

Specific Terms of Participation 2022

Event-specific additions to General Terms of Participation (ATB) and Technical Regulations (TR) of Hamburg Messe and Congress GmbH (HMC)



Polaris Convention 2022

Event and legal entity: Hamburg Messe und Congress GmbH Tel.: +49 40 3569 0 info@hamburg-messe.de P.O. Box 30 24 80 · 20308 Hamburg Fax: +49 40 3569 2203 hamburg-messe.de Messeplatz 1 · 20357 Hamburg - hereinafter called HMC -		
Event title:	Polaris – Your Community Universe	
Venue:	HMC Fairground	
Event duration:	28 – 30 October 2022 (Fri – Sun, 3 Days)	
Project management:	Business Development	
	Anja Holinsky Project Manager	Tel.: +49 40 3569 2162 E-mail: anja.holinsky@hamburg-messe.de
Start of space allocation:	May 2, 2022 (No deadline for registrations)	
Opening times:	Friday, 12 noon – 8 p.m. Saturday, 10 a.m. – 8 p.m. Sunday, 10 a.m. – 6 p.m.	Exhibitors have access with an exhibitor pass 2 hours before and after the opening times of the convention.
Assembly times:	October 25 – 26, 2022 (Tue. /Wed.)	7 a.m. – 10 p.m.
	October 27, 2022 (Thu.)	7 a.m. – 6 p.m.
Disassembly times:	Oct. 30, 2022 (Sunday)	8 p.m. – 0 a.m.
	Oct. 31 – (Mon.)	0 a.m. – 10 p.m.
	Nov. 1, 2022 (Tue.)	7 a.m. – 10 p.m.
Early stand assembly / Extended disassembly:	Early stand assembly is possible on October 24. Any requests for early stand assembly / extended disassembly times must be submitted in writing to the Trade Fair and Exhibition Technology Department and approved (see Online Service Center / approvals and applications). An entitlement of approval does not exist. If you have any questions, please contact the Trade Fair and Exhibition Technology Department (Tel.: +49 40 3569 2528 / e-mail: ops@hamburg-messe.de).	
Exhibitor passes: (see clause 16 ATB)	Up to a stand size of 20 sq. m exhibitor will receive 4 exhibitor passes free of charge. One additional pass will be issued free-of-charge for every further 10 sq. m or part of sq. m. Further exhibitor passes may be ordered on payment of a charge of € 40 incl. VAT per pass, from the Online Service Center. NO exhibitor passes are needed for assembly and disassembly.	
Marketing package / Trade Fair Media: (see clause 14 ATB)	The charge for the mandatory Marketing package for principal and associate exhibitors is € 150 each plus VAT . This fee includes an entry in all of the trade fair and the Visitor Information System, plus free visitor Wi-Fi. The deadline for requesting an entry in the trade fair media will be communicated by the organizer in a timely fashion. Requests not received by the deadline will result in existing information from the event registration / acceptance data being used. Exhibitors registered / accepted after the deadline for media entry will be entered into digital trade fair media only; full charges apply. The contact for marketing (digital) options will be supplied in due time.	
Registration charge for co-exhibitors: (see clause 4.3. ATB)	Co-exhibitors must be notified to HMC in writing with indication of company name, address, and products/services. Please complete the separate registration form for this purpose → available online. The charge for co-exhibitors is € 150 plus VAT per co-exhibitor , and will be invoiced to the main exhibitor. In addition for each co-exhibitor registration a fee of € 150 plus VAT will be charged for the Marketing package (invoiced to the main exhibitor, as well).	
Exchange of exhibitor	The transfer of the booked stand space is only possible by prior approval of HMC and signing a transfer agreement.	
Exhibit protection:	Subject to a decision by the Federal Justice Ministry, HMC offers exhibitors a certificate for submission to the German Patent and Trade Mark Office that the exhibit to be protected (consumer/investment product, design/utility model) has been exhibited at Polaris. For further information see Online Service Center / approvals and applications.	

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Invitations:	<p>Invitations (digital invitation codes) can be ordered in the exhibitor ticket shop (accessed via the Online Service Center).</p> <ul style="list-style-type: none">a) Exhibitors can invite their customers to the event by sending them invitations for free admission. After the end of the convention, any invitations which have been used by the customers will be charged to the exhibitor. The pricing for invitations is shown at the Online Service Center (OSC).b) Exhibitors also have the possibility to offer a discounted invitation rate to visitors. With the Discount Invitation Code the visitor pays the reduced admission fee himself and the exhibitor bears no costs. <p>The exhibitor ticket shop also provides you with a list of the invitations which have already been used and, after the exhibition has started, a list of the invitations with admittance.</p>
Cancellation of stand: (see clause 8.2. ATB)	<p>Free-of-charge cancellation is possible within the period specified in the placement proposal, or until acceptance without placement proposal. In the event of cancellation after acceptance, clause 8 ATB shall be applicable.</p>
Exhibitor WiFi	<p>Included in the participation fee, each exhibitor receives WiFi access for one device per exhibitor (main exhibitor only).</p> <p>The provision of WiFi access data for a maximum of 1 end device per exhibitor applies to the entire event period including the official set-up and the first day of dismantling. Internet access can be used in Halls A1 and A4. The 5GHz frequency band is used to ensure the best possible performance. The speed of the individual user is 4-16mbit/s depending on the amount of total users in the hall. Before the start of the convention, the exhibitor will be sent the access data for a device.</p> <p>Exhibitors who need WiFi access for more than one device at their stand can conveniently book the desired internet connection for a fee via the online service center or send their request to customerservice@hamburg-messe.de.</p>