

TABLE OF CONTENTS / CHECKLIST



	PAGE	CONTENT	ORDER UNTIL	DONE	COMMENTS
TRADE FAIR INFO ORGANIZATIONAL DATES	3	General			
	5	Messe Wels GmbH - Your contact persons			
	6-7	Opening hours NEW, Construction and dismantling times, Information			
	8	Extension of set-up and dismantling times			
	9	Deposit regulations			
	10-11	Evening events at the exhibition stand	05. February 2025		
	12	Stand security	05. February 2025		
	13	Exhibitor passes - Daily exhibitor passes			
	14-15	Exhibitor parking permits - Truck/trailer parking permits			
	16	Supply ticket			
	17	Service Contacts			
	18	Tourism Info			
	19	Information of the Wels Police City Command			
	20-21	AKM, customs, sales tax regulation, cash register obligation, sales tax obligation			
	22	Insurance obligation for temporary workers			
	23-24	Fair regulations			
TECHNICAL SERVICES TECHNICAL GUIDELINES STAND CONSTRUCTION PERMIT DECORATION, CATERING	26-27	General guidelines			
	28	Binding stand construction permit as of 5 m stand height	12. February 2025		
	29-37	Electricity connections for 5-day, 4-day area and 3-day area	05. February 2025		
	38	Electrical installation	05. February 2025		
	39-40	Compressed air	05. February 2025		
	41-42	Water and drainage	05. February 2025		
	43	Hygiene	05. February 2025		
	44	Stand cleaning	22. January 2025		
	45-46	Waste disposal	05. February 2025		
	47-48	Logistics Empties Forklifts	05. February 2025		
	49	Working platforms	05. February 2025		
	50	Telephony Peripherals			
	51-52	Internet service - wired wireless			
	53-54	Green plants and flowers			
	55-57	Catering			
	58-59	Drinks			
	60	Hostesses and event models			
	61-66	Exhibition insurance			
MARKETING SERVICES ADVER- TISING PR PRINTED MATTER	67-68	Visitor invitations ORDER NOW			
	69-70	Free online advertising - Free printed materials			
	71	Banner Advertisement	16. December 2024		
	72	Advertisement - LOGO Presence in the trade fair overview	30. December 2024		
	73	Floor Advertising	30. December 2024		
	74-75	special forms of advertising	30. December 2024		
	76-79	On-site advertising	30. December 2024		
	80	TGA trade fair newspaper	07. February 2025		
	81-82	Advertising outdoor area			
FAIR CONSTRUCTION	83-97	FAIR CONSTRUCTION	05. February 2025		
	98-99	Suspensions	05. February 2025		
	100	Event technology	05. February 2025		
	101-102	General terms and conditions			
	103-104	Printing quarters	05. February 2025		

