and storage for the duration of the event. Stand components covered with decorations, pictures, etc., must be cleaned by the renter before return. Uncleaned or damaged components will be charged to the renter.
- The price per damaged wall element is EUR 75.00 each.
- The total amount is payable immediately upon receipt and must be fully paid before the start of the event.
- The stated prices are valid until July 10, 2026. For orders received later, a 20% surcharge will apply.
- The place of jurisdiction for both parties is Hamburg.

Place, Date

Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 3.1

#### Additional Furniture

Deadline: 10 July 2026

Orders received after the return deadline will be charged a 20% late fee.

Item Description	Amount	Price in €	Total in €
<b>Furnite</b>			
Chair, Nancy, <input type="checkbox"/> white <input type="checkbox"/> black		40.00	
Chair, About a Chair, <input type="checkbox"/> white <input type="checkbox"/> black		75.00	
Bar Stool CATO white		55.00	
Bar Stool CATO grey		60.00	
Bar Stool Volt black		55.00	
Bar Stool About a stool, <input type="checkbox"/> white <input type="checkbox"/> black		85.00	
Table Curry, small, white ca. 750 x 750 x 720 mm		75.00	
Table Curry, large, white, ca. 750 x 1500 x 720 mm		85.00	
Table Ibiza, round, white H= 780 mm R= 800 mm		83.00	
Table Malta, round, black H= 780 mm R= 800 mm		83.00	
Bar table Ibiza, round, white H= 1100 mm R= 800 mm		113.00	
Bar table Malta, round, black H= 1100 mm R= 800 mm		113.00	
Showcase, 509 x 509 x 1850 mm		275.00	
Showcase, 1030 x 535 x 920 mm		295.00	

All furniture available while supplies last. Additional equipment available upon request.  
The above prices are net prices plus statutory VAT.

#### Other conditions:

1. Complaints must be reported by the first day of the event. They will only be remedied by correction. The renter's liability for the rented goods begins with delivery to the stand and ends with collection. The renter or their representatives are not allowed to make structural changes or remove rented materials from the exhibition grounds.
2. The prices include rental of the materials, assembly and disassembly, all transportation, and storage for the duration of the event. Stand components covered with decorations, pictures, etc., must be cleaned by the renter before return. Uncleaned or damaged components will be charged to the renter.
3. The price per damaged wall element is EUR 75.00 each.
4. The total amount is payable immediately upon receipt and must be fully paid before the start of the event.
5. The stated prices are valid until July 10, 2026. For orders received later, a 20% surcharge will apply.
6. The place of jurisdiction for both parties is Hamburg.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 3.2

#### Additional Furniture

Deadline: 10 July 2026

Orders received after the return deadline will be charged a 20% late fee.

Item Description	Amount	Price in €	Total in €
<b>Counter/Shelves</b>			
Counter Table, St Tropez, white, 1800 x 700 x 1080 mm		399.00	
Counter OCTA, Alu, silver grey, 902 x 397 x 965 mm		222.00	
Counter Cube, lockable, white, 1100 x 500 x 1100 mm		335.00	
Sideboard, Bellano, white, 800 x 400 x 790 mm		145.00	
Shelving Unit, Plastic, black, 800 x 350 x 1800 mm		53.00	
Shelf board, white, 1000 x 300 mm		46.00	
<b>Brochure Stand</b>			
Brochure Stand, Aluminium, 3-tier		95.00	
<b>Kitchen Equipment</b>			
Refrigerator, 145l		190.00	
<b>Displays</b>			
TV approx. 40 Zoll		399.00	
TV, approx. 50 Zoll		599.00	
<b>Additional Equipment</b>			
Waste basket		28.00	
Coat rack		35.00	

All furniture available while supplies last. Additional equipment available upon request.  
The above prices are net prices plus statutory VAT.

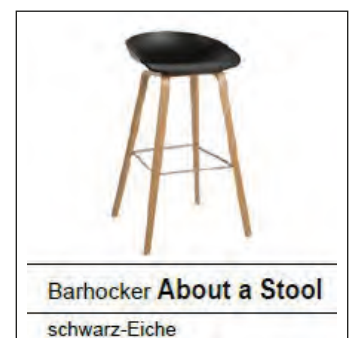
#### Other conditions:

1. Complaints must be reported by the first day of the event. They will only be remedied by correction. The renter's liability for the rented goods begins with delivery to the stand and ends with collection. The renter or their representatives are not allowed to make structural changes or remove rented materials from the exhibition grounds.
2. The prices include rental of the materials, assembly and disassembly, all transportation, and storage for the duration of the event. Stand components covered with decorations, pictures, etc., must be cleaned by the renter before return. Uncleaned or damaged components will be charged to the renter.
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5. The stated prices are valid until July 10, 2026. For orders received later, a 20% surcharge will apply.
6. The place of jurisdiction for both parties is Hamburg.

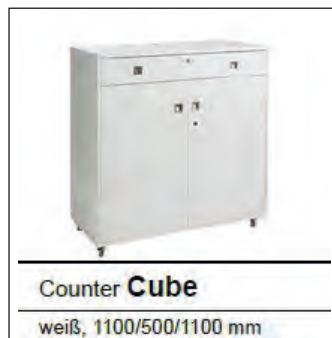
\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Legally binding signature

## Furniture Examples



**Furniture Examples**



Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 4.1

#### Additional Electrical Installations

Deadline: 10 July 2026

Orders received after the return deadline will be charged a 20% late fee.

Your booth comes with a standard AC power supply (230 V / 50 Hz, up to 2.0 kW, Schuko type), routed directly to the booth.

Article Description	Amount	Price in €	Total in €
<b>AC Power Supply</b>			
AC power connection 230 V / 50 Hz, up to 2 kW, including 1 Schuko socket		290.00	
<b>Three-Phase Current</b>			
Three-phase power supply 400 V / 50 Hz, max. 9 kW with 1 × 16A CEE outlet included		350.00	
Three-phase power connection 400 V / 50 Hz, up to 18 kW, including 1 × 32A CEE socket		390.00	
Three-phase power connection 400 V / 50 Hz, up to 35 kW, including 1 × 63A CEE socket		440.00	
Three-phase power connection 400 V / 50 Hz, up to 55 kW, including 1 × 125A CEE socket		500.00	
<b>Additional Services</b>			
Power distribution box with 3–4 Schuko sockets, 230 V / 16A (only available with three-phase connection from 9 kW / 16A CEE)		145.00	
Power distribution box with 8–12 Schuko sockets, 230 V / 16A (only available with three-phase connection from 18 kW / 32A CEE)		200.00	
Cable distribution cabinet with 8 Schuko sockets, 2 × 16A CEE, 2 × 32A CEE (only available with a three-phase connection from 35 kW / 63A CEE)		280.00	
Electrical on-call service (charged per hour and delivery note)		95.00	

- All prices are exclusive of statutory VAT.
- Exhibitors with their own electrical distribution are hereby informed that a residual-current device (RCD) is mandatory. Power consumption from floor ducts or wall sockets, as well as distribution to neighboring booths, is not permitted and will result in disconnection of the entire power supply.
- Each socket per booth must be individually ordered and protected; for safety reasons, no additional sockets may be installed within a booth.
- The basis for the services is the General Terms and Conditions of Elektro Pröpper GmbH & Co. KG. The General Terms and Conditions are acknowledged upon signing the order. The place of jurisdiction is Witten.
- In the event of a short-notice, non-attributable cancellation of the event (force majeure), no refund of the order is possible after the service has been provided (network setup and installation of connections).
- Prices inclusive of consumption.
- The General Terms and Conditions of planetfair GmbH also apply.

Place, Date

Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

## Form 4.2

### Water Installations

Deadline: 10 July 2026

Orders received after the return deadline will be charged a 20% late fee.

Article Description	Amount	Price in €	Total in €
<b>Water Connection</b>			
1/2" main water connection, including appliance hookup by Pröpper GmbH & Co. KG		440.00	
1/2" main water connection, without appliance hookup (to be connected by your own booth contractor)		410.00	
1" water drain, including appliance hookup by Pröpper GmbH & Co. KG, up to 15 m		290.00	
1" water drain, without appliance hookup, up to 15 m (to be connected by your own booth contractor)		250.00	
Additional 1/2" connection, max. 1 m from the main connection (only possible with a main water connection)		300.00	
<b>Additional Services</b>			
Rental sink with shelf, 5 L hot water unit, and base cabinet, including delivery to the booth		300.00	
Water on-call service (charged per hour and delivery note)		95.00	

- All prices are exclusive of statutory VAT.
- In case of soiled rental equipment, a cleaning fee of €100.00 will be charged.
- Water consumption from floor ducts or existing connections, as well as distribution to neighboring booths, is not permitted and will result in disconnection of the entire water supply.
- The basis for the services is the General Terms and Conditions of Elektro Pröpper GmbH & Co. KG.
- No liability is accepted for water outages, pipe breakage, resulting contamination of the booth, or failure of rental equipment. Booth owners are advised to insure themselves against unintended damages. All installed materials are rental items and remain the property of Pröpper GmbH & Co. KG.
- The General Terms and Conditions are acknowledged upon signing the order.
- The place of jurisdiction is Witten
- Prices inclusive of consumption.
- The General Terms and Conditions of planetfair GmbH also apply.

Place, Date

Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

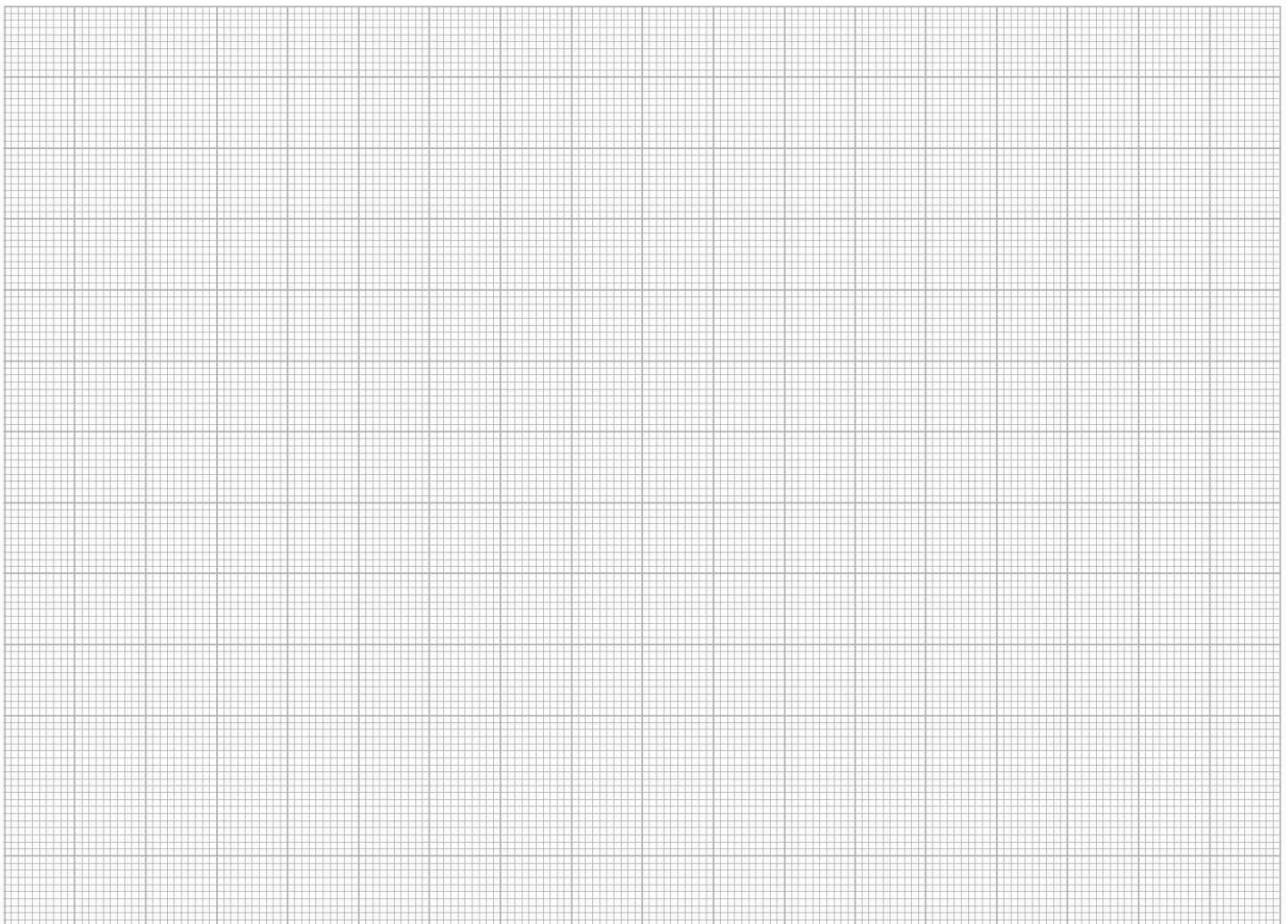
Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

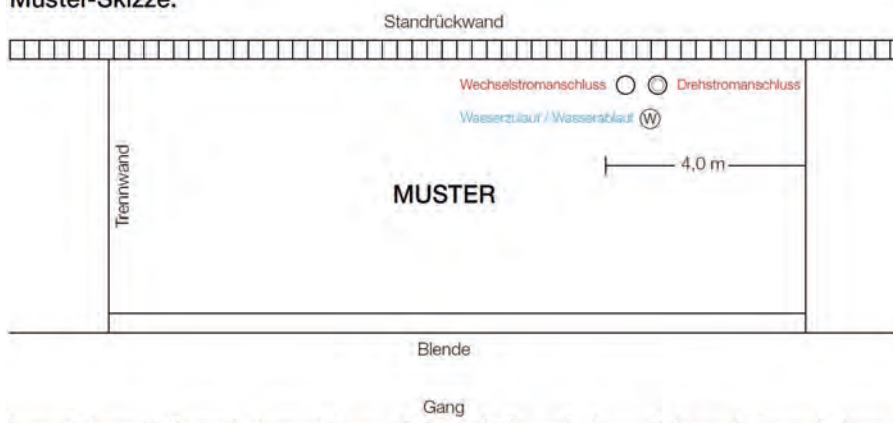
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

**Booth Layout Plan – Electricity / Water**



Muster-Skizze:



Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Email for invoice:** \_\_\_\_\_ **VAT-ID:** \_\_\_\_\_

## Form 5

### Stand Security

Deadline: 10 July 2026

For general security during the official build-up and dismantling periods as well as during the event, security will be provided by the organiser. If you would like additional protection of your stand to ensure maximum security, we recommend booking dedicated stand security services.

We require stand security during the **build-up** of our stand \_\_\_\_\_ person(s)

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs,

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.

We require stand security during the **event period** \_\_\_\_\_ person(s)

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs,

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs,

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.

We require stand security during the **dismantling** of our stand \_\_\_\_\_ person(s)

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs,

on \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.

The pricing for a security officer is as follows:

**Hourly rate: €41.00/hour**

**Night surcharge +25% (08:00 pm – 06:00 am): €51.25/hour**

All prices are subject to statutory VAT.

**All rates increase by 50% on Sundays and by 100% on public holidays.**

**External security services are not permitted.**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Legally binding signature

Please return to:  
planetfair GmbH  
sophie.koerber@planetfair.de

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Email for invoice:** \_\_\_\_\_ **VAT-ID:** \_\_\_\_\_

## Form 6

### Exhibitor Passes

Deadline: 10 July 2026

Each exhibitor receives a number of exhibitor passes based on the size of their booth. For the required booth and operating staff, up to 20 m<sup>2</sup>, three passes are provided free of charge. For every additional 10 m<sup>2</sup>, one more pass is granted, up to a maximum of 25 passes

- up to 20 m<sup>2</sup> = 3 Exhibitor passes
- 21 – 40 m<sup>2</sup> = 4 – 5 Exhibitor passes
- 41 – 60 m<sup>2</sup> = 6 – 7 Exhibitor passes
- 61 – 80 m<sup>2</sup> = 8 – 9 Exhibitor passes
- 81 – 100 m<sup>2</sup> = 10 – 11 Exhibitor passes
- 101 – 140 m<sup>2</sup> = 12 – 15 Exhibitor passes
- 141 – 180 m<sup>2</sup> = 16 – 19 Exhibitor passes
- 181 – 220 m<sup>2</sup> = 20 – 23 Exhibitor passes
- 221 – 240 m<sup>2</sup> = 24 – 25 Exhibitor passes

Sub-exhibitors receive two exhibitor passes.

Exhibitors are responsible for ensuring that only booth staff with exhibitor passes enter the exhibition area.

#### Additional Order:

Amount	Price in €	Total in €
	18,00	

Prices in EURO, plus applicable statutory VAT.

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

## Form 7

### Booth Cleaning

Deadline: 28 August 2026

**Please return to:**

BIW IndustrieService GmbH

Hungenbach 6 – 8

51515 Kürten

Phone: +49 (0)2268 2000

E-Mail: regina.schmidt@biw-kuerten.de

### We order (please tick):

**One-time pre-cleaning before the start of the event**

The cleaning price is €1.90 / m<sup>2</sup>.

Please specify the booth size.

**Daily booth cleaning for the duration of the event**

(Floor cleaning, dusting of furniture – not exhibits, emptying waste bins, removal of trash)

The cleaning price is €2.90 / m<sup>2</sup> per day.

Please specify the booth size.

**Booth size in m<sup>2</sup>:** \_\_\_\_\_

**Vehicle cleaning on request**

When placing a stand cleaning order, you will receive 1 set / €10.00 including 6 waste bags (40 l each) in two colours (green = glass, grey = mixed waste) for the disposal of catering waste, residual waste, glass bottles, etc. Price includes collection.

All prices increase by 50% on Saturdays and Sundays and by 100% on public holidays.

**Defects must be reported within 1 hour after the start of the event on the same day.**

**After this time, the service is considered properly rendered.**

**All prices are exclusive of statutory VAT.**

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Email for invoice:** \_\_\_\_\_ **VAT-ID:** \_\_\_\_\_

## Form 8

### Rigging / Suspension points in hall 5

Deadline: 28 August 2026

**Please return to:**

Real Audio GmbH  
Industriestraße 1  
34376 Immenhausen  
Phone: +49 (0)567 391366-150  
E-Mail: messekassel@realution.io

Ceiling rigging is available exclusively in Hall 5 as full-surface installation upon request. The maximum height of the rigging points is **8.5 m** and is provided by our local service partner Real Audio GmbH. Maximum point loads of **5.7 kN** per point can be applied. Almost all suspension points are generated via individual pre-rigging construction.

To verify whether the planned rigging can be implemented, we require a **technical drawing including a digital floor plan showing the exact positions of each rigging point**.

**A detailed dimensioning of the rigging points is mandatory!**

1. Scaled sketch indicating the positions of the required suspension points as well as the total number of rigging points required.
2. Clear orientation of your stand on the sketch (cardinal direction, neighbouring stands) as well as confirmation of the use of a suspension connector.

**3. Which type of rigging is required? (please tick)**

250 kg chain hoist     500 kg chain hoist     90 kg wire rope clamp (maximum load capacity)

4. Suspended loads per point
5. Load plan showing total loads, individual loads, and distributed loads
6. Required trim height of the suspension points
7. Additional services: Should the truss to be flown, lighting systems, or other event technology (sound, video, LED) also be supplied by our on-site service provider?
8. Scheduling: If chain hoists are provided by Real Audio, please specify the times at which the hoists need to be moved in order to allow for appropriate personnel planning.

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

## Form 8

### Rigging / Suspension points in hall 5

Deadline: 28 August 2026

**Please return to:**

Real Audio GmbH  
Industriestraße 1  
34376 Immenhausen  
Phone: +49 (0)567 391366-150  
E-Mail: messekassel@realution.io

### Safety and Regulations

The installation of exhibitor-owned materials (lighting systems, exhibits, etc.) must be carried out in compliance with the currently valid and recognised rules of engineering as well as all relevant regulations.

In particular, the following regulations must be strictly observed:

- DGUV Regulation 1 – Principles of Prevention
- DGUV Regulation 17/18 – Event and Production Venues for Stage Performances
- DGUV Regulation 54/55 – Winches, Lifting and Pulling Devices
- DGUV Information 215-316 – Safety in Productions and Events
- DGUV Information 215-313 – Loads Suspended Over Persons
- IGWV SQP1 – Truss Systems
- IGWV SQP2 – Electric Chain Hoists
- IGWV SQQ1 – Qualified Electrician for Event Technology
- IGWV SQQ2 – Certified Rigging Technician for Event Technology
- as well as all other relevant DIN, VDE and accident prevention regulations (UVV)

### Important note regarding structural engineering

Please note that for complex overhead constructions suspended from the hall ceiling, a structural analysis is required. Our rigging service provider reserves the right, after assessing proportionality, to require a structural engineer to re-view and approve any missing load calculations and structural designs. This inspection is subject to a fee and will be charged to the exhibitor.

Hall: \_\_\_\_\_ Stand-No.: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ ZIP Code/City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Email for invoice: \_\_\_\_\_ VAT-ID: \_\_\_\_\_

### Form 9

#### Logistics

Deadline: 28 August 2026

Order

Inquiry

**Please return to:**

Kühne + Nagel (AG & Co.) KG

Messeplatz 1

40474 Düsseldorf

Phone: +49(0)172 6602970

E-Mail: thomas.koepke@kuehne-nagel.com

#### 1. Transport

Transport dates (if known) \_\_\_\_\_

Loading location (postal code / city) \_\_\_\_\_

Shipment details \_\_\_\_\_

Return transport (please quote)

#### 2. Fair logistics (e.g. loading/unloading, stand delivery, positioning of your exhibits)

Forklift  Pallet truck  Cranes  Personnel  Other

#### 3. Storage (including collection and delivery)

Empty goods handling  Full goods handling

#### 4. Container rental

Storage  Office  Refrigerated  Frozen

#### 5. How else can we assist you?

Transport & exhibition insurance (if not already covered by you)

Goods value / type of goods \_\_\_\_\_

Further services (e.g. access platforms, promotional material logistics, etc.)