

# Approval of stand construction



**Return:** Immediately but not later than 8 weeks before the start of the event

Correct as of: 06/2017

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Exhibition engineering department  
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Event: \_\_\_\_\_ Hall/Stand no.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

To avoid complications with the construction of the exhibition stand we urgently advise you to submit a sketch of the exhibition stand (layout and panoramic view) or to submit corresponding drawings, including all dimensions, together with this printed form. The organiser will reply (comment) only if the construction of the exhibition stand cannot be approved or if technical conditions have to be made in that respect.

**Please observe all paragraphs of the “Technical guidelines”,** available at [www.hamburg-messe.de](http://www.hamburg-messe.de) as a PDF file under “Download”.

**Please tick as applicable.**

Stand shape:  island stand  front stand  corner stand  row stand

Stand size: \_\_\_\_\_ sq m – width \_\_\_\_\_ m, depth \_\_\_\_\_ m

Do you plan to exceed the normal stand height of 3.50 m?  Yes  No

If so, please show this extra height in the front view and floor plan (giving measurements).  
Please also consider any advertising material and exhibits at this point.

**For multi-storey stands** structures please use the corresponding application form.

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Exhibitor:

Company name: \_\_\_\_\_

Street/PO box: \_\_\_\_\_

Postcode/town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact:  Mr.  Ms. \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

Stand construction by:

Company name: \_\_\_\_\_

Street/PO box: \_\_\_\_\_

Postcode/town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact:  Mr.  Ms. \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

**Front view (angle).**

Please sketch your stand below. You can also submit your stand sketch as a PDF file.



# Booth Height Approval

Correct as of: 05/2017

This form is intended to make it easier to obtain permission for non-regulation booth heights from neighbouring booths in compliance with Technical Guideline 5.3.

Dear Sir/Madam,

Our booth exceeds the regulation height of 3.5 m at the edge bordering on your booth therefore we are writing to request your written consent

We enclose a diagram of the booth with all the relevant dimensions.

Event: \_\_\_\_\_ Our booth number: \_\_\_\_\_ Your booth number: \_\_\_\_\_

: Thank you and best regards,

\_\_\_\_\_  
Date / signature of exhibitor

**Enclosures**  
Booth diagrams

<p><b>Consent given, as understood from description and diagrams:</b></p> <p>_____</p> <p>Date / signature of representative of neighbouring booth</p>	<p><b>Company stamp</b></p>
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