

1. General information

1.1. General rules

All exhibitors must abide by the site regulations including the closing hours of the exhibition.

Exhibitors must not enter the exhibition halls before 12 noon on 05 February 2023.

Please refer to the show schedule in the General Information, for the exhibition opening and closing time. Electricity will be connected and disconnected accordingly.

We strongly advise against bringing children under the age of 12 to the show.

The use of any means of transport (bikes, scooters, etc.) in the exhibition halls is strictly forbidden.

1.2. Prices

All prices specified in the exhibitor manual exclude VAT at 20%.

1.3. Fire regulations

Smoking inside the exhibition halls is strictly prohibited except in the designated areas.

1.4. Insurance

The exhibitors are insured by the organiser for civil liability, which means that they are insured for any damage or loss caused to third parties. The organiser accepts no financial or legal liability for any form of risks involving the exhibitor's personal belongings and exhibits. Exhibitors must take out their own insurance policy if they wish to insure against these risks.

In the event of damage or loss, the exhibitor must inform the insurance company thereof within three days from the date on which they become aware of such damage or loss.

1.5. Photography, video shooting and sound recording

No photography, video recording, or sound recording is allowed in the exhibition halls.

All forms of video or sound recordings of exhibition samples or booths (including sketches) are prohibited.

In the event of breaches of the above, Messe Frankfurt France S.A.S. shall be entitled to confiscate sketches as well as exposed or recorded material.

The exhibitor is, however, entitled to make video and sound recordings or drawings of his own stand and exhibits during the fair.

The exhibitor permits the organiser to take photos of any stand. The photos must be taken by the organiser himself or by the official fair photographer and will be used as information for visitors and for the promotional purposes of the Messe Frankfurt Group.

1.6. Delivery and dismantling

The organiser shall not accept any responsibility for the delivery and dispatching of exhibition material.

Carriers may enter the exhibition halls between 7 am and 12 noon on 05 February 2023 (no entry for carriers after 12 noon) and between 8:00 am and 9:00 am from 06 to 08 February 2023.

Please note all shipping charges, customs duties and taxes are to be paid by the sender.

Please note that we will not be able to accept any parcels for which the charges haven't been paid.

On the last day of the exhibition, carriers will not be permitted to enter the exhibition halls before 6:00 pm. Removal of exhibition material starts at 6:00 pm on 08 February 2023.

The organiser will not be liable for any loss or damage to exhibition or booth material left behind at the exhibition venue.

During the dismantling, all objects left on the exhibition-site and not claimed from the Organiser's Office before 6:30 pm will be destroyed one week after the end of the exhibition.

Within that period, all objects claimed at the office of Messe Frankfurt France S.A.S. will be sent back to the exhibitor at his expense and risk.

On the last day of the exhibition, exhibitors are not permitted to start dismantling their booth before 6:00 pm. Exit forms will not be delivered.

1.7. Noise

The noise level arising from presentations in the booth, etc. should be maintained below 30 dB.

In the event of complaints by other exhibitors, the organiser has the right to prohibit any activities that cause noise or disturbance.

1.8. Catering

Regarding safety and health rules and regulations, exhibitors can only use the caterer approved by the operator of the exhibition venue.

No other food supplier will be authorised to deliver any food to the exhibition ground.

Horetto is the approved caterer on-site.

1.9. Exhibitors listing

The organiser will in no case be held liable for any omissions, reproduction errors, misprints or other which may occur in the lists of exhibitors that the organiser may be led to publish.

As November 2022.

2. Technical Information

2.1. Security

Please note the following security regulations for booth decoration:

- Materials used for curtains and hangings must be fire resistant, non-inflammable or hardly inflammable.
- Elements for decoration must be made of materials that are either fire resistant or non-inflammable or must be treated to ensure they are fire-proof.
- There are no requirements for exhibits in terms of fire reaction.

2.2. Booth design*

All booths will be designed by the official contractor.
For the fabrics and denim booth construction :

The exhibitors can close up to 50% maximum of the front side of their booth.

Exhibitors with a corner booth will be allowed to close off the side of the booth for free, adding low panels:

100 W x 160 H cm for fabrics and denim booth construction.

There is no possibility to close the booth for the Apparel Sourcing construction.

2.3. Booth equipment*

No item included in the standard equipment can be exchanged for different items. Even if the exhibitor does not need all of those items, no refund will be given.

2.4. Additional booth equipment

Exhibitors wishing to add additional equipment (e.g. chairs or rods) and those who need additional booth equipment for their modified booth layout (see § 2.6. should refer to the Messe Frankfurt France exhibitor website, section «Product order».

Please note the following deadlines:

No additional order will be accepted after January 09th 2023.
Cancellation of orders will only be accepted until January 09th 202.

Please note that changes made or additional equipment added to the booth layout by hand will not be considered. All orders must be made on the Messe Frankfurt France exhibitor website.

Important: Requests for refunds for non-delivered equipment must be made immediately to the Technical Desk. Claims will not be accepted after the Technical Desk has closed (Monday 06 February 2023 at 11 am).

2.5. On-site orders

Those exhibitors who miss the deadline of the January 09th 202 will be able to order additional booth equipment on-site at the Additional Orders Desk on 05 February 2023 from 12 noon to 7 pm, and on 06 February 202 from 8 am to 11 am.

However, a 30% extra charge will be invoiced when placing the order.

Important: cancellation of orders will not be accepted on-site.

2.6. Booth alterations*

Exhibitors wishing to remove or change the location of any standard facility (rod, chair, etc.) in their booth should contact the organiser before the following dates:

- Any notifications concerning booth layout changes will be accepted until the 07 January 2023.
- From 06 January 2023 onward, no more layouts will be sent to exhibitors and no requests for booth alteration can be considered.

Only 2 booth layouts will be sent to you free of charge.
Each additional layout: 80€ excl. tax.

Only the booth structure (e.g. lights, rods or panels) is affected by the changes to the booth sketch. Therefore, furniture will not be shown on the sketch.

Reminder: High booth panels cannot be removed:

- **2.50 m H for fabrics and Apparel Sourcing booth construction.**
- **2.50 m H for denim booth construction.**

Please note that those rules marked with * do not apply to raw space exhibitors.

2.7. Booth decoration

All decorative items must be placed inside the booth.

Supports, decoration or swatches affixed to the low partition walls (1.60 m H for fabrics and denim booth construction) may not extend beyond 10 cm outside the booth.

Exhibitors can only use their partition wall areas for their decoration.

No decoration must be attached to the ceiling element.

The pillars outside the booth cannot be used for decoration.

No decoration will be permitted in the aisle and on the signage.

Reminder: posters, other decorative items and traces of scotch tape must be removed after the fair.

2.8. Damages

The organiser guarantees that the booth panels will be delivered in good condition. Exhibitors are therefore liable for any damage caused to their booth structure. However, if damage is ascertained on arrival, this must immediately be reported to the Technical Desk.

No nails, screws or staples may be driven into the wall elements. The use of self-adhesive posters adhered over the entire surface of the wall panels, foam adhesive tape and silver foil is prohibited.

To avoid damage to the booth structure from decoration work, you are strongly advised to use the adhesive tape exclusively that will be handed out free of charge on the move-in day at the Welcome Desk. The use of any other adhesive tape can damage the booth panels.

Reminder: the scotch tape must be removed from the panels after the fair.

The panels are reusable and expensive - please assist in using them properly!

Damage to the booth structure (e.g. holes, dirty marks, adhesive traces) will be invoiced in accordance with the charges listed below:

Description	Unit price excl. tax
Panel repair	58.60€
Panel new (backup)	253.30€
Storage room door	339.60€
Loss of storage room key	70.40€

Charges will also apply to damage to the exhibition building to cover repair work costs.

2.9. Fascia board or signage

The company name indicated on the submitted application form will be used without notification from the exhibitor.

Supplements indicating the legal form of the company will not appear on the fascia board.

Reminder: no fascia board or signage changes will be accepted on-site.

To facilitate the search by visitors, the name of the province/city of Chinese exhibitors will be put at the end of the company name: "Jiangsu SuperTextile" become "Super Textile (Jiangsu)"

2.10. TV Screen/computer

Any TV screen/computer monitor facing the public aisle that could potentially cause crowding in the public area must be set back 1 m inside the booth.

2.11. Voltage

The supply voltage at the venue is 230 V, 50 Hz AC.

2.12. Parking

Parking lots for exhibitors are available near the exhibition ground. The allocated parking area must be respected. A temporary stop for unloading in front of the hall is allowed. Parking cards can be purchased on-site at the Cash Desk at the Organiser's Office in hall 4 (33.33€ excl. tax for 3 days).

Do not forget to pick up your parking card already on your arrival on Sunday, 05 February 2023.

As November 2022.