

# Approval of multi-storey exhibition stands



**Return:** Immediately but not later than 8 weeks before the start of the event (please return form in duplicate)

Correct as of: 04/2019

Hamburg Messe und Congress GmbH  
Exhibition engineering department  
PO box 30 24 80  
D-20308 Hamburg

Phone +49 40 3569-2528  
Fax +49 40 3569-2139  
ops@hamburg-messe.de

Event: \_\_\_\_\_ Hall/Stand no.: \_\_\_\_\_

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

We are planning the construction of a two-storey exhibition stand or superstructure and therefore request its approval by the organizer as well as submission of our plans to:

**Prüfingenieure für Baustatik, WTM ENGINEERS GmbH**  
Johannisbollwerk 6-8, D-20459 Hamburg  
Phone +49 40 35009-0, Fax +49 40 35009-100

for examination and approval of the design and structural features. We as the ordering party undertake to pay the relevant cost of handling and examination, etc.

**We are enclosing the following forms in duplicate:**

\_\_\_\_\_  
\_\_\_\_\_

The documents must be completed in accordance with the "Technical guidelines" 5.2.1 , [www.hamburg-messe.de](http://www.hamburg-messe.de) / Downloads

**Size of upper level area:**

\_\_\_\_\_ sq m (please attach calculation and sketch)

**Important: Submit together with form „Notification by building supervisor (only for multi-storey exhibition stands)“**

**The following persons and/or firms were involved in drawing up the material:**

1. Fair construction company:

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

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

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

Contact:  Mr.  Mrs. \_\_\_\_\_

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

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

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

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## 2. Structural engineers:

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

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

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

Contact:  Mr.  Mrs. \_\_\_\_\_

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

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

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

## 3. Architects:

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

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

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

Contact:  Mr.  Mrs. \_\_\_\_\_

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

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

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

### Explanations of the examination and approval procedure for two-storey stands

To ensure the safety of public traffic on the exhibition site, the construction and operation of two-storey exhibition stands or superstructures may be approved only subject to the examination, construction supervision and acceptance inspection by the construction inspection department.

For this task the ordering party (organizer) makes use of the expert assistance of the construction inspection department.

The construction inspection department will calculate the inspection fees in accordance with the City of Hamburg's Building Fees Ordinance (BauGebO) and invoice the exhibitor, as the party ordering, directly.

All fees for the approval procedure are payable by the ordering party and/or the stand construction firm acting on his behalf. The construction inspection department shall be exempt from any liabilities.

Approval of a stand shall be left to the discretion of the organizer. If the approval is refused, the ordering party is still liable to pay the charges for the examination and approval procedure.

**When planning and installing glass constructions, please ask the Hamburg Messe and Congress GmbH for a copy of our leaflet "Using glass in stand constructions".**

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Legally binding signature and company stamp