

# Specific Terms of Participation 2024

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



## Event and legal entity:

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

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

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

## Event title:

**HAMBURG OPEN**

## Venue:

HMC fairground, hall B6  
Messeplatz 1  
20357 Hamburg

## Event duration:

**17 – 18 January 2024**

## Project management:

Business Development

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Project Manager

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Project Manager

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## Deadline for registrations:

1 October 2023

## Opening times:

Wednesday, 17 January 2024 10.00–18.00 hrs  
Thursday, 18. January 2024 10.00–16.00 hrs

Get-together 18.00–22.00 hrs

## Assembly times:

Monday, 15 and Tuesday, 16 January 2024

07.00–22.00 hrs

## Disassembly times:

Thursday, 18 January 2024

16.00–24.00 hrs

## Early stand assembly/ Extended disassembly:

Any requests for early stand assembly / extended disassembly times must be submitted in writing to the Trade Fair and Exhibition Technology Department and approved (see Online Service Center / approvals and applications). An entitlement of approval does not exist. If you have any questions, please contact the Trade Fair and Exhibition Technology Department (Tel.: +49 40 3569 2528 / e-mail: ops@hamburg-messe.de).

## Exhibitor passes: (see clause 16 ATB)

Up to a stand size of 20 sq. m exhibitor will receive 3 exhibitor passes free of charge. One additional pass will be issued free-of-charge for every further 10 sq. m or part of sq. m. Further exhibitor passes may be ordered on **payment of a charge of € 42.– incl. VAT** per pass, from the Online Service Center. NO exhibitor passes are needed for assembly and disassembly.

## Marketing package/ Trade Fair Media: (see clause 14 ATB)

The charge for the mandatory marketing package is included in the stand fee. This fee includes an entry in all of the trade fair media (online list of exhibitors), free visitor Wi-Fi as well as digital advertising materials.

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

Co-exhibitors must be notified to HMC in writing with indication of company name, address, and products / services. Please complete the separate registration form for this purpose  
a) The charge for co-exhibitors is € 235 plus VAT per co-exhibitor, and will be invoiced to the main exhibitor.

## Exchange of exhibitor:

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

## Exhibit protection:

Subject to a decision by the Federal Justice Ministry, HMC offers exhibitors a certificate for submission to the German Patent and Trade Mark Office that the exhibit to be protected (consumer / investment product, design / utility model) has been exhibited at HAMBURG OPEN 2024. For further information see Online Service Center / approvals and applications.

## Advance payment for expected additional costs: (see clause 5.3 ATB)

No additional advance payment is required for HAMBURG OPEN 2024.

## Insurance: (see clause 21.7 ATB)

Any insurance requirements or damage reports should be sent to: versicherung@hamburg-messe.de. Insurance policies can also be booked via the OnlineServiceCenter.

## Invitations:

Exhibitors can invite their customers to the event by sending them invitations free of charge. Invitations can be ordered in the exhibitor ticket shop (accessed via the Online Service Center). It is possible to order printed invitations or digital codes in the exhibitor ticket shop. The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.

## Participation "Get-together":

A "Get-together" for exhibitors and visitors will take place on the first evening of the event. Admission is free and is via the fair ticket or exhibitor pass. In order to maintain security, HMC reserves the right to limit admission to a certain number of persons in the event of an increased volume.



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- Reductions in size of stand space:** The stand space specified in the acceptance is binding. After acceptance, any reductions in stand space requested by the exhibitor are possible only in consultation with HMC, and do not lead to reduction in stand rent. If HMC succeeds in renting out the stand space to a third party, an administrative fee amounting to 25% of the (proportional) participation fee for the space not used by the exhibitor is payable in accordance with clause 8.2 ATB.
- Cancellation of stand:** (see clause 8.2. ATB) Free-of-charge cancellation is possible within the period specified in the placement proposal, or until acceptance without placement proposal. In the event of cancellation after acceptance, clause 8 ATB shall be applicable.
- Cost element clause:** HMC may, at its reasonably exercised discretion, adjust the prices subject to this contract (pursuant to German Civil Code (BGB), Section 315) to reflect the development of costs relevant for price calculation. A price increase may be considered, and prices shall be lowered as appropriate, for example, in response to higher or lower costs incurred for the procurement of energy, or as warranted otherwise by changes of the cost situation due to new legal conditions affecting the event hereunder (such as a higher legal minimum wage). In the event of cost increases of a particular cost type, such as electricity costs, the prices charged by HMC may only be raised to the extent that the cost increase is not offset by decreasing costs in other areas, such as sales. If any costs, such as electricity costs, are lowered, HMC must lower its prices accordingly unless the lower costs are partially or entirely offset by higher costs in other areas. In exercising its reasonable discretion, HMC will choose the timing of any price change to avoid accounting for cost reductions in a manner that will put the Exhibitor at a disadvantage relative to cost increases, in other words, HMC will make sure that cost reductions will be reflected in its prices to the same extent as cost increases.
- Early dismantling:** (clause 7.3 ATB) Dismantling of the stand before the period set for dismantling is a breach of contract. HMC is entitled to impose a penalty charge of € 200.  
early departure of stand
- AUMA (association of the German trade fair industry) fee:** The AUMA fee of € 0.60 per sq. m plus VAT is included in the participation fee.