

Approval of multi-storey exhibition stands

Return: immediately, but no later than 8 weeks before build up

Late submissions will incur additional fees (late fees) for review by our structural engineering office

Status: 07/2025

Hamburg Messe und Congress GmbH
Venues Production & Operations
+49 40 3569-2528
ops@hamburg-messe.de

Event: _____ Hall/Stand no.: _____
Date of Event: _____ Exhibitor: _____
Registration no.: _____

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:

WTM ENGINEERS GmbH
Johannisbollwerk 6-8, 20459 Hamburg
standpruefung@wtm-hh.de
Phone +49 40 35009-0

for static-structural testing and approval.

We as the ordering party undertake to pay the relevant cost of handling and examination, etc.

Billing address:

For billing addresses outside Germany, documents can only be checked after advance payment has been made!

Company name: _____
Street/PO box: _____
Postcode/town: _____ Country: _____
Contact: Mr. Ms. _____
E-mail: _____
Phone: _____ Mobile: _____

private person

registered entrepreneur (or legal entity with VAT-Reg.-No.)

VAT reg.-No.:

Commercial/Company Reg.-No. (non-EU): _____

Explanations regarding the testing and approval procedure for two-storey stands

In order to ensure traffic safety on the exhibition grounds, the construction and operation of two-storey exhibition stands and special structures may only be approved after inspection, construction supervision and construction condition inspection by the structural engineers.

The organiser makes use of the technical assistance of test engineers for structural analysis.

The structural engineers determine in accordance with the currently applicable framework agreement with Hamburg Messe & Congress GmbH, they charge their fees based on actual expenditure and bill the customer (client) directly.

Please note that all necessary documents must be submitted in full at least 8 weeks before the start of construction.

In the event of late submission, the following surcharges will be added to the examination fees:

Up to 8 weeks before construction begins (09.2.26)	0%
Up to 6 weeks before construction begins (23.02.26)	20%
Up to 4 weeks before construction begins (09.03.26)	50%
< 4 weeks before construction begins (08.03.26)	100%

Important note: If the documents are received only 4 weeks or later before the start of construction, timely review and approval cannot be guaranteed!

The person who ordered the service and/or the exhibition stand construction company they hired is always responsible for paying the inspection fees.

The structural engineers shall be exempt from any claims.

The organiser may refuse consent at any time and at its discretion. Even in the event of such a refusal, the customer shall bear the costs incurred.

When planning and installing glass structures, the information sheet 'Glass in Stand Construction' must be requested from Hamburg Messe und Congress GmbH.

We enclose the following documents:

The documents must be prepared in accordance with the 'Technical Guidelines', section 5.2.1. www.hamburg-messe.de/Downloads

Size of upper floor area:

_____ sq m (Attach calculation and drawing)

For enclosed upper floor areas of more than 30 m², the installation of a sprinkler system is required by law. You can conveniently order these via our Online Service Centre (OSC). Please note: "If no order is placed or if the order is placed too late for our service provider to complete the installation in time, alternative measures will be required – or the upper floor may not be opened. The costs for alternative measures will be at least equivalent to those for a sprinkler system." We therefore recommend placing your order early to avoid additional expenses.

The following individuals contributed to the preparation of the documents:

1. Exhibitor:

Company name: _____

Street/PO box: _____

Postcode/town: _____ Country: _____

Contact: Mr. Ms. _____

E-mail: _____

Phone: _____ Mobile: _____

Please note: Continued on the next page!

Approval of multi-storey exhibition stands

2. Fair construction company:

Company name: _____

Street/Post box: _____

Postcode/town: _____ Country: _____

Contact: Mr. Ms. _____

E-mail: _____

Phone: _____ Mobile: _____

3. Structural engineers:

Company name: _____

Street/Post box: _____

Postcode/town: _____ Country: _____

Contact: Mr. Ms. _____

E-mail: _____

Phone: _____ Mobile: _____

Statement by the person on site responsible for construction of the special stand structure:

In my capacity as

Project manager architect/engineer foreman building supervisor

Contact: Mr. Ms. _____

Street/Post box: _____

Postcode/town: _____ country: _____

E-mail: _____

Phone: _____ Mobile: _____

I declare that the exhibitor's stand planned under the above-mentioned stand number satisfies all legal and other requirements, technical and architectural regulations and the technical guidelines of the event organizer.

Place, Date

Legally binding signature and company stamp

Planned completion of carcass for inspection.

The date and time of inspection should be agreed upon by the construction inspector and the stand constructor.

Date: _____ Time: _____