



security essen 2018

25 – 28/09/2018

NEWSLETTER TO ALL EXHIBITORS

Dear Sir/Madam,

So as to make it easier for you to make preparations for security essen 2018, we have put together some important information and documents for you in this newsletter.

Please forward this letter to your stand constructors if applicable.

Important information!

The Technical Guidelines of MESSE ESSEN GmbH are an integral part of participation in the trade fair and must be adhered to. The exhibitor assumes the duty to ensure public safety on the stand area allocated to them by MESSE ESSEN GmbH. Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner to ensure that public safety and order, especially as concerns life and health, are not endangered.

During assembly and disassembly work, it must be ensured that any possible effects of the hazards arising from the work remain exclusively restricted to the allocated stand areas.

Assuming that the form and design of the stand comply with the Technical Guidelines, it is not necessary to submit drawings for approval for single-storey stand structures up to 3.00 m high in the halls.

Upon request, MESSE ESSEN GmbH offers the exhibitor the option of reviewing the stand construction plans submitted in duplicate (no charge).

Beyond this, all other stand structures, mobile stands, special structures and designs require permits. The costs incurred for this are to be found on the "stand construction permit form"– A 0.2b. All permits are only valid for the relevant event.

The Technical Guidelines are to be found on our homepage under www.security-essen.de.

We wish you and your team all the best with your preparations for security essen 2018 and hope you will have a successful time at the trade fair in Essen.

Yours faithfully

Your security essen 2018 team



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1. How to get here

1.1. Travel preparations

So as to help you with your travel preparations and hotel reservations for security essen 2018, we have set up a direct link from our homepage to our partners HRS-[Hotel Reservation Service](#) and the [Essen Tourist Office](#). Their teams will be happy to assist and advise you at all times.

1.2. Airport express bus

On every day of the trade fair, we offer our fair visitors an airport shuttle service between Rhein-Ruhr Düsseldorf International Airport and Messe Essen.

The airport express buses leave from bus stop 2 outside terminal A/B of the Rhein-Ruhr Düsseldorf International Airport and at the same time from Messe Essen, always at 30 minute intervals between 07.45 and 18.45 – on every day of the trade fair and without any intermediate stops. The journey time is 20 minutes in each case. The price of a return ticket is €25.00 (single €15.00).

1.3. Getting here by public transport

The exhibitor fair passes are valid on the days of security essen 2018 for free use of buses and trains on the Ruhrbahn in the urban area of Essen. The ticket is only valid for the holder specifically named on this pass; transfer is not permitted.

1.4. Invitation letter / visa

Please note that the invitation letters are being dealt with by our partner agency Intercultural Consulting. To this end, the agency needs your full details (name, date of birth, passport number, company name and address). Please contact the agency if you require any further information:

INTERCULTURAL CONSULTING
-SERVICE-
Fischlaker Str. 4
D-45239 Essen, Germany
Telephone: +49.(0)201-8304-437 /-0
Fax: +49.(0)201-8304-439
Email: service@intercultural-consulting.de

1.5. Environmental zone

You will find information online under the heading [Getting here by car](#).



2. Setting up and dismantling the stand

2.1. Setup times

Tuesday, 18/09/2018 to Sunday 23/09/2018	07.00 - 20.00
Monday, 24/09/2018	07.00 - 16.00
(Remaining tasks within the stand area until 20.00)	

2.2. Dismantling the stand

Friday, 28/09/2018	from 16.00 within the stand area
Vehicular access to the site:	from 20.00
End of stand dismantling: Monday, 01/10/2018	16.00

2.3. Chargeable advanced setup

We have prepared a form to enable you to apply for advanced set up subject to a charge. You just need to fill this in with your exhibitor details and the time you wish to set up. You can find the form on our homepage www.security-essen.de under the heading "Exhibitor Trade Fair Services" under [Permits and important information](#).

Contact:

Mr Sebastian Black
Telephone: +49(0)201-7244-857
Fax: +49(0)201-7244-483
Email: technik@messe-essen.de

2.4. Forwarding services

Our forwarding partner is Schenker Deutschland AG. If you have any queries, please get in touch with:

Contact:

Mr Hans-Joachim Firmenich
Telephone: +49(0)201-959791-0
Fax: +49(0)201-959791-25
Email: fairs.essen@dbschenker.com

2.5. National insurance card / work permit obligation

Please inform your stand construction company that the Duisburg main customs office will check the staff's national insurance certificates.



2.6. Vehicular access to the trade fair site

General

In order to ensure trouble-free transport to the trade fair site during the setup and dismantling times, all vehicles must be taken off the trade fair site immediately after the loading process. Car park P2 is available as an intermediate parking area for the vehicles.

Leaving vehicles parked on the trade fair site is subject to special conditions. Vehicles which are left illegally parked on the trade fair site or which block emergency routes will be towed away at the cost of the person responsible or the owner. It is possible to drive onto the trade fair site in return for a deposit of €100.00. This deposit will be refunded on exit within the time noted on the deposit slip.

Please adhere to the traffic guidelines in this respect. Vehicles which are controlled via time-slot management must always check in to car park P9 before driving onto the site. You will find more detailed information about time-slot management [here](#).

Setup

We request all exhibitors, stand construction companies and suppliers who have to drive onto the trade fair site to go first to the check-in at car park P9 as from Friday, 21/09/2018. Access to the site will be organised from here.

Dismantling evening

For vehicular access on the dismantling evening on Friday, 28/09/2018, [vehicular access passes](#) with call-off numbers are required. These authorise vehicular access to the trade fair site on that evening against the payment of a deposit. Your response will enable the vehicular access passes to be delivered to your stand during the trade fair. There is expected to be vehicular access to the site on Friday, 28/09/2018 from 18.00 for all types of vehicle according to the sequential numbers from car park P2 and P9. Payment of a deposit of €100.00 is required.

Cars without a trailer can drive onto the site on Friday, 28/09/2018 between 16.00 and 16.30 for 30 minutes. Payment of a deposit of €100.00 is required. There is no need to check-in for this so-called short-term collector access.

Contact:

Mr Michael Bengler

Telephone: +49(0)201-7244-269

Fax: +49(0)201-7244-1269

Email: michael.bengler@messe-essen.de



2.7. Setup and dismantling power

The power connection ordered for the stand is normally made available as from the last setup day and it is switched off 2 hours after the end of the event.

Any additional power supply that is required is provided free of charge on the hall walls, columns and gates up to a maximum of 10 kW/CEE 16 A. Any power supply additional to this or an advanced activation of the connection you ordered will be subject to a charge.

Please order this via the form B1.2 (electrical installation). Applications for setup and dismantling power must be submitted 1 week before the start of setup. After this, it is no longer possible to provide power before the last setup day. Costs for this are €103.00 plus power usage for set-up and dismantling.

Contact:

Elektro Peters

Telephone: +49(0)201-7244- 9482

Mobile: +49(0)1633829060

Email: wolff@messe-essen.de

3. Exhibitor Trade Fair Services

On our homepage www.security-essen.de you will find all the information and order forms for servicing, setting up and equipping your stand, advertising and organisational material, website and press services. In addition, you will find all the information you need there, for instance regarding the environmental zone, traffic guidelines, information on how to get here, etc.

Specific services (including suspensions of any kind from the hall ceiling and roof constructions of the exhibition halls, main electrical, water and compressed air connections, sprinkler systems, underfloor installations and foundation work, surveillance, forwarding services on the trade fair site, telephone and data connections) must always be ordered through MESSE ESSEN GmbH and are exclusively provided by a contracting company of MESSE ESSEN GmbH.

Please pay particular attention to the Technical Guidelines and the General Business and Delivery Terms and Conditions of MESSE ESSEN GmbH. Furthermore, we recommend taking out exhibition insurance.

In order to ensure our service companies can execute your orders on time, would you please submit **all requests and order forms by the 7 August 2018** to MESSE ESSEN

GmbH. As from 22 August 2018, we will be obliged to charge you a supplement of 20 percent for any orders of electrical and water installations, suspensions, rental system stands, stand partition walls and telecommunications services. If rental items or services are ordered after the registration deadline, then MESSE ESSEN GmbH assumes no responsibility for complete and punctual contractual performance.



Please also note that cancellations of services are only possible in writing up to 2 weeks before the start of the event. If cancellations are made at a later time, the full rental price will be charged.

For all questions relating to orders, please get in touch with

Contact:

Mr. Michael Schäfer

Telephone: +49(0)201-7244-769

Fax: +49(0)201-7244-445

Email: michael.schaefer@messe-essen.de

3.1. Trade fair management / service office

During security essen 2018, the trade fair management / service office is located outside hall 6 on the upper floor. This is where all the contacts of the trade fair management and exhibitor trade fair services are at your disposal. You can place additional service orders there, if necessary.

Hours of operation:

Setup	Time
Tuesday, 18 to Thursday 20/09/2018	08.00 – 16.30
Friday, 21/09/2018	08.00 – 15.30
Saturday, 22/09/2018	09.00 – 16.00
Sunday, 23/09/2018	09.00 – 18.00
Monday, 24/09/2018	08.00 – 20.30
Fair period	Time
Tuesday, 25/09/2018	08.00 – 18.30
Wednesday, 26/09/2018	08.00 – 18.30
Thursday, 27/09/2018	08.00 – 18.30
Friday, 28/09/2018	08.00 – 17.00
Dismantling	Time
Saturday, 29/09/2018	10.00 – 14.00



3.2. Rental system stands

Exhibitors can acquire rental system stands directly via MESSE ESSEN GmbH. The four types of stand, "BASIC", "ECONOMY", "COMFORT" and "PREMIUM" are a complete package which can of course be individually upgraded to meet your requirements. You will find an overview of the rental system stands on our homepage www.security-essen.de under the heading "[Exhibitor Trade Fair Services](#)".

Contacts:

Ms Lea Weiler
Telephone: +49(0)201-7244-672
Fax: +49(0)201-7244-854
Email: lea.weiler@messe-essen.de

Ms Heike Schröer
Telephone: +49(0)201-7244-675
Fax: +49(0)201-7244-854
Email: heike.schroeer@messe-essen.de

3.3. Waste disposal

All waste which arises during the event or the setup/dismantling of the stand is to be handed over by the originator of the waste (exhibitor/stand constructor) to the waste holder (MESSE ESSEN GmbH). Due to statutory provisions, the waste holder is obliged to ensure professional disposal. (The provisions of the KrWG - Law on Life Cycle Management - apply in the version valid at the time, along with the associated implementation rules and ordinances and the state laws and municipal by-laws.) For any waste that is not reported or is left behind in the halls, an increased fee of €200.00 /m³ or €3.00 /m² for carpeted floors is levied.

Contact:

Mr Klaus Bujok
Telephone + 49 (0)201-7244-873
Fax + 49 (0)201-7244-447
Email: klaus.bujok@messe-essen.de

3.4. Stand partition walls

If you do not have your own stand system, you can request stand partition walls through MESSE ESSEN GmbH using the "stand walls white" form on our homepage www.security-essen.de. It is provided on a rental basis at a price of €36.00 per running metre, including setup and dismantling.

Please use order forms A 2.1 and A 2.2 to request these walls. Please avoid damaging the stand material or pasting anything onto it. We would like to make you aware that you will be invoiced after the end of the trade fair for cleaning stand material that has been soiled or had things pasted onto it or for acquiring a replacement for stand material that has been damaged. Please therefore handle the materials carefully. Hang your graphics using hooks, or only paste items on selectively using nothing other than adhesives that can be removed without leaving



any residues (e.g. TESA Power Stripes). You can get hooks against payment of a deposit from the Exhibitor Trade Fair Services office.

3.5. Floor covering

It is also necessary to provide the rented stand area with a floor covering. You can choose between carpeted flooring or high-quality floor coverings. Please use our A 7.1 – A 7.9 forms for this.

3.6. Decorations

We would point out here that, in accordance with our Technical Guidelines point 3.1, all materials used for decoration must be fire resistant and proofed in line with DIN 4102.

4. Technology

4.1. Suspensions

If you have any technical queries, please get in touch with our service partner TDA.

Contact:

TDA Rental GmbH

Mr Uwe Seitz

Telephone: +49(0)2041-76323-25

Email: messe@tda-rental.de

4.2. Detailed plans and stand security

If you need detailed plans, please get in touch with:

Contact:

Mr Sebastian Black

Telephone: +49(0)201-7244-857

Fax: +49(0)201-7244-483

Email: technik@messe-essen.de

Please note that exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner to ensure that public safety and order, especially as concerns life and health, are not endangered.

The exhibitor is responsible for structural safety and has a duty to provide proof of this.



Standing structural elements and/or special structures (e.g. free-standing walls, high exhibits, high decorative elements) that could tip over must be rated for at least a horizontally acting equivalent distributed load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to a height of 4.00 m from the upper edge of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above a height of 4.00 m

4.3. Neighbouring zone and stand design

The structural height is normally 2.50 m. On request, and if stand drawings and any evidence of structural stability that may be needed are submitted, the trade fair management can approve different structural heights where applicable.

No gap to the neighbouring stand is required for a single storey structure.

The approval of the neighbouring stand holder is required for a two-storey structure (with open construction of the upper storey). (Point 4.3 of the Technical Guidelines) It must be ensured that the sides of the stand located adjacent to visitor corridors are made transparent and may be closed up to 50% at most. The rear sides of stands that border neighbouring stands must be kept neutral, so as not to adversely affect the design of the neighbouring stand (point 4.7.1).

5. Closed exhibitor area / digital media

As a security essen exhibitor, use the benefits of our online media package which is automatically an integral part of your registration. Find out about your trade fair success in 90 seconds: <https://youtu.be/js31-k445hl>. The mandatory flat rate of €379.00 per exhibitor and co-exhibitor includes various services for you:

Online exhibitor list with company presentation, company and product description, photos, website and email address and selection of goods groups which are relevant to you. In addition to comprehensive fair-related news, you also have the possibility of posting corporate information, such as press releases in your profile. Provide links to your social media channels and RSS feeds as well.

Product and trade fair innovations: Tell visitors and journalists all about your company and your product innovations. Media, customers and potential visitors can therefore access your press information, address, website, photos and logos in a targeted way, as all the information is linked to your exhibitor profile. You upload a text – we will make sure it is optimally tailored for specific target groups.

Stand promotions: Publicise your stand promotions. These appear on the website under "Programme" and "News", as well as in your exhibitor profile.



Interactive hall map: All the data which you enter can be called up in the interactive hall map.

App: Present yourself to your target group in the best possible way via mobile too. The data from your basic entry are automatically transferred to our App. Our App partner will tell you about further possibilities for enhancing your entry at a later stage.

Personal security essen banner: Put the security essen banner with your hall and stand number on your website and use the banner as an email boilerplate or download it in print quality.

Matchmaking: We offer your visitors a matchmaking tool for security essen. These can pose qualified questions to exhibitors and directly make an appointment for a visit at the trade fair. As an exhibitor, you can manage your appointments clearly in the closed exhibitor area. The matchmaking tool enables optimum visitor preparation and appointment scheduling for the most efficient trade fair visit possible!

You can make all the entries independently in our closed exhibitor area: <https://www.messe-essen-digitalmedia.de>. We have sent your access data to you by email.

Contact:

Digital Media

Phone: +49(0)201-3101-1870

Email: support@messe-essen-media.de

6. Parking passes and exhibitor fair passes

6.1. Parking passes

You can only purchase parking tickets for exhibitors online. The online shop is integrated into the "closed exhibitor area".

Exhibitors can order parking season tickets for the full duration of the event, or just tickets that are valid on a daily basis. The last setup day is free of charge for season tickets. Ordered parking tickets are then immediately available to you as a download from the shop. There is the option of printing out the parking ticket or saving it on a smartphone.

You also have the option of purchasing a so-called setup and dismantling ticket for cars at the price of €4.00 per day for the setup and dismantling period, graduated according to the remaining setup time.

Contact:

Mr Siegfried Horn

Tel.: +49(0)201 7244 268

Fax: +49(0)201 7244 437

Email: siegfried.horn@messe-essen.de



6.2. Exhibitor fair passes / exhibitor day passes

You can generate the free exhibitor fair passes (EFPs) that you are entitled to in our online shop and order any extra exhibitor fair passes that are required at €26.00 each (including VAT). In this connection, we would point out that there will be exhibitor day passes for the first time at this year's security essen 2018 for €14.00. There is a counter available for you in every foyer for any alterations and re-ordering.

Co-exhibitors do not receive any free exhibitor fair passes. This means that all exhibitor fair passes for co-exhibitors ordered in the online shop are subject to a charge.

The **access data** for this are the same as for the "closed exhibitor area". These have already be sent to you by email.

Contact:

Mr Michael Schäfer

Telephone: +49(0)201-7244-769

Fax: +49(0)201-7244-445

Email: michael.schaefer@messe-essen.de

6.3. Caravan pitches

For exhibitors who arrive by caravan/camper van, there are pitches available in car park P2 which have no utilities (no power, no shower). Please reserve your pitch in good time.

Contact:

Mr Siegfried Horn

Tel.: +49(0)201 7244 268

Fax: +49(0)201 7244 437

Email: siegfried.horn@messe-essen.de

We recommend the Knaus Campsite in Essen-Werden for exhibitors who would like to have pitches with utilities.

Contact:

Knaus Campingplatz Essen-Werden

Markus Schreuer

Tel.: +49(0)201 492978

Email: essen@knauscamp.de

7. Lead tracking

You can also rent Lead Scanner for security essen 2018 in order to record the visitors to your stand. You will find the information material and order documents here [Lead Success](#).



Contact:

convey Information Systems GmbH
Tel.: +49(0)89 / 54 34 49 30
Fax: +49(0)89 / 54 34 49 31
Email: leadsuccess@convey.de

8. Advertising material for your participation in the trade fair

8.1. Free advertising material

Use our free advertising material, such as visitor flyers, invitation cards and mail stickers with the hall and stand number printed on them. You can find the order forms [here](#).

Contact:

Mr Michael Schäfer
Telephone: +49(0)201-7244-769
Fax: +49(0)201-7244-445
Email: michael.schaefer@messe-essen.de

8.2. Day pass invitations codes

There will also be a registration system for visitors at security essen 2018.

Log into the exhibitor shop, order a specific quantity of online codes and send these directly from the online shop to your customers. They have to register online and then print out the online ticket. This means you save your customers time, because they have direct access to the trade fair without having to wait at the counter.

Visitors can of course fill in a form for registration on site as well. However, this entails longer waiting times.

If you need more online codes, simply order these from the exhibitor shop.

After the end of the trade fair, you will be charged €14.28 (€17 including VAT) per redeemed online code. If more than 200 voucher codes per exhibitor are redeemed, the individual price is reduced to €13.45 (€16 including VAT).

8.3. Trade fair catalogue / visitor guide / online banner

A. Sutter Fair Business GmbH, Essen issues the official trade fair catalogue for security essen 2018. The form for your official catalogue entry, along with possible advertising in the trade fair catalogue, visitor guide and banner advertising, can be found [here](#).



We would also point out that the official trade fair catalogue is only created and printed by **A. Sutter Fair Business**. Catalogue entry requests from other publishers have nothing to do with the official security essen 2018 catalogue.

Contact:

A. Sutter Fair Business GmbH
Media Service tel.: +49 201 52353-121
Fax: +49 201 52353-2121
Email: security@fair.sutter.de

8.4. Sponsoring / advertising on the trade fair site

Use the numerous options for an excellent individual presentation.

Sponsoring contacts:

Ms Mara Frahne
Telephone: +49(0)201-7244-647
Fax: +49(0)201-7244-513
Email: mara.frahne@messe-essen.de

Ms Christiane Unterberg
Telephone: +49(0)201-7244-229
Fax: +49(0)201-7244-513
Email: christiane.unterberg@messe-essen.de

Contact for advertising on the trade fair site:

Mr Tim Renzing
Telephone: +49(0)201-7244-528
Fax: +49(0)201-7244-448
Email: tim.renzing@messe-essen.de

9. Demonstrations and advertising on the stand

9.1. Demonstrations and advertising

The trade fair organiser's permission must always be sought for the use of acoustic advertising media, microphones, amplifiers, music (live or from sound recording media). In this respect, the organiser also reserves the right to attach reasonable conditions to the permits where applicable (time frames, volume or similar). Permits that have already been issued can be restricted or revoked in the interest of the trade fair/exhibition running in an orderly manner. If there is an infringement, the exhibitor is obliged to indemnify the organiser from any compensation claims which are made by other exhibitors due to disturbances as a result of violations. See also point 10 "Advertising" of the "General Terms and Conditions of Participation", along with point 5.9 "Stage Areas" and point 5.13 "Musical Playbacks, Audio Playbacks" of the "Technical Guidelines" on our website www.security-essen.de.



9.2. Radio applications at security essen 2018

According to section 55 of the Telecommunications Law (TKG) of 22 June 2004 (BGBl - Federal Law Gazette - part 1, no. 29, p. 1190) which was amended by article 2 of the law of 22 December 2011 (BGBl - Federal Law Gazette - 1, p 2958) and most recently by the law for changing statutory telecommunications regulations of 3 May 2012 (BGBl - Federal Law Gazette - 1, no.19, p 958), every use of frequency requires a prior frequency allocation. Frequency is allocated for a specific purpose in line with the frequency usage plan (FreqNP).

Frequencies can be officially allocated as general allocations for use both by people in general or by a defined or definable group of people. The technical transmission parameters which are laid down in the respective general allocations are binding and it is absolutely vital to adhere to them when using the frequencies.

Both the use of frequencies without prior frequency allocation and non-compliance with the usage provisions constitute an administrative offence.

You will find the Information about the currently valid general allocations on the website of the Federal Network Agency under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/Allgemeinzuteilungen/allgemeinzuteilungen-node.html

The use of frequencies based on a general allocation is exempt from fees and contributions.

In the event of the intended use of frequency/frequencies based on a general allocation not being possible, frequencies can be allocated on application, likewise in line with the frequency usage plan (FreqNP) and the administrative regulation for frequency allocation in private mobile radio (VVnömL).

Furthermore, where a short-term frequency need arises, especially when it is not possible to make an allocation according to the VVnömL rules, frequencies can be allocated on application in the context of an individual allocation for short-term use, limited to the duration of the event, if there is the required compatibility.

On the Federal Network Agency's website, you will find basic information about the use of frequencies and also the respective application forms, depending on the radio application, both to apply for an individual allocation and for short-term use under:

www.bundesnetzagentur.de/DE/Sachgebiete/Telekommunikation/Unternehmen_Institutionen/Frequenzen/frequenzen-node.html

In principle, all allocations of frequencies are subject to the payment of a fee. The amount of the fee is calculated according to the Frequency Fee Ordinance (FGebV) in the version which is valid in each case and is **€130.00** for individual allocation. Those who have had a frequency allocated to them are obliged to pay the frequency usage contributions according to the Frequency Protection Contribution Ordinance (FSBeitrV). The amount of the contributions is



different, depending on the radio application and the year of use. Notification of the contributions is made retrospectively with a contribution notice for which there is a right to appeal. This is delivered separately by post.

Where there is an allocation for short-term use, a fee of **€130.00** is levied for the first allocated frequency and **€50.00** for each further frequency. Where there is short-term use, no frequency use contributions are levied currently.

The Federal Network Agency is legally obliged, and thus also authorised, to monitor use of the frequencies. This means radio systems and emissions can be checked at any time during the trade fair by the staff of the Federal Network Agency. The agents of the Federal Network Agency are entitled to access business premises, trade fair stands, operational and business areas and vehicles on or in which equipment is offered, displayed, operated or stored during business or operating hours, to view and check the equipment, to have it operated so that it can be checked and to take it away for the purpose of testing and control.

Radio interferences and clashes can be reported to the incident registration office of the Federal Network Agency on telephone number **+49(0)4821 89 55 55**.

The service centre 4/80 (DLZ 4/80) of the Federal Network Agency in Mülheim an der Ruhr is responsible for processing applications.

Federal Network Agency
DLZ 4/80
Aktienstr. 1-7
45473 Mülheim
Telephone: +49.(0)208 45 07 0
Fax: +49.(0)208 45 07 180
Email: koel4.postfach@bnetza.de

10. Product piracy / preliminary injunction

In the event of infringements of the Design Law, Trade Mark Law or Copyright Law during the period when security essen 2018 is running, we can put you in touch with a patent lawyer or solicitor at short notice.

Contact:
Ms Julia Jacob
Telephone: +49(0)201-7244-524
Fax: +49(0)201-7244-513
Email: julia.jacob@messe-essen.de



11. Opening times/presence on the trade fair site outside the opening times

While the trade fair is on, exhibitors are permitted to be on the trade fair site one hour before it starts and one hour after it finishes.

Exhibitors who would like to be on their stand outside the official trade fair opening times (exhibitors 08.00 – 19.00) in justified exceptional cases (stand party, night-time work, photography work, special events, etc.) need to get the appropriate authorisations. In these cases, we would be grateful if you could get in touch with our contact, Mr Bylsma.

Contact:

Mr Michael Bylsma

Telephone: +49(0)201-7244-270

Fax: +49(0)201-7244-1270

Email: michael.bylsma@messe-essen.de

We wish you every success for your trade fair preparations and remain

Yours faithfully

Your security essen 2018 team