

**gardiente**   
Trade Fair for Garden Living

---

gardiente 2022

**- Exhibitor Handout -**

**CONTENT**

<b>1</b>	<b>GENERAL EXHIBITOR INFORMATION</b>	<b>3</b>
1.1	Your contact person	3
1.2	Address	3
1.3	Business hours for exhibitors	3
1.4	Opening hours for trade visitors	3
<b>2</b>	<b>ARRIVAL AND PARKING</b>	<b>3</b>
2.1	Arrival by car	3
2.2	Parking	3
<b>3</b>	<b>SET-UP AND DISMANTLING</b>	<b>4</b>
3.1	Set-up and dismantling times	4
3.2	Approach to the fairground	4
3.3	Delivery of goods	4
3.4	Logistics services of gardiente	5
3.5	Garbage disposal	5
3.6	Restoring the stand area to its original condition	5
<b>4</b>	<b>TECHNICAL INFORMATION ABOUT THE EXHIBITION HALL</b>	<b>6</b>
4.1	Plan Ground Level	6
4.2	Plan Upper Level	7
<b>5</b>	<b>STAND CONSTRUCTION</b>	<b>8</b>
5.1	Covid-19 concurring stand construction	8
5.2	Stand construction by the exhibitor (external stand construction firm)	8
5.3	Stand approval	8
5.3.1	Stand boundaries   Stand boundary walls	8
5.3.2	Damage to the fabric of the building	8
5.3.3	Suspensions from the hall ceiling	9
5.3.4	Building height   Stand partition walls	9
5.4	Laying your own floor coverings	9
5.5	Services available to exhibitors	9

## 1 GENERAL EXHIBITOR INFORMATION

### WELCOME TO GARDIENTE

Dear exhibitors,

Nice to have you here! To assure a trouble free event, please read the following information about your participation at gardiente thoroughly. You will find more information about the Covid-19 regulations on our website [www.gardiente.de](http://www.gardiente.de) in good time prior the trade fair.

Please inform your stand construction crew about the technical guidelines to prevent any delays or bad surprises.

If you have any further questions, do not hesitate to contact us. You can contact us Monday to Thursday between 8am and 5pm and on Fridays between 8am and 3pm.

#### 1.1 Your contact person



**Verena Westphal**  
Project Manager  
[westphal@muveo.de](mailto:westphal@muveo.de)  
+49 69 630092-60



**Tiffany Lynn Clark**  
Exhibitor Service  
[service@gardiente.de](mailto:service@gardiente.de)  
+49 69 630092-0

#### 1.2 Address

Messecenter Rhein-Main  
Robert-Bosch-Straße 5-7  
65719 Hofheim - Wallau  
Germany

#### 1.3 Business hours for exhibitors

Sunday	04 September 2022   8am – 7pm
Monday	05 September 2022   8am – 7pm
Tuesday	06 September 2022   8am – end of the dismantling period

#### 1.4 Opening hours for trade visitors

Sunday	04 September 2022   9am – 6pm
Monday	05 September 2022   9am – 6pm
Tuesday	06 September 2022   9am – 5pm

## 2 ARRIVAL AND PARKING

### 2.1 Arrival by car

You can reach the Messecenter Rhein-Main on A66 - **exit 8** or **exit 10**.  
Find out more about the [detailed directions to the Messecenter Rhein-Main](#) here.

### 2.2 Parking

At our **Parking area P2** parking is free for exhibitors. **Parking area P1 (next to the trade fair hall)** is during the trade fair reserved for visitors only.

## 3 SET-UP AND DISMANTLING

### 3.1 Set-up and dismantling times

#### SET-UP TIMES

Thursday	01 September 2022   7am – 8pm
Friday	02 September 2022   7am – 8pm
Saturday	03 September 2022   7am – 8pm

Due to a previous trade fair, early set-up **on Wednesday, 31 August 2022** is possible only **if you register in advance and depends on the availability of space**. Set-up times will be determined individually. The organiser will charge a rate of € 2.90 per day per square meter for providing the hall infrastructure and all additional costs.

**Please note that the outdoor setting can be done at the earliest on Friday, 02 September 2022 and requires the confirmation of the organiser.**

#### DISMANTLING TIMES

Tuesday	06 September 2022   5pm – 12am
Wednesday	07 September 2022   7am – 8pm
Thursday	08 September 2022   7am – 4pm

The dismantling staff will not gain access to the hall before the fair has closed at 5pm! **Please note that the hall must be completely vacated on 08 September 2022.**

### 3.2 Approach to the fairground

Parking area P1 can be used to park, load and unload the vehicles during the set-up and dismantling times. You have to sign up at the parking lot entrance. An area for parking and loading will be allocated to you. You have to follow the instructions of the parking service.

**IMPORTANT: All Vehicles have to be removed from the parking area after the end of the set-up and dismantling time. Unlawfully parked vehicles will be removed chargeable.**

### 3.3 Delivery of goods

Postal or freight delivery can be sent to the Messecenter Rhein-Main from 31/08/2022. The exhibitor is responsible for the receipt of the goods. An employee of the exhibitor must attend on delivery and accept the goods. Please note that we cannot guarantee a local lifting cart or forklift, and we therefore recommend that delivery vehicles have their own hydraulic lift.

As an alternative, you may book a forklift service in our [Exhibitor Shop](#) (under „gardiente | Services“).

**Send your delivery to the following address:**

Messecenter Rhein-Main  
gardiente  
„Exhibitor name“ / „booth number“  
„name of the employee in attendance“ / „phone number of the employee“  
Robert-Bosch-Strasse 5-7  
65719 Hofheim – Wallau  
Germany

#### **Please note:**

For reasons of insurance law, the organiser cannot accept any liability for delivered products / consignments if the recipient does not accept these.

### 3.4 Logistics services of gardiente

Through our **Exhibitor Shop** you can book **storage of empty packaging and similar** materials at the Exhibition Centre on a 'first come, first served' basis. You also have the opportunity to book a forklift with driver here.

For enquiries regarding assistance with construction and dismantling, please contact:

#### **CrewKonzepte GmbH**

The professionals for all human resource requirements for the trade fair and events industry. CrewKonzepte can provide services such as assistance with construction/dismantling as well as hosting.

#### **Contact person:**

Patrick Medenwald

+49 6103 5049718

[pmedenwald@crewkonzepte.com](mailto:pmedenwald@crewkonzepte.com)

[www.crewkonzepte.com](http://www.crewkonzepte.com)

### 3.5 Garbage disposal

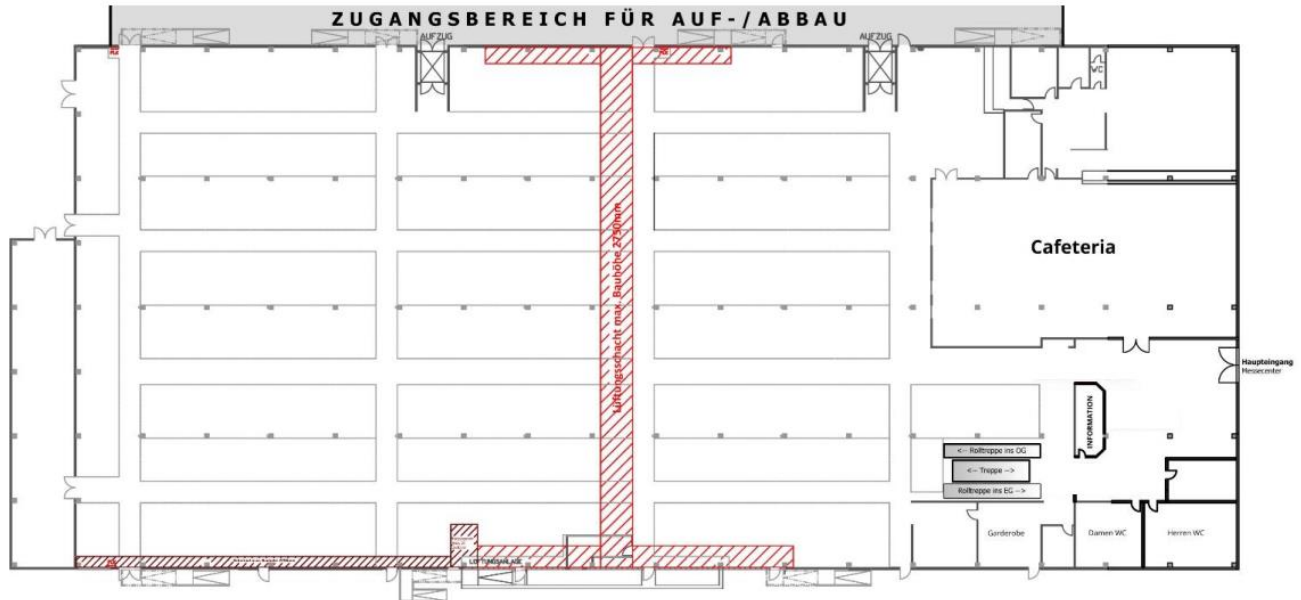
The exhibitor is responsible for the disposal of any waste and garbage. For garbage that is left after the dismantling time a disposal fee of **€ 25 per square meter** will be invoiced.

### 3.6 Restoring the stand area to its original condition

The exhibitor must return the stand area in its original, clean condition by the end of the dismantling at the latest. All necessary restoration work, including the residue-free removal of adhesive tapes, paint residues, etc., must be completed by this time. Any remaining materials/soiling will be disposed of/cleaned by the organiser for a fee. The fees/costs incurred will be invoiced to the respective exhibitor.

## 4 TECHNICAL INFORMATION ABOUT THE EXHIBITION HALL

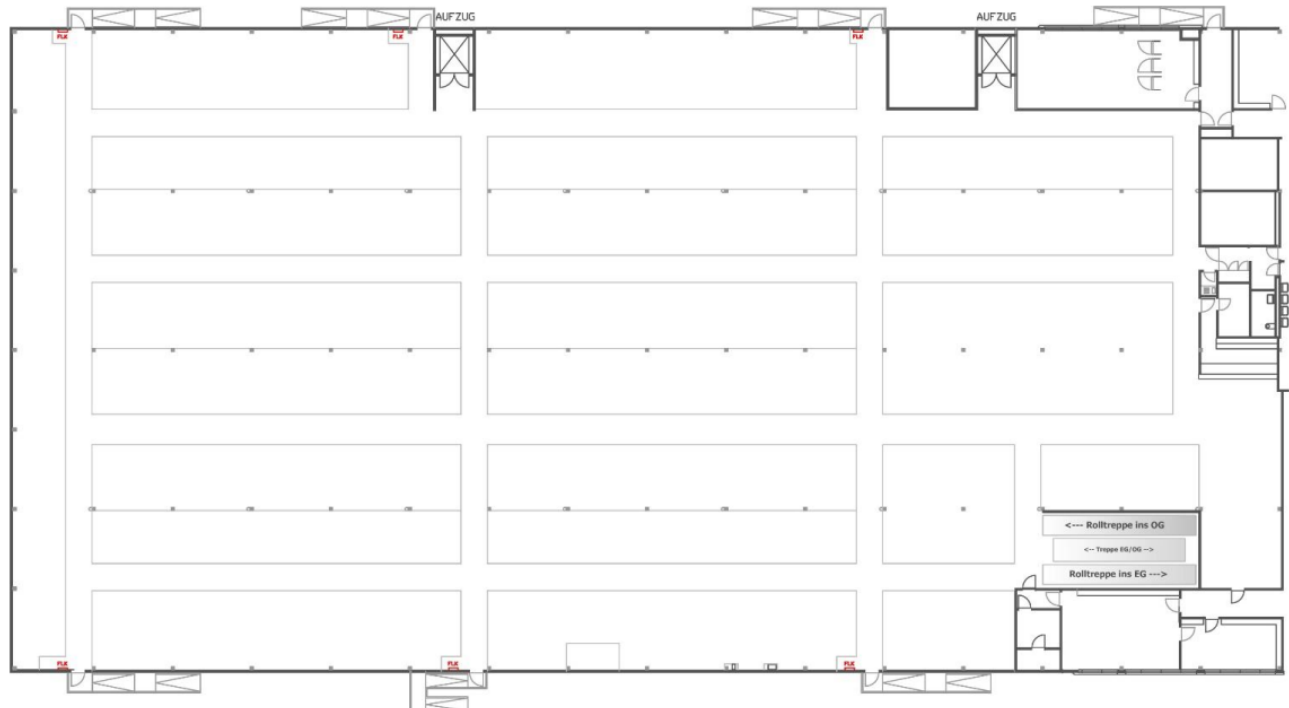
### 4.1 Plan Ground Level



#### **HALL 1 | Ground Level**

Floor covering:	Fitted carpet (stand areas - light grey   walking areas - anthracite)
max. floor load capacity:	500 kg/m <sup>2</sup>
max. construction height:	2,70 - 3.00 m (clear dimension)
Pillar measurement (WxD)	0.44 m x 0.44 m
Pillar measurement with pipe (WxD)	0.60 m x 0.44 m
<b>Freight lifts:</b>	2
max. load capacity	3 t / 480 kg/sm
Interior measurements (LxWxH)	2.85 m x 2.15 m x 2.40 m
Door measurements (WxH)	2.15 m x 2.40 m
Number of doors (Hall side):	3
Door measurements (WxH)	2.15 m x 2.40 m
<b>Technical connections</b>	
32 Amps	not available
16 Amps	available
Schuko	available
Water point	Yes
Water connection at stand	on request (possible in some cases)

## 4.2 Plan Upper Level



### **HALL 1 | Upper Level**

Floor covering:	Fitted carpet (stand areas - light grey   walking areas - anthracite)
max. floor load capacity:	500 kg/m <sup>2</sup>
max. construction height:	4.00 m (clear dimension)
Pillar measurement (WxD)	0.24 m x 0.24 m
Pillar measurement with pipe (WxD)	0.48 m x 0.24 m
<b>Freight lifts:</b>	2
max. load capacity	3 t / 480 kg/sm
Interior measurements (LxWxH)	2.85 m x 2.15 m x 2.40 m
Door measurements (WxH)	1.94 m x 1.90 m
Number of doors (Hall side):	3
Door measurements (WxH)	2.15 m x 2.40 m
<b>Technical connections</b>	
32 Amps	available
16 Amps	available
Schuko	available
Water point	Yes
Water connection at stand	on request (possible in some cases)

## 5 STAND CONSTRUCTION

### 5.1 Covid-19 concurring stand construction

Dear exhibitors, we ask you to plan your stand construction as open as possible and to refrain from closed systems with roofing. Proper ventilation of the hall and exhibition stands is a fundamental part of the hygiene concept in order to be able to stage gardiente under the Covid-19 requirements. If stand structures are almost closed, stricter restrictions regarding the limitation of people on the stand will apply.

We also draw your attention to the **hygiene measures of the State of Hesse** and ask you to comply with them in order to make communication with each other and with your customers as safe as possible. We therefore recommend that you provide disinfectant at your stand, mark a separate entrance and exit, place plexiglass partitions on your conference tables, maintain a minimum distance of 1.5 m at all times and wear a mouth-and-nose protection.

You can obtain information on the applicable rules and regulations from the [State of Hesse](#) at any time.

### 5.2 Stand construction by the exhibitor (external stand construction firm)

All exhibitors are required to obtain the organiser's authorisation for stand construction and design prior to the fair. **Please ensure you submit the plans for your stand to the organiser by 1st August 2022.** Stand construction and design must comply with all legal requirements and the organiser's technical specifications and guidelines.

Any additional technical services, especially the installation of electricity, water and fuses, must be carried out in compliance with the technical regulations of the letting organisation. The technical regulations can be requested from the organiser at any time. **Stand constructions with load-bearing weights situated above people, such as lamps on trusses or conductor rails, as well as superstructures higher than 3 m, must be inspected and approved by the organiser. The fee is € 25 - € 95 per stand area, depending on the size of the stand.** Regulations DGUV 17, A3 of the VDE apply. If the stand is found to deviate from these regulations, the exhibitor shall be required to correct the defects without delay. Failure to do so will entitle the organiser to refuse stand approval for the trade fair, as otherwise safe operation of the stand cannot be guaranteed.

Among others, the following points shall be taken into account:

- Fabrics and walls must be made from non-flammable or flame-retardant materials in compliance with DIN4102-B1/ DIN EN 13501
- Truss or lattice girder constructions must have TÜV approval and shall not be damaged in any way
- Loads above people (e.g. lamps, decorative signs etc.) must also be secured with a secondary fixture (SAFETY) (BGI-810-3/ DGUV 215-313)

In the case of complex stands including static calculations / planning, the plans/test books must be readily available for inspection and approval! A stand design that does not comply with the building regulations applicable at the venue and/or the technical regulations of the letting organisation, can be removed or changed by the organiser at the expense of the exhibitor.

### 5.3 Stand approval

Stand approval will be carried out on Friday 02 September and Saturday 03 September 2022 between 11am – 1pm and 2pm - 5pm. Please state your preferred time slot in our [Exhibitor Shop](#) under "gardiente | Services" selecting the product "stand approval", so that we can be sure that the stand will be manned and that the static structures will be completed.

#### 5.3.1 Stand boundaries | Stand boundary walls

The organiser will mark the stand area on the hall floor [outline]. Stand partition walls are not available on the trade fair side. The rear sides of the stand partitions of neighbouring exhibitors may not be used without the prior agreement of the stand neighbour. If necessary, partition walls and cabin walls can be rented from the organiser for a fee. A sketch showing the arrangement of the walls must accompany orders.

#### 5.3.2 Damage to the fabric of the building

Parts of the hall and technical equipment must not be damaged, soiled or altered in any other way [e.g. by drilling, screwing, nailing]. Painting, wallpapering and gluing are likewise not permitted. Parts of the hall and technical equipment must not be placed under load with stand structures or exhibits.



### 5.3.3 Suspensions from the hall ceiling

Suspensions are only possible where the structural conditions on the relevant technical equipment allow (only possible on the upper floor). **Our technical partner Kyritz Showtechnik GmbH** must therefore, always check the feasibility of technical implementation in advance.

**NOTE:** Only our technical partner Kyritz Showtechnik GmbH may attach hanging points! The max. transfer height is 4.1m, with 80kg max. load on the DSH-60 wire rope holder.

Our longstanding partner for technology, lighting, truss construction and hanging points:

Kyritz Showtechnik GmbH  
Max-Planck-Ring 45  
65205 Wiesbaden Delkenheim  
[www.kyritz.tv](http://www.kyritz.tv)

Your contact:  
Jan Kyritz  
+49 6122 919897  
[Standbeleuchtung@kyritz.tv](mailto:Standbeleuchtung@kyritz.tv)

SERVICES:

- Hiring of light, sound and show technology
- Consultation, set-up, dismantling
- Truss systems and lighting engineering for trade fairs

For the provision of hanging points in the exhibition hall please use the following e-mail address: [haengepunkt@kyritz.tv](mailto:haengepunkt@kyritz.tv)

**Please contact Jan Kyritz by 1st August 2022 at the latest. Later orders may no longer be possible or may incur increased costs.**

### 5.3.4 Building height | Stand partition walls

The highest possible construction height at the Messecenter Rhein-Main exhibition centre is between 2.70m – 3.00m on the ground level and 4m on the upper level. If you are planning a stand or stand structures that deviates from this height, it is essential you first obtain the organiser's permission.

If the height of the partition walls (rear/side wall) exceeds 250 cm, the exhibitor must cover/plaster in white the rear area of the respective partition walls that exceeds the standard construction height of 250 cm.

### 5.4 Laying your own floor coverings

There is a carpet flooring in the exhibition hall [stand areas - light grey | aisle areas - anthracite]. When laying your own floor coverings, please note that the dimensions of the existing carpet surfaces may differ from the above-mentioned stand dimensions. **The possible deviation can be up to 5 %.** Under certain circumstances, the boundaries of the stand area may not exactly match the area boundaries to the aisle. When laying your own floor coverings, we therefore recommend that you carry out a detailed measurement on site. **Furthermore, no double-sided adhesive tape may be applied directly to the original hall carpet.**

**Please note that the carpet in the hall (stand areas and gangways) is a permanent floor covering. During the set-up period, we ensured that the carpet was in good condition. If you have any complaints or concerns, please let us know immediately. Should the carpet be damaged during the fair or the dismantling period, we will invoice you for any necessary repairs.**

### 5.5 Services available to exhibitors

As the organiser of gardiente, we offer a wide range of services, such as rental furniture, advertisement options, electricity and lighting, in our [Exhibitor Shop](#). In our Exhibitor Shop we also provide you with all the necessary information regarding our Service Partners and their contact details.