

Special Conditions of Participation

1. Organizer

Leipziger Messe GmbH
Messe-Allee 1, 04356 Leipzig, Germany
Commercial register no.: Amtsgericht Leipzig, HRB 622
VAT identification no: DE141497334
Executive board: Martin Buhl-Wagner (CEO),
Markus Geisenberger (CEO)
Chairman of the supervisory board: Martin Dulig, State
Minister, Saxon State Ministry
for Economic Affairs, Labour
and Transport

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2. Title of Event/ Event format

denkmal 2024
Europe's Leading Trade Fair for Conservation,
Restoration and Old Building Renovation

denkmal 2024 will take place on site.

3. Venue

Leipziger Messe
Messe-Allee 1, 04356 Leipzig, Germany
Hall 2

4. Dates /Construction and Dismantling/Opening Hours

Duration of trade fair
7 to 9 November 2024

Stand construction
4 and 5 November 2024, 7 a.m. to 8 p.m.
6 November 2024, 7 a.m. to 3 p.m.

Stand dismantling
9 November 2024, 4 p.m. to 10 p.m.
10 and 11 November 2024, 7 a.m. to 8 p.m.

Vehicles (including cars) may not enter the Fair Ground for dismantling until 5.00 p.m. on the last day of the event.

Access for exhibitors and stand personnel
8.30 a.m. to 7 p.m. (access only with valid exhibitor pass)

Open to the general public
7 and 8 November 2024, 9.30 a.m. to 6 p.m.
9 November 2024, 9.30 a.m. to 4 p.m.

Early stand construction/ Extended stand dismantling

Any early stand construction or extended stand dismantling should be applied for in writing with Leipziger Messe and depending on hall capacity will be approved with costs.

5. Application (see General conditions of participation / 5.)

We recommend you to send your application for space by 31 March 2024.

6. Stand Allocation/Design of Stand (see General conditions of participation / 7.)

The regular minimum stand space is 10 sqm. Smaller areas can be rented only if they become available when the site plan is devised. The hire charge includes the assignment of the empty floor space (not applicable at compete stands: BASIC, COMFORT, NEO KANTUS Information stand denkmal-FORUM and Trade publications joint stand) during the period of construction, use and dismantling. Stand dividing walls must be provided. Stand sides that face towards the aisles used by visitors should, in principle, be designed as open structures.

7. Attendance Obligation (see General conditions of participation / 7.3)

The exhibitor shall be obligated to occupy the stand and staff it with personnel during all trade fair hours. The stand may not be broken down prior to the official dismantling period on the last day of the trade fair. Offenses are punished with a penalty of 5 percent of the total rental price per hour (plus VAT).

8. Dispatch of Exhibitors Passes

After payment of your rental invoice, you can request the free exhibitor passes to which you are entitled. Exhibitor passes (according to contingent) can be requested and personalised via the online ordering system.

9. Co-Exhibitors and Additional Firms represented (see General conditions of participation / 9.)

Exhibitors must pay a fee of **285.00 EUR** and communication fee of **295.00 EUR** for each co-exhibitor and a fee of **110.00 EUR** for each additional company represented (plus VAT).

10. Communication Fee

(see General conditions of participation / 17.)

The communication fee of **295.00 EUR** plus VAT will apply to each main and co-exhibitor and is obligatory. It includes the following services:

- Basic entries in the exhibitor directory and in the app.
- Provision of a promotion code for inviting an unlimited number of trade visitors. There are no additional costs for this.
- Provision of various advertising materials (for example visitor brochures, posters or banners).

11. Trade Fair Media/ List of Exhibitors

(see General conditions of participation / 17.)

We have an exclusive arrangement with the publishing house Neureuter FAIR MEDIA GmbH* which is responsible for the production on the exhibitor directory and the app. Their Leipzig office is at Messe-Allee 2, 04356 Leipzig. Details will be mailed to you separately.

12. Withdrawal and Non-participation

(see General conditions of participation / 10.)

Applicants may withdraw until they are registered, and in these cases will have to pay a cancellation charge of **410.00 EUR**.

13. Change of address

Please note that we will charge you a processing fee of EUR 25.00 net for a change of address after the invoice has been issued.

14. Products

(see General conditions of participation / 11.)

Publishers, book stores etc. are permitted to sell specialist literature during denkmal 2024. The sale of the objects of the action is permitted as well.

15. Exhibitor lecture

(see General conditions of participation / 18.)

Exhibitors can present themselves in the exhibitor meeting with an exhibitor lecture. The costs for a slot are 250.00 EUR plus VAT. The lecture will be included in the programme (online), which will be published on the denkmal homepage.

16. Infection protection and hygiene regulations

By registering, the exhibitor acknowledges the regulations according to the Infection Protection Act valid at the time of the event as well as the corresponding protective measures according to the Leipziger Messe GmbH hygiene concept in force at the time of the event and takes these into account when planning and implementing the trade fair presentation.

17. Presentations – Communication Equipment

(see General conditions of participation / 19. and Technical Guidelines)

Product presentations or other show-like performances are permitted only within the area of one's own stand and must not interfere with the trade fair activities of nearby stands, especially as regards the volume of the presentation. The volume may not exceed 65 dB (A) as measured at a stand's boundaries.

18. Laser Equipment

(see Technical Guidelines of Participation / 5.10.3)

The operation of laser equipment must be coordinated with Leipziger Messe. The operation of Class 3 B and 4 laser equipment must be reported to the relevant authority in accordance with Section 6 of the Employer's Liability Insurance Association's Guidelines for Occupational Health and Safety – BGV B2 "Laser radiation" (formerly VBG 93). Proof of submission to Landesdirektion Dresden – Occupational Safety – Leipzig office must be provided to Leipziger Messe.

19. Gastronomic Catering at the Exhibition Stand Sale or serving food and beverages

Exhibitors must observe relevant legislation (such as catering laws, trades standards, regulation EC 852/2004 to foodstuff hygiene, law on foodstuff and Feed Code LFGB dated 9/2005, regulations for beverage draught with DIN 6650 parts 1-7, DIN 6653-1 and the Ordinance on Industrial Health and Safety). The organizers are entitled to arrange for the immediate closure of any stand of food or beverages outlet where exhibitors have failed to keep stands clean or dispose of waste resulting from the sale of food or beverages, and a written warning has been ignored.

*Subjects to change
Leipziger Messe GmbH
(As of September 2023, subject to change)