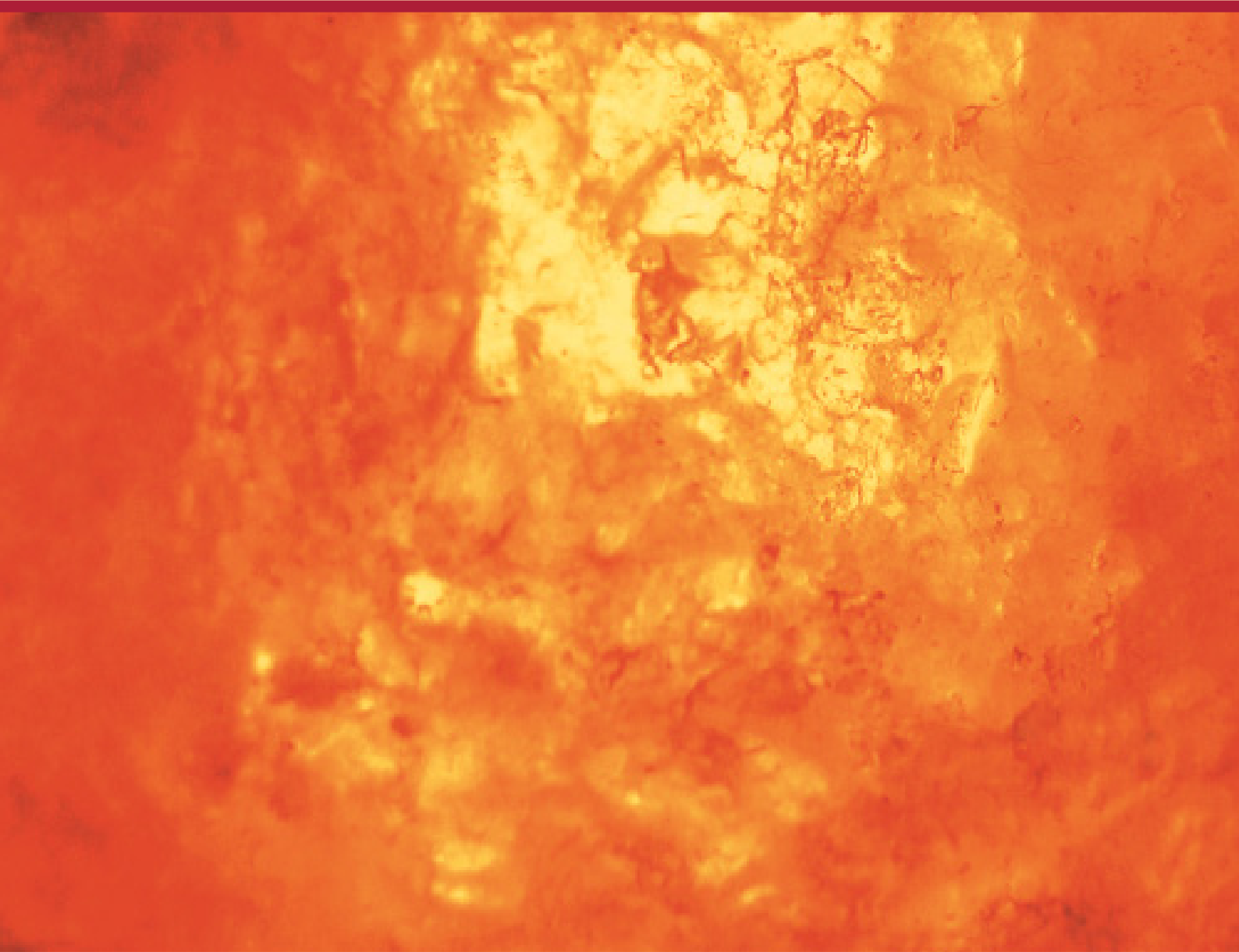




Messe
Offenburg -
Ortenau

25 + 26 February 2027
MESSE OFFENBURG

SERVICE GUIDE
for marketing and technology

CONTACT PERSON

We are happy to advise you!

Project Manager

Gabriele Weislogel

FON +49 (0)781 9226 246

weislogel@messe-offenburg.de

Project Team

Kristin Osing

FON +49 (0)781 9226 247

geotherm@messe-offenburg.de

Marketing

marketing@messe-offenburg.de

GUIDELINE

To help you plan your trade show participation, please find enclosed a guide with instructions and order forms.

The application deadline is 11 December 2026!

done	form		page
		Marketing service: contact person and checklist	3
☐	B	invitation codes	4
☐	C	presentation options	5
☐	D	internet advertising	6
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		Technical service: contact person and checklist	9
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☐	I	stand construction / tents / stand lettering / wall lettering	14
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Important dates

set-up

Tuesday, 23 February 2027 from 8.00 a.m. to 6.00 p.m.

Wednesday, 24 February 2027 from 8.00 a.m. to 6.00 p.m.

Delivery of large exhibits is only possible with advance notice.

opening hours

Thursday, 25 February 2027, 9.00 a.m. to 5.30 p.m.

Friday 26 February 2027, 9.00 a.m. to 3.30 p.m.

Exhibitor access from 7.30 a.m. each day

dismantling

Friday, 26 February 2027 from 3.30 p.m. onwards

Dismantling during the event is not possible.

Special dismantling only possible in consultation with the project management.

Checklist

- ☐ Have you already linked the GeoTHERM on your homepage?
- ☐ Have you already entered the GeoTHERM in your diary?
- ☐ Have you already made a LinkedIn entry?

Contact person

Marketing

marketing@messe-offenburg.de

We offer various services for your corporate communications.

The application deadline is 11 December 2026!

Done	Form		Page
☐	B	invitation codes	4
☐	C	presentation options	5
☐	D	internet advertising	6
☐	E	list of exhibitors / co-exhibitors	7

**We are happy to support you in your marketing activities,
because your successful trade fair appearance is our motivation.
Your success is in the foreground!**

All advertising measures subject to availability.

company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

B INVITATION CODES

see page 2 for contact person

Invite your customers, employees and/or business partners to GeoTHERM 2027.

B.1 Invitation codes (free codes, sent automatically)

You will automatically receive 20 free electronic codes from us free of charge. These can be used to obtain a free day ticket online in our ticket store. Please note that the free code cannot be redeemed at the box office. You are welcome to send these free codes by e-mail to your customers and partners.

This trade fair ticket is a visitor admission ticket and does **not** replace the exhibitor pass. Admission is only possible from 9 a.m. on Thursday and Friday only via the visitor entrance.

B.2 Invitation codes (subject to a charge, order separately)

Would you like to invite more than 20 customers and partners to GeoTHERM? Take the opportunity to request additional codes. Only redeemed invitation codes will be invoiced to you after the trade fair at **EUR 42 gross**. For your customers, admission is free of charge.

☐ We also order the following quantity: _____ Invitation codes.

B.3 Discount code - completely free of charge for you

You will receive an unlimited discount code that your customers can use to purchase an admission ticket at a gross discount of **EUR 9** online in our webshop.

Please note that the discount code can only be redeemed in our webshop and not at the box office.

There are no subsequent costs for you. Messe Offenburg-Ortenau GmbH is responsible for the value of the discount.

You are welcome to integrate the code in your advertising.

☐ Please send me the code to the following e-mail: _____

Please note:

These are visitor tickets. Admission is only possible during the trade fair opening hours Thursday from 9 am - 5.30 pm and Friday 9 am - 3.30 pm via the visitor entrances!

You will need exhibitor passes for your stand personnel to gain access to the exhibition grounds during the set-up times.

No access to the fair is possible without showing the code!

The code can only be redeemed in advance in the online ticket store. We will send you instructions with the codes. It is not valid at the box office!

company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

C PRESENTATION OPTIONS

see page 2 for contact person

During the event, you as an exhibitor will have the opportunity to present your company through various advertising opportunities.

We hereby order (please tick):

Pos.		Article	Unit price EUR plus VAT
500142	☐	Company logo on the hall overviews (approx. 20 x 30 mm) Maintenance by Messe Offenburg-Ortenau	120,00 / piece
116053	☐	Floor sticker (50 x 50 cm, incl. production, minimum purchase 5 pieces, maximum purchase 10 pieces) Desired quantity: _____	60,00 / piece
500140	☐	Set up your own roll up (max. 2 x 1m) in the foyer	280,00 / piece
500141	☐	Logo and reference to the stand on the screen in the foyer	120,00 / piece
500147	☐	Display of flyers on the trade press displays (100 pieces each)	230,00
500143	☐	Display of giveaways (in consultation with Messe Offenburg-Ortenau GmbH)	350,00

Notice:

All advertising space subject to availability.

The trade fair company reserves the right of domiciliary rights.

All advertising materials not approved by the trade fair will be removed.

company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

D INTERNET ADVERTISING

see page 2 for contact person

D.1 Paid online advertising on the GeoTHERM expo & congress website

Web banner on the homepage (size: 300 x 600 px)

Pos.		Artikel	Einzelpreis EUR zzgl. USt.
116057S	☐	3 months (October – December)	500,00
116057S1	☐	3 months (January – March)	600,00
116057S6	☐	6 months (October – March)	950,00

Web banner on the congress programme page (size: 300 x 600 px)

116057K	☐	3 months (October – December)	375,00
116057K1	☐	3 months (January – March)	450,00
116057K6	☐	6 months (October – March)	700,00

Web banner on a subpage of the GeoTHERM website (size: 300 x 600 px)

116057U	☐	3 months (October – December)	250,00
116057U1	☐	3 months (January – March)	300,00
116057U6	☐	6 months (October – March)	475,00

D.2 Newsletter

Benefit from a reach of around **13,000** newsletter subscribers.

Pos.		Artikel	Einzelpreis EUR zzgl. USt.
116060	☐	Logo, including a link to the company's website and details of the stand number	120,00
116061	☐	Logo including 300 characters of text + a link and a note regarding the stand number	200,00

D.3 Social Media

Pos.		Artikel	Einzelpreis EUR zzgl. USt.
116056	☐	Social media posts (LinkedIn event page and Instagram @geotherm_expo)	115,00

Notice:

All advertising spaces are subject to availability.

The fair company reserves the right of domiciliary rights.

location, date

legally binding signature

Until 11 December 2026 at the latest by mail to
geotherm@messe-offenburg.de



company / organisation

street

postal code, location, country

contact person

phone

mail

hall number

booth no.

outdoor area

booth no.

E

LIST OF EXHIBITORS / CO-EXHIBITORS

see page 2 for contact person

The **compulsory entry** in the list of exhibitors includes an entry in the alphabetical list of exhibitors, which is made available to visitors free of charge.

The entry is mandatory and will be made as you have indicated on your registration.



location, date

legally binding signature

MITAUSSTELLER / CO-EXHIBITOR



26 + 27 February 2026

Messe Offenburg-Ortenau GmbH

Please send by email to:

geotherm@messe-offenburg.de

Wir sind bei folgendem Hauptaussteller vertreten:
We are represented by the following main exhibitor:

Hauptaussteller / Main Exhibitor

Firma
Company _____
Straße / Nr.
Street / P.O. Box _____
PLZ / Ort
Country/Postal Code/City _____
Telefon
Telephone _____
E-Mail _____

1) Mitaussteller / Co-Exhibitor

Firma
Company _____
Inhaber / Geschäftsführer
Owner/Managing Director _____
Straße / Nr.
Street / P.O. Box _____
PLZ / Ort
Country/Postal Code/City _____
Telefon
Telephone _____
Fax _____
E-Mail _____
Web _____
USt Identifikations-Nr.
Value Added Tax No. _____

2) Kontakt / Contact

Kontaktperson
Contact Person _____
Telefon
Telephone _____
Mobil _____
E-Mail _____

Name für den alphabetischen Katalogeintrag (Anfangsbuchstaben der Firmierung) / **Name for the alphabetical catalogue entry** (initial letters of the company name):

Ausstellungsprodukte / Exhibits _____

Unsere Beteiligung erfolgt im Zusammenhang mit anderen Firmen: Siehe Position 6 der Besonderen Ausstellungsbedingungen der GeoTHERM 2027 und Hausordnung der Messe Offenburg-Ortenau GmbH. Die Gebühr für Mitaussteller beträgt 350,00 EUR zzgl. 120,00 EUR Marketingpauschale. In der Marketingpauschale ist ein kostenfreies Ticket für den Abendempfang sowie 15 Ticketcodes enthalten. Alle genannten Preise verstehen sich zzgl. gesetzlicher Umsatzsteuer.

Our participation is in connection with other companies: See position 6 of the Special Exhibition Terms and Conditions of GeoTHERM 2027 and House Rules of Messe Offenburg-Ortenau GmbH. The fee for co-exhibitors is 350,00 EUR plus 120,00 EUR marketing flat rate. The marketing package includes a free ticket for the evening reception and 15 ticket codes. All prices quoted are exclusive of statutory value-added tax.

Die Firma ist vertreten mit / The company is represented by Die Mitaussteller-Gebühr wird entrichtet vom / **The co-exhibitor fee will be paid by**

☐ eigenem Personal / own staff ☐ Hauptaussteller / main-exhibitor ☐ Mitaussteller / co-exhibitor

Anmeldeschluss ist der 27. November 2026 / Application Deadline: 27 November 2026

Mit Abgabe dieser Anmeldung werden die Besonderen Ausstellungsbedingungen der GeoTHERM anerkannt. Für alle Leistungen werden mit den Technischen Unterlagen Bestellscheine mit Angabe der Preise und Lieferbedingungen übersandt. Die Technischen Grundlagen und ihre Richtlinien sind Vertragsbestandteil Ihrer Beteiligung.

By signing this registration form the Special Terms and Conditions for Exhibiting GeoTHERM are recognised. The Technical Documentations and the provisions they contain are an integral part of the contract concerning your participation.

***Der Unterzeichner erklärt sich ausdrücklich als für die rechtsverbindliche Abgabe dieser Anmeldung bevollmächtigt.**

***The signatory declares himself duly legally authorized to submit this application form.**

Ort, Datum / City, Date

Stempel und rechtsverbindliche Unterschrift Hauptaussteller / Signature, Stamp

Sofern Rechnungslegung an Mitaussteller / If invoicing to co-exhibitors

Ort, Datum / City, Date

Stempel und rechtsverbindliche Unterschrift Mitaussteller / Signature, Stamp

Checklist – good trade fair preparation is everything!

- ☐ Do you have everything you need for your stand equipment?

Please note the registration deadline until 11 December 2026.

After the registration deadline, a surcharge of 10% per order, with a minimum of EUR 25, will be applied.

- ☐ Would you like the support of our service providers for cleaning or transportation?

Contact person

Project Team

geotherm@messe-offenburg.de

We offer various services for your trade fair stand.

The application deadline is 11 December 2026!

Done	Form		Page
☐	F	electrical supply / lighting	10
☐	G	sanitary installation	11
☐	H	finished stands	12
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☐	R	media technology / internet	27
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☐	U	technical guidelines	31

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Delivery of large exhibits is only possible with advance notice.

opening hours

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dismantling

Friday, 26 February 2027 from 3.30 p.m. onwards
Dismantling during the event is not possible.
Special dismantling only possible in consultation with the project management.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by mail to geotherm@messe-offenburg.de
 After the registration deadline, a surcharge of 10% per order, with a minimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

F ELECTRICAL SUPPLY / LIGHTING

see page 2 for contact person

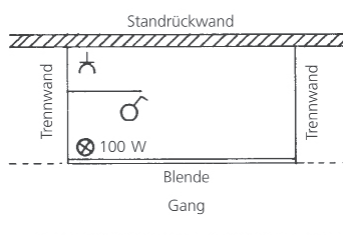
We order the following connections and special services, acknowledging the conditions listed under U according to the attached sketch:

Pos.	Quantity	Article	Unit price EUR plus VAT
Alternating current 230 V			
102001	1x DUTY	Socket up to 3 kW incl. consumption (1 x already ordered with registration form)	155,00
102001	_____	additional socket up to 3 kW, including consumption	155,00
Three phase current 400 V			
102011	_____	CEE 16 A up to 9 kW	180,00
102013	_____	CEE 32 A up to 20 kW	304,00
102015	_____	CEE 63 A up to 40 kW	513,00
Counter			
102021	_____	Three phase meter (obligatory for three-phase current 400 V, it is not allowed to use own meters)	60,00
Electricity costs			
102030	_____	Power consumption via meter per kW	0,50
102033	_____	Wall spotlights (for lighting the movable walls) incl. assembly and disassembly	53,00
102029	_____	HQ/LED light (to illuminate the stand, grid panels required, see STAND CONSTRUCTION section) incl. assembly and disassembly	53,00
102040	_____	Assembly hour (special requests*)	78,00

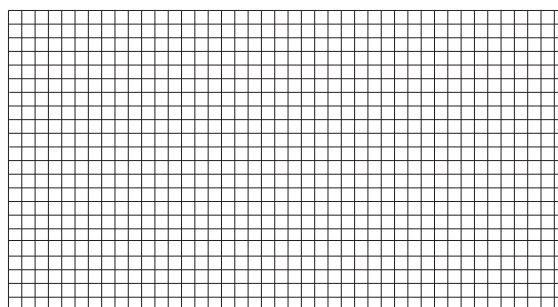
Exhibitors are not permitted to use their own power supply systems. The use of other exhibitors power connections is not permitted and, in the event of non-compliance, will result in a subsequent electricity bill plus late registration fee and, if applicable, plus assembly hour.
Short-term orders, e.g. for assembly, will be collected directly (either in the exhibition office or in the accounting department).
No connection will be made without payment.
 Prices are valid up to the distribution cabinet. Connection and extension cables must be brought by the exhibitor.

Floor plan sketch for electrical installation

Sample



Without a sketch, the connection is made in the center of the booth!

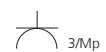


sign explanation:

Please use the indicated characters please use in your sketch.



socket 230 V



Three-phase socket 400 V (please specify)

location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by mail to geotherm@messe-offenburg.de
After the registration deadline, a surcharge of 10% per order, with a minimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

G SANITARY INSTALLATION

see page 2 for contact person

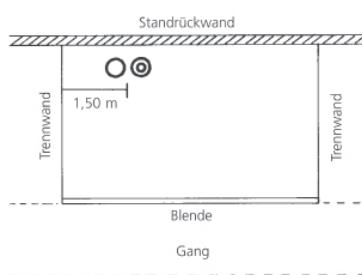
We order the following **installation** according to the attached sketch, accepting the conditions listed under U:

Pos.	Quantity		Unit price EUR plus VAT
Water connection from the installation shaft to the stand subject to local conditions			
This does not include assembly work within the exhibition stand.			
103001	_____	MVE water inlet / outlet incl. consumption, GK connection, ball valve (connection of the devices, special requests and further material will be charged separately) Not available at all hall stands	380,00
103024	_____	Sink unit including hot water boiler (excluding water supply and mains socket)	189,00
103040	_____	Connecting devices (automatically charged at a flat rate)	74,00

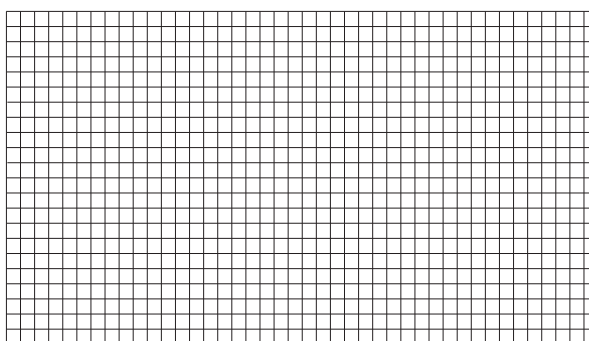
Floor plan sketch for sanitary installation

The application can be processed only if a sketch is made.

Sample



Space for a sketch of your installations at the exhibition stand:



Sign explanation:

Please use the indicated characters in your sketch.



Note for installation material:

The work in the stands will be carried out according to this application and your sketch. The costs will be calculated according to the price table.

In addition to the connection, an assembly hour will be charged in advance. Any additional or reduced costs will be charged or credited after the trade fair.

The invoice is due for payment upon receipt.

Additional costs resulting from inaccurate or incorrect information will be charged to the applicant.

The material remains the property of the installation company.

location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation

street

postal code, location, country

contact person

phone

mail

hall number

booth no.

outdoor area

booth no.

Until 11 December 2026 at the latest by
mail to geotherm@messe-offenburg.de
After the registration deadline, a
surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



H

FINISHED STANDS

see page 2 for contact person

Example based on a 12sqm corner stand (4 x 3m). The stand construction will be customized according to your stand.

Stand construction illustration similar.

Please tick:

☐ Pos. 106004

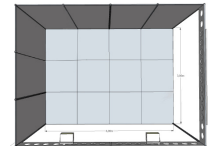
SYSTEM STAND basic

- White walls with aluminium profiles
- H30 mesh panel
- Company name on a white panel measuring H30 x W200 lettering in black and white



Unit price EUR
plus VAT

74,00 EUR/sqm



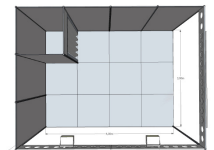
☐ Pos. 106001

SYSTEM STAND type 1

- Basic exhibition stand
- + 100 x 100 cabin with curtain, coat rack
- + Lighting: 2 LED lights (including power connection and electricity consumption)



96,00 EUR/sqm



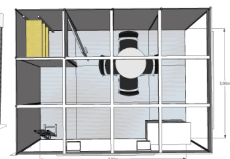
☐ Pos. 106002

SYSTEM STAND type 2

- Type 1 system stand
- + 100 x 100 cabin with door, coat rack, shelf
- + 1 table with 4 chairs, counter W100 x D58 x H90
- + 1 leaflet stand



127,00 EUR/sqm



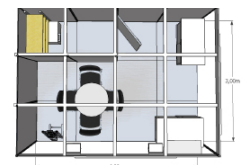
☐ Pos. 106003

SYSTEM STAND type 3

- Type 2 system stand
- + 200 x 100 cabin with door, coat rack, shelf, fridge
- + 1 x additional counter (W100 x D58 x H90) (2 in total)



153,00 EUR/sqm



☐ Pos. 106005

Pixlip exhibition module with illuminated and printed walls, see page 15

location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

Until 11 December 2026 at the latest by
 mail to geotherm@messe-offenburg.de
 After the registration deadline, a
 surcharge of 10% per order, with a mi-
 nimum of 25 EUR, will be applied.



company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

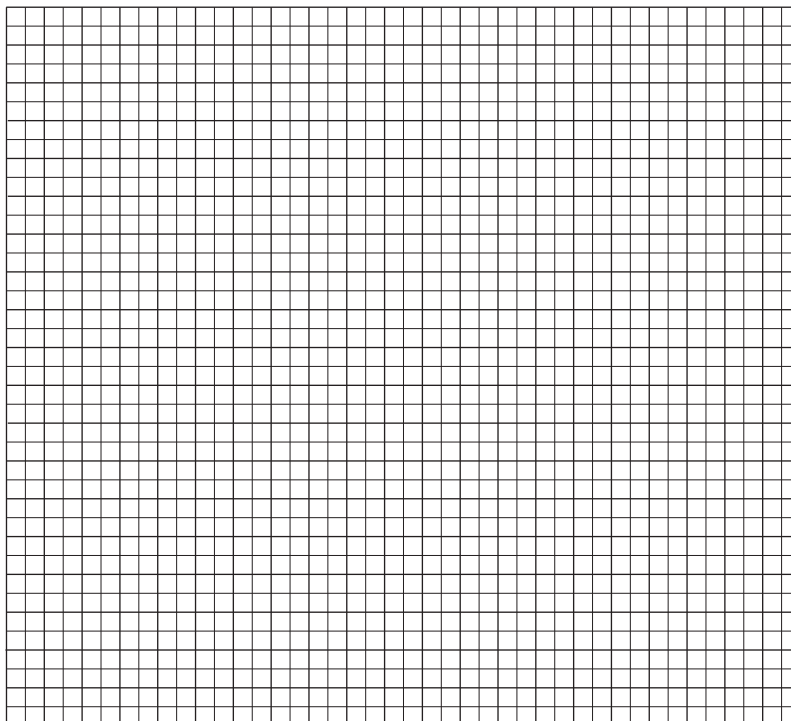
outdoor area booth no.

H FINISHED STANDS

see page 2 for contact person

- ☐ **For system stand basic, 1, 2 and 3:** company logo (pos. 107091) or colored lettering instead of black/white lettering.
 Lettering desired? Additional 65 EUR per lettering/logo. Printing will be done on the basis of the EPS file you send to
osing@messe-offenburg.de
- ☐ Grey carpeting is included with all finished stands. If you would like a different color, we will be happy to order it for you.
 Price 15,00 EUR/sqm, desired color shade: _____

Floor plan sketch (below) for the stand if different from the system stand



Sign explanation

— wall construction

- - - aperture

— door
(stop left)

⊗ spotlight

□ □ □
table and chairs

— labeling



location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by mail to geotherm@messe-offenburg.de
After the registration deadline, a surcharge of 10% per order, with a minimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

I STAND CONSTRUCTION / STAND LETTERING / WALL LETTERING / TENTS

see page 2 for contact person

I.1 Stand construction interior / hall

Pos.	Quantity		Unit price EUR plus VAT
Partition walls			
105014	_____	Lockable door 2.5 m high, 1 m wide	109,00
105010	_____	Octanorm walls (modular partition walls) 2.5 m high, 1 m wide	56,00
Apertures			
105013	_____	Lattice screen for a modular partition wall H30 for partitioning the stand along its open sides	26,00 / lfm.
105005	_____	Alu pillar H30, for more than 5 linear meters regulation as well as for corner and head stand required	19,50

I.2 Stand lettering / wall lettering

Only in conjunction with grille diaphragms (pos. 105004) and, if necessary, diaphragm supports (pos. 105005)

Pos.	Quantity		Unit price EUR plus VAT
104006	_____	Lettering b/w max. W200 x H29.9 cm Fascia text: _____	83,00
107090	_____	Lettering / corporate brand, colored or company logo according to template max. W200 x H29.9 cm Wording: _____ Please send us your company logo as PDF, EPS, JPEG or TIF file with 300-356 DPI to osing@messe-offenburg.de	119,00



location, date _____ legally binding signature _____

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

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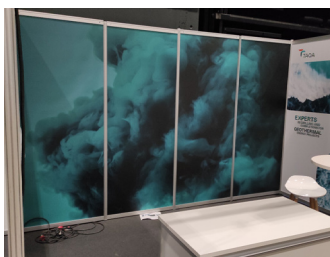
hall number _____ booth no. _____

outdoor area _____ booth no. _____

I STAND CONSTRUCTION / STAND LETTERING / WALL LETTERING / TENTS

see page 2 for contact person

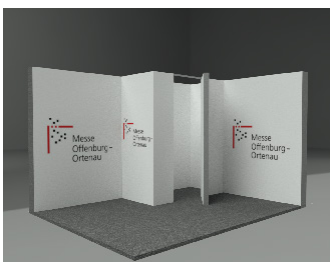
I.2 Stand lettering / Wall lettering



Article Printed partition wall (H250 x W100 cm)
Only when used in conjunction with modular partition walls or prefabricated stands
Illustration for example

Pos. 105058
Quantity _____

Unit price 330,00 EUR



Article Pixlip exhibition module with illuminated and printed walls.
Illustration for example purposes only; various stand designs possible.

Further information and offers
are available on request from osing@messe-offenburg.de.

Sample quotation for the Pixlip exhibition module:



3x4 m corner stand
1x2 m booth
2.50 m high

Price approx. €3,750.00
including electricity, excluding carpet and furniture

Illustration for illustrative purposes only
Furniture, shelving and counter not included



6 m back wall
2.50 m high

Price approx. €2,250.00
including electricity, excluding carpet and furniture

Illustration for illustrative purposes only
Furniture, shelving and counter not included

location, date _____ legally binding signature _____

By signing you accept the attached conditions, which you can read under U.

company / organisation

street

postal code, location, country

contact person

phone

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booth no.

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I

STAND CONSTRUCTION / STAND LETTERING / WALL LETTERING / TENTS

see page 2 for contact person

I.2 Stand lettering / Wall lettering



Article Article Banner for counter (W95 x H80 cm)
(only in conjunction with a counter order in section K)
Illustration for example purposes only

Pos. 105059

Quantity _____

Unit price 188,00 EUR



Article Pixlip counter illuminated (W100xT350x100 cm)
(front printable, with two shelves)
Illustration for example purposes only

Pos. 107075

Quantity _____

Unit price 440,00 EUR



Article LED light box (W200 x H100 cm) including double-sided printing - print
data provided by exhibitor, including suspension and power connection Illustration
for example purposes only

Pos. 105060

Quantity _____

Unit price 680,00 EUR



location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by mail to geotherm@messe-offenburg.de
After the registration deadline, a surcharge of 10% per order, with a minimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

I

STAND CONSTRUCTION / STAND LETTERING / WALL LETTERING / TENTS

see page 2 for contact person

I.3

Tents (Booking only possible for stand areas in the outdoor area)

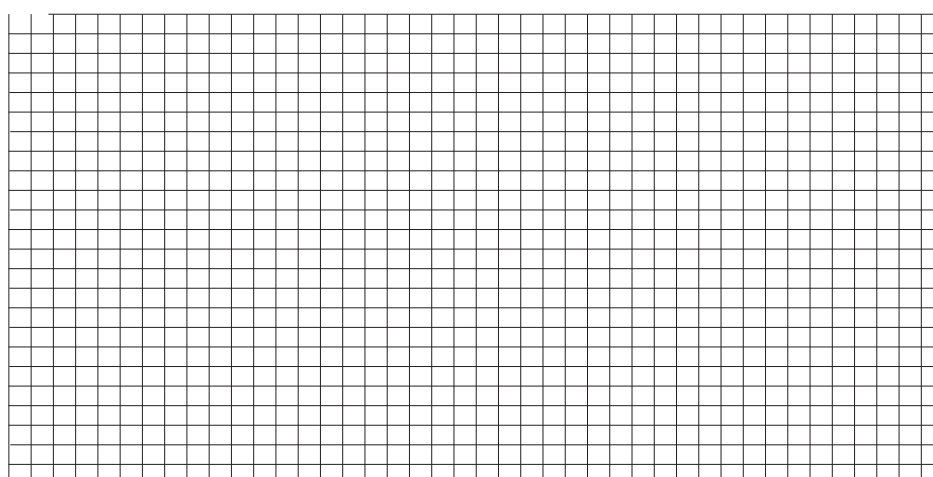
Pos.	Quantity			Unit price EUR plus VAT
115501	_____	Tent	3m x 3m, incl. mounting	345,00
115502	_____	Tent	4m x 4m, incl. mounting	419,00
115503	_____	Tent	5m x 5m, incl. mounting	483,00
115550	_____	Wooden floor	3m x 3m, incl. mounting	213,00
115551	_____	Wooden floor	4m x 4m, incl. mounting	241,00
115552	_____	Wooden floor	5m x 5m, incl. mounting	293,00

Heating for tents available on request at geotherm@messe-offenburg.de

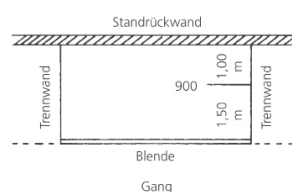
Short-term orders, e.g. for set-up, will be cashed directly (either in the exhibition office or in the accounting department). No set-up will take place without payment.

Floor plan sketch (below) for the layout of the partitions and the required stand panels

The application can be processed only if a sketch is made.



Sample



Sign explanation

— wall construction

- - - aperture

— door (stop left)

⊗ spotlight

□ □ □ tables and chairs

— labeling

Tand space

Width _____ m,

Depth _____ m

Stand type

☐ Row stand ☐ Head stand

☐ Corner stand ☐ Block stand

location, date

legally binding signature

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mail _____

Until 11 December 2026 at the latest by
mail to geotherm@messe-offenburg.de
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surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

J FLOOR COVERINGS / CARPET

see page 2 for contact person

Flooring in the hall

We order the following services:

Pos.		Article	Unit price EUR plus VAT
107070	☐	Disposable carpet anthracite Size _____ x _____ m = _____ m ²	25,00 per sqm
107070F	☐	Disposable colored carpet , color: ☐ red ☐ green ☐ blue ☐ orange Other colors on request. incl. installation, textile tape, cover, disposal Size _____ x _____ m = _____ m ²	28,00 per sqm
107071	☐	Carpet circulation of the stand area (no full-area installation) Width _____ (example: 20 / 30 / 40 cm) Color _____	27,00 per sqm



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hall number _____ booth no. _____

outdoor area _____ booth no. _____

K RENTAL FURNITURE

see page 2 for contact person

We hereby order the following furniture, acknowledging the conditions listed under U. Rental furniture while stocks last.
 Furniture similar to illustration.

K.1 Chairs



Article chair white without upholstery
 picture similar

Pos. 107027
Quantity _____

Unit price 35,50 EUR plus VAT



Article upholstered chair black
 picture similar

Pos. 107003
Quantity _____

Unit price 34,50 EUR plus VAT



Article Klasik chair
 white / beech
 picture similar

Pos. 107094
Quantity _____

Unit price 42,00 EUR plus VAT

NOTE:

Further furniture on request.
 Please contact us!

K.2 Bar stool



Article Z bar stool leather
 black / chrome
 picture similar

Pos. 107004
Quantity _____

Unit price 39,90 EUR plus VAT



Article Klasik bar stool
 white / beech
 picture similar

Pos. 107005
Quantity _____

Unit price 54,00 EUR plus VAT



location, date

legally binding signature

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Until 11 December 2026 at the latest by
mail to geotherm@messe-offenburg.de
After the registration deadline, a
surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

K RENTAL FURNITURE

see page 2 for contact person

K.3 Tables and bar tables



Article meeting table
white, angular, W70xD70xH72
picture similar

Pos. 107011
Quantity _____

Unit price 60,50 EUR plus VAT



Article meeting table
white, round, H72, Ø70
picture similar

Pos. 107010
Quantity _____

Unit price 60,50 EUR plus VAT



Article bar table
white, angular, W70xD70xH110
picture similar

Pos. 107020
Quantity _____

Unit price 74,00 EUR plus VAT



Article bar table
white, round, H110, Ø70
picture similar

Pos. 107022
Quantity _____

Unit price 74,00 EUR plus VAT



Article Plastic bar table
white, round, H110, Ø70
picture similar

Pos. 107021
Quantity _____

Unit price 39,00 EUR plus VAT



Article Cover for bar tables,
Ø70, white
picture similar

Pos. 107080
Quantity _____

Unit price 21,00 EUR plus VAT



location, date _____ legally binding signature _____

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by
mail to geotherm@messe-offenburg.de
After the registration deadline, a
surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



hall number _____ booth no. _____

outdoor area _____ booth no. _____

K RENTAL FURNITURE

see page 2 for contact person

K.4 Counters



Article Klasik counter
white,
B100xT58xH90
with sliding door, lockable
picture similar

Pos. 107030
Quantity _____
Unit price 149,00 EUR plus VAT



Article Fjord counter
white, W100xD58xH110
with sliding door and top,
lockable
picture similar

Pos. 107035
Quantity _____
Unit price 163,50 EUR plus VAT



Article Vika counter
white, W100xD58xH130,
with sliding door and
showcase top, lockable
picture similar

Pos. 107046
Quantity _____
Unit price 188,50 EUR plus VAT



Article Vika bar table/counter
white, B170xD75xH110
picture similar

Pos. 107039
Quantity _____
Unit price 134,50 EUR plus VAT

K.5 Brochure display



Article brochure stand wood
with 3 shelves
picture similar

Pos. 107062
Quantity _____
Unit price 58,50 EUR plus VAT

K.6 Refrigerator / sink unit



Article refrigerator 110 liters
(plus power supply)
picture similar

Pos. 107050
Quantity _____
Unit price 100,50 EUR plus VAT



Article flushing unit incl. hot
water boiler (plus water supply/
drain, see sanitary inst.; plus
socket + consumption,
see electrov.)
picture similar

Pos. 103024
Quantity _____
Unit price 192,00 EUR plus VAT

location, date _____ legally binding signature _____

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company / organisation

street

postal code, location, country

contact person

phone

mail

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mail to geotherm@messe-offenburg.de
After the registration deadline, a
surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



hall number booth no.

outdoor area booth no.

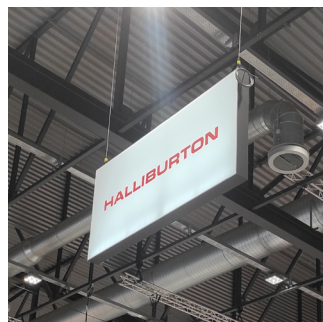
K RENTAL FURNITURE

see page 2 for contact person

K.8	wardrobe	Pos.	Quantity	Arti	Unit price plus VAT
				picture similar	
		107096	_____	Coat rack, 3 hooks	EUR 26,50
				picture similar	
		107048	_____	Shelf H180	EUR 71,50
				picture similar	
		108099	_____	Wastepaper basket	EUR 15,00

K.9 Add on

105060	_____	Lightbox (200 x 100 cm) including double-sided printing, Print data to be provided by the exhibitor, including hanging arrangements and power connection	EUR 680,00
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picture similar



location, date

legally binding signature

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company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

L

SUSPENSIONS / TRUSSES

see page 2 for contact person

L.1 Suspensions

Please note: Suspensions from the ceiling construction of the exhibition hall are only permitted by the organizer's service provider. Suspensions are only possible in accordance with the structural conditions on the technical equipment provided for this purpose. Only loads that comply with DIN standards (BGV C1) may be flown. Loads outside the intended facilities and over 250 kg are possible after consultation with Messe Offenburg. Invoicing will take place after the end of the trade fair.

Pos.	Quantity	Article	Max. load	Unit price EUR plus VAT
108063		Hanging point(s) for flags with wire rope holder (perpendicular)	15 kg	84,00
108064		Suspension point(s) static with wire rope holder (plumb)	50 kg	139,00
108060		Suspension point(s) static with wire rope holder (plumb)	100 kg	170,00
108065		Hanging point(s) for motor / control (perpendicular)	100 kg	218,00
108061		Hanging point(s) with motor / control (perpendicular)	250 kg	343,00
108066		Assembly hour incl. working platform (e.g. for flag or banner mounting)	per 10 min. or part thereof	23,00

L.2 Trusses

115021		MET truss 4-point Attention: price without assembly, suspension points Must be ordered separately. We are happy to advise you, call us!	31,00 / lfm
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What do you want to hang from the ceiling? ☐ cube ☐ trusses ☐ flag

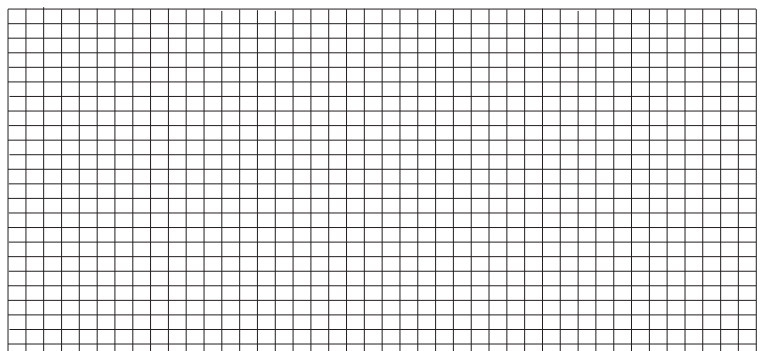
Other: _____

Desired height of the transfer point: _____

Price for hanging point:

The price for a hanging point is calculated as a lump sum according to weight. The hanging point is handed over at desired height. It consists of a steel cable suspended from the hall ceiling. Additional costs are incurred if the construction is fixed to the suspension point.

Please make a sketch showing the position of the suspension



location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation _____

street _____

postal code, location, country _____

contact person _____

phone _____

mail _____

Until 11 December 2026 at the latest by mail to geotherm@messe-offenburg.de
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hall number _____ booth no. _____

outdoor area _____ booth no. _____

M TRANSPORTATION / STORAGE

see page 2 for contact person

M.1 Transportation

We need a forklift at the _____

date: _____ time: _____ duration ca. _____ volume ca. _____

date: _____ time: _____ duration ca. _____ volume ca. _____

The information is for coordination in advance. Time adjustments are possible.

Pos.		Ordering of auxiliary equipment for loading and unloading	Unit price EUR plus VAT
109012	☐	3 tons forklift truck incl. driver per started time unit (10 minutes)	23,00
109015	☐	Scissor lift incl. driver per started time unit (10 minutes)	23,00

Invoicing will take place after the end of the trade fair.
Please register upon arrival at the exhibition office or by phone +49 781 9226-214.
We will provide you with a forklift as soon as possible. Please understand that there may be waiting times.

M.2 Storage

Pos.		Only on request and availability	Unit price EUR plus VAT
109002	☐	Storage of empties per 10 square meters (packed, ready for transport and labeled) plus transport costs (see above)	150,00

Packages intended for storage must be prepared in such a way that they can be handled by a forklift truck.
The goods must be packed and labelled either on Euro pallets (1200 x 800 mm) or in comparable loading units suitable for forklift handling, and made ready for storage.

Packages that cannot be handled by a forklift or non-standard loading units may result in additional handling effort and corresponding extra costs.

M.3 Shipping and customs clearance

Please feel free to send an enquiry to geotherm@messe-offenburg.de. We will forward the relevant contact details to you.

Messe Offenburg-Ortenau GmbH **does not have** an official service partner for trade fair logistics and freight forwarding.
On-site coordination is handled by the GeoTHERM exhibitors' office.

Kühne+Nagel is on hand to assist with freight forwarding and customs enquiries for GeoTHERM.



location, date _____ legally binding signature _____

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mail to geotherm@messe-offenburg.de
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surcharge of 10% per order, with a mi-
nimum of 25 EUR, will be applied.



company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

N STAND CLEANING

see page 2 for contact person

The exhibition management will arrange for the cleaning of the exhibition grounds and the hall corridors. A thorough clean-up following set-up will be carried out automatically and is included in the stand hire fee, as is waste disposal.

If you would like a clean-up after the first day of the event, please use this form.

Pos.		All prices plus statutory sales tax	Unit price EUR plus VAT
113002	☐	Intermediate cleaning on the evening of the first day of the event	44,00 / hour

Special requests:

Stand cleaning after the end of the trade fair (dismantling):

The stand area is to be left by the exhibitor and their contractual partners as found (carpet undamaged and swept clean). If, however, considerable soiling or quantities of garbage are demonstrably attributable to the exhibitor or his contractual partners after the end of dismantling or next to the stand area or elsewhere on the exhibition grounds, garbage disposal and cleaning will be charged at a flat rate of EUR 150.00 plus VAT. In the case of larger quantities, this will be in accordance with the additional expense.

location, date

legally binding signature

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company / organisation

street

postal code, location, country

contact person

phone

mail

hall number booth no.

outdoor area booth no.

P

EXHIBITOR PASSES INCL. PARKING & SITE PLAN

see page 2 for contact person

Due to our booth size we order **exhibitor passes incl. parking tickets**:

☐ **free exhibitor passes**

For stands up to 12 sqm exhibition space you will receive 2 badge sets (congress + trade fair ticket as well as parking pass).

For each additional 6 sqm, you will receive another pass set (up to a maximum of 10).

For the duration of the exhibition, each exhibitor will receive free exhibitor passes after payment of the stand rental, according to the size of his stand, according to the following calculation:

Please note: Exhibitor passes are compulsory for stand staff. These grant access before the exhibition opens. The exhibitor passes are valid on both days of the event and include free parking in the exhibitor car park opposite the EDEKA Arena.

12 qm - 17 qm = 2 exhibitor passes free of charge

18 qm - 23 qm = 3 exhibitor passes free of charge

24 qm - 29 qm = 4 exhibitor passes free of charge

30 qm - 35 qm = 5 exhibitor passes free of charge

36 qm - 41 qm = 6 exhibitor passes free of charge

42 qm - 47 qm = 7 exhibitor passes free of charge

Registered co-exhibitors will also receive one exhibitor pass free of charge.

☐ **additional exhibitor passes for which a fee is charged**

Pos.	Quantity		Unit price EUR plus VAT
111002		Exhibitor passes subject to a fee (valid for the entire duration of the trade fair)	31,00

For your attention:

Free exhibitor passes will only be available at a later date. You will receive separate information on this.

Exhibitor passes must be collected and personalised online. You must carry your identity card with you, as security and inspection staff are authorised to request that you present your identity card upon entering the exhibition grounds. In the event of misuse, the exhibitor pass will be confiscated and the holder will be held liable.

company / organisation

street

postal code, location, country

contact person

phone

mail

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hall number booth no.

outdoor area booth no.

R

MEDIA TECHNOLOGY / INTERNET

see page 2 for contact person

We hereby order:

Pos.	Quantity		Unit price EUR plus VAT
115010		TFT large screen monitor 48" or 55" with stand, incl. mounting/dismounting (USB and HDMI connections)	420,00
115011		TFT large screen monitor approx. 65" with stand, incl. mounting (USB and HDMI connections)	475,00
115012		27" desk monitor (HDMI connection)	210,00



large screen monitor
picture similar

Instruction from a service technician is included when booking monitors.

114303		Rental fee for IP-capable router incl. installation	on request
114301		TDSL 16.000 connection. Billing is done by Deutsche Telekom (provisioning costs + monthly fee possibly technical customer service). DSL availability is not guaranteed on the entire site. A binding booking is only possible after checking your request.	on request
114307		LAN connection	on request

WI-FI is available free of charge. You will receive the access data in the exhibition office.
(Availability reserved depending on increased usage + distance)

Further material is available on request.

The rental prices are for the duration of the event, including commissioning or set-up, standard installation and dismantling at the exhibition grounds, plus sales tax.

Transport, additional expenses for assembly, installation and cabling are not included in the prices and will be charged separately!

location, date

legally binding signature

By signing you accept the attached conditions, which you can read under U.

company / organisation

street

postal code, location, country

contact person

phone

mail

hall number

booth no.

outdoor area

booth no.

S HOTEL / CATERING / OTHER

see page 2 for contact person

☐ Hotel

At www.geotherm-offenburg.de/en/overnight-stay you can see the different hotels incl. prices

☐ Catering

Our on-site caterer:

Akzente Catering Offenburg GmbH

Phone +49 (0)781 19226-300 or by mail: info@akzente-catering.de

Order forms for your stand catering can be found at the following link:

www.akzente-catering.de/de/veranstaltung

☐ Sponsoring

Are you interested in sponsorship?

We would be happy to send you the available options –

please contact us by email at weislogel@messe-offenburg.de.

We are always open to your suggestions or improvements. Please get in touch!
Do you have any questions?

Your contact persons:

Gabriele Weislogel

FON +49 (0)781 9226 246

weislogel@messe-offenburg.de

Kristin Osing

FON +49 (0)781 9226 247

osing@messe-offenburg.de

Dear exhibitor, as a service company we are in contact with the exhibitor for an optimal cooperation. For this reason, we have supplemented the order forms for services and exhibition equipment with the "General and Organizational Information - Guidelines from A-Z" in order to provide you with important information as quickly as possible. We therefore ask you to read this information carefully and also to pass it on to your staff (construction and dismantling personnel, as well as stand personnel). This information, the General Exhibition Terms and Conditions of FAMA, the Special Exhibition Terms and Conditions of Messe Offenburg-Ortenau GmbH, the House Rules / Safety Regulations of Messe Offenburg-Ortenau GmbH as well as the Technical Guidelines are part of the contract for your participation in the exhibitions. The place of performance and jurisdiction for both parties is Offenburg.



Messe Offenburg-Ortenau GmbH
 Post office box 2110, 77611 Offenburg
 FON +49 (0)781 9226-0
 FAX +49 (0)781 9226-277
 E-Mail: info@messe-offenburg.de
 Internet: www.messe-offenburg.de

1 Waste prevention / waste separation

In principle, all exhibitors are obliged to dispose of the waste they produce themselves, both during set-up and dismantling and during the exhibition. Important: Packaging material is **not** waste! It must be collected by the exhibitor and taken away.

Basic waste (**up to 1 m³**) generated during the entire duration of the exhibition will be disposed of by Messe Offenburg-Ortenau GmbH. Please note that the waste must be separated according to recyclable materials and residual waste in order to ensure proper waste disposal. Gastronomic exhibitors can be provided with a waste disposal container if required. The waste costs incurred will then be invoiced.

If you have any questions, please contact the exhibition management.

2 Smoking ban

Smoking is prohibited in all exhibition and event halls and adjoining rooms. The ban on smoking also extends to the use of electronic cigarettes and cigarettes "e-cigarettes".

3 Exhibitor passes

You will receive your exhibitor passes, **from the at the exhibition office from the start of set-up. They will only be issued if the stand rental fee has been paid in full.**

4 Visitor address

Addressing visitors and demonstrating equipment may only be done **from the stand** in a correct and polite manner. The use of microphone equipment is prohibited.

5 Security

The exhibition halls and the grounds will be guarded during official set-up and dismantling and during the event in general. Own stand guards as well as guarding during additional set-up and dismantling days can be ordered through form S. Outside guarding is not permitted.

6 ATM

An ATM is available in the foyer of the Baden-Arena.

7 Electrical installation

See form F
 Connections to the existing supply network may only be made by the responsible measuring electrician. Own power supply systems are not permitted.

8 Fire department

Please be sure to observe the fire protection measures and fire safety regulations in the technical guidelines.

9 Paramedic

The paramedics duty rooms are located in the foyer of the EDEKA-Arena.

10 Company signs

The company name and the complete address of the exhibitor must be clearly displayed. This information is required and checked by the licensing authority in accordance with Section 70b of the GwO.

11 GEMA

As an exhibitor, you must contact GEMA in the following cases: When using live music, music from tape, soundboard, cassette or CD, when showing sound films or videos with music or if you belong to an AV or TV medium.

12 Speaker systems / musical performances / films, slide shows and videos

Acoustic and visual demonstrations in the stand require the express approval of the trade fair / exhibition management in all cases. (see technical guide).

13 Empty containers

No empty containers may be stored in the booths and aisles.

14 Music equipment

may only be demonstrated with headphones.

15 Cleaning

General cleaning

Cleaning of the premises is the responsibility of the organizer. Exhibition stands are not included in this. See waste and garbage disposal point no. 1.

Stand cleaning

See form N

Cleaning of the stand is the responsibility of the exhibitor. A contract company is available for stand cleaning.

16 Stand support

Exhibitors are obliged to occupy the stands for the **entire duration of the exhibition** with the registered goods and, unless the stand is expressly rented as a representative stand, to keep it manned by expert personnel. You have every right to expect good success from your exhibition management. By effective advertising, good level and flawless organization of the exhibition, we strive to create the necessary conditions for this. All employees of the exhibiting companies working at the exhibition can contribute to the success which is important for you.

17 Tax refund

(Value added tax for foreign companies)

Information, confirmation request, application forms can be found on the Internet. The VAT law for foreign companies has changed as of January 1, 2011. In future, companies that have their registered office abroad and are subject to VAT there will receive the participation invoices (stand rental, electricity, water, exhibitor overview) for their trade fair appearance free of VAT. The prerequisite for this is that your company is registered with the (foreign) tax office. You will receive a VAT identification number from your tax office.

18 Interference

In case of malfunctions of your stand installations, please notify the exhibition management, stating your address, the hall number or, in the outdoor area, the block and the stand number. We will arrange for the damage to be repaired as quickly as possible and charge you for the costs. Malfunctions of a general nature will be repaired free of charge.

19 Traffic and parking regulation / Parking

In order to ensure smooth traffic flow within the grounds during set-up, security personnel will retain a deposit of EUR 50.00 per car/ car trailer/small van/small van trailer up to 7.5 tonnes upon entry. The entry time is limited to 3 hours. The deposit will be refunded if you leave within this time. After that, vehicles must be parked outside the grounds. During the exhibition opening hours, all vehicle traffic within the exhibition grounds is prohibited. Vehicles may only be parked within the exhibition grounds on the stand area (this must be taken into account when registering, applies only to the outdoor area). Parking of vehicles of any kind in the immediate vicinity of the halls, especially in front of the exits, is not permitted. During set-up and dismantling, vehicles may only stop at the aforementioned locations for loading and unloading and must be unloaded immediately. Vehicles that are not required for loading and unloading during set-up and dismantling must be parked in the exhibitor car park. The requested parking permits will be available at the exhibition office from the start of set-up. The Road Traffic Regulations apply on the exhibition grounds. We kindly ask you to observe the traffic and parking regulations to help ensure smooth and accident-free vehicle traffic.

20 Insurance

The exhibition management is not liable for damages of any kind, such as fire, theft, tap water and weather damage. The exhibitor is liable for any personal injury or property damage caused by his operation. Furthermore, he bears the entire risk for his exhibition stand and the exhibited goods.

21 Water installation

See form G

Water installation may only be carried out by the exhibition installer appointed by the exhibition management. Violations will be charged. If, in exceptional cases, the exhibition management and the fire department in Offenburg grant the exhibitor permission to use propane gas, the complete gas installation may only be put into operation after prior acceptance by the exhibition installer.

22 Video monitoring

The premises of Messe Offenburg are under video surveillance in some areas. The video data is collected exclusively for internal purposes of Messe Offenburg.

23 Filming and photography

We inform our exhibitors and visitors that film and photo recordings will be made at this public event, which may be used for promotional purposes by the organizer. Please avoid this area if you do not wish to be filmed and published at a later date. Otherwise, we assume that you have been granted permission free of charge.

– Subject to change. –

We cannot accept liability for accuracy and any editorial and technical errors.

The following guidelines are a summary of essential data that are not essential data that are not covered by the "General and Special Exhibition Terms and Conditions", to which we again expressly refer.

1 Booth assembly

The stand construction height in the halls is 2.50 meters. In individual cases, the exhibition management may grant exceptions. Timely coordination with the Technical Department prior to the start of set-up is essential. Depending on the layout and positioning of the exhibition stands, special attention must be paid to the height of the hall entrance doors during set-up. It may be approx. 2.10 m with a clear width of 2.15 m.

Exhibitors wishing to display larger, non-demountable booth structures or exhibits may need to take this into consideration and inform the Exhibition Management in advance.

Wall material: The exhibition walls must not be painted, nailed or otherwise damaged. The storage of empties in the hall aisles is not permitted.

- 1.1 Hall walls, roof support pillars, trusses of the roof structure must not be loaded by the stand construction.
- 1.2 Suspensions of stand ceilings, exhibits, advertising signs, etc. from the hall ceiling, trusses, roof structure can be ordered via form L suspensions.
- 1.3 The **flooring** in the halls is either asphalt or special concrete. In order to avoid any possible soiling of the display goods, such as carpeting, tile runners, etc., we strongly recommend covering the floor with corrugated cardboard or another material before covering it. The floor must not be painted or glued. When planning your stand design, please ensure that the floor must not be drilled into. In the event of any damage, the polluter is liable for the damage itself as well as for consequential damage.
- 1.4 The exhibitors must not open the water and power supply shafts.
- 1.6 The exhibitor must expect minor deviations in booth dimensions. These result from the thickness of the partition walls and can amount to up to 5 cm at the front and in depth.
The use of a system booth should therefore be reported to the Messe/trade fair management in good time before installing the walls.
- 1.7 Pillars, wall projections, fire extinguishing equipment, partition walls, distribution boxes and other technical equipment are components of the allocated stand areas. Fire extinguishers may not be built over (see 3.5).

1.A Using aisle space

Constructing on or using aisle space with booth elements, goods or other items is not permitted, except with the express written permission of the trade fair management.

2 Booth dismantling

- 2.1 The exhibition space must be returned into its original condition after dismantling. The exhibitor will be liable for damage to the ceilings, walls, floors and the installations. Adhesive tape must be removed.
- 2.2 **Damage** to the hall, its facilities and the outdoor areas caused by the exhibitor or their agents must always be reported to the trade fair management. Exhibitors who would like to dig holes (also for poles) in the outdoor area must obtain the permission of the trade fair management in advance. They are fully liable for damages and their consequences in case of damaging pipes and cables. Material used in the outdoor areas must be removed completely and the original condition of the area is to be restored.
Booths that were not dismantled or exhibited items that were not removed will be removed and stored at the costs and at the risk of the exhibitor after the time allocated for dismantling (see information leaflet for exhibitors).

3 Fire protection measures and fire safety regulations

- 3.1 The fire brigade Offenburg will publish the most important fire prevention measures in excerpts for all exhibitors, with reference to all fire safety regulations. We therefore recommend that exhibitors contact the fire brigade Offenburg, Am Kestendamm 4, 77652 Offenburg, in good time for all fire safety-related questions. Phone number +49 (0)781 - 91934-0
- 3.2 Fire protection. A general smoking ban applies in the halls! No open fire may be used in the halls! Using electrical heaters, gas fires, other open fires and placing vehicles in the halls requires the special permission of the trade fair management. This permission can only be granted if the following conditions are met:
 1. Companies presenting electric devices are required to:
 - a. comply with the VDE regulations and ensure that
 - b. counters are bolted to the floor; c. competent personnel is used to operate the devices
 2. Companies exhibiting vehicles in the exhibition halls or requiring these for presentations or as decoration, are required to comply with the following restrictions:
 - a. Tanks may only contain 5 l
 - b. Vehicles that are not supervised must be locked. The keys must be kept at hand.
- 3.3 The trade supervisory authority and regulatory authority, the police and the fire brigade as well as representatives of the trade fair management have the right to issue instructions in regard to the safety regulations. Their representatives must be granted access to the safety systems and technical facilities at any time.
- 3.4 **Exits, aisles, emergency exits.** All exits and walkways designated in the floor plan of the hall must be kept clear across their entire width. The exits must be kept clear during the event, they must not be covered or otherwise made unidentifiable. Information stands or tables must not be placed in front of entrances or exits or in stairwells. Hand-held fire extinguishers are located at entrances and exits of the hall and at specially marked locations, these may be used in an emergency (if a fire breaks out). **In an emergency, notify the trade fair management, phone number +49 (0)781 - 9226-0, immediately and trigger the fire alarm.**
- 3.5 **Fire extinguishers, wall-mounted fire hoses, fire alarms.** The fire extinguishers, wall-mounted fire hoses and push-button alarms must not be obstructed or made otherwise inaccessible under any circumstances. The pressure hoses of the wall-mounted reels must not be used for filling (containers, pools etc.).
- 3.6 **Booth design.** The booth design is to ensure that no angles that are difficult to control are created. Ceilings of booths must be designed so as not render the sprinkler systems in the halls ineffective.
- 3.7 **Flammable liquids and gases must not be used** nor stored in the booths.
All liquid gas installations must be approved by an expert (specialist with corresponding professional training as well as sufficient knowledge of liquid gas installations) in accordance with the guidelines for using liquid gas (third edition, 1978) of the main association of the professional employers' liability associations before putting it into operation. A certificate confirming approval must be kept ready at the booth. The required leaflet on operating the installation must be displayed at an easily visible location.
- 3.8 Decorations. All materials used for decorative purposes must comply with at least building material class B 1 – flame-retardant – according to DIN 4102 part 1. The property "flame-retardant" can only be achieved retroactively for some of these fabrics by applying fireproofing agents. The fireproofing agents must have been approved by a public authority. The confirmation of flame-retardant properties or of correctly executed fire-proofing must be kept available for inspection at the booths at all times.
Cut trees and plants may only be used for decoration while green. If it is determined during the trade fair that trees and plants become dry and therefore more easily flammable, they are to be removed. Trees must be free from branches to up to about 50 cm above the floor. Peat must be kept moist at all times (danger of combustion due to smokable items).
Larger quantities of polystyrene or other plastics that emit a large amount of smoke in case of fire may only be used subject to permission of the fire department.

3.9 **Spirits and mineral oils** (benzine, petroleum etc.) must not be used for cooking, heating or operations.

3.10 **Any waste that is generated must be removed on a regular basis.**

3.11 **Smoking ban.** A smoking ban applies in all halls. The smoking ban also applies to the use of "e-cigarettes".

Regional Non-Smokers' Protection Act Baden-Württemberg

§5 Smoke-free public authorities, offices, and other institutions of the federal state and the municipalities.

(1) Smoking is prohibited in the public authorities, offices, and other institutions of the federal state of Baden-Württemberg and the municipalities.

Federal Non-Smoker Protection Act

§1 Smoking ban

(1) Smoking is prohibited in accordance with paragraphs 2 and 3.

1. in federal institutions as well as the constitutional organs of the Federal Government,
2. in means of public transport,
3. in passenger stations of public railroads.

4 Installations and facilities subject to notification, acceptance and approval plants and equipment

4.1 **Image projectors, film screenings.** The setting up of image projectors of any kind for film screenings requires the approval of the exhibition management.

4.2 **High frequency and radio equipment, musical performances.** High-frequency and radio equipment to be demonstrated in operation must be approved and authorized by the Deutsche Bundespost (FTZ). Temporary demonstration or operating licenses are issued upon application by the responsible telecommunications office. Musical performances are subject to a fee, even if they merely serve as background music. The exhibitor must contact the responsible GEMA district office. In the case of demonstrations of noise-producing exhibits, the noise level at the stand boundary must not exceed 60 dBA.

4.3 **Machines, apparatus or other operating equipment** must comply with official and other applicable regulations. Proof of this must be kept available at the stands.

5 Duty to inform

5.1 Exhibitors shall inform the designers, craftsmen and other third parties commissioned by them of these terms and conditions.

6 Regulatory approval

6.1 The exhibitor is responsible for ensuring that the permits required for his and his representatives' activities on the stand or the grounds are available and that the applicable trade law or police regulations are complied with. Any doubts that may exist must be clarified with the relevant authorities and, insofar as regulations under trade law are concerned, with the trade supervisory office.

Secure yourself against theft • tips from the exhibition management

Please note the following theft prevention tips:

Structure

Do not leave your booth unattended after the exhibits have been delivered. The exhibition grounds are guarded at night, nevertheless you should secure all handy and valuable exhibits. Through our contracting company you can rent lockable cabinets and display cases.

Event time

Staff your booth before opening time and do not leave it unstaffed during lunch hours. Exhibits at risk of theft should be secured. Possibly have your entire booth additionally secured with a closing curtain in the evening.

Dismantling

Most thefts occur in the first hours of dismantling. Therefore, do not leave your stand until valuable exhibits have been secured, loaded or handed over to the shipping company. If this is not possible, we recommend that you appoint a stand guard until the start of dismantling. The exhibition management will randomly check the authorization of persons working during dismantling. Therefore, please provide your dismantling supervisor with a certificate stating which stand the team is to dismantle.

The project management and the technical department will be happy to advise you. Please also check your theft insurance.

Report any theft to the show management immediately. There you will also find out which police stations you should also contact to file a complaint.

We thank you for your assistance.