

# Application

Start of stand allocation: 1 June 2017

Phone +49 40 3569-2846, Fax +49 40 3569-2089

sales@reisenhamburg.de

www.reisenhamburg.de

Please click here for  
the online application.

7-11 Feb. 2018



All required fields are marked in BOLD. Please complete in block letters.

## 1. Company:

please tick: ☐ private person ☐ registered entrepreneur (or legal entity with VAT-Reg.-No.) VAT-Reg.-No. (EU): \_\_\_\_\_

Commercial/Company Reg.-No. (non-EU): \_\_\_\_\_ Country of the head office: \_\_\_\_\_

Address/P.O. Box: \_\_\_\_\_

Country abbr.: \_\_\_\_\_ Postcode: \_\_\_\_\_ Town/City: \_\_\_\_\_

Phone incl. country code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Director First name/surname: \_\_\_\_\_

2. Contact person First name \_\_\_\_\_ Surname \_\_\_\_\_

Department \_\_\_\_\_ Function \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

3. Correspondence address as 1. ☐ other ☐: \_\_\_\_\_

4. Invoice address as 1. ☐ as 3. ☐ other ☐: \_\_\_\_\_

5. E-mail for electronic invoicing: \_\_\_\_\_

☐ We agree to receive e-mail information from Hamburg Messe und Congress GmbH. We can withdraw this consent at any time with effect for the future.

6. Application is herewith made for the inclusion of \_\_\_\_\_ co-exhibitors. (Please use the application for co-exhibitors.)

7. The following destinations/services/products will be presented (please itemize): \_\_\_\_\_

## Prices/Costs (plus VAT)

<b>8. Order exhibition space</b> (minimum size 9 sq. m) _____ sq. m, if possible _____ m wide and _____ m deep.		<b>10. Main product category</b>	
<b>Stand requirements</b>	Price (participation fee) per sq. m exhibition space	<input type="checkbox"/> Health and spa administrations	<input type="checkbox"/> Baggage
Row stand, 1 side open	<input type="checkbox"/> € 114.-	<input type="checkbox"/> Camping sites	<input type="checkbox"/> Tour operators
Corner stand, 2 sides open	<input type="checkbox"/> € 117.-	<input type="checkbox"/> Holiday apartments / holiday complexes	<input type="checkbox"/> Transport companies
Front stand, 3 sides open	<input type="checkbox"/> € 120.-	<input type="checkbox"/> Recreational facilities	<input type="checkbox"/> Publishers / Special literature
Island stand, 4 sides open	<input type="checkbox"/> € 123.-	<input type="checkbox"/> Tourist board - national	<input type="checkbox"/> Outdoor
Open-air site	<input type="checkbox"/> € 69.-	<input type="checkbox"/> Tourist board - international	<input type="checkbox"/> Maritime holidays and recreation
Complete offer standard*	<input type="checkbox"/> € 235.-	<input type="checkbox"/> Hotels / Guesthouses	<input type="checkbox"/> National specialties
Complete offer premium*	<input type="checkbox"/> € 265.-	<input type="checkbox"/> Travel agencies	<input type="checkbox"/> Tourism other
*Complete offer (participation fee incl. stand construction, AUMA-fee (German trade fair association), media package, details: www.reisenhamburg.de)		<b>11. Mandatory payments</b>	
<b>9. Placement requirements/remarks:</b>		<input checked="" type="checkbox"/> Media package per main exhibitor:	€ 95.-
<input type="checkbox"/> same as REISEN HAMBURG 2017 or Hall _____ Stand-no. _____		<input type="checkbox"/> Media package per co-exhibitor:	€ 45.-
		<input checked="" type="checkbox"/> AUMA fee per sq. m:	€ 0.60

12. Technical Details (This information is necessary for stand location.) Max. floor load/sq. m \_\_\_\_\_ kg (only required if over 450 kg/sq. m)

Height of stand/fair item: \_\_\_\_\_ m (only required if over 2.50 m)

Two floor stand: yes ☐ no ☐ Water supply/outlet: yes ☐ no ☐

13. General and Specific Terms of Participation, Technical Regulations and House Rules of Hamburg Messe und Congress GmbH shall be an integral part of the contract. They are applicable in the version valid at the time of signing of contract, and can be inspected at [reisenhamburg.de/applicationforms](http://reisenhamburg.de/applicationforms).

We are also happy to send you these documents by e-mail on request (please contact: sales@reisenhamburg.de). In case of application on behalf of a foreign exhibitor by an inland agent the inland agent is liable for the obligations of the foreign exhibitor resulting from this agreement.

Place and date

Surname, first name

Signature (please print and sign)



Hamburg Messe

Hamburg Messe und Congress GmbH · P.O. Box 30 24 80 · 20308 Hamburg · Messeplatz 1 · 20357 Hamburg · Germany · Phone +49 40 3569-0 · Fax +49 40 3569-2203 · info@hamburg-messe.com · hamburg-messe.com · Managing Directors: Bernd Aufderheide (President and CEO), Dr. Ulla Kopp · Chairman of the supervisory board: Johann C. Lindenberg · Commercial Register: Local Court Hamburg (HRB 12 054) · Legal form: limited liability company · VAT-Reg.-No.: DE811214125 · HSH Nordbank AG · Sort Code: 210 500 00 · Account-No.: 0228 130 000 · BIC: HSHNDE33 · IBAN: DE10 2105 0000 0228 1300 00

# Specific Terms of Participation 2018

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



## REISEN HAMBURG

**Event and legal entity:**  
Hamburg Messe und Congress GmbH  
Postfach 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:** REISEN HAMBURG 2018

**Venue:** HMC Fairground

**Event duration:** 07 – 11 February 2018

**Project management:** Heiko Zimmermann  
Project director

E-mail: info@reisenhamburg.de

Sibylle Klötzer  
Vice project director

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Sandra Coburger  
Project manager

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Korinna Modey  
Project manager

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E-mail: korinna.modey@hamburg-messe.de

**Start of space allocation:** 1 June 2017

**Deadline for entries  
in exhibitor directory:** 4 December 2017

**Opening times:** Daily 10 am – 6 pm

**Assembly times:** Hall B2.EG, B3.EG, B4.EG, B5 and B7

04 – 05 February 2018 7 am – 10 pm  
06 February 2018 7 am – 6 pm

**Disassembly times:** Hall B2.EG, B3.EG, B4.EG, B5 and B7  
Hall B2.EG, B3.EG, B4.EG, B5 and B7  
Hall B2.EG, B3.EG, B4.EG, B5 and B7

11 February 2018 7 pm – 12 midnight  
12 February 2018 12 midnight – 10 pm  
13 February 2018 7 am – 10 pm

**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).  
If you have any questions, please contact the Trade Fair and Exhibition Technology Department (Tel.: +49 40 3569-2528 / e-mail: messtechnik@hamburg-messe.de).

**Exhibitor passes:**  
(see clause 16 ATB)

Up to a stand size of 15 sq. m exhibitor will receive four 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 (20 sq. m for outdoor space). Further exhibitor passes may be ordered on **payment of a charge of € 13.45 plus VAT** per pass, from the Online Service Center.  
NO exhibitor passes are needed for assembly and disassembly.

**Media package:**  
(see clause 14 ATB)

The cost of the mandatory media package (including standard entry with address and contact data, one entry in the products & services directory and three entries in the destination directory, in the online and print directories of exhibitors and the app) is € 95.– plus VAT for the main exhibitor and € 45.– for each co-exhibitor. Each additional entry will be charged at € 40.– plus VAT. The deadline for entries in the directories is 4 December 2017. If this deadline is not met, existing data will be used from the registration/approval. Exhibitors with registration/approval after the above deadline will get an entry in the online directory of exhibitors only on payment of the full charge. If you have any questions, please contact our media partner. You will find the contact information of our media partner in our Online Service Center (OSC).

**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. No charge is made for co-exhibitors. The only charge for co-exhibitors is the media package of € 45.–, which is 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.

**Stand design:**

The obligatory minimum requirements are floor covering on the full space (e. g. carpet), stand inscription (company name and address) and stand partition walls visually appropriate to the surroundings (e. g. wallpaper or fabric wall covering).

**Stand partition walls:**  
(see clause 7.4 ATB,  
clause 4.7.6 Technical Regulations)

Exhibitors are required to mark the limits of rented stand space by stand partition walls, unless they bring their own exhibition stand with them. Even where there are existing wall elements along the walls of the hall, these have to be rented and are subject to charge. Displays and folding stands are not considered as stand partition walls.

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## REISEN HAMBURG

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

No additional advance payment is required for REISEN HAMBURG 2018.

**Invitations:**

Exhibitors have the opportunity to invite their customers to the show. The customers will receive the entrance without any charge. The redeemed invitations will be charged with **€ 7.50 incl. VAT** per card after the show to the exhibitor. 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 or to send the invitations to your customers directly from the 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.

**Sales regulation:**  
(see clause 11 ATB)

The sale and/or handing out of food and drink requires written permission of the project management. A sketch of the part of the stand used for sale/distribution of food and drink must be handed in. If food will be offered, enough space for consumption and waste bins for the garbage must be provided. Any sale or sampling activities which use the aisle and/or neighbouring stands is not allowed. In case permission is granted and more than 20 % of the exhibition space is used for the distribution of food and drink an additional charge of 50 % per sq. m on the total area rented will be invoiced.

**Two-floor stands:**  
(see clause 7.5, ATB)

For two-floor stands an additional participation fee is payable, calculated on by multiplying fifty percent of the net price per sq.m by the number of sq.m of the ground surface of the second floor of the stand. Such two-floor constructions require the approval of the Project Management and the Technical Department in conjunction with a certificate of constructional static made by a structural engineer recognized by HMC. The appropriate order form has to be sent in by December 20th, 2017. Other details are contained in the technical guideline of HMC.

# Application co-exhibitors

Start of stand allocation: 1 June 2017

Phone +49 40 3569-2846, Fax +49 40 3569-2089  
sales@reisenhamburg.de  
www.reisenhamburg.de



**7-11 Feb. 2018**

**Please note that all co-exhibitors must be registered and require permission to attend from Hamburg Messe und Congress GmbH.**

Co-exhibitors: Co-exhibitors are companies other than the main exhibitor with representation by their own staff in a rented stand area. They are also considered to be co-exhibitors if they are associated with the main exhibitor in financial or organisational terms.

Registration fee: free of charge

Media package: An entry will be made in the 2018 catalogue and the associated online exhibitor database. The fee for the media package is € 45.- excluding VAT.

**All required fields are marked in BOLD. Please complete in block letters.**

**Name of the main-exhibitor:**

	<b>Registration No.:</b>

**We hereby request the following co-exhibitor to be included at REISEN HAMBURG 2018:**

**Company:**

please tick: <input type="checkbox"/> <b>private person</b> <input type="checkbox"/> <b>registered entrepreneur</b> (or legal entity with VAT-Reg.-No.)		VAT-Reg.-No. (EU):
Commercial/Company Reg.-No. (non-EU):		
Contact Person:		
Address/P.O. Box:		
Country abbr.:	Postcode:	Town/City:
Phone incl. country code:	Fax:	
E-mail:		
Internet:		

**E-mail for electronical invoicing:**

The following **destinations/services/products** will be presented (please itemize):

<b>Main product category (please tick)</b>					
<input type="checkbox"/> Health and spa administrations	<input type="checkbox"/> Recreational facilities	<input type="checkbox"/> Hotels /Guesthouses	<input type="checkbox"/> Tour operators	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Tourism other
<input type="checkbox"/> Camping sites	<input type="checkbox"/> Tourist board - national	<input type="checkbox"/> Travel agencies	<input type="checkbox"/> Transport companies	<input type="checkbox"/> Maritime holidays and recreation	
<input type="checkbox"/> Holiday apartments / holiday complexes	<input type="checkbox"/> Tourist board - international	<input type="checkbox"/> Baggage	<input type="checkbox"/> Publishers / Special literature	<input type="checkbox"/> National specialities	

*\*To register additional co-exhibitors, please use copies of this form.*

**By submitting this registration, the undersigned accepts the General and Specific Terms of Participation, Technical Regulations and House Rules of Hamburg Messe und Congress GmbH. Furthermore, the undersigned undertakes to extend these terms and rules to any co-exhibitors. They can be inspected at [reisenhamburg.de/applicationforms](http://reisenhamburg.de/applicationforms). The main exhibitor accepts liability for all registered co-exhibitors (including payment obligations).**

Place and date

Surname, first name main-exhibitor

Signature main-exhibitor (please print and sign)



**Hamburg Messe**

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