

NOTES ON USE OF CUSTOM-BUILT STANDS

Would you like to have an individual-looking stand installed by your own exhibition stand contractor? That's easy – just order the stand option "empty floor space | own stand"!

Further useful tips:

If you need a **water connection**, please mention this at the time of registration – we will try to position your stand accordingly.

The order form for the installation contractor is available to you in summer 2012 at www.book-fair.com/service_contractors. For a water connection, the contractor charges you approx. 400 euros plus the hire fee for fittings and units.

If you are looking for a suitable stand constructor, we recommend consulting the website of the Association for Exhibition and Event Professionals: www.famab.de. There you will find a list of stand constructors (follow the links "Mitglieder", "Mitglieder finden" and "Mitgliederliste").

Technical Regulations

Please read our technical regulations carefully, which you can download from the website: www.buchmesse.de/technical-regulations. Pay special attention to the stipulations on materials, types of ceiling, stand dimensions and stand height.

The following points are particularly important:

Approval of stand design

Every custom-built stand requires official approval which must be reapplied for formally every year.

Stand dimensions

In the case of custom-built stands, a tolerance of 50 mm should be applied, i.e. the straight axial measurement stated in the Organiser's plans should be reduced by 50 mm in stand planning and construction.

If your stand exceeds 2.5 m in height where it adjoins a neighbouring stand, the side and back walls must be designed in uniform white; you should additionally inform the neighbouring stand(s) in order to allow timely coordination of design and construction.

Stand heights above 4 m are subject to an extra charge (see "Price List 2012").

Maximum stand height

(incl. false floor, platform, decor and publicity fixtures):

Halls 4.1, 4.2 and 6.1: max. 4 m

Halls 3.0, 3.1, 4.0, 5.0, 5.1 and 8.0: max. 5 m

Closed stand walls

In the interest of publishing companies on the opposite facing side, it is not permitted to have a predominantly closed-in wall if a stand is 4 m wide or more. At least 50% of the wall that faces a gangway must be kept open.

And don't forget your stand number!

When you set up your own stand, you are required to attach your stand number yourself in a clearly visible position.

Additional time for set-up and dismantling

For a fee of 750 euros, you can already access the exhibition site on the Thursday of the week prior to the Fair if your stand exceeds 40 sqm in size. For early set-up, halls are open daily from 7.00 a.m. to 9.00 p.m. Please apply in good time for this access!

For **dismantling**, the exhibition halls are open throughout the night from Sunday to Monday as well as through to midnight on the Monday. All items must be cleared away by this time, unless you apply for an extension to Tuesday (also subject to an additional charge).

Please send us the following documents for approval by **1 August 2012 at the latest**:

- 1. Stand plans**, if necessary with detailed drawings (floor layout, cross section and views), in which exterior dimensions and height measurements are clearly shown.
- 2. Special permit applications** for early stand set-up and dismantling extension times (see above).

Stand plans for telephone and electricity connections should be sent directly to the relevant service providers.

All information and forms can also be accessed at www.book-fair.com