

Reise + Camping 2019

20/02 - 24/02/2019

NEWSLETTER TO ALL EXHIBITORS

Dear Sir/Madam,

To make your preparations for Reise + Camping 2019 easier, we have put together some important information and documents for you in this newsletter.

Please forward this letter to your stand constructors if applicable.

Important information!

The Technical Guidelines of MESSE ESSEN GmbH are an integral part of participation in the trade fair and must be adhered to. The exhibitor assumes the duty to ensure public safety on the stand area allocated to him by MESSE ESSEN GmbH. Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner in order to ensure that public safety and order, especially as concerns life and health, are not endangered.

During assembly and disassembly work, it must be ensured that any possible effects of the hazards arising from the work remain exclusively restricted to the allocated stand areas.

Assuming that the form and design of the stand comply with the Technical Guidelines, it is not necessary to submit drawings for approval for single-floor stand structures in the halls.

If requested, MESSE ESSEN GmbH will give exhibitors the opportunity to have stand construction plans that are submitted on time (in duplicate with clear dimensions in floor plan and elevation) reviewed by a structural engineer contracted by MESSE ESSEN GmbH for a fee.

Beyond this, all other stand structures, mobile stands, special structures and designs require permits. The costs incurred for this are to be found on the "stand construction permit form" – A 0.2b. All permits are only valid for the relevant event.

The Technical Guidelines can be found on our homepage under www.die-urlaubswelt.de

We wish you and your team all the best with your preparations for Reise + Camping 2019 and hope you will have a successful time at the trade fair in Essen.

Kind regards,

Your Reise + Camping 2019 Team

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1. How to get here

1.1. Travel preparations

In order to help you with your travel preparations and hotel reservations for Reise + Camping 2019, we have set up a direct link from our homepage to our partners at the Essen Tourist Office. Their team will be happy to assist and advise you at all times.

1.2. Invitation letter / visa

Please note that the invitation letters are being dealt with by our partner agency Intercultural Consulting. To this end, the agency needs your full details (name, date of birth, passport number, company name and address). Please contact the agency if you require any further information:

INTERCULTURAL CONSULTING
-SERVICE-
Fischlaker Str. 4
D-45239 Essen, Germany
Tel: +49.(0)201-8304-437 /-0
Fax: +49.(0)201-8304-439
Email: service@intercultural-consulting.de

1.3. Environmental zone

You will find information online www.die-urlaubswelt.de under the heading "[Getting here by car](#)".

2. Setting up and dismantling the stand

2.1. Setup times

Friday 15/02/2019 to Monday 18/02/2019	07.00 - 20.00
Tuesday, 19/02/2019	07.00 - 16.00
(Remaining tasks within the stand area until 22.00)	

2.2. Dismantling the stand

Sunday, 24/02/2019	from 18.00 within the stand area
Vehicular access to the site:	from 20.00
End of stand dismantling: Tuesday, 26/02/2019	16.00

2.3. Chargeable advanced setup

We have prepared a Form to enable you to apply for advanced set up subject to a charge. You just need to fill this in with your exhibitor details and the time you wish to set up. You can find the form on our website <https://www.die-urlaubswelt.de> under the heading "[Exhibitor Trade Fair Services](#)".

Contact:

Mr. Jens Großkreuz
Tel: +49(0)201-7244-475
Fax: +49(0)201-7244-483
Email: technik@messe-essen.de

2.4. Forwarding services

Our forwarding partner is Schenker Deutschland AG. If you have any queries, please get in touch with:

Contact:

Mr. Hans-Joachim Firmenich
Tel: +49(0)201-959791-0
Fax: +49(0)201-959791-25
Email: fairs.essen@dbschenker.com

2.5. National insurance card / work permit

Please inform your stand construction company that the Duisburg main customs office will check their staff's national insurance certificates.

2.6. Vehicular access to the trade fair site

General

In order to ensure trouble-free transport to the trade fair site during the setup and dismantling times, all vehicles must be taken off the trade fair site immediately after the loading process. Car park P2 is available as an intermediate parking area for the vehicles.

Leaving vehicles parked on the trade fair site is subject to special conditions. Vehicles which are left illegally parked on the trade fair site or which block emergency routes will be towed away at the cost of the person responsible or the owner. It is possible to drive onto the trade fair site in return for a deposit of €100.00. This deposit will be refunded upon exit within the time noted on the deposit slip.

You will also find further information on the website www.die-urlaubswelt.de under Exhibitor/Exhibitor Trade Fair Services/Logistics, then under "[Traffic guidelines](#)".

Setup

We request that all exhibitors, stand construction companies and suppliers who have to drive onto the trade fair site go first to the check-in at car park P9 from Tuesday, 19/02/2019. Access to the site will be organised from here.

Dismantling evening

For vehicular access on the dismantling evening on Sunday 24/02/2019, access tickets with call-off numbers are required. These authorise vehicular access to the trade fair site on that evening, with no deposit required. You can get these access tickets on Friday 22/02/2019 between 09.00 and 12.00 from Service Center Mitte on the 1st floor. There is expected to be vehicular access to the site on Sunday 24/02/2019 from 19.15 according to the sequential numbers from car parks P2 and P9.

Cars without a trailer can drive onto the site on Sunday, 24/02/2019 between 18:00 and 18:30 for 30 minutes. Payment of a deposit of €100.00 is required. There is no need to check-in for this so-called short-term collector access.

Contact:

Mr. Michael Bengler

Tel: +49(0)201-7244-269

Fax: +49(0)201-7244-1269

Email: michael.bengler@messe-essen.de

2.7. Setup and dismantling power

The power connection ordered for the stand is normally made available as from the last setup day and it is switched off 2 hours after the end of the event.

Any additional power supply that is required is provided free of charge on the hall walls, columns and gates up to a maximum of 10 kW/CEE 16 A. Any power supply in addition to this or an advanced activation of the connection you ordered will be subject to a charge. Costs for this are €106.00 plus power usage for set-up and dismantling.

Contact:

Elektro Peters

Tel: +49(0)201-7244- 9482

Mobile: +49(0)1633829060

Email: wolff@messe-essen.de

3. Exhibitor Trade Fair Services

On our homepage www.die-urlaubswelt.de under the heading "[Exhibitor Trade Fair Services](#)" you will find all the information and order forms for the service, set-up and equipment for your stand, advertising and organisational materials, website and press services. In addition, you will find all the information you need there, for instance regarding the environmental zone, traffic guidelines, information on how to get here, etc.

Specific services (including suspensions of any kind from the hall ceiling and roof constructions of the exhibition halls, main electrical, water and compressed air connections, sprinkler systems, underfloor installations and foundation work, surveillance, forwarding services on the trade fair site, telephone and data connections) must always be ordered through MESSE ESSEN GmbH and are exclusively provided by a contracting company of MESSE ESSEN GmbH.

Please pay particular attention to the Technical Guidelines and the General Business and Delivery Terms and Conditions of MESSE ESSEN GmbH. Furthermore, we recommend taking out exhibition insurance.

In order to ensure that our service companies can execute your orders on time, could you please submit all requests and order forms by **18 January 2019** to MESSE ESSEN GmbH. After **19 January 2019**, we will be obliged to charge you a supplement of 20% for any orders for electrical or water installations, suspension systems, rental system stands, stand partition walls and telecommunication services. If rental items or services are ordered after the registration deadline, then MESSE ESSEN GmbH assumes no responsibility for complete and punctual contractual performance.

Please also note that cancellations of services are only possible in writing up to 2 weeks before the start of the event. If cancellations are made at a later time, the full rental price will be charged.

For all questions relating to orders, please get in touch with

Contact:

Ms. Bettina Senkel

Tel: +49(0)201-7244-351

Fax: +49(0)201-7244-445

E-Mail: bettina.senkel@messe-essen.de

3.1. Office Exhibitor Trade Fair Services

During Reise + Camping 2019, the trade fair management / service office will be located outside Hall 6 on the first floor. This is where all the contacts from the exhibition management and exhibitor trade fair services will be available to assist you. You can place additional service orders there, if necessary.

Opening hours:

Setup	Time
Friday, 15/02/2019	08.00 - 16.00
Saturday, 16/02/2019	09.00 - 16.00
Sunday, 17/02/2019	09.00 - 15.00
Monday, 18/02/2019	08.00 - 18.30
Tuesday, 19/02/2019	08.00 - 20.00
Exhibition duration	Time
Wednesday, 20/02/2019	08.00 - 20.00
Thursday, 21/02/2019	08.00 - 18.30
Friday, 22/02/2019	09.00 - 18.30
Saturday, 23/02/2019	09.00 - 18.30
Sunday, 24/02/2019	09.00 - 19.00
Dismantling	Time
Monday, 25/02/2019	08.00 - 12.00

3.2. Rental system stands

Exhibitors can acquire rental system stands directly via MESSE ESSEN GmbH. The four types of stand, "BASIC", "ECONOMY", "COMFORT" and "PREMIUM" are a complete package

which can of course be individually upgraded to meet your requirements. You will find an overview of the rental system stands on our website under [“Exhibitor trade fair services/stand construction”](#).

Contact:

Ms. Lea Weiler

Tel: +49(0)201-7244-672

Fax: +49(0)201-7244-854

Email: lea.weiler@messe-essen.de

3.3. Waste disposal

All waste which arises during the event or the setup/dismantling of the stand is to be handed over by the originator of the waste (exhibitor/stand constructor) to the waste proprietor (MESSE ESSEN GmbH). Due to statutory provisions, the waste holder is obliged to ensure professional disposal. (The provisions of the KrWVG – Law on Life Cycle Management – apply in the version valid at the time, along with the associated implementation rules and ordinances and the state laws and municipal by-laws.) For any waste that is not reported or is left behind in the halls, an increased fee of €200.00/m³ or €3.00/m² for carpeted floors will be levied.

Contact:

Mr. Klaus Bujok

Tel: +49(0)201-7244-873

Fax: +49(0)201-7244-447

Email: klaus.bujok@messe-essen.de

Ms. Britta Claassen

Tel: +49(0)201-7244-463

Fax: +49(0)201-7244-447

Email: britta.claassen@messe-essen.de

3.4. Stand partition walls

If you do not have your own stand system, you can request stand partition walls through MESSE ESSEN GmbH using the “White stand walls” form located on our website under [“Exhibitor trade fair services/stand construction”](#). They are provided on a rental basis at a price of €36.00 per running metre, including set up and dismantling

Please use [order forms A 2.1 and A 2.2](#) to request these walls. We would like to make you aware that you will be invoiced after the end of the trade fair for cleaning stand material that has been soiled or had things pasted onto it or for acquiring a replacement for stand material that has been damaged. Please therefore handle the materials carefully. Hang your graphics using hooks, or simply stick items on selectively, only using adhesives that can be removed without leaving any residues (e.g. tesa power strips). You can get hooks against payment of a deposit from the Exhibitor Trade Fair Services office.

3.5. Floor covering

It is also necessary to provide the rented stand area with a floor covering. You can choose between carpeted flooring or high-quality floor coverings. Please use forms A 7.1 – A 7.10 for this.

3.6. Decorations

We would like to draw your attention to the fact that here, in accordance with our Technical Guidelines point 4.4.1.1, all materials used for decoration must be fire resistant and proofed in line with DIN 4102.

3.7. Free WiFi

Since 1 January 2016, MESSE ESSEN GmbH has been providing all exhibitors with free of charge WiFi access in its exhibition halls at its own events. You will find the 16-digit access code to “MESSE ESSEN free WiFi” on your exhibitor pass.

4. Technology

4.1. Suspensions

If you have any technical queries, please get in touch with our service partner TDA Rental GmbH.

Contact:

TDA Rental GmbH

Mr. Uwe Seitz

Tel: +49(0)2041-76323-25

Email: u.seitz@tda-rental.de

4.2. Detailed plans and stand security

If you need detailed plans, please get in touch with:

Contact:

Mr. Jens Großkreuz

Tel: +49(0)201-7244-475

Fax: +49(0)201-7244-483

Email: technik@messe-essen.de

Please note that exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner to ensure that public safety and order, especially as concerns life and health, are not endangered.

The exhibitor is responsible for structural safety and has a duty to provide proof of this.

Standing structural elements and/or special structures (e.g. free-standing walls, high exhibits, high decorative elements) that could tip over must be rated for at least a horizontally acting equivalent distributed load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to a height of 4.00 m from the upper edge of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above a height of 4.00 m

4.3. Neighbouring zone and stand design

The structural height is normally 2.50 m. On request, and if stand drawings and any evidence of structural stability that may be needed are submitted, the trade fair management can approve different structural heights where applicable.

No gap to the neighbouring stand is required for a single-floor structure.

The approval of the neighbouring stand holder is required for a two-floor structure (if the upper floor has an open construction), as per point 4.3 of the Technical Guidelines. It must be ensured that the sides of the stand located adjacent to visitor corridors are made transparent and may be closed up to 50% as a maximum. The rear sides of stands that border neighbouring stands must be kept neutral in white, so as not to adversely affect the design of the neighbouring stand (point 4.7.1).

5. Online media package

As a **Reise + Camping 2019** exhibitor, take advantage of our online media package which is already included as part of your registration. Find out about your trade fair success in 90 seconds: <https://youtu.be/js31-k445hl>. The mandatory flat rate of €79.00 per exhibitor and co-exhibitor includes various services for you:

Online exhibitor list with company presentation, company and product description, photos, website and email address and selection of goods groups which are relevant to you. In addition to comprehensive fair-related news, you also have the possibility of posting corporate information, such as press releases in your profile. Provide links to your social media channels and RSS feeds as well.

Product and trade fair innovations: Tell visitors and journalists all about your company and your product innovations. Media, customers and potential visitors can therefore access your press information, address, website, photos and logos in a targeted way, as all the information

is linked to your exhibitor profile. You upload a text – we will make sure it is optimally tailored for specific target groups.

Stand promotions: Publicise your stand promotions. These appear on the website under "Programme" and "News", as well as in your exhibitor profile.

Interactive hall map: All the data which you enter can be called up in the interactive hall map.

Personalised Reise + Camping 2019 banner Put the **Reise + Camping 2019 banner** with your hall and stand number on your website and use the banner as an email boilerplate or download it in printable quality.

You can make all the entries independently in our closed exhibitor area: www.messe-essen-digitalmedia.de. We have sent your access data to you by email.

Contact:

Digital Media

Tel: +49(0)201-3101-1870

E-Mail: support@messe-essen-media.de

6. Parking tickets and exhibitor passes

6.1. Parking tickets

Parking tickets for exhibitors can only be ordered online. The online shop is integrated into the closed exhibitor area.

Exhibitors can order parking tickets which cover the full duration of the event. Ordered parking tickets are then immediately available to you as a download from the shop. You have the option of printing out the parking ticket or saving it on a smartphone.

6.2. Exhibitor fair passes / exhibitor day passes

Parking passes for exhibitors are available in the online shop. The online shop is integrated into the closed exhibitor area. You will receive access codes for the closed exhibitor area via email.

In the online shop, you will see how many free exhibitor passes are available to you. The full price will be displayed during the ordering process, even if you only order your allocated quantity of free exhibitor passes. The discount or credit will be calculated and applied to the invoice automatically after the trade fair.

After placing the order, you have the option to personalise the passes, to send them by email, print them out or save them on a smartphone.

Any additional chargeable exhibitor passes can be purchased there for €24.00 each (incl. VAT) and exhibitor day passes for €5.00 (incl. VAT).

The following contacts are available to assist with any queries.

Ms. Bettina Senkel
Tel: +49(0)201-7244-351
Fax: +49(0)201-7244-445
Email: bettina.senkel@messe-essen.de

6.3. Caravan pitches

For exhibitors who arrive by caravan/camper van, there are pitches available in car park P2 which have utilities and waste facilities as well as shower containers. Please reserve your pitch in good time.

Contact:
Mr. Siegfried Horn
Tel: +49(0)201 7244 268
Fax: +49(0)201 7244 437
E-Mail: siegfried.horn@messe-essen.de

7. Advertising material for your participation in the trade fair

7.1. Free advertising material

Use our free advertising material, such as posters, visitor flyers and mail stickers.

Contact:
Ms. Bettina Senkel
Tel: +49(0)201-7244-351
Fax: +49(0)201-7244-445
E-Mail: bettina.senkel@messe-essen.de

7.2. Vouchers for day tickets

In the closed exhibitor area, you can also order online codes for inviting your customers. Your customers then redeem the online codes in the online ticket shop to get an entrance ticket. The online code on its own is not enough to gain entry to the trade fair. It must be exchanged online for an entrance ticket. Unfortunately, it is not possible to do this on site. After the trade fair, you will be invoiced for the online codes that were used to enter the event.

7.3. Trade fair guide

A. Sutter Fair Business GmbH, Essen issues the official trade fair guide for Reise + Camping 2019. This is handed out free of charge to visitors.

We would also point out that the official trade fair guide is created and printed exclusively by A. Sutter Fair Business. Catalogue entry requests from other publishers have nothing to do with the official Reise + Camping 2019 trade fair guide.

Contact:

A. Sutter Fair Business GmbH

Tel: +49(0)201 52353-121

Fax: +49(0)201 52353-2121

Email: reise-camping@fair.sutter.de

7.4. Advertising services

Make use of the range of presentation opportunities on the trade fair site – from floor stickers to indoor display stands to promotion teams in the halls. You will find the relevant order form here on our website under advertising [Advertising services](#).

Contact:

Mr. Michael Müller

Tel: +49(0)201-7244-216

Fax: +49(0)201-7244-513

Email: michael.mueller@messe-essen.de

8. Demonstrations and advertising on the stand

8.1. Demonstrations and advertising

The trade fair organiser's permission must always be sought for the use of acoustic advertising media, microphones, amplifiers, music (live or from sound recording media). In this respect, the organiser also reserves the right to attach reasonable conditions to the permits where applicable (time frames, volume or similar). Permits that have already been issued can be restricted or revoked in the interest of the trade fair/exhibition running in an orderly manner. If there is an infringement, the exhibitor is obliged to indemnify the organiser from any compensation claims which are made by other exhibitors due to disturbances as a result of violations. See also point 10 "Advertising" of the "General Terms and Conditions of Participation", along with point 5.9 "Stage Areas" and point 5.13 "Musical Playbacks, Audio Playbacks" of the "Technical Guidelines" on our website www.die-urlaubswelt.de.

8.2. Radio applications at Reise + Camping 2019

Pursuant to § 55 of the Federal Telecommunications Act (TKG) dated 22 June 2004 (Federal Law Gazette - BGBl. Section 1 no. 29 p. 1190) which has been amended by Article 2 of the Act dated 22 December 2011 (BGBl. 1 p.2958) and most recently through the law to amend telecommunications regulations dated 03 May 2012 (BGBl. I No. 19 p 958), any use of frequency requires prior frequency allocation. Frequency is allocated for a specific purpose in line with the frequency usage plan (FreqNP).

Frequencies can be officially allocated as general allocations for use both by people in general or by a defined or definable group of people. The technical transmission parameters which are laid down in the respective general allocations are binding and it is compulsory to adhere to them when using the frequencies.

Both the use of frequencies without prior frequency allocation and non-compliance with the usage provisions constitute an administrative offence.

You will find the Information about the currently valid general allocations on the website of the Federal Network Agency under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/Allgemeinzuteilungen/allgemeinzuteilungen-node.html

The use of frequencies based on a general allocation is exempt from fees and contributions.

In the event of the intended use of frequency/frequencies based on a general allocation not being possible, frequencies can be allocated on application, likewise in line with the frequency usage plan (FreqNP) and the administrative regulation for frequency allocation in private mobile radio (VVnömL).

Furthermore, where a short-term frequency requirement arises, especially when it is not possible to make an allocation according to the VVnömL (regulations governing the use of private radio frequencies), frequencies can be allocated on application in the context of an individual allocation for short-term use, limited to the duration of the event, if there is the required compatibility.

On the Federal Network Agency's website, you will find basic information about the use of frequencies and also the respective application forms, depending on the radio application, both to apply for an individual allocation and for short-term use under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/frequenzen-node.html

In principle, all allocations of frequencies are subject to the payment of a fee. The amount of the fee is calculated according to the Frequency Fee Ordinance (FGebV) in the version which is valid in each case and is €130.00 for individual allocation. Those who have had a frequency allocated to them are obliged to pay the frequency usage contributions according to the Fre-

quency Protection Contribution Ordinance (FSBeitrV). The amount of the contributions is different, depending on the radio application and the year of use. Notification of the contributions is made retrospectively with a contribution notice for which there is a right to appeal. This is delivered separately by post.

Where there is an allocation for short-term use, a fee of €130.00 is levied for the first allocated frequency and €50.00 for each subsequent frequency. Where there is short-term use, no frequency use contributions are levied currently.

The Federal Network Agency is legally obliged, and thus also authorised, to monitor use of the frequencies. This means radio systems and emissions can be checked at any time during the trade fair by the staff of the Federal Network Agency. The agents of the Federal Network Agency are entitled to access business premises, trade fair stands, operational and business areas and vehicles on or in which equipment is offered, displayed, operated or stored during business or operating hours, to view and check the equipment, to have it operated so that it can be checked and to take it away for the purpose of testing and control.

Radio interferences and clashes can be reported to the incident registration office of the Federal Network Agency on telephone number **+49(0)4821 89 55 55**.

The service centre 4/80 (DLZ 4/80) of the Federal Network Agency in Mülheim an der Ruhr is responsible for processing applications.

Federal Network Agency
DLZ 4/80
Aktienstr. 1-7
45473 Mülheim
Tel: +49(0)208 45 07 0
Fax: +49(0)208 45 07 180
Email: koel4.postfach@bnetza.de

9th Product piracy / preliminary injunction

In the event of infringements of the Design Law, Trade Mark Law or Copyright Law during the period when Reise + Camping 2019 is running, we can put you in touch with a patent lawyer or solicitor at short notice.

Contact:
Mr. Gunter Arndt
Tel: +49(0)201-7244-237
Fax: +49(0)201-7244-513
Email: gunter.arndt@messe-essen.de

10. Prohibition of dogs

Please note that no dogs may be brought onto the trade fair site.

In regard to this, we draw your attention to the TierSG (Animal Health Act) pursuant to §§ 27, 28, 29, 62, 63 and 64.

11. Prohibition of smoking

There is a general prohibition of smoking in the halls at Reise + Camping 2019.

We would also like to point out that there is a prohibition of smoking on exhibition stands where food is prepared, in accordance with the law for the protection of non-smokers in North Rhine Westphalia.

12. Opening times/presence on the trade fair site outside the opening times

While the trade fair is on, exhibitors are permitted to be on the trade fair site one hour before it starts and one hour after it finishes.

Exhibitors who would like to be on their stand outside the official trade fair opening times (exhibitors 09:00 – 19:00) in justified exceptional cases (stand party, night-time work, photography work, special events, etc.) need to obtain the appropriate authorisations. In these cases, we would be grateful if you could get in touch with our contact, Mr. Bylsma.

Contact:

Mr. Michael Bylsma

Tel: +49(0)201-7244-270

Fax: +49(0)201-7244-1270

Email: michael.bylsma@messe-essen.de

13. Security regulations for exhibitors

If you still do not have a valid exhibitor pass on the first day of the trade fair, at the entrance (trade fair information) and entrance gates, you will receive a deposit confirmation certificate, which entitles you to enter the trade fair site.

A security deposit of €50.00 will be levied, which you will be refunded within 90 minutes upon presentation of a valid exhibitor pass at the respective entrance.

We wish you every success for your trade fair preparations and remain,

Yours faithfully

Your Reise + Camping 2019 Team

Your key dates at a glance

Date	
04/01/2019	Approval of stand construction
09/01/2019	Order advertising and organisational materials
18/01/2019	Order services
15/02/2019 – 18/02/2019	Set up 07.00 - 20.00
19/02/2019	Set up 07.00 - 16.00 Remaining tasks within the stand area until 22.00
19/02/2019	Completion of rental system stands by 12.00
20/02/2019 – 24/02/2019	Event begins at 10.00 Event ends at 18.00
22/02/2019	Receipt of access tickets for dismantling
26/02/2019	Dismantling ends at 20.00